



AGENDA

Ordinary Council Meeting Tuesday, 18 August 2020

Date: Tuesday, 18 August 2020

Time: 2:00pm

**Location: Council Chamber
110 Massingham Street
Kellerberrin WA 6410**

Shire of Kellerberrin

Ordinary Council Meeting 18th August 2020

NOTICE OF MEETING

Dear Elected Member

The next Ordinary Council Meeting of the Shire of Kellerberrin will be held on Tuesday, 18th August 2020 in the Council Chamber, 110 Massingham Street, Kellerberrin WA 6410 commencing at 2:00pm.



Raymond Griffiths
Chief Executive Officer
Wednesday, 12 August 2020

Shire of Kellerberrin

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Kellerberrin for any action, omission or statement or intimation occurring during Council or committee meetings.

The Shire of Kellerberrin disclaims any liability for any loss whatsoever and however caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Shire of Kellerberrin during the course of any meeting is not intended to be and is not taken a notice of approval from the Shire of Kellerberrin.

The Shire of Kellerberrin warns that anyone who has any application lodged with the Shire of Kellerberrin must obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Kellerberrin in respect of the application.

Signed _____
Chief Executive Officer

**DECLARATION OF FINANCIAL INTEREST, PROXIMITY INTEREST AND/OR
INTEREST AFFECTING IMPARTIALITY**

Chief Executive Officer, Shire of Kellerberrin

In accordance with Section 5.60-5.65 of the *Local Government Act* and Regulation 34(B) and 34(C) of the *Local Government (Administration) Regulations*, I advise you that I declare a (☒ appropriate box):

☐ financial interest (Section 5.60A)

A person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

☐ proximity interest (Section 5.60B)

A person has a proximity interest in a matter if the matter concerns a proposed —

- (a) change to a planning scheme affecting land that adjoins the person's land;
- (b) change to the zoning or use of land that adjoins the person's land; or
- (c) development (as defined in section 5.63(5)) of land that adjoins the person's land.

☐ interest affecting impartiality/closely associated persons (Regulation 24C). I disclose that I have an association with the applicant. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.

An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected but does not include a financial or proximity interest as referred to in section 5.60.

in the following Council / Committee Meetings to be held on _____

in Item number/s _____

the *nature* of the interest being _____

☐ Further, that I wish to remain in the Chamber to participate in proceedings. As such, I declare the extent of my interest as being:

Yours faithfully

(Councillor's signature)

Councillor's Name

The *Local Government Act* provides that it is the member's obligation to declare the Nature of an interest if they believe that they have a financial interest, proximity interest, closely associated persons or an interest affecting impartiality in a matter being discussed by Council.

The Act provides that the Nature of the interest may be declared in writing to the Chief Executive Officer prior to the meeting or declared prior to discussion of the Agenda Item at the meeting. The Act further provides that the Extent of the interest needs to be declared if the member seeks to remain in the Chamber during the discussion, debate or voting on the item.

A Councillor declaring a financial or proximity interest must leave the meeting prior to the matter being discussed or voted on (including the question as to whether they are permitted to remain in the Chamber). Councillors remaining in the Chamber may resolve to allow the member to return to the meeting to participate in the proceedings.

The decision of whether to disclose a financial interest is yours and yours alone. Nobody can disclose for you and you can not be forced to make a disclosure.

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1 DECLARATION OF OPENING**2 ANNOUNCEMENT BY PRESIDING PERSON WITHOUT DISCUSSION****2.1 PRESIDENTS REPORT JULY 2020**

File Number: ADMIN
Author: Rod Forsyth, Shire President
Authoriser: Rod Forsyth, Shire President
Attachments: Nil

Rainfall in July was below average so crops and pastures still struggled from shower to shower. Even so the crops are looking good and an average finish to the season will see some good yields in the shire.

The road crew have been down on manpower recently but have still managed to keep up the maintenance programme.

The new digital sign is being well used by the local businesses, great to see.

With COVID 19 positive numbers in Victoria especially but also New South Wales still high, we need to be mindful of our social distancing so that if we get to have a second wave of the virus it will be natural to keep the required distance .

Kind Regards



Rodney Forsyth

Shire President

STAFF RECOMMENDATION

That Council receive and note the Shire Presidents Reports for July 2020.

2.2 STANDING ORDERS

File Number: ADMIN
Author: Codi Mullen, Personal Assistant
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: Nil

STAFF RECOMMENDATION

That Council suspend Standing Order numbers 8.9 – Speaking Twice & 8.10 – Duration of Speeches for the duration of the meeting to allow for greater debate on items in the agenda.

3 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**4 DECLARATION OF INTEREST**

Note: Under Section 5.60 – 5.62 of the Local Government Act 1995, care should be exercised by all Councillors to ensure that a “financial interest” is declared and that they refrain from voting on any matters which are considered may come within the ambit of the Act.

A Member declaring a financial interest must leave the meeting prior to the matter being discussed or voted on (unless the members entitled to vote resolved to allow the member to be present). The member is not to take part whatsoever in the proceedings if allowed to stay.

5 PUBLIC QUESTION TIME

Council conducts open Council meetings. Members of the public are asked that if they wish to address the Council that they state their name and put the question as precisely as possible. A maximum of 15 minutes is allocated for public question time. The length of time an individual can speak will be determined at the President’s discretion.

5.1 Response to Previous Public Questions taken on Notice**5.2 Public Question Time**

6 CONFIRMATION OF PREVIOUS MEETINGS MINUTES**6.1 MINUTES OF THE COUNCIL MEETING HELD ON 21 JULY 2020**

File Ref: MIN
Author: Codi Mullen, Personal Assistant
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: 1. Minutes of the Council Meeting held on 21 July 2020

HEADING**STAFF RECOMMENDATION**

1. That the Minutes of the Council Meeting held on 21 July 2020 be confirmed as a true and accurate record.

6.2 MINUTES OF THE ARTS & CULTURE COMMITTEE MEETING HELD ON 4 AUGUST 2020

File Ref: ADM02

Author: Codi Mullen, Personal Assistant

Authoriser: Raymond Griffiths, Chief Executive Officer

Attachments: 1. Minutes of the Arts & Culture Committee Meeting held on 4 August 2020

HEADING

STAFF RECOMMENDATION

1. That the Minutes of the Arts & Culture Committee Meeting held on 4 August 2020 be confirmed and recommendations herein adopted.

7 PRESENTATIONS

7.1 Petitions

7.2 Presentations

7.3 Deputations

8 REPORTS OF COMMITTEES

Nil

9 CORPORATE SERVICES REPORTS

9.1 COMMUNITY REQUESTS AND DISCUSSION ITEMS

File Number: Various
Author: Codi Mullen, Personal Assistant
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: Nil

BACKGROUND

Council during the Performance Appraisal process for the Chief Executive Officer requested time during the meeting to bring forward ideas, thoughts and points raised by the community.

July 2020 Council Meeting

MIN 106/20 MOTION - Moved Cr. McNeil Seconded Cr. Ryan

That Council;

- 1. Correct the transition from 8m seal to 7m seal on the Kellerberrin Bencubbin Road;**
- 2. Research the extension of culvert on Smith Road as it is narrow in comparison to the new road construction;**
- 3. 110km signs on the Kellerberrin Bencubbin Road need to be cemented in as they are not stable enough;**
- 4. Improve the signage from the highway for the Kellerberrin Recreation Centre.**

June 2020 Council Meeting

MIN 084/20 MOTION - Moved Cr. Steber Seconded Cr. O'Neill

That Council:

- 1. Update and relocate the Road Closure during winter signage for Stone Giles & Badgetopping Rd.***
- 2. Innes Rd on the schedule to be maintenance graded this winter.***

May 2020 Council Meeting

MIN 053/20 MOTION - Moved Cr. Reid Seconded Cr. Steber

That Council:

- 1. Investigate the seats and table located at Cornell Close (Milligan Units)***
- 2. Acknowledge the Doodlakine Hall – Maintenance Agreement expiry is 30th June 2020***

STAFF COMMENT**July MIN 106/20**

1. Road crew are currently looking into it.
2. Reported to Team Leader for programming.
3. Sign has been stabilised.
4. Mick Jones has requested a Quote for the Kellerberrin Recreation sign.

June MIN 084/20

1. Signs been put in place on Monday 29th June 2020 for Stone Giles & Badgetopping Road.
2. Innes Road has been placed on the Schedule.

May MIN 053/20

1. Council's Manager Works and Services attended the site and the area has been tidied up and believes that it isn't a hazard.
2. Letter sent to Doodlakine Community Committee President, Trevor Pascoe advising the agreement is in Draft.

TEN YEAR FINANCIAL PLAN

This does not directly affect the long term financial plan.

FINANCIAL IMPLICATIONS

Financial implications will be applicable depending on requests and decision of council.

STATUTORY IMPLICATIONS

Local Government Act 1995 (as amended)

Section 2.7. The role of the council

- (1) The council —
 - (a) Directs and controls the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

Section 2.8. The role of the mayor or president

- (1) The mayor or president —
 - (a) presides at meetings in accordance with this Act;
 - (b) provides leadership and guidance to the community in the district;
 - (c) carries out civic and ceremonial duties on behalf of the local government;
 - (d) speaks on behalf of the local government;
 - (e) performs such other functions as are given to the mayor or president by this Act or any other written law; and
 - (f) liaises with the CEO on the local government's affairs and the performance of its functions.

- (2) Section 2.10 applies to a councillor who is also the mayor or president and extends to a mayor or president who is not a councillor.

Section 2.9. The role of the deputy mayor or deputy president

The deputy mayor or deputy president performs the functions of the mayor or president when authorised to do so under section 5.34.

Section 2.10. The role of councillors

A councillor —

- (a) represents the interests of electors, ratepayers and residents of the district;
- (b) provides leadership and guidance to the community in the district;
- (c) facilitates communication between the community and the council;
- (d) participates in the local government's decision-making processes at council and committee meetings; and
- (e) performs such other functions as are given to a councillor by this Act or any other written law.

5.60. When person has an interest

For the purposes of this Subdivision, a relevant person has an interest in a matter if either —

- (a) the relevant person; or
- (b) a person with whom the relevant person is closely associated,

has —

- (c) a direct or indirect financial interest in the matter; or
- (d) a proximity interest in the matter.

[Section 5.60 inserted by No. 64 of 1998 s. 30.]

5.60A. Financial interest

For the purposes of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

5.60B. Proximity interest

- (1) For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns —
 - (a) a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b) a proposed change to the zoning or use of land that adjoins the person's land; or
 - (c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.
- (2) In this section, land (**the proposal land**) adjoins a person's land if —
 - (a) the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b) the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or

- (c) the proposal land is that part of a thoroughfare that has a common boundary with the person's land.
- (3) In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No. 64 of 1998 s. 30.]

5.61. Indirect financial interests

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

5.62. Closely associated persons

- (1) For the purposes of this Subdivision a person is to be treated as being closely associated with a relevant person if —
 - (a) the person is in partnership with the relevant person; or
 - (b) the person is an employer of the relevant person; or
 - (c) the person is a beneficiary under a trust, or an object of a discretionary trust, of which the relevant person is a trustee; or
 - (ca) the person belongs to a class of persons that is prescribed; or
 - (d) the person is a body corporate —
 - (i) of which the relevant person is a director, secretary or executive officer; or
 - (ii) in which the relevant person holds shares having a total value exceeding —
 - (I) the prescribed amount; or
 - (II) the prescribed percentage of the total value of the issued share capital of the company,whichever is less;or
 - (e) the person is the spouse, de facto partner or child of the relevant person and is living with the relevant person; or
 - (ea) the relevant person is a council member and the person —
 - (i) gave a notifiable gift to the relevant person in relation to the election at which the relevant person was last elected; or
 - (ii) has given a notifiable gift to the relevant person since the relevant person was last elected;or
 - (eb) the relevant person is a council member and since the relevant person was last elected the person —
 - (i) gave to the relevant person a gift that section 5.82 requires the relevant person to disclose; or
 - (ii) made a contribution to travel undertaken by the relevant person that section 5.83 requires the relevant person to disclose;or
 - (f) the person has a relationship specified in any of paragraphs (a) to (d) in respect of the relevant person's spouse or de facto partner if the spouse or de facto partner is living with the relevant person.
- (2) In subsection (1) —

notifiable gift means a gift about which the relevant person was or is required by regulations under section 4.59(a) to provide information in relation to an election;

value, in relation to shares, means the value of the shares calculated in the prescribed manner or using the prescribed method.

[Section 5.62 amended by No. 64 of 1998 s. 31; No. 28 of 2003 s. 110; No. 49 of 2004 s. 51; No. 17 of 2009 s. 26.]

5.63. Some interests need not be disclosed

- (1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter —
 - (a) an interest common to a significant number of electors or ratepayers;
 - (b) an interest in the imposition of any rate, charge or fee by the local government;
 - (c) an interest relating to a fee, reimbursement of an expense or an allowance to which section 5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.101(2) refers;
 - (d) an interest relating to the pay, terms or conditions of an employee unless —
 - (i) the relevant person is the employee; or
 - (ii) either the relevant person's spouse, de facto partner or child is the employee if the spouse, de facto partner or child is living with the relevant person;
 - [(e) deleted]*
 - (f) an interest arising only because the relevant person is, or intends to become, a member or office bearer of a body with non-profit making objects;
 - (g) an interest arising only because the relevant person is, or intends to become, a member, office bearer, officer or employee of a department of the Public Service of the State or Commonwealth or a body established under this Act or any other written law; or
 - (h) a prescribed interest.
- (2) If a relevant person has a financial interest because the valuation of land in which the person has an interest may be affected by —
 - (a) any proposed change to a planning scheme for any area in the district;
 - (b) any proposed change to the zoning or use of land in the district; or
 - (c) the proposed development of land in the district,then, subject to subsection (3) and (4), the person is not to be treated as having an interest in a matter for the purposes of sections 5.65, 5.70 and 5.71.
- (3) If a relevant person has a financial interest because the valuation of land in which the person has an interest may be affected by —
 - (a) any proposed change to a planning scheme for that land or any land adjacent to that land;
 - (b) any proposed change to the zoning or use of that land or any land adjacent to that land; or
 - (c) the proposed development of that land or any land adjacent to that land,then nothing in this section prevents sections 5.65, 5.70 and 5.71 from applying to the relevant person.
- (4) If a relevant person has a financial interest because any land in which the person has any interest other than an interest relating to the valuation of that land or any land adjacent to that land may be affected by —
 - (a) any proposed change to a planning scheme for any area in the district;
 - (b) any proposed change to the zoning or use of land in the district; or
 - (c) the proposed development of land in the district,

then nothing in this section prevents sections 5.65, 5.70 and 5.71 from applying to the relevant person.

- (5) A reference in subsection (2), (3) or (4) to the development of land is a reference to the development, maintenance or management of the land or of services or facilities on the land.

[Section 5.63 amended by No. 1 of 1998 s. 15; No. 64 of 1998 s. 32; No. 28 of 2003 s. 111; No. 49 of 2004 s. 52; No. 17 of 2009 s. 27.]

[5.64. Deleted by No. 28 of 2003 s. 112.]

5.65. Members' interests in matters to be discussed at meetings to be disclosed

- (1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.

Penalty: \$10 000 or imprisonment for 2 years.

- (2) It is a defence to a prosecution under this section if the member proves that he or she did not know —
- (a) that he or she had an interest in the matter; or
 - (b) that the matter in which he or she had an interest would be discussed at the meeting.
- (3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

5.66. Meeting to be informed of disclosures

If a member has disclosed an interest in a written notice given to the CEO before a meeting then —

- (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before the matters to which the disclosure relates are discussed.

[Section 5.66 amended by No. 1 of 1998 s. 16; No. 64 of 1998 s. 33.]

5.67. Disclosing members not to participate in meetings

A member who makes a disclosure under section 5.65 must not —

- (a) preside at the part of the meeting relating to the matter; or
- (b) participate in, or be present during, any discussion or decision making procedure relating to the matter,

unless, and to the extent that, the disclosing member is allowed to do so under section 5.68 or 5.69.

Penalty: \$10 000 or imprisonment for 2 years.

5.68. Councils and committees may allow members disclosing interests to participate etc. in meetings

- (1) If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter —
- (a) may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b) may allow, to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if —

- (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest —
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers.
- (2) A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3) This section does not prevent the disclosing member from discussing, or participating in the decision making process on, the question of whether an application should be made to the Minister under section 5.69.

5.69. Minister may allow members disclosing interests to participate etc. in meetings

- (1) If a member has disclosed, under section 5.65, an interest in a matter, the council or the CEO may apply to the Minister to allow the disclosing member to participate in the part of the meeting, and any subsequent meeting, relating to the matter.
- (2) An application made under subsection (1) is to include —
 - (a) details of the nature of the interest disclosed and the extent of the interest; and
 - (b) any other information required by the Minister for the purposes of the application.
- (3) On an application under this section the Minister may allow, on any condition determined by the Minister, the disclosing member to preside at the meeting, and at any subsequent meeting, (if otherwise qualified to preside) or to participate in discussions or the decision making procedures relating to the matter if —
 - (a) there would not otherwise be a sufficient number of members to deal with the matter; or
 - (b) the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- (4) A person must not contravene a condition imposed by the Minister under this section.
Penalty: \$10 000 or imprisonment for 2 years.

[Section 5.69 amended by No. 49 of 2004 s. 53.]

5.69A. Minister may exempt committee members from disclosure requirements

- (1) A council or a CEO may apply to the Minister to exempt the members of a committee from some or all of the provisions of this Subdivision relating to the disclosure of interests by committee members.
- (2) An application under subsection (1) is to include —
 - (a) the name of the committee, details of the function of the committee and the reasons why the exemption is sought; and
 - (b) any other information required by the Minister for the purposes of the application.
- (3) On an application under this section the Minister may grant the exemption, on any conditions determined by the Minister, if the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- (4) A person must not contravene a condition imposed by the Minister under this section.
Penalty: \$10 000 or imprisonment for 2 years.

[Section 5.69A inserted by No. 64 of 1998 s. 34(1).]

5.70. Employees to disclose interests relating to advice or reports

- (1) In this section —

employee includes a person who, under a contract for services with the local government, provides advice or a report on a matter.

- (2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.
- (3) An employee who discloses an interest under this section must, if required to do so by the council or committee, as the case may be, disclose the extent of the interest.

Penalty: \$10 000 or imprisonment for 2 years.

5.71. Employees to disclose interests relating to delegated functions

If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and —

- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and
- (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter.

Penalty: \$10 000 or imprisonment for 2 years.

STRATEGIC COMMUNITY PLAN

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

COMMUNITY CONSULTATION

The following consultation took place;

- Council Members
- Chief Executive Officer

STAFF RECOMMENDATION

That Council note any requests or ideas to be actioned.

9.2 STATUS REPORT OF ACTION SHEET

File Number: Various
Author: Codi Mullen, Personal Assistant
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: Nil

BACKGROUND

Council at its March 2017 Ordinary Meeting of Council discussed the use of Council's status report and its reporting mechanisms.

Council therefore after discussing this matter agreed to have a monthly item presented to Council regarding the Status Report which provides Council with monthly updates on officers' actions regarding decisions made at Council.

It can also be utilised as a tool to track progress on Capital projects.

STAFF COMMENT

This report has been presented to provide an additional measure for Council to be kept up to date with progress on items presented to Council or that affect Council.

Council can add extra items to this report as they wish.

The concept of the report will be that every action from Council's Ordinary and Special Council Meetings will be placed into the Status Report and only when the action is fully complete can the item be removed from the register. However the item is to be presented to the next Council Meeting shading the item prior to its removal.

This provides Council with an explanation on what has occurred to complete the item and ensure they are happy prior to this being removed from the report.

TEN YEAR FINANCIAL PLAN

There is no direct impact on the long term financial plan.

FINANCIAL IMPLICATIONS

Financial Implications will be applicable depending on the decision of Council. However this will be duly noted in the Agenda Item prepared for this specific action.

STATUTORY IMPLICATIONS

Local Government Act 1995 (as amended)

Section 2.7. The role of the council

- (1) The council —
 - (a) Directs and controls the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

Section 2.8. The role of the mayor or president

- (1) The mayor or president —

- (a) presides at meetings in accordance with this Act;
- (b) provides leadership and guidance to the community in the district;
- (c) carries out civic and ceremonial duties on behalf of the local government;
- (d) speaks on behalf of the local government;
- (e) performs such other functions as are given to the mayor or president by this Act or any other written law; and
- (f) liaises with the CEO on the local government's affairs and the performance of its functions.

- (2) Section 2.10 applies to a councillor who is also the mayor or president and extends to a mayor or president who is not a councillor.

Section 2.9. The role of the deputy mayor or deputy president

The deputy mayor or deputy president performs the functions of the mayor or president when authorised to do so under section 5.34.

Section 2.10. The role of councillors

A councillor —

- (a) represents the interests of electors, ratepayers and residents of the district;
- (b) provides leadership and guidance to the community in the district;
- (c) facilitates communication between the community and the council;
- (d) participates in the local government's decision-making processes at council and committee meetings; and
- (e) performs such other functions as are given to a councillor by this Act or any other written law.

5.60. When person has an interest

For the purposes of this Subdivision, a relevant person has an interest in a matter if either —

- (a) the relevant person; or
- (b) a person with whom the relevant person is closely associated,

has —

- (c) a direct or indirect financial interest in the matter; or
- (d) a proximity interest in the matter.

[Section 5.60 inserted by No. 64 of 1998 s. 30.]

5.60A. Financial interest

For the purposes of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

5.60B. Proximity interest

- (1) For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns —
- (a) a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b) a proposed change to the zoning or use of land that adjoins the person's land; or

- (c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.
- (2) In this section, land (**the proposal land**) adjoins a person's land if —
 - (a) the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b) the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c) the proposal land is that part of a thoroughfare that has a common boundary with the person's land.
- (3) In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No. 64 of 1998 s. 30.]

5.61. Indirect financial interests

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

5.62. Closely associated persons

- (1) For the purposes of this Subdivision a person is to be treated as being closely associated with a relevant person if —
 - (a) the person is in partnership with the relevant person; or
 - (b) the person is an employer of the relevant person; or
 - (c) the person is a beneficiary under a trust, or an object of a discretionary trust, of which the relevant person is a trustee; or
 - (ca) the person belongs to a class of persons that is prescribed; or
 - (d) the person is a body corporate —
 - (i) of which the relevant person is a director, secretary or executive officer; or
 - (ii) in which the relevant person holds shares having a total value exceeding —
 - (I) the prescribed amount; or
 - (II) the prescribed percentage of the total value of the issued share capital of the company,

whichever is less;

or

- (e) the person is the spouse, de facto partner or child of the relevant person and is living with the relevant person; or
- (ea) the relevant person is a council member and the person —
 - (i) gave a notifiable gift to the relevant person in relation to the election at which the relevant person was last elected; or
 - (ii) has given a notifiable gift to the relevant person since the relevant person was last elected;

or

- (eb) the relevant person is a council member and since the relevant person was last elected the person —
 - (i) gave to the relevant person a gift that section 5.82 requires the relevant person to disclose; or
 - (ii) made a contribution to travel undertaken by the relevant person that section 5.83 requires the relevant person to disclose;

or

- (f) the person has a relationship specified in any of paragraphs (a) to (d) in respect of the relevant person's spouse or de facto partner if the spouse or de facto partner is living with the relevant person.

- (2) In subsection (1) —

notifiable gift means a gift about which the relevant person was or is required by regulations under section 4.59(a) to provide information in relation to an election;

value, in relation to shares, means the value of the shares calculated in the prescribed manner or using the prescribed method.

[Section 5.62 amended by No. 64 of 1998 s. 31; No. 28 of 2003 s. 110; No. 49 of 2004 s. 51; No. 17 of 2009 s. 26.]

5.63. Some interests need not be disclosed

- (1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter —

- (a) an interest common to a significant number of electors or ratepayers;
- (b) an interest in the imposition of any rate, charge or fee by the local government;
- (c) an interest relating to a fee, reimbursement of an expense or an allowance to which section 5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.101(2) refers;
- (d) an interest relating to the pay, terms or conditions of an employee unless —
 - (i) the relevant person is the employee; or
 - (ii) either the relevant person's spouse, de facto partner or child is the employee if the spouse, de facto partner or child is living with the relevant person;

[(e) deleted]

- (f) an interest arising only because the relevant person is, or intends to become, a member or office bearer of a body with non-profit making objects;
- (g) an interest arising only because the relevant person is, or intends to become, a member, office bearer, officer or employee of a department of the Public Service of the State or Commonwealth or a body established under this Act or any other written law; or
- (h) a prescribed interest.

- (2) If a relevant person has a financial interest because the valuation of land in which the person has an interest may be affected by —

- (a) any proposed change to a planning scheme for any area in the district;
- (b) any proposed change to the zoning or use of land in the district; or
- (c) the proposed development of land in the district,

then, subject to subsection (3) and (4), the person is not to be treated as having an interest in a matter for the purposes of sections 5.65, 5.70 and 5.71.

- (3) If a relevant person has a financial interest because the valuation of land in which the person has an interest may be affected by —

- (a) any proposed change to a planning scheme for that land or any land adjacent to that land;
- (b) any proposed change to the zoning or use of that land or any land adjacent to that land; or

- (c) the proposed development of that land or any land adjacent to that land,
then nothing in this section prevents sections 5.65, 5.70 and 5.71 from applying to the relevant person.
- (4) If a relevant person has a financial interest because any land in which the person has any interest other than an interest relating to the valuation of that land or any land adjacent to that land may be affected by —
 - (a) any proposed change to a planning scheme for any area in the district;
 - (b) any proposed change to the zoning or use of land in the district; or
 - (c) the proposed development of land in the district,then nothing in this section prevents sections 5.65, 5.70 and 5.71 from applying to the relevant person.
- (5) A reference in subsection (2), (3) or (4) to the development of land is a reference to the development, maintenance or management of the land or of services or facilities on the land.
[Section 5.63 amended by No. 1 of 1998 s. 15; No. 64 of 1998 s. 32; No. 28 of 2003 s. 111; No. 49 of 2004 s. 52; No. 17 of 2009 s. 27.]

[5.64. Deleted by No. 28 of 2003 s. 112.]

5.65. Members' interests in matters to be discussed at meetings to be disclosed

- (1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.Penalty: \$10 000 or imprisonment for 2 years.
- (2) It is a defence to a prosecution under this section if the member proves that he or she did not know —
 - (a) that he or she had an interest in the matter; or
 - (b) that the matter in which he or she had an interest would be discussed at the meeting.
- (3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

5.66. Meeting to be informed of disclosures

If a member has disclosed an interest in a written notice given to the CEO before a meeting then —

- (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before the matters to which the disclosure relates are discussed.

[Section 5.66 amended by No. 1 of 1998 s. 16; No. 64 of 1998 s. 33.]

5.67. Disclosing members not to participate in meetings

A member who makes a disclosure under section 5.65 must not —

- (a) preside at the part of the meeting relating to the matter; or

- (b) participate in, or be present during, any discussion or decision making procedure relating to the matter,

unless, and to the extent that, the disclosing member is allowed to do so under section 5.68 or 5.69.

Penalty: \$10 000 or imprisonment for 2 years.

5.68. Councils and committees may allow members disclosing interests to participate etc. in meetings

- (1) If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter —
 - (a) may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b) may allow, to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if —
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest —
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers.
- (2) A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3) This section does not prevent the disclosing member from discussing, or participating in the decision making process on, the question of whether an application should be made to the Minister under section 5.69.

5.69. Minister may allow members disclosing interests to participate etc. in meetings

- (1) If a member has disclosed, under section 5.65, an interest in a matter, the council or the CEO may apply to the Minister to allow the disclosing member to participate in the part of the meeting, and any subsequent meeting, relating to the matter.
- (2) An application made under subsection (1) is to include —
 - (a) details of the nature of the interest disclosed and the extent of the interest; and
 - (b) any other information required by the Minister for the purposes of the application.
- (3) On an application under this section the Minister may allow, on any condition determined by the Minister, the disclosing member to preside at the meeting, and at any subsequent meeting, (if otherwise qualified to preside) or to participate in discussions or the decision making procedures relating to the matter if —
 - (a) there would not otherwise be a sufficient number of members to deal with the matter; or
 - (b) the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- (4) A person must not contravene a condition imposed by the Minister under this section.
Penalty: \$10 000 or imprisonment for 2 years.

[Section 5.69 amended by No. 49 of 2004 s. 53.]

5.69A. Minister may exempt committee members from disclosure requirements

- (1) A council or a CEO may apply to the Minister to exempt the members of a committee from some or all of the provisions of this Subdivision relating to the disclosure of interests by committee members.

- (2) An application under subsection (1) is to include —
 - (a) the name of the committee, details of the function of the committee and the reasons why the exemption is sought; and
 - (b) any other information required by the Minister for the purposes of the application.
- (3) On an application under this section the Minister may grant the exemption, on any conditions determined by the Minister, if the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- (4) A person must not contravene a condition imposed by the Minister under this section.
Penalty: \$10 000 or imprisonment for 2 years.
[Section 5.69A inserted by No. 64 of 1998 s. 34(1).]

5.70. Employees to disclose interests relating to advice or reports

- (1) In this section —
employee includes a person who, under a contract for services with the local government, provides advice or a report on a matter.
- (2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.
- (3) An employee who discloses an interest under this section must, if required to do so by the council or committee, as the case may be, disclose the extent of the interest.
Penalty: \$10 000 or imprisonment for 2 years.

5.71. Employees to disclose interests relating to delegated functions

If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and —

- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and
- (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter.

Penalty: \$10 000 or imprisonment for 2 years.

STRATEGIC COMMUNITY PLAN

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

COMMUNITY CONSULTATION

The following consultation took place;

- Chief Executive Officer

- Deputy Chief Executive Officer
- Manager Works and Services
- Council Staff
- Council
- Community Members.

STAFF RECOMMENDATION

That Council receive the Status Report.

9.3 REDEVELOPMENT OF KELLEBRERRIN MEMORIAL POOL - DLGSC CSRFF FORWARD PLANNING GRANT APPLICATION

File Ref: FIN21 & SPREC09
Author: Natasha Giles, Community Development Officer
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: Nil

BACKGROUND

The Kellerberrin Memorial Pool was officially opened on December 3rd, 1960 and is rapidly reaching the end of its life. The Shire has been spending considerable amounts of money for the past few years keeping the pool going in its current state (it does not meet current benchmark standards for a public pool or does it meet current community expectations) as well as putting money aside into reserves to be used to assist with the construction of a new facility.

After weighing up our options, factoring in repair/maintenance costs each year to our operational budget and consultation with our community it was decided to move ahead with our plans to redevelop and reinvigorate the Kellerberrin Memorial pool. We feel as a whole if we do not commit to this project now and without the support from State and Federal governments we will have no option but to close our pool, thus meaning no pool will be available for our community. Public swimming pools are the lifeline in small regional communities especially during the hot and dry conditions of a wheatbelt summer.

The project will redevelop and expand the existing Kellerberrin Memorial Swimming Pool to include new multi-purpose amenities and upgrade the existing 33 meter swimming pool to a 25 meter swimming pool. The project will provide disability access and develop a range of outdoor recreation facilities to encourage physical activity and promote healthy living within the community. The upgrade of this infrastructure will provide economic and social benefits to our region.

Council have been fortunate enough to receive \$1,000,000 in funding from the Federal Government through the Drought Communities Programme (DCP) Extension. This funding is provided for the new plant and equipment room at the Kellerberrin Memorial Pool. This for grant writing purposes has been called Stage 1 of the redevelopment of the pool.

Stage 2 will be the construction of the pool and amenities. This will hopefully be funded through the Department of Local Government and Cultural Industries (formally the Department of Sport and Recreation WA) and through the next round of Building Better Regions fund through the Department of Infrastructure, Transport, Cities and Regional Development.

We have also been in talks with LotteryWest pre the COVID-19 pandemic about assisting with additional funding for the pool for items that we will not be able to claim in the CSRFF grant application through Department of Local Government and Cultural. These are items such as landscaping, half basketball courts, playgrounds, barbecue facilities etc. They had indicated that they would be able to assist with funding towards our project – we will touch base with them shortly to see if this is still the case. And also let them know of our revised timelines for the project.

STAFF COMMENT

With grants becoming more and more competitive each year it is important to continue to apply for funding regardless the stage of the project and the proposed timeline for completion.

Funding is particular competitive with CSRFF application and often they are over subscribed to the funds that are available. It is not a given anymore that if you apply for a certain amount you will receive that amount, often they will offer you less than what you have asked. So you need to take this consideration when applying, also it helps to build a good working relationship with your regional manager.

The Department of Local Government, Sport and Cultural Industries have over the past few years supported a number of regional Shires with grant monies towards redevelopment of their community pools through their Community Sporting and Recreation Facilities Fund (CSRFF). There are three different types of grants available through the fund – Small Grants, Annual Grants and Forward Planning Grants.

The Shire has decided to apply for the Forward Planning Grants program with a claim year of 2022/23. The total project cost of a Forward Planning Grant must exceed \$500,000 and you can request funds from \$166,667 to \$2,000,000 for your project – saying that the Department will only fund a maximum of 1/3 of the project cost. You can also select to make your claim in one of the following financial years – 2021/22, 2022/23 or 2023/24.

The Shire is anticipating of applying for \$1,000,000. Though realistically given the current climate and number of applications this round is expecting to receive, we if successful, envision to receive around \$700,000 to \$800,000.

We have been working with Jen Collins at the Northam Regional Office of the Department of Local Government and Cultural, she has been assisting us with our application and offering advice and assistance where required. Hopefully this will place us in good stead with our application moving forward and being recommended for consideration from the regional office.

TEN YEAR FINANCIAL PLAN

Council's current plan indicated the construction of the Swimming Pool project in 2018/19 – 2019/20 however due to funding availability this has now been pushed back.

FINANCIAL IMPLICATIONS

Shire of Kellerberrin

- Currently placing money into reserves to go towards the redevelopment of the pool – we are anticipating to have \$2,000,000 in reserves by 2022/23 with the current balance budgeted to be at \$1.6 million by the end of June 2021.
- In-Kind work if the project was to proceed.
- \$1,000,000 secured in funding from the Federal Government through the Drought Communities Programme (DCP) Extension
- Council will require BBRF funding and this is the proposed reasoning for future program funding not immediate funding.
- Possibility of the Shire having to take out a loan to cover any shortfalls if funding applications are not successful or other avenues are exhausted

STATUTORY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

COMMUNITY CONSULTATION

The following consultation took place;

- Chief Executive Officer
- Deputy Chief Executive Officer
- Community Development Officer
- Jenifer Collins – Department of Local Government, Sport and Cultural Industries
- Public Feedback
- Donovan & Payne
- ABV Consultants

STAFF RECOMMENDATION

That Council:

1. *Endorse the CSRFF Forward Planning Grant Application for the Shire of Kellerberrin – Redevelopment of Kellerberrin Memorial Pool project. Funding amount applied for will be \$1,000,000 with a claim year of 2022/23*
2. *Authorise the lodgement of the Shire of Kellerberrin CSRFF Forward Planning Grant Application with the Department of Local Government, Sport and Cultural Industries by Friday 11th September 2020 by 4pm at the Northam Offices*
3. *That should funding be declined that all aspects of the project will be reviewed by Council.*
4. *Should funding be successful and the project is completed the facility will be listed on Council's Asset Management Plan and Council will accept the ongoing cost of maintaining the asset.*

9.4 LOCAL GOVERNMENT HOUSE TRUST - DEED OF VARIATION

File Ref: ADM
Author: Codi Mullen, Personal Assistant
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: Nil

BACKGROUND

The Local Government House Trust ("The Trust") exists primarily to provide building accommodation for the Western Australian Local Government Association. Since January 2014, the Trust has provided WALGA with accommodation at 170 Railway Parade West Leederville.

The current trust deed commenced in 1993 and was amended in 2002 to reflect the merger of the metropolitan and country associations into WALGA. The current Trust Deed pronounces WALGA as Trustee and unit holders as Beneficiaries, with the Trustee holding property and associated monies "upon Trust" and in proportion to the units provided.

Commencement date of the current deed is 17 February 1993, with a vesting date 79 years from commencement - which means that the Trust ends in 2072.

The Trust is exempt from income tax on the basis of being a State / Territory Body (STB) pursuant to *Division 1AB of the Income Tax Assessment Act 1936*.

Trust Deed Variation

Trust Deed amendments set out in the Deed of Variation are based on legal advice and are intended to assist the Trust's income tax exempt status by strengthening the position that the Trust is a State / Territory Body (STB). Legal advice identified that the Trustee's ability to retire and appoint a new Trustee might affect the Trust's classification as a State or Territory Body (STB). This view, while based upon highly technical grounds, is a risk nonetheless.

Subsequently the Deed of Variation aims to strengthen the position that the Trust is a STB through the following amendments:

1. removing the existing Trustee's power to retire and appoint a new Trustee (Clause 2.1 and 2.2 (22.3) of the Deed of Variation)
2. enabling the beneficiaries to appoint and remove a Trustee (Clause 2.2 (22.4) of the Deed of Variation), and
3. ensuring that the Board of Management is the 'governing body' of the Trust (Clause 2.3 of the Deed of Variation)

The three proposed amendments when applied to the relevant clauses inserted by the Deed of Variation dated 5 June 2002 will subsequently read as follows (proposed amendments shown in red text):

1. Variation 2.1 amends clause 22.1 to point to additional clause:
22.1 Any Trustee of the Trust may retire as Trustee of the Trust **Subject to clause 22.3**, the right to appoint any new or additional trustee or trustees of the Trust is hereby vested in the retiring or continuing trustee. A corporation or incorporated association may be appointed as Trustee of the Trust.
2. Variation 2.2 inserts two new clauses:
22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as Trustee of the Trust;
and
- (b) appoint such new or additional Trustee.

3. Variation 2.3 insert a new clause 13A

13A Delegation to the Board of Management

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.

Comment

The first two amendments outlined above remove powers granted to the Trustee in the 2002 Deed Variation resulting from the merger to a single Association representing WA Local Governments. These amendments which previously facilitated the transfer of trusteeship to the then new Western Australian Local Government Association are removed, but with the clarification that any appointment must be with the consent of the beneficiaries.

The final amendment intends to confirm that power rests with the Board of Management. As the Board of Management comprises Local Governments, this satisfies the requirements of a STB for tax purposes. This amendment reflects the actual operation of the Trustee in implementing the decisions of the Board of Management whilst retaining sufficient operational discretion to place and renew investments and pay suppliers.

These amendments provide greater power to beneficiaries through the Board of Management, and as such it is anticipated they will be considered acceptable.

Thank you for your consideration of the above amendments and we look forward to receiving formal consent to execute these changes via resolution of Council.

STAFF COMMENT

The amendments provides Council more opportunity to have a say in the process so no issues with the amendments.

TEN YEAR FINANCIAL PLAN

NIL

FINANCIAL IMPLICATIONS

NIL

STATUTORY IMPLICATIONS

None known at this time.

STRATEGIC COMMUNITY PLAN

Council's Vision – To welcome diversity, culture and industry; promote a safe and prosperous community with a rich, vibrant and sustainable lifestyle for all to enjoy.

Core Drivers - Core drivers identify what Council will be concentrating on as it works towards achieving Council's vision. The core drivers developed by Council are:

1. *Relationships that bring us tangible benefits (to the Shire and our community)*
2. *Our lifestyle and strong sense of community.*
3. *We are prepared for opportunities and we are innovative to ensure our relevancy and destiny*

COMMUNITY CONSULTATION

The following consultation took place;

- Chief Executive Officer
- Councillors

STAFF RECOMMENDATION

That Council;

1. Consent the Trustee formally executing the attached Deed of Variation as presented by Western Australian Local Government Association (WALGA);
2. Inform WALGA of Council's decision in writing.

9.5 INTERIM AUDIT 2019/2020

File Ref: ADM
Author: Raymond Griffiths, Chief Executive Officer
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: Nil

BACKGROUND

Council's Audit Committee met 18th August 2020 prior to the Council meeting to discuss the interim audit finding with the below recommendation coming from staff;

That the Audit Committee:

- 1. Endorse the findings and management comments to the Interim Audit Report as presented by staff; and***
- 2. Recommend to Council that the findings and management comments to the Interim Audit Report be endorsed***

The Local Government Amendment (Auditing) Bill 2017 brings legislative change to the Local Government Act 1995, providing for the auditing of local governments by the Office of the Auditor General (OAG).

Being engaged by OAG (Western Australia) to perform an audit of the Shire's annual financial report for the year ending 30 June 2019, Butler Settineri have recently completed their interim audit and the findings and Shire management responses are presented for Council's consideration. This marks the fourth OAG audit of the Shire under the new legislation.

STAFF COMMENT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Procurement practices	✓		
2. Security access controls			✓

KEY TO RATINGS

The ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

1. Procurement practices

Finding

During our sample testing of payments made throughout the year we noted:

- 11 instances where the required number of quotes was not obtained prior to engaging a supplier for goods/services;
- 2 invoices without purchase orders;
- 13 purchase orders were raised after the invoice date;
- 1 instance where an invoice was not authorised by an employee with the appropriate delegated authority; and
- 17 supplier invoices were not marked by staff with a reference to the supporting PO.

Rating: Significant

Implication

The Shire has not adhered to the purchasing policy and the Local Government (Financial Management) Regulations. There is an increased risk of favouritism of suppliers, not obtaining value for money and unauthorised goods/services may be purchased and increases the likelihood of financial loss to the Shire.

Recommendation

We recommend:

1. Council review the purchasing process to ensure the required number of quotes is obtained prior to engaging a supplier for goods/services;
2. Staff are reminded of appropriate procurement policies and practices and ensure purchase orders are raised and appropriately approved prior to goods/services being ordered. It is further recommended that supplier invoices are marked by staff with a reference to the supporting PO.

Management comment

Noted.

Responsible person: Raymond Griffiths

Completion date:**2. Security access controls****Finding**

We noted that the server and records room are not securely locked and are open to unauthorized access by members of staff.

Rating: Minor**Implication:**

The server and records room could be accessed by unauthorised persons increasing the risk of damage to the server and sensitive or confidential information being compromised.

Recommendation:

We recommend that both the server and records room be securely locked when not in use and access is restricted to appropriate personnel.

Management comment

The server room is available for access by staff only. The server is locked by a password to ensure it cannot be accessed by anyone.

Members of the public aren't permitted in the main office area, they only ever access Chambers for public question time or Council's Managers office or meeting room for meetings of which they are escorted by employees.

When the facilities and our offices are not in use the Strong Safe is locked and the Main office is locked and secured by security alarm and CCTV.

Responsible person: Raymond Griffiths

Completion date:

TEN YEAR FINANCIAL PLAN

Nil

FINANCIAL IMPLICATIONS

Nil

STATUTORY IMPLICATIONS

Local Government Amendment (Auditing) Act 2017

7.12AJ. Conducting a performance audit

(1) The Auditor General Act section 18 applies in relation to a local government as if —

(a) the local government were an agency; and

(b) money collected, received or held by any person for or on behalf of the local government were public money; and

(c) money collected, received or held by the local government for or on behalf of a person other than the local government were other money; and

(d) property held for or on behalf of the local government, other than money referred to in paragraph (b), were public property; and Local Government (Audit) Regulations 1996 (as amended)

(e) property held by the local government for or on behalf of a person other than the local government were other property; and

(f) the reference in the Auditor General Act section 18(2)(d) to “legislative provisions, public sector policies or its own internal policies;” were a reference to “legislative provisions or its own internal policies;”.

(2) A performance audit is taken for the purposes of the Auditor General Act to have been carried out under the Auditor General Act Part 3 Division 1.

7.12AK. Reporting on a performance audit

(1) The Auditor General Act section 25 applies in relation to a performance audit as if —

(a) a local government were an agency; and

(b) the council of the local government were its accountable authority.

(2) The auditor must give a report on a performance audit to the local government.

Local Government (Audit) Regulations 1996

16. *Audit committee, functions of*

An audit committee —

(a) is to provide guidance and assistance to the local government —

(i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and

(ii) as to the development of a process to be used to select and appoint a person to be an auditor;

and

- (b) may provide guidance and assistance to the local government as to —
- (i) matters to be audited; and
 - (ii) the scope of audits; and
 - (iii) its functions under Part 6 of the Act; and
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management.

[Regulation 16 inserted in Gazette 31 Mar 2005 p. 1043.]

Local Government Act 1995 (as amended)

- section 3.57 relates to the tendering of goods and services
- section 3.59 relates to preparation of business plan for a commercial or trading enterprise
- sections 5.16, 5.18, 5.42, 5.43, 5.44, 5.45, 5.46 relates to the delegation of power/duty
- sections 5.67, 5.68, 5.73, 5.75, 5.76, 5.77, 5.88, 5.103 relates to the Disclosure of Interest by Councillors and/or Staff
- sections 7.3 to 7.9 relates to the appointment of auditors
- section 9.4 to 9.29 relates to appeal provisions
- sections 3.58 to relates to disposal of property

Subsidiary Statutory Acts and Regulations to achieve compliance

- Local Government (Uniform Local Provisions) Regulations 1996 – regulation 9
- Local Government (Functions and General) Regulations 1997 (as amended) – tenders for the supply of goods and services
- Local Government (Administration) Regulations 1996 (as amended)
- Local Government (Financial Management) Regulations 1996 (as amended)
- Local Government (Audit) Regulations 1996
- Local Government Grants Act 1978 – section 12
- Local Government (Elections) Regulations 1997

STRATEGIC COMMUNITY PLAN

Nil

COMMUNITY CONSULTATION

The following consultation took place;

- Chief Executive Officer
- Administration Staff
- Councillors

STAFF RECOMMENDATION

That Council endorse the findings and management comments to the Interim Audit.

9.6 CHEQUE LIST JULY 2020

File Number: N/A
Author: Zene Arancon, Finance Officer
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: 1. July Payment List

BACKGROUND

Accounts for payment from 1st July to 31st July 2020

TRUST

TRUST TOTAL	\$ 400.00
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MUNICIPAL FUND**Cheque Payments**

34762-34781	\$ 52,462.53
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EFT Payments

11009-11129	\$ 470,216.98
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Direct Debit Payments

	\$ 83,741.14
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TOTAL MUNICIPAL

	\$ 606,420.65
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STAFF COMMENT

During the month of July 2020, the Shire of Kellerberrin made the following significant purchases:

LGIS Property Renewal of various insurance policies for Shire 2020/2021	\$ 91,828.33
Deputy Commissioner Of Taxation GST debtors, PAYG tax, fuel tax credits & FBT fees	\$ 57,490.00
IT Vision Australia Pty Ltd Renew Synergy Soft & Universe Annual License fee 2020/2021	\$ 38,846.50
Evoke Living Homes Retention fee GROH Housing	\$ 34,399.80
LGIS Liability Renewal of various insurance policies for Shire 2020/2021	\$ 32,244.29
LGIS Workcare Renewal of various insurance policies for Shire 2020/2021	\$ 26,854.36
Central East Aged Care Alliance (CEACA) Annual contribution to CEACA 2020/2021	\$ 22,000.00
AFGRI Equipment Australia Pty Ltd Repairs for John Deere 670D Grader including labour, parts & freight	\$ 21,014.36
Youlie and Son Spreading Services Equipment hire various road works for June 2020	\$ 18,015.80

Wheatbelt East Regional Organisation of Councils Inc. WE-ROC Annual financial contribution for WEROC 2020/2021	\$ 13,200.00
Water Corporation Water charges for various Shire properties April-June 2020	\$ 11,376.60
Shire Of Kellerberrin Staff subsidy for rates 2020/2021	\$ 11,229.52
Synergy Power charges of various Shire properties April-June 2020	\$ 9,622.20
Wheatbelt Plumbing & Gas Claim works on for Rec Centre toilet upgrades materials & repairs to CEO's residence	\$ 8,851.70
United Card Services Pty Ltd Total supply June 2020	\$ 7,995.86
Avon Waste Domestic & commercial rubbish collections June 2020	\$ 7,845.70
Automated Surveys Pty Ltd Site survey, drafting & administration of King Street to Scadden Street/Leake Street Kellerberrin	\$ 7,480.00
WA Local Government Superannuation Plan Pty Ltd Staff superannuation deductions & contributions	\$ 7,337.97
WA Local Government Superannuation Plan Pty Ltd Staff superannuation deductions & contributions	\$ 7,321.68
RAMM Software Pty Ltd RAMM Annual support & maintenance fee 2020/2021	\$ 7,032.88
LGIS Insurance Broking Renewal of various policies for Shire 2020/2021	\$ 6,967.68
Western Australian Treasury Corporation GFEE Loan 117, 118, 119 & 120	\$ 6,880.30
Golden Dolden Pty Ltd Wall tiling of Doodlakine Hall	\$ 6,600.00
Avon Valley Toyota Purchase of Isuzu MUX 4x4 including add-ons & trade in vehicle for new DCEO	\$ 5,975.90
Synergy Power charges various Shire properties April-July 2020	\$ 5,399.68

TEN YEAR FINANCIAL PLAN

There is no direct impact on the Long Term Financial Plan.

FINANCIAL IMPLICATIONS

Shire of Kellerberrin 2020/2021 Operating Budget

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

11. Payment of accounts

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —
 - (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
 - (b) Petty cash systems.
- (2) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
- (3) Payments made by a local government —
 - (a) Subject to sub-regulation (4), are not to be made in cash; and
 - (b) Are to be made in a manner which allows identification of —
 - (i) The method of payment;
 - (ii) The authority for the payment; and
 - (iii) The identity of the person who authorised the payment.
- (4) Nothing in sub-regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

[Regulation 11 amended in Gazette 31 Mar 2005 p. 1048.]

12. Payments from municipal fund or trust fund

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) If the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) Otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

[Regulation 12 inserted in Gazette 20 Jun 1997 p. 2838.]

13. Lists of accounts

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) The payee's name;
 - (b) The amount of the payment;
 - (c) The date of the payment; and
 - (d) Sufficient information to identify the transaction.

- (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) For each account which requires council authorisation in that month —
 - (i) The payee's name;
 - (ii) The amount of the payment; and
 - (iii) Sufficient information to identify the transaction;
 - And
 - (b) The date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be —
 - (a) Presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) Recorded in the minutes of that meeting.

STRATEGIC COMMUNITY PLAN

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefit (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

COMMUNITY CONSULTATION

The following consultation took place;

- Chief Executive Officer
- Deputy Chief Executive Officer
- Finance Officer

STAFF RECOMMENDATION

That Council notes that during the month of July 2020, the Chief Executive Officer has made the following payments under council's delegated authority as listed in appendix A to the minutes.

1. *Municipal Fund payments totalling **\$ 606,420.65** on vouchers EFT , CHQ, Direct payments*
2. *Trust Fund payments totalling **\$ 400.00** on vouchers EFT, CHQ, Direct payments*

Shire of Kellerberrin Municipal/Trust Account Submitted For the Month Ending 31st July 2020				
	Date	Name	Description	Payment Amount
EFT11087	23/07/2020	TRUST Jacqueline Hayden	Refund bond for Hall hire	350.00
EFT11088	23/07/2020	Robert Barker	Refund bond swipe card returned #1051 Member #179	50.00
				TOTAL \$ 400.00
EFT11009	02/07/2020	EFT AFGR1 Equipment Australia Pty Ltd	Repairs for John Deere 670D Grader including labour, parts & freight	21,014.36
EFT11010	02/07/2020	Butto Fencing	Replace damaged gate, posts & fence at Depot yard	2,750.00
EFT11011	02/07/2020	Easi Fleet Pty Ltd	Staff payroll deduction	585.70
EFT11012	02/07/2020	Evoke Living Homes	Retention fee GROH Housing	34,399.80
EFT11013	02/07/2020	Farmways Kellerberrin Pty Ltd	Purchase of Pool chemicals, valves, bondo baldes & various under \$200	2,877.17
EFT11014	02/07/2020	Fleet Network Pty Ltd	Staff payroll deduction	800.21
EFT11015	02/07/2020	Floreat Medical Practice	Pre-employment medical new DCEO	194.00
EFT11016	02/07/2020	Golden Dolden Pty Ltd	Wall tiling of Doodlakine Hall	6,600.00
EFT11017	02/07/2020	LGRCEU	Staff payroll deduction	61.50
EFT11018	02/07/2020	Materials Consultants Pty Ltd	Nuclear density testing for Mather Road Kellerberrin	1,617.50
EFT11019	02/07/2020	Metal Artwork Creations	Staff badges for new Shire Office staff	43.34
EFT11020	02/07/2020	Milligan Units Inc.	Milligan Units Inc. Waterwise garden project 2019/2020 Community Budget Submissions MIN 053/19	3,000.00
EFT11021	02/07/2020	PW & PM Graham	Claim works on renovations of Doodlakine Hall & Caravan Park dongas	3,762.00
EFT11022	02/07/2020	Perfect Computer Solutions	IT support site visit 24/06/2020	1,614.00
EFT11023	02/07/2020	Perth Energy	Power charges at George St - Caravan Park May to June 2020	1,457.46
EFT11024	02/07/2020	Perth Safety Products	Purchase of various road signs	539.00
EFT11025	02/07/2020	Pet Friendly	Business advertisement 20/21 www.petfriendly.com.au @ Caravan Park	77.00
EFT11026	02/07/2020	R Munns Engineering Consulting Services	Consultant/project management fee for various road works	2,164.18
EFT11027	02/07/2020	Sam Williams	Labour hire for June 2020	1,452.00
EFT11028	02/07/2020	Shire of Bruce Rock	Dry hire for smooth roller for various roadworks May 2020	2,805.00
EFT11029	02/07/2020	Smith Earthmoving Pty Ltd	Semi hire for various roadworks April 2020	1,144.00
EFT11030	02/07/2020	Social Club Fund	Staff payroll deductions	60.00
EFT11031	02/07/2020	Toll Transport Pty Ltd	Freight charges from various creditors	32.18
EFT11032	02/07/2020	WA Contract Ranger Services Pty Ltd	Ranger services fees May-June 2020	420.75
EFT11033	02/07/2020	WCS Concrete Pty Ltd	Supply & delivery of 12m ³ of 6% stabilised sand	2,085.60
EFT11034	02/07/2020	Wheatbelt Plumbing & Gas	Claim works on for Rec Centre toilet upgrade including materials & repairs to CEO's residence	8,851.70
EFT11035	02/07/2020	Youlie and Son Spreading Services	Equipment hire various road works for June 2020	18,015.80
EFT11036	03/07/2020	Carabooda Pty Ltd	Install & supply lawn for DCEO's residence	1,424.78
EFT11037	16/07/2020	AMPAC Debt Recovery (WA) Pty Ltd	Commissions & costs June 2020	1,030.70
EFT11038	16/07/2020	Air Liquide WA Pty Ltd	Cylinder fee - med oxy June 2020	16.08
EFT11039	16/07/2020	All-Ways Foods PTY LTD	Purchase of cleaning supplies for Shire Office, Caravan Park & Rec Centre	263.60
EFT11040	16/07/2020	Australia Post	Total supply June 2020	214.38
EFT11041	16/07/2020	Automated Surveys Pty Ltd	Site survey, drafting & administration of King Street to Scadden Street/Leake Street Kellerberrin	7,480.00
EFT11042	16/07/2020	Avon Waste	Domestic & commercial rubbish collections June 2020	7,845.70
EFT11043	16/07/2020	BOC Limited	Oxygen industrial E2 size, Oxygen industrial G size, argon welding E2 size, Dissolved acetylene E size, argon shield universal G size, E2 size	151.49
EFT11044	16/07/2020	Bob Waddell & Associates Pty Ltd	Consultant fee with the 2019/2020 AFR	132.00
EFT11045	16/07/2020	Central East Aged Care Alliance (CEACA)	Annual contribution to CEACA 2020/2021	22,000.00
EFT11046	16/07/2020	Crystal Printing Solutions (Worldwide East Perth)	Business cards for Caravan Park & new DCEO	235.00
EFT11047	16/07/2020	Cummins South Pacific Pty Ltd	Purchase of water pump kit & o-ring for various Depot vehicles	664.90
EFT11048	16/07/2020	DKT Rural Agencies	Purchase of plants for DCEO's residence & various under \$200	142.35
EFT11049	16/07/2020	Dylan Copeland	Project management fees including site visits & meeting June 2020	1,936.00
EFT11050	16/07/2020	Easi Fleet Pty Ltd	Staff payroll deductions	585.70
EFT11051	16/07/2020	Envirodean WA Pty Ltd	Monthly hire of envirodean 600 parts washer S/N 6-445 July 2020	181.50
EFT11052	16/07/2020	Farmways Kellerberrin Pty Ltd	Purchase of oil hydraulic, clamps, bondo drill & various under \$200	1,915.77
EFT11053	16/07/2020	Fegan Building Surveying	Building surveyor fees June 2020	330.00
EFT11054	16/07/2020	Fleet Network Pty Ltd	Staff payroll deductions	800.21
EFT11055	16/07/2020	Great Southern Fuel Supplies	Total supply June 2020	1,502.08
EFT11056	16/07/2020	IXOM Operations Pty Ltd	Chlorine gas purchase & rental for Dam & Swimming Pool June 2020	124.12
EFT11057	16/07/2020	Innes & Co	Hire of semi for various roadworks May 2020	3,217.50
EFT11058	16/07/2020	ItiVision Australia Pty Ltd	Renew Synergy Soft & Universe Annual License fee 2020/2021	38,848.50
EFT11059	16/07/2020	Kellerberrin Community Resource Centre	Licensing commission May 2020	2,798.20
EFT11060	16/07/2020	Kellerberrin Farmers Co-op	Refreshments Shire Office & Depot June 2020	933.68

EFT11061	16/07/2020	Kellerberrin Pharmacy	Total supply June 2020	79.94
EFT11062	16/07/2020	LGRCEU	Staff payroll deductions	61.50
EFT11063	16/07/2020	Landgate	Other DLI invoices	78.60
EFT11064	16/07/2020	Local Health Authorities Analytical Committee	Analytical services for 2020/2021	254.65
EFT11065	16/07/2020	Materials Consultants Pty Ltd	Surveying fee for Mather Road Kellerberrin	561.00
EFT11066	16/07/2020	McInosh & Son Wa	Purchase of rubber side step	216.29
EFT11067	16/07/2020	McLeods Barristers And Solicitors	Professional fees for transfer of land title	488.88
EFT11068	16/07/2020	Merredin Crane Hire	Crane hire for the retrieval of semi trailer	2,541.00
EFT11069	16/07/2020	Metal Artwork Creations	Staff badge for new Shire Office staff	14.30
EFT11070	16/07/2020	PW & PM Graham	Claim works on Doodlakine Hall renovations, Pony Club & Rec Centre	1,716.00
EFT11071	16/07/2020	Peak Transport	Various freight charges from creditors	272.69
EFT11072	16/07/2020	Protection Engineering Pty Ltd	Rec Centre monthly routine inspection of fire protection systems July 2020	250.44
EFT11073	16/07/2020	RAMM Software Pty Ltd	RAMM Annual support & maintenance fee 2020/2021	7,032.88
EFT11074	16/07/2020	STS West Pty Ltd	Purchase of batteries, tyres & repairs for various Depot vehicles	1,420.00
EFT11075	16/07/2020	Santa Lucia Forestry	Baandee North Road federal clearing project	4,181.10
EFT11076	16/07/2020	Shire Of Cunderdin	Velo software charges & annual subscription online training platform 20/21	456.91
EFT11077	16/07/2020	Shire Of Merredin	Environmental Health Officer services June 2020	1,100.00
EFT11078	16/07/2020	Shire of Northam	Old quarry road tipping fees May 2020	2,359.85
EFT11079	16/07/2020	Social Club Fund	Staff payroll deductions	65.00
EFT11080	16/07/2020	Spyker Business Solutions	Q1 CCTV maintenance fee 2020/2021	2,487.32
EFT11081	16/07/2020	Startrack Express	Freight from Perth Safety Products	57.11
EFT11082	16/07/2020	Toll Transport Pty Ltd	Freight to Waters Examiners	10.73
EFT11083	16/07/2020	United Card Services Pty Ltd	Total supply June 2020	7,995.86
EFT11084	16/07/2020	West Coast on Hold	Monthly messages on hold July 2020	69.00
EFT11085	16/07/2020	Western Australian Local Government Association	Procurement and Contract Management Fundamentals (eLearning) Admin staff	215.00
EFT11086	16/07/2020	Westrac	Purchase of washers, gaskets, lock nuts & spacers for various Depot vehicles	926.70
EFT11089	30/07/2020	A & B Canvas Australia	Purchase of windsock for Airport	294.50
EFT11090	30/07/2020	AFGRI Equipment Australia Pty Ltd	Purchase of switch, key & parts for various Depot vehicles	1,672.71
EFT11091	30/07/2020	All-Ways Foods PTY LTD	Purchase of cleaning materials for Shire Office, Caravan Park & Rec Centre	321.95
EFT11092	30/07/2020	AnT Souther	Pump out waste Rec Centre & Caravan Park	400.00
EFT11093	30/07/2020	Armadale Lock & Key Service	Purchase of restricted keys for various standbys	71.50
EFT11094	30/07/2020	Avon Valley Toyota	Purchase of Isuzu MUX 4x4 including add-ons & trade in vehicle for new DCEO	5,975.90
EFT11095	30/07/2020	Bob Waddell & Associates Pty Ltd	Consultant fee assistance for 20/21 budget preparations	2,541.00
EFT11096	30/07/2020	Change Energy	Power charges District Club June-July 2020	2,671.55
EFT11097	30/07/2020	Chatfield's Tree Nursery	Purchase of trees for approved various locations (Federal Funding)	2,046.56
EFT11098	30/07/2020	Comfort Style Merredin	Purchase of mattress for Caravan Park	329.00
EFT11099	30/07/2020	Coia Wa	COTA WA Organisational membership annual fee 2020/2021	65.00
EFT11100	30/07/2020	Easi Fleet Pty Ltd	Staff payroll deductions	585.70
EFT11101	30/07/2020	Farmways Kellerberrin Pty Ltd	Purchase of drum pump, hose ends & various under \$200	2,007.88
EFT11102	30/07/2020	Five Star Business Equipment & Communications	Billing for black meter & colour meter July 2020	458.79
EFT11103	30/07/2020	Fleet Network Pty Ltd	Staff payroll deductions	800.21
EFT11104	30/07/2020	Geraldine Nominees T/AS Daimler Trucks Perth	Purchase of fuel filter kits for various Depot vehicles	242.98
EFT11105	30/07/2020	Info Council Pty Ltd	Infocouncil annual helpdesk fee 2020/2021	4,323.00
EFT11106	30/07/2020	J. Blackwood & Son Pty Ltd	Purchase of roll towels, adaptable boxes & bolts for various Depot vehicles	847.23
EFT11107	30/07/2020	Kellerberrin Community Resource Centre	Monthly Library payment, Information Bay contribution & advertising June 2020	1,975.93
EFT11108	30/07/2020	Kellerberrin Medical Centre	Medical examination new outside staff	143.00
EFT11109	30/07/2020	LGIS Insurance Broking	Renewal of various insurance policies for Shire 2020/2021	6,967.68
EFT11110	30/07/2020	LGIS Liability	Renewal of various insurance policies for Shire 2020/2021	32,244.29
EFT11111	30/07/2020	LGIS Property	Renewal of various insurance policies for Shire 2020/2021	91,828.33
EFT11112	30/07/2020	LGIS Workcare	Renewal of various insurance policies for Shire 2020/2021	26,854.36
EFT11113	30/07/2020	LGRCEU	Staff payroll deductions	61.50
EFT11114	30/07/2020	Local Government Professional Australia WA	Gold Local Government membership subscription 2020/2021	3,300.00
EFT11115	30/07/2020	Major Motors Pty Ltd	Purchase of oil filters for various Depot vehicles	635.14
EFT11116	30/07/2020	McInosh & Son Wa	Purchase of filter for Depot vehicle	108.23
EFT11117	30/07/2020	PW & PM Graham	Claim works for Doodlakine Hall renovations & DCEO residence	1,848.00
EFT11118	30/07/2020	Perth Energ	Power charges Caravan Park June-July 2020	1,711.41

EFT11119	30/07/2020	Shire of Northam	Old quarry tipping fees June 2020	2,311.75
EFT11120	30/07/2020	Social Club Fund	Staff payroll deductions	75.00
EFT11121	30/07/2020	Succulent Foods	Refreshments for CEACA meeting	80.00
EFT11122	30/07/2020	Toll Transport Pty Ltd	Freight charges from various creditors	342.82
EFT11123	30/07/2020	Truckline	Purchase of coupling ring feeder for Depot vehicle	1,458.19
EFT11124	30/07/2020	WA Contract Ranger Services Pty Ltd	Ranger services fees for July 2020	864.87
EFT11125	30/07/2020	Western Australian Treasury Corporation	GFEE Loan 117, 118, 119 & 120	6,880.30
EFT11126	30/07/2020	Westrac	Purchase of baskets, switches & o-rings for various Depot vehicles	281.88
EFT11127	30/07/2020	Wheatbelt East Regional Organisation of Councils Inc. WE-ROC	Annual financial contribution for WEROC 2020/2021	13,200.00
EFT11128	30/07/2020	Woodstock Electrical Services	Claim works done for Shire Office, MWS residence & GSG shed	2,891.21
EFT11129	30/07/2020	Wurth Australia Pty Ltd	Purchase of endoscope probe	288.39
				TOTAL \$ 470,216.98
34762	02/07/2020	CHEQUE Robert John Scott	Refund overpaid debtor	3.00
34763	02/07/2020	Shire of Kellerberrin Licensing	Renewal fee for Depot vehicle	24.00
34764	02/07/2020	Synergy	Power charges of various Shire properties April-June 2020	9,622.20
34765	02/07/2020	Telstra	Phone charges CEO residence June 2020	110.00
34766	02/07/2020	Water Corporation	Water charges for various Shire properties April-June 2020	11,378.60
34767	02/07/2020	Wheatbelt Aquaculture Community Support Services Inc	Contribution to Rural Family Counselling service 2020/2021	550.00
34768	07/07/2020	Shire of Kellerberrin Licensing	Renewal fee Shire bus	558.95
34769	16/07/2020	Cash	Phone credit for waste transfer station, petty cash & staff meals	256.40
34770	16/07/2020	Housing Authority - Meredin	Charges at 73 Gregory St KBN - GROH April-June 2020	118.27
34771	16/07/2020	Origin	LPG equipment fee June 2020	939.40
34772	16/07/2020	Shire of Kellerberrin Licensing	Renewal fees for various Depot vehicles	434.10
34773	16/07/2020	Stephen Halligan	Overpaid debtors refund	20.00
34774	16/07/2020	Synergy	Power charges various Shire properties April-July 2020	5,399.68
34775	16/07/2020	Water Corporation	Water charges various Shire properties April-June 2020	4,550.61
34776	23/07/2020	Shire Of Kellerberrin	Staff subsidy for rates 2020/2021	11,228.52
34777	30/07/2020	Komatsu	Purchase of filter for various Depot vehicles	180.48
34778	30/07/2020	Noordeman Diesel Pty Ltd	Service & repairs for Liuqong loader	3,725.86
34779	30/07/2020	Shire of Kellerberrin Licensing	Renewals fees for MWS vehicle & depot vehicle	227.05
34780	30/07/2020	Telstra	Phone & internet charges for various Shire properties June-July 2020	2,808.19
34781	30/07/2020	Water Corporation	Water charges for standpipe May-July 2020	327.22
				TOTAL \$ 52,462.53
DD7272.1	01/07/2020	DIRECT DEBIT Westnet Pty Ltd	Monthly fees for administration internet July 2020	4.99
DD7274.1	01/07/2020	Maia Financial Pty Ltd	Matrix cardio upgrade July-September 2020	3,121.83
DD7288.1	06/07/2020	VISA Payments - National Australia Bank	Various visa transactions CEO & DCEO July 2020	3,488.46
DD7289.1	07/07/2020	Driver And Vehicle Services Department Of Transport	Department of Transport Inspections	82.76
DD7291.1	07/07/2020	Housing Authority - Meredin	Housing Authority 73 Gregory Street Kellerberrin	420.00
DD7293.1	09/07/2020	WA Local Government Superannuation Plan Pty Ltd	Staff superannuation deductions & contributions	7,321.68
DD7293.2	09/07/2020	Australian Super	Staff superannuation deductions & contributions	465.05
DD7293.3	09/07/2020	Macquarie Investment Management Ltd	Staff superannuation deductions & contributions	369.25
DD7293.4	09/07/2020	Host Plus	Staff superannuation contributions	200.96
DD7293.5	09/07/2020	MLC Superannuation	Staff superannuation contributions	161.25
DD7293.6	09/07/2020	Colonial First State	Staff superannuation contributions	223.43
DD7293.7	09/07/2020	AMP Retirement Trust	Staff superannuation contributions	185.20
DD7297.1	07/07/2020	Australian Communications & Media Authority	Land Mobile/ CBRS Repeater Licence	91.00
DD7304.1	17/07/2020	Deputy Commissioner Of Taxation	GST debtors, PAYG tax, fuel tax credits & FBT fees	57,490.00
DD7306.1	21/07/2020	Housing Authority - Meredin	73 Gregory Street Kellerberrin Department of Housing	420.00
DD7309.1	23/07/2020	WA Local Government Superannuation Plan Pty Ltd	Staff superannuation deductions & contributions	7,337.97
DD7309.2	23/07/2020	Australian Super	Staff superannuation deductions & contributions	647.00
DD7309.3	23/07/2020	Macquarie Investment Management Ltd	Staff superannuation deductions & contributions	369.25
DD7309.4	23/07/2020	Host Plus	Staff superannuation contributions	677.78
DD7309.5	23/07/2020	SunSuper	Staff superannuation contributions	60.64
DD7309.6	23/07/2020	MLC Superannuation	Staff superannuation contributions	161.25
DD7309.7	23/07/2020	Colonial First State	Staff superannuation contributions	213.40
DD7309.8	23/07/2020	AMP Retirement Trust	Staff superannuation contributions	182.99
DD7317.1	23/07/2020	Australian Communications & Media Authority	License renewal fee 2020/2021	45.00
				TOTAL \$ 83,741.14
				Municipal (EFT & Cheques) \$ 522,679.51
				Direct Debit \$ 83,741.14
				TOTAL \$ 606,420.65
				Trust Total \$ 400.00

9.7 DIRECT DEBIT LIST AND VISA CARD TRANSACTIONS - JULY 2020

File Number: N/A
Author: Brett Taylor, Senior Finance Officer
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: Nil

BACKGROUND

Please see below the Direct Debit List and Visa Card Transactions for the month of July 2020.

Municipal Direct Debit List				
Date	Name	Details	\$	Amount
1-Jul-20	NAB	Merchant Fees - Trust		0.44
1-Jul-20	NAB	Merchant Fees - Caravan Park		20.12
1-Jul-20	Westnet	Internet Fees		4.99
1-Jul-20	NAB	Merchant Fees - Muni		24.03
1-Jul-20	NAB	Merchant Fees- CRC		145.07
1-Jul-20	Alleasing	Gym Equipment		3,121.83
2-Jul-20	Shire of Kellerberrin	Creditors		118,524.25
3-Jul-20	Shire of Kellerberrin	Creditors		1,424.78
7-Jul-20	Department of Transport	Vehicle Inspections		82.76
7-Jul-20	Department of Housing	Rent		420.00
9-Jul-20	ACMA	Licence-Communication Hut		91.00
9-Jul-20	Shire of Kellerberrin	Super Choice		8,926.82
9-Jul-20	Shire of Kellerberrin	Pay Run		52,528.62
16-Jul-20	Shire of Kellerberrin	Creditors		128,260.21
17-Jul-20	ATO	BAS June		57,490.00
21-Jul-20	Department of Housing	Rent		420.00
23-Jul-20	ACMA	Licence - Airport		45.00
23-Jul-20	Shire of Kellerberrin	Super choice		9,650.28
23-Jul-20	Shire of Kellerberrin	Pay Run		56,707.76
28-Jul-20	Shire of Kellerberrin	Creditors		222,007.74
28-Jul-20	NAB	NAB Connect Fees		49.23
31-Jul-20	NAB	Bank Fees - Trust		10.00
31-Jul-20	NAB	BPAY Fees		23.92
31-Jul-20	NAB	Bank Fees - Muni		43.70
31-Jul-20	NAB	Merchant Fees - Caravan Park		15.44
31-Jul-20	NAB	Merchant Fees - Trust		21.55
31-Jul-20	NAB	Merchant Fees - Muni		64.85

31-Jul-20	NAB	Merchant Fees - CRC		178.33
		TOTAL	\$	660,302.72
Trust Direct Debit List				
Date	Name	Details	\$	Amount
31-Jul-20	Department of Transport	Licencing July 2020		47,640.20
		TOTAL	\$	47,640.20
Visa Transactions				
Date	Name	Details	\$	Amount
15-Jul-20	Western Cardiology	Appointment - Tony Scutter Workers Comp		310.00
20-Jul-20	CANVA	Canva Programme Administration Use		167.88
23-Jul-20	Mundaring Hotel	Refreshments		189.20
28-Jul-20	NAB	Card Fee		9.00
		TOTAL - CEO	\$	676.08
Date	Name	Details	\$	Amount
		TOTAL -DCEO		0.00
		TOTAL VISA TRANSACTIONS	\$	676.08

STAFF COMMENT

The Direct Debit List and Visa Card Transactions are presented for Council to note for the month of July 2020.

TEN YEAR FINANCIAL PLAN

There are no direct implication on the Long Term Financial Plan.

FINANCIAL IMPLICATIONS

Financial Management of 2020/2021 Budget.

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report — s. 6.4

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - (b) budget estimates to the end of the month to which the statement relates;
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;

- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity December be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

STRATEGIC COMMUNITY PLAN

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefit (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

COMMUNITY CONSULTATION

The following consultation took place;

- Chief Executive Officer
- Deputy Chief Executive Officer
- Senior Finance Officer

STAFF RECOMMENDATION

That Council note the direct debit list for the month of July 2020 comprising of;

- (a) Municipal Fund – Direct Debit List*
- (b) Trust Fund – Direct Debit List*
- (c) Visa Card Transactions*

9.8 FINANCIAL ACTIVITY STATEMENT - JULY 2020

File Number: FIN
Author: Brett Taylor, Senior Finance Officer
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: 1. Financial Statement July 2020

BACKGROUND

The Regulations detail the form and manner in which financial activity statements are to be presented to the Council on a monthly basis, and are to include the following:

- Annual budget estimates
- Budget estimates to the end of the month in which the statement relates
- Actual amounts of revenue and expenditure to the end of the month in which the statement relates
- Material variances between budget estimates and actual revenue/expenditure (including an explanation of any material variances)
- The net current assets at the end of the month to which the statement relates (including an explanation of the composition of the net current position)

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year.

At its meeting on 23rd July 2019, the Council adopted (MIN128/19) the following material variance reporting threshold for the 2019/20 financial year:

“PART F – MATERIAL VARIANCE REPORTING FOR 201Y/201Z

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2019/2020 for reporting material variances shall be 10% or \$10,000, whichever is the greater.”

STAFF COMMENT

Pursuant to Section 6.4 of the Local Government Act 1995 (the Act) and Regulation 34(4) of the Local Government (Financial Management) Regulations 1996 (the Regulations), a local government is to prepare, on a monthly basis, a statement of financial activity that reports on the Shire's financial performance in relation to its adopted / amended budget.

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance on a year to date basis for the period ending 31 July 2020.

TEN YEAR FINANCIAL PLAN

Financial Management of 2020/2021 Budget.

FINANCIAL IMPLICATIONS

Financial Management of 2020/2021 Budget.

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report — s. 6.4

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - (b) budget estimates to the end of the month to which the statement relates;
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

STRATEGIC COMMUNITY PLAN

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

COMMUNITY CONSULTATION

The following consultation took place;

- Chief Executive Officer
- Deputy Chief Executive Officer
- Senior Finance Officer

STAFF RECOMMENDATION

That Council adopt the Financial Report for the month of July 2020 comprising;

- (a) *Statement of Financial Activity*
- (b) *Note 1 to Note 13*



SHIRE OF KELLERBERRIN

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

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF KELLERBERRIN
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2020

SUMMARY INFORMATION

Items of Significance

The material variance adopted by the Shire of Kellerberrin for the 2019/20 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of significant/material variance is disclosed in Note 16.

	% Collected / Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
Significant Projects					
Baandee Nth Rd - 19/20 RRG Program - SLK 10.54 - 16.80	Unbudgeted	0	0	0	0
Baandee North - Federal Government Funding - 16.80kms or	Unbudgeted	0	0	3,801	(3,801)
Chambers Street - Highway to Hammond Street Reconstruct	Unbudgeted	0	0	0	0
Dowding St - Commodity Route Funding - Reconstruct full lei	Unbudgeted	0	0	0	0
Keller-Bencubbin Rd - Commodity Route Program works (Till	Unbudgeted	0	0	0	0
Mather Road - Commodity Route Funding - Reconstruct CBH	Unbudgeted	0	0	0	0
Bath Street	Unbudgeted	0	0	0	0
Gravel Sheeting - Budget Purposes	0%	545,323	45,441	0	45,441
Gravel Sheeting - Fire Road	Unbudgeted	0	0	0	0
Gravel Sheeting - Goldfields Road	Unbudgeted	0	0	0	0
Gravel Sheeting - Johns Road	Unbudgeted	0	0	0	0
Gravel Sheeting - Morrison Road	Unbudgeted	0	0	941	(941)
Gravel Sheeting - Steber Road	Unbudgeted	0	0	0	0
Gravel Sheeting - Yerapin Road	Unbudgeted	0	0	0	0
Footpath Construction	Unbudgeted	0	0	0	0
Cemetery Upgrades 2018-2019	Unbudgeted	0	0	0	0
Centenary Park Car Park Construction and Sealing	Unbudgeted	0	0	0	0
Caravan Park Upgrades 18/19 - Ensuite & Outdoor Kitchen	Unbudgeted	0	0	0	0
Caravan Park - Purchase and locate Donga Purchased from C	Unbudgeted	0	0	0	0
Standpipe Reader Installation	0%	30,000	2,500	0	2,500
Purchase and Install Digital Notice Board - Main Street	Unbudgeted	0	0	50	(50)
Grants, Subsidies and Contributions					
Operating Grants, Subsidies and Contributions	0%	1,246,710	103,889	0	(103,889)
Non-operating Grants, Subsidies and Contributions	0%	2,079,854	173,319	0	(173,319)
	0%	3,326,564	277,208	0	(277,208)
Rates Levied	99%	2,251,616	187,634	2,222,353	2,034,719

% Compares current ytd actuals to annual budget

		Prior Year 31 July 2019	Current Year 31 July 2020
Financial Position			
Adjusted Net Current Assets	74%	\$ 4,156,907	\$ 3,092,503
Cash and Equivalent - Unrestricted	45%	\$ 2,045,713	\$ 915,868
Cash and Equivalent - Restricted	238%	\$ 922,787	\$ 2,195,563
Receivables - Rates	99%	\$ 2,409,635	\$ 2,392,345
Receivables - Other	76%	\$ 395,664	\$ 298,806
Payables	43%	\$ 336,275	\$ 144,018

% Compares current ytd actuals to prior year actuals at the same time

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.

**SHIRE OF KELLERBERRIN
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2020**

BASIS OF PREPARATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 July 2020
Prepared by: Brett Taylor (Senior Finance Officer)
Reviewed by: Raymond Griffiths (CEO)

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), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 14.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable

from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

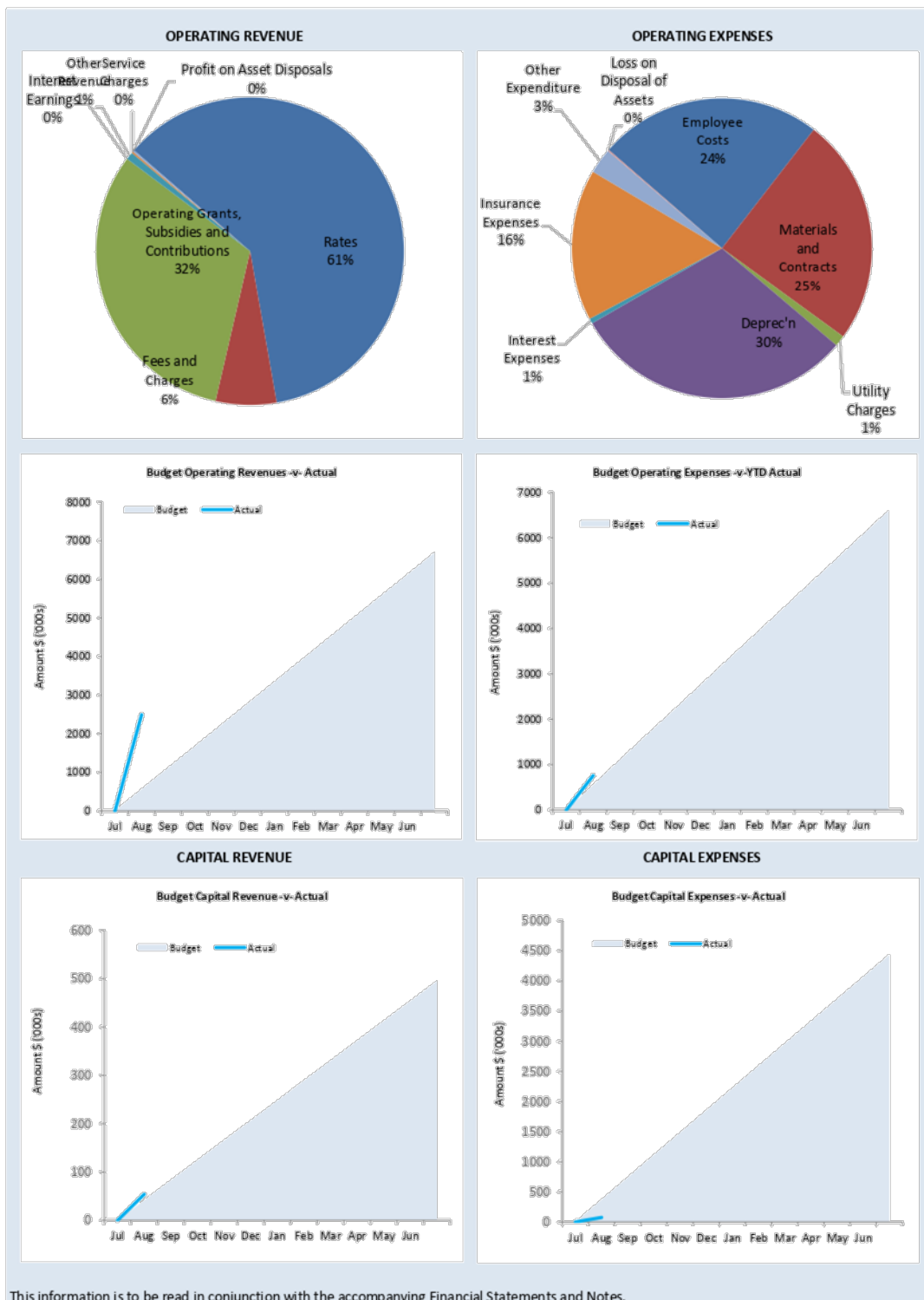
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

ROUNDING OFF FIGURES

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

**SHIRE OF KELLERBERRIN
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2020**

SUMMARY GRAPHS



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

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources	Administration and operation of facilities and services to members of Council; Other costs that 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 community	Supervision of various by-laws, fire prevention, emergency services and animal control
HEALTH To provide an operational framework for good community health.	Food quality and pest control, immunisation services.
EDUCATION AND WELFARE To meet the needs of the community in these areas	Provision of Pre-School facilities
HOUSING To provide and maintain housing for staff and the community.	Provision and maintenance of housing for staff and the community.
COMMUNITY AMENITIES To provide services required by the	Rubbish collection services, operation of tips, noise control, administration of town planning scheme, maintenance of cemetery and provision of Land Care Services.
RECREATION AND CULTURE To establish and manage efficiently infrastructure and resources which will help the social well being of the community	Maintenance of halls, aquatic centre, recreation centre, reserves and parks, library
TRANSPORT To provide effective and efficient transport services to the community	Construction and maintenance of streets, roads, bridges; cleaning and lighting of streets, depot maintenance, licensing services and airstrip maintenance
ECONOMIC SERVICES To help promote the Shire and improve its economic wellbeing	The regulation and provision of tourism, area promotion, building control, sale yards, noxious weeds, vermin control and standpipes
OTHER PROPERTY AND SERVICES Pooled costs and other unclassified transactions	Private works operations, plant repairs and operations costs.

SHIRE OF KELLERBERRIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020

STATUTORY REPORTING PROGRAMS

	Note	Adopted Annual Budget (b)	Amended Annual Budget (c)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
Opening Funding Surplus(Deficit)	1	1,155,609	1,155,606	1,155,606	1,155,606	0	0%		
Revenue from operating activities									
Governance		27,538	27,538	2,293	3,297	1,004	44%	▲	
General Purpose Funding - Rates	5	2,251,616	2,251,616	187,634	2,222,353	2,034,719	1084%	▲	\$
General Purpose Funding - Other		1,154,060	1,154,060	96,168	75,294	(20,874)	(22%)	▼	\$
Law, Order and Public Safety		33,498	33,498	2,790	425	(2,365)	(85%)	▼	
Health		13,444	13,444	1,119	1,195	76	7%	▲	
Education and Welfare		5,200	5,200	433	400	(33)	(8%)	▼	
Housing		3,000	3,000	249	0	(249)	(100%)	▼	
Community Amenities		178,826	178,826	14,898	129,429	114,531	769%	▲	\$
Recreation and Culture		37,250	37,250	3,101	1,350	(1,751)	(56%)	▼	
Transport		158,879	158,879	13,238	449	(12,789)	(97%)	▼	\$
Economic Services		431,601	431,601	35,964	30,615	(5,349)	(15%)	▼	
Other Property and Services		311,945	311,945	25,994	26,077	83	0%	▲	
		4,606,857	4,606,857	383,881	2,490,883				
Expenditure from operating activities									
Governance		(761,402)	(761,402)	(63,428)	(105,210)	(41,782)	(66%)	▼	\$
General Purpose Funding		(256,791)	(256,791)	(21,395)	(32,974)	(11,579)	(54%)	▼	\$
Law, Order and Public Safety		(159,305)	(159,305)	(13,258)	(51,407)	(38,149)	(288%)	▼	\$
Health		(102,625)	(102,625)	(8,536)	(10,658)	(2,122)	(25%)	▼	
Education and Welfare		(33,367)	(33,367)	(2,776)	(1,063)	1,713	62%	▲	
Housing		(59,177)	(59,177)	(4,892)	(2,417)	2,475	51%	▲	
Community Amenities		(564,466)	(564,466)	(47,010)	(34,908)	12,102	26%	▲	\$
Recreation and Culture		(1,343,337)	(1,343,337)	(111,849)	(96,326)	15,523	14%	▲	\$
Transport		(2,467,702)	(2,467,702)	(205,620)	(226,639)	(21,019)	(10%)	▼	\$
Economic Services		(620,709)	(620,709)	(51,697)	(57,747)	(6,050)	(12%)	▼	
Other Property and Services		(224,966)	(224,966)	(18,729)	(135,493)	(116,764)	(623%)	▼	\$
		(6,593,846)	(6,593,846)	(549,190)	(754,842)				
Operating activities excluded from budget									
Add back Depreciation		2,702,042	2,702,042	225,151	229,945	4,794	2%	▲	
Adjust (Profit)/Loss on Asset Disposal	6	1,023	1,024	87	(5,310)	(5,397)	(6209%)	▼	
Movement in Leave Reserve (Added Back)		0	0	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Movement Due to Changes in Accounting Standards		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
Amount attributable to operating activities		716,076	716,077	59,929	1,960,677				
Investing Activities									
Non-operating Grants, Subsidies and Contributions	10	2,079,854	2,079,854	173,319	0	(173,319)	(100%)	▼	\$
Proceeds from Disposal of Assets	6	295,000	295,000	24,582	53,911	29,329	119%	▲	\$
Land Held for Resale	7	0	0	0	0	0			
Land and Buildings	7	0	0	0	0	0			
Plant and Equipment	7	(596,000)	(596,000)	(49,666)	(41,796)	7,870	16%	▲	
Furniture and Equipment	7	0	0	0	0	0			
Infrastructure Assets - Roads	7	(2,065,004)	(2,065,004)	(172,067)	(24,200)	147,867	86%	▲	\$
Infrastructure Assets - Drainage	7	0	0	0	0	0			
Infrastructure Assets - Footpaths	7	0	0	0	0	0			
Infrastructure Assets - Public Facilities	7	(1,140,000)	(1,140,000)	(94,999)	0	94,999	100%	▲	\$
Infrastructure Assets - Other	7	0	0	0	0	0			
Amount attributable to investing activities		(1,426,150)	(1,426,150)	(118,831)	(12,086)				
Financing Activities									
Proceeds from New Debentures		0	0	0	0	0			
Proceeds from New Lease Financing		0	0	0	0	0			
Proceeds from financial assets at amortised cost - self supporting loans		0	0	0	0	0			
Transfer from Reserves	9	200,000	200,000	16,666	0	(16,666)	(100%)	▼	\$
Payments for financial assets at amortised cost - self supporting loans		0	0	0	0	0			
Repayment of Debentures	8	(169,207)	(169,207)	(14,099)	(9,008)	5,091	36%	▲	
Repayment of Lease Financing Liabilities	8	(10,842)	(10,842)	(903)	(2,680)	(1,777)	(197%)	▼	
Transfer to Reserves	9	(465,483)	(465,483)	(38,789)	(6)	38,783	100%	▲	\$
Amount attributable to financing activities		(445,532)	(445,532)	(37,125)	(11,694)				
Closing Funding Surplus(Deficit)	1	3	1	1,059,579	3,092,503				

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 14 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%.

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

SHIRE OF KELLERBERRIN
KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JULY 2020

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

SHIRE OF KELLERBERRIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020

BY NATURE OR TYPE

	Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
Opening Funding Surplus (Deficit)	1	\$ 1,155,609	\$ 1,155,606	\$ 1,155,606	\$ 1,155,606	\$ 0	0%		
Revenue from operating activities									
Rates	6	2,251,616	2,251,616	187,634	2,222,353	2,034,719	1084%	▲	\$
Operating Grants, Subsidies and Contributions	10	1,246,710	1,246,710	103,889	0	(103,889)	(100%)	▼	\$
Fees and Charges		709,833	709,833	59,139	233,403	174,264	295%	▲	\$
Service Charges		0	0	0	0	0			
Interest Earnings		28,020	28,020	2,334	47	(2,287)	(98%)	▼	
Other Revenue		353,701	353,701	29,472	28,784	(689)	(2%)	▼	
Profit on Disposal of Assets	6	16,977	16,976	1,413	6,297	4,884	346%	▲	
Gain FV Valuation of Assets		0	0	0	0	0			
		4,606,857	4,606,856	383,881	2,490,884				
Expenditure from operating activities									
Employee Costs		(1,895,888)	(1,895,888)	(157,908)	(181,869)	(23,961)	(15%)	▼	\$
Materials and Contracts		(1,286,978)	(1,286,978)	(107,118)	(185,262)	(78,144)	(73%)	▼	\$
Utility Charges		(299,737)	(299,737)	(24,947)	(8,836)	16,111	65%	▲	\$
Depreciation on Non-Current Assets		(2,702,042)	(2,702,042)	(225,151)	(229,945)	(4,794)	(2%)	▼	
Interest Expenses		(91,126)	(91,126)	(7,592)	(4,123)	3,469	46%	▲	
Insurance Expenses		(185,165)	(185,165)	(15,402)	(123,218)	(107,816)	(700%)	▼	\$
Other Expenditure		(114,910)	(114,910)	(9,572)	(20,601)	(11,029)	(115%)	▼	\$
Loss on Disposal of Assets	6	(18,000)	(18,000)	(1,500)	(987)	513	34%	▲	
Loss FV Valuation of Assets		0	0	0	0	0			
		(6,593,846)	(6,593,846)	(549,190)	(754,842)				
Operating activities excluded from budget									
Add back Depreciation		2,702,042	2,702,042	225,151	229,945	4,794	2%	▲	
Adjust (Profit)/Loss on Asset Disposal	6	1,023	1,024	87	(5,310)	(5,397)	(6203%)	▼	
Movement in Leave Reserve (Added Back)		0	0	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Movement Due to Changes in Accounting Standards		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
Amount attributable to operating activities		716,076	716,076	59,929	1,960,677				
Investing activities									
Non-Operating Grants, Subsidies and Contributions	10	2,079,854	2,079,854	173,319	0	(173,319)	(100%)	▼	\$
Proceeds from Disposal of Assets	6	295,000	295,000	24,582	53,911	29,319	119%	▲	\$
Land Held for Resale	7	0	0	0	0	0			
Land and Buildings	7	0	0	0	0	0			
Plant and Equipment	7	(596,000)	(596,000)	(49,666)	(41,796)	7,870	16%	▲	
Furniture and Equipment	7	0	0	0	0	0			
Infrastructure Assets - Roads	7	(2,065,004)	(2,065,004)	(172,067)	(24,200)	147,867	86%	▲	\$
Infrastructure Assets - Drainage	7	0	0	0	0	0			
Infrastructure Assets - Footpaths	7	0	0	0	0	0			
Infrastructure Assets - Public Facilities	7	(1,140,000)	(1,140,000)	(94,999)	0	94,999	100%	▲	\$
Infrastructure Assets - Other	7	0	0	0	0	0			
Amount attributable to investing activities		(1,426,150)	(1,426,150)	(118,831)	(12,086)				
Financing Activities									
Proceeds from New Debentures		0	0	0	0	0			
Proceeds from New Lease Financing		0	0	0	0	0			
Proceeds from financial assets at amortised cost - self supporting loans		0	0	0	0	0			
Transfer from Reserves	9	200,000	200,000	16,666	0	(18,666)	(100%)	▼	\$
Payments for financial assets at amortised cost - self supporting loans		0	0	0	0	0			
Repayment of Debentures	8	(169,207)	(169,207)	(14,099)	(9,008)	5,091	36%	▲	
Repayment of Lease Financing Liabilities	8	(10,842)	(10,842)	(903)	(2,680)	(1,777)	(197%)	▼	
Transfer to Reserves	9	(465,483)	(465,483)	(38,789)	(6)	38,783	100%	▲	\$
Amount attributable to financing activities		(445,532)	(445,532)	(37,125)	(11,694)				
Closing Funding Surplus (Deficit)	1	3	(0)	1,059,579	3,092,503				

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

Refer to Note 14 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%.

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

SHIRE OF KELLERBERRIN

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

OPERATING ACTIVITIES

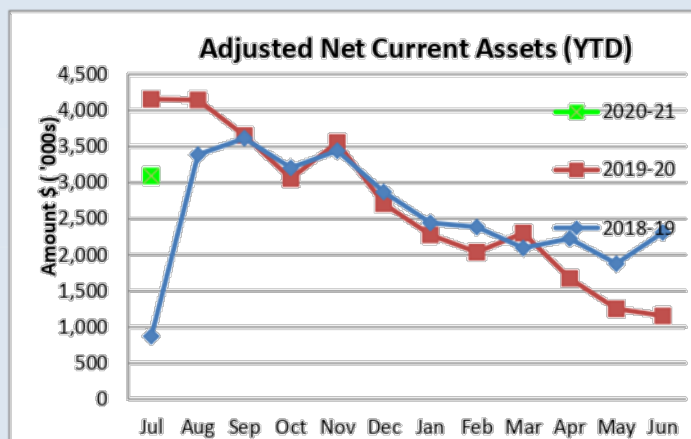
NOTE 1

ADJUSTED NET CURRENT ASSETS

Adjusted Net Current Assets	Note	Last Years Closing 30/06/2020	This Time Last Year 31/07/2019	Year to Date Actual 31/07/2020
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	1,231,624	2,045,713	915,868
Cash Restricted - Reserves	2	2,195,557	922,787	2,195,563
Cash Restricted - Bonds/Deposits	2	34,961	38,376	44,404
Receivables - Rates	3	138,939	2,409,635	2,392,345
Receivables - Other	3	170,150	395,664	298,806
Other Current Assets	4	3,562	3,562	3,562
		3,774,793	5,815,738	5,850,549
Less: Current Liabilities				
Payables	5	(340,727)	(336,275)	(144,018)
Bonds & Deposits	5	(34,961)	(39,389)	(44,404)
Contract Liabilities	11	(47,942)	(360,380)	(374,061)
Loan Borrowings	9	0	(177,562)	9,008
Lease Liabilities	9	(26)	(10,549)	(9,807)
Provisions	11	(291,443)	(216,176)	(291,443)
		(715,099)	(1,140,331)	(854,726)
Less: Cash Reserves	10	(2,195,557)	(922,787)	(2,195,563)
Add Back: Component of Leave Liability not Required to be funded	11	291,443	216,176	291,443
Add Back: Current Loan Liability	9	(0)	177,562	(9,008)
Add Back: Current Lease Liability	9	26	10,549	9,807
Net Current Funding Position		1,155,606	4,156,907	3,092,503

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD

Surplus(Deficit)

\$3.09 M

Last Year YTD

Surplus(Deficit)

\$4.16 M

SHIRE OF KELLERBERRIN

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted Reserves	Restricted Trust & Bond Deposits	Total Amount	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on Hand								
Petty Cash	Cash and cash equivalents	560			560	Cash on Hand	Nil	On Hand
At Call Deposits								
Municipal Funds	Cash and cash equivalents	317,240			317,240	NAB	Variable	At Call
Municipal Cash Maximiser Fund	Cash and cash equivalents	598,069			598,069	NAB	0.10%	At Call
Reserve Fund - Operating Bank	Cash and cash equivalents		140,406		140,406	NAB	0.10%	At Call
Restricted Bonds & Deposits and Trust Bank F	Cash and cash equivalents			44,404	44,404	NAB	0.00%	At Call
Term Deposits Maturing in < 3 Months								
Municipal Investment - Term Deposit	Cash and cash equivalents	0			0			
Reserve Investment - Term Deposit	Cash and cash equivalents		2,055,157		2,055,157	NAB	0.90%	13/09/2020
Trust Investment - Term Deposit	Cash and cash equivalents			0	0			
Term Deposits Maturing in > 3 Months								
Financial assets at amortised cost		0			0			
Financial assets at amortised cost			0		0			
Total		915,868	2,195,563	44,404	3,155,836			
Comprising								
Cash and cash equivalents		915,868	2,195,563	44,404	3,155,836			
Financial assets at amortised cost		0	0	0	0			
		915,868	2,195,563	44,404	3,155,836			

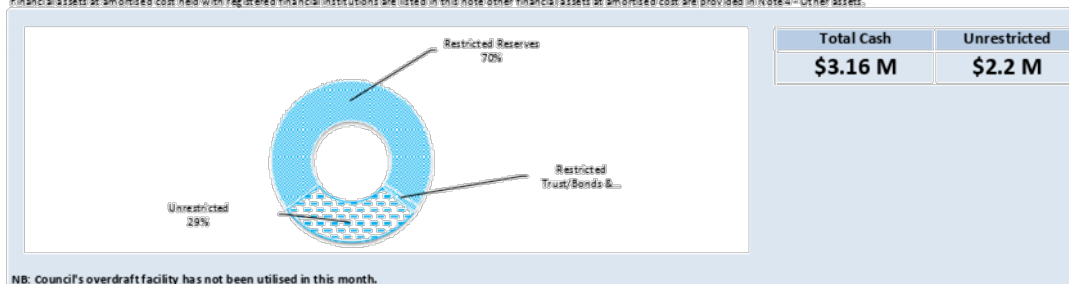
KEY INFORMATION

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 cash flows, 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.



SHIRE OF KELLERBERRIN

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2020

OPERATING ACTIVITIES

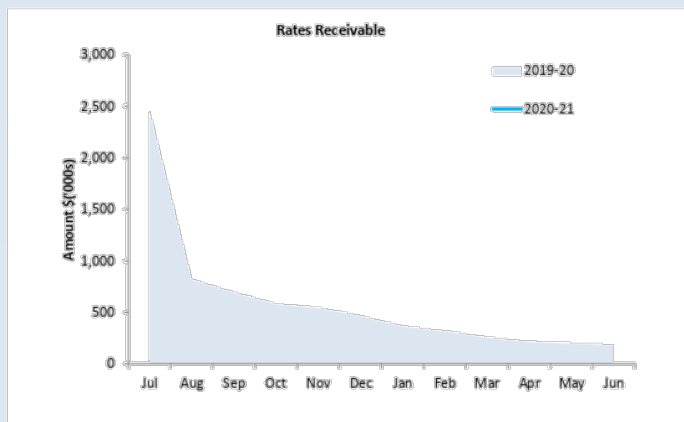
NOTE 3

RECEIVABLES

Rates Receivables	30 June 2020	31 Jul 20
Opening Arrears Previous Years	\$ 170,603	\$ 180,431
Levied this year	2,413,554	2,422,785
Less Collections to date	(2,403,726)	(169,379)
Equals Current Outstanding	180,431	2,433,838
Net Rates Collectable	180,431	2,433,838
% Collected	93.02%	6.51%

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.

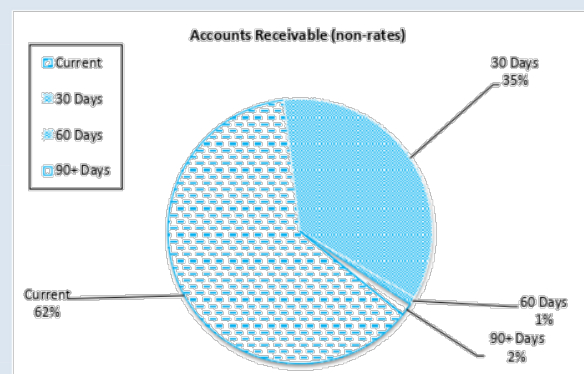


Collected	Rates Due
7%	\$2,433,838

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
Receivables - General	\$ 163,983	\$ 93,007	\$ 2,568	\$ 4,076	\$ 263,635
Percentage	62%	35%	1%	2%	
Balance per Trial Balance					
Sundry Debtors					263,635
GST Receivable					35,171
Allowance for Impairment of Receivables					0
Total Receivables General Outstanding					298,806
Amounts shown above include GST (where applicable)					

SIGNIFICANT ACCOUNTING POLICIES

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



Debtors Due
\$298,806
Over 30 Days
38%
Over 90 Days
2%

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

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 Jul 2020	Asset Increase	Asset Reduction	Closing Balance 31 Jul 2020
Other Current Assets	\$	\$	\$	\$
Other Financial Assets at Amortised Cost				
Financial assets at amortised cost - self supporting loans	0	0	0	0
Inventory				
Fuel, Visitor and Rec Centres stock on hand	3,562	0	0	3,562
Land held for resale	0	0	0	0
Accrued income and prepayments				
Accrued income and prepayments	0	0	0	0
Contract assets				
Contract assets	0	0	0	0
Total Other Current assets				3,562
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Borrowing costs and holding charges incurred after development is completed are expensed.

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

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

CONTRACT ASSETS

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

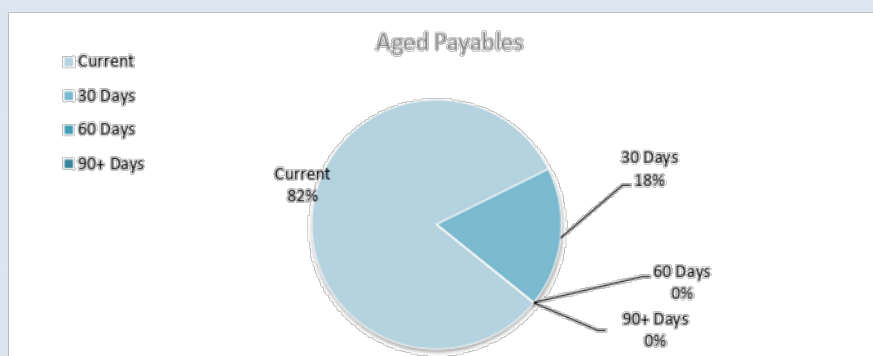
SHIRE OF KELLERBERRIN

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020OPERATING ACTIVITIES
NOTE 5
PAYABLES

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	50,921	11,253	0	(36)	62,137
Percentage	81.9%	18.1%	0%	-0.1%	
Balance per Trial Balance					
Sundry creditors - General					76,902
Bonds and deposits					44,404
ATO liabilities					52,146
Other creditors/accruals/payables					14,970
Total Payables General Outstanding					188,422
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.



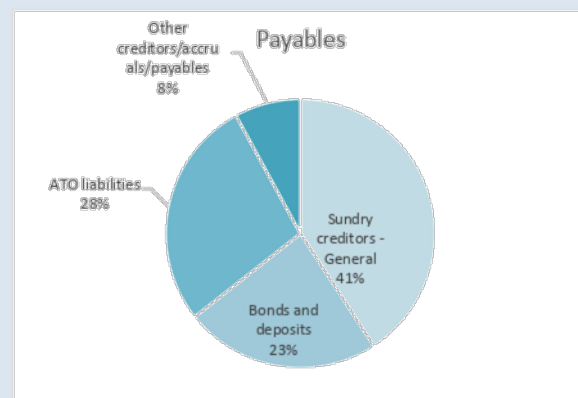
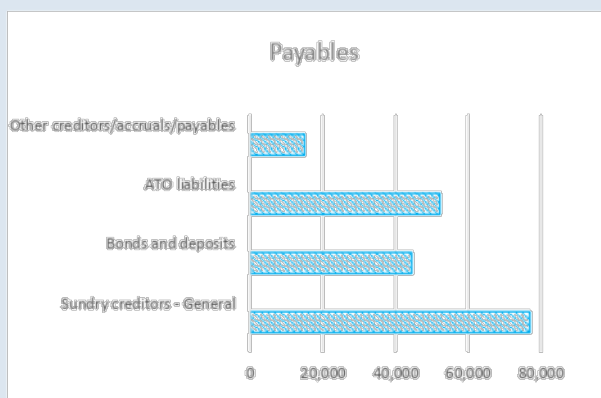
Creditors Due

\$188,422

Over 30 Days

18%

Over 90 Days

-0.1%

SHIRE OF KELLERBERRIN

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2020

OPERATING ACTIVITIES

NOTE 6

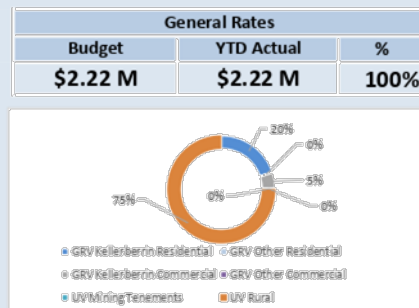
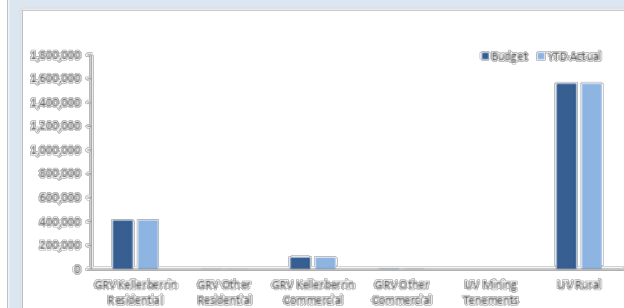
RATE REVENUE

RATE TYPE	Amended Budget						YTD Actual				Total Revenue
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	
	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV Kellerberrin Residential	0.133680	332	3,076,736	409,873	0	0	409,873	411,298	0	0	411,298
GRV Other Residential	0.133680	3	19,240	2,572	0	0	2,572	2,572	0	0	2,572
GRV Kellerberrin Commercial	0.153600	29	635,277	99,216	0	0	99,216	97,579	0	0	97,579
GRV Other Commercial	0.153600	3	27,976	4,297	0	0	4,297	4,297	0	0	4,297
UV Mining Tenements	0.020356	0	0	0	0	0	0	0	0	0	0
UV Rural	0.020356	262	76,581,000	1,558,883	0	0	1,558,883	1,558,883	193	0	1,559,076
Sub-Totals		629	80,340,229	2,074,841	0	0	2,074,841	2,074,629	193	0	2,074,822
Minimum Payment											
	\$										
GRV Kellerberrin Residential	782.00	59	69,644	46,138	0	0	46,138	46,138	0	0	46,138
GRV Other Residential	782.00	26	37,668	20,332	0	0	20,332	20,332	0	0	20,332
GRV Kellerberrin Commercial	859.00	26	72,194	22,334	0	0	22,334	22,334	0	0	22,334
GRV Other Commercial	859.00	2	170	1,718	0	0	1,718	1,718	0	0	1,718
UV Mining Tenements	782.00	1	2,970	782	0	0	782	782	0	0	782
UV Rural	782.00	74	1,300,600	57,868	0	0	57,868	57,868	0	0	57,868
Sub-Totals		188	1,483,246	149,172	0	0	149,172	149,172	0	0	149,172
		817	81,823,475	2,224,013	0	0	2,224,013	2,223,801	193	0	2,223,994
Discounts							0				0
Concession							0				0
Amount from General Rates							2,224,013				2,223,994
Ex-Gratia Rates							27,603				0
Movement in Excess Rates							0				0
Specified Area Rates							0				0
Total Rates							2,251,616				2,223,994

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



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

FINANCING ACTIVITIES
NOTE 9
BORROWINGS AND LEASING LIABILITIES

(a) Information on Borrowings

Particulars/Purpose	01 Jul 2020	New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing													
Loan 120 Police Housind (Hammond St)	592,052	0	0	0	0	64,259	64,259	592,052	527,793	527,793	981	16,986	16,986
Recreation and Culture													
Loan 118 Recreation Centre Construction	1,054,069	0	0	0	0	68,487	68,487	1,054,069	985,582	985,582	761	65,530	65,530
Other Property & Services													
Loan 117 Residence Leake Street	0	0	0	0	0	0	0	0	0	0	90	0	0
Loan 119 14 CEACA Units	269,923	0	0	0	9,008	36,462	36,462	260,915	233,461	233,461	2,134	8,100	8,100
	1,916,044	0	0	0	9,008	169,207	169,207	1,907,036	1,746,837	1,746,837	3,965	90,616	90,616
Current loan borrowings	-0							-9,008					
Non-current loan borrowings	1,916,043							1,916,043					
	1,916,043							1,907,035					

All debenture repayments were financed by general purpose revenue.

(b) Information on Leasing Liabilities

Particulars/Purpose	01 Jul 2020	New Financing			Lease Financing Principal Repayments			Lease Financing Principal Outstanding			Lease Financing Interest Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture													
Gymnasium Equipment	21,121	0	0	0	2,680	10,842	10,842	18,441	10,279	10,279	158	0	0
	21,121	0	0	0	2,680	10,842	10,842	18,441	10,279	10,279	158	0	0
	21,121	0	0	0	2,680	10,842	10,842	18,441	10,279	10,279	158	0	0
Current lease liability	12,487							9,807					
Non-current lease liability	8,634							8,660					
	21,121							18,467					

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

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

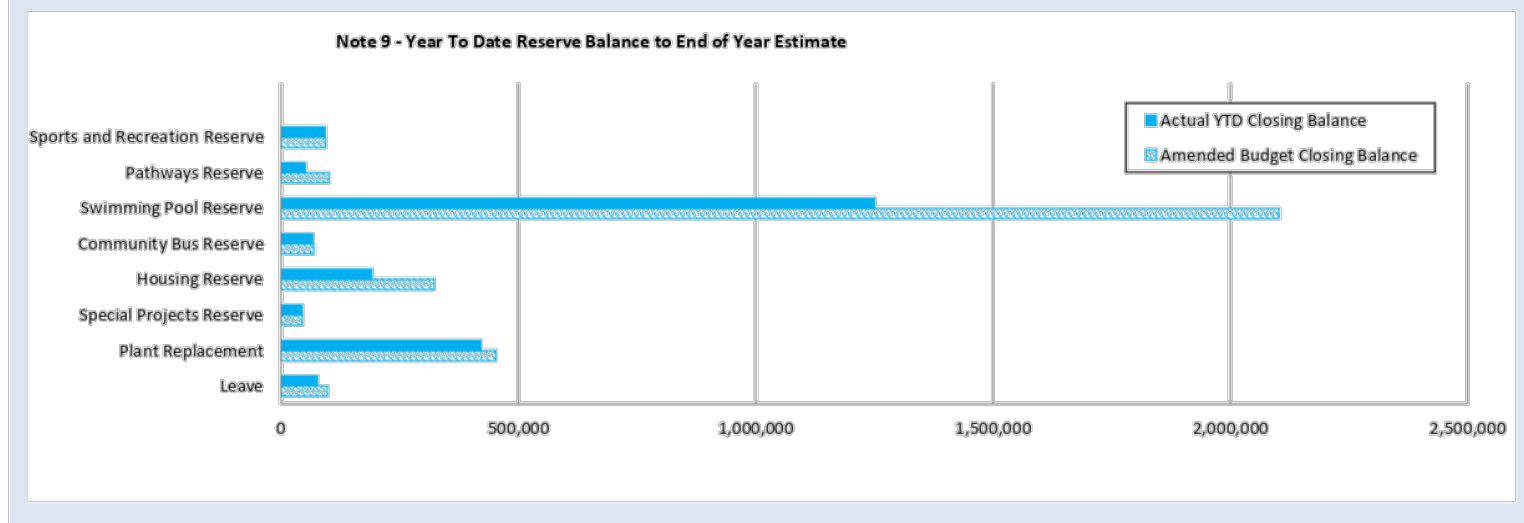
OPERATING ACTIVITIES
NOTE 10
CASH RESERVES

Cash Reserves

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave	76,682	764	0	20,000	0	0	0	97,446	76,682
Plant Replacement	420,992	2,980	1	200,000	0	(171,395)	0	452,577	420,994
Special Projects Reserve	44,588	0	0	0	0	0	0	44,588	44,588
Housing Reserve	191,319	827	1	130,000	0	0	0	322,146	191,320
Community Bus Reserve	67,402	909	0	0	0	0	0	68,310	67,402
Swimming Pool Reserve	1,250,687	5,400	4	846,099	0	0	0	2,102,187	1,250,691
Pathways Reserve	51,056	0	0	50,000	0	0	0	101,056	51,056
Sports and Recreation Reserve	92,831	1,120	0	0	0	0	0	93,951	92,831
	2,195,557	12,000	6	1,246,099	0	(171,395)	0	3,282,261	2,195,563

KEY INFORMATION

Reserve interest is being retained in Municipal Funds per the 18/19 adopted budget.



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

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2020	Liability Increase	Liability Reduction	Closing Balance 31 Jul 2020
		\$	\$	\$	\$
Contract Liabilities					
Unspent grants, contributions and reimbursements					
- operating	12	0	0	0	0
- non-operating	13	0	0	0	0
Total unspent grants, contributions and reimbursements		0	0	0	0
Provisions					
Annual leave		162,699	0	0	162,699
Long service leave		128,744	0	0	128,744
Total Provisions		291,443	0	0	291,443
Total Other Current Liabilities					291,443

Amounts shown above include GST (where applicable)

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.

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

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Operating Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jul 2020	Current Liability 31 Jul 2020	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating Grants and Subsidies									
Governance									
Business Administration Traineeship - Trainee Grant	0	0	0	0	0	0	0	0	0
General purpose funding									
Grants Commission (WALGGC) - General	0	0	0	0	0	748,909	748,909	62,409	0
Grants Commission (WALGGC) - Road	0	0	0	0	0	276,683	276,683	23,056	0
Law, order, public safety									
DFES Grant - ESL BFB Operating Grant	0	0	0		0	29,348	29,348	2,445	0
Community amenities									
Department of Primary Industries and Regional Development Community Stewardship Grants	0	0	0	0	0	36,305	36,305	3,025	0
Department of Primary Industries and Regional Development Community Stewardship Grants 19/20	0	0	0	0	0	36,305	36,305	3,025	0
Recreation and culture									
Community Crime Prevention Grant - Kellerberrin Nyoongar Centre	0	0	0	0	0	0	0	0	0
Transport									
Main Roads WA - Direct Grant	0	0	0	0	0	141,965	141,965	11,830	0
Main Roads WA - Street Lighting Subsidy	0	0	0	0	0	7,000	7,000	583	0
	0	0	0	0	0	1,276,515	1,276,515	106,373	0
TOTALS	0	0	0	0	0	1,276,515	1,276,515	106,373	0

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

NOTE 13

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability					Non Operating Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jul 2020	Current Liability 31 Jul 2020	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-Operating Grants and Subsidies									
Law, order, public safety									
CBH - Contribution for Baandee Tank	0	0	0	0	0	0	0	0	0
Transport									
Dept of Infrastructure - Roads To Recovery Grant	0	0	0	0	0	365,020	365,020	30,418	0
Main Roads WA - Regional Road Group Grant	0	0	0	0	0	312,997	312,997	26,082	0
Federal Government - HSVPP Road Grant	0	0	0	0	0	401,837	401,837	33,486	0
State Government - CRF Road Grants	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	1,079,854	1,079,854	89,986	0
Total Non-operating grants, subsidies and contributions	0	0	0	0	0	1,079,854	1,079,854	89,986	0

SHIRE OF KELLERBERRIN

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

NOTE 14

BONDS & DEPOSITS AND TRUST FUNDS

In previous years, bonds and deposits were held as trust monies. They are still reported in this Note but also included in Restricted Cash - Bonds and Deposits and as a current liability in the books of Council.

Trust funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	Closing Balance 31 Jul 2020
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
St John Ambulance	0.00	0.00	0.00	0.00
Community Bus Bond	4,000.00	1,700.00	0.00	5,700.00
BCITF Levy	0.00	170.00	0.00	170.00
Bush Fire Brigade Funds - Trust	3,326.61	0.00	0.00	3,326.61
Bank Fees	0.00	0.00	0.00	0.00
Hall Bond	2,140.00	350.00	0.00	2,490.00
Building Registration Levy	194.95	511.64	0.00	706.59
Cuolahan/Cottle Room Bond	5,500.00	50.00	0.00	5,550.00
Football Club Monies	0.00	0.00	0.00	0.00
Housing Bond	3,044.00	520.00	0.00	3,564.00
Key Bond	11,765.00	650.00	(400.00)	12,015.00
Equipment Hire Bond Trust	50.00	200.00	0.00	250.00
Nomination Deposits	0.00	0.00	0.00	0.00
Transport (CRC) Licencing Trust	3,640.55	53,331.45	(47,640.20)	9,331.80
Donations	0.00	0.00	0.00	0.00
Prepaid Rates	0.00	0.00	0.00	0.00
Rec Centre Bonds	1,300.00	0.00	0.00	1,300.00
Restricted Grant Funds	0.00	0.00	0.00	0.00
Doodlakine Quarry Lease	0.00	0.00	0.00	0.00
Unclaimed Monies	0.00	0.00	0.00	0.00
WEROC Treasury Account	0.00	0.00	0.00	0.00
Sub-Total	34,961.11	57,483.09	(48,040.20)	44,404.00
Trust Funds				
Nil				
Sub-Total	0.00	0.00	0.00	0.00
	34,961.11	57,483.09	(48,040.20)	44,404.00

KEY INFORMATION

NOTE 15

BUDGET AMENDMENTS

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption			Opening Surplus(Deficit)	\$	\$	\$	\$
						0		0
	Opening surplus adjustment						(3)	(3)
								(3)
								(3)
								(3)
								(3)
								(3)
								(3)
								(3)
								(3)
								(3)
								(3)
								(3)
								(3)
								(3)
								(3)
								(3)
								(3)
								(3)
					0	0	(3)	





































SHIRE OF KELLERBERRIN

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

NOTE 16

EXPLANATION OF SIGNIFICANT 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 budget materially.
The material variance adopted by Council for the 2020/21 year is \$10,000 and 10%.

Reporting Program	Var. \$	Var. %	Var.  	Significant Var. \$	Timing/ Permanent	Explanation of Variance
Revenue from operating activities	\$	%				
Governance	1,004	44%				
General Purpose Funding - Rates	2,034,719	1084%		\$		
General Purpose Funding - Other	(20,874)	(22%)		\$		
Law, Order and Public Safety	(2,365)	(85%)				
Health	76	7%				
Education and Welfare	(33)	(8%)				
Housing	(249)	(100%)				
Community Amenities	114,531	769%		\$		
Recreation and Culture	(1,751)	(56%)			Timing	Centenary Park Car Park Construction and Sealing and Interest-Loan 118 monthly allocation split
Transport	(12,789)	(97%)		\$	Timing	RTR Roads to Recovery Grant funding monthly allocation split
Economic Services	(5,349)	(15%)				
Other Property and Services	83	0%				
Expenditure from operating activities						
Governance	(41,782)	(66%)		\$		
General Purpose Funding	(11,579)	(54%)		\$	Timing	
Law, Order and Public Safety	(38,149)	(288%)		\$		
Health	(2,122)	(25%)			Timing	Prevential Services and Admin Expenses monthly allocation split
Education and Welfare	1,713	62%			Timing	Kellerberrin Childrens Centre monthly allocation split
Housing	2,475	51%				
Community Amenities	12,102	26%		\$	Timing	
Recreation and Culture	15,523	14%		\$		
Transport	(21,019)	(10%)		\$		
Economic Services	(6,050)	(12%)				
Other Property and Services	(116,764)	(623%)		\$	Timing	
Investing Activities						
Non-operating Grants, Subsidies and Contributions	(173,319)	(100%)		\$	Timing	
Proceeds from Disposal of Assets	29,329	119%		\$	Timing	
Land Held for Resale	0					
Land and Buildings	0				Timing	
Plant and Equipment	7,870	16%			Timing	
Furniture and Equipment	0				Timing	
Infrastructure Assets - Roads	147,867	86%		\$	Timing	
Infrastructure Assets - Drainage	0				Timing	
Infrastructure Assets - Footpaths	0				Timing	
Infrastructure Assets - Public Facilities	94,999	100%		\$	Timing	
Infrastructure Assets - Other	0					
Financing Activities						
Proceeds from New Debentures	0					
Proceeds from New Lease Financing	0					
Proceeds from financial assets at amortised cost - self-supporting loans	0					
Transfer from Reserves	(16,666)	(100%)		\$	Timing	2019/20 reserve transfer allocations still to be complete
Payments for financial assets at amortised cost - self-supporting loans	0					
Repayment of Debentures	5,091	36%				
Transfer to Reserves	38,783	100%		\$	Timing	
Reporting Nature or Type	Var. \$	Var. %	Var.  	Significant Var. \$	Timing/ Permanent	Explanation of Variance
Revenue from operating activities	\$	%				
Rates	2,034,719	1084%		\$		

SHIRE OF KELLERBERRIN

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

NOTE 16

EXPLANATION OF SIGNIFICANT 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 budget materially.

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

Reporting Program	Var. \$	Var. %	Var. ▲▼	Significant Var. \$	Timing/ Permanent	Explanation of Variance
Operating Grants, Subsidies and Contributions	(103,889)	(100%)	▼	\$		
Fees and Charges	174,264	295%	▲	\$	Timing	
Service Charges	0					
Interest Earnings	(2,287)	(98%)	▼			
Other Revenue	(689)	(2%)	▼		Timing	
Profit on Disposal of Assets	4,884	346%	▲		Timing	
Gain FV Valuation of Assets	0					
Expenditure from operating activities						
Employee Costs	(23,961)	(15%)	▼	\$	Timing	
Materials and Contracts	(78,144)	(73%)	▼	\$	Timing	
Utility Charges	16,111	65%	▲	\$		
Depreciation on Non-Current Assets	(4,794)	(2%)	▼			
Interest Expenses	3,469	46%	▲		Timing	
Insurance Expenses	(107,816)	(700%)	▼	\$	Timing	
Other Expenditure	(11,029)	(115%)	▼	\$	Timing	
Loss on Disposal of Assets	513	34%	▲		Timing	
Loss FV Valuation of Assets	0					

9.9 BUILDING REPORTS JULY 2020

File Number: BUILD06
Author: Codi Mullen, Personal Assistant
Authoriser: Raymond Griffiths, Chief Executive Officer
Attachments: 1. Building applications received July 2020
2. Building permits issued July 2020

BACKGROUND

Council has provided delegated authority to the Chief Executive Officer, which has been delegated to the Building Surveyor to approve of proposed building works which are compliant with the Building Act 2011, Building Code of Australia and the requirements of the Shire of Kellerberrin Town Planning Scheme No.4.

STAFF COMMENT

1. There was one (1) applications received for a "Building Permit" during the July period. A copy of the "Australian Bureau of Statistics appends".
2. There were two (2) "Building Permit" issued in the July period. See attached form "Return of Building Permits Issued".

TEN YEAR FINANCIAL PLAN

There is no direct impact on the Long Term Financial Plan.

FINANCIAL IMPLICATIONS

There is income from Building fees and a percentage of the levies paid to other agencies.

ie: "Building Services Levy" and "Construction Industry Training Fund" (when construction cost exceeds \$20,000)

STATUTORY IMPLICATIONS

- Building Act 2011
- Shire of Kellerberrin Town Planning Scheme 4

STRATEGIC COMMUNITY PLAN

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

COMMUNITY CONSULTATION

The following consultation took place:

- Building Surveyor
- Owners
- Building Contractors
- Chief Executive Officer

STAFF RECOMMENDATION

That Council

1. *Acknowledge the "Return of Proposed Building Operations" for the July 2020 period.*
2. *Acknowledge the "Return of Building Permits Issued" for the July 2020 period.*



Applications Received

[illegible]



Permits Issued

1	Shire of Kellerberrin
Month of : July 2020	

[illegible]

I certify that to the best of my knowledge and belief, the particulars given in this return are a true and complete record of proposed building to this Local Authority.

TO: _____

SIGNATURE _____
BUILDING SURVEYOR

DATE: Jul-20

10 DEVELOPMENT SERVICES REPORTS

Nil

11 WORKS & SERVICES REPORTS

11.1 DEVELOPMENT APPLICATION - OUTBUILDING

File Ref: A1660
Author: Lewis York, Town Planner
Authoriser: Raymond Griffiths, Chief Executive Officer
Applicant: Mr Ian Wilkins
Location: 20 Sewell Street, Kellerberrin
Attachments: 1. Site Plan
2. Structural Drawings

BACKGROUND

An application has been received from Mr. Ian Wilkins for the construction of an outbuilding that will be used to keep building supplies. Mr. Wilkins intends to build a dwelling on the lot. The lot is currently vacant with minimal vegetation. The outbuilding requires Council approval as it exceeds the maximum allowable outbuilding area of 100m² (proposed: 133m²)

SITE



Shire of Kellerberrin Local Planning Scheme
Local Planning Scheme No.4

R-Codes 2015

Setbacks (Table 2b)

Setback requirement Table 2a: 1.5m

Proposed: 1m side and rear

Table 2a: Boundary setbacks - Walls with no major openings

Wall height (m)	Wall length (m)													
	9 or less	10	11	12	13	14	15	16	17	18	19	20	25	Over 25
3.5 or less*	1	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
4.0	1.1	1.5	1.5	1.5	1.5	1.5	1.5	1.6	1.6	1.6	1.6	1.7	1.7	1.8
4.5	1.1	1.5	1.5	1.5	1.5	1.5	1.6	1.7	1.7	1.7	1.7	1.7	1.8	2.0
5.0	1.1	1.5	1.5	1.5	1.5	1.6	1.7	1.8	1.8	1.8	1.8	1.9	2.0	2.3
5.5	1.2	1.5	1.5	1.5	1.6	1.7	1.8	1.9	1.9	2.0	2.0	2.1	2.3	2.5
6.0	1.2	1.5	1.5	1.5	1.6	1.8	1.9	2.0	2.0	2.1	2.1	2.2	2.4	2.8
6.5	1.2	1.5	1.5	1.6	1.7	1.9	2.0	2.1	2.1	2.2	2.2	2.3	2.7	3.0
7.0	1.2	1.5	1.5	1.6	1.8	2.0	2.1	2.2	2.2	2.3	2.4	2.5	2.8	3.3
7.5	1.3	1.5	1.6	1.7	1.9	2.1	2.2	2.3	2.3	2.4	2.5	2.6	3.0	3.5
8.0	1.3	1.5	1.6	1.7	1.9	2.1	2.2	2.4	2.4	2.5	2.6	2.7	3.1	3.8
8.5	1.4	1.6	1.7	1.8	2.0	2.2	2.3	2.5	2.6	2.7	2.8	2.9	3.3	4.1
9.0	1.4	1.7	1.7	1.8	2.0	2.3	2.4	2.6	2.7	2.8	2.9	3.0	3.6	4.3
9.5	1.4	1.7	1.8	1.9	2.1	2.4	2.5	2.7	2.8	2.9	3.0	3.2	3.8	4.6
10.0	1.5	1.8	1.9	2.0	2.2	2.4	2.6	2.8	2.9	3.0	3.1	3.3	4.0	4.8

Take the nearest higher value for all intermediate **height** and length values.* Possible nil **setback** in accordance with clause 5.1.3.**Table 2b: Boundary setbacks - Walls with major openings**

Wall height (m)	Wall length (m)													
	9 or less	10	11	12	13	14	15	16	17	18	19	20	25	Over 25
3.5 or less*	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
4.0	1.8	2.0	2.2	2.4	2.5	2.7	2.8	3.0	3.1	3.3	3.4	3.6	4.5	5.0
4.5	2.0	2.2	2.4	2.6	2.8	3.0	3.1	3.2	3.4	3.7	3.8	4.0	4.8	5.4
5.0	2.3	2.5	2.6	2.8	3.0	3.2	3.3	3.5	3.7	3.9	4.0	4.2	5.1	5.7
5.5	2.5	2.7	2.9	3.1	3.3	3.5	3.6	3.7	3.9	4.2	4.4	4.6	5.5	6.0
6.0	2.8	3.0	3.1	3.3	3.5	3.8	3.9	4.0	4.2	4.5	4.7	4.9	5.7	6.3
6.5	3.0	3.2	3.4	3.6	3.8	4.0	4.1	4.2	4.4	4.7	4.9	5.2	6.1	6.6
7.0	3.3	3.5	3.7	3.8	4.1	4.3	4.4	4.6	4.8	5.0	5.2	5.5	6.4	7.0
7.5	3.5	3.7	3.9	4.2	4.4	4.6	4.7	4.9	5.1	5.3	5.5	5.7	6.6	7.3
8.0	3.8	4.0	4.2	4.4	4.6	4.8	5.0	5.2	5.4	5.6	5.8	6.0	7.0	7.7
8.5	4.0	4.3	4.5	4.7	4.9	5.2	5.3	5.5	5.7	5.9	6.1	6.3	7.3	8.0
9.0	4.3	4.5	4.7	5.0	5.2	5.4	5.6	5.8	6.0	6.2	6.4	6.6	7.6	8.3
9.5	4.6	4.8	5.0	5.2	5.4	5.7	5.8	6.0	6.2	6.4	6.6	6.9	8.0	8.7
10.0	4.8	5.0	5.2	5.4	5.7	6.0	6.1	6.3	6.5	6.7	6.9	7.2	8.2	9.0

Take the nearest higher value for all intermediate **height** and length values.**Table 1: General site requirements for all single house(s) and grouped dwellings; and multiple dwellings in areas coded less than R40**

1 R-Code	2 Dwelling type	3 Minimum site area per dwelling (m ²) ◆	4 Minimum lot area/rear battleaxe (m ²) ▼	5 Minimum frontage (m) ▼	6 Open space		7 Minimum setbacks (m)		
					min total (% of site)	min outdoor living (m ²)	primary street	secondary street ●	other/rear
R2	Single house or grouped dwelling	Min 5000	-	50	80	-	20	10	10
R2.5	Single house or grouped dwelling	Min 4000	-	40	80	-	15	7.5	7.5
R5	Single house or grouped dwelling	Min 2000	-	30	70	-	12	6	*6
R10	Single house or grouped dwelling	Min 875 Av 1000	925	20	60	-	7.5	3	*6
R12.5	Multiple dwelling	1000	-	-	60	-	7.5	3	*6
	Single house or grouped dwelling	Min 700 Av 800	762.5	17	55	-	7.5	2	*6
R15	Multiple dwelling	800	-	-	55	-	7.5	2	*6
	Single house or grouped dwelling	Min 580 Av 666	655	12	50	-	6	1.5	*6
R17.5	Multiple dwelling	666	-	-	50	-	6	1.5	*
	Single house or grouped dwelling	Min 500 Av 571	587.5	12	50	36	6	1.5	*
R20	Multiple dwelling	571	-	-	-	-	6	1.5	*
	Single house or grouped dwelling	Min 350 Av 450	450	10	50	30	6	1.5	*
R25	Multiple dwelling	450	-	-	50	-	6	1.5	*
	Single house or grouped dwelling	Min 300 Av 350	425	8	50	30	6	1.5	*
R30	Multiple dwelling	350	-	-	50	-	6	1.5	*
	Single house or grouped dwelling	Min 260 Av 300	410	-	45	24	4	1.5	*
R35	Multiple dwelling	300	-	-	45	-	4	1.5	*
	Single house or grouped dwelling	Min 220 Av 260	395	-	45	24	4	1.5	*
R40	Multiple dwelling	260	-	-	45	-	4	1.5	*
	Single house or grouped dwelling	Min 180 Av 220	380	-	45	20	4	1	*
R50	Single house or grouped dwelling	Min 160 Av 180	380	-	40	16	2	1	*
R60	Single house or grouped dwelling	Min 120 Av 150	380	-	40	16	2	1	*
R80	Single house or grouped dwelling	Min 100 Av 120	380	-	30	16	1	1	*

All standards for single house or grouped dwellings within R100, R160 and R-AC areas are as for the R80 Code

Legend

◆ subject to variations permitted under clause 5.1.1 C1.4

▼ only applies to single houses

● secondary street: includes communal street, private street, right-of-way as street

- indicated not applicable

* see Tables 2a and 2b and clause 5.1.3

Av. average site area

Minimum Open Space Requirements (Table 1)

The proposal raises no POS issues.

Using Discretion

As the application does not satisfy all the provisions of the R-Codes (principles C3iii and iv), Council can use its discretion to either a) approve b) approve with conditions or c) refuse the application under clause 2.4 of the R-Codes.

As the proposal breaches one of the R Codes requirements (table 2-setbacks) Council approval is required and therefor discretion can be applied.

2.5.2

In making a determination on the suitability of a proposal, the **decision-maker** shall exercise its judgement, having regard to the following:

- (a) any relevant purpose, objectives and provisions of the **scheme**;
- (b) any relevant objectives and provisions of the R-Codes;
- (c) a provision of a **local planning policy** adopted by the decision-maker consistent with and pursuant to the R-Codes; and
- (d) orderly and proper planning.

2.5.3

The **decision-maker** shall not vary the minimum or average **site area** per **dwelling** requirements set out in **Table 1** (except as provided in the R-Codes or the **scheme**).

2.5.4

The **decision-maker** shall not refuse to grant approval to an application where the application satisfies the **deemed-to-comply** provisions of the R-Codes and the relevant provisions of the **scheme** and any relevant **local planning policy**.

2.5.5

For the purpose of the R-Codes, a **local structure plan, local development plan or local planning policy**, will only be a relevant consideration in the exercise of judgement where it is:

- (a) specifically sanctioned by a provision of the R-Codes;
- (b) consistent with the **design principles** of the R-Codes; and
- (c) consistent with the objectives of the R-Codes.

Local Planning Policy- Outbuildings

7.0 MAXIMUM DEVELOPMENT REQUIREMENTS

7.1 Maximum standards for outbuildings in R-Codes areas

(includes: Residential, Rural Residential and Rural Townsite zones as seen on Scheme Map)

7.1.1 In addition to the deemed-to-requirements of Part 5.4.3, C3 iii, iv and v of the R-Codes*, the following shall apply:

*(Part C3:i, ii, vi and viii of the R-Codes are still applicable)

R-Coded Areas and Zones:	Gross Total Area of Outbuildings (m ² or % of site area)	Wall Height (m)	Ridge Height* (m)
R2 (Residential and Rural Residential)	200m ² or 10% of the site area, whichever is lesser	4	5.5
R 2.5 - 5 (Residential)			
Lots less than 2000m ²	150m ² or 10% of the site area, whichever is lesser	3.5	4.5
Lots greater than 2000m ²	180m	3.5	4.5
R 10-40 (Residential and Rural Townsite)			
Lots less than 1000m ²	80m ² or 10% of the site area, whichever is lesser	3.5	4.5
Lots greater than 1000m ²	100m ² or 10% of the site area, whichever is lesser	3.5	4.5

*(Maximum Ridge Height is to be measured from natural ground level)

Area of outbuildings:

Allowed under LPP: 100m²

Proposed: 133m²

Wall Height under LPP: 3.5m

Proposed: 3.3m

Ridge Height LPP: 4.5m

Proposed: 4.1m

Building on vacant lots:

9.0 USE OF OUTBUILDINGS

9.1.1 Outbuildings shall only be used for incidental uses associated with a residential use and/or rural purpose.

9.1.2 The Shire may grant approval for the use of an outbuilding to accommodate a caravan for the purposes of temporary accommodation for a period not exceeding twelve (12) months, where a building permit has been approved and work has substantially commenced on the development site.

STRATEGIC PLAN IMPLICATIONS

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

COMMUNITY CONSULTATION

The following consultation took place;

- Chief Executive Officer
- Town Planner

PLANNING ASSESSMENT

The proposal triggers the need for Council approval as the proposed setbacks of 1m are inside the prescribed R-code of 1.5m (Table 2a). The proposal also exceeds Councils policy of 100m². As the shed is on a vacant lot it is important to use conditions to ensure the outbuilding is not habitable. The outbuilding shall only be habitable through the form of a caravan if construction works on the lot have begun.

STAFF RECOMMENDATION

That Council

1. Grants conditional development approval for the construction of a shed at Lot 2, 20 Sewell Street , Kellerberrin, that will exceed the following prescription in the Residential Design Codes, State Planning Policy 3.1 and Outbuildings Policy 7.1.1 by:
 - a) Gross total area of outbuildings 100m² (proposed 133m²)

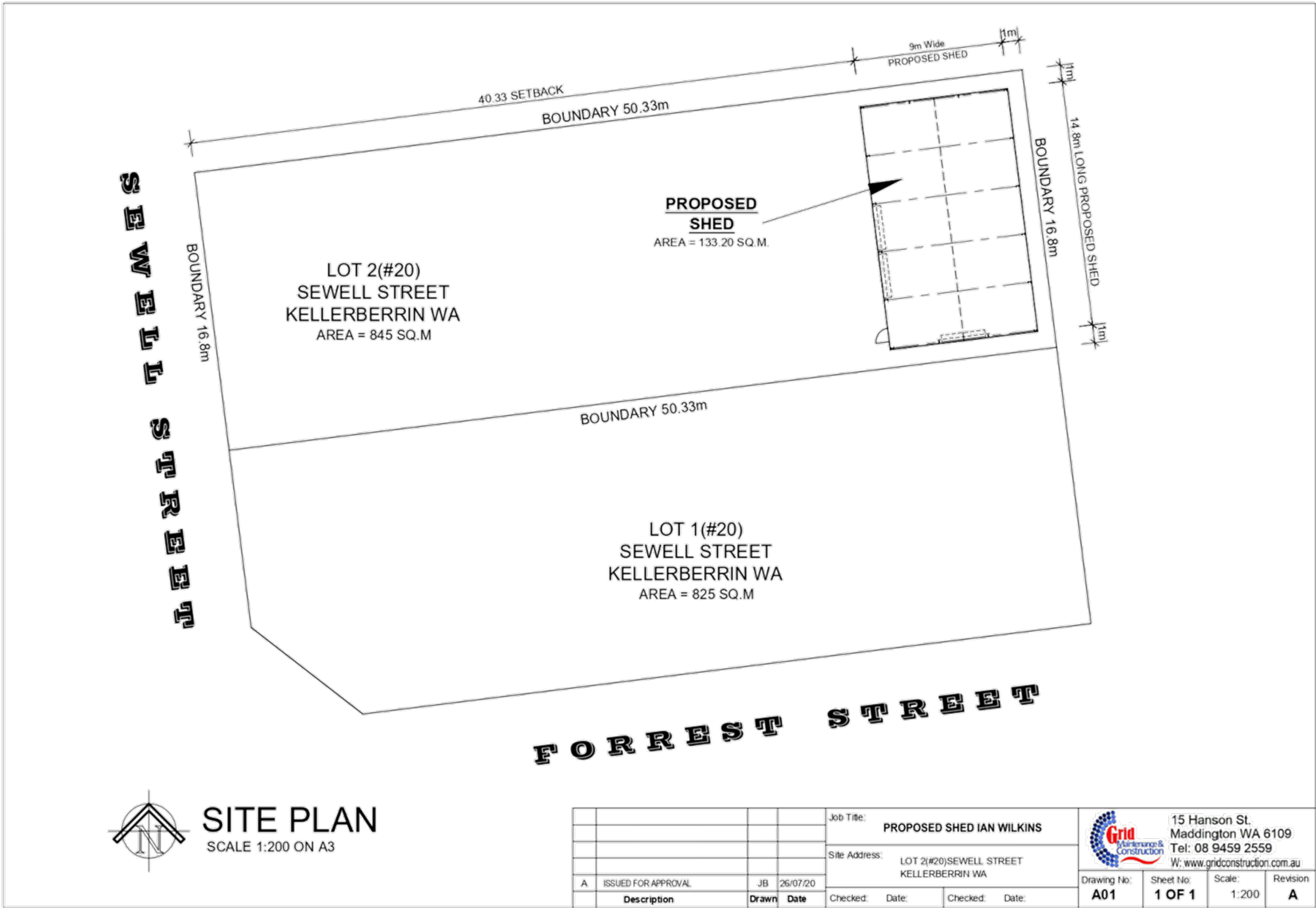
General Conditions

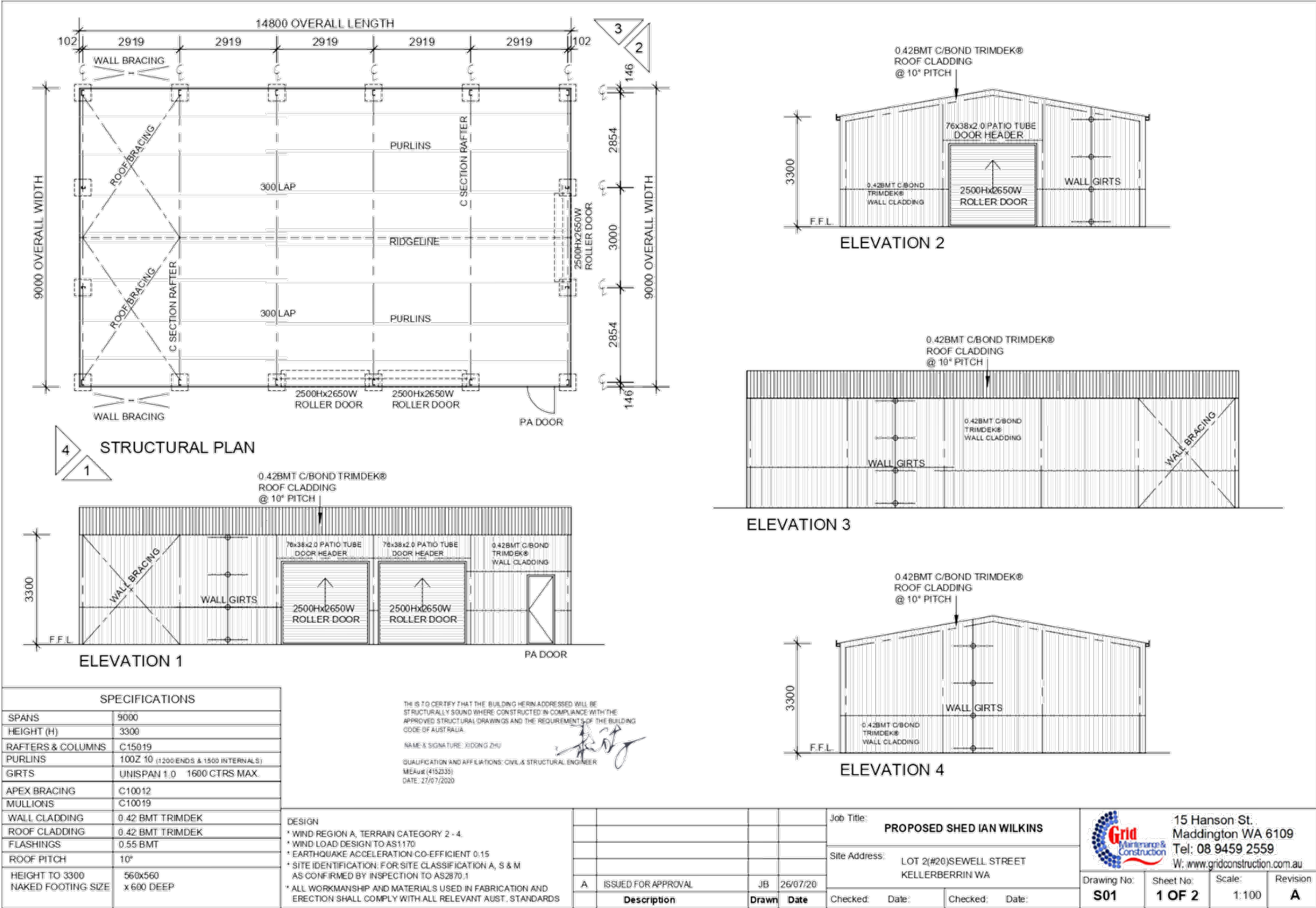
- i. Planning approval will expire if the development is not substantially commenced within two years of this approval;
- ii. The outbuilding shall be setback 1.5m from the rear and northern boundary;
- iii. The endorsed approved plans shall not be altered without prior written approval of the Shire;
- iv. The outbuilding shall be in a similar colour scheme to existing buildings on the lot;
- v. Use of the building shall be for domestic purposes only;
- vi. Planning approval will expire 12 months from the approval date; and
- vii. The outbuilding shall not be used for human habitation at any given time, unless written approval has been granted by the shire.

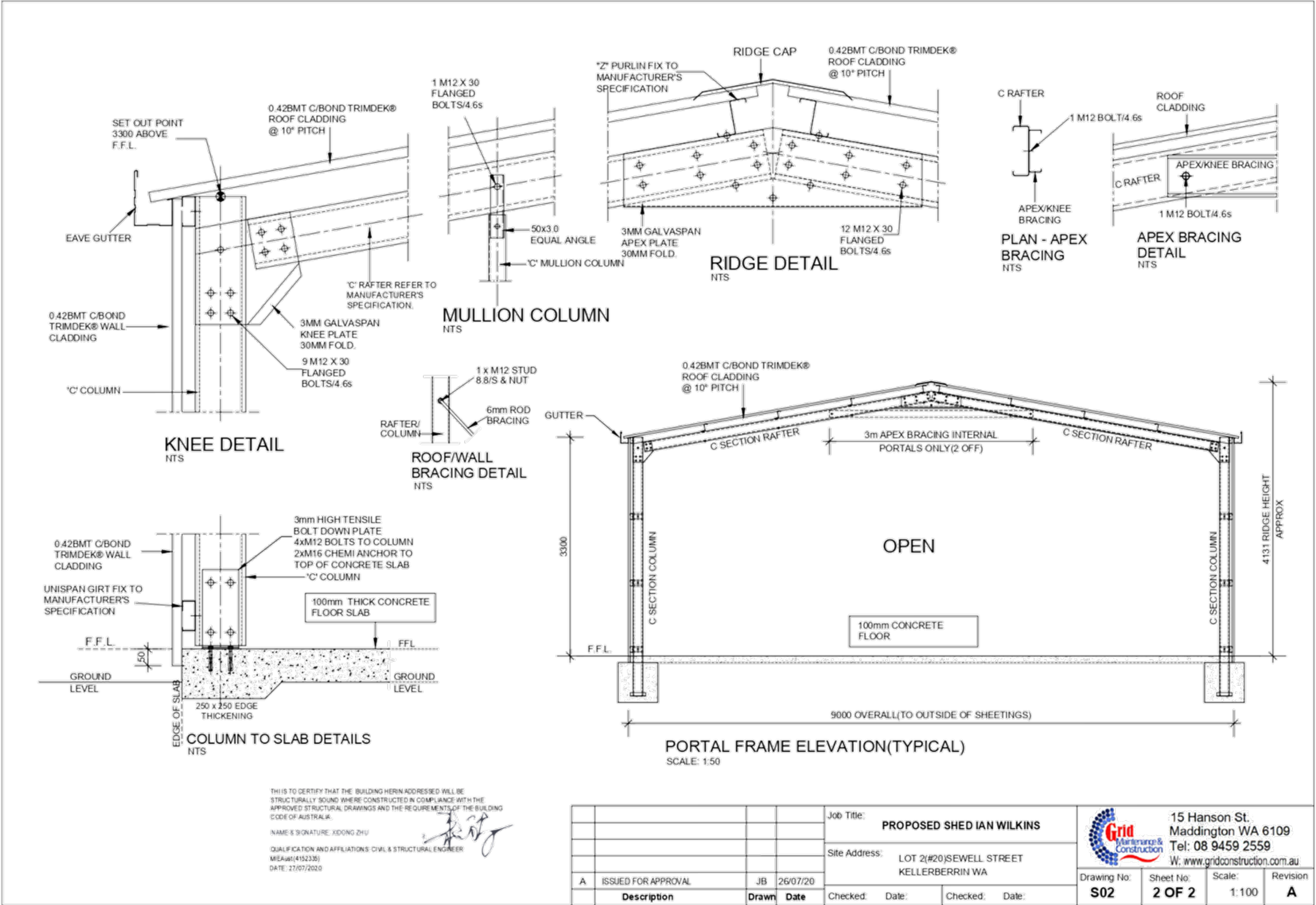
Advice Notes

Planning approval is not considered building approval. A building permit shall also be obtained.

Council can allow a landowner to reside in a caravan inside an outbuilding for a maximum period of 12 months while a building permit is issued to that person in respect of works taking place on the lot, written approval shall be obtained from the shire (LPP-'Outbuildings'). The outbuilding shall not be used for human habitation for any other reason in accordance with Caravan Parks and Camping Grounds Regulations 1997, Part 2 (c)(ii).







11.2 DEVELOPMENT APPLICATION - SHED EXTENSION

File Ref: A497 & A498
Author: Lewis York, Town Planner
Authoriser: Raymond Griffiths, Chief Executive Officer
Applicant: Shire of Kellerberrin
Location: Shire of Kellerberrin Depot
Attachments: 1. Site Plan - Depot

BACKGROUND

An application has been received from the Shire of Kellerberrin for an extension to the workshop at the Shire depot. The plans include an 8m lean-to extension to the south of the main workshop. The Shire depot encompasses lots 40 and 41 Hammond Street, Kellerberrin. Both lots are zoned Residential under the shires scheme, however it is noted that the use of the land is considered non-conforming. A non-conforming use is a use of land that commenced before the creation of the scheme.

SITE**SHIRE OF KELLERBERRIN LOCAL PLANNING SCHEME*****Local Planning Scheme No.4*****3.2. OBJECTIVES OF THE ZONES**

The objectives of the zones are —

3.2.1 Residential Zone

- (a) To retain the single dwelling as the predominant form of residential development in the Shire's townsites.
- (b) To provide for lifestyle choice in and around the townsites with a range of residential densities.
- (c) To allow for the establishment of non-residential uses subject to local

amenities not being adversely affected.

3.8. NON-CONFORMING USES

Except as otherwise provided in the Scheme, no provision of the Scheme is to be taken to prevent —

- (a) the continued use of any land for the purpose for which it was being lawfully used immediately prior to the Gazettal date;
- (b) the carrying out of any development on that land for which, immediately prior to the Gazettal date, an approval or approvals, lawfully required to authorise the development to be carried out, were duly obtained and are current; or
- (c) subject to Clause 80 of the deemed provisions, the continued display of advertisements which were lawfully erected, placed or displayed prior to the Gazettal date. AMD 2 GG 12/09/17

Note: “Land” has the same meaning as in the Planning and Development Act and includes houses, buildings and other works and structures.

3.9. EXTENSIONS AND CHANGES TO A NON-CONFORMING USE

3.9.1. A person must not —

- (a) alter or extend a non-conforming use;
- (b) erect, alter or extend a building used in conjunction with or in furtherance of a non-conforming use; or
- (c) change the use of land from a non-conforming use to another non-conforming use, without first having applied for and obtained development approval under the Scheme.

3.9.2. An application for development approval under this clause is to be advertised in accordance with Clause 64 of the deemed provisions. AMD 2 GG 12/09/17

3.9.3. Where an application is for a change of use from an existing non-conforming use to another non-conforming use, the local government is not to grant its development approval unless the proposed use is less detrimental to the amenity of the locality than the existing non-conforming use and is, in the opinion of the local government, closer to the intended purpose of the zone.

Planning and Development (Local Planning Scheme) Regulations 2015

64. Advertising applications

(1) An application for development approval must be advertised under this clause if the proposed development — (a) relates to the extension of a non-conforming use; or (b) relates to a use if — (i) the use is not specifically referred to in the zoning table for this Scheme in respect of the zone in which the development is located; and (ii) the local government determines that the use may be consistent with the objective of that zone and that notice of the application should be given; or (c) does not comply with a requirement of this Scheme; or (d) is a development for which the local government requires a heritage assessment to be carried out under clause 11(1); or (e) is of a type that this Scheme requires to be advertised.

(2) The local government may waive a requirement for an application to be advertised in the circumstances set out in subclause (1)(c) if the local government is satisfied that the departure from the requirements of this Scheme is of a minor nature.

(3) The local government may advertise, or require the applicant to advertise, an application for development approval in one or more of the following ways — (a) by giving notice of the proposed use or development to owners and occupiers of properties in the vicinity of the development who, in the opinion of the local government, are likely to be affected by the granting of development approval, including a statement that submissions may be made to the local government by a specified day being a day not less than 14 days from the day on which the notice is given to the person; (b) by publishing a notice of the proposed use or development in a newspaper circulating in the Scheme area including a statement that submissions may be made to the local government by a specified day being a day not less than 14 days from the day on which the notice is published; (c) by publishing a notice of the proposed use or development by electronic means in a form approved by the local government CEO including a statement that submissions may be made to the local government by a specified day being a day not less than 14 days from the day on which the notice is published; (d) by erecting a sign or signs in a conspicuous place on the land the subject of the application giving notice of the proposed use or development for a period of not less than 14 days from the day on which the sign is erected including on each sign a statement that submissions may be made to the local government by a specified day being a day not less than 14 days from the day on which the sign is erected.

(4) Notice referred to in subclause (3) must be in the form of the “Notice of public advertisement of planning proposal” set out in clause 86(3) unless the local government specifies otherwise.

(5) If an application for development approval is advertised under this clause, the local government — (a) must make the application and the material accompanying it available for public inspection during business hours at the offices of the local government; and (b) may publish the application and the material accompanying it on the website of the local government.

67. Matters to be considered by local government

In considering an application for development approval the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —

(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;

(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;

(c) any approved State planning policy;

(d) any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d);

(e) any policy of the Commission;

(f) any policy of the State;

(g) any local planning policy for the Scheme area;

(h) any structure plan, activity centre plan or local development plan that relates to the development;

(i) any report of the review of the local planning scheme that has been published under the Planning and Development (Local

Planning Schemes) Regulations 2015;

(j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;

(k) the built heritage conservation of any place that is of cultural significance;

(l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;

(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;

(n) the amenity of the locality including the following —

(i) environmental impacts of the development;

(ii) the character of the locality;

(iii) social impacts of the development;

(o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;

(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;

(q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;

(r) the suitability of the land for the development taking into account the possible risk to human health or safety;

(s) the adequacy of —

(i) the proposed means of access to and egress from the site; and

(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;

(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;

(u) the availability and adequacy for the development of the

following —

(i) public transport services;

(ii) public utility services;

(iii) storage, management and collection of waste;

(iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);

(v) access by older people and people with disability;

(v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;

(w) the history of the site where the development is to be located;

(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;

(y) any submissions received on the application;

(za) the comments or submissions received from any authority consulted under clause 66;

(zb) any other planning consideration the local government considers appropriate.

STRATEGIC PLAN IMPLICATIONS

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

COMMUNITY CONSULTATION

The following consultation took place;

- Chief Executive Officer
- Manager Works & Services
- Town Planner

PLANNING ASSESSMENT

The use of the abovementioned lots as a Shire depot predates the shires local planning scheme, therefore resulting in the land being a non-conforming use. Any development that takes place on land with a non-conforming use requires development approval and public advertising. The workshop extension raises no planning concerns as it is to be a similar colour and finish to existing buildings and structures on the lot. The development proposed is consistent with the current non-conforming use of the lot.

STAFF RECOMMENDATION

That Council

1. Grants conditional development approval for the Shed Extension (Shire Depot) at Lot 40 & 41 Hammond Street, Kellerberrin, that will exceed the following prescription in the Residential Design Codes, State Planning Policy 3.1 and Outbuildings Policy 7.1.1 by:
 - a) by 1,022.62 m² (1,122.62m²) for collected outbuildings with Council Policy being 100m²

Subject to the application advertised for 14 days in accordance with *clause 64 of the Planning and Development (Local Planning Schemes) Regulations*

2. Should no submission be received after the 14 days advertising period Council delegates authority to the Chief Executive Officer to provide conditional development approval

General Conditions

- i. Planning approval will expire if the development is not substantially commenced within two years of this approval;
- ii. The outbuilding shall be setback 1.5m from the rear and northern boundary;
- iii. The endorsed approved plans shall not be altered without prior written approval of the Shire;
- iv. The outbuilding shall be in a similar colour scheme to existing buildings on the lot;

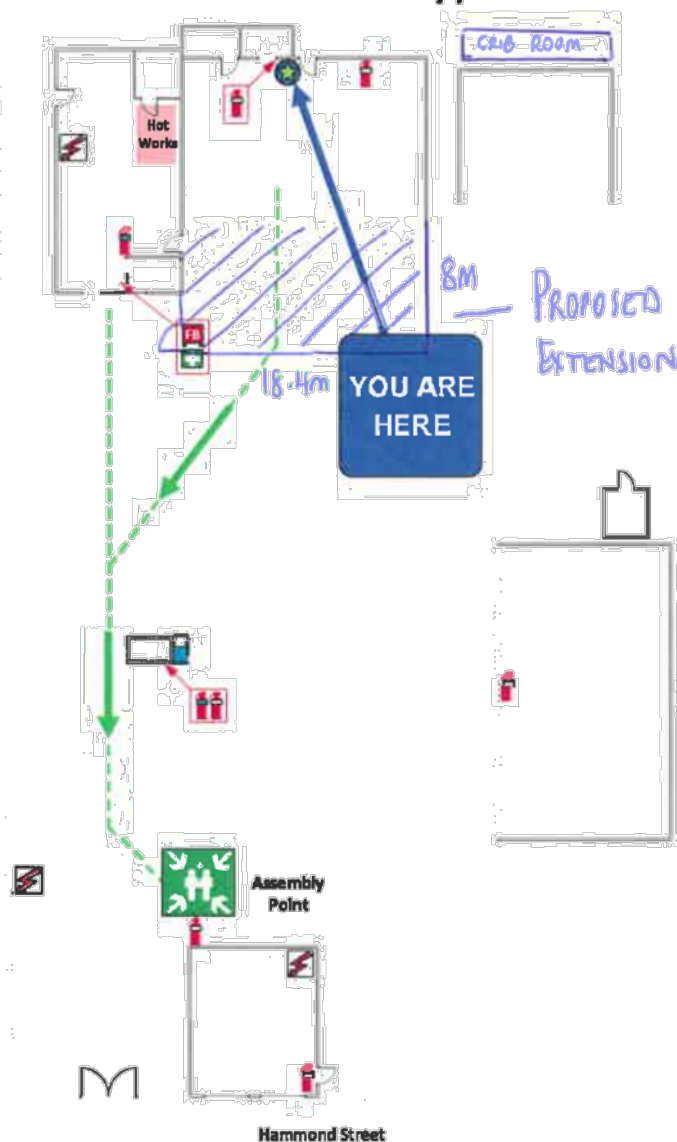
Advice Notes




Planning approval is not considered building approval. A building permit shall also be obtained.



Evacuation Diagram

Shire Depot
73 Hammond Street, Kellerberrin WA 6410
Closest Cross Road: Ripper Street



EMERGENCY INFORMATION	EMERGENCY PROCEDURES	LEGEND
 <p>In case of emergency contact:</p> <ul style="list-style-type: none"> • Police, Fire or Ambulance (life threatening) 000 • Police (non-urgent) 131 444 • SES 132 500  <small>Revised July 2018 Version: 2 - Not for public circulation only</small>	<p>When directed by your Warden or when alarm is sounded:</p> <ul style="list-style-type: none"> • Evacuate the building via the nearest safe exit • Proceed to the assembly area, or as directed by your Warden or Emergency Services • Remain at the assembly area until directed by your Warden or Emergency Services <p>Do not re-enter the building until instructed by your Warden or the Emergency Services.</p>	 <ul style="list-style-type: none"> Powder Extinguisher Foam Fire Extinguisher Fire Blanket Electrical Switchboard Fuel Bowser First Aid Kit Emergency Exit Assembly Area Emergency Egress "You Are Here"

- 12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil
- 13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
- 14 CONFIDENTIAL MATTERS**

Nil
- 15 CLOSURE OF MEETING**