



Shire of Pingelly

Minutes

Ordinary Council Meeting
15 July 2020

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairman declared the meeting open at 2pm.

2. ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Noongar people of this area and recognise their continuing connection to land, waters and community. We pay respect to both the Aboriginal and non-Aboriginal people past and present and emerging.

3. ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil.

3.1 Council Agenda Reports

Please note that all elected members have been provided with the relevant information pertaining to each Officers reports within today's Agenda and the Officer Recommendations are based on Council Policy and/or State Acts and Legislation.

4. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

MEMBERS PRESENT

Cr W Mulroney (President)
Cr J McBurney (Deputy President)
Cr K Hastings
Cr B Hotham
Cr P Narducci
Cr A Oliveri
Cr P Wood
Cr D Freebairn

STAFF IN ATTENDANCE

Ms J Burton Chief Executive Officer
Mr S Billingham Director Corporate and Community Services
Mr D Watkins Director Technical Services
Mrs L Boddy Executive Assistant

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6. PUBLIC QUESTION TIME

No members of the public present.

7. APPLICATIONS FOR LEAVE OF ABSENCE

12857 Moved: Cr Wood Seconded: Cr Hotham

That Cr McBurney be granted leave for the month of August 2020.

Carried 8:0

8. DISCLOSURES OF INTEREST

Nil.

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Meeting – 17 June 2020

Statutory Environment

Section 5.22 of the *Local Government Act* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Voting Requirements

Simple Majority

12858 Moved: Cr Oliveri Seconded: Cr McBurney

Recommendation and Council Decision

That the Minutes of the Ordinary Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 17 June 2020 be confirmed.

Carried 8:0

9.2 Special Council Meeting – 1 July 2020

- Appointment of Executive Manager Corporate Services
- Remediation of Timber Floor at the Pingelly Recreation and Cultural Centre

Statutory Environment

Section 5.22 of the *Local Government Act* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Voting Requirements

Simple Majority

12859 Moved: Cr Hastings Seconded: Cr Narducci

Recommendation and Council Decision

That the Minutes of the Special Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 1 July 2020 be confirmed.

Carried 8:0

10. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

11. REPORTS OF COMMITTEES OF COUNCIL

- Audit Committee Full Council
- Pingelly Recreation & Cultural Committee Member – Shire President
Deputy – Deputy President
- Bushfire Advisory Committee Member – Cr Freebairn
Deputy – Cr Hotham
- Chief Executive Officer Performance Review Committee Member – Shire President
Member – Deputy President
Member – Cr Hastings

12. REPORTS OF COUNCIL DELEGATES ON EXTERNAL COMMITTEES

- Central Country Zone of WALGA Delegate – Shire President
Delegate – Deputy President
Deputy – Cr Wood
- Hotham-Dale Regional Road Sub-Group Delegate – Shire President
Deputy – Cr Oliveri
- Development Assessment Panel Delegate – Shire President
Delegate – Cr Wood
Deputy – Cr McBurney
Deputy – Cr Hotham
- Pingelly Tourism Group Delegate – Cr Hotham
Deputy – Cr Oliveri
- Regional Waste Group Delegate – Cr Mulroney
Deputy – Cr Wood
- Shires of Pingelly and Wandering Joint Local Emergency Management Committee Delegate – Shire President
Deputy – Cr Freebairn
- Youth Focus Group Delegate – Cr Hastings
Deputy – Cr McBurney
- Pingelly Somerset Alliance Delegate – Shire President
Deputy – Cr McBurney
- Pingelly Early Years Network Delegate – Cr Hastings

13. REPORTS FROM COUNCILLORS

Cr William Mulronev (President)

Meetings attended June 2020

- 18th Pingelly Somerset Alliance monthly meeting.
- 22nd Radio Interview FM 101.3 re Council activities.
- 23rd President and CEO Meeting – CEO review and Council matters.
- 25th Pingelly Somerset Alliance and UWA Workshop re ageism in Pingelly and how to combat it.
- 29th Visit by Ravensthorpe Council members to tour the PRACC Building.
- 30th Meeting with Jenny Menasse re venue and equipment for visiting Dentist.

Meetings attended July 2020

- 1st Special Council meeting Corporate Business Workshop.
- 3rd Meeting with prospective visiting dentist, inspection of equipment available at Health Centre.
- 7th Radio Interview with Triple M FM regarding the winning of the award for the Architect design of the PRACC Building.
- 8th President and CEO Meeting. Council matters and acquisition of dental equipment for visiting dentist.
- 9th CEO Performance Review appointment with J Phillips facilitator.
- 9th PRACC Board meeting.
- 15th Ordinary Council Meeting and Corporate Discussion.

14 OFFICE OF THE CHIEF EXECUTIVE OFFICER

14.1 Policy Manual Annual Review

File Reference:	ADM0487
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	Shire of Pingelly Policy Manual
Previous Reference:	Nil

Summary

Council is requested to endorse the review of the Shire of Pingelly Policy Manual.

Background

The Shire's Policy Manual provides guidelines covering a wide range of topics and issues, and enables the community to be aware of Council's approach and reasoning in certain matters and decisions. The Local Government Act s.2.7(2)(b) prescribes that Council determine its policies. It is considered good governance to ensure policies are reviewed every few years to ensure they remain clear and concise and meet the Shire's strategic direction.

Comment

A Policy is a concise statement of strategic objectives or principles that give effect to the local government's obligations or objectives, minimise risk, guide subsequent decisions and actions and ensure that the community is served in an open, accountable, consistent and sustainable manner. The key changes to the Policy Manual were discussed during the workshop on 18 June 2020, and reflect the strategic nature of policy setting as the role of the Council.

The review of the Shire's Policy Manual is a comprehensive and ongoing process, which addresses issues in terms of consistency, relevance and any outdated material. In order to maintain the effectiveness of policies established by Council, it is important that they be kept up to date and reflect current objectives and Councils response to community issues as part of its community leadership.

Consultation

Nil

Statutory Environment

Section 2.7(2)(b) of the *Local Government Act 1995* provides that one of the functions of a Council is to determine the local government's policies.

Policy Implications

Policy 2.1 Policy Manual

Financial Implications

Nil

Strategic Implications

Goal 5	Innovation, Leadership and Governance
Outcome 5.7	Customer service and other corporate systems are of a high quality and effective
Strategy 5.7.1	The Shire strives for a best practice in its customer service, including governance support, and continually seeks ways to improve delivery where needed.

Risk Implications

Risk	In order to maintain transparency and to facilitate appropriate decision making processes, it is imperative that policy statements reflect the current position of Council and work practices at the Shire as well as best practice approaches.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Voting Requirements

Absolute Majority

12860 Moved: Cr Hotham Seconded: Cr McBurney

Recommendation and Council Decision

That Council endorse the amended Policy Manual as attached, as well as the deletion of Policy 12.13 Painted House Numbers on Street Kerbs.

Carried 8:0

14.2 Adoption of Corporate Business Plan 2020 - 2024

File Reference:	ADM0310
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	Draft Corporate Business Plan 2020 - 2024
Previous Reference:	Nil

Summary

Council is requested to adopt the Corporate Business Plan 2020 – 2024 in order to guide the strategic priorities over the next four years.

Background

In accordance with Section 5.56 of the *Local Government Act 1995* all local governments in Western Australia are required to effectively plan for the future as outlined in the Integrated Planning Framework. The intent of the framework is to ensure that priorities and services provided by local government are aligned with community needs and aspirations, and in doing so, facilitate a shift from a short-term resource focus to long-term value creation.

The Corporate Business Plan (CBP) is responsible for activating the strategic direction of the Shire, articulated within the Strategic Community Plan, into specific priorities and actions at an operational level to inform the annual budget. The CBP also draws together actions contained within the Long Term Financial Plan, Asset Management Plans and the Workforce Plan.

The Corporate Business Plan maps the Shire's key priorities, projects, services and actions over four years. It provides the detail for the first years of the Strategic Community Plan 2020 - 2030, as well as outlining business as usual service delivery. It is developed on a four yearly cycle and reviewed annually to re-prioritise projects and services.

Comment

The review of the Corporate Business Plan allows an assessment of all the existing Shire's strategies. The linkages contained within the Plan ignite the relationships that exist between these strategies, as well as the workforce, infrastructure and financial plans that underpin them.

The Shire of Pingelly Corporate Business Plan would ordinarily be informed by an externally facilitated workshop, however, due to the COVID-19 impact, this Plan was developed in house, with the process for review involving:

- A draft document being framed, taking into consideration the existing Strategic Community Plan, Corporate Business Plan 2019 – 2023, and the draft 2020/21 Budget.
- A discussion with elected members and staff, to consider the highest priorities for the Shire of Pingelly.
- Costing of each of the key priorities.
- Inclusion of each of the key priorities in the Long Term Financial Plan.
- The Executive Team evaluating and recommending the Corporate Business Plan for Council consideration and approval.

The progress of the Corporate Business Plan will be reported on a quarterly basis to Council.

Consultation

The Corporate Business Plan priorities have been based on the strategies outlined in the Strategic Community Plan, which was developed following significant community and key stakeholder engagement.

Statutory Environment

Section 5.56(1) and (2) of the *Act* requires that each local government is to plan for the future of the district, by developing plans in accordance with the regulations. Regulations specify what a 'plan for the future' should involve. In particular, local governments are required to develop and adopt a strategic community plan and a corporate business plan.

The new regulations also require each local government to include in its Annual Report any changes to either of the above plans.

Policy Implications

Nil

Financial Implications

There are no specific financial implications from the adoption of this Plan, although many of the priorities will require an injection of both financial and workforce resources.

Strategic Implications

Goal 5	Innovation, Leadership and Governance
Outcome 5.7	Customer service and other corporate systems are of a high quality and effective
Strategy 5.7.1	The Shire strives for a best practice in its customer service, including governance support, and continually seeks ways to improve delivery where needed.

Risk Implications

Risk	The Corporate Business Plan interacts with informing strategies in the Long Term Financial Plan, Infrastructure Asset Management Plan and the Workforce Plan as part of the Integrated Planning and Reporting Framework. The CBP is a critical part of this framework and in itself mitigates business risk through links across Councils infrastructure, finances and workforce. As this Plan is a legislative requirement, failure to adopt a Corporate Business Plan would result in non-compliance with the Local Government Act.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational / Legislative
Risk Action Plan (Controls or Treatment Proposed)	Nil

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Voting Requirements

Absolute Majority

12861 Moved: Cr Narducci Seconded: Cr Hotham

Recommendation and Council Decision

That Council adopts the Shire of Pingelly Corporate Business Plan 2020 - 2024.

Carried 8:0

14.3 Adoption of Long Term Financial Plan 2020

File Reference:	ADM0075
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	Draft Long Term Financial Plan 2020
Previous Reference:	Nil

Summary

Council is requested to adopt the Long Term Financial Plan 2020 in order to guide the allocation of resources over the next ten years.

Background

The Long Term Financial Plan (LTFP) is a ten-year rolling plan that aligns with the Corporate Business Plan to activate the Strategic Community Plan priorities. From these processes, annual budgets that are aligned with strategic objectives are developed. The purpose of a LTFP is to guide the future direction of Council in a financially sustainable manner. It is designed as a 'high-level' summarised document focusing on the future planning of Council's financial operations, particularly in relation to key components such as rate increases, service levels to the community, asset renewal, reserves and loans.

The LTFP provides direction for both the Shire's long term capital investment planning and its operating capacity, indicating long-term financial sustainability and allowing early identification of financial issues and their longer-term impacts. It also shows the linkages between specific plans and strategies, and enhances the transparency and accountability of the Council to the community.

Forecasting a long-term financial position helps to quantify the future impacts of current decisions and identify the available options to close the gap between revenues and expenditure. It informs decision-making and priority setting, and assists in the management of the local government's response to community growth. It also assists the management of cashflow and funding requirements, as well as community assets and financial risk.

Comment

The LTFP relies on the most current information available for known revenue and expenditure. Future forecasting processes use estimates carefully, to be as accurate, reliable and easily understood as possible. The level of accuracy from assumptions within the LTFP is more likely in the first four years. Later years (5-10) will have a higher reliance on assumptions and subjectivity to variables. The ability to accurately forecast over a long period is likely to be hampered by uncertainties such as the availability of grant funding, fluctuating interest rates, economic trends, as well as demographic change.

The following assumptions and key items are included within the Plan:

- CPI forecasts at an average of 2.0% in the medium term, have been applied across relevant expenditure and income categories.
- Employee expenses have been increased in line with the current Enterprise Bargaining Agreement for Years 1-3 of the Plan with the indexation from Year 3 onwards being set at 2% per annum.
- Increases in rates over the 10 years, from a base of 0% in Year 1, increasing to 4.5% in years 2 – 4, then gradually decreasing from this level over the remaining years of the Plan.
- No new loans are proposed over the 10 years, with capacity to borrow unlikely to exist for the first 5 years.

The Plan demonstrates, that with prudent financial planning, monitoring of rating capacity, and careful assessment of priorities, the Shire of Pingelly will be able to achieve and maintain a sound financial position in the long term.

The Plan will be reviewed on an annual basis to accommodate any changes in economic forecasts, strategies, community aspirations and organisational requirements. It will be a live document, which will assist in predicting the future capacity of the organisation to accommodate increases in infrastructure and service levels.

Consultation

The development of the LTFP is in reference to the required community consultation undertaken through the establishment of the Shire’s Strategic Community Plan. The LTFP developed, aims to achieve funding which activate the community’s identified aspirations and goals.

Statutory Environment

Section 5.56(1) and (2) of the Local Government Act requires that each local government is to plan for the future of the district.

Policy Implications

Nil

Financial Implications

The Plan outlines a clear approach for the delivery of services into the future. Year 1 of the Long Term Financial Plan provides the basis for the development of the draft 2020/21 Budget.

Strategic Implications

Goal 5	Innovation, Leadership and Governance
Outcome 5.7	Customer service and other corporate systems are of a high quality and effective
Strategy 5.7.1	The Shire strives for a best practice in its customer service, including governance support, and continually seeks ways to improve delivery where needed.

Risk Implications

Risk	The annual review and update of the Long Term Financial Plan along with the key underpinning assumptions, addresses the risk associated with changes to Council’s financial sustainability. This review considers changing external and internal impacts and enables Council to consider any changes necessary.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational / Legislative
Risk Action Plan (Controls or Treatment Proposed)	Nil

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Voting Requirements

Simple Majority

12862 Moved: Cr Wood Seconded: Cr Oliveri

Recommendation and Council Decision

That Council adopts the Shire of Pingelly Long Term Financial Plan 2020 as attached.

Carried 8:0

14.4 Adoption of Workforce Plan 2020

File Reference:	ADM0075
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	Draft Workforce Plan 2020
Previous Reference:	Nil

Summary

Council is requested to adopt the Workforce Plan 2020 in order to guide the priorities and resources for the Shire's workforce over the next four years.

Background

The Department of Local Government, Sport and Cultural Industries requires all local governments to prepare a Workforce Plan to support the Corporate Business Plan. The Workforce Plan is an internal planning tool that enables the Shire to determine the workforce requirements in relation to its operational priorities. Specifically, the Plan details the workforce requirements to support the services, operations and projects the local government will deliver within the next 4 years.

The Workforce Plan is a business planning tool that identifies the capacity and capability needs of the Shire to deliver the projects and activities mapped out in the Corporate Business Plan. The Plan highlights workforce strategies that help shape the workforce to deliver services, operations, projects and initiatives for a local government within a defined period. The Integrated Planning and Reporting Framework (IPRF), the overarching umbrella which encompasses the Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan and the Workforce Plan, is a set of strategic and operational documents that the Shire is required by legislation to prepare to plan for the future of its community.

Comment

Workforce planning is a term used to describe the planning process undertaken to ensure an organisation has the right people, with the right skills, at the right time. It is a process that documents the directions in which a work area is heading and provides a tool for making human resources now and into the future.

Planning human resource requirements is a significant challenge and takes into account not only the human resource factors, but ties it into overall strategic plans, environmental issues and legislative and governance obligations. Ultimately undertaking a workforce planning activity is a snapshot of what human resources are in place at a particular time, and what staffing requirements are required into the future.

The four year Workforce Plan has been created to help support leadership, inclusion, safety and learning for the current and future workforce at the Shire. The four main objectives are:

- Attract and retain outstanding people;
- Create a sustainable workplace with well-developed succession planning;
- Enhance the workplace safety culture; and
- Change management.

Workforce planning is about trying to predict the future demand for different types of staff, and can assist with anticipated staff and skill requirements for the future, and ensure the needs of the organisation and the community are achieved.

With a declining population and static rates base, it is anticipated that there will be no capacity to increase staffing levels. This will result in the requirement to refocus staff into new areas of activities and ensure the Shire is operating as efficiently as possible through process and technology efficiencies.

The Workforce Plan identifies a number of priorities for the coming 4 years, including:

- A need to continue focus on staff training
- Development of a values based behavioural framework to guide expectations of staff
- Under role reviews to identify efficiencies and improvements
- Inclusion of key performance indicators in performance reviews
- Gaps in the workforce to be defined and resourced, including asset management, human resources and governance.

Consultation

Nil

Statutory Environment

Section 5.56(1) and (2) of the *Act* requires that each local government is to plan for the future of the district, by developing plans in accordance with the regulations. Regulations specify what a 'plan for the future' should involve. In particular, local governments are required to develop and adopt a strategic community plan and a corporate business plan.

Whilst there is no specific legislation applicable to this item as it relates to the various informing strategies applicable under the integrated planning and reporting framework, the Strategic Community Plan and Corporate Business Plan are subject to section 5.56 of the Local Government Act 1995 and Division 3 of the Local Government (Administration) Regulations 1996.

Policy Implications

Nil

Financial Implications

There are no specific financial implications resulting from the adoption of this Plan.

Strategic Implications

Goal 5	Innovation, Leadership and Governance
Outcome 5.7	Customer service and other corporate systems are of a high quality and effective
Strategy 5.7.1	The Shire strives for a best practice in its customer service, including governance support, and continually seeks ways to improve delivery where needed.

Risk Implications

Risk	Failure to undertake workforce planning would lead to an inability for the Shire to be aware of, and plan for, the future needs and challenges relating to the workforce.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational / Legislative
Risk Action Plan (Controls or Treatment Proposed)	Nil

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Voting Requirements

Simple Majority

12863 Moved: Cr Hastings Seconded: Cr McBurney
Recommendation and Council Decision
That Council adopts the Shire of Pingelly Workforce Plan 2020.

Carried 8:0

14.5 Draft Tourism Strategy

File Reference:	ADM0051
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	Draft Tourism Strategy 2020
Previous Reference:	Nil

Summary

Council is requested to consider the Draft Pingelly Tourism Strategy 2020 for the purpose of seeking public comment, with the final document being referred back to Council for consideration.

Background

The Shire of Pingelly Strategic Community Plan identifies the need for an increased focus on Tourism in order to diversify the Pingelly economy and ultimately support local business and a strong community. The development of a Tourism Strategy was seen to be the first step in providing direction for a thoughtful way forward, in order to maximise resources that would be allocated to tourism.

The Pingelly Tourism Group are currently progressing tourism initiatives for the Shire and operate under a Tourism Strategy which the Group developed in 2017. The Group was approached to determine their support for a joint Strategy, where actions could be assigned to a 'lead agency', and each be responsible for certain aspects of the holistic tourism outcome. Support for this approach was indicated.

Comment

The Pingelly Tourism Strategy outlines a comprehensive approach in continuing the development of the tourism industry, and offers a strategic path for addressing issues associated with strengthening the tourism offerings.

In consideration of the limited amount of financial and workforce resources Pingelly has to allocate towards tourism initiatives, and considering this is the first Tourism Strategy to be adopted by Council, the actions contained within the Strategy are focused on what are both a priority and achievable.

The draft Strategy contains an evaluation of the Shire's current tourism product, identifies tourism opportunities within the Shire and considers the barriers to tourism development and growth. Pingelly's key advantages from a tourism perspective include nature, the award winning Pingelly Recreation and Cultural Centre, heritage and cultural experiences. The results of a SWOT analysis identify the Shire's strengths, weaknesses, opportunities and threats in the tourism sector.

The focus themes within the Strategy include:

- Experience Development
- Partnerships
- Infrastructure
- Marketing and Promotion
- Events

Each theme is considered to be a significant contributor to tourism success, and many are co-dependant. The success of larger scale events, for example, rely on the availability of suitable infrastructure (short term accommodation).

Consultation

A tourism workshop was held to allow any interested members of the community and business to have input into the priorities for tourism in Pingelly. Representatives from the Pingelly Tourism Group were present at this workshop, and further discussions with the Group will form a key aspect of the next phase of consultation.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The Strategy is focussed on prioritising the low budget strategies, and as such, many of the actions have only workforce implications rather than financial. Estimated costs are provided to give an indication of the level of financial commitment, however, these will need to be firmed up as each action is commenced.

Strategic Implications

Goal 1	The local economy is strong and resilient, embraces opportunities, and delivers local business growth and jobs
Outcome 1.3	The right resources and infrastructure are in place to support business development, including an increase in visitors and visitor spend in the Shire
Strategy 1.3.1	Support local tourism infrastructure development.

Risk Implications

Risk	The primary risk to Council is ultimately not endorsing the Tourism Strategy which may lead to a lack of tourism focus for the Shire, and ultimately reduce the visitation to the region.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Voting Requirements

Simple Majority

12864 Moved: Cr Hotham Seconded: Cr Narducci

Recommendation and Council Decision

That Council endorses the advertising of the Draft Pingelly Tourism Strategy 2020, for the purpose of seeking public comment for a minimum period of 30 days, with the final Strategy to be presented to Council to consider any submissions and amendments.

Carried 8:0

Cr McBurney expressed her gratitude to the CEO for doing such an excellent job with the Pingelly Tourism Strategy document and wished this to be noted in the minutes. All Councillors were in agreement with Cr McBurney's comment.

15. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES

15.1 Monthly Statement of Financial Activity – June 2020

File Reference:	ADM0075
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Director Corporate & Community Services
Disclosure of Interest:	Nil
Attachments:	Monthly Statements of Financial Activity for the period 1 July 2019 to 30 June 2020
Previous Reference:	Nil

Summary

In Accordance with the *Local Government Act 1995* Section 5.25 (1) and *Local Government (Financial Management) Regulations 1996*, Monthly Financial Statements are required to be presented to Council, in order to ensure that income and expenditure is in keeping with budget forecasts.

The Monthly Statements of Financial Activity for the month of June 2020 are attached for Council consideration and adoption. This report now incorporates new Australian Accounting Standards Board (AASB) requirements effective from 1 July 2019. AASB 15 Revenue from Contracts with Customers (IFRS 15), AASB 1058 Income for Not-for Profit Entities, AASB 16 Lease replaces AASB 117 (IFRS 16).

Background

In order to prepare the monthly statements, the following reconciliations have been completed and verified:

- Reconciliation of assets, payroll and taxation services;
- Reconciliation of all shire's bank accounts, including term deposits;
- Reconciliation of Rates, including outstanding debtors;
- Reconciliation of Sundry Creditors and Debtors;

Consultation

Nil

Statutory Environment

Local Government Act 1995;

Local Government (Financial Management) Regulations 1996

Section 34: Financial Reports to be Prepared

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, 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 sub regulation (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 may be shown -
- (a) According to nature and type classification;
 - (b) By program; or
 - (c) By business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -
- (a) Presented to the council -
 - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
 - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; 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 AAS 5, to be used in statements of financial activity for reporting material variances.

Policy Implications

There are no policy implications.

Financial Implications

There are no significant trends or issues to be reported. The report and officer recommendation is consistent with Council's adopted Budget 2019/2020.

Strategic Implications

There are no known significant strategic implications.

Risk Implications

Risk	Failure to monitor the Shire's ongoing financial performance would increase the risk of a negative impact on the Shire's financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit.
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Reputational / Legislative
Risk Action Plan (Controls or Treatment Proposed)	Nil

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

15.2 Accounts Paid by Authority – June 2020

File Reference: ADM0066
Location: Not Applicable
Applicant: Not Applicable
Author: Senior Finance Officer
Disclosure of Interest: Nil
Attachments: List of Accounts
Previous Reference: Nil

Summary

Council endorsement is required for accounts made by authority for the month of June 2020.

Comment

Unless otherwise identified, all payments have been made in accordance with Council's adopted 2019/20 Budget.

Consultation

Nil

Statutory Environment

Regulation 12 of the *Local Government (Financial Management) Regulations* provides that:

- (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 13 of the *Local Government (Financial Management) Regulations* provides that:

- (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.

Policy Implications

There are no policy implications arising from this amendment.

Financial Implications

There are no known financial implications upon either the Council’s current budget or long-term financial plan.

Strategic Implications

There are no known significant strategic implications relating to the report.

Risk Implications

Risk	Failure to present a detailed listing of payments in the prescribed form would result in non-compliance with the Local Government (Financial Management) Regulations 1996, which may result in a qualified audit.
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Reputational / Legislative
Risk Action Plan (Controls or Treatment Proposed)	Nil

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Voting Requirements

Simple Majority

12866 Moved: Cr Wood Seconded: Cr Oliveri

Recommendation and Council Decision

That Council endorse the Accounts for Payments for June 2020 as presented:

JUNE 2020	
MUNI - 117984856	
EFT 7060 - 7177	\$273,878.52
CHEQUE 24775 - 24781	\$34,512.85
TRUST ACCOUNTS	
DEPT OF TRANSPORT – DD11349.1 – DD11399.1	\$42,363.30
TRUST FUND – 1980 - 1980	\$80.00
DIRECT DEBIT -	
DD11339.1 – DD11369.5 & EFT7083 – EFT7161 – Pay and Super	\$18,669.59
CREDIT CARDS & LOAN PAYMENTS	
DD11345.1 – DD11395.1	\$107,135.31
GRAND TOTAL	\$476,639.57
Notification	Explanation
CHEQUE 1979 CANCELLED	PRINTING ERROR

Carried 8:0

15.3 2020-21 Community Grant Scheme - Round 1

File Reference:	ADM0542
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Community Development Officer
Disclosure of Interest:	Nil
Attachments:	2020-21 Community Grant Scheme Application Forms
Previous Reference:	Not Applicable

Summary

Council is requested to consider funding applications for the first round of the 2020/21 Community Grant Scheme.

Background

The Shire's Community Grant Scheme provides financial assistance to community groups to build an engaged and vibrant community that delivers benefits to the local community and the local economy.

This is the first of two rounds for 2020/21, with a total of \$15,000 allocated in the 2020/21 Budget. Applications are invited from eligible organisations for no more than \$3,000 in any single financial year. The funding can support up to 75% of total project costs. In-kind services and volunteer labour are eligible components of the total project costs. Successful projects will meet at least one defined priority area or have clearly identified and evidenced the need for the project. Funding is for undertaking projects and programs within the Shire of Pingelly or that provide benefit to residents and visitors of the Shire of Pingelly:

- building capacity within local community groups, volunteers and residents;
- supporting our young people;
- supporting our older people;
- providing opportunity to be healthy and promote wellbeing;
- supporting and encouraging cultural diversity and inclusion;
- developing and attracting art projects and increasing participation;
- generally building the strength, engagement and cohesion of the community;
- encourage tourism and increase visitation;
- activate local businesses and main streets; and
- improve, conserve and promote heritage.

Applications will be assessed according to:

- the level of community benefit;
- the level to which it addresses an evidenced need;
- long term sustainability;
- appropriateness of the project financial statement;
- partnerships, collaborations, community engagement and involvement or other funding sources that have been secured;
- capacity to deliver the project.

Some projects, either in their entirety or elements of the project may not be eligible for funding. They are:

- projects that have already commenced;
- recurrent maintenance or operating costs;
- projects that are considered to be private, commercial, individual or state government core responsible;
- elements that may be considered offensive; and
- fundraising, political or loan repayments.

For applications to proceed to assessment they must:

- be lodged on time;
- be submitted on the appropriate form;
- include the required information, including insurance and financial details;
- include agreement from the applicant to acknowledge the Shire if funding is successful;
- ensure the applicant demonstrates its ability to manage the project;
- not be due to commence until after the notification date.

Comment

The first round of Community Grant Scheme closed on 25 June 2020. Two applications were received, with a total request for funding of \$6,000. Applications were reviewed by the Community Development Officer, and the following recommendations represent compliance with the Community Grant Scheme Policy (updated 18 March 2020).

A summary of the applications is as follows.

Applicant	Project	Requested Funding	Officer Recommendation
Friends of Pingelly Railway Station Inc. (FOPRS).	Various items to facilitate activation and increase visitation	\$3,000 (9.8% of total project cost)	\$3,000

FOPRS is a not for profit community group dedicating to preserving and activating the Pingelly Railway Station for residents and visitors. Following the recent restoration of the Railway Station, FOPRS is requesting support to purchase several items to enhance the space as a community venue and tourism attraction. The items include an under-bench dishwasher, fridge/freezer, microwave and block out blinds (10). The building is intended to be used by various volunteer groups as a meeting venue and as a community hub for a series of social activities. The FOPRS is currently planning a calendar of events for 2020-21 to maximise use of the building by the community to support wellbeing and inclusion. The application aligns with several priority areas including:

- building capacity within local community groups, volunteers and residents;
- supporting our young people;
- supporting our older people;
- providing opportunity to be healthy and promote wellbeing;
- supporting and encouraging cultural diversity and inclusion;
- developing and attracting art projects and increasing participation;
- generally building the strength, engagement and cohesion of the community;
- encourage tourism and increase visitation; and
- improve, conserve and promote heritage.

Attendance by the FOPRS at the Shire’s Community Grant Scheme Launch via Zoom webinar is to be commended. Prior to submitting the Application, a representative from FOPRS Inc. also met with the Community Development Officer to discuss the project and confirm the application’s alignment with the funding priority areas.

Applicant	Project	Requested Funding	Officer Recommendation
Pingelly Development Association (PDA).	Insurance	\$3,000 (100% of total project cost)	Actual cost of insurance (up to \$3,000)

The PDA serves as an umbrella association by providing governance for several local voluntary groups which are supported to focus on their core business. Currently the PDA oversees Pingelly Men's Shed, Pingelly Hospital Ladies Auxiliary, Pingelly Museum Group, Townscape Group and Market Day coordination. At time of preparing this Agenda Item the Pingelly Men's Shed is awaiting approval to become their own incorporated body, and as a result may secede from the PDA. Approximately 50 volunteers make up the PDA Committee and subsequent groups.

In view of the Community Grant Scheme Policy and Guidelines there are various noncomplying elements in this Application:

- voluntary insurance is an operational expenditure item which is an ineligible project cost;
- 100% of funding is being sought where the Policy and Guidelines state the Shire's maximum contribution as 75% (with \$3,000 as the maximum amount);
- lack of commitment to acknowledge the Shire's of Pingelly's contribution; and
- absence of a financial statement which is required for project amounts over \$1,000.

A representative from the PDA had not met with the Community Development Officer prior to submitting their Application, however the Community Development Officer initiated contact to follow up the aforementioned items before the close of Applications. The PDA representative provided information about an arrangement made 20 years ago between the Shire and PDA whereby the Shire would always fund the PDA's insurance, however, there is no record of this correspondence on record. In addition, since this conversation:

- no in-kind contributions have been identified to support a 75:25 Shire-PDA contribution;
- no further information has been provided by the PDA's capacity to acknowledge the Shire's contribution; and
- no financial statement has been received to support the \$3,000 project cost (\$500 more than the 2018-19 and 2019-20 amount).

As a result, the options are:

- Council approve the \$3,000 amount requested on condition of receiving evidence of the cost.
- Council approve \$2,250 which is 75% of the amount requested on condition of receiving evidence of the cost.
- Council does not support the Application on the grounds of ineligibility, however, at the risk of compromising the financial sustainability of organisations under the PDA.

Given the historical arrangement, it is recommended that Council approve this application, up to the \$3,000, following provision of the actual insurance costs.

Consultation

Community Groups were invited to join a launch of the refreshed 2020/21 Community Grant Scheme via a Zoom webinar. The Community Grant Scheme was advertised in the Shire News, Pingelly Times, as well as via the Shire of Pingelly's website and Facebook page.

Statutory Environment

Local Government Act 1995 – Part 6 Financial Management

Policy Implications

5.15 Community Grant Scheme Policy

Financial Implications

Annual Budget allocation \$15,000

Strategic Implications

Goal 1	Economy
Outcome 1.1	The Shire experiences significant new business growth and employment and is known widely as an innovative and collaborative community which is attracting new population and investment.
Strategy 1.1.4	Support business and community tourism promotion initiatives.
Outcome 1.2	A truly working Main Street which symbolises a confident local economy, and results in people spending more locally.
Strategy 1.2.2	Further develop the town centre as an attractive environment which supports business investment, and community and visitor use.
Goal 2	Community
Outcome 2.2	Community groups function well with strong volunteer effort and feel supported by the community
Strategy 2.2.2	Support the capacity of clubs and groups to develop.
Outcome 2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life
Strategy 2.4.1	Provide a range of community facilities and associated services in a way that maximises use and community activity.

Risk Implications

Risk	Failure to review and assess the Applications in accordance with the Community Grant Scheme as per Policy 5.15 results in a loss in integrity for the new process endorsed by Council in March 2020. Remaining too firm however, may pose a reputational risk for the Shire and be seen as insensitive in light of the social recovery from COVID-19.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Provide support for Applications received, but in correspondence reiterate operational expenditure may not be funded in future rounds of the Community Grant Scheme. This clarifies the purpose of the Community Grant Scheme in writing to ensure applications received in the future remain project-based, but still support their organisation's sustainability in the short-term while alternative source of funds can be explored for the next financial year.

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Voting Requirements

Simple Majority

Moved: Cr Oliveri Seconded: Cr McBurney
Recommendation

Council is requested to approve the Community Grant Scheme Applications from:

- 1. Friends of Pingelly Railway Station Inc. for \$3,000**
- 2. Pingelly Development Association for the actual cost of insurance, up to a maximum of \$3,000.**

Pingelly Development Association for the actual cost of insurance, up to a maximum of \$3,000.

Carried 8:0

Amendment

Moved: Cr Freebairn Seconded: Cr Narducci

To reduce the Friends of the Pingelly Railway Station Inc grant amount to \$2,000.

Carried 6:2

12867 Moved: Cr Freebairn Seconded: Cr Narducci

COUNCIL DECISION

- 1. To approve the Friends of the Pingelly Railway Station Inc Community Grant Scheme application for the amount of \$2,000.**

Carried 6:2

- 2. To approve the Community Grant Scheme Application from the Pingelly Development Association for the actual cost of insurance, up to a maximum of \$3,000**

Carried 8:0

15.4 Adoption of 2020/21 Budget and Fees and Charges

File Reference:	ADM0067
Location:	Shire of Pingelly
Applicant:	Shire of Pingelly
Author:	Director Corporate and Community Services
Date:	8 July 2020
Disclosure of Interest:	Nil
Attachments:	Statutory Budget and Fees & Charges

Summary

To adopt the 2020/21 Budget in accordance with the requirements of the *Local Government Act 1995* and other relevant legislation.

Background

The *Local Government Act 1995* requires Councils by 31 August each financial year to prepare and adopt, in the form and manner prescribed a financial budget for its municipal fund for the financial year ending the next following June.

Comment

The overall increase in rates raised for the year 2019/20 is 0% due to the COVID 19 pandemic. This year's budget will enable the Shire of Pingelly to complete its works programs and provide services required by the community and meet the compliance requirements of various governing agencies.

A capital works program amounting over \$3.85 million dollars is included in the budget, including upgrades and replacement of assets as required under the Shire of Pingelly Asset Management Plans. The major projects being undertaken in the 2020/21 budget are the extensive road construction program.

Consultation

Nil

Statutory Environment

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Waste Avoidance and Resource Recovery Act 2007

Policy Implications

Nil

Financial Implications

A balanced budget for the 2020/21 financial year.

Strategic Implications

The budget documents Council's financial objectives for the next twelve months.

The draft 2020/21 budget has been developed based on the existing Community Strategic Plan and Integrated Planning documents prepared by the Shire of Pingelly.

Quadruple Bottom Line Assessment

A Healthy and Cohesive Community

- The draft 2020/21 budget delivers social outcomes identified in various planning and community supporting strategies that have previously been adopted by council. This includes support of medical services, aged care and primary health care services as well as community and sporting organisations and facilities.
- There has been extensive consultation with the community over the last few years as to the expectations of the community with regard to their needs and future development. A community survey was completed in 2018. The information obtained from the survey has been used to determine community needs and future planning.

Prosperous and Sustainable Community

- The draft 2020/21 budget provides support for the community through an allocation of \$15,000 for the Community Grant Scheme. The disbursement of these funds will be presented to Council for each of the 2 rounds.
- Additionally, funds will be made available for the continued improvement of road and transport networks, including Commodity Route improvements.

Effective Governance and Organisation

- Governance and compliance requirements continue to expand, with the Shire of Pingelly being subject to the same requirements as large metropolitan Councils. This represents a considerable impost on the Shire. The Shire of Pingelly has revised the Integrated Planning documents. There is a requirement for continual revision of these plans in future years, with these plans being the basis of decisions made by Council. Council have also adopted a training policy for Councillors to assist with decision making and to provide an understanding of their roles and responsibilities.
- Staff training is also funded acknowledging that experienced staff are difficult to source in regional areas. The training allows staff to attain a level of competency in an office where multiple complex tasks are undertaken by a small workforce. Works staff will also undertake training to ensure compliance with Worksafe requirements and to ensure competency in work undertaken. In addition, support services are sourced externally where expertise is not available locally.
- There are currently systems, policies and processes in place that are reviewed regularly to ensure the smooth and effective operation of the organisation.

Risk Implications

Risk	Failure to prepare and Council adopt an Annual budget by 31 August each year.
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Statutory Compliance
Risk Action Plan (Controls or Treatment Proposed)	Preparation of the Annual Budget in a staged and planned process each year to be presented to Council before the 31 August each year for adoption.

Consequence Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

12868 Moved: Cr Narducci Seconded: Cr McBurney
Recommendation and Council Decision
That:

Part A – Municipal Fund Budget for 2020/21

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996* the Council adopt the Municipal Fund Budget as contained in the attachment to this agenda and the minutes for the Shire of Pingelly for the 2020/21 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type on page 2
- Statement of Comprehensive Income by Program on page 4
- Statement of Cash Flows on Page 6.
- Rate Setting Statement on page 7 showing an amount required to be raised from rates of \$2,093,429.
- Notes to and Forming Part of the Budget on pages 9 to 33.

Absolute Majority Required

Carried 8:0

12869 Moved: Cr Mulroney Seconded: Cr Oliveri

Part B – General and Minimum Rates, Instalment Payment Arrangements

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following general rates and minimum rates on Gross Rental and Unimproved Values.

1.1 General Rates

Residential (GRV)	12.1390 cents in the dollar
Commercial (GRV)	12.1390 cents in the dollar
Industrial (GRV)	12.1390 cents in the dollar
Townsite (GRV)	12.1390 cents in the dollar
Broadacre Rural (UV)	0.9704 cents in the dollar

1.2 Minimum Payments

Residential (GRV)	\$900
Commercial (GRV)	\$900
Industrial (GRV)	\$900
Townsite (GRV)	\$900
Broadacre Rural (UV)	\$900

2. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments:

- Full payment and 1st instalment due date 28 August 2020
- 2nd half instalment due date 7 January 2021
- 1st quarterly instalment due date 28 August 2020
- 2nd quarterly instalment due date 30 October 2020
- 3rd quarterly instalment due date 7 January 2021
- 4th quarterly instalment due date 8 March 2021

Refuse Site after Hours Access Fee (unsupervised)	\$120.00
Refuse Site after Hours Access Fee (supervised)	\$108.00
Burial of Hazardous Waste (per m ³)	\$154.00
Building Rubble (per m ³)	\$53.00
Green Waste – Non-Residents (per m ³)	\$12.50
Septic Waste (per m ³) as per licence	\$24.00
Contaminated or unsorted mixed loads (per m ³)	\$83.00
Oil Disposal – Non-residential or commercial (per litre)	\$3.00

Absolute Majority Required

Carried 8:0

12872 Moved: Cr McBurney

Seconded: Cr Oliveri

Part E – Elected Members Fees and Charges

1. Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual fees for payment of elected members in lieu of individual meeting fees:

- President \$10,000
- Deputy President \$4,400
- Councillors \$4,000

2. Pursuant to section 5.99A of the *Local Government Act 1995* and regulations 34A and 34AA of the *Local Government (Administration) Regulations 1996*, Council adopts the following annual allowances for elected members:

- Phone, Fax, IT & Telecommunications \$1,000
- Childcare actual cost of \$25 per hour or whichever is the lesser

3. Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

- President \$1,200

4. Pursuant to section 5.98A of the *Local Government Act 1995* and regulations 33A of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

- Deputy President \$300

Absolute Majority Required

Carried 7:1

12873 Moved: Cr McBurney

Seconded: Cr Oliveri

Part F – Material Variance Reporting for 2020/21

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 2018/19 for reporting material variances shall be 10% and \$5,000, whichever is the greater.

Absolute Majority Required

Carried 8:0

12874 Moved: Cr Narducci

Seconded: Cr Oliveri

Part G – Rates Exemption

That pursuant to section 6.47 of the *Local Government Act*, and in keeping with past years, the 2020/21 rates on the following properties be waived:

- **Assessment A10364 – 13 Queen Street – Apex Club of Pingelly Inc**
- **Assessment A303 – Moorumbine RD – Church of England**
- **Assessment A9294 – 31-33 Park St – Church of England**
- **Assessment A8748 – Beverley Rd – Church of England**
- **Assessment A9023 – 33 Paragon St – Roman Catholic Church**
- **Assessment A8680 – 31 Sharow St – Pingelly Baptist Church**
- **Assessment A921 – 33 Sharow St – Pingelly Baptist Church**
- **Assessment A22567 – 39 Paragon St – Uniting Church in Australia**
- **Assessment A987 – 54 Shire Street – Pingelly Aged Persons Facility Inc**
- **Assessment A11033 – 24 Shire Street – Pingelly Cottage Homes**
- **Assessment A20103 – 29 Parade Street – Pingelly CRC**
- **Assessment A7641 – 18 Parade St – Pingelly CRC**
- **Assessment A20450 – Lot 14 Shire Street – Pingelly Cottage Homes Inc**
- **Assessment A6051 – 33 Somerset Street – Pingelly Cottage Homes Inc**
- **Assessment A1049 – 37-39 Brown Street – Pingelly Cottage Homes Inc**
- **Assessment A9390 – 24 Shire Street – Pingelly Cottage Homes Inc**
- **Assessment A22620 – 36 Sharow St – Pingelly Somerset Alliance JV**
- **Assessment A22616 – 38 Sharow St – Pingelly Somerset Alliance JV**
- **Assessment A6171 – 29 Review Street – Pingelly Golf Club**
- **Assessment A943 – 18 Brown St – Pingelly Bowling Club**
- **Assessment A10833 – Brown St – Pingelly Tennis Club**
- **Assessment A22422 – 47 Stratford Street – Pingelly Masonic Lodge Inc**
- **Assessment A8988 – 51-53 Stratford Street – St John Ambulance Association**
- **Assessment A3387 – 23 Paragon Street – Southern Aboriginal Corporation**
- **Assessment A4542 – 28 Pasture Street – Southern Aboriginal Corporation**
- **Assessment A6695 – 43 Park Street – Southern Aboriginal Corporation**
- **Assessment A6784 – 56 Pitt Street – Southern Aboriginal Corporation**
- **Assessment A7261 – 37 Somerset Street - Southern Aboriginal Corporation**

Absolute Majority Required

Carried 8:0

Moved: Cr McBurney

Seconded: Cr Hastings

Part H – Early Payment Incentive Prize

That entry into the Early Payment of Rates competition be offered to ratepayers who have paid in full all rates and charges within 35 days of issue (28 August 2020) and that the draw be conducted at the 16 September 2020 Ordinary Council meeting following the close of the competition.

That entry into the Early Payment of Rates competition prizes offered be made up of:

- **First Prize**
\$500 Stephen & Dannielle Keatley of Keatley Wool and Livestock
- **Second Prize**
A \$350 Savings Account from the Pingelly Brookton Community Bank
- **Third Prize**
\$200 cash from Matthews Realty Pty Ltd

Simple Majority Required

Amendment

Moved: Cr Hastings

Seconded: Cr Freebairn

To add a fourth prize of a \$100 Pingelly Gift Card.

Carried 7:1

COUNCIL DECISION

12875 Moved: Cr Hastings

Seconded: Cr Freebairn

That entry into the Early Payment of Rates competition be offered to ratepayers who have paid in full all rates and charges within 35 days of issue (28 August 2020) and that the draw be conducted at the 16 September 2020 Ordinary Council meeting following the close of the competition.

That entry into the Early Payment of Rates competition prizes offered be made up of:

- **First Prize**
\$500 Stephen & Dannielle Keatley of Keatley Wool and Livestock
- **Second Prize**
A \$350 Savings Account from the Pingelly Brookton Community Bank
- **Third Prize**
\$200 cash from Matthews Realty Pty Ltd
- **Fourth Prize**
\$100 Pingelly Gift Card

Carried 6:2

Terms and Conditions:

Ineligible ratepayers are owners of property that is not fully rated (subject to exemptions) and Shire of Pingelly Councillors or Staff (or partners of).

Sponsors materials be included in the envelope sent to ratepayers with the rate notices. Mention of the sponsors is to be made in the newsletter accompanying the rate notices.

Entry into the Early Payment of Rates competition be offered to eligible ratepayers who have paid in full all rates and charges (including arrears) within 35 days of issue and that the draw be conducted at the Ordinary Council Meeting following the close of the competition.

The Presiding Person at the meeting conducts the draw. The program Random Prize Draw be used to draw the winners. Staff to confirm the eligibility of the winners prior to the announcement of the winners.

Should the assessment drawn be ineligible, then another draw will be done until eligible winners have been selected. When winners are determined the name of the winners will be published in the Shire News as well as an acknowledgement of the provision of prizes by the sponsors.

16. DIRECTORATE OF TECHNICAL SERVICES

16.1 Request for Review of Recycling Waste Bin Pick-up Rate

File Reference:	ADM0561
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Director Technical Services
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	Nil

Summary

Council is requested to approve a request from Great Southern Waste Disposal for an increase in the recycled waste rate due to the collapse of the market.

Background

In December 2019, Council awarded the contract for Kerbside Waste Collection and Recycling Collection Services to Great Southern Waste Disposal (GSWD).

In mid to late 2019, China started to reject recycling waste due to contamination issues that impacted their processing of the product. This action was soon followed by other countries, including Vietnam and Malaysia. This eventually led to a full import ban on all recycled waste by those countries, including recycling waste from Australia. These actions have had a negative impact on GSWD's cash flow. GSWD advised, that when quoting their contract rate for the recycling waste contract, the value of recyclables was taken into consideration. Since then, the value of recycled waste products has plummeted, affecting their income. GSWD claim that their costs in this area have remained fairly static, especially with the operation of their Materials Recycling Facilities, and therefore, they are seeking an increase to subsidise the recycling section of the operation.

GSWD have put their request in writing seeking Council's consideration of a review of the recycling waste collection rate, and have requested an increase of \$0.40 cents per bin lift, excl GST. If adopted, this would raise the recycling waste collection rate per lift, to \$3.20 (excl GST).

Comment

The request for an increase in payment for the collection of recycling waste has been initiated by the contractor due to the collapse of this market. Recyclable products such as glass are now worthless. Other recyclable products such as cardboard and plastics have had significant price reductions and are now worth only a fraction of their former value. When factoring in the cost of transport (to Perth), together with the operating cost of the Materials Recycling Facilities, the result is a net negative return.

In consideration of this matter Council has three options:

1. Do nothing, and pay the contractor in accordance with the previously quoted price;
2. Increase the recycling waste collection rate paid to the contractor but at a lower level than requested; or
3. Increase the recycling waste collection rate paid to the contractor at the rate requested.

Should Council agree to the request from GSWD it is suggested that option 3 be exercised for a period of 12 months, with a further review undertaken prior to adopting the 2021/2022 Budget.

In proceeding with option 3, Council would need to decide whether to pass on the full increase, a partial increase or to absorb the full cost within the 2020/21 budget. It should be noted that there has been discussion to keep fees and charges at a 0% increase due to the economic crisis, and the recommendation is in line with this discussion.

Consultation

Great Southern Waste

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Anticipated Annual Cost for the Recycled Waste collection applying the requested additional amount of \$0.44 per collection equates to \$4,888 excl. GST per annum.

If Council chooses to pass this cost on, the increase per household equates to \$11.44 per household per annum for 2020 / 2021.

Strategic Implications

Goal 4	Natural areas and Systems are healthy and thriving, and sustainable use is made of natural resources
Outcome 4.1	Maximise resource recovery from waste and safe disposal of residual waste
Strategy 4.1.1	Provide people with the ability to reduce their waste and deal with residual waste appropriately

Risk Implications

Risk	If Council does not agree to increase the payment to GSW, there is a potential of the company ceasing the service.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Operational
Risk Action Plan (Controls or Treatment Proposed)	The officer recommendation suitably mitigates the risk identified.

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Voting Requirements

Absolute Majority

12876 Moved: Cr McBurney

Seconded: Cr Hotham

Recommendation and Council Decision:

That Council agree to adjust the charge of the recycling waste collection rate paid to Great Southern Waste, at an increase of \$0.40 excl. GST per recycled bin collected, for the 2020/21 financial year, due to the current state of the recycling market.

Carried 8:0

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

Nil.

18. NEW BUSINESS OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

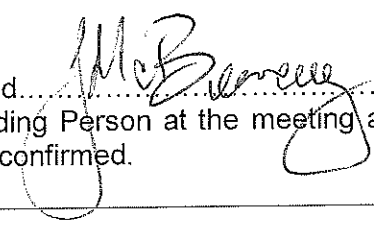
New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

Nil.

19. CLOSURE OF MEETING

The Chairman declared the meeting closed at 3.19pm.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 19 August 2020.

Signed.....
Presiding Person at the meeting at which the minutes were confirmed.