



AGENDA

ORDINARY MEETING OF COUNCIL

WEDNESDAY, 27 MAY 2020





SHIRE OF WONGAN-BALLIDU

NOTICE OF AN ORDINARY COUNCIL MEETING

DEAR COUNCIL MEMBERS

THE NEXT ORDINARY MEETING OF THE SHIRE OF WONGAN-BALLIDU WILL BE HELD ON WEDNESDAY, 27 MAY 2020, VIA TELECONFERENCE, COMMENCING AT 3.00PM.

STUART TAYLOR
CHIEF EXECUTIVE OFFICER

DISCLAIMER

THE RECOMMENDATIONS CONTAINED IN THE AGENDA ARE SUBJECT TO CONFIRMATION BY COUNCIL. THE SHIRE OF WONGAN-BALLIDU WARNS THAT ANY PERSON(S) WHO HAVE AN APPLICATION LODGED WITH COUNCIL SHOULD RELY ONLY ON WRITTEN CONFIRMATION OF THE DECISION MADE AT THE COUNCIL MEETING. NO RESPONSIBILITY WHATSOEVER IS IMPLIED OR ACCEPTED BY THE SHIRE OF WONGAN-BALLIDU FOR ANY ACT, OMISSION, STATEMENT OR INTIMATION TAKING PLACE DURING A COUNCIL MEETING.

AGENDA INDEX

1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	2
2.	ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED ...	2
3.	PUBLIC QUESTION TIME	2
4.	ANNOUNCEMENTS FROM THE PRESIDING MEMBER	2
5.	PETITIONS AND PRESENTATIONS	2
6.	APPLICATION/S FOR LEAVE OF ABSENCE	2
7.	CONFIRMATION OF MINUTES	2
7.1	CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY, 22 APRIL 2020:	2
8.	MATTERS FOR WHICH MEETING MAY BE CLOSED	2
9.	REPORTS OF OFFICERS AND COMMITTEES	3
9.1	GOVERNANCE	3
9.1.1	INNOVATION CENTRAL MIDLANDS WA INC.	3
9.1.2	POLICY: STATE GOVERNMENT DEPARTMENT SUPPORT	6
9.1.3	POLICY: COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY - PUBLIC CONSULTATION OUTCOMES.....	8
9.2	ADMINISTRATION & FINANCIAL SERVICES.....	11
9.2.1	ACCOUNTS SUBMITTED FOR APRIL 2020	11
9.2.2	FINANCIAL REPORTS FOR APRIL 2020.....	13
9.2.3	APPLICATION TO KEEP THREE DOGS.....	15
9.3	WORKS AND SERVICES	18
9.4	HEALTH, BUILDING AND PLANNING.....	19
9.4.1	APPLICATION FOR DEVELOPMENT APPROVAL – PROPOSED NEW OUTBUILDING (SHED) ON LOT 806, 13 HEWETT ROAD, WONGAN HILLS.....	19
9.5	COMMUNITY SERVICES	23
10.	QUESTIONS FROM MEMBERS WITHOUT NOTICE	24
11.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	24
12.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	24
13.	CLOSURE	24

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED

3. PUBLIC QUESTION TIME

4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

5. PETITIONS AND PRESENTATIONS

6. APPLICATION/S FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY, 22 APRIL 2020:

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on Wednesday, 22 April 2020 be confirmed as a true and correct record of the proceedings.

8. MATTERS FOR WHICH MEETING MAY BE CLOSED



UN CONFIRMED MINUTES

ORDINARY MEETING OF COUNCIL

WEDNESDAY, 22 APRIL 2020



MINUTES INDEX

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	1
2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED ...	1
3. PUBLIC QUESTION TIME	1
4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER	1
5. PETITIONS AND PRESENTATIONS	1
6. APPLICATION/S FOR LEAVE OF ABSENCE	1
7. CONFIRMATION OF MINUTES	1
7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY, 25 MARCH 2020:	1
8. MATTERS FOR WHICH MEETING MAY BE CLOSED	2
9. REPORTS OF OFFICERS AND COMMITTEES	3
9.1 GOVERNANCE	3
9.1.1 APPOINTMENT OF COUNCILLOR TO COMMITTEE	3
9.2 ADMINISTRATION & FINANCIAL SERVICES	9
9.2.1 ACCOUNTS SUBMITTED FOR MARCH 2020	9
9.2.2 FINANCIAL REPORTS FOR MARCH 2020	11
9.2.3 COVID-19 FINANCIAL IMPACT	13
9.3 WORKS AND SERVICES	16
9.3.1 RAV 7-REQUEST LGA SUPPORT	16
9.4 HEALTH, BUILDING AND PLANNING	19
9.4.1 WONGAN HILLS AIRPORT HANGER UPGRADE REQUEST	19
9.4.2 APPLICATION FOR DEVELOPMENT APPROVAL – PROPOSED NEW SINGLE HOUSE ON LOT 814, 12 HEWETT ROAD, WONGAN HILLS	22
9.5 COMMUNITY SERVICES	26
10. QUESTIONS FROM MEMBERS WITHOUT NOTICE	27
11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	27
12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED	27
13. CLOSURE	27

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Prior to commencement of this electronic meeting Council Members and other attendee connections by electronic means were tested and confirmed.

The Shire President, Cr Jon Hasson declared the meeting open at 5.01pm.

2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED**Attendees:**

Cr Jon Hasson	Shire President
Cr Brad West	Deputy Shire President
Cr Stuart Bookeman	Member
Cr Sue Falconer	Member
Cr Eion Ganzer	Member
Cr Mandy Stephenson	Member
Cr Andrew Tunstill	Member

Staff:

Stuart Taylor	Chief Executive Officer
Alan Hart	Deputy Chief Executive Officer
Karl Mickle	Manager Works & Services
Alana Wigmore	Manager Community Services
Melissa Marcon	Building Services Coordinator
Meredith Lee-Curtis	Personal Assistant to the Chief Executive Officer (Minutes)

Apologies: Nil

3. PUBLIC QUESTION TIME

Nil.

4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil.

5. PETITIONS AND PRESENTATIONS

Nil.

6. APPLICATION/S FOR LEAVE OF ABSENCE

Nil.

7. CONFIRMATION OF MINUTES**7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY, 25 MARCH 2020:**

MOVED: Cr Brad West SECONDED: Cr Eion Ganzer

That the Minutes of the Ordinary Meeting of Council held on Wednesday, 25 March 2020 be confirmed as a true and correct record of the proceedings.

**CARRIED 7/0
RESOLUTION: 010420**

8. MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil.

UNCONFIRMED APRIL MINUTES

9. REPORTS OF OFFICERS AND COMMITTEES

9.1 GOVERNANCE

9.1.1 APPOINTMENT OF COUNCILLOR TO COMMITTEE

FILE REFERENCE:	A1.2.1
REPORT DATE:	1 April 2020
APPLICANT/PROPONENT:	
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor – Chief Executive Officer
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

That Council nominate an Elected Member as a representative to a Council committee.

BACKGROUND:

Following the recent Extraordinary Local Government Elections, Council is required to nominate each new Member to each of the Council's standing committees.

COMMENT:

Currently the Council has the following Committees:

- **Finance and Audit Review Committee**
This Committee currently comprises five elected members with the Chief Executive Officer and the Deputy Chief Executive Officer attending the meetings in an advisory capacity only.
- **Bush Fire Advisory Committee**
This Committee currently comprises one elected member, the Chief Bush Fire Control Officer, the Deputy Chief Bush Fire Control Officer, one representative from each Bush Fire Brigade and one representative from Wongan Hills with the Deputy Chief Executive Officer attending the meetings in an advisory capacity only. Council is therefore required to nominate one elected member to this Committee.
- **Local Emergency Management Committee**
This Committee currently comprises one elected member with the Deputy Chief Executive Officer attending the meetings in an advisory capacity only.
- **Works Committee**
This Committee currently comprises three elected members with the Chief Executive Officer attending the meetings in an advisory capacity only.

POLICY/LEGISLATIVE REQUIREMENTS:

Local Government Act Subdivision 2 – Committees and their meetings.
Council may establish committees of 3 or more persons being either,
Council members only,
Council members and employees,
Council members, employees and other persons,
Council members and other persons,
Employees and other persons, or

Other persons only.

At any given time, each Council Member is entitled to be a member of a least one Committee.

Council is to appoint the President to a Committee (requiring Council Members) if he/she requests to be a member.

Council is to appoint the Chief Executive Officer or his/her representative to a Committee (requiring employee members) if he/she requests to be a member.

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**
Nil

➤ **Economic**
Nil

➤ **Social**
Nil

➤ **Financial Implications**
Councillors attending Committee meetings are paid a sitting fee and travel allowance.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

MOVED: Cr Sue Falconer SECONDED: Cr Mandy Stephenson

That Council APPOINT Cr Andrew Tunstill to the Works Committee.

**CARRIED BY ABSOLUTE MAJORITY 7/0
RESOLUTION: 020420**

9.1.2 DRAFT COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

FILE REFERENCE:
REPORT DATE:

12 April 2020

APPLICANT/PROPONENT:

Nil

OFFICER DISCLOSURE OF INTEREST:

Nil

PREVIOUS MEETING REFERENCES:
AUTHOR:

Manager Community Services – Alana Wigmore

ATTACHMENTS:

9.1.2 (a) Draft Community and Stakeholder Engagement Policy

PURPOSE OF REPORT:

The purpose of this report is to seek Council's endorsement for the Shire to seek feedback from the community and stakeholders on the draft 'Community and Stakeholder Engagement Policy'. This policy marks the commencement of formalisation of the Shire's initiative to improve community and stakeholder engagement across the organisation.

BACKGROUND:

Contemporary engagement practices are critical to the Shire's success in the ability to effectively communicate and engage with key stakeholders, community and colleagues in a coordinated, consistent and purposeful way.

The Shire has already undertaken a number of initiatives to support this approach:

- Development and Implementation of Service Delivery Review for the Wongan Hills Memorial Swimming Pool;
- A robust and transparent engagement process with impacted clubs and groups through the Colocation Project;
- Identification of unintended impacts by the Mocardy Dam Pipeline project, and immediate measures to resolve these with impacted stakeholders;
- Development of a Youth Engagement Strategy;
- Implementation of a Customer Relationship Management system (CRM);
- Appointment of a dedicated Marketing and Communications Officer;
- Engagement activities undertaken at key public events held by the Shire and the CRC;
- Conduct of a Shire-wide Dual Use Path survey;
- Increase visibility, responsiveness and transparency across social media and website communication; and
- Implementation of regular 'Sundowner' events with key stakeholders such as residents, community groups and local businesses.

In addition, a number of future initiatives have been identified for consideration:

- Development of a Stakeholder Identification, Management and Engagement Plan that will articulate the Shire's commitment to improving the way stakeholders and the community are

involved in decision making, with the aim of embedding best-practice engagement processes within the organisation;

- Development of a Community and Stakeholder Engagement Framework which incorporates guidelines and procedures based on best-practice, to support officers in meeting the Shire's commitment to engagement;
- Review of the Customer Service Charter;
- Review of Council Policies;
- Council consideration of the Town Team Movement and it's appropriateness for linkages with the Shire regarding place activation; and
- To undertake an organisation-wide audit of engagement.

It is important to acknowledge that implementing a Policy that requires a change to 'business as usual' for some areas of the Shire needs to be adequately supported. While there are many possible 'quick wins' that could be implemented, it would be unrealistic to expect a significant change, and these approaches to be embedded immediately. The goal should be to sustainably adopt best-practice engagement across the Shire, and this requires an investment of time and resources.

COMMENT:

Local governments are required to make difficult decisions on complex matters that often have a great impact on the communities they represent.

When making these decisions, many considerations may need to be balanced including technical constraints, legislative requirements and financial implications. Added to this is the need to represent the competing priorities of impacted stakeholders in the community and ensure the diversity of needs, aspirations and views are considered as part of the decision-making process.

Engagement and public participation processes support local government decision makers by helping them listen to and understand the views and perspectives of their diverse communities. Best-practice engagement processes, such as those promoted by the International Association for Public Participation (IAP2), ensure those views and perspectives represent the whole community affected, not just the 'vocal minority' or the easy to reach.

Best practice goes beyond the requirement to simply 'consult' on a final option or 'inform' the community about a decision. It instead requires an organisation-wide approach that puts communities at the heart of everything local governments do. It acknowledges that local governments and communities need to work together, and that each has a role in maintaining a productive and positive relationship and dialogue. It encourages local governments to start a conversation with their affected communities from the beginning of a project or initiative so those impacted are involved in a meaningful and appropriate way throughout the process.

By clearly and effectively communicating information to stakeholders throughout a project, and providing genuine opportunities for feedback and input, organisations are able to achieve greater transparency and accountability. The result is usually an understanding and support of the final decision by the community and increased trust in the local government's decision-making process.

Community expectations of engagement and participation in decision-making have changed. The State Government has recognised this and identified community engagement as a specific area of reform as part of the Local Government Act review. The outcome of these reforms is likely to require local governments to adopt and embed best-practice engagement approaches across their

organisations and a number of mechanisms are being considered to achieve this. More information about the Local Government Act review is available at:-

www.dlgsc.wa.gov.au/localgovernment/strengthening/Pages/LG-Act-Review.aspx.

It is important to note that improving an organisation's approach to community and stakeholder engagement processes may require a significant change to 'business as usual' for many areas.

Genuine engagement requires the skills, processes, tools and time to plan and implement targeted and effective communications activities to promote opportunities to engage and participate. Information needs to be communicated in a way that the intended audience can understand, especially if related to complex matters or impacted stakeholders have specific communications or access needs. The methods of feedback and participation need to be genuine and appropriate for both the audience and project.

To ensure community expectations are met, and these engagement approaches are genuinely and sustainably adopted as part of business as usual, organisations should provide appropriate resources.

CONSULTATION/COMMUNICATION IMPLICATIONS

The Shire proposes to seek feedback from external stakeholders and the wider community over a three-week period using traditional and digital methods. If this Draft Policy is adopted by Council for public consultation on 22 April 2020, then the proposed three-week consultation period will be from Friday 24 April 2020 to Friday 15 May 2020.

The intention of this engagement is to raise awareness of the Shire's focus on quality engagement, develop positive relationships for further data gathering and engagement, understand the level of support for the policy and obtain ideas to help inform procedures and processes going forward.

The nature of the engagement would be to identify input into the following elements:

- Agreement with the key concepts of the policy;
- Identification of the current sentiment towards the Shire's approach to engagement to establish some baseline data from which to periodically measure the impact of the policy; and
- Exploration of preferred methods of engagement and topics people want to be most engaged.

Feedback will be gathered via online and print surveys.

Awareness of the opportunity to provide feedback on the Policy will incorporate a number of mass and targeted communications and marketing methods including:

- Wonga-Balli Boomer;
- Shire website;
- Shire Facebook page;
- Media release; and
- Promotion through existing partner networks and customer-facing employees.

POLICY AND LEGISLATIVE REQUIREMENTS:

Under the *Local Government Act 1995*, local governments are required to engage with the community when creating a 10-year strategic community plan as part of the Integrated Planning and Reporting. The community must also be consulted on matters such as local laws, differential rates, planning, and other matters.

STRATEGIC IMPLICATIONS:

- Goal 5: Good Governance and an Efficient Organisation That Shows Leadership and Advocates on Behalf of the Shire
- Outcome 5.1: Good governance and leadership
- Strategy 5.1.1: Ensure local government reforms support and strengthen the Shire's communities
- Strategy 5.1.2: Implement business and governance frameworks that are aligned to the strategic direction of the Council
- Strategy 5.1.5: Develop a community engagement and communication strategy for open, honest and informed discussion on key strategic issues.

SUSTAINABILITY IMPLICATIONS:

➤ Environment

There are no known environmental implications associated with this item.

➤ Economic

There are no known economic implications associated with this item.

➤ Social

Community engagement: This policy will lead to more effective participation processes in decision making.

Equity: Best-practice engagement focusses on inclusive and accessible processes so that all members of our diverse community have an opportunity to be aware of, understand and participate in decision-making.

➤ Financial Implications

The consultation activities listed can be undertaken within existing budget and therefore do not require additional Council funds.

However, should the Community and Stakeholder Policy be adopted in its current form, a financial/resourcing investment from the Shire will be required to implement the Policy.

Further information about this financial impact will be provided when the final draft of the Community and Stakeholder Policy is presented to Council for consideration in May/June.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

MOVED: Cr Mandy Stephenson SECONDED: Cr Stuart Boekeman

That Council ENDORSES the draft 'Community and Stakeholder Engagement Policy' to be advertised for public comment.

**CARRIED 7/0
RESOLUTION: 030420**

9.2 ADMINISTRATION & FINANCIAL SERVICES

9.2.1 ACCOUNTS SUBMITTED FOR MARCH 2020

FILE REFERENCE:	F1.4
REPORT DATE:	20 April 2020
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	9.2.1a March 2020

PURPOSE OF REPORT:

That the accounts as submitted be received.

BACKGROUND:

This information is provided to the Council on a monthly basis in accordance with provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

Local Government (Financial Management) Regulations 1996 Sections 12 & 13 require the attached reports to be presented to Council.

Lists of Accounts

Section 6.10 of the *Local Government Act* regulation 12 of the *Financial Management Regulations (FMR's)* requires a list of accounts paid for the month, and where the Council has delegated the payment of these accounts to the CEO under regulation 13 there must be a list of accounts paid, and the listing shall disclose the following:

- The payee's name
- The amount of the payment
- The date of the payment
- The fund from which it is paid; and
- Sufficient information to identify the transaction.

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

➤ Environment

There are no known environmental impacts associated with this proposal.

➤ Economic

There are no known economic impacts associated with this proposal.

➤ Social

There are no known social implications associated with this proposal.

➤ **Financial Implications**

All payments are within the confines of Councils adopted budget. There have been no other material outstanding creditors since the cheques were prepared.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

MOVED: Cr Eion Ganzer SECONDED: Cr Sue Falconer

That the accounts submitted from 1 to 31 March 2020 totalling \$980,669.77 having been checked and certified in accordance with the requirements of the Financial Management Regulations 12 be received, as shown on the summary of accounts paid schedule and the payroll EFT batches.

**CARRIED 7/0
RESOLUTION: 040420**

UNCONFIRMED APRIL MINU

9.2.2 FINANCIAL REPORTS FOR MARCH 2020

FILE REFERENCE:	F1.4
REPORT DATE:	20 April 2020
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	Financial Reports

PURPOSE OF REPORT:

That the following statements and reports for the month ended April 2020 be received:

BACKGROUND:

Under the Local Government (Financial Management) Regulations 1996 the Council is to prepare financial reports outlining the financial operations at the previous month end date.

Listed below is a compilation of the reports that will meet compliance, these are listed under Sections and the relevant regulations below.

Financial activity statement report

Section 6.4 of the Local Government Act regulation 34.1 of the FMR requires a Local Government to prepare each month a statement of financial activity reporting on the sources and application of funds, as set out in the annual budget containing the following detail:

- Annual budget estimates;
- Budget estimates to the end of the month to which the statement relates (known as YTD Budget);
- Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates (known as YTD Actuals);
- Material variances between the comparatives of Budget v's Actuals;
- The net current assets (NCA) at the end of the month to which the statement relates.

Regulation 34.2 - Each statement of financial activity must be accompanied by documents containing:

- An explanation of the composition of the net current assets of the month to which it relates, less committed assets and restricted assets containing the following detail:
 - An explanation of each of the material variances; and
 - Such other supporting information as is considered relevant by the local government.

Regulation 34.3 - The information in a statement of financial activity may be shown:

- According to nature and type classification;
- By program; or
- By business unit.

Each financial year a Local government is to adopt a % value, calculation in accordance with AAS5, to be used in reporting material variances.

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

Council Policy 4.8 - Monthly Financial Reporting Requirements.

LEGISLATIVE REQUIREMENTS:

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental impacts associated with this proposal.
- **Economic**
There are no known economic impacts associated with this proposal.
- **Social**
There are no known social implications associated with this proposal.
- **Financial Implications**
The financial reports for the period ending March 2020 are attached to the Council Agenda.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

MOVED: Cr Andrew Tunstill

SECONDED: Cr Brad West

That the following Statements and Reports for the month ended March 2020 be received:

• **Monthly Statements as follows:-**

a.	Statement of Financial Activity (by Nature and Type)	FM Regs 34
b.	Statement of Operating Activities by Programme/Activity (Summary)	FM Regs 34
c.	Statement of Net Current Assets (NCA)	FM Regs 34
d.	Rate setting statement	Discretionary
e.	Disposal of Assets	Discretionary
f.	Rates Outstanding Report	Discretionary
g.	Debtors Outstanding Report	Discretionary
h.	Bank Reconciliation Report	Discretionary
i.	Investment Report	Discretionary
j.	Reserve Account Balances Report	Discretionary
k.	Loans Schedule	Discretionary

CARRIED 7/0
RESOLUTION: 050420

9.2.3 COVID-19 FINANCIAL IMPACT

FILE REFERENCE:	F1.3.2
REPORT DATE:	16 April 2020
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	NIL
PREVIOUS MEETING REFERENCES:	BUDGET 2019-2020
AUTHOR:	Alan Hart – Deputy Chief Executive Officer
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

For Council to consider the possible financial impact of COVID-19 on the Shire of Wongan-Ballidu.

BACKGROUND:

COVID-19 is having a significant impact on the global economy and the Shire of Wongan-Ballidu and its residents and ratepayers will not be immune to what is currently happening in the global economy. The International Monetary Fund (IMF) is predicting that for the rest of this financial year, Australia's economy will contract or shrink by 6.7% by June this year and will only recover by 6.1% over the next financial year. This has the potential of placing Australia in a recession. This has forced the Shire to re-assess the current year's budget and consider savings that can be made this financial year to ensure that any changes to the 2020/21 budget can be funded from savings this financial year.

COMMENT:

The Shire acknowledges that we have an important role to play at a local level in protecting the Wongan-Ballidu community from the effects of this virus both from an economic perspective as well as an environmental and community resilience perspective.

Whilst this report will mainly focus on the economic perspective, there is an acknowledgment that the environmental and community resilience perspective is as equally important and the Shire is investing in this through its normal operations, for example additional cleaning of public toilets and monitoring and ensuring that playgrounds remain closed to the public.

During this pandemic, the Shires' operations are continuing, however, the Administration building is closed with all customer service functions being operated on a reduced capacity through the Wongan Hills Community Resource Centre, and staff that are not essential to the frontline services of the Shire are working from home. The Shire has had to make significant changes to our current business model to make it work, fortunately Council has made the necessary investments in systems to enable this to happen quickly and at minimal cost to the Shire.

With the current economic outlook, and as the Shire heads into a new financial year and over the next 3 months, will consider the 2020/21 budget. It was necessary to review the current year's budget and look for operational savings that can be achieved this year to build a buffer or surplus that can be used to fund any deficit that may occur next financial year. The State Government has given very clear messages to Local Governments about providing relief to local communities to assist them through these difficult times through measure such as freezing rates, not charging interest on outstanding rates and suspending legal action for the recovery of rates. In addition, with the forced closure of community facilities there is a negative financial impact on the Shires ability to generate income. Whilst this is minimal for the Shire of Wongan-Ballidu, continued closure may have an impact on next year's budget.

The Federal Government recently announced economic stimulus measures to assist businesses that are affected by this pandemic. Local Government, however, has been specifically excluded from

being eligible to claim any funding that may be available, including the Job Keeper Allowance, and no Local Government employee can apply for the Allowance. In addition, there is an expectation from the State and Federal Governments that Local Governments take all steps necessary to continue employing staff. From the Council operations perspective all outside staff, i.e. parks and gardens, road maintenance and construction works are continuing as normal, as well as all the finance and administration functions of Council.

To this extent, the Shire has reviewed the operating budget and has identified net savings of approximately \$121,000 in this year's budget, and this expenditure can be deferred to next year. The details of the proposed changes to the Budget are below;

Works and Services

Business Activity	Description	Amount
Engineering Services	Staff Training and Accreditation	\$14,000
	Recruitment and Advertising	\$1,800
	Staff Uniforms/Protective Clothing	\$500
	Minor Equipment Purchases	\$5,000
	Refreshments and Entertaining	\$3,000
	Depot Operating Expenses	\$5,000
Parks and Gardens	Materials and Contracts – Various Locations	\$13,961
Council In-kind Community Support	Materials and Contracts	\$3,035
Footpath Maintenance	Materials and Contracts	\$3,500
Weed Control and Reserve Maintenance	Materials and Contracts	\$585
Roads Maintenance	Materials and Contracts	\$5,000
Civic Centre	Capital-Replace lighting in main hall	\$18,000
Community Park	Capital-Upgrade of public toilets	\$25,000
Medical Centre	External door and swipe card access system	\$5,000
Swimming Pool	Repaint external buildings	\$20,000
Governance	Staff training and Accreditation	\$16,000
	Minor Equipment Purchases	\$10,000
	Staff Uniforms/Protective Clothing	\$2,000
	Postage and Freight	\$1,000
	Recruitment and Advertising	\$1,000
	Advertising	\$2,000
Asset Management	Contractors and Materials	\$5,000
Sub-total		\$160,381

As a direct result of COVID-19, the Shire has incurred additional expenditure to ensure business continuity and this is detailed below:-

Business Activity	Description	Amount
Governance	Purchase of iPads for Councillors to enable the conduct of Council Meetings and Communications	\$6,650
	Video Conferencing Facilities for Council Meetings	\$24,700
	Minor Equipment for Staff working remotely	\$4,540
	Modifications to the Website for the COVID-19 banner and page	\$1,050

Business Activity	Description	Amount
Building Services	Cleaning and Sanitising Materials	\$2,420
Sub-total		\$39,360

Summary

Total Savings Identified above	\$160,381
COVID 19 Related Expenditure	(\$39,360)
Net Savings to 2019/20 Annual Budget	\$121,021

POLICY REQUIREMENTS:

There are no policy requirements in relation to this item.

LEGISLATIVE REQUIREMENTS:

Regulation 33A Local Government (Financial Management) Regulations 1996.

STRATEGIC IMPLICATIONS:

This budget review provides a financial buffer heading into discussions on the 2020/21 Annual Budget.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known significant environmental implications associated with this proposal
- **Economic**
The Budget review process provides a timely indication of ability of the local government to achieve the budget performance for the year and timing allows corrective actions if required prior to 30th June.
- **Social**
There are no known social implications associated with this item.
- **Financial Implications**
The financial implications are detailed within the report.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

MOVED: Cr Sue Falconer SECONDED: Cr Mandy Stephenson

That Council ACCEPT the amendments to the 2019-2020 Budget as detailed in this report.

**CARRIED 7/0
RESOLUTION: 060420**

9.3 WORKS AND SERVICES

9.3.1 RAV 7-REQUEST LGA SUPPORT

FILE REFERENCE:	T6.1
REPORT DATE:	22 April 2020
APPLICANT/PROPONENT:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Karl Mickle – Manager of Works & Services
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

The purpose of this report is to present to Council a request from Heavy Vehicle Services (HVS) to assess:-

- Ballidu East Road from Bunyip Street to Hourigan Road; and
- Ballidu Bindi Bindi Road from Great Northern Hwy to White Well Road; and
- Kondut East Road from Northam Pithara to Ballidu South East Road; and
- Ballidu South East Road from Townsend Road to Kondut East Road; and
- Hourigan Road from LGA Boundary to LGA Boundary; and
- Federation Street from Northam Pithara Road to Carter Road; and
- Bunyip Street from Ballidu East Road to Federation Street; and
- Bauer Road from Ballidu East Road to Ballidu South East Road; and
- Townsend Road from Federation Street to Ballidu East Road; and

provide HVS with any comments relating to road condition, planning conflicts, development issues etc. that may be impacted by adding the above roads onto the RAV 7 network.

BACKGROUND:

This application was submitted to Main Roads Western Australia (HVS) requesting to amend the roads below from a RAV 4 & 5 Roads to a RAV 7. **(Requested from unknown)**.

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
5180003	Ballidu East Rd	Bunyip St (0.00)	Hourigan Rd (8.53)	RAV 5	RAV 7
5180004	Ballidu Bindi – Bindi Rd	Great Northern Hwy (0.00)	White Well Rd (11.40)	RAV 5	RAV 7
5180009	Kondut East Rd	Northam Pithara Rd (0.00)	Ballidu South East Rd (7.47)	RAV 4	RAV 7
5180032	Ballidu South East Rd	Townsend Rd (0.00)	Kondut East Rd (12.61)	RAV 4	RAV 7
5180038	Hourigan Rd	LGA Boundary (0.00)	LGA Boundary (9.82)	RAV 4	RAV 7
5180096	Federation St	Northam Pithara Rd (0.00)	Carter Rd (1.16)	RAV 5	RAV 7
5180100	Bunyip St	Ballidu East Rd (0.00)	Federation St (0.26)	RAV 5	RAV 7
5180108	Bauer Rd	Ballidu East Rd (0.00)	Ballidu South East Rd (0.76)	RAV 4	RAV 7
5180170	Townsend Rd	Federation St (0.00)	Ballidu East Rd (0.51)	RAV 5	RAV 7

COMMENT:

The most significant changes from category RAV 4 to RAV 7 is the overall length of truck and trailer combinations. The RAV 4 route allows heavy vehicle combinations up to 27.5m whilst a RAV 6-7 route allows combinations from 27.5m to 36.5m.

If Council does agree a higher network level on particular roads for any reason, then the Shire has the option to not support the application.

This consultation process precedes the onsite assessment process by HVS staff members, who determine whether the road is suitable for the higher Network level. This assessment process either shows the road as suitable for the higher Network level or highlights those blackspots and deficiencies that are restricting the higher levels to be achieved.

POLICY REQUIREMENTS:

The "Heavy Vehicle" policy 10.4 outlines Council's expectations for the use of heavy vehicles with the Shire.

LEGISLATIVE REQUIREMENTS:

The Road Traffic Act 1974, Road Traffic Code 2000, Road Traffic (Vehicle Standards) Regulations 2002 and MRWA Regulations and Policies control the use of heavy vehicles throughout the State.

STRATEGIC IMPLICATIONS:

Liaising with the State Government vehicle configurations is in line with Council's strategic direction on Infrastructure (Work with State Government to ensure improvement and integration of our local and state road network and public transport systems).

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no significant environmental implications.

➤ **Economic**

There are no significant economic implications.

➤ **Social**

There are no significant social implications.

➤ **Financial Implications**

There are no immediate financial implications, however a change in RAV Network Rating for all or part of the road has the potential to reduce the life of the road and increase the maintenance and Capital expenditure requirements of the road.

RISK IMPLICATIONS:

Any amendment to RAV Network Ratings can potentially reduce the life of the road and increase the maintenance and Capital expenditure requirements of the road, therefore impacting on the Shire of Wongan-Ballidu Asset Management Plan and Long-Term Financial Plan.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

MOVED: Cr Eion Ganzer SECONDED: Cr Andrew Tunstill

That Council DOES NOT SUPPORT the application on the grounds that the roads are not of a standard that will be required to accommodate the additional weight, that the increase in weight, axles and traffic volume will have significant damage, and cost impact in terms of damage and cost on roads that were never designed or constructed for these types of vehicles.

**CARRIED 7/0
RESOLUTION: 070420**

UNCONFIRMED APRIL MINUTES

9.4 HEALTH, BUILDING AND PLANNING

9.4.1 WONGAN HILLS AIRPORT HANGER UPGRADE REQUEST

FILE REFERENCE:	A2.19.1 and A432
REPORT DATE:	15 April 2020
APPLICANT/PROPONENT:	Melissa Marcon
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Melissa Marcon
ATTACHMENTS:	CONFIDENTIAL (separate attachment): Copy of letter from Geoff Van Schie

PURPOSE OF REPORT:

To seek Councils assistance to upgrade hanger doors.

BACKGROUND:

Pre-2014, Mr Keith Betty ceased the use of the hanger that he built on Shire land at the Wongan Hills Airstrip. Mr Betty had the option of removing the hanger, which was on Shire land or leave it insitu, thus the hanger becoming a Shire Asset.

On 1 February 2014 Mr Geoff Van Schie commenced a Standard Lease with the Shire of Wongan-Ballidu for the land and the hanger.

The initial lease agreement was for 5 years with an option of a further 5 years. In December 2019 the Shire wrote to Mr Van Schie extending the lease for a further 5 years.

Over the past couple of years, the hanger doors have become an issue on windy days.

On 4 December 2019 Maree Smartt and myself met with Mr Van Schie about the hanger doors following an incident where the wind caught the door and knocked him to the ground. At this meeting Mr Van Schie said that he and two other people hooked the door to a vehicle to try and straighten it and in the process warped the door and snapped the internal straps.

At the meeting it was agreed that the Shire would install a PA door on the side of the hanger so that Mr Van Schie didn't have to open the main doors to access the hanger. Mr Van Schie would then attend to either repairing or replacing the main doors.

COMMENT:

The initial lease amount was \$600.60 per annum.

In the 2014/2015 Financial Year Mr Van Schie requested power to the hanger and the floor to be sealed. The cost to install power to the hanger was \$3,201.43 excluding GST and the cost to seal the floor was \$3,800.00, with the costs being borne by the Shire.

In 2016/2017 the lease was increased to \$1,500.00 per annum as agreed by Mr Van Schie, as a result of the works being undertaken.

Total cost to install electricity	\$3,201.43
Total cost to seal floor	\$3,800.00
Lease Paid since 2014	\$7,275.00

Standard Lease Document - Clause 3.6 Maintain and Repair Premises:

- (a) Generally
During the Term and for so long as the Lessee remains in possession or occupation of the Premises, to maintain, replace, repair, clean and keep the Premise clean and in good and substantial repair, order and condition having regard to the age of the Premise at the Date of Commencement

PROVIDED THAT

- (i) This subclause shall not impose on the Lessee any obligation in respect of damage by earthquake, aircraft, riot, civil commotion, fire, flood, lightning, storm, tempest and reasonable wear and tear, act of God and war unless the damage is caused by the neglect, default or misconduct of the Lessee or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee or its employees, agents, contractors or invitees;
- (ii) This subclause shall not impose on the Lessee any obligation in respect of any structural maintenance, replacement or repair except when rendered necessary by any act, neglect, default or omission on the part of the Lessee or its employees, agents, contractors or invitees or by the Lessee's particular use or occupancy of the Premise;

Under the Standard Lease Document, the Shire is responsible for structural maintenance as per Clause 3.6(a)(ii), except when rendered necessary by any act, neglect, default or omission on the part of the Lessee or its employees, agents, contractors or invitees or by the Lessee's particular use or occupancy of the Premise. The act of using a vehicle to try and repair the door under the clause would release the Shire from its responsibility to repair.

Mr Van Schie has sought quotes from three companies to install sliding doors to the hanger. Both doors would slide to the south one in front of the other.

- Wheatbelt Steel (Northam) quoted \$33,550 including GST
- The Shed Company (Mundaring) tentative quote \$17,300 including GST but excluding earthworks
- Avalon Shed and Stables – to date no quote received

Mr Van Schie is seeking financial input from the Shire to cover the costs, the three options put forward by Mr Van Schie are as follows -

Option 1: The Shire pays the entire sum as the hangar is a Shire asset.

Option 2: Mr Van Schie pays the entire cost up front with the Shire dropping the current lease fee back to \$600.00 per year.

Option 3: The Shire and Mr Van Schie pay half the cost.

Further to the above options, Mr Van Schie is proposing the Shire cover the necessary earthworks not covered by the \$17,300 quote and negotiating with the company to do the installation of the structure under the Shire's supervision once the doors and outrigger are fabricated.

It is my understanding that the only earthworks required is a trench to enable the laying channel for the doors.

POLICY REQUIREMENTS:

There are no policy requirements in relation to the item.

LEGISLATIVE REQUIREMENTS:

There are no legislative requirements in relation to the item.

STRATEGIC IMPLICATIONS:

There are no immediate strategic implications particular to the Shire.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental implications associated with this proposal.
- **Economic**
There are no known economic implications associated with this proposal.
- **Social**
There are no known social implications associated with this item.
- **Financial Implications**
Full or partial cost of installation to the Shire. Lowest quote \$17,300 and the highest quote \$33,550.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

MOVED: Cr Sue Falconer SECONDED: Cr Eion Ganzer

That Council ACCEPTS Option 3, whereby the Shire and Mr Van Schie share the cost evenly of \$17,300 (excluding GST) for the installation of the doors as per the quote from The Shed Company (Mundaring), and the Shire conduct the necessary earthworks at no cost to Mr Van Schie. Mr Van Schie is to continue to pay a lease in the amount of \$1,500 per annum.

**CARRIED 4/3
RESOLUTION: 080420**

9.4.2 APPLICATION FOR DEVELOPMENT APPROVAL – PROPOSED NEW SINGLE HOUSE ON LOT 814, 12 HEWETT ROAD, WONGAN HILLS

FILE REFERENCE:	A1440/P485
REPORT DATE:	16 April 2020
APPLICANT/PROPONENT:	Modularis Pty Ltd t/as Modular WA (Applicant) on behalf of Travis and Kady Forsyth (Landowners)
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Melissa Marcon
ATTACHMENTS:	CONFIDENTIAL (separate attachment) – Application for Development Approval

PURPOSE OF REPORT:

Consideration and final determination of an Application for Development Approval for the construction and use of a new single house on Lot 814, 12 Hewett Road Wongan Hills.

BACKGROUND:

The Applicant is seeking Council's development approval for the construction and use of a new 3-bedroom, 1-bathroom new modular residence at Lot 814, 12 Hewett Road Wongan Hills.

Lot 814 comprises a total area of approximately 0.9950 hectares. There is a current Building Approval, B573, for a 726.24 m² steel form Colourbond shed to be erected on the property.



Synergy Map 09/04/2020

COMMENT:

Lot 814 is classified 'Rural Residential' zone in the Shire of Wongan-Ballidu Local Planning Scheme No. 5 (LPS5) with a residential density coding of RR12.

The Zone Objectives for the development and use of any land classified 'Rural Residential' zone are as follows:

- To provide for lot sizes in the range of 1ha to 4ha.

- To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.
- To set aside areas for the retention of vegetation and landform or other features which distinguish the land.
- To discourage or prohibit development not compatible with the predominantly rural nature and residential amenity of the zone.
- To promote and encourage cluster subdivision and other innovative rural residential designs, having consideration for conservation values.
- To encourage the provision of vegetation and fauna corridors and the revegetation of the land to adequately protect any areas or sites of conservation value.
- To only permit development, and support subdivision, in accordance with an approved structure plan.

Under the terms of the Zoning Table in LPS5 the development of a single house is listed as being a permitted (ie 'P') use on any land classified 'Rural Residential' zone provided it complies with all the relevant development standards and requirements. Despite the permissibility of the proposed new single house on Lot 814, Council's development approval is required.

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including LPS5 and all relevant local planning policies, the Residential Design Codes and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The development application has been assessed in consultation with the above documents and is subject to compliance with a number of conditions. As such, it is recommended Council exercise its discretion and grant conditional approval to the application, to ensure the development proceeds in accordance with the information and plans submitted in support of the proposal, and the relevant standards and requirements of the Shire's local planning framework.

POLICY REQUIREMENTS:

State Planning Policy 3.1 – Residential Design Codes

LEGISLATIVE REQUIREMENTS:

Planning and Development Act 2015
Planning and Development (Local Planning Schemes) Regulations 2015
 Shire of Wongan-Ballidu Local Planning Scheme No. 5

STRATEGIC IMPLICATIONS:

There are no known Strategic implications associated with this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
 There are no known environmental implications associated with this item.
- **Economic**
 There are no known economic implications associated with this proposal.

➤ **Social**

There are no known social implications associated with this item.

➤ **Financial Implications**

There are no financial implications to Council in relation to this item. All costs associated with the proposed development are the responsibility of and will be met by the current landowners.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

MOVED: Cr Brad West SECONDED: Cr Sue Falconer

That Council APPROVES the Development Application submitted by Modularis Pty Ltd t/as Modular WA (Applicant) on behalf of Travis and Kady Forsyth (Landowners) for the construction and use of a new single house on Lot 814, 12 Hewett Road, Wongan Hills, subject to the following Conditions and Advice Notes:

Conditions

- 1. The proposed development shall be completed within a period of two (2) years from the date of this approval. If the development is not completed within this period, the approval will lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the Shire of Wongan-Ballidu having first been sought and obtained.**
- 2. The proposed development shall be undertaken strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.**
- 3. All stormwater drainage generated by the proposed dwelling shall be contained and managed on site to the specifications and satisfaction of the Shire's Chief Executive Officer.**
- 4. Building to be of Colourbond range of colours.**

Advice Notes:

- 1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant and landowner, and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.**
- 2. This is a development approval of the Shire of Wongan-Ballidu under its Local Planning Scheme No. 5. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licences required under any other law, and to commence and carry out development in accordance with all relevant laws.**
- 3. The applicant and landowner are reminded of their obligation to ensure compliance with the following requirements:**
 - a. Shire of Wongan-Ballidu Annual Firebreak Notice, Rural Residential and Industrial Properties – all land of less than 1 hectare (10,000 square metres) and zoned under the Town Planning Scheme as Rural Residential and Industrial are**

required to have all annual grass and herbage slashed or mowed to a height of not more than 100 mm and construct a clear earth firebreak of not less than 2 metres in width immediately surrounding all buildings and/or haystacks situated on the land.

b. Shire of Wongan-Ballidu Health Local Law.

4. In accordance with the *Building Act 2011* and Building Regulations 2012, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land.
5. The proposed dwelling is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements must be submitted to the Shire with the building permit application.
6. An 'Application to Construct or Install an Apparatus for the Treatment of Sewage' prepared pursuant to the specific requirements of the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 must be prepared and submitted to the Shire or the Executive Director of Public Health for consideration and determination prior to preparation and lodgement of a building permit application.
7. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
8. No construction works shall commence on the land prior to 7.00 am without the Shire's written approval. No construction works are permitted to be undertaken on Sundays or Public Holidays.
9. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Wongan-Ballidu Local Planning Scheme No. 4 and may result in legal action being initiated by the local government.
10. If the applicant and landowner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted within 28 days of the determination.

CARRIED 7/0
RESOLUTION 090420

9.5 COMMUNITY SERVICES

Nil.

UNCONFIRMED APRIL MINUTES

10. QUESTIONS FROM MEMBERS WITHOUT NOTICE

11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Members discussed a proposed request to change the Council Meeting time to 5.00pm or later. Members discussed the matter and agreed to maintain the status quo.

MOVED: Cr Eion Ganzer SECONDED: Cr Sue Falconer

That Council AGREED to maintain the status quo of the commencement of Ordinary Meetings of Council at 3.00pm.

**CARRIED 7/0
RESOLUTION: 100420**

12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil.

13. CLOSURE

There being no further business, the Shire President, Cr Hasson, declared the meeting closed at 5.44pm.

Signed by
Cr Jon Hasson
SHIRE PRESIDENT

9. REPORTS OF OFFICERS AND COMMITTEES

9.1 GOVERNANCE

9.1.1 INNOVATION CENTRAL MIDLANDS WA INC.

FILE REFERENCE:	ED/ICM1
REPORT DATE:	14 May 2020
APPLICANT/PROPONENT:	Nil
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	
AUTHOR:	Stuart Taylor, Chief Executive Officer
ATTACHMENTS:	ICMWA Inc. Presentation (25 March 2020)

PURPOSE OF REPORT:

Council to consider correspondence received from Innovation Central Midlands WA Incorporated (ICMIWA Inc.) requesting Council to approve further funding to the Association over the next three financial years;

- 2020/2021 \$30,000 Plus GST
- 2021/2022 \$30,000 Plus GST
- 2022/2023 \$30,000 Plus GST

BACKGROUND:

Innovation Central Midlands W.A. Incorporated was established as an Economic Development Alliance between the Shires of Moora, Wongan-Ballidu and Dalwallinu.

The current objectives of the Association are:

- To create an environment of sustainable growth in the Central Midlands Region;
- To identify the economic needs of the Central Midlands Region and make these needs known to key decision makers in Government and private enterprise;
- To foster cooperative and joint venture initiatives between Member Organisations and appropriate partners on projects of mutual benefit, or to further joint interests;
- To concentrate available resources on seeking solutions to identified mutual problems and achieve savings in resources that can be gained through cooperative effort; and
- To promote economic development within the Central Midlands Region.

COMMENT:

Council received a presentation from ICMWA Inc Chief Executive Officer Steve Mason, on Wednesday 25 March 2020. A range of priorities were identified within that presentation (attached), which underpins the request for further financial contributions to ICMWA Inc. from the Shires of Dalwallinu, Wongan-Ballidu and Moora.

A key project detailed within that presentation was WA SuperNet which is ongoing. WA SuperNet is a planned enterprise-grade, affordable broadband service project along 4,000kms of WA's grain railway line. This project proposal has been developed by ICMWA Inc in partnership with Arc Infrastructure, Department of Primary Industry and Regional Development, and until recent times Cooperative Bulk Handling (CBH) whom have recently withdrawn from the project.

POLICY AND LEGISLATIVE REQUIREMENTS:

There are no known policy or legislative requirements related to this matter.

STRATEGIC IMPLICATIONS:

- Goal 3: A strong and sustainable local economy.
- Outcome 3.1: A major agricultural hub.
- Strategy 3.1.3: Identify and develop opportunities for continuing development of commercial, industrial and rural areas.
- Strategy 3.3.1: Advocate for increased resources for business development with focus on telecommunications.
- Strategy 3.3.3: Establish a think tank to explore investment opportunities in the Shire.
- Strategy 3.4.1: Facilitate affordable housing and accommodation initiatives.
- Goal 4: Shire infrastructure and a built environment that supports growth of the community and the economy.
- Outcome 4.1: Shire assets and infrastructure that meet current and future needs.
- Strategy 4.1.2: Develop a framework for infrastructure expansion which considers community needs that are in line with the Shire Land strategy.
- Strategy 4.1.3: Lobby with State Government and other regional bodies to ensure coordinated provision of regional infrastructure such as energy, water and telecommunications
- Outcome 4.2: Access to affordable land for development.
- Strategy 4.2.3: Investigate and release suitable land for housing development.
- Strategy 4.2.4: Review existing residential housing for the purposes of redevelopment.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental implications associated with this item.
- **Economic**
The justification for this request is as stated above. It is simply to place the Association in the strongest position possible to be eligible to leverage external funding, if and when those opportunities arise.
- **Social**
There are no known economic implications associated with this item.
- **Financial Implications**
ICMWA Inc. has requested \$30,000 from the Shire of Wongan-Ballidu per annum, over the next three financial years; 1 July 2020 through to 30 June 2023.

SUMMARY:

In effect, ICMWA Inc. was established as an economic development alliance between the Shires of Dalwallinu, Wongan-Ballidu and Moora. To date it is unfortunate that some key projects have not come to fruition. An example was the Aged Housing Development previously approved by the State Coalition Government in 2016 to build 26 independent living units across the three member Shires. Funding for this ICMWA Inc. project was subsequently withdrawn by the incumbent WA Government in 2017, upon Labor's State election win.

This type of project remains a key focus of ICMWA Inc. and the three member Shires, in fitting with the objects of the Association.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: **No**

OFFICER RECOMMENDATION

That Council **ALLOCATE** a financial contribution of \$30,000 per annum (plus GST) to Innovation Central Midlands W.A. Incorporated over the 2020/2021, 2021/2022 and 2022/2023 financial years, in keeping with the objects of the Association:

- to create an environment of sustainable growth in the Central Midlands Region;
- to identify the economic needs of the Central Midlands Region and make these needs known to key decision-makers in Government and private enterprise;
- to foster cooperative and joint venturing initiatives between Member Organisations and appropriate partners on projects of mutual benefit or to further joint interests;
- to concentrate available resources on seeking solutions to identified mutual problems and achieve savings in resources that can be gained through cooperative effort; and
- to promote economic development within the Central Midlands Region

noting the conditions that the Shire of Wongan-Ballidu contribution is subject to:

- the Shires of Dalwallinu and Moora also approving the same financial contribution over the same period as the Shire of Wongan-Ballidu; and
- provision of a 3-year futures paper/strategic plan with operational forward financial projections to the member Councils prior to 30 June 2020 detailing:
 - priority projects / key focus areas; and
 - key performance measure and outcome areas; and
- execution of a Financial Assistance Agreement between the Shires of Dalwallinu, Moora and Wongan-Ballidu, and ICMWA Inc. for the period 1 July 2020 to 30 June 2023.

Shire of Wongan-Ballidu

25 March 2020

INNOVATION CENTRAL MIDLANDS (ICM)

"STRATEGIC THINK TANK"

DESIGNED TO BEST POSITION THE
CENTRAL MIDLANDS FOR THE FUTURE

2020

BACKGROUND



INNOVATION CENTRAL MIDLANDS WA

- **2014:** Incorporated Association (ICM) created by the shires of Dalwallinu, Moora and Wongan-Ballidu.
- **2015:** Central Midlands Construction created by ICM.
 - Commitment - \$500K per shire (\$1.5M)
 - CEO appointed
 - Received \$100,000 per shire for operational purposes
 - It should be noted that the majority of the CEO's time (in the first 18 months) was spent developing the "Aged Housing" business case – resulted in a \$7M windfall which was taken away from ICM by the current WA Government.
- **2016:** CMC CEO appointed as the dual CEO of CMC and ICM
- **2017 (August):** \$50,000 per shire (allocated to ICM)
 - Business model changed – *focus on ICM*
- **2019 (August):** \$30,000 per shire (allocated to ICM)
- **2020:** Funds received (to date): \$180,000 per shire
 - **Commitment remaining:** \$320,000 per shire (\$960,000)

PROGRESS



INNOVATION CENTRAL MIDLANDS WA

DALWALLINU:

- 4 x 2 House in Dalwallinu (Landcorp subdivision – Stage 1) – Boekeman Machinery - **completed**
- Renewable energy project – originated from Dalwallinu (Steve Carter/Jean Knight) – **ongoing but without Shell**
- Sought interest from various businesses to complete housing projects – yet to come to fruition (land and the willingness of businesses to pay “required” rents are challenging) - **ongoing**
- Worked with Wallis Computer Solutions (WCS) to prepare options for worker’s accommodation – **WCS chose not to proceed**

PROGRESS



INNOVATION CENTRAL MIDLANDS WA

MOORA

- Moora Strategic Community Plan - **completed**
- Moora Economic Development Strategy – **in progress**
- Accommodation unit – Moora Aerodrome – **completed**
- Moora Sport & Recreation Master Plan - **completed**
- Information management trial – **in progress**
- Moora Hydrotherapy and Dental Centre – **assisting with the “Activation Plan” and marketing of the facility**

PROGRESS



INNOVATION CENTRAL MIDLANDS WA

WONGAN-BALLIDU

- Wongan-Ballidu Strategic Community Plan – **completed**
- Needs assessment and feasibility study – Wongan Hills Recreation Complex Redevelopment - **completed**
- Information management trial – **being implemented**
- GP medical services – long term vision – WACHS – **to be undertaken**
- Renewable Energy trial with 10 businesses/LGs (WB and Moora) – **completed**
 - All participants offered two-year contracts at the same reduced rate

PROGRESS



INNOVATION CENTRAL MIDLANDS WA

CENTRAL MIDLANDS AND “GREATER”

- ✓ Royalties for Regions (RfR) funding (\$7M) to build 26 independent living units (ILUs) – **withdrawn by the WA Labor Government**
- ✓ Applied for RfR for three ILUs for Dalwallinu - **unsuccessful**
- ✓ WA SuperNet - **\$160M project** with support from Arc Infrastructure (and previously CBH)
 - To date, have generated a **\$1.5M cash contribution** + in-kind support from ICM, Arc Infrastructure and CBH
 - EOI (DPIRD) - \$200,000
 - Have received in excess of **\$200,000** for taking on the project management role - **ongoing**
- ✓ Renewable Energy (embedded network) – Shell Corporation and BSC Solar
 - Whilst Shell has decided not to proceed with the project, BSC Energy has committed to work with ICM to expand the Wongan Hills trial to five LGs
- ✓ Needs assessment and feasibility study – Beverley Aquatic Centre – **completed**
- ✓ Updating the “Midlands Centres Economic Development and Implementation Strategy” – **with the WDC**

CURRENT FOCUS



INNOVATION CENTRAL MIDLANDS WA

- WA SuperNet - \$160M project (*Grainbelt*)
 - Project Manager
 - Advisory Board Secretary (includes the Hon Ian Campbell, Rebecca Tomkinson and Tony Grist)
- Renewable Energy – BSC Energy
 - Includes the shires of Dandaragan and Victoria Plains
- Updating the “Midlands Centres – Economic Development and Implementation Strategy” – **with the WDC**
 - **Currently identifying projects that ICM could lead**
 - **ICM has taken the lead on reviewing and updating the Strategy**
- Housing – WA Government (Moora and Dalwallinu) and private enterprise e.g. Hanwha and Coerco (Dalwallinu)
- Consultancy – recently completed the Moora Sport & Recreation Master Plan
 - **Assisting with the implementation**
- Developing an “ICM Futures” paper
- Getting the shires to “leverage” off ICM i.e. use its connections and combined expertise
- Two storey modular housing unit (Fleetwood Homes) – looking for a “home” for this facility which includes:
 - Four luxury units (with en-suites) and requires a laundry facility

CHALLENGES



INNOVATION CENTRAL MIDLANDS WA

- CEO is a “one-man band” looking after two entities and has three boards to report to (ICM, CMC and WA SuperNet)
- Taking on projects that will deliver a profit and taking on those that don’t
 - Not every worthy project will produce a profit
- Getting the shires to “leverage” off the potential of the Association
- Getting support for “big picture” projects that will eventually deliver positive “returns” to the Central Midlands
- Getting access to Treasury loans (through the three shires) for projects like housing – dependent on individual councils and the borrowing capacity of each shire
- Getting access to significant government funding (State and Commonwealth)
 - The Economic Development Strategy (when updated) will be the “Master Plan” for the Central Midlands
 - We have strong connections to bureaucrats and politicians at State and Commonwealth levels of government
- Population reduction and maintenance (and support for) of existing businesses
- Availability of suitable land for housing

PROPOSED FUTURE DIRECTIONS



INNOVATION CENTRAL MIDLANDS WA

- Commitment from the three shires to fund the operations of ICM (three-year period) – **commitment to the Association**
- WA SuperNet – roll out (two stage project with Wongan Hills in stage 1) – **RFP submitted to the WA Government (28/2/20)**
 - Project management role/Advisory Board Secretary (**generates revenue**)
- Renewable energy –BSC Energy partnership – **incredible potential with a lot of work to be undertaken**
 - Advisory and Stakeholder Management roles
- Central Midlands Cooperative (proposed) – ala Mount Barker Co-op (started in 1917) – **designed to “bolster” the business sector**
 - \$31M turnover last year
 - Gnowangerup is attempting to create a co-op
- Economic Development Strategy for the Central Midlands – **opportunity to use the updated plan to gain government funding**
 - Continue to work closely with the WDC and ‘engage” with **RDA Wheatbelt** to pursue federal funding options.

PROPOSED FUTURE DIRECTIONS



INNOVATION CENTRAL MIDLANDS WA

- Business “Prospectus” to showcase and market the Central Midlands to the WORLD.
- Build an asset base to leverage off e.g. two storey modular building – Fleetwood Homes.
- Joint ventures (housing) with the three shires – WA Government.
- Work with businesses (and the three shires) e.g. Harvestroad (Koojan Downs), to develop housing options in return for long term rental agreements.

9.1.2 POLICY: STATE GOVERNMENT DEPARTMENT SUPPORT

FILE REFERENCE:	
REPORT DATE:	18 May 2020
APPLICANT/PROPONENT:	Nil
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	
AUTHOR:	Manager Community Services – Alana Wigmore
ATTACHMENTS:	9.1.2a Draft 'State Government Department Support Policy'

PURPOSE OF REPORT:

The purpose of this report is to seek Council's endorsement of the attached Council Policy, 2.4 State Government Department Support.

BACKGROUND:

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision-making process. Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions to be familiar with the philosophy behind individual decisions. Policy statements enable much of the day-to-day business of Council to be handled by the administration, freeing up the time of the Elected Members in determining major policy and strategic direction.

An up-to-date policy manual of any organisation proves to be a valuable tool in improving the decision-making process. Policies contained within the manual are those that project a corporate image and are not controlled by individual directorates. The development of the policies involves input from staff across the organisation and elected members.

A policy statement is not binding on Council but provides a guideline for Elected Members and staff in determining individual applications or requests. Generally, policies evolve as issues come before Council and should continue to evolve through a process of review and refinement. For this reason, it is important that a review process is in place.

Each policy is developed in order to address specific matters. They relate to objectives to the Shire of Wongan-Ballidu, and, in some instances, as required by legislation. The principles behind the policies are directly related to the Shire's values as an organisation.

It is important to note that the manual should only contain the policy statement of the Council and should not refer to operational, staff or procedural matters.

COMMENT:

Local governments are required to make difficult decisions on complex matters that often have a great impact on the communities they represent.

It has been noted that the Council of the Shire of Wongan-Ballidu are receiving increased requests for support for activities that are the core business responsibility of State Government departments. These include, but are not limited to, school and education facilities, health, hospital and medical facilities, and policing facilities.

Responses to such requests need to be considered carefully, and balanced with the strategic responsibility of the Council, the operational capacity of the Shire, and the existing decision-making and governance process.

The aim of the attached policy is to enhance the decision-making framework by streamlining the process for responding to requests for support from state government departments.

CONSULTATION

At the request of the Council, the Chief Executive Officer and staff prepared the attached policy and tabled it at the informal briefing session of Council on 22 April 2020.

No amendments were requested.

The draft is now brought to an Ordinary Meeting of Council for formal adoption.

POLICY AND LEGISLATIVE REQUIREMENTS:

Under the *Local Government Act 1995*, local governments are required to engage with the community when creating a 10-year strategic community plan as part of the Integrated Planning and Reporting. The community must also be consulted on matters such as local laws, differential rates, planning, and other matters.

STRATEGIC IMPLICATIONS:

- Goal 5: Good Governance and an Efficient Organisation That Shows Leadership and Advocates on Behalf of the Shire
- Outcome 5.1: Good governance and leadership
- Strategy 5.1.2: Implement business and governance frameworks that are aligned to the strategic direction of the Council
- Strategy 5.1.3: Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting their role and provide an opportunity to recognise the critical history of the shire.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental implications associated with this item.
- **Economic**
There are no known economic implications associated with this item.
- **Social**
There are no known economic implications associated with this item.
- **Financial Implications**
There are no known financial implications associated with this item.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: YES

OFFICER RECOMMENDATION

That Council ENDORSE the draft 'State Government Department Support Policy'.

ABOSLUTE MAJORITY REQUIRED

2.4 State Government Department Support Policy

Date of Issue: May 2020

Date of Last Review:

Date of Last Amendment:

Scheduled Review:

OBJECTIVE

The objective of this policy is to provide a clear statement of the instances in which Council will consider providing support to State Government Departments, and to what extent such support may be provided.

SCOPE

This policy applies to all Shire of Wongan-Ballidu staff and contractors that manage projects, plans and initiatives, as well as consultants appointed to manage these on the Shire's behalf.

This policy is not intended to replace legal and statutory obligations. It should, however, guide business unit specific practices and procedures.

POLICY

The Shire of Wongan-Ballidu understands that government agencies such as schools, hospitals and police are fully funded core business units of state and federal government and as such are not a fundamental responsibility of local government. The Shire does, however, recognise that as a local government, we have a social and community responsibility to assist and engage with government departments in a manner congruent with facilitating delivery of services for which we are responsible under legislation.

The Shire of Wongan-Ballidu will consider requests for support to assist government departments with:

- minor works requests
- support requests from community-based assistance groups affiliated with government departments such as Parents & Citizens Associations or Hospital Auxiliary
- in-kind support to allow the government department to carry out their own core duties, which without our in-kind support would not be able to proceed, for example amending our staff working hours to facilitate school in-term swimming lessons
- the offering of subsidised venue hire fees on the Shire's annual Fees and Charges Schedule for government departments
- advocacy for and on behalf of government departments in line with the Shire's Community Strategic Plan

- mutually beneficial working partnerships in community events, project and initiatives
- provision of expertise and support in high level projects such as infrastructure projects (for example the Mocardy Dam Pipeline) or grant funding applications (for example letters of support)

The Shire of Wongan-Ballidu recognises that government departments would be considered a stakeholder in numerous Shire projects and initiatives, and as such will be engaged with in accordance with the Shire of Wongan-Ballidu Council's "Community and Stakeholder Engagement Policy".

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for the implementation of this policy.

9.1.3 POLICY: COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY - PUBLIC CONSULTATION OUTCOMES

FILE REFERENCE:	
REPORT DATE:	18 May 2020
APPLICANT/PROPONENT:	Nil
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	22 April 2020
AUTHOR:	Manager Community Services – Alana Wigmore
ATTACHMENTS:	9.1.2a: Draft Community and Stakeholder Engagement Policy Outcomes Summary – Draft Community and Stakeholder Engagement Policy - Public Consultation

PURPOSE OF REPORT:

The purpose of this report is to:

- (1) provide Council with the outcomes of the Public Consultation regarding the draft Community and Stakeholder Engagement Policy; and
- (2) seek Council's endorsement of the attached Council Policy, 2.5 Community and Stakeholder Engagement.

BACKGROUND:

Contemporary engagement practices are critical to the Shire's success in the ability to effectively communicate and engage with key stakeholders, community and colleagues in a coordinated, consistent and purposeful way.

At the Ordinary Council Meeting of 22 April 2020, Council resolved:

That Council ENDORSES the draft 'Community and Stakeholder Engagement Policy' to be advertised for public comment.

**CARRIED 7/0
RESOLUTION: 030420**

COMMENT:

The Shire sought feedback from external stakeholders and the wider community over a three-week period using traditional and digital methods. The three-week consultation period was from Friday 24 April 2020 to Friday 15 May 2020.

The intention of this engagement was to raise awareness of the Shire's focus on quality engagement, develop positive relationships for further data gathering and engagement, understand the level of support for the policy, and obtain ideas to help inform procedures and processes going forward.

The nature of the engagement was to seek input into the following elements:

- Agreement with the key concepts of the policy;
- Identification of the current sentiment towards the Shire's approach to engagement to establish some baseline data from which to periodically measure the impact of the policy; and
- Exploration of preferred methods of engagement and topics people want to be most engaged in.

CONSULTATION

An expanded report on the outcomes is attached with this item. Over 700 instances of promotion of this public consultation are noted.

Twelve responses to the online survey were received. Based on population statistics from the 2016 Census, this figure represents 1.18% of the Shire's population aged over 19 years. Eleven of the twelve respondents chose to remain anonymous.

Shire staff, Elected Members and stakeholders such as businesses, community groups, state government facilities such as educational, health or policing facilities received the link to the online survey by direct email.

It is noted that while direct engagement was offered via telephone and video call, there was no uptake of this, and this may in part have been due to COVID-19 influence. The COVID-19 pandemic meant that face-to-face engagement was not possible. It is also reasonable to assume that the pandemic may have affected response rates.

"Empower", effectively giving the decision-making power to the community, was chosen as an appropriate level of engagement by respondents in all areas of service delivery, except for Heritage, Culture and the Arts, Waste Management and Strategic Plans, Frameworks and Policies.

"Inform", at the opposite end of the IAP2 Spectrum, was chosen as an appropriate level of engagement the least number of times.

On balance, "Collaborate" and "Involve", in the middle of the Spectrum, represented the majority of responses, demonstrating that of these respondents, there is an appetite to work with the Shire in service delivery areas.

The collected data shows that the twelve respondents are motivated to be involved with the Shire's service delivery within our community.

Future engagements could be incentivised with prizes to attract more respondents.

A repeat of this type of engagement, in a timeframe that is not affected by a global health pandemic, may yield better response rates by employing intercept surveys at events and by customer service staff.

Future engagements could also be required to have respondents provide contact details, thus removing the option to remain anonymous.

POLICY AND LEGISLATIVE REQUIREMENTS:

Under the *Local Government Act 1995*, local governments are required to engage with the community when creating a 10-year strategic community plan as part of the Integrated Planning and Reporting. The community must also be consulted on matters such as local laws, differential rates, planning, and other matters.

STRATEGIC IMPLICATIONS:

Goal 5: Good Governance and an Efficient Organisation That Shows Leadership and Advocates on Behalf of the Shire

Outcome 5.1: Good governance and leadership

Strategy 5.1.1: Ensure local government reforms support and strengthen the Shire's communities

Strategy 5.1.2: Implement business and governance frameworks that are aligned to the strategic direction of the Council

Strategy 5.1.5: Develop a community engagement and communication strategy for open, honest and informed discussion on key strategic issues

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental implications associated with this item.

➤ **Economic**

There are no known economic implications associated with this item.

➤ **Social**

Community engagement: This policy will lead to more effective participation processes in decision making.

Equity: Best-practice engagement focusses on inclusive and accessible processes so that all members of our diverse community have an opportunity to be aware of, understand and participate in decision-making.

➤ **Financial Implications**

Operational budgetary consideration may be necessary to provide training for staff and Elected Members in the IAP2 Engagement Framework.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: YES

OFFICER RECOMMENDATION:

That Council ENDORSE the draft 'Community and Stakeholder Engagement Policy'.

ABSOLUTE MAJORITY REQUIRED

Community and Stakeholder Engagement Policy

Date of Issue: Draft March 2020

Date of Last Review:

Date of Last Amendment:

Scheduled Review:

OBJECTIVE

The objectives of this policy are:

- Provide a clear statement of Council's commitment to best-practice community and stakeholder engagement as it applies to decision making
- Define the guiding principles that will ensure appropriate, effective and inclusive community and stakeholder engagement is achieved consistently across the Shire
- Outline the required mechanisms to be established and continually reviewed to ensure best-practice engagement practices are integrated into strategic and operational planning

SCOPE

This policy applies to all Shire of Wongan-Ballidu staff and contractors that manage projects, plans and initiatives that impact stakeholders in our community, as well as consultants appointed to manage these on the Shire's behalf.

This policy applies to the engagement strategies managed through the Shire's traditional methods, and increasingly online engagement as the Shire continues to develop this platform.

This policy is not intended to replace legal and statutory obligations. It should, however, guide business unit specific practices and procedures.

BACKGROUND

The Shire of Wongan-Ballidu is committed to openly and inclusively communicating and engaging with our community to make sure they have the opportunity to participate in decision-making processes that impact them. We recognise that this commitment helps us to help our community, shape the future of the Shire.

The Shire supports public participation as a process to make better decisions. Good decisions incorporate both the interests and concerns of affected stakeholders, and the needs of the Shire. While there are many technical, financial and legislative requirements that the Shire must consider when making decisions, every effort will be made to involve affected stakeholders in the decision-making process.

The Shire has adapted the International Association of Public Participation (IAP2) Core Values to shape our commitment to community and stakeholder engagement. Our approach to engagement will build on these principles and will support the development and implementation of engagement processes consistent with recognised international best practice.

THE PRINCIPLES GUIDING THE SHIRE'S APPROACH TO COMMUNITY AND STAKEHOLDER ENGAGEMENT

1. We believe that those affected by a decision have the right to be involved in the decision-making process
2. We will be clear about how participants' feedback and contributions will influence the decision
3. We believe that the best decisions are the ones that recognise and communicate the needs and interests of both the Shire and the stakeholders in our community
4. We will actively identify those affected by or interested in a decision and make every effort to support and encourage participation in the decision-making process
5. We are committed to providing equal access and inclusion for all members of our diverse community. We will understand the diverse range of needs that stakeholders in our community have and choose the methods of engagement within our means that will best support their participation in the decision-making process
6. We will ensure we give the stakeholders in our community the information they need, at the right time and communicated in the best way to support their understanding, so that they can participate in a meaningful way
7. We will keep the stakeholders in our community updated on the progress and let them know how their input affected the decision

The Shire of Wongan-Ballidu recognises the importance of integrating best practice engagement practices into strategic and operational planning, including business case decision making and project management. We will work towards continual improvement in this area.

WHEN THE SHIRE MAY ENGAGE

Community and stakeholder engagement may occur:

- On developments or changes with potential to impact residents and ratepayers
- When required by Legislative requirements
- To obtain input into long-term and strategic plans of the Shire
- On major projects and strategic issues
- When requested by the community or Council

HOW THE SHIRE MAY ENGAGE

The Shire of Wongan-Ballidu will take a planned and purposeful approach when engaging with stakeholders and the community and will use tools such as the IAP2 Spectrum (Appendix 1) and internal guidelines and frameworks.

Methods will be appropriate to the purpose, level of engagement, resources available and stakeholders impacted.

WHEN FEEDBACK MAY NOT BE SOUGHT

There are some situations when it may not be effective or appropriate to seek feedback from the community and stakeholders, for example when:

- Legal constraints exist (e.g. confidentiality)
- The Shire is required to act in a timeframe which prevents consultation
- The matter is delivering a policy-driven decision where previous engagement with the community and stakeholders has occurred
- A decision has already been made
- The Shire is not the decision-maker and has no ability to influence the decision
- The matter concerns public safety or is an emergency

Where it is determined that seeking feedback will not occur, the Shire will provide clear communication to impacted stakeholders explaining why feedback was not sought.

ENGAGING WITH AND SUPPORTING GOVERNMENT DEPARTMENTS

The Shire of Wongan-Ballidu understands that government agencies such as schools, hospitals and police are fully funded core business units of state and federal government and as such are not a fundamental responsibility of local government. The Shire does, however, believe that we have a social and community responsibility to assist and engage with government departments in a manner congruent with facilitating delivery of services for which we are responsible under legislation.

The manner in which the Shire would offer support to government departments is further prescribed in the Shire of Wongan-Ballidu Council Policy “State Government Department Support”.

The Shire of Wongan-Ballidu recognises that government departments would be considered a stakeholder in numerous Shire projects and initiatives, and as such will be engaged with pursuant to the operationally appropriate level on the engagement spectrum (Appendix 1).

RESPONSIBILITY OF BUSINESS UNITS

Embedding the principles outlined in this policy will be supported by processes and practices based on the IAP2 Quality Assurance Standard For Community and Stakeholder Engagement and the AA1000 Stakeholder Engagement Standard (SES) 2015.

To provide consistency and ensure that the Shire engages at a level considered as being best practice, Community and Stakeholder Engagement Procedures will be developed for Shire issues that require engagement.

These issues include, but are not limited to, the following:

- Strategic Plans, Frameworks etc. (e.g. Community Strategic Plan)
- Scheduled roadworks, right-of-way construction
- Road closures, traffic calming proposals
- Local Laws
- Changes to services (e.g. changes to service provision ie Swimming Pool Operating Hours, closure of services)
- Reactive building maintenance and minor building works
- Public or other building demolitions
- Building upgrades, internal or external building refurbishments
- Playground and park upgrades, replacement and renewal
- Major projects (new regional facilities, parklands etc.)

As a minimum, these Community and Stakeholder Engagement Procedures will include the following areas:

- Legislative requirements, if applicable
- When engagement is to occur
- Situations where feedback may not be sought
- Processes of engagement that will be used
- Minimum requirements for engagement
- How feedback will be used to inform the final decision, and who the decision-maker is
- Method and timing of feedback and communication
- Reporting requirements and format
- How the engagement process will be reviewed and improved on an ongoing basis.

All Community and Stakeholder Engagement Procedures are to be developed within one (1) year of this policy's adoption.

RESOURCES

Several resources have been developed, and will continue to be developed, to assist Shire of Wongan-Ballidu staff to implement this policy.

These include, but are not limited to the operational documents:

- Engagement Plan Template
- Project Plan Template
- Community and Stakeholder Framework
- Community and Stakeholder Procedures

DEFINITIONS

Shire: The Shire of Wongan-Ballidu

Communication: The imparting or exchanging of information by speaking, writing or via another medium, in consideration of the audience and appropriate for the channel delivered through. Communication is about connecting with people by sending information.

Community: Broadly refers to any specific group of people who share a similar location, interest or affiliation within the Shire of Wongan-Ballidu area. These include, but are not limited to residents, ratepayers, business owners and operators, employees, students, visitors and community groups and organisations.

Community and stakeholder engagement: A planned process, which aims to ensure those affected by a decision are given an opportunity to be involved in the decision-making process. It includes a range of activities and strategies to encourage the participation and involvement of all stakeholders.

Community consultation: A subset of community engagement, as defined within the IAP2 Spectrum of Public Participation, it is a level of engagement in which the purpose is to obtain feedback on analysis, alternatives and/or decisions.

IAP2: International Association for Public Participation. The leading professional organisation advancing the practice of public participation globally by promoting the right of those affected by a decision to have a say in the decision-making process, highlighting the benefits of this to organisations, governments and individuals, and providing training programs.

IAP2 Spectrum: Developed by IAP2, the IAP2 Public Participation Spectrum helps to define the community's role in any public participation or engagement process. The spectrum identifies five levels of engagement based on the engagement purpose or goal and the organisation's promise to the public during the process. The spectrum also includes examples of methods or tools suitable for each level.

Program: A group of related projects, subprograms and program activities managed in a coordinated way to obtain benefits not available from managing them individually.

Project: An endeavour undertaken to create a unique product, service or result. Projects have a definite beginning and end, and a desired outcome. Projects could be the development of a product/service, change in business structure or process, delivering information technology, construction of infrastructure or enhancing a business practice/policy.

Public Participation: Is another term used to describe the process of 'community engagement'. Other terms include 'civic engagement', 'citizen engagement', 'public engagement' and 'public involvement'.

Our Vision: The Shire of Wongan Ballidu will be a caring and supportive community driving sustainability of agriculture, services and the environment.

Our Mission: To be leaders in the provision of local government services and infrastructure. - to serve the Shire's diverse community through delivering efficient, responsive and sustainable services.

Our Values: leadership; integrity; teamwork; communication; empathy; professionalism; positivity

Stakeholder: Individuals, groups or organisations interested in, impacted by or in a position to influence the Shire of Wonga-Ballidu's activities or objectives.

Statutory: A legal requirement the Shire must adhere to.

Sustainability Principles: Long-term decision making; fairness for all generations; improving lives and human rights; environmentally and socially responsible development; acting with precaution; conserving the natural environment and biodiversity; minimising the impact of operations, goods and services; accountability, transparency and engagement.

RELEVANT MANAGEMENT PRACTICES/DOCUMENTS

- Disability Access and Inclusion Plan
- Strategic Community Plan
- Customer Service Charter
- Legislation/local law requirements
- WA Local Government Act 1995 and Regulations Health Act 1911 and associated regulations Local Town Planning Scheme
- Planning and Development (Local Planning Schemes) Regulations 2015
- Heritage of WA Act 1990
- Environmental Protection Act 1986
- Bush Fires Act 1954 and associated regulations
- Occupational Health, Safety and Welfare Act 1984 and associated regulations
- Privacy Act 1998
- Disability Services Act 1993
- Equal Opportunity Act 1984

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for the implementation of this policy.

IAP2 SPECTRUM OF PUBLIC PARTICIPATION – ADAPTED FOR USE BY SHIRE OF WONGAN-BALLIDU

International Association for Public Participation: www.iap2.orgSHIRE OF WONGAN-BALLIDU
Council Policy Manual

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public participation goal	To provide stakeholders with balanced and objective information to assist them understand the problems, alternatives and/or solutions to enable them to provide meaningful feedback and make informed decisions Nb. Informing happens throughout the process – not only after the final decision has been made	To obtain feedback from stakeholders on options, analysis, alternatives and/or decisions	To work directly with stakeholders throughout the process to ensure that stakeholder issues and concerns are consistently understood and considered	To partner with stakeholders in each aspect of the decision including the development of alternatives and the identification of the preferred solution	To place the final decision-making in the hands of the community or public
Our promise to stakeholders	We will keep you informed	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible	We will implement what you decide
Role of stakeholders	Listen	Contribute	Participate	Partner	Decide
Examples of tools and methods	<ul style="list-style-type: none"> • Corporate website • Social media – Facebook • Wongan-Balli Boomer • Media • Advertising • Email, mail out • Corporate publications • Displays 	<ul style="list-style-type: none"> • Focus groups • Surveys • Public meetings • Ballot • Pop up events • Listening posts 	<ul style="list-style-type: none"> • Vox pops • Focus groups • Workshops 	<ul style="list-style-type: none"> • Citizen advisory/ reference committees • Participatory decision-making • Meetings 	<ul style="list-style-type: none"> • Elected member representation • Ballots • Citizen juries • Delegated decisions

COMMUNITY & STAKEHOLDER ENGAGEMENT SURVEY RESULTS

May 2020



INTRODUCTION:

At the Ordinary Council Meeting held 22 April 2020, Council endorsed the drafted 'Community and Stakeholder Engagement Policy' for public consultation. Page 62 of 105

The consultation ran for a three-week period will be from Friday 24 April 2020 to Friday 15 May 2020.

A mix of traditional print and online engagement methods were used.

Unfortunately, due to the COVID-19 pandemic, face to face engagement was very limited as the administration office was closed during the consultation period and the CRC was operating at reduced hours, which prevented intercept surveys. There were also no events held during the period at which vox-pop or intercept surveys could be undertaken.

HOW WE ASKED FOR FEEDBACK:

Social Media:

SOWB Facebook Page:

3.12pm Thursday 14 May 2020	104 people reached / 5 post engagements
8.56am Tuesday 12 May 2020	130 people reached / 6 post engagements
4.53pm Wednesday 6 May 2020	156 people reached / 22 engagements
2.43pm Sunday 24 April 2020	72 people reached / 1 engagement

Cover Image advertising consultation in place 28 April 2020 to 17 May 2020

Website:

Specific WebPage for this consultation went live online 24 April 2020

Email:

Email to Community Group and Sporting Clubs database 3 May 2020 - 57 recipients received the email. 66.67% opened it, and 15.79% clicked on a link within the email. Elected Members and staff were emailed a link to the survey on 24 April 2020.

The Manager Community Services direct emailed 41 community stakeholders, including state government facilities, on 12 May 2020.

Wonga-Balli Boomer:

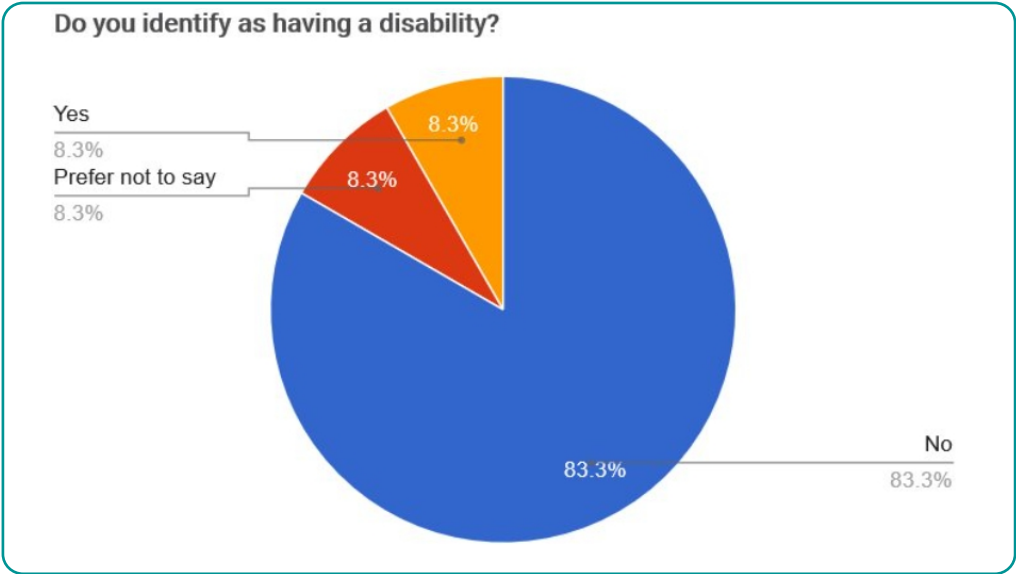
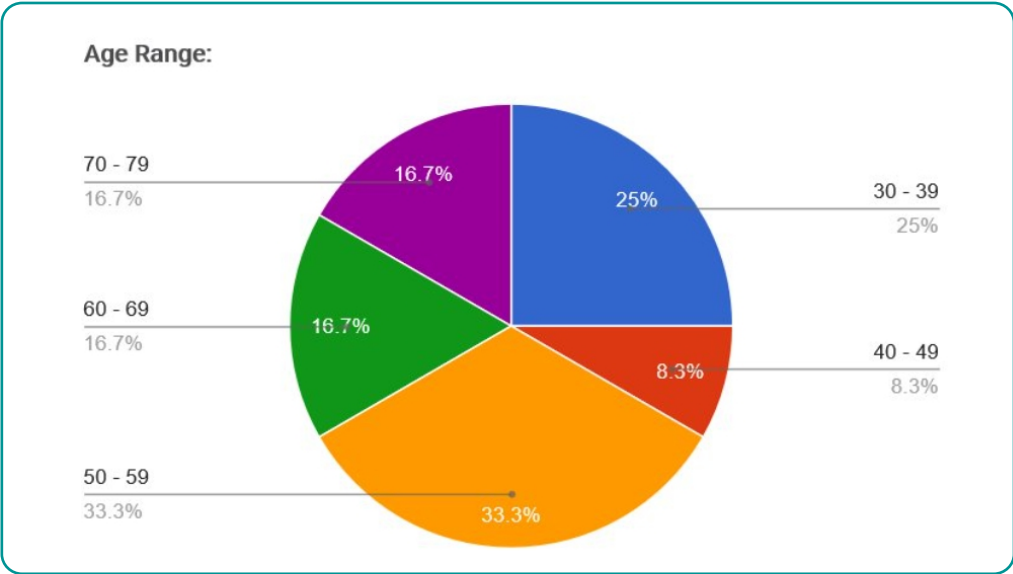
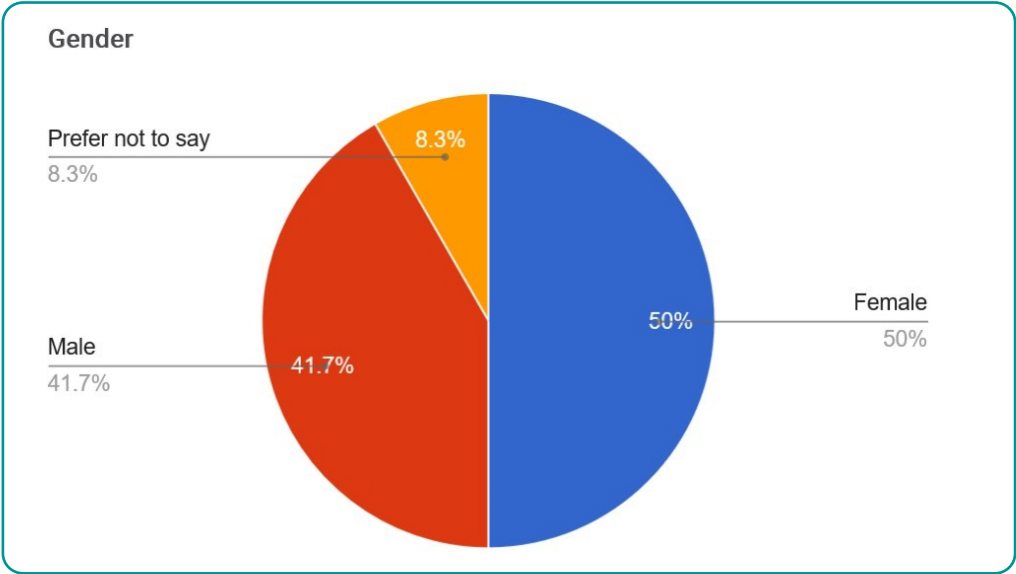
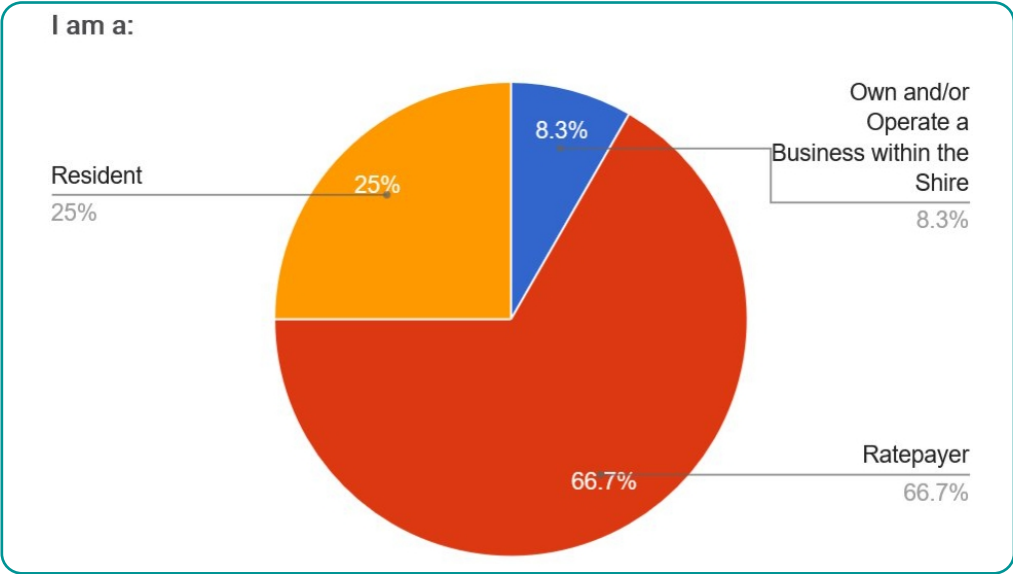
Full Page Colour advertising 6 May 2020 – circulation 140.

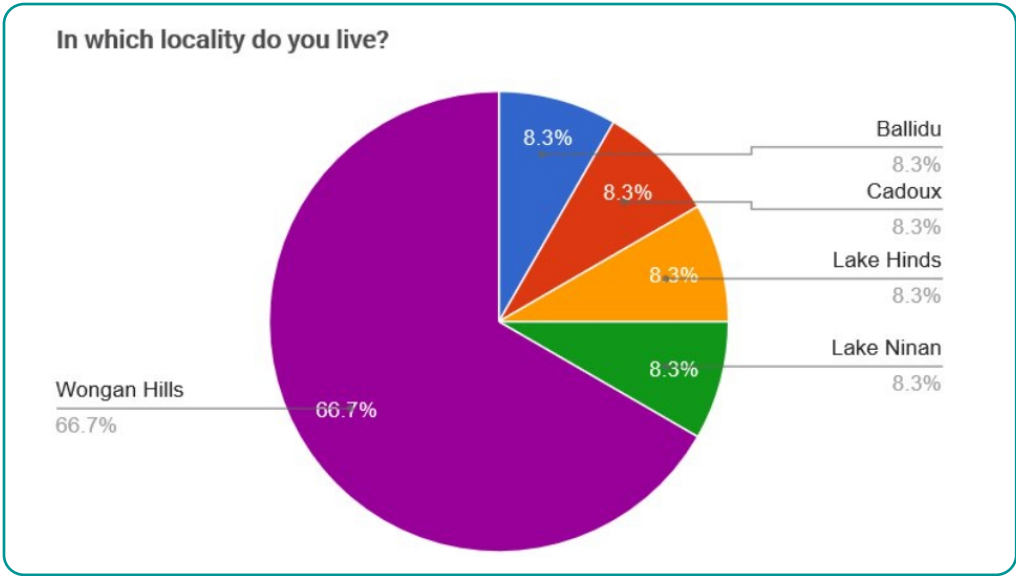
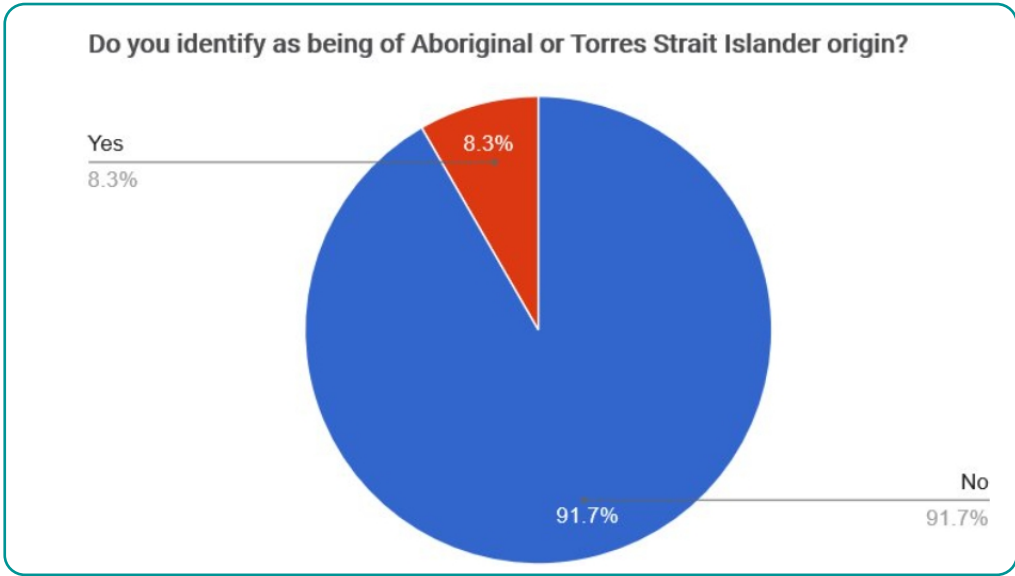
All advertising gave the following options to give feedback:

- Online Survey
- Printed Survey available from the Wongan Hills Community Resource Centre
- Comments can be submitted via email to shire@wongan.wa.gov.au
- Verbal completion of the survey - please phone Alana Wigmore on 9671 2551 or email mcs@wongan.wa.gov.au to request a callback.
- Video Call completion of the survey - please phone Alana Wigmore on 9671 2551 or email mcs@wongan.wa.gov.au to arrange.

WHO GAVE US FEEDBACK:

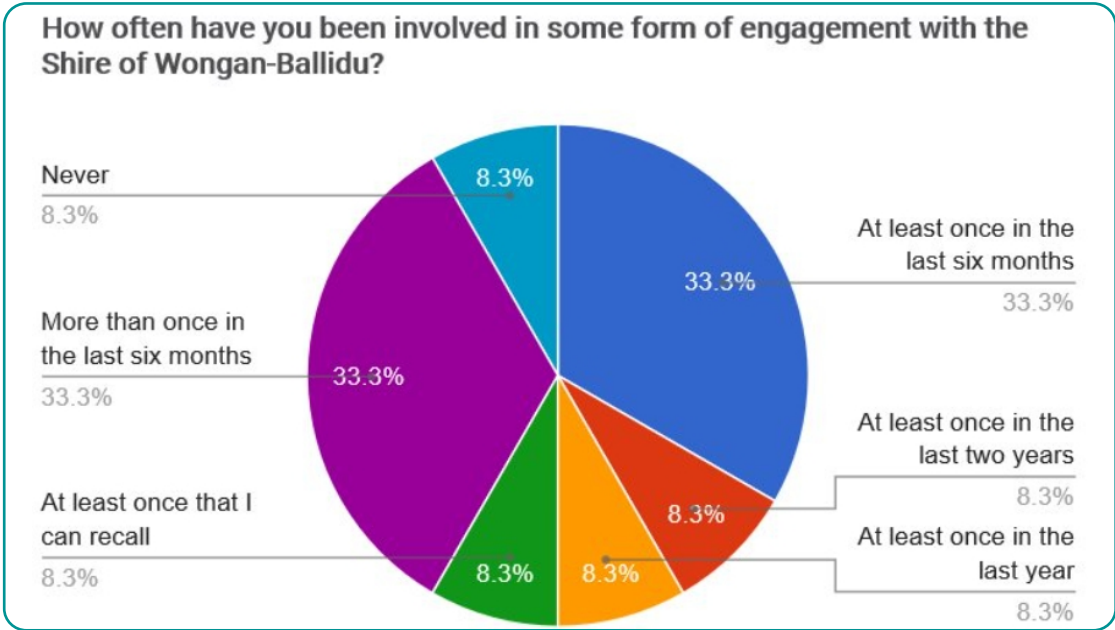
12 respondents completed the survey. Based on population statistics from the 2016 Census, 12 people 1.18% of the Shire population aged over 19 years. All 12 completed the online survey. Only 1 respondent chose to leave contact details, 11 chose to complete the survey anonymously.



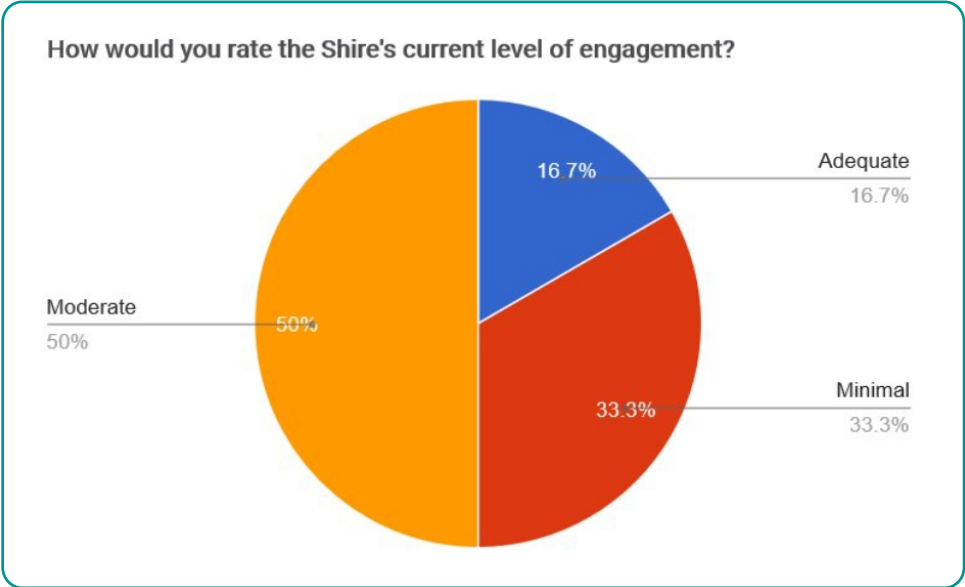
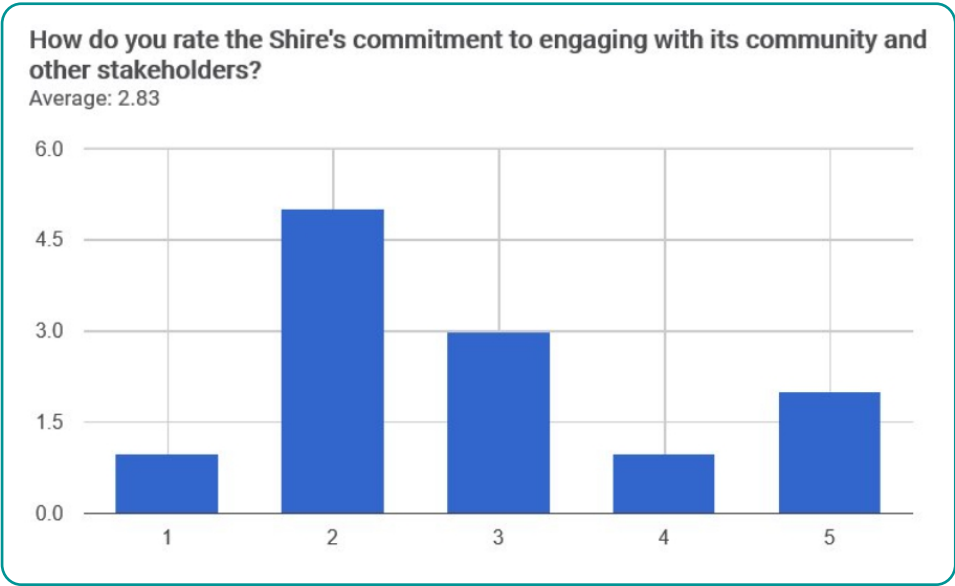
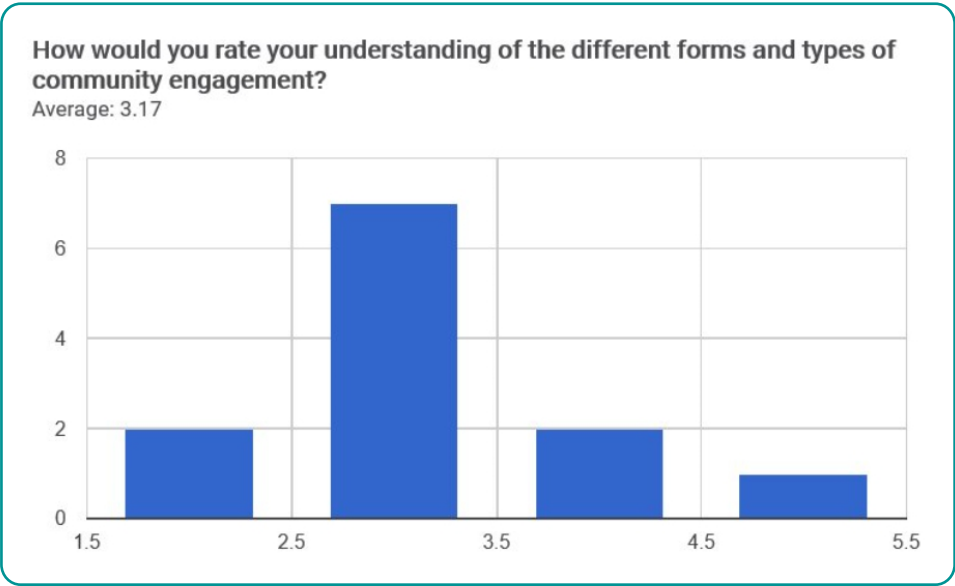


THE BASELINE:

The survey first set out to collect some baseline data about how our residents have engaged with us in the past, and how they feel about our engagement to date.



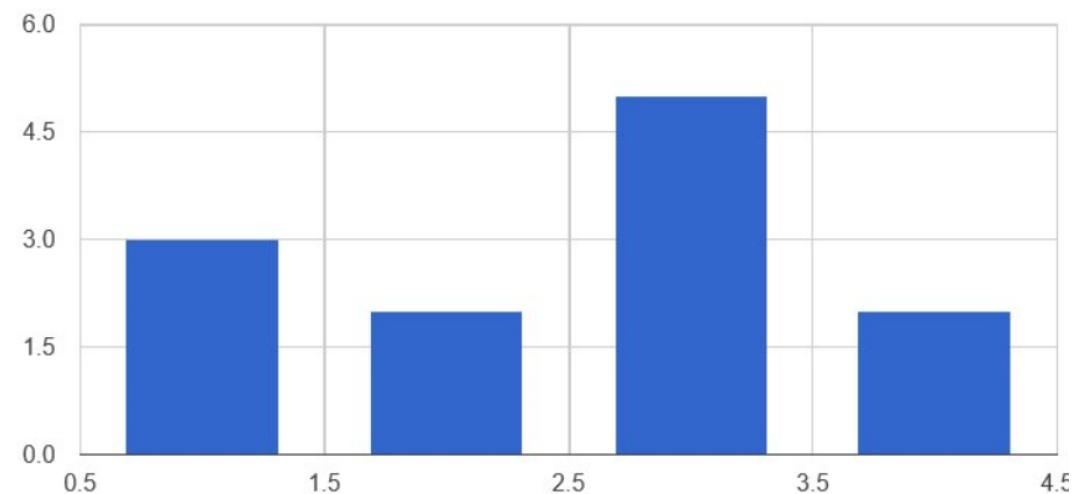
1 = Very Low, 5 = Very High





Having read the draft Community and Stakeholder Policy, you would support Council's decision to adopt the proposal:

Average: 2.50

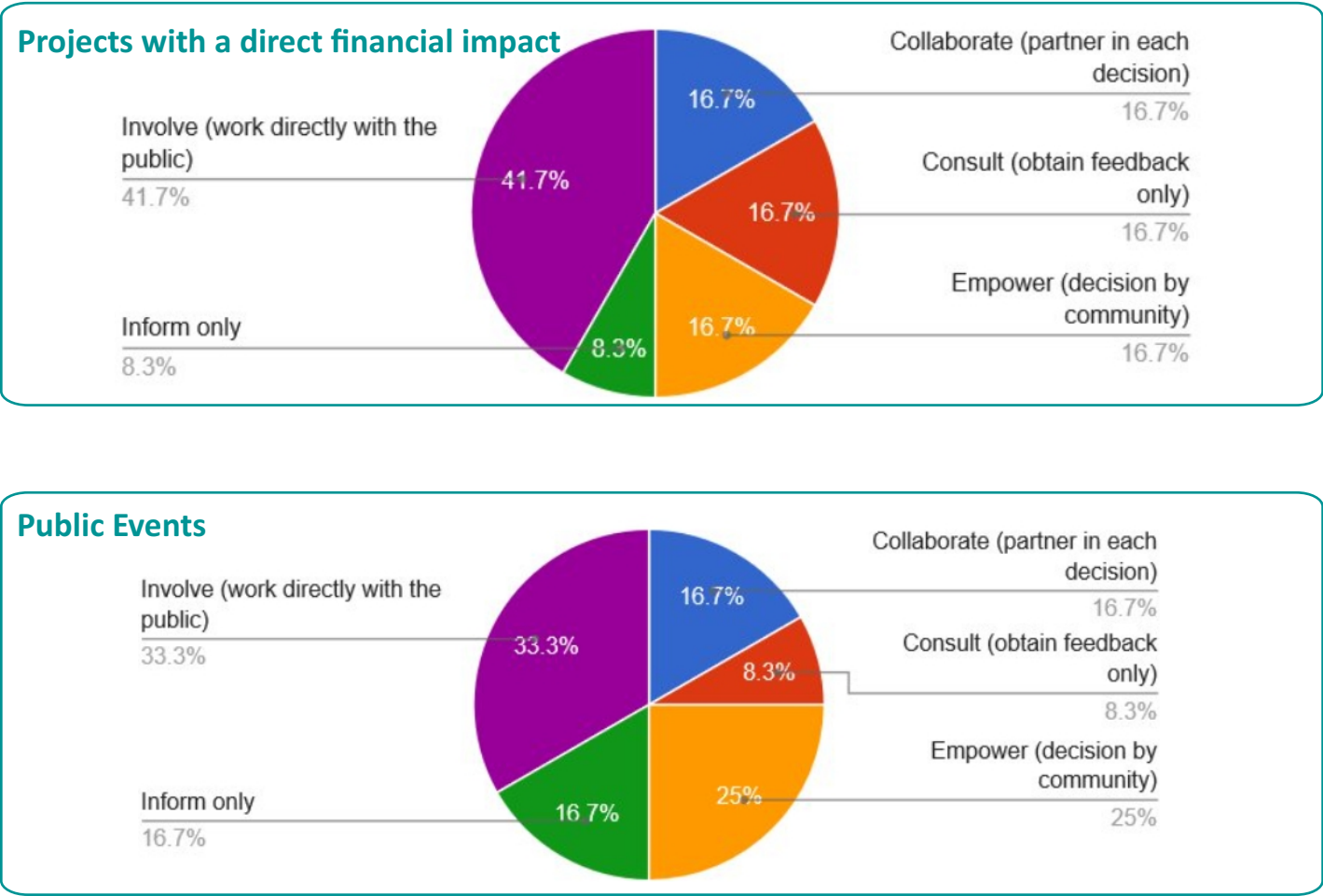


1 = Strongly Agree, 5 = Strongly Disagree

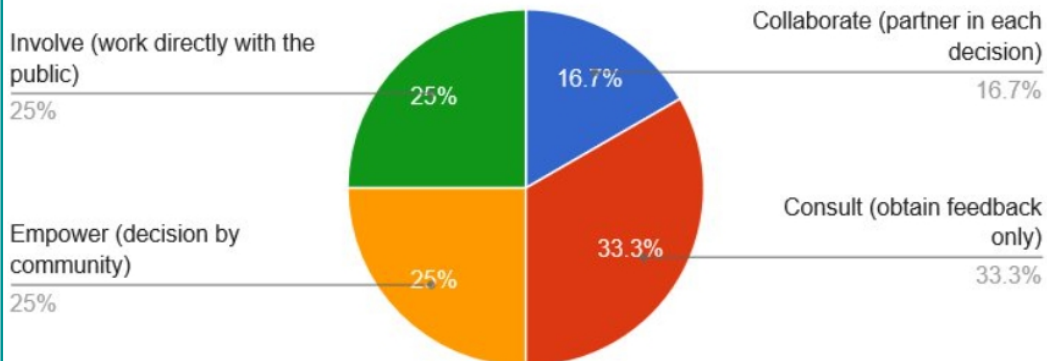
We then asked respondents what they felt was the most important things to engage with them on. Economic Development and Growth attracted 83% affirmative response, closely followed by Public Events and Tourism at 75%.

To further explore these responses, we asked respondents to tell us how they felt they should be engaged on these issues.

The International Association for Public Participation rates the level of community involvement in the decision-making process from informing at the lowest level to empowering at the highest level. Considering the previous question, please rate the level of involvement you feel the community should have in each matter:

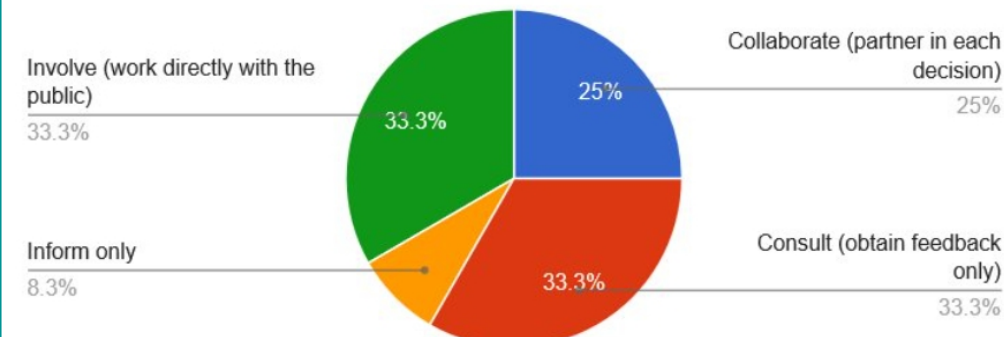


Social Issues

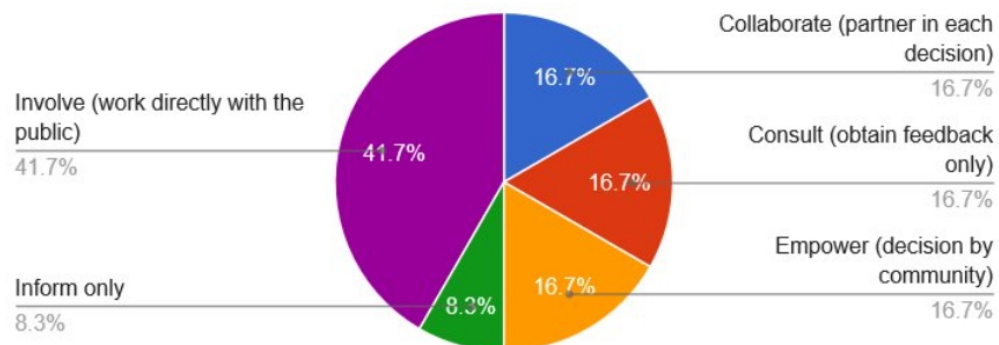


Strategic Plans, Frameworks and Policies

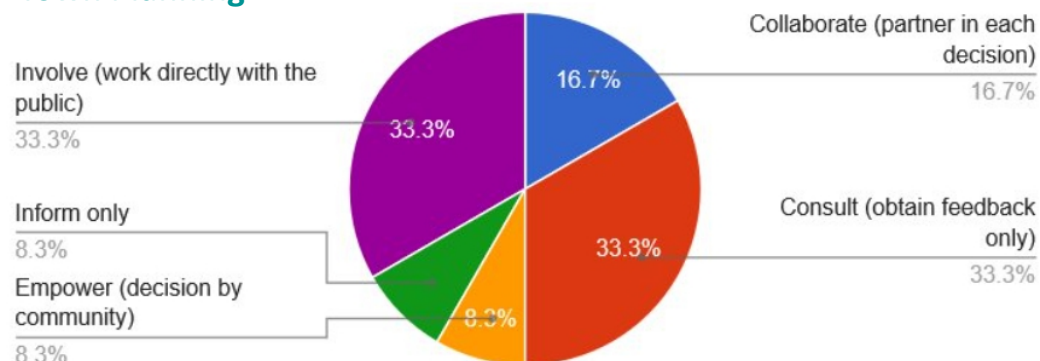
Page 68 of 105



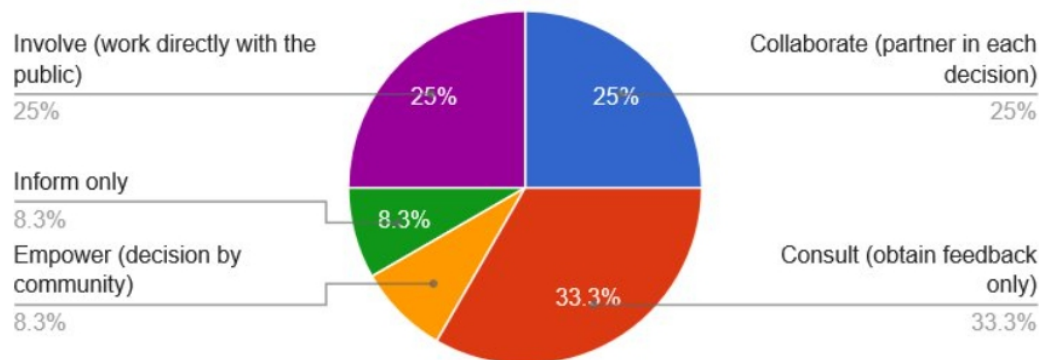
Tourism



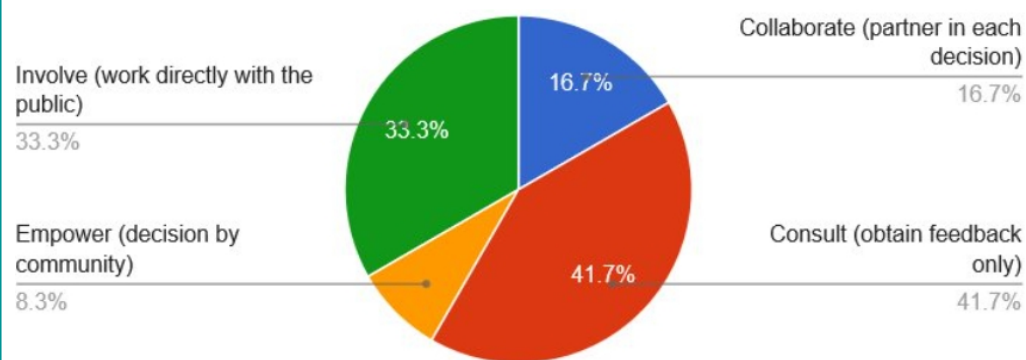
Town Planning



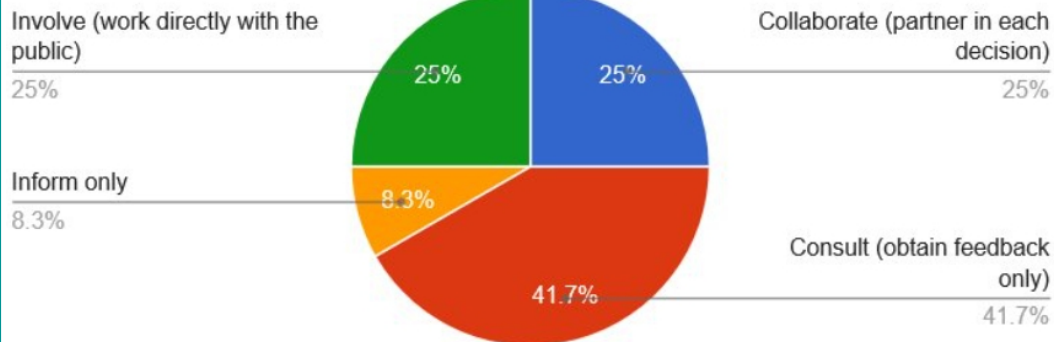
Works to playgrounds and parks



Works to public facilities and buildings

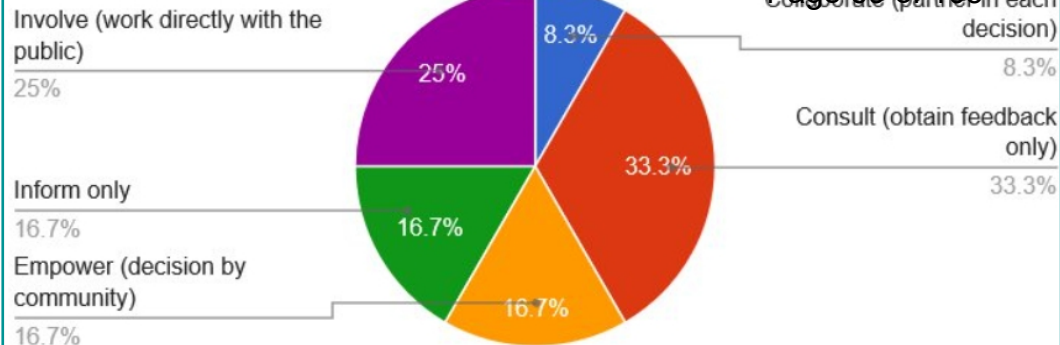


Waste Management

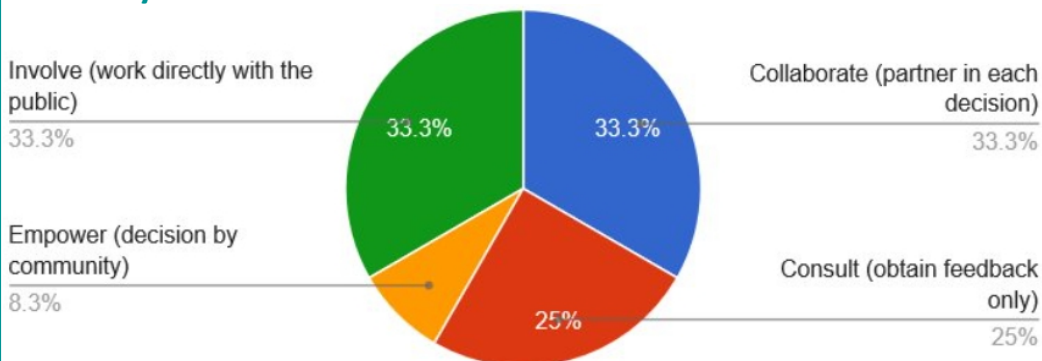


Changes to Shire delivered Services

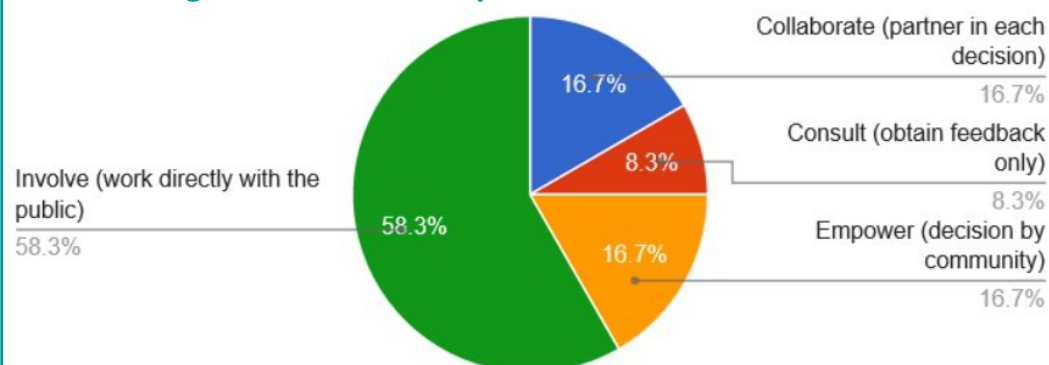
Page 69 of 105



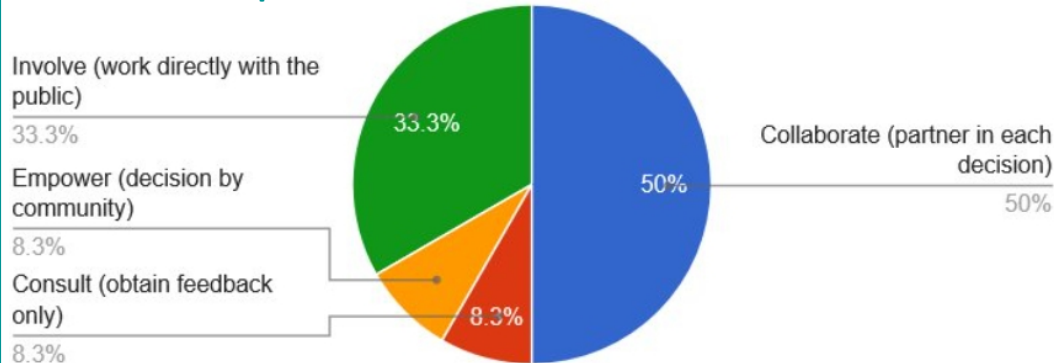
Disability access and inclusion



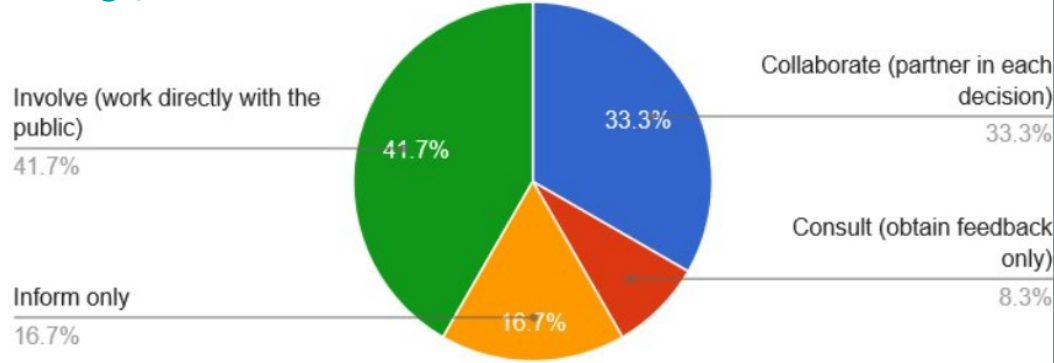
Economic growth and development



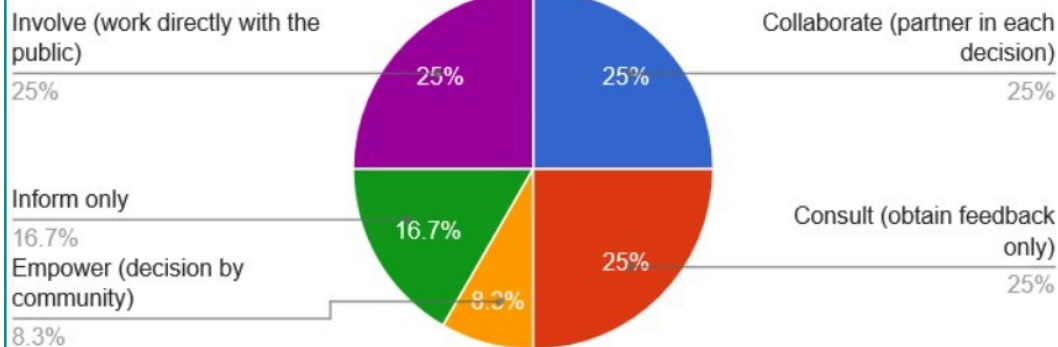
Environmental protection



Heritage, culture and the arts

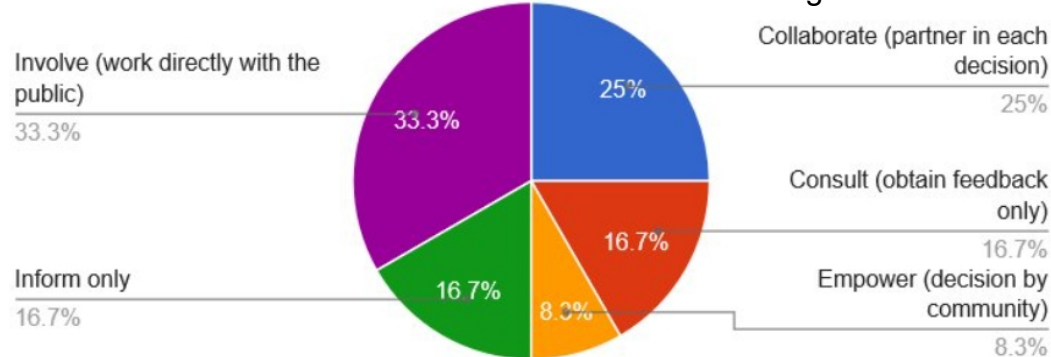


Local Laws and reviews



Local traffic, roads and streets

Page 70 of 105



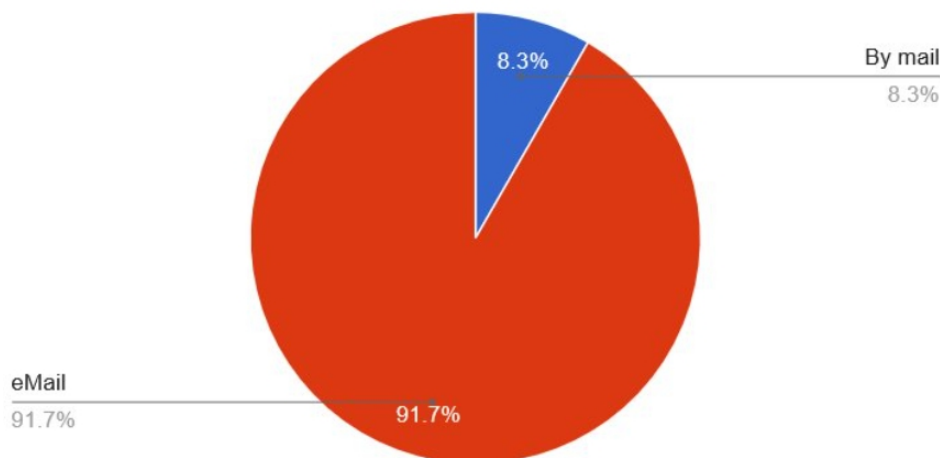
“Empower”, effectively giving the decision-making power to the community, was chosen as an appropriate level of engagement by respondents in all areas of service delivery except for Heritage, Culture and the Arts, Waste Management and Strategic Plans, Frameworks and Policies.

“Inform”, at the opposite end of the IAP2 Spectrum, was chosen as an appropriate level of engagement the least number of times.

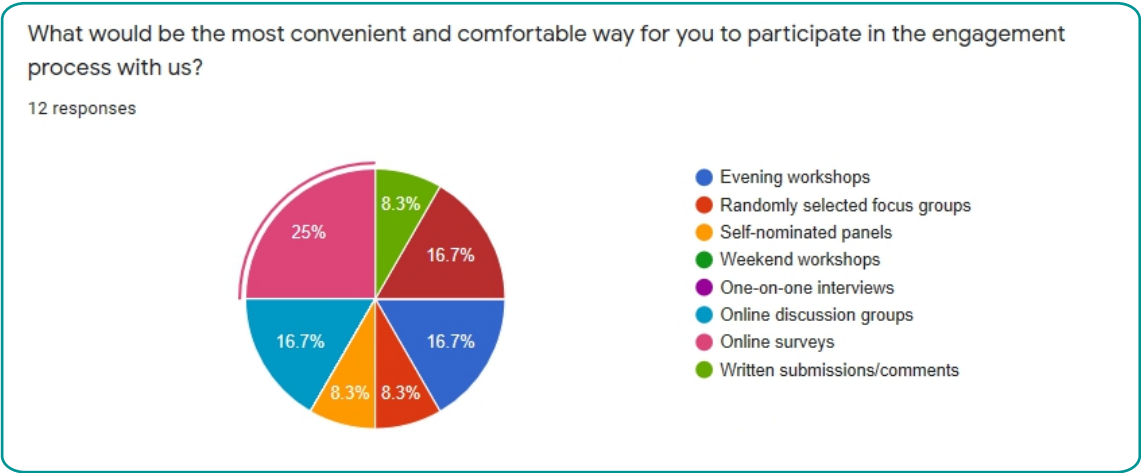
On balance, “Collaborate” and “Involve”, in the middle of the Spectrum, represented the majority of responses, demonstrating that of these respondents, there is an appetite to work with the Shire in service delivery areas.

We also asked respondents how they would like to hear from us:

For topics you are most likely to engage in with us, how would you prefer to stay informed



Finally, we asked respondents how they would like to engage with us. Online Engagement – via Online Surveys and Online Discussion Groups, received 41.7% of responses. Face to Face Engagement, via a range of Workshop or Panel options, received 58.3% of responses.



LIMITATIONS:

It is noted that the Social Media statistics do not offer differentiation of visitors, therefore it is not possible to know if the 462 people reached by the Facebook posts were unique or reoccurring visitors.

It is also noted that while direct engagement was offered via telephone and video call, there was no uptake of this, and this may in part have been due to COVID-19 influence. The COVID-19 pandemic also meant that face to face engagement was not possible.

SUMMARY:

The collected data shows that these 12 respondents are motivated to be involved with the Shire's service delivery within our community.

Future engagements could be incentivised with prizes to attract more respondents.

A repeat of this type of engagement, in a timeframe that is not affected by a global health pandemic, may yield better response rates by employing intercept surveys at events and by customer service staff.

Alana Wigmore
Manager Community Services

9.2 ADMINISTRATION & FINANCIAL SERVICES

9.2.1 ACCOUNTS SUBMITTED FOR APRIL 2020

FILE REFERENCE:	F1.4
REPORT DATE:	20 May 2020
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	9.2.1a Accounts April 2020

PURPOSE OF REPORT:

That the accounts as submitted be received.

BACKGROUND:

This information is provided to the Council on a monthly basis in accordance with provisions of the *Local Government Act 1995* and Local Government (Financial Management) Regulations 1996.

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

Local Government (Financial Management) Regulations 1996 Sections 12 & 13 require the attached reports to be presented to Council.

Lists of Accounts

Section 6.10 of the Local Government Act regulation 12 of the Financial Management Regulations (FMR's) requires a list of accounts paid for the month, and where the Council has delegated the payment of these accounts to the CEO under regulation 13 there must be a list of accounts paid, and the listing shall disclose the following:

- The payee's name
- The amount of the payment
- The date of the payment
- The fund from which it is paid; and
- Sufficient information to identify the transaction.

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

➤ Environment

There are no known environmental impacts associated with this proposal.

➤ Economic

There are no known economic impacts associated with this proposal.

➤ Social

There are no known social implications associated with this proposal.

➤ **Financial Implications**

All payments are within the confines of Councils adopted budget. There have been no other material outstanding creditors since the cheques were prepared.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION

That the accounts submitted from 1 to 30 April 2020 totalling \$1,443,970.38 having been checked and certified in accordance with the requirements of the Financial Management Regulations 12 be received, as shown on the summary of accounts paid schedule and the payroll EFT batches.

LIST OF ACCOUNTS DUE & SUBMITTING TO COUNCIL 1ST APRIL 2020 TO 30 APRIL 2020				
Chq/EFT	Date	Name	Description	Amount
EFT19585	03/04/2020	STAR TRACK EXPRESS PTY LTD	Freight ex Sunny Signs	-598.91
EFT19586	03/04/2020	WONGAN HILLS SWIMMING CLUB	Catering at Youth Pool Party	-750.00
EFT19587	03/04/2020	WONGAN HILLS TOURISM GROUP INC	Cleaning Public Toilets - October 2019 - March 2020	-1750.00
EFT19588	03/04/2020	N-COM PTY LTD	4.3m Prime Focus Satellite dish for SBS retransmission, including freight, travel and labour	-11526.72
EFT19589	03/04/2020	LGIS RISK MANAGEMENT	Team/leader development workshop	-1301.30
EFT19590	03/04/2020	WESTERN RURAL EARTHMOVING	Gravel Pushing	-19470.00
EFT19591	03/04/2020	PARAMOUNT BUSINESS SUPPLIES	Pinup board and freight	-396.00
EFT19592	03/04/2020	RURAL RANGER SERVICES	Ranger services 17 - 26 March 2020	-750.00
EFT19593	03/04/2020	ARTISTRALIA PTY LTD	Copyright for screenings of Abominable & Shazam on 13 March 2020 at Wongan Hills Civic Centre	-770.00
EFT19594	03/04/2020	KYLIE NEAVES	EHO Infection Control and Audits, Covid19 discussions	-650.00
EFT19595	03/04/2020	CWB ELECTRICAL & A/C		-2622.40
	11/03/2020	CWB ELECTRICAL & A/C	Service of air conditioners - Shire Admin Building x 14, Service of air conditioners - CRC x 10, Supply new remotes, Replace faulty A/C switch in CEO office	2523.40
	22/03/2020	CWB ELECTRICAL & A/C	Repair to MCS office air conditioner - CRC	99.00
EFT19596	03/04/2020	REGIONAL DEVELOPMENT AUSTRALIA (RDA)	Refund Bond paid 5.3.20	-300.00
EFT19598	08/04/2020	AVON WASTE	Domestic & Commercial Waste collection - Wongan Hills & Ballidu	-9748.36
EFT19599	08/04/2020	KOMATSU AUSTRALIA PTY LTD		-793.09
	26/03/2020	KOMATSU AUSTRALIA PTY LTD	Supply blade and oil sample kit for Grader PG15	458.15
	27/03/2020	KOMATSU AUSTRALIA PTY LTD	Supply wiper arm for Grader PG15	334.94
EFT19600	08/04/2020	OFFICEWORKS BUSINESS DIRECT		-304.26
	25/03/2020	OFFICEWORKS BUSINESS DIRECT	Stationery	34.48
	28/03/2020	OFFICEWORKS BUSINESS DIRECT	Stationery	74.75
	31/03/2020	OFFICEWORKS BUSINESS DIRECT	Stationery	195.03
EFT19601	08/04/2020	WCS CONCRETE	Supply Headwalls and pipes for M0034 Koralling Rd	-2255.00
EFT19602	08/04/2020	WONGAN NEWSAGENCY		-147.04
	31/03/2020	WONGAN NEWSAGENCY	Stationery for March 2020	20.50
	31/03/2020	WONGAN NEWSAGENCY	Stationery and Newspapers for March 2020	126.54
EFT19603	08/04/2020	BOC LIMITED	Argo shield Light E2 x 1 for PTRL21	-59.55
EFT19604	08/04/2020	ADVANCED AUTOLOGIC PTY LTD		-1868.00
	25/03/2020	ADVANCED AUTOLOGIC PTY LTD	Supply in bulk adblue and grease for various plant	1098.00
	25/03/2020	ADVANCED AUTOLOGIC PTY LTD	SHC20 & SHC5 Sanitizing hand cleaner for Health & Wellbeing	770.00
EFT19605	08/04/2020	WURTH AUSTRALIA PTY LTD	Carbide milling bit with MX teeth, bolts, wiper blades, hose clamps & freight for various plant	-189.49
EFT19606	08/04/2020	N-COM PTY LTD	Spare satellite receiver for communication services	-2202.72
EFT19607	08/04/2020	WONGAN MAIL SERVICE		-419.89
	31/03/2020	WONGAN MAIL SERVICE	Postage and Stationery for March 2020	400.09
	31/03/2020	WONGAN MAIL SERVICE	Postage for March 2020	19.80
EFT19608	08/04/2020	INDUSTRIAL AUTOMATION GROUP	Supply parts to repair standpipe	-311.85
EFT19609	08/04/2020	HDJ CONTRACTING	Cleaning CRC - 30/3/20	-115.50
EFT19610	08/04/2020	WIRTGEN AUSTRALIA PTY LTD		-5037.60
	26/03/2020	WIRTGEN AUSTRALIA PTY LTD	Supply solenoid magnet for Roller PROL14	208.53
	27/03/2020	WIRTGEN AUSTRALIA PTY LTD	Supply Replace Slow release relay for Roller PROL14	4829.07
EFT19611	08/04/2020	MARKET CREATIONS PTY LTD		-2068.68
11347	31/03/2020	MARKET CREATIONS PTY LTD	Project Online Premium and Office 365 Enterprise	1188.46
11348	31/03/2020	MARKET CREATIONS PTY LTD	Office 365 Enterprise	159.50
11382	31/03/2020	MARKET CREATIONS PTY LTD	Managed Backup Licences, reserved vRAM, reserved vCPU	720.72
EFT19612	08/04/2020	CENTRAL REGIONAL TAFE	Delivery of AUSCHEM Course	-4400.28
EFT19613	08/04/2020	FIVE STAR BUSINESS & INNOVATION	Toner cartridges for CRC Admin	-30.70
EFT19614	08/04/2020	RICOH FINANCE	CRC Photocopier lease 27/4 - 26/5/20	-276.96
EFT19615	08/04/2020	GLEEMAN TRUCK PARTS P/L	Supply Front leaf spring hanger for Trailer PTRL25	-74.84
EFT19616	08/04/2020	FIRM CONSTRUCTION PTY LTD	PC 19 Works completed to 3/4/20	-346031.87
EFT19617	08/04/2020	COMPLETE PORTABLES	Pick up charge	-957.00
EFT19618	08/04/2020	ANZ BANK (NETT WAGES)	Wages PPE 07.04.2020	-68611.42
EFT19619	08/04/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	-25.90
EFT19620	08/04/2020	IOU SOCIAL CLUB	Payroll deductions	-240.00
EFT19621	01/04/2020	WESTNET PTY LTD	Internet Usage from 01/4/20 to 01/5/20	-819.50
EFT19622	06/04/2020	ANZ CORPORATE CREDIT CARD	CEO Credit Card	-1610.06
EFT19623	17/04/2020	BOEKEMAN NOMINEES PTY LTD		-465.26
	25/03/2020	BOEKEMAN NOMINEES PTY LTD	Supply housings, o ring, flexigun, follower kit, barrel set, freight for Roller PROL11	311.44
	28/03/2020	BOEKEMAN NOMINEES PTY LTD	Supply hose clamps, filter, filter transmission & freight for Backhoe PBH3	153.82
EFT19624	17/04/2020	CJD EQUIPMENT PTY LTD	Supply 2 x sealing ring for Loader PLDR8 including freight	-371.93
EFT19625	17/04/2020	CUTTING EDGES PTY LTD	Supply 10 x Grader blades for PG16	-3207.43
EFT19626	17/04/2020	STAR TRACK EXPRESS PTY LTD	Freight charges ex Sunny Signs for AA199	-924.33
EFT19627	17/04/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	Provision of COVID-19 Alerts Module for Shire of Wongan-Ballidu Website	-1155.00

EFT19628	17/04/2020	WALLIS COMPUTER SOLUTIONS	Provide 1yr ProSupport NBD onsite Service Extension for Dell Server 05/4/20 to 06/04/21	-2154.90
EFT19629	17/04/2020	WESTRAC EQUIPMENT PTY LTD		-360.01
	20/03/2020	WESTRAC EQUIPMENT PTY LTD	Supply 2 x wear strip for PG16	174.22
	23/03/2020	WESTRAC EQUIPMENT PTY LTD	Supply Adapter for Roller PRO15, Supply wear strip for PG16	185.79
EFT19630	17/04/2020	HYMARK TRADING PTY LTD	Supply Works Staff Uniforms	-2087.81
EFT19631	17/04/2020	IXOM OPERATIONS PTY LTD	Service Fee for 2 x Chlorine - Swimming Pool & Parks/Gardens	-169.14
EFT19632	17/04/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 151A Interest payment - Wongan-Ballidu Aged Care Association	-13074.81
EFT19633	17/04/2020	WONGAN HILLS PHARMACY		-491.38
	17/03/2020	WONGAN HILLS PHARMACY	Vaccine for Works Staff	485.40
	23/03/2020	WONGAN HILLS PHARMACY	Alcohol swabs for Shire Administration	5.98
EFT19634	17/04/2020	SUNNY SIGN COMPANY PTY LTD	MWRA Standard Guideposts	-13200.00
EFT19635	17/04/2020	SHIRE OF NORTHAM	Subscription for VELPIC LMS ULTIMATE 250	-949.19
EFT19636	17/04/2020	H RENK & SONS	Gravel purchase 1938m3	-1938.00
EFT19637	17/04/2020	WONGAN HILLS HARDWARE		-2589.72
	30/03/2020	WONGAN HILLS HARDWARE	Works account for March 2020	873.02
	30/03/2020	WONGAN HILLS HARDWARE	Building Account for March 2020	1716.70
EFT19638	17/04/2020	TRUCK CENTRE (WA) PTY LTD	Repairs to PTK35 - WB035 (Part invoice)	-5161.91
EFT19639	17/04/2020	ROYAL LIFE SAVING (WA BRANCH)	12 Certificates for Swimming Lessons, inclusive of delivery.	-15.42
EFT19640	17/04/2020	BALLIDU TRADING POST - CLEANING ACCOUNT	Cleaning various locations in Ballidu Townsite	-1870.00
EFT19641	17/04/2020	COLAS WA	Emulsion Sealing Work on Waddington Road	-31000.00
EFT19642	17/04/2020	WESTERN AUSTRALIAN ELECTORAL COMMISSION	Undertake the Extra Ordinary Election for the Shire to be held on 28/2/2020	-8433.13
EFT19643	17/04/2020	PUBLIC TRANSPORT AUTHORITY OF WA	Trans WA - March account	-67.30
EFT19644	17/04/2020	KLEEN WEST DISTRIBUTORS	Cleaning supplies for various buildings	-1558.04
EFT19645	17/04/2020	DALLCON		-7451.95
303820	26/03/2020	DALLCON	Supply Concrete Pipes - Part invoice includes private works (recoverable)	6915.70
303843	26/03/2020	DALLCON	supply Concrete Pipes	536.25
EFT19646	17/04/2020	TKB MECHANICAL	windscreen replacement for WB02 (Recoverable J0816)	-515.00
EFT19647	17/04/2020	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BSL Reconciliation for March 2020	-56.65
EFT19648	17/04/2020	GREAT SOUTHERN FUEL SUPPLIES	Supply & Deliver 11,000 Litres of Diesel 23.3.20	-12035.85
EFT19649	17/04/2020	FEATHERSTONE ROOFING & BUILDING SERVICES	DEPOSIT ONLY (Recoverable Insurance Claim J0815) - Hail Damage	-3000.00
EFT19650	17/04/2020	WIRTGEN AUSTRALIA PTY LTD	Supply door pane right side for Roller PRO14	-535.25
EFT19651	17/04/2020	BP AUSTRALIA	Fuel Supply for March	-629.10
EFT19652	17/04/2020	NEWINS FAMILY TRUST	Call out fees for Dockets 648, 661, 679	-300.00
EFT19653	17/04/2020	HENDOS PLUMBING & GAS SERVICES		-485.13
	31/03/2020	HENDOS PLUMBING & GAS SERVICES	2A Patterson St Wongan Hills - gas leak to gas bottles and HWS cutting out	309.13
	31/03/2020	HENDOS PLUMBING & GAS SERVICES	Railway Toilet - Automatic tap in ladies shutting off, investigate and repair	176.00
EFT19654	17/04/2020	RURAL RANGER SERVICES	Rural Ranger Services from 31.3.20 to 09.4.20	-1062.50
EFT19655	17/04/2020	KRISTIE FREARSON	Refund for the purchase of printer cartridges	-129.67
EFT19656	17/04/2020	SECUREX SECURITY SYSTEMS & SERVICES	Monitoring fee for security system at the CRC Building 1/4/20 to 30/6/20	-143.00
EFT19657	17/04/2020	FIVE STAR BUSINESS & INNOVATION	Colour reading date for April 2020	-1318.67
EFT19658	17/04/2020	GLEEMAN TRUCK PARTS P/L		-1343.22
1620052	02/04/2020	GLEEMAN TRUCK PARTS P/L	Parts for various plant	785.96
1621395	06/04/2020	GLEEMAN TRUCK PARTS P/L	Parts for various plant	53.61
1622004	07/04/2020	GLEEMAN TRUCK PARTS P/L	Parts for various plant	292.45
1621850	07/04/2020	GLEEMAN TRUCK PARTS P/L	Parts for various plant	211.20
EFT19659	17/04/2020	CLEANTECH ENERGY PTY LTD	Electricity consumption for Wongan Hills Swimming Pool Complex 01/3/20 to 31/3/20	-3873.18
EFT19660	17/04/2020	DOUGLAS MACAULAY	Adult Vaccine reimbursement	-29.95
EFT19661	17/04/2020	AC HEALTHCARE PTY LTD	April Payment	-21083.33
EFT19662	17/04/2020	RURAL SCHOOL OF DANCE	Civic Centre reimbursement Term 1	-300.00
EFT19663	17/04/2020	CWB ELECTRICAL & A/C	Replace filter medium - 30 Wandoo Crescent Wongan Hills	-97.80
EFT19664	17/04/2020	AHA! CONSULTING	'Virtually Real Workshop' - Facilitating Online Meetings attendees x 5	-110.00
EFT19665	17/04/2020	COMPLETE PORTABLES	Portable Toilet Hire - Basketball and Vets Carnival.	-627.00
EFT19666	17/04/2020	AQUASONIC PLUMBING AND GAS		-565.40
	05/03/2020	AQUASONIC PLUMBING AND GAS	CRC - Inspection of Billi hot water unit	165.00
	12/03/2020	AQUASONIC PLUMBING AND GAS	Replace hot water relief valve - 16 Moore Street including travel, Repair pvc pipe air conditioning drain and investigate leak in kitchen - Civic Centre including travel	400.40
EFT19667	17/04/2020	FLEETSPEC HIRE	Supply 16 tonne Side Tipper Hire for 13 days @ \$489.50 per day plus admin charge - Waddington Road AA199 (Part invoice)	-6554.41

EFT19668	17/04/2020	DE LAGE LANDEN PTY LTD	CRC Photocopier Lease payment for April 2020	-557.70
EFT19669	22/04/2020	ANZ BANK (NETT WAGES)	Wages PPE 21.04.2020	-66382.53
EFT19670	22/04/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	-25.90
EFT19671	22/04/2020	IOU SOCIAL CLUB	Payroll deductions	-240.00
EFT19672	22/04/2020	TELSTRA CORPORATION LIMITED	March telephone account for Wongan Hills Medical Centre (Recoverable)	-372.38
EFT19673	24/04/2020	WONGAN HILLS IGA	Refreshments for CRC Administration	-213.24
EFT19674	24/04/2020	JR & A HERSEY PTY LTD		-2208.73
	09/04/2020	JR & A HERSEY PTY LTD	Supply various PPE for Depot	556.38
	09/04/2020	JR & A HERSEY PTY LTD	Supply various PPE for Depot & Admin	1652.35
EFT19675	24/04/2020	OFFICEWORKS BUSINESS DIRECT		-1791.21
	05/03/2020	OFFICEWORKS BUSINESS DIRECT	Supply 2 x Black Toner for Shire Admin Office	335.95
	11/03/2020	OFFICEWORKS BUSINESS DIRECT	Supply stationery for CRC Office	288.01
	12/03/2020	OFFICEWORKS BUSINESS DIRECT	Supply stationery for CRC Office	4.49
	13/03/2020	OFFICEWORKS BUSINESS DIRECT	Supply Horsen 8 cube bookcase oak for CRC Office	148.95
	19/03/2020	OFFICEWORKS BUSINESS DIRECT	Supply stationery for CRC Office	149.30
	25/03/2020	OFFICEWORKS BUSINESS DIRECT	Supply stationery for CRC Office	174.31
	07/04/2020	OFFICEWORKS BUSINESS DIRECT	Supply stationery for CRC Office	193.73
	15/04/2020	OFFICEWORKS BUSINESS DIRECT	Supply stationery & toner cartridge for Admin Office	251.93
	15/04/2020	OFFICEWORKS BUSINESS DIRECT	Stationery for Shire Administration Office	193.62
	16/04/2020	OFFICEWORKS BUSINESS DIRECT	postage fee for the supply of stationery to CRC	5.95
	16/04/2020	OFFICEWORKS BUSINESS DIRECT	Stationery for Shire Administration Office	44.97
EFT19676	24/04/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	Elected Member compulsory training modules x 5 - subscription with WALGA - exp Date 30/4/21	-4000.00
EFT19677	24/04/2020	ARMSIGN PTY LTD	The replacement and upgrades to the information signs at Christmas Rock Walk Trail Wongan Hills, freight included	-7431.60
EFT19678	24/04/2020	RBC RURAL	Meter plan reading for Shire Administration Photocopier	-428.99
EFT19679	24/04/2020	OVERLAND FREIGHT		-850.09
	31/03/2020	OVERLAND FREIGHT	Freight ex Hurricane Cana, ITR Pacific, Boral, Cutting Edges & Sigma Chemicals	778.09
	31/03/2020	OVERLAND FREIGHT	Supply of 6 x Re Fresh Water bottles to Shire Office	72.00
EFT19680	24/04/2020	RATHNALLY PTY LTD	Gravel refund	-6288.00
EFT19681	24/04/2020	KLEEN WEST DISTRIBUTORS	Cleaning supplies for various buildings	-1391.28
EFT19682	24/04/2020	CR BRAD WEST	Sitting Fees for February & March 2020	-646.72
EFT19683	24/04/2020	WONGAN HILLS HOTEL		-471.96
	24/03/2020	WONGAN HILLS HOTEL	Refreshments for Council Meeting dated 25/3/20	137.96
	30/03/2020	WONGAN HILLS HOTEL	Council Dinner Dated 25/3/20	334.00
EFT19684	24/04/2020	DUN DIRECT PTY LTD	Supply & Deliver 10,700 litres of Diesel to Depot and various vehicles	-17485.12
EFT19685	24/04/2020	NEWINS FAMILY TRUST	Managing of Wongan Hills Tip for April 2020	-5951.00
EFT19686	24/04/2020	CR JON A HASSON	Sitting Fees for February & March 2020	-851.33
EFT19687	24/04/2020	FIVE STAR BUSINESS & INNOVATION	Handling & Delivery charge for the supply of Black/Yellow & Cyan Toner for CRC	-46.05
EFT19688	24/04/2020	KYLIE NEAVES	EHO Public Health and Food Act Services	-520.00
EFT19689	24/04/2020	CR MANDY STEPHENSON	Sitting Fees for February & March 2020	-350.00
EFT19690	24/04/2020	CR EION GANZER	Sitting Fees for February & March 2020	-450.00
EFT19691	24/04/2020	CR SUE FALCONER	Sitting Fees for February & March 2020	-450.00
EFT19692	24/04/2020	CR STUART BOEKEMAN	Sitting Fees for February & March 2020	-395.00
EFT19693	24/04/2020	WINC AUSTRALIA PTY LTD		-271.64
	14/04/2020	WINC AUSTRALIA PTY LTD	Supply 4 x D-Link wireless N300 USB for Shire Administration Office	130.86
	17/04/2020	WINC AUSTRALIA PTY LTD	Logitech MK540 Keyboard and Mouse for CSO-P	140.78
EFT19694	24/04/2020	SACHA LUPTON	Refund for the purchase of red book case for CRC Community Shelf	-50.00
EFT19695	24/04/2020	FIRM CONSTRUCTION PTY LTD	PC20: Works completed as at the 17/4/20	-281153.55
EFT19696	24/04/2020	WOODLANDS DISTRIBUTORS PTY LTD	Supply for Depot. Custom 2400mm Length Wall bench	-2138.40
EFT19697	24/04/2020	DESLIN PTY LTD T/AS ROOFING 2000	Supply and install roofing works to extension South side - Sports Co Location.	-11331.10
EFT19698	24/04/2020	YVONNE KING	Rates refund	-235.00
EFT19699	23/04/2020	TELSTRA CORPORATION LIMITED	Telephone Account March 2020	-4139.47
EFT19700	30/04/2020	WESTRAC EQUIPMENT PTY LTD	The purchase of one only 2020 Caterpillar CS64B MDP Roller (Vibratory Compactor) Engine # 2W214518	-156200.00
EFT19701	30/04/2020	CUTTING EDGES PTY LTD	bolt on edge for loader PLDR6	-752.58
EFT19702	30/04/2020	WONGAN HILLS IGA	Shire Office, Cleaning Products and Council Refreshments	-575.49
EFT19703	30/04/2020	JR & A HERSEY PTY LTD	Supply 2 x Air Nozzle, 4 x waterless hand clean, 1kg bag og sokerol - various plant	-179.30
EFT19704	30/04/2020	NUTRIEN AG SOLUTIONS LTD	Barn Bunny Bait - 10kg - Parks & Gardens	-175.21
EFT19705	30/04/2020	FINISHING WA	Binding Council Minutes x 3 includes postage	-281.60
EFT19706	30/04/2020	SUNNY SIGN COMPANY PTY LTD	various signs	-2999.70
EFT19707	30/04/2020	SHIRE OF MOORA	Grease Trap pump out - Civic Centre & CRC Building	-790.50
EFT19708	30/04/2020	TOLL IPEC PTY LTD		-390.02
	15/03/2020	TOLL IPEC PTY LTD	Freight charges ex Gleeman Trucks, Wirtgen & Westrac	70.68
	29/03/2020	TOLL IPEC PTY LTD	Freight charges ex Westrac & Water Exam	42.96

	05/04/2020	TOLL IPEC PTY LTD	Freight charges ex Komatsu, Industrial Automation Group & Water Exam	50.77
	12/04/2020	TOLL IPEC PTY LTD	Freight charges ex CJD Equipment, Gleeman Trucks and Wirtgen	225.61
EFT19709	30/04/2020	COLAS WA	Bitumen sealing works at Kondut East Road & South east Road, Shields Crescent	-104984.00
EFT19710	30/04/2020	HENDOS PLUMBING & GAS SERVICES	Civic Centre - supplied and installed new taps to bar area	-148.50
EFT19711	30/04/2020	WONGAN HILLS COMMUNITY ASSOCIATION INC	Refund the overpayment of self supporting loan - debtor 123	-1000.00
EFT19712	30/04/2020	ASSET INFRASTRUCTURE MANAGEMENT PTY LTD	Asset Management Mentoring Services - 12 March 2020	-1719.87
EFT19713	30/04/2020	FIVE STAR BUSINESS & INNOVATION	Admin/handling fee for the supply of cyan toner - CRC	-15.35
EFT19714	30/04/2020	WONGAN HILLS ELECTRICAL & GAS	9 Kg LPG Gas for Pool BBQ.	-42.00
EFT19715	30/04/2020	AC HEALTHCARE PTY LTD	Hep B Vaccination - Works Staff	-132.00
EFT19716	30/04/2020	TRACTUS AUSTRALIA	Supply and fit 2 x grader tyre & o ring for PG15	-4051.90
	11/03/2020	TRACTUS AUSTRALIA	Supply Century Battery for Forklift	109.00
	18/03/2020	TRACTUS AUSTRALIA	Supply and fit tyre & tube for trailer PTRL21	455.20
	25/03/2020	TRACTUS AUSTRALIA	Puncture repair for Hilux PUT73	41.50
	27/03/2020	TRACTUS AUSTRALIA	Supply and fit passenger tyre for PSP4	133.20
	30/03/2020	TRACTUS AUSTRALIA	Supply and fit 2 x grader tyre & o ring for PG15	3251.00
	30/03/2020	TRACTUS AUSTRALIA	Supply and fit new tyre for Roller PROL13	62.00
EFT19717	30/04/2020	FLEETSPEC HIRE	Hire of 16ton Side Tipper Hire - 16 days	-8066.96
EFT19718	30/04/2020	DEPARTMENT OF TRANSPORT	DPI for April 2020	-69001.40
21494	18/04/2020	WONGAN HILLS COMMUNITY RESOURCE CENTRE	Boardroom Hire for LEMAC meeting	-81.00
21495	30/04/2020	SYNERGY	Electricity consumption for Street Lighting	-4186.15
	26/03/2020	SYNERGY	Electricity consumption for Railway Centre	266.12
	01/04/2020	SYNERGY	Electricity consumption for Street Lighting	3920.03
DD9844.1	07/04/2020	WALGS SUPERANNUATION PLAN	Payroll deductions	-7274.91
DD9844.2	07/04/2020	AUSTRALIAN SUPER	Payroll deductions	-716.89
DD9844.3	07/04/2020	HESTA SUPER FUND	Payroll deductions	-319.30
DD9844.4	07/04/2020	IOOF PURSUIT FOCUS SUPER FUND	Payroll deductions	-926.68
DD9844.5	07/04/2020	SUNSUPER	Payroll deductions	-379.48
DD9844.6	07/04/2020	CBUS SUPER	Payroll deductions	-287.23
DD9844.7	07/04/2020	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	-622.88
DD9844.8	07/04/2020	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	-167.11
DD9844.9	07/04/2020	PRIME SUPER	Superannuation contributions	-792.20
DD9867.1	21/04/2020	WALGS SUPERANNUATION PLAN	Payroll deductions	-7244.87
DD9867.2	21/04/2020	AUSTRALIAN SUPER	Payroll deductions	-828.09
DD9867.3	21/04/2020	HESTA SUPER FUND	Payroll deductions	-319.30
DD9867.4	21/04/2020	IOOF PURSUIT FOCUS SUPER FUND	Payroll deductions	-924.22
DD9867.5	21/04/2020	SUNSUPER	Payroll deductions	-450.35
DD9867.6	21/04/2020	CBUS SUPER	Payroll deductions	-284.54
DD9867.7	21/04/2020	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	-622.88
DD9867.8	21/04/2020	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	-172.13
DD9867.9	21/04/2020	PRIME SUPER	Superannuation contributions	-791.02
DD9844.10	07/04/2020	REST SUPERANNUATION	Superannuation contributions	-925.81
DD9844.11	07/04/2020	AMP SUPERANNUATION LTD.	Superannuation contributions	-249.45
DD9844.12	07/04/2020	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-224.48
DD9844.13	07/04/2020	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	-87.96
DD9867.10	21/04/2020	REST SUPERANNUATION	Superannuation contributions	-931.27
DD9867.11	21/04/2020	AMP SUPERANNUATION LTD.	Superannuation contributions	-248.42
DD9867.12	21/04/2020	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-222.77
DD9867.13	21/04/2020	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions	-87.96

Municipal Bank	1374968.98
Trust Bank	69001.40
TOTAL	1443970.38
Recoverable	21362.47
Partially Recoverable	3676.00

9.2.2 FINANCIAL REPORTS FOR APRIL 2020

FILE REFERENCE:	F1.4
REPORT DATE:	21 May 2020
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	9.2.2a Financial Reports

PURPOSE OF REPORT:

That the following statements and reports for the month ended April 2020 be received:

BACKGROUND:

Under the Local Government (Financial Management) Regulations 1996 the Council is to prepare financial reports outlining the financial operations at the previous month end date.

Listed below is a compilation of the reports that will meet compliance, these are listed under Sections and the relevant regulations below.

Financial Activity Statement Report

Section 6.4 of the Local Government Act regulation 34.1 of the FMR requires a Local Government to prepare each month a statement of financial activity reporting on the sources and application of funds, as set out in the annual budget containing the following detail:

- Annual budget estimates;
- Budget estimates to the end of the month to which the statement relates (known as YTD Budget);
- Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates (known as YTD Actuals);
- Material variances between the comparatives of Budget v's Actuals;
- The net current assets (NCA) at the end of the month to which the statement relates.

Regulation 34.2 - Each statement of financial activity must be accompanied by documents containing:

- An explanation of the composition of the net current assets of the month to which it relates, less committed assets and restricted assets containing the following detail:
 - An explanation of each of the material variances; and
 - Such other supporting information as is considered relevant by the local government.

Regulation 34.3 - The information in a statement of financial activity may be shown:

- According to nature and type classification;
- By program; or
- By business unit.

Each financial year a Local government is to adopt a % value, calculation in accordance with AAS5, to be used in reporting material variances.

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

Council Policy 4.8 - Monthly Financial Reporting Requirements.

LEGISLATIVE REQUIREMENTS:

- *Local Government Act 1995*
- Local Government (Financial Management) Regulations 1996

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental impacts associated with this proposal.
- **Economic**
There are no known economic impacts associated with this proposal.
- **Social**
There are no known social implications associated with this proposal.
- **Financial Implications**
The financial reports for the period ending April 2020 are attached to the Council Agenda.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION

That the following Statements and Reports for the month ended April 2020 be received:

- **Monthly Statements as follows:-**

a.	Statement of Financial Activity (by Nature and Type)	FM Regs 34
b.	Statement of Operating Activities by Programme/Activity (Summary)	FM Regs 34
c.	Statement of Net Current Assets (NCA)	FM Regs 34
d.	Rate setting statement	Discretionary
e.	Disposal of Assets	Discretionary
f.	Rates Outstanding Report	Discretionary
g.	Debtors Outstanding Report	Discretionary
h.	Bank Reconciliation Report	Discretionary
i.	Investment Report	Discretionary
j.	Reserve Account Balances Report	Discretionary
k.	Loans Schedule	Discretionary

SHIRE OF WONGAN-BALLIDU							
STATEMENT OF FINANCIAL ACTIVITY (N&T) FOR 30 APRIL 2020							
	Approved Budget 2019- 2020	Current Budget 2019-2020	YTD Budget	YTD Actual	Page	Variance Over or Under	10%
INCOME							
Rates	(2,963,588)	(2,973,288)	(2,972,867)	(2,971,715)		0.0%	✓
Grants Operating, Subsidies & Contributions	(1,718,005)	(1,752,536)	(1,486,001)	(1,584,013)		(6.6%)	✓
Non Operating Grants, Subsidies & Contributions	(1,802,087)	(1,913,599)	(1,411,089)	(819,984)		41.9%	x
Fees & Charges & Service Charges	(621,882)	(622,882)	(480,550)	(462,339)		3.8%	✓
Other Revenue	(148,890)	(170,990)	(136,365)	(205,581)		(50.8%)	x
Interest	(88,175)	(90,175)	(76,632)	(59,057)		22.9%	x
Profit on sale of Assets	-	-	-	-		0.0%	✓
a: TOTAL INCOME	(7,342,627)	(7,523,470)	(6,563,504)	(6,102,689)			
OPERATING EXPENSES							
Employee Costs	2,431,653	2,373,353	1,978,428	1,753,230		11.4%	x
Materials & Contracts	1,621,762	1,734,377	1,455,380	1,129,394		22.4%	x
Utilities (Gas, Electricity) etc.	378,968	319,019	265,230	316,669		(19.4%)	x
Interest	64,826	38,826	26,143	23,653	11	9.5%	✓
Insurance	241,310	241,310	240,412	259,791		(8.1%)	✓
Other General	233,312	237,277	213,347	189,227		11.3%	x
Loss on Asset Disposals	67,129	67,129	67,129	2,902		95.7%	x
Depreciation	2,352,950	2,352,950	1,960,580	2,005,542		(2.3%)	✓
b: TOTAL OPERATING EXPENSES	7,391,909	7,364,240	6,206,649	5,680,408			
c: NET OPERATING (SURPLUS) / DEFICIT	49,282	(159,230)	(356,855)	(422,281)			
CAPITAL EXPENSES							
Land & Buildings	4,449,780	4,380,280	3,657,010	2,916,516		20.2%	x
Furniture & Equipment	-	-	-	-		0.0%	✓
Motor Vehicles	90,000	90,000	90,000	86,298		4.1%	✓
Plant	555,000	555,000	555,000	343,786		38.1%	x
Infrastructure Other	30,500	37,030	37,030	17,423		52.9%	x
Infrastructure Roads	2,117,372	2,117,372	1,763,870	1,708,164		3.2%	✓
d: TOTAL CAPITAL	7,242,652	7,179,682	6,102,910	5,072,188			
e: TOTAL OPERATING & CAPITAL	7,291,935	7,020,453	5,746,055	4,649,906			
ADJUST - NON CASH ITEMS							
Depreciation	(2,352,950)	(2,352,950)	(1,960,580)	(2,005,542)			
Accruals and Adjustments	-	-	-	-	6		
Profit on sale of assets	-	-	-	-	6		
Loss on sale of assets	(67,129)	(67,129)	(67,129)	(2,902)			
FINANCING ACTIVITIES							
Proceeds from Sale of Assets	(103,000)	(103,000)	(103,000)	(33,636)	6		
Transfer from reserves	(1,109,883)	(1,109,883)	(1,109,883)	-	10		
Transfer to reserves	244,000	694,449	694,449	-	10		
Interest paid to reserves	25,519	25,519	21,400	21,947	10		
Net Movement in LSL Reserve	-	-	-	(798)			
LSL Provision in reserves	-	-	-	-			
Loan proceeds	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)			
Loan principal repayment	146,198	146,198	92,080	92,080	11		
Loan to SSL Parties	-	-	-	-			
SSL Principal Reimbursements	(71,793)	(71,793)	(71,792)	(71,792)	11		
Less (Surplus)/deficit B/Fwd	(2,002,897)	(2,327,885)	(2,327,885)	(2,327,885)	5		
ADJUSTED CLOSING (SURPLUS) / DEFICIT	(0)	(146,021)	(1,086,286)	(1,678,622)			
** This sheet illustrates the variance analysis. For variance explanation refer to applicable note.			Key Within budget tolerance of 10% Over budget tolerance of 10% Under budget tolerance of 10%				✓ x ⚠

Shire of Wongan-Ballidu Variance Report 30 April 2020				
<p>The Local Government (Financial Management) Regulations 1996 require that financial statements are presented monthly to council. Council has adopted 10% as its threshold for line items on the nature and type report shown on page 1. This report uses a traffic light system to flag those items that are within tolerance and others that fall out of the range. Variances are calculated using a comparison of year to date actual against year to date budget. It needs also to be noted that the early months of the financial year are a period when variance percentages are volatile and extremely sensitive to small movements in actual income and expense.</p>				
Code	Variance Actual to YTD Budget	Variance reason	Report Section	Comments
Operating Income				
✓	1,152	Within Threshold	Rates	Within Council variance reporting threshold.
✓	(98,012)	Within Threshold	Grants Operating, Subsidies & Contributions	Within Council variance reporting threshold.
✗	591,105	Timing	Non Operating Grants, Subsidies & Contributions	Progress payments for roads grants projected to be received by now have not yet been received by Council.
✓	18,211	Within Threshold	Fees & Charges & Service Charges	Within Council variance reporting threshold.
✗	(69,216)	Permanent	Other Revenue	Reimbursements higher than budgeted (Eg Insurance Claims)
✗	17,575	Timing	Interest	Interest Income can vary to budget as term deposit time periods are not known when preparing the Annual Budget
✓	0	Within Threshold	Profit on sale of Assets	Within Council variance reporting threshold.
Operating Expenditure				
✗	(225,198)	Timing	Employee Costs	this is a timing issue. With year-end and wage accruals being taken into account, employee costs are expected to be as budgeted.
✗	(325,986)	Timing	Materials & Contracts	Variances occur based on expenditure levels. The majority of Materials and Contracts budgets are spread evenly throughout the year.
✗	51,439	Timing	Utilities (Gas, Electricity) etc.	Utility charges vary depending on when accounts are processed as they are received bi-monthly.
✓	(2,490)	Within Threshold	Interest	Within Council variance reporting threshold.
✓	19,379	Within Threshold	Insurance	Within Council variance reporting threshold.
✗	(24,120)	Timing	Other General	Variances occur based on expenditure levels. This is only a timing variance
✗	(64,227)	Timing	Loss on Asset Disposals	It was expected that the fleet replacement program would have been completed by now, there is still more replacements to occur this financial year.
✓	44,962	Within Threshold	Depreciation	Within Council variance reporting threshold.
Capital				
✗	(740,494)	Timing	Land & Buildings	Building construction expenditure is lower than YTD Budget, this will even out as works progress.
✓	0	Within Threshold	Furniture & Equipment	Within Council variance reporting threshold.
✓	(3,702)	Within Threshold	Motor Vehicles	Within Council variance reporting threshold.
✗	(211,214)	Timing	Plant	Roller purchased earlier than planned (\$170,000). Water tank purchased in October (\$20,000). Balance will occur in 2020.
✗	(19,607)	Timing	Infrastructure Other	Capital Expenditure is lower than YTD budget, expenditure will increase during the rest of the financial year.
✓	(55,706)	Timing	Infrastructure Roads	The Road program expenditure is lower than YTD budget, expenditure will increase as works progress.

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY (PRG) FOR 30 APRIL 2020

	Approved Budget	Current Budget	YTD BUDGET *	YTD Actual
INCOME				
General Purpose Funding	(4,056,288)	(4,067,988)	(3,803,552)	(3,815,904)
Governance	(50,021)	(68,321)	(47,876)	(58,034)
Law, Order & Public Safety	(35,500)	(35,500)	(29,570)	(31,423)
Health	(79,100)	(80,100)	(25,830)	(9,024)
Education & Welfare	(13,597)	(13,597)	(13,347)	(13,272)
Housing	(66,322)	(66,322)	(55,552)	(57,732)
Community Amenities	(206,740)	(206,740)	(199,300)	(186,428)
Recreation & Culture	(1,173,215)	(1,183,215)	(933,251)	(410,018)
Transport	(1,265,312)	(1,393,155)	(1,127,556)	(1,083,463)
Economic Services	(72,950)	(72,950)	(29,210)	(40,071)
Other Property & Services	(323,582)	(335,582)	(298,460)	(397,322)
a: TOTAL INCOME	(7,342,627)	(7,523,470)	(6,563,504)	(6,102,689)
OPERATING EXPENSES				
General Purpose Funding	120,197	120,197	100,150	83,672
Governance	301,221	308,896	289,928	257,667
Law, Order & Public Safety	155,027	155,027	131,280	123,894
Health	328,443	451,043	376,420	311,613
Education & Welfare	183,812	172,012	146,697	129,569
Housing	200,582	200,106	167,512	152,112
Community Amenities	511,710	491,460	407,290	333,097
Recreation & Culture	1,683,671	1,637,790	1,373,121	1,272,859
Transport	2,825,885	2,759,234	2,308,699	2,370,771
Economic Services	178,822	178,237	148,350	182,053
Other Property & Services	902,539	890,239	757,202	463,102
b: TOTAL OPERATING EXPENSES	7,391,909	7,364,241	6,206,649	5,680,408
c: NET OPERATING (SURPLUS)/DEFICIT	49,282	(159,229)	(356,855)	(422,281)
CAPITAL EXPENSES				
General Purpose Funding	-	-	-	-
Governance	115,500	122,000	122,000	118,357
Law, Order & Public Safety	30,000	30,000	30,000	20,000
Health	18,000	13,000	10,830	11,576
Education & Welfare	-	-	-	-
Housing	50,366	50,366	41,940	22,637
Community Amenities	67,500	41,030	40,360	17,423
Recreation & Culture	4,299,931	4,261,931	3,553,110	2,834,859
Transport	2,650,355	2,650,355	2,295,510	2,038,203
Economic Services	-	-	-	-
Other Property & Services	11,000	11,000	9,160	9,133
d: TOTAL CAPITAL EXPENSES	7,242,652	7,179,682	6,102,910	5,072,188
e: TOTAL OPERATING & CAPITAL	7,291,934	7,020,453	5,746,055	4,649,906

SHIRE OF WONGAN-BALLIDU ANALYSIS OF NET CURRENT ASSETS AS AT 30 APRIL 2020			
NOTE 1A: INFORMATION ON OPENING SURPLUS / (DEFICIT).	2018-2019	Original Budget	2019-2020
SURPLUS / (DEFICIT)	2,327,885	0	1,678,622
COMPRISES			
Cash (including reserves)	4,720,703	1,591,297	3,545,090
Current rates	230,462	196,349	167,749
Sundry debtors	106,495	103,282	62,094
Tax receivables	31,720	55,347	12,001
Other debtors	8,936	-	10,941
A: SSL debtors (are excluded see D: adj)	70,422	26,131	(1,370)
Inventories	11,204	11,204	(24,796)
Less:			
Reserves	(2,228,365)	(1,435,547)	(2,250,312)
Sundry creditors	(134,079)	(201,855)	(65,039)
Accrued interest	(4,160)	(15,000)	(0)
ESL Levy Owed	(32,078)		(5,718)
PAYG/GST Due To ATO	(47,973)	(14,741)	20,911
B: Other - (are excluded see D: adj)			
LSL Cash backed Reserve	81,042	41,861	81,841
Tax liabilities	(12,619)		88,693
Other - Trust	(125)		88
C: Loan liability (are excluded see D: adj)	(74,118)	(102,281)	17,962
Current employee benefits provisions	(403,278)	(332,197)	(342,313)
D: Adjustments (see above A to C)	3,696	76,150	(16,591)
Change in accounting policies t'fer from retained surplus	-		377,394
Surplus / (Deficit) Variance	2,327,885	0	1,678,622
NOTE 1B: CLOSING FUNDS alternate format to Note 1 above	2018-2019	Original Budget	2019-2020
Current assets			
Cash & cash equivalents	4,720,703	1,591,297	3,545,090
Sundry debtors	448,034	381,109	251,414
Inventories	11,204	11,204	(24,796)
Total current assets	5,179,942	1,983,610	3,771,708
Current liabilities			
Creditors and accounts payable	(230,909)	(231,596)	38,846
Current loan liability	(74,118)	(102,281)	17,962
Provisions	(403,278)	(332,197)	(342,313)
Total current liability	(708,305)	(666,074)	(285,505)
Net current assets	4,471,637	1,317,536	3,486,203
Less: restricted reserves	(2,228,365)	(1,435,547)	(2,250,312)
Less: SSL principal repayments	(70,422)	(26,131)	1,370
Add back: Current loan liability	74,118	102,281	(17,962)
Add back: LSL Cash backed Reserve	81,042	41,861	81,841
Add back: Movement in provisions between current and non-current			
Other - Trust	(125)	-	88
Change in accounting policies t'fer from retained surplus			377,394
Surplus / (Deficit) Variance	2,327,885	0	1,678,622

SHIRE OF WONGAN-BALLIDU			
RATE SETTING STATEMENT AS AT 30 APRIL 2020			
	2019-2020 Approved Budget	2019-2020 Current Budget	2019-2020 Year-to-Date Actual
<u>OPERATING INCOME</u>			
General Purpose Funding	(1,092,700)	(1,094,700)	(844,189)
Governance	(50,021)	(68,321)	(58,034)
Law, Order & Public Safety	(35,500)	(35,500)	(31,423)
Health	(79,100)	(80,100)	(9,024)
Education & Welfare	(13,597)	(13,597)	(13,272)
Housing	(66,322)	(66,322)	(57,732)
Community Amenities	(206,740)	(206,740)	(186,428)
Recreation & Culture	(1,173,214)	(1,183,214)	(410,018)
Transport	(1,265,312)	(1,393,155)	(1,083,463)
Economic Services	(72,950)	(72,950)	(40,071)
Other Property & Services	(323,582)	(335,582)	(397,322)
A	(4,379,038)	(4,550,181)	(3,130,974)
<u>OPERATING EXPENSES</u>			
General Purpose Funding	120,197	120,197	83,672
Governance	301,221	308,896	257,667
Law, Order & Public Safety	155,027	155,027	123,894
Health	328,443	451,043	311,613
Education & Welfare	183,812	172,012	129,569
Housing	200,582	200,106	152,112
Community Amenities	511,710	491,460	333,097
Recreation & Culture	1,683,671	1,637,790	1,272,859
Transport	2,825,885	2,759,234	2,370,771
Economic Services	178,822	178,237	182,053
Other Property & Services	902,539	890,239	463,102
B	7,391,909	7,364,240	5,680,408
C= A and B	3,012,871	2,814,059	2,549,434
<u>ADJUST FOR CASH BUDGET REQUIREMENTS</u>			
<u>Non-Cash Expenditure and Income</u>			
Depreciation on Assets	(2,352,950)	(2,352,950)	(2,005,542)
Accruals and Adjustments	-	-	-
Profit/(Loss) on Asset Sales	(67,129)	(67,129)	(2,902)
<u>Capital Expenditure & Income</u>			
Purchase of land & buildings	4,449,780	4,380,280	2,916,516
Purchase of furniture & equipment	-	-	-
Purchase of motor vehicles	90,000	90,000	86,298
Purchase of plant & machinery	555,000	555,000	343,786
Purchase of other infrastructure	30,500	37,030	17,423
Purchase of roads infrastructure	2,117,372	2,117,372	1,708,164
Proceeds from sale of assets	(103,000)	(103,000)	(33,636)
<u>Financing Activities</u>			
Repayment of Loan Principal	146,198	146,198	92,080
Loan proceeds / refinancing CL to NCL adj	(2,000,000)	(2,000,000)	(2,000,000)
Loans paid to SSL parties	-	-	-
Self Supporting Loan Income	(71,793)	(71,793)	(71,792)
<u>Reserve Movements</u>			
Transfers to Reserves	244,000	694,449	-
Interest paid to Reserves	25,519	25,519	21,947
Transfer from Reserves	(1,109,883)	(1,109,883)	-
Net Movement in LSL Reserve	-	-	(798)
LSL Provision in reserves	-	-	-
Estimated Muni (Surplus)/Deficit July 1 B/Fwd.	(2,002,897)	(2,327,885)	(2,327,885)
Estimated Muni (Surplus)/Deficit June 30 C/Fwd.	-	-	(1,678,622)
AMOUNT REQUIRED TO BE RAISED FROM RATES	2,963,588	2,827,267	2,971,715
TOTAL RATES RAISED	2,963,588	2,973,288	2,971,715
(Surplus) / Deficit Variance	(0)	(146,021)	0

SHIRE OF WONGAN-BALLIDU
ANALYSIS OF DISPOSED ASSETS AS AT 30 APRIL 2020

Asset No	Budget Net Book Value	Original Budget Sale Proceeds	Budget (Profit) / Loss	Actual Net Book Value	Actual Sale Proceeds	Actual (Profit) / Loss
By Class						
Motor Vehicles						
Volkswagon Touraq	41,700	30,000	(11,700)	36,538	33,636	(2,902)
Plant & Equipment						
Multi-Tyred Roller - Construction WB6938	-	-	-	-	-	-
CAT CS56 Vib Roller (Construction) WB038	89,327	45,000	(44,327)	-	-	-
Fuso Tip Truck - Patching Truck (Maintenance) WB028	39,102	28,000	(11,102)	-	-	-
Water Trailers 250 gal WB3398	-	-	-	-	-	-
Water Tanker - NEW	-	-	-	-	-	-
TOTAL	170,129	103,000	(67,129)	36,538	33,636	(2,902)
By Program						
Transport						
Multi-Tyred Roller - Construction WB6938 1441	-	-	-	-	-	-
CAT CS56 Vib Roller (Construction) WB038 1409	89,327	45,000	(44,327)	-	-	-
Fuso Tip Truck - Patching Truck (Maintenance) WB028 1444	39,102	28,000	(11,102)	-	-	-
Water Trailers 250 gal WB3398 1432	-	-	-	-	-	-
Water Tanker - NEW 1406	-	-	-	-	-	-
Water Tanker - NEW 0	-	-	-	-	-	-
Other Property & Services						
Volkswagon Touraq 1504	41,700	30,000	(11,700)	36,538	33,636	(2,902)
TOTAL	170,129	103,000	(67,129)	36,538	33,636	(2,902)
Motor Vehicle and Plant & Equipment Change Over						
	Current Budget Purchase Price	Current Budget Sale	Current Change-Over Budget	Actual Purchase	Actual Sale	Change-Over
Motor Vehicles						
Toyota Landcruiser	90,000	30,000	60,000	86,298	33,636	52,662
Plant & Equipment						
Multi-Tyred Roller - Construction WB6938	170,000	-	170,000	312,000	-	-
CAT CS56 Vib Roller (Construction) WB038	180,000	45,000	135,000	-	-	-
Fuso Tip Truck - Patching Truck (Maintenance) WB028	135,000	28,000	107,000	-	-	-
Water Trailers 250 gal WB3398	40,000	-	40,000	11,786	-	-
Water Tanker - NEW	30,000	-	30,000	20,000	-	-
TOTAL	645,000	103,000	542,000	430,084	33,636	52,662

SHIRE OF WONGAN - BALLIDU
REPORT ON BORROWINGS AS AT 30 APRIL 2020

Existing Loans * Denotes (SSL) Self Supporting Loan

Loan No.	Particulars	Recipient	Maturity Date	Proposed Borrowings	Amount Borrowed	Loan Principal Paid in Apr 20	Accrued Int. Due	YTD Interest Paid	Loan Balance @ 30 June 2019	Refinancing	Principal Repayments YTD	Loan Balance @ 30 Apr 20
142	Housing Construction	WB Community Association*	Mar-2020		400,000	-	-	(1,633)	39,325	-	(39,364)	(39)
147	Aged Persons	Ninan House*	Jul-2022		100,000	-	-	(1,399)	33,112	-	(8,672)	24,440
149	Resurface Bowling Greens	Wongan Hills Bowling Club*	Dec-2019		115,000	-	-	(282)	7,563	-	(7,563)	0
151A	Aged Persons	Ninan House*	Oct-2032		300,000	(8,170)	-	(8,495)	276,782	-	(16,194)	260,588
152	Co-Location Construction	Shire	Dec-2039		2,000,000	-	-	(11,768)	-	2,000,000	(20,287)	1,979,713
TOTAL EXISTING LOANS				-	2,915,000	(8,170)	-	(23,577)	356,782	2,000,000	(92,080)	2,264,702

Shire Loan Summary
Self Supporting Loan Summary

-	2,000,000	-	-	(11,768)	-	2,000,000	(20,287)	1,979,713
-	915,000	(8,170)	-	(11,810)	356,782	-	(71,792)	284,990

Current loan liability
Non current liability
Total Loan Liability

Loan Balance @ 30 June 2019	SSL	Shire	Total
(74,117)	17,963	20,287	38,250
(282,665)	(282,665)	(2,000,000)	(2,282,665)
(356,782)	(264,702)	(1,979,713)	(2,244,415)

SHIRE OF WONGAN - BALLIDU															
ANALYSIS OF RESERVE ACCOUNTS AS AT 30 APRIL 2020															
				ADOPTED FULL YEAR'S BUDGET				CURRENT FULL YEAR'S BUDGET				ACTUAL YTD AT 30 APRIL 2020			
Reserve Description	GL Acct.	Budget Opening Balance	Actual Opening Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer in / Interest	Transfer to Muni	Transfer from Muni	EOY Balance	Transfer from / Interest	Transfer to Muni/ Transfer from Reserve	Transfer from Muni/ Transfer to Reserve	Actual Balance
Community Resource Centre Reserve	01989	(13,335)	(13,372)	(198)	-	-	(13,570)	(198)	-	(14,490)	(28,060)	(132)	-	-	(13,504)
Depot Improvement Reserve	01940	(10,364)	(10,377)	(154)	-	-	(10,531)	(154)	-	-	(10,531)	(102)	-	-	(10,479)
Historical Publications Reserve	01965	(6,975)	(6,994)	(104)	-	-	(7,098)	(104)	-	-	(7,098)	(69)	-	-	(7,063)
Housing Reserve	01955	(1,827)	(1,832)	(27)	-	-	(1,859)	(27)	-	-	(1,859)	(18)	-	-	(1,850)
LSL Reserve	01935	(80,682)	(81,042)	(1,202)	40,383	-	(41,861)	(1,202)	40,383	-	(41,861)	(798)	-	-	(81,841)
Medical Facilities & R4R Special Projects Reserve	01975	(289,995)	(290,895)	(4,312)	30,000	-	(265,207)	(4,312)	30,000	(84,936)	(350,143)	(2,865)	-	-	(293,761)
Patterson Street JV Housing Reserve	01988	(38,473)	(38,573)	(572)	-	(5,000)	(44,145)	(572)	-	(5,000)	(44,145)	(380)	-	-	(38,953)
Plant Reserve	01945	(678,649)	(682,931)	(11,740)	254,000	(224,000)	(664,671)	(11,740)	254,000	(224,000)	(664,671)	(6,726)	-	-	(689,657)
Quinlan Street JV Housing Reserve	01987	(39,019)	(39,121)	(580)	-	(5,000)	(44,701)	(580)	-	(5,000)	(44,701)	(385)	-	-	(39,506)
Stickland JV Housing Reserve	01986	(47,514)	(47,640)	(707)	-	(5,000)	(53,347)	(707)	-	(5,000)	(53,347)	(469)	-	-	(48,109)
Swimming Pool Reserve	01970	(113,194)	(113,573)	(1,682)	-	-	(115,255)	(1,682)	-	-	(115,255)	(1,119)	-	-	(114,692)
Waste Management Reserve	01920	(39,461)	(39,564)	(587)	-	(5,000)	(45,151)	(587)	-	(5,000)	(45,151)	(390)	-	-	(39,954)
Sporting Co-Location Reserve	01990	(916,423)	(862,450)	(3,654)	785,500	-	(80,604)	(3,654)	785,500	(201,023)	(281,627)	(8,494)	-	-	(870,945)
Doctors Subsidy Reserve	01991	-	-	-	-	-	-	-	-	(150,000)	(150,000)	-	-	-	-
TOTALS		(2,275,911)	(2,228,365)	(25,519)	1,109,883	(244,000)	(1,388,001)	(25,519)	1,109,883	(694,449)	(1,838,450)	(21,947)	-	-	(2,250,312)

MUNICIPAL INVESTMENTS

Matured Municipal Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment Last Placed	Interest/Transfers Realised	Closing Balance	BANK TO INVESTMENT
Total of matured municipal investments									0.00	0.00	0.00

Current Municipal Investments

Invest No.	Name	Maturity	Particulars	From	To	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
9770-46811	Muni Term Deposit			9/12/2019	9/03/2020	1.45%	\$ 210,158.77	\$ (212,537.00)	\$ 2,378.23	\$ (0.00)	\$ 2,378.23
9147-00687	Muni Term Deposit			16/04/2020	16/05/2020	0.70%	\$ 500,000.00	\$ -	\$ 4,158.85	\$ 504,158.85	\$ 4,158.85
9111-76541	Muni Term Deposit			9/02/2020	9/05/2020	1.45%	\$ 500,000.00	\$ -	\$ 2,065.95	\$ 502,065.95	\$ 2,065.95
4705-91546	Online Saver Account			7/11/2018		0.40%	\$ 260,078.29	\$ (187,463.00)	\$ 1,313.70	\$ 73,928.99	\$ 1,313.70
Total of current municipal investments							\$ 1,470,237.06	\$ (400,000.00)	\$ 9,916.73	\$ 1,080,153.79	\$ 9,916.73

RESERVE INVESTMENTS

Matured Reserve Investments

Invest No.	Name	Maturity	Particulars	From	To	Days	Interest Rate	Investment last Placed	Interest/Transfer Realised	Closing Balance	BANK TO INVESTMENT
Total of matured reserve investments									0.00	0.00	0.00

Current Reserve Investments

Invest No.	Name	Maturity	From	To	Days	Interest Rate	Opening Investment	Transfers in/out	YTD Interest	Closing Balance	Interest Realised
9788-42609	Term Deposit		6/04/2020	6/05/2020	30	0.60%	\$ 549,662.07	\$ -	\$ 7,503.25	\$ 557,165.32	\$ 7,503.25
9788-42596	Term Deposit		6/04/2020	6/05/2020	30	0.60%	\$ 549,662.07	\$ -	\$ 6,602.45	\$ 556,264.52	\$ 6,602.45
9788-42748	Term Deposit		6/12/2019	6/03/2020	90	1.45%	\$ 549,342.84	\$ (554,404.41)	\$ 5,061.57	\$ (0.00)	\$ 5,061.57
9789-82644	Term Deposit		3/04/2020	3/10/2020	183	1.00%	\$ 85,749.69	\$ -	\$ 1,684.54	\$ 87,434.23	\$ 1,684.54
2527-63397	Reserve Saver						\$ 493,948.26	\$ 554,404.41	\$ 1,095.52	\$ 1,049,448.19	\$ 1,095.52
Total of reserve investments and cash							\$ 2,228,364.93	\$ -	\$ 21,947.33	\$ 2,250,312.26	\$ 21,947.33

Total of matured municipal and reserve investment								\$ -	\$ -	\$ -	\$ -
Total of current municipal and reserve investment and cash							\$ 3,698,601.99	\$ (400,000.00)	\$ 31,864.06	\$ 3,330,466.05	\$ 31,864.06

SHIRE OF WONGAN-BALLIDU					
BANK RECONCILIATIONS FOR 30 APRIL 2020					
	Total	Municipal (01100+01102)	Trust (21100)	Reserve (01105)	Cash On Hand (01101)
Opening Balance	4,886,362.23	2,581,794.77	58,405.37	2,245,312.09	850.00
Add: Receipts	155,522.85	89,003.40	61,519.30	5,000.15	
Adjustment	(557.70)	(557.70)			
Transfers In/(Out)	-				
	-				
Less: Payments - EFT & Cheques	(1,443,970.38)	(1,374,968.98)	(69,001.40)		
Payments - Bank Fees	(1,343.83)	(1,343.83)			
Investment - Transfers In/Out	-				
	-				
Balance as per General Ledger	3,596,013.17	1,293,927.66	50,923.27	2,250,312.24	850.00
Balance as per Bank Statements	400,014.47	349,178.00	50,836.47		
Balance as per Bank Deposit Certificates	3,256,537.06	1,006,224.80		2,250,312.26	
Balance as per Holder Certificates	74,778.99	73,928.99			850.00
Add: Outstanding Deposits	42.90	6.00	36.90	-	
Adjustments -	-				
	-				
Less: Unpresented Payments	(135,410.13)	(135,410.13)			
	-				
Adjustments & Transfers	49.88		49.90	(0.02)	
	-				
Balance as per Cash Book	3,596,013.17	1,293,927.66	50,923.27	2,250,312.24	850.00

SHIRE OF WONGAN - BALLIDU RATES OUTSTANDING 30 APRIL 2020				
		Rates Raised for 2019/2020	\$ 2,976,095.96	
Rates Outstanding Breakdown				
Total Amount Outstanding		30.4.20	\$ 158,057.18	5%
Outstanding same time last year		30.4.19	\$ 252,950.77	8%
SUNDRY DEBTORS OUTSTANDING 31 MARCH 2020				
Debtors Ageing Summary				
Current			\$ 56,354.59	
30 Days			\$ 2,872.70	
60 Days			\$ 4,337.92	
90 Days & Over			\$ 1,328.25	
Credit Balance			\$ (2,739.72)	
Total Outstanding			\$ 62,153.74	
Accounts 90 Days & Over:				
Date	Dr No.	Comments	Amount	
17/05/2019	1370	Standpipe Fees	\$ 1,328.25	Company in Liquidation
Total			\$ 1,328.25	

9.2.3 APPLICATION TO KEEP THREE DOGS

FILE REFERENCE:	
REPORT DATE:	17 th April 2020
APPLICANT/PROponent:	Maureen Hamilton
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Chief Executive Officer – Stuart Taylor
ATTACHMENTS:	9.2.4a Shire Ranger's Report

PURPOSE OF REPORT:

That Council approve the application for three dogs to be housed at 21 Ninghan Rd, Wongan Hills.

BACKGROUND:

Council has received an application from Ms Maureen Hamilton to house three dogs permanently at the property.

COMMENT:

The property is approximately 9,950 sqm in size and surrounded by rural residential houses.

Council wrote to four neighbouring properties seeking their comment about the application, one neighbour responded. (Ref to Ranger Notes in the 3-6 Dog Ranger Inspection Report.)

The Shire's contract Ranger has inspected the site and has confirmed that the property is suitable to house the dogs.

POLICY REQUIREMENTS:

There are no policy requirements in relation to this item.

LEGISLATIVE REQUIREMENTS:

The *Dog Act 1976* and Council's Dog Local Law that only two dogs can ordinarily be kept on a townsite lot (less than 10,000). The Dog Act permits Council to approve an application in excess of the Council maximum under its local laws. The process is to determine whether there are any valid objections or submissions and to consider approval with or without conditions.

26. LIMITATION AS TO NUMBERS

- (1) *The provisions of this Part shall not operate to prevent the keeping on any premises of 2 dogs over the age of 3 months and the young of those dogs under that age.*
- (2) *Subject to subsection (1), a local government, pursuant to local laws, may limit the number of dogs over the age of 3 months, or the number of such dogs of any specified breed or kind, that may be kept on any premises situated in a specified area to which those local laws apply unless those premises are licensed as an approved kennel establishment or are exempt.*
- (3) *Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —*

- (a) may be made subject to conditions, including a condition that it applies only to the dogs specified therein;*
- (b) shall not operate to authorise the keeping of more than 6 dogs on those premises; and*
- (c) may be revoked or varied at any time.*
- (4) Subject to the provisions of subsection (3), a person who keeps on any premises, not being premises licensed as an approved kennel establishment, dogs over the age of 3 months in numbers exceeding any limit imposed in relation to those dogs by a local law made under subsection (2) commits an offence.*

Penalty: \$1 000 and a daily penalty of \$100.

(5) Any person who is aggrieved —

- (a) by the conditions imposed in relation to any exemption from the provisions of a local law placing a limitation on the number of dogs that may be kept on any premises; or*
- (b) by the refusal of a local government to grant such an exemption, or by the revocation of an exemption,*
- (c) may apply to the State Administrative Tribunal for a review of the decision.*
- (6) An application under subsection (5) cannot be made later than the expiry of a period of 28 days after the day on which a notice of the decision is served on the person affected by that decision.*

[Section 26 amended by No. 23 of 1987 s. 22; No. 14 of 1996 s. 4; No. 24 of 1996 s. 16; No. 55 of 2004 s. 256 and 268.]

STRATEGIC IMPLICATIONS:

Nil

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

The applicant seeks to house three dogs at a rural residential lot in the townsite. If the dogs are of a disposition that create undue nuisance, the community's expectation of enjoying a rural townsite environment could be compromised.

➤ **Economic**

There are no known economic implications associated with this proposal.

➤ **Social**

The dogs if a nuisance could create neighbourhood tension and conflict.

➤ **Financial Implications**

There are no financial implications in relation to this matter.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No.

OFFICER RECOMMENDATION:

That Council APPROVE the application for three dogs to be housed at 21 Ninghan Rd, Wongan Hills in accordance with Section 26.3 of the Dog Act 1976 (as amended) with the following conditions: -

1. The approval being placed on the condition that the dogs do not prove to be a nuisance (to the satisfaction of Council) to adjoining or adjacent neighbours in terms of barking, aggressive behaviours and / or wandering; and
2. The exemption applies only to the Rottweiler dog named Shadow, the Bull Mastiff dog named Tank and the Shih tzu X dog named Sharie, and once any of the dogs are deceased, sold or otherwise disposed of, the exemption ceases to have effect; and
3. The exemption will cease to have effect on the date of any conviction for an offence relating to the *Dog Act 1976* in respect of any of the dogs, or any person in charge of those dogs; and
4. The subject property must be kept clear of all animal excreta using proper disposal methods; and
5. Adequate cover and protection are to be available to the dogs at all times; and
6. The dogs are to be adequately confined in accordance with Section 3.1 of the Shires Dog Local Law; and
7. An automatic drinking device system is to be installed in the backyard; and
8. The property is to be inspected Annually by the Council Ranger; and
9. Access to the property is to be given to the Council Ranger for the Annual Inspection, or more regularly if the Council so determines.

3-6 Dog Ranger Inspection Report

Date of Inspection: 17th April 2020
Name: Maureen Hamilton
Property Address: 21 Ninghan Rd
Ranger: Gloria Robinson
Date of Application: 24/02/2020

Number of Dogs	Dog Name	Breed	Colour	Age	Sex	Rego No.
1	Shadow	Rottweiler	Black / Tan	2	F	200117
2	Tank	Bull Mastiff	Tan	10	M	200118
3	Sharie	Shih Tzu X	White	12	F	

Fencing

Materials used for Fencing: The yard is fully secured with metal fencing. The fencing is in good condition and suitable to contain the dogs.

Height of fencing: The fencing is all 1.2 meters high.

Locking devices on gates: The property is fully fenced and there is a house yard inside the property. The front house yard gates are secured with a drop latch and the rear gate is kept locked with a chain and a key lock.

Housing

Means of housing: The dogs are free to go from inside to outside. There is a large undercover verandah area at the rear of the house and plenty of shade in the house yard for the dogs to lay in during the day.

The dogs mainly live in the house and sleep on the owner's bed and lounge.

Water Supply: There is a dog water bowl outside that is kept on the rear verandah. There is also a water bucket in the house. The bowls are clean and kept topped up.

Condition of existing dogs:

All 3 dogs are in excellent condition. They appear healthy and extremely happy.

Ranger Notes: The dogs have a very large yard to exercise in and there was no sign of any dog faeces in the yard. The water bowls are clean and plentiful, and the house is kept in a suitable condition.

The property is in the Gratton Heights area and is 0.9950 Hectares in size.

4 neighbours were written to, giving them the opportunity to provide feedback.

One neighbour responded with no objection.

History: Council has not received any complaints from any neighbours regarding this property.

Recommendation: I would recommend the granting of this application pending an automatic drinking system to be installed in the back yard to cater for 3 dogs. The yard fencing is secure enough to confine the 3 dogs and I do not think they pose any threat to the public.



House Yard



House Yard



House Yard



Rear Gate



Front Gate & Verandah



Tank – Bull Mastiff



Sharie – Shih Tzu X



Shadow – Rottweiler

9.3	WORKS AND SERVICES
------------	---------------------------

Nil.

9.4 HEALTH, BUILDING AND PLANNING

9.4.1 APPLICATION FOR DEVELOPMENT APPROVAL – PROPOSED NEW OUTBUILDING (SHED) ON LOT 806, 13 HEWETT ROAD, WONGAN HILLS

FILE REFERENCE:	A1432/P486
REPORT DATE:	19 May 2020
APPLICANT/PROPONENT:	B&H Jardine Pty Ltd on behalf of Cooperative Bulk Handling Limited
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Melissa Marcon
ATTACHMENTS:	CONFIDENTIAL ATTACHMENTS emailed under separate cover.

PURPOSE OF REPORT:

Consideration and final determination of an Application for Development Approval for the construction and use of a new outbuilding (shed) on Lot 806, 13 Hewett Road Wongan Hills.

BACKGROUND:

The applicant is seeking Council's development approval for the construction and use of a new outbuilding (shed) for storage at Lot 806, 13 Hewett Road Wongan Hills.

Lot 806 comprises a total area of approximately 0.9950 hectares. The property has an existing brick veneer and iron single dwelling.



Synergy Map 09/04/2020

COMMENT:

Lot 806 is classified 'Rural Residential' zone in the Shire of Wongan-Ballidu Local Planning Scheme No. 5 (LPS5) with a residential density coding of RR12.

The Zone Objectives for the development and use of any land classified 'Rural Residential' zone are as follows:

- To provide for lot sizes in the range of 1ha to 4ha.
- To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.
- To set aside areas for the retention of vegetation and landform or other features which distinguish the land.
- To discourage or prohibit development not compatible with the predominantly rural nature and residential amenity of the zone.
- To promote and encourage cluster subdivision and other innovative rural residential designs, having consideration for conservation values.
- To encourage the provision of vegetation and fauna corridors and the revegetation of the land to adequately protect any areas or sites of conservation value.
- To only permit development, and support subdivision, in accordance with an approved structure plan.

Under the terms of the Zoning Table in LPS5 the development of an outbuilding is listed as being a permitted (ie 'P') use on any land classified 'Rural Residential' zone provided it complies with all the relevant development standards and requirements. Despite the permissibility of the proposed outbuilding (shed) on Lot 806, Council's development approval is required.

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including LPS5 and all relevant local planning policies, the Residential Design Codes and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The development application has been assessed in consultation with the above documents and is subject to compliance with a number of conditions. As such it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in accordance with the information and plans submitted in support of the proposal and the relevant standards and requirements of the Shire's local planning framework.

POLICY REQUIREMENTS:

There are no policy requirements in relation to the item.

LEGISLATIVE REQUIREMENTS:

Planning and Development Act 2015
Planning and Development (Local Planning Schemes) Regulations 2015
Shire of Wongan-Ballidu Local Planning Scheme No. 5

STRATEGIC IMPLICATIONS:

There are no known Strategic implications associated with this item.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental implications associated with this item.

➤ **Economic**

There are no known economic implications associated with this proposal.

➤ **Social**

There are no known social implications associated with this item.

➤ **Financial Implications**

There are no financial implications to Council in relation to this item. All costs associated with the proposed development are the responsibility of and will be met by the current landowners.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION:

That Council **APPROVE** the Development Application submitted by B & H Jardine Pty Ltd on behalf of Cooperative Bulk Handling Limited for the construction and use of a new outbuilding (shed) on Lot 806, 13 Hewett Road, Wongan Hills, subject to the following conditions and advise notes:

Conditions: -

1. The proposed development shall be completed within a period of two (2) years from the date of this approval. If the development is not completed within this period, the approval will lapse and be of no further effect. Where an approval has lapsed no development shall be carried out without the further approval of the Shire of Wongan-Ballidu having first been sought and obtained.
2. The proposed development shall be undertaken strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
3. All stormwater drainage generated by the proposed dwelling shall be contained and managed on site to the specifications and satisfaction of the Shire's Chief Executive Officer.
4. All external surfaces of the proposed outbuilding shall be clad with new materials only.
5. Building to be constructed using Colourbond range of colours.
6. The proposed outbuilding shall be used for domestic storage/hobby and vehicle parking purposes only unless otherwise approved by Council.

Advice Notes:-

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Wongan-Ballidu under its Local Planning Scheme No. 5. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to

obtain any other necessary approvals, consents, permits and licences required under any other law, and to commence and carry out development in accordance with all relevant laws.

3. The applicant/landowner is reminded of their obligation to ensure compliance with the following requirements:

a) Shire of Wongan-Ballidu Annual Firebreak Notice, Rural Residential and Industrial Properties – all land of less than 1 hectare (10,000 square metres) and zoned under the Town Planning Scheme as Rural Residential and Industrial are required to have all annual grass and herbage slashed or mowed to a height of not more than 100 mm and construct a clear earth firebreak of not less than 2 metres in width immediately surrounding all buildings and/or haystacks situated on the land; and

b) Shire of Wongan-Ballidu Health Local Law.

4. In accordance with the *Building Act 2011* and Building Regulations 2012, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land.

5. The proposed dwelling is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements must be submitted to the Shire with the building permit application.

6. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.

7. No construction works shall commence on the land prior to 7.00 am without the Shire's written approval. No construction works are permitted to be undertaken on Sundays or Public Holidays.

8. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Wongan-Ballidu Local Planning Scheme No. 5 and may result in legal action being initiated by the local government.

9. If the applicant/landowner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted within 28 days of the determination.

9.5	COMMUNITY SERVICES
------------	---------------------------

Nil.

10. QUESTIONS FROM MEMBERS WITHOUT NOTICE

11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

13. CLOSURE