



Shire of Wongan-Ballidu



AGENDA

ORDINARY MEETING OF COUNCIL

WEDNESDAY, 24 JUNE 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, 24 JUNE 2020, COMMENCING AT 3.00PM IN COUNCIL CHAMBERS AT THE SHIRE ADMINISTRATION OFFICE, CNR QUINLAN STREET AND ELPHIN CRESCENT, WONGAN HILLS.

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.

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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, 27 MAY 2020:

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on Wednesday, 27 May 2020 be confirmed as a true and correct record of the proceedings.

8. MATTERS FOR WHICH MEETING MAY BE CLOSED

9. REPORTS OF OFFICERS AND COMMITTEES

9.1 GOVERNANCE

9.1.1 NATIONAL REDRESS SCHEME (PARTICIPATION OF WA LOCAL GOVERNMENTS)

FILE REFERENCE:	
REPORT DATE:	16 June 2020
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor, Chief Executive Officer
ATTACHMENTS:	9.1.1a National Redress Scheme DLGSC Information Paper (separate attachment) 9.1.1b Redress Database Template for WA governments (separate attachment)

KEY ISSUES

This item is for the Shire of Wongan-Ballidu to:

- Note the background information and the WA Government's decision in relation to the National Redress Scheme;
- Note the key considerations and administrative arrangements for the Shire of Wongan-Ballidu to participate in the National Redress Scheme;
- Formally endorse the Shire of Wongan-Ballidu's participation as part of the WA Government's declaration in the National Redress Scheme; and
- Grant authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received.

BACKGROUND

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector and the Shire of Wongan-Ballidu) will be required to consider leading practice approaches to child safeguarding separately in the future.

National Redress Scheme

The Royal Commission's Redress and Civil Litigation (September 2015) Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth)*, local governments may be considered a State Government institution.¹

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

DETAILS

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and

¹ Section 111(1)(b).

- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the State Records Act 2000); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Wongan-Ballidu's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the Shire of Wongan-Ballidu formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Wongan-Ballidu will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Wongan-Ballidu to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the Shire of Wongan-Ballidu formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the Shire of Wongan-Ballidu include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire of Wongan-Ballidu having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Wongan-Ballidu.

Considerations for the Shire of Wongan-Ballidu

Detailed below is a list of considerations for the Shire of Wongan-Ballidu to participate in the Scheme:

1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire of Wongan-Ballidu will receive a Redress application. A Service Agreement will only be executed if the Shire of Wongan-Ballidu receives a Redress application.

Shire of Wongan-Ballidu needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

2. Reporting to Council if / when an Application is Received

Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.

3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Wongan-Ballidu will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements.

4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Wongan-Ballidu's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in The Act.

5. Redress Decisions

The Shire of Wongan-Ballidu should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Wongan-Ballidu do not have any influence on the decision made and there is no right of appeal.

CONSULTATION

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings;
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;
- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019; and
2. WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

ATTACHMENTS

1. Local Government Information Paper (December 2019).

STRATEGIC IMPLICATIONS

Nil.

STATUTORY IMPLICATIONS

The Shire of Wongan-Ballidu in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth)*.

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*.

FINANCIAL IMPLICATIONS

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;

- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

- 1) Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;**
- 2) Notes that the Shire of Wongan-Ballidu will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the Shire of Wongan-Ballidu makes a specific and formal decision to be included;**
- 3) Endorses the participation of the Shire of Wongan-Ballidu in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;**
- 4) Grants authority to the Shire of Wongan-Ballidu to execute a service agreement with the State, if a Redress application is received; and**
- 5) Notes that a confidential report will be provided if a Redress application is received by the Shire of Wongan-Ballidu.**

9.1.2 COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

FILE REFERENCE:	
REPORT DATE:	16 June 2020
APPLICANT/PROPONENT:	Nil
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	22 April 2020 and 27 May 2020
AUTHOR:	Alana Wigmore, Manager Community Services
ATTACHMENTS:	9.1.2a Council Policy 2.5: Community and Stakeholder Engagement Policy

PURPOSE OF REPORT:

The purpose of this report is for Council to adopt 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*

At the Ordinary Council Meeting of 27 May 2020, Council resolved:

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

*CARRIED BY ABSOLUTE MAJORITY 7/0
RESOLUTION 050520*

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 results from this feedback were presented in full at the Ordinary Council Meeting held 27 May 2020.

At this meeting, Council endorsed the draft Community and Stakeholder Policy, and accepted the public consultation results.

The finalised policy is now presented for 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 5.1.1: 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 ADOPT the 'Community and Stakeholder Engagement Policy' as presented.

ABSOLUTE MAJORITY REQUIRED

Community and Stakeholder Engagement Policy

Date of Issue: June 2020

Date of Last Review:

Date of Last Amendment:

Scheduled Review:

OBJECTIVE

The objectives of this policy are to:

- 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; and
- 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.



APPENDIX 1

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

International Association for Public Participation: www.iap2.org

SHIRE 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

9.2 ADMINISTRATION & FINANCIAL SERVICES

9.2.1 ACCOUNTS SUBMITTED FOR MAY 2020

FILE REFERENCE:	F1.4
REPORT DATE:	20 June 2020
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Alan Hart, Deputy Chief Executive Officer
ATTACHMENTS:	9.2.1a Accounts May 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 1995* 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 31 May 2020 totalling \$1,340,216.47 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 & SUBMITTED FOR COUNCIL 1ST MAY 2020 TO 31ST MAY 2020				
Chq/EFT	Date	Name	Description	Amount
EFT19719	01/05/2020	WESTNET PTY LTD	Internet Charges from 01/05/20 to 01/06/20	-609.90
EFT19720	06/05/2020	ANZ BANK (NETT WAGES)	Wages PPE 05.05.2020	-65768.21
EFT19721	06/05/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	-25.90
EFT19722	06/05/2020	IOU SOCIAL CLUB	Payroll deductions	-240.00
EFT19723	08/05/2020	CJD EQUIPMENT PTY LTD	Supply Windshield, wiper arm and blade, mirror for PLDR6 (Insurance Claim - Recoverable)	-1494.30
EFT19724	08/05/2020	STAR TRACK EXPRESS PTY LTD		-203.58
	15/04/2020	STAR TRACK EXPRESS PTY LTD	Freight ex WA Safety for LGIS Risk Management	78.29
	22/04/2020	STAR TRACK EXPRESS PTY LTD	Freight charges ex JR A Hersey	125.29
EFT19725	08/05/2020	WALLIS COMPUTER SOLUTIONS		-6687.51
	21/04/2020	WALLIS COMPUTER SOLUTIONS	Toner Cartridge TK-1164 for Shire Office	182.60
	21/04/2020	WALLIS COMPUTER SOLUTIONS	Adobe pro Licences & installation	1864.50
	24/04/2020	WALLIS COMPUTER SOLUTIONS	4 laser printers with scan function as per quotation	2591.60
	30/04/2020	WALLIS COMPUTER SOLUTIONS	Supply Printers as per quotation	1971.81
	06/05/2020	WALLIS COMPUTER SOLUTIONS	Supply black Toner Cartridges for CRC Printer TK 5224	77.00
EFT19726	08/05/2020	WONGAN HILLS COMMUNITY RESOURCE CENTRE		-509.92
	30/04/2020	WONGAN HILLS COMMUNITY RESOURCE CENTRE	Spray Training Course held at the CRC (Tool Box & OHS Meeting)	488.92
	30/04/2020	WONGAN HILLS COMMUNITY RESOURCE CENTRE	Councillor EBoomers April Editions 927-929	21.00
EFT19727	08/05/2020	WONGAN NEWSAGENCY	April Newsagency account for CRC Office	-36.75
EFT19728	08/05/2020	HYPARK TRADING PTY LTD	PPE Uniforms supplied for Works Staff	-445.28
EFT19729	08/05/2020	IXOM OPERATIONS PTY LTD	Service fee for 2 x chlorine gas for Swimming Pool & Parks and Gardens	-163.68
EFT19730	08/05/2020	WONGAN HILLS TOURISM GROUP INC	Public toilet cleaning 11 days in April @ \$25.00 per day	-275.00
EFT19731	08/05/2020	SYNERGY		-4354.91
	30/04/2020	SYNERGY	Electricity consumption for Railway Dam	173.41
	04/05/2020	SYNERGY	Electricity consumption for Street Lighting in Wongan Hills	4181.50
EFT19732	08/05/2020	TRUCK CENTRE (WA) PTY LTD	Repairs to WB035 Mack Truck	-2148.43
EFT19733	08/05/2020	BALLIDU TRADING POST - CLEANING ACCOUNT	Cleaning at various locations in Ballidu	-605.00
EFT19734	08/05/2020	WONGAN MAIL SERVICE	CRC Mail account for April 2020	-53.40
EFT19735	08/05/2020	WONGAN HILLS BAKERY AND CAFE	Platters supplied for the Asset Officer Workshop meeting held at Shire office 19.3.20	-49.50
EFT19736	08/05/2020	GREAT SOUTHERN FUEL SUPPLIES	Supply & Deliver 10,000 litres of diesel to depot 06/04/20	-10638.69
EFT19737	08/05/2020	FORRESTFIELD MOWER AND CHAINSAW CENTRE	Supply blades for Husqvarna Z242E	-130.00
EFT19738	08/05/2020	BP AUSTRALIA	Fuel supply for April 2020	-513.47
EFT19739	08/05/2020	MARKET CREATIONS PTY LTD	Project Online Premium	-2068.68
	29/04/2020	MARKET CREATIONS PTY LTD	Office 365 Enterprise	159.50
	29/04/2020	MARKET CREATIONS PTY LTD	Project Online Premium	1188.46
	29/04/2020	MARKET CREATIONS PTY LTD	Managed back up licenses	720.72
EFT19740	08/05/2020	HENDOS PLUMBING & GAS SERVICES	Install pressure reduction valve to swimming pool retic tank	-110.00
EFT19741	08/05/2020	RURAL RANGER SERVICES	Rural Ranger Services from 16/4/20 to 24/04/20	-787.50
EFT19742	08/05/2020	RICOH FINANCE	CRC Photocopier Lease from 27/5/20 to 26/6/20	-276.96
EFT19743	08/05/2020	GLEEMAN TRUCK PARTS P/L		-1066.21
	28/04/2020	GLEEMAN TRUCK PARTS P/L	Supply water pump Mack Granite MP8 - PTK33, Supply Hella LED tail light for trailer PTRL13	813.56
	28/04/2020	GLEEMAN TRUCK PARTS P/L	Supply 2 x 20L Bulldog VCS coolant 20lt for PTK33	252.65
EFT19744	08/05/2020	AIRPORT LIGHTING SPECIALISTS	Replacement LED lights (red/green) x 2 and 4 x SITS at Wongan Hills Airport	-1573.00
EFT19745	08/05/2020	FIRM CONSTRUCTION PTY LTD	PC21: Works completed as at the 01/5/20	-331832.67
EFT19746	08/05/2020	DEPT OF PLANNING, LANDS & HERITAGE	Lease rent for 1 month due to holding over as per agreement L848615 01/05/20 to 31/05/20	-45.84
EFT19747	08/05/2020	TRACTUS AUSTRALIA		-1096.50
	15/04/2020	TRACTUS AUSTRALIA	Supply and fit 3 x truck tyres for PTRL20	1089.00
	20/04/2020	TRACTUS AUSTRALIA	Supply re seal for passenger tyre PSP3	7.50
EFT19748	08/05/2020	ITR PACIFIC PTY LTD		-2600.68
	29/04/2020	ITR PACIFIC PTY LTD	Supply 10 x grader blades for PG16, Supply 10 x grader blades for PG17	1804.00
	30/04/2020	ITR PACIFIC PTY LTD	Supply 10 x grader blades for PG15, Supply 25 x bolt plow for PG15, Supply 25 x nut 5/8 UNC for PG15	796.68
EFT19749	08/05/2020	PARINS (T/AS AMA GROUP SOLUTIONS P/L)	Insurance excess for PTK35	-300.00
EFT19750	08/05/2020	STRATEGIC GRANTS	12 May 2020 Fundamentals of good Grant - Writing Webinar	-49.50
EFT19751	08/05/2020	TELSTRA CORPORATION LIMITED	Telephone account for Shire	-4694.91
EFT19752	08/05/2020	TELSTRA CORPORATION LIMITED	Wongan Hills Medical Centre Telephone account issued 29/4/20 (Fully Recoverable Tax invoice # 11194)	-622.96
EFT19753	15/05/2020	NUTRIEN AG SOLUTIONS LTD	300m x 110mm PN12.5 Blue Line Water Pipe - Hockey Field Upgrade	-7627.00
EFT19754	15/05/2020	MCINTOSH & SON		-175.10
1536986	01/04/2020	MCINTOSH & SON	Supply PTO guard kit small for Front Road Broom PRB5	83.58
1539042	14/04/2020	MCINTOSH & SON	Supply 4 x M24x180 zinc bolts for Free Roller PROL11	91.52
EFT19755	15/05/2020	WESTRAC EQUIPMENT PTY LTD		-991.72
	07/05/2020	WESTRAC EQUIPMENT PTY LTD	Supply wencher teeth, trencher tooth, Auger bit, Auger tooth for PSS1	782.80

LIST OF ACCOUNTS DUE & SUBMITTED FOR COUNCIL 1ST MAY 2020 TO 31ST MAY 2020				
	11/05/2020	WESTRAC EQUIPMENT PTY LTD	Supply locknut, washer, setscrew, oil filter, fuel filter, drain kit, coolant sample bottle and towels for Roller & Grader	208.92
EFT19756	15/05/2020	C FOLLETT & CO	Fix broken copper pipe at Wongan Hills Swimming Pool	-107.25
EFT19757	15/05/2020	WESTERN STABILISERS	Wet mixing for Waddington Road	-15180.00
EFT19758	15/05/2020	OVERLAND FREIGHT		-380.62
	30/04/2020	OVERLAND FREIGHT	Freight charges ex Cutting Edges, Huracan Canvas, Skyland sea Express and delivery of 2 x benches for Medical Centre	344.62
	30/04/2020	OVERLAND FREIGHT	Supply 3 x Refresh Water for Shire Office	36.00
EFT19759	15/05/2020	WONGAN HILLS HARDWARE		-2626.80
	30/04/2020	WONGAN HILLS HARDWARE	Building account for April 2020	356.00
	30/04/2020	WONGAN HILLS HARDWARE	Works account for April 2020	2270.80
EFT19760	15/05/2020	HILLS FIRE EQUIPMENT SERVICE		-2124.10
	12/05/2020	HILLS FIRE EQUIPMENT SERVICE	fire extinguisher servicing for Plant equipment	377.30
	12/05/2020	HILLS FIRE EQUIPMENT SERVICE	Fire Equipment Servicing for buildings	1746.80
EFT19761	15/05/2020	COLAS WA	Various Seal Works - Hockey Field Upgrade, Stickland Street and Depot road	-42963.00
EFT19762	15/05/2020	KLEEN WEST DISTRIBUTORS	Cleaning supplies for various locations	-403.15
EFT19763	15/05/2020	INDUSTRIAL AUTOMATION GROUP - WATERMAN IRRIGATION	Remote access, sim card usage, software licence & telephone support charges from 01/01/20 to 30/6/20	-1411.85
EFT19764	15/05/2020	TKB MECHANICAL	Supply and fit Windscreen to WB006 (Recoverable J0819)	-500.00
EFT19765	15/05/2020	DUN DIRECT PTY LTD	Supply & Deliver 11,000 litres of Diesel 24/4/20	-12309.32
EFT19766	15/05/2020	TEAM DIGITAL	Supply 3 x Ink for large format printer - CRC	-1064.50
EFT19767	15/05/2020	AFGRI EQUIPMENT AUSTRALIA	Carry out 95,000km vehicle service for 2017 Nissan Pathfinder WB2	-588.10
EFT19768	15/05/2020	CDG ENGINEERING PTY LTD	Single flute locking pin for Mack Truck PTK33	-308.00
EFT19769	15/05/2020	CLEANTECH ENERGY PTY LTD	April Electricity consumption for Wongan Hills Sports Pavilion	-2637.90
EFT19770	15/05/2020	AC HEALTHCARE PTY LTD	Vaccination for C Wilding	-33.00
EFT19771	20/05/2020	ANZ BANK (NETT WAGES)	Wages PPE 19.05.2020	-68172.74
EFT19772	20/05/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	-25.90
EFT19773	20/05/2020	IOU SOCIAL CLUB	Payroll deductions	-240.00
EFT19774	08/05/2020	ANZ CORPORATE CREDIT CARD	Purchases for May 2020	-2487.13
EFT19775	22/05/2020	WCS CONCRETE	Supply and laying of addition path works for Parker St and Stickland St Wongan Hills	-14000.00
EFT19776	22/05/2020	RURAL RANGER SERVICES	Rural Ranger Services from 28/4/20 to 07/05/20	-922.50
EFT19777	22/05/2020	KYLIE NEAVES	EHO & Public Health Services	-585.00
EFT19778	22/05/2020	FIRM CONSTRUCTION PTY LTD	PC22: Works completed as at the 15/05/2020	-235834.15
EFT19779	22/05/2020	AC HEALTHCARE PTY LTD	May Payment	-21083.33
EFT19780	22/05/2020	REDFISH TECHNOLOGIES PTY LTD	Supply and Install Video Conferencing Facilities at the Shire of Wongan-Ballidu Council Chambers	-28679.83
EFT19781	22/05/2020	CARLEY TRINDALL	Reimbursement of Uniform Purchase	-165.00
EFT19782	18/05/2020	DE LAGE LANDEN PTY LTD	CRC Photocopier Lease Contract	-557.70
EFT19783	29/05/2020	LANDGATE	Copy of valuation roll	-270.25
EFT19784	29/05/2020	AVON WASTE	Domestic & commercial collection for Wongan Hills	-12818.25
EFT19785	29/05/2020	BOEKEMAN NOMINEES PTY LTD		-2234.28
	30/04/2020	BOEKEMAN NOMINEES PTY LTD	Supply filters and parts for Backhoe PBH3	1140.58
	30/04/2020	BOEKEMAN NOMINEES PTY LTD	Repairs to backhoe - Transmission won't change gears.	1093.70
EFT19786	29/05/2020	WONGAN HILLS IGA	Council Refreshments	-469.49
EFT19787	29/05/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2019/20 ESL 4th Qtr contribution	-8597.75
EFT19788	29/05/2020	STAR TRACK EXPRESS PTY LTD	Freight charges ex Winc Stationery and Forrestfield Mowers	-85.10
EFT19789	29/05/2020	OFFICEWORKS BUSINESS DIRECT		-1122.01
	11/05/2020	OFFICEWORKS BUSINESS DIRECT	Supply 38 x Archive Boxes	633.95
	20/05/2020	OFFICEWORKS BUSINESS DIRECT	Stationery for Administration Office	488.06
EFT19790	29/05/2020	WALLIS COMPUTER SOLUTIONS		-970.20
	20/04/2020	WALLIS COMPUTER SOLUTIONS	Toner Cartridges for CRC Printers	420.20
	29/04/2020	WALLIS COMPUTER SOLUTIONS	Supply 1 x HP EliteDisplay 14 USB-C screen	550.00
EFT19791	29/05/2020	WONGAN NEWSAGENCY	April account for Shire Admin Office	-82.20
EFT19792	29/05/2020	THE WORKWEAR GROUP P/L	Uniforms for CRC Staff	-706.21
EFT19793	29/05/2020	BALLIDU TRADING POST	Bulk mail - Wongan Hills Virtual ANZAC Dawn Service	-19.90
EFT19794	29/05/2020	WONGAN HILLS PHARMACY	April account for Shire Admin Office	-30.10
EFT19795	29/05/2020	SYNERGY		-4471.12
	08/05/2020	SYNERGY	Electricity consumption for Toilets at King Street Cadoux	115.98
	11/05/2020	SYNERGY	Electricity consumption for Community Garden	142.17
	11/05/2020	SYNERGY	Electricity consumption for Lot 151 Ninan Street Wongan Hills	65.13
	11/05/2020	SYNERGY	Electricity consumption for Alpha Park Ballidu	265.91
	11/05/2020	SYNERGY	Electricity consumption for Depot Office	415.49
	11/05/2020	SYNERGY	Electricity consumption for Wongan Hills Aerodrome	123.17
	11/05/2020	SYNERGY	Electricity consumption for 2A Patterson Street Wongan Hills	134.64
	11/05/2020	SYNERGY	Electricity consumption for 30 Wandoo Crescent Wongan Hills	320.55
	12/05/2020	SYNERGY	Electricity consumption for Shire Administration Office	499.86

LIST OF ACCOUNTS DUE & SUBMITTED FOR COUNCIL 1ST MAY 2020 TO 31ST MAY 2020				
	12/05/2020	SYNERGY	Electricity consumption for Quinlan St Gardens (Lot 20)	63.06
	12/05/2020	SYNERGY	Electricity consumption for TV Retransmission Tower	1044.65
	12/05/2020	SYNERGY	Electricity consumption for Civic Centre	390.34
	12/05/2020	SYNERGY	Electricity consumption for Parks & Gardens at Commer St Wongan Hills	634.10
	12/05/2020	SYNERGY	Electricity consumption for Parks & Gardens at Fenton Place Wongan Hills	142.30
	13/05/2020	SYNERGY	Electricity consumption for CRC Building	113.77
EFT19796	29/05/2020	D & M HOOD & SONS	Rates refund	-3158.58
EFT19797	29/05/2020	RBC RURAL	Meterplan Charge for Office Photocopier - Colour	-63.61
EFT19798	29/05/2020	COLAS WA	Bitumen Sealing Work on Waddington Road	-208049.20
EFT19799	29/05/2020	WONGAN MAIL SERVICE	April Mail account for Shire Admin Office	-285.55
EFT19800	29/05/2020	FEATHERSTONE ROOFING & BUILDING SERVICES	FINAL INVOICE - Hail Damage - Installation of 3 x new skylights in Admin Building incl removal and replacement of flashings, 35l/m laserlite sheeting for Depot Yard workshop roof incl fixings. Includes material, labour, travel, accommodation and meals	-5045.60
EFT19801	29/05/2020	NEWINS FAMILY TRUST	Managing of the Wongan Hills land fill site for May 2020	-5951.00
EFT19802	29/05/2020	HENDOS PLUMBING & GAS SERVICES	Install sola valve, labour charged only no charge for materials - 30 Wandoo Crescent Wongan Hills	-110.00
EFT19803	29/05/2020	RURAL RANGER SERVICES	Ranger Services from 11/5/20 to 21/5/20	-745.00
EFT19804	29/05/2020	SAFE AVON VALLEY INC.	Cats impound between 01/2/20 to 30/4/20	-300.00
EFT19805	29/05/2020	CENTRAL REGIONAL TAFE - MOORA OFFICE	Training materials Trainee Carley Trindall	-1235.00
EFT19806	29/05/2020	RACHAEL WATERS	Toner for Printer and Speakers for PC	-246.45
EFT19807	29/05/2020	FIVE STAR BUSINESS & INNOVATION	Colour meter reading as at 13/5/20 for CRC photocopier	-1284.40
EFT19808	29/05/2020	KYLIE NEAVES	EHO COVID 19 Discussions	-187.50
EFT19809	29/05/2020	NETLINK GROUP PTY LTD	Troubleshoot phone issues on Ext 2552-CSO-B. Authentication error	-343.20
EFT19810	29/05/2020	WOODLANDS DISTRIBUTORS PTY LTD	Urban CF200 Chilled Water Fountain including vinyl decal and freight - CRC Building	-9468.80
EFT19811	29/05/2020	INVERTEBRATE SOLUTIONS PTY LTD	Invertebrate Solutions for Clearing Permit on Waddington-Wongan Hills Road	-8272.00
EFT19812	29/05/2020	BARRACIVIL AND FENCING	40m of 3.6m high Chainmesh Fencing - Hockey Pitch.	-12490.00
EFT19813	29/05/2020	EDS SHEDS SOLUTIONS	DEPOSIT ONLY, Wongan Hills Airfield - Supply, deliver and install 2 x Eltrak sliding doors on outriggers to 13m wide, 3.2m high to aircraft hangar opening.	-5570.00
EFT19814	31/05/2020	DEPARTMENT OF TRANSPORT	DPI for May 2020	-74607.90
21496	08/05/2020	WATER CORPORATION	Water rates for Wongan Hills Recreation Complex	-76.23
	07/04/2020	WATER CORPORATION	Water consumption at Railway Barracks Wongan Hills	10.39
	04/05/2020	WATER CORPORATION	Water rates for Wongan Hills Recreation Complex	65.84
21497	28/05/2020	WATER CORPORATION		-38118.99
	16/03/2020	WATER CORPORATION	Water rates for 14 Shields Crescent Wongan Hills (Recoverable)	243.86
	17/03/2020	WATER CORPORATION	Water consumption for Park at Wongan Road Wongan Hills	47.62
	11/05/2020	WATER CORPORATION	Water consumption for Standpipe at Oliver Road	667.43
	12/05/2020	WATER CORPORATION	Water rates for Airport at Pioneer Road Wongan Hills	45.34
	13/05/2020	WATER CORPORATION	Water rates for Gabalon East Road Standpipe	45.34
	14/05/2020	WATER CORPORATION	Water consumption & rates for Park at Fenton St Wongan Hills	154.11
	14/05/2020	WATER CORPORATION	Water consumption & rates for 8 Ellis St Wongan Hills	745.00
	14/05/2020	WATER CORPORATION	Water consumption & rates for Quinlan St Gardens Wongan Hills	551.85
	14/05/2020	WATER CORPORATION	Water consumption for Toilets at King St Koorda Buntine	10.39
	14/05/2020	WATER CORPORATION	Water rates for 27D Quinlan St Wongan Hills	244.62
	14/05/2020	WATER CORPORATION	Water rates for 27B Quinlan St Wongan Hills	243.86
	14/05/2020	WATER CORPORATION	Water consumption for Park at Federation St Ballidu	703.79
	14/05/2020	WATER CORPORATION	Water rates for 49 Quinlan St Wongan Hills	243.86
	14/05/2020	WATER CORPORATION	Water consumption for Park at Federation St Ballidu	111.67
	14/05/2020	WATER CORPORATION	Water consumption for Median Strip at Rogers St Wongan Hills	38.96
	14/05/2020	WATER CORPORATION	Water consumption & rates at 27A Quinlan St Wongan Hills	251.17
	14/05/2020	WATER CORPORATION	Water rates for Apex Lodge Mitchell St Wongan Hills	85.97
	14/05/2020	WATER CORPORATION	Water rates at 31A Quinlan St Wongan Hills	243.86
	14/05/2020	WATER CORPORATION	Water rates at 42 Mitchell St Wongan Hills	250.51
	14/05/2020	WATER CORPORATION	Water rates at Ballidu Hall	45.34
	14/05/2020	WATER CORPORATION	Water consumption for Park at Fenton St Wongan Hills	1199.81
	14/05/2020	WATER CORPORATION	Water consumption & rates for 14 Ellis St Wongan Hills	905.47
	14/05/2020	WATER CORPORATION	Water rates at 27C Quinlan Street Wongan Hills	243.86
	14/05/2020	WATER CORPORATION	Water consumption & rates at 31B Quinlan St Wongan Hills	346.09
	14/05/2020	WATER CORPORATION	Water rates for Cadoux Standpipe	284.38
	15/05/2020	WATER CORPORATION	Water consumption & rates for Ballidu Standpipe (Recoverable)	13522.65
	18/05/2020	WATER CORPORATION	Water rates for lot 162 Danubin St Wongan Hills	44.06

LIST OF ACCOUNTS DUE & SUBMITTED FOR COUNCIL 1ST MAY 2020 TO 31ST MAY 2020				
	18/05/2020	WATER CORPORATION	Water consumption for park at Ninan St Wongan Hills	155.82
	18/05/2020	WATER CORPORATION	Water rates & consumption for Museum at Mitchell St Wongan Hills	164.53
	18/05/2020	WATER CORPORATION	Water rates & consumption for Community Garden on Commercial St Wongan Hills	108.68
	18/05/2020	WATER CORPORATION	Water rates & consumption for Medical Centre	303.45
	18/05/2020	WATER CORPORATION	Water consumption & rates for CRC Building	368.89
	18/05/2020	WATER CORPORATION	Water rates for Depot, Water consumption for Depot	739.65
	18/05/2020	WATER CORPORATION	Water rates for amenities at CRC Building	45.34
	18/05/2020	WATER CORPORATION	Water consumption for median strip opp Fenton St Wongan Hills	2116.56
	18/05/2020	WATER CORPORATION	Water rates for Lot 151 Ninan St Wongan Hills	44.06
	18/05/2020	WATER CORPORATION	Water consumption for Park at Wongan Road Wongan Hills	63.81
	18/05/2020	WATER CORPORATION	Water consumption for Swimming Pool Complex	2965.77
	18/05/2020	WATER CORPORATION	Water rates for 16 Moore St Wongan Hills	236.54
	18/05/2020	WATER CORPORATION	Water consumption for Wongan Hills Cemetery	181.79
	18/05/2020	WATER CORPORATION	Water consumption & rates for Burakin Standpipe	303.94
	18/05/2020	WATER CORPORATION	Water consumption & rates for Standpipe at Shire Depot	737.19
	19/05/2020	WATER CORPORATION	Water consumption & rates for 2A Patterson Street Wongan Hills	260.30
	19/05/2020	WATER CORPORATION	Water consumption & rates for 30 Wandoo Crescent Wongan Hills	1081.31
	19/05/2020	WATER CORPORATION	Water rates for 3 Stickland St Wongan Hills (Cubbyhouse)	146.32
	19/05/2020	WATER CORPORATION	Water consumption & rates for Shire Administration	881.96
	19/05/2020	WATER CORPORATION	Water consumption & rates for 11 Wandoo Crescent Wongan Hills	767.85
	19/05/2020	WATER CORPORATION	Water rates for 5 Johnston Street Wongan Hills (Elizabeth Telfer)	85.97
	19/05/2020	WATER CORPORATION	Water consumption & rates for Civic Centre	2227.10
	19/05/2020	WATER CORPORATION	Water rates for Unit 1, 2 & 3, 20 Stickland St Wongan Hills	664.64
	19/05/2020	WATER CORPORATION	Water rates & consumption for 7 Wandoo Crescent Wongan Hills	784.06
	26/05/2020	WATER CORPORATION	Water consumption & rates for Kirwan Standpipe	1162.59
DD9887.1	05/05/2020	WALGS SUPERANNUATION PLAN	Payroll deductions	-7220.52
DD9887.2	05/05/2020	AUSTRALIAN SUPER	Payroll deductions	-859.68
DD9887.3	05/05/2020	HESTA SUPER FUND	Payroll deductions	-287.37
DD9887.4	05/05/2020	IOOF PURSUIT FOCUS SUPER FUND	Payroll deductions	-926.68
DD9887.5	05/05/2020	SUNSUPER	Payroll deductions	-452.66
DD9887.6	05/05/2020	CBUS SUPER	Payroll deductions	-285.31
DD9887.7	05/05/2020	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	-622.88
DD9887.8	05/05/2020	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	-167.11
DD9887.9	05/05/2020	PRIME SUPER	Superannuation contributions	-791.48
DD9903.1	19/05/2020	WALGS SUPERANNUATION PLAN	Payroll deductions	-7387.92
DD9903.2	19/05/2020	AUSTRALIAN SUPER	Payroll deductions	-870.16
DD9903.3	19/05/2020	ASGARD SUPERANNUATION	Superannuation contributions	-60.21
DD9903.4	19/05/2020	HESTA SUPER FUND	Payroll deductions	-319.30
DD9903.5	19/05/2020	IOOF PURSUIT FOCUS SUPER FUND	Payroll deductions	-924.22
DD9903.6	19/05/2020	SUNSUPER	Payroll deductions	-415.34
DD9903.7	19/05/2020	CBUS SUPER	Payroll deductions	-285.87
DD9903.8	19/05/2020	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	-622.88
DD9903.9	19/05/2020	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	-167.11
DD9887.10	05/05/2020	REST SUPERANNUATION	Superannuation contributions	-931.27
DD9887.11	05/05/2020	AMP SUPERANNUATION LTD.	Superannuation contributions	-248.96
DD9887.12	05/05/2020	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-223.34
DD9887.13	05/05/2020	HSTPLUS SUPERANNUATION FUND	Superannuation contributions	-95.29
DD9903.10	19/05/2020	PRIME SUPER	Superannuation contributions	-791.51
DD9903.11	19/05/2020	REST SUPERANNUATION	Superannuation contributions	-931.27
DD9903.12	19/05/2020	AMP SUPERANNUATION LTD.	Superannuation contributions	-248.96
DD9903.13	19/05/2020	AXA RETIREMENT SECURITY PLAN	Superannuation contributions	-241.81
DD9903.14	19/05/2020	HSTPLUS SUPERANNUATION FUND	Superannuation contributions	-87.96
		Municipal		1265608.57
		Trust		74607.90
		TOTAL		1340216.47
		Recoverable		16372.69
		Partially Recoverable		10615.60

9.2.2 FINANCIAL REPORTS FOR MAY 2020

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

PURPOSE OF REPORT:

That the following statements and reports for the month ended May 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 May 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 May 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 31 MAY 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)	(2,973,075)	(2,971,818)		0.0%	✓	
Grants Operating, Subsidies & Contributions	(1,718,005)	(1,752,536)	(1,744,850)	(2,970,000)		(70.2%)	×	
Non Operating Grants, Subsidies & Contributions	(1,802,087)	(1,913,599)	(1,696,518)	(1,086,596)		36.0%	×	
Fees & Charges & Service Charges	(621,882)	(622,882)	(511,306)	(494,544)		3.3%	✓	
Other Revenue	(147,068)	(169,168)	(151,036)	(219,201)		(45.1%)	×	
Interest	(89,997)	(91,997)	(80,412)	(62,163)		22.7%	×	
Profit on sale of Assets	-	-	-	(3,253)		0.0%	✓	
a: TOTAL INCOME	(7,342,627)	(7,523,470)	(7,157,197)	(7,807,576)				
OPERATING EXPENSES								
Employee Costs	2,431,653	2,373,353	2,175,066	1,902,193		12.5%	×	
Materials & Contracts	1,621,762	1,734,377	1,592,902	1,267,879		20.4%	×	
Utilities (Gas, Electricity) etc.	378,968	319,019	291,753	368,106		(26.2%)	×	
Interest	64,826	38,826	26,143	23,653	11	9.5%	✓	
Insurance	241,310	241,310	240,846	259,791		(7.9%)	✓	
Other General	233,312	237,277	225,266	190,478		15.4%	×	
Loss on Asset Disposals	67,129	67,129	67,129	48,071		28.4%	×	
Depreciation	2,352,950	2,352,950	2,156,638	2,209,521		(2.5%)	✓	
b: TOTAL OPERATING EXPENSES	7,391,909	7,364,240	6,775,743	6,269,693				
c: NET OPERATING (SURPLUS) / DEFICIT	49,282	(159,230)	(381,454)	(1,537,883)				
CAPITAL EXPENSES								
Land & Buildings	4,449,780	4,380,280	4,018,601	3,441,319		14.4%	×	
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%	×	
Infrastructure Other	30,500	37,030	37,030	17,423		52.9%	×	
Infrastructure Roads	2,117,372	2,117,372	1,940,257	2,056,998		(6.0%)	✓	
d: TOTAL CAPITAL	7,242,652	7,179,682	6,640,888	5,945,824				
e: TOTAL OPERATING & CAPITAL	7,291,935	7,020,453	6,259,434	4,407,941				
ADJUST - NON CASH ITEMS								
Depreciation	(2,352,950)	(2,352,950)	(2,156,638)	(2,209,521)				
Accruals and Adjustments	-	-	-	-				
Profit on sale of assets	-	-	-	3,253	6			
Loss on sale of assets	(67,129)	(67,129)	(67,129)	(48,071)	6			
FINANCING ACTIVITIES								
Proceeds from Sale of Assets	(103,000)	(103,000)	(103,000)	(74,172)	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	23,540	22,704	10			
Net Movement in LSL Reserve	-	-	-	(826)				
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)	(766,825)	(2,206,289)				
** 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%				⊖	

Shire of Wongan-Ballidu Variance Report 31 May 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				
✓	1,257	Within Threshold	Rates	Within Council variance reporting threshold.
✗	(1,225,150)	Permanent	Grants Operating, Subsidies & Contributions	Council Received the 1st Payment of the 2020/21 Federal Government Assistance grant in May 2020.
✗	609,922	Timing	Non Operating Grants, Subsidies & Contributions	Progress Payments for Sports Co-Location project were expected to be received. Payments will be received in June 2020 and in the 1st Quarter of the new financial year as works are completed. Most Road Funding has now been received with the balance in June 2020.
✓	16,762	Within Threshold	Fees & Charges & Service Charges	Within Council variance reporting threshold.
✗	(68,165)	Permanent	Other Revenue	Reimbursements higher than budgeted (Eg Insurance Claims)
✗	18,249	Timing	Interest	Interest Income can vary to budget as term deposit time periods are not known when preparing the Annual Budget
✓	(3,253)	Within Threshold	Profit on sale of Assets	Within Council variance reporting threshold.
Operating Expenditure				
✗	(272,873)	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.
✗	(325,023)	Timing	Materials & Contracts	Variances occur based on expenditure levels. The majority of Materials and Contracts budgets are spread evenly throughout the year.
✗	76,353	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.
✓	18,945	Within Threshold	Insurance	Within Council variance reporting threshold.
✗	(34,788)	Timing	Other General	Variances occur based on expenditure levels. This is only a timing variance
✗	(19,058)	Timing	Loss on Asset Disposals	It was expected that the fleet replacement program would have been completed by now, there is still one more replacement to occur this financial year.
✓	52,883	Within Threshold	Depreciation	Within Council variance reporting threshold.
Capital				
✗	(577,282)	Timing	Land & Buildings	Building construction expenditure is lower than YTD Budget, the majority of this variance is the Sports Co-Location Project. The unspent works will be carried forward into the 2020/21 financial year.
✓	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	The acquisition of the Patching Truck is still to occur. It is expected that this will be completed by the 30th June 2020.
✗	(19,607)	Timing	Infrastructure Other	Capital Expenditure is lower than YTD budget, expenditure is not expected to increase significantly in the rest of the financial year. Projects not commenced may be carried forward into the next financial year
✓	116,741	Within Threshold	Infrastructure Roads	The Roadworks program has been completed for the 2019/20 financial year

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY (PRG) FOR 31 MAY 2020

	Approved Budget	Current Budget	YTD BUDGET *	YTD Actual
INCOME				
General Purpose Funding	(4,056,288)	(4,067,988)	(4,055,559)	(5,241,357)
Governance	(50,021)	(68,321)	(57,292)	(65,727)
Law, Order & Public Safety	(35,500)	(35,500)	(32,527)	(35,808)
Health	(79,100)	(80,100)	(27,963)	(27,024)
Education & Welfare	(13,597)	(13,597)	(13,472)	(13,272)
Housing	(66,322)	(66,322)	(60,925)	(63,083)
Community Amenities	(206,740)	(206,740)	(201,756)	(187,953)
Recreation & Culture	(1,173,215)	(1,183,215)	(964,667)	(411,858)
Transport	(1,265,312)	(1,393,155)	(1,390,318)	(1,312,760)
Economic Services	(72,950)	(72,950)	(35,756)	(40,126)
Other Property & Services	(323,582)	(335,582)	(316,962)	(408,609)
a: TOTAL INCOME	(7,342,627)	(7,523,470)	(7,157,197)	(7,807,576)
OPERATING EXPENSES				
General Purpose Funding	120,197	120,197	110,165	92,371
Governance	301,221	308,896	299,216	274,485
Law, Order & Public Safety	155,027	155,027	143,075	137,293
Health	328,443	451,043	413,639	341,963
Education & Welfare	183,812	172,012	159,275	138,983
Housing	200,582	200,106	183,622	166,739
Community Amenities	511,710	491,460	447,825	369,852
Recreation & Culture	1,683,671	1,637,790	1,498,618	1,388,381
Transport	2,825,885	2,759,234	2,533,722	2,674,205
Economic Services	178,822	178,237	163,176	209,025
Other Property & Services	902,539	890,239	823,410	476,397
b: TOTAL OPERATING EXPENSES	7,391,909	7,364,241	6,775,743	6,269,693
c: NET OPERATING (SURPLUS)/DEFICIT	49,282	(159,229)	(381,454)	(1,537,883)
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	11,913	11,576
Education & Welfare	-	-	-	-
Housing	50,366	50,366	46,134	31,378
Community Amenities	67,500	41,030	40,693	17,423
Recreation & Culture	4,299,931	4,261,931	3,907,511	3,350,920
Transport	2,650,355	2,650,355	2,472,561	2,387,037
Economic Services	-	-	-	-
Other Property & Services	11,000	11,000	10,076	9,133
d: TOTAL CAPITAL EXPENSES	7,242,652	7,179,682	6,640,888	5,945,824
e: TOTAL OPERATING & CAPITAL	7,291,934	7,020,453	6,259,434	4,407,941

SHIRE OF WONGAN-BALLIDU			
ANALYSIS OF NET CURRENT ASSETS AS AT 31 MAY 2020			
NOTE 1A: INFORMATION ON OPENING SURPLUS / (DEFICIT).	2018-2019	Original Budget	2019-2020
SURPLUS / (DEFICIT)	2,327,885	0	2,206,289
COMPRISES			
Cash (including reserves)	4,720,703	1,591,297	3,909,926
Current rates	230,462	196,349	159,908
Sundry debtors	106,495	103,282	198,878
Tax receivables	31,720	55,347	230
Other debtors	8,936	-	10,373
A: SSL debtors (are excluded see D: adj)	70,422	26,131	(1,370)
Inventories	11,204	11,204	(33,145)
Less:			
Reserves	(2,228,365)	(1,435,547)	(2,251,069)
Sundry creditors	(134,079)	(201,855)	(73,015)
Accrued interest	(4,160)	(15,000)	(0)
ESL Levy Owed	(32,078)		2,879
PAYG/GST Due To ATO	(47,973)	(14,741)	20,896
B: Other - (are excluded see D: adj)			
LSL Cash backed Reserve	81,042	41,861	81,868
Tax liabilities	(12,619)		142,012
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)	(340,934)
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	2,206,289
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	3,909,926
Sundry debtors	448,034	381,109	368,019
Inventories	11,204	11,204	(33,145)
Total current assets	5,179,942	1,983,610	4,244,800
Current liabilities			
Creditors and accounts payable	(230,909)	(231,596)	92,772
Current loan liability	(74,118)	(102,281)	17,962
Provisions	(403,278)	(332,197)	(340,934)
Total current liability	(708,305)	(666,074)	(230,200)
Net current assets	4,471,637	1,317,536	4,014,600
Less: restricted reserves	(2,228,365)	(1,435,547)	(2,251,069)
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	81,868
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	2,206,289

SHIRE OF WONGAN-BALLIDU			
RATE SETTING STATEMENT AS AT 31 MAY 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)	(2,269,539)
Governance	(50,021)	(68,321)	(65,727)
Law, Order & Public Safety	(35,500)	(35,500)	(35,808)
Health	(79,100)	(80,100)	(27,024)
Education & Welfare	(13,597)	(13,597)	(13,272)
Housing	(66,322)	(66,322)	(63,083)
Community Amenities	(206,740)	(206,740)	(187,953)
Recreation & Culture	(1,173,214)	(1,183,214)	(411,858)
Transport	(1,265,312)	(1,393,155)	(1,312,760)
Economic Services	(72,950)	(72,950)	(40,126)
Other Property & Services	(323,582)	(335,582)	(408,609)
A	(4,379,038)	(4,550,181)	(4,835,757)
<u>OPERATING EXPENSES</u>			
General Purpose Funding	120,197	120,197	92,371
Governance	301,221	308,896	274,485
Law, Order & Public Safety	155,027	155,027	137,293
Health	328,443	451,043	341,963
Education & Welfare	183,812	172,012	138,983
Housing	200,582	200,106	166,739
Community Amenities	511,710	491,460	369,852
Recreation & Culture	1,683,671	1,637,790	1,388,381
Transport	2,825,885	2,759,234	2,674,205
Economic Services	178,822	178,237	209,025
Other Property & Services	902,539	890,239	476,397
B	7,391,909	7,364,240	6,269,693
C= A and B	3,012,871	2,814,059	1,433,935
<u>ADJUST FOR CASH BUDGET REQUIREMENTS</u>			
<u>Non-Cash Expenditure and Income</u>			
Depreciation on Assets	(2,352,950)	(2,352,950)	(2,209,521)
Accruals and Adjustments			-
Profit/(Loss) on Asset Sales	(67,129)	(67,129)	(44,818)
<u>Capital Expenditure & Income</u>			
Purchase of land & buildings	4,449,780	4,380,280	3,441,319
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	2,056,998
Proceeds from sale of assets	(103,000)	(103,000)	(74,172)
<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	22,704
Transfer from Reserves	(1,109,883)	(1,109,883)	-
Net Movement in LSL Reserve			(826)
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.	-	-	(2,206,289)
AMOUNT REQUIRED TO BE RAISED FROM RATES	2,963,588	2,827,267	2,971,818
TOTAL RATES RAISED	2,963,588	2,973,288	2,971,818
(Surplus) / Deficit Variance	(0)	(146,021)	0

SHIRE OF WONGAN-BALLIDU
ANALYSIS OF DISPOSED ASSETS AS AT 31 MAY 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	82,452	37,283	45,169
Fuso Tip Truck - Patching Truck (Maintenance) WB028	39,102	28,000	11,102	-	-	-
Hyster Forklift (PFL1)	-	-	-	-	3,253	(3,253)
Water Trailers 250 gal WB3398	-	-	-	-	-	-
Water Tanker - NEW	-	-	-	-	-	-
TOTAL	170,129	103,000	67,129	118,990	74,172	44,818
By Program						
Transport						
Multi-Tyred Roller - Construction WB6938	1441	-	-	-	-	-
CAT CS56 Vib Roller (Construction) WB038	1409	89,327	45,000	44,327	82,452	37,283
Fuso Tip Truck - Patching Truck (Maintenance) WB028	1444	39,102	28,000	11,102	-	-
Hyster Forklift (PFL1)	1459	-	-	-	3,253	(3,253)
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
TOTAL	170,129	103,000	67,129	118,990	74,172	44,818
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	170,000	-	-
CAT CS56 Vib Roller (Construction) WB038	180,000	45,000	135,000	142,000	37,283	179,283
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	-	-
Hyster Forklift (PFL 1)	-	-	-	-	3,253	-
TOTAL	645,000	103,000	542,000	430,084	74,172	231,944

**SHIRE OF WONGAN - BALLIDU
REPORT ON BORROWINGS AS AT 31 MAY 2020**

Existing Loans * Denotes (SSL) Self Supporting Loan

Loan No.	Particulars	Recipient	Maturity Date	Proposed Borrowings	Amount Borrowed	Loan Principal Paid in May 20	Accrued Int. Due	YTD Interest Paid	Loan Balance @ 30 June 2019	Refinancing	Principal Repayments YTD	Loan Balance @ 31 May 20
142	Housing Construction	WB Community Association*	Mar-2020		400,000	-	-	(1,709)	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)		(23,653)	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)	-	(11,885)	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 31 MAY 2020															
Reserve Description	GL Acct.	Budget Opening Balance	Actual Opening Balance	ADOPTED FULL YEAR'S BUDGET				CURRENT FULL YEAR'S BUDGET				ACTUAL YTD AT 31 MAY 2020			
				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)	(136)	-	-	(13,508)
Depot Improvement Reserve	01940	(10,364)	(10,377)	(154)	-	-	(10,531)	(154)	-	-	(10,531)	(106)	-	-	(10,482)
Historical Publications Reserve	01965	(6,975)	(6,994)	(104)	-	-	(7,098)	(104)	-	-	(7,098)	(71)	-	-	(7,065)
Housing Reserve	01955	(1,827)	(1,832)	(27)	-	-	(1,859)	(27)	-	-	(1,859)	(19)	-	-	(1,851)
LSL Reserve	01935	(80,682)	(81,042)	(1,202)	40,383	-	(41,861)	(1,202)	40,383	-	(41,861)	(826)	-	-	(81,868)
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)	(2,964)	-	-	(293,859)
Patterson Street JV Housing Reserve	01988	(38,473)	(38,573)	(572)	-	(5,000)	(44,145)	(572)	-	(5,000)	(44,145)	(393)	-	-	(38,966)
Plant Reserve	01945	(678,649)	(682,931)	(11,740)	254,000	(224,000)	(664,671)	(11,740)	254,000	(224,000)	(664,671)	(6,958)	-	-	(689,889)
Quinlan Street JV Housing Reserve	01987	(39,019)	(39,121)	(580)	-	(5,000)	(44,701)	(580)	-	(5,000)	(44,701)	(398)	-	-	(39,519)
Stickland JV Housing Reserve	01986	(47,514)	(47,640)	(707)	-	(5,000)	(53,347)	(707)	-	(5,000)	(53,347)	(485)	-	-	(48,126)
Swimming Pool Reserve	01970	(113,194)	(113,573)	(1,682)	-	-	(115,255)	(1,682)	-	-	(115,255)	(1,157)	-	-	(114,730)
Waste Management Reserve	01920	(39,461)	(39,564)	(587)	-	(5,000)	(45,151)	(587)	-	(5,000)	(45,151)	(403)	-	-	(39,967)
Sporting Co-Location Reserve	01990	(916,423)	(862,450)	(3,654)	785,500	-	(80,604)	(3,654)	785,500	(201,023)	(281,627)	(8,787)	-	-	(871,238)
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)	(22,704)	-	-	(2,251,069)

SHIRE OF WONGAN-BALLIDU					
BANK RECONCILIATIONS FOR 31 MAY 2020					
	Total	Municipal (01100+01102)	Trust (21100)	Reserve (01105)	Cash On Hand (01101)
Opening Balance	3,596,013.17	1,293,927.66	50,923.27	2,250,312.24	850.00
Add: Receipts	1,707,224.83	1,630,567.52	75,900.35	756.96	
Adjustment	-				
Transfers In/(Out)	-				
	-				
Less: Payments - EFT & Cheques	(1,340,216.47)	(1,265,608.57)	(74,607.90)		
Payments - Bank Fees	(879.51)	(879.51)			
Investment - Transfers In/Out	-				
	-				
Balance as per General Ledger	3,962,142.02	1,658,007.10	52,215.72	2,251,069.20	850.00
Balance as per Bank Statements	1,973,440.68	1,921,603.56	51,837.12		
Balance as per Bank Deposit Certificates	2,251,069.22	-		2,251,069.22	
Balance as per Holder Certificates	74,787.78	73,937.78			850.00
Add: Outstanding Deposits	334.20	5.50	328.70	-	
Adjustments -	-				
	-				
Less: Unpresented Payments	(337,539.74)	(337,539.74)			
	-				
Adjustments & Transfers	49.88		49.90	(0.02)	
	-				
Balance as per Cash Book	3,962,142.02	1,658,007.10	52,215.72	2,251,069.20	850.00

SHIRE OF WONGAN - BALLIDU
INVESTMENT REPORT FOR 31 MAY 2020

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	\$ (504,424.75)	\$ 4,424.75	\$ -	\$ 4,424.75
9111-76541	Muni Term Deposit			9/02/2020	9/05/2020	1.45%	\$ 500,000.00	\$ (503,861.00)	\$ 3,861.00	\$ -	\$ 3,861.00
4705-91546	Online Saver Account			7/11/2018		0.40%	\$ 260,078.29	\$ (187,463.00)	\$ 1,322.49	\$ 73,937.78	\$ 1,322.49
Total of current municipal investments							\$ 1,470,237.06	\$ (1,408,285.75)	\$ 11,986.47	\$ 73,937.78	\$ 11,986.47

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		6/05/2020	6/06/2020	30	0.25%	\$ 549,662.07	\$ -	\$ 7,778.01	\$ 557,440.08	\$ 7,778.01
9788-42596	Term Deposit		6/05/2020	6/06/2020	30	0.42%	\$ 549,662.07	\$ -	\$ 6,876.77	\$ 556,538.84	\$ 6,876.77
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	\$ 1,303.40	\$ 1,049,656.07	\$ 1,303.40
Total of reserve investments and cash							\$ 2,228,364.93	\$ -	\$ 22,704.29	\$ 2,251,069.22	\$ 22,704.29

Total of matured municipal and reserve investment

							\$ -	\$ -	\$ -	\$ -	\$ -
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Total of current municipal and reserve investment and cash

							\$ 3,698,601.99	\$ (1,408,285.75)	\$ 34,690.76	\$ 2,325,007.00	\$ 34,690.76
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SHIRE OF WONGAN - BALLIDU RATES OUTSTANDING 31 MAY 2020					
		Rates Raised for 2019/2020	\$	2,976,095.96	
Rates Outstanding Breakdown					
Total Amount Outstanding		31.5.20	\$	139,946.41	5%
Outstanding same time last year		31.5.19	\$	204,330.46	7%
SUNDRY DEBTORS OUTSTANDING 31 MAY 2020					
Debtors Ageing Summary					
Current			\$	201,767.61	
30 Days			\$	467.60	
60 Days			\$	1,662.00	
90 Days & Over			\$	2,708.25	
Credit Balance			\$	(2,753.32)	
Total Outstanding			\$	203,852.14	
Accounts 90 Days & Over:					
Date	Dr No.	Comments	Amount		
17/05/2019	1370	Standpipe Fees	\$ 1,328.25	Company in Liquidation	
25/02/2020	1408	Block Mowing	\$ 300.00	Statement sent	
25/02/2020	1413	Block Mowing	\$ 500.00	Statement sent	
25/02/2020	1409	Block Mowing	\$ 300.00	Statement sent	
25/02/2020	1411	Block Mowing	\$ 250.00	Statement sent	
28/02/2020	1354	Boomer Advertising	\$ 30.00	Statement sent	
Total			\$	2,708.25	

9.2.3 APPOINTMENTS TO BUSH FIRE ADVISORY COMMITTEE (BFAC)

FILE REFERENCE:	
REPORT DATE:	17 June 2020
APPLICANT/PROPONENT:	
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Alan Hart, Deputy Chief Executive Officer
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

That the recommendations of the Bushfire Advisory Committee of appointments to the Committee for a one-year term, commencing on 1 July 2020 be received.

BACKGROUND:

The Bush Fire Brigades Local Law requires each Brigade to hold an Annual General Meeting prior to the first Bush Fire Advisory Committee Meeting each year. At the Annual General Meeting of a Bush Fire Brigade, up to two Brigade members are to be nominated to the Bush Fire Advisory Committee to serve as Fire Control Officer for the Brigade area until the next Annual General Meeting. Other positions within the Brigade area are to be filled for a one-year term.

Due to COVID-19 restrictions the BFAC meeting that would normally be held in April each year did not occur. Nominations to Council for the positions were sought by email and the final date for nominations was 5.00 pm on 12 June 2020.

The Bush Fire Advisory Committee has recommended persons to be appointed to positions within the Brigade area as follows.

9.2.3.1 APPOINTMENT OF FIRE CONTROL OFFICER FOR THE BURAKIN BUSH FIRE BRIGADE

COMMITTEE RECOMMENDATION

That the following persons be appointed as Fire Control Officers for the Burakin Bush Fire Brigade for a one-year term:

- Ross Lane
- Andrew Tunstill
- Jack Brennan

9.2.3.2 APPOINTMENT OF FIRE CONTROL OFFICER FOR THE CADOUX/MANMANNING BUSH FIRE BRIGADE

COMMITTEE RECOMMENDATION

That the following persons be appointed as Fire Control Officers for the Cadoux/Manmanning Bush Fire Brigade for a one-year term:

- Shayne Booth
- Dale Mincherton

9.2.3.3 APPOINTMENT OF FIRE CONTROL OFFICER FOR THE LAKE NINAN/HINDS BUSH FIRE BRIGADE

COMMITTEE RECOMMENDATION

That the following persons be appointed as Fire Control Officers for the Lake Ninan/Hinds Bush Fire Brigade for a one-year term:

- Chris Wilding
- Andrew Robinson

9.2.3.4 APPOINTMENT OF FIRE CONTROL OFFICER FOR THE MOCARDY BUSH FIRE BRIGADE

COMMITTEE RECOMMENDATION

That the following persons be appointed as Fire Control Officers for the Mocardy Bush Fire Brigade for a one-year term:

- Darren Sadler
- David Millstead

9.2.3.5 APPOINTMENT OF FIRE CONTROL OFFICER FOR THE BALLIDU FIRE SERVICE BRIGADE

COMMITTEE RECOMMENDATION

That the following persons be appointed as Fire Control Officer for the Ballidu Fire Service Brigade for a one-year term:

- Jarrod Hood
- Steve Whyte

9.2.3.6 APPOINTMENT OF FIRE CONTROL OFFICER FOR THE WONGAN HILLS TOWNSITE

There is no Bush Fire Brigade in the Wongan Hills townsite as the town falls within the responsibility of the Wongan Hills Fire and Rescue Service. Two Fire Control Officers are required to enforce the provisions of the Bush Fires Act in the town.

COMMITTEE RECOMMENDATION

That the following persons be appointed as Fire Control Officers for the Wongan Hills townsite for a one-year term:

- Trent Breen
- Daniel Warner

9.2.3.7 ELECTION OF THE CHIEF BUSH FIRE CONTROL OFFICER

One position for the Chief Bush Fire Control Officer to be filled. Ross Lane is the current holder of this position and is retiring at the end of this term.

COMMITTEE RECOMMENDATION

That Ross Lane be appointed to the position of Chief Bush Fire Control Officer for a one-year term.

9.2.3.8 ELECTION OF THE DEPUTY CHIEF BUSH FIRE CONTROL OFFICER

Two positions for the Deputy Chief Bush Fire Control Officer are to be filled. Chris Wilding and Jarrod Hood are the current holders of this position.

COMMITTEE RECOMMENDATION

That Chris Wilding and Jarrod Hood be appointed to the position of Deputy Chief Bush Fire Control Officers for a one-year term.

9.2.3.9 APPOINTMENT OF FIRE WEATHER READERS

The immediate past Office Bearers were:

- Ross Lane
- Eric Ganzer
- Ken Booth
- Andrew Robinson
- Mike Clarke
- Jon Hasson

COMMITTEE RECOMMENDATION

That Ross Lane, Eric Ganzer, Ken Booth, Andrew Robinson, Mike Clarke and Jon Hasson be appointed as authorised Fire Weather Readers for a one-year term.

9.2.3.10 APPOINTMENT OF FIRE WEATHER OFFICER

In accordance with section 38 of the *Bush Fires Act 1954*, a local government may appoint persons as authorised Harvest Ban Officers. Harvest Ban Officers can allow burning to proceed on days when a “very high” or “extreme’ fire danger is forecast.

The immediate past Fire Weather Officer was Ross Lane, Chief Bush Fire Control Officer.

COMMITTEE RECOMMENDATION

That Ross Lane be appointed as authorised Fire Weather Officer for the Shire of Wongan-Ballidu for a one-year term.

9.2.3.11 APPOINTMENT OF DEPUTY FIRE WEATHER OFFICER

In accordance with section 38 of the *Bush Fires Act 1954*, a local government may appoint persons as authorised Harvest Ban Officers. Harvest Ban Officers can allow burning to proceed on days when a “very high” or “extreme’ fire danger is forecast.

The immediate past office bearers were:
Chris Wilding and Jarrod Hood

COMMITTEE RECOMMENDATION

That Chris Wilding and Jarrod Hood be appointed as authorised Deputy Fire Weather Officers for the Shire of Wongan-Ballidu for a one-year term.

9.2.3.12 APPOINTMENT OF TRAINING OFFICER

This position is currently vacant.

9.2.3.13 REVIEW OF DRAFT 2020/21 FIREBREAK ORDER

The Committee reviewed the draft of the 2020/21 Firebreak Order and recommended the following dates be gazetted for the restricted and prohibited burning periods:

That the proposed 2020/2021 Firebreak Order and the following dates be endorsed for the restricted and prohibited burning periods:

- Restricted Burning Period – 13 October 2020 to 14 November 2021
- Prohibited Burning Period – 15 November 2020 to 13 February 2021
- Restricted Burning Period – 14 February 2021 to 31 March 2021

COMMITTEE RECOMMENDATION

That Council ADOPTS en-bloc, the recommendations of the Committee for the following items: 9.2.3.1, 9.2.3.2, 9.2.3.3, 9.2.3.4, 9.2.3.5, 9.2.3.6, 9.2.3.7, 9.2.3.8, 9.2.3.9, 9.2.3.10, 9.2.3.11 and 9.2.3.13.

9.2.4 POLICY REVIEW – 4.9 PURCHASING AND PROCUREMENT

FILE REFERENCE:	F1.9.2
REPORT DATE:	27 May 2020
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Finance, Audit and Review Committee Meeting held 10 June 2020
AUTHOR:	Alan Hart, Deputy Chief Executive Officer
ATTACHMENTS:	9.2.4a Policy 4.9 Purchasing and Procurement

PURPOSE OF REPORT:

To consider and adopt the revised Council Policy 4.9 – Purchasing and Procurement.

BACKGROUND:

In 2007, Council adopted this policy and it is reviewed when circumstances require. A recent change to the Local Government (Functions and General) Regulations, increased the tender threshold to \$250,000. A review of the policy to incorporate this change is now required.

COMMENT:

The Local Government Act 1995 requires all Local Authorities to have a purchasing policy. This policy defines the criteria on how goods and services are acquired and any conditions that may be placed on the process of acquisition.

This policy review is to provide staff with the flexibility needed to ensure that goods and services can be acquired in a cost effective and efficient manner.

The key components of the review are as follows;

1. Review to threshold amounts;
2. Refine the conditions on each category of expenditure range;
3. Include a provision so that local community groups can be directly engaged to provide goods or services; and
4. Include a provision so that local businesses can be directly engaged to provide goods or services.

POLICY REQUIREMENTS:

Council Policy 4.9- Purchasing and Procurement.

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995, Section 6.5
Local Government (Functions and General) Regulations, Regulation 11A

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
There are no financial implications in relation to this item.

**VOTING REQUIREMENTS:
ABSOLUTE MAJORITY REQUIRED: Yes**

COMMITTEE RECOMMENDATION

That Council ADOPT Policy 4.9 - Purchasing and Procurement Policy (Review Date May 2020) as presented.

ABSOLUTE MAJORITY REQUIRED

4.9 Purchasing and Procurement

Policy Owner:	Finance, Audit & Review Committee
Person Responsible:	Deputy Chief Executive Officer
Date of Adoption:	June 2020
Adoption Resolution:	
Date of Last Amendment:	May 2019

OBJECTIVE

- To provide compliance with the *Local Government Act 1995* and the Local Government Act (Functions and General) Regulations, 1996 (as amended in September 2015).
- To deliver a best practice approach and procedures to internal purchasing for the Local Government.
- To ensure consistency for all purchasing activities that integrates within all the Local Government operational areas.

POLICY

Refer Below.

NB: This policy also needs to be cross referenced to “Regional Purchasing Policy”.

RESPONSIBILITY FOR IMPLEMENTATION

The Deputy Chief Executive Officer and all designated purchasing officers are responsible for ensuring that this policy is carried out.

Shire of Wongan-Ballidu Purchasing and Tender Purchasing Policy

OBJECTIVES

- To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in September 2015).
- To deliver a best practice approach and procedures to internal purchasing for the Local Government.
- To ensure consistency for all purchasing activities that integrates within all the Local Government operational areas.
- To mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers.

CROSS REFERENCE TO EXISTING POLICIES

- Officers please note the existence of the Councils adopted 'Regional Purchasing Policy' in applying this policy.

WHY DO WE NEED A PURCHASING POLICY?

The Local Government is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Local Government with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Local Government receives value for money in its purchasing.
- Ensures that the Local Government considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Local Government is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Local Government's purchasing practices that withstands probity.

ETHICS & INTEGRITY

All officers and employees of the Local Government must have regard for the Code of Conduct and shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Local Government.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Local Government policies and code of conduct;

- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Local Government by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Local Government. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

Local Government is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Local Government's sustainability objectives.

Practically, sustainable procurement means the Local Government shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary;

- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;
- For new buildings and refurbishments – where available use renewable energy and technologies.

PURCHASING VALUE DEFINITION

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of the contract over the full contract period, including all options to extend, or the extent to which it could be reasonable expected that the Shire of Wongan-Ballidu will continue to purchase a particular category of good, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.
3. Must incorporate any variation to the scope of the purchase and be limited to a 25% tolerance of the original purchasing value.

PURCHASING VALUE DEFINITION

Where the Shire of Wongan-Ballidu has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire of Wongan-Ballidu must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

PURCHASING THRESHOLDS

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase (Exc GST)	Purchasing Requirement
Up to \$10,000	<p><u>Direct purchase from suppliers, requires at least one (1) oral or written quotation from a suitable supplier.</u></p> <p>Where the value of procurement of goods or services does not exceed \$10,000, one (1) oral or written quotation is permitted, from;</p> <p>the open market.</p>

	<p>It is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.</p> <p>Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains a sample form for recording verbal quotations</p>
<p>\$10,001 - \$50,000</p>	<p><u>Obtain at least two (2) verbal or written quotations from suppliers following a brief outlining the specified requirements,</u> from;</p> <p>the open market.</p> <p>Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains sample forms for recording verbal and written quotations.</p> <p>Where two (2) written or verbal quotes have been requested and less than two (2) have been received by the specified time, then it is deemed that two (2) written or verbal quotes have been received.</p>
<p>\$50,001 - \$100,000</p>	<p><u>Obtain at least two (3) written quotations from suppliers following a brief outlining the specified requirements,</u> from;</p> <p>the open market.</p> <p>Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains sample forms for recording verbal and written quotations.</p> <p>Where three (3) written have been requested and less than three (3) have been received by the specified time, then it is deemed that three (3) written or verbal quotes have been received.</p>
<p>\$100,001 - \$249,999</p>	<p><u>Obtain at least three (3) written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations),</u> from;</p> <p>the open market.</p> <p>NOTES: The general principles relating to written quotations are;</p>

	<ul style="list-style-type: none"> • An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion. • The request for written quotation should include as a minimum: <ul style="list-style-type: none"> ○ Written Specification ○ Selection Criteria to be applied ○ Price Schedule ○ Conditions of responding ○ Validity period of offer • Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond. • Offer to all prospective suppliers at the same time any new information that is likely to change the requirements. • Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented. • Respondents should be advised as soon as possible after the final determination is made and approved. <p>The Local Government Purchasing and Tender Guide has a series of forms including a Request for Quotation Template which can assist with recording details. Record keeping requirements must be maintained in accordance with record keeping policies.</p> <p>For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.</p>
\$ 250,000 and above	Conduct a public tender process per the Local Government Act 1995.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$250,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$250,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

The above model confines thresholds are determined purely on dollar values; however, the regulations also allow quotation criteria to be set for different types of goods or services, suppliers, contracts or any other thing that the Local Government considers appropriate.

Community Groups

Where a Community Group within the Shire, in the opinion of the Chief Executive Officer, is capable of undertaking works for the Shire, then the Chief Executive Officer, subject to the tender threshold, is able to engage the Community Group to undertake the supply of Goods or Services.

Local Supply

Where the supply of goods or services can be undertaken by a business that has a registered address in the Shire of Wongan-Ballidu or in an adjoining district and it is for the supply where in the opinion of the Chief Executive Officer that is not practical to obtain the required quotations as outlined above, The Chief Executive Officer may approve the purchase.

REGULATORY COMPLIANCE

Tender/Purchasing Threshold Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

Anti-Avoidance

The Local Government shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$150,000, thereby avoiding the need to publicly tender.

Tender Criteria

The Local Government shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For Requests with a total estimated (Ex GST) price of:

- Between \$50,001 and \$249,999, the panel must contain a minimum of 2 members; and
- \$250,000 and above, the panel must contain a minimum of 3 members.

Advertising Tenders

Tenders are to be advertised in a state-wide publication e.g. “The West Australian” newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The notice must include;

- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted;
- particulars identifying a person from who more detailed information as to tendering may be obtained;
- detailed information shall include;
- such information as the local government decides should be disclosed to those interested in submitting a tender;
- detailed specifications of the goods or services required;
 - the criteria for deciding which tender should be accepted;
 - whether or not the local government has decided to submit a tender; and
 - whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Local Government not to compromise its Duty to be Fair.

Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

Opening of Tenders

No tenders are to be removed from the tender box or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer’s delegated nominee and preferably at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in-confidence to the Local Government. Members of the public are entitled to be present.

The Tenderer’s Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Local Government Officers present at the opening of tenders.

No Tenders Received

Where the Local Government has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$50,001 & \$249,999 (listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

Tender Evaluation

Tenders that have not been rejected shall be assessed by the Local Government by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Local Government may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Local Government and tenderer have entered into a Contract, a minor variation may be made by the Local Government.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

For a direct purchasing process this includes: Quotation documentation;

- Internal documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Local Government's

9.2.5 COUNCIL POLICY – COVID-19 FINANCIAL HARDSHIP POLICY

FILE REFERENCE:	R3.3
REPORT DATE:	18 June 2020
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Alan Hart, Deputy Chief Executive Officer
ATTACHMENTS:	9.2.5a Draft Policy 4.12 COVID-19 Financial Hardship Policy

PURPOSE OF REPORT:

To consider and adopt Council Policy 4.12 – COVID-19 Financial Hardship Policy.

BACKGROUND:

The outbreak of the COVID-19 virus has had a significant impact on the Australian Economy and has placed significant stress on communities that have been affected by the virus. The State Government as part of its response to the virus has placed some conditions on Local Authorities ability to charge penalty interest on outstanding rates and charges.

One condition is that for the Shire to charge higher penalty interest rates on outstanding rates and charges, is that the Shire have a Hardship Policy in place specifically to address any ratepayers that may be adversely affected by the financial effect of the virus.

COMMENT:

The Minister for Local Government issued a direction to Councils on 8 May 2020 as part of the State Government's response to the COVID-19 crisis and the Order (in part) deals with freezing rates, fees and charges during this period. The Order also varied the interest rates that Councils can charge for outstanding rates for the 2020/21 financial year.

The Order decreased the interest rate for outstanding rates from 11% per annum to 8% per annum. Instalment interest rate remained unchanged at 5.5% per annum. This is conditional upon the Council having a Hardship Policy in place. If there is no Hardship Policy in place, then the maximum amount of interest that can be charged is capped at 3% per annum.

The Draft Policy has been prepared by the Western Australian Local Government Association, and Councils throughout Western Australia are adopting this policy to comply with the Local Government Order. The Draft Policy only applies to those ratepayers that are affected by COVID-19 and it is up to the ratepayer to provide evidence of this to be considered by Council to qualify for relief under this Policy.

If Council approves relief under this Policy, a payment plan must be in place that is realistic and achievable. The debt will not attract interest or penalty charges on the debt whilst the plan is in place.

POLICY REQUIREMENTS:

Nil

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995, Section 6.13

Local Government (Financial Management) Regulations, Regulation 19A

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental impacts associated with this policy.
- **Economic**
There are no known economic impacts associated with this policy.
- **Social**
The application of this Policy may provide an affected ratepayer relief from the stress of repaying rates and charges to the Shire, and the associated mental health issues that may arise.
- **Financial Implications**
The number of applications that Council may receive for relief under this Policy is not known, therefore the financial implications cannot be estimated.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

OFFICER RECOMMENDATION

That Council ADOPT Policy 4.12 – COVID-19 Financial Hardship Policy, as presented.

ABSOLUTE MAJORITY REQUIRED

4.12 COVID-19 Financial Hardship Policy (Draft)

Policy Owner: Administration and Financial Services
Person Responsible: Deputy Chief Executive Officer
Date of Adoption:
Adoption Resolution:
Date of Last Amendment:

OBJECTIVE

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of Wongan-Ballidu recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

RESPONSIBILITY FOR IMPLEMENTATION

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

SCOPE

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

POLICY STATEMENT

Payment difficulties, hardship and vulnerability¹

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

¹ Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:** <http://www.ombudsman.wa.gov.au/>

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Wongan-Ballidu recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

Anticipated Financial Hardship due to COVID19

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of any change in circumstance that jeopardises the agreed payment schedule.

Interest Charges

A ratepayer that meets the Financial Hardship Criteria will not attract interest or penalty charges on rates / service charge debt in 2020/21, subject to the period of time that the Local Government (COVID-19 Response) Ministerial Order 2020 remains effective (SL 2020/67 – Gazetted 8 May 2020).

In the case of severe financial hardship, the Council may consider writing off interest applicable to the Emergency Services Levy and / or interest previously accrued on rates and service charge debts.

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

Debt recovery will continue for those debtors that are not subject to this policy.

Review

We will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.

Communication and Confidentiality

We will maintain confidential communications at all times, and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

9.3 WORKS AND SERVICES

9.3.1 RAV 4 – REQUEST FOR LG SUPPORT

FILE REFERENCE:	T6.1
REPORT DATE:	24 June 2020
APPLICANT/PROPONENT:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Karl Mickle, Manager of Works and 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 3.36 kms of Griffiths Road beginning from Manmanning 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 4 network.

BACKGROUND:

This application was submitted to Main Roads Western Australia (HVS) in late May. They are requesting to amend Griffith Road from RAV 2 to a RAV 4 from SLK 0.00 to 3.36 from the Manmanning Road intersection. (Requested from unknown).

COMMENT:

The only changes from the category RAV 2 to RAV 4 is the trailer combinations. The RAV 2 and RAV4 allows heavy vehicle combinations up to 27.5m and a maximum mass of 87.5T.

If Council does not want a higher Network level on particular roads for any reasons, then they have 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 requirements of the road.

RISK IMPLICATIONS:

Any amendment to RAV Network Ratings can potentially reduce the life of the road and increase the maintenance 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

OFFICER RECOMMENDATION:

That Council SUPPORT the request from HVS to assess Griffiths Road on the grounds that, the only changes from a RAV2 to a RAV4 is the trailer combination, and not the mass weight.

9.4 HEALTH, BUILDING AND PLANNING

Nil.

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