



*Shire of*  
**Koorda**

**Ordinary Meeting of Council**

**Attachments**

**Wednesday, 16 September 2020**

**5.00pm**



North Eastern Wheatbelt Regional Organisation of Councils

Dowerin | Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

# Council Meeting

Tuesday 25 August 2020

Dowerin Club  
1 Memorial Ave, Dowerin

## MINUTES

2pm NEWROC COUNCIL Meeting

[www.newroc.com.au](http://www.newroc.com.au)

## ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> <li>🔥 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year)</li> <li>🔥 Council reviews NEWROC project priorities</li> </ul>	Council
March	<ul style="list-style-type: none"> <li>🔥 WDC attendance to respond to NEWROC project priorities</li> <li>🔥 Submit priority projects to WDC, Regional Development and WA Planning</li> <li>🔥 Discussion regarding portfolios vs projects, current governance structure</li> </ul>	Executive
April	🔥 NEWROC Budget Preparation	Council
May	<ul style="list-style-type: none"> <li>🔥 NEWROC Draft Budget Presented</li> <li>🔥 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2021)</li> <li>🔥 Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend</li> </ul>	Executive
June	🔥 NEWROC Budget Adopted	Council
July		Executive
August	<ul style="list-style-type: none"> <li>🔥 Information for Councillors pre-election</li> <li>🔥 NEWROC Audit</li> </ul>	Council
September		Executive
October	🔥 NEWROC CEO and President Handover	Council
November	<ul style="list-style-type: none"> <li>🔥 NEWROC Induction of new Council representatives (every other year)</li> <li>🔥 Review NEWROC MoU (every other year)</li> </ul>	Executive
December	🔥 NEWROC Drinks	Council

### **ONGOING ACTIVITIES**

Compliance

Media Releases

### **NEWROC Chair and CEO Rotation**

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

Shire of Koorda (Oct 2019 – Oct 2021)

Shire of Mukinbudin

Shire of Trayning

Shire of Dowerin

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## NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes for the Council Meeting held at the Dowerin Club on Tuesday 25 August 2020 commencing at 2pm

### MINUTES

#### 1. OPENING AND ANNOUNCEMENTS

Cr Stratford welcomed everyone in particular the Shire of Dowerin to their first Council meeting and new CEO Leanne Parola. Cr Stratford opened the meeting at 2pm.

#### 2. RECORD OF ATTENDANCE AND APOLOGIES

##### 2.1. Attendance

Cr Jannah Stratford	NEWROC Chair, President Shire of Koorda
Cr Pippa De Lacy	President, Shire of Nungarin
Cr Melanie Brown	President, Shire of Trayning
Cr Tony Sachse	President, Shire of Mt Marshall
Cr Gary Shadbolt	President, Shire of Mukinbudin
Cr Darrel Hudson	President, Shire of Dowerin
Darren Simmons	NEWROC CEO, CEO, Shire of Koorda
Stephen Tindale	Acting CEO, Shire of Wyalkatchem
John Nuttall	CEO, Shire of Mt Marshall
Dirk Sellenger	CEO, Shire of Mukinbudin
Adam Majid	CEO, Shire of Nungarin
Leanne Parola	CEO, Shire of Trayning
Rebecca McCall	CEO, Shire of Dowerin

NEWROC Officer

Caroline Robinson Executive Officer, NEWROC

##### 2.2. Apologies

Cr Quentin Davies	President, Shire of Wyalkatchem
Cr Nick Gillett	Councilor, Shire of Mt Marshall

##### 2.3. Guests

Nil

##### 2.4. Leave of Absence Approvals / Approved

Nil

#### 3. Declarations of Interest and Delegations Register

Nil

##### 3.1. Delegation Register

Please find below a delegations register as per the new policy adopted in March 2017:

Description of Delegations	Delegatee	Delegated to	Approval
----------------------------	-----------	--------------	----------

Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Koorda)	Council	CEO	Council Oct 2019
NEWROC Website	CEO	NEWROC EO	Council June 2017

**4. Presentations**

Nil

**5. MINUTES OF MEETINGS**

**5.1. Executive Meeting 28 July 2020**

Minutes of the Executive Meeting held 28 July 2020 have previously been circulated.

**RESOLUTION**

**That the Minutes of the Executive Meeting held on 28 July 2020 be received**

**Moved Cr Shadbolt**

**Seconded Cr Sachse**

**CARRIED 6/0**

**5.2. Business Arising**

**5.3. Council Meeting 23 June 2020**

Minutes of the Council Meeting held on 23 June 2020 have previously been circulated.

**RESOLUTION**

**That the Minutes of the Council Meeting held on 23 June 2020 be received as a true and correct record of proceedings**

**Moved Cr Brown**

**Seconded Cr De Lacy**

**CARRIED 6/0**

**5.4. Business Arising**

Nil

**6. FINANCIAL MATTERS****6.1. Income, Expenditure and Profit and Loss**

<b>FILE REFERENCE:</b>	42-2 Finance Audit and Compliance
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	18 August 2020
<b>ATTACHMENT NUMBER:</b>	#1P and L
<b>CONSULTATION:</b>	
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

**COMMENTS**

Account transactions for the period 1 June 2020 to 31 July 2020

Date	Description	Credit	Debit	Running Balance
<b>BB NEWROC Funds-5557</b>				
<b>Opening Balance</b>		<b>164,638.82</b>	<b>0.00</b>	<b>164,638.82</b>
01 Jun 2020	Bendigo Bank	0.00	0.40	164,638.42
02 Jun 2020	Payment: XERO	0.00	50.00	164,588.42
05 Jun 2020	Payment: Solum Wheatbelt Business Solutions	0.00	3,302.50	161,285.92
05 Jun 2020	Payment: TechCloud Enterprises	0.00	120.00	161,165.92
01 Jul 2020	Bendigo Bank	0.00	0.80	161,165.12
02 Jul 2020	Payment: XERO	0.00	50.00	161,115.12
03 Jul 2020	Payment: Solum Wheatbelt Business Solutions	0.00	3,302.50	157,812.62
<b>Total BB NEWROC Funds-5557</b>		<b>0.00</b>	<b>6,826.20</b>	<b>157,812.62</b>
<b>Closing Balance</b>		<b>157,812.62</b>	<b>0.00</b>	<b>157,812.62</b>
<b>Total</b>		<b>0.00</b>	<b>6,826.20</b>	<b>(6,826.20)</b>

# Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils  
As at 31 July 2020

31 JUL 2020

## Assets

### Bank

BB NEWROC Funds-5557	157,812.62
BB Term Deposit Account-1388	152,863.32
<b>Total Bank</b>	<b>310,675.94</b>

**Total Assets** 310,675.94

## Liabilities

### Current Liabilities

GST	(327.59)
Sundry Creditors Control	313.00
Unpaid ATO Liabilities	(4,706.00)
<b>Total Current Liabilities</b>	<b>(4,720.59)</b>

**Total Liabilities** (4,720.59)

**Net Assets** 315,396.53

## Equity

Current Year Earnings	(3,276.71)
Retained Earnings	318,673.24
<b>Total Equity</b>	<b>315,396.53</b>

## RESOLUTION

That the income and expenditure from 1 June 2020 to 31 July 2020 and the P and L and balance sheet as at 31 July 2020 be received.

Moved Cr Hudson

Seconded Cr Shadbolt

CARRIED 6/0



**6.2. Budget v Actuals 2019/2020**

<b>FILE REFERENCE:</b>	032-1 Budget
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	21 July 2020
<b>ATTACHMENT NUMBER:</b>	
<b>CONSULTATION:</b>	Nil
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

**COMMENTS**

The following is a report on the budget v actuals for the NEWROC financial year 2019/2020.

**NEWROC Budget 2019-2020****North Eastern Wheatbelt Regional Organisation of Councils**

July 2019 to June 2020

<b>Account</b>	<b>BUDGET</b>	<b>ACTUAL</b>
<b><i>Income</i></b>		
Grants received (057)	\$0.00	\$0.00
Interest Received (076)	\$264.00	\$3,016.11
Medical Enhancement Fund Subs Rec. (070)	\$0.00	\$0.00
NEWROC Business Case / Project Work Subs (055)	\$12,000.00	\$12,000.00
NEWROC Subscriptions Received (054)	\$66,000.00	\$66,000.00
Special Projects Subscriptions Rec. (056)	\$0.00	\$0.00
Sundry Income (067)	\$500.00	\$1,486.36
Tourism Officer Subscriptions Rec. (060)	\$0.00	\$0.00
Wheatbelt Way Marketing Subscription (061)	\$0.00	\$0.00
<b>Total Income</b>	<b>\$78,764.00</b>	<b>\$82,502.47</b>
<b>Gross Profit</b>	<b>\$78,764.00</b>	<b>\$82,502.47</b>

***Less Operating Expenses***

Accounting/Audit fees (200)	\$3,040.00	\$1,820.85
Advertising (201)	\$240.00	\$0.00
Bank charges (203)	\$24.00	\$15.40
Catering (204)	\$200.00	\$78.18
Computer Software/Support (205)	\$0.00	\$0.00
Consultancy Fees (206)	\$0.00	\$0.00
Event / Ceremony Expenses (207)	\$1,500.00	\$3,107.72
Gifts (208)	\$400.00	\$0.00
Legal expenses (209)	\$2,650.00	\$0.00
Printing and Stationery (213a)	\$120.00	\$10.91
Records Storage (215)	\$70.00	\$0.00
Executive Officer Business Case/Project Work (105)	\$20,000.00	\$23,007.53
Executive Officer Contract Services (100)	\$48,000.00	\$32,157.04
Executive Officer Office Expenses (103)	\$2,996.00	\$1,400.00
Executive Officer Seminars/Conferences (101)	\$1,000.00	\$0.00
Executive Officer Travel (102)	\$9,996.00	\$5,001.42

Executive Officer Travelling Expenses (Accom) (104)	\$2,508.00	\$0.00
Grants distributed (300)	\$0.00	\$0.00
Literary Luncheon (600)	\$600.00	\$0.00
Medical Enhancement Project Sub-Contractors (500)	\$0.00	\$0.00
Subscriptions Distributed (Medical) (501)	\$0.00	\$0.00
Telecommunications Contractor/Services (400)	\$90,000.00	\$14,200.00
Website and Database (700)	\$1,120.00	\$109.09
<b>Total Operating Expenses</b>	<b>\$184,464.00</b>	<b>\$80,908.14</b>
<b>Total Expenses</b>	<b>\$184,464.00</b>	<b>\$80,908.14</b>
<b>Net Profit</b>	<b>-\$105,700.00</b>	<b>\$1,594.33</b>

**RESOLUTION**

**That budget v actual for 2019/20 be received**

**The NEWROC EO engage an auditor for the 2019/20 audit in line with budget settings**

**Moved Cr De Lacy**

**Seconded Cr Sachse**

**CARRIED 6/0**

Discussion:

- 👉 Were the legal expenses in 2019/20 showing in these actuals? Taken on notice
- 👉 Audit quotes to be requested from: Muntz and Partners, Byfields, Waugh Miller MacQueen

**6.3. Budget 2020/21**

<b>FILE REFERENCE:</b>	032-1 Budget
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	18 August 2020
<b>ATTACHMENT NUMBER:</b>	
<b>CONSULTATION:</b>	NEWROC CEOs
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

**COMMENTS**

The following is the proposed budget for 2020/21 and is linked to discussions at the recent strategy day:

**North Eastern Wheatbelt Regional Organisation of Councils  
July 2020 to June 2021**

Account	Total	NOTES
Opening Balance (operations account) 1 July 2020	\$161,165.92	
Opening Balance (TD)	\$152,863.32	
<b>Income</b>		
Grants received (057)	\$27,000.00	REDS Grant Microgrid (application July 2020)
Interest Received (076)	\$1,000.00	
NEWROC Business Case / Project Work Subs (055)	\$14,000.00	7 x \$2000 from each Member LG
NEWROC Subscriptions Received (054)	\$77,000.00	7 x \$11,000 from each member LG
Special Projects Subscriptions Rec. (056)	\$0.00	
Telecommunications - Bruce Rock and Naremben	\$40,000.00	Data Centre Access
Sundry Income (067)	\$27,000.00	Shire of Dowerin membership application fee
<b>Total Income</b>	<b>\$186,000.00</b>	
<b>Less Operating Expenses</b>		
<b>Governance / General Administration</b>		
Accounting/Audit fees (200)	\$2,200.00	XERO monthly fee and annual audit (October)
Advertising (201)	\$1,400.00	Increased for a quarterly communications piece in each LG newspaper (advertising)
Bank charges (203)	\$24.00	
Catering (204)	\$200.00	
Computer Software/Support (205)	\$0.00	
Consultancy Fees (206)	\$75,000.00	InfraNomics (full NEWROC contribution not inclusive of REDS)
Event / Ceremony Expenses (207)	\$500.00	
Gifts (208)	\$400.00	For unexpected/unplanned occasions
Legal expenses (209)	\$5,000.00	Crisp Wireless work with Earnshaw Lawyers
Printing and Stationery (213a)	\$120.00	
Records Storage (215)	\$70.00	Records held at Bencubbin CRC
<b>Executive officer</b>		
Executive Officer Business Case/Project Work (105)	\$0.00	
Executive Officer Contract Services (100)	\$40,000.00	
Executive Officer Office Expenses (103)	\$3,000.00	
Executive Officer Seminars/Conferences (101)	\$1,000.00	
Executive Officer Travel (102)	\$6,000.00	Increased slightly for travel to 7 x LG Council meetings annually to present to Councillors
Executive Officer Travelling Expenses (Accom) (104)	\$1,000.00	
<b>Grant Funding</b>		
Grants distributed (300)	\$0.00	
<b>NEWROC Literary Luncheon</b>		
Literary Luncheon (600)	\$600.00	

**Telecommunications**

Telecommunications Contractor/Services (400) \$45,000.00 *New Towers*

**NEWROC Promotion**

Website and Database (700) \$500.00

<b>Total Expenses</b>	<b>\$18,014.00</b>
<b>Net Profit</b>	<b>-\$4,014.00</b>
<b>Anticipated Operations Account Balance 30 June 2021</b>	<b>\$155,151.92</b>
<b>Anticipated TD Account Balance 30 June 2021</b>	<b>\$153,863.32</b>

Discussion at the July Executive Meeting:

- 👉 Digital Farm Grants have been announced (Shire of Bruce Rock and Shire of Narembeen) and this will result in Data Access Centre remuneration to the NEWROC. Needs to be included in the Budget 2020/21
- 👉 Discussion regarding any budget implications with the NEWHealth Scheme
- 👉 Funding opportunities have been announced for energy and telecommunications, but are not included in this budget. NEWROC likely to go for these grants.

**OFFICER RECOMMENDATION**

NEWROC Budget for 2020/21 is adopted

**RESOLUTION**

**NEWROC Budget to include \$10,000 for legal expenses**

**Budget for 2020/21 is adopted**

**Moved Cr Sachse**

**Seconded Cr Hudson**

**CARRIED 6/0**

Discussion:

- 👉 Remuneration for towers in Bruce Rock and Narembeen Shires
- 👉 Increase in legal fees is required

## 7. MATTERS FOR DECISION

### 7.1. NEWROC Purpose, Mission and Vision

<b>FILE REFERENCE:</b>	035-1 Grants General
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	18 August 2020
<b>ATTACHMENT NUMBER:</b>	
<b>CONSULTATION:</b>	
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENT

At the recent NEWROC Strategy Day members discussed the vision and mission of the group. This activity was incomplete.

NEWROC members still need to consider what we need to do to remain successful into the future. The key, will be to remain relevant. The alternative is to become irrelevant to our member Councils and diminish. We don't need to necessarily reinvent our strategy but we do need to ensure that it comes from a strong purpose, carries some guiding principles, defines who we need to become, and enables our vision of what the world looks like when we fulfil our purpose. How do we start to get to a position where we can clearly articulate and live these fundamental areas for success? Well, we need to know what why they are needed and what's their intent.

- 👉 What inspires us? What the world looks like when we fulfil our purpose through our values. This is our **Vision**.

Feedback from members:

- Populated and healthy communities
- Progressive communities
- Economic and social prosperity
- Creating a great place to live, work and invest

PROPOSED VISIONS for discussion (starting points).....

1. Creating progressive, healthy and prosperous communities
2. Enabling economic and social prosperity in our communities

- 👉 What guides us? Our unique thinking that empowers our team. These are our **Values**.

- Regional Commitment: We will make decisions and deliver services that achieve regional goals that couldn't be achieved individually.
- Community Focus: We will ensure that everything we do benefits the people that live and work in our region.
- Accountability: We will be open and accountable in everything we do, by involving stakeholders in decisions that affect them and by using effective engagement and communication techniques.
- Innovation: We are committed to continually improving the services we provide and projects we deliver by being prepared to listen, learn and use technology where this delivers positive outcomes for our communities.

- Collaboration: We will work together for the good of the region and encourage business and community groups to also work together to provide a relaxed and supportive environment where our people prosper.

👉 What drives us? The problem we passionately solve for our Councils that engages our team. This is our **Purpose**.

Feedback from members has included:

- Strength in numbers / Stronger together
- Combined impact that we could not otherwise achieve
- Strengthening each other

PROPOSED PURPOSE for discussion (starting points).....

1. Working together for greater impact
2. Impact and success for our communities by strength in numbers

👉 What evolves us? The who we need to become to start creating the world we see. This is our **Mission**.

Feedback from members has included:

- Collaborative
- Accountable
- Strategic focus
- Regional focus – collective good
- Promoting and championing our communities
- We enable

PROPOSED MISSION for discussion (starting points).....

1. Regional collaboration to achieve strategic opportunities for our communities
2. Regional collaboration to enable and champion opportunities for our communities

At the Executive Meeting in July CEO's discussed the purpose, mission and vision of the NEWROC which are presented to the Council for further discussion and validation

**RESOLUTION**

The following statements be presented to the NEWROC Council as starting points for further discussion and enhancement on the NEWROC's Vision, Mission and Purpose:

Purpose – Working together for successful communities

Mission - Regional collaboration to champion opportunities for our communities

Vision – Enabling and creating progressive, healthy and prosperous communities

Moved R McCall

Seconded D Sellenger

CARRIED 5/0

**RESOLUTION**

**Purpose – Working together for successful communities**

**Mission - Regional collaboration to champion opportunities for our communities**

**Vision – Enabling and creating progressive, healthy and prosperous communities**

**Moved Cr Sachse**

**Seconded Cr Shadbolt**

**CARRIED 6/0**

## 7.2. NEWROC MoU

<b>FILE REFERENCE:</b>	041-5 Strategic and Future Planning
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	21 July 2020
<b>ATTACHMENT NUMBER:</b>	#2 Revised NEWROC MoU 2020 - 2023
<b>CONSULTATION:</b>	D Simmons
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENT

The NEWROC MoU was presented at the NEWROC Strategy Day for review and discussion.

The NEWROC EO has worked on the MoU based on member feedback on the day and has presented a revised version for members comment.

The NEWROC MoU is aligned to the strategic planning review period (3yrs) and minimum term of membership (3yrs).

At the July Executive Meeting the following was discussed:

- 👉 The length of the MoU was discussed. It has moved from 2yrs to 3yrs, discussion as to whether it should be 4yrs (in line with IPR and Council elections) or 5yrs
- 👉 Discussion regarding the withdrawal clause:
  - OPTION – Three year signing and no withdrawal until MoU period ends
  - OPTION – Three year signing and 12month notice period
- 👉 Discussion regarding division of assets:
  - OPTION – Division of the assets at the end of the financial year
  - OPTION – Division of assets at the end of the financial year plus any other project commitments

Council is asked to review the division of asset options and withdrawal clause:

### DIVISION OF ASSETS

#### 7.4 Division of assets (OPTION 1)

If NEWROC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of NEWROC then the property and assets shall be realised and the Proceeds along with any surplus funds shall be divided among each of the Participants in the same proportions as the contributions of a particular Participant to the assets of NEWROC bear to the total of such contributions by all Participants **at the end of the financial year.**

#### 7.4 Division of assets (OPTION 2)

If NEWROC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of NEWROC then the property and assets shall be realised and the Proceeds along with any surplus funds shall be divided among each of the Participants in the same proportions as the contributions of a particular Participant to the assets of NEWROC bear to the total of such contributions by all Participants. **Division of assets to be realised at the end of the financial year plus any other project commitments.**

## WITHDRAWAL OF A PARTICIPANT

### 8.1 Withdrawal (OPTION 1)

The minimum term of membership is three years – aligned to the NEWROC MoU signing date. A Participant must give twelve months notice advising the NEWROC of their intent to withdraw from the NEWROC.

### 8.1 Withdrawal (OPTION 2)

The minimum term of membership is three years – aligned to the NEWROC MoU signing date. No withdrawal can take place during this period. If a Participant intends to withdraw at the end of the three year MoU they must give twelve months notice advising the NEWROC of their intent to withdraw from the NEWROC.

## RESOLUTION

### OPTION 2 of the division of assets to be included in the MoU

If NEWROC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of NEWROC then the property and assets shall be realised and the Proceeds along with any surplus funds shall be divided among each of the Participants in the same proportions as the contributions of a particular Participant to the assets of NEWROC bear to the total of such contributions by all Participants. Division of assets to be realised at the end of the financial year plus any other project commitments.

### OPTION 2 of the withdrawal to be included in the MoU (amended)

The minimum term of membership is three years – aligned to the NEWROC MoU signing date. No withdrawal can take place during this period. If a Participant intends to withdraw at the end of the three year MoU they must give notice advising the NEWROC of their intent to withdraw from the NEWROC.

**Moved Cr Hudson**

**Seconded Cr Brown**

**CARRIED 6/0**

## OFFICER RECOMMENDATION

NEWROC MoU 2020 - 2023 is adopted and presented for signing

## RESOLUTION

**NEWROC MoU 2020 - 2023 is recommended to member Councils. Councils to authorize the use of the common seal on the NEWROC MoU**

**Moved Cr De Lacy**

**Seconded Cr Hudson**

**CARRIED 6/0**

Discussion:

- 👉 Members discussed the length of the MoU with the Shire of Mukinbudin preferring a 2yr term
- 👉 Requested that new members and existing members should have the same terms
- 👉 Discussion regarding withdrawal, is the MoU withdrawal clause too difficult to exit? Notice periods also discussed
- 👉 Agreement does include a dispute resolution process
- 👉 Does clause 7.1 need to be unanimous or majority?



### 7.3. NEWROC Document Map

<b>FILE REFERENCE:</b>	041-5 Strategic and Future Planning
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	21 July 2020
<b>ATTACHMENT NUMBER:</b>	#3 Strategy Day Notes
<b>CONSULTATION:</b>	D Simmons S Grimmer
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENT

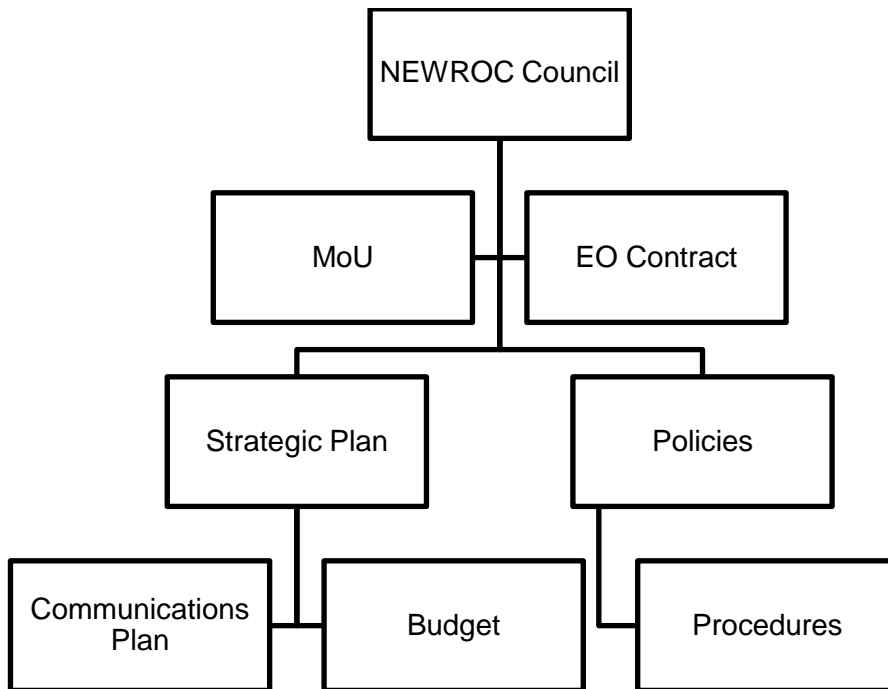
The NEWROC EO has developed a NEWROC document map outlining the key documents for the NEWROC and their relationship to one another.

This is in direct response to ideas and issues raised by members at the Strategy Day.

The NEWROC EO has liaised with Stephen Grimmer to discuss progress towards a NEWROC Strategic Plan and supporting Strategic Plans and Corporate Business Plans (IPR).

- 👉 **MoU** – details the terms of the agreement between 7 Councils as well as roles
- 👉 **Strategic Plan** – details the future direction of the NEWROC (3yrs), desktop review annually and workshopped every 3yrs. Framework developed. Stephen Grimmer will assist with this.
- 👉 **Member LGs SCP** – Stephen Grimmer will assist with this and they will link directly to the NEWROC Strategic Plan (priorities, strategies, KPIs)
- 👉 **Communications Plan** – outlines how the NEWROC will communicate to member LGs and how member LGs will communicate to the NEWROC and its communities
- 👉 **Budget** – Annual budget items populated from the Strategic Plan
- 👉 **Policies** – Framework for operations (to be developed) endorsed by Council
- 👉 **Procedures** – Systems and processes of the NEWROC (to be developed)

## NEWROC DOCUMENT MAP



At the July Executive Meeting the following resolution was passed:

**RESOLUTION**

NEWROC Document Map with the addition of the NEWROC EO contract is endorsed and presented to Council for consideration

NEWROC Communications Plan is endorsed and presented to the NEWROC Council

Moved J Nuttall

Seconded R McCall

CARRIED 5/0

**RESOLUTION**

**NEWROC Document Map is adopted**

**NEWROC Communications Plan is adopted**

**Moved Cr Sachse**

**Seconded Cr Shadbolt**

**CARRIED 6/0**

#### 7.4. NEWROC Strategic Plan

<b>FILE REFERENCE:</b>	041-5 Strategic and Future Planning
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	21 July 2020
<b>ATTACHMENT NUMBER:</b>	#3 Strategy Day Notes #4 NEWROC Strategic Plan
<b>CONSULTATION:</b>	D Simmons S Grimmer
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENT

Members developed and prioritized regional challenges and strategies at the NEWROC Strategy Day. They include:

#### **HIGH**

##### *Community*

Attract and retain health professionals and age care providers in a co-ordinated manner within the region.

##### *Economy*

Partner with NEWTravel to promote the region as a great place to visit through the effective planning and marketing of attractions and events.

Identify opportunities and strategies for attracting new businesses and expanding existing businesses by promoting the availability of accessible land, the community spirit and high-speed communications network available within the region.

##### *Environment*

Advocate and seek funding for a renewable power / emergency power / micro-grid that will compliment current power supplies and improve sustainability within the region.

##### *Governance*

Review the delivery of Local Government services and projects across the region to identify opportunities to resource share, attracting and retain professionals

#### **MEDIUM**

##### *Community*

Expand and improve access to childcare services.

##### *Economy*

Advocate for solutions to mobile blackspots and expansion of the NEWROC telecommunications network

##### *Environment*

Carry out a study to determine the best location and design for a regional waste facility or improved waste management services and local infrastructure.

##### *Governance*

Advocacy and support to volunteer networks to expand the volunteer base across the region and to continue to improve regional co-operation.

#### **LOW**

##### *Economy*

Youth initiatives, training and education to retain young people

##### *Environment*

Water preservation, drought impact is minimised, control of evasive species and pests, land renewal

Projects Identified and not included as yet:

- LEMC
- CRCs

The NEWROC EO is currently liaising with Stephen Grimmer to create a simple NEWROC Strategic Plan and 12 month Activity Plan.

The NEWROC EO is seeking the endorsement of these regional priorities and strategies so that the next steps can be taken with Stephen and the individual LG SCPs and CBPs can be developed and linked to the NEWROC SP.

At the July Executive Meeting the following was discussed:

Discussion:

- 👉 The Shires of Mt Marshall, Dowerin, Nungarin, Mukinbudin and Koorda will engage with Stephen Grimmer on his IPR assistance and templates. NEWROC EO to follow up with the Shires of Wyalkatchem and Trayning
- 👉 Members are at various points in their IPR – Major / Minor Review
- 👉 NEWROC EO to ask Stephen his opinion on the community engagement for the NEWROC Strategic Plan
- 👉 No feedback on the SCP Template for individual Councils that Stephen has developed
- 👉 Ongoing monitoring of IPR documents should be considered. NEWROC EO to follow up with Stephen

**RESOLUTION**

NEWROC Regional Priorities and Strategies (High, Medium, Low) are endorsed and presented to the NEWROC Council for further detailed development and collated into a Strategic Plan for the NEWROC

Moved R McCall

Seconded D Sellenger

CARRIED 5/0

**RESOLUTION**

**NEWROC DRAFT Strategic Plan is discussed as presented**

Moved Cr De Lacy

Seconded Cr Sachse

CARRIED 6/0

**RESOLUTION**

**NEWROC Strategic Plan 2020 – 2023 is adopted with the amendment to the governance strategy and collaboration value**

**NEWROC Strategic Plan regional priorities be included in individual member's community consultation process (if timely in their IPR activities)**

Moved Cr Shadbolt

Seconded Cr Brown

CARRIED 6/0

Discussion:

- 👉 NEWROC to align projects to upcoming grants. This will be added to the 12 month activity plan
- 👉 Governance strategy – add working towards a regional subsidiary
- 👉 Values – emphasise resource sharing and Councils working together for increased savings
- 👉 Remove 'carry out study' for the waste management strategy
- 👉 Removal of years, all priorities and strategies are ongoing

- 👉 Regional subsidiary discussed, benefit for a scheme / service or short period of time
- 👉 Discussion regarding a preferred panel of suppliers, group purchasing. Discussion regarding the difficulty in some group purchasing e.g. aggregate, gravel etc but some purchasing could be done jointly e.g. IT

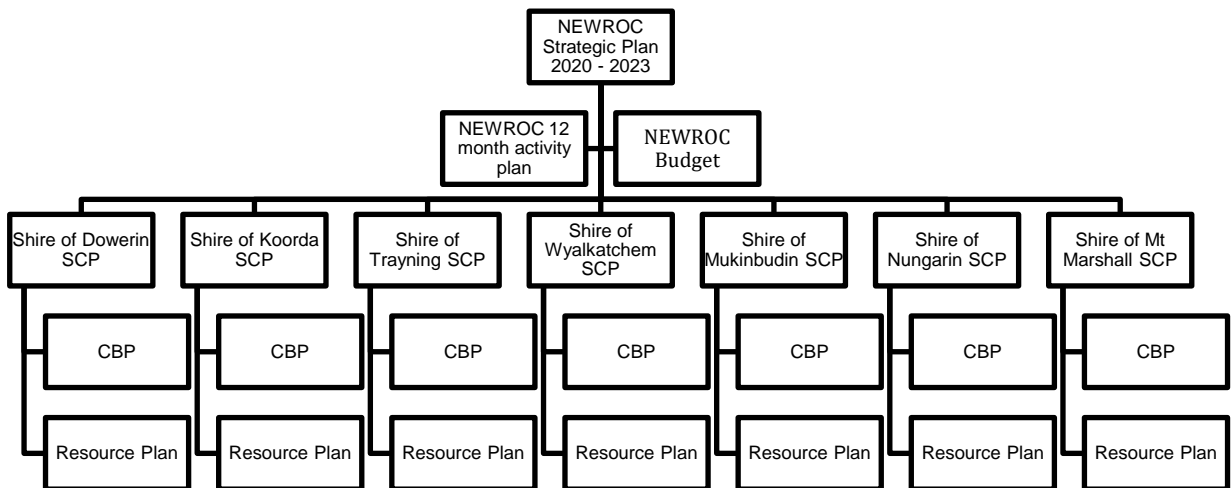
**7.5. NEWROC IPR**

**FILE REFERENCE:** 041-5 Strategic and Future Planning  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 18 August 2020  
**ATTACHMENT NUMBER:** #5 Masterclass Series Terms of Reference  
**CONSULTATION:** S Grimmer  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

The NEWROC EO has been working with Stephen Grimmer on the NEWROC strategic plan and support to each member Council in regards to their integrated planning documents.

The ideal outcome of this work with Stephen is demonstrated in the diagram below:



Each member Council is at different points in their IPR, either at a minor or major review.

Stephen has provided each member Council with a Strategic Community Plan template which CEO's were happy with and they can now use and populate.

The NEWROC EO encourages member Councils to use this template and both Stephen and Caroline are available to assist in populating them.

Stephen has invited each CEO and their senior staff to participate in an IPR Masterclass series (see attached) which will assist them develop an *integrated resourcing plan* (Workforce Plan, Asset Management Plan and Long Term Financial Plan).

The NEWROC EO encourages each member Council to register and participate in this Masterclass series. There is no cost.

The following is a proposed action plan to assist member Councils with their IPR. The NEWROC EO and Stephen Grimmer have discussed this summary:

1. NEWROC will develop the regional Strategic Plan (as presented in this agenda)
2. The NEWROC CEO's who have completed their community engagement already can populate their strategic plan template provided by Stephen
3. The NEWROC CEO's who have not completed their community engagement recently will endeavour to undertake this as they like (or can engage Stephen as the Shire of Mt Marshall has) and then populate the strategic plan template
4. If CEO's need assistance Stephen can come to each member Council for a half day (\$1000 day rate plus travel)
5. Stephen will run a Corporate Business Plan workshop to assist Councils populating the CBP template and show the link between the Strategic Plan and Corporate Business Plan (\$1000 plus travel)
6. Alongside this, the NEWROC CEO's and senior staff will participate in the Masterclass series (as attached) to support them in developing simple and fully integrated resourcing plans

**RESOLUTION**

**NEWROC members populate the Strategic Community Plan template provided by Stephen Grimmer**

**NEWROC hold a Corporate Business Plan workshop in November 2020 at a cost of approximately \$1500 to the NEWROC with Stephen Grimmer**

**NEWROC members participate in the Masterclass series on integrated resourcing plans**

**Moved Cr Sachse**

**Seconded Cr Shadbolt**

**CARRIED 6/0**

**7.6. Reliable Energy (Strategic Project)**

<b>FILE REFERENCE:</b>	107-1 Energy
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	19 August 2020
<b>ATTACHMENT NUMBER:</b>	#6 InfraNomics Interim Report
<b>CONSULTATION:</b>	InfraNomics Magellan Power Dirk Sellenger Cr Shadbolt John Nuttall Darren Simmons
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

**COMMENT**

Update on activities:

- Following the NEWROC Council Meeting in May the NEWROC EO requested that the micro grid and telecommunications project proposals from InfraNomics be separated. This was completed. The Agreements were reviewed by Earnshaw Lawyers with no amendments.
- The Agreements were actioned with InfraNomics.
- The NEWROC EO submitted a REDS application for the micro grid (funds sought \$27K, NEWROC \$23K, InfraNomics \$50K). The Wheatbelt Development Commission recommended an application for the micro grid rather than the telecommunications project. Additional funding streams will be sought for this by the NEWROC EO.
- NEWROC EO has briefed Hon Mia Davies on the energy and telecommunications project
- InfraNomics, UWA, Magellan Power and NEWROC meetings held on 4 August 2020 (see attached report summary)

**RESOLUTION**

**InfraNomics Interim Report on energy reliability be received**

**Moved Cr Shadbolt**

**Seconded Cr Hudson**

Discussion:

- General discussion about the meetings, upcoming grants and issues presented to InfraNomics
- The power of the NEWROC and its advocacy was very important in the meetings
- NEWROC EO will be attending a meeting with Western Power on Friday 4 September



## 7.7. Waste

<b>FILE REFERENCE:</b>	
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	18 August
<b>ATTACHMENT NUMBER:</b>	#7 Waste Report
<b>CONSULTATION:</b>	
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENT

The **purpose of the study** was in general terms, to look to:

- 👉 Assess current facilities
- 👉 Improve each member's landfill site (and to use the study as a base for grant applications)
- 👉 Investigate improved options for waste management across the members

Discussion at the previous Council and Executive Meetings:

- 👉 Shire of Trayning provided a formal response to the DRAFT report and indicated that they were happy with status quo
- 👉 Discussion regarding the process going forward and attracting funding for landfills (which is difficult)

The following resolution was made at the July Council meeting:

### RESOLUTION

Regional waste to be presented at the next NEWROC Council meeting for a decision on the preferred option and then referred to member Councils for comment

Moved Cr Shadbolt

Seconded Cr Davies

CARRIED 6/0

### RESOLUTION

**The preferred option for the NEWROC is 4: All transfer stations (remote access) plus one staffed landfill - weekly collection**

**Member Councils to discuss this option at their next Council meeting and provide feedback to the NEWROC**

Moved Cr Sachse

Seconded Cr Shadbolt

CARRIED 5/1

Discussion:

- 👉 Shire of Mt Marshall and Shire of Koorda preferred option 4
- 👉 Shire of Trayning prefers status quo (as discussed previously)
- 👉 Inclusion of Dowerin in the next stage of the waste project
- 👉 Councils to discuss the options at their Council meeting

## 7.8. Telecommunications Project Update

<b>FILE REFERENCE:</b>	035-1 Grants General
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	19 August 2020
<b>ATTACHMENT NUMBER:</b>	
<b>CONSULTATION:</b>	John Nuttall Darren Simmons
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENT

Update on activities:

- 👉 Crisp Wireless has not responded to communications from Earnshaw Lawyers
- 👉 NEWROC EO is regularly following up with Earnshaw Lawyers regarding this matter, it is slower than initially planned
- 👉 NEWROC EO has asked Earnshaw Lawyers to write to Crisp Wireless regarding the breach of the Data Access Agreement (Shire of Bruce Rock and soon to be Shire of Narembeen)
- 👉 NEWROC EO has spoken to Cr Strange (Shire of Bruce Rock) and Chris Jackson (Shire of Narembeen) about the Data Access Agreement and will await the outcome of communications from Earnshaw Lawyers to Crisp Wireless
- 👉 NEWROC EO has spoken with Leigh Ballard about the Data Access Agreement. Communication needs to come via Earnshaw Lawyers regarding this, not via the NEWROC EO (actioned)

### OFFICER RECOMMENDATION

Information is received

Moved Cr Hudson

Seconded Cr De Lacy

CARRIED 6/0

Discussion:

- 👉 Wireless Wheatbelt project discussed with neighbouring Shires lead by ICM
- 👉 NEWROC EO to engage a new lawyer if no response in the next week

## 7.9. Emergency Management

<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>FILE REFERENCE:</b>	
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	18 August 2020
<b>ATTACHMENT NUMBER:</b>	
<b>CONSULTATION:</b>	John Nuttall
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENT

The Shire of Mt Marshall presents the following training opportunity to members:

**SESSION:** Training and exercise day for the LGs of NEWROC. The participants should include LEMC member agencies and LG staff and elected members. The exercise would count as an annual EM exercise as the LEMC is required to conduct.

**CONTENT:** The intent is to run a basic emergency management training session (10am – 2.30pm)

- 👉 A basic refresher covering the key principles of EM, what the State EM arrangements require of LGs, and how that looks at the local level.
- 👉 Roles and functions of the LEMC, the LEMA and recovery.
- 👉 Quick update on what's new.
- 👉 An exercise with a focus on recovery and what that might look like in the large and quite remote geographic area of NEWROC.

Yvette Grigg (DFES - District Emergency Management Advisor, Wheatbelt and Goldfields-Esperance Districts) is available in October the week commencing 25<sup>th</sup> or early 2021 to run the session.

### RESOLUTION

**Councils indicate a date for a joint LEMC workshop in October**

**Moved Cr Sachse**

**Seconded Cr Hudson**

**CARRIED 6/0**

Discussion:

- 👉 Workshop to include a response to the COVID19 pandemic

## 7.10. Animal Welfare During Emergencies

<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>FILE REFERENCE:</b>	
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	18 August 2020
<b>ATTACHMENT NUMBER:</b>	
<b>CONSULTATION:</b>	John Nuttall
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENT

WALGA has partnered with the Department of Primary Industries and Regional Development (DPIRD) to deliver a small grants program to further build the capacity of Local Governments to address animal welfare in emergency situations.

DPIRD has provided WALGA with \$500,000 of funding to deliver the Animal Welfare in Emergencies grant program for Local Governments. The grant program aims to improve the preparedness and response of Local Governments, and their communities, to the impacts of emergencies on animal welfare and biosecurity, and to improve the animal's chances of survival and recovery.

Grants are available up to a maximum of \$10,000 (ex GST). Collaboration with other Local Governments is encouraged, and to that end a collaborative grant is offered, which provides up to \$5000 (ex GST) per number of Local Governments within the collaboration - i.e a collaboration of 5 Local Governments = a maximum Grant allocation of \$25,000 (ex GST).

The Animal Welfare in Emergencies Grants for Local Governments applications open on Monday, **August 3**, and close at 5pm on Monday, **31 August**.

Grant recipients will be advised of the outcome of their application by the end of September, with work to be undertaken by Local Governments between 1 October, 2020 and May 31, 2021.

Further information: <https://walga.asn.au/Policy-Advice-and-Advocacy/Emergency-Management/Animal-Welfare-in-Emergencies-Grant-Program>

Support from the NEWROC EO towards an application is offered to the NEWROC.

### RESOLUTION

**Information is received**

**Moved Cr Shadbolt**

**Seconded Cr De Lacy**

**CARRIED 6/0**

**8. EMERGING NEWROC ISSUES as notified, introduced by decision of the Meeting**

**9. Other Business – to be noted**

**Regional Subsidiary**

NEWROC received correspondence from Tony Brown (WALGA) regarding their communication with the Minister. WALGA put forward some amended regulations (if you would like a copy of these please let Caroline know). The Minister responded:



RECEIVED  
19 MAR 2020

BY:.....

**Hon David Templeman MLA**  
**Minister for Local Government; Heritage; Culture & the Arts**

Our Ref: 66-11226

Cr Lynne Craigie  
President  
WALGA  
PO Box 1544  
WEST PERTH WA 6872

*cc: CEO*

Dear Cr Craigie

I refer to your correspondence dated 12 December 2019 regarding your request to implement the Western Australian Local Government Association (WALGA)'s revised, proposed regulations.

The provision of a detailed copy of the draft regulations is appreciated and it is pleasing to see the requirement for detailed community consultation.

As advised in recent correspondence, the Government has committed itself to a comprehensive review of the *Local Government Act 1995*. To that end, I can confirm that the review panel will be analysing the regional subsidiary model in depth and the viewpoints of WALGA will be put forward to the panel.

Regardless, I can assure you that a more detailed response to WALGA's proposed, revised regulations will be provided to you after further analysis has been completed.

Thank you for writing to me on this matter and I look forward to working together into the future to ensure WA has a successful model for regional subsidiaries.

Yours sincerely

  
HON DAVID TEMPLEMAN MLA  
MINISTER FOR LOCAL GOVERNMENT;  
HERITAGE; CULTURE AND THE ARTS

26 FEB 2020

Discussion:

- 👉 NEWROC to continue to express interest in a regional subsidiary (subject to modifications)
- 👉 Stephen Grimmer to include this in his community consultation where relevant

### **Public Health Plans**

The Shire of Dowerin has been in correspondence with Kylie Neaves, EHO at the Shire of Toodyay regarding local government health plans.

Kylie provided the following information to the Shire of Dowerin:

*The Public Health Act 2016 allows you to just add a public health plan to your existing Strategic Community Plan. The objectives will simply be the same as the State Public Health Plan (5) then we just fill in the blanks with rural health initiatives run by the Population Health Units, WA Country Health Services and do a few things ourselves (ie, advertise on the Website/newsletter DOH country health programs and projects, presentations, diabetes checks etc..are coming to Dowerin).*

Further information: <https://ww2.health.wa.gov.au/Improving-WA-Health/Public-health/Public-Health-Act/Local-government/Public-Health-Planning>

### **9.3. Infrastructure WA – Submissions**

It is the intention of the NEWROC to make a submission to Infrastructure WA's State Infrastructure Strategy. This Strategy will outline the State's significant infrastructure needs and priorities for the next 20 years.

The Strategy will address a broad range of sectors and identify significant projects or programs, or other options such as policy reforms, to meet the State's infrastructure needs and priorities. Infrastructure WA has commenced consultation over July and August with industry and the community.

Once the Strategy is complete, the Government of Western Australia will be required to respond to Infrastructure WA's recommendations, indicating the extent to which each recommendation is supported and for each recommendation that is not fully supported, indicate the reasons why. The final decision on any infrastructure investment will be made by the Government.

Further information: <https://www.infrastructure.wa.gov.au/discussionpaper>

### **9.4. Invitation to Wheatbelt Development Commission**

Council to invite and present to the WDC Chair and CEO at the October meeting

### **9.5. NEWROC Newsletter**

Sample shown to the members for their review

### **9.6. NEWROC Dinner at WALGA AGM**

Crown Atrium to be booked for a NEWROC Dinner on Thursday 24<sup>th</sup> September, proceeding WALGA AGM. Drinks and nibbles after the December Council meeting.

**10. 2020 MEETING SCHEDULE**

29 September	Executive	Shire of Wyalkatchem
27 October	Council	Shire of Wyalkatchem
24 November	Executive	Shire of Trayning
8 December	Council	Shire of Koorda

**11. CLOSURE**

Cr Stratford thanked the Shire of Dowerin for hosting, and thanked Adam Majid for his work in the NEWROC and wished him well at his new appointment at the Shire of Ashburton.

Cr Stratford thanked everyone for attending and closed the meeting at 4.08pm



## **MEMORANDUM OF UNDERSTANDING**



## **This Memorandum of Understanding is between the following parties:**

SHIRE OF DOWERIN of Cottrell Street, DOWERIN, Western Australia  
AND SHIRE OF KOORDA of Allenby Street, KOORDA, Western Australia  
AND SHIRE OF MT MARSHALL of Monger Street, BENCUBBIN, Western Australia  
AND SHIRE OF MUKINBUDIN of Maddock Street, MUKINBUDIN, Western Australia  
AND SHIRE OF NUNGARIN of Railway Avenue, NUNGARIN, Western Australia  
AND SHIRE OF TRAYNING of Railway Street, TRAYNING, Western Australia  
AND SHIRE OF WYALKATCHEM of Corner Honour Avenue and Flint Street,  
WYALKATCHEM, Western Australia

**Term of Agreement** 1 July 2020 – 30 June 2023

### **1. DEFINITIONS**

In this Memorandum of Understanding unless the context requires otherwise;

“Act” means the Local Government Act 1995;

“NEWROC” means the North Eastern Wheatbelt Regional Organisation of Councils;

“Operative Date” means 1 July 2020

“Participant” means the Shires of Dowerin, Koorda, Mt Marshall, Mukinbudin, Nungarin, Trayning, or Wyalkatchem, either jointly or individually, as the context requires;

“Project” means the undertaking of any activity on behalf of the NEWROC;

“Proposal” means the proposal to undertake a Project;

“Region” means the communities of the Participants

### **2. NAME**

The name of the regional organisation of councils is the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC).

Notes:

1. Section 3.62(1) of the Act provides that a regional local government is a body corporate with perpetual succession and a common seal.
2. A regional local government has the same general function of a local government including its legislative and executive functions. See part 3 and section 3.66 of the Act.
3. Except as stated in section 3.66, the Local Government Act 1995 applies to a regional local government as if:
  - a. The participants’ districts together made up a single district; and
  - b. The regional local government were the local government established for that district.

### **3. PURPOSE**

The purpose of this memorandum of understanding is to affirm the partnership and collaboration of the seven local governments (Participants) and to further the shared aims as below.

The purpose for which NEWROC is established is to:

Provide a means for the Participants, through voluntary participation and the integration and sharing of resources to:

- a. Assess the possibilities and methodology of facilitating a range of projects, services and facilities on a regional basis under the themes of advocacy, community, economic, environment and governance

- b. Promote, initiate, undertake, manage and facilitate under the themes of advocacy, community, economic, environment and governance;
- c. Promote productive effectiveness and financial benefit to the Participants where there are common and shared community of interest linkages;
- d. To take an active interest in all matters affecting the communities of the Participants with the view to improving, promoting and protecting them
- e. Recognition as representing the view of community and business in the Participants

*Notes:*

- f. In certain circumstances, a proposal may require the preparation of a business plan under the Act – see section 3.59
- g. A proposal to undertake a “Project” and may only be undertaken in accordance with clause 8.

#### **4. OBJECTIVES**

The objectives of NEWROC shall be:

- a. To endeavour to enhance and assist in the advancement of the Region
- b. To encourage cooperation and resource sharing on a regional basis
- c. Not to detract from the relationships a Participant holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

#### **5. THE COUNCIL**

Appointment of members

- a. A Participant is to appoint one member (delegate) of the Council of the Participant to be a member of the NEWROC Council.
- b. A Participant may appoint a first and a second delegate from the Council of the Participant who are able to attend the NEWROC meetings and who may act temporarily in place of either delegate of the NEWROC appointed by the Participant during any period in which the member of the NEWROC is unable by reason of illness, temporary absence from State, conflict of interest or for any other cause to perform the functions of the office.
- c. The Participant has one vote

*Note:*

Section 3.62(b) of the Act provides that a regional local government is to have, as its governing body, a Council established under the Memorandum of Understanding and consisting of members of the Councils of the Participants.

##### **5.1 Tenure of members of NEWROC**

A member of the NEWROC Council shall be appointed annually and shall hold office until either:

- a. The member ceases to be a member of the Council of the Participant or
- b. The member is removed by the Participant

*Note:*

Section 2.32 and 2.33 of the Act set out circumstances in which the office of a member of a Councillor becomes vacant.

##### **5.2 Election of Chair and Deputy Chair**

The members of the NEWROC Council shall elect a Chair and a Deputy Chair at the first meeting of NEWROC Council following each local government election. The election of the Chair and Deputy Chair will be flexible to accommodate new Presidents or CEO's and structured accordingly e.g. term. The Chair and Deputy Chair shall be rotated accordingly:

Shire of Mt Marshall  
Shire of Nungarin  
Shire of Wyalkatchem  
Shire of Koorda  
Shire of Mukinbudin  
Shire of Trayning  
Shire of Dowerin

If the office of Chair and a Deputy Chair becomes vacant then the members of the NEWROC Council shall elect a new Chair and Deputy Chair, as the case requires.

### **5.3 Tenure of Chair and Deputy Chair**

The Chair and Deputy Chair hold office until:

- a. no longer eligible to be a member pursuant to clause 6.2
- b. the election of a new Chair and a Deputy Chair pursuant to clause 6.3 or
- c. the incoming Chair and/or Deputy Chair are new members to NEWROC and do not wish to take on the role immediately

### **5.4 Role of Chair**

The Chair:

- a. Presides at meetings of the NEWROC Council;
- b. Carries out civic and ceremonial duties on behalf of NEWROC;
- c. Speaks on behalf of NEWROC to media;
- d. Advocates for the NEWROC on issues and projects of significance;
- e. Meets with stakeholders on behalf of the NEWROC, together with the NEWROC CEO and EO;
- f. Performs such other functions as are given to the Chair by the Act, any other written law or this Agreement; and
- g. Liaises with the CEO on NEWROC affairs and the performance of its functions.

*Notes:*

The role of the NEWROC Council is set out in section 2.7 of the Act.

The functions of the CEO are set out in section 5.41 of the Act.

The Chair may agree to the CEO speaking on behalf of the NEWROC – see section 5.41(f) of the Act.

### **5.5 Role of Deputy Chair**

The Deputy Chair performs the functions of the Chair, when authorised to do so, under this clause.

- a. The Deputy Chair may perform the functions of Chair if;
- b. The office of Chair is vacant; or
- c. The Chair is not available or is unable or unwilling to perform the functions of Chair,

## **5.6 Role of members of NEWROC Council**

- a. Achievement of the NEWROC purpose
- b. Strategic direction of the NEWROC and its management;
- c. Oversee the delivery of the annual implementation plan;
- d. Work cooperatively with other members
- e. Support the involvement of CEO's and senior staff in the NEWROC
- f. Promote the NEWROC
- g. Represents the interests of the electors and residents of the Region;
- h. Facilitates communication between the community of the Region and NEWROC;
- i. Participates in NEWROC's decision-making processes at meetings of the NEWROC and its committees;
- j. Represents and undertakes actions on behalf of NEWROC as authorised by the NEWROC Council;
- k. Form sub committees of the NEWROC and
- l. Performs such other functions as are given to the member by the Act or any other written law.

## **5.7 Role of the NEWROC Executive**

The role of the Executive is to:

- a. Assist in the achievement of the NEWROC purpose
- b. Assist in the strategic direction of the NEWROC and its management;
- c. Identify opportunities and advocacy for the NEWROC Council;
- d. Participates in NEWROC's decision-making processes at Executive meetings of the NEWROC;
- e. Represents and undertakes actions as directed by the NEWROC Council;
- f. Assists to ensure the advice and information is available to the NEWROC Council so that informed decisions can be made;
- g. Performs such other functions as are given by the NEWROC Council.

## **5.8 Role of CEO of NEWROC**

The NEWROC CEO is to be from the Council that holds the Chair role and shall be rotated accordingly:

Shire of Mt Marshall  
Shire of Nungarin  
Shire of Wyalkatchem  
Shire of Koorda  
Shire of Mukinbudin  
Shire of Trayning  
Shire of Dowerin

If the NEWROC CEO position becomes vacant then the members of the NEWROC Council shall elect a new NEWROC CEO, as the case requires.

The role of the CEO is to:

- a. Advise the council in relation to functions of the NEWROC Council;
- b. Ensure the advice and information is available to the NEWROC Council so that informed decisions can be made;
- c. Cause the NEWROC Council decisions to be implemented;

- d. Together with the NEWROC Chair, meets with stakeholders on behalf of the NEWROC;
- e. Liaise with the NEWROC Chair and NEWROC Executive Officer on the affairs of the NEWROC;
- f. Manages the NEWROC Executive Officer;
- g. Ensure that records and documents of the NEWROC are properly kept (delegated to the Executive Officer);
- h. Signatory to NEWROC bank accounts and oversees finances; and
- i. Perform any other function specified or delegated by the NEWROC Council.

## **5.9 Role of the Executive Officer of the NEWROC**

The role of the Executive Officer is to:

- a. Action NEWROC Council and NEWROC Executive decisions
- b. Keep the accounts of the NEWROC in order and receive all monies
- c. Adhere to all financial and legal responsibilities
- d. Custody of all books, documents, records and registers of the NEWROC
- e. Assist in implementing the Strategic Plan
- f. Compile agendas, minutes, grant applications, discussion papers, project plans (including implementation)
- g. Foster partnerships
- h. Regular communication within the NEWROC and to key stakeholders
- i. Any other function as specified or directed by the NEWROC Council, Chair or CEO

## **6. FINANCIAL CONTRIBUTIONS**

### **6.1 Financial Year**

The financial year of the NEWROC is 12 months from July 1

### **6.2 Annual membership**

Each Participant shall make an annual contribution towards the amount necessary to meet the deficiency, if any, disclosed in the annual budget of NEWROC, which contribution shall be in the following proportions:

Shire of Koorda	-	1/7th
Shire of Mt Marshall	-	1/7th
Shire of Mukinbudin	-	1/7th
Shire of Nungarin	-	1/7th
Shire of Trayning	-	1/7th
Shire of Wyalkatchem-		1/7th
Shire of Dowerin -		1/7th

### **6.3 Additional contributions**

Where the NEWROC Council determines that the Participants will make any contribution (other than the annual contribution) including, without limitation, any contribution towards the acquisition of any asset of a capital nature, then the Participants will make those contributions in the same proportions as set out in clause 6. The contributions so determined shall be as disclosed in the budget of NEWROC for each financial year

### **6.4 Manner of Payment**

The contributions shall be paid by each Participant to NEWROC in the manner determined by the NEWROC Council.

### **6.5 Late Payment**

Unless otherwise agreed, if a Participant fails to pay to NEWROC a sum of money owing under this clause on or before the due date for payment, that Participant must, in addition to the sum of money due and payable, pay to NEWROC, interest at the overdraft rate charged by NEWROC's bank on amounts of the same size as the unpaid sum, calculated from and including the due date of payment to but excluding the actual date of payment.

### **6.6 Winding Up of NEWROC Project**

The NEWROC Council may resolve to wind up a Project. An absolute majority vote will be required by the NEWROC Council to resolve to wind up any Project.

### **6.7 Division of Assets**

If a Project is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the Project then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among the Project Participants in the proportions referred to in the Project Plan.

Clause 6.6 shall not apply where the Project Participants advise NEWROC that a realisation of the property and assets is not necessary.

### **6.8 Division of Liabilities**

If a Project is to be wound up and there remains any liability or debt in excess of the realised property and assets of the Project then the liability or debt is to be met by the Project Participants in the proportions referred to in the original agreement.

### **6.9 Indemnification by Project Participants of NEWROC**

If a Project is wound up then the Project Participants shall indemnify NEWROC (in the proportions referred to in the original plan) with respect to that liability or debt.

## **7. TERM AND TERMINATION**

### **7.1 Winding up by Agreement**

The Participants may, by agreement, wind up NEWROC.

### **7.2 Extension of Agreement**

The Participants may, by agreement, extend the term of NEWROC.

### **7.3 Term of Agreement**

Unless otherwise wound up or extended, this Agreement will terminate on 30 June 2023

### **7.4 Division of assets**

If NEWROC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of NEWROC then the property and assets shall be

realised and the Proceeds along with any surplus funds shall be divided among each of the Participants in the same proportions as the contributions of a particular Participant to the assets of NEWROC bear to the total of such contributions by all Participants. Division of assets to be realised at the end of the financial year plus any other project commitments.

## **7.5 Division of liabilities**

If NEWROC is to be wound up and there remains any liability or debt in excess of the realised property and assets of NEWROC then the liability or debt is to be met by each of the Participants in the same proportions as the contributions of a particular Participant to the assets of NEWROC bear to the total of such contributions by all Participants.

## **8. WITHDRAWAL OF A PARTICIPANT**

### **8.1 Withdrawal**

The minimum term of membership is three years – aligned to the NEWROC MoU signing date. No withdrawal can take place during this period. If a Participant intends to withdraw at the end of the three year MoU they must give notice advising the NEWROC of their intent to withdraw from the NEWROC.

### **8.2 When Withdrawal to Take Effect**

Withdrawal will take effect as from 30 June next following.  
The NEWROC Council may reinstate by absolute majority the membership of a former Participant once they have cleared all debts owed to the NEWROC

### **8.3 Entitlement or Liability of Withdrawing Participant**

As soon as practicable following withdrawal taking effect on 30 June NEWROC shall distribute to the Participant an amount equal to the proceeds and any surplus funds which would have been payable if NEWROC was wound up; or

Be entitled to recover from the Participant an amount equal to the liability or debt which would be payable by the Participant if the NEWROC was wound up, as the case may be.

### **8.4 Participants May be Required to Pay Distribution**

If the NEWROC is unable to meet the distribution from funds on hand then, unless the NEWROC decides otherwise, the Participants (other than the Participant that has withdrawn) shall pay the distribution in the proportions equal to their respective equities in the NEWROC.

## **9. ADMITTING NEW MEMBERS**

Section 3.65 of the Local Government Act 1995 is to apply.

Prospective new members may be admitted by a decision of the NEWROC Council and shall be required to contribute to NEWROC a sum determined by the NEWROC Council that is described as "the entry sum" and in addition a sum equal to the current year's contribution schedule or such other sum agreed to by the NEWROC Council.

### *Note:*

This Memorandum of understanding can be amended to include another local government as a party to the amending agreement – see section 3.65(2) of the Act.

## **10. BORROWINGS**

NEWROC is not permitted to borrow funds.

### *Notes:*

Section 3.66 (4) of the Act provides that Part 6, Division 5, subdivision 3 does not apply in relation to a regional local government unless the Memorandum of Understanding provides that it does.

Part 6, Division 5, subdivision 3 of the Act deals with borrowings and includes the power to borrow and restrictions on borrowings.

## **11. DISPUTE RESOLUTION**

### **11.1 Dispute**

In the event of any dispute or difference ('dispute') arising between the Participants and NEWROC or any of them at any time as to any matter or thing arising under or in connection with this Memorandum of Understanding, then a Participant or NEWROC may give to the other Participants and NEWROC (as the case may be) notice in writing ('dispute notice') adequately identifying the matters, the subject of the dispute, and the giving of the dispute notice shall be a condition precedent to the commencement by any Participant or NEWROC of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

### **11.2 Arbitration**

At the expiration of 25 business days from the date of sending the dispute notice, the Participant or NEWROC giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.

### **11.3 Legal Representation**

For the purposes of the Commercial Arbitration Act 1985, the Participants consent to each other and to NEWROC being legally represented at any such arbitration.

## **12. INTERPRETATION**

In this Memorandum of Understanding unless the context requires otherwise:

Words importing the singular include the plural and vice versa;

Words importing any gender include the other gender;

References to persons include corporations and bodies politic;

References to a person include the legal personal representatives, successors and assigns of that person;

A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction);

References to this or any other document include the document as varied or replaced, and notwithstanding any change in the identity of the parties;



References to writing include any mode of representing or reproducing words in tangible and permanently visible form, including confirmed facsimile transmission and email with receipt confirmation;

An obligation of two or more parties shall bind them jointly and severally;

If a word or phrase is defined cognate words and phrases have corresponding definitions;

An obligation incurred in favour of two or more parties shall be enforceable by them jointly and severally;

Reference to anything (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;

### **12.1 Headings and footnotes**

Headings and footnotes shall be ignored in construing this Memorandum of Understanding.

Time - References to time are to local time in Perth, Western Australia;

Where time is to be reckoned from a day or event, such day or the day of such event shall be excluded.

### **13. AMENDMENT TO MEMORANDUM OF AGREEMENT**

The Participants may amend this Memorandum of Understanding by unanimous consent,

*Note:*

1. Refer section 3.65(1) of the Act.

**EXECUTED** by the Parties

PARTICIPANT	Date of resolution to enter this Memorandum of Understanding
Shire of Dowerin	
Shire of Koorda	
Shire of Mt Marshall	
Shire of Mukinbudin	
Shire of Nungarin	
Shire of Trayning	
Shire of Wyalkatchem	

THE COMMON SEAL of SHIRE OF DOWERIN was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF KOORDA was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF MT MARSHALL was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF MUKINBUDIN was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF NUNGARIN was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF TRAYNING was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

THE COMMON SEAL of SHIRE OF WYALKATCHEM was hereunto affixed in the presence of:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

## NEWROC MoU BRIEFING NOTE

### BACKGROUND

The purpose for which NEWROC is established is to:

*Provide a means for the local governments, through voluntary participation and the integration and sharing of resources to:*

- a. Assess the possibilities and methodology of facilitating a range of projects, services and facilities on a regional basis under the themes of advocacy, community, economic, environment and governance*
- b. Promote, initiate, undertake, manage and facilitate under the themes of advocacy, community, economic, environment and governance;*
- c. Promote productive effectiveness and financial benefit to the Participants where there are common and shared community of interest linkages;*
- d. To take an active interest in all matters affecting the communities of the Participants with the view to improving, promoting and protecting them*
- e. Recognition as representing the view of community and business in the Participants*

The purpose of the NEWROC Memorandum of Understanding (MoU) is to affirm the partnership and collaboration of the seven local governments and to further the shared aims of the organisation.

### COMMENT

The purpose of the NEWROC is to work together for successful communities. The NEWROC achieves this through regional collaboration and championing opportunities for member communities. The NEWROC MoU provides the framework and vehicle to help achieve the group's purpose and mission.

The current NEWROC MoU was presented at the NEWROC Strategy Day for review and discussion. Members felt it needed refreshing and alignment to the NEWROC purpose, mission, vision, values as well as an inclusion of roles and responsibilities and amendments to membership admission and withdrawal.

It was due to be re-signed in July 2020.

The NEWROC EO has worked on the MoU based on member feedback from the Strategy day and both the Executive and Council have reviewed the proposed amendments.

The NEWROC MoU is aligned to the organisations strategic planning review period (3yrs) and the minimum term of membership (3yrs).

The term of agreement is from 1 July 2020 – 30 June 2023.

A number of changes have been made from the current MoU to the new MoU. These changes were endorsed at the August NEWROC Council meeting and the MoU is now presented to member Councils for adoption and to issue the member's common seal.

### NEWROC STRATEGIC PLAN 2020 - 2023

PURPOSE		MISSION	VISION	ABOUT US	
Working together for successful communities		Regional collaboration to champion opportunities for our communities	Enabling and creating progressive, healthy and prosperous communities	NEWROC is a voluntary regional organisation of Councils including the LGs of Dowerin, Koorda, Mt Marshall, Mukinbudin, Nungarin, Trayning and Wyalkatchem. Established in the late 1990s	
REGIONAL PRIORITY	STRATEGY			PRIORITY	LONG TERM GOALS
<b>Advocacy</b>	Work together to advocate on issues and opportunities that have an impact on our communities			High	<ol style="list-style-type: none"> <li>1. Stable to increasing population in the NEWROC</li> <li>2. Increased visitation to the NEWROC communities</li> <li>3. Industry growth and diversification</li> <li>4. Quality of life for our communities</li> </ol>
<b>Economy</b>	Partner with NEWTravel to promote the region as a great place to visit through the effective planning and marketing of attractions and events.			High	
	Identify opportunities and strategies for attracting new businesses and expanding existing businesses by promoting the availability of accessible land, the community spirit and high-speed communications network available within the region.			High	
	Advocate for solutions to mobile blackspots and expansion of the NEWROC telecommunications network			Medium	
<b>Community</b>	Attract and retain health professionals and age care providers in a co-ordinated manner within the region.			High	
	Expand and improve access to childcare services.			Medium	
<b>Environment</b>	Advocate and seek funding for a renewable power / emergency power / micro-grid that will compliment current power supplies and improve sustainability within the region.			High	
	Determine the best location and design for a regional waste facility or improved waste management services and local infrastructure.			Medium	
<b>Governance</b>	Review the delivery of Local Government services and projects across the region to identify opportunities to resource share, and attract and retain LG professionals			High	
	Continue to review regional subsidiary legislation and prepare for the opportunity			High	
	Advocacy and support to volunteer networks to expand the volunteer base across the region and to continue to improve regional co-operation.			Medium	

#### HOW DO WE ASSESS WHAT WE DO AND DON'T DO

To achieve our strategic goals, we use the following **values** to guide our decision making regarding what we will or will not undertake to deliver against our purpose, mission and vision.

- 🔥 **Regional Commitment:** We will make decisions and deliver services that achieve regional goals that couldn't be achieved individually.
- 🔥 **Community Focus:** We will ensure that everything we do benefits the people that live and work in our region.
- 🔥 **Accountability:** We will be open and accountable in everything we do, by involving stakeholders in decisions that affect them and by using effective engagement and communication techniques.
- 🔥 **Innovation:** We are committed to continually working together to improve the local government services we provide and projects we deliver by being prepared to share, listen, learn and use technology where this delivers positive outcomes for our communities.
- 🔥 **Collaboration:** Councils will work together for the good of the region and encourage business and community groups to also work together to provide a supportive environment where our people prosper.

## **NEWROC WASTE PROJECT BRIEFING NOTE**

### **BACKGROUND**

Waste management was identified as a strategic priority by the NEWROC in 2018.

Giles Perryman of ASK Waste Management attended and presented to member Councils in Koorda in 2018 to discuss waste and how the NEWROC could work together to improve infrastructure, practices and processes.

To further develop the priority, the NEWROC engaged ASK Waste Management in 2019 to achieve the following objectives:

- Assess current waste facilities across each member local government
- Investigate ways to improve each member's landfill site (and to use the study as a base for grant applications)
- Investigate improved options for waste management across the members

### **COMMENT**

ASK Waste Management presented a report to the NEWROC which discussed a number of options to help member Councils meet the above objectives.

ASK Waste Management modelled four options to consider as a future strategy for members to adopt.

These options centred on:

- improving waste management infrastructure, practices and procedures both individually and collectively
- to meet compliance and anticipated new regulations and
- to work together to attract external funding.

The presented options included:

Option 0: Baseline cost of current operation

Option 1: All landfills unstaffed (remote access)

Option 2: All landfills (remote access) plus two staffed landfills

Option 3: All transfer stations (remote access) plus two staffed landfills - weekly collection

Option 3: All transfer stations (remote access) plus two staffed landfills - fortnightly collection

Option 4: All transfer stations (remote access) plus one staffed landfill - weekly collection

Option 4: All transfer stations (remote access) plus one staffed landfill - fortnightly collection

The report was circulated to member Councils for their initial feedback and following this, at the NEWROC August Council meeting a preferred option was determined.

The following motion was passed:

**RESOLUTION**

**The preferred option for the NEWROC is 4: All transfer stations (remote access) plus one staffed landfill - weekly collection**

**Member Councils to discuss this option at their next Council meeting and provide feedback to the NEWROC**

**Moved Cr Sachse**

**Seconded Cr Shadbolt**

**CARRIED 5/1**

Option 4 (weekly collection) **requires additional** modelling, analysis, assessment and discussion however in order to proceed with addressing the strategic priority of waste, the NEWROC needs feedback from member local governments on this option.

NEWROC seeks feedback from member Councils regarding Option 4 (weekly collection). The feedback should include Councils appetite to proceed with further investigation into this option.



## NEWSLETTER

August 2020

The North Eastern Wheatbelt Regional Organisation of Councils is a voluntary organisation of seven local governments, established for over 20yrs. The purpose of NEWROC is to ***work together for successful communities***. NEWROC achieves this with ***regional collaboration to champion opportunities for the communities***.



### New Member

The NEWROC has welcomed the Shire of Dowerin to its membership.

“We warmly welcome the Shire of Dowerin. They bring many benefits to the NEWROC and their community and businesses are well aligned to us” said Cr Stratford, President Shire of Koorda and NEWROC Chair.

“Council believes there are natural synergies between the NEWROC member Councils and the Shire of Dowerin” said Cr Darrel Hudson, Shire of Dowerin President.

“This membership provides an exciting opportunity for Dowerin to be a part of a proactive group of councils and we look forward to working with the NEWROC Member Councils to achieve some great benefits for our communities and the region.”



### Reliable Energy

The provision of reliable energy to residents and businesses in the district is a strategic priority for the NEWROC and was identified at the group’s strategy day.

Many residences and businesses lose power for significant periods of time.

This also impacts telecommunications towers which deliver landline, mobile and internet services.

In early August the NEWROC hosted InfraNomics, Magellan Power, UWA and Telstra to work together to resolve power reliability issues.

Meetings were held in Bencubbin to discuss town site power followed by Bonnie Rock and Mukinbudin for power to the Telstra towers. Further work will continue with all parties to improve energy reliability.



### Internet Solutions

The communities across the NEWROC have access to fast and reliable internet through a partnership with Crisp Wireless.

Crisp Wireless is a Western Australian company and provides a variety of plans for residents and businesses in Koorda, Bencubbin, Beacon, Mukinbudin, Nungarin, Trayning and Wyalkatchem.

Further information is available at [www.crispwireless.com.au](http://www.crispwireless.com.au)

### Farewell and Welcome

NEWROC thanks and farewells Brian Jones as CEO of the Shire of Trayning and welcomes Leanne Parola into the role.



# Great Eastern Country Zone

## Minutes

**Held at Kellerberrin Leisure Centre**

**Commenced at 9:30am  
Thursday 27 August 2020**

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# Great Eastern Country Zone

Meeting was held at Kellerberrin Leisure Centre, Kellerberrin

Commenced at 9.30am, Thursday 27 August 2020

## Minutes

### 1. OPENING AND WELCOME

### 2. ATTENDANCE AND APOLOGIES

<b>Shire of Bruce Rock</b>	President Cr Stephen Strange Cr Ramesh Rajagopalan Cr Tony Crooks Mr Darren Mollenoyux Chief Executive Officer non-voting delegate
<b>Shire of Cunderdin</b>	Cr Dennis Whisson Cr Alison Harris Mr Stuart Hopley Chief Executive Officer non-voting delegate
<b>Shire of Dowerin</b>	Cr Adam Metcalf Ms Rebecca McCall Chief Executive Officer non-voting delegate
<b>Shire of Kellerberrin</b>	President Cr Rodney Forsyth Cr Scott O'Neill Mr Raymond Griffiths Chief Executive Officer non-voting delegate
<b>Shire of Kondinin</b>	Cr Bev Gangell Ms Mia Maxfield Chief Executive Officer non-voting delegate
<b>Shire of Koorda</b>	President Cr Jannah Stratford Cr Pamela McWha Mr Darren Simmons Chief Executive Officer non-voting delegate
<b>Shire of Merredin</b>	President Cr Julie Flockart Mr Mark Dacombe Chief Executive Officer non-voting delegate
<b>Shire of Mount Marshall</b>	President Cr Tony Sachse – <b>Deputy Chair</b> Mr John Nuttall Chief Executive Officer non-voting delegate
<b>Shire of Mukinbudin</b>	Cr Rod Comerford
<b>Shire of Narembreen</b>	President Cr Rhonda Cole - <b>Chair</b> Cr Kellie Mortimore

	Mr Chris Jackson Chief Executive Officer non-voting delegate
<b>Shire of Nungarin</b>	President Pippa DeLacey
	Mr Adam Majid Chief Executive Officer non-voting delegate
<b>Shire of Tammin</b>	Cr Tania Daniels
	Mr Neville Hale Chief Executive Officer non-voting delegate
<b>Shire of Trayning</b>	President Cr Melanie Brown
	Ms Leanne Parola Chief Executive Officer non-voting delegate
<b>Shire of Westonia</b>	President Cr Karin Day
	Cr Bill Huxtable
	Mr Jamie Criddle Chief Executive Officer non-voting delegate
<b>Shire of Wyalkatchem</b>	President Cr Quentin Davies
	Cr Owen Garner
	Mr Stephen Tindale Chief Executive Officer non-voting delegate
<b>Shire of Yilgarn</b>	President Wayne Della Bosca
	Mr Peter Clarke Chief Executive Officer non-voting delegate

#### WALGA Representatives

Mayor Tracey Roberts, President

Nick Sloan, Chief Executive Officer

Tony Brown, Executive Manager Governance & Organisational Services

Mark Batty, Executive Manager Strategy, Policy and Planning

Chantelle O'Brien, Governance Support Officer

#### Guests

Hon. Martin Aldridge MLC, Agricultural Region

Kristen Twine, Project and Research Officer, Wheatbelt Development Commission

Mandy Walker, Director Regional Development, RDA Wheatbelt

Cliff Simpson, Road Safety Advisory, Roadwise

#### **Apologies**

Shire of Dowerin

Cr Darrel Hudson

Shire of Merredin

Cr Mal Willis

Shire of Kondinin

President Cr Sue Meeking

Shire of Mukinbudin

President Gary Shadbolt

Mr Dirk Sellenger Chief Executive Officer non-voting delegate

Shire of Nungarin

Cr Gary Coumbe

Shire of Trayning

Cr Geoff Waters

Shire of Tammin

Cr Glenice Batchelor

Shire of Mt Marshall

Cr Nick Gillett

Shire of Wyalkatchem

President Cr Quentin Davies

Shire of Yilgarn

Cr Bryan Close

Hon Laurie Graham MLC, Agricultural Region

Mia Davies MLA, Member for Central Wheatbelt

Kathleen Brown, Electorate Officer, Mia Davies MLA Office

Craig Manton, Main Roads WA

Rob Cossart, Wheatbelt Development Commission, CEO

## Attachments

The following were provided as attachments to the agenda:

1. Great Eastern Country Zone Minutes 25 June 2020.
2. Great Eastern Country Zone Executive Committee Minutes 10 August 2020.
3. Central Country Zone Correspondence
4. Item 7.2 – Puppy Farming Correspondence
5. COVID-19 Impact on Local Economies
6. Local Government Agricultural Freight Group Minutes
7. Wheatbelt DEMC Report  
7a – Transport Freight and Logistics Direction
8. Item 5.5 Local Government Review Panel Report
9. WALGA President Report
10. RDAW Zone Update

State Council Agenda – via link: <https://walga.asn.au/getattachment/2ec50f86-fa98-4e62-92e7-4a68fd60c7f3/Agenda-State-Council-2-September-2020.pdf>

### 3. DECLARATIONS OF INTEREST

Nil

### 4. ANNOUNCEMENTS

Nil

### 5. GUEST SPEAKERS / DEPUTATIONS

#### 5.1 Drought Funding Update – Mark Batty

Mr Mark Batty, Executive Officer Strategy Policy and Planning, WALGA provided an update to the Zone.

#### RESOLVED

**That the Great Eastern Country Zone Executive Committee discuss at their next meeting the opportunity of working in collaboration with WALGA to coordinate a Summit in the near future.**

### 6. MINUTES

#### 6.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Thursday 25 June

The Minutes of the Great Eastern Country Zone meeting held on Thursday 25 June 2020 have previously been circulated to Member Councils.

#### RESOLUTION

**Moved: Cr Karin Day**  
**Seconded: Cr Julie Flockart**

**That the Minutes of the Great Eastern Country Zone meeting held Thursday 25 June 2020 are confirmed as a true and accurate record of the proceedings.**

**CARRIED**

**6.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Thursday 25 June 2020**

Nil

**6.3 Minutes from the Great Eastern Country Zone Executive Committee Meeting held Monday 10 August 2020**

The recommendations from the Executive Committee Meeting have been extracted for the Zones consideration.

**6.3.1 (Exec item 6.3) Strategic Priorities for the 20/21 Financial Year**

**Background:**

The Great Eastern Country Zone Executive Committee resolved:

*RESOLUTION: Moved: Cr Tony Sachse Seconded: Cr Geoff Waters*

*That the following items be the Strategic Priorities for the 2020/2021 year for the great Eastern Country Zone:*

- 1 *COVID-19 Region Recovery*
- 2 *Future Drought Funding*
- 3 *Health Matters with emphasis on Mental Health, NDIS and Aged Care*
- 4 *Local Government Act Review with emphasis on regional collaboration*
- 5 *Education with emphasis on accommodation and further education at Cunderdin and Merredin.*

*CARRIED*

**ZONE RESOLUTION**

**Moved: Cr Stephen Strange**  
**Seconded: Cr Ramesh Rajagopalan**

**That the Great Eastern Country Zone endorse the Strategic Priorities for 20/21 Financial Year.**

**CARRIED**

**6.3.2 (Exec Item 7.1) Wheatbelt Conferences**

**Background:**

The Great Eastern Country Zone Executive Committee resolved:

**RESOLVED**

*That one third of the surplus funds be returned to the Central Country Zone and one third also be returned to the Avon-Midland Country Zone, while Great Eastern Country Zone retain one third of the surplus funds. The amount to be paid to each of three Zones is \$4713.34.*

The correspondence was attached to the Agenda.

## **ZONE RESOLUTION**

**Moved:** Cr Karin Day  
**Seconded:** Ms Mia Maxfield

**That the Great Eastern Country Zone endorse the distribution of the surplus funds from the 2018 Wheatbelt Conference amongst the Central Country, Avon-Midland and Great Eastern Country Zones, each receiving \$4713.34.**

**CARRIED**

### **6.3.3 Minutes of the Executive Committee 10 August 2020**

## **RESOLUTION**

**Moved:** Cr Alison Harris  
**Seconded:** Cr Wayne Della Bosca

**That the remaining items contained in the Minutes of the Executive Committee Meeting of the Great Eastern Country Zone held Monday 10 August 2020 be endorsed.**

**CARRIED**

## **7. ZONE BUSINESS**

### **7.1 Roadwise – Road Safety Snapshots**

#### **Background**

Cliff Simpson, Regional Road Safety Advisor (Wheatbelt North) has advised that Roadwise has produced road safety snapshots for each Local Government. Cliff provided a presentation.

#### **Noted**

### **7.2 Stop Puppy Farming Legislation**

*By Shire of Kellerberrin*

#### **Background**

Please refer to the letter from Australian Federation for Livestock working Dogs as attached to the Agenda.

## **RESOLUTION**

**Moved:** Cr Rod Forsyth  
**Seconded:** Cr Alison Harris

**That WALGA advocate that livestock working dogs and their owners be exempt in the proposed Stop Puppy Farming legislation (not simply in the regulations) from having to register as breeders.**

**CARRIED**



## 7.3 COVID-19 Pandemic – Further Update

Nicole Matthews: COVID-19 Coordinator

**Please note: This report provides a COVID-19 update since 3 August 2020.**

### Executive Summary

1. At the time of writing the COVID-19 pandemic in WA remains under control, with only 5 active cases and no evidence of community transmission.
2. Based on health advice Phase 5 of the State Government Roadmap has been further delayed until at least 24 October 2020, and the Perth Royal Show has been cancelled.
3. Widespread, unknown source community transmission in Victoria has resulted in the re-imposition of Stage 3 and 4 restrictions in that State and a further downward revision in GDP and national employment forecasts.
4. Learnings from Victoria are informing the WA Government's outbreak preparedness.
5. State Recovery Plan announcements are being made progressively, with region plans released for the Kimberley, Wheatbelt, Great Southern, Mid-West, Gascoyne, Peel and Goldfields-Esperance.
6. WALGA has undertaken local economic impact analysis for each Local Government Area to assist in operational and strategic planning decision making. Each Local Government CEO and Mayor or President has been provided with a tailored analysis pack for its area. A tailored report your Regional Development Area is attached.

### Background

#### COVID-19 in WA

The COVID-19 pandemic in Western Australia remains under control with only 5 active cases (all in quarantine) and no evidence of community transmission. Notwithstanding this, the State Government is continuing to prepare for outbreaks or a 'second wave' of COVID-19, with learnings from the situation in Victoria informing that process.

Further restrictions on entry to Western Australia have also been implemented, including a requirement for truck drivers entering Western Australia to show evidence of having received a negative COVID-19 test result in the previous five days or to take a test within 48 hours.

On 18 August the Premier announced a third delay to the commencement of Phase 5 of the roadmap to easing restrictions, based on the latest health advice. Phase 5, which was originally scheduled to commence on July 17 now has a tentative start date of Saturday 24 October. A final decision on this timeline will be made earlier in October.

The Premier also announced the cancellation of the Royal Show due to the health risk posed by the large number of visitors and indoor venues, as well as number of high frequency contact surfaces that, if somehow COVID-19 was present, would lead to a significant outbreak.

#### State Recovery Plan

Further initiatives have been announced as part of the State COVID-19 Recovery Plan, including for tourism, local manufacturing, infrastructure, health, police, schools and TAFE, renewable energy, sport, culture and the arts. Region plans have been released for the Kimberley, Wheatbelt, Great Southern, Mid-West, Peel, Gascoyne and Goldfields-Esperance. Information on these and other Recovery Plan announcements can be found at <https://inthistogether.wa.gov.au/>.

#### COVID-19 Economic Impact

The Victorian shutdown has seen further downward revisions to GDP and employment forecasts provided by the Commonwealth Treasurer in the Economic and Fiscal Update on 23 July:

- Real GDP in the September quarter will shrink by between \$7 billion and \$9 billion
  - 80% of this economic cost, \$6 - \$7 billion, is expected to be in Victoria;
  - the remainder arises from the broader impact on confidence in other states and supply chain impacts from the shutdown of certain industries in Victoria.
- The combined effect on GDP of the previous Victorian restrictions through the September quarter are expected to be in the order of \$10 - \$12 billion, detracting 2.5% from quarterly real GDP growth.
- National unemployment is expected to exceed the forecast peak of 9.25% and may instead peak closer to 10%.
- The effective rate of unemployment (which accounts for people not looking for work and those on zero hours) which had fallen to just over 11% will increase again to high 13%.

Australian Bureau of Statistics figures indicate that during the months of June and July, the WA economy recovered almost half of the 95,000 jobs lost due to the COVID-19 pandemic.

### *WALGA COVID-19 Local Economic Impact Analysis*

WALGA has prepared tailored economic impact reports for each Local Government in WA to assist them as they develop COVID-19 recovery plans and initiatives. Each Local Government has been provided analysis on:

- How employment in different industries has been impacted in their Local Government Area since the start of the pandemic;
- The proportion of their Local Government Area's labour force that were accessing the JobSeeker subsidy in March, April, May and June;
- The proportion of organisations within their Local Government Area that were accessing the JobKeeper subsidy in April and May; and
- The overall economic impact of COVID 19 in their Local Government Area, relative to other Local Governments Areas and regions.

This information will assist Local Governments to:

- Inform their response and recovery activities and stimulus measures to ensure they are appropriately targeted;
- Anticipate and plan for the financial impact of ratepayers (residents and businesses) requiring access to hardship measures for their rates, or for potential changes in fees and services revenue; and
- Engage key stakeholders, such as regional Chambers of Commerce, businesses, community groups and not for profits and other key bodies and institutions, so that these organisations can use the information within this report as an input into their own decision making and planning.

A tailored report for your Regional Development Area was attached with the Agenda.

WALGA will continue to update this analysis as new data is released and is seeking to partner with State Treasury to further inform and broaden this analysis by incorporating other key economic and social data.

WALGA's analysis has also been provided to the State Recovery Controller, Sharyn O'Neill and the Minister for Local Government. WALGA understands that the Minister will table a summary of this analysis for consideration at an upcoming meeting of the State Disaster Council, chaired by the Premier.

### **Noted**

## **8. ZONE REPORTS**

### **8.1 Zone President Report**

*By Cr Rhonda Cole*

#### **RESOLUTION**

**Moved: Cr Ramesh Rajagopalan**

**Seconded: Cr Rod Forsyth**

**That the Zone President's Report be received.**

**CARRIED**

### **8.2 Local Government Agricultural Freight Group**

*By Cr Julie Flockart*

Cr Julie Flockart provided her report to the Zone. Minutes of the 10 July Local Government Agricultural Freight Group was attached with the Agenda.

#### **RESOLUTION**

**Moved: Cr Pippa Delacey**

**Seconded: Cr Julie Flockart**

**That the issue of speed of tractors on local roads be referred to the GECZ Executive Committee prior to delegates attending the next Local Government Agricultural Freight Group meeting.**

**CARRIED**

*Note: Additional emails were read at the meeting on this matter and are attached with the Minutes.*

### **8.3 Wheatbelt District Emergency Management Committee**

*By Cr Tony Sachse*

Reports on the progress of the Wheatbelt DEMC were attached with the Agenda.

#### **RESOLUTION**

**Moved: Cr Tony Sachse**

**Seconded: Cr Rod Forsyth**

**That the Wheatbelt District Emergency Management Committee Report and attachments be received.**

**CARRIED**

### **8.4 Wheatbelt Health MOU Group**

*By Cr Alison Harris*

On behalf of Cr Batchelor who was an apology for this meeting, Cr Alison Harries provided an update to the Zone

**RESOLUTION**

**Moved:** Cr Ramesh Rajagopalan  
**Seconded:** Cr Karin Day

**That the Wheatbelt Health MOU update be received.**

**CARRIED**

**9. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)  
BUSINESS**

**9.1 State Councillor Report**

*Cr Stephen Strange*

**RESOLUTION**

**Moved:** Cr Stephen Strange  
**Seconded:** Cr Tony Sachse

**That the State Councillor Report be received**

**CARRIED**

## 9.2 WALGA Status Report

By Tony Brown, Executive Officer

### BACKGROUND

Presenting the Status Report for August 2020 which contains WALGA's responses to the resolutions of previous Zone Meetings.

# GREAT EASTERN COUNTRY ZONE STATUS REPORT August 2020

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Great Eastern C	<b>2018 November 29</b> <b>Zone Agenda Item 7.4</b> Water Corporation - New management and billing structure for standpipes	That the Great Eastern Country Zone request WALGA to advocate opposing the WA Water Corporation proposed fee structure in remote parts of the eastern Wheatbelt and;  1. Request the Water Corporation look to possible subsidised billing to remote user standpipes for users without any other possible means of potable water;  Write to the Department of Water suggesting that as a result of the increased Standpipe water costs that they re-introduce the Farm Water Grants to allow effected landholders the ability to create on-farm water storage and water connections	Considered by the Infrastructure Policy Team at its March meeting and further follow-up with Councils requested with feedback to the next meeting.	Ongoing	<b>Ian Duncan</b> <b>Executive Manager</b> <b>Infrastructure</b> <a href="mailto:iduncan@walga.asn.au">iduncan@walga.asn.au</a> 9213 2031
Great Eastern C	<b>2019 June 27</b> <b>Zone Agenda Item 12.1</b> Government Regional Officer Housing	That the Zone request WALGA to advocate on the impact of Government Regional Officer Housing on retaining public sector professionals (Doctors, nurses, teachers) in the Great Eastern Country Zone.	In May 2019, the McGowan Government deferred a planned increase to GROH rents in 2019-20. The next increase of \$30pw was due to come into effect 1 July 2019. <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx</a>  WALGA notes and includes the Zones Recommendation in its advocacy for GROH and greater service support for regional and remote Western Australian Local Governments, acknowledging the importance of this topic in the coming months.	Ongoing	<b>Mark Batty</b> <b>Executive Manager, Strategy,</b> <b>Policy and Planning</b> <a href="mailto:mbatty@walga.asn.au">mbatty@walga.asn.au</a> 9213 2078

			<p>WALGA has been advised by WAPOL and the relevant State Government agency who confirm the rental freeze to GROH properties will remain until the completion of the review of the GROH Tenant Rent Setting Framework. Further work has been done in strengthening the partnerships between WAPOL officers and key Local Government officers in specified areas of concerns.</p> <p>Department of Communities modelling and draft ERC proposal has been elevated within the Department. The Director General has called for a working group to be established to include representatives from GROH, of which the TSRF review will be included. As further information is made available, WALGA will remain in contact with the Zones to provide timely feedback and advice.</p> <p>Department of Communities finalised their restructure on 20 May 2020. WALGA will now reengage with Dept. staff to discuss and progress GROH matters.</p> <p>WALGA has written to the Director General at the Department of Communities seeking a response to WALGA State Council July resolution:</p> <p>That WALGA contact the Director General of the Department of Housing to:</p> <ol style="list-style-type: none"> <li>1. Seek action and acknowledge the extra challenges in attracting and retaining public sector staff in remote and rural areas of the state</li> <li>2. Immediately review and address the issue of insufficient GROH housing (and the high cost of subsidised rental) for public sector staff and actively seek and enter into Joint Venture arrangements with Councils to address the shortfall in accommodation</li> <li>3. Request that the agencies be requested to engage with WALGA to seek a solution to the current short supply of GROH housing within all regions.</li> </ol>		
<b>Great Eastern C</b>	<b>2019 March Zone Agenda Item 12.3 Telstra – Power Outages Effecting Communications</b>	1. Requests WALGA to advocate through the State Emergency Management Committee for action in respect to power outages effecting telecommunications and the eligibility for Local Governments to turn generators on.	<p>WALGA have written to the SEMC to request action in respect to power outages effecting telecommunications.</p> <p>WALGA have advocated to the SEMC and the SEMC have included this item on their agenda at the meeting to be held 2 August 2019.</p>	<b>Ongoing</b>	<b>Mark Batty Executive Manager, Strategy, Policy and Planning <a href="mailto:mbatty@walga.asn.au">mbatty@walga.asn.au</a> 9213 2078</b>

			<p>WALGA tabled this issue at the August SEMC meeting requesting SEMC to formally write to the District Emergency management Committees and to provide WALGA with advice on this matter. SEMC have taken this as an action.</p> <p>The Zone will be provided with a copy of SEMC's response when received.</p> <p>This matter has been officially raised at SEMC, particularly the sector is still awaiting a response.</p> <p>WALGA tabled concerns of the sector at the State Emergency Management Committee on Friday 13th December 2019. Following this WALGA met with Telstra and discussed how we can better understand the Telstra notification systems and how Local Governments can access the information and key contacts should this happen.</p> <p>The key outcomes from the meeting were for Telstra to share a series of fact sheets on topics relevant to the issues being faced by your communities and provide key contact information in order for these matters to be escalated or referred should you need to.</p> <p>The first fact sheet provided by Telstra was on Power Outages and was disseminated to all regional councils.</p> <p>WALGA is currently assisting DFES with a Commonwealth grant application with the aim of enhancing battery back-up service to 206 base stations across Western Australia. A DFES representative is available to present to the Zone once the outcome of the application is known.</p>		
<b>Great Eastern C</b>	<b>2020 February 26</b> <b>Zone Agenda Item 7.1</b> Federal Government Drought Communities	That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.	<p>State Council Resolution</p> <p>That State Council endorse the recommendation from the Great Eastern Country Zone relating to the Federal Government Drought Communities Program.</p> <ul style="list-style-type: none"> <li>That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.</li> </ul> <p>RESOLUTION 37.1/2020</p>	<b>April 2020</b> <b>Ongoing</b>	<b>Mark Batty</b> <b>Executive Manager, Strategy,</b> <b>Policy and Planning</b> <a href="mailto:mbatty@walga.asn.au">mbatty@walga.asn.au</a> <b>9213 2078</b>

			WALGA has met with the WA Minister for Water Chief of Staff and is lobbying through both the State and ALGA for a third round of funding, bespoke to Western Australia.		
<b>Great Eastern C</b>	<b>2018 November 29 Zone Agenda Item 7.3</b> Container Deposit Scheme Locations	That the Great Eastern Country Zone requests that: <ol style="list-style-type: none"> <li>1. All Local Governments be guaranteed, as a minimum, one flexible refund point in their area.</li> <li>2. A flexible access point should be defined as a refund point which, as a minimum, is open 16 hours each two week period, including at least 8 hours at weekends</li> </ol> <p>The State Government provide appropriate funding for the refund points.</p>	Due to COVID-19, on 31 March, the State Government announced that the scheduled implementation date of 2 June 2020, had been postponed, and will relaunched in October 2020.	<b>August 2020</b>	<b>Mark Batty</b> <b>Executive Manager, Strategy, Policy and Planning</b> <a href="mailto:mbatty@walga.asn.au">mbatty@walga.asn.au</a> <b>9213 2078</b>
<b>Great Eastern C</b>	<b>2020 February 26 Zone Agenda Item 12.1</b> Landgate – Delays in receiving valuations	Request WALGA to inquire with Landgate in respect to the delays in receiving interim valuations.	WALGA CEO and Executive Manger Governance & Organisational Services recently met with the Valuer General and advised of the Zones concerns with the delays in the VG providing interim valuations. The Valuer General committed to looking into this issue and rectifying the delays.	<b>August 2020</b>	<b>Tony Brown</b> <b>Executive Manager Governance and Organisational Services</b> <b>9213 2051</b> <a href="mailto:tbrown@walga.asn.au">tbrown@walga.asn.au</a>
<b>Great Eastern C</b>	<b>2020 25 June Zone Agenda Item 7.3</b> Telecommunications – Minister Response	That WALGA again raise the issue of lack of communication when power outages occur with the State Emergency Management Committee (SEMC) and the Federal/State Government politicians advising of the lack of response from Telstra on this issue and the extreme concern in an emergency situation that this causes.	WALGA has met with the Executive Manager of Corporate Services DFES to discuss a funding application to the Commonwealth for application to the Commonwealth resilience improvement funding package. It has several key pillars, namely: <ol style="list-style-type: none"> <li>1. \$7m for installing 2000 satellite dishes onto fire stations</li> <li>2. \$18m for hardening the mobile phone network <ul style="list-style-type: none"> <li>- stage 1 of \$10m will be providing battery back-up for towers and extending battery life – for those towers delivered in rounds 1 and 2 of the Mobile Black Spot Program. Also includes generators in some cases.</li> <li>- stage 2 will be a grants program for further hardening work</li> </ul> </li> <li>3. \$10m for the expansion of mobile satellite communications capability <ul style="list-style-type: none"> <li>- \$1.7m for NBN Co to expand its fleet of Sky Muster trucks and 12 portable satellite FlyAway kits</li> <li>- \$8.3m for competitive grants</li> </ul> </li> </ol>	<b>August 2020</b>	<b>Mark Batty</b> <b>Executive Manager, Strategy, Policy and Planning</b> <a href="mailto:mbatty@walga.asn.au">mbatty@walga.asn.au</a> <b>9213 2078</b>



			WALGA is in discussion with DFES as to the priority elements that would constitute a WA funding bid to assist in resolving the telecommunications issue.		
<b>Great Eastern C</b>	<b>2020 25 June Zone Agenda Item Zone Comment</b>	<ol style="list-style-type: none"> <li>1. That WALGA advocate to the Federal Government to request additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme as the fund has been fully subscribed one year into a three year program.</li> <li>2. That WALGA advocate to the State Government to reinstate the Farm Water Rebate Scheme.</li> </ol>	<p>On August 7 the WALGA Deputy President met with Senator Dean Smith as part of the advocacy approach, and WALGA is now writing to all Western Australian Federal Government members requesting additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme.</p> <p>WALGA is meeting with the DWER in late August to discuss the State Government reinstating the Farm Water Rebate Scheme.</p>	<b>August 2020</b>	<b>Mark Batty</b> <b>Executive Manager, Strategy, Policy and Planning</b> <a href="mailto:mbatty@walga.asn.au">mbatty@walga.asn.au</a> <b>9213 2078</b>
<b>Great Eastern C</b>	<b>2020 25 June Zone Agenda Item 6.2.1 Local Government Audits – Office of the Auditor General (OAG)</b>	<ol style="list-style-type: none"> <li>1. That WALGA carry-out research with the sector to quantify the new and extra requirements that the OAG is requesting from Local Governments and determine whether there is consistency across audits. Research to include information on the extra Local Government staff time that is now required.</li> <li>2. This information be used to advocate to the OAG to further consider the costing model and the consistency of audits across the sector.</li> </ol>	<p>WALGA staff are currently carrying out the research with the sector.</p> <p>An update on this issue will be provided to the Zone.</p>	<b>August 2020</b>	<b>Tony Brown</b> <b>Executive Manager Governance and Organisational Services</b> <b>9213 2051</b> <a href="mailto:tbrown@walga.asn.au">tbrown@walga.asn.au</a>

## **ZONE COMMENT**

This is an opportunity for Member Councils to consider the response from WALGA in respect to the matters that were submitted at the previous Zone Meeting.

## **RESOLUTION**

**Moved:** Cr Alison Harris  
**Seconded:** Cr Wayne Della Bosca

**That the Great Eastern Country Zone WALGA August 2020 Status Report be noted.**

**CARRIED**

### **9.3 Review of WALGA State Council Agenda – Matters for Decision**

#### **Background**

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The full State Council Agenda can be found via link: <https://walga.asn.au/getattachment/2ec50f86-fa98-4e62-92e7-4a68fd60c7f3/Agenda-State-Council-2-September-2020.pdf>

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

#### **Matters for Decision**

##### **5.1 Park Home Approvals and the Caravan Parks and Camping Grounds Act 1995**

That WALGA requests the State Government to:

1. Urgently amend the *Caravan Parks and Camping Grounds Act 1995* to allow the continued lawful placement of new manufactured homes on caravan park sites until 2030; and
2. Undertake a full review of the *Caravan Parks and Camping Grounds Act 1995* and associated legislation and regulations.

##### **5.2 Submission on Decision Paper – Swimming Pool and Safety Barrier Control**

That the submission on the Decision Paper on Swimming Pool and Safety Barrier Control, be endorsed.

##### **5.3 Development Assessment Panels**

That the findings and recommendations of the Development Assessment Panels, 2011-20 Review be endorsed and that WALGA advocate for:

1. The abolishment of the current 'mandatory' mechanism which requires a Development Assessment Panel to act as the decision maker where a proposal has a value of \$10 million or greater, and replace this with an 'opt in' mechanism for all proposals;

2. Raising the Development Assessment Panel threshold from the current \$2 million back to \$3 million; and
3. The Department of Planning, Lands and Heritage to make public comprehensive data related to the performance of the Development Assessment Panel system to improve the transparency of the system.

#### **5.4 Air Handling Discussion Paper Part Two**

That the submission to the Department of Health in response to the Air Handling discussion paper Part Two be endorsed.

#### **5.5 Local Government Act Review Panel Report**

##### **Background**

WALGA carried out an extensive consultation process on Phase 2 of the Local Government Act Review in 2018/19, culminating in sector positions being endorsed by State Council in March 2019. This agenda item considers the Local Government Review Panel's recommendations in the context of the sector's current advocacy positions.

The Minister for Local Government has not considered the Panel's recommendations at this stage and has not requested a consultation process on the report. WALGA is taking the opportunity to obtain a sector opinion on the recommendations to provide to the Minister.

The Recommendations below are subject to Zone input and all Zone recommendations will be collated into a consolidated recommendation that will be provided for State Council consideration at its meeting on 2 September 2020.

*Please refer to Attachment 8*

##### **Secretariat Comment**

This item will require significant contribution from Member Councils

##### *Recommendations*

1. *That WALGA SUPPORT the following Recommendations from the Local Government Review Panel Final Report:*

- *Recommendations 1, 2, 3, 4, 6 and 7;*
- *Recommendation 8;*
- *Recommendation 11;*
- *Recommendations 12, 13 and 14;*
- *Recommendation 15;*
- *Recommendations 16 and 17;*
- *Recommendation 24;*
- *Recommendations 25(b) to (f);*

- *Recommendations 26(b), (d), (e) and (f);*
- *Recommendations 28, 29, 30, 31, 32(1)(a) to (o) and 32(2)(a);*
- *Recommendations 33 and 34;*
- *Recommendations 36 and 37;*
- *Recommendations 38(c), (d) and (e);*
- *Recommendations 39, 40, 41(a) to (g) and (i);*
- *Recommendation 42;*
- *Recommendations 43 and 44;*
- *Recommendations 45, 46, 47, 48 and 49;*
- *Recommendations 50, 51 and 52;*
- *Recommendation 54;*
- *Recommendations 55(a), (b), (d), (e), (f), (h) and (i);*
- *Recommendation 56;*
- *Recommendation 57;*
- *Recommendation 59;*
- *Recommendations 62 and 63;*
- *Recommendation 64 (c);*
- *Recommendations 65(a) to (e).*

2. *That WALGA OPPOSE the following Recommendations from the Local Government Review Panel Final Report:*

- *Oppose Recommendation 5;*
- *Oppose Recommendations 20, 21 and 27;*
- *Oppose Recommendations 22 and 25(a);*
- *Oppose Recommendations 23 and 25(a);*
- *Oppose Recommendation 26(c);*
- *Oppose Recommendations 32(2)(b) and (c);*
- *Oppose Recommendation 35;*
- *Oppose Recommendations 38(a) and (b);*
- *Oppose Recommendation 41(h);*
- *Oppose Recommendations 53(a) and (b);*
- *Oppose Recommendations 55 (c) and (g);*
- *Oppose Recommendation 58;*
- *Oppose Recommendation 60;*
- *Oppose Recommendation 61;*

3. *That WALGA CONDITIONALLY SUPPORT the following Recommendations from the Local Government Review Panel Final Report as described:*

- *Recommendations 9 and 10 and but oppose any proposal to remove the poll provisions (Dadour provisions) in Clause 8, Schedule 2.1 of the Local Government Act;*
- *Recommendation 18 and reiterate WALGA's current advocacy position that there be adequate funding of legislative responsibilities assigned to Local Governments in relation to service delivery to remote Aboriginal communities;*

- *Recommendation 19 in support of a broad review of the property franchise including a community consultative process;*
  - *Recommendation 26(a) conditional upon a review of the relative benefits and merits of changes to reduce numbers of Elected Members on Council be supported, on the following basis:*
    - o *Populations up to 5,000 – 5 to 7 Councillors (incl. President)*
    - o *Populations between 5,000 and 75,000 – 5 to 9 Councillors (incl. Mayor/President)*
    - o *Populations above 75,000 – up to 15 Councillors (incl. Mayor);*
4. *That WALGA carry out further consultation on the following Recommendations from the Local Government Review Panel Final Report:*
- *Recommendation 22 – Property Franchise;*
  - *Recommendations 64(a) and (b) - WALGA*
  - *Recommendation 65(f) – Transfer of Employee Entitlements*

## **RESOLUTION**

**Moved:** Cr Rod Forsyth  
**Seconded:** Cr Stephen Strange

**That the Great Eastern Country Zone supports all matters for decision on the September 2020 State Council Agenda, subject to the below:**

- 1. That WALGA's position on recommendation 25c be changed from support to oppose**
- 2. That WALGA's position on recommendation on 22 be changed from consult to oppose**
- 3. That WALGA's position on recommendation 38c to 38e be changed from support to conditionally support (request to be in conjunction of the 4 year cycle)**
- 4. That WALGA's position on recommendation to 46 be changed from support to conditionally support (one size doesn't fit all).**
- 5. That WALGA's position on recommendation to 54c be changed from support to oppose**
- 6. That WALGA's position on recommendation to 55h be changed from support to oppose**
- 7. That WALGA's position on recommendation to 55l be changed from support to oppose**

**CARRIED**

#### **9.4 Review of WALGA State Council Agenda – Matters for Noting / Information**

- 6.1 COVID-19 Pandemic - Update**
- 6.2 Planning and Development Amendment Act 2020**
- 6.3 Australian Fire Danger Rating System (AFDRS) Program**
- 6.4 Report Municipal Waste Advisory Council (MWAC)**

#### **9.5 Review of WALGA State Council Agenda – Organisational Reports**

##### **7.1 Key Activity Reports**

- 7.1.1 Report on Key Activities, Environment and Waste Unit**
- 7.1.2 Report on Key Activities, Governance and Organisational Services**
- 7.1.3 Report on Key Activities, Infrastructure**
- 7.1.4 Report on Key Activities, People and Place**

#### **9.6 Review of WALGA State Council Agenda – Policy Forum Reports**

##### **7.2 Policy Forum Reports**

- 7.2.1 Mayors/Presidents Policy Forum**
- 7.2.2 Mining Community Policy Forum**
- 7.2.3 Container Deposit Legislation Policy Forum**
- 7.2.4 Economic Development Forum**

#### **9.7 WALGA President's Report**

The WALGA President's Report was attached to the Agenda.

#### **RESOLUTION**

**Moved:** Cr Cr Ramesh Rajagopalan  
**Seconded:** Cr Karin Day

**That the Great Eastern Country Zone notes the following reports contained in the WALGA September 2020 State Council Agenda.**

- Matters for Noting/Information**
- Organisational Reports**
- Policy Forum Report; and**
- WALGA President's Report**

**CARRIED**

## **10. MEMBERS OF PARLIAMENT**

Hon Martin Aldridge provided an update to the Zone on the following matters:

- Select Committee
- Amendments to Dog Act/Puppy Farming Bill
- Thanked Local Governments that participated in the local General Practitioners Survey
- Feedback is invited on the Container Deposit Scheme

**Noted**

## **11. AGENCY REPORTS**

### **11.1 Wheatbelt Development Commission**

Kristen Twine, presented to the Zone on the following matters:

- Regional Economic Development Grants Program
- Wheatbelt Development Commission Strategic Plan
- New location, Merredin Institute

**Noted**

### **11.2 Department of Local Government, Sport and Cultural Industries**

Please find below a link to an Update from the Department of Local Government, Sport and Cultural Industries. An attachment Community Resilience Scorecard – Wheatbelt, was provided prior to the meeting.

<https://mailchi.mp/dlgsc/local-matters-august-2020-1096582>

**Noted**

### **11.3 Main Roads Western Australia**

Mr Craig Manton was an apology for this meeting and will provide an update to the next Zone meeting.

**Noted**

### **11.4 Wheatbelt RDA**

Mandy Walker, RDA Wheatbelt presented to the Zone on the following:

Grant Guru  
Wheatbelt Development Commission partnership  
Drive Trails in the region

The full report was attached with the Agenda

**Noted**

**12. EMERGING ISSUES**

Nil

**13. URGENT BUSINESS**

Nil

**14. DATE, TIME AND PLACE OF NEXT MEETINGS**

The next meeting of the Great Eastern Country Zone will be held in Merredin on Thursday 26 November 2020, commencing at 9.30am.

**15. CLOSURE**

There being no further business the Chair declared the meeting closed at 12.30pm.





# Draft Purchasing Policy

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# 1. Purchasing

The Shire of Koorda (the “Shire”) is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the Shire’s strategic and operational objectives.

## 1.1 OBJECTIVES

The Shire’s purchasing activities will:

- (a) Achieve best value for money that considers sustainable benefits, such as; environmental, social and local economic factors;
- (b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;
- (c) Use consistent, efficient and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;
- (d) Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;
- (e) Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- (f) Comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire’s Policies and procedures;
- (g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire;
- (h) Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire’s Risk Management framework;
- (i) Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire’s Record Keeping Plan;
- (j) Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

## 1.2 ETHICS & INTEGRITY

The Shire’s Code of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and always act in an honest and professional manner.

## 1.3 VALUE FOR MONEY

The Shire will apply value for money principles in critically assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

### 1.3.1 Assessing Value for Money

Value for money assessment will consider:

- (a) All relevant Total Costs of Ownership (TCO) and benefits including; transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance and disposal;
- (b) 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. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.
- (c) The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- (d) A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable;
- (e) The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- (f) The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy including Local Economic Benefit; and
- (g) Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

## 1.4 PURCHASING THRESHOLDS AND PRACTICES

### 1.4.1. Defining the Purchasing Value

The Shire will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

- (a) The appropriate purchasing threshold and practice is applied in all purchasing activities; and
- (b) Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements are able to be provided by a single supplier.

A **category of supply** can be defined as groupings of similar goods or services with common: supply and demand drivers; market characteristics; or suppliers.

#### 1. Strategic Purchasing Value Assessments

The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need and which can be

aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

## 2. Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

- (a) Exclusive of Goods and Services Tax (GST); and
- (b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.
- (c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.
- (d) Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

The calculated estimated Purchasing Value will determine the applicable threshold and purchasing practice to be undertaken.

### 1.4.2. Table of Purchasing Thresholds and Practices

#### (1) Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

<b>Priority 1:</b>	<b>Existing Prequalified Supplier Panel or other Contract</b>  Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire's supply requirements can be met through the existing contract.  If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA PSA is to be used.
<b>Priority 2:</b>	<b>Local Suppliers</b>  Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority.

	<p>If no relevant local supplier is available, then a relevant WALGA PSA may be used.</p>
<b>Priority 3:</b>	<p><b>Tender Exempt - WALGA Preferred Supplier Arrangement (PSA)</b></p> <p>Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, must approve the alternative supplier. Reasons for not using a PSA may include:</p> <ul style="list-style-type: none"> <li>i. Local supplier availability (that are not within the PSA); or,</li> <li>ii. Social procurement – preference to use Aboriginal business or Disability Enterprise.</li> </ul> <p>If no relevant WALGA PSA is available, then a relevant State Government CUA may be used.</p>
<b>Priority 4:</b>	<p><b>Tender Exempt - WA State Government Common Use Arrangement (CUA)</b></p> <p>Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the CEO, or an officer authorised by the CEO.</p> <p>If no relevant CUA is available, then a Tender Exempt <i>[F&amp;G Reg.11(2)]</i> arrangement may be used.</p>
<b>Priority 5:</b>	<p><b>Other Tender Exempt arrangement <i>[F&amp;G Reg. 11(2)]</i></b></p> <p>Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire will investigate and seek quotations from tender exempt suppliers, and will specifically ensure that wherever possible quotations are obtained from a WA Disability Enterprise and / or an Aboriginal Owned Business that is capable of providing the required supply.</p>

<b>Priority 6:</b>	<p><b><u>Other Suppliers</u></b></p> <p>Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant Purchasing Value Threshold and Purchasing Practice specified in the table below.</p>
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## (2) Purchasing Practice Purchasing Value Thresholds

The Purchasing Value, assessed in accordance with clause 1.4.1, determines the Purchasing Practice to be applied to the Shire's purchasing activities.

<b>Purchase Value Threshold</b> <i>(ex GST)</i>	<b>Purchasing Practice</b>
Up to \$5,000 <i>(ex GST)</i>	<p>Obtain at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p>The purchasing decision is to be evidenced in accordance with the Shire's Record Keeping Plan.</p>
From \$5,001 and up to \$20,000 <i>(ex GST)</i>	<p>Seek at least three (3) verbal or written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p>If purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained.</p> <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• Value for Money criteria, not necessarily the lowest price.</li> </ul> <p>The purchasing decision is to be evidenced using the Brief Evaluation Report Template retained in accordance with the Shire's Record Keeping Plan.</p>
From \$20,001 and up to \$50,000 <i>(ex GST)</i>	<p>Seek at least three (3) written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1) except if purchasing from a WALGA PSA, CUA or other tender exempt arrangement, where a minimum of one (1) written quotation is to be obtained.</p> <p>The purchasing decision is to be based upon assessment of the suppliers' responses to:</p> <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• Value for Money criteria, not necessarily the lowest quote.</li> </ul>

<b>Purchase Value Threshold</b> <i>(ex GST)</i>	<b>Purchasing Practice</b>
	<p>The purchasing decision is to be evidenced using the Brief Evaluation Report Template retained in accordance with the Shire's Record Keeping Plan.</p>
<p>From \$50,001 and up to \$250,000 <i>(ex GST)</i></p>	<p>Seek at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required; and</li> <li>• pre-determined selection criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.</p>
<p>Over \$250,000 <i>(ex GST)</i></p>	<p><b>Tender Exempt</b> arrangements (i.e. WALGA PSA, CUA or other tender exemption under <i>F&amp;G Reg.11(2)</i>) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p><u>OR</u></p> <p><b>Public Tender</b> undertaken in accordance with the <i>Local Government Act 1995</i> and relevant Shire Policy and procedures.</p> <p>The Tender Exempt or Public Tender purchasing decision is to be based on the supplier's response to:</p> <ul style="list-style-type: none"> <li>• A detailed specification; and</li> <li>• Pre-determined selection criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The purchasing decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.</p>
<p>Emergency Purchases <i>(Within Budget)</i></p> <p>Refer to Clause 1.4.3</p>	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then clause 1.4.2(1) Supplier Order of Priority will apply wherever practicable.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p>



Purchase Value Threshold (ex GST)	Purchasing Practice
	The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.
Emergency Purchases (No budget allocation available)  Refer for Clause 1.4.3	Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the <i>Local Government Act 1995</i> , the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.  The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.  The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.
LGIS Services  Section 9.58(6)(b)  Local Government Act	The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.  Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.

### 1.4.3. Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- (a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR
- (b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the *Local Government Act 1995* and Functions and General Regulation 11(2)(a); OR
- (c) A State of Emergency declared under the *Emergency Management Act 2005* and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

### 1.4.4. Inviting Tenders Though not Required to do so

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment

determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures [F&G Reg.13].

#### **1.4.5. Expressions of Interest**

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process [F&G Reg.21] where the required supply evidences one or more of the following criteria:

- (a) Unable to sufficiently scope or specify the requirement;
- (b) There is significant variability for how the requirement may be met;
- (c) There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- (d) Subject to a creative element; or
- (e) Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

#### **1.4.6. Unique Nature of Supply (Sole Supplier)**

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may only be approved where the:

- (a) purchasing value is estimated to be over \$5,000; and
- (b) purchasing requirement has been documented in a detailed specification; and
- (c) specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- (d) market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations / tenders cannot be sourced through more than one potential supplier.

An arrangement of this nature will only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence that only one potential supplier still genuinely exists.

#### **1.4.7. Anti-Avoidance**

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

### **1.4.8. Contract Renewals, Extensions and Variations**

Where a contract has been entered into as the result of a publicly invited tender process, then *Functions and General Regulation 21A* applies.

For any other contract, the contract must not be varied unless

- (a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- (b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

## **2. Sustainable Procurement**

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will apply Sustainable Procurement criteria as part of the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes.

Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for Suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

### **2.1. LOCAL ECONOMIC BENEFIT**

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within its District first, and secondly, those permanently located within its broader region. As much as practicable, the Shire will:

- (a) consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;
- (b) consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- (c) ensure that procurement plans, and analysis is undertaken prior to develop Requests to understand local business capability and local content availability where components of goods or services may be sourced from within the District for inclusion in selection criteria;

- (d) explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- (e) avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;
- (f) consider the adoption of Key Performance Indicators (KPIs) within contractual documentation that require successful Contractors to increase the number of employees from the District first; and
- (g) provide adequate and consistent information to local suppliers.

To this extent, a weighted qualitative criterion will be included in the selection criteria for Requests for Quotation and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

The Shire has adopted a Regional Price Preference Policy, which will be applied when undertaking all purchasing activities.

## **2.2. SOCIALLY SUSTAINABLE PROCUREMENT**

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

### **(1) Aboriginal Businesses**

*Functions and General Regulation 11(2)(h)* provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is \$250,000 or less, or worth \$250,000 or less.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in *F&G Reg.11(2)(h)*) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Aboriginal Business for any amount up to and including \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

## **(2) Australian Disability Enterprises**

*Functions and General Regulation 11(2)(i)* provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

## **2.3. ENVIRONMENTALLY SUSTAINABLE PROCUREMENT**

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

Qualitative weighted selection criteria will be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:

- (a) demonstrate policies and practices that have been implemented by the business as part of its operations;
- (b) generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- (c) encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

# **3. Panels of Pre-qualified Suppliers**

## **3.1. OBJECTIVES**

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- (a) there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- (b) the Panel will streamline and will improve procurement processes; and
- (c) the Shire has the capability to establish a Panel and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

## 3.2. ESTABLISHING AND MANAGING A PANEL

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO/ Executive Director.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

## 3.3. DISTRIBUTING WORK AMONGST PANEL MEMBERS

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- (a) obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- (b) purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- (c) develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- (a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- (b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under *Functions and General Regulation 24AD(5)(f)* when establishing the Panel.

- i. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.
- ii. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract.
- iii. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in clause 1.4.2(2) of this Policy.
- iv. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

### **3.4. PURCHASING FROM THE PANEL**

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

### **3.5. COMMUNICATIONS WITH PANEL MEMBERS**

The Shire will ensure clear, consistent and regular communication with Panel Members.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured in accordance with the Shire's Record Keeping Plan. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

## **4. Record Keeping**

All Local Government purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire relevant to the performance of the contract.

## **5. Purchasing Policy Non-Compliance**

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with; legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive Officer.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- (a) an opportunity for additional training to be provided;
- (b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
- (c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.



# SHIRE OF KOORDA

## MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 31 August 2020

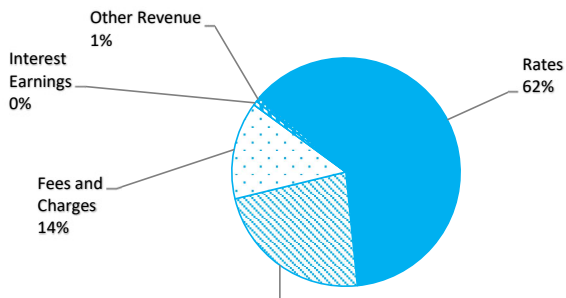
LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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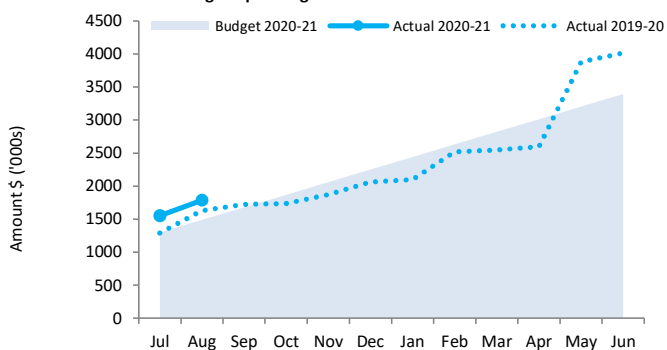
**OPERATING ACTIVITIES**

**OPERATING REVENUE**

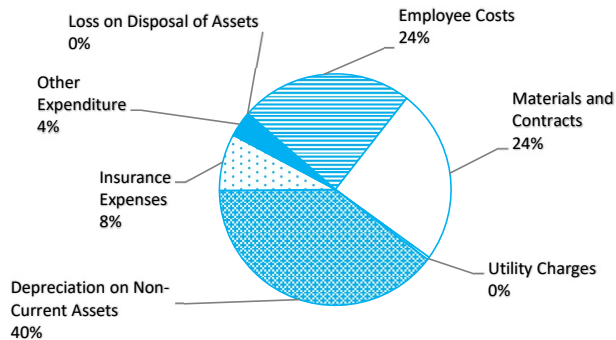


Operating Grants, Subsidies and Contributions  
23%

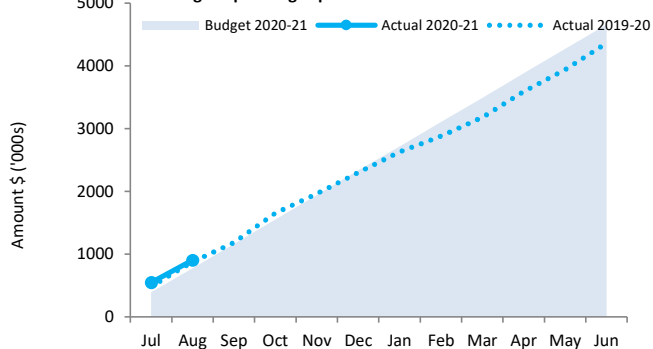
**Budget Operating Revenues -v- Actual**



**OPERATING EXPENSES**

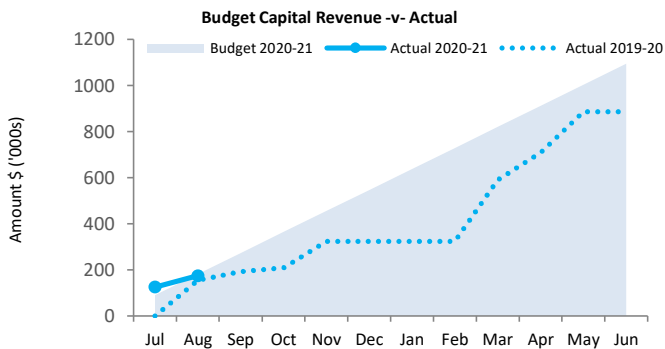


**Budget Operating Expenses -v- YTD Actual**

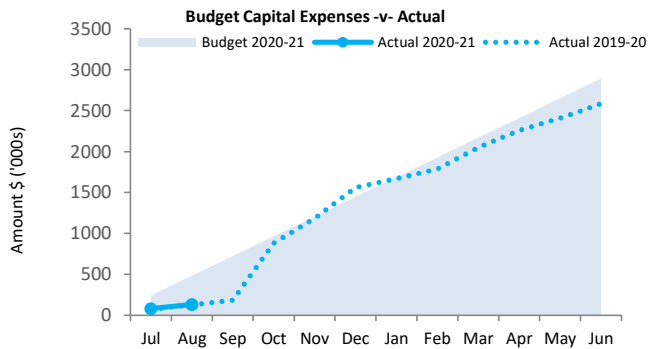


**INVESTING ACTIVITIES**

**CAPITAL REVENUE**



**CAPITAL EXPENSES**

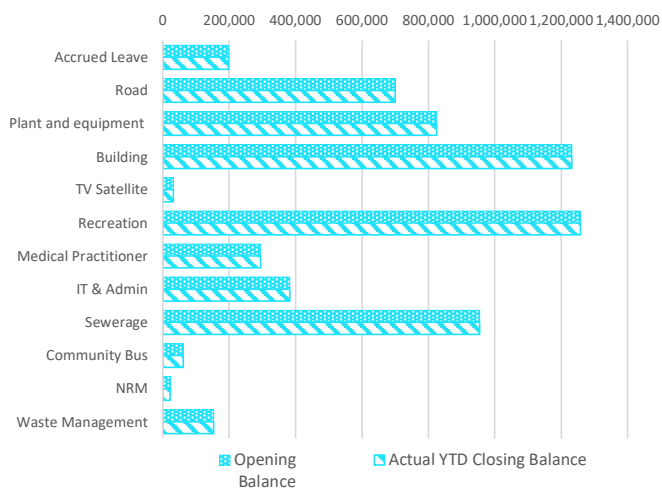


**FINANCING ACTIVITIES**

**BORROWINGS**

The Shire does not have any borrowings as at 30 June 2020 and does not have any borrowings budgeted for the year ended 30 June 2021.

**RESERVES**



Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.35 M	\$1.35 M	\$0.51 M	(\$0.83 M)
Closing	\$0.00 M	\$2.51 M	\$1.70 M	(\$0.80 M)

Refer to Statement of Financial Activity

Cash and cash equivalents

	\$7.72 M	% of total
Unrestricted Cash	\$1.61 M	20.8%
Restricted Cash	\$6.11 M	79.2%

Refer to Note 2 - Cash and Financial Assets

Payables

	\$0.13 M	% Outstanding
Trade Payables	\$0.06 M	
Over 30 Days		21.7%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables

	\$0.51 M	% Collected
Rates Receivable	\$0.46 M	73.8%
Trade Receivable	\$0.05 M	
Over 30 Days		6.7%
Over 90 Days		48.2%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.68 M	\$1.32 M	\$1.24 M	(\$0.08 M)

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	\$1.11 M	% Variance
YTD Budget	\$1.11 M	0.2%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

YTD Actual	\$0.41 M	% Variance
YTD Budget	\$0.42 M	(3.6%)

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges

YTD Actual	\$0.25 M	% Variance
YTD Budget	\$0.23 M	7.2%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.80 M)	(\$0.16 M)	(\$0.05 M)	\$0.10 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	\$0.01 M	%
Adopted Budget	\$0.39 M	1.4%

Refer to Note 7 - Disposal of Assets

Asset Acquisition

YTD Actual	\$0.13 M	% Spent
Adopted Budget	\$2.89 M	4.6%

Refer to Note 8 - Capital Acquisition

Capital Grants

YTD Actual	\$0.07 M	% Received
Adopted Budget	\$0.70 M	10.6%

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.23 M)	\$0.00 M	\$0.00 M	\$0.00 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Refer to Note 8 - Borrowings

Reserves

Reserves balance	\$6.11 M
Interest earned	\$0.00 M

Refer to Note 9 - Cash Reserves

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

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

**STATUTORY REPORTING PROGRAMS**

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

**PROGRAM NAME AND OBJECTIVES**

**ACTIVITIES**

**GOVERNANCE**

To provide decision making process for the efficient allocation of scarce resources.

Includes the activities of members of Council and the administrative support available to the Council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific Council services.

**GENERAL PURPOSE FUNDING**

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

To provide services to help ensure a safer and environmentally conscious community.

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

**HEALTH**

To provide an operational framework for environmental and community health.

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

**EDUCATION AND WELFARE**

To provide services to disadvantaged persons, the elderly, children and youth.

Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

**HOUSING**

To provide and maintain elderly residents housing.

Provision and maintenance of elderly residents housing.

**COMMUNITY AMENITIES**

To provide services required by the community.

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

**RECREATION AND CULTURE**

To establish and effectively manage infrastructure and resources which will help the social well being of the community.

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

**TRANSPORT**

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

**ECONOMIC SERVICES**

To help promote the Shire and its economic well being.

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building control.

**OTHER PROPERTY AND SERVICES**

To monitor and control Council's overheads operating accounts.

Private works operation, plant repair and operation costs and engineering operation costs.

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

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	1,347,137	1,347,137	514,645	(832,492)	(61.80%)	▼
<b>Revenue from operating activities</b>							
Governance		65,905	16,477	16,477	0	0.00%	
General purpose funding - general rates	6	1,106,404	1,106,404	1,109,091	2,687	0.24%	
General purpose funding - other		1,500,259	259,302	250,456	(8,846)	(3.41%)	
Law, order and public safety		24,446	0	264	264	0.00%	
Health		7,000	1,750	1,740	(10)	(0.57%)	
Housing		233,464	38,912	40,938	2,026	5.21%	
Community amenities		195,552	183,648	188,545	4,897	2.67%	
Recreation and culture		13,000	1,336	1,203	(133)	(9.96%)	
Transport		175,679	170,679	156,875	(13,804)	(8.09%)	
Economic services		28,740	4,982	7,129	2,147	43.10%	
Other property and services		61,000	5,832	15,229	9,397	161.13%	
		<b>3,411,449</b>	<b>1,789,322</b>	<b>1,787,947</b>	(1,375)		
<b>Expenditure from operating activities</b>							
Governance		(529,571)	(125,726)	(108,511)	17,215	13.69%	▲
General purpose funding		(116,997)	(18,585)	(21,947)	(3,362)	(18.09%)	
Law, order and public safety		(97,890)	(18,610)	(33,938)	(15,328)	(82.36%)	▼
Health		(172,518)	(19,092)	(10,609)	8,483	44.43%	
Education and welfare		(47,080)	(24,765)	(25,136)	(371)	(1.50%)	
Housing		(284,340)	(47,389)	(73,009)	(25,620)	(54.06%)	▼
Community amenities		(334,597)	(54,931)	(58,828)	(3,897)	(7.09%)	
Recreation and culture		(1,044,763)	(156,554)	(135,863)	20,691	13.22%	▲
Transport		(1,720,210)	(285,614)	(393,300)	(107,686)	(37.70%)	▼
Economic services		(318,674)	(47,774)	(41,571)	6,203	12.98%	
Other property and services		(6,977)	(498)	(573)	(75)	(15.06%)	
		<b>(4,673,617)</b>	<b>(799,538)</b>	<b>(903,285)</b>	(103,747)		
Non-cash amounts excluded from operating activities	1(a)	1,945,828	328,549	357,862	29,313	8.92%	
<b>Amount attributable to operating activities</b>		<b>683,660</b>	<b>1,318,333</b>	<b>1,242,524</b>	(75,809)		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	702,000	234,000	74,347	(159,653)	(68.23%)	▼
Proceeds from disposal of assets	7	392,000	0	5,454	5,454	0.00%	
Payments for property, plant and equipment and infrastructure	8	(2,891,000)	(391,000)	(132,394)	258,606	66.14%	▲
<b>Amount attributable to investing activities</b>		<b>(1,797,000)</b>	<b>(157,000)</b>	<b>(52,593)</b>	104,407		
<b>Financing Activities</b>							
Transfer from reserves	9	528,000	0	0	0	0.00%	
Transfer to reserves	9	(761,797)	0	0	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(233,797)</b>	<b>0</b>	<b>0</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>2,508,470</b>	<b>1,704,576</b>			

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 13 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 and 10.00% whichever is the greater.

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

## KEY TERMS AND DESCRIPTIONS

### FOR THE PERIOD ENDED 31 AUGUST 2020

## NATURE OR TYPE DESCRIPTIONS

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

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

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

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

#### FEES AND CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

#### PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

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

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

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

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	1,347,137	1,347,137	<b>514,645</b>	(832,492)	(61.80%)	▼
<b>Revenue from operating activities</b>							
Rates	6	1,106,404	1,106,404	<b>1,109,091</b>	2,687	0.24%	
Operating grants, subsidies and contributions	11	1,677,411	423,238	<b>407,897</b>	(15,341)	(3.62%)	
Fees and charges		499,082	230,628	<b>247,139</b>	16,511	7.16%	
Interest earnings		81,000	12,500	<b>10,452</b>	(2,048)	(16.38%)	
Other revenue		31,552	7,552	<b>13,368</b>	5,816	77.01%	
Profit on disposal of assets	7	16,000	9,000	<b>0</b>	(9,000)	(100.00%)	
		<b>3,411,449</b>	<b>1,789,322</b>	<b>1,787,947</b>	(1,375)		
<b>Expenditure from operating activities</b>							
Employee costs		(1,896,055)	(308,445)	<b>(218,267)</b>	90,178	29.24%	▲
Materials and contracts		(459,516)	(53,294)	<b>(220,488)</b>	(167,194)	(313.72%)	▼
Utility charges		(34,000)	(7,168)	<b>(3,450)</b>	3,718	51.87%	
Depreciation on non-current assets		(2,007,296)	(334,549)	<b>(357,004)</b>	(22,455)	(6.71%)	
Insurance expenses		(120,000)	(57,250)	<b>(71,584)</b>	(14,334)	(25.04%)	▼
Other expenditure		(138,750)	(35,832)	<b>(31,634)</b>	4,198	11.72%	
Loss on disposal of assets	7	(18,000)	(3,000)	<b>(858)</b>	2,142	71.40%	
		<b>(4,673,617)</b>	<b>(799,538)</b>	<b>(903,285)</b>	(103,747)		
Non-cash amounts excluded from operating activities	1(a)	1,945,828	328,549	<b>357,862</b>	29,313	8.92%	
<b>Amount attributable to operating activities</b>		<b>683,660</b>	<b>1,318,333</b>	<b>1,242,524</b>	(75,809)		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	702,000	234,000	<b>74,347</b>	(159,653)	(68.23%)	▼
Proceeds from disposal of assets	7	392,000	0	<b>5,454</b>	5,454	0.00%	
Payments for property, plant and equipment and infrastructure	8	(2,891,000)	(391,000)	<b>(132,394)</b>	258,606	66.14%	▲
<b>Amount attributable to investing activities</b>		<b>(1,797,000)</b>	<b>(157,000)</b>	<b>(52,593)</b>	104,407		
<b>Financing Activities</b>							
Transfer from reserves	9	528,000	0	<b>0</b>	0	0.00%	
Transfer to reserves	9	(761,797)	0	<b>0</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(233,797)</b>	<b>0</b>	<b>0</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>2,508,470</b>	<b>1,704,576</b>	(803,894)		

**KEY INFORMATION**

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

Refer to Note 13 for an explanation of the reasons for the variance.

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

# MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 AUGUST 2020

## BASIS OF PREPARATION

### BASIS OF PREPARATION

#### REPORT PURPOSE

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

#### BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 07 September 2020

### SIGNIFICANT ACCOUNTING POLICES

#### CRITICAL ACCOUNTING ESTIMATES

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

#### THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

#### GOODS AND SERVICES TAX

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

#### ROUNDING OFF FIGURES

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



(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(16,000)	(9,000)	0
Less: Movement in employee liabilities associated with restricted cash		2,437	0	0
Less: Movement in contract liabilities (non-current to current)		(65,905)	0	0
Add: Loss on asset disposals	7	18,000	3,000	858
Add: Depreciation on assets		2,007,296	334,549	357,004
<b>Total non-cash items excluded from operating activities</b>		<b>1,945,828</b>	<b>328,549</b>	<b>357,862</b>

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

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

		Last Year Closing 30 June 2020	This Time Last Year 31 August 2019	Year to Date 31 August 2020
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	9	(6,114,376)	(5,623,122)	(6,114,376)
Add: Provisions - employee		198,943	220,118	198,943
Add: Bonds and deposits held		11,984	175,167	11,984
<b>Total adjustments to net current assets</b>		<b>(5,903,449)</b>	<b>(5,227,837)</b>	<b>(5,903,449)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	6,831,540	6,623,982	7,723,354
Financial assets at amortised cost	2	0	894,984	0
Rates receivables	3	136,658	424,381	457,341
Receivables	3	45,863	145,152	48,180
Other current assets	4	5,254	14,987	5,254
<b>Less: Current liabilities</b>				
Payables	5	(184,579)	(158,220)	(130,532)
Contract liabilities	10	(65,905)	(93,019)	(144,835)
Provisions	10	(350,737)	(220,118)	(350,737)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(5,903,449)</b>	<b>(5,227,837)</b>	<b>(5,903,449)</b>
<b>Closing funding surplus / (deficit)</b>		<b>514,645</b>	<b>2,404,292</b>	<b>1,704,576</b>

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
<b>Cash on hand</b>								
Municipal Account	Cash and cash equivalents	478,306	0	478,306	0	Bendigo	Variable	Nil
Licensing Account	Cash and cash equivalents	11,781	0	11,781	0	Bendigo	Variable	Nil
Savings Account	Cash and cash equivalents	1,082,531	0	1,082,531	0	Bendigo	Variable	Nil
ATM Control Account	Cash and cash equivalents	17,000	0	17,000	0	Bendigo	Nil	Nil
ATM Cash Account	Cash and cash equivalents	18,000	0	18,000	0	Bendigo	Nil	Nil
Cash on Hand	Cash and cash equivalents	1,360	0	1,360	0	Cash on hand	Nil	Nil
Term Deposit XXXXXX932	Cash and cash equivalents	0	4,804,963	4,804,963	0	Bendigo	0.95%	Jan-21
Term Deposit XXXXXX965	Cash and cash equivalents	0	1,309,413	1,309,413	0	Bendigo	0.95%	Jan-21
<b>Total</b>		<b>1,608,978</b>	<b>6,114,376</b>	<b>7,723,354</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		1,608,978	6,114,376	7,723,354	0			
		<b>1,608,978</b>	<b>6,114,376</b>	<b>7,723,354</b>	<b>0</b>			

**KEY INFORMATION**

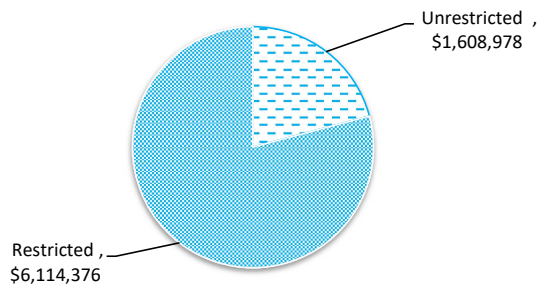
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to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

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

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

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

**Composition of Cash and Cash Equivalents**



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

**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

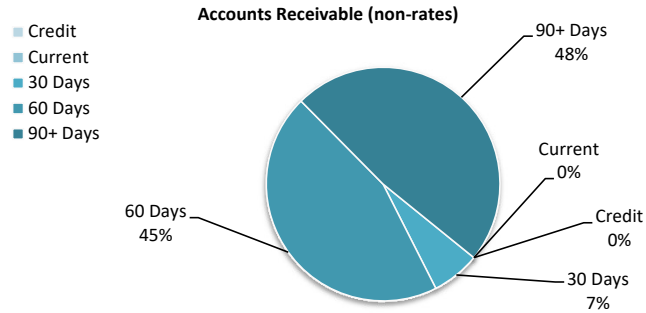
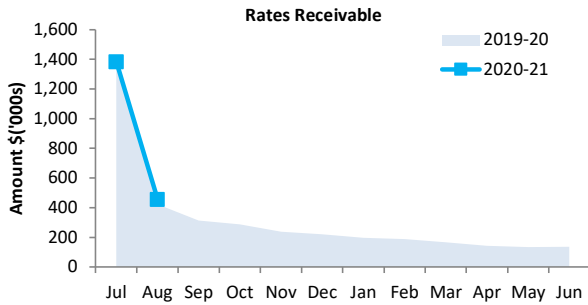
Rates receivable	30 Jun 2020	31 Aug 2020
	\$	\$
Opening arrears previous years	102,623	136,658
Levied this year	1,069,703	1,109,091
Charges levied for sewerage, security, recycling and rubbish bins	180,272	460,310
ESL charge levied	33,852	33,859
Interest and legal fees	13,976	3,646
Less - collections to date	(1,263,768)	(1,286,223)
Equals current outstanding	<b>136,658</b>	<b>457,341</b>
<b>Net rates collectable</b>	<b>136,658</b>	<b>457,341</b>
% Collected	90.2%	73.8%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	0	1,285	8,602	9,217	19,104
Percentage	0.0%	0%	6.7%	45%	48.2%	
<b>Balance per trial balance</b>						
Sundry receivable						19,104
GST receivable						10,213
Allowance for impairment of receivables						(2,388)
Interest Receivable						10,242
Sports Club Loan						5,000
Undeposited cash						6,009
<b>Total receivables general outstanding</b>						<b>48,180</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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



Other current assets	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 31 August 2020
	\$	\$	\$	\$
<b>Inventory</b>				
Stock on Hand	5,254	0	0	5,254
<b>Total other current assets</b>	<b>5,254</b>	<b>0</b>	<b>0</b>	<b>5,254</b>

KEY INFORMATION

**Inventory**

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

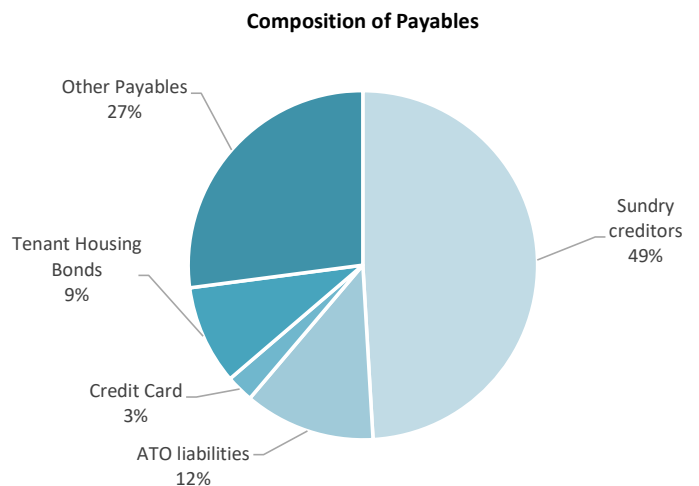
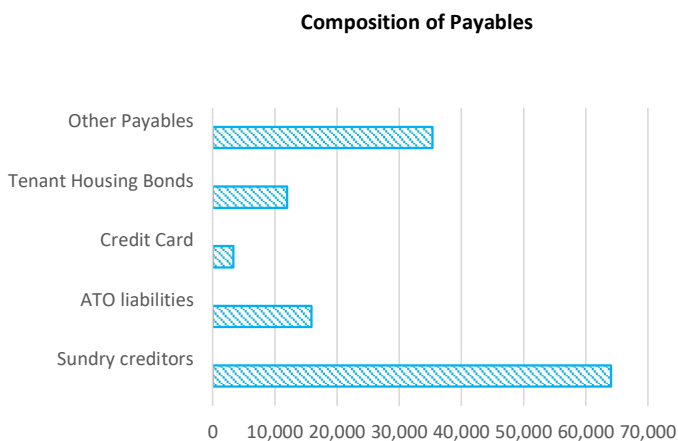
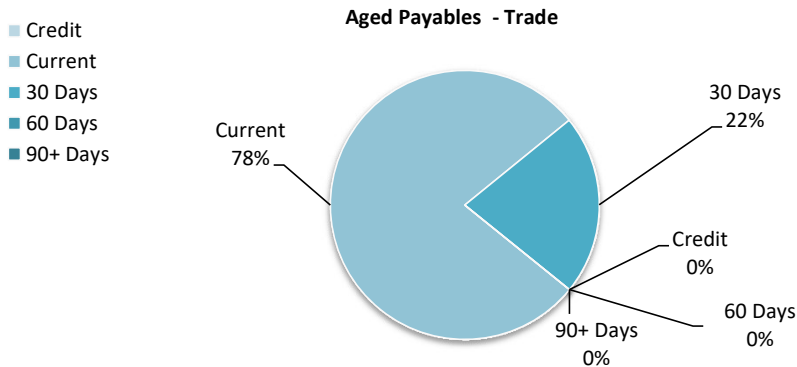
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - trade	0	50,135	13,900	0	0	64,035
Percentage	0%	78.3%	21.7%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						64,035
ATO liabilities						15,860
Credit Card						3,323
Tenant Housing Bonds						11,984
Other Payables						35,330
<b>Total payables general outstanding</b>						<b>130,532</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



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

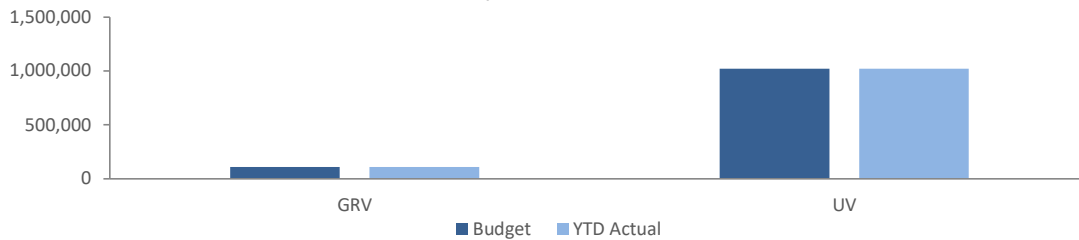
**OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE**

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
GRV	0.1135	135	959,024	108,849	0	0	108,849	108,850	0	0	108,850
<b>Unimproved value</b>											
UV	0.0192	217	53,265,000	1,022,155	0	0	1,022,155	1,021,608	0	0	1,021,608
<b>Sub-Total</b>		<b>352</b>	<b>54,224,024</b>	<b>1,131,004</b>	<b>0</b>	<b>0</b>	<b>1,131,004</b>	<b>1,130,458</b>	<b>0</b>	<b>0</b>	<b>1,130,458</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
GRV	400	27	27,250	10,800	0	0	10,800	10,800	0	0	10,800
<b>Unimproved value</b>											
UV	400	24	214,926	9,600	0	0	9,600	10,000	0	0	10,000
<b>Sub-total</b>		<b>51</b>	<b>242,176</b>	<b>20,400</b>	<b>0</b>	<b>0</b>	<b>20,400</b>	<b>20,800</b>	<b>0</b>	<b>0</b>	<b>20,800</b>
Discount							(45,000)				(42,167)
<b>Amount from general rates</b>							<b>1,106,404</b>				<b>1,109,091</b>

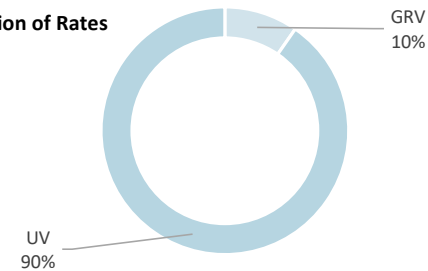
**KEY INFORMATION**

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

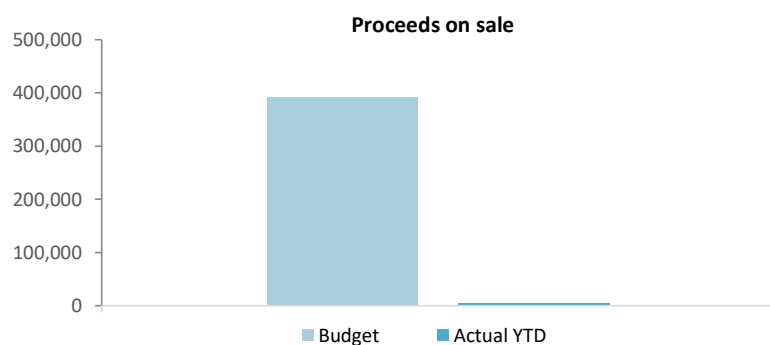
**Composition of Rates**



**Composition of Rates**



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Recreation and culture</b>								
	Slasher (KD014)	3,000	0	0	(3,000)	0	0	0	0
	<b>Transport</b>								
	PE40 Toyota Utility (KD 040)	0	0	0	0	6,312	5,454	0	(858)
	WS Ute 1 (000KD)	42,000	35,000	0	(7,000)	0	0	0	0
	TL Ute (KD064)	21,000	25,000	4,000	0	0	0	0	0
	WC Ute (KD-66)	19,000	20,000	1,000	0	0	0	0	0
	KD035 P/M Tip	56,000	60,000	4,000	0	0	0	0	0
	KD002 Mech Ute	14,000	12,000	0	(2,000)	0	0	0	0
	Case Tractor (KD029)	25,000	30,000	5,000	0	0	0	0	0
	<b>Other property and services</b>								
	CEO 1 (oKD)	58,000	55,000	0	(3,000)	0	0	0	0
	CEO 2 (OKD)	58,000	55,000	0	(3,000)	0	0	0	0
	DCEO 1 (00KD)	49,000	50,000	1,000	0	0	0	0	0
	DECO 2 (00KD)	49,000	50,000	1,000	0	0	0	0	0
		<b>394,000</b>	<b>392,000</b>	<b>16,000</b>	<b>(18,000)</b>	<b>6,312</b>	<b>5,454</b>	<b>0</b>	<b>(858)</b>



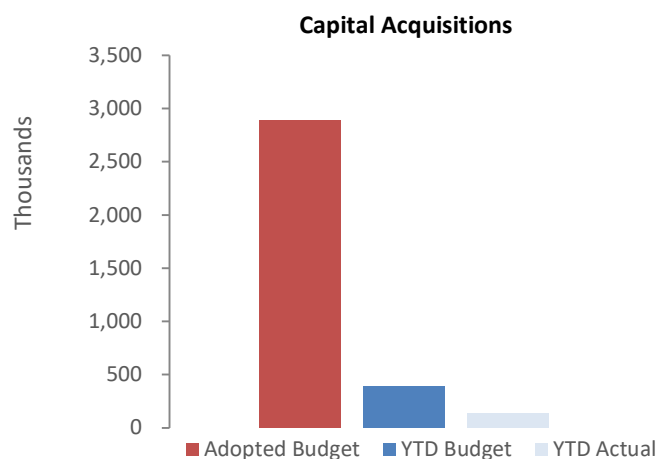
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Building and Improvements	251,000	21,000	0	(21,000)
Plant and Equipment	690,000	290,000	34,010	(255,990)
Furniture and equipment	170,000	0	19,629	19,629
Roads	1,570,000	40,000	78,755	38,755
Other Infrastructure	210,000	40,000	0	(40,000)
<b>Payments for Capital Acquisitions</b>	<b>2,891,000</b>	<b>391,000</b>	<b>132,394</b>	<b>(258,606)</b>
<b>Total Capital Acquisitions</b>	<b>2,891,000</b>	<b>391,000</b>	<b>132,394</b>	<b>(258,606)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	702,000	234,000	74,347	(159,653)
Other (disposals & C/Fwd)	392,000	0	5,454	5,454
Cash backed reserves				
Plant and equipment	238,000	0	0	0
Building	120,000	0	0	0
Recreation	20,000	0	0	0
IT & Admin	150,000	0	0	0
Contribution - operations	1,269,000	157,000	52,593	(104,407)
<b>Capital funding total</b>	<b>2,891,000</b>	<b>391,000</b>	<b>132,394</b>	<b>(258,606)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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





Capital Acquisitions	Adopted Annual Budget	YTD Budget	YTD Actual	Variance (Under)/ Over
	\$	\$	\$	\$
<b>Building and Improvements</b>				
L09 Smith Street (McMiles)	6,000	6,000	0	(6,000)
L203 Pearman Street (Staff)	30,000	15,000	0	(15,000)
Yalambee Unit Upgrades	80,000	0	0	0
L05 Depot Crib Room	35,000	0	0	0
Caravan Park Ablutions	100,000	0	0	0
<b>TOTAL - Building and Improvements</b>	<b>251,000</b>	<b>21,000</b>	<b>0</b>	<b>(21,000)</b>
<b>Plant &amp; Equipment</b>				
Slasher/Mower (KD014)	20,000	20,000	0	(20,000)
WS Ute (000KD)	50,000	0	0	0
Mechanic Ute (KD002)	25,000	0	0	0
Case FWA Tractor (KD029)	70,000	70,000	0	(70,000)
Prime Mover Tipper Truck (KD035)	200,000	200,000	0	(200,000)
Team Leader Ute (KD064)	40,000	0	0	0
Works Crew Ute (KD066)	35,000	0	0	0
CEO Vehicle 1 (OKD)	65,000	0	0	0
CEO Vehicle 2 (OKD)	65,000	0	0	0
DCEO Vehicle 1 (00KD)	60,000	0	0	0
DCEO Vehicle 2 (00KD)	60,000	0	0	0
Ford Ranger 2020 4 x 2 Ute	0	0	34,010	34,010
<b>TOTAL - Plant &amp; Equipment</b>	<b>690,000</b>	<b>290,000</b>	<b>34,010</b>	<b>(255,990)</b>
<b>Furniture &amp; Equipment</b>				
New Finance System	150,000	0	0	0
TV Decoders	20,000	0	19,629	19,629
<b>TOTAL - Furniture &amp; Equipment</b>	<b>170,000</b>	<b>0</b>	<b>19,629</b>	<b>19,629</b>

Capital Acquisitions	Adopted Annual	YTD Budget	YTD Actual	Variance	
	Budget			(Under)/	Over
	\$	\$	\$	\$	
<b>Roads</b>					
Koorda Kulja W/Seal	130,000	0	2,676		2,676
Burakin Wialki W/Seal	150,000	0	2,405		2,405
Koorda Dowerin W/Seal	150,000	0	3,884		3,884
Kulja Kalannie W/Seal	130,000	40,000	37,443		(2,557)
Koorda Kulja Full Recon C4A (slk 0.00-1.00)	120,000	0	303		303
Koorda Kulja Full Recon C4B (slk 8.60-10.00)	140,000	0	0		0
Koorda North West Shoulder Recon	150,000	0	0		0
Dukin West Widen & Ref/Sheet	70,000	0	0		0
Footpath	20,000	0	0		0
Kerbing	20,000	0	0		0
Koorda Dowerin Reseal	150,000	0	18,948		18,948
Anderson Ref/Sheet	90,000	0	0		0
Cooper Ref/Sheet	60,000	0	13,096		13,096
Maher Ref/Sheet	90,000	0	0		0
Remlap Ref/Sheet	100,000	0	0		0
<b>TOTAL - Roads</b>	<b>1,570,000</b>	<b>40,000</b>	<b>78,755</b>		<b>38,755</b>
<b>Other Infrastructure</b>					
L17 Drive In	20,000	0	0		0
Townscape Revitalisation	150,000	40,000	0		(40,000)
TV Decoders	40,000	0	0		0
<b>TOTAL - Other Infrastructure</b>	<b>210,000</b>	<b>40,000</b>	<b>0</b>		<b>(40,000)</b>
	<b>2,891,000</b>	<b>391,000</b>	<b>132,394</b>		<b>(258,606)</b>

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

**OPERATING ACTIVITIES  
NOTE 9  
CASH RESERVES**

**Cash backed reserve**

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Accrued Leave	198,943	0	0	2,437	0	0	0	201,380	198,943
Road	700,131	0	0	207,351	0	0	0	907,482	700,131
Plant and equipment	824,854	0	0	208,879	0	(238,000)	0	795,733	824,854
Building	1,231,474	0	0	46,392	0	(120,000)	0	1,157,866	1,231,474
TV Satellite	31,641	0	0	388	0	0	0	32,029	31,641
Recreation	1,258,282	0	0	115,414	0	(20,000)	0	1,353,696	1,258,282
Medical Practitioner	295,841	0	0	3,624	0	0	0	299,465	295,841
IT & Admin	382,191	0	0	103,457	0	(150,000)	0	335,648	382,191
Sewerage	954,345	0	0	70,955	0	0	0	1,025,300	954,345
Community Bus	62,256	0	0	763	0	0	0	63,019	62,256
NRM	21,869	0	0	268	0	0	0	22,137	21,869
Waste Management	152,549	0	0	1,869	0	0	0	154,418	152,549
	<b>6,114,376</b>	<b>0</b>	<b>0</b>	<b>761,797</b>	<b>0</b>	<b>(528,000)</b>	<b>0</b>	<b>6,348,173</b>	<b>6,114,376</b>

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 August 2020
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements					
- operating	11	65,905	0	(16,477)	49,428
- non-operating	12	0	120,644	(25,237)	95,407
<b>Total unspent grants, contributions and reimbursements</b>		65,905	120,644	(41,714)	144,835
<b>Provisions</b>					
Annual leave		103,295	0	0	103,295
Long service leave		117,442	0	0	117,442
Remediation costs		130,000	0	0	130,000
<b>Total Provisions</b>		350,737	0	0	350,737
<b>Total other current assets</b>		<b>416,642</b>	<b>120,644</b>	<b>(41,714)</b>	<b>495,572</b>

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11 and 12

#### KEY INFORMATION

##### Provisions

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

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

##### Employee benefits

###### Short-term employee benefits

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

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

###### Other long-term employee benefits

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

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

##### Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

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

NOTE 11

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Aug 2020	Current Liability 31 Aug 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>Governance</b>								
Grant Wheatbelt Secondary Freight Network	280,095	0	(16,477)	263,618	263,618	65,905	16,477	16,477
<b>General purpose funding</b>								
Grants Commission	0	0	0	0	0	632,000	158,000	153,305
Federal Road Grant	0	0	0	0	0	325,000	81,250	72,264
Grants Roads and Community Infrastructure	0	0	0	0	0	439,707	0	0
<b>Law, order, public safety</b>								
Subsidy - BFS	0	0	0	0	0	18,120	0	0
<b>Transport</b>								
Grant - MRD Direct	0	0	0	0	0	161,679	161,679	156,875
<b>Other property and services</b>								
Grant - Diesel Fuel Rebate	0	0	0	0	0	35,000	5,832	8,976
	<b>280,095</b>	<b>0</b>	<b>(16,477)</b>	<b>263,618</b>	<b>263,618</b>	<b>1,677,411</b>	<b>423,238</b>	<b>407,897</b>

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

**NOTE 12**

**NON-OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent non operating grants, subsidies and contributions liability				
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Aug 2020	Current Liability 31 Aug 2020
	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>					
<b>Transport</b>					
Federal Roads to Recovery	0	0	0	0	0
Grant - Regional Road Group	0	120,644	(25,237)	95,407	95,407
	<b>0</b>	<b>120,644</b>	<b>(25,237)</b>	<b>95,407</b>	<b>95,407</b>

Non operating grants, subsidies and contributions revenue		
Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
\$	\$	\$
402,000	134,000	49,110
300,000	100,000	25,237
<b>702,000</b>	<b>234,000</b>	<b>74,347</b>

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

**NOTE 13  
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020-21 year is \$10,000 and 10.00%.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Expenditure from operating activities</b>				
Governance	17,215	13.69%	▲ Timing	Due to COVID-19, conference expenses are underspent and Wheatbelt Way invoices not received as anticipated at time of Budget.
Law, order and public safety	(15,328)	(82.36%)	▼ Timing	Fire Prevention Depreciation and Emergency Services Building expenditure higher than anticipated.
Housing	(25,620)	(54.06%)	▼ Timing	Slight timing issue with anticipated monthly split (Housing rates and insurance allocation)
Recreation and culture	20,691	13.22%	▲ Timing	Recreation expenditure less than anticipated. (COVID-19 related)
Transport	(107,686)	(37.70%)	▼ Timing	Road Maintenance (\$75,000) and Road Depreciation (\$11,000) higher than estimated at this point of the monthly budget split.
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(159,653)	(68.23%)	▼ Timing	Grants received to date \$85,000 less than anticipated, however due to AASB, recognition of revenue has not registered, due to incomplete contract liabilities. Revenue will be recognised as work is complete.
Payments for property, plant and equipment and infrastructure	258,606	66.14%	▲ Timing	P35 Primer Mover and P29 Tractor were scheduled for renewal in August and are yet to be complete as per anticipated monthly split.

## Monthly Report - List of Accounts Paid

Submitted to Council 16 September 2020

The following list of accounts has been paid under delegation, by the Chief Executive Officer, since the previous list of accounts. **Municipal vouchers numbered from V082 to V164 and direct bank transactions totalling \$360,870.11** submitted to each member of the Council, on Wednesday the 16 September 2020 have been checked and are fully supported by vouchers and duly certified invoices with checks being carried out as to prices, computations and costing.



**Darren Simmons**  
Chief Executive Officer

Vouch No.	Payment Date	Supplier's Name	Description of purchase	Payment made by delegated authority
V082	14/08/2020	ABC Distributors	Hand Towels, Jumbo Toilet Rolls, Guest Soap, Chux, Dishwashing Liquid	1,058.53
V083	14/08/2020	AMPAC Debt Recovery (WA) PL	Commission & Costs 31 July 2020	673.75
V084	14/08/2020	Av- Sec	Admin Office Monitoring 1 July - 30 September	120.00
V085	14/08/2020	AVN Northam PL	P40 Bumper & Grill, P200 10,000km Service	819.50
V086	14/08/2020	Avon Waste	Monthly Waste & Recycling Removal Account	5,576.72
V087	14/08/2020	BOC Gases	Service Charges	126.54
V088	14/08/2020	Wesfarmers Ltd (Bunnings)	Various Building Supplies	272.49
V089	14/08/2020	CJD Equipment PL	Wear Plates	642.42
V090	14/08/2020	Toll Transport PL (Courier)	Freight	64.96
V091	14/08/2020	Eastern Hills Saws & Mowers	Chainsaw Chain Sharpener	479.00
V092	14/08/2020	Elders Ltd	Talon & Roundup	400.88
V093	14/08/2020	Great Southern Fuels	20,000LDiesel, Chainsaw Oil, Vanellus & Tractran 205L	26,380.89
V094	14/08/2020	IT Vision Australia PL	Altus Refresher Training	2,305.60
V095	14/08/2020	ITR Pacific PL	Grader Blades	1,386.00
V096	14/08/2020	Koorda Ag Parts	L257 Asbestos Removal \$550, Tyres \$1914, Tyre Repairs	2,915.00
V097	14/08/2020	Koorda Sports Club	Staff Farewell	160.00
V098	14/08/2020	KTY Electrical Service	L164 Keys Switchboard, L13C Replace HWS, L98 Powerpoint	1,605.95
V099	14/08/2020	Landgate	Rural UV Interim Valuation	170.92
V100	14/08/2020	N-Com PL	Upgrade TV Transmitters SBS & GWN Replace LNB's	23,631.96
V101	14/08/2020	Northam Auto Pro	P40 500ml Acrylic Paint 2L Thinners 5 x Strainers	69.32
V102	14/08/2020	Northam Betta Electrical	L157 900mm Oven \$2095, L13ABC 540mm Haier Ovens \$1797	3,892.00
V103	14/08/2020	Officeworks PL	L33226 Toner \$249, Kyocera Toner, Note Books	1,489.68
V104	14/08/2020	Roadshow Films PL	Movie: Personal History of David Copperfield	247.50
V105	14/08/2020	Wes Trac PL	P13 Change Belts P50 Travel Repaired Under Warranty	3,715.73
V106	14/08/2020	Wilson Sign Solutions	Honour Board Name Updates	182.60
V107	14/08/2020	Wongan Hills Hardware	L77A Replace Doors L17933 Pipe Repairs	739.64
V108	14/08/2020	Wongan Hills Pharmacy	Vaccine - Tony Clarke	77.00
V109	17/08/2020	ATO	July BAS	1,763.00
V110	18/08/2020	M & L Colotti	Refund Overpayment Rates A229	183.70
V111	18/08/2020	Super Choice	Employee Superannuation Payments	8,462.60
V112	18/08/2020	Shire of Koorda	Employee Wages	34,004.63
V113	19/08/2020	Shire of Koorda	Petty Cash	509.60
<b>V114</b>	<b>20/08/2020</b>	<b>Bendigo Card Services</b>	<b>See Summary Below (Payment 1 of 2)</b>	<b>4,825.41</b>
V115	25/08/2020	Telstra	Bulk Office Account	635.28
V116	25/08/2020	Telstra	WS, CEO & DCEO Mobile Account	177.20
V117	25/08/2020	Telstra	SES Phone Account	30.00
V118	25/08/2020	Telstra	LH & SES Mobile Account (TV Rebroadcasting)	371.19
V119	26/08/2020	Hannah Cooper	Council Supper	96.00
V120	26/08/2020	JR & A Hersey	Protective Gear, Rakes, Marking Spray	931.08
V121	26/08/2020	JM & S Enterprises	Monthly Meterplan	650.69
V122	26/08/2020	KTY Electrical Service	L157 & L13ABC Oven Swap Overs	437.21
V123	26/08/2020	Mineral Crushing Services (WA) PL	Reseal 581.9T 10mm Blue Metal Koorda - Dowerin Road	20,482.88
V124	26/08/2020	Overland Freight	L09 & L164 Urbanstone Kerbing	378.00
V125	26/08/2020	Rialto Distribution PL	Movie: Red Shoes	302.50
V126	26/08/2020	Bruce Rock Shire Council	Monthly Reimbursement WSNF Project Manager	11,365.59
V127	26/08/2020	State Library Of WA	Better Beginnings Program 2020/2021	16.50
V128	26/08/2020	WA Contract Ranger Services	Ranger Services 3/08, 11/08 & 19/08/2020	561.00
			<b>Subtotal</b>	<b>165,388.64</b>





## FINANCIAL POSITION - as at 09/09/2020

### Municipal Account

Cash at bank	
Bendigo Municipal	374,865.86
Bendigo Licencing	13,370.45
Bendigo Savings Account	1,082,531.34
Bendigo ATM Account	29,330.00
Bendigo ATM Cash Account	5,670.00
<b>Subtotal</b>	<b>1,505,767.65</b>
<i>Less sundry creditors</i>	<i>(3,255.51)</i>
<b>Balance</b>	<b>1,502,512.14</b>

### Reserve Funds

Accrued Leave	198,943.04
Road	700,130.78
Plant	824,853.85
Building	1,125,189.49
Community Housing	41,786.83
Joint Venture	45,368.35
Joint Venture (Johnson Place)	19,129.59
TV Satellite	31,640.86
Recreation	1,258,281.88
Medical Practitioner	295,840.74
Information Technology	382,191.32
Sewerage	954,345.63
Community Bus	62,255.61
NRM	21,869.15
Waste Management	152,549.00
<b>Balance</b>	<b>6,114,376.12</b>

### Trust Funds

Nominations	
<b>Balance</b>	<b>-</b>