



# **AGENDA**

## **Ordinary Council Meeting Tuesday, 18 May 2021**

**Date: Tuesday, 18 May 2021**

**Time: 2:00pm**

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

## **Shire of Kellerberrin**

### **Ordinary Council Meeting 18th May 2021**

#### **NOTICE OF MEETING**

Dear Elected Member

The next Ordinary Council Meeting of the Shire of Kellerberrin will be held on Tuesday, 18th May 2021 in the Council Chamber, 110 Massingham Street, Kellerberrin WA 6410 commencing at 2:00pm.

Raymond Griffiths  
Chief Executive Officer  
Tuesday, 11 May 2021

## Shire of Kellerberrin

### Disclaimer

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

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

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

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

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

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

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

Chief Executive Officer, Shire of Kellerberrin

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

financial interest (Section 5.60A)

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

proximity interest (Section 5.60B)

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

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

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

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

in the following Council / Committee Meetings to be held on \_\_\_\_\_

in Item number/s \_\_\_\_\_

the nature of the interest being \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Yours faithfully

(Councillor's signature)

Councillor's Name

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

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

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

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

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**1 DECLARATION OF OPENING****2 ANNOUNCEMENT BY PRESIDING PERSON WITHOUT DISCUSSION****2.1 PRESIDENTS REPORT APRIL 2021**

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

The new Exhibition Hall/ Indoor courts shed roof was lifted into place last week with some interested locals looking on from a safe distance. The building will be completed for use before the Ag Societies 100th year show in October.

Farmers are busy seeding after receiving an opening rain last week, hope some follow up rains come soon.

The Bedford St footpath is still under construction and when completed will provide safe pedestrian access from the main st to the caravan park and other residents on the northeast side of Kellerberrin.

Kind Regards



Rodney Forsyth

**Shire President**

**STAFF RECOMMENDATION**

*That Council receive and note the Shire Presidents Reports for April 2021.*

**2.2 STANDING ORDERS**

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

**STAFF RECOMMENDATION**

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



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

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

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

**5 PUBLIC QUESTION TIME**

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

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

## 6 CONFIRMATION OF PREVIOUS MEETINGS MINUTES

### 6.1 MINUTES OF THE COUNCIL MEETING HELD ON 20 APRIL 2021

**File Ref:** MIN  
**Author:** Codi Mullen, Personal Assistant  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** 1. Minutes of the Council Meeting held on 20 April 2021

#### HEADING

### STAFF RECOMMENDATION

1. *That the Minutes of the Council Meeting held on 20 April 2021 to be received as a true and accurate record.*

**6.2 MINUTES OF THE ARTS & CULTURE COMMITTEE MEETING HELD ON 4 MAY 2021**

**File Ref:** MIN  
**Author:** Codi Mullen, Personal Assistant  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** 1. Minutes of the Arts & Culture Committee Meeting held on 4 May 2021

**HEADING**

**STAFF RECOMMENDATION**

1. That the Minutes of the Arts & Culture Committee Meeting held on 4 May 2021 be received as a true and accurate record.

**6.3 MINUTES OF THE ROADWORKS ADVISORY COMMITTEE MEETING HELD ON 16 MARCH 2021**

**File Ref:** MIN  
**Author:** Codi Mullen, Personal Assistant  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** 1. Minutes of the Roadworks Advisory Committee Meeting held on 16 March 2021

**HEADING**

**STAFF RECOMMENDATION**

1. That the Minutes of the Roadworks Advisory Committee Meeting held on 16 March 2021 be received as a true and accurate record.

**7 PRESENTATIONS**

**7.1 Petitions**

**7.2 Presentations**

**7.3 Deputations**

**8 REPORTS OF COMMITTEES**

Nil

## 9 CORPORATE SERVICES REPORTS

### 9.1 COMMUNITY REQUESTS AND DISCUSSION ITEMS

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

#### BACKGROUND

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

April 2021 Council Meeting

#### **MIN 059/21 MOTION - Moved Cr. Steber Seconded Cr. Leake**

##### ***That Council;***

- 1. Request that \$10,000 be allocated to the Arts Committee in the 2021/22 DRAFT budget as seed funding to be reviewed at Budget adoption.***
- 2. Review the opportunity of adding additional disabled parking bay on Moore Street in front of the Medical Centre.***

March 2021 Council Meeting

#### **MIN 041/21 MOTION - Moved Cr. Leake Seconded Cr. Reid**

##### ***That Council:***

- 1.) Donates the buns and sausages for the Emergency Services open day on 24th April 2021 as a fundraiser for the Blue Light Disco Committee.***

February 2021 Council Meeting

#### **MIN 001/21 MOTION - Moved Cr. Reid Seconded Cr. McNeil**

##### ***That Council:***

- 2.) Approves the donation of the Shire (Small) Bus to be utilized on a trial basis on a Friday and Saturday night as a Courtesy bus for a maximum of three weeks, at which point the matter will be re-assessed with data provided by the Club.***
- 3.) Ensure Speed limit signs are reinstated on the Doodlakine-Kununoppin road on the North side of Town.***
- 4.) Endorse that Council auspice the funds for Kellerberrin Bowling Club's for replacement of a bowling green as this will be listed as a Council asset.***

**STAFF COMMENT****April MIN 059/21**

1. \$10,000 has been allocated to the DRAFT Budget for 21/22

**March MIN 041/21**

1. Pricing being sought.

**February MIN 006/21**

1. Council has email the Kellerberrin and Districts Club advising them of the approved trial.
2. Speed signs have been ordered and seeking confirmation from Main Roads WA on the location of the signs and what limits to go where.
3. Email has been issued to the Kellerberrin Bowling Club advising of Council's approval.

**TEN YEAR FINANCIAL PLAN**

This does not directly affect the long term financial plan.

**FINANCIAL IMPLICATIONS**

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

**STATUTORY IMPLICATIONS**

Local Government Act 1995 (as amended)

Section 2.7. The role of the council

- (1) The council —
  - (a) governs 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 2.7 amended: No. 17 of 2009 s. 4.]*

Section 2.8. The role of the mayor or president

- (1) The mayor or president —
  - (a) presides at meetings in accordance with this Act; and
  - (b) provides leadership and guidance to the community in the district; and
  - (c) carries out civic and ceremonial duties on behalf of the local government; and
  - (d) speaks on behalf of the local government; and
  - (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; and
- (b) provides leadership and guidance to the community in the district; and
- (c) facilitates communication between the community and the council; and
- (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: 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: No. 64 of 1998 s. 30; amended: 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; or
  - (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; or
  - (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: 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 an electoral gift to the relevant person in relation to the election at which the relevant person was last elected; or
    - (ii) has given an electoral gift to the relevant person since the relevant person was last elected;

or

- (eb) the relevant person is a council member and the person has given a gift to which this paragraph applies to the relevant person since the relevant person was last elected; or
- (ec) the relevant person is a CEO and the person has given a gift to which this paragraph applies to the relevant person since the relevant person was last employed (or appointed to act) in the position of CEO; 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.

(1A) Subsection (1)(eb) and (ec) apply to a gift if —

(a) either —

- (i) the amount of the gift exceeds the amount prescribed for the purposes of this subsection; or
- (ii) the gift is 1 of 2 or more gifts made by 1 person to the relevant person at any time during a year and the sum of the amounts of those 2 or more gifts exceeds the amount prescribed for the purposes of this subsection;

and

(b) the gift is not an excluded gift under subsection (1B).

(1B) A gift is an excluded gift —

(a) if —

- (i) the gift is a ticket to, or otherwise relates to the relevant person's attendance at, an event as defined in section 5.90A(1); and
- (ii) the local government approves, in accordance with the local government's policy under section 5.90A, the relevant person's attendance at the event;

or

(b) if the gift is in a class of gifts prescribed for the purposes of this subsection.

### 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; or
- (b) an interest in the imposition of any rate, charge or fee by the local government; or
- (c) an interest relating to —
  - (i) 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; or
  - (ii) a gift permitted by section 5.100A; or
  - (iii) reimbursement of an expense that is the subject of regulations made under section 5.101A;

or

- (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;or
  - [(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; or
  - (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; or
  - (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; or
  - (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; or
  - (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: 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; No. 26 of 2016 s. 12.]*

**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.
- (1A) Subsection (1) does not apply if —
- (a) the interest disclosed is an interest relating to a gift; and
  - (b) either —
    - (i) the amount of the gift exceeds the amount prescribed for the purposes of this subsection; or
    - (ii) the gift is 1 of 2 or more gifts made by 1 person to the disclosing member at any time during a year and the sum of the amounts of those 2 or more gifts exceeds the amount prescribed for the purposes of this subsection.
- (2) A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with —
- (a) the extent of any participation allowed by the council or committee; and
  - (b) if the decision concerns an interest relating to a gift, the information prescribed for the purposes of this paragraph.
- (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.

[Section 5.68 amended: No. 16 of 2019 s. 30.]

#### 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.

- (5) A decision under this section must be recorded in the minutes of the meeting relating to the matter.

*[Section 5.69 amended: No. 49 of 2004 s. 53; No. 16 of 2019 s. 31.]*

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: 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.

Penalty for this subsection: a fine of \$10 000 or imprisonment for 2 years.

- (2A) Subsection (2) applies to a CEO even if the advice or report is provided in accordance with a decision made under section 5.71B(2) or (6).
- (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 for this subsection: a fine of \$10 000 or imprisonment for 2 years.

*[Section 5.70 amended: No. 16 of 2019 s. 32.]*

5.71. Employees to disclose interests relating to delegated functions

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

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

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

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

### **STRATEGIC COMMUNITY PLAN**

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

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

### **COMMUNITY CONSULTATION**

The following consultation took place;

- Council Members
- Chief Executive Officer

### **STAFF RECOMMENDATION**

*That Council note any requests or ideas to be actioned.*

**9.2 STATUS REPORT OF ACTION SHEET**

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

**BACKGROUND**

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

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

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

**STAFF COMMENT**

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

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

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

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

**TEN YEAR FINANCIAL PLAN**

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

**FINANCIAL IMPLICATIONS**

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

**STATUTORY IMPLICATIONS**

Local Government Act 1995 (as 3<sup>rd</sup> February 2021)

Section 2.7. The role of the council

- (1) The council —
  - (a) governs 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 2.7 amended: No. 17 of 2009 s. 4.]*



Section 2.8. The role of the mayor or president

- (1) The mayor or president —
  - (a) presides at meetings in accordance with this Act; and
  - (b) provides leadership and guidance to the community in the district; and
  - (c) carries out civic and ceremonial duties on behalf of the local government; and
  - (d) speaks on behalf of the local government; and
  - (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; and
- (b) provides leadership and guidance to the community in the district; and
- (c) facilitates communication between the community and the council; and
- (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: 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: No. 64 of 1998 s. 30; amended: 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; or
  - (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; or
  - (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: 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 an electoral gift to the relevant person in relation to the election at which the relevant person was last elected; or
    - (ii) has given an electoral gift to the relevant person since the relevant person was last elected;or
  - (eb) the relevant person is a council member and the person has given a gift to which this paragraph applies to the relevant person since the relevant person was last elected; or
  - (ec) the relevant person is a CEO and the person has given a gift to which this paragraph applies to the relevant person since the relevant person was last employed (or appointed to act) in the position of CEO; 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.
- (1A) Subsection (1)(eb) and (ec) apply to a gift if —
- (a) either —
    - (i) the amount of the gift exceeds the amount prescribed for the purposes of this subsection; or
    - (ii) the gift is 1 of 2 or more gifts made by 1 person to the relevant person at any time during a year and the sum of the amounts of those 2 or more gifts exceeds the amount prescribed for the purposes of this subsection;and
  - (b) the gift is not an excluded gift under subsection (1B).
- (1B) A gift is an excluded gift —
- (a) if —
    - (i) the gift is a ticket to, or otherwise relates to the relevant person's attendance at, an event as defined in section 5.90A(1); and
    - (ii) the local government approves, in accordance with the local government's policy under section 5.90A, the relevant person's attendance at the event;or
  - (b) if the gift is in a class of gifts prescribed for the purposes of this subsection.
- (2) In subsection (1) —
- electoral 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: No. 64 of 1998 s. 31; No. 28 of 2003 s. 110; No. 49 of 2004 s. 51; No. 17 of 2009 s. 26; No. 16 of 2019 s. 29.]*

### 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; or
  - (b) an interest in the imposition of any rate, charge or fee by the local government; or
  - (c) an interest relating to —
    - (i) 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; or
    - (ii) a gift permitted by section 5.100A; or
    - (iii) reimbursement of an expense that is the subject of regulations made under section 5.101A;
- or
- (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;
- or
- [(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; or
  - (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; or
  - (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; or
  - (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; or
  - (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: 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; No. 26 of 2016 s. 12.]*

**[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.
- (1A) Subsection (1) does not apply if —
  - (a) the interest disclosed is an interest relating to a gift; and
  - (b) either —
    - (i) the amount of the gift exceeds the amount prescribed for the purposes of this subsection; or
    - (ii) the gift is 1 of 2 or more gifts made by 1 person to the disclosing member at any time during a year and the sum of the amounts of those 2 or more gifts exceeds the amount prescribed for the purposes of this subsection.
- (2) A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with —
  - (a) the extent of any participation allowed by the council or committee; and
  - (b) if the decision concerns an interest relating to a gift, the information prescribed for the purposes of this paragraph.
- (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.

*[Section 5.68 amended: No. 16 of 2019 s. 30.]*

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.
- (5) A decision under this section must be recorded in the minutes of the meeting relating to the matter.

*[Section 5.69 amended: No. 49 of 2004 s. 53; No. 16 of 2019 s. 31.]*

#### 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: 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.  
Penalty for this subsection: a fine of \$10 000 or imprisonment for 2 years.

- (2A) Subsection (2) applies to a CEO even if the advice or report is provided in accordance with a decision made under section 5.71B(2) or (6).
- (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 for this subsection: a fine of \$10 000 or imprisonment for 2 years.

*[Section 5.70 amended: No. 16 of 2019 s. 32.]*

#### 5.71. Employees to disclose interests relating to delegated functions

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

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

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

### **STRATEGIC COMMUNITY PLAN**

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

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

### **COMMUNITY CONSULTATION**

The following consultation took place;

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

### **STAFF RECOMMENDATION**

*That Council receive the Status Report.*



**9.3 COMMUNITY BUDGET SUBMISSIONS 2021/22**

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

**BACKGROUND**

Council in 2020 reviewed the application form and criteria for the funding as per below:

***Eligibility Criteria***

- Community or Sporting Group must be located within the Shire of Kellerberrin.
- Event or Project must be located within the Shire of Kellerberrin and benefit the community or address a community need.
- Submissions must be discussed with Council's Chief Executive Officer, Deputy Chief Executive Officer or Community Development Officer, applications received that haven't been discussed *may not be* considered by Council.

Applications will be assessed against the following criteria:

- Alignment with the Shire of Kellerberrin's Strategic Community Plan.
- Management and financial capacity to deliver project or event.
- Additional benefit to community including access, opportunity and participation
- Evidence of other support/funding has been obtained or is being sought.
- Anticipated outcomes in response to identified need.
- Recognition of Shire Kellerberrin support.
- All applications are presented to Council at April's Council meeting, Council's decision on the outcome of the application is final.

***Assessment Criteria***

In order to be considered for funding, applicants must provide the following by the advertised closing date:

- Completed and signed application form.
- Copy of the last financial statement and a copy of a current bank statement.
- Copy of Certificate of Incorporation (if applicable).
- Copy of all supporting documentation including quotes, confirmation of additional funding, letters of support, plans etc.
- Copy of Public Liability Insurance (if applicable).

***Application Requirements***

Consideration will not be given to the following:

- Retrospective funding.
- Recurrent Salaries or Operational Costs not directly associated with the funded project.
- Gifts, trophies or prizes.
- Costumes or Uniforms.
- Projects considered to be better funded through other sources.
- Applicants that have outstanding acquittals with the Shire of Kellerberrin.

We also added the following declaration that we asked each applicant to sign:

I hereby certify that I have been authorised to prepare and submit this application, and that the information herein is, to the best of my knowledge, true and correct.

Should financial assistance be provided by the Shire of Kellerberrin, the organisation agrees to the following conditions of funding:

- The financial contribution from the Shire of Kellerberrin is not retrospective – funding will not be provided if the project commences prior to Shire approval.
- The financial assistance will be used only for the purpose for which it is granted, unless otherwise agreed in writing by the Shire of Kellerberrin.
- Funding will be expended by 31st May, 2021 with all grant acquittal information (copies of all invoices, proof of works etc) provided to the Shire by this date.
- The Shire of Kellerberrin will be advised of any changes in scope of the project and the Shire of Kellerberrin retains the right to refuse/reduce its level of financial assistance in that instance.
- If special conditions are applied as a condition of funding, the applicant will be required to agree in writing to these conditions prior to the financial assistance being provided.
- The applicant will acknowledge the Shire of Kellerberrin in all public communications relating to the project, including signage/posters/flyers, advertising, promotional material, event invitations and the Shire of Kellerberrin is to be tagged in all social media posts pertaining to the project or event.
- The applicant agrees and gives permission to the Shire of Kellerberrin to use mention or use photos of the project /event in any of the Shire's public relation material including and not limited to Council Matters Newsletter, Website, Social Media Accounts, external newspaper articles and future grant/funding opportunities etc.
- The applicant will return any unexpended funds to the Shire of Kellerberrin within three months of the project/event being completed or by the 31st May 2021 which ever date falls first.

Council advertised the Community Budget submissions from the 9<sup>th</sup> March 2021 as per below:

- Kellerberrin Pipeline
- Facebook
- Shire of Kellerberrin Website
- Council Matters

The official closing date for applications was Wednesday 5<sup>th</sup> May 2021 which provided the community with additional time compared to previous years to make an application to Council.

The following organisations requested for an application form to be forwarded to them:

- Kellerberrin Community Resource Centre
- Kellerberrin District High School
- Kellerberrin Golf Club
- Kellerberrin Local Health Advisory Group

Previous applications submitted to council for consideration from 2015 to 2020 are as follows:

Councils May 2020 ordinary meeting – Tuesday, 19<sup>th</sup> May 2020

**MOTION - Moved Cr. Steber                      Seconded Cr. Reid**

**MIN 001/20**

***That Council approves a donation of \$1,500 for the Kellerberrin Speedway for lighting of the playground.***

**MOTION - Moved Cr. Steber                      Seconded Cr. Reid**

**MIN 002/20**

***That Council approves the donation of the Kellerberrin Memorial Hall hire to the Kellerberrin CWA. Should the event not go ahead due to COVID-19, Council will hold over the funding to the 21/22 Financial year if required.***

**MOTION - Moved Cr. Steber                      Seconded Cr. Reid**

**MIN 003/20**

***That Council approves the donation of \$2,492.00 for in-kind and hire waiver requested by the Kellerberrin District High School for;***

- *Hall Hire and equipment;*
- *Oval Hire;*
- *Pool Hire; and*
- *Construction of winter carnival arenas*

**MOTION - Moved Cr. Steber                      Seconded Cr. Reid**

**MIN 004/20**

***That Council delegates authority to the Chief Executive Officer to investigate alternative sources of funding with the Kellerberrin Community Resource Centre for the Food Pantry Project.***

**MOTION - Moved Cr. Steber                      Seconded Cr. Reid**

**MIN 005/20**

***That council approves \$1,000 to the Kellerberrin Community Resource Centre (Celebrating Volunteers Project) with these funds to be leveraged.***

**MOTION - Moved Cr. Steber                      Seconded Cr. Reid**

**MIN 006/20**

***That council declines the Kellerberrin Community Resource Centre (Seniors Week Project)***



***That Council approve the In-kind and hire waiver requested by the Kellerberrin District High School as per the following:***

- 1. Athletic Carnival – Sand for jump pits (School and Oval) and hire of Recreation Centre facilities***
- 2. Primary Winter Carnival – Use of GSG Oval, Netball Courts, Hockey Oval and Recreation Centre facilities***
- 3. Swimming Pool – Waiver of Annual Hire Fee & use of pool on:***
  - a. 1<sup>st</sup> March 2019 – Swimming Carnival***
  - b. 3<sup>rd</sup> December to 13<sup>th</sup> December 2019 for Swimming Lessons***
- 4. Town Hall – Hall Hire, Air Conditioner Hire, Setup and Cleaning Waiver for Celebration Night (18<sup>th</sup> December 2019), this to include rehearsals on 16<sup>th</sup> & 17<sup>th</sup> December.***

CARRIED 5/0

**MIN 051/19 MOTION** - Moved Cr. Steber                      2<sup>nd</sup> Cr. O'Neill

***That Council approve the allocation of \$2,000 to the Agricultural Society for one Rubbish collection at sites to be advised by Council.***

CARRIED 5/0

**MIN 052/19 MOTION** - Moved Cr. O'Neill              2<sup>nd</sup> Cr. Reid

***That Council approve the donation of the Community Bus hire to the Kellerberrin Junior Fire Brigade for the State Championships in November 2019.***

CARRIED 5/0

**MIN 053/19 MOTION** - Moved Cr. Reid                      2<sup>nd</sup> Cr. Leake

***That Council allocate \$3,000 in the 2018/2019 Budget for Milligan Units subject to Council receiving written confirmation of unsuccessful grant applications to;***

- o ***CBH***
- o ***Water Corporation***

CARRIED 5/0

**MIN 054/19 MOTION** - Moved Cr. O'Neill                      2<sup>nd</sup> Cr. Leake

***That Council:***

- 1. approve the allocation of \$300 to the Kellerberrin Hockey Club for the purchase of Hockey Goal nets; and***
- 2. Discuss alternative options for the new honour board at the Recreation Centre.***

CARRIED 5/0

**MIN 055/19 MOTION** - Moved Cr. Steber                      2<sup>nd</sup> Cr. Leake

***That Council allocates \$2,000 in the 2018/2019 Budget for the proposed Wheatbelt Art Prize Bi-Annual Awards to be hosted in Kellerberrin in 2019 subject to:***

- o ***Council receiving notification of unsuccessful grant applications; and***
- o ***Evidence of alternative sources of revenue be applied for.***

CARRIED 5/0

**MIN 056/19 MOTION** - Moved Cr. Steber                      2<sup>nd</sup> Cr. Reid

***That Council approves the \$500 contribution to the 2019 Ladies Day Out.***

CARRIED 5/0

Councils April 2018 ordinary meeting – Tuesday, 17<sup>th</sup> April 2018

## COUNCIL RECOMMENDATION

**MIN 053/18 MOTION** - Moved Cr. Reid 2<sup>nd</sup> Cr. Leake

**That Council:**

1. **approves Kellerberrin Speedway application for \$3,000.00 towards the running of the Kellerberrin Speedway.**
2. **approves Kellerberrin High School application request for the amount of \$782.00 being waiver of Hall hire, Pool Hire and Athletics Carnival Setup Fees.**
3. **approves Kellerberrin District Agricultural Society application for \$2,000.00 to assist with covering costs associated with the 2018 Ag show.**
4. **approves Kellerberrin Squash Club application for \$2,000.00 to be transferred to the Sport and Recreation Reserve to assist with future upgrades.**
5. **approves Kellerberrin Senior's Group application for \$1,251.85 being for the following:**
  - a. **Write off of Electric Urn account with Shire of Kellerberrin**
  - b. **Purchase of New Laptop and Printer**
  - c. **Purchase new Blind for window at back of Club house.**
6. **approves Doodlakine Bowling Club application for \$2,000.00 being a contribution towards installation of lights and watering system for Bowling Green.**
7. **approves Doodlakine Community Committee application for \$2,000.00 through a rubbish collection to assist with ongoing maintenance for the Doodlakine Hall.**

CARRIED 7/0

Councils April 2017 ordinary meeting – Wednesday, 19<sup>th</sup> April 2017

**That Council;**

1. **Declines to fund the submission from Sean Conway as it doesn't meet the criteria set by Council's Community Budget Submission guidelines.**
2. **Donates \$2,000 to the Kellerberrin Seniors Group for the purchase and installation of an Instantaneous Urn and Vertical Blinds at the Ex-Golf Club house.**
3. **Declines to fund the submission from Kellerberrin Play Group and Kellerberrin Family Day Care at this point in time as Council wishes to have the outcome for the proposed grant applications that are being lodged with other agencies.**
4. **Donates the CEO's ex-PC following the purchase of a new CEO PC, for the use of the proposed Kellerberrin Cultural Centre and purchases a printer to donate to them.**
5. **Request that the Local Health Advisory Committee provide a costed Budget to Council upon finalising their program for the upcoming Ladies Day's Out for Council's further consideration of a donation.**

CARRIED 7/0

Councils April 2016 ordinary meeting – Tuesday, 19<sup>th</sup> April 2016

**MIN 52/16 MOTION** - Moved Cr. O'Neill 2<sup>nd</sup> Cr. Reid

**That Council donates \$3,000 to the Doodlakine Bowling club for green keeping fees.**

CARRIED 7/0

**MIN 53/16 MOTION** - Moved Cr. Leake 2<sup>nd</sup> Cr. McNeil

**That Council declines to donate \$2,870 to Community Resource Centre for an upgrade to the Kellerberrin Public Library computer, operational system and library software, until further**

**quotes are received from other IT companies that can provide a solution based on “cloud” technology.**

CARRIED 7/0

**MIN 54/16 MOTION - Moved Cr. Leake 2nd Cr. Reid**

***That Council donates \$2,000 to Doodlakine Community Committee for Roadside rubbish cleanup collection alongside Great Eastern Highway in the locality of Doodlakine, should the MRDWA funding no longer be available for Roadside rubbish cleanup.***

CARRIED 7/0

**MIN 55/16 MOTION - Moved Cr. O’Neill 2nd Cr. White**

***That Council donates \$550 to Kellerberrin Mens Shed for Installation of an air conditioner unit in the front office area of the Men’s Shed.***

LOST 5/2

**MIN 56/16 MOTION - Moved Cr. Steber 2nd Cr. Reid**

***That Council declines to donate \$550 to Kellerberrin Mens Shed for Installation of an air conditioner unit in the front office area of the Men’s Shed, as Council already offers the use of land for cropping purposes free of charge to the Kellerberrin Mens Shed for fund raising purposes.***

CARRIED 5/2

**STAFF COMMENT**

Council received 4 Community Budget Submissions this year for your consideration. Attached to all applications is all supporting documentation as well as any correspondence between them and either the CEO, DCEO or CDO.

Applications where received from:

1. Kellerberrin District High School
2. Kellerberrin Community Resource Centre (*Food Pantry Project*)
3. Kellerberrin Community Resource Centre (*Celebrating Volunteers Project*)
4. Kellerberrin Golf Club
5. Kellerberrin Local Health Advisory Group

Please see the following table for a full list of application requests including project specifications and amount requested.

No	Organisation	Project	Total Project Cost	Amount Requested	Discussed Submission with Shire
1	Kellerberrin District High School	Waiving of Shire Hire Fees & use of facilities: Celebration Night – Memorial Hall Faction Swimming Carnival – Kellerberrin Pool Winter Carnival & Athletics Carnival – Sports Ground.	Not Provided	Not Provided	Yes

		Vacswim Swimming Lessons. Pool Hire			
2	Kellerberrin Community Resource Centre	Food Pantry – Fuel Cards for Volunteers	\$1,266.00	\$1,200.00	Yes
3	Kellerberrin Community Resource Centre	Celebrating our Volunteers Event	\$1,500.00	\$1,000.00	Yes
4	Kellerberrin Golf Club	Buggy Room Construction	\$19,640	\$3,000	Yes
5	Kellerberrin Local Health Advisory Group	Women reconnecting, inspiring and sharing	\$19,700	\$3,000	Yes
<b>TOTAL</b>			<b>\$42,106</b>	<b>\$8,200</b>	

Please see attached the full Community Grants Application forms for Council reference. Please also note the additional comments provided by each organisation as background for the grant application to Council.

**TEN YEAR FINANCIAL PLAN**

Council has as part of Policy allocated the \$30,000 per year for Community Budget Submissions.

**FINANCIAL IMPLICATIONS**

Shire of Kellerberrin 2020/2021 Budget

041019 – Donations

\$20,000 - Community Donations and Grants

\$ 3,000 - Public Relations, Sponsorship, Donations and Waivers

\$ 7,000 - Donations and Gifts (provide services or programs to residents of the Shire of an ongoing basis.





**COUNCIL POLICY**

**Title:** Community Grant Allocations

**Responsible Officer:** Deputy Chief Executive Officer

Shire of  
**Kellerberrin**

**Version:** Current

**1. PURPOSE**

The purpose of this policy is to provide guidance on the allocation of Grants and Donations to Community Groups and to assist with the preparation of Council's Annual Budget.

**2. SCOPE**

This policy is applied to the Shire of Kellerberrin and its elected members and employees.

**3. DEFINITIONS**

Term	Meaning

**4. STRATEGIC CONTEXT**

This policy links to key goal area....

**5. POLICY STATEMENT**

No later than 31st March each year the CEO will have advertisements placed in the local community newspaper "The Pipeline" inviting community groups within the Shire of Kellerberrin to submit applications to Council for a Council Donation or Grant to assist with the funding of projects, programs and activities for the benefit of the residents of the Shire. These applications will be considered by Council for inclusion in the forthcoming annual Budget. The application period must be open for a minimum of one month.

Applications for a Council Donation should be made by completing the adopted Donation Application Form. If the application form is not used applicants must address all criteria within the Donation Application Form. Applicants must demonstrate that they have contacted Council's Community Development Officer to research alternative funding sources before applying for funds from Council. Funding will not be provided to political organisations or events nor to commercial enterprises.

Any funding provided by Council for a specific project must be expended and claimed prior to the end of the financial year in which the request is made. An application for an extension of time may be considered by Council provided that it received no later than the end of April in the financial year in which the funds are granted. If the funds are not spent, they can not be claimed at a later period.

Maximum total funding by Council for Community Donations and Grants will be \$20,000 annually.

Maximum funding per application will be \$2,000.

Funding recipients must comply with any acquittal requirements determined by Council.

Examples of eligible projects and programs include a new initiative or significant one-off project, capital project and repairs, maintenance or improvement to Council owned/managed facilities.

Applications for community projects seeking Council funding of more than \$2,000 will be received and considered on their merit separate from the Community Donations projects.

\$3,000 is to be budgeted annually for public relations promotions through donations, sponsorships and waivers of fees and charges. The CEO is delegated authority to determine how these funds will be allocated. Examples of how these funds will be allocated include sporting event sponsorship, trophy donations and waivers of Council’s fees and charges for the use of Council owned/managed facilities. Maximum funding per applicant is \$300.

Council will provide a minimum annual Budget allocation of \$3,000 for the Kellerberrin & Districts Agricultural Society as sponsorship to assist in the running of their annual show each September.

Council will make an annual Budget provision of \$7,000 for Donations and Grants to organisations that provide services or programs to residents of the Shire on an ongoing basis. These organisations can be based outside of the boundary of the Shire of Kellerberrin. Maximum funding per application is \$3,000. The continuance of financial support to organisations included in this category will be reviewed by Council annually. Examples of organisations currently receiving support under this category include Wheatbelt Agcare Counselling Services and the Eastern Districts Royal Show Display.

**6. RELATED LEGISLATION/ DOCUMENTATION**

**7. REVIEW DETAILS**

Council Adoption	Date		Resolution #	
Previous Adoption	Date	16October 2018	Resolution #	MIN182/18

**STATUTORY IMPLICATIONS**

Nil

**STRATEGIC PLAN IMPLICATIONS**

**Strategic Priority 1.1**

**We are a vibrant and viable, culturally diverse and engaging and unified community with strong links to history, culture and the creative arts.**

<b>Goal 1.1.1</b>	<b>To foster an environment that celebrates the diversity of the community.</b>
<b>Council’s Role</b>	<ul style="list-style-type: none"> <li>▪ To lead and promote community programs and initiatives</li> <li>▪ To facilitate discussion with community / stakeholder groups</li> <li>▪ To participate in programs and initiatives as a key member of the community</li> </ul>

<b>Goal 1.1.2</b>	<b>To provide residents and visitors with access to historical knowledge, places and spaces and a range of community and cultural events.</b>
<b>Council's Role</b>	<ul style="list-style-type: none"> <li>▪ To facilitate provision of information on our community to the public</li> <li>▪ To collaborate with groups to develop community historical and cultural information</li> <li>▪ To lead, promote and participate in community cultural events and programs</li> <li>▪ To identify, advocate and lobby for recognition of key areas of significance within the community and grant funding</li> </ul>
<b>Goal 1.1.3</b>	<b>To encourage the growth of local regional and indigenous arts, culture and history.</b>
<b>Council's Role</b>	<ul style="list-style-type: none"> <li>▪ To facilitate and lead discussions with local community groups on heritage and culture</li> <li>▪ To collaborate with regional parties and neighbouring government agencies to promote local, regional and indigenous art and culture</li> <li>▪ To lobby for grants and funds from external agencies to support the development and promotion of local, regional and indigenous art and culture</li> </ul>
<b>Goal 1.1.4</b>	<b>To create opportunities to enhance community connection, belonging and encourage sharing of cultures, history and knowledge.</b>
<b>Council's Role</b>	<ul style="list-style-type: none"> <li>▪ To promote communication between Council and community members</li> <li>▪ To encourage open dialogue between community members and elected representatives</li> <li>▪ To collaborate with external parties to identify opportunities to promote local culture and history across the region</li> </ul>

**Strategic Priority 1.2**

**Our residents feel supported and cared for through the provision of a range of quality community services.**

<b>Goal 1.2.1</b>	<b>To create and activate cultural places that will draw community involvement.</b>
<b>Council's Role</b>	<ul style="list-style-type: none"> <li>▪ To collaborate with community members, groups, and external parties to create an inviting space for the enjoyment of all community members</li> <li>▪ To develop a public space strategy that will activate streetscapes and provide an environment for all members of the community and visitors to enjoy.</li> <li>▪ To lobby state and federal government for funding support to develop community and public facilities and provide improved services for the community and visitors.</li> </ul>
<b>Goal 1.2.2</b>	<b>To establish relationships to develop and deliver essential health and education services to the region.</b>
<b>Council's Role</b>	<ul style="list-style-type: none"> <li>▪ To create and foster relationships with state and federal agencies and external parties to provide additional essential services to the region</li> <li>▪ To lobby for the provision of increased and improved essential health and education services to the region</li> <li>▪ To lobby for additional grants and monetary support to fund the provision of essential services</li> </ul>
<b>Goal 1.2.3</b>	<b>To collaborate with partners to provide activities and events that will educate and enrich the lives of our residents and visitors of all ages.</b>

<b>Council's Role</b>	<ul style="list-style-type: none"> <li>▪ To establish relationships with external agencies / parties / government departments and identify programs and initiatives to enhance the lifestyle and wellbeing of community members and residents</li> <li>▪ To lobby for funding and grants to support the implementation of community lifestyle and wellbeing programs and initiatives</li> </ul>
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**Strategic Priority 1.3**

**Present a Shire with high visual and aesthetic appeal to neighbouring Shire Councils and visitors**

<b>Goal 1.3.1</b>	<b>To create visually appealing and inviting public and recreational places that complies with good planning and design principles.</b>
<b>Council's Role</b>	<ul style="list-style-type: none"> <li>▪ To facilitate discussions with community members to identify priority community infrastructure upgrades</li> <li>▪ To develop and implement a program of visual improvements throughout the Shire.</li> <li>▪ To facilitate discussions with external parties, state and federal agencies for funding to support improvement programs and/or partnerships to deliver and provide community facilities and amenities.</li> <li>▪ To work with contractors and service providers in delivering facilities and amenities that complies with legislative requirements and best practice planning and design principles.</li> </ul>
<b>Goal 1.3.2</b>	<b>To plan and design assets and facilities to address community needs and expectations.</b>
<b>Council's Role</b>	<ul style="list-style-type: none"> <li>▪ To facilitate discussions with community members / key users of community / public facilities to identify needs and requirements</li> <li>▪ To develop a program to upgrade / develop new community facilities</li> <li>▪ To collaborate with external parties / agencies on the possibility of working together to deliver major infrastructure</li> <li>▪ To lobby state / federal agencies for community funds to facilitate development of public / community facilities</li> </ul>

**Strategic Priority 2.1**

**Provide sustainable and well managed community assets and infrastructure for the long term enjoyment by our residents and visitors.**

<b>Goal 2.1.1</b>	<b>To maintain, upgrade and renew assets to ensure condition and performance remain at the level required.</b>
<b>Council's Role</b>	<ul style="list-style-type: none"> <li>▪ To implement asset management best practice principles into our day to day operations.</li> <li>▪ To manage all assets in the most economical and efficient manner possible, from creation / acquisition through to disposal.</li> <li>▪ To develop and implement a rolling program of renewal and replacement works to ensure assets are maintained at the most optimum condition possible.</li> <li>▪ To source funding and grants to contribute to the renewal and replacement works.</li> </ul>
<b>Goal 2.1.2</b>	<b>To ensure new assets are designed and operated to incorporate the principles of value for money and life cycle costing.</b>
<b>Council's Role</b>	<ul style="list-style-type: none"> <li>▪ To implement asset management and whole of life principles to ensure the acquisition / creation of new assets identify the anticipated whole of life costs.</li> <li>▪ To operate and maintain assets in the most economical and efficient manner possible.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ To implement operation and maintenance strategies to ensure assets remain in its most optimum condition possible, throughout its entire life cycle.</li> </ul>
<b>Goal 2.1.3</b>	<b>To collaborate with groups to investigate opportunities to improve road and transport network and connectivity between the Shire and beyond.</b>
<b>Council's Role</b>	<ul style="list-style-type: none"> <li>▪ To facilitate discussions with Road Authorities and external parties to improve condition of state roads.</li> <li>▪ To lobby government agencies to provide an improved road and transportation system to the Shire.</li> <li>▪ To develop a program to improve and enhance local roads and footpaths.</li> <li>▪ To seek funding and grants from government and non-government sources to undertake road and footpath improvement works.</li> </ul>

**Strategic Priority 2.2**

**We are a Shire that respects and aims to preserve the quality of the natural environment and rural landscape and promote environmental sustainable initiatives.**

<b>Goal 2.2.1</b>	<b>To raise awareness and interest of the natural environment and key factors affecting the environment.</b>
<b>Council's Role</b>	<ul style="list-style-type: none"> <li>▪ To facilitate discussions with government and non-government agencies on environmental initiatives and programs.</li> <li>▪ To implement initiatives and programs that raise community awareness on environmental principles and sustainability practices.</li> <li>▪ To assess environmental risks and factors that could potentially affect the local environment and develop strategies and programs to mitigate.</li> <li>▪ To work with local environmental groups, community groups, external parties on the development and implementation of environmental based programs and initiatives.</li> <li>▪ To lobby for and seek funding and grant support for the development and implementation of environmental programs and initiatives.</li> <li>▪ To facilitate the development and provision of information relating to the maintenance of the natural environment and promotion of sustainability practices.</li> </ul>
<b>Goal 2.2.2</b>	<b>To work with organisations to promote actions to enhance the environment.</b>
<b>Council's Role</b>	<ul style="list-style-type: none"> <li>▪ To facilitate discussions and establish relationships with community groups, government and non-government agencies on environmental initiatives and programs which may be applied throughout the Shire.</li> <li>▪ To facilitate the development of environmental initiatives and programs and implement these across the community.</li> <li>▪ To encourage community participation in environmental initiatives and programs.</li> </ul>
<b>Goal 2.2.3</b>	<b>To promote opportunities to encourage sustainable environmental practices across the Shire.</b>
<b>Council's Role</b>	<ul style="list-style-type: none"> <li>▪ To identify initiatives with other government and non-government agencies on programs to raise awareness in environmental sustainability practices.</li> <li>▪ To make information and educational packages on the principles of environmental sustainability accessible to the community.</li> <li>▪ To review Council policies and practices in relation to environmental sustainability initiatives and make these available to the public.</li> <li>▪ To seek information and feedback from the community on environmental awareness initiatives and programs.</li> <li>▪ To facilitate and host community based environmental awareness initiatives and programs.</li> </ul>

**Strategic Priority 3.1**

**Our Elected Representatives provide effective, respected and progressive leadership**

<b>Goal 3.1.1</b>	<b>To lead and govern in a fair, transparent, ethical and responsive manner.</b>
<b>Council's Role</b>	<ul style="list-style-type: none"> <li>▪ To provide up to date information on Council services, operations, activities and decisions to the community.</li> <li>▪ To ensure Council information is accurate and easily accessible by the community.</li> <li>▪ To provide responses and encourage feedback from the community.</li> </ul>
<b>Goal 3.1.2</b>	<b>To inform the community of activities and events that may have an impact on the way they live and/or where they live.</b>
<b>Council's Role</b>	<ul style="list-style-type: none"> <li>▪ To provide up to date information on Council and community activities and events to community residents.</li> <li>▪ To encourage responses and feedback from the community on Council initiatives and programs.</li> <li>▪ To provide open dialogue between the community and Council members and to listen to the responses provided by the community.</li> <li>▪ To facilitate and initiate community based programs, activities and events to promote community pride and participation.</li> </ul>
<b>Goal 3.1.3</b>	<b>To actively engage and consult with the community to ensure they have the opportunity to have a say and be heard.</b>
<b>Council's Role</b>	<ul style="list-style-type: none"> <li>▪ To create and implement an effective communication strategy that encourages and promotes community feedback and contribution.</li> <li>▪ To initiate open dialogue with the community and provide opportunity to be involved in decision making processes.</li> <li>▪ To provide access to up to date information on Council and Council services.</li> <li>▪ To encourage participation in community consultation events.</li> </ul>
<b>Goal 3.1.4</b>	<b>To actively pursue a positive community spirit and support.</b>
<b>Council's Role</b>	<ul style="list-style-type: none"> <li>▪ To facilitate programs and initiatives that will improve the community spirit and pride.</li> <li>▪ To provide open, honest and friendly discussions between Council and community members.</li> <li>▪ To assist and be responsive to community requests and needs.</li> </ul>

**Strategic Priority 4.1**

**We are a sustainable, economically diverse and strong community**

<b>Goal 4.1.1</b>	<b>To encourage economic development through the provision of incentives to encourage new and diverse business, commercial and industrial opportunities.</b>
<b>Council's Role</b>	<ul style="list-style-type: none"> <li>▪ To identify opportunities to enhance the local economy.</li> <li>▪ To collaborate and facilitate discussions with external / private parties on business, commercial and industrial ventures in the Shire.</li> <li>▪ To undertake long term economic development and marketing planning for the Shire, focussing on the local and regional economy and opportunities.</li> <li>▪ Work with external government and non-government agencies to develop programs and initiatives to promote economic development in the region and identify new ventures / opportunities to create economic opportunities.</li> </ul>
<b>Goal 4.1.2</b>	<b>To work with local businesses to improve and enhance the quality of service provided.</b>

<p><b>Council's Role</b></p>	<ul style="list-style-type: none"> <li>▪ To establish relationships with local business providers to identify and understand key issues and opportunities to assist in the promotion of services.</li> <li>▪ To facilitate discussions with external agencies and government departments to identify opportunities to enhance and assist local business providers within the community.</li> <li>▪ To develop initiatives with external parties to educate and improve the welfare of local businesses.</li> </ul>
<p><b>Goal 4.1.3</b></p>	<p><b>To identify economic trends and create employment and business opportunities for the local community.</b></p>
<p><b>Council's Role</b></p>	<ul style="list-style-type: none"> <li>▪ To work with local business communities and education and health service providers to identify what is required to improve and enhance services.</li> <li>▪ To facilitate discussions with external parties and government agencies to identify ways of improving economic, education and training opportunities within the community.</li> <li>▪ To establish relationships with external parties and government / non-government agencies to identify opportunities, programs and initiatives that will benefit the community.</li> <li>▪ To seek funding from external parties / government agencies to support the development and implementation of economic and employment programs and initiatives.</li> </ul>

**COMMUNITY CONSULTATION**

The following consultation took place;

- Chief Executive Officer
- Deputy Chief Executive Officer
- Community Development Officer
- Pipeline Advertisement
- Shire's Website & Social Media Accounts
- Messages on-Hold On-Line service

**STAFF RECOMMENDATION**

*For Council Consideration.*

1. Kellerberrin District High School
2. Kellerberrin Community Resource Centre (*Food Pantry Project*)
3. Kellerberrin Community Resource Centre (*Celebrating Volunteers Project*)
4. Kellerberrin Golf Club
5. Kellerberrin Local Health Advisory Group

**9.4 ARTS AND CULTURE COMMITTEE MEMBERSHIP**

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

**BACKGROUND**

Council in April 2020 elected to form an Arts and Culture Committee with the following objectives in mind:

The objectives of the Arts and Culture Committee are:

- 2.1 To provide a normalised, proper and formalised forum for the discussion of issues and the formulation of suggestions and/or recommendations on issues associated with community projects.
- 2.2 Make recommendations to Council on matters associated with the future development of community projects.
- 2.3 Ensure suggestions and ideas are intended to:
  - a) reflect and promote the lifestyles, heritage and culture of the community;
  - b) encourage community connection, reflection, inspiration, celebration and well-being;
  - c) invigorate and create vibrancy in places and spaces; and support regional creative and arts industries

Council's 4<sup>th</sup> May 2021 Art and Culture Committee Meeting

**COMMITTEE RESOLUTION**

**MIN 001/21      MOTION - Moved Member. O'Neill      Seconded Member. Cox**

***That the Committee advise council of the absent of Rhoda Yarran for more than three consecutive meetings and accept Rose Bowens resignation.***

**CARRIED 5/0**

Council's June 2020 Ordinary Meeting of Council -16<sup>th</sup> June 2020

**COUNCIL RESOLUTION**

**MIN 091/20      MOTION - Moved Cr. Leake      Seconded Cr. Steber**

***That Council;***

- 1. Support the establishment of an Arts and Culture Committee with the following members;***

***Councillor: Emily Ryan***

***Shire Officer as delegated by the Chief Executive Officer:***



**Community Members: Rose Bowen, Robert McCaffrey, Kelsey Cox, Valecia McDonald, Julie Doncon, Colin Weston, Pixie O'Neill and Rhoda Yarran**

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

Council's May 2020 Ordinary Meeting of Council – 19<sup>th</sup> May 2020

## **COUNCIL RESOLUTION**

**MIN 068/20      MOTION - Moved Cr. Steber      Seconded Cr. Reid**

*That Council due to the limitation of the Terms of Reference (on advice from prospective members) request the Chief Executive Office to redraft the Terms of Reference with the view to broadening the scope to include cultural opportunities rather than specific public art.*

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

Council's March 2020 Ordinary Meeting of Council -17<sup>th</sup> March 2020

## **COUNCIL RESOLUTION**

**MIN /20      MOTION - Moved: Cr McNeil      Seconded:Cr Talbot**

*That Council;*

- 1. Support the establishment of an Arts Committee;*
- 2. Adopted the draft terms of reference as presented at attachment 1; and*
- 3. Invite community members to submit an expression of interest for membership on the committee.*

*With the inclusion of two amendments to the draft terms of reference including, reducing the elected member in attendance to one and reducing the minimum annual meeting to bi-annually.*

**In Favour:      Cr Scott O'Neill, David Leake, Dennis Reid and Emily Talbot**

**Against:      Cr Wendy McNeil**

**CARRIED  
BY ABSOLUTE MAJORITY 4/1**

### **STAFF COMMENT**

Council in establishing the Arts and Culture Committee adopted Terms of Reference for the members to adhere to and within the Terms of Reference it dictates the amount of members to be appointed and also the requirements of members for meeting attendance as per below excerpts from the Terms of Reference.

#### **MEMBERSHIP**

*One elected member, one Shire officers and between six to eight community members shall be appointed to the Committee.*

## **MEETINGS**

*The Committee shall meet at least bi-annually and shall report to Council annually as a minimum.*

- 5.1 Notice of meetings shall be given to members at least three days prior to each meeting.*
- 5.2 If any member is absent from three consecutive meetings without leave of the Committee, they shall forfeit their position on the Committee. The Council shall be informed, who will then appoint a replacement for the balance of the member's term of appointment.*
- 5.3 The Presiding Member shall ensure that minutes of all meetings are kept in accordance with the Shire of Kellerberrin Local Government (Council Meetings) Local Law 2016 and presented to Council where all recommendations will be considered/noted.*
- 5.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.*

As per advice from the Arts and Culture Committee, Member Rhoda Yarran has not attended a meeting of the Committee therefore in accordance with the above Terms of Reference the position is forfeited.

Council need to note that the committee membership is between six and eight and with the forfeiture of Member Yarran.

Council on the 25<sup>th</sup> February 2021 received the following correspondence by email from Member Rose Bowne resigning from the committee;

*Hi folks.....have decided I will step down from the Arts and Culture Committee, it is not really my thing and I am being drawn in other directions. I'm always happy to be called upon to help at grass roots level with any events the group hosts. All the best for future activities. Cheers Rose.*

With the resignation and forfeiture the committee numbers for community representation are at the minimum and therefore the Council and the committee will also need to be aware that should there be more than one absentee for the committee meeting a quorum cannot be reached.

## **TEN YEAR FINANCIAL PLAN**

NIL

## **FINANCIAL IMPLICATIONS**

NIL

## **STATUTORY IMPLICATIONS**

Section 5.10(4) of the Act provides that the Council must appoint the President to each Committee if the President informs the Shire of their wish to be a member of a particular Committee. The Committee, once appointed, must select a Presiding Member at its first meeting.

Section 5.10 (5) of the Act provides for the CEO or their delegate to be appointed to a Committee that has or will have an employee if the CEO so wishes.

## **STRATEGIC COMMUNITY PLAN**

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

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

**COMMUNITY CONSULTATION**

The following consultation took place:

- Chief Executive Officer
- Personal Assistant
- Art and Culture Committee

**STAFF RECOMMENDATION**

That Council:

1. Acknowledge the resignation of Member Rose Bowen from the Arts and Culture Committee as per email dated 25<sup>th</sup> February 2021;
2. Forfeit the position of Member Rhoda Yarran from the Arts and Culture Committee in accordance with clause 5 of the Terms of Reference.

**9.5 MURAL FOR EXHIBITION HALL AT RECREATION CENTRE**

**File Ref:** ADM02  
**Author:** Codi Mullen, Personal Assistant  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** Nil

**BACKGROUND**

Arts & Culture Committee Meeting 4<sup>th</sup> May 2021

**MIN 001/21 MOTION - Moved Member. Cox Seconded Member. McDonald**

*That the Arts and Culture Committee:*

1. *Form a subcommittee of local artists and committee members to develop a design concept for the Mural consisting of;*
  - *Cr Emily Ryan – Chairperson*
  - *Noelene Morley*
  - *Robert McCaffrey*
  - *Kelsey Cox*
  - *Valecia McDonald*
  - *Sport & Recreation representative*
  - *Ag Society representative*
  - *Community members x2*
  - *Artist*
2. *Recommend to Council to appoint Jerome Davenport as the artist to work with the committee to undertake the Mural project.*
3. *Make contact with the Kellerberrin Sport and Recreation Committee and Kellerberrin Agricultural Society for a contribution towards to the project.*
4. *Make contact with CSBP to seek funding for the project.*
5. *Seek Agricultural Local Business (EDSCO, MOYLAN's, DKT, FARMWAYS, HOBBS ENGINEERING) sponsorship with the view of having a piece of the wall for their contribution.*

**CARRIED 5/0**

Council's Media Officer sent initial request out seeking quotes from the below artist. Council's Personal Assistant to Chief Executive Officer has been following up with the artist to provide a quote for the mural.

- No more Blank Walls – Jerome – Emailed, 8<sup>th</sup> February 2021
- Jackson Harvey – Emailed 22<sup>nd</sup> March 2021
- Brenton See – Emailed 26<sup>th</sup> March 2021
  - Brenton will not be providing a quote as he only focuses on fauna and flora

There has been correspondence flowing between no more blank walls and Jackson Harvey regarding the project. It is hoped that Jackson Harvey will have a quote provided to us prior to the meeting.

The Committee Chairperson and Council's Chief Executive Officer met with committee member Mr Robert McCaffrey to discuss the project and design elements on the basis that we ensure that local content is considered when the design is prepared. It was on this basis we have recommended below that a sub-committee is formed to help design the mural for the Exhibition Hall to include:

- 100 years of Kellerberrin Agricultural Show
- Development of Agriculture of the years.
- Development of Kellerberrin over the years.

**From:** [arjae@westnet.com.au](mailto:arjae@westnet.com.au) <[arjae@westnet.com.au](mailto:arjae@westnet.com.au)>

**Sent:** Wednesday, 28 April 2021 3:02 PM

**To:** Raymond Griffiths <[ceo@kellerberrin.wa.gov.au](mailto:ceo@kellerberrin.wa.gov.au)>

**Subject:** Re: Mural - Local Content for design

Hi Raymond

I have spoken with a number of people and judging by the community response, it would seem that all spoken to at least, are in favour of a collaborative effort. The names below are some of those creatives I spoke with and other names I have been given as possible interested participants.

- Rebecca McIntosh
- Shane Pickett
- Michelle McDonald
- Rebecca Parkhouse
- Anne Alcock
- Rosemary Dowding
- Christine Chandler
- Sara Curtis
- Val Curtis
- Noelene Morley
- Robert J McCaffrey

Hopefully, this will assist in redirecting the focus of this project.

Robert

Arts & Culture Committee Meeting 6 <sup>th</sup> October 2020
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**MIN 009/20 MOTION - Moved Member. Cox Seconded Member. McDonald**

***That the Arts and Culture Committee focus on the following projects in 2021:  
1. Mural for Exhibition Hall at Recreation Centre***

**STAFF COMMENT**

Item 1.

It was thought that as much community input into the design would be most appropriate to ensure that we are covering all bases when trying to form up a design concept for the Mural.

Item 2.

The recommendation to appoint Mr Jerome Davenport is on the basis that the project receives sufficient funding to alleviate the full financial burden to Council.

Item 3 – 5

Letters have been issues to the businesses and organisations seeking sponsorship/donations for the Mural.

**TEN YEAR FINANCIAL PLAN**

Nil known at this time

**FINANCIAL IMPLICATIONS**

Council applied for the CBH Grass Root Funding for \$20,000 and were successful in receiving \$5,000.

Council has received an indicative quote from Jerome at Blank Walls between \$35k - \$70k.

**STATUTORY IMPLICATIONS**

Nil known at this time

**STRATEGIC COMMUNITY PLAN**

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

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

**COMMUNITY CONSULTATION**

The following consultation took place;

- Cr. Emily Ryan
- Raymond Griffiths - Chief Executive Officer
- Codi Mullen - Personal Assistant to Chief Executive Officer

**STAFF RECOMMENDATION**

*That Council appoint Jerome Davenport as the artist to work with the Arts and Culture Committee to undertake the Mural project at the Exhibition Hall subject to the project being financially sustainable.*

**9.6 LIVE THEATRE PERFORMANCES**

**File Ref:** ADM02  
**Author:** Codi Mullen, Personal Assistant  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** 1. Quote - Matt Hale

**BACKGROUND**

Shire of Kellerberrin – Arts and Culture Committee Meeting 4<sup>th</sup> May 2021

**COMMITTEE RESOLUTION**

**MIN 001/21 MOTION - Moved Member. Cox Seconded Member. O'Neill**

*That the Arts and Culture Committee recommend to Council that:*

- 1. Accepts the quote of \$3,500 from Matt Hale for a Comedy Hypnosis Show on Thursday 8<sup>th</sup> July 2021 commencing at 7.30pm for a 75 minute performance including a 15 minute interval.**
- 2. It sets the fee structure of:**
  - i. Tickets \$35.00**
  - ii. Concession \$27.50**
- 3. Make application for a liquor permit for the event as an additional fundraiser for the committee.**

**CARRIED 5/0**

Councils Media Officer initially made contact with three different performances.

- Matt Hale – Comedy Hypnosis
- Instinct Music – Acro Circus Comedy
- Telethon – Theatre critical thinking

Councils Personal Assistant followed up the initial correspondence in regards to the above performances as no formal response was received by any officers. After the follow up from Council responses have been received from the following; further information please see attachments.

1. Matt Hale Comedy has been tentatively booked in July 2021(Attachment1).  
Currently on tour – Bonkers!  
Performance length of 75min
2. Lengthy discussion was held with Instinct Music in regards to Acro Circus Comedy coming to Kellerberrin. Each performer is only capable of 5-6min per performance therefore to make it a show worthwhile you will be looking at asking approx. 30 performers to perform. The event generally goes over a few days to a week. Verbal quote provided was from \$10,000 - \$300,000. Each performer has additional cost associated with them.
3. For Instinct Music to provide an event to Kellerberrin on a smaller scale the Committee would be looking at a Comedy Show with a major headliner up to four (4) acts with a verbal quote of \$50,000 - \$65,000 and a musical between \$80,000 - \$100,000

Shire of Kellerberrin – Arts and Culture Committee Meeting 6<sup>th</sup> October 2020;

## COMMITTEE RESOLUTION

MIN 009/20 MOTION - Moved Member. Cox Seconded Member. McDonald

*That the Arts and Culture Committee focus on the following projects in 2021:*

**1. Live Theatre Performances**

**a. Register with CANWA**

**b. Discuss opportunities with Lotterywest**

### STAFF COMMENT

Council's officers have researched the performer through other communities where he has performed and they have advised the performance was an exceptional one and that it was the talk of the town for weeks after the event.

### TEN YEAR FINANCIAL PLAN

Nil known at this time

### FINANCIAL IMPLICATIONS

Matt Hale Comedy

*Expenditure*

- Show Costs - \$3,500

*Income*

The Shire of Kellerberrin has sought a base guide from the provider for a ticket price. The following price guide was provided:

- Adults - \$35.00
- Children 12 and under - \$20.00
- Concession - \$27.50

Should the committee recommend to Council that we operate on a similar basis we would need to following numbers to break even without any sales of drinks etc.

Numbers	Category	Units Price	Total
50	Adults	\$35.00	\$1,750.00
0	Children	\$20.00	\$0
20	Concession	\$27.50	\$550.00
		TOTAL	\$2,300.00
			<b>Loss of \$1,200</b>
50	Adults	\$40.00	\$2,000.00
0	Children	\$20.00	\$0
20	Concession	\$30.00	\$600.00
		TOTAL	\$2,600.00
			<b>Loss of \$900</b>
70	Adults	\$35.00	\$2,450.00



0	Children	\$20.00	\$0
30	Concession	\$27.50	\$825.00
		TOTAL	\$3,275.00
			<b>Loss of \$225</b>
70	Adults	\$40.00	\$2,800.00
0	Children	\$20.00	\$0
30	Concession	\$30.00	\$900.0
		TOTAL	\$3,700.00
			<b>Profit of \$200</b>
100	Adults	\$30.00	\$3,000.00
0	Children	\$20.00	\$0
30	Concession	\$20.00	\$600.00
		TOTAL	\$3,600.00
			<b>Profit of \$100</b>

**STATUTORY IMPLICATIONS**

Nil known at this time

**STRATEGIC COMMUNITY PLAN**

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

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

**COMMUNITY CONSULTATION**

The following consultation took place;

- Cr Emily Ryan
- Raymond Griffiths – Chief Executive Officer
- Codi Mullen – Personal Assistant to CEO

## STAFF RECOMMENDATION

*That Council:*

1. *Endorses the Art and Culture Committee's recommendation to accept the quote of \$3,500 from Matt Hale for a Comedy Hypnosis Show on Thursday 8<sup>th</sup> July 2021 commencing at 7.30pm for a 75 minute performance.*
2. *Advise that the cost associated with the performance is to come out of the \$10,000 allocated to the committee in the DRAFT Budget.*
3. *Advise that any profit from the event is to be transferred to the Art and Culture Reserve that will be created in the 2021/22 Budget.*
4. *It sets the fee structure of:*
  - i. *Tickets \$35.00*
  - ii. *Concession \$27.50*
5. *Make application for a liquor permit for the event as an additional fundraiser for the committee.*

**9.7 BUILDING REPORTS APRIL 2021**

**File Number:** BUILD06  
**Author:** Codi Mullen, Personal Assistant  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** 1. Building Applications Received - April 2021  
2. Building Permits Issued - April 2021

**BACKGROUND**

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

**STAFF COMMENT**

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

**TEN YEAR FINANCIAL PLAN**

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

**FINANCIAL IMPLICATIONS**

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

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

**STATUTORY IMPLICATIONS**

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

**STRATEGIC COMMUNITY PLAN**

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

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3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

**COMMUNITY CONSULTATION**

The following consultation took place:

- Building Surveyor
- Owners
- Building Contractors

- Chief Executive Officer

## **STAFF RECOMMENDATION**

*That Council*

1. *Acknowledge the "Return of Proposed Building Operations" for the April 2021 period.*
2. *Acknowledge the "Return of Building Permits Issued" for the April 2021 period.*

<b>9.8 CHEQUE LIST APRIL 2021</b>
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**File Number:** N/A  
**Author:** Zene Arancon, Finance Officer  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** 1. April 2021 Payment List

**BACKGROUND**

Accounts for payment from 1<sup>st</sup> April to 30th April 2021

**TRUST**

<b>TRUST TOTAL</b>	<b>\$ 35,981.90</b>
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**MUNICIPAL FUND****Cheque Payments**

34856-34863	\$ 43,743.46
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**EFT Payments**

11982-12080	\$ 795,303.12
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<b>Direct Debit Payments</b>	<b>\$ 53,075.16</b>
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<b>TOTAL MUNICIPAL</b>	<b>\$ 892,121.74</b>
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**STAFF COMMENT**

During the month of April 2021, the Shire of Kellerberrin made the following significant purchases:

<b>MBC Building (Majstrovich Building Co)</b>	<b>\$ 224,979.70</b>
Progress claim 1 for Swimming Pool development	
<b>Molivi Construction Pty Ltd</b>	<b>\$ 183,773.70</b>
Progress claim CL003 March 2021 Exhibition Hall	
<b>WCS Concrete Pty Ltd</b>	<b>\$ 109,736.11</b>
Supply, delivery & laying of N32 concrete Forrest St. intersection	
<b>Donovan Payne Architects</b>	<b>\$ 36,836.00</b>
Progress claim works Stages 1-2 for Swimming Pool development	
<b>Department of Transport - TRUST DIRECT DEBITS Licensing CRC</b>	<b>\$ 35,167.75</b>
Licensing Refund April 2021	
<b>Water Corporation</b>	<b>\$ 34,531.61</b>
Water charges various Shire properties February-April 2021	
<b>Rylan Concrete</b>	<b>\$ 33,721.38</b>
Kerbing of Bedford & Hammond Streets	
<b>STS West Pty Ltd</b>	<b>\$ 16,530.00</b>
Purchase of water for Shire Office, batteries & tyres for Depot vehicles	
<b>Deputy Commissioner Of Taxation</b>	<b>\$ 14,702.00</b>
PAYG Tax	
<b>R Munns Engineering Consulting Services</b>	<b>\$ 13,983.02</b>
Consulting works for various road constructions & Bushfire sheds	
<b>United Card Services Pty Ltd</b>	<b>\$ 10,414.59</b>
Total supply March 2021	
<b>Beam Superannuation</b>	<b>\$ 10,401.48</b>
Staff superannuation contributions	
<b>Beam Superannuation</b>	<b>\$ 10,308.41</b>
Staff superannuation contributions	

<b>Beam Superannuation</b>	<b>\$ 10,164.05</b>
Staff superannuation contributions	
<b>Jim McKenzie</b>	<b>\$ 8,890.75</b>
Hire of plant to bore footings & variations for Exhibition Hall	
<b>Griffin Valuation Advisory</b>	<b>\$ 8,557.36</b>
Professional valuation advisory - 2021 Land & Building Asset Valuation	
<b>Avon Waste</b>	<b>\$ 8,539.11</b>
Domestic & commercial collections March 2021	
<b>Spyker Business Solutions</b>	<b>\$ 8,538.83</b>
Replacement of licence plate camera & Q4 CCTV maintenance 2020/2021	
<b>AMD Audit &amp; Assurance Pty Ltd</b>	<b>\$ 8,448.00</b>
2021 Regulation 17 review completion	
<b>Merredin Refrigeration &amp; Gas</b>	<b>\$ 7,986.50</b>
Pre-season maintenance cleaning of Shire properties	
<b>Tom's Tree Service</b>	<b>\$ 7,920.00</b>
Tree pruning of various Shire streets	
<b>Fulton Hogan</b>	<b>\$ 7,040.00</b>
Purchase of EZ bulka bag for various road maintenance	

### TEN YEAR FINANCIAL PLAN

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

### FINANCIAL IMPLICATIONS

Shire of Kellerberrin 2020/2021 Operating Budget

### STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

#### 11. Payment of accounts

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

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

- 12. Payments from municipal fund or trust fund** (1) A payment may only be made from the municipal fund or the trust fund —

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

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

### **13. Lists of accounts**

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
  - (a) The payee's name;
  - (b) The amount of the payment;
  - (c) The date of the payment; and
  - (d) Sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - (a) For each account which requires council authorisation in that month —
    - (i) The payee's name;
    - (ii) The amount of the payment; and
    - (iii) Sufficient information to identify the transaction;And
  - (b) The date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be —
  - (a) Presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) Recorded in the minutes of that meeting.

### **STRATEGIC COMMUNITY PLAN**

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

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

### **COMMUNITY CONSULTATION**

The following consultation took place;

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

## STAFF RECOMMENDATION

*That Council notes that during the month of April 2021, 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 \$ **892,121.74** on vouchers EFT , CHQ, Direct payments*
2. *Trust Fund payments totalling \$ **35,981.90** on vouchers EFT, CHQ, Direct payments*



**9.9 DIRECT DEBIT LIST AND VISA CARD TRANSACTIONS - APRIL 2021**

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

**BACKGROUND**

Please see below the Direct Debit List and Visa Card Transactions for the month of April 2021.

Municipal Direct Debit List				
Date	Name	Details	\$	Amount
1-Apr-21	NAB	Merchant Fees - Trust		3.19
1-Apr-21	Westnet	Internet Fees		4.99
1-Apr-21	NAB	Merchant Fees - Caravan Park		58.18
1-Apr-21	NAB	Merchant Fees - Muni		101.06
1-Apr-21	NAB	Merchant Fees- CRC		473.21
1-Apr-21	Alleasing	Gym Equipment Lease		3,121.83
1-Apr-21	Shire of Kellerberrin	Precision Superannuation		10,401.48
1-Apr-21	Shire of Kellerberrin	Pay Run		62,249.93
8-Apr-21	Shire of Kellerberrin	Creditors		500,152.13
9-Apr-21	Department of Transport	Vehicle Inspection Fees		48.20
13-Apr-21	Department of Communities	of Rent		420.00
14-Apr-21	Telstra	Mobile		783.78
15-Apr-21	Shire of Kellerberrin	Precision Superannuation		10,308.41
15-Apr-21	Shire of Kellerberrin	Creditors		9,883.95
15-Apr-21	Shire of Kellerberrin	Pay Run		62,196.58
21-Apr-21	ATO	BAS April 2021		14,702.00
22-Apr-21	Shire of Kellerberrin	Creditors		285,267.04
27-Apr-21	Department of Communities	of Rent		420.00
28-Apr-21	Nyax	Vending Machine Caravan Park		38.10
29-Apr-21	Telstra	Telstra Internet		110.00
29-Apr-21	Telstra	Telstra - General Charges		1,834.78
29-Apr-21	Shire of Kellerberrin	Precision Superannuation		10,164.05
29-Apr-21	Shire of Kellerberrin	Pay Run		58,943.92
29-Apr-21	NAB	NAB Connect Fee		46.24
30-Apr-21	NAB	NAB BPAY Charge		14.72
30-Apr-21	NAB	Account Fees - Trust		10.00

30-Apr-21	NAB	Account Fees - Muni		46.30
30-Apr-21	NAB	Merchant Fees - Trust		2.05
30-Apr-21	NAB	Merchant Fees - Muni		60.69
30-Apr-21	NAB	Merchant Fees - Caravan Park		62.58
30-Apr-21	NAB	Merchant Fees - CRC		146.86
		<b>TOTAL</b>	<b>\$</b>	<b>1,032,076.25</b>
Trust Direct Debit List				
<b>Date</b>	<b>Name</b>	<b>Details</b>	<b>\$</b>	<b>Amount</b>
30-Apr-21	Department of Transport	Licencing April 2021		\$35,167.75
		<b>TOTAL</b>	<b>\$</b>	<b>35,167.75</b>
Visa Transactions				
<b>Date</b>	<b>Name</b>	<b>Details</b>	<b>\$</b>	<b>Amount</b>
07-Apr-21	Metro Petroleum Geraldton	Fuel KE1		153.65
12-Apr-21	Kmart Online	Shower Curtains Caravan Park		90.00
13-Apr-21	Kmart Online	Pillows for Caravan Park		168.00
19-Apr-21	Good Guys	Vacuum Cleaner Bags Caravan Park		49.90
19-Apr-21	United Petroleum	Phone Charger		26.00
28-Apr-21	NAB	Card Fee		9.00
		<b>TOTAL - CEO</b>	<b>\$</b>	<b>496.55</b>
<b>Date</b>	<b>Name</b>	<b>Details</b>	<b>\$</b>	<b>Amount</b>
07-Apr-21	ZOOM	Zoom Annual Licence		999.79
08-Apr-21	Shire of Kellerberrin	Licence Plate Transfer KE002		28.60
14-Apr-21	Shire of Kellerberrin	Licence Plate Transfer KE002		17.30
20-Apr-21	Kellerberrin Pie Shop	Rolls (Donation Emergency Service Day)		105.00
28-Apr-21	NAB	Card Fee		9.00
		<b>TOTAL -DCEO</b>		<b>1,159.69</b>
		<b>TOTAL VISA TRANSACTIONS</b>	<b>\$</b>	<b>1,656.24</b>

### STAFF COMMENT

The Direct Debit List and Visa Card Transactions are presented for Council to note for the month of April 2021.

### TEN YEAR FINANCIAL PLAN

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

### FINANCIAL IMPLICATIONS

Financial Management of 2020/2021 Budget.

**STATUTORY IMPLICATIONS****Local Government (Financial Management) Regulations 1996**

## 34. Financial activity statement report — s. 6.4

(1A) In this regulation —

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

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

**STRATEGIC COMMUNITY PLAN**

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

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

## **COMMUNITY CONSULTATION**

The following consultation took place;

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

## **STAFF RECOMMENDATION**

*That Council note the direct debit list for the month of April 2021 comprising of;*

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

**9.10 FINANCIAL ACTIVITY STATEMENT - APRIL 2021**

**File Number:** FIN  
**Author:** Lenin Pervan, Deputy Chief Executive Officer  
**Authoriser:** Raymond Griffiths, Chief Executive Officer  
**Attachments:** Nil

**BACKGROUND**

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

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

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

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

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

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

**STAFF COMMENT**

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

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

**TEN YEAR FINANCIAL PLAN**

Financial Management of 2020/2021 Budget.

**FINANCIAL IMPLICATIONS**

Financial Management of 2020/2021 Budget.

**STATUTORY IMPLICATIONS**

Local Government (Financial Management) Regulations 1996

**34. Financial activity statement report — s. 6.4**

(1A) In this regulation —

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

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

**STRATEGIC COMMUNITY PLAN**

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

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

### **COMMUNITY CONSULTATION**

The following consultation took place;

- Chief Executive Officer
- Deputy Chief Executive Officer

### **STAFF RECOMMENDATION**

*That Council adopt the Financial Report for the month of April 2021 comprising;*

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

**10 DEVELOPMENT SERVICES REPORTS**

Nil

**11 WORKS & SERVICES REPORTS**

Nil

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

Nil

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



**14 CONFIDENTIAL MATTERS****RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

**14.1 Chief Executive Officer - Performance Appraisal**

This matter is considered to be confidential under Section 5.23(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees.

**14.2 2021/2022 Draft Wages Budget**

This matter is considered to be confidential under Section 5.23(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees.

**15 CLOSURE OF MEETING**