



Shire of Pingelly

Minutes

Ordinary Council Meeting
21 October 2020

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairman declared the meeting open at 2.03pm .

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 B Hotham
Cr P Narducci
Cr P Wood
Cr D Freebairn

STAFF IN ATTENDANCE

Ms J Burton Chief Executive Officer
Mrs D Sweeney Executive Manager Corporate Services
Mr D Watkins Executive Manager Technical Services
Mrs L Boddy Executive Assistant

VISITORS

No members of the public present.

APOLOGIES

Cr K Hastings
Cr A Oliveri

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

N/A

6. PUBLIC QUESTION TIME

No members of the public present.

7. APPLICATIONS FOR LEAVE OF ABSENCE

12903 Moved: Cr Narducci Seconded: Cr Hotham

That Councillor Wood be granted leave from 27 to 30 October 2020.

Carried 6:0

8. DISCLOSURES OF INTEREST

Nil

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Meeting – 16 September 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

12904 Moved: Cr Freebairn Seconded: Cr Hotham

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 16 September 2020 be confirmed.

Carried 6:0

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 Mulroney (President)

Meetings attended September

17th Cornerstone Legal, Perth CCC Inquiry Overview of outcome – Brookton.
22nd Hosted Boddington Council and Community members for lunch for presentation of Pingelly Virtue Village by Helen Morton of Pingelly Somerset Alliance.
23rd Springtime Luncheon to promote "Give Ageism the Boot".
25th WALGA Breakfast with Paul Hasleby – Political Forum - WALGA AGM.
25th Telephone interview Narrogin Observer re Council intention of use of Town Hall after Community consultation.

Meetings attended October

8TH Opening of relocated picnic facilities, Boyagin Rock Reserve.
8th PRACC Board Dinner to thank outgoing board members and welcome incoming members.
12th Annual Report compiled.
14th Meeting with President, Deputy President and CEO re update of Council matters and Agenda briefing.
14th PRACC Board monthly meeting.
15th Pingelly Somerset Alliance monthly meeting.
21st October Ordinary Council Meeting.

14 OFFICE OF THE CHIEF EXECUTIVE OFFICER

14.1 Pingelly Caravan Park Masterplan

File Reference:	ADM0640
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	1. Draft Masterplan 2. Submissions Received (under confidential cover)
Previous Reference:	Item 14.4 OCM 20 May 2020

Summary

Council is requested to approve the Pingelly Caravan Park Masterplan following a period of community engagement.

Background

The Shire of Pingelly currently owns and manages the Pingelly Caravan Park, with bookings administered by the Pingelly Community Craft Centre in return for a commission. The caravan park is one of a small number of accommodation options in town, and the only facility that allows for caravans, campervans and tents. The current amenity of the caravan park is basic.

As Pingelly continues to diversify its economy, and provide for tourism and increased visitation, it is important to have a well designed caravan park that maximises the space available, as well as provides a quality facility. While it is possible to upgrade components of the park without a masterplan, a well planned facility will ensure various stages of the park's development are constructed with a clear ultimate vision.

In May 2020, Council resolved to proceed with the master planning process, in order to identify development and improvement opportunities for the Park, including key items to improve the facility in order to provide a better visitor experience and create an environment that will support longer stays.

Comment

The draft Concept Masterplan (as attached) has followed Council's vision to not drastically change the overall Park layout, but to provide those crucial enhancements in meeting the modern day needs of users, ensuring their safety and providing more diversified accommodation options within the Park.

Key underpinning design principles were as follows:

1. Provision for chalets in the south-western section of the Park
2. Better utilisation of space within the existing established areas of the Park that will provide additional and more diversified camping/caravan sites within the low risk areas of the Park
3. Incorporating the existing substantial infrastructure, including ablutions, kitchen/barbeque area and service points.
4. Allowing for an extra section of internal 5m wide driveway northwards connecting in the north-west to Princess Street in Stage 2 of the development. This driveway would allow for manoeuvring of small campers, caravans and accommodate tents.
5. Chalets are provided in the south west with space provided for a total of five, with two to be developed initially. The chalets suggested are a 1 and a 2 bedroom chalet.
 - a. Once the fourth chalet is established, this will need to be a disabled access chalet, which is indicated on site no.5.
 - b. If the two chalets are not installed initially there would be too many sites to be accommodated by the ablution facilities under the caravan and Camping Regulations.
6. Four visitor parking spaces are provided at Sharow Street.
7. An open space area has been formalised in the north east. This could be used for a number of options in the future, subject to area requirements.

8. The layout of the caravan/camp sites has taken into account the existing location of service connection points. While site 13 does include an existing fairly central connection point, this site has been made very wide so that this would not inhibit parking of a caravan.
9. Given the area slopes downhill to the north, 400mm high sleeper retaining walls have been provided between sites 5 & 6, 6 & 7 and 7 & 8. The driveway through this section would be on the natural grade.
10. A very detailed consideration of landscaping has also been given, including retention of existing trees as a feature, but also including local species that once established will unlikely require too much attention and additional watering. The landscaping has been designed to provide screening, particularly from the public road network and residential dwellings and other uses. Landscaping belts are also indicated between campsites to again provide further privacy.
11. Upgrades to the existing ablutions and kitchen / BBQ area are indicated.
12. Power supply
 - a. The following sites have power supply on their sites:
 - i. 1, 2, 3, 4, 5, 19, 20, 21, 22.
 - b. These sites to share power:
 - i. Sites 11 & 12 share power from site 12, Sites 13 & 18 share power from site 13, Sites 14 & 17 share power from site 15, Sites 15 & 16 share power from site 15 near the western power pillar. Once development occurs the power supply could be simplified, with a power supply provided on each site.
 - c. Sites 6 – 10 have no power.

The Concept Masterplan has been informed by a number of key related plans and studies, all of which have provided a holistic approach to the planning process. These have included the Strategic Community Plan, Corporate Business Plan and the various pieces of legislation that govern relevant standards for caravan park development.

Consultation

The community was provided with an opportunity to provide feedback on the draft Masterplan during the period 2-12 November 2018. A public notice was placed in the local newspaper, together with the Shire's website and Facebook page promoting the consultation process. Nine submissions were received, (Attached under confidential cover), with a summary of the feedback being as follows:

Feedback	Officer Comment
4 x disagree – believe short term accommodation / expansion should be at the PRACC in accordance with masterplan	The PRACC concept plan references overflow camping and caravan park expansion. There is no current proposed change to the use defined in the PRACC concept plan. The number of sites at the Pingelly Caravan Park does not differ substantially from that which is existing currently.
Concerned about the lack of space to expand the caravan bays and the chalets in the long term beyond the concept plan	The PRACC concept plan reference to overflow and expansion of the caravan park, provides for future need.
Suitability of access in and out for caravans which are becoming increasingly larger and lack of space in the existing caravan park to allow drive through caravan bays.	Amendments have been made to first various of the Plan, to increase the number of drive through bays.
Excited about the plan. Believes the drafted ideas are extremely practical and economical. It will be lovely to see a fresh, modern facade, attracting a broader range of tourists.	Nil
Agrees with proposal. The only reservations are the number of sites and the width of the entrance	Nil

Feedback	Officer Comment
and exit roads. The roads could be a bit tight when reversing a large caravan on to a site. Otherwise it is a great concept.	
Onsite chalets are of immediate concern / upgrade of camp kitchen would be fantastic / three chalets would be sufficient / play area could be omitted as families very rarely book the caravan park and there are play facilities close by.	Play facilities have been omitted from the revised Plan.
As a general comment to any Caravan Park development and being able to attract short stay travellers, it is our belief you need to offer a large percentage of drive through sites capable of housing a large caravan and tow vehicle.	Additional drive through sites have been included in the revised Plan.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

No financial impact will result from the recommendation. There may be a benefit to engaging a quantity surveyor in the future to cost out the concept plan to inform future grant applications, however, this can be progressed at a later date.

Strategic Implications

Goal 1	Economy
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 key risk arises from the Shire not have a masterplan for the Park, therefore not being able to take advantage of funding opportunities as they arise. In addition, this leads to the situation where capital works are undertaken without a future plan, leading to inefficiencies.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	No further actions are proposed

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

12905 Moved: Cr McBurney Seconded: Cr Wood

Recommendation and Council Decision

That Council approves the draft Masterplan for the Pingelly Caravan Park as attached.

Carried 6:0

14.2 Pingelly Town Hall – Future Use

File Reference:	ADM0618
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	Draft Terms of Reference
Previous Reference:	Nil

Summary

Council is requested to endorse a direction for the future use of the Pingelly Town Hall following a period of public consultation.

Background

In September 2020, Council considered the future use of the Pingelly Town Hall following a number of community workshops. The final report from these workshops outlined three options the community feel is appropriate for the Town Hall, being:

1. Undertake community based historical projects to capture and display the Town's diverse history on the wall spaces and potentially the stage area, utilising photos, physical displays and audio-visual displays. Ensure that these displays are regularly rotated to provide variety and ongoing dialogue for residents, visitors and tourists. Likely initial displays are the Higgins War Photos, selected historical records, aboriginal culture/history and an agricultural display.
2. A flexible space in the central hall component focused on rotations of art / craft workshops, additional historical displays, community pop up markets and stalls, tourism events and potentially the ANZAC day service.
3. Incorporate a Tourism / Visitors Centre at the front of the Hall in a converted kitchen space.

Council resolved to:

1. Approve the direction for the future use of the Pingelly Town Hall being in accordance with the final report; and
2. Endorse a final period of community consultation with the results of the consultation to be brought back to Council for a decision on this matter.

Comment

The proposed direction as developed from the workshops, and as supported in principle by Council, was open for public comment for a period of 14 days. No submissions were received. This outcome demonstrates widespread support for the community led direction.

The next step in this project is to commence detailed planning and costing for this conversion of use. The ongoing governance model to inform the detailed planning and future operation of the Town Hall is proposed to take the form of a Town Hall Reference Group consisting of representation from:

1. One Councillor (plus one proxy)
2. One staff member (chair)
3. One representative to be invited from each:
 - a. Pingelly Community Craft Group
 - b. Pingelly Tourism Group
 - c. Pingelly Historical Group
 - d. Aboriginal community
 - e. Local business
 - f. General community

The primary role of the Group is to:

1. Develop a plan and design for the interior of the Hall
2. Prioritise and cost the refurbishment and relevant components
3. Have input into the ongoing operations of the facility.

The Group will be guided by the draft Terms of Reference as attached.

Consultation

Initial consultation regarding the use of the Town Hall was undertaken in June 2019. Further consultation was undertaken in July 2020, with active participation from approximately 50 stakeholders over two workshops.

Following the September Council decision on this item in principle, a final opportunity for comment was provided for a period of approximately two weeks.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There are no specific financial implications resulting from the recommendation, however, in order to bring to life the vision for the Hall, funding will be required. The exact financial implications are likely to include an injection of funds towards capital works to refurbish the Hall, and operational costs depending on the operating model of the facility.

Strategic Implications

Goal 1	Economy
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 key risk arises from Council endorsing a direction that is different from the community engagement outcome. The Reference Group will provide a level of certainty that the outcome will continue to be in line with the community direction.
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Financial
Risk Action Plan (Controls or Treatment Proposed)	Nil

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)

Voting Requirements

Simple Majority

12906 Moved: Cr Hotham

Seconded: Cr Narducci

Recommendation

That Council:

- 1. Approve the future use of the Pingelly Town Hall being in accordance with the community led direction as follows:**
 - a. Undertake community based historical projects to capture and display the Town’s diverse history on the wall spaces and potentially the stage area, utilising photos, physical displays and audio-visual displays. Ensure that these displays are regularly rotated to provide variety and ongoing dialogue for residents, visitors and tourists. Likely initial displays are the Higgins War Photos, selected historical records, aboriginal culture/history and an agricultural display.**
 - b. A flexible space in the central hall component focused on rotations of art / craft workshops, additional historical displays, community pop up markets and stalls, and events.**
 - c. Incorporate a Tourism / Visitors Centre at the front of the Hall in a converted kitchen space.**

Council Decision

That Council:

- 1. Approve the future use of the Pingelly Town Hall being in accordance with the community led direction as follows:**
 - a. Undertake community based historical projects to capture and display the Town’s diverse history on the wall spaces and potentially the stage area, utilising photos, physical displays and audio-visual displays. Ensure that these displays are regularly rotated to provide variety and ongoing dialogue for residents, visitors and tourists. Likely initial displays are the Higgins War Photos, selected historical records, aboriginal culture/history and an agricultural display.**
 - b. A flexible space in the central hall component focused on rotations of art / craft workshops, additional historical displays, community pop up markets and stalls, and events.**
 - c. Incorporate a Tourism / Visitors Centre within the Town Hall.**

Note: Wording change in item “c” to clarify that the Tourism/Visitor’s Centre does not necessarily have to be situated in the current kitchen space.

Carried 5:1

Recommendation and Council Decision

- 2. Endorse the Terms of Reference for the Town Hall Reference Group as attached.**

Carried 6:0

Recommendation and Council Decision

- 3. Endorse the Shire President as the nominated representative and Councillor Hotham as proxy, on the Town Hall Reference Group.**

Carried 6:0

14.3 Local Government Act Review Submission

File Reference:	ADM0088
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	1. Local Government Review Panel Final Report 2. Shire of Pingelly Submission
Previous Reference:	Nil

Summary

Council is requested to establish its position on the recommendations of the Local Government Review Panel Final Report in order to provide a submission to the Department of Local Government by 31 October 2020.

Background

The State Government in 2017 commenced a process of reform of the Local Government Act 1995. This reform was conducted in two phases, the first phase resulted in the Local Government Legislation Amendment Act 2019. This Act revised a number of current provisions around gifts, events, authorisations and training. 2. In November 2019 the Minister for Local Government appointed an expert panel to progress phase two of this reform, which would result in a new Local Government Act. This panel released its report publicly on 4 August 2020.

Comment

The Western Australian Local Government Association (WALGA) considered a response to the select committee report at the WALGA Central Country Zone August meeting and at the September 2020 State Council meeting.

It was ultimately resolved by WALGA State Council, that WALGA:

- a. Acknowledges the panel report and the recommendations received from Zones and continue to work with the Government to undertake further consultation on the recommendations contained therein;
- b. Requests a formal commitment from the Minister for Local Government that the Local Government Sector be consulted on the Draft Local Government Bill in line with the State / Local Government Partnership Agreement and that WALGA actively participates in the legislative drafting process to develop the new Local Government Act; and
- c. Strongly encourages individual Local Governments to consider responding to the recommendations of the panel report and advise WALGA of their submissions by 31 October 2020.

In light of the above recommendations, the Shire has prepared a response to the Local Government Review Panel Final Report. For the most part, the Shire's submission broadly supports the WALGA interim positions, however, there are a number of areas where the Shire has opposing views.

Following consultation with the Elected Members, Council is now requested to support the Shire of Pingelly's submission on the Local Government Review Panel Final Report as attached.

Consultation

Discussion was recently held with Elected Members to provide input and direction to the development of the Council endorsed responses.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Goal 5	Innovation Leadership and Governance
Outcome 5.8	A strong corporate governance framework is maintained
Strategy 5.8.2	Ensure compliance with legislative requirements and excellence in business performance

Risk Implications

Risk	Failure to respond to the request for a submission may result in the Council being considered in agreement with the recommendations in the final report. As the State Government continues to implement amendments to the Act, the Shire will require an increase in workforce time to monitor and implement changes as they come into effect.
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Further assessment of staffing allocated to governance.

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)

Voting Requirements

Simple Majority

12907 Moved: Cr McBurney

Seconded: Cr Narducci

Recommendation and Council Decision

That Council approve the Shire of Pingelly’s submission to the Local Government Review Panel Final Report as attached, with the following amendments:

1. Oppose Recommendation 25d) Introduction of Caretaker Policy
2. Oppose Recommendation 26e) Introduction of four year terms.

Carried 6:0

15. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES

15.1 Monthly Statement of Financial Activity – September 2020

File Reference:	ADM0075
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Executive Manager Corporate Services
Disclosure of Interest:	Nil
Attachments:	Monthly Statements of Financial Activity for the period 1 September 2020 to 30 September 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 September 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;

Comment

The Monthly Financial report has been prepared in accordance with statutory requirements and provides council with their financial position as at 30 September 2020.

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 2020/21.

Strategic Implications

Goal 5	Innovation Leadership and Governance
Outcome 5.6	Financial systems are effectively managed
Strategy 5.6.1	Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting) and long-term financial planning requirements

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)

Voting Requirements

Simple Majority

12908 Moved: Cr Narducci

Seconded: Cr McBurney

Recommendation and Council Decision

That with respect to the Monthly Statements of Financial Activity for the month ending 30 September 2020 be accepted and material variances be noted.

Carried 6:0

15.2 Accounts Paid by Authority – September 2020

File Reference:	ADM0066
Location:	Not Applicable
Applicant:	Not Applicable
Author:	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 September 2020.

Comment

Unless otherwise identified, all payments have been made in accordance with Council's adopted 2020/21 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

Goal 5	Innovation Leadership and Governance
Outcome 5.6	Financial systems are effectively managed
Strategy 5.6.1	Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting) and long term financial planning requirements

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 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)

Voting Requirements

Simple Majority

12909 Moved: Cr McBurney

Seconded: Cr Wood

Recommendation and Council Decision

That Council endorse the Accounts for Payments for September 2020 as authorised under delegated authority and in accordance with the Local Government (Financial Management) Regulations 1996:

To 30 September 2020:

Municipal Account	\$283,357.80
Trust Account	\$390.00
Trust Licensing Account	\$37,344.50

Carried 6:0

16. DIRECTORATE OF TECHNICAL SERVICES

Nil.

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).

19. CLOSURE OF MEETING

The Chairman declared the meeting closed at 3.26pm

These minutes were confirmed by Council at the Ordinary Council Meeting held on 18 November 2020.

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