



A G E N D A

C O U N C I L

M E E T I N G

06th February 2020

2:00 pm

12:00pm	CRC Committee Meeting
1:00pm	Briefing Session
2:00 pm	Commence Council Meeting
2:15 pm	Public Question Time
3:30pm	Citizenship Ceremony
5:00 pm	Completion of Council Meeting

Shire of Kellerberrin

Ordinary Council Meeting 6th February 2020

NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Shire of Kellerberrin will be held on Tuesday, 6th February 2020 in the Council Chambers, 110 Massingham Street, Kellerberrin commencing at 2.00 pm.

Raymond Griffiths
Chief Executive Officer
4th February 2020

Agenda

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- 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
- 2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**
- 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 4. 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. APPLICATIONS FOR LEAVE OF ABSENCE**
- 6. 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.

- | | | |
|------------|---|--------------|
| 7. | CONFIRMATION OF PREVIOUS MEETINGS MINUTES | Pages |
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| 7.2 | Minutes of Audit Committee Meeting, 17 th December, 2019 | 7.2 – 7.2.7 |
| 7.3 | Minutes of Roadworks Advisory Committee, 17 th December 2019 | 7.3 – 7.3.16 |
| 7.4 | Minutes of Local Emergency Management Committee, 12 th December 2019 | 7.4 – 7.4.6 |
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11.3 WORKS & SERVICES

Nil

12. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

14. CLOSURE OF MEETING

- **Next Ordinary Meeting Date is Tuesday, 17th March, 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 cannot be forced to make a disclosure.

This form is provided for your assistance

7.1 Shire of Kellerberrin Ordinary Council Meeting Minutes, 17th December 2019

Tabled in a Separate Attachment

7.2 Audit Committee Meeting Minutes, 17th December 2019

Tabled in a Separate Attachment

7.3 Roadworks Advisory Committee Meeting Minutes, 17th December 2019

Tabled in a Separate Attachment

7.4 Local Emergency Management Committee Meeting Minutes, 12th December 2019

Tabled in a Separate Attachment

8.1 President's Report – January 2020

Congratulations to the recipients of awards at the Australia Day breakfast. Kellerberrin is lucky to have so many people willing to pitch in for the good of our town and people. Thanks to the Natasha, Kate, Brett and crew for putting the event together.

With the New Year and decade before us, I hope we can all work as a team together to build Kellerberrin into an even better place to live and work.

Kind regards

Rod Forsyth
President
Shire of Kellerberrin

11.1 CORPORATE SERVICES – AGENDA ITEM

Agenda Reference: 11.1.1
Subject: Community Requests and Discussion Items
Location: Shire of Kellerberrin
Applicant: Shire of Kellerberrin - Council
File Ref: Various
Disclosure of Interest: N/A
Date: 20th January 2020
Author: Mr Raymond Griffiths, Chief Executive Officer

Signature of Author: _____

Signature of CEO:

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.

December 2019 Council Meeting

MIN 224/19 MOTION - Moved Cr. Talbot 2nd Cr. O'Neill

That Council;

- 1. Action a plan to remove the White Cockatoos in line with the regulations set out by DWER.***
- 2. Delegates to the Chief Executive Officer the ability to negotiate with Council's Lawyer for a counter offer to Sport and Recreation Surfaces to ensure that Council has the full surface replaced on the Western Courts and the works is of quality.***
- 3. Budget for Hammond Street (East of Restdown) to have roots removed and reinstate road surface.***

November 2019 Council Meeting

That Council note no requests to be actioned for the month of November 2019.

October 2019 Council Meeting

MIN176/19 MOTION - Moved Cr. Leake 2nd Cr. McNeil

That the Council;

- 1. Nominate Cr Forsyth for a position on LGAFG;***
- 2. Request that the CEO continue to monitor the pigeons at the senior citizens centre; and***
- 3. Request that the CEO to inspect the damaged pole at the entrance to the bridge replica.***

December MIN 224/19

- 1. Mick Jones is investigating***
- 2. Raymond Griffiths is negotiating with Council's Lawyer for a counter offer to Sport and Recreation Surfaces to ensure that Council has the full surface replaced on the Western Courts and the works is of quality.***
- 3. Mick Jones to review Hammond Street.***

November MIN 202/19

That Council note no requests to be actioned for the month of November 2019.

October MIN 176/19

1. Will occur at Zone AGM
2. re-inspected and they aren't in the roof, contacted Team Leader Parks & Gardens to look into
3. pole replaced

FINANCIAL IMPLICATIONS (ANNUAL BUDGET)

Financial Implications will be applicable depending on requests and decision of Council.

POLICY IMPLICATIONS

Policy Implications will depend on items brought forward by Council. During discussions the Policy Manual will be referred to prior to decision being finalised.

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 PLAN IMPLICATIONS:

The Strategic Plan will be the driver and provide Guidance for Council in their decision making process for the community requests.

CORPORATE BUSINESS PLAN IMPLICATIONS

(Including Workforce Plan and Asset Management Plan Implications)

LONG TERM PLAN IMPLICATIONS: Nil (not applicable at this date and therefore unknown)

COMMUNITY CONSULTATION:

Council

Community Members

STAFF RECOMMENDATION

That Council note any requests or ideas to be actioned.

COUNCIL RESOLUTION

MIN /20 MOTION - Moved Cr. 2nd Cr.

CARRIED /

Agenda Reference:	11.1.2
Subject:	Status Report of Action Sheet
Location:	Shire of Kellerberrin
Applicant:	Shire of Kellerberrin - Council
File Ref:	Various
Disclosure of Interest:	N/A
Date:	3 rd February, 2020
Author:	Raymond Griffiths, Chief Executive Officer
Signature of Author:	_____
Signature of CEO:	

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.

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.

FINANCIAL IMPLICATIONS (ANNUAL BUDGET)

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.

POLICY IMPLICATIONS

Policy 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.

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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 PLAN IMPLICATIONS:

The Strategic Plan will be the driver and provide Guidance for Council in their decision making process for the community requests.

CORPORATE BUSINESS PLAN IMPLICATIONS (Including Workforce Plan and Asset Management Plan Implications)

LONG TERM PLAN IMPLICATIONS: Nil (not applicable at this date and therefore unknown)

COMMUNITY CONSULTATION:

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

STAFF RECOMMENDATION

That Council receives the Status Report.

COUNCIL RESOULTION

MIN /20	MOTION - Moved Cr.	2nd Cr.	CARRIED	/
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Agenda Reference:	11.1.3
Subject:	Council Policy Manual Review
Location:	Shire of Kellerberrin
Applicant:	
File Ref:	Policy Manual
Disclosure of Interest:	N/A
Date:	2 February 2020
Author:	Ms Kate Dudley, Deputy Chief Executive Officer

Signature of Author: _____

Signature of CEO:

BACKGROUND

Council undertakes an annual review of its policies and determines new or updated policies to guide its day to day operations and responsibilities in regards to its adopted structure and legislative requirements.

The review process has been underway for four month. At the August Council Meeting, it was decided -

That Council;

1. *adopts the proposed template as it's format for Council existing policies*
2. *instructs the CEO to have this process completed December 2019*
3. *rescinds Council Policies;*

- a. *Debt recovery policy debtors*
- b. *Debt recovery policy rates*
- c. *Payment approval process*
- d. *Budget preparation*
- e. *Financial activity statement – Material variance report*
- f. *Sale of land housing proceeds*
- g. *Use of council facilities and plant*
- h. *Smoking council buildings*
- i. *Supply of council notice papers minutes and information*
- j. *Release of unconfirmed minutes*
- k. *Councillor agenda availability*
- l. *Advertising of public notice*
- m. *Signature stamp- Shire President*
- n. *Office Hours*
- o. *Use of council vehicles*
- p. *Internal and & email use*
- q. *Customer Service Charter and Policy*
- r. *Master Key authorisation*
- s. *Legislative compliance*
- t. *Community engagement policy*
- u. *Staff annual leave*
- v. *Rostered day off – inside staff*
- w. *Rostered day off – outside staff*
- x. *Uniforms*
- y. *Provisions of outside staff uniforms*
- z. *Confidential business*
- aa. *Notice of ordinary meetings*
- bb. *Council delegates policy confidential business*
- cc. *Model of code of conduct*
- dd. *Use of council chambers*
- ee. *Noise abatement*

ff. Visitor management

gg. Council members

COMMENT

The current Policy Manual includes a number of operation processes. It is proposed that the manual be separated into two documents, a Council Policy Manual and an Operational Procedures Manual.

Policy making is an important function of local government. Policies guide decision making and therefore affect all those who may be impacted by a decision.

Officers are of the view that:

1. There should be a review of the Council Policies with the intent that a Council Policy:
 - a. Should deal with higher level objectives and strategies;
 - b. Should not deal with operational matters, employee matters, or other matters which are the responsibility of the CEO; and
 - c. Should, where appropriate provide sufficient direction to the CEO to develop OPPs which deal with the implementation of the Council Policy or other detailed matters.
2. As part of that review, any existing Council Policy should be rescinded where it could, more sensibly, be dealt with by an operational procedure adopted by the CEO

All existing council policies have been transferred to the new template (as adopted by council).

New Policies:

- Access and Inclusion
- Community Engagement
- Welcome to Country
- Complaints Handling
- Placement of temporary Grave Markers and Fences

Amended Policies:

Rescinded Policies:

- False Fire Alarm
- Home Occupation
- Rubbish Tip – Burning Off
- Sale of used grader blades, batteries and oil
- School Bus Stop Sign
- Security Procedures for Digital and Computer Equipment
- Swimming Pool Shade Sails
- Telephones in Council Houses
- Truck, Trailer Combinations – Vehicle Movements
- Vehicle Inspections
- Enforced Harvest Bans Due to Fire
- Prohibited Burning Times
- Restricted Burning Period

FINANCIAL IMPLICATIONS (ANNUAL BUDGET)

New policies or amendments to existing policies will have financial implications on Council's Budget depending upon which policy/s are added/deleted/amended.

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 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 benefit s (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

CORPORATE BUSINESS PLAN IMPLICATIONS

(Including Workforce Plan and Asset Management Plan Implications)

LONG TERM PLAN IMPLICATIONS:

Nil (not applicable at this date and therefore unknown)

COMMUNITY CONSULTATION:

Council has a legislative requirement to consider and determine Policies.

STAFF RECOMMENDATION

That Council adopts the proposed Council Policy Manual as presented.

COUNCIL RESOLUTION

MIN **/20 MOTION - Moved Cr.** 2nd Cr.

CARRIED /

Agenda Reference:	11.1.4
Subject:	Container Deposit Scheme
Location:	Shire of Kellerberrin
Applicant:	
File Ref:	ICR192262
Disclosure of Interest:	N/A
Date:	2 February 2020
Author:	Ms Kate Dudley, Deputy Chief Executive Officer
Signature of Author:	_____
Signature of CEO:	

BACKGROUND

On June 2 2020 Western Australia will introduce Containers for Change, a state-wide container deposit scheme that lets you cash in eligible containers for 10 cents each. Beverage containers currently account for 44% of all litter by volume in WA. The aim of the scheme is to reduce litter, increase recycling and create new opportunities for the community to participate in environment protection. Hundreds of container refund points are planned, many will hopefully be operated by community groups and social enterprises.

An application for the Shire to be a flexi transfer station was submitted on 19 October 2019.

On 11 November 2019, the Shire received notification that the following Wheatbelt towns had submitted applications to be a waste transfer station.

- Gingin
- Kellerberrin
- Lancelin
- Merredin
- Northam
- Quairading
- Southern Cross
- Toodyay
- Wagin
- York

In December 2019 The Shire received notification that the application to become a flexi transfer station was successful. The following surrounding towns were also successful:

- Westonia
- Wyalkatchem
- Quairading
- York

The expectation by WARRYL is that all towns with a population over 500 have access to either a flexi transfer station or some kind of disposal solution (pod or mobile)

COMMENT

WARRYL will be hosting a two-day induction course for successful application on 5 and 6 February 2020. At the Refund Point Induction, operators will be given an overview of the Scheme; the Containers for Change Point of Sale system; invoicing and payment processes; audit arrangements; best practice ideas; processing and logistics workings; branding and marketing information; mobilisation planning; and more.

The Manager Works & Services and Transfer Station Manager will be attending the induction.

FINANCIAL IMPLICATIONS (ANNUAL BUDGET)

The 2019/20 Budget doesn't include the new infrastructure that will be required to complete this project in time for 2 June 2020.

Officers have discussed the option of developing a flexi transfer station at a later time with WA Return Recycle Renewal Limited but have been advised that if the Shire doesn't accept the agreement in this round the space (distance between stations) will be filled with another applicant.

It's estimated that the startup costs will be approximately \$60,000.

STATUTORY IMPLICATIONS

Local Government Act 1995 (as amended)

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

CORPORATE BUSINESS PLAN IMPLICATIONS

(Including Workforce Plan and Asset Management Plan Implications)

LONG TERM PLAN IMPLICATIONS:

This project was not included in the long-term financial plan for the Shire of Kellerberrin.

COMMUNITY CONSULTATION:

A survey was provided to the community to gauge interest in the Shire hosting a flexi transfer station. The survey results were positive in the way that the community felt they would dispose of containers through the scheme. Although this could be done through donation points, rather than a flexi-transfer station.

STAFF RECOMMENDATION

That Council decided not to agree to the container deposited scheme, due to funds not being allocated in the 2019/20 budget.

COUNCIL RESOLUTION

MIN **/20 MOTION - Moved Cr.** **2nd Cr.**

CARRIED **/**

QUOTATION

Brett Taylor

Reference # : Nh1910084
Date : 15 Oct 2019

Not Set

Dear Brett,

Thank you for the opportunity to quote you on your new steel building. The features and benefits of this quotation refer to the supply of a kit only, based on the information discussed to date. Your steel building will be manufactured locally in Perth, WA.

If you have any questions, please don't hesitate to call us.

Kind Regards,

Nigel Harwood
Sales Consultant - WIDE SPAN SHEDS
ph: 1300 943 377
email: nigel.harwood@sheds.com.au



Pricing

Kit Price	\$36,781.82
GST	\$3,678.18
Promotional Discount (Pre-Christmas Delivery 2019)	(\$2,840.00)
Loading of Truck	Free
TOTAL (inc GST)	\$37,620.00

Delivery

Ex Perth

Payment Schedule

- 25% initial deposit to be paid to receive all appropriate plans, engineering specifications & certificates.
- 25% further deposit to be paid to commence manufacturing.
- 50% to be paid 7 working days prior to pick up or delivery of your steel building.

The price covers entirely our offer. Anything discussed or implied but not specifically referenced in this quote, does not form part of our offer. Please contact us for a revised quote if there are any amendments or inclusions you require.

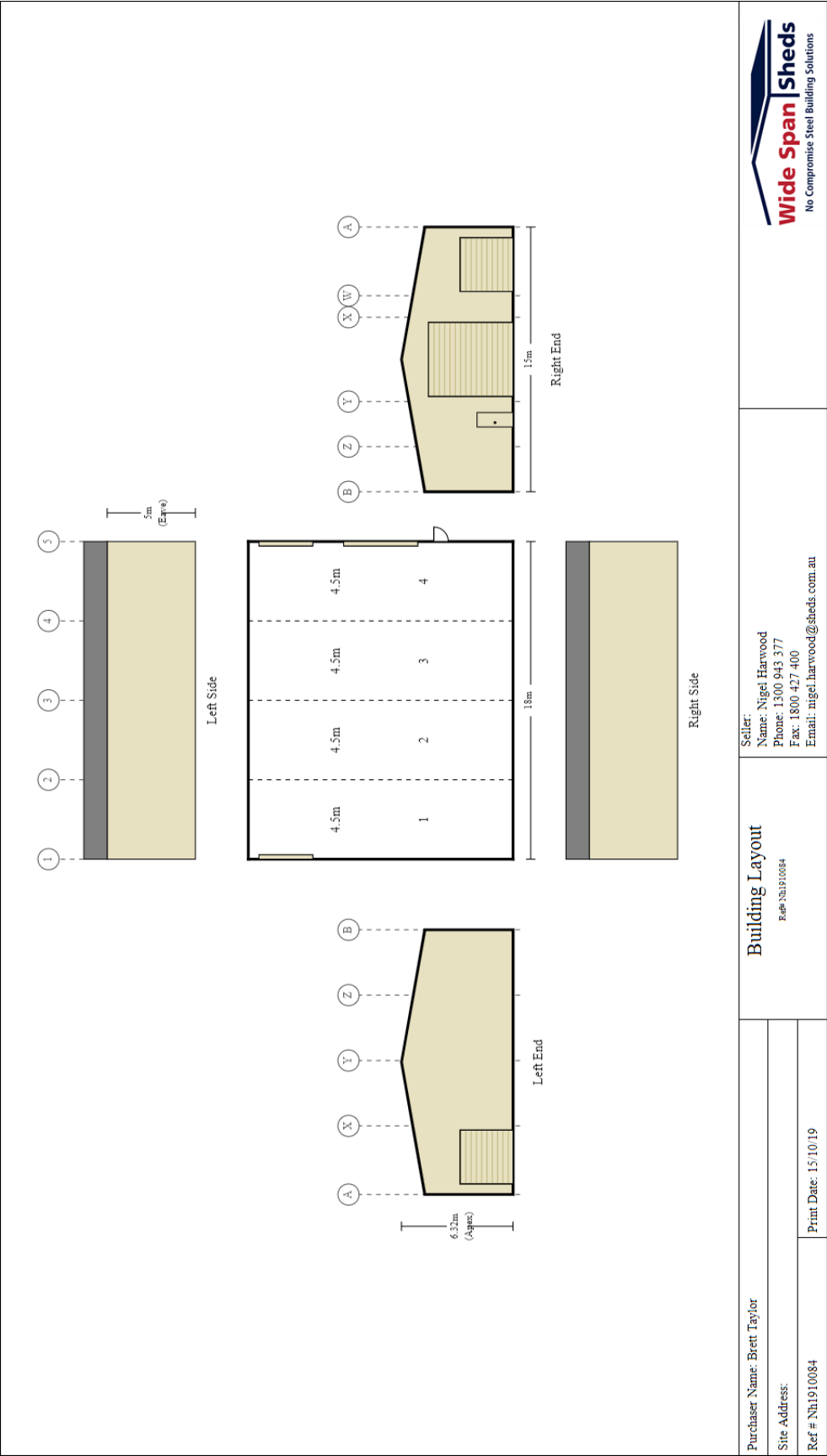
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Building Layout



Details of your Wide Span Sheds Building

Weight	Approximately: 7,900 kg
Span	15 metres
Length	18 metres (4 Bays of 4.5 metres each)
Height	5 metres
Roof Type	Gable, 10 degree pitch
Roof	ZINCALUME® steel TRIMCLAD® 0.42 BMT (0.47TCT) sheeting, BlueScope
Walls & Trims	COLORBOND® steel TRIMCLAD® 0.42 BMT (0.47TCT) sheeting, BlueScope
Roller Doors	One (1) COLORBOND® steel 3m high x 3.05m wide roller door (roller door is wind rated). One (1) COLORBOND® steel 4.8m high x 4.2m wide roller door (roller door is wind rated). One (1) COLORBOND® steel 3m high x 3.05m wide roller door (roller door is wind rated). Refer to the General Specification (# Access Doors) in relation to opening sizes. The Roller Doors are wrapped for protection during transport.
PA Doors	One (1) 2040 x 820 COLORBOND® steel door. Single skin metal clad door with COLORBOND® steel facings and fold-down vertical sides for strength and appearance. On a welded RHS frame, the door is pre-hung into a powdercoated frame. Supplied with a Knob/Knob entrance set;
Bracing	The building will have Knee and Apex braces. Minimum internal knee clearances are: Main Building 3.114m.
Roof Purlins & Wall Girts	Z sections bolted to rafters & columns with a minimum overlap of 10% of the bay width. The purlins and girts are Z 100.
Fixing to Concrete	Screw-Bolts fitted after concrete is cured.

Specific Inclusions

- Determination of the design criteria by the engineer. This includes assessment in 8 cardinal directions to determine the site design wind speed based on the building orientation.
- A comprehensive step by step Construction Kit. This kit is specific to your building and gives step by step, simple to follow instructions on how to build your building.
- Engineering certification of the steel building to the appropriate Australian Standards.
- Slab or Pier designs for soil classes A, S, M, H1 and H2.
- Materials as nominated above supplied as per the attached "General Specification".
- BlueScope - product warranties of up to 15 years apply.

Specific Exclusions

- Drawings other than detailed above.
- Consent authority including any building, development or construction certificate application(s).
- Construction of the steel building and any foundations (building is supplied as a kit).
- Insurance of the steel building once delivered to site or collected from depot.

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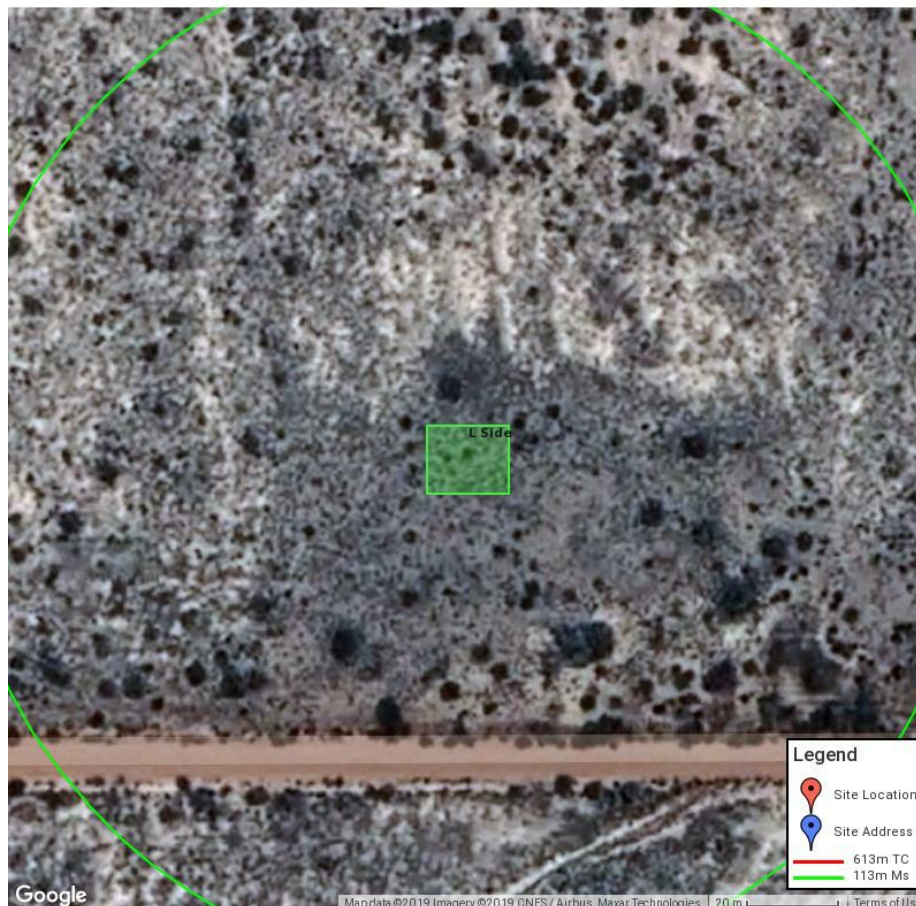


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Site Location

Site Address	Inverarity Road Kellerberrin WA 6410 Australia
Building Orientation	Left Side of building orientated to 0° (northerly direction)
Building Class	10
Importance Level	2 with a Vr of 45 m/s
Design Wind Criteria	Region A1; TC = 2.25; Mt = 1; Ms = 1.0; giving a Vdes of 40.5 m/s.
Other Design Factors	No Snow Loading allowed. No Earthquake Loading allowed.



Building Information

Your building is designed based on the Left Side of the building (as shown on Layout) having an orientation of 0° (northerly direction).

The design criteria nominated has been assessed by your trained sales consultant. This assessment is subject to the certifying engineers confirmation. Changes by the engineer may result in a change to the materials and price.

Terrain Category 2.25 (TC 2.25) is half way between:

- Terrain Category 2 (TC 2) : Open terrain, including grassland, with well scattered obstructions having heights generally from 1.5m to 5m, with no more than two obstructions per hectare, e.g. farmland and cleared subdivisions with isolated trees and uncut grass.
- Terrain Category 2.5 (TC 2.5) : Terrain with a few or isolated obstructions. This category represents the terrain in developing outer urban areas with scattered houses, or large acreage developments with fewer than 10 buildings per hectare. Examples: between 2 and 10 large trees per Ha, site with high vegetation or crops (over 600mm), such as vineyards, wheat etc.

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From the site location and the usage information we have at hand, it is unlikely that the building is subject to a Marine or Industrial Influence. This should be confirmed, by the purchaser, by referencing the BlueScope Technical Bulletins (In particular TB 1A) and where necessary contacting BlueScope on 1800 800 789.

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General Specifications

Due to ongoing product development, the seller reserves the right to make design and engineering changes up to the point of commencing manufacture. The engineer's final design requirements may override anything nominated.

Standards & Codes - All buildings are designed in accordance with test results, computer analysis, NCC, AS/NZS 1170, AS 3600, AS 4100 and AS 4600.

Design Criteria - Prior to issuing engineering certification, the engineer does a site specific check of the wind speed and a structural design check. This design takes into account the building orientation. Changes to the site wind speed may result in a price increase or decrease. Unless nominated, no allowance has been made for earthquake or snow loading. The building is not suitable for lining with gyprock.

Dimensions - all dimensions nominated are nominal sizes only. Length and span are to inside of sheeting. Height is to top of gutter. Length and span may vary when sides are fully open by up to 200mm per side/end. If an exact opening or clearance is required, then this must be specifically nominated as "exact size" in the quotation.

Environmental Characteristics - All components of the steel building are designed to suit the conditions generally described as Non aggressive. Care must be taken with any steel building to ensure that regular maintenance is carried out. The suitable conditions and Maintenance requirements are defined in the various BlueScope Technical Bulletins.

Roof & Wall Sheeting - COLORBOND® steel or ZINCALUME® steel as nominated. TCT refers to Total Coated Thickness. BMT refers to Base Metal Thickness. Refer to BlueScope TB-1a&1b **GALVSPAN® steel Sections** - GALVSPAN® steel C-sections, Z-sections, purlins and girts have a minimum coating of 350-gm/m² (Z350) and a minimum yield strength of 450Mpa. Refer to BlueScope TB-17

Fasteners - All major connections including Z purlins and girts are bolted. All other connections are tec screwed. Roof screws with cyclonic washers are ONLY provided where the building is rated cyclonic. Should conditions be severe (ISO Category 4 or 5), the purchaser should advise the seller of any special requirements. (Refer to BlueScope TB-16 and manufacturers warranty data.)

Bracing

Wall & Roof : Cross and Fly bracing as per the engineering plans, steel strapping will be supplied unless otherwise nominated. In open bays, a double eave purlin is provided for bracing purposes. Subject to engineering cross bracing in some open bays and over windows may be required.

Apex: Where nominated by the engineering, apex braces are supplied. Apex braces will reduce the apex clearance height. rafters.

Knee Braces: Where nominated by the engineering, lateral and/or transverse knee braces are provided. Knee braces will reduce the clearance heights.

End Wall Mullions - Fixed at 90 degrees to the columns and inside the rafter. These will reduce internal clearance.

Gutters - The gutter type supplied will be nominated by our supplier as the most common type for the area.

Piers and Slab - Designs are for a safe bearing value $\geq 100\text{kPa}$. (400kPa ultimate). Where a concrete slab, or concrete slab and piers is nominated, the wall sheeting will be supplied to extend 40 mm past the slab (building height + 40 mm). When concrete piers only are nominated, wall sheeting is provided to building height. Where a 50mm step down is nominated, the wall sheeting is not extended any further.

Fixing Method - The fixing method nominated is for the main side columns. Other columns are supplied as per engineering design. Where chemical studs are nominated, due to hazardous transport laws, the chemical is to be supplied by others. The Engineers design may override your request.

Marking, Cutting and Drilling - Most components are marked for easy identification and placement. Most are also cut to length and drilled to suit bolt placement. It will be necessary to cut and/or drill some components on site.

symbol indicates items that are only included when specifically nominated in your quotation.

Colours - Not all colours are available from all manufacturing depots. 0.40 TCT wall sheeting has limited colours in most areas.

Dividing Walls - Sheeting to one side of the wall. Where the wall is in ZINCALUME® steel, any doors etc. on the wall shall also be in ZINCALUME® steel.

Downpipes - 100 x 75 or 90 dia PVC as provided by our supplier.

Internal Stud Walls - No sheeting provided.

Access Doors - All roller doors, shutters, steel sliding or bifold doors and PA doors are NOT wind rated. Roller doors can be supplied wind rated at an additional cost. The sizes quoted are approximate door sizes - NOT clear opening sizes. Clear opening sizes may be reduced due to the building height, widths, motors or chains. At least 70mm in height will be lost due to the 'lead in'. All roller door keys (where included) are keyed alike, unless otherwise stated. All Stable shutters will be provided in the same colour as the wall colour. Sliding doors are supplied so that each door will slide across the door bay plus one other bay as per shed layout.

Roller Door Transport Protection - All doors are either steel wrapped or hardboard boxed to protect them during transport.

Windows - Positions shown on plans are for illustration purposes only (all windows are 2.1m to top of window from floor level). A header flashing is provided as part of the building. Other stile material is provided to enable secure fixing of the windows and surrounding sheeting. An 'X' shown in the elevation on a window represents cross bracing over the window.

Mezzanine Floors - Supply is for bearers and joists only. Flooring, stairs and balustrading are not supplied. Combined Dead Load plus Live Load of 1.5kPa maximum. Joists spacing of 600mm. Support posts fitted under bearers in line with End Wall Mullion positions.

Skylights - Translucent (Opal) Fibreglass sheeting. Industrial weight (2400 gm per m²). Safety mesh (if required) is to be provided by others. Maximum of one sheet per bay, per side.

Insulation + Wire - Of the type nominated in the quote.

Delivery - Delivery is quoted to within the normal delivery runs. Additional fees apply where the address is off the run. Alternatively delivery is to be ex works. Unloading of the whole kit is not included where any length exceeds 11.8m. Semi trailer access required. Where a body truck is requested it is subject to availability. Should a body truck be requested and it is not available for the site then the building shall be either ex works or delivered to an alternative address by a semi trailer.

Ex Works - Collection will be from our supplier's depot nominated as the manufacturing location in the quote letter.

Pricing - Pricing is valid for 30 days, unless notified of an impending price rise where the price rise date will become the new validation date.

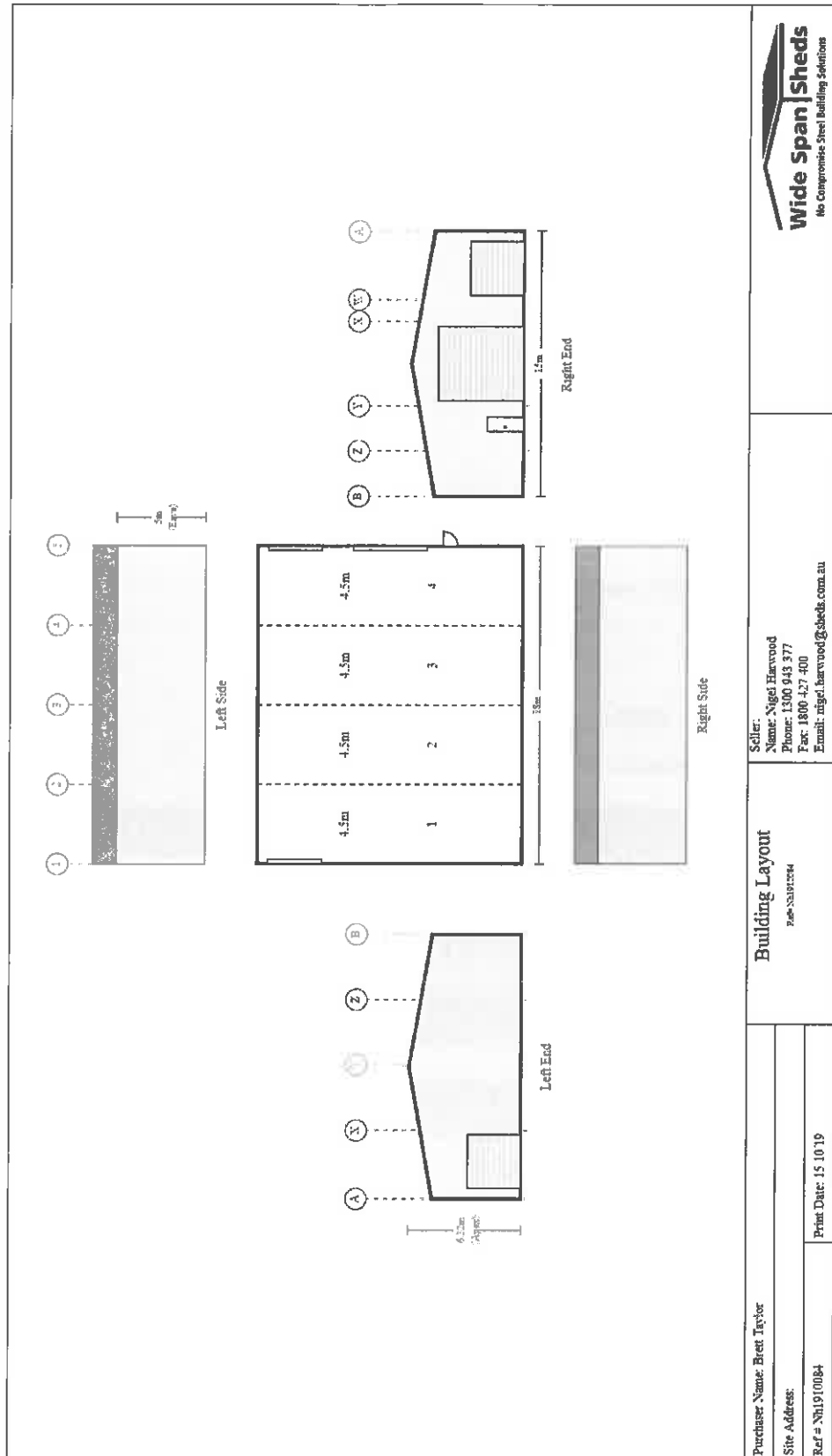
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Building Layout



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Details of your Wide Span Sheds Building

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PROPOSED SHED FOR
CONTAINER DEPOSIT
SCHEME

An aerial photograph of a waste transfer station. The central area is a large, cleared, light-colored rectangular plot. To the left, there's a dirt road with a small white building and a car. To the right, there's a wooded area with some debris. Handwritten text and arrows are overlaid on the image. The text 'PROPOSED SHED FOR CONTAINER DEPOSIT SCHEME' is written in the upper right, with an arrow pointing to a rectangular area on the left. The text 'KELLERBERG WASTE TRANSFER STATION' is written across the center of the cleared area. Below it, 'SHIRE OWNED + R/W.' is written. At the bottom of the cleared area, there's a long, low structure, possibly a conveyor or a shed, with the text 'KELLERBERG WASTE TRANSFER STATION' written on it. The surrounding area is a mix of dirt, grass, and trees.

KELLERBERG
WASTE TRANSFER STATION.

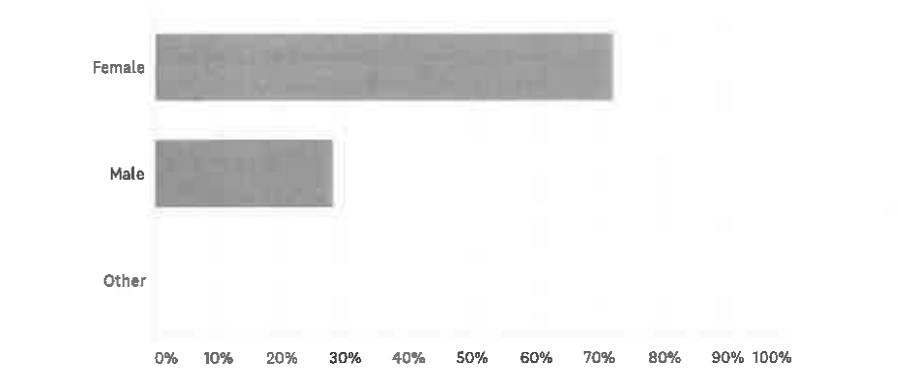
SHIRE OWNED + R/W.

Shire of Kellerberrin - Container Deposit Scheme

Q1

What is your gender?

Answered: 100 Skipped: 0

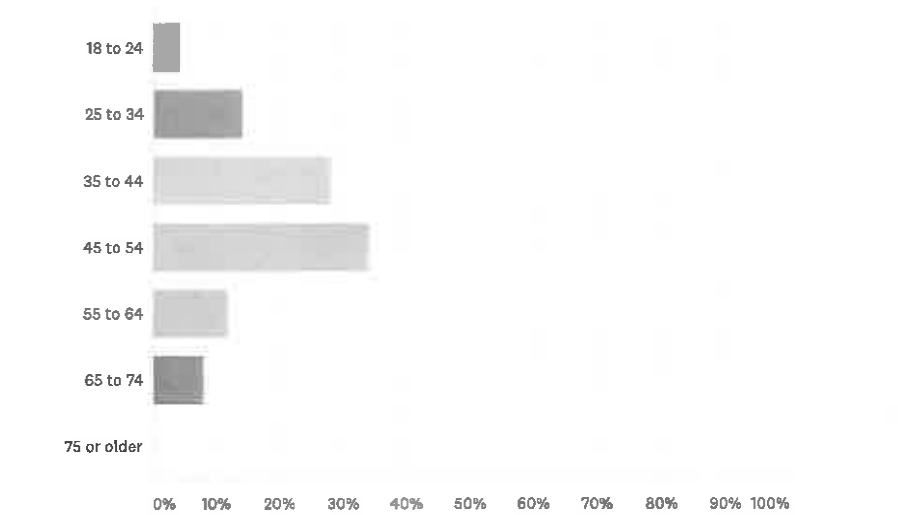


ANSWER CHOICES	RESPONSES	
Female	72.00%	72
Male	28.00%	28
Other	0.00%	0
TOTAL		100

Q2

What is your age group?

Answered: 100 Skipped: 0



ANSWER CHOICES	RESPONSES	
18 to 24	4.00%	4
25 to 34	14.00%	14
35 to 44	28.00%	28
45 to 54	35.00%	35
55 to 64	14.00%	14
65 to 74	10.00%	10
75 or older	0.00%	0



SIGN UP FREE



TOTAL

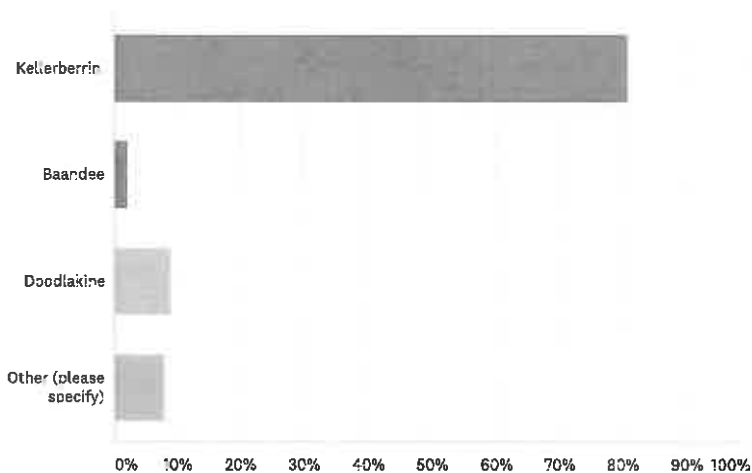
100

Q3



Do you live within the Shire of Kellerberrin?

Answered: 100 Skipped: 0



ANSWER CHOICES

RESPONSES

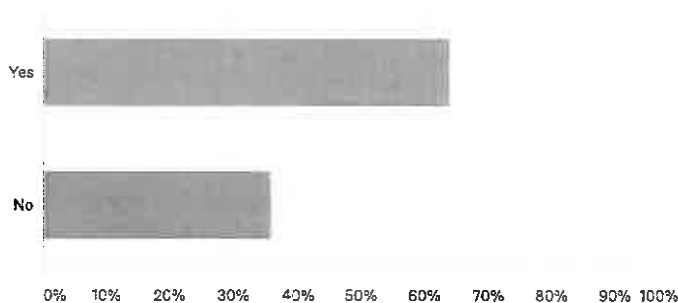
Kellerberrin	81.00%	81
Baandee	2.00%	2
Doodlakine	9.00%	9
Other (please specify)	8.00%	8
TOTAL		100

Q4



Are you aware that the Container Deposit Scheme "Containers for Change" is due to be implemented into Western Australia by 2nd June 2020.

Answered: 100 Skipped: 0



ANSWER CHOICES

RESPONSES

Yes	64.00%	64
No	36.00%	36
TOTAL		100

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Share

100 responses

35.11

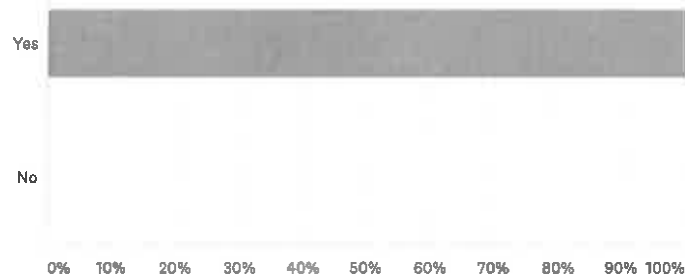


SIGN UP FREE



believe once the program is implemented in Western Australia it will be successful here?

Answered: 99 Skipped: 1



ANSWER CHOICES

RESPONSES

Yes

100.00%

99

No

0.00%

0

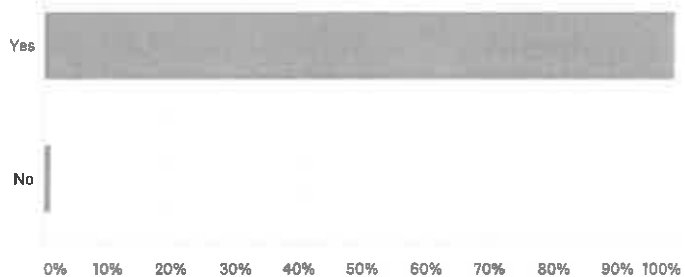
TOTAL

99

Q6

When the Container Deposit Scheme "Containers for Change" launches in June 2020, you will be able to return your eligible empty containers for a 10 cent refund, which you can either collect yourself or donate to a charity, community group and not-for-profit registered for the scheme. The Shire of Kellerberrin is looking at the possibility of installing a refund point for the Scheme in Kellerberrin. If it was installed would you utilise this facility?

Answered: 100 Skipped: 0



ANSWER CHOICES

RESPONSES

Yes

99.00%

99

No

1.00%

1

TOTAL

100

Q7

Do you believe the Container Deposit Scheme "Container

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<https://www.surveymonkey.com/re>

COPY

Share

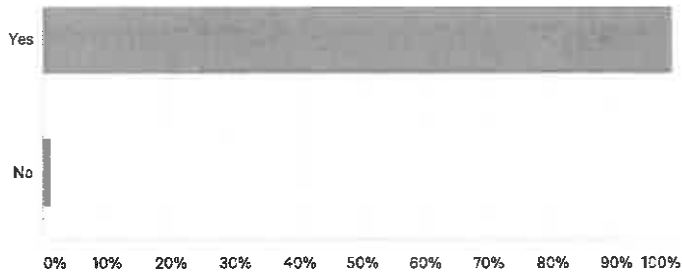
Embed

Export

100 responses

35.12

Sign Up Free

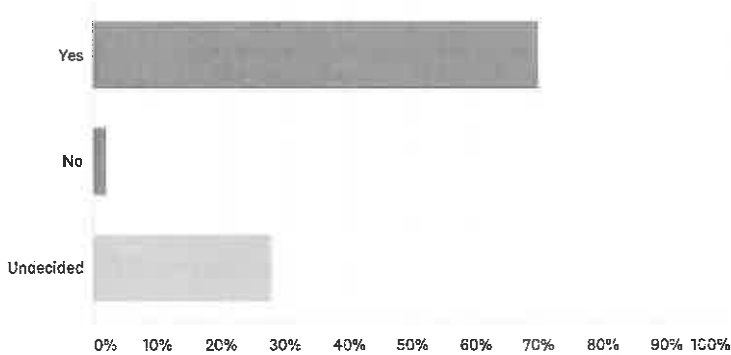


ANSWER CHOICES	RESPONSES	
Yes	99.00%	99
No	1.00%	1
TOTAL		100

Q8

Would you consider donating your container deposit to a local sporting, community group or not-for-profit organisation?

Answered: 100 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	70.00%	70
No	2.00%	2
Undecided	28.00%	28
TOTAL		100

Q9

On behalf of the Shire of Kellerberrin we would like to thank you for your time to take this survey. The results of this survey will be used for future funding applications and planning. If you have any comments or suggestions on the proposed scheme, please feel free to let us know in the below box.

Answered: 17 Skipped: 83

Agenda Reference:	11.1.5
Subject:	Small Business Friendly Local Government
Location:	Shire of Kellerberrin
Applicant:	
File Ref:	
Disclosure of Interest:	N/A
Date:	2 February 2020
Author:	Ms Kate Dudley, Deputy Chief Executive Officer
Signature of Author:	_____
Signature of CEO:	

BACKGROUND

The Small Business Development Corporation have developed the Small Business Friendly Local Governments initiative to recognise local government authorities in Western Australia that are committed to actively supporting small businesses in their local area.

Local governments are encouraged to sign the Small Business Friendly Local Governments Charter to show they have committed to work with, and support, small business by:

- offering enhanced customer service
- reducing red tape
- making on-time payments
- having a process in place to handle disputes
- introducing other activities to improve the operating environment for small businesses in their area
- Participating local governments will provide us with updates on how they are meeting these commitments.

COMMENT

Local governments participating in the initiative have nominated a range of activities to support their local small business community. Some of these exciting activities are outlined below:

- Conduct regular meetings with the Chamber of Commerce.
- Promote a 'buy local' shopping campaign.
- Implement the Local Purchases Policy.
- Host and facilitate local business forums and events.
- Update the Council website by adding a dedicated small business support page.
- Create an online business directory in collaboration with the Waroona Business Support Group.

Most of the aspects covered in the charted (attached) are already implemented by the Shire although may result in additional reporting requirements.

FINANCIAL IMPLICATIONS (ANNUAL BUDGET)

There may be minor financial implications, depending on the actives/initiatives followed.

STATUTORY IMPLICATIONS

Local Government Act 1995 (as amended)

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

CORPORATE BUSINESS PLAN IMPLICATIONS

(Including Workforce Plan and Asset Management Plan Implications)

LONG TERM PLAN IMPLICATIONS:

Nil

COMMUNITY CONSULTATION:

STAFF RECOMMENDATION

That Council support the Western Australian Small Business Friendly Local Governments Initiative.

COUNCIL RESOLUTION

MIN **/20 MOTION - Moved Cr.** **2nd Cr.**

CARRIED **/**

Charter

Commitment to this Charter is a requirement for participation in the Small Business Friendly Local Governments (SBFLG) initiative and outlines what the local government agrees to do to support small business in their area.

1. Commitment to small business

The local government agrees to:

- a) recognise that the small business community is an important stakeholder;
- b) undertake regular and targeted consultation with this group;
- b) work towards understanding how its local small business community operates, its needs and goals, and the key challenges;
- c) provide networking and other development opportunities for its local small business community; and
- d) actively engage, where appropriate, with the Small Business Development Corporation (SBDC) on matters affecting small business.

2. Commitment to customer service

The local government agrees to:

- a) maintain open lines of communication with small businesses through both formal and informal approaches;
- b) provide clear advice and guidance to small businesses with a focus on assisting them to understand and meet their regulatory obligations, and to work with them to achieve compliance;
- c) publish a set of clear service standards setting out what small businesses can expect from them;
- d) consider the needs of local small business owners for whom English is not a first language; and
- e) publish a link on its website to take small business owners to resources available on the SBDC website, including the Business Licence Finder.

3. Administration and regulation

The local government agrees to:

- a) take reasonable action to limit unnecessary administrative burdens on small business such as:
 - i. only asking for information that is absolutely necessary;
 - ii. not asking for the same information twice;
 - iii. working collaboratively with other local governments;
- b) undertake regular policy reviews to limit their impact on small businesses, and to test new policies and procedures for 'small business friendliness'; and
- c) ensure that its officers have the necessary knowledge and skills to apply plans and regulations in a consistent manner.

4. On-time payment policy

The local government agrees to work towards ensuring all invoices from small business suppliers are paid within 30 days.

5. Small business engagement

The local government agrees to regularly meet and consult with the small business community, including small business operators and members of representative bodies, to assist their understanding of small business needs in their local area.



6. Dispute resolution

The local government agrees to implement a timely, cost-effective and non-judicial process to manage any disputes it may have with small businesses and to publish details of this on its website. The process could include referring the dispute to an independent dispute resolution service (such as that offered by the SBDC).

7. Additional activities to support small business

In addition to items 4, 5, and 6 above, the local government agrees to implement at least three other activities to improve the operating environment for small businesses within its authority. Details of the initiatives are to be included in the local government's bi-annual reports to the SBDC.

8. Progress reports

The local government agrees to:

- a) provide the SBDC with a biannual progress report that outlines the results achieved in relation to its small business friendly initiatives, including its policy relating to small business being paid on-time, business advisory group, and dispute resolution process; and
- b) forward success stories and case studies to the SBDC in relation to the SBFLG initiative when requested.

9. Promotion and marketing of the program

The local government:

- a) agrees that the Mayor and Chief Executive Officer will make a public statement in relation to its commitment to the SBFLG initiative, and to post this statement on its website;
- b) will be provided with a logo which it agrees to use in accordance with the SBFLG style guide supplied by the SBDC; and
- c) is encouraged to promote the SBFLG initiative by displaying the approved logo on its online and printed marketing and communication materials.

10. Contact details

The local government agrees:

- a) that the primary contact for the SBFLG initiative will be the Chief Executive Officer and that a secondary contact will also be nominated, as a delegate of the Chief Executive Officer; and
- b) to provide the SBDC with direct contact details for the nominated contacts.

	Name	Position	Phone number	Email address
Primary contact		Chief Executive Officer		
Secondary contact				

11. Acceptance

On behalf of [insert local government name], we agree to the terms outlined in this Charter and agree to implement the SBFLG initiative.

Mayor

Print name:

Signature:

Date:

Chief Executive Officer

Print name:

Signature:

Date:

Agenda Reference:	11.1.6
Subject:	Direct Debit List and Visa Card Transactions for the month December 2019
Location:	Shire of Kellerberrin
Applicant:	Shire of Kellerberrin
File Ref:	N/A
Record Ref:	N/A
Disclosure of Interest:	N/A
Date:	3rd January 2020
Author:	Brett Taylor – Senior Finance Officer
Signature of Author:	_____
Signature of CEO:	

BACKGROUND

Please see below the Direct Debit List and Visa Card Transactions for the month of December 2019.

Municipal Direct Debit List

Date	Name	Details	\$	Amount
2-Dec-19	Westnet	Internet Fees		4.99
6-Dec-19	Department of Transport	Vehicle Inspections		69.56
6-Dec-19	Shire of Kellerberrin	Creditors	288,129.49	
11-Dec-19	Department of Housing	Rent	420.00	
12-Dec-19	Shire of Kellerberrin	Super Choice	8,643.94	
12-Dec-19	Shire of Kellerberrin	Pay Run	51,615.78	
13-Dec-19	DLL	Photocopier Lease	265.21	
20-Dec-19	Shire of Kellerberrin	Creditors	6,548.75	
20-Dec-19	Shire of Kellerberrin	Creditors	449,046.88	
23-Dec-19	NAB	Bank Fees	48.98	
24-Dec-19	Department of Housing	Rent	420.00	
27-Dec-19	Shire of Kellerberrin	Pay Run	53,396.80	
31-Dec-19	NAB	Bank Fees	39.56	
31-Dec-19	NAB	Bank Fees	10.00	
31-Dec-19	NAB	Bank Fees	41.00	
TOTAL			\$	858,700.94

Trust Direct Debit List

Date	Name	Details	\$	Amount
31-Dec-19	Department of Transport	Licencing December 2019		51,358.55
TOTAL			\$	51,358.55

Visa Transactions

Date	Name	Details	\$	Amount
11-Dec-19	Shire of Kellerberrin	Licence KE143		267.25
11-Dec-19	Shire of Kellerberrin	Licence KE216		267.25
27-Dec-19	NAB	Bank Fees		9.00
TOTAL - CEO			\$	543.50
Date	Name	Details	\$	Amount
04-Dec-19	RLSSWA	Safety Equipment Swimming Pool		115.25
12-Dec-19	Avon Valley Meats	Meat Xmas Function		162.66
20-Dec-19	SQD First Aid	First Aid Supplies Outside Crew		137.45
27-Dec-19	NAB	Bank Fees		9.00
TOTAL -DCEO				424.36
TOTAL VISA TRANSACTIONS			\$	967.86

FINANCIAL IMPLICATIONS (ANNUAL BUDGET)

➤ Financial Management of 2019/2020

POLICY IMPLICATIONS - Nil

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 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 PLAN IMPLICATIONS - Nil

CORPORATE BUSINESS PLAN IMPLICATIONS - Nil

TEN YEAR FINANCIAL PLAN IMPLICATIONS - Nil

COMMUNITY CONSULTATION – Nil

ABSOLUTE MAJORITY REQUIRED – No

STAFF RECOMMENDATION

- 1) That the Direct Debit List for the month of December 2019 comprising;
 - (a) Municipal Fund – Direct Debit List
 - (b) Trust Fund – Direct Debit List
 - (c) Visa Card Transactions

Be adopted.

COUNCIL RESOLUTION

MIN

/19 MOTION - Moved Cr.

2nd Cr.

CARRIED /

Agenda Reference:	11.1.7
Subject:	Direct Debit List and Visa Card Transactions for the Month January 2020
Location:	Shire of Kellerberrin
Applicant:	Shire of Kellerberrin
File Ref:	N/A
Record Ref:	N/A
Disclosure of Interest:	N/A
Date:	3 rd February 2020
Author:	Brett Taylor – Senior Finance Officer
Signature of Author:	_____
Signature of CEO:	

BACKGROUND

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

Municipal Direct Debit List

Date	Name	Details	\$	Amount
2-Jan-20	NAB	Merchant Fees		3.69
2-Jan-20	Westnet	Internet Fees		4.99
2-Jan-20	NAB	Merchant Fees - Caravan Park		51.90
2-Jan-20	NAB	Merchant Fees - Office		75.56
2-Jan-20	NAB	Merchant Fees - Licencing		162.60
2-Jan-20	Alleasing	Gym Equipment Lease		3,121.83
2-Jan-20	Shire of Kellerberrin	Creditors Payment		201,344.72
7-Jan-20	Department Housing	Rent		420.00
9-Jan-20	Shire of Kellerberrin	Creditors Payment		3,564.00
9-Jan-20	Shire of Kellerberrin	Pay Run		53,563.40
10-Jan-20	Shire of Kellerberrin	Super Choice		8,967.46
16-Jan-20	Shire of Kellerberrin	Creditors Payment		238,079.47
21-Jan-20	Department Housing	Rent		420.00
23-Jan-20	Shire of Kellerberrin	Super Choice		9,573.26
23-Jan-20	Shire of Kellerberrin	Pay Run		55,000.84
29-Jan-20	NAB	Bank Fees		53.98
31-Jan-20	NAB	Bank Fees		53.36
31-Jan-20	NAB	Bank Fees		10.00
31-Jan-20	NAB	Bank Fees		46.70
31-Jan-20	NAB	Merchant Fees - Trust		3.05
31-Jan-20	NAB	Merchant Fees - Caravan Park		51.90
31-Jan-20	NAB	Merchant Fees- Licencing		74.47
31-Jan-20	NAB	Merchant Fees- Office		105.44
TOTAL			\$	<u>574,752.63</u>

Trust Direct Debit List

Date	Name	Details	\$	Amount
31-Jan-20	Department of Transport	Licencing January 2020		41,511.75
TOTAL			\$	<u>41,511.75</u>

Visa Transactions

Date	Name	Details	\$	Amount
20-Jan-20	Good Guys	New Laptop CEO		1,804.00
28-Jan-20	Puma Tarcoola	Fuel KE1		101.03
28-Jan-20	NAB	Card Fee		9.00
TOTAL - CEO			\$	<u>1,914.03</u>
Date	Name	Details	\$	Amount

23-Jan-20	Coles Northam	Australia Day Awards Decorations	55.90
23-Jan-20	Red Dot Northam	Australia Day Awards Decorations	96.00
28-Jan-20	Midway Ford	Service KE02	400.00
28-Jan-20	NAB	Card Fee	9.00
TOTAL -DCEO			560.90
TOTAL VISA TRANSACTIONS			\$ 2,474.93

FINANCIAL IMPLICATIONS (ANNUAL BUDGET)

➤ Financial Management of 2019/2020

POLICY IMPLICATIONS - Nil

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 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 PLAN IMPLICATIONS - Nil

CORPORATE BUSINESS PLAN IMPLICATIONS - Nil

TEN YEAR FINANCIAL PLAN IMPLICATIONS - Nil

COMMUNITY CONSULTATION – Nil

ABSOLUTE MAJORITY REQUIRED – No

STAFF RECOMMENDATION

- 2) That the Direct Debit List for the month of January 2020 comprising;
- (a) Municipal Fund – Direct Debit List
 - (b) Trust Fund – Direct Debit List
 - (c) Visa Card Transactions

Be adopted.

COUNCIL RESOLUTION

MIN

/20 MOTION - Moved Cr.

2nd Cr.

CARRIED /

Agenda Reference:	11.1.8
Subject:	Cheque List December 2019
Location:	Shire of Kellerberrin
Applicant:	N/A
File Ref:	N/A
Record Ref:	N/A
Disclosure of Interest:	N/A
Date:	3 rd January 2020
Author:	Zenedelle Arancon, Finance Officer
Signature of Author:	_____
Signature of CEO:	

BACKGROUND

Accounts for payment from 1st December-31st December 2019

TRUST

TRUST TOTAL	\$ 52,420.20
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MUNICIPAL FUND

Cheque Payments

34696-34704	\$ 35,235.05
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EFT Payments

10224-10356	\$ 743,725.12
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Direct Debit Payments

	\$ 25,346.06
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TOTAL MUNICIPAL

	\$ 804,306.23
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COMMENT

During the month of December 2019, the Shire of Kellerberrin made the following significant purchases:

SOURCE MACHINERY PTY LTD	\$ 164,637.00
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Purchase of Kubota loader & excavator

Western Australian Treasury Corporation	\$ 53,815.35
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Loan No. 118 & Loan 120 payments

Department of Transport - TRUST DIRECT DEBITS Licensing CRC	\$ 51,358.55
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Licensing December 2019

Boral Construction Materials Group T/as	\$ 41,511.82
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Bitumen Spraying at Bath Street & Chambers Street KBN

Avon Valley Toyota	\$ 41,001.90
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Purchase of Isuzu D-max Ute 4x4 Hi-rider manual

Office of the Auditor General	\$ 40,700.00
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Audit fees end of financial year June 2019

Kellerberrin Recreation & Leisure Centre Management Advisory Committee	\$ 34,935.90
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Proceeds of barley crop for 2019

Rylan Pty Ltd	\$ 28,488.40
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Kerbing Chambers & Bath Streets, KBN

Water Corporation Standpipes & various accounts water supply charges November 2019	\$ 23,515.06
Innes & Co Truck hire September 2019	\$ 23,094.50
Fire And Emergency Services (WA) Dept. of Fire & Emergency Services quarter review 2019/2020	\$ 21,982.56
Merredin Glazing Service Supply & install new front sliding door entrance to Recreation Centre & Caravan Park	\$ 21,076.00
CBH Group Purchase of 31 Hammond Street accommodation 4x2 units	\$ 16,500.00
Smith Earthmoving Pty Ltd Hire of semi and dozer at tendered rates for October 2019	\$ 16,137.00
Verum Group Pty Ltd Professional fee consultancy agreement & project management November 2019	\$ 15,312.00
Western Australian Treasury Corporation Loan No. L117 Interest payment	\$ 12,682.59
Farmways Kellerberrin Pty Ltd Purchases of microwave ovens, toasters & kettles for Caravan park additional rooms & various under \$200	\$ 12,162.87
KLM Mining & Industrial Pty Ltd Recreation Centre - supply & lay synthetic turf	\$ 10,560.00
WCS Concrete Pty Ltd Supply & lay coloured concrete between Moylan's dongas and foot paths Caravan Park	\$ 10,362.00
United Card Services Pty Ltd Fuel charges November 2019	\$ 9,593.92
Avon Waste Domestic & commercial collection charges November 2019	\$ 9,130.13
E Giles & Co. Supply of gravel for North Baandee Road	\$ 7,991.00
Santaleuca Forestry Federal Government Referral for clearing permit Baandee Nth Road	\$ 7,014.70
WA Local Government Superannuation Plan Pty Ltd Payroll deductions	\$ 6,935.29
WA Local Government Superannuation Plan Pty Ltd Payroll deductions	\$ 6,926.79
VISA Payments - National Australia Bank Visa transactions charges CEO & DCEO November 2019	\$ 6,869.92
Merredin Refrigeration & Gas Purchase indoor fans for Caravan Park & Swimming Pool & labour	\$ 6,743.65
AMPAC Debt Recovery (WA) Pty Ltd AMPAC Commissions & Costs for November 2019	\$ 6,623.34

Shire of Koorda	\$ 6,600.00
Wheatbelt secondary freight network co-contribution to stage 1 priority works	
Mineral Crushing Services WA PTY LTD	\$ 5,262.40
Purchase 10mm washed aggregates	

Shire of Kellerberrin 2019/2020 Operating Budget

POLICY IMPLICATIONS - Nil

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 IMPLICATIONS - Nil

CORPORATE BUSINESS PLAN IMPLICATIONS - Nil
(Including Workforce Plan and Asset Management Plan Implications)

TEN YEAR FINANCIAL PLAN IMPLICATIONS - Nil

COMMUNITY CONSULTATION - Nil

ABSOLUTE MAJORITY REQUIRED - No

STAFF RECOMMENDATION

That Council notes that during the month of December 2019, 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 **\$804,306.23** on vouchers EFT , CHQ, Direct payments*
2. *Trust Fund payments totalling **\$52,420.20** on vouchers EFT, CHQ, Direct payments*

COUNCIL RESOLUTION

MIN **/19 MOTION - Moved Cr.**

2nd Cr.

CARRIED /

**Shire of Kellerberrin
Municipal/Trust Account Submitted
For the Month Ending 31st December 2019**

	Date	Name	Description	Payment Amount
		TRUST		
3101	12/12/2019	John Nicholls	Refund of bus bond	\$ 200.00
3102	12/12/2019	Shire Of Kellerberrin	BSL Commissions October 2019	\$ 5.00
6945	31/12/2019	Department of Transport - TRUST DIRECT DEBITS Licensing CRC	Licensing December 2019	\$ 51,358.55
EFT10284	12/12/2019	Building and Energy / Department of Mines, Industry Regulation and Safety	BSL Commissions October 2019	\$ 56.65
EFT10285	12/12/2019	Garry Taylor	Refund of Hall bond hire	\$ 350.00
EFT10286	12/12/2019	Joanne Patford	Refund of Golf Club Bond	\$ 350.00
EFT10287	12/12/2019	Peter Masterson	Refund of Gym card swipe bond	\$ 50.00
EFT10288	12/12/2019	Tia Bynon	Refund of Gym card swipe bond	\$ 50.00
		TOTAL		\$ 52,420.20
		EFT		
EFT10224	05/12/2019	AFGRI Equipment Australia Pty Ltd	Purchase of inserts for plant vehicles	\$ 1,412.88
EFT10225	05/12/2019	AMPAC Debt Recovery (WA) Pty Ltd	AMPAC Commissions & Costs for November 2019	\$ 6,623.34
EFT10226	05/12/2019	Alan's Auto Electrics & Air Conditioning	Airconditioning compressor & labor	\$ 1,176.25
EFT10227	05/12/2019	All Ways Foods	Supply purchases for Caravan Park & public toilets	\$ 424.74
EFT10228	05/12/2019	AnT Scutter	Use of septic truck at Caravan Park	\$ 55.00
EFT10229	05/12/2019	Australia Post	Total supply November 2019	\$ 670.96
EFT10230	05/12/2019	Avon Valley Toyota	Purchase of Isuzu D-max Ute 4x4 Hi-rider manual	\$ 41,001.90
EFT10231	05/12/2019	BOC Limited	Oxygen industrial E2 Size, Oxygen indust G size, argon welding E2 size,	\$ 279.28
EFT10232	05/12/2019	Bob Waddell & Associates Pty Ltd	Assist with 19/20 annual financial report and reveiw of assest	\$ 3,993.00
EFT10233	05/12/2019	Borrell Rafferty Associates Pty Ltd	Professional fee for Paul Rafferty	\$ 2,750.00
EFT10234	05/12/2019	CBH Group	Purchase of 31 Hammond Street accommodation 4x2 units	\$ 16,500.00
EFT10235	05/12/2019	Covs, a Division of GPC Asian Pacific Pty	Purchase beacons, lamp & bush kit	\$ 900.40
EFT10236	05/12/2019	DKT Rural Agencies	Garden sprayer industrial 8Ltr	\$ 68.00
EFT10237	05/12/2019	David Powell	Refund Caravan Park accommodation	\$ 12.50
EFT10238	05/12/2019	Dylan Copeland	Flora survey, Data collection, Liasing with Steve Fry, Travel, A17201 Site visits and associated travel, State NRM conference, Prepare presentation &	\$ 3,652.00
EFT10239	05/12/2019	E. & M.J. Roshier Pty Ltd	Purchase of flange, pipes & gaskets	\$ 770.96
EFT10240	05/12/2019	Easi Fleet Pty Ltd	Payroll deductions	\$ 894.08
EFT10241	05/12/2019	Electus Distribution P/L	Purchase of amplifier, switches, body camera & adaptor	\$ 459.42
EFT10242	05/12/2019	Farmways Kellerberrin Pty Ltd	Purchase of various items under \$100 November 2019	\$ 884.15
EFT10243	05/12/2019	Fegan Building Surveying	Building surveyor services November 2019	\$ 1,089.00
EFT10244	05/12/2019	Fire And Emergency Services (WA)	Dept. of Fire & Emergency Services quarter review 2019/2020	\$ 21,982.56
EFT10245	05/12/2019	Five Star Business Equipment & Communications	Black & colored meter reading billing September & November 2019 Admin Office printer	\$ 980.17
EFT10246	05/12/2019	Fleet Network Pty Ltd	Payroll deductions	\$ 760.16
EFT10247	05/12/2019	Geraldine Nominees T/AS Daimler Trucks	Purchase of shock abs, clamp shield, airbags & mirror for plant vehicles	\$ 936.92
EFT10248	05/12/2019	Great Southern Fuel Supplies	Fuel charges November 2019	\$ 2,422.35
EFT10249	05/12/2019	HF. Deutscher Pty.Ltd	Purchase of blade plates, brake pads & freight for plant vehicles	\$ 157.21
EFT10250	05/12/2019	Innes & Co	Truck hire September 2019	\$ 23,094.50
EFT10251	05/12/2019	J.Blackwood & Son Pty Ltd	Various purchases for plant maintenance under \$200	\$ 425.48
EFT10252	05/12/2019	KLM Mining & Industrial Pty Ltd	Recreation Centre - supply & lay synthetic turf	\$ 10,560.00
EFT10253	05/12/2019	Kellerberrin Community Resource Centre	Licensing transactions & commissions November 2019	\$ 3,111.37
EFT10254	05/12/2019	Kellerberrin Medical Centre	Level B surgery visit November 2019	\$ 76.30
EFT10255	05/12/2019	LGIS Workcare	Actual wage adjustment period June 2018-2019	\$ 299.55
EFT10256	05/12/2019	LGRCEU	Payroll deductions	\$ 61.50
EFT10257	05/12/2019	Major Motors Pty Ltd	Purchase of fitter & mirror assembly for palnt vehicles	\$ 364.62
EFT10258	05/12/2019	Mcleods Barristers And Solicitors	Professional fees, Contractual dispute basketball courts	\$ 373.46

EFT10259	05/12/2019	Merredin Refrigeration & Gas	Purchase Mitsubishi split aircon & labour for Swimming Pool Office	\$	2,002.00
EFT10260	05/12/2019	Mineral Crushing Services WA PTY LTD	Purchase 10mm washed aggregate	\$	5,262.40
EFT10261	05/12/2019	Moore Stephens	Professional fee for compilation of financial statement November 2019	\$	2,530.00
EFT10262	05/12/2019	PW & PM Graham	Caravan Park wok on dongas, kitchen doors & Rec Centre	\$	4,560.00
EFT10263	05/12/2019	Paul McDonnell	Install pool shades	\$	115.50
EFT10264	05/12/2019	Perfect Computer Solutions	Monthly IT services November 2019	\$	1,914.00
EFT10265	05/12/2019	Perth Energy	Supply charges George St. October-November 2019	\$	1,774.90
EFT10266	05/12/2019	Protection Engineering Pty Ltd	Repair of emergency lighting Rec Centre	\$	743.24
EFT10267	05/12/2019	STS West Pty Ltd	Purchase of tyres & labour for plant vehicles & various under \$200	\$	2,085.00
EFT10268	05/12/2019	Santaleuca Forestry	Federal Government Referral for clearing permit Baandee Nth Road	\$	7,014.70
EFT10269	05/12/2019	Shire Of Merredin	Central Wheatbelt Map & Guide - Shire of Kellerberrin Advertising	\$	481.00
EFT10270	05/12/2019	Shire of Koorda	Wheatbelt secondary freight network co-contribution to stage 1 priority	\$	6,600.00
EFT10271	05/12/2019	Shire of Quairading	CESM Shared billing July-September 2019	\$	3,177.81
EFT10272	05/12/2019	Shire of Yilgarn	Reimbursement LG Professional Conference CEO & DCEO refreshments	\$	82.92
EFT10273	05/12/2019	Smith Earthmoving Pty Ltd	Hire of semi and dozer at tendered rates for October 2019	\$	16,137.00
EFT10274	05/12/2019	Social Club Fund	Payroll deductions	\$	65.00
EFT10275	05/12/2019	Succulent Foods	Refreshment for council meeting November 2019	\$	90.00
EFT10276	05/12/2019	Toll Transport Pty Ltd	Freight recieved from various companies	\$	231.61
EFT10277	05/12/2019	Truckline	Various purchases for plant vehicle under \$200	\$	1,574.43
EFT10278	05/12/2019	United Card Services Pty Ltd	Fuel charges November 2019	\$	9,593.92
EFT10279	05/12/2019	Verum Group Pty Ltd	Professional fee consultancy agreement & project management November	\$	15,312.00
EFT10280	05/12/2019	WA Property Lawyers	Professional fee transfer of 103 Forrest Street & Swimming Pool re-	\$	409.70
EFT10281	05/12/2019	Western Australian Local Government Association	Notice of election & election result	\$	2,145.00
EFT10282	05/12/2019	Western Australian Treasury Corporation	Loan No. 118 & Loan 120 payments	\$	53,815.35
EFT10283	05/12/2019	key2creative	Fee web hosting maintenance November 21019	\$	1,188.00
EFT10289	19/12/2019	AFGRl Equipment Australia Pty Ltd	Purchase od shank & seal	\$	1,087.02
EFT10290	19/12/2019	AMPAC Debt Recovery (WA) Pty Ltd	Commissions & costs for the month of November 2019	\$	3,107.22
EFT10291	19/12/2019	Air Liquide WA Pty Ltd	Cylinder fee med oxy C period November 2019	\$	16.08
EFT10292	19/12/2019	All Ways Foods	Purchase supplies for Caravan Park & public toilets	\$	381.06
EFT10293	19/12/2019	Armadale Lock & Key Service	Purchase keys for Caravan Park dongas	\$	1,232.00
EFT10294	19/12/2019	Avon Waste	Domestic & commercial collection charges November 2019	\$	9,130.13
EFT10295	19/12/2019	BOC Limited	Oxygen industrial E2 Size, Oxygen indust G size, argon welding E2 size, Dissolved acetylene E size, argosheild universal g size, e2 size	\$	384.47
EFT10296	19/12/2019	Bob Waddell & Associates Pty Ltd	Assist with 19/20 annual financial report and reveiw of assests December	\$	4,092.00
EFT10297	19/12/2019	Boral Construction Materials Group T/as	Bitumen Spraying at Bath Street & Chambers Street KBN	\$	41,511.82
EFT10298	19/12/2019	Brooks Hire Service Pty Ltd	Hire of smooth drum & enviromental levy October 2019	\$	2,753.70
EFT10299	19/12/2019	Buttco Fencing	State NRM Grant - fencing approved by Project Officer	\$	1,650.00
EFT10300	19/12/2019	Change Energy	Power supply charges December 2019	\$	3,254.61
EFT10301	19/12/2019	Conplant	Purchase of washer locks & freight	\$	91.17
EFT10302	19/12/2019	Cr David Leake	Meeting attendance fee - ordinary council meeting July & September 2019	\$	500.00
EFT10303	19/12/2019	Cr Matthew Steber	Meeting attendance fee - ordinary council meeting July, August &	\$	750.00
EFT10304	19/12/2019	Cr Rodney Forsyth	Meeting attendance fee - ordinary council meeting July, August &	\$	2,450.00
EFT10305	19/12/2019	Cr Wendy Elaine McNeil	Meeting attendance fee - ordinary council meeting July, August &	\$	401.25
EFT10306	19/12/2019	Cr. Dennis Reid	Meeting attendance fee - ordinary council meeting July, August &	\$	750.00
EFT10307	19/12/2019	DKT Rural Agencies	Purchase of Akai TV for Caravan Park, fence droppers & various under	\$	3,573.66
EFT10308	19/12/2019	Dylan Copeland	Flora survey, Data collection, Liasing with Steve Fry, Travel, A17201 Site visits and associated travel, State NRM conference, Prepare presentation &	\$	4,356.00
EFT10309	19/12/2019	E Giles & Co.	Supply of gravel for North Baandee Road	\$	7,991.00
EFT10310	19/12/2019	Easi Fleet Pty Ltd	Payroll deductions	\$	598.35
EFT10311	19/12/2019	Enviroclean WA Pty Ltd	Monthly hire of enviroclean 600 parts washer S/N 6-445 December 2019	\$	181.50
EFT10312	19/12/2019	Farmways Kellerberrin Pty Ltd	Purchases of microvave ovens, toasters & kettles for Caravan park additional rooms & various under \$200	\$	12,162.87

EFT10313	19/12/2019	Fegan Building Surveying	Building surveyor services for Sewell Street & Mather Road	\$	1,204.50
EFT10314	19/12/2019	First 5 Minutes	Quarterly emergency evacuation training fee	\$	610.78
EFT10315	19/12/2019	Fleet Network Pty Ltd	Payroll deductions	\$	840.26
EFT10316	19/12/2019	Geraldine Nominees T/AS Daimler Trucks	Purchase of switch, seal & air filter for plant vehicles	\$	334.76
EFT10317	19/12/2019	IXOM Operations Pty Ltd	Service fee chlorine business 2030, 4 x packagin chlorine 70kg	\$	1,073.95
EFT10318	19/12/2019	JR & A Hersey Pty Ltd	Purchase of beacon & gloves for plant use	\$	815.60
EFT10319	19/12/2019	Jenny and Paul's Cleaning & Maintenance	Cleaning of common kitchen/laundry at Moylan's section of Caravan Park	\$	1,800.00
EFT10320	19/12/2019	Karni Engineering	Please machine flywheel	\$	99.00
EFT10321	19/12/2019	Kellerberrin Community Resource Centre	Monthly library payment for November 2019 & USB for admin office use	\$	2,141.70
EFT10322	19/12/2019	Kellerberrin Farmers Co-op	Refreshments for council, administration, ceaca, caravan park	\$	992.49
EFT10323	19/12/2019	Kellerberrin Newsagency	Supplies for the month of November 2019	\$	196.60
EFT10324	19/12/2019	Kellerberrin Pharmacy	Medication supply to Depot staff	\$	34.95
EFT10325	19/12/2019	Kellerberrin Recreation & Leisure Centre Management Advisory Committee	Proceeds of barley crop for 2019	\$	34,935.90
EFT10326	19/12/2019	LGIS Risk Management	Managing emergencies in Shire facilities project number 21644 &	\$	2,112.00
EFT10327	19/12/2019	LGRCEU	Payroll deductions	\$	61.50
EFT10328	19/12/2019	Landgate	Other DLI invoices	\$	267.16
EFT10329	19/12/2019	Mcleods Barristers And Solicitors	Preofessional fees contractual dispute basketball courts November 2019	\$	835.53
EFT10330	19/12/2019	Merredin Glazing Service	Supply & install new front sliding door entrance to Recreation Centre &	\$	21,076.00
EFT10331	19/12/2019	Merredin Refrigeration & Gas	Purchase indoor fans for Caravan Park & Swimming Pool & labour	\$	6,743.65
EFT10332	19/12/2019	Moore Stephens	Compilation of monthly Financial Statement, November 19 including end of month review service as per engagement, Review & Lodge Business Activity Statement, November 19	\$	4,911.50
EFT10333	19/12/2019	North Star Security	Relocate card reader lock for Rec Centre	\$	1,427.80
EFT10334	19/12/2019	Office of the Auditor General	Audit fees end of financial year June 2019	\$	40,700.00
EFT10335	19/12/2019	Officeworks Businessdirect	Purchase of administration office supplies	\$	231.54
EFT10336	19/12/2019	PW & PM Graham	Work on Caravan Park dongas, Golf Club & Rec Centre	\$	3,300.00
EFT10337	19/12/2019	Protection Engineering Pty Ltd	Contract services & maintenance fire system Rec Centre	\$	566.69
EFT10338	19/12/2019	QC Ultimate Clean	Tile cleaning of changerooms at Recreation Centre	\$	770.35
EFT10339	19/12/2019	Rylan Pty Ltd	Kerbing Chambers & Bath Streets, KBN	\$	28,488.40
EFT10340	19/12/2019	SOURCE MACHINERY PTY LTD	Purchase of Kubota loader & excavator	\$	164,637.00
EFT10341	19/12/2019	Sam Williams	Truck hire for Simms Road December 2019	\$	1,188.00
EFT10342	19/12/2019	Scott O'Neill	Meeting attendance fee - ordinary council meeting dates July, August & September 2019	\$	750.00
EFT10343	19/12/2019	Social Club Fund	Payroll deductions	\$	60.00
EFT10344	19/12/2019	Toll Transport Pty Ltd	Freight received from various suppliers	\$	206.91
EFT10345	19/12/2019	UES International Pty Ltd	Purchase gs springs	\$	67.76
EFT10346	19/12/2019	WCS Concrete Pty Ltd	Supply & lay colored concrete between Moylan's dongas and foot paths	\$	10,362.00
EFT10347	19/12/2019	West Coast Suspensions	Purchase urethane bush kits	\$	45.10
EFT10348	19/12/2019	West Coast on Hold	Monthly message on hold - December 2019	\$	69.00
EFT10349	19/12/2019	Western Australian Treasury Corporation	Loan No. L117 Interest payment	\$	12,682.59
EFT10350	20/12/2019	Cr David Leake	Meeting attendance fee - ordinary council meeting dates October &	\$	500.00
EFT10351	20/12/2019	Cr Matthew Steber	Meeting attendance fee - ordinary council meeting dates: October,	\$	750.00
EFT10352	20/12/2019	Cr Rodney Forsyth	Meeting attendance fee - ordinary council meeting dates: October,	\$	2,450.00
EFT10353	20/12/2019	Cr Wendy Elaine McNeil	Meeting attendance fee - ordinary council meeting dates: October &	\$	848.75
EFT10354	20/12/2019	Cr. Dennis Reid	Meeting attendance fee - ordinary council dates: November & December	\$	500.00
EFT10355	20/12/2019	Emily Talbot	Meeting attendance fee - ordinary council meeting dates: October, November & December 2019	\$	750.00
EFT10356	20/12/2019	Scott O'Neill	Meeting attendance fee - ordinary council meeting dates: October, November & December 2019	\$	750.00
				TOTAL	\$ 743,725.12
CHEQUE					
34696	06/12/2019	Shire of Kellerberrin Licencing	Registration & recording fees of Shire plant vehicles	\$	796.20
34697	06/12/2019	Shire of Northam	Old quarry tipping fees October 2019 commercial & residential	\$	2,255.85

34698	06/12/2019	Water Corporation	Standpipe charges Yerapin Road November 2019	\$	128.44
34699	06/12/2019	Zoe Clarke	Donation for student night celebration KBN District High School	\$	100.00
34700	19/12/2019	Kellerberrin Meats	Refreshments for Depot staff	\$	245.96
34701	19/12/2019	Shire of Kellerberrin Licencing	Registration & recording fees for plant vehicle	\$	24.00
34702	19/12/2019	Synergy	Supply charges for street lights September to November 2019	\$	4,517.29
34703	19/12/2019	Telstra	Telstra accounts various November 2019	\$	3,652.25
34704	19/12/2019	Water Corporation	Standpipes & various accounts water supply charges November 2019	\$	23,515.06
TOTAL				\$	35,235.05
DIRECT DEBIT					
DD6890.1	02/12/2019	Westnet Pty Ltd	Monthly fees for administration internet November 2019	\$	4.99
DD6892.1	04/12/2019	VISA Payments - National Australia Bank	Visa transactions charges CEO & DCEO November 2019	\$	6,869.92
DD6906.1	06/12/2019	Driver And Vehicle Services Department Of Transport	DoT Inspections	\$	69.56
DD6914.1	10/12/2019	Housing Authority - Merredin	Fortnightly rent for 73 Gregory St, Kellerberrin	\$	420.00
DD6918.1	12/12/2019	WA Local Government Superannuation Plan	Payroll deductions	\$	6,926.79
DD6918.2	12/12/2019	Australian Super	Superannuation contributions	\$	1,167.06
DD6918.3	12/12/2019	Macquaire Investment Management Ltd	Superannuation contributions	\$	369.25
DD6918.4	12/12/2019	AMP Retirement Trust	Superannuation contributions	\$	180.84
DD6921.1	13/12/2019	DLL Group	Monthly photocopier lease costs	\$	265.21
DD6933.1	26/12/2019	WA Local Government Superannuation Plan	Payroll deductions	\$	6,935.29
DD6933.2	26/12/2019	Australian Super	Superannuation contributions	\$	1,167.06
DD6933.3	26/12/2019	Macquaire Investment Management Ltd	Superannuation contributions	\$	369.25
DD6933.4	26/12/2019	AMP Retirement Trust	Superannuation contributions	\$	180.84
DD6944.1	24/12/2019	Housing Authority - Merredin	Fortnightly rent for 73 Gregory St, Kellerberrin	\$	420.00
TOTAL				\$	25,346.06
Municipal				\$	778,960.17
Trust				\$	52,420.20
Direct Debit				\$	25,346.06
				\$	856,726.43

Agenda Reference:	11.1.9
Subject:	Cheque List January 2020
Location:	Shire of Kellerberrin
Applicant:	N/A
File Ref:	N/A
Record Ref:	N/A
Disclosure of Interest:	N/A
Date:	3 rd February 2020
Author:	Zenedelle E. Arancon, Finance Officer
Signature of Author:	_____
Signature of CEO:	

BACKGROUND

Accounts for payment from 1st January-31st January 2020

TRUST

TRUST TOTAL	\$ 1,889.45
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MUNICIPAL FUND

Cheque Payments

34705-34718	\$ 28,273.84
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EFT Payments

10357-10479	\$ 530,714.03
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Direct Debit Payments	\$ 25,583.40
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TOTAL MUNICIPAL	\$ 582,571.27
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COMMENT

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

WCS Concrete Pty Ltd	\$ 139,311.70
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Supply & laying of N25 concrete and bobcat hire at Bath St., Chambers St. & Centenary Park

WCS Concrete Pty Ltd	\$ 45,532.30
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Supply & delivery of N32 concrete for McBolt Road floodway

It Vision Australia Pty Ltd	\$ 38,317.40
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Renewal Synergy Software annual license fee for July 2019-June 2020

Rylan Pty Ltd	\$ 29,863.59
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Kerbing of Cemetery

Boral Construction Materials Group T/as	\$ 28,403.06
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Mobilization & spray cover using binder & aggregates

Woodstock Electrical Services	\$ 22,380.11
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Decommission & recommission 5 units Caravan Park & Moylan's Dongas

Wheatbelt Plumbing & Gas	\$ 17,841.45
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Remaining 50% claim on works at Caravan Park & various standpipes

Kellerberrin Recreation & Leisure Centre Management Advisory Committee	\$ 15,576.00
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Proceeds of crop from premium grains

Synergy Various power supply charges October-December 2019	\$ 13,498.62
United Card Services Pty Ltd Various fuel charges December 2019	\$ 12,840.20
Farmways Kellerberrin Pty Ltd Purchase of gas upright cooker, bar fridge, chlorine, tool boxes & various under \$ 200	\$ 11,599.24
Sam Williams Hire of prime mover December 2019	\$ 8,844.00
Avon Waste Domestic & commercial collection December 2019	\$ 7,749.49
WA Local Government Superannuation Plan Pty Ltd Staff superannuation payroll deductions	\$ 7,493.17
Western Australian Treasury Corporation GFEE Loan 117, Loan 118, Loan 119 & Loan 120	\$ 7,261.80
WA Local Government Superannuation Plan Pty Ltd Staff superannuation payroll deductions	\$ 7,024.30
Mineral Crushing Services WA PTY LTD Purchase 5mm & 10mm metal for various road works	\$ 6,564.80
Bruce Rock Engineering Repairs of side tipper trailers including fabrication & repainting	\$ 6,214.85
Peak Transport Hire of prime mover & tipper cat January 2020	\$ 5,818.01
WCS Concrete Pty Ltd Supply & delivery of stabilized sand for McBolt & Simms Road floodway's construction	\$ 5,621.55
Thompson Signs Purchase of sign panels for Cemetery	\$ 5,176.60
Sam Williams Hire of prime mover January 2020	\$ 5,148.00

Shire of Kellerberrin 2019/2020 Operating Budget

POLICY IMPLICATIONS - Nil

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 IMPLICATIONS - Nil

CORPORATE BUSINESS PLAN IMPLCATIONS - Nil
(Including Workforce Plan and Asset Management Plan Implications)

TEN YEAR FINANCIAL PLAN IMPLCATIONS - Nil

COMMUNITY CONSULTATION - Nil

ABSOLUTE MAJORITY REQUIRED - No

STAFF RECOMMENDATION

That Council notes that during the month of January 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 \$ 582,571.27 on vouchers EFT , CHQ, Direct payments*
2. *Trust Fund payments totalling \$ 1,889.45 on vouchers EFT, CHQ, Direct payments*

COUNCIL RESOLUTION

MIN /20 MOTION - Moved Cr.

2nd Cr.

CARRIED /

Shire of Kellerberrin

Municipal/Trust Account Submitted

For the Month Ending 31st January 2020

	Date	Name	Description		Payment Amount
		TRUST			
3103	09/01/2020	Derek Mitchell	Refund bond large bus hire	\$	200.00
3104	09/01/2020	Moorditj Koort Aboriginal Corporation	Refund of Hall bond & Golf Club bond	\$	700.00
3105	09/01/2020	Shire Of Kellerberrin	BSL Commission December 2019	\$	35.00
EFT10389	09/01/2020	Building and Energy / Department of Mines, Industry	BSL Commissions December 2019	\$	654.45
EFT10390	09/01/2020	Pascal Sichler	Refund bond gym swipe card	\$	50.00
EFT10391	09/01/2020	Sarah Sims	Refund bond gym swipe card	\$	50.00
EFT10438	23/01/2020	Alparslan Hatipoglu	Refund bond gym swipe card	\$	50.00
EFT10439	23/01/2020	Cameron Wansbrough	Refund bond gym swipe card	\$	50.00
EFT10440	23/01/2020	Kristy Rothwell	Refund bond gym swipe card	\$	50.00
EFT10441	23/01/2020	Rakesh Lamichhane	Refund bond gym swipe card	\$	50.00
				TOTAL	\$ 1,889.45
		EFT			
EFT10357	02/01/2020	AMPAC Debt Recovery (WA) Pty Ltd	Commissions & costs for the month of December 2019	\$	561.42
EFT10358	02/01/2020	Advanced Autologic Pty Ltd	Purchase of tech oil	\$	895.00
EFT10359	02/01/2020	All Ways Foods	Purchase of supplies for public toilets	\$	199.54
EFT10360	02/01/2020	Avon Valley Toyota	Purchase of net assy, air intake, oil filter & element refiner	\$	305.55
EFT10361	02/01/2020	Bob Waddell & Associates Pty Ltd	Assistance provided by Louise with rates training & queries	\$	132.00
EFT10362	02/01/2020	Clark Equipment	Purchase of blower & horn alarm	\$	1,398.47
EFT10363	02/01/2020	Easi Fleet Pty Ltd	Staff payroll deductions	\$	598.35
EFT10364	02/01/2020	Enviroclean WA Pty Ltd	Monthly hire of enviroclean 600 parts washer January 2020	\$	181.50
EFT10365	02/01/2020	Five Star Business Equipment & Communications	Billing for black meter & colour meter period December 2019 read date 13/12/19	\$	334.60
EFT10366	02/01/2020	Fleet Network Pty Ltd	Staff payroll deductions	\$	760.16
EFT10367	02/01/2020	Kellerberrin Bowling Club	2020 Golden grain sponsorship	\$	300.00
EFT10368	02/01/2020	Kellerberrin Community Resource Centre	LHAG A2 poster with mental health helpline numbers & information	\$	12.00
EFT10369	02/01/2020	LGRCEU	Staff payroll deductions	\$	61.50
EFT10370	02/01/2020	Landgate	SLIP subscription services annual charge - small non commercial customer	\$	2,318.00
EFT10371	02/01/2020	Martins Trailer Parts Pty Ltd	Purchase of alko M/cyl mount & M/cylinder	\$	68.91
EFT10372	02/01/2020	Merredin Refrigeration & Gas	Fix aircon unit at Gym including labour	\$	201.96
EFT10373	02/01/2020	Mineral Crushing Services WA PTY LTD	Purchase 5mm & 10mm metal for road various works	\$	6,564.80
EFT10374	02/01/2020	Newground Water Services PTY LTD	Purchases for oval works: solenoids & nozzles	\$	995.06
EFT10375	02/01/2020	PW & PM Graham	Labour charge for Shire Council renovations, Rec Centre & Caravan Park dongas	\$	4,320.00
EFT10376	02/01/2020	Perth Safety Products	Purchase of depth marker	\$	242.00
EFT10377	02/01/2020	Sam Williams	Hire of prime mover December 9/12/19	\$	8,844.00
EFT10378	02/01/2020	Shire Of Tammin	Dog handling course for 2 Depot staff	\$	357.90
EFT10379	02/01/2020	Social Club Fund	Staff payroll deductions	\$	65.00
EFT10380	02/01/2020	Succulent Foods	Refreshments LEMC & Shire Council meeting 17th December 2019	\$	150.00
EFT10381	02/01/2020	Thompson Signs	Purchase of sign panels for Cemetery	\$	5,176.60
EFT10382	02/01/2020	Toll Transport Pty Ltd	Freight charges from various creditors	\$	61.22
EFT10383	02/01/2020	Verum Group Pty Ltd	Progress payment of fee December 2019	\$	2,552.00
EFT10384	02/01/2020	W & A Smith	Extract gravel for Johns Road & Simms Road	\$	1,224.00
EFT10385	02/01/2020	WA Contract Ranger Services Pty Ltd	Ranger services November-December 2019	\$	771.37
EFT10386	02/01/2020	WCS Concrete Pty Ltd	Supply & laying of N25 concrete and bobcat hire at Bath St., Chambers St. & Centenary Park	\$	139,311.70
EFT10387	02/01/2020	Woodstock Electrical Services	Decomission & recommission 5 units Caravan Park & Moylans Dongas	\$	22,380.11
EFT10388	09/01/2020	Bob Waddell & Associates Pty Ltd	Assistance with the preparation of the Shire's new monthly financial reports	\$	3,564.00
EFT10392	16/01/2020	AFGRI Equipment Australia Pty Ltd	Purchase of slasher rotor bar	\$	1,256.22
					51.1

EFT10393	16/01/2020	AMPAC Debt Recovery (WA) Pty Ltd	Commissions & costs December 2019	\$	44.00
EFT10394	16/01/2020	Air Liquide WA Pty Ltd	Cylinder fee December 2019 - medical & oxygen	\$	16.62
EFT10395	16/01/2020	All Ways Foods	Supply purchases for Caravan Park, public toilets & Shire Office	\$	815.32
EFT10396	16/01/2020	Australia Post	Total supply December 2019	\$	167.14
EFT10397	16/01/2020	Avon Waste	Domestic & commercial collection December 2019	\$	7,749.49
EFT10398	16/01/2020	BOC Limited	Container holding November-December 2019; industrial oxygen, nitrogen, acetylene & medical sizes	\$	153.37
EFT10399	16/01/2020	Bob Waddell & Associates Pty Ltd	Assistance with the preparation of the Shire's new monthly financial reports	\$	1,584.00
EFT10400	16/01/2020	Bruce Rock Engineering	Repairs of side tipper trailers including fabrication & repainting	\$	6,214.85
EFT10401	16/01/2020	Cannon Hygiene Australia Pty Ltd	Sanitary maintenance 20/12/2019 - 19/6/2020 Council Office & other shire managed properties	\$	1,279.34
EFT10402	16/01/2020	Change Energy	Power supply charges December 2019 for Rec Centre	\$	3,087.13
EFT10403	16/01/2020	DKT Rural Agencies	Purchases of fence droppers, makita trolley, philmac bushes, nails & gun spray	\$	1,915.95
EFT10404	16/01/2020	Doodlakine Store	Refreshment for Shire's Christmas Party 20th December 2019	\$	986.63
EFT10405	16/01/2020	Dylan Copeland	Project management including site visits & meeting	\$	1,100.00
EFT10406	16/01/2020	Easi Fleet Pty Ltd	Staff payroll deductions	\$	598.35
EFT10407	16/01/2020	Farmways Kellerberrin Pty Ltd	Purchase of gas upright cooker, bar fridge, chlorine, tool boxes, level beams & various under \$ 200	\$	11,599.24
EFT10408	16/01/2020	Fegan Building Surveying	Building surveyor services for Kellerberrin & Doodlakine applications	\$	1,853.50
EFT10409	16/01/2020	Fleet Network Pty Ltd	Staff payroll deductions	\$	840.26
EFT10410	16/01/2020	Great Southern Fuel Supplies	Fuel charge for various vehicles December 2019	\$	3,232.15
EFT10411	16/01/2020	IXOM Operations Pty Ltd	Chlorine gas purchase & rental December 2019	\$	610.63
EFT10412	16/01/2020	It Vision Australia Pty Ltd	Renewal Synergy Software annual license fee for July 2019-June 2020	\$	38,317.40
EFT10413	16/01/2020	Kellerberrin Community Resource Centre	Pipeline advertising for job vacancies	\$	77.00
EFT10414	16/01/2020	Kellerberrin Farmers Co-op	Refreshments for admin office & Depot; supplies for Caravan Park December 2019	\$	1,525.50
EFT10415	16/01/2020	Kellerberrin Newsagency	Total supply December 2019	\$	99.19
EFT10416	16/01/2020	Kellerberrin Recreation & Leisure Centre Management Advisory Committee	Proceeds of crop from premium grains	\$	15,576.00
EFT10417	16/01/2020	LGIS Risk Management	Regional risk co-ordinator program 2019-2020: 1st installment	\$	4,112.90
EFT10418	16/01/2020	LGRCEU	Staff payroll deductions	\$	61.50
EFT10419	16/01/2020	Landgate	Other DLI invoices	\$	172.65
EFT10420	16/01/2020	Mcleods Barristers And Solicitors	Prefessional fee for contractual dispute basketball courts	\$	3,436.42
EFT10421	16/01/2020	Merredin Panel and Paint	Replacement of windscreen for CEO's vehicle	\$	2,044.79
EFT10422	16/01/2020	PW & PM Graham	Labour charge of Council chambers renovations, North Baandee Hall & Rec Centre	\$	4,260.00
EFT10423	16/01/2020	Peak Transport	Freight charges delivery & pick up chlorine bottles	\$	411.02
EFT10424	16/01/2020	Perfect Computer Solutions	Purchase of 2 desktop mini computers & monthly IT services	\$	4,484.00
EFT10425	16/01/2020	Perth Energy	Power supply charge George St. Kellerberrin November-December 2019	\$	2,306.75
EFT10426	16/01/2020	Right2Drive Pty Ltd	Total GST for claim number 11707276	\$	746.65
EFT10427	16/01/2020	Rylan Pty Ltd	Kerbing of Cemetery	\$	29,863.59
EFT10428	16/01/2020	STS West Pty Ltd	Purchase of tyres with fitting for depot vehicle	\$	2,010.00
EFT10429	16/01/2020	Sam Williams	Truck hire December 2019	\$	3,762.00
EFT10430	16/01/2020	Social Club Fund	Staff payroll deductions	\$	60.00
EFT10431	16/01/2020	Spyker Business Solutions	Q.3 CCTV Maintenance 2019-2020 & T4000 monthly communication fee 12/2019-01/2020	\$	2,488.42
EFT10432	16/01/2020	Startrack Express	Various freight charges from creditors	\$	154.10
EFT10433	16/01/2020	Succulent Foods	Refreshments for Christmas party 20th December 2019	\$	720.00
EFT10434	16/01/2020	Toll Transport Pty Ltd	Various freight charges from creditors	\$	71.45
EFT10435	16/01/2020	United Card Services Pty Ltd	Various fuel charges December 2019	\$	12,840.20
EFT10436	16/01/2020	WCS Concrete Pty Ltd	Supply & delivery of N32 concrete for McBolt Road floodway	\$	45,532.30
EFT10437	16/01/2020	Wheatbelt Plumbing & Gas	Remaining 50% progress claim on works at Caravan Park and Doodlakine & North Baandee standpipes	\$	17,841.45

EFT10443	30/01/2020	All Ways Foods	Purchase of supplies for Australia Day morning tea	\$	60.59
EFT10444	30/01/2020	Bob Waddell & Associates Pty Ltd	Assistance & on site visit for the preparation of monthly financial statements including travel	\$	1,799.60
EFT10445	30/01/2020	Boral Construction Materials Group T/as	Mobilization & spray cover using binder & aggregates	\$	28,403.06
EFT10446	30/01/2020	Brooks Hire Service Pty Ltd	Hire of smooth drum November 2019	\$	4,696.58
EFT10447	30/01/2020	Crystal Printing Solutions (Worldwide East Perth)	Purchase of envelopes for admin office	\$	973.00
EFT10448	30/01/2020	Doodlakine Bowling Club Inc	Cropping lease reimbursement 2019 (200 acres @ \$15.00 Baandee)	\$	3,000.00
EFT10449	30/01/2020	Easi Fleet Pty Ltd	Staff payroll deductions	\$	598.35
EFT10450	30/01/2020	First 5 Minutes	Emergency evacuation plans update; fire & emergency procedures & training 12/2019-02/2020	\$	564.30
EFT10451	30/01/2020	Five Star Business Equipment & Communications	Billing for black & coloured meter reading January 2020; read date 13/1/2020	\$	178.78
EFT10452	30/01/2020	Fleet Network Pty Ltd	Staff payroll deductions	\$	800.21
EFT10453	30/01/2020	GPR Truck Service & Repairs	Various repairs for depot vehicles & purchase of materials	\$	3,411.85
EFT10454	30/01/2020	Kellerberrin Community Resource Centre	Licensing commissions November 2019	\$	1,910.06
EFT10455	30/01/2020	Kellerberrin Hockey Club Inc	Community budget grant purchase of goal nets	\$	182.98
EFT10456	30/01/2020	Kellerberrin Medical Centre	Staff level C consultation charges	\$	279.00
EFT10457	30/01/2020	LGRCEU	Staff payroll deductions	\$	61.50
EFT10458	30/01/2020	Merredin Refrigeration & Gas	Check & repairs of various aircon units including labour	\$	678.47
EFT10459	30/01/2020	Metal Artwork Creations	Purchase of white aluminum staff badges	\$	25.30
EFT10460	30/01/2020	Mineral Crushing Services WA PTY LTD	Purchase of aggregates & gabions stones for various road works	\$	2,824.80
EFT10461	30/01/2020	Northam Bearing Sales	Purchase of bearing for depot vehicle including freight	\$	437.56
EFT10462	30/01/2020	Northam Holden/Mazda	Service of Doctor's vehicle 130,000 kms	\$	328.94
EFT10463	30/01/2020	ORH Truck Solutions Pty Ltd	Purchase of coupling for Depot vehicle	\$	442.00
EFT10464	30/01/2020	PW & PM Graham	Labour charges for Shire Council renovations, Caravan Park & Rec Centre	\$	3,300.00
EFT10465	30/01/2020	Peak Transport	Hire of prime mover & tipper cat January 2020	\$	5,818.01
EFT10466	30/01/2020	Perth Energy	Power supply charge George Street Kellerberrin December 2019-January 2020	\$	1,696.29
EFT10467	30/01/2020	Perth Safety Products	Purchase of chevron for various floodways	\$	638.00
EFT10468	30/01/2020	Protection Engineering Pty Ltd	Charges for routine inspection of fire protection systems for January 2020	\$	250.44
EFT10469	30/01/2020	Royal Life Saving Society WA	Wages for relief Pool Manager	\$	1,072.50
EFT10470	30/01/2020	Sam Williams	Hire of prime mover January 2020	\$	5,148.00
EFT10471	30/01/2020	Shire of Quairading	CESM shared billing October-December 2019	\$	3,924.67
EFT10472	30/01/2020	Social Club Fund	Staff payroll deductions	\$	60.00
EFT10473	30/01/2020	Startrack Express	Freight charges from Perth Safety Engineering	\$	74.92
EFT10474	30/01/2020	Succulent Foods	CEACA meeting refreshments for 30 guests	\$	375.00
EFT10475	30/01/2020	Toll Transport Pty Ltd	Freight charges from Cutting Edge	\$	10.73
EFT10476	30/01/2020	WA Contract Ranger Services Pty Ltd	Ranger services December 2019-January 2020	\$	748.00
EFT10477	30/01/2020	WCS Concrete Pty Ltd	Supply & delivery of stabilized sand for McBolt & Simms Road floodways construction	\$	5,621.55
EFT10478	30/01/2020	West Coast on Hold	Fee for monthly message on hold January 2020	\$	69.00
EFT10479	30/01/2020	Western Australian Treasury Corporation	GFEE Loan 117, Loan 118, Loan 119 & Loan 120	\$	7,261.80
				TOTAL	\$ 530,714.03
34705	02/01/2020	CHEQUE Autopro Northam	Purchase of assorted parts for Depot vehicles	\$	1,336.08
34706	02/01/2020	Housing Authority - Merredin	Water supply charges for 73 Gregory Street from October-December 2019	\$	80.39
34707	02/01/2020	KR & JM Tiller	Supply of cart yellow sand for stock pile site Tiller Drive November 2019	\$	247.50
34708	02/01/2020	Origin	Gas consumption fee for 260 Connelley Street November 2019	\$	2,319.82
34709	02/01/2020	Shire of Kellerberrin Licencing	Renewal, insurance & recording fee for KE 4378	\$	79.35
34710	02/01/2020	Shire of Westonia	Meal reimbursement Market & Co. 5/11/19	\$	243.40
34711	02/01/2020	Synergy	Varrious power supply charges October-December 2019	\$	13,498.62
34712	02/01/2020	Water Corporation	Standpipe charges October-December 2019	\$	2,652.53
34713	16/01/2020	Synergy	Power supply charges Street Lights November-December 2019	\$	4,370.58

34714	16/01/2020	Telstra	Various phone & mobile charges December 2019	\$	677.63
34716	30/01/2020	Kellerberrin Meats	Prawns for Shire christmas party 20th December 2019	\$	146.50
34717	30/01/2020	Synergy	Power supply charges 8 Tiller Drive December 2019-January 2020	\$	118.17
34718	30/01/2020	Telstra	Various phone & mobile charges December 2019	\$	2,503.27
				TOTAL	\$ 28,273.84
DIRECT DEBIT					
DD6951.1	02/01/2020	Maia Financial Pty Ltd	Recreation centre gym equipment monthly lease fee	\$	3,121.83
DD6953.1	02/01/2020	Westnet Pty Ltd	Monthly fees for administration internet	\$	4.99
DD6955.1	02/01/2020	VISA Payments - National Australia Bank	Various visa transaction charges CEO & DCEO December 2019	\$	967.86
DD6961.1	08/01/2020	Driver And Vehicle Services Department Of Transport	DoT Inspections	\$	108.00
DD6964.1	09/01/2020	WA Local Government Superannuation Plan Pty Ltd	Staff superannuation payroll deductions	\$	7,024.30
DD6964.2	09/01/2020	Australian Super	Staff superannuation contributions	\$	1,393.07
DD6964.3	09/01/2020	Macquaire Investment Management Ltd	Staff superannuation contributions	\$	369.25
DD6964.4	09/01/2020	AMP Retirement Trust	Staff superannuation contributions	\$	180.84
DD6966.1	07/01/2020	Housing Authority - Merredin	Fortnightly rent for 73 Gregory St, Kellerberrin	\$	420.00
DD6983.1	21/01/2020	Housing Authority - Merredin	Fortnightly rent for 73 Gregory St, Kellerberrin	\$	420.00
DD6987.1	23/01/2020	WA Local Government Superannuation Plan Pty Ltd	Staff superannuation payroll deductions	\$	7,493.17
DD6987.2	23/01/2020	Australian Super	Staff superannuation contributions	\$	1,473.79
DD6987.3	23/01/2020	Macquaire Investment Management Ltd	Staff superannuation contributions	\$	369.25
DD6987.4	23/01/2020	SunSuper	Staff superannuation contributions	\$	55.26
DD6987.5	23/01/2020	AMP Retirement Trust	Staff superannuation contributions	\$	181.79
				TOTAL	\$ 23,583.40
				TOTAL Trust	\$ 1,889.45
				Municipal CHQ & EFT	\$ 558,987.87
				Direct Debit	\$ 23,583.40
				TOTAL MUNI	\$ 582,571.27

Agenda Reference:	11.1.10
Subject:	Financial Management Report for December 2019
Location:	Shire of Kellerberrin
Applicant:	Shire of Kellerberrin
File Ref:	
Record Ref:	
Disclosure of Interest:	
Date:	2 February 2020
Author:	Kate Dudley, Deputy Chief Executive Officer
Signature of Author:	_____
Signature of CEO:	

BACKGROUND

Enclosed is the Monthly Financial Report for the month of December 2019.

FINANCIAL IMPLICATIONS (ANNUAL BUDGET)

Financial Management of 2019/2020 Budget.

POLICY IMPLICATIONS

Nil

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 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 benefit s (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

CORPORATE BUSINESS PLAN IMPLICATIONS

Nil

TEN YEAR FINANCIAL PLAN IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

ABSOLUTE MAJORITY REQUIRED

Yes

STAFF RECOMMENDATION

That the Financial Report for the month of December 2019 comprising;

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

Be adopted.

COUNCIL RESOLUTION

MIN /20 MOTION - Moved Cr.

2nd Cr.

CARRIED /

Mr Raymond Griffiths
The Chief Executive Officer
Shire of Kellerberrin
PO Box 145
KELLERBERRIN WA 6410

Level 15 Exchange Tower
2 The Esplanade
Perth, WA 6000

PO Box 5785
St Georges Terrace, WA 6831

T +61 (0)8 9225 5355
www.moorestephens.com.au

Dear Raymond

COMPILATION REPORT TO THE SHIRE OF KELLERBERRIN

We have compiled the accompanying Local Government special purpose financial statements of the Shire of Kellerberrin, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 December 2019. The financial statements have been compiled to meet compliance with the *Local Government Act 1995* and associated Regulations.

THE RESPONSIBILITY OF THE SHIRE OF KELLERBERRIN

The Shire of Kellerberrin are solely responsible for the information contained in the special purpose financial statements and are responsible for the maintenance of an appropriate accounting system in accordance with the relevant legislation.

OUR RESPONSIBILITY

On the basis of information provided by the Shire of Kellerberrin we have compiled the accompanying special purpose financial statements in accordance with the requirements of the *Local Government Act 1995*, associated Regulations and APES 315 *Compilation of Financial Information*.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Shire of Kellerberrin provided, in compiling the financial statements. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

The Local Government special purpose financial statements were compiled exclusively for the benefit of the Shire of Kellerberrin. We do not accept responsibility to any other person for the contents of the special purpose financial statements.

Moore Stephens (WA) Pty Ltd

Moore Stephens (WA) Pty Ltd
Chartered Accountants



RUSSELL BARNES
DIRECTOR

13 January 2020

Level 15 Exchange Tower
2 The Esplanade
Perth, WA 6000

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St Georges Terrace, WA 6831

T +61 (0)8 9225 5355

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Mr Raymond Griffiths
Chief Executive Officer
Shire of Kellerberrin
PO Box 145
KELLERBERRIN WA 6410

Dear Raymond

ACCOUNTING SERVICE INFORMATION REPORT FOR THE PERIOD ENDED 31 DECEMBER 2019

We advise that we have completed the compilation of your Statutory Monthly Statement of Financial Activity (by Statutory Reporting Program) for the month ended 31 December 2019 and enclose our Compilation Report and Statements.

We are required under APES 315 *Compilation of Financial Information* to report certain matters in our compilation report. Other matters which arise during the course of our compilation that we wish to bring to your attention are raised in this report.

It should be appreciated that our procedures are designed primarily to enable us to compile the monthly financial statements and therefore may not bring to light all weaknesses in systems and procedures, or all financial matters of interest to management and Council, which may exist. However, we aim to use our knowledge of the Shire's financial operations gained during our work to make comments and suggestions, which, we hope, will be useful to you.

Please note in order to meet legislative requirements, details and explanations of the material variances between the year to date actuals and year to date budget need to be completed by Shire staff, as required by *Local Government (Financial Management) Regulation 34(1) (d)*.

COMMENTS/SUGGESTIONS

As per attached table of management points.

MATTERS FOR MANAGEMENT ATTENTION:

Please complete the Statutory Monthly Financial Statements by completing Note 15 – Variances by providing a comment for each item where the Council's YTD Budget and YTD Actual are over the variance threshold. These items are indicated with a ▼ or ▲.

We noted no other matters we wish to draw to management's attention.

Should you wish to discuss any matter relating to our service or any other matter, please do not hesitate to contact us.

Yours sincerely



RUSSELL BARNES
DIRECTOR

13 January 2020

Shire of Kellerberrin Management Information Report

Period Ending
31 December 2019

Topic	Item	First Identified	Explanation	Action Required	Priority
Budget	Monthly budget	July 2019	We have not received a year to date budget allocation. The year to date budget allocation used in this financial statement is estimated at 6/12th of the annual budget.	A monthly year to date budget allocation to be provided.	Medium
Grant income	IE code	December 2019	Funding has been receipted to non-operating grants IE code.	We recommend the transaction to ledger 10423320 be further investigated and corrected if required.	Medium
Retained surplus	Reserve transfer	December 2019	A transfer of funds to the Sport and Recreation Reverse was made.	We recommend reviewing journal 3127 for accuracy.	Medium
Funding surplus		December 2019	The net current assets brought forward for the 2019/20 adopted budget was a total of \$2,020,281 and the audited surplus carried forward as at 30 June 2019 is \$2,311,326, a difference of \$291,045.	None required. We recommend the difference in funds be considered in the annual budget review.	Medium

Approval:  _____ RUSSELL BARNES, Director

SHIRE OF KELLERBERRIN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 December 2019

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

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PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 07 January 2020

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

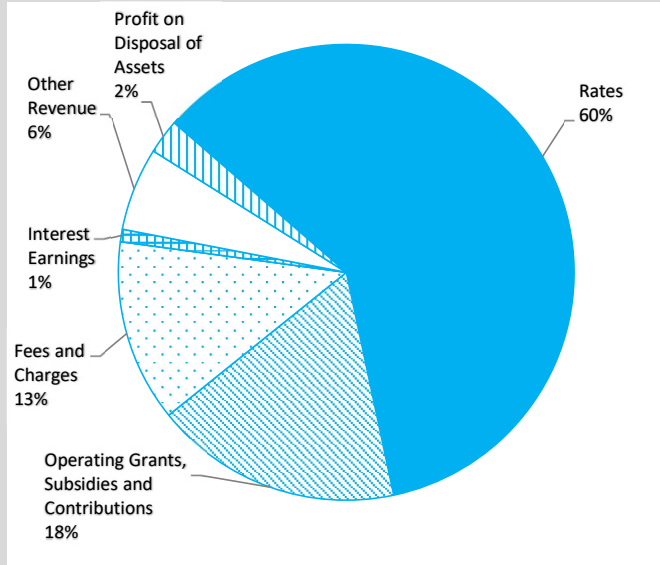
CRITICAL ACCOUNTING ESTIMATES

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

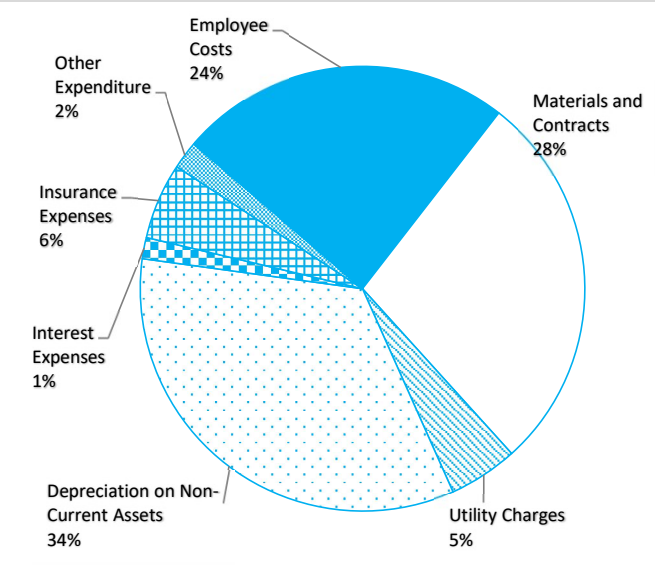
ROUNDING OFF FIGURES

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

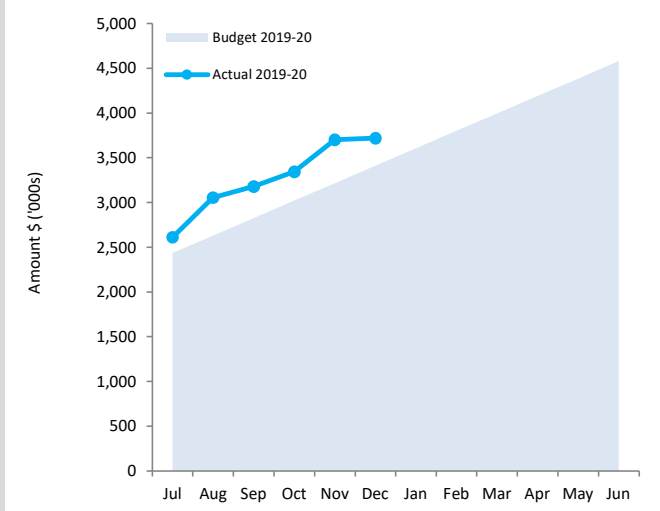
OPERATING REVENUE



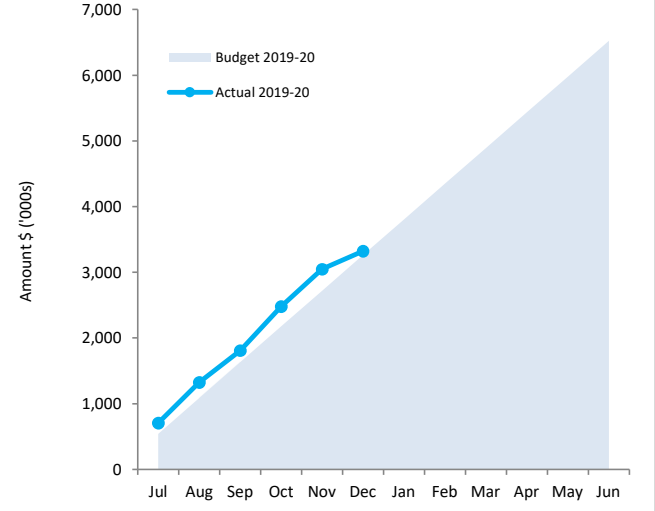
OPERATING EXPENSES



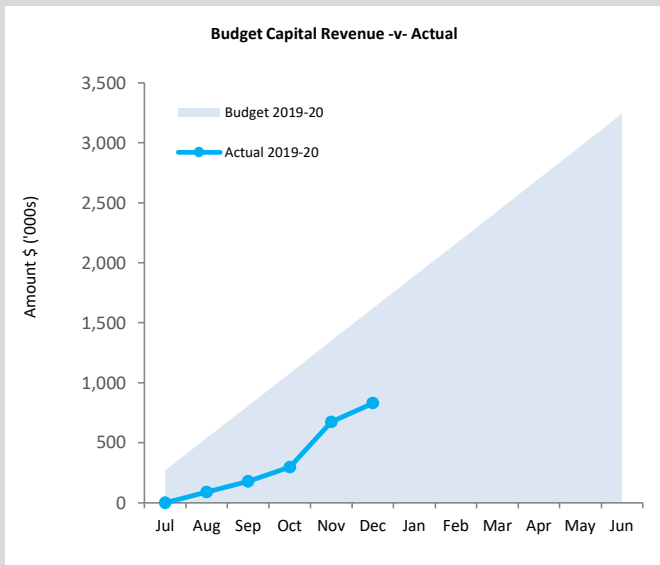
Budget Operating Revenues -v- Actual



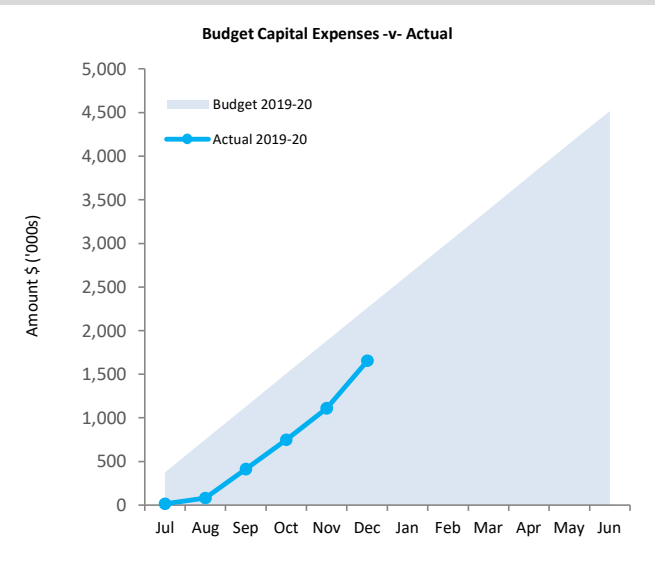
Budget Operating Expenses -v- YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

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

	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 Provide services required by the community	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 operation costs.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,020,281	2,020,281	2,311,325	291,044	14.41%	
Revenue from operating activities							
Governance		34,000	11,614	17,598	5,984	51.52%	
General purpose funding - general rates	6	2,239,173	2,239,173	2,240,332	1,159	0.05%	
General purpose funding - other		1,165,803	582,880	626,686	43,806	7.52%	
Law, order and public safety		44,797	22,398	15,763	(6,635)	(29.62%)	
Health		16,000	7,992	8,499	507	6.34%	
Education and welfare		5,200	2,598	2,000	(598)	(23.02%)	
Housing		163,920	81,948	18,077	(63,871)	(77.94%)	▼
Community amenities		141,021	70,488	141,778	71,290	101.14%	▲
Recreation and culture		46,350	23,166	84,573	61,407	265.07%	▲
Transport		159,910	79,944	147,169	67,225	84.09%	▲
Economic services		408,376	204,174	218,762	14,588	7.14%	
Other property and services		156,000	154,848	196,330	41,482	26.79%	▲
		4,580,550	3,481,223	3,717,567	236,344		
Expenditure from operating activities							
Governance		(748,305)	(340,656)	(411,889)	(71,233)	(20.91%)	▼
General purpose funding		(230,080)	(115,020)	(125,988)	(10,968)	(9.54%)	
Law, order and public safety		(183,249)	(91,542)	(90,187)	1,355	1.48%	
Health		(112,890)	(56,364)	(43,034)	13,330	23.65%	▲
Education and welfare		(31,199)	(15,570)	(5,258)	10,312	66.23%	▲
Housing		(151,764)	(75,714)	(36,190)	39,524	52.20%	▲
Community amenities		(552,569)	(276,120)	(241,982)	34,138	12.36%	▲
Recreation and culture		(1,381,735)	(690,300)	(688,879)	1,421	0.21%	
Transport		(2,321,334)	(1,160,544)	(1,197,543)	(36,999)	(3.19%)	
Economic services		(627,586)	(313,626)	(315,117)	(1,491)	(0.48%)	
Other property and services		(185,313)	(169,374)	(168,639)	735	0.43%	
		(6,526,024)	(3,304,830)	(3,324,706)	(19,876)		
Non-cash amounts excluded from operating activities	1(a)	2,473,933	1,208,864	1,036,879	(171,985)	(14.23%)	▼
Amount attributable to operating activities		528,459	1,385,257	1,429,740	44,483		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	2,868,810	1,434,396	621,630	(812,766)	(56.66%)	▼
Proceeds from disposal of assets	7	373,000	295,000	208,543	(86,457)	(29.31%)	
Purchase of property, plant and equipment	8	(4,517,555)	(2,258,604)	(1,653,355)	605,249	26.80%	▲
Amount attributable to investing activities		(1,275,745)	(529,208)	(823,182)	(293,974)		▼
Financing Activities							
Transfer from reserves	10	171,395	0	0	0	0.00%	
Repayment of debentures	9	(186,291)	(92,091)	(92,091)	0	0.00%	
Transfer to reserves	10	(1,258,099)	(264,530)	(264,530)	0	0.00%	
Amount attributable to financing activities		(1,272,995)	(356,621)	(356,621)	0		
Closing funding surplus / (deficit)	1(c)	0	2,519,709	2,561,262			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 DECEMBER 2019

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.

GRANT REVENUE

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

Assets that were acquired for consideration that was less than fair value principally to enable the Shire to further its objectives may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significant less than fair value. Such assets are not required to be remeasured at fair value.

Volunteer Services in relation have not been recognised in revenue and expenditure as the fair value of the services cannot be reliably estimated and the services would not have been purchased if they had not been donated.

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.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,020,281	2,020,281	2,311,325	291,044	14.41%	▲
Revenue from operating activities							
Rates	6	2,239,173	2,239,173	2,240,332	1,159	0.05%	
Operating grants, subsidies and contributions	12	1,210,299	605,140	653,147	48,007	7.93%	
Fees and charges		683,182	420,990	480,646	59,656	14.17%	▲
Interest earnings		48,020	24,000	32,672	8,672	36.13%	
Other revenue		351,876	175,920	219,343	43,423	24.68%	▲
Profit on disposal of assets	7	48,000	16,000	91,427	75,427	471.42%	▲
		4,580,550	3,481,223	3,717,567	236,344		
Expenditure from operating activities							
Employee costs		(1,854,090)	(926,604)	(801,701)	124,903	13.48%	▲
Materials and contracts		(1,402,916)	(780,162)	(924,409)	(144,247)	(18.49%)	▼
Utility charges		(358,373)	(178,992)	(167,213)	11,779	6.58%	
Depreciation on non-current assets		(2,449,981)	(1,224,864)	(1,124,674)	100,190	8.18%	
Interest expenses		(98,897)	(49,440)	(51,357)	(1,917)	(3.88%)	
Insurance expenses		(219,689)	(109,710)	(184,409)	(74,699)	(68.09%)	▼
Other expenditure		(70,126)	(35,058)	(67,311)	(32,253)	(92.00%)	▼
Loss on disposal of assets	7	(71,952)	0	(3,632)	(3,632)	0.00%	
		(6,526,024)	(3,304,830)	(3,324,706)	(19,876)		
Non-cash amounts excluded from operating activities	1(a)	2,473,933	1,208,864	1,036,879	(171,985)	(14.23%)	▼
Amount attributable to operating activities		528,459	1,385,257	1,429,740	44,483		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	2,868,810	1,434,396	621,630	(812,766)	(56.66%)	▼
Proceeds from disposal of assets	7	373,000	295,000	208,543	(86,457)	(29.31%)	▼
Payments for property, plant and equipment	8	(4,517,555)	(2,258,604)	(1,653,355)	605,249	(26.80%)	▲
Amount attributable to investing activities		(1,275,745)	(529,208)	(823,182)	(293,974)		▼
Financing Activities							
Transfer from reserves	10	171,395	0	0	0	0.00%	
Repayment of debentures	9	(186,291)	(92,091)	(92,091)	0	0.00%	
Transfer to reserves	10	(1,258,099)	(264,530)	(264,530)	0	0.00%	
Amount attributable to financing activities		(1,272,995)	(356,621)	(356,621)	0		
Closing funding surplus / (deficit)	1(c)	0	2,519,709	2,561,262			

KEY INFORMATION

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

Refer to Note 15 for an explanation of the reasons for the variance.

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

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(48,000)	(16,000)	(91,427)
Add: Loss on asset disposals	7	71,952	0	3,632
Add: Depreciation on assets		2,449,981	1,224,864	1,124,674
Total non-cash items excluded from operating activities		2,473,933	1,208,864	1,036,879

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

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

		Last Year Closing 30 June 2019	This Time Last Year 31 December 2018	Year to Date 31 December 2019
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(922,751)	(731,528)	(1,187,281)
Add: Borrowings	9	186,291	106,046	94,200
Add: Provisions - employee	11	216,175	183,959	216,175
Total adjustments to net current assets		(520,285)	(441,523)	(876,906)

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

Current assets				
Cash and cash equivalents	2	3,355,433	3,067,062	2,928,236
Financial assets at amortised cost	2	0	0	1,046,950
Rates receivables	3	129,111	477,208	420,773
Receivables	3	233,263	92,836	171,669
Other current assets	4	3,562	3,784	3,562
Less: Current liabilities				
Payables	5	(487,293)	(71,640)	(314,137)
Borrowings	9	(186,291)	(106,046)	(94,200)
Contract liabilities	11	0	0	(508,510)
Provisions	11	(216,175)	(183,959)	(216,175)
Less: Total adjustments to net current assets	1(b)	(520,285)	(441,523)	(876,906)
Closing funding surplus / (deficit)		2,311,325	2,837,722	2,561,262

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Municipal Funds	Cash and cash equivalents	277,468	0	277,468	0	NAB	Variable	Nil
Municipal Investment - Term Deposit	Cash and cash equivalents	2,009,808	0	2,009,808	0	NAB	0.70%	Feb-20
Petty Cash	Cash and cash equivalents	560	0	560	0	Cash on hand	Nil	Nil
Municipal Cash Maximiser Fund	Cash and cash equivalents	500,069	0	500,069	0	NAB	Variable	Nil
Reserve Fund - Operating Bank	Cash and cash equivalents	0	140,331	140,331	0	NAB	Variable	Nil
Reserve Investment - Term Deposit	Financial assets at amortised cost	0	1,046,950	1,046,950	0	NAB	1.50%	Mar-20
Trust Fund	Cash and cash equivalents	0	0	0	35,403	NAB	Nil	Nil
Total		2,787,905	1,187,281	3,975,186	35,403			
Comprising								
Cash and cash equivalents		2,787,905	140,331	2,928,236	35,403			
Financial assets at amortised cost		0	1,046,950	1,046,950	0			
		2,787,905	1,187,281	3,975,186	35,403			

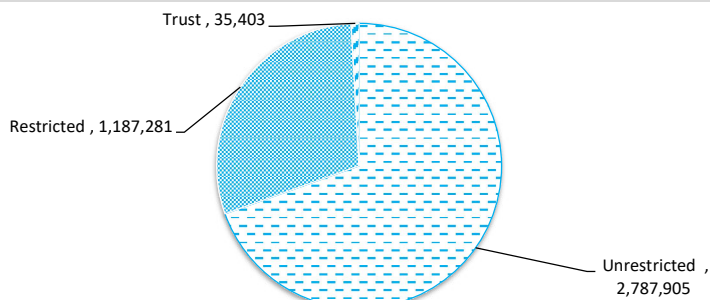
KEY INFORMATION

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

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

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

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



Total Cash	Unrestricted
\$3.98 M	\$2.79 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019

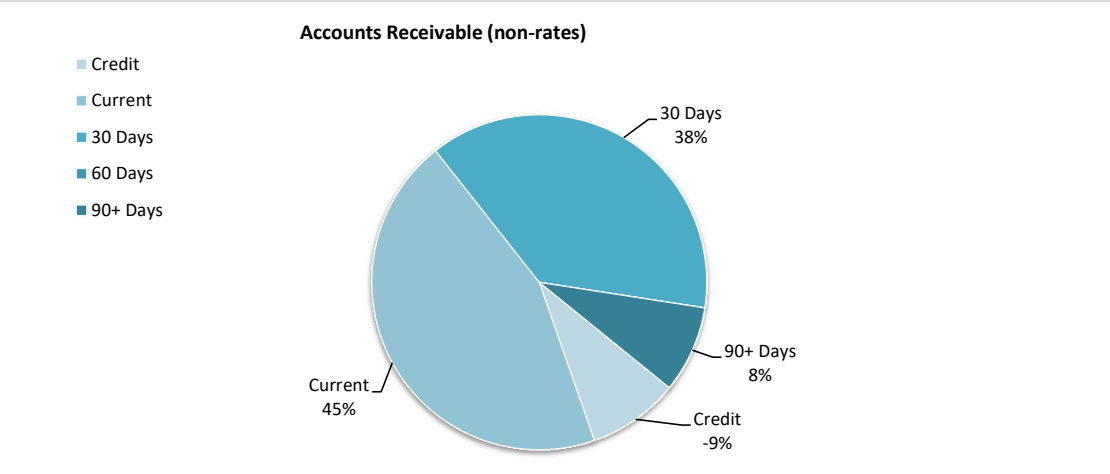
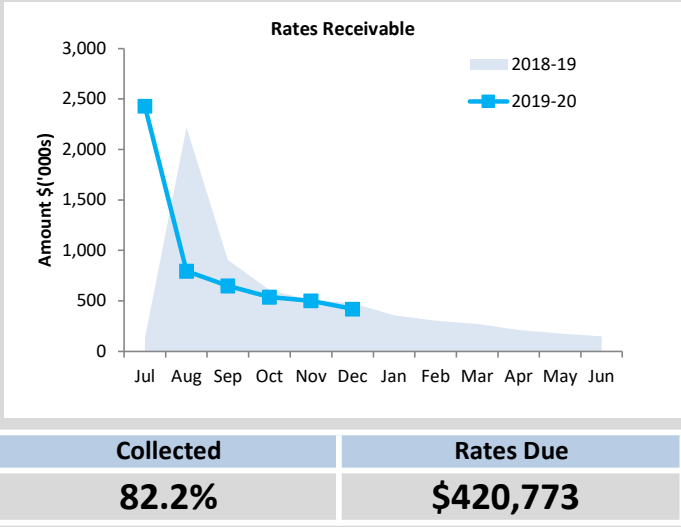
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 Jun 2019	31 Dec 19
	\$	\$
Opening arrears previous years	133,756	129,111
Levied this year	2,149,768	2,240,332
Less - collections to date	(2,154,413)	(1,948,670)
Equals current outstanding	129,111	420,773
Net rates collectable	129,111	420,773
% Collected	94.3%	82.2%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(6,594)	33,371	28,446	0	6,246	61,469
Percentage	(10.7%)	54.3%	46.3%	0%	10.2%	
Balance per trial balance						
Sundry receivable						61,469
GST receivable						110,200
Total receivables general outstanding						171,669
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



Debtors Due
\$171,669
Over 30 Days
57%
Over 90 Days
10.2%

	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 31 December 2019
Other current assets	\$	\$	\$	\$
Inventory				
Fuel, oil and materials on hand	3,562	0	0	3,562
Total other current assets				3,562
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

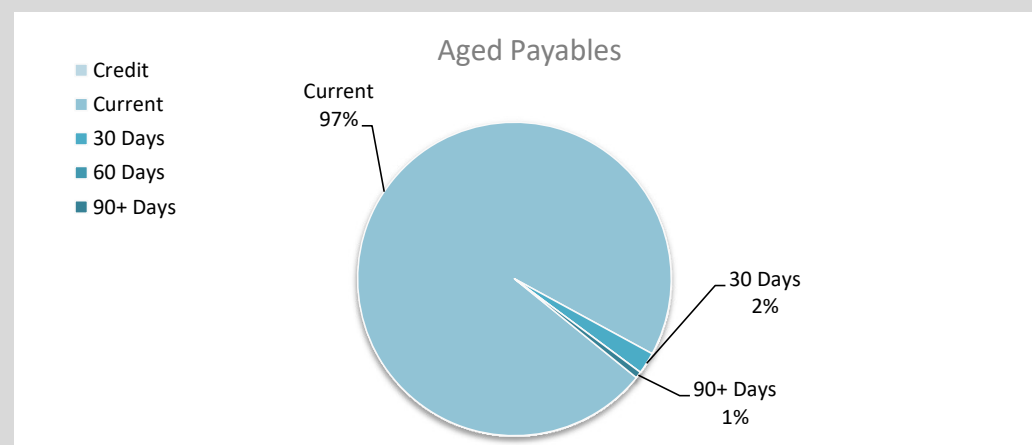
Inventories are measured at the lower of cost and net realisable value.

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

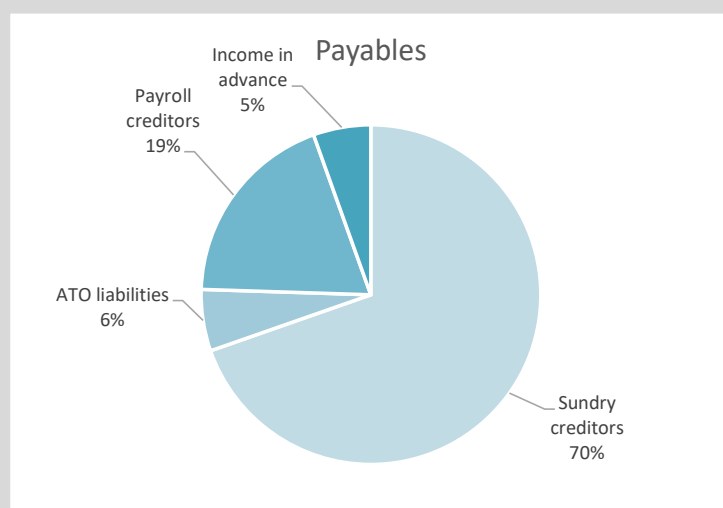
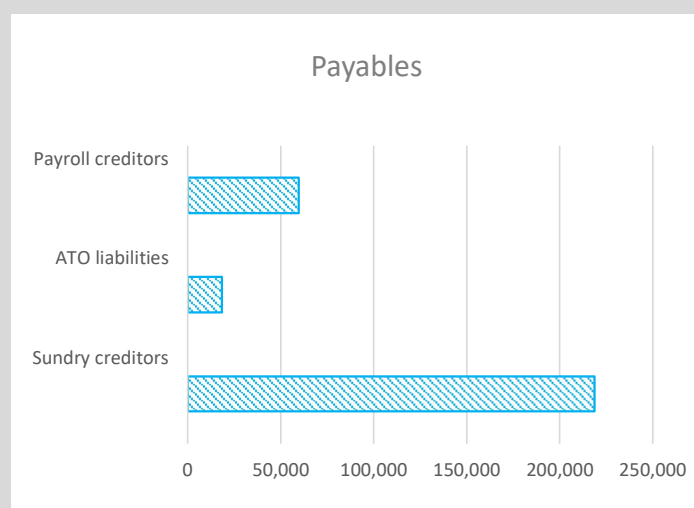
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	212,383	4,912	0	1,476	218,771
Percentage	0%	97.1%	2.2%	0%	0.7%	
Balance per trial balance						
Sundry creditors						218,771
ATO liabilities						18,417
Payroll creditors						59,708
Income in advance						17,241
Total payables general outstanding						314,137
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
\$314,137
Over 30 Days
3%
Over 90 Days
0.7%



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Kellerberrin	0.133680	330	2,959,372	395,859	0	0	395,859	395,609	739	0	396,348
Other	0.133680	3	19,240	2,572	0	0	2,572	2,572	0	0	2,572
Commercial Kellerberrin	0.153600	29	645,937	99,216	0	0	99,216	99,216	0	0	99,216
Commercial Other	0.153600	3	27,976	4,297	0	0	4,297	4,297	0	0	4,297
Unimproved value											
Rural	0.206500	267	75,794,000	1,565,146	0	0	1,565,146	1,565,146	(112)	0	1,565,034
Sub-Total		632	79,446,525	2,067,090	0	0	2,067,090	2,066,840	627	0	2,067,467
Minimum payment	Minimum \$										
Gross rental value											
Kellerberrin	782	61	74,059	47,702	0	0	47,702	47,702	0	0	47,702
Other	782	26	37,668	20,332	0	0	20,332	20,332	0	0	20,332
Commercial Kellerberrin	859	26	72,194	22,334	0	0	22,334	22,334	0	0	22,334
Commercial Other	859	2	170	1,718	0	0	1,718	1,718	0	0	1,718
Unimproved value											
Rural	782	66	1,155,100	51,612	0	0	51,612	52,394	0	0	52,394
Mining	782	1	2,805	782	0	0	782	782	0	0	782
Sub-total		182	1,341,996	144,480	0	0	144,480	145,262	0	0	145,262
Amount from general rates							2,211,570				2,212,729
Ex-gratia rates							27,603				27,603
Total general rates							2,239,173				2,240,332

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019

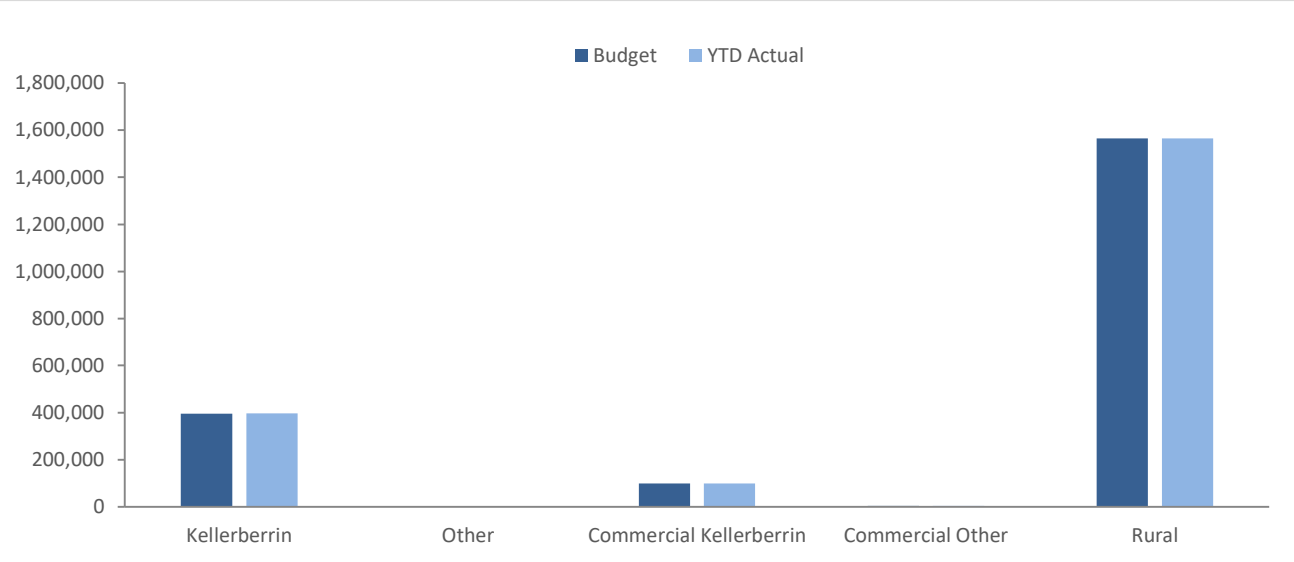
OPERATING ACTIVITIES

NOTE 6

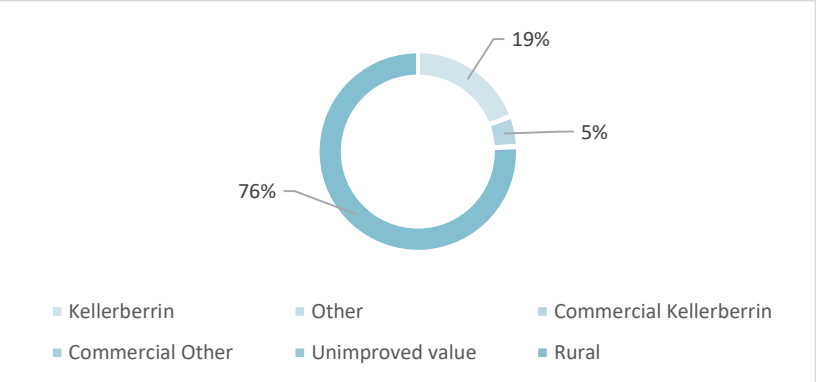
RATE REVENUE

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2019 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

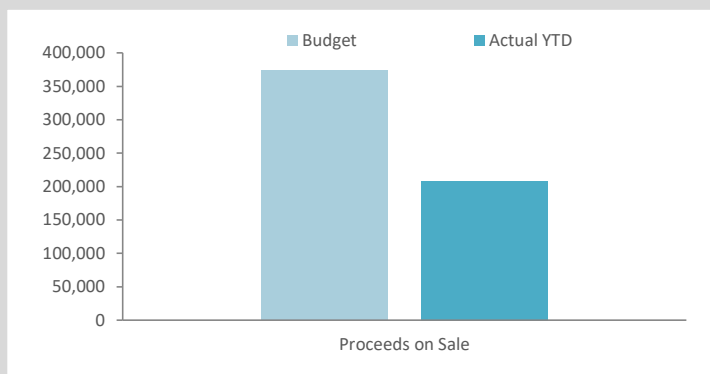


General Rates		
Budget	YTD Actual	%
\$2.21 M	\$2.21 M	100.05%



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Buildings								
	8 Ripper Street	75,000	80,000	5,000	0	0	80,362	80,362	0
	Plant and equipment								
	Governance								
	KE1 - CEO Vehicle (Toyota Prado)	122,000	126,000	4,000	0	55,065	58,181	3,116	0
	KE002 - DCEO Vehicle (Toyota Kluga)	16,000	37,000	21,000	0	0	0	0	0
	KE002 - Holden Calais Tourer V wagon	0	0	0	0	30,905	27,273	0	(3,632)
	Transport								
	KE2 - MWS Vehicle (Ford Ranger)	82,000	89,000	7,000	0	34,778	42,727	7,949	0
	Water Tanker	81,952	10,000	0	(71,952)	0	0	0	0
	Other property and services								
	Portion of Lot 309 Tiller - Great Southern	10,000	11,000	1,000	0	0	0	0	0
	Portion of Lot 309 Tiller - Premium Grai	10,000	20,000	10,000	0	0	0	0	0
		396,952	373,000	48,000	(71,952)	120,748	208,543	91,427	(3,632)

KEY INFORMATION



Proceeds on sale		
Annual Budget	YTD Actual	%
\$373,000	\$208,543	56%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019**

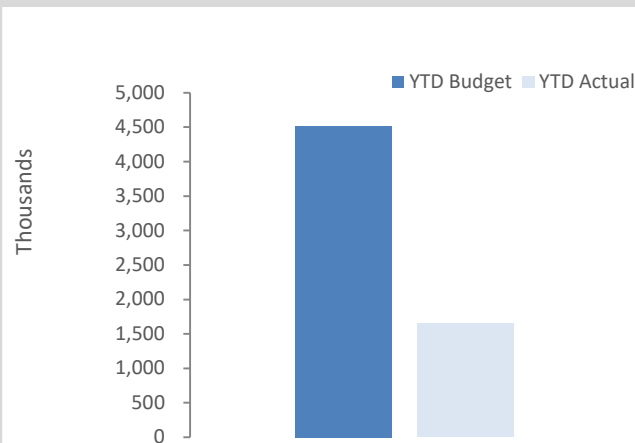
**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	20,000	9,996	7,477	(2,519)
Furniture & Equipment	20,000	9,996	0	(9,996)
Plant & Equipment	478,395	239,184	364,210	125,026
Roads	3,600,887	1,800,342	947,362	(852,980)
Drainage	0	0	71,409	71,409
Footpaths	62,622	31,296	22,113	(9,183)
Public Facilities	335,651	167,790	240,784	72,994
Capital Expenditure Totals	4,517,555	2,258,604	1,653,355	(605,249)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	2,868,810	1,434,396	621,630	(812,766)
Other (disposals & C/Fwd)	373,000	295,000	208,543	(86,457)
Cash backed reserves				
Plant replacement reserve	171,395	0	0	0
Contribution - operations	1,104,350	529,208	823,182	293,974
Capital funding total	4,517,555	2,258,604	1,653,355	(605,249)

SIGNIFICANT ACCOUNTING POLICIES

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

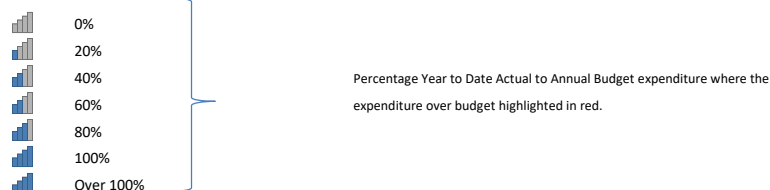
KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.52 M	\$1.65 M	37%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$2.87 M	\$0.62 M	22%

Capital expenditure total

Level of completion indicators



Level of completion indicator, please see table at the end of this note for further detail.

Level of completion indicator, please see table at the end of this note for further detail.			Adopted		
Account Description		Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
Capital Expenditure					
Buildings					
042900	Purchase Land & Buildings	20,000	9,996	0	(9,996)
051900	Purchase Land and Buildings	0	0	7,400	7,400
105900	Purchase Land and Buildings	0	0	77	77
Buildings Total		20,000	9,996	7,477	(2,519)
Furniture & Equipment					
042904	Purchase IT Programs & IT Upgrades	20,000	9,996	0	(9,996)
Furniture & Equipment Total		20,000	9,996	0	(9,996)
Plant & Equipment					
042903	Purchase - Motor Vehicle	185,000	92,496	105,238	12,742
122901	Purchase - Plant and Equipment	293,395	146,688	258,973	112,285
Plant & Equipment Total		478,395	239,184	364,210	125,026
Roads					
122900	Road Construction	3,114,151	1,556,970	683,656	(873,314)
122906	Gravel re-sheeting	486,737	243,372	263,706	20,334
Roads Total		3,600,887	1,800,342	947,362	(852,980)
Drainage					
122904	Infrastructure - Drainage	0	0	71,409	71,409
Drainage Total		0	0	71,409	71,409
Footpaths					
122911	Footpath Construction	62,622	31,296	22,113	(9,183)
Footpaths Total		62,622	31,296	22,113	(9,183)
Public Facilities					
105902	Cemetery Renewal & Upgrades	80,000	39,996	86,342	46,346
113305	Infrastructure - Other	65,651	32,802	35,456	2,654
132903	Caravan Park - Infrastructure	80,000	39,996	118,986	78,990
148305	Infrastructure Other - Asset	110,000	54,996	0	(54,996)
Public Facilities Total		335,651	167,790	240,784	72,994
Grand Total		4,517,555	2,258,604	1,653,355	(605,249)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

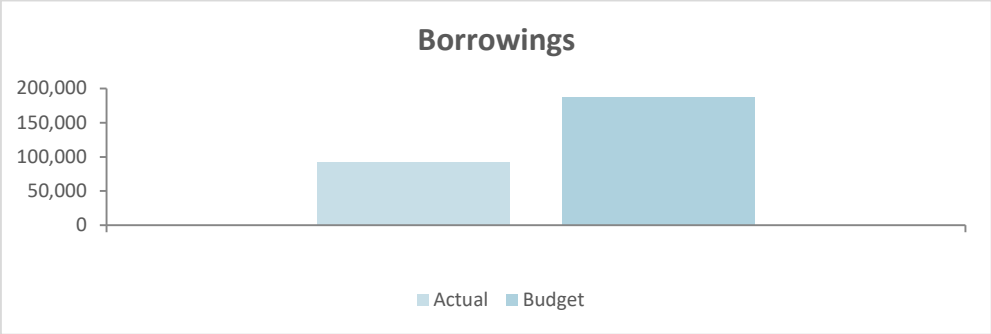
Repayments - borrowings

Information on borrowings		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	1 July 2019	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing									
Police Houses (Hammond St)	654,425	0	0	30,954	62,373	623,471	592,052	10,729	18,872
Recreation and culture									
Loan 118 - Recreation Centre	1,118,360	0	0	31,638	64,292	1,086,722	1,054,068	36,185	69,724
Other property and services									
Loan 117 - Residence Leake Street	24,294	0	0	11,972	24,294	12,322	0	(202)	1,071
Loan 119 - 14 x CEACA Units	305,256	0	0	17,527	35,332	287,729	269,924	4,645	9,230
Total	2,102,335	0	0	92,091	186,291	2,010,244	1,916,044	51,357	98,897
Current borrowings	186,291					94,200			
Non-current borrowings	1,916,044					1,916,044			
	2,102,335					2,010,244			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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



Loans due	Interest earned	Principal repayments
\$2.01 M	\$32,672	\$92,091
Reserves balance	Interest expense	
\$1.19 M	\$51,357	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019**

OPERATING ACTIVITIES

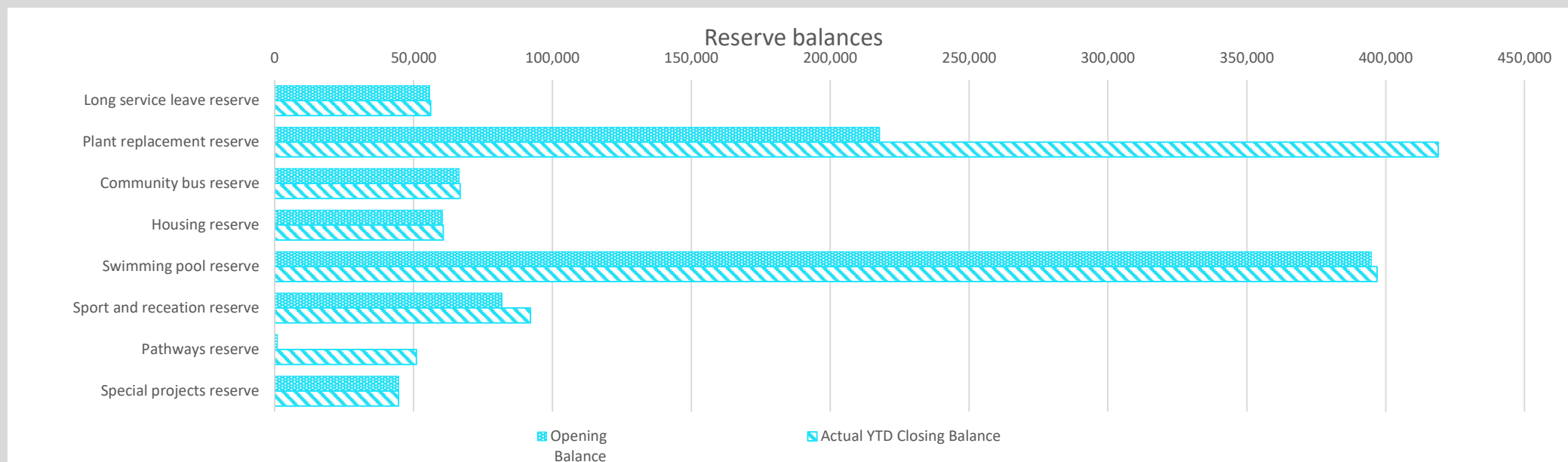
NOTE 10

CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long service leave reserve	55,862	0	293	20,764	0	0	0	76,626	56,155
Plant replacement reserve	217,795	0	1,143	202,980	200,000	(171,395)	0	249,380	418,938
Community bus reserve	66,426	0	348	909	0	0	0	67,335	66,774
Housing reserve	60,432	0	317	130,827	0	0	0	191,259	60,749
Swimming pool reserve	394,753	0	2,210	851,499	0	0	0	1,246,252	396,963
Sport and recreation reserve	81,839	0	430	1,120	9,789	0	0	82,959	92,058
Pathways reserve	1,056	0	0	50,000	50,000	0	0	51,056	51,056
Special projects reserve	44,588	0	0	0	0	0	0	44,588	44,588
	922,751	0	4,741	1,258,099	259,789	(171,395)	0	2,009,455	1,187,281

KEY INFORMATION



Other current liabilities	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 31 December 2019
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- non-operating	13	0	763,640	(255,130)	508,510
Total unspent grants, contributions and reimbursements		0	763,640	(255,130)	508,510
Provisions					
Annual leave		129,304	0	0	129,304
Long service leave		86,871	0	0	86,871
Total Provisions		216,175	0	0	216,175
Total other current assets		216,175			724,685
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

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 be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019**

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 Jul 2019	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Dec 2019	Current Liability 31 Dec 2019	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
General Purpose Grant (FAG)	0	0	0	0	0	748,909	374,454	364,762
Local Road Grant (FAG)	0	0	0	0	0	276,683	138,340	134,456
Law, order, public safety								
Grants	0	0	0	0	0	38,797	19,398	12,292
Transport								
Direct Grants - Non Operating	0	0	0	0	0	138,910	69,450	138,910
Street Lighting Subsidy	0	0	0	0	0	7,000	3,498	0
	0	0	0	0	0	1,210,299	605,140	650,420
Operating contributions								
Governance								
Contributions and Donations	0	0	0	0	0	0	0	2,727
	0	0	0	0	0	0	0	2,727
TOTALS	0	0	0	0	0	1,210,299	605,140	653,147

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019**

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 2019	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Dec 2019	Current Liability 31 Dec 2019	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Governance								
Government Grants	0	0	0	0	0	0	0	1,500
Transport								
Other Government Road Grants	0	632,133	(229,978)	402,155	402,155	2,175,021	1,087,506	229,978
RRG Road Project Grants	0	131,507	(25,152)	106,355	106,355	328,769	164,382	25,152
RTR Roads to Recovery Grant	0	0	0	0	0	365,020	182,508	365,000
	0	763,640	(255,130)	508,510	508,510	2,868,810	1,434,396	621,630

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**NOTE 14
TRUST FUND**

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 1 July 2019	Amount Received	Amount Paid	Closing Balance 31 Dec 2019
	\$	\$	\$	\$
Transport (CRC) Licensing	5,744	300,913	(303,402)	3,255
Prepaid Rates	28,400	0	(28,400)	0
Equipment Hire Bond	350	0	(300)	50
BCITF Levy	3,075	376	(3,075)	376
Community Bus Bond	4,000	400	(200)	4,200
Housing Bond	2,044	1,000	0	3,044
Hall Bond	2,840	2,100	(2,100)	2,840
Cuolahan/Cottle Room Bond	6,200	350	(1,050)	5,500
Building Registration Levy	195	1,775	(1,524)	446
Key Bond	10,815	1,950	(1,200)	11,565
Rec Centre Kitchen	800	0	0	800
Bushfire Brigade Funds	3,327	0	0	3,327
Nomination deposits	0	400	(400)	0
	67,790	309,264	(341,651)	35,403

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Housing	(63,871)	(77.94%)	▼	
Community amenities	71,290	101.14%	▲	
Recreation and culture	61,407	265.07%	▲	
Transport	67,225	84.09%	▲	
Other property and services	41,482	26.79%	▲	
Expenditure from operating activities				
Governance	(71,233)	(20.91%)	▼	
Health	13,330	23.65%	▲	
Education and welfare	10,312	66.23%	▲	
Housing	39,524	52.20%	▲	
Community amenities	34,138	12.36%	▲	
Investing activities				
Non-operating grants, subsidies and contributions	(812,766)	(56.66%)	▼	
Capital acquisitions	605,249	26.80%	▲	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Housing	(63,871)	(77.94%)	▼	
Community amenities	71,290	101.14%	▲	
Recreation and culture	61,407	265.07%	▲	
Transport	67,225	84.09%	▲	
Other property and services	41,482	26.79%	▲	
Expenditure from operating activities				
Governance	(71,233)	(20.91%)	▼	
Health	13,330	23.65%	▲	
Education and welfare	10,312	66.23%	▲	
Housing	39,524	52.20%	▲	
Community amenities	34,138	12.36%	▲	
Investing activities				
Non-operating grants, subsidies and contributions	(812,766)	(56.66%)	▼	
Capital acquisitions	605,249	26.80%	▲	

Agenda Reference:	11.1.11
Subject:	Financial Management Report for January 2020
Location:	Shire of Kellerberrin
Applicant:	Shire of Kellerberrin
File Ref:	
Record Ref:	
Disclosure of Interest:	
Date:	2 February 2020
Author:	Kate Dudley, Deputy Chief Executive Officer
Signature of Author:	_____
Signature of CEO:	

BACKGROUND

Enclosed is the Monthly Financial Report for the month of January 2020.

FINANCIAL IMPLICATIONS (ANNUAL BUDGET)

Financial Management of 2019/2020 Budget.

POLICY IMPLICATIONS

Nil

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 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 benefit s (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

CORPORATE BUSINESS PLAN IMPLICATIONS

Nil

TEN YEAR FINANCIAL PLAN IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

ABSOLUTE MAJORITY REQUIRED

Yes

STAFF RECOMMENDATION

That the Financial Report for the month of January 2020 comprising;

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

Be adopted.

COUNCIL RESOLUTION

MIN /20 MOTION - Moved Cr.

2nd Cr.

CARRIED /

Agenda Reference:	11.2.1
Subject:	Building Returns: December 2019
Location:	Shire of Kellerberrin
Applicant:	Various
File Ref:	BUILD06
Disclosure of Interest:	Nil
Date:	16 th January 2020
Author:	Raymond Griffiths, Chief Executive Officer
Signature of Author:	_____
Signature of CEO:	

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.

COMMENT

1. There were two (2) applications received for a "Building Permit" during the December 2019 period. A copy of the "Australian Bureau of Statistics appends".
2. There was two (2) "Building Permits" issued in the December 2019 period. See attached form "Return of Building Permits Issued".

FINANCIAL IMPLICATIONS (ANNUAL BUDGET)

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)

POLICY IMPLICATIONS

NIL

STATUTORY IMPLICATIONS

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

STRATEGIC COMMUNITY PLAN IMPLICATIONS - Nil

CORPORATE BUSINESS PLAN IMPLCATIONS - Nil (Including Workforce Plan and Asset Management Plan Implications)

TEN YEAR FINANCIAL PLAN IMPLCATIONS - Nil

COMMUNITY CONSULTATION

Building Surveyor
Owners
Building Contractors

ABSOLUTE MAJORITY REQUIRED – YES/NO

NO

STAFF RECOMMENDATION

That Council

1. *Acknowledge the "Return of Proposed Building Operations" for the December 2019 period.*
2. *Acknowledge the "Return of Building Permits Issued" for the December 2019 period.*

COUNCIL RESOLUTION

MIN /20 **MOTION** - Moved Cr. 2nd Cr.

CARRIED /

SHIRE OF KELLERBERRIN

RETURN OF BUILDING LICENCES ISSUED

Applications Received

1	Shire of Kellerberrin
Month of: December 2019	

[illegible]

SHIRE OF KELLERBERRIN

RETURN OF BUILDING LICENCES ISSUED

Applications Received

1	Shire of Kellerberrin
Month of: December 2019	

[illegible]

Agenda Reference:	11.2.2
Subject:	Building Returns: January 2020
Location:	Shire of Kellerberrin
Applicant:	Various
File Ref:	BUILD06
Disclosure of Interest:	Nil
Date:	3 rd February 2020
Author:	Raymond Griffiths, Chief Executive Officer

Signature of Author: _____

Signature of CEO:

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.

COMMENT

1. There were one (1) applications received for a "Building Permit" during the January 2020 period. A copy of the "Australian Bureau of Statistics appends".
2. There was one (1) "Building Permits" issued in the January 2020 period. See attached form "Return of Building Permits Issued".

FINANCIAL IMPLICATIONS (ANNUAL BUDGET)

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)

POLICY IMPLICATIONS

NIL

STATUTORY IMPLICATIONS

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

STRATEGIC COMMUNITY PLAN IMPLICATIONS - Nil

CORPORATE BUSINESS PLAN IMPLCATIONS - Nil (Including Workforce Plan and Asset Management Plan Implications)

TEN YEAR FINANCIAL PLAN IMPLCATIONS - Nil

COMMUNITY CONSULTATION

Building Surveyor
Owners
Building Contractors

ABSOLUTE MAJORITY REQUIRED – YES/NO

NO

STAFF RECOMMENDATION

That Council

3. *Acknowledge the "Return of Proposed Building Operations" for the January 2020 period.*

4. *Acknowledge the "Return of Building Permits Issued" for the January 2020 period.*

COUNCIL RESOLUTION

MIN /20 **MOTION** - Moved Cr. 2nd Cr.

CARRIED /

SHIRE OF KELLERBERRIN

RETURN OF BUILDING LICENCES ISSUED

Applications Received

1	Shire of Kellerberrin
Month of: January 2020	

[illegible]



1	Shire of Kellerberrin
Month of : January 2020	

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.

SIGNATURE: _____
BUILDING SURVEYOR

DATE: Feb-20

11.3 WORKS & SERVICES – AGENDA ITEMS

NIL

ELECTED MEMBERS OF MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

CLOSURE OF MEETING

NEXT MEETING DATES

Ordinary Council Meeting, Tuesday, 17th March 2020