

# SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308  
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[www.wandering.wa.gov.au](http://www.wandering.wa.gov.au)



## *Our Vision:*

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

# ORDINARY MEETING OF COUNCIL

## Agenda 20 August 2020

*Dear Elected Member*

*The next Ordinary Meeting of Council of the Shire of Wandering will be held on 20 August 2020 in the Council Chambers, 22 Watts Street, Wandering, commencing at 3:30pm.*

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

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# ORDINARY MEETING OF COUNCIL AGENDA

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

### Present:

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

### Apologies:

Alana Rosenthal

## 3. DISCLOSURE OF INTERESTS

### 3.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

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

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

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

#### DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

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

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

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

### 3.2. DISCLOSURE OF FINANCIAL/PROXIMITY INTERESTS

## 4. PUBLIC QUESTION TIME

## 5. APPLICATIONS FOR LEAVE OF ABSENCE

## 6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 6.1. ORDINARY MEETING OF COUNCIL HELD – 16/07/2020

#### **COUNCIL DECISION**

That the Minutes of the Ordinary Meeting of Council held 16/07/2020 be confirmed as a true and correct record of proceedings without amendment.

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

## 8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Adrienne Yzerman, Executive Officer for HWEDA

## 9. REPORTS OF COMMITTEES AND/OR WORKING GROUPS

Minutes of Wandering Community Centre Precinct Refurbishment Project Group for 22/07/2020 and 05/08/2020 follow:

#### **OFFICER'S RECOMMENDATION – ITEM 9 – MINUTES OF WANDERING COMMUNITY CENTRE PRECINCT REFURBISHMENT PROJECT WORKING GROUP**

That Council receives the Minutes of the WCCPRP Working Group held on 22/07/2020 and 05/08/2020 as attached.

#### **COMMITTEE RECOMMENDATION**

That Council endorse the recommendation of the Wandering Community Centre Precinct Refurbishment Project Group that Council authorises the CEO to call for expressions of interest to prepare a concept plan for the Wandering Oval Precinct based on the Priority List agreed to at the 05/08/2020 WCCPRP Group meeting.



# Wandering Community Centre Precinct Refurbishment Project Working Group Minutes – 22/07/2020

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The meeting opened at 7:00pm

## 2. RECORD OF ATTENDANCE / APOLOGIES

### Present:

Cr M Watts	Chair	Cr B Whitely	Shire
Cr G Curtis	Shire	Ms N Kelliher	Community
Cr P Treasure	Shire	Ms R McKenzie	Wandering P & C
Ms L Boddy	Wandering CWA	Mr C Garrick	Wandering Cricket Club
Ms D Ebsary	Local Business	Ms L Muller	Bowls Club
<b>Staff:</b>		Ms J Curtis	Community

Ms B Knight CEO      Ms A Rosenthal, CRC  
Coordinator

### Apologies

Ms S Little              Ms H Herbert              Ms G Hansen

## 3. ITEMS LISTED FOR DISCUSSION/DECISION

### 3.1. SHIRE FUNDING – ENGAGEMENT OF CONSULTANT

The Shire of Wandering has approved the allocation of \$25,000 in the 2020/2021 budget for the purposes of engaging a professional to assist the Group in determining the viability of the upgrade project.

The purpose of this meeting is to make a recommendation to Council on the future direction of this component of the project.

### DISCUSSION

Lisa Boddy provided the following information regarding business/project planning:

Whitney Consulting – estimate for a business case is in the order of \$10,000 but this does not include project planning, consultation, architect, etc. A full business case including those items will be in the order of \$25,000 and this is recommended because the Shire is very unlikely to receive funding without a full business case. Things to consider

- Feasibility study and/or business case
- Architect – only once it has been identified what is required and why
- Concept designs – are required for the business case and funding applications

Grants Empire – estimate for preparation of business case in the order of \$3,000. Additional charges would apply if specific economic data is needed, and independent advisors are to be engaged. No further details supplied regarding project planning, consultation, architect, etc.

Lisa Boddy also tabled the business case from the Shire of Beverley for the “Corner Stone” building which was prepared by Grants Empire.



Lisa Boddy tabled a concept plan for the Pingelly Caravan park as an example of a what a concept plan looks like.

#### **RECOMMENDATION TO COUNCIL - CONCEPT PLAN**

Moved Darralyn Ebsary

Seconded Nicola Kelliher

That the Wandering Community Centre Upgrade Group recommend to Council that it calls for expressions of interest to prepare a concept plan for the Wandering Oval Precinct.

**CONSENSUS**

#### **FACT FINDING TRIP**

That the Group undertake a fact-finding trip to other local governments that have undertaken a similar project in the recent past to gain a better understanding of what is involved.

Suggested – Kulin, Corrigin, Brookton, etc. 14<sup>th</sup> August 2020.

**CONSENSUS**

#### **STRUCTURE OF GROUP**

Moved Darralyn Ebsary

Seconded Roy McKenzie

That Cr Max Watts be nominated as Chairman of the Group, and Cr Whitely as Deputy Chair.

Cr Watts and Cr Whitely accepted the nominations.

**CONSENSUS**

General discussion on the structure of the Group, its future direction and what involvement Council has with the Group.

#### **4. CLOSURE OF MEETING**

There being no further notice, the meeting closed at 8:13pm



# Wandering Community Centre Precinct Redevelopment Project Working Group Minutes – 5<sup>th</sup> August 2020

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Meeting opened at 7:00pm

## 2. RECORD OF ATTENDANCE / APOLOGIES

### Present:

Cr M Watts

Chair

Cr B Whitely

Deputy Chair

Cr G Curtis

Ms L Muller

Cr P Treasure

Ms J Curtis

### Staff:

Ms B Knight CEO

### Apologies

Ms L Boddy

Ms D Ebsary

Ms S Little

Ms N Kelliher

Ms R McKenzie

Ms H Herbert

Mc C Garrick

## 3. RECEIVING MINUTES FROM PREVIOUS MEETING(S)

The Minutes from the meeting held 22/07/2020 previously distributed.

### 3 MINUTES FROM PREVIOUS MEETING(S)

That the Minutes from the WCCPRP Working Group meeting held on 22/07/2020 be received.

**CONSENSUS**

## 4. ITEMS LISTED FOR DISCUSSION/DECISION

### 4.1. REVIEW OF PRIORITY LIST

The priority list compiled from the inaugural meeting was reviewed to combine like items, and separate out indirectly related items.

ITEM	SUPPORTING DETAILS/BENEFITS	POTENTIAL FUNDING
Re-design Kitchen – fly screens/odour free/bigger prep area/ more storage for food	Encourage more community groups Increase population Keep function cost down Increase demographics across all age spectrum	
Separate bar area to be accessible inside and out	New kitchen would eliminate food contamination Relocate kitchen to front – extend building	
Solid Structure to replace shade cloth	Can increase more usable floor area	



	Bigger functions	
Consider stand-alone structure for the following:		
Storage – sporting clubs etc	Increase functionality of current storage, possibly allowing for increase kitchen space Each sporting club to have designated storage Encourage more community participation & allow for larger functions.	
Toilet/ change rooms	Provide access 24/7 for users of grounds including playground area	
Disability access – to hall and oval & upgrade to disabled ramp to bowling green		
Water tank to capture water from facility	Water reuse	
Heating and cooling of facility		
Adult gym – outdoor exercise equipment		
Increase parking	Utilising Down street Include disabled parking	
Lighting for oval		
Heated pool		
Outdoor BBQ upgrade		
Permanent cricket nets		
Solar Panel	Renewable energy	
Close off closest Down street		
Shelter and skatepark		
<b>MATTERS ALREADY BEING ADDRESSED</b>		
Drainage issues – needs attention ASAP	(Completed in 2019/2020)	
Playground area – needs fencing & permanent shade fixture	(Budgeted in 2020/2021 - fence and shade)	
Source original plans		
<b>MATTERS RELATED TO MEETINGS &amp; OFFICE SPACE</b>		
Meeting Room	Hold trainings First aid etc	
Digital capacity for training etc		
Interactive whiteboard – Digital facilities		
Power upgrade – I.T Hub – Training sessions		
Office space rental	Increase business start-ups/pop ups	
Smaller intimate areas	Partitioning Child care	
<b>OTHER MATTERS RELATED TO OTHER AREAS IN TOWN</b>		
Walking path around oval – link with skatepark & other facilities		
Repurpose Green shed/museum – Welcome info centre		
Men's shed		



**ITEM 4.1 REVIEW OF THE PRIORITY LIST**

That the CEO review the priority list and group like items together, and create new categories for meeting room/office, and other matters related to other areas in town.

**CONSENSUS****5. SITE INSPECTIONS**

Discussion on-site inspections for 28/08/2020:

- Where to visit – agreed upon facilities;
  - a. Shire of Brookton
  - b. Shire of Wickepin
  - c. Shire of Beverley
- What to gain from visit;
  - a. How storage is managed elsewhere;
  - b. How ablution facilities are managed elsewhere, in particular separate facilities to main buildings; and
  - c. Functional kitchens, what works and what doesn't.
- Who is attending;
  - a. All Working Group members are invited;
  - b. Personal/Shire vehicles will be used.
- Who is organising.
  - a. Jenni Curtis and Lisa Boddy (if available)
  - b. Alana Rosenthal if Lisa unavailable.

**6. ORIGINAL BUILDING PLANS**

The CEO tabled the original building layout plans, and gave undertaking to search for full set of plans as soon as possible.

**7. NEXT MEETING**

Agreed that regular meetings be held on second Wednesday of the month.

Next meeting 9<sup>th</sup> September 2020, 7:00pm at Community Centre.

**8. CLOSURE OF MEETING**

Meeting closed at 8:00 pm

## 10. CHIEF EXECUTIVE OFFICER'S REPORTS

### 10.1.WANDERING INDUSTRIAL ESTATE – STAGE 2

<b>Proponent</b>	Shire of Wandering
<b>Owner</b>	Shire of Wandering
<b>Location/Address</b>	Lot 9001 on Deposited Plan 75227, Wandering
<b>Author of Report</b>	Joe Douglas, Exurban
<b>Authorising Officer</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	20/08/2020
<b>Previous Reports</b>	19/12/2019, 19/09/2019, 15/08/2019, 19/03/2020
<b>Disclosure of any Interest</b>	The CEO's husband does occasional contract work for the Planning Consultant
<b>File Reference</b>	10.106.10604
<b>Attachments</b>	Attachment 1- Schedule of Submissions

#### BRIEF SUMMARY

This report recommends that Council support and finally adopt Amendment No.6 to the Shire of Wandering Town Planning Scheme No.3 to change the classification of Lot 9001 on Deposited Plan 75227, Wandering from 'Rural' to 'Industrial' zone, for final approval by the Honourable Minister for Planning without any modifications.

#### BACKGROUND

At its Meeting on 19 March 2020 Council resolved to endorse / adopt the documentation prepared in respect of Amendment No.6 for the purpose of environmental clearance and public advertising.

The amendment proposes to facilitate the proposed expansion of the Wandering Industrial Estate. Specifically, the amendment proposes to rezone Lot 9001 from 'Rural' to 'Industrial' zone to allow for the development of five (5) new 4,000m<sup>2</sup> industrial lots.

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

#### STATUTORY/LEGAL IMPLICATIONS

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

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

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

Clause 81 of the *Planning and Development Act 2005* requires all Amendments to be referred to the Environmental Protection Authority (EPA) for assessment. Amendments cannot be advertised until the EPA has completed its review within the prescribed time period.

Clause 84 of the *Planning and Development Act 2005* requires an Amendment to be advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*. Regulation 47 requires the Amendment to be advertised for a period of not less than 42 days in the following manner:

- (a) publication of a notice in a newspaper circulating in the scheme area;
- (b) display a copy of the notice in the offices of the local government for the period for making submissions set out in the notice;

- (c) provide a copy of the notice to each public authority that the local government considers is likely to be affected by the amendment; and
- (d) publish a copy of the notice and the amendment on the website of the local government.

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

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

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

#### **STRATEGIC IMPLICATIONS**

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

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

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

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

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

Section 4.0 – Strategies and Actions:

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

#### **CONSULTATION/COMMUNICATION**

The EPA advised that the amendment should not be assessed under Part IV Division 3 of the *Environmental Protection Act 1986* (EP Act) and that it is not necessary to provide any advice or recommendations.

Consequently, the amendment was advertised for public comment for the minimum required period of forty two (42) days (i.e. 16<sup>th</sup> May until the 3<sup>rd</sup> July 2020) by the following means:

- Correspondence to all landowners within 500 metres of the subject land providing details of where the amendment could be viewed and inviting their feedback / comment;
- Publication of a notice in the Western Australian newspaper;
- Publication of a notice and the scheme amendment documentation on the Shire's website;
- Public display of the scheme amendment documentation at the Shire Administration Centre; and
- Formal written referrals to the following government agencies:
  - Department of Planning, Lands and Heritage;
  - Department of Fire and Emergency Services;
  - Department of Health;
  - Western Power;
  - Water Corporation;
  - Telstra Corporation Limited;
  - Public Transport Authority;
  - Main Roads WA;
  - Department of Water and Environment Regulation;
  - Wheatbelt Development Commission;
  - Department of Primary Industries and Regional Development;
  - Department of Biodiversity, Conservation and Attractions; and
  - Department of Mines, Industry Regulation and Safety.

At the conclusion of public advertising a total of eight (8) submissions had been received by the Shire, none of which raised any objections. A summary of all submissions received and a recommendation in respect of each is provided in Attachment 1.

#### **COMMENT**

During public advertising a number of potential issues were identified, the specific details of which are outlined below. It is significant to note none of the issues raised are considered fatal to the scheme amendment proposal with many able to be suitably addressed during subsequent stages of the planning and development approval process.

##### EPA Buffer Distances

The Department of Health has recommended the amendment acknowledge and incorporate appropriate separation distances in accordance with EPA Guidance Statement No.3 entitled 'Separation Distances between Industrial and Sensitive Land Uses'.

Buffer separation distance requirements between industrial and sensitive land uses is an important consideration during the early stages of the planning process, especially as the Amendment must be referred to the EPA for examination before it is advertised for public comment. Section 5.4 of the Explanatory Report contained in the scheme amendment documentation considered and addressed the buffer separation distance requirements in the context of all existing and future proposed land uses to the satisfaction of the EPA as evidenced by the advice received from that agency. As such, it is contended there are no significant issues in this regard and therefore no amendments are required to the scheme amendment proposal.

##### Water Supply

The Department of Health advised that any future proposed development of the subject land is required to connect to scheme water. The Water Corporation also advised as follows:

- i) the subject land is serviced by a 20mm diameter non-standard farmlands-type service;

- ii) the proposed rezoning for industrial purposes does not guarantee an adequate reticulated water supply service will be provided for any future proposed industrial uses on the land; and
- iii) Normalisation of a water service for any future proposed industrial lots would require a water main extension from the Wandering townsite to the subject land which is some distance away (i.e. approximately 1.5km). Any future investigations in this regard would also be based on existing capacity and pressure issues associated with limited schemes in regional areas and townsites.

The five (5) existing industrial lots in Stage 1 are connected to a reticulated water supply service. It is understood this infrastructure was provided in accordance with the conditions of the original subdivision approval for Stage 1.

It is expected that any subdivision application for Stage 2 will, if ultimately approved by the Western Australian Planning Commission, be subject to a water supply condition/s similar to the subdivision approval granted for Stage 1. It will therefore be incumbent upon the Shire, as the developer of the land, to demonstrate that the existing water supply service to the land can adequately service the proposed new lots comprising Stage 2 in order to secure the Water Corporation's final clearance to any such condition/s.

The Water Corporation's willingness to accept any proposal submitted by the Shire in terms of future water supply arrangements will be the subject of further discussion and negotiation with that agency during the subdivision development stage of the project with due consideration to be given to the Shire's intention to only allow 'dry industry' type industrial uses and make suitable provision for relevant firefighting requirements (i.e. fire hydrants).

In light of the above conclusions it is contended no modifications are required the scheme amendment proposal to reflect the Water Corporation's advice in this matter and that the advice provided simply be noted.

#### On-Site Effluent Disposal

The Department of Health advised as follows in relation to future on-site effluent disposal arrangements:

- i) Suitable provision for an adequate on-site effluent disposal area is to be accommodated in any planning approval;
- ii) For on-site wastewater disposal systems to be approved, a winter 'site-and-soil evaluation' in accordance with Australian New Zealand Standard 1547 entitled 'On-site Domestic Wastewater Management' is required; and
- iii) Any on-site wastewater treatment process is to be in accordance with the Department's relevant publications.

Section 5.4 of the Explanatory Report contained in the scheme amendment documentation considered and addressed the issues regarding on-site effluent disposal. The report concluded it is reasonable, for various reasons, to not require a site and soil evaluation assessment during the rezoning stage of the planning process and to defer doing so until the land is proposed to be subdivided (i.e. at the subdivision application stage). This suggested approach and reasons for it were clearly articulated in the scheme amendment proposal and made provision for the inclusion of suitable provisions in the Scheme Text of Town Planning Scheme No.3 as part of the amendment to address the relevant requirements. Given the Department of Health's advice, it appears they have no objection to this proposed approach to dealing with future on-site effluent disposal arrangements and therefore no modifications are required to the scheme amendment proposal to reflect its advice in this matter.

#### Public Health Issues

The Department of Health has submitted that public health issues should be addressed and incorporated into the proposed industrial estate and precinct. It does not however specify during which stage of the planning process this should occur being:

- a) the rezoning (i.e. scheme amendment) stage;
- b) the subdivision application stage;
- c) the development application stage; or

d) formulation of any Local Planning Policy to support decision making by the local government.

The Department's scoping tool for Public Health Considerations relates to industrial estates in general without distinguishing between the size, nature or likely characteristics of any given industrial development. Factors that influence public health to be considered by assessors and proponents include, but are not limited to, the following:

- Air quality;
- Light;
- Noise;
- Water quality;
- Hazard management;
- Radiation safety;
- Climate change; and
- Traffic.

It is contended the majority of the above factors have or will be suitably addressed by government agencies through other legislative and regulatory requirements, including the recent EPA assessment, as well as the local government when considering and determining any future development applications for the subject land following its proposed subdivision development. For these reasons it is contended no modifications are required the scheme amendment proposal to reflect the Department's advice in this matter.

#### **VOTING REQUIREMENTS**

Simple Majority

#### **OFFICER'S RECOMMENDATION – ITEM 10.1 – WANDERING INDUSTRIAL ESTATE (STAGE 2)**

That Council:

- 1) Acknowledge receipt of and determine each submission received in respect of Amendment No.6 to the Shire of Wandering Town Planning Scheme No.3 during public advertising in accordance with the recommendations contained in the Schedule of Submissions provided in Attachment 1;
- 2) Adopt Amendment No.6 to the Shire of Wandering Town Planning Scheme No.3 without modification and instruct the CEO to advise the Western Australian Planning Commission that no modifications to the scheme amendment proposal are recommended or required to reflect the content of the submissions received during public advertising;
- 3) Endorse three (3) copies of the documentation prepared in respect of Amendment No.6 by affixing the Shire's common seal and authorising the Shire President and Chief Executive Officer to sign the amendment documentation accordingly; and
- 4) Authorise the CEO to submit the endorsed documentation prepared in respect of Amendment No.6 to the Western Australian Planning Commission requesting the Honourable Minister for Planning's final approval.

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



**ATTACHMENT 1 - SCHEDULE OF SUBMISSIONS****PROPOSED AMENDMENT NO.6 – SHIRE OF WANDERING TOWN PLANNING SCHEME NO.3**

NO	NAME / ADDRESS	DESCRIPTION OF AFFECTED PROPERTY	SUMMARY OF SUBMISSION	COUNCIL'S RECOMMENDATION
1.	Mr Shaun Brand - Wandering Smash Repairs Lot 6 Ferguson Way WANDERING WA 6308	Lot 6 Ferguson Way, Wandering	Supports the amendment and suggests inclusion of: <ul style="list-style-type: none"> <li>• 3 metre minimum side boundary setbacks for fire safety reasons;</li> <li>• Make the area more inviting to new businesses by sealing the roads and installing kerbing, fences etc.;</li> <li>• Consider the need to provide water supply tanks and/or hydrants for firefighting purposes; and</li> <li>• Ensure all stormwater drainage from any new structures is properly captured and stored or connected to drains to minimise the potential for any damage to existing properties.</li> </ul>	That no modifications be made to the scheme amendment proposal in response to the submission received from Mr Shaun Brand of Wandering Smash Repairs given that the various suggestions put forward are matters that are required to be considered in further detail and suitably addressed during the subdivision, development and building approval stages of the land development process.
2.	Parks & Wildlife Service division of the Department of Biodiversity, Conservation and Attractions Locked Bag 104 BENTLEY DELIVERY CENTRE WA 6983	N/A	No comment	That no modifications be made to the scheme amendment proposal in response to the submission received from the Parks & Wildlife Service division of the Department of Biodiversity, Conservation and Attractions.
3.	Department of Fire & Emergency Services 20 Stockton Bend COCKBURN CENTRAL WA 6164	N/A	The land the subject of the proposed amendment does not fall into an area designated as bushfire prone pursuant to the <i>Fire and Emergency Services Act 1998</i> (as amended) as identified on the Map of Bush Fire Prone Areas.	That no modifications be made to the scheme amendment proposal in response to the submission received from the Department of Fire & Emergency Services.
4.	Department of Mines, Industry Regulation and Safety Locked Bag 100 EAST PERTH WA 6892	N/A	The proposed amendment raises no significant issues with respect to mineral and petroleum resources, geothermal energy, and basic raw materials.	That no modifications be made to the scheme amendment proposal in response to the submission received from the Department of Mines, Industry Regulation and Safety.
5	Department of Primary Industries and Regional Development Locked Bag 4 BENTLEY DELIVERY CENTRE WA 6983	N/A	No objection	That no modifications be made to the scheme amendment proposal in response to the submission received from the Department of Primary Industries and Regional Development.

**ATTACHMENT 1 - SCHEDULE OF SUBMISSIONS****PROPOSED AMENDMENT NO.6 – SHIRE OF WANDERING TOWN PLANNING SCHEME NO.3**

NO	NAME / ADDRESS	DESCRIPTION OF AFFECTED PROPERTY	SUMMARY OF SUBMISSION	COUNCIL'S RECOMMENDATION
6.	Department of Water and Environmental Regulation PO Box 332 MANDURAH WA 6210	N/A	The Department of Water and Environmental Regulation does not object to the proposal and has no comments to make at this stage.	That no modifications be made to the scheme amendment proposal in response to the submission received from the Department of Water and Environmental Regulation.
7.	Water Corporation PO Box 1600 OSBORNE PARK DC WA 6916	Subject Land	<p>The subject site is remote from wastewater services.</p> <p>The existing property (Lot 9001) is currently serviced by a 20mm Farmlands non-standard service with agreed conditions associated with these service types.</p> <p>Therefore, the rezoning of the land from 'Rural to Industrial' would not guarantee that an adequate water service will be provided for industrial uses.</p> <p>Normalisation of a water service would require a water main extension from the townsite to the subject land some distance away (#1.5km). Any future investigation would also be based on existing capacity and pressure issues associated with limited schemes in regional areas and town-sites.</p>	That no modifications be made to the scheme amendment proposal in response to the submission received from the Water Corporation given that the matters raised will be the subject of further detailed investigation, discussion and negotiation with that agency and the Western Australian Planning Commission during the subdivision development stage of the project.
8.	Department of Health PO Box 8172 PERTH BUSINESS CENTRE WA 6849	Subject Land	<p>The development is required to connect to scheme water and be in accordance with the Government Sewerage Policy (2019).</p> <p>Suitable provision for an adequate on-site effluent disposal area is to be accommodated in any planning approval.</p> <p>Public health issues should be addressed and incorporated into the proposed industrial estate and precinct.</p> <p>The amendment is to acknowledge and incorporate appropriate separation distances in accordance with EPA Guidelines.</p>	That no modifications be made to the scheme amendment proposal in response to the submission received from the Department of Health given that some matters raised have already been considered and addressed in the scheme amendment proposal and all remaining outstanding matters will be the subject of further detailed investigation and assessment during the subdivision and development approval stages of the project.



## 10.2.REVIEW OF COUNCIL POLICY 1 - CODE OF CONDUCT

<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>	20/08/2020
<b>Previous Reports</b>	18/07/2019
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	04.041.04111
<b>Attachments</b>	Revised Policy

### BRIEF SUMMARY

To review Council's Code of Conduct Policy in light of legislative changes.

### BACKGROUND

The Council members, Chief Executive Officers (CEOs) and other local government employees occasionally receive gifts. As part of the Local Government Act Review it was recognised that a new gift framework should be developed to provide a transparent system of accountability where members of the community can have confidence in the decision-making of their elected representatives.

The recent changes to gifts outlined below has not changed the current code of conduct gift provisions relating to employees (regulation 34B of the Local Government (Administration) Regulations 1996). These provisions will be reviewed when section 5.51A (Code of conduct for employees) of the Local Government Legislation Amendment Act 2019 is proclaimed in 2020.

### What changes are being made?

- The former gift exemption categories no longer apply, and council members and CEOs must declare any gift received in their capacity as a council member or CEO valued at \$300 or above (or the cumulative value of gifts from the one donor exceeds \$300 in a 12-month period). See sections 5.87A and 5.87B.
- If a council member receives any gift (or a series of gifts in a 12-month period) valued at \$300 or above and the donor has a matter before council, the council member must disclose an interest and remove themselves from the meeting (unless approval is granted by the council or the Minister, depending on the value of the gift). The donor becomes a closely associated person in accordance with section 5.62.
- Similarly, gifts received by the CEO will exclude them from involvement in a matter requiring a local government decision (unless approval is granted by the council or the Minister, depending on the value of the gift).
- Gifts that will not create an interest are those involving attendance at events as approved by council in accordance with the attendance at events policy and those from specified entities.
- Local governments are required to develop and publish a policy covering council member and CEO attendance at events, and addressing who will pay for the tickets.
- The former definition of a gift has been deleted, and a new definition of gift in the Act now includes contributions to travel.
- CEOs are responsible for publishing and maintaining a gift register on the local government's official website which now needs to be updated within ten days of a disclosure being made.

### What are the obligations on Council members and CEOs when receiving a gift?

- Disclose all gifts valued over \$300 received in their capacity as council member or CEO. This threshold includes cumulative gifts over a 12-month period from the one donor that add up to the value of \$300 or above.
- Disclose these gifts within 10 days of receipt.
- A failure to comply with requirements is an offence.

**What is a gift received in their capacity as a council member mean?**

- The question is, would the gift have been given if the person was not a member of the council (or CEO), if the answer is no, then it must be disclosed if the value of the gift (or the cumulative value of gifts from the same donor), is over \$300.
- Attendance at an event, whether as a representative of the local government or otherwise as a councillor or CEO, where the council member or CEO has not paid for the ticket or hospitality is a gift and must be disclosed.
- Gifts that generally wouldn't have to be disclosed would include:
  - wedding gifts,
  - birthday gifts,
  - gifts received through a will,
  - gifts (or travel) received through their ordinary course of outside employment, or the temporary loan of personal property belonging to a relative, acquaintance, neighbour etc.
- Care should still be taken when receiving a gift through the pathways listed above, as an assessment on the nature of the relationship between the recipient and the donor must still be made.

**How can a council member or CEO decide if the gift was received in that capacity?**

- Each member will need to make their own assessment.
- The test is — if I was not a council member/CEO would this person have given me a gift (or a gift of that size)?
- If the answer is no, it must be disclosed.
- If in doubt, disclose.

**How do you determine the value of a gift?**

- The value of a gift is its market value at the time it is given.
- It will be up to the council member or CEO to establish the cost of the gift.
- If challenged, the onus is on the recipient to prove the value.

**STATUTORY/LEGAL IMPLICATIONS**

*Local Government Act 1995 s5.87A & s5.87b*

**POLICY IMPLICATIONS**

Council Policy 1 – Code of Conduct has been amended to reflect the legislative changes. These changes are highlighted in grey on the attached Policy.

**FINANCIAL IMPLICATIONS**

Nil

**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

**CONSULTATION/COMMUNICATION**

Nil

**COMMENT**

The Department of Local Government, Sport and Cultural Industries has a "Gifts and Conflicts of Interest – FAQ" page on their website which is a good resource for questions that may arise.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER'S RECOMMENDATION – ITEM REVIEW OF COUNCIL POLICY 1 - CODE OF CONDUCT**

That Council adopts the attached Policy 1 – Code of Conduct without further amendment.

**AUTHOR'S SIGNATURE:**

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

<b>POLICY TYPE:</b>	<b>LEGISLATIVE</b>	<b>POLICY NO:</b>	<b>1</b>
<b>DATE ADOPTED:</b>	18/07/2019	<b>DATE LAST REVIEWED:</b>	
<b>LEGAL (PARENT):</b>	Local Government Act 1995	<b>LEGAL (SUBSIDIARY):</b>	
<b>DELEGATION OF AUTHORITY APPLICABLE:</b>		<b>DELEGATION NO.</b>	

<b>ADOPTED POLICY</b>	
<b>TITLE:</b>	Code of Conduct
<b>OBJECTIVE:</b>	<p><i>The Code of Conduct provides council members, committee members and employees of the Shire of Wandering with clear guidelines for the standard of professional conduct and behaviour expected of them in carrying out their functions and responsibilities. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability. It encourages a commitment to ethical and professional behaviour and outlines principles on which individual and collective local government responsibilities may be based.</i></p> <p><i>The Code is complementary to the principles adopted in the Local Government Act 1995, Regulations and Local Laws which incorporate four fundamental aims:</i></p> <ul style="list-style-type: none"> <li><i>(a) Better decision making by local governments;</i></li> <li><i>(b) Greater community participation in the decisions and affairs of local governments;</i></li> <li><i>(c) Greater accountability of local government to their communities; and</i></li> <li><i>(d) More efficient and effective local government.</i> <p><i>The Code of Conduct has been developed to assist council members, committee members and employees to;</i></p> <ul style="list-style-type: none"> <li><i>(a) Understand the standard of conduct that is expected of them;</i></li> <li><i>(b) Enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence; and</i></li> <li><i>(c) Act in way that enhances public confidence in the integrity of local government</i></li> </ul> </li></ul>

## **POLICY STATEMENT**

### **1. PRINCIPLES**

This Code of Conduct is based on the following key principles:

#### **1.1 INTEGRITY**

Council members, committee members and employees must not place themselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence them in the performance of their duties.

#### **1.2 LEADERSHIP**

Council members, committee members and employees have a duty to promote and support the key principles by leadership and example and to maintain and strengthen the public's trust and confidence in the integrity of the Council. (This means promoting public duty to others in the Council and outside, by their own ethical behaviour).

#### **1.3 SELFLESSNESS**

Council members, committee members and employees have a duty to make decisions solely in the public interest. They must not act in order to gain financial or other benefits for themselves, their family, friends or business interests. (This means making decisions because they benefit the public, not because they benefit the decision maker).

#### **1.4 OBJECTIVITY**

Council members, committee members and employees must make decisions solely on merit and in accordance with their statutory obligations when carrying out public business. This includes the making of appointments, awarding of contracts or recommending individuals for rewards or benefits. (This means fairness to all; impartial assessment; merit selection in recruitment and in purchase and sale of Council's resources; considering only relevant matters).

#### **1.5 ACCOUNTABILITY**

Council members, committee members and employees are accountable to the public for their decisions and actions and must consider issues on their merits, considering the views of others (this means recording reasons for decisions; submitting to scrutiny; keeping proper records; establishing audit trails).

#### **1.6 OPENNESS**

Council members, committee members and employees have a duty to be as open as possible about their decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands. (this means recording, giving and revealing reasons for decisions; revealing other avenues available to the client or business; when authorised, offering all information; communicating clearly).

#### **1.7 HONESTY**

Council members, committee members and employees have a duty to act honestly. They must declare any private interests relating to their public duties and take steps to resolve any conflicts arising in such a way that protects the public interest (this means obeying the law; following the letter and spirit of policies and procedures; observing the Code of Conduct; fully disclosing actual or potential conflict of interests and exercising any conferred power strictly for the purpose for which the power was conferred).

#### **1.8 RESPECT**

Council members, committee members and employees must always treat others with respect. (this means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play within local government decision making).

This standard requires that they treat other people as individuals with rights to be honoured and defended, and to assist these people to claim their rights if they are unable to do it for themselves. The Shire encourages honest relationships by being truthful and sincere when dealing with others.

#### **1.9 JUSTICE**

Council members, committee members and employees must treat people fairly, without discrimination, and with rules that apply equally to all. (this means they must ensure that opportunities and social benefits are shared equally among individuals, including equitable outcomes for disadvantaged people. They must uphold the laws of the Shire of Wandering and comply with relevant State and Federal legislation).

#### **1.10 BENEFICENCE**

Council members, committee members and employees must do for others what they would like done for themselves – that they do good, and not harm, to others. They must be aware that the strong have a duty of care to the weak, dependant and vulnerable and uphold the rights of those who are unable to do so. They shall contribute to the well-being of individuals and society by exercising due diligence and duty of care to others.

### **2. APPLICATION**

The Local Government Act 1995 requires every Council to adopt a Code of Conduct.

Council members, committee members and employees of the Shire must comply with the applicable provisions of the Shire's Code of Conduct.

The Code of Conduct applies to all Council members, committee members and employees of the Shire of Wandering.

It is a requirement of this Code that Council members observe the Local Government (Rules of Conduct) Regulations 2007 and the general principles referred to in Regulation 3(1).

#### Footnote:

Regulation 3(1) of the Local Government (Rules of Conduct) Regulations 2007 provides that all Council members and committee members must:

- (a) Act with reasonable care and diligence; and
- (b) Act with honesty and integrity; and
- (c) Act lawfully; and
- (d) Avoid damage to the reputation of the local government; and
- (e) Be open and accountable to the public; and
- (f) Base decisions on relevant and factually correct information; and
- (g) Treat others with respect and fairness; and
- (h) Not be impaired by mind affecting substances.

### **3. DEFINITIONS**

In this Code, unless the contrary appears:

"Act" means Local Government Act 1995;

"CEO" means the Chief Executive Officer of the Shire;

"Code" means the Code of Conduct adopted by the Council;

"Committee" means a committee established by the Council under the Act;

"Council" means the Council of the Shire;

"Council member" means a person who holds the office of Council member on the Council;

"Employee" means a person employed by the Shire;

"Local Law" means any Local Law adopted by the Council;

"Shire" means Shire of Wandering;

"Regulations" means any regulations made under the Local Government Act 1995;

"Rules of Conduct Regulations" means Local Government (Rules of Conduct) Regulations 2007.

#### **4. GENERAL CODE OF CONDUCT OBLIGATIONS**

##### **4.1 GENERAL CONDUCT**

Council members, committee members and employees must avoid behaviour and conduct that:

- (a) Contravenes the Local Government Act 1995, associated regulations and the Shire's relevant administrative requirements;
- (b) Is improper or unethical;
- (c) Is an abuse of power or otherwise amounts to misconduct;
- (d) Causes, compromises or involves creating or escalating any avoidable risks within property owned by the Shire, (including vehicles) that compromise the health, wellbeing or safety of any members of the Shire or public. Potential risks or hazards to employees or public are to be reported according to existing procedures.
- (e) Causes, compromises or involves intimidation, harassment, or verbal, physical or psychological abuse.
- (f) Causes, compromises or involves discrimination, disadvantage or adverse treatment in relation to employment; or
- (g) Causes, compromises or involves prejudice in the provision of a service to the community.
- (h) Causes property belonging to another, (including Council owned property) to be removed or taken without consent.

Council members, committee members and employees will respect the title of elected office, referring to Council members by their formal title whilst in the public arena, and thereafter as circumstances dictate.

As part of their representative role Council members, committee members and employees are often asked to represent the Shire on external organisations. It is important that Council members, committee members and employees apply the following:

- (a) Clearly understand the basis of their appointment;
- (b) Provide regular reports on the activities of the organisation; and
- (c) Always represent the decision/views of the Shire, whether the person agrees with the decision/view or not.

Council members, committee members and employees will promote courtesy, trust and respect in an environment that is free from bullying.

Council members, committee members and employees will:

- (a) Observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) Bring to the notice of the CEO any suspected dishonesty on the part of any Council member or employee. Any suspected dishonesty on the part of the CEO is to be brought to the attention of the Shire President;
- (c) Be frank and honest in their official dealing with each other; and
- (d) Treat all members of the community honestly and fairly.

##### **4.2 FAIRNESS AND EQUITY**

Council members, committee members and employees:

- (a) Have an obligation to consider issues consistently, promptly and fairly. This involves dealing with matters in accordance with established procedures, in a non-discriminatory manner.
- (b) Must take all relevant facts known to them, or that they should be reasonably aware of, into consideration and have regard to the merits of each case. They must not take irrelevant matters or circumstances into consideration when making decisions.

- (c) Must ensure that the Council has its own proposals, for entrepreneurial activities, impartially and properly assessed, consistent with the scope and standard of the normal assessment applied to outside parties requiring Council approval (including subdivisions, development, buildings and tenders).

#### **4.3 IMPROPER AND UNDUE INFLUENCE**

Council members, committee members and employees must not take advantage of:

- (a) Their position to improperly influence other council officials in the performance of their public or professional duties to secure a private benefit for themselves or for somebody else; and
- (b) Or seek to take advantage of, their status or position with, or functions performed for the Council, in order to obtain unauthorised or unfair benefit for themselves or for any other person or body.

#### **4.4 PERSONAL BEHAVIOUR**

Council members, committee members and employees shall:

- (a) Perform their duties impartially and in the best interest of the Shire uninfluenced by fear or favour;
- (b) Act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire and the community;
- (c) Subject to section 10, when dealing with any person or organisation who has, or may have, dealings with the Shire, or any ratepayers or residents, explain whether they are representing the Shire, or whether they are acting on an individual basis. If acting as an individual, Council members and employees cannot speak on behalf of the Shire or offer Council's support for a position;
- (d) Not make any allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment;
- (e) Ensure that any comments they make when acting in an official capacity are pertinent to the business of the local government and are not made maliciously or without regard as to whether they represent the truth;
- (f) Always act in accordance with their obligation of fidelity to the Shire;
- (g) Refrain from carrying out their official duties or responsibilities whilst affected by alcohol, illicit drugs or mind affecting substances;
- (h) Act always when representing the Council (which includes while wearing Shire branded clothing) in a manner that will not adversely reflect on the Council or bring the Shire of Wandering into disrepute;
- (i) Whilst conducting Council business, always adhere to a standard of dress and personal hygiene which is neat, responsible and consistent with community expectations and normal business practices; and
- (j) Not denigrate or cast aspersions on a Council member's or employee's commitment, contribution or competence.

#### **4.5 PERFORMANCE OF DUTIES**

##### **4.5.1 EMPLOYEES**

While on duty, employees shall:

- (a) Give their whole time and attention to the local government's business and ensure that their work is carried out efficiently, economically and effectively in accordance with their position description responsibilities and duties, Council Policies and corporate objectives, and that their standard of work reflects favourably both on them and on the Shire;
- (b) Demonstrate loyalty and commit to the unconditional acceptance and support of all Council decisions and lawful instructions from the CEO;
- (c) At all times ensure that their standard of work and conduct reflects favourably both on them and the Council, and is in accordance with Council's Customer Service Charter and Customer Service Standards;
- (d) Comply with the Local Government (Functions and General) Regulations 1996 in respect to tenders for goods and services in any instance where they are involved in any manner with tendering for a Council contract;
- (e) Comply with neat and responsible dress standards whilst at work and shall acknowledge that management reserves the right to raise the issue of dress with individual employees;
- (f) Be encouraged to develop networks with the local government industry, to encourage and assist their peers and promote goodwill between local governments; and
- (g) Be expected to question, review and revise work practices and procedures to account for the organisation's statutory compliance. Regardless of 'instruction', statutory requirements are the principal power.

##### **4.5.2 COUNCIL MEMBERS**

Council members, committee members shall:

- (a) At all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits;
- (b) Be as informed as much as possible about the functions of the Council and be familiar with all agenda reports and associated documents, prior to the meeting at which the items will be considered;
- (c) Attend all meetings of Council, Committees, Forums, Working and Advisory Groups, to which they are appointed, unless they have previously been granted leave of absence by resolution of Council, or for reasons of illness or offers an apology for being unavailable for other reasons. In the event of a delegate being unable to attend any Committee or Council responsibility, they shall inform the deputy delegate in time to attend;
- (d) Acknowledge there is an expectation that Council members and committee members will remain until the completion of Council meetings, Committees, Forums, Working and Advisory Group meetings unless there is an overriding valid reason for leaving.

#### **4.5.3 COMPLIANCE WITH LAWFUL ORDERS**

Council members, committee members and employees will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the CEO. In the case of Council members and committee members the matter may be taken up with the CEO if the circumstances require it.

However, this must not be seen to prevent Council members, committee members or employees in a private capacity from lobbying to change the policies of the local government.

#### **4.5.4 ADMINISTRATIVE AND MANAGEMENT**

Council members, committee members and employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

Council members, committee members and employees shall always be mindful of their responsibility to maintain full and accurate records in the performance of their duties.

Employees shall ensure that file notes are drafted and placed on record immediately, or as soon as practicable, following discussions on issues of substance. Such issues shall include matters impacting on the Council or the Shire and matters affecting public interest.

#### **4.6 HARASSMENT AND DISCRIMINATION**

Council members, committee members and employees must not harass, discriminate against, or support others who harass and discriminate against colleagues or members of the public. This includes, but is not limited to harassment and discrimination, on the grounds of sex, pregnancy, age, race (including their colour, nationality, descent, ethnic or religious background), political affiliation, marital status, disability, homosexuality or transgender.

The Shire will ensure compliance with the principles and provisions of the Equal Opportunity Act 1984 (WA). This commitment extends to ensuring that recruitment and selection, promotion and advancement will be solely based on equity and fairness and that appointment will be based on merit.

All people have a right to work in an environment that is free from sexual harassment. Sexual harassment will not be tolerated in the Shire of Wandering. Any Council members, committee members or employee found to be committing sexual harassment will be subject to discipline and/or termination proceedings.

#### **4.7 DEVELOPMENT DECISIONS**

Council members have a duty to ensure that development decisions are properly made and that parties involved in the development process are dealt with fairly. Council members must avoid impropriety and must also avoid any occasion for reasonable suspicion and any appearance or improper conduct.

In determining development applications, it is essential that Council members are highly conscious of the potential for even the slightest impropriety to lead to reasonable suspicion of misconduct. This means Council members must ensure that no action, statement or communication between themselves and applicants or objectors conveys any suggestion of willingness to provide concessions or preferential treatment.

#### **4.8 LOBBYING**

"Lobbying" is used to cover those types of communication between Council members and committee members and the community, such as representations to Council members and committee members by special interest groups, by individuals with a direct interest in a council decision and by advocates acting on behalf of others.

Lobbying is common in local government. The most common form occurs when a group or individual makes direct contact with a Council members or committee members to influence a council decision.

Appropriate lobbying of Council members or committee members is considered normal. In many cases lobbying is part of the democratic process and is an acceptable feature of the relationship between citizens and their elected representatives.



#### **4.8.1 INAPPROPRIATE LOBBYING**

It is in the public interest that lobbying is fair and does not undermine public confidence in impartial decision-making. Lobbying is a two-way process between Council members and committee members and lobbyists.

Council members and committee members should take care that their duty to consider issues fairly and properly is not compromised by participating in lobbying practices that are outside the bounds of appropriate or lawful behaviour.

It is not possible to define every type of activity that could constitute inappropriate or unlawful lobbying. Generally, however, inappropriate or unlawful conduct on the part of someone lobbying a Council member usually involves an attempt to obtain preferential consideration or treatment based on factors other than the merits of the matter.

Examples include:

- (a) Accepting undisclosed payments or benefits while making a decision that affects the gift giver's interests;
- (b) Accepting a political donation in return for the favourable exercise of discretion during decision making;
- (c) Granting access to an individual or group while unreasonably denying similar access requested by another party;
- (d) Fettering discretion by giving undertakings to an interested party prior to considering all the information relevant to a decision;
- (e) Acting in a manner that exceeds the role of a Council member as defined in s2.8, 2.9 or 2.10 of the Local Government Act;
- (f) Disclosing confidential information while being lobbied; and being unduly influenced by factors that are irrelevant to the merits of the matter under consideration.

#### **4.8.2 TRANSPARENCY**

Council members should exercise judgement when deciding whether to be involved in private meetings with people seeking to influence a council decision. Suspicions of inappropriate lobbying can occur when lobbying is not open to public scrutiny. Regardless of whether such suspicions are justified, they still have the potential to undermine public confidence in council decision-making and adversely affect a Council member's reputation.

Transparency is the means of governing accountability and perceptions of fairness in lobbying processes. There are several ways Council members can help ensure transparency whilst being lobbied. These include:

- (a) Documenting meetings with proponents;
- (b) Generally conducting meetings in official locations, such as Council premises;
- (c) Having other people present during meetings;
- (d) Inviting applicants who have approached them for a meeting to discuss significant developments, to write to the Shire seeking a meeting with all Council members and employees;
- (e) Providing copies of information presented during lobbying meetings to Shire employees for consideration and assessment (if required), distribution to other Council members and filing as part of Council's records;
- (f) Asking people who have requested a meeting to put their arguments in writing; and
- (g) Making a declaration at a Council meeting about lobbying activities they have been engaged in that are not part of Council's formal processes.

#### **4.8 CONFLICTS OF INTEREST**

Council members and employees will ensure that there is no actual or perceived conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

Employees will notify the Shire of any secondary employment and will not engage in private work with or for any person or body with an interest in a proposed or current business dealing with the local government, without first making disclosure to the CEO, or in the case of the CEO, to the Shire President. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance or duties must be scrupulously avoided.

Employees will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

An individual's rights to maintain their own political convictions are not impinged upon by this clause.

It is recognised that such convictions cannot be a basis for discrimination, and this is supported by anti-discriminatory legislation.

Employees who exercise a recruitment, regulatory, inspectorial or other discretionary function must make disclosure before dealing with closely associated persons, close relatives or close friends and, whenever possible, or in doubt, should disqualify themselves from dealing with those persons. This disclosure must be made in writing to their manager and/or CEO. In the case of the CEO, disclosure to the Shire President is required.

#### **5. FINANCIAL INTERESTS**

Council members, committee members and employees will adopt the principles of financial interest as contained within the Local Government Act 1995. (s5.59 to 5.90. Subdivision 2, Division 6.)

### 5.1 DISCLOSURE OF INTERESTS

Council members, committee members and employees will adopt the principles of disclosure of interest (impartiality) as contained within the Local Government (Administration) Regulations 1996 - Regulation 34C.

- (a) In addition to disclosure of financial interests, Council members, committee members and employees, including persons under a contract for services-
  - attending a Council or Committee Meeting; or
  - giving advice to a Council member, Council or Committee meeting; are required to disclose any interest they have in a matter to be discussed at the meeting that could give rise to a reasonable belief that the impartiality of the person having the interest would be affected.
- (b) Where an interest must be disclosed under (a) above, the disclosure is to be made at the meeting immediately before the matter is discussed or at the time the advice is given and is to be recorded in the minutes of the meeting.
- (c) The disclosure of an interest above does not affect the ability of the Council member or employee to discuss or vote on the matter.

This is not limited to, but may include, situations where Council decisions affect the person's close relatives (not already defined as a "closely associated" financial interest), a close friend or a sporting or community association of which the person is a Committee Member or office bearer.

### 5.2 DISCLOSURE OF ELECTION CAMPAIGN DONATIONS

In the interests of uncompromised decision making, the Shire of Wandering requires all electoral candidates to comply with the Local Government Act 1995 and its associated regulations in disclosing electoral donations. A candidate is to disclose information about any electoral related gift with a value of \$200 or more that may be received within the six-month period prior to the relevant Election Day.

- (a) A "gift" includes a gift of money, a gift which is non-monetary but of value, a gift in kind or an inadequate financial consideration or the receipt of a discount (where the difference or the discount is more than \$200 worth), financial or other contribution to travel, the provision of a service for no consideration or for inadequate consideration, and a firm promise or agreement to give a gift at some future time. A gift does not include a gift by will; a gift by a relative; a gift that the candidate would have received notwithstanding his or her candidature; or the provision of volunteer labour.
- (b) The disclosure of a gift is to be made to the CEO in the manner prescribed by Regulation and in doing so identify specified information.
- (c) Details about each gift are to be disclosed on the prescribed form and submitted within three days of receiving the gift. Information to be supplied includes the name of the candidate, the name and address of the donor, the date the gift was promised or received, the value of the gift and a description of the gift.
- (d) The disclosure period commences six months prior to the relevant election and finishes three days after the Election Day for unsuccessful candidates and on the start day for financial interest returns for successful candidates.
- (e) The CEO is to establish and maintain an Electoral Gift Register. Disclosure forms are to be placed in the Electoral Gift Register upon receipt by the CEO in a manner that clearly identifies and distinguishes the candidates. The Electoral Gift Register is to be kept available for public inspection.
- (f) In accordance with the Local Government (Elections) Regulations 1999, a maximum penalty of \$5,000 may be imposed on a candidate who fails to comply with the disclosure requirements.

## 6. PERSONAL BENEFIT

For the purposes of this section, a reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant legislation.

### 6.1 DEFINITIONS

In this Code, unless the contrary appears;

"Activity involving a local government discretion" means an activity –

- (a) That cannot be undertaken without an authorisation from the local government; or
- (b) By way of a commercial dealing with the local government;

### 6.2 GIFTS

Different gifts provisions apply to Council Members and the CEO, and employees and legislation is awaited to bring consistency to such provisions.

The effect of the current provisions (from Oct 2019) is that there may be gifts that Council Members and the CEO may accept (under certain circumstances), but that employees may not be able to accept the same gifts, from the same donors (under certain circumstances).

It is the Shire's position that a Council Member, the CEO or an employee should not seek or accept (either directly or indirectly) any immediate or future gift (including any financial benefit, reward, donation or hospitality) for themselves, or for any other person or body, as a result of their role with the Shire.

However, it is acknowledged that there may be instances when receiving a gift is unavoidable or when refusal of a gift may be inappropriate. In these circumstances, Council Members, the CEO and employees must comply with the provisions of this section.

The following gifts are exempt from the requirements of this section as relatives defined in s.5.74 of the Local Government Act 1995):

- Spouse or de facto spouse
- Parent,
- Grandparent,
- Brother,
- Sister,
- Uncle,
- Aunt,
- Nephew,
- Niece,
- Lineal descendant of you or your spouse or de facto partner; or
- The spouse or de facto partner of any person identified above.

It should be noted that this list of exemption is not exhaustive, and no exemption applies for a cousin, foster child, or father/mother/sister/brother in law.

In addition, where relevant, a gift does not need to be disclosed if it is:

- a gift that must be disclosed under regulation 30B of the Local Government (Elections) Regulations 1997,
- a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
- a gift from the Western Australian Local Government Association (WALGA), the Australian Local Government Association (ALGA), or Local Government Professionals WA.

### **6.2.1 COUNCIL MEMBERS AND THE CEO**

S5.57 of the Local Government Act 1995 defines a gift as:

- a conferral of a financial benefit (including a disposition of property) made by one person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or
- a travel contribution.

In accordance with s.5.87A of the Local Government Act 1995 and r.20A of the Local Government (Administration) Regulations 1996, Council Members and the CEO are required to disclose any gift or gifts received in their capacity as a Council Member, or CEO, that:

- has a value of over \$300; or
- cumulatively has a value exceeding \$300 where the gifts are received from the same donor within a period of 12 months.

Council Members must disclose any such gift in writing to the CEO, and the CEO in writing to the Shire President, within 10 days of receipt of the gift. The disclosure must include:

- a description of the gift,
- the name and address of the person who made the gift,
- the date on which the gift was received,
- the estimated value of the gift at the time it was made,
- the nature of the relationship between the person who made the gift and the person who received the gift; and
- in the case of a travel contribution:

- a description of the travel; and
- the date of the travel.

The CEO must keep a register of all gift disclosures made under s.5.87A. The register must be updated with detailed of a disclosure within 10 days of the disclosure being made and displayed at the Shire website.

### **6.2.2 EMPLOYEES**

S5.57 of the Local Government Act 1995 defines a gift as:

- a conferral of a financial benefit (including a disposition of property) made by one person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or
- a travel contribution.

There are 3 types of gifts relevant to employees:

- gifts that are neither notifiable, nor prohibited
- gifts that are notifiable and
- gifts that are prohibited.

Subject to this Code of Conduct, and any rulings by the Council, or CEO, employees may accept gifts, up to \$50 in value and may, at their discretion, disclose them on the register.

Employees should consider whether acceptance of such gifts is likely to impose an obligation on them.

#### **6.2.2.1 NOTIFIABLE GIFTS**

Notifiable Gifts are:

- worth between \$50 and \$300; or
- one of two or more gifts given to the employee by the same person or organisation within a period of six months that are in total worth between \$50 and \$300; and
- the person or organisation offering the gift:
- is undertaking or seeking to undertake an activity involving a local government discretion; or
- it is reasonable to believe is intending to undertake an activity involving a local government discretion.

Notifiable gifts must be disclosed to the CEO, in writing, within 10 days of acceptance of the gift. The disclosure must include:

- The name of the person who gave the gift,
- The date on which the gift was accepted,
- A description, and the estimated value, of the gift,
- The nature of the relationship between the person who is an employee and the person who gave the gift; and
- If the gift is a notifiable gift because it is one of two or more gifts given to the employee by the same person within a period of six months that are in total worth between \$50 and \$300:
- a description,
- the estimated value; and
- the date of acceptance,

of each other gift accepted within the six-month period.

#### **6.2.2.2 PROHIBITED GIFTS**

Prohibited Gifts are:

- a gift worth \$300 or more; or
- a gift that is one of two or more gifts given to the employee by the same person or organisation within a period of six months that, in total, are worth \$300 or more; and
- the person or organisation offering the gift:
- is undertaking or seeking to undertake an activity involving a local government discretion; or
- it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- Employees must not accept a prohibited gift from a person who:
- is undertaking or seeking to undertake an activity involving a local government discretion; or
- it is reasonable to believe is intending to undertake an activity involving a local government discretion.

Any gift valued at \$300 or more should be politely declined. If it is considered inappropriate to reject a gift worth \$300 or more (such as a gift from a dignitary), then the gift should be accepted on behalf of the Shire and provided to the CEO at the first possible opportunity.

Council will be formally advised of any gifts of this nature at the next ordinary Council meeting, with the gift then being displayed in an appropriate position within the Shire's Administration Centre, or otherwise stored as deemed appropriate by the CEO.

In any circumstance where it is believed that the value of a gift may approach \$300, then the precise value of the gift should be determined before acceptance to ensure compliance with this Code.

It is also important to ensure that the full value of the gift is considered, including all hidden costs associated with acts of hospitality.

The CEO is required to maintain a register of notifiable gifts and record in it details of notifications given in accordance with the notifiable gift provisions of the Local Government (Administration) Regulations 1996. An up-to-date version of the register must be published on the Shire of Wandering's website for public information.

## **7. WORKING RELATIONSHIPS**

### **7.1 WORKING RELATIONSHIPS BETWEEN COUNCIL MEMBERS AND EMPLOYEES**

Council members will work as part of the Council team with the CEO and employees. That teamwork will only occur if Council members and employees have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies.

To achieve that position Council members, need to:

- (a) Accept that their role is a leadership, not a management or an administrative one;
- (b) Acknowledge that they have no capacity to individually direct Employees to carry out functions;
- (c) Refrain from publicly criticising employees (including whether in a Council meeting or via the media) in a way that casts aspersions on their professional reputation, character, ability, integrity, competence or credibility; and
- (d) Ensure that no restrictions or undue influence is placed on the ability of Employees to give professional advice to the Council.

At the same time, employees will recognise that Council Members views and opinions often reflect valid community viewpoints that should be considered in conjunction with professional opinion. Employees will therefore make every effort to assist Council members in the performance of their role, and to achieve the satisfactory resolution of issues that they may raise in the performance of their official role.

Council members have the right to raise various issues and requests with the CEO, in accordance with the Council's Policy/protocols which include:

- (a) The Council members are to refer their requests to the CEO, or if appropriate, the relevant Manager.
- (b) Requests/complaints are to be forwarded (in writing) direct to the CEO, for entering into the Register of Council members' Requests. Routine requests may be forwarded direct to the relevant Manager.
- (c) Council member requests will be actioned within ten working days and a written response will be provided to the Council member advising of the action taken.
- (d) Where a Council member Request requires a diversion of considerable employee resources (e.g. more than one day research) or where the matter has not been included in the Shire's current budget, the CEO or relevant Manager will discuss the request with the Council member.

The CEO is responsible to the Council for the performance and direction of all employees and delegates/contractors and the use of resources, in the day-to-day management of the Shire.

Council members and employees should endeavour to resolve serious conflict through initial discussion facilitated by either the Shire President or the CEO. In any case involving the Shire President and CEO, by the Deputy Shire President or other appropriate person, jointly agreed by both.

Employees have an obligation to:

- (a) Give their attention to the business of Council while on duty;
- (b) Ensure that their work is carried out efficiently, economically and effectively;
- (c) Carry out lawful directions given by any person having authority to give such directions; and
- (d) Give effect to the lawful policies, decisions and practices of the Council, whether or not the employee agrees with or approves of them.

### **7.2 INAPPROPRIATE INTERACTIONS**

Some interactions are inappropriate and therefore Council members shall not approach employees other than the CEO or Managers for information on sensitive or controversial matters; or outside the Council building or outside hours of work to discuss council business.

Council members must:

- (a) Refrain from directing Shire employees other than by the Shire President giving appropriate direction to the CEO in the performance of Council's functions by way of a Council or Committee resolution;
- (b) Refrain from, in any public or private forum, directing or influencing, or attempting to direct or influence, any other Employee of the Council or a delegate of the Council in the exercise of the functions of the Employee or delegate;
- (c) Refrain from contacting an employee unless in accordance with procedures governing the interaction of Council members and employees that have been authorised by the CEO;
- (d) Not contact or issue instructions to any of the Shire's contractors or tenderers, including the Shire's legal advisors;
- (e) Not be overbearing or threatening to Employees;
- (f) Not direct or pressure (or attempt to) employees in the performance of their work, or recommendations they should make;
- (g) Not approach employee organisations; for example, unions and associations; in relation to employee matters that relate to individual Employees rather than broader industrial policy issues;
- (h) Not attend on-site inspection meetings with lawyers and/or consultants engaged by the Shire associated with current or proposed legal proceedings (other than those where approval has been granted to participate).

Employees shall not:

- (a) Approach Council members directly on individual employee matters;
- (b) Refuse to give information which is available to other Council members to a Council member because of the employee or Council member's political views;
- (c) Provide ad hoc advice to Council members (i.e. other than where it is procedural or of a minor nature) without recording or documenting the interaction as they would if the advice was provided to a member of the community;
- (d) Meet with developers alone and outside standard office hours to discuss development applications or proposals, unless properly authorised to do so.

### **7.3 DEALINGS WITH COUNCIL MEMBERS AND EMPLOYEES**

All commercial/business dealings (including the awarding of contracts) with the Shire by Council members and employees (and their closely associated persons) shall always be open, transparent and accountable.

All Council members and employees (and their closely associated persons) wishing to carry out any business activities with the Shire shall only do so in strict accordance with the Council Policy and procedures.

### **7.4 LAND DEALINGS AND PERSONAL DEVELOPMENT APPLICATIONS**

Council members and employees will lodge written notice with the CEO, or in the case of the CEO, to the Shire President, describing an intention to undertake a dealing in land within the Shire or which may otherwise be in conflict with the Council's functions (other than purchasing their principal place of residence, or a site for such a purpose).

Council members who have lodged a development application with the Shire shall only discuss the matter with employees at formal meetings, made in relation to the development application.

### **7.5 DEALINGS WITH FAMILY MEMBERS**

For the purposes of this policy, a "family member" is as defined in s6 of the Family Court Act 1997 (WA).

#### **7.5.1 EMPLOYMENT OF FAMILY MEMBERS**

The Shire's position in relation to the employment of individuals who are related to another employee or member of Council is covered by the Equal Opportunities Act 1984 and s5.40 of the Local Government Act 1995.

Where a family member of an existing employee or member of Council has applied for a position at the Shire of Wandering ("the Shire"), the employee or member of Council will not sit on any selection panel relating to the position, and will not attempt to participate in or influence the selection process or decision in any way.

Although it is preferable for family members to hold positions in different business units within the Shire, there may be occasions when those positions will be within the same business unit. In these circumstances, guidelines would be put in place to ensure that there is no conflict of interest in relation to the approval of leave, approval of purchasing / requisitions; performance appraisals and employee management.

Except in exceptional circumstances, no person employed by the Shire should work under the general supervision of another member of his / her family, even if one or more levels removed.

No employee will conduct a performance review of a family member, or take part in any salary, promotion, termination or disciplinary discussions or decisions in relation to the family member.

The potential for conflict of interest may also exist in close personal relationships which involve other than family relationships (for example, girlfriend / boyfriend, housemates). To avoid a perception of impartiality or favouritism, an employee should not hold a supervisory role over any other employee with whom they have a close personal relationship. It is recognised that, under exceptional circumstances, it may be necessary to vary this policy. For example, if the only qualified or appropriate person who applies for a position is a family member of another person in the business unit. Any exceptions to this policy must be approved in writing by the CEO and the relevant Manager. The document must explain the circumstances that require the exception to be made.

#### **7.5.2 PROVISION OF SERVICES TO FAMILY MEMBERS**

Given the small nature of the Shire, and whose families may live within the area, it is inevitable that situations will arise where the Shire is providing services to a family member of an employee.

Wherever a discretionary power is being exercised, for example when considering a building application or granting a trading permit, the Code of Conduct requires the employee to declare their interest, and to disqualify themselves from dealing with their family member or close friend. An employee should also consider if their impartiality is affected when dealing a customer who they know is a family member or friend of another employee.

#### **7.5.3 PROCUREMENT OF GOODS AND SERVICES FROM FAMILY MEMBERS**

A situation may arise where the Shire is looking to purchase goods or services, and a prospective supplier is a family member of an employee (or, in the case of a business, is owned, run or managed by an employee's family member).

In order to avoid any actual or perceived conflict of interest, an employee must:

- (a) Disclose that they are related to a prospective supplier, by informing their supervisor or manager prior to any order being placed.
- (b) Not participate in the recommendation of, the drafting of specifications for, or the decision to purchase the goods or services involved.
- (c) Not submit or authorise a purchase requisition for the goods or services involved.

This does not prevent an entity associated with an employee's family member from being selected for supply of goods or services, where this supply would be the most advantageous to the Shire, and the Shire's Code of Conduct and Purchasing and Tender Policy have been complied with.

### **8. DEALINGS WITH SHIRE RESOURCES**

#### **8.1 USE OF LOCAL GOVERNMENT RESOURCES**

Council members and employees will:

- (a) Be scrupulously honest in their use of the local government's resources and shall not misuse them or permit the misuse (or the appearance of misuse) by any other person or body;
- (b) Use the local government resources entrusted to them effectively, economically and lawfully in the course of their duties;
- (c) Not use the local government's facilities, materials, funds, equipment or resources (including the services of Council employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO);
- (d) Use Shire resources ethically, effectively, efficiently and carefully in the course of their public or professional duties, and must not use them for private purposes unless this use is lawfully authorised and proper payment is made where appropriate;
- (e) Be scrupulous in the use of Council property, including intellectual property, official services and facilities and should not permit their misuse by any other person or body;
- (f) Avoid any action or situation which could create the impression that Council property, official services or public facilities are being improperly used for your own or any other person or body's private benefit or gain;
- (g) Not convert any property of the Shire to their own use unless properly authorised; and
- (h) Not use the Shire's computer or telecommunications resources to excess or to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

#### **8.2 TRAVELLING AND SUSTENANCE EXPENSES**

Council members and employees will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the local government in accordance with local government policy and the provision of the Local Government Act 1995.

Council members shall be diligent in ensuring that the expenses claimed in accordance with Council's Council member's Allowances and Expenses Policy relate to their functions as a Council member and are appropriately acquitted.

### **8.3 USE OF SHIRE PROPERTY FOR ELECTION PURPOSES**

The interest of a Council member in their re-election is a personal interest and as such under no circumstances is any reimbursement to be made in connection with costs incurred.

Equipment, consumables, facilities, entitlements, travel expenses, services or anything (including Council Logo and Letterhead) associated with the Shire in any way is only to be used in performing the function of a Council member and are not to be used in any way in association with campaigning for re-election as a Council member.

### **9. ACCESS TO INFORMATION**

In accordance with the Local Government Act 1995, Council members are to be given access to all information for them to properly perform their functions and comply with their responsibilities as Council members.

Council members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

The Shire must provide access to the documents available under s5.92 of the Local Government Act 1995 to all members of the public, and to Council members. The Shire must also provide Council members with information sufficient to enable them to carry out their civic functions.

Council members who have a personal (as distinct from a civic) interest in a document of the Shire have the same rights of access as any member of the public.

Employees have an obligation to provide full and timely information to Council members about matters that they are dealing with, in accordance with council procedures.

Council members have an obligation to properly examine all the information provided to them relating to matters that they are dealing with to enable them to decide on the matter.

#### **9.1 USE AND SECURITY OF INFORMATION**

Council members and employees shall:

- (a) Not use confidential information to gain improper advantage for themselves or for any other person or body, or in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation;
- (b) Only access information needed for official business;
- (c) Protect confidential information;
- (d) Not use confidential information for personal purposes or for any non-official purpose;
- (e) Only release confidential information if they have authority to do so; and
- (f) Only use confidential information for the purpose it is intended to be used.

#### **9.2 REQUEST FOR INFORMATION – PERSONAL INTEREST**

A Council member or employee:

- (a) Making an enquiry on a matter being considered by the Shire's administration or the Council in which that Council member or employee has a personal/financial interest shall seek the information only from the CEO and that when required by the CEO, the request shall be in writing; and
- (b) Must not use confidential information gained through their official position for the purpose of securing a private benefit for themselves or for any other person.

#### **9.3 REFUSAL OF ACCESS TO DOCUMENTS**

The CEO must act in deciding whether a document sought by Council members should be made available under s5.92 of the Local Government Act 1995 or because it is relevant to the performance of the Council members civic duty. The CEO must state the reasons for the decision if access is refused.

### **10. COMMUNICATION AND PUBLIC RELATIONS**

#### **10.1 COMMUNICATION**

Employees shall promptly respond to written, electronic and verbal enquiries in accordance with Council's Customer Service Charter and Customer Service Standards.

Unless on approved leave of absence or unavailable for other reasons, Council members shall respond to all written, electronic and verbal enquiries as soon as practicable.

An adequate response includes delegation to the Shire's employees for comment, response and action directly to the enquirer.



All aspects of communication by Council members and employees (including verbal, written or personal), involving the Council's activities should reflect the status and objectives of the Council. Communications should be accurate, polite and professional.

## **10.2 MEDIA**

In accordance with the Local Government Act 1995, the spokespersons for the Council are the Shire President and with the Shire President's authorisation, the CEO, either of whom may make a statement on behalf of the Council.

The Shire President or CEO will only express the view or position of the Council, where the Council has formally determined a view or position.

Where the Council has not determined the matter or has no clear view/position, the Shire President or CEO may express a personal view, providing they clearly preface such remarks as being their own personal view, or statement of fact, and not those of the Council

## **10.3 CORPORATE OBLIGATIONS**

As representatives of the community, Council members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council members should acknowledge that:

- (a) As a member of the Council there is respect for the decision making processes of the Council, which are based on a decision of the majority of the Council;
- (b) Information relating to decisions of the Council on approvals, permits and so on ought to be communicated in an official capacity by a designated employee of the Shire;
- (c) Information concerning adopted policies, procedures and decisions of the Council is conveyed accurately; and
- (d) Information of a confidential nature shall not be communicated until it is no longer treated as confidential.

## **10.4 EXPRESSION OF PERSONAL VIEWS**

Council members and employees are free to make their own personal position known about any matter, which is pertinent to the business of the Shire, including Council decisions, if it cannot be construed to be a statement on behalf of the Council.

Council members and employees will refrain from making personal statements to the media without clearly prefacing such remarks that they are personal views and not those of the Council.

Council members and employees will not adversely reflect on a Council decision.

This shall not prejudice an individual member's right to express an opinion on issues of public interest.

## **10.5 COMMENT DURING PUBLIC CONSULTATION PERIOD**

Council members and employees shall:

- (a) Refrain from making public comment expressing an opinion or prejudice a matter whilst the matter is being advertised for public comment and/or is yet to be considered and determined by the Council;
- (b) Clearly preface any of their remarks as being their own personal views and not those of the Council or possibly be construed to be on behalf of the Council; and will encourage members of the public to make a submission to the Shire.

The Shire President and/or CEO may take appropriate action (including issuing a statement to the media) to correct any misinformation or erroneous information which is in the public area.

## **10.6 DEFAMATION**

Council members should acknowledge that:

- (a) Comments by Council members at meetings of the Council and/or Committees, Forums, Working or Advisory Groups of the Council are covered only by qualified privilege against defamation. This qualified privilege may not extend to comments by employees.
- (b) A Council member can only rely on the defence of qualified privilege whilst exercising the proper discharge of their duties and doing so in the public interest.
- (c) In order to maintain qualified privilege, Council members should ensure that comments made are pertinent to the business of local government and they are not made maliciously or without due regard to whether they represent the truth.

## **11. IMPLEMENTATION, REVIEW AND COMPLIANCE**

The Council will review the Code after each Ordinary Election (i.e.. every two years) and any amendments to the Code will be subsequently communicated to Council members, employees and the community.

### **11.1 MATTERS NOT DEALT WITH BY THIS CODE**

- (a) RULES OF CONDUCT REGULATIONS

Council members are required to observe the rules of conduct prescribed in the Local Government (Rules of Conduct) Regulations 2007 (and those rules do not form part of this Code), namely –

- *General Principles to guide the behaviour of council members;*
- *Contravention of certain local laws;*
- *Use of information;*
- *Securing personal advantage or disadvantaging others;*
- *Misuse of local government resources;*
- *Prohibition against involvement in administration;*
- *Relations with local government employees;*
- *Disclosure of Interest; and*
- *Gifts.*

(b) THE ACT

Certain conduct and actions by Council members and employees constitute an offence under the Act and is not dealt with by this Code.

### 11.2 ADHERENCE TO THE CODE

- (a) Council members are required to make a declaration to comply with the Council's Code of Conduct upon being sworn in.
- (b) All employees, on induction, are required to make a declaration to comply with the Council's Code of Conduct.
- (c) Any Council member or employee having concerns with regard to an actual, perceived, potential, intended or unintended breach of either the specific provisions or the spirit of the Code of Conduct, or any provisions of the Local Government Act 1995, Regulations or Local Laws, should discuss those concerns with the Chief Executive Officer where such matters relate to Council members or Employees, or the President in the case of matters involving the Chief Executive Officer.
- (d) Matters the subject of the complaint shall be treated in the strictest confidence until such time as an appropriate investigation has been undertaken.
- (e) Any actions taken as a result of a breach will be made in accordance with the provisions of any applicable legislative requirement and the Shire's responsibilities as an employer.
- (f) Serious and/or repeated breaches of the Code will be reported to the Council or appropriate Authority for consideration and appropriate action, where necessary

### 11.3 DEALING WITH COMPLAINTS AND ALLEGATIONS

- (a) If a person has any complaint concerning the performance, ability, character or integrity of any Council member or employee, or of any act or omission of a Council member or employee, he or she shall make the complaint in the prescribed forms (as described in Attachment 1 of this Code) and notify the CEO or the Shire President, if the complaint is in relation to the CEO.
- (b) Any serious complaint or one which alleges misconduct or corruption must be verified by a Statutory Declaration, as prescribed by the Oaths, Affidavits and Statutory Declarations Act 2005.
- (c) The complaint must be given in confidence and shall;
  - Identify the complainant and the person against whom the complaint is made;
  - Set out the details of the complaint, alleged breach of the Code of Conduct and/or legislation; and
  - Be in writing, or in the prescribed form and preferably verified by a Statutory Declaration, as prescribed by the *Oaths, Affidavits and Statutory Declarations Act 2005*.
- (d) Any person who has lodged a complaint, or any Council member or employee, against whom a complaint has been made, must keep confidential the complaint, until the complaint has been determined or finalised.
- (e) Employees:
  - Any complaint about an employee (other than a complaint about the CEO) shall be reported to and dealt with administratively by the CEO.
  - Any complaint about the CEO shall be addressed to the Shire President and will be dealt with as part of the performance review of the CEO, or as agreed by the Shire President and the CEO.
- (f) Council members: Any complaint about a Council member shall be reported to the CEO.

### 11.4 PROCEDURE FOR DEALING WITH COMPLAINTS AND ALLEGATIONS

#### ALL COMPLAINTS AND ALLEGATIONS SHALL;

- (a) Be treated as confidential and will ensure that the principles of "natural justice" and "procedural fairness" are always followed,
- (b) For employees, be dealt with in accordance with any Council Policies and/or Procedures; and

- (c) For Council members, be dealt with in accordance with the Act, and Regulations or where applicable any Council Policies and/or Procedures.

### 11.5 PROTECTION OF PERSONS REPORTING UNACCEPTABLE OR ILLEGAL BEHAVIOUR

The CEO is to ensure that Council members and employees who report unacceptable or illegal behaviour of Council members or employees (that is, whistle blowers) are not in any way disadvantaged or victimised because of their actions. The CEO's action is limited to matters for which he/she has responsibility and/or jurisdiction to act.

### 11.6 CORRUPTION AND CRIME COMMISSION ACT 2003

Council members and employees must be aware of the Corruption and Crime Commission Act 2003 which requires the Principal Officer of an organisation (i.e.: the CEO) to report possible misconduct or corruption to the Commission. Penalties will prevail if a person who makes a complaint:

- (a) Has his or her safety or career prejudiced, or threatened to be prejudiced;
- (b) Is intimidated or harassed; or
- (c) Has an act done to his or her detriment because of having assisted the Commission, or furnished information to the Commission.

### DEFINITIONS

The Corruption and Crime Commission has produced the following information:

"Misconduct" essentially occurs if a public officer (which includes Local Government Council members and employees):

- (a) Corruptly Acts or Corruptly Fails to Act – in the performance of the functions of the public officer's office of employment;
- (b) Corruptly Takes Advantage for Own Benefit or Detriment to Another – a public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person; or
- (c) Commits an Offence in Official Capacity – a public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by two or more years' imprisonment.

OR

A public officer engages in conduct that:

- (a) Adversely affects or could adversely affect, the honest or impartial performance of the functions of a public authority or public officer whether or not acting in their official capacity at the time;
- (b) Involves the public officer performing his or her functions without honesty or impartiality;
- (c) Constitutes or involves a breach of trust placed in the public officer by reason of his or her office or employment as a public officer; or
- (d) Suggests that the public officer misused information for personal benefit or the detriment of another person.

AND constitutes or could constitute:

- (a) An offence against the Statutory Corporations (Liability of Directors) Act 1996;
- (b) An offence against any other written law; or
- (c) A disciplinary offence that could lead to termination of employment if the disciplinary process in the Public Sector Management Act were applied (even if the Public Sector Management Act does not apply to the position).

What Does Corruptly Mean?

The term is not defined under the Act. Corruption usually involves calculated, often continuing, covert and wrongful exercise of public duty or function. The Criminal Code also provides guidance by defining the offence of corruption at 83, in the following terms:

- (a) "...Any public officer who, without lawful authority or a reasonable excuse:
- (b) Acts upon any knowledge or information obtained by reason of his office or employment;
- (c) Acts in any matter, in the performance or discharge of the functions of his office or employment, in relation to which he has, directly or indirectly, any pecuniary interest; or
- (d) Acts corruptly in the performance or discharge of the functions of his office or employment;
- (e) To gain a benefit, whether pecuniary or otherwise, for any person, or so as to cause a detriment, whether pecuniary or otherwise, to any person."

### 12. ROLES AND RESPONSIBILITIES

Role of Council members and CEO:

- (a) The role of Council members and Chief Executive Officer is prescribed by the Local Government Act 1995.

- (b) A Council member's primary role is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the local government. This will be the focus of the Council Member's public life.
- (c) A Council member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.
- (d) In fulfilling their various roles, Council members activities will focus on;
- Achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
  - Achieving sound financial management and accountability in relation to the Shire's finances;
  - Ensuring that appropriate mechanisms are in place to ensure the prompt management of residents' concerns;
  - Working with other governments and organisations to achieve benefits for the community at both a local and regional level; and
  - Being aware of the statutory obligations imposed on Council members and on local governments.

### **ASSOCIATED DOCUMENTS**

*Local Government (Functions and General) Regulations 1996*

*Local Government Act 1995*

*Equal Opportunities Act 1984*

*Corruption, Crime and Misconduct Act 2003*

Shire of Wandering - Purchasing and Tender Policy

### 10.3.LOCAL ROAD AND COMMUNITY INFRASTRUCTURE FUND (LRCI)

<b>Proponent</b>	Federal Government
<b>Owner</b>	
<b>Location/Address</b>	
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	20/08/2020
<b>Previous Reports</b>	
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	03.032.03203 : GR209
<b>Attachments</b>	Nil

#### BRIEF SUMMARY

To determine priorities for the funding allocated under the LRCI Fund.

#### BACKGROUND

On 22 May 2020 the Australian Government announced a new \$500 million Local Roads and Community Infrastructure Program (LRCI Program).

This program will support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

The LRCI Program is part of the Government's \$1.8 billion boost for road and community projects through local governments across Australia, including the bringing forward of \$1.3 billion of the 2020-21 Financial Assistance Grant payment, which will also help communities battling the effects of COVID-19. In 2019-20 the Government will provide a total of \$2.5 billion to local governments through the Financial Assistance Grant program.

The LRCI Program will run from 1 July 2020 to 31 December 2021, with projects required to be physically completed by 30 June 2021.

It is expected that councils will use local businesses and workforces to deliver projects under the LRCI Program where possible to ensure stimulus funding flows into local communities.

The scope of the LRCI Program supports a broad range of Eligible Projects so communities can fund the infrastructure that they need, support businesses and create employment opportunities across their communities.

The LRCI Program is a Demand Driven (eligibility based) grant program.

The LRCI Program will be delivered under Outcome 3 of the Department's Portfolio Budget Statement:

- Strengthening the sustainability, capacity and diversity of our cities and regional economies, including through facilitating local partnerships between all levels of government and local communities; through reforms that stimulate growth; and providing grants and financial assistance.

#### ELIGIBLE GRANT ACTIVITY

Eligible local road projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider how works can support improved road safety outcomes. This could include projects involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

Eligible community infrastructure projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

Projects that involve the construction, maintenance and/or improvements to state/territory and crown owned land/assets and Commonwealth owned land/assets, can also be eligible projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the sites are accessible to the public (including natural assets).

These projects must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- playgrounds and skate parks (including all ability playgrounds);
- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

#### **PROJECTS MUST BE ADDITIONAL TO EXISTING WORK PLANS**

To be considered an Eligible Project, projects need to be additional to an Eligible Funding Recipient's existing work plan for 2020-21.

Projects that have been brought forward from post 2020-21 work plans will be considered additional.

Projects will not be considered additional if Eligible Funding Recipients substitute LRCI Program funds for their own funding or other sources of funding. The purpose of the LRCI Program funding is to enable Eligible Funding Recipients to undertake infrastructure projects additional to what they had planned to undertake using their own funds, to stimulate local economies and employment opportunities.

#### **ELIGIBLE CONSTRUCTION TIME PERIOD**

Construction activity on Eligible Projects must be undertaken between 1 July 2020 and 30 June 2021, subject to the following exceptions:

- Where an Eligible Funding Recipient contributes at least fifty per cent towards the total cost of a project. Construction activity on a project may be undertaken until 30 June 2022 as long as the Australian Government's contribution covers the cost of construction activity to 30 June 2021, and all other Eligible Project requirements are met.
- Where agreed by the Department due to exceptional circumstances.

If construction activity cannot be completed during between 1 July 2020 and 30 June 2021, an Eligible Funding Recipient may not receive their full Nominal Funding Allocation.

#### **WHAT THE GRANT MONEY CANNOT BE USED FOR**

Eligible Funding Recipients cannot use grant money to pay for business as usual activities and costs, or any other activities and costs not associated with Eligible Projects. These are Ineligible Projects and Ineligible Expenditures.

The following are examples of Ineligible Projects and Ineligible Expenditures:

- costs incurred in the preparation of a Work Schedule or related documentation;
- general administrative overheads and staff salaries not connected with Eligible Projects funded under the Program;
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent;
- projects that receive Australian, state or territory government funding for the same purpose, unless otherwise agreed by the Department;

- commencement ceremony, opening ceremony or any other event associated with Eligible Projects;
- transport planning studies;
- road rehabilitation studies (if not part of an Eligible Project);
- community/public art;
- road building plant or other capital equipment especially moveable equipment (e.g. graders);
- training (if not part of an Eligible Project);
- public liability insurance;
- fringe benefits tax;
- GST payable component of a supply;
- finance leases on equipment;
- depreciation, except for depreciation of plant and equipment directly attributable to a grant funded eligible project;
- stand-alone design and preliminary works;
- operating lease charges where the rental expense cannot be directly linked to the grant project (e.g. a grader may be hired for a period for a variety of tasks, only charges that specifically relate to the funded eligible project can be charged against the grant funds);
- overseas travel; and
- the covering of retrospective costs.

The Deputy Prime Minister or Secretary of the Department will decide the award of grants to Eligible Funding Recipients.

A grant to an Eligible Funding Recipient will be made on the basis that the organisation meets the Eligibility Criteria.

The amount of grant money awarded to an Eligible Funding Recipient will be determined by the Department.

**The decision maker's decision is final in all matters, and there is no appeal mechanism for the decision to approve or not approve a grant.**

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

*Local Government Act 1995*

*Commonwealth Grants Rules and Guidelines 2017*

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

The Shire of Wandering's allocation is \$182,690. To date this funding remains unallocated.

Funds cannot be used for projects already commenced, or planned in 2020/2021.

#### **STRATEGIC IMPLICATIONS**

To be determined.

#### **CONSULTATION/COMMUNICATION**

Via Community Meeting 29/07/2020

#### **COMMENT**

The CEO has signed and returned the Offer of Grant, and while there is no deadline for submitting Project Nomination forms, the sooner project nominations are submitted, the sooner the department can assess and approve projects.

Council has had the benefit of holding a community meeting to gauge the community's needs, and can use the outcomes from that meeting to determine eligible projects for the funding.

Council may benefit from holding a Special Meeting to determine projects, to give Councillors time to consider the best use of funds.

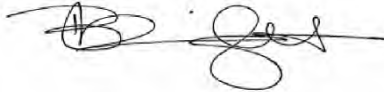
**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION – ITEM 10.3 LOCAL ROAD AND COMMUNITY INFRASTRUCTURE FUND**

That Council hold a Special Meeting on (insert date & time) to determine project applications for the Local Roads and Community Infrastructure Funding.

**AUTHOR'S SIGNATURE:**

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



#### 10.4.COMMUNITY FEEDBACK PROVIDED AT COMMUNITY MEETING 29/07/2020

<b>Proponent</b>	Wandering Community
<b>Owner</b>	
<b>Location/Address</b>	
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	20/08/2020
<b>Previous Reports</b>	Nil
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	04.041.04117
<b>Attachments</b>	Nil

#### BRIEF SUMMARY

To provide a summary of the feedback received at the Community Meeting held 29/07/2020.

#### BACKGROUND

The community meeting held on 29/07/2020 was attended by approximately 54 residents and ratepayers, and some very positive feedback was provided by those attending. The CEO took notes on the night, and gave a commitment to provide feedback to all those who attended.

The feedback is presented in its raw state, grouped together under headings. This is for Council discussion at this stage. Council now needs to analyse the feedback to see what can be included in the desktop review of the Community Strategic Plan

#### ROADS

1. Dickie Rose Corner – needs some historical signage.
2. Moramocking Rd – needs to be sealed along with Bannister Road.
3. Moramocking Road needs to be upgraded, and is a school bus route for two different services.
4. Cnr of Bannister & Albany Highway – layby full of potholes, need to be maintained.
5. Shire concentrate on more bitumen on high volume gravel roads. Bannister Road, Fourteen Mile Brook Road, etc.
6. Continued and improved maintenance of roads within the shire, in particular the York Williams Road.
7. Roads – more sealing of gravel roads. York Williams Road needs more maintenance than currently getting. (Shire President advised the meeting of the planned upgrade of this road, and highlighted the lack of funding).
8. Pingelly Road where it meets the Narrogin Road, getting a few too many vehicles running off the road at this intersection.
9. Linemarking on some bitumen roads, eg Dwarda Road.
10. Verge trees on road verges need trimming on rural roads.

#### INDUSTRIAL AREA

1. Industrial area – units into the area to bring business to town.
2. Ferguson Way industrial way – would like to see it a bit more inviting to future businesses. Introduce more growth to the area.
3. Support the upgrade and development of the industrial estate.

#### COMMUNITY CENTRE

1. Facilities in the Community Centre require upgrading and consider a high priority. Long Table Lunch catering for 176 attendees – kitchen is deficient at present.
2. Community Centre – only has equipment for 60 people. Building is licenced for 100.

3. Changes to the Community Centre precinct. Community Centre is great asset, but kitchen is very lacking. Needs additional toilets to cater for larger gatherings. Great facility and is not used enough.
4. Support the renovation of kitchen, inclusion of more storage, and bar area at the Community Centre. Bench seating on north side of the oval.
5. Support the upgrade of the Community Centre.
6. Catering equipment can be purchased from auctions at a fraction of the new price.
7. Multi use play area – skate park is too remote from play facilities at the Community Centre.
8. Good reliable water supply for town infrastructure.
9. Water harvesting from Shire buildings.
10. Accessibility to shire infrastructure-cost of hire can be prohibitive. Provide incentives for ratepayers to use facilities.

#### **COMMUNITY RESOURCE CENTRE**

1. Youth programs for the Shire – long term community identity for children.

#### **TOURISM/BUSINESS**

1. More tourist facilities in town. Lack of tourist accommodation. Future cabin/chalets at the Caravan Park.
2. Beautification of town – history boards. More signage around town, particularly encouraging visitors off the main road.
3. Beautification at the fuel station to compliment the main street, and a little bit of love at the cemetery.
4. Wandering is a place that visitors pass through, need to find a way to make people stop. At present no reason to stop.
5. Bitumen the carpark at the Watts Street public toilets.
6. No signage to Machinery Display.
7. Road Board Building – accessing funds to upgrade building for community use.
8. Cemetery – lot of old graves need refurbishment.
9. Use of sign at each end of town to advertise events, and if inadequate, get more signage and advertise ourselves a bit better.
10. Pumphreys Camping area are detracting from the Wandering Caravan Park.
11. Pumphreys – 39 campers on long weekend in June.
12. Support beautification of fuel facility area.
13. Fuel station – needs greater reliability (two comments received on this)
14. Specialist area to enable small business to operate out of on an ad-hoc basis. Possibly in the CRC?
15. Lack of a shop to attract people to town. Perhaps option to have a shop at the fuel station.
16. Small business network in town to help facilitate the growth of the many small businesses in the Shire. Shared facility or business hub?
17. Support business hub – Council purchase a main street building and develop for this purpose.

#### **OTHER**

1. CCTV cameras – need to install additional cameras around town. Creates bad impression with burnout evidence.
2. Some of the blocks currently for sale that are useless. Need good quality blocks to attract people to town.
3. Well-aged living facilities in the Shire. Need something to support local people after retirement.
4. Funding – do we have the resources to be applying for funding, or are we missing out on opportunities.

**COMMUNITY ENGAGEMENT**

5. Shire needs to be open and continue on with the good work of this meeting to engage with its community. Thank you.
6. Communication between what is happening at the Shire. Bulletin on a regular basis to the community.
7. Shire's website currently being upgraded and brought up to date. Encourage community to use it.
8. Communication via Facebook – use other avenues, such as SMS and emails.
9. WhatsApp group – free to use.

Meeting closed at 8:25pm

**IDEAS RECEIVED POST MEETING**

1. 'Welcome to Wandering Information Point' could be located in front of the horse statue in the car park under the tree, as this is the first main visual of the town for incoming visitors. This could include 'what to do in an emergency' information, as well as reference to the local website, and "What's On" information on social media and posters. A local business directory could also be added here.
2. Green Shed: Configuration could be changed to open the inner parts of the shed so that it could actually be used. With the addition of water and electricity supply, this could become a useful space for markets etc. The current display is very static and is not engaging.
3. Community Garden: The area on the adjacent corner from the green shed could provide a positive image for the town, where local produce could be sold at local markets and raise funds for local projects. If planned with an environmentally sustainable design, we could make use of an area that is otherwise waterlogged and under-utilised.
4. St John's Ambulance: I have previously looked into becoming an ambulance officer, but Wandering is too far away from the local branches. This becomes even more apparent when you are in need of an ambulance; I've had the necessity to call for at least 10 ambulances in the last 15 years, and all take at least 40 minutes to arrive - and I live close to the centre of Wandering and am on a main road. Is it possible to have an ambulance centre here, coupled with a medical centre where a Nurse Practitioner can attend? An NP can provide medical care and support for the general health and maintenance of the community, but also would assist our elderly, reducing the arduous travel to neighbouring towns, enabling a more holistic approach for all residents.
5. Emergency local contact: Further to my precious need for ambulances and the knowledge that time is of the essence, my go-to plan has always been to call the shire. But what if it's out of normal working hours? Is there a local emergency contact, in addition to 000, where we can call for help?

**OFFICER'S RECOMMENDATION - ITEM 10.4 COMMUNITY FEEDBACK PROVIDED AT COMMUNITY MEETING 29/07/2020**

That Council consider this matter at the proposed Special Meeting on (insert date & time) in conjunction with applications for the Local Roads and Community Infrastructure Funding.

## 10.5.WANDERING CARAVAN PARK

<b>Proponent</b>	Shire of Wandering
<b>Owner</b>	
<b>Location/Address</b>	Cheetanning Street, Wandering
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	20/08/2020
<b>Previous Reports</b>	18/06/2020 - 20/02/2020
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	13.132.13200
<b>Attachments</b>	Nil

### BRIEF SUMMARY

To consider options for the future management of the Wandering Caravan Park.

### BACKGROUND

20/02/2020 – Council resolved:

*Moved Cr Curtis*

*Seconded Cr Parsons*

*That Council instructs the CEO to provide a detailed cost benefit analysis for the future management of the Wandering Caravan Park.*

*CARRIED 7/0*

18/06/2020 – Council resolved:

*Moved Cr Watts*

*Seconded Cr Price*

*That Council advertises for expressions of interest for the management of the Wandering Caravan Park, based on the attached DRAFT Agreement*

*CARRIED 7/0*

Expressions of interest was advertised, with two people requesting a copy, however no submissions were received. Advertising was via the Shire's website, Facebook and the Echo. It was not deemed financially viable to advertise wider than that due to the level of income the caravan park currently generates.

### STATUTORY/LEGAL IMPLICATIONS

*Local Government Act 1995*

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

An analysis of the costs of running the Caravan Park over the past two financial years, is as follows:

<b><i>Caretaker Responsibilities (currently Council cost)</i></b>				
<b>Year</b>	<b>Cleaning</b>	<b>Maintenance</b>	<b>Bookings</b>	<b>Total</b>
2018/2019	\$3,516.24	\$3,691.09	\$383.93	\$7,591.26
2019/2020	\$1,011.78	\$9,835.07	\$3,599.98	\$14,446.83
<b>Average</b>	<b>\$2,264.01</b>	<b>\$6,763.08</b>	<b>\$1,991.96</b>	<b>\$11,019.05</b>

<b><i>Council Responsibilities (will remain)</i></b>				
<b>Year</b>	<b>Power</b>	<b>Water</b>	<b>Major Maintenance</b>	<b>Total</b>
2018/2019	\$1,704.62	\$556.73	\$11,866.62	\$14,127.97
2019/2020	\$1,831.49	\$1,029.18	\$3,817.55	\$6,678.22
<b>Average</b>	<b>\$1,768.06</b>	<b>\$792.96</b>	<b>\$7,842.09</b>	<b>\$10,403.10</b>

<b>Year</b>	<b>Income</b>	<b>Shire</b>	<b>Caretaker</b>
2018/2019	\$10,763.46	\$5,381.73	\$5,381.73
2019/2020	\$8,595.42	\$4,297.71	\$4,297.71
<b>Average</b>	<b>\$9,679.44</b>	<b>\$4,839.72</b>	<b>\$4,839.72</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

## CONSULTATION/COMMUNICATION

Nil

## COMMENT

If Council is to continue to manage the Wandering Caravan Park, it is suggested that it be promoted to a wider audience. The Caravan Industry Association currently are offering membership which enables significant discounts on advertising in the CIA magazine, and gives the Shire discounted access to the various Caravan and Camping Shows held around the State.

## VOTING REQUIREMENTS

Simple majority

### **OFFICER'S RECOMMENDATION – ITEM 10.5 WANDERING CARAVAN PARK**

That Council withdraws its expression of interest for the management of the Wandering Caravan Park, and in lieu directs the CEO to actively market the Park to a wider audience with the goal of achieving higher occupancy rates.

## AUTHOR'S SIGNATURE:



## 10.6. PERMITTED USES – DISCUSSION REPORT AND DRAFT POLICY

<b>Proponent</b>	Shire of Wandering
<b>Owner</b>	Shire of Wandering
<b>Location/Address</b>	
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	20/08/2020
<b>Previous Reports</b>	21/05/2020
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	10.106.10605
<b>Attachments</b>	Draft Local Planning Policy 2 – Permitted Uses

### BRIEF SUMMARY

The purpose of this item is to consider the need for development approval for permitted uses as defined in the Shire of Wandering Town Planning Scheme No. 3. In particular, it promotes that a dwelling in the Rural Residential or Rural zones does not need an approval where it complies with the Scheme provisions.

### BACKGROUND

#### Development Approval

All development within the Shire requires a development / planning approval unless specifically exempted by the Town Planning Scheme.

The introduction of the *Planning and Development (Local Planning Scheme) Regulations* in October 2015 introduced the Deemed Provisions which automatically apply to all Planning Schemes. These take precedence of the existing provisions of the Scheme and address a number of issues including “permitted development” which are exempt from requiring a Planning Approval from Council. One of the exemptions is where there is a Local Planning Policy defines a use or development that does not require development approval.

#### Local Planning Policy

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

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

### SCHEME OBJECTIVES

The objectives of the relevant zones are:

#### Residential Zone

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

#### Rural - Residential Zones

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

Wandering, the local government will generally favour Rural-Residential zones be located close to the town of Wandering and then only where the environmental impacts are manageable.

### **Rural Zone**

- a. to ensure the continuation of broad-hectare agriculture in the district encouraging where appropriate the retention and expansion of agricultural activities.
- b. to provide for diversification and intensive agricultural uses in suitable areas.
- c. to consider non-rural uses where they can be shown to be of benefit to the district and not detrimental to the natural resources or the environment.
- d. to allow for facilities for tourists and travellers, and for recreation uses.
- e. to have regard to use of adjoining land at the interface of the Rural zone with other zones to avoid adverse effects on local amenities.

### **DEFINITIONS**

The provisions of the Residential Design Codes do not apply in the Rural or Rural Residential zones but they give an indication of the acceptable residential standards.

### **CURRENT SITUATION**

Currently any single residential dwelling:

- Does not require approval in the Residential zone where it complies with the R Codes; and
- Requires a development approval under the Scheme even where it is a Permitted (P) use in the Rural or Rural Residential zones.

Concern has been expressed that requiring development approval in the Rural or Rural Residential zones is potentially causing delays to development.

### **ISSUES**

#### **Development setbacks**

Within the Residential zone the minimum development setbacks are in accordance with the "R Codes".

Within the Rural Residential zone the minimum development setbacks are:

- Front boundary: 30.0m;
- Rear boundary: 10.0m; and
- Side boundary: 10.0m.

Within the Rural zone the minimum development setbacks are:

- Front boundary: 20.0m;
- Rear boundary: 20.0m; and
- Side boundary: 20.0m.

In practice the majority of development has larger setbacks.

#### **Bushfire Prone Land**

Bushfire prone land includes the vegetation plus a 100m buffer from that vegetation.

Under the Local Planning Scheme Regulations, any structure on bushfire prone land used by people for living or working, is required to have a Bushfire Attack Level (BAL) Assessment undertaken.

The purpose of the BAL Assessment is help inform Council's decision making on any development application as a high BAL rating may indicate that the development site is not suitable for the proposal or that additional fire management measures need to be undertaken.

The proposed Local Planning Policy does not exempt the need for a BAL Assessment. Nor does it exempt the requirement for a development approval when the site has a BAL-40/FZ rating.

#### **Bush Fire Notice**

Council's Bush Fire Notice requires that on rural land (> 80ha) that any buildings are to have a firebreak:

- a. Bare mineral earth firebreaks, not less than 3 metres wide, within 20 metres of the perimeter of all buildings on the land. It is recommended that all flammable material be removed for a distance of 3 metres immediately adjacent to all buildings.

Council's Bush Fire Notice requires that on rural and rural residential land (< 80ha) that any buildings, are to have a firebreak:

- a. Bare mineral earth 3 metre firebreaks around all buildings. It is recommended that all flammable material be removed for a distance of 3 metres immediately adjacent to all buildings.

The provision of a firebreak around an outbuilding may potentially lower any BAL rating.

#### **DELEGATION**

The Council has not until now, delegated to the CEO the power to approve (P) permitted uses. Council indicated its desire to implement such delegated authority at the April Council meeting, and as such this Local Planning Policy was developed, and approved for advertising at the May 2020 meeting.

#### **EXCLUSIONS**

Any proposed Policy would be subject to the exclusions listed in this document, meaning that where any of these apply then a development application is required.

#### **TIMING**

Council is required to consider any submissions; however, no submissions were received. It can then resolve to adopt the Policy for final approval with or without modifications. It becomes operational once a notice of the adoption is published in a local newspaper.

#### **VOTING REQUIREMENTS**

Absolute Majority

#### **OFFICER'S RECOMMENDATION - ITEM 10.6 – PERMITTED USES – DISCUSSION REPORT AND DRAFT POLICY**

That Council, following the advertising period and having received no submissions:

- Pursuant to Schedule 2 Clause 4 of the *Planning and Development (Local Planning Scheme) Regulations 2015* Council adopts the attached draft Local Planning Policy No 2 – Permitted Uses;
- Pursuant to Schedule 2 Clause 4(4) of the *Planning and Development (Local Planning Scheme) Regulations 2015* Council advertises the adoption draft Local Planning Policy No 2 (as attached).





<b>POLICY TYPE:</b>	<b>LOCAL PLANNING POLICY</b>
<b>DATE ADOPTED:</b>	20/08/2020

<b>POLICY NO:</b>	<b>2</b>
<b>DATE LAST REVIEWED:</b>	

<b>LEGAL (PARENT):</b>	<i>Shire of Wandering Town Planning Scheme No. 3</i>
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<b>LEGAL (SUBSIDIARY):</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
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<b>DELEGATION OF AUTHORITY APPLICABLE:</b>	Nil
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<b>DELEGATION NO.</b>	
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<b>ADOPTED POLICY</b>	
<b>TITLE:</b>	Permitted Uses
<b>OBJECTIVE:</b>	To clarify what development requires Council Planning Approval. This policy applies to the whole Shire.

### **BACKGROUND**

The Scheme Zoning Table sets out the land use permissibility for different zones. A permitted (P) use means that the use is permitted by the Scheme providing the use complies with the relevant development standards and requirements of the Scheme.

The Zoning Table is attached and the permitted uses are highlighted.

Clause 8.1 of the Scheme requires that all development requires approval except as provided for in Clause 8.2. Clause 8.2(b) applies to the erection on a lot of a single house including any extension, ancillary outbuildings and swimming pools, except where the proposal:

- a) necessitates the exercise of a discretion by the local government under the Scheme to vary the provisions of the Residential Planning Codes;
- b) is located in a Heritage Area designated under the Scheme;
- c) is for land in a Rural Residential Zone under the Scheme;
- d) is for development of a lot abutting an unconstructed road or a lot which does not have frontage to a constructed road.

The Planning and Development (Local Planning Schemes) Regulations 2015 were gazetted on 25 August and take effect on 19 October 2015. The Regulations introduced a set of mandatory provisions which will apply to all planning schemes in the State. These are referred to as "Deemed Provisions."

The Deemed Provisions supersede Part 8 of the Scheme relating to the Development of Land.

Clause 60 of the Deemed Provisions sets out the requirement for development of land and states that a person must not commence or carry out any works on, or use, land in the Scheme area unless:

- (e) the person has obtained the development approval of the local government under Part 8;
- or
- e) the development is of a type referred to in clause 61.

Clause 61 then defines development for which development approval is not required.

A use that is **permitted** in the zone in which the development is located and the development has no works component; or development approval is not required for the works component of the development;

The erection or extension of a single house on a lot if the R-Codes apply to the development and the development satisfies the deemed-to-comply requirements of the R-Codes

The erection or extension of an ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool on the same lot as a single house or a grouped dwelling if the R-Codes apply to the development and the development satisfies the deemed-to-comply requirements of the R-Codes

The demolition of a single house, ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool.

The above provisions relating to a single dwelling do not apply in a Heritage area.

In addition, Clauses 61(1)(i) and 61(2)(e) also exempt any works or use specified in a local planning policy as not requiring development approval.

Use Class	Residential	Commercial	Industrial	Rural Residential	Rural
abattoir	X	X	X	X	A
aged or dependent persons dwelling	D	X	X	X	X
agroforestry	X	X	X	X	P
ancillary accommodation	D	X	X	D	X
animal establishment	X	X	X	X	A
animal husbandry - intensive	X	X	X	X	A
aquaculture	X	X	D	D	P
caravan park	X	X	X	X	X
caretaker's dwelling	X	D	D	X	D
club premises	X	D	X	X	D
consulting room(s)	A	P	X	X	X
dwelling	P	X	X	P	P
education establishment	A	X	X	X	A
fuel depot	X	X	P	X	X
holiday accommodation	A	X	X	X	D
home business	D	X	X	D	D
home occupation	D	X	X	D	D
hotel	X	D	X	X	X
industry - extractive	X	X	X	X	D
industry - general	X	X	D	X	X
industry - light	X	X	P	X	X
industry - rural	X	X	X	X	D
intensive agriculture	X	X	X	A	A
motel	X	D	X	X	X
motor vehicle, boat and caravan sales	X	D	P	X	X
motor vehicle repair	X	X	P	X	X
office	X	P	X	X	X
plantation	X	X	X	X	D
plant nursery	A	X	P	D	D
public amusement	X	D	D	X	X
public utility	D	D	D	D	D
residential building	D	X	X	X	D
Restaurant	X	D	X	X	A
rural home business	X	X	X	D	D
rural pursuit	X	X	X	A	P
Roadhouse	X	D	X	X	D
service station	X	A	D	X	D
shop	X	D	X	X	X
showroom	X	D	D	X	X
transport depot	X	X	P	X	A
veterinary hospital	X	A	P	D	D
winery	X	A	X	A	D
workers accommodation	X	X	X	A	D

worship - place of	D	P	X	X	X
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### **POLICY STATEMENT**

This Local Planning Policy is adopted to use for development which does not require a development approval in accordance with Clauses 61(1)(i) and 61(2)(e) of the Deemed Provisions.

A dwelling does not require a development approval where it is a permitted (P) use in the Zoning Table provided that:

- (f) It does not necessitate the exercise of a discretion by the local government under the Scheme to vary the provisions of the Residential Planning Codes;
- f) It is not located in a Heritage Area designated under the Scheme;
- g) It is not on a lot abutting an unconstructed road or a lot which does not have frontage to a constructed road (Clause 5.12);
- h) It is not a transported building (Clause 5.9); and
- i) The development site does not have a BAL-40 or BAL-FZ rating (Part 10A Deemed Provisions).

An outbuilding/shed does not require a development approval where it complies with Local Planning Policy No 1.

Minor and ancillary works as determined by Council.

### **EXPLANATORY NOTE**

**The main function of this policy is to confirm that a dwelling does not need a development approval in the Rural Residential or Rural zone where it complies with the Scheme provisions.**

### **ADOPTION**

Adopted by Council at its meeting of the 20<sup>th</sup> August 2020

## 10.7.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>	20/08/2020
<b>Previous Reports</b>	16/06/2020
<b>Disclosure of any Interest</b>	Cr Whitely – Financial Interest - as his wife is HWEDA Executive Officer. Note: Cr Whitely is also the current Chairman of HWEDA
<b>File Reference</b>	13.135.13505:CO547
<b>Attachments</b>	Nil

### BRIEF SUMMARY

To consider membership of HWEDA for 2020-2021 financial year following the presentation of the HWEDA Executive Officer, Ms Adrienne Yzerman, at this meeting.

### 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>ANITICIPATED 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**

HWEDA at its AGM on 11/08/2020 resolved to adopt the following Membership Fees:

- \$7,500 (Shire of Boddington, Shire of Williams, Shire of Wandering, Newmont and South32)
- \$3,750 (Suez)


**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION – ITEM 10.7 HWEDA MEMBERSHIP 2020-2021**

That Council:

- In accordance with its adopted Community Strategic Plan, maintains its membership of HWEDA; and
- Accepts the HWEDA adopted Membership subscription fee of \$7,500 for the 2020/2021 financial year.

**AUTHOR'S SIGNATURE:**


## 10.8.LOCAL GOVERNMENT (RULES OF CONDUCT) AMENDMENT REGULATIONS 2020

<b>Proponent</b>	
<b>Owner</b>	
<b>Location/Address</b>	
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	20/08/2020
<b>Previous Reports</b>	Nil
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	04.041.04109
<b>Attachments</b>	Local Government (Rules of Conduct) Regulations 2007

### BRIEF SUMMARY

Legislation has been Gazetted to amend the Local Government (Rules of Conduct) Regulations 2007.

### STATUTORY/LEGAL IMPLICATIONS

#### ***Local Government Act 1995 Local Government (Rules of Conduct) Amendment Regulations 2020 SL 2020/133***

*Made by the Governor in Executive Council.*

#### **1. Citation**

*These regulations are the Local Government (Rules of Conduct) Amendment Regulations 2020.*

#### **2. Commencement**

*These regulations come into operation as follows —*

- (a) regulations 1 and 2 — on the day on which these regulations are published in the Gazette;*
- (b) the rest of the regulations — on the day after that day.*

#### **3. Regulations amended**

*These regulations amend the Local Government (Rules of Conduct) Regulations 2007.*

#### **4. Regulation 9 amended**

*In regulation 9(1) delete “government unless authorised by the council or by the CEO to undertake that task.” and insert: government.*

The new Regulation 9 reads:

#### **9. Prohibition against involvement in administration**

- (1) A person who is a council member must not undertake a task that contributes to the administration of the local government.*
- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.*

### DEFINITIONS

At present there is no clear definition or interpretation of “contributes to the administration”. Perhaps WALGA can assist by providing an industry-wide definition.

### FOR INFORMATION



Western Australia

Local Government Act 1995

**Local Government (Rules of Conduct)  
Regulations 2007**

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As at 15 Aug 2020

Version 00-f0-00

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Western Australia

## **Local Government (Rules of Conduct) Regulations 2007**

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## Local Government Act 1995

**Local Government (Rules of Conduct)  
Regulations 2007****Part 1 — General****1. Citation**

These regulations are the *Local Government (Rules of Conduct) Regulations 2007*.

**2. Commencement**

These regulations come into operation as follows:

- (a) regulations 1 and 2 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day on which the *Local Government (Official Conduct) Amendment Act 2007* section 11 comes into operation.

**3. General principles to guide the behaviour of council members**

- (1) General principles to guide the behaviour of council members include that a person in his or her capacity as a council member should —
  - (a) act with reasonable care and diligence; and
  - (b) act with honesty and integrity; and
  - (c) act lawfully; and
  - (d) avoid damage to the reputation of the local government; and
  - (e) be open and accountable to the public; and
  - (f) base decisions on relevant and factually correct information; and

**Local Government (Rules of Conduct) Regulations 2007****Part 1**                      **General****r. 4**

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- (g) treat others with respect and fairness; and
- (h) not be impaired by mind affecting substances.

- (2) The general principles referred to in subregulation (1) are for guidance of council members but it is not a rule of conduct that the principles be observed.

**4.        Contravention of certain local laws**

- (1) In this regulation —  
*local law as to conduct* means a local law relating to conduct of people at council or committee meetings.
- (2) The contravention of a local law as to conduct is a minor breach for the purposes of section 5.105(1)(b) of the Act.

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## **Part 2 — Rules of conduct**

### **Division 1 — Preliminary**

*[Heading inserted: Gazette 4 Mar 2016 p. 659.]*

#### **5. Rules of conduct**

- (1) This Part contains the rules of conduct referred to in section 5.104(1) of the Act.
- (2) The rules of conduct apply to a council member whether or not acting as a committee member.

### **Division 2 — Rules of conduct: general**

*[Heading inserted: Gazette 4 Mar 2016 p. 660.]*

#### **6. Use of information**

- (1) In this regulation —
  - closed meeting* means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
  - confidential document* means a document marked by the CEO to clearly show that the information in the document is not to be disclosed;
  - non-confidential document* means a document that is not a confidential document.
- (2) A person who is a council member must not disclose —
  - (a) information that the council member derived from a confidential document; or
  - (b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.

**Local Government (Rules of Conduct) Regulations 2007****Part 2** Rules of conduct**Division 2** Rules of conduct: general**r. 7**

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- (3) Subregulation (2) does not prevent a person who is a council member from disclosing information —
- (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.

**7. Securing personal advantage or disadvantaging others**

- (1) A person who is a council member must not make improper use of the person's office as a council member —
- (a) to gain directly or indirectly an advantage for the person or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subregulation (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

**8. Misuse of local government resources**

A person who is a council member must not either directly or indirectly use the resources of a local government —

- (a) for the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*; or
- (b) for any other purpose,

unless authorised under the Act, or authorised by the council or the CEO, to use the resources for that purpose.

**9. Prohibition against involvement in administration**

- (1) A person who is a council member must not undertake a task that contributes to the administration of the local government.
- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

*[Regulation 9 amended: SL 2020/133 r. 4.]*

**10. Relations with local government employees**

- (1) A person who is a council member must not —
  - (a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.
- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (3) If a person, in his or her capacity as a council member, is attending a council meeting, committee meeting or other organised event and members of the public are present, the person must not, either orally, in writing or by any other means —
  - (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use offensive or objectionable expressions in reference to a local government employee.
- (4) Subregulation (3)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

**Local Government (Rules of Conduct) Regulations 2007****Part 2** Rules of conduct**Division 2** Rules of conduct: general**r. 11**

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**11. Disclosure of interest**

- (1) In this regulation —  
*interest* means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.
- (2) A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest —
  - (a) in a written notice given to the CEO before the meeting;  
or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subregulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subregulation (2) does not apply if —
  - (a) a person who is a council member fails to disclose an interest because the person did not know he or she had an interest in the matter; or
  - (b) a person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5) If, under subregulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then —
  - (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present

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immediately before a matter to which the disclosure relates is discussed.

(6) If —

- (a) under subregulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
- (b) under subregulation (5)(b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting,

the nature of the interest is to be recorded in the minutes of the meeting.

[12. Deleted: Gazette 18 Oct 2019 p. 3684.]

[Division 3 deleted: Gazette 18 Oct 2019 p. 3684.]





**Local Government (Rules of Conduct) Regulations 2007****Notes**                      Compilation table

## Notes

This is a compilation of the *Local Government (Rules of Conduct) Regulations 2007* and includes amendments made by other written laws. For provisions that have come into operation see the compilation table.

### Compilation table

<b>Citation</b>	<b>Published</b>	<b>Commencement</b>
<i>Local Government (Rules of Conduct) Regulations 2007</i>	21 Aug 2007 p. 4203-16	r. 1 and 2: 21 Aug 2007 (see r. 2(a)) Regulations other than r. 1 and 2: 21 Oct 2007 (see r. 2(b) and <i>Gazette</i> 21 Aug 2007 p. 4173)
<i>Local Government (Rules of Conduct) Amendment Regulations 2016</i>	4 Mar 2016 p. 659-64	r. 1 and 2: 4 Mar 2016 (see r. 2(a)) Regulations other than r. 1 and 2: 5 Mar 2016 (see r. 2(b))
<i>Local Government Regulations Amendment (Gifts) Regulations 2017</i> Pt. 3	20 Jan 2017 p. 648-50	21 Jan 2017 (see r. 2(b))
<i>Local Government Regulations Amendment (Gifts) Regulations 2019</i> Pt. 4	18 Oct 2019 p. 3679-84	19 Oct 2019 (see r. 2(b) and <i>Gazette</i> 18 Oct 2019 p. 3673)
<i>Local Government (Rules of Conduct) Amendment Regulations 2020</i>	SL 2020/133 14 Aug 2020	r. 1 and 2: 14 Aug 2020 (see r. 2(a)); Regulations other than r. 1 and 2: 15 Aug 2020 (see r. 2(b))

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Defined terms

## Defined terms

*[This is a list of terms defined and the provisions where they are defined.*

*The list is not part of the law.]*

<b>Defined term</b>	<b>Provision(s)</b>
closed meeting .....	6(1)
confidential document.....	6(1)
interest.....	11(1)
local law as to conduct.....	4(1)
non-confidential document .....	6(1)

**11. OTHER OFFICER'S REPORTS****12. COUNCILLOR'S REPORTS ON MEETINGS ATTENDED****12.1. COUNCILLOR'S MEETINGS ATTENDED SINCE THE JULY COUNCIL MEETING**

Cr Whitely attended the HWEDA AGM on 11/08/2020. Cr Watts and Cr Treasure attended as visitors.

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

Nil

**14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****14.1. COUNCILLORS AND /OR OFFICERS**

## 15. CONFIDENTIAL ITEMS

### 15.1.FUTURE DIRECTION OF THE SHIRE OF WANDERING COMMUNITY RESOURCE CENTRE

<b>Proponent</b>	
<b>Owner</b>	Shire of Wandering
<b>Location/Address</b>	
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	20/06/2019
<b>Previous Reports</b>	Nil
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	13.134.13421
<b>Attachments</b>	Item under separate attachment - Confidential

### 15.2 CONFIDENTIAL - ACTING CEO – FROM 19/10/2020

<b>Proponent</b>	
<b>Owner</b>	
<b>Location/Address</b>	
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	20/08/2020
<b>Previous Reports</b>	21/05/2020 - 19/03/2020
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	EMP1
<b>Attachments</b>	Item under separate attachment - Confidential

## STATUTORY/LEGAL IMPLICATIONS

5.23. *Meetings generally open to public*

(1) *Subject to subsection (2), the following are to be open to members of the public—*

- (a) *all council meetings; and*
- (b) *all meetings of any committee to which a local government power or duty has been delegated.*

(2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*

- (a) *a matter affecting an employee or employees; and*
- (b) *the personal affairs of any person; and*
- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*
- (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and*
- (e) *a matter that if disclosed, would reveal —*
  - (i) *a trade secret; or*
  - (ii) *information that has a commercial value to a person; or*
  - (iii) *information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and*
- (f) *a matter that if disclosed, could be reasonably expected to —*

- (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or*
- (ii) endanger the security of the local government's property; or*
- (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*

*and*

- (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and*
  - (h) such other matters as may be prescribed.*
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

**16. INFORMATION ITEMS****16.1.SCHEDULE OF ACCOUNTS PAID FOR THE PERIOD – 01/07/2020 – 31/07/2020**

<b>Proponent</b>	Internal Report
<b>Location/Address</b>	
<b>Author of Report</b>	Sophie Marinoni, Finance Officer
<b>Date of Meeting</b>	20/08/2020
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	10.1.6
<b>Attachments</b>	List of Accounts Paid for month of July

**BRIEF SUMMARY**

To ratify payments made during the month of July 2020

**BACKGROUND**

The listing of payments for the month of July 2020 through the Municipal account 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 20/08/2020

This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
<b>Municipal Fund:</b>		
Electronic Funds Transfers	EFT5801 – EFT5884	\$278,201.54
Direct Debits	DD3421.1 – DD3458.2	\$17,485.59
	<b>TOTAL</b>	<b>\$295,687.23</b>

to the Municipal and Trust Accounts, totalling \$295,687.23 which were submitted to each member of the Council on 20/08/2020, 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
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**OFFICERS RECOMMENDATION****OFFICER'S RECOMMENDATION – ITEM– 16.1 - SCHEDULE OF ACCOUNTS PAID FOR JULY 2020**

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

Chq/EFT	Date	Name	Description	Amount	Amount
EFT5801	03/07/20	Australasian Performing Right Association			-\$ 350.00
	29/05/20		Music rights subscription <i>Music for Councils - Rural</i>	\$ 350.00	
EFT5802	03/07/20	Avon Waste			-\$ 3,174.03
	30/06/20		General waste services <i>Domestic &amp; commercial general waste services, General waste to landfill gate fee, Recycling Services, Recycle processing fee, Transfer Station general waste bins, General waste to landfill gate fee, Transfer Station recycle bins, Recycle processing fee, Fuel facility bin</i>	\$ 3,174.03	
EFT5803	03/07/20	BOC			-\$ 78.92
	28/06/20		Container Service <i>Oxygen, Acetylene, Argoshield, Medical Oxygen</i>	\$ 78.92	
EFT5804	03/07/20	Ben Pike Carpentry			-\$ 825.33
	29/06/20		Supply & install draws - Admin building <i>Labour, Material</i>	\$ 825.33	
EFT5805	03/07/20	Best Office Systems			-\$ 341.46
	29/06/20		Copier Contract <i>Shire Office, CRC</i>	\$ 341.46	
EFT5806	03/07/20	Boddington News			-\$ 13.50
	26/06/20		Boddington News <i>Edition 646</i>	\$ 13.50	
EFT5807	03/07/20	Butler Settineri			-\$ 4,577.45
	29/06/20		Interim Audit 2019/20 <i>Labour, Disbursements</i>	\$ 4,577.45	
EFT5808	03/07/20	City of Kalamunda			-\$ 1,379.54
	30/06/20		Building services <i>Labour, Travel, PBS</i>	\$ 1,379.54	
EFT5809	03/07/20	Construction Training Fund			-\$ 115.50
	24/06/20		BCITF <i>85 Redgum Crt</i>	\$ 57.75	
	24/06/20		BCITF <i>21 Mellows Rd</i>	\$ 57.75	
EFT5810	03/07/20	Corsign WA			-\$ 25.30
	23/06/20		Rural addressing plate <i>608 Moramocking Rd</i>	\$ 25.30	
EFT5811	03/07/20	Great Southern Fuel Supplies			-\$ 262.01
	30/06/20		Fuel card purchases <i>0.WD, WD.001</i>	\$ 262.01	
EFT5812	03/07/20	Hotham Mechanical			-\$ 1,871.10

	30/06/20		Replace clutch - WD.6 <i>Labour, Clutch kit, Consumables</i>	\$ 1,871.10	
<b>EFT5813</b>	<b>03/07/20</b>	<b>IT Vision</b>			<b>-\$ 24,399.10</b>
	01/07/20		Annual Software Licence <i>Admin, CRC</i>	\$ 24,399.10	
<b>EFT5814</b>	<b>03/07/20</b>	<b>Perfect Computer Solutions</b>			<b>-\$ 127.50</b>
	30/06/20		Monthly IT maintenance <i>Labour, Monthly fee</i>	\$ 127.50	
<b>EFT5815</b>	<b>03/07/20</b>	<b>Quick Corporate Australia</b>			<b>-\$ 59.51</b>
	01/07/20		Stationery <i>Staples</i>	\$ 59.51	
<b>EFT5816</b>	<b>03/07/20</b>	<b>Ramm Software</b>			<b>-\$ 6,482.99</b>
	01/07/20		Annual Support & Maintenance <i>2020/21</i>	\$ 6,482.99	
<b>EFT5817</b>	<b>03/07/20</b>	<b>Redfish Technologies</b>			<b>-\$ 1,760.00</b>
	02/07/20		CCTV Service Agreement <i>2020/21</i>	\$ 1,760.00	
<b>EFT5818</b>	<b>03/07/20</b>	<b>Robert George Curtis</b>			<b>-\$ 409.75</b>
	29/06/20		Operating Waste Transfer Station <i>Labour, Clearing roadside bins</i>	\$ 409.75	
<b>EFT5819</b>	<b>03/07/20</b>	<b>Shire of Narrogin</b>			<b>-\$ 1,725.00</b>
	30/06/20		Senior Health Officer <i>Labour, Overtime, Travel</i>	\$ 1,605.00	
	30/06/20		Senior Health Officer <i>Labour</i>	\$ 120.00	
<b>EFT5820</b>	<b>03/07/20</b>	<b>Shire of Wandering Petty Cash</b>			<b>-\$ 357.20</b>
	23/06/20		Petty cash <i>Money order, Postage Rates Instalments, Postage TPS Amendment 6, Catering Council meeting, Catering Council meeting, Postage, Extension leads, Catering Council meeting, Icecream, Milk, Postage, Handtowel holder, Engraving Cr gift, Key cutting, Milk, Battery, Milk</i>	\$ 357.20	
<b>EFT5821</b>	<b>03/07/20</b>	<b>Startrack Express</b>			<b>-\$ 129.02</b>
	17/06/20		Freight <i>Corsign, Fee</i>	\$ 75.68	
	24/06/20		Freight <i>Corsign, Fee</i>	\$ 53.34	
<b>EFT5822</b>	<b>03/07/20</b>	<b>Synergy</b>			<b>-\$ 739.61</b>
	02/07/20		Street lighting <i>Usage</i>	\$ 739.61	
<b>EFT5823</b>	<b>03/07/20</b>	<b>The Trophy Shop</b>			<b>-\$ 36.00</b>
	24/06/20		Honour Board update <i>Postage, Engraving</i>	\$ 36.00	
<b>EFT5824</b>	<b>03/07/20</b>	<b>WALGA</b>			<b>-\$ 2,277.00</b>
	25/06/20		Transfer Agenda/Minutes to Councillor Module <i>Labour</i>	\$ 2,277.00	
<b>EFT5825</b>	<b>03/07/20</b>	<b>Whitney Consulting</b>			<b>-\$ 2,189.00</b>
	02/07/20		Preparation of RED Grant <i>50% completion fee</i>	\$ 2,189.00	
<b>EFT5826</b>	<b>20/07/20</b>	<b>Allwest Plant Hire</b>			<b>-\$ 3,690.50</b>
	30/06/20		Plant hire <i>Multi Tyre Roller, Mobilisation</i>	\$ 3,690.50	
<b>EFT5827</b>	<b>20/07/20</b>	<b>Boddington Hardware &amp; Newsagency</b>			<b>-\$ 688.20</b>



	01/07/20		Gardening supplies <i>Glyphosate, Wetter Agent</i>	\$ 676.70	
	01/07/20		Depot materials <i>Clout nails</i>	\$ 11.50	
<b>EFT5828</b>	<b>20/07/20</b>	<b>Boddington News</b>		<b>-\$ 13.50</b>	
	10/07/20		Boddington News <i>Edition 647</i>	\$ 13.50	
<b>EFT5829</b>	<b>20/07/20</b>	<b>Brendan Whitely</b>		<b>-\$ 2,301.50</b>	
	30/06/20		Councillor allowances <i>Meeting allowance, IT allowance</i>	\$ 2,301.50	
<b>EFT5830</b>	<b>20/07/20</b>	<b>Central Country Zone of WALGA</b>		<b>-\$ 3,058.00</b>	
	06/07/20		Central Country Zone Subs <i>2020/21</i>	\$ 3,058.00	
<b>EFT5831</b>	<b>20/07/20</b>	<b>Construction Training Fund</b>		<b>-\$ 105.60</b>	
	30/06/20		BCITF <i>Apr - Jun 2020</i>	\$ 105.60	
<b>EFT5832</b>	<b>20/07/20</b>	<b>Corsign WA</b>		<b>-\$ 25.30</b>	
	29/06/20		Rural addressing plate <i>660 Deans Rd</i>	\$ 25.30	
<b>EFT5833</b>	<b>20/07/20</b>	<b>DM Breaker Equipment</b>		<b>-\$ 231.99</b>	
	26/06/20		Plant hire <i>Plate compactor, Demobilisation</i>	\$ 231.99	
<b>EFT5834</b>	<b>20/07/20</b>	<b>Department of Mines, Industry Regulation &amp; Safety</b>		<b>-\$ 1,006.19</b>	
	30/06/20		BSL 2019/20 reconciliation <i>Building permits, Collection fee</i>	\$ 1,006.19	
<b>EFT5835</b>	<b>20/07/20</b>	<b>Gary David Curtis</b>		<b>-\$ 2,301.50</b>	
	30/06/20		Councillor Allowances <i>Meeting Allowance, IT Allowance</i>	\$ 2,301.50	
<b>EFT5836</b>	<b>20/07/20</b>	<b>Graeme Robert Parsons</b>		<b>-\$ 2,910.46</b>	
	30/06/20		Councillor allowances <i>Deputy President's allowance, Meeting allowance, IT Allowance, Travelling allowance</i>	\$ 2,910.46	
<b>EFT5837</b>	<b>20/07/20</b>	<b>Ian Bruce Turton</b>		<b>-\$ 5,281.10</b>	
	30/06/20		Councillor Allowances <i>President's Allowance, Meeting Allowance, IT Allowance</i>	\$ 5,281.10	
<b>EFT5838</b>	<b>20/07/20</b>	<b>Judith Roberta Price</b>		<b>-\$ 2,675.50</b>	
	30/06/20		Councillor Allowances <i>Meeting Allowance, IT Allowance, IT Allowance</i>	\$ 2,675.50	
<b>EFT5839</b>	<b>20/07/20</b>	<b>Local Government Professionals Australia WA</b>		<b>-\$ 550.00</b>	
	09/07/20		Bronze Membership <i>2020/21</i>	\$ 550.00	
<b>EFT5840</b>	<b>20/07/20</b>	<b>Max Watts</b>		<b>-\$ 2,301.50</b>	
	30/06/20		Councillor allowances <i>Meeting Allowance, IT Allowance</i>	\$ 2,301.50	
<b>EFT5841</b>	<b>20/07/20</b>	<b>Narrogin Bearing Service</b>		<b>-\$ 154.70</b>	
	01/07/20		Sundry plant parts <i>Bearing kits</i>	\$ 154.70	
<b>EFT5842</b>	<b>20/07/20</b>	<b>Narrogin Quarry Operations</b>		<b>-\$ 435.90</b>	
	24/06/20		Road base material <i>Moramocking Rd</i>	\$ 435.90	
<b>EFT5843</b>	<b>20/07/20</b>	<b>P &amp; M Treasure Farming Trust</b>		<b>-\$ 2,301.50</b>	
	30/06/20		Councillor allowances <i>Meeting allowance, IT allowance</i>	\$ 2,301.50	

<b>EFT5844</b>	<b>20/07/20</b>	<b>Perfect Computer Solutions</b>		<b>-\$ 170.00</b>
	09/07/20	Monthly IT maintenance <i>Labour</i>	\$ 170.00	
<b>EFT5845</b>	<b>20/07/20</b>	<b>Seek Limited</b>		<b>-\$ 313.50</b>
	24/06/20	Job advert <i>Tech Admin Officer</i>	\$ 313.50	
<b>EFT5846</b>	<b>20/07/20</b>	<b>Shire of Narrogin</b>		<b>-\$ 1,059.00</b>
	06/07/20	Senior Health Officer <i>Labour, Travel</i>	\$ 1,059.00	
<b>EFT5847</b>	<b>20/07/20</b>	<b>Staff Deductions</b>		<b>-\$ 290.00</b>
	08/07/20	Payroll deductions	\$ 290.00	
<b>EFT5848</b>	<b>20/07/20</b>	<b>Staff Deductions</b>		<b>-\$ 45.00</b>
	08/07/20	Payroll deductions	\$ 45.00	
<b>EFT5849</b>	<b>20/07/20</b>	<b>Startrack Express</b>		<b>-\$ 2,263.36</b>
	29/04/20	Freight <i>StrataGreen</i>	\$ 2,067.40	
	01/07/20	Freight <i>State library, Clockwork print, Fee</i>	\$ 122.22	
	08/07/20	Freight <i>Corsign, Fee</i>	\$ 73.74	
<b>EFT5850</b>	<b>20/07/20</b>	<b>Synergy</b>		<b>-\$ 3,864.13</b>
	16/07/20	Depot <i>Usage, Supply charge</i>	\$ 190.75	
	16/07/20	Administration Office <i>Usage, Supply charge</i>	\$ 1,119.84	
	16/07/20	Fuel facility <i>Usage, Supply charge</i>	\$ 206.64	
	16/07/20	19 Humes Wy <i>Usage, Supply charge</i>	\$ 476.86	
	16/07/20	13 Dunmall Dr <i>Usage, Supply charge</i>	\$ 487.95	
	16/07/20	Caravan Park & Fire Station <i>Usage, Supply charge</i>	\$ 344.25	
	16/07/20	Community Care <i>Usage, Supply charge</i>	\$ 242.56	
	16/07/20	CRC & Public conveniences <i>Usage, Supply charge</i>	\$ 795.28	
<b>EFT5851</b>	<b>20/07/20</b>	<b>Volt Air</b>		<b>-\$ 834.00</b>
	01/07/20	Replace RCD Switches - 5 Dunmall Dr <i>Labour, RCD, RCD, Door lock</i>	\$ 834.00	
<b>EFT5852</b>	<b>20/07/20</b>	<b>WA Fuel Supplies</b>		<b>-\$ 31,303.02</b>
	04/07/20	Fuels <i>ULP, Diesel</i>	\$ 31,303.02	
<b>EFT5853</b>	<b>31/07/20</b>	<b>Acres of Taste</b>		<b>-\$ 249.00</b>
	31/05/20	CRC Cafe supplies <i>Melting moments, Orange cake, Choc hazelnut cake</i>	\$ 249.00	
<b>EFT5854</b>	<b>31/07/20</b>	<b>Air Response</b>		<b>-\$ 240.00</b>
	22/07/20	Aircon repairs - 13 Dunmall Dr <i>Labour, Travel, Labour TA</i>	\$ 240.00	
<b>EFT5855</b>	<b>31/07/20</b>	<b>Australia Post</b>		<b>-\$ 683.23</b>
	03/07/20	Aust Post supplies <i>\$1.10 Stamps 100 roll, Booklet \$1.10 Stamps, Prepaid DL envelopes, Prepaid B4 envelopes</i>	\$ 683.23	
<b>EFT5856</b>	<b>31/07/20</b>	<b>Australian Local Government Women's Association WA Branch</b>		<b>-\$ 50.00</b>

	01/07/20		Membership Fee 2020/21	\$ 50.00
<b>EFT5857</b>	<b>31/07/20</b>	<b>Australian Taxation Office</b>		<b>-\$ 20,411.00</b>
	30/06/20		BAS - Jun 20 <i>GST on Sales, Group Tax Clearing, Quarterly FBT Instalment, GST on Purchases, Fuel Credits, Rounding, Tax Withheld</i>	\$ 20,411.00
<b>EFT5858</b>	<b>31/07/20</b>	<b>Belinda Kaye Knight</b>		<b>-\$ 136.80</b>
	13/07/20		Reimbursement <i>95% - CEO Mobile Phone</i>	\$ 136.80
<b>EFT5859</b>	<b>31/07/20</b>	<b>Best Office Systems</b>		<b>-\$ 427.79</b>
	27/07/20		Copier Contract - CRC <i>B&amp;W copies, Colour copies</i>	\$ 100.96
	28/07/20		Copier Contract - Shire Office <i>B&amp;W copies, Colour copies</i>	\$ 326.83
<b>EFT5860</b>	<b>31/07/20</b>	<b>Boddington Hardware &amp; Newsagency</b>		<b>-\$ 168.20</b>
	23/07/20		Gardening supplies <i>Glyphosate, Ammonium sulphate</i>	\$ 168.20
<b>EFT5861</b>	<b>31/07/20</b>	<b>Boddington News</b>		<b>-\$ 13.50</b>
	24/07/20		Boddington News <i>Edition 648</i>	\$ 13.50
<b>EFT5862</b>	<b>31/07/20</b>	<b>Central Regional Tafe</b>		<b>-\$ 406.70</b>
	29/07/20		Course Fees <i>Lily Jeffery</i>	\$ 406.70
<b>EFT5863</b>	<b>31/07/20</b>	<b>Corsign WA</b>		<b>-\$ 13.20</b>
	13/07/20		Vinyl sticker - Sundry Plant <i>Danger sticker (No Entry)</i>	\$ 13.20
<b>EFT5864</b>	<b>31/07/20</b>	<b>Crossman Hot Water &amp; Plumbing</b>		<b>-\$ 2,296.80</b>
	22/07/20		Plumbing repairs - 1 Dowsett St <i>Labour &amp; materials</i>	\$ 312.40
	22/07/20		Various Plumbing works <i>Repair HW system - Shire Office, Reinstate drinking fountains, Repair septic tank pump - Caravan Park</i>	\$ 1,984.40
<b>EFT5865</b>	<b>31/07/20</b>	<b>Fuel Distributors of WA</b>		<b>-\$ 219.26</b>
	15/07/20		Plant supplies <i>Truck wash, Grease cartridges</i>	\$ 219.26
<b>EFT5866</b>	<b>31/07/20</b>	<b>Gilbarco Veeder-Root Australia</b>		<b>-\$ 1,046.52</b>
	10/07/20		Service card reader - Fuel Facility <i>Labour, Travel distance, Travel time</i>	\$ 1,046.52
<b>EFT5867</b>	<b>31/07/20</b>	<b>Hotham Mechanical</b>		<b>-\$ 475.20</b>
	16/07/20		Sundry plant repairs <i>Tyre repair - Mower, Tyre repair - Trailer, Coolant, Grease cartridge</i>	\$ 156.20
	24/07/20		Parts - WD.422 <i>Batteries</i>	\$ 319.00
<b>EFT5868</b>	<b>31/07/20</b>	<b>JR &amp; A Hersey</b>		<b>-\$ 1,861.68</b>
	01/07/20		Depot materials <i>Wooden guide post, Red round delineators, White round delineators</i>	\$ 1,309.00
	22/07/20		PPE <i>Safety glasses, Earplugs, Dust masks, Riggers gloves, Stinga gloves, Delivery</i>	\$ 552.68
<b>EFT5869</b>	<b>31/07/20</b>	<b>LGIS Insurance Broking</b>		<b>-\$ 2,277.62</b>

	29/06/20		Insurances <i>Salary Continuance</i>	\$ 2,057.62
	29/06/20		Insurances <i>Marine Cargo</i>	\$ 220.00
<b>EFT5870</b>	<b>31/07/20</b>	<b>LGISWA</b>		<b>-\$ 79,102.84</b>
	06/07/20		Insurances <i>Councillors, Various, 13 Dunmall Dr, 19 Humes Wy, 14 Down St, 1 Dowsett St, 7 Gnowing St, 5 Dunmall Dr, Public Conveniences, Public Conveniences, Cemetery, Community Centre, Tennis courts, Bowling Green, Playground</i>	\$ 16,253.45
	06/07/20		Insurances <i>5 Dunmall Dr, Playgrounds, Administration, Parks &amp; gardens, Parks &amp; Gardens</i>	\$ 8,223.05
	07/07/20		Insurances <i>Bushfire Insurance</i>	\$ 9,350.00
	07/07/20		Insurances <i>Skate Park, Various, Caravan Park, Vintage Machinery Shed, Various, CRC, Fuel facility, Works</i>	\$ 3,558.36
	08/07/20		Insurances <i>Workcare</i>	\$ 16,309.98
	08/07/20		Insurances <i>Plant</i>	\$ 19,811.94
	08/07/20		Insurances <i>14 Down St</i>	\$ 467.50
	08/07/20		Insurances <i>5 Dunmall Dr</i>	\$ 825.00
	08/07/20		Contribution Assistance Package	-\$ 4,401.94
	08/07/20		Insurances <i>Works, Depot, Administration</i>	\$ 8,705.50
<b>EFT5871</b>	<b>31/07/20</b>	<b>Local Health Authorities Analytical Committee</b>		<b>-\$ 198.00</b>
	10/07/20		Analytical services <i>2020/21</i>	\$ 198.00
<b>EFT5872</b>	<b>31/07/20</b>	<b>McPest Pest Control</b>		<b>-\$ 660.00</b>
	21/07/20		Pest control <i>Supply &amp; install rat bate boxes - 7 Gnowing St, Supply &amp; install rat bate boxes - 19 Humes Wy, Supply &amp; install rat bate boxes - 5 Dunmall Dr, Treat Termites - Fire Shed</i>	\$ 660.00
<b>EFT5873</b>	<b>31/07/20</b>	<b>Morgan James McKenzie</b>		<b>-\$ 479.80</b>
	27/07/20		Refund <i>Prepaid standpipe card</i>	\$ 479.80
<b>EFT5874</b>	<b>31/07/20</b>	<b>Perfect Computer Solutions</b>		<b>-\$ 212.50</b>
	23/07/20		Monthly IT maintenance <i>Labour</i>	\$ 85.00
	30/07/20		Monthly IT maintenance <i>Labour, Monthly fee</i>	\$ 127.50
<b>EFT5875</b>	<b>31/07/20</b>	<b>Quick Corporate Australia</b>		<b>-\$ 76.77</b>
	07/07/20		Stationery <i>Reflex Copy Paper A4, Computer Mouse Pads, Bin Liners</i>	\$ 76.77
<b>EFT5876</b>	<b>31/07/20</b>	<b>Shire of Narrogin</b>		<b>-\$ 565.50</b>

	27/07/20		Town Planning Consultant <i>Labour, Travel</i>	\$ 565.50	
<b>EFT5877</b>	<b>31/07/20</b>	<b>Payroll deductions</b>			<b>-\$ 290.00</b>
	22/07/20		Payroll deductions	\$ 290.00	
<b>EFT5878</b>	<b>31/07/20</b>	<b>Payroll deduction</b>			<b>-\$ 55.00</b>
	22/07/20		Payroll deductions	\$ 55.00	
<b>EFT5879</b>	<b>31/07/20</b>	<b>Wandering Annual Fair</b>			<b>-\$ 3,000.00</b>
	22/07/20		Council contribution <i>Wandering Fair</i>	\$ 3,000.00	
<b>EFT5880</b>	<b>31/07/20</b>	<b>Time Critical CPR &amp; First Aid</b>			<b>-\$ 560.00</b>
	23/07/20		CRC Program <i>First Aid Course</i>	\$ 560.00	
<b>EFT5881</b>	<b>31/07/20</b>	<b>WA Contract Ranger Services</b>			<b>-\$ 467.50</b>
	17/07/20		Contract Ranger Service <i>Labour</i>	\$ 467.50	
<b>EFT5882</b>	<b>31/07/20</b>	<b>WALGA</b>			<b>-\$ 37,255.28</b>
	20/07/20		Subscriptions 2020/21 <i>Local Laws, Governance, Employee Relations, Membership, Council Connect</i>	\$ 21,675.78	
	21/07/20		Council Connection Development <i>Website Refresh</i>	\$ 3,135.00	
	21/07/20		Council Connection Development <i>Councillor Portal, Website Refresh</i>	\$ 11,859.50	
	24/07/20		Training - Cr Parsons <i>Conflict of Interest</i>	\$ 195.00	
	24/07/20		Training - Cr Parsons <i>Meeting Procedures</i>	\$ 195.00	
	24/07/20		Training - Cr Parsons <i>Serving on Council</i>	\$ 195.00	
<b>EFT5883</b>	<b>31/07/20</b>	<b>Western Australian Treasury Corporation</b>			<b>-\$ 88.15</b>
	23/07/20		Annuity Lending Fee	\$ 88.15	
<b>EFT5884</b>	<b>31/07/20</b>	<b>Yahava Koffeeworks Wholesale</b>			<b>-\$ 333.03</b>
	30/06/20		CRC cafe supplies <i>Romeo coffee beans, Quattro coffee beans, Coffee cups, Coffee lids, Sugar sticks, Freight</i>	\$ 333.03	
<b>DD3421.1</b>	<b>15/07/20</b>	<b>Water Corporation</b>			<b>-\$ 56.01</b>
	17/06/20		Standpipe <i>Water use</i>	\$ 56.01	
<b>DD3427.1</b>	<b>06/07/20</b>	<b>Bankwest</b>			<b>-\$ 4,265.99</b>
	15/06/20		Credit card purchases <i>Refreshments - Council meeting, Registration - O.WD, Recording fee - O.WD, Business Cards, Icecream, Milk &amp; toppings (CRC Café), Groceries - Council meetings, Groceries - Council meetings, Groceries - Council meetings, Adobe subscription, iPads &amp; Notebook(CRC Grant), Registration WD.182, Name badges, Groceries - Council meetings, Credit Card Fees &amp; Interest</i>	\$ 4,265.99	
<b>DD3436.1</b>	<b>08/07/20</b>	<b>WA Super</b>			<b>-\$ 3,904.31</b>
	08/07/20		Payroll deductions	\$ 3,122.47	
	08/07/20		Payroll deductions	\$ 781.84	
<b>DD3436.2</b>	<b>08/07/20</b>	<b>ANZ OnePath Masterfund</b>			<b>-\$ 366.06</b>

	08/07/20		Payroll deductions	\$	93.86
	08/07/20		Payroll deductions	\$	272.20
<b>DD3436.3</b>	<b>08/07/20</b>	<b>Colonial First State</b>		<b>-\$</b>	<b>450.15</b>
	08/07/20		Payroll deductions	\$	115.42
	08/07/20		Payroll deductions	\$	334.73
<b>DD3436.4</b>	<b>08/07/20</b>	<b>SuperWrap Personal Super Plan</b>		<b>-\$</b>	<b>106.83</b>
	08/07/20		Payroll deductions	\$	106.83
<b>DD3436.5</b>	<b>08/07/20</b>	<b>Prime Super</b>		<b>-\$</b>	<b>259.49</b>
	08/07/20		Payroll deductions	\$	259.49
<b>DD3436.6</b>	<b>08/07/20</b>	<b>Australian Super</b>		<b>-\$</b>	<b>118.30</b>
	08/07/20		Payroll deductions	\$	118.30
<b>DD3439.1</b>	<b>28/07/20</b>	<b>Water Corporation</b>		<b>-\$</b>	<b>721.97</b>
	07/07/20		Caravan Park <i>Water use</i>	\$	90.90
	07/07/20		Depot <i>Water use</i>	\$	218.15
	07/07/20		Administration Office <i>Water use</i>	\$	41.55
	07/07/20		CRC & Public Conveniences <i>Water use</i>	\$	348.00
	07/07/20		Community Centre <i>Water use</i>	\$	23.37
<b>DD3439.2</b>	<b>23/07/20</b>	<b>Water Corporation</b>		<b>-\$</b>	<b>613.89</b>
	07/07/20		5 Dunmall Dr <i>Water use, Service charge</i>	\$	63.17
	07/07/20		1 Dowsett St <i>Water use, Service charge</i>	\$	76.54
	07/07/20		7 Gnowing St <i>Water use, Service charge</i>	\$	61.94
	07/07/20		19 Humes Wy <i>Water use, Service charge</i>	\$	412.24
<b>DD3439.3</b>	<b>21/07/20</b>	<b>Water Corporation</b>		<b>-\$</b>	<b>82.71</b>
	07/07/20		13 Dunmall Dr <i>Water use, Service charge</i>	\$	82.71
<b>DD3440.2</b>	<b>21/07/20</b>	<b>ClickSuper</b>		<b>-\$</b>	<b>4.29</b>
	30/06/20		Transaction fee <i>Jun 20</i>	\$	4.29
<b>DD3440.3</b>	<b>01/07/20</b>	<b>First Data Merchant Solutions</b>		<b>-\$</b>	<b>103.26</b>
	30/06/20		Merchant Fee <i>Fuel facility</i>	\$	103.26
<b>DD3445.1</b>	<b>22/07/20</b>	<b>WA Super</b>		<b>-\$</b>	<b>3,947.75</b>
	22/07/20		Payroll deductions	\$	3,161.66
	22/07/20		Payroll deductions	\$	786.09
<b>DD3445.2</b>	<b>22/07/20</b>	<b>ANZ OnePath Masterfund</b>		<b>-\$</b>	<b>368.55</b>
	22/07/20		Payroll deductions	\$	94.50
	22/07/20		Payroll deductions	\$	274.05
<b>DD3445.3</b>	<b>22/07/20</b>	<b>Colonial First State</b>		<b>-\$</b>	<b>450.15</b>
	22/07/20		Payroll deductions	\$	115.42
	22/07/20		Payroll deductions	\$	334.73
<b>DD3445.4</b>	<b>22/07/20</b>	<b>SuperWrap Personal Super Plan</b>		<b>-\$</b>	<b>124.40</b>
	22/07/20		Payroll deductions	\$	124.40
<b>DD3445.5</b>	<b>22/07/20</b>	<b>Prime Super</b>		<b>-\$</b>	<b>259.49</b>
	22/07/20		Payroll deductions	\$	259.49
<b>DD3445.6</b>	<b>22/07/20</b>	<b>Australian Super</b>		<b>-\$</b>	<b>118.30</b>
	22/07/20		Payroll deductions	\$	118.30
<b>DD3453.1</b>	<b>23/07/20</b>	<b>Bankwest</b>		<b>-\$</b>	<b>856.20</b>

23/07/20	Credit Card Charges	\$ 856.20
	<i>Heat globe, Fuel O.WD, Coffee pods, Drinks - Council, Milk, Kitchenware, Meals - Council Budget Briefing, Groceries, Heater - Office, Sandwich toaster (depot), Fee, Adobe Monthly Licence</i>	

<b>DD3458.1</b>	<b>23/07/20</b>	<b>Water Corporation</b>		<b>-\$ 61.34</b>
	07/07/20	14 Down St	\$ 61.34	
		<i>Water use, Service charge</i>		
<b>DD3458.2</b>	<b>26/07/20</b>	<b>Telstra</b>		<b>-\$ 246.15</b>
	07/07/20	Tims Messaging	\$ 246.15	
		<i>Councillors, Fire Control, Fuel facility</i>		
			<b>Total</b>	<b>-\$295,687.23</b>

## 16.2.MONTHLY FINANCIAL REPORTS – 31/07/2020

<b>Proponent</b>	Internal Report
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	20/08/2020
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	14.145.14512
<b>Attachments</b>	Monthly Financial Reports

### BRIEF SUMMARY

Consideration of the Monthly Financial Reports for the period ending 31/07/2020.

### BACKGROUND

The following financial reports to 31/07/2020 are included for your information. Please note that this report has been produced on the 2019/20 template, and may lack information required by Regulation. The Monthly Financial Report for August 2020 will be on the correct template.

### STATUTORY/LEGAL IMPLICATIONS

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

#### **Section 6.4 Financial report**

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

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

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

- (1A) *In this regulation – **committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.*
- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail –*
    - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
    - (b) *budget estimates to the end of the month to which the statement relates; and*
    - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
    - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
    - (e) *the net current assets at the end of the month to which the statement relates.*
  - (2) *Each statement of financial activity is to be accompanied by documents containing –*
    - (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
    - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
    - (c) *such other supporting information as is considered relevant by the local government.*
  - (3) *The information in a statement of financial activity may be shown –*
    - (a) *according to nature and type classification; or*



- (b) by program; or  
(c) by business unit.

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

#### **POLICY IMPLICATIONS**

As contained in the attached Monthly Financial Reports

#### **FINANCIAL IMPLICATIONS**

As contained in the attached Monthly Financial Reports

#### **STRATEGIC IMPLICATIONS**

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

<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**

Nil

#### **COMMENT**

The CEO has compiled the accompanying Local Government special purpose financial statements for the Shire of Wandering, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31/07/2020. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated Regulations.

#### **VOTING REQUIREMENTS**

Simple Majority

#### **OFFICER'S RECOMMENDATION – ITEM 16.2 - MONTHLY FINANCIAL REPORTS – 31/07/2020**

That Council in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996 receives the Statements of Financial activity for the period ended 31/07/2020.

*Disclaimer: The 31/07/2020 report has been prepared prior to the finalisation of the July financial transactions and as such may not be a true reflection of the financial position of the Shire at this time.*

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



# SHIRE OF WANDERING

## MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 July 2020

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

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Statement of Financial Activity by Program	
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Note 3	Receivables
Note 4	Other Current Assets
Note 5	Payables
Note 6	Rating Revenue
Note 7	Disposal of Assets
Note 8	Capital Acquisitions
Note 9	Borrowings
Note 10	Cash Reserves
Note 11	Other Current Liabilities
Note 12	Explanation of Material Variances

***Disclaimer: Please note this report has been prepared prior to finalisation of month end processes and may not be an accurate reflection of the Shire's financial position at the time.***

## MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 JULY 2020

## INFORMATION

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 12 August 2020

Prepared by: Belinda Knight

Reviewed by: Belinda Knight

### BASIS OF PREPARATION

#### REPORT PURPOSE

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

#### BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

#### THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 13.

### SIGNIFICANT ACCOUNTING POLICES

#### GOODS AND SERVICES TAX

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

#### CRITICAL ACCOUNTING ESTIMATES

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

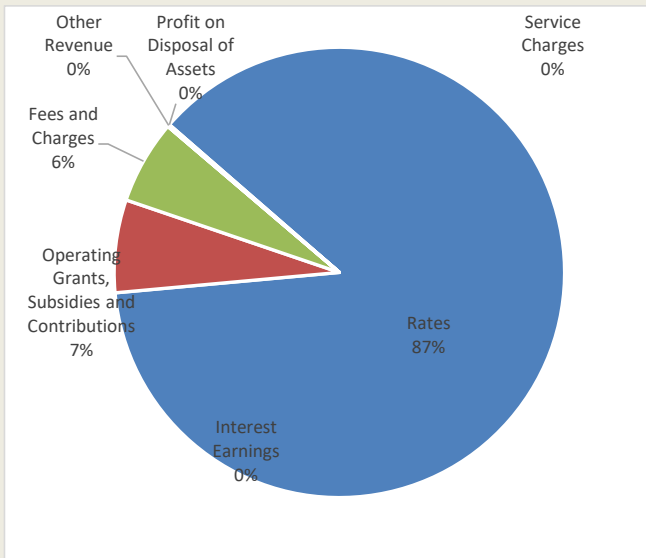
#### ROUNDING OFF FIGURES

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

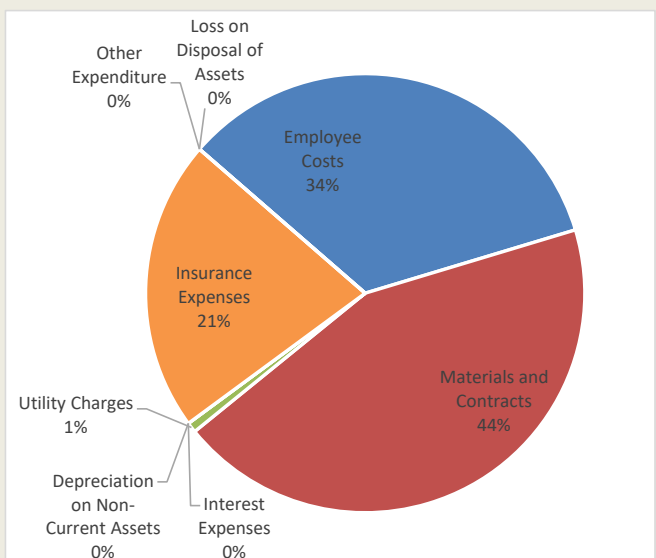
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JULY 2020**

**SUMMARY GRAPHS**

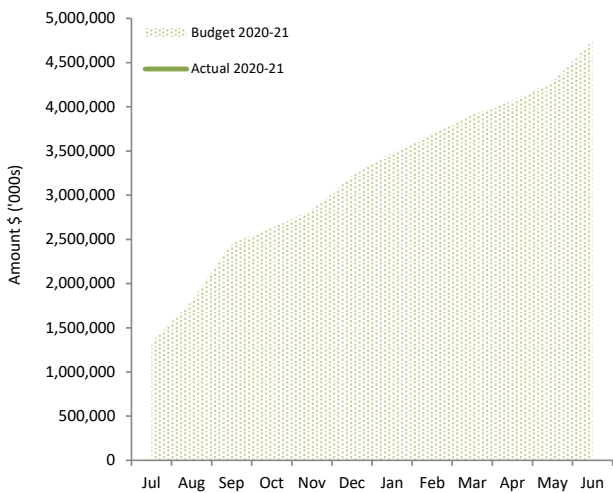
**OPERATING REVENUE**



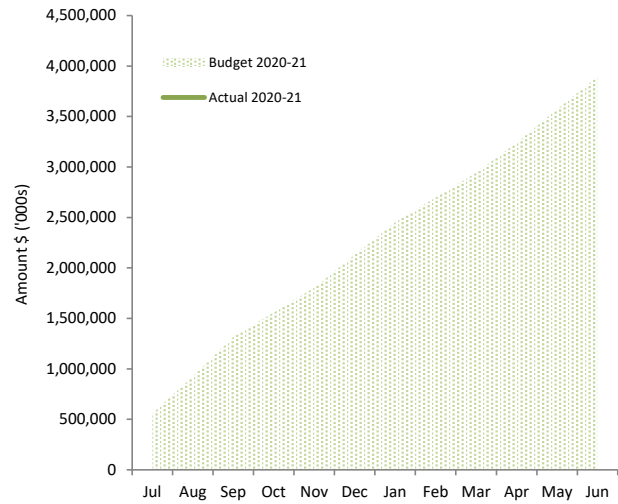
**OPERATING EXPENSES**



**Budget Operating Revenues -v- Actual**

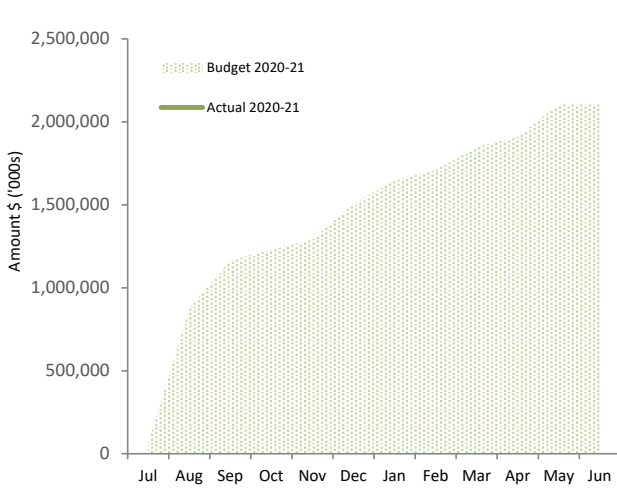


**Budget Operating Expenses -v- YTD Actual**



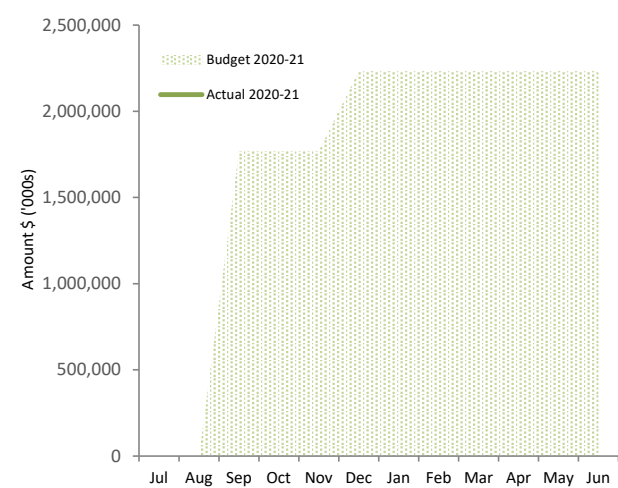
**CAPITAL REVENUE**

**Budget Capital Revenue -v- Actual**



**CAPITAL EXPENSES**

**Budget Capital Expenses -v- Actual**



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

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

**STATUTORY REPORTING PROGRAMS**

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

<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<p><b>GOVERNANCE</b></p> <p>To provide a decision making process for the efficient allocation of scarce resources.</p>	<p>Members expenses and other costs of the Shire that relate to the tasks of assisting Councillors and the public on matters which do not concern specific Council services.</p>
<p><b>GENERAL PURPOSE FUNDING</b></p> <p>To collect revenue to allow for the provision of services.</p>	<p>Collection of Rates revenue, financial assistance grants for general purpose and interest revenue.</p>
<p><b>LAW, ORDER, PUBLIC SAFETY</b></p> <p>To provide services to ensure a safer community.</p>	<p>Community safety initiatives, fire prevention and control and animal control.</p>
<p><b>HEALTH</b></p> <p>To provide services for community and environmental health.</p>	<p>Health inspection and advisory services, analytical services, pest and weed control, and assistance to provide health initiatives.</p>
<p><b>EDUCATION AND WELFARE</b></p> <p>To support services relating to youth, elderly and the disadvantaged.</p>	<p>Support school activities, aged care initiatives and disability inclusion plan.</p>
<p><b>HOUSING</b></p> <p>Provision of shire housing and privately rented accommodation.</p>	<p>Management and maintenance for shire housing privately rented while not required by staff and provision of rental accommodation to the Housing Authority for teachers accommodation.</p>
<p><b>COMMUNITY AMENITIES</b></p> <p>To provide amenities required by the community.</p>	<p>Rubbish collection services and operation of waste transfer station. Maintenance of cemeteries and public conveniences. Administration of town planning activities.</p>
<p><b>RECREATION AND CULTURE</b></p> <p>To establish and maintain infrastructure and resources to meet the recreational and cultural needs of the community.</p>	<p>Maintenance of halls, playgrounds, recreation grounds and reserves. Operation of Library and maintenance of heritage and history inventory.</p>
<p><b>TRANSPORT</b></p> <p>To provide safe and effective transport services to the community.</p>	<p>Construction and maintenance of streets, roads, bridges, signage and footpaths. Cleaning and lighting of town streets. Depot maintenance.</p>
<p><b>ECONOMIC SERVICES</b></p> <p>To help promote Wandering and its economic wellbeing.</p>	<p>Tourism and area promotion including operation of caravan park. Implementation of building control and provision of a fuel facility, postal agency and Community Resource Centre.</p>
<p><b>OTHER PROPERTY AND SERVICES</b></p> <p>To monitor and control operating accounts.</p>	<p>Provisions of private work operations, plant repairs, operation costs and all administration costs.</p>

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

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus / (Deficit)</b>	1(c)	1,134,308	1,134,308	<b>431,713</b>	(702,595)	(61.94%)	
<b>Revenue from operating activities</b>							
Governance		500	41	<b>0</b>	(41)	(100.00%)	
General Purpose Funding - Rates	6	1,098,072	1,127,585	<b>1,136,742</b>	9,157	0.81%	
General Purpose Funding - Other		817,063	1,944	<b>538</b>	(1,406)	(72.33%)	
Law, Order and Public Safety		42,650	91	<b>(1,822)</b>	(1,913)	(2102.20%)	
Health		2,450	203	<b>1,417</b>	1,214	598.03%	
Housing		205,500	3,791	<b>3,336</b>	(455)	(12.00%)	
Community Amenities		48,820	33,986	<b>34,921</b>	935	2.75%	
Recreation and Culture		1,370	113	<b>825</b>	712	630.09%	
Transport		293,860	56,620	<b>56,275</b>	(345)	(0.61%)	
Economic Services		854,665	107,449	<b>68,149</b>	(39,300)	(36.58%)	▼
Other Property and Services		58,425	5,547	<b>73</b>	(5,474)	(98.68%)	▼
		<b>3,424,895</b>	<b>1,337,496</b>	<b>1,300,454</b>	(37,042)		
<b>Expenditure from operating activities</b>							
Governance		(123,040)	(41,917)	<b>(36,288)</b>	5,629	13.43%	▲
General Purpose Funding		(294,415)	(24,533)	<b>(9,844)</b>	14,689	59.87%	▲
Law, Order and Public Safety		(134,050)	(17,422)	<b>(13,640)</b>	3,782	21.71%	
Health		(12,060)	(1,146)	<b>(2,484)</b>	(1,338)	(116.75%)	
Education and Welfare		(3,065)	(253)	<b>(62)</b>	191	75.49%	
Housing		(47,900)	(9,578)	<b>(3,683)</b>	5,895	61.55%	▲
Community Amenities		(161,520)	(14,249)	<b>(16,688)</b>	(2,439)	(17.12%)	
Recreation and Culture		(245,020)	(21,840)	<b>(11,117)</b>	10,723	49.10%	▲
Transport		(1,928,615)	(239,626)	<b>(71,762)</b>	167,864	70.05%	▲
Economic Services		(883,805)	(94,194)	<b>(75,115)</b>	19,079	20.26%	▲
Other Property and Services		(58,265)	(94,056)	<b>(34,580)</b>	59,476	63.23%	▲
		<b>(3,891,755)</b>	<b>(558,814)</b>	<b>(275,263)</b>	283,551		
Non-cash amounts excluded from operating activities	1(a)	802,061	92,708	<b>0</b>	(92,708)	(100.00%)	▼
<b>Amount attributable to operating activities</b>		<b>335,201</b>	<b>871,390</b>	<b>1,025,191</b>	153,801		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions		1,324,455	62,500	<b>0</b>	(62,500)	(100.00%)	▼
Proceeds from disposal of assets	7	379,000	0	<b>0</b>	0	0.00%	
Purchase of property, plant and equipment	8	(2,232,675)	0	<b>0</b>	0	0.00%	
<b>Amount attributable to investing activities</b>		<b>(529,220)</b>	<b>62,500</b>	<b>0</b>	(62,500)		
<b>Financing Activities</b>							
Transfer from Reserves	10	201,910	0	<b>0</b>	0	0.00%	
Repayment of Debentures	9	(18,665)	0	<b>0</b>	0	0.00%	
Transfer to Reserves	10	(550,168)	0	<b>0</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(166,923)</b>	<b>0</b>	<b>0</b>	0		
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>773,366</b>	<b>2,068,198</b>	<b>1,456,904</b>			

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 12 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$5,000 or 10.00% whichever is the greater.

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

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 JULY 2020

## NATURE OR TYPE DESCRIPTIONS

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

#### FEES AND CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

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

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus / (Deficit)</b>	1(c)	1,134,308	1,134,308	<b>431,713</b>	(702,595)	(61.94%)	
<b>Revenue from operating activities</b>							
Rates	6	1,127,585	1,127,585	<b>1,136,742</b>	9,157	0.81%	▲
Operating grants, subsidies and contributions		1,031,660	92,746	<b>86,880</b>	(5,866)	(6.32%)	
Fees and charges		807,130	112,209	<b>78,413</b>	(33,796)	(30.12%)	
Interest earnings		15,810	1,316	<b>254</b>	(1,062)	(80.70%)	
Other revenue		43,700	3,640	<b>(1,836)</b>	(5,476)	(150.44%)	
Profit on disposal of assets	7	397,010	0	<b>0</b>	0	0.00%	
		<b>3,422,895</b>	<b>1,337,496</b>	<b>1,300,453</b>	(37,043)		
<b>Expenditure from operating activities</b>							
Employee costs		(1,142,005)	(164,833)	<b>(93,463)</b>	71,370	43.30%	▲
Materials and contracts		(1,365,680)	(237,408)	<b>(120,581)</b>	116,827	49.21%	▲
Utility charges		(56,410)	(4,696)	<b>(2,065)</b>	2,631	56.03%	
Depreciation on non-current assets		(1,112,530)	(92,708)	<b>0</b>	92,708	100.00%	▲
Interest expenses		(2,970)	0	<b>0</b>	0	0.00%	
Insurance expenses		(92,700)	(45,924)	<b>(59,155)</b>	(13,231)	(28.81%)	
Other expenditure		(34,090)	(13,245)	<b>0</b>	13,245	100.00%	▲
Loss on disposal of assets	7	(85,370)	0	<b>0</b>	0	0.00%	
		<b>(3,891,755)</b>	<b>(558,814)</b>	<b>(275,264)</b>	283,550		▲
Non-cash amounts excluded from operating activities	1(a)	802,061	92,708	<b>0</b>	(92,708)	(100.00%)	
<b>Amount attributable to operating activities</b>		<b>333,201</b>	<b>871,390</b>	<b>1,025,189</b>	153,799		▲
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions		1,324,455	62,500	<b>0</b>	(62,500)	(100.00%)	
Proceeds from disposal of assets	7	379,000	0	<b>0</b>	0	0.00%	
Payments for property, plant and equipment	8	(2,232,675)	0	<b>0</b>	0	0.00%	
<b>Amount attributable to investing activities</b>		<b>(529,220)</b>	<b>62,500</b>	<b>0</b>	(62,500)		
<b>Financing Activities</b>							
Transfer from reserves	10	201,910	0	<b>0</b>	0	0.00%	
Repayment of debentures	9	(18,665)	0	<b>0</b>	0	0.00%	
Transfer to reserves	10	(550,168)	0	<b>0</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(166,923)</b>	<b>0</b>	<b>0</b>	0		
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>771,366</b>	<b>2,068,198</b>	<b>1,456,902</b>			

**KEY INFORMATION**

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

Refer to Note 12 for an explanation of the reasons for the variance.

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



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

**NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

**(a) Non-cash items excluded from operating activities**

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

Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>	\$	\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	(397,010)	0	0
Less: Movement in liabilities associated with restricted cash	1,171	0	0
Add: Loss on asset disposals	85,370	0	0
Add: Depreciation on assets	1,112,530	92,708	0
<b>Total non-cash items excluded from operating activities</b>	<b>802,061</b>	<b>92,708</b>	<b>0</b>

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

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

	Last Year Closing 30 Jun 2020	This Year Opening 01 Jul 2020	This Time Last Year 01 Aug 2019	Year to Date 31 Jul 2020
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	10 (387,986)	(387,986)	(341,503)	(387,986)
Add: Borrowings	9 0	0	73,507	0
Add: Employee Leave Provisions held in Reserves	39,421	39,421	39,185	39,423
<b>Total adjustments to net current assets</b>	<b>(348,565)</b>	<b>(348,565)</b>	<b>(228,811)</b>	<b>(348,563)</b>

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

**Current assets**

Cash and cash equivalents	2	1,528,865	1,528,865	1,460,705	1,264,071
Rates receivables	3	29,223	29,223	344,139	1,135,707
Receivables	3	43,008	43,008	160,650	248,016
Other current assets	4	74,979	74,979	82,596	79,099
<b>Less: Current liabilities</b>					
Payables	5	(113,982)	(113,982)	(283,336)	(125,170)
Borrowings	9	0	(18,665)	(73,507)	0
Contract liabilities	11	0	(533,782)	0	(678,016)
Provisions	11	(79,220)	(79,220)	(74,735)	(118,240)
<b>Less: Total adjustments to net current assets</b>	<b>1(c)</b>	<b>(348,565)</b>	<b>(348,565)</b>	<b>(228,811)</b>	<b>(348,563)</b>
<b>Closing Funding Surplus / (Deficit)</b>		<b>1,134,308</b>	<b>581,861</b>	<b>1,387,701</b>	<b>1,456,904</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

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

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

Description	Classification	Unrestricted	Restricted	Trust	Total	Institution	Interest Rate	Maturity Date
					YTD Actual			
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Petty Cash and Floats	Cash and cash equivalents	1,100	0	0	1,100		0.00%	On Hand
Municipal Bank Account	Cash and cash equivalents	874,967	0	0	874,967	BW	0.01%	At Call
Reserve Funds	Cash and cash equivalents	0	388,004	0	388,004	BW	0.02%	At Call
<b>Total</b>		<b>876,067</b>	<b>388,004</b>	<b>0</b>	<b>1,264,071</b>			
<b>Comprising</b>								
Cash and cash equivalents		876,067	388,004	0	1,264,071			
Financial assets at amortised cost		0	0	0	0			
		<b>876,067</b>	<b>388,004</b>	<b>0</b>	<b>1,264,071</b>			

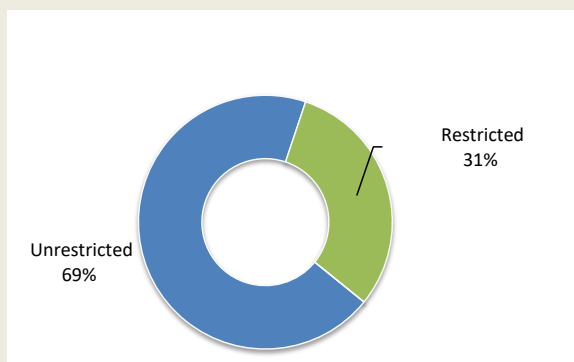
**KEY INFORMATION**

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

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

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

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



<b>Total Cash</b>
<b>\$1.26 M</b>
<b>Unrestricted</b>
<b>\$.88 M</b>

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

**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

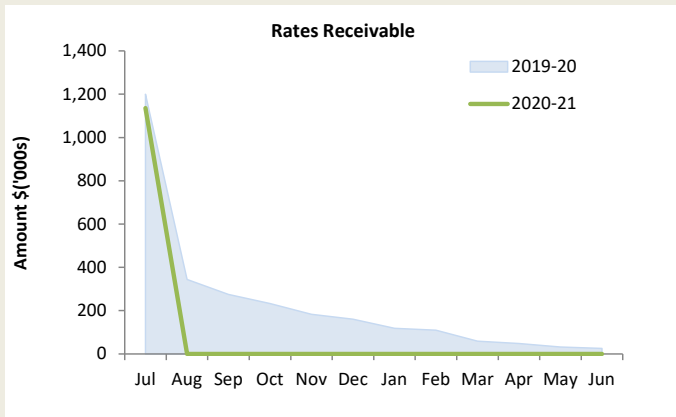
Rates Receivable	30 Jun 2020	31 Jul 20
	\$	\$
Opening Arrears Previous Years	33,012	43,901
RATES - levied this year	1,101,835	1,136,742
RUBBISH - levied this year	33,352	32,463
ESL - levied this year	34,104	41,540
<b>TOTAL - RATES/RUBBISH/ESL</b>	<b>1,169,291</b>	<b>1,210,745</b>
Discounts Given	(40,592)	(4,620)
Less - Collections to date	(1,117,810)	(114,318)
<b>Net Rates Collectable</b>	<b>43,901</b>	<b>1,135,707</b>
% Collected	96.2%	9.1%

Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	0	220,412	422	505	5,279	226,618
Percentage	0%	97.3%	0.2%	0.2%	2.3%	
<b>Balance per Trial Balance</b>						
Sundry Receivables						226,618
GST receivable						21,398
Allowance for impairment of receivables						0
<b>Total Receivables General Outstanding</b>						<b>248,016</b>

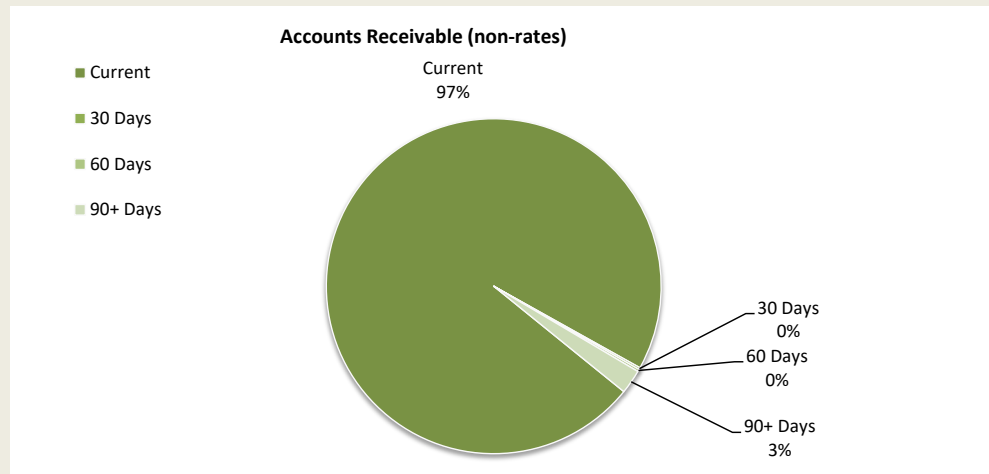
Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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



Collected	Rates Due
<b>9.1%</b>	<b>\$1,135,707</b>



<b>Debtors Due</b>
<b>\$248,016</b>
<b>Over 30 Days</b>
<b>3%</b>
<b>Over 90 Days</b>
<b>2.3%</b>

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

**OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS**

<b>Other Current Assets</b>	<b>Opening Balance 1 July 2020</b>	<b>Movement Increase/ (Decrease)</b>	<b>Closing Balance 31 July 2020</b>
	\$	\$	\$
<b>Inventory</b>			
Stock on Hand - Depot Fuel	834	516	1,350
Stock on Hand - Fuel Facility ULP	11,270	1,284	12,554
Stock on Hand - Fuel Facility Diesel	29,442	2,319	31,761
Stock on Hand - Materials	3,533	0	3,533
Stock on Hand - Gravel	29,900	0	29,900
<b>Total Other Current assets</b>			<b>79,098</b>
<b>Amounts shown above include GST (where applicable)</b>			

**KEY INFORMATION**

**Other financial assets at amortised cost**

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

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

**Inventory**

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

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

**Land held for resale**

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

**CONTRACT ASSETS**

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

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

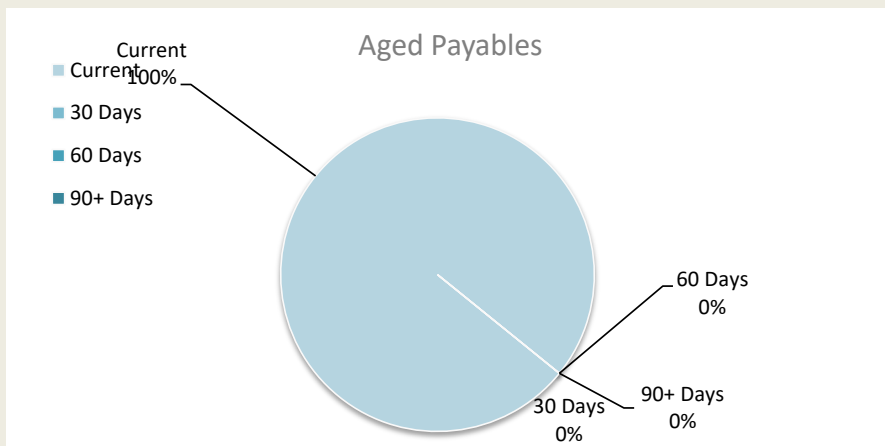
**OPERATING ACTIVITIES  
NOTE 5  
Payables**

<b>Payables - General</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$	\$	\$	\$	\$
Payables - General	0	29,319	0	0	0	29,319
Percentage	0%	100%	0%	0%	0%	
<b>Balance per Trial Balance</b>						
Sundry creditors						29,319
Other Liabilities/Payables						34,104
ATO liabilities						19,457
Income rec'd in advance incl Bonds						20,937
GST Payable						21,353
<b>Total Payables General Outstanding</b>						<b>125,170</b>

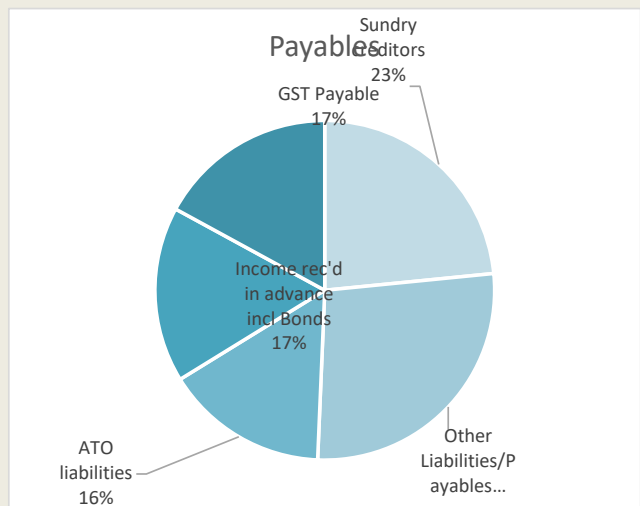
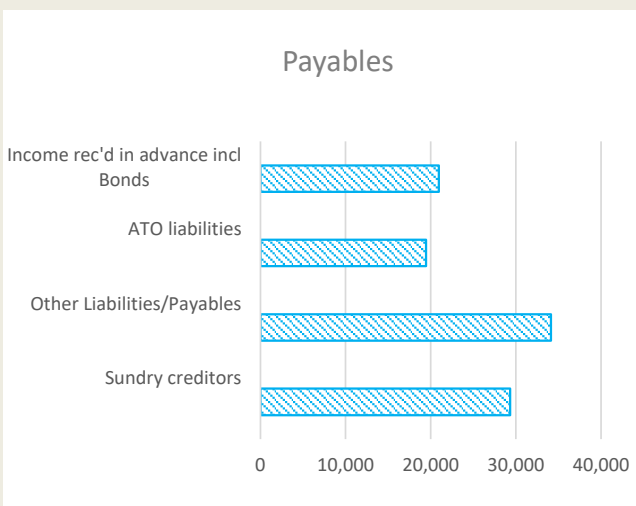
**Amounts shown above include GST (where applicable)**

**KEY INFORMATION**

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



<b>Creditors Due</b>	<b>\$125,170</b>
<b>Over 30 Days</b>	<b>0%</b>
<b>Over 90 Days</b>	<b>0%</b>



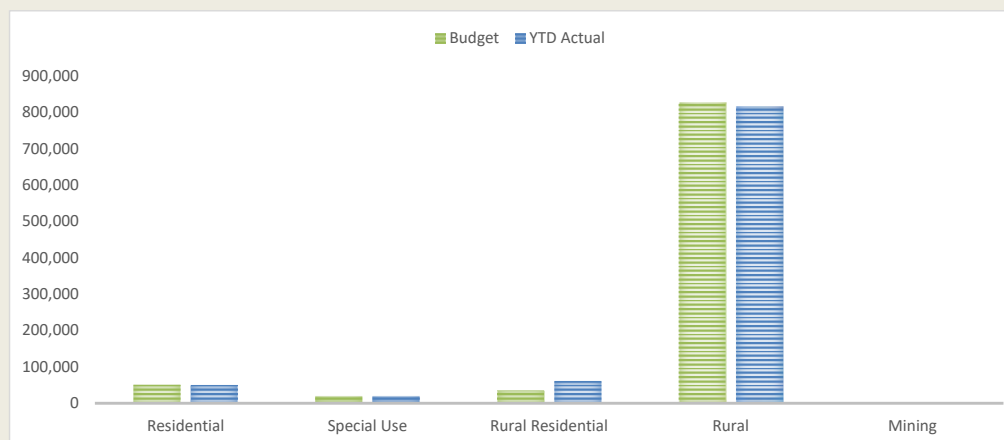
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020**

**OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE**

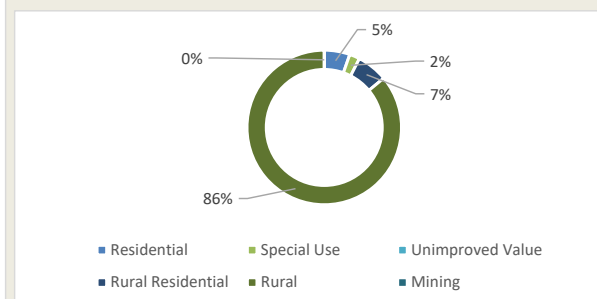
General Rate Revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>				\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
<b>Gross Rental Value</b>											
Residential	0.10944	41	478,296	52,345	0	0	52,345	50,836	0	0	50,836
Special Use	0.12961	3	157,820	20,455	0	0	20,455	20,455	0	0	20,455
<b>Unimproved Value</b>											
Rural Residential	0.01374	34	2,591,000	35,600	0	0	35,600	61,252	0	0	61,252
Rural	0.00687	135	120,060,000	824,812	0	0	824,812	816,921	(1,702)	0	815,219
Mining	0.00687	0	0	0	0	0	0	0	0	0	0
<b>Sub-Total</b>		<b>213</b>	<b>123,287,116</b>	<b>933,212</b>	<b>0</b>	<b>0</b>	<b>933,212</b>	<b>949,464</b>	<b>(1,702)</b>	<b>0</b>	<b>947,762</b>
<b>Minimum Payment</b>		<b>Minimum \$</b>									
<b>Gross Rental Value</b>											
Residential	1,100	39	170,720	42,900	0	0	42,900	44,000	0	0	44,000
Special Use	1,100	2	6,705	2,200	0	0	2,200	2,200	0	0	2,200
<b>Unimproved Value</b>											
Rural Residential	1,000	70	4,464,500	70,000	0	0	70,000	57,200	0	0	57,200
Rural	1,100	78	8,328,000	85,800	0	0	85,800	84,700	0	0	84,700
Mining	1,100	5	144,018	5,500	0	0	5,500	5,500	0	0	5,500
<b>Sub-Total</b>		<b>194</b>	<b>13,113,943</b>	<b>206,400</b>	<b>0</b>	<b>0</b>	<b>206,400</b>	<b>193,600</b>	<b>0</b>	<b>0</b>	<b>193,600</b>
Discount							(41,540)				(4,620)
<b>Amount from General Rates</b>							<b>1,098,072</b>				<b>1,136,742</b>
Ex-Gratia Rates							3,200				0
<b>Total General Rates</b>							<b>1,101,272</b>				<b>1,136,742</b>

**KEY INFORMATION**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.



General Rates		
Budget	YTD Actual	%
<b>\$1.1 M</b>	<b>\$1.14 M</b>	<b>1.03522</b>

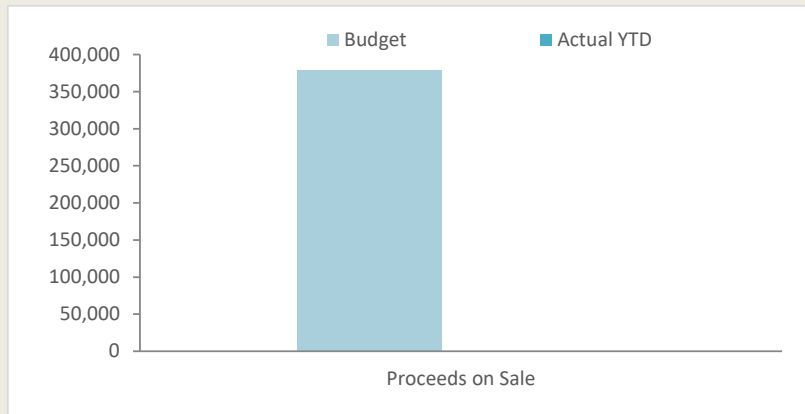


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020**

**OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS**

Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Housing</b>								
	7 Gnowing St	140,000	140,000	0	0	0	0	0	0
	<b>Transport</b>								
	Plant Replacement	311,360	239,000	13,010	(85,370)	0	0	0	0
		<b>451,360</b>	<b>379,000</b>	<b>13,010</b>	<b>(85,370)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**KEY INFORMATION**



Proceeds on Sale		
Annual Budget	YTD Actual	%
<b>\$379,000</b>	<b>\$0</b>	<b>0%</b>

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

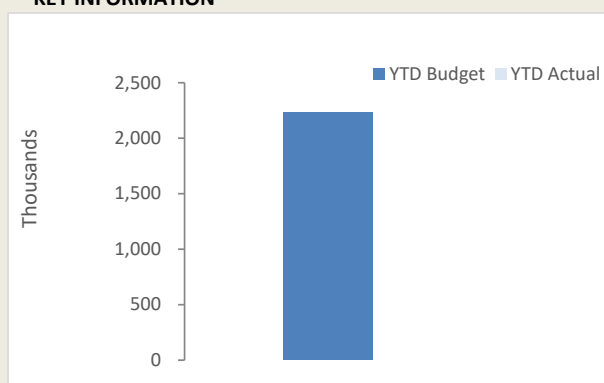
**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted			YTD Actual Variance
	Budget	YTD Budget	YTD Actual	
	\$	\$	\$	\$
Buildings - specialised	25,000	0	0	0
Furniture and equipment	15,000	0	0	0
Plant and equipment	680,000	0	0	0
Infrastructure - Roads	762,675	0	0	0
Infrastructure - Bridges	750,000	0	0	0
<b>Capital Expenditure Totals</b>	<b>2,232,675</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,324,455	62,500	0	(62,500)
Other (Disposals & C/Fwd)	379,000	0	0	0
Cash Backed Reserves				
Plant Replacement Reserve	201,910	0	0	0
Contribution - operations	127,310	0	0	0
<b>Capital Funding Total</b>	<b>2,232,675</b>	<b>62,500</b>	<b>0</b>	<b>(62,500)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**



Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$2.23 M</b>	<b>\$. M</b>	<b>0%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$1.32 M</b>	<b>\$. M</b>	<b>0%</b>



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

**FINANCING ACTIVITIES**

**NOTE 9**

**BORROWINGS**

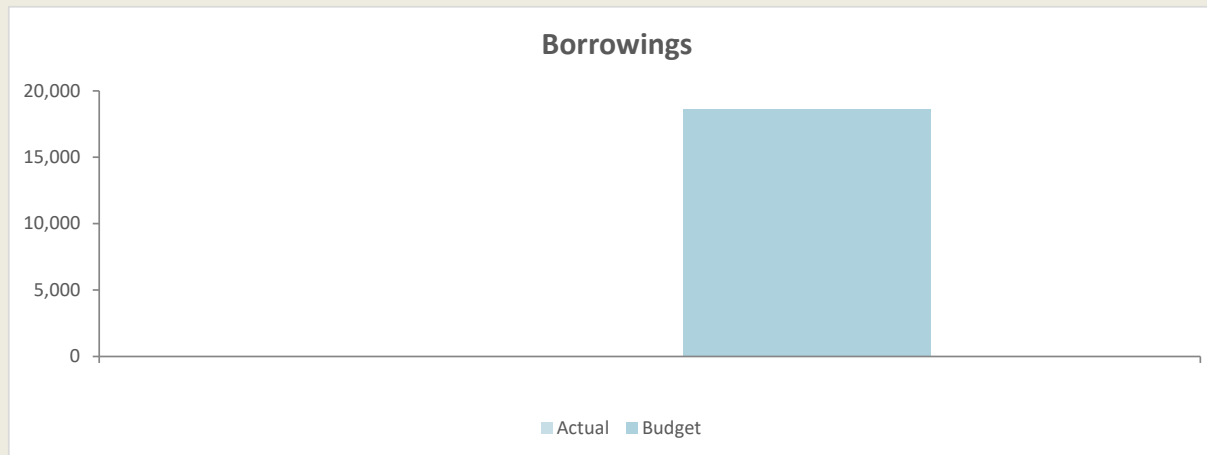
**Repayments - Borrowings**

Information on Borrowings Particulars	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Economic Services</b>									
Industrial Estate	0	0	200,000	0	18,665	0	181,335	0	2,970
	0	0	200,000	0	18,665	0	181,335	0	2,970
<b>Total</b>	0	0	200,000	0	18,665	0	181,335	0	2,970
Current borrowings	18,665					0			
	0					0			

All debenture repayments were financed by general purpose revenue.

**KEY INFORMATION**

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



<b>Principal Repayments</b>	<b>\$0</b>
<b>Interest Earned</b>	<b>\$254</b>
<b>Interest Expense</b>	<b>\$0</b>
<b>Reserves Bal</b>	<b>\$.39 M</b>
<b>Loans Due</b>	<b>\$. M</b>

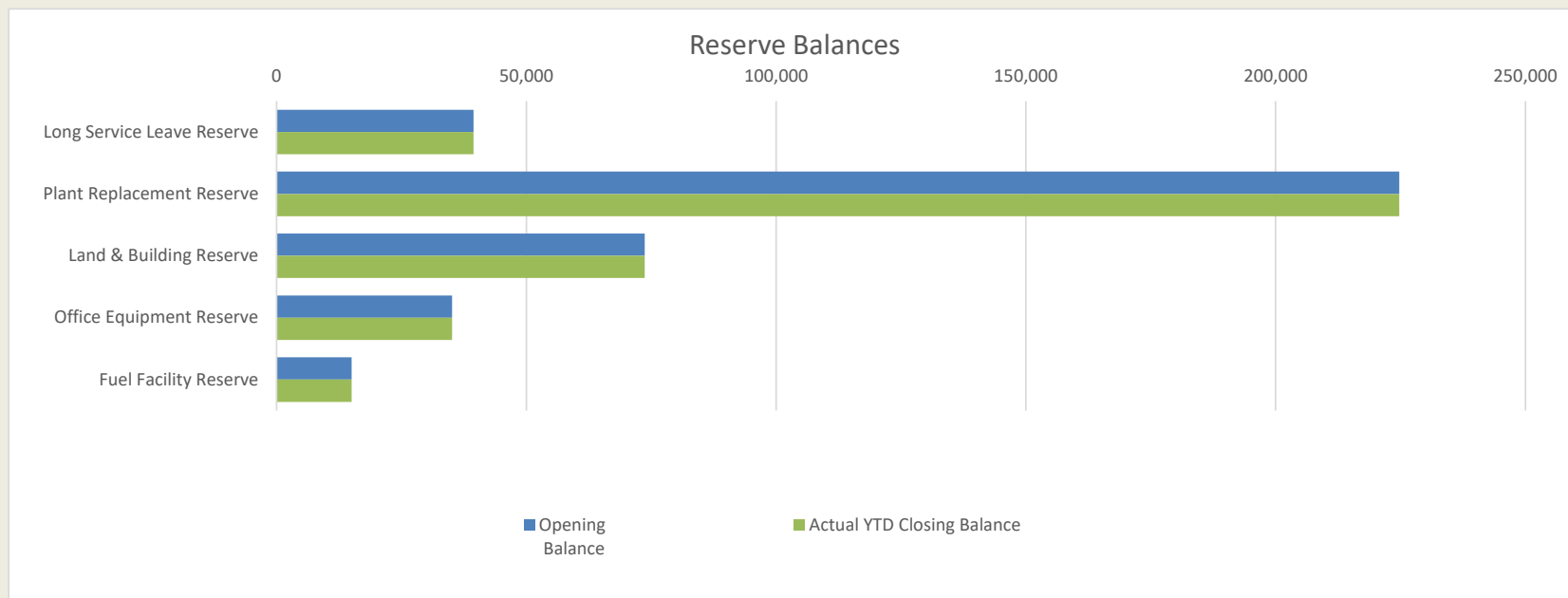
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020**

**OPERATING ACTIVITIES  
NOTE 10  
CASH RESERVES**

**Cash Backed Reserve**

Reserve Name	Opening Balance	Budget Transfers	Actual Transfers	Budget Transfers	Actual Transfers	Budget Closing Balance	Actual YTD Closing Balance
		In (+)	In (+)	Out (-)	Out (-)		
	\$	\$	\$	\$	\$	\$	\$
Long Service Leave Reserve	39,421	21,000	0	0	0	60,421	39,421
Plant Replacement Reserve	224,727	111,645	0	(201,910)	0	134,462	224,727
Land & Building Reserve	73,699	340,023	0	0	0	413,722	73,699
Office Equipment Reserve	35,139	12,500	0	0	0	47,639	35,139
Fuel Facility Reserve	15,000	65,000	0	0	0	80,000	15,000
	<b>387,986</b>	<b>550,168</b>	<b>0</b>	<b>(201,910)</b>	<b>0</b>	<b>736,244</b>	<b>387,986</b>

**KEY INFORMATION**



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

**OPERATING ACTIVITIES  
NOTE 11  
OTHER CURRENT LIABILITIES**

<b>Other Current Liabilities</b>	<b>Note</b>	<b>Opening Balance 1 July 2020</b>	<b>Liability Increase</b>	<b>Liability Reduction</b>	<b>Closing Balance 31 July 2020</b>
		\$	\$	\$	\$
<b>Provisions</b>					
Annual leave		55,707	0	0	55,707
Long service leave		23,513	0	0	23,513
<b>Contract Liabilities</b>					0
Unspent grants, contributions and reimbursements		533,782	0	0	533,782
Lease liability		0	0	0	0

**Amounts shown above include GST (where applicable)**

**A breakdown of contract liabilities and associated movements is provided on the followign pages at 11(a) and 11(b)**

**KEY INFORMATION**

**PROVISIONS**

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

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

**EMPLOYEE BENEFITS**

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

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

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

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

**NOTE 12  
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020-21 year is \$5,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Economic Services	(39,300)	(36.58%)	▼ Timing	Fuel sales lower than predicted
Other Property and Services	(5,474)	(98.68%)	▼ Timing	Allocations
<b>Expenditure from operating activities</b>				
Governance	5,629	13.43%	▲ Timing	Depreciation not allocated
General Purpose Funding	14,689	59.87%	▲ Timing	Depreciation not allocated
Housing	5,895	61.55%	▲ Timing	Depreciation not allocated
Recreation and Culture	10,723	49.10%	▲ Timing	Depreciation not allocated
Transport	167,864	70.05%	▲ Timing	Depreciation not allocated
Economic Services	19,079	20.26%	▲ Timing	Depreciation not allocated
Other Property and Services	59,476	63.23%	▲ Timing	Depreciation not allocated
<b>Investing Activities</b>				
Non-operating Grants, Subsidies and Contributions	(62,500)	(100.00%)	▼ Timing	Grant processed in August

**17. CLOSURE OF MEETING**