

SHIRE OF NUNGARIN



ATTACHMENTS

ORDINARY MEETING OF COUNCIL
HELD ON

20 May 2020

Shire of Nungarin

TABLE OF CONTENTS

_Toc40353029

6. PRESIDENT'S REPORT	3
7.1 ORDINARY COUNCIL MEETING MINUTES APRIL 2020	5
7.2 MINUTES OF THE GREAT EASTERN COUNTRY ZONE MEETING 30 APRIL 2020	7
8.4.1 EXTENSION OF CONTRACT – KERBSIDE WASTE COLLECTION	9
8.4.3 REVIEW OF PURCHASING POLICY	11
8.4.4 COVID-19 COMMUNITY STRATEGIES/INITIATIVES	22
8.5.4 ACCOUNTS FOR PAYMENT – APRIL 2020	24
8.5.5 MONTHLY FINANCIAL REPORT – APRIL 2020	34



ORDINARY MEETING OF COUNCIL

6. PRESIDENT'S REPORT

President's Report

With COVID-19 keeping events and outings around town to almost nothing, things have been very quiet this last month. However, with restrictions slowly easing and some new guidelines being put in place, we have managed to see some nice changes. Beginning the opening of the Nungarin Golf season (with of course with some restrictions still in place). Also great to have McCorry's and the Woolshed Hotel open again for takeaway meals. All local businesses have done a great job during this time, hopefully they've caught up on some well needed jobs and renovations, looking forward to things returning to normal in the near future.

Restrictions will be easing again this week as our Regional borders reopen. Hopefully people will treat travelling across borders more of a necessity a bit longer to keep WA safe.

State Briefing to Sector Webinars are still being conducted on a weekly basis that I have been joining in on. They have been interesting and informative to attend.

I have also attended a GECZ meeting and a NEWROC meeting this month via videoconference. Definitely a different and somewhat difficult way to attend meetings, however all attending now have the hang of technology and meetings are over a lot quicker. It'll be nice to get back to face to face meetings soon.

Maintenance grading is on course, with a little rain last week assisting in the program.

The town site itself is looking very tidy and pruned, ready for new growth. The rec grounds are also looking great, some more rain will be most welcomed.

The Cemetery has required some work and all went well there.

A big thank you to Adam and Lorraine in the office, things have been running smoothly during this challenging time, updates on our shire website have been informative, especially when the information is changing frequently.

Well done everyone, keep up the great work.

UPCOMING DATES

❖ Nungarin CRC Meeting	12 May 2020 Exec Committee only
❖ Nungarin Council Meeting	20 May 2020
❖ NEWROC Strategic Planning Workshop	TBC
❖ NEWROC EO Meeting	26 May 2020 Videoconference
❖ Nungarin CRC Meeting	11 June 2020
❖ NEWROC Council Meeting	23 June 2020 Videoconference
❖ GECZ Meeting	25 June 2020 Videoconference
❖ WALGA WEEK	CANCELLED

Pippa de Lacy
Shire President



7.1 ORDINARY COUNCIL MEETING MINUTES APRIL 2020

DISTRIBUTED UNDER SEPARATE COVER



**7.2 MINUTES OF THE GREAT
EASTERN COUNTRY ZONE
MEETING 30 APRIL 2020**

DISTRIBUTED UNDER SEPARATE COVER



8.4.1 EXTENSION OF CONTRACT – KERBSIDE WASTE COLLECTION



PO Box 8, York, Western Australia 6302
Phone: (08) 9641 1318 • Fax: (08) 9641 2498
Email: admin@avonwaste.com.au
ACN 009 034 271 • ABN 50 009 034 271

23rd March 2020

Mr Adam Majid
Chief Executive Officer
Shire of Nungarin
PO Box 8
NUNGARIN WA 6490

Dear Adam

RE: REFUSE AND RECYCLING COLLECTION

We refer to our agreement to provide Refuse and Recycling collection services for the Shire of Nungarin. Our contract came to a close on 31st December 2019. We are writing to offer an extension of this contract for three years from the expiration of the contract (taking the extension to 31st December 2022). The collection rates would remain at the current rates and would be subject to CPI adjustments at the commencement of the financial year.

I trust that you will take this matter to your Council at your earliest convenience. Please do not hesitate to contact me if you have any queries in regards to this letter.

Thank you for the opportunity to serve your community and I look forward to continuing our strong working relationship.

Yours faithfully

A handwritten signature in black ink, appearing to read "Ashley Fisher", with a long horizontal line extending to the right.

Ashley Fisher
Director
AVON WASTE



8.4.3 REVIEW OF PURCHASING POLICY

Policy Type:	Finance
Date Adopted:	16 May 2018

Policy No:	
Date Last Reviewed:	19 December 2018

Legal (Parent):
<ol style="list-style-type: none"> Local Government Act 1995 – Section 3.57. Local Government (Functions and General) Regulations – Regulation 11A

Legal (Subsidiary):
<ol style="list-style-type: none"> State Records Act 2000 Shire of Nungarin Code of Conduct

Delegation of Authority Applicable	Yes
Delegation Numbers	4.8, 4.9

Work Procedure Applicable	Yes/No
Work Procedure Number	

ADOPTED POLICY	
Title:	PURCHASING POLICY
Objective:	<p>To ensure that all purchasing activities:</p> <ol style="list-style-type: none"> Demonstrate that best value for money is attained for the Shire; Are compliant with relevant legislation, including regulations; Are recorded in compliance with the <i>State Records Act 2000</i> and associated records management practices and procedures of the Shire; Mitigate probity risk, by establishing consistent and demonstrated processes that promote openness, transparency, fairness and equity to all potential suppliers; Ensure that sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; Are conducted in a consistent and efficient manner across the organisation and that ethical decision making is demonstrated.

1. PURPOSE:

To ensure a best practice approach to procurement which promotes transparent, equitable and competitive purchasing practices for the Shire of Nungarin (Shire) and is compliant with the Local Government Act 1995 (Act) and the Local Government (Functions and General) Regulations 1996 (Regulations).

2. ETHICS AND INTEGRITY:

The highest standards of ethics and integrity are to be observed in undertaking all purchasing activities. Employees will act in an honest and professional manner that supports the standing of the Shire and promotes a proud and collaborative community.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money.
- All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with Council policies, values and Code of Conduct.

3. Purchasing is to be undertaken in a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
4. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, record keeping practices and audit requirements.
5. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.
6. Any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or under relevant legislation.

3. VALUE FOR MONEY:

Value for money is an overarching principle governing purchasing, that allows the best possible outcome to be achieved for the Shire.

Value for money is determined when the consideration of price, risk and quality factors that are assessed to determine the most advantageous outcome to be achieved for the Shire.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate quality and risk factors into the decision.

An assessment of the best value for money outcome for any purchasing process should consider:

- a) all relevant whole-of-life costs and benefits, whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as, but not limited to, holding costs, consumables, deployment, maintenance and disposal;
- b) the technical merits of the goods or services being offered in terms of compliance with specifications, user requirements, quality standards, sustainability, service benchmarks, contractual terms and conditions, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, and any relevant methods of assuring quality;
- c) financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- d) a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable; and
- e) local business capabilities.

4. BUY LOCAL/REGIONAL PRICE PREFERENCE POLICY:

(Refer to Policy Manual Item 1.19)

As much as practicable, the Shire must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and

- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Shire's Regional Price Preference Policy.

5. PURCHASING REQUIREMENTS:

5.1 Legislative /Regulatory Requirements

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Local Government (Functions and General) Regulations 1996 and this Policy.

5.2 Policy

Purchasing that is \$250,000 or below in total value [excluding GST] must be in accordance with the purchasing requirements under the relevant threshold as defined under Section 6.4 of this Procurement Policy.

Purchasing that exceeds \$250,000 in total value [excluding GST] must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under Section 6.5 of this Procurement Policy is not deemed to be suitable.

5.3 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

Exclusive of GST

The actual or expected value of a contract over the full contract period, including all options to extend; or to the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is, or could be, reasonably expected to be purchased.

Must incorporate any variation to the Scope of purchase and be limited to a 10% tolerance of the original purchasing value.

5.4 Procurement Thresholds and Requirements

The following procedures will be adhered to when purchasing items and other services and goods as per the adopted budget. All purchase orders are to be completed as set out below:

Range (excluding GST)	Requirements
\$0 - \$50	Under direction from authorised Supervisor, petty cash or credit card may be utilised for purchases in this range.
\$51 - \$5,000	Under direction from the authorised Supervisor, a purchase order will be utilised without verbal or written quotes necessarily being obtained.

<p>\$5,001 - \$50,000</p>	<p>A purchase order will be utilised following three written quotes being obtained.</p> <p>Staff must retain electronic evidence of the suppliers invited to supply a written quote. Each supplier must receive the same detailed description/specification of what goods/services are being requested.</p> <p>A completed Declaration of Quotes Form must be completed and attached to all purchase orders.</p> <p><i>[Three quotes must be sourced, including if using WALGA Preferred Supplier Panel, or a Shire Local Panel]</i></p>
<p>\$50,001 - \$99,999</p>	<p>Obtain at least three written quotes from suppliers by formal invitation, by way of a Formal Request for Quotation Process which includes a detailed Scope of Works/Specification of Goods and Services required.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assess all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from the Shire's Local Preferred Supplier Panels; the WALGA Preferred Supply Programme or from the open market.</p> <p>A copy of the last page of the Recommendation Report – Endorsement by CEO to Award the RFQ to the recommended respondent must be attached to the Purchase Order.</p> <p>Under direction from the authorised Supervisor, and in consultation with the Chief Executive Officer a purchase order will be utilised following the RFQ process.</p> <p><i>[Three quotes must be sourced, including if using WALGA Preferred Supplier Panel, or a Shire Local Panel]</i></p>
<p>\$100,000 - \$249,999</p>	<p>Obtain at least three written quotes from suppliers by formal invitation, by way of a Formal Request for Quotation Process which includes a detailed Scope of Works/Specification of Goods and Services required.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assess all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from the Shire's Local Preferred Supplier Panels; the WALGA Preferred Supply Programme or from the open market.</p> <p>At the close of the RFQ process, a detailed report shall be prepared by the CEO and submitted to the next available meeting of Council where Council will determine the successful submission accordingly.</p> <p>A copy of the Council Resolution must be attached to the Purchase Order.</p> <p><i>[Three quotes must be sourced, including if using WALGA Preferred Supplier Panel, or a Shire Local Panel]</i></p>
<p>\$250,000 & Greater</p>	<p>Under direction from the authorised Supervisor, Tenders will be invited as follows.</p> <p>If work is allowed for in the budget, a Request to Invite Tenders form is to be submitted to the Chief Executive Officer for approval.</p> <p>If the work is not allowed for in the budget, permission to go to Tender must be obtained from Council.</p>

	A copy of the Council Resolution to award the Tender to the successful Tenderer must be attached to the Purchase Order.
--	---

5.5 Tender Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- a) An emergency situation as defined by the Act;
- b) The purchase is under a Contract of WALGA (Preferred Supplier Arrangements*), Department of Treasury and Finance (permitted Common Use Arrangements); Regional Council; or another Local Government;
- c) The purchase is under auction which has been authorised by Council;
- d) The Contract is for petrol, oil or other liquid or gas used for internal combustion engines;
- e) The purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money*;
- f) The purchase is acquired from an Australian Disability Enterprise and represents value for money*;
- g) The purchase is from a pre-qualified supplier under a Panel established by the Shire*;
- h) Any other exclusion under Regulation 11 of the Local Government (Functions and General) Regulations 1996.

**Whilst exempt from the Tender process – three quotes are still required if purchase is to be made under this instance.*

5.6 Purchase Order Authorisation

Purchase orders must be generated and signed by authorised persons for all goods and services ordered for the Shire at the time that the order is placed.

Amounts shown are GST exclusive.

Orders should never be raised retrospectively.

Authorising Officer	Requirements
Chief Executive Officer	The Chief Executive Officer may raise a purchase order in accordance with the Procurement Thresholds and Requirements set out in 6.4 of this Procurement Policy.
Manager Works and Services	May raise a purchase order in accordance with the Procurement Thresholds and Requirements set out in 6.4 of this Procurement Policy to the maximum value of \$10,000. If the purchase is in excess of \$10,000, the Purchase Order is to be authorised by their Supervisor and co-signed by the requesting officer prior to the purchase order being issued.

Splitting of purchases to keep below threshold is a breach of the Code of Conduct and will be treated as such.

5.7 Capital Expenditure

Definition of a Capital Item for the purpose of the Shire of Nungarin:

- Any item budgeted as a capital item in the adopted budget;

- Any item to be purchased, which involves the replacement of an existing asset through the sale, trade-in, write-off or disposal of an item on the fixed asset register.

Refer to the Accounting Policy in the Council's Policy Manual for the further treatment of noncurrent assets.

No item of a capital nature may be purchased unless included in the adopted budget, or if unbudgeted, has been approved by "absolute majority" of Council prior to the purchase of the item. (Council has no retrospective right of approval of purchase of non-budgeted items of capital).

In order to preserve the cash flow of the Shire, major items of budgeted capital expenditure should be deferred, where possible, until the second or third quarter of the financial year. However all capital orders must be raised by the 30 April to allow adequate time for payment by June 30 of each year. In all cases, the timing of the expenditure on major items of capital should be discussed and agreed with the Chief Executive Officer.

6. TENDER ANTI-AVOIDANCE:

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of 'splitting' the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a Public Tender.

7. EMERGENCY PURCHASES:

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the Local Government Act 1995.

Local Government Act 1995, Part 6, Division 4, s.6.8 (1)(c)

- 6.8. Expenditure from municipal fund not included in annual budget**
- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.
- * Absolute majority required.*

In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken, but has to be in accordance with 6.8(1)(c) of the Local Government Act 1995.

An emergency purchase does not relate to purchases not planned for due to time constraints.

Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

8. RECORDS MANAGEMENT:

Records of all purchasing activity must be retained in compliance with the State Records Act 2000 (WA); the Shire's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- Request for Quotation/Tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- Copies of quotes/tenders received;
- Evaluation documentation, including individual evaluators notes and clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to respondents notifying of the outcome to award a contract;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

9. PURCHASING FROM DISABILITY ENTERPRISES:

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au.

This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

10. PURCHASING FROM ABORIGINAL BUSINESSES:

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses or businesses that demonstrate a high level of aboriginal employment.

11. PANELS OF PREQUALIFIED SUPPLIERS:

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- The Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';

- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

11.1 Establishing a Panel

Should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) year and for a maximum length of time deemed appropriate by the Shire. However, Contracts may not be entered into for more than one (1) year, and no option to renew a Contract is to be offered.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

11.2 Distributing Work amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire intends to:

- a) Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 11.3; or
- b) Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- c) Develop a ranking system for selection to the Panel, with work awarded in accordance with Subclause (c)(ii).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- i. each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to

assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or

- ii. work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.4 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

11.3 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Communications with panel members, evaluation of quotes and notification of award communications must all be retained using the unique reference number as per Clause 11.4.

11.4 Recordkeeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes:

The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;

- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
- Request for Applications documentation;
- Copy of public advertisement inviting applications;
- Copies of applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of framework agreements entered into with pre-qualified suppliers.

The Shire is also to retain records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire.

References	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Functions and General) Regulations 1996 (as amended)</i> 		
Related Procedures			
Date Adopted by Council	16 May 2018	Item No.	8.4.1
Review/Amendment Date	19 December 2018	Item No.	8.4.1



8.4.4 COVID-19 COMMUNITY STRATEGIES/INITIATIVES

Beryl Harmer
65 McCorry road
Nungarin
WA 6490
28 April 2020



CEO Adam Majid
66 Railway Ave
Nungarin
WA 6490

Re: Request for a reduction in rent

Dear Adam,

I am writing this letter today to request a possible reduction in rent at McCorrys old hotel due to the latest restrictions in place for the Covid 19,

All bookings I had for the next 3 months for accommodation and catering have been cancelled leaving me with only Friday and Sunday takeaway meal incomes.

Please consider my request, I will continue to care and maintain McCorrys as my passion is still alive for this grand old place, may all this be over soon and we continue on our intended journey stay well

Thank you
Beryl Harmer
65 McCorry road
Nungarin
WA 6490





8.5.4 ACCOUNTS FOR PAYMENT – APRIL 2020

SHIRE OF NUNGARIN - MUNICIPAL

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT1767	02/04/2020	CORNISH & CO		8,100.00
		Fencing (Final Instalment) NRM Contract	8,100.00	
EFT1768	02/04/2020	BOC GASES		40.51
		Container Service 27/2/20 - 28/3/20 - Depot, Container Service 27/2/20 - 28/3/20 - Pool	40.51	
EFT1769	02/04/2020	Toll Transport Pty Ltd		100.87
		Freight on line paint - Oval, Freight on parts - Depot	100.87	
EFT1770	02/04/2020	COVS PARTS PTY LTD		47.98
		Oil Filter x 2 - Dual Cab Ford NA1210	47.98	
EFT1771	02/04/2020	TWO DOGS HOME HARDWARE		36.96
		Chain & valve - Rec Centre	36.96	
EFT1772	02/04/2020	RON BATEMAN & CO		43.42
		Padbolt x 2 - Tennis Courts	23.44	
		V belt for Tennis Court Mower	19.98	
EFT1773	02/04/2020	MUKA MATTERS		25.00
		Full page Ad Feb 24 - Skeleton Weed	25.00	
EFT1774	02/04/2020	PERFECT COMPUTER SOLUTIONS		425.00
		Synergy system update - Office	255.00	
		Monthly Monitoring fee - March 20, Setup RD Gateway	170.00	
EFT1775	02/04/2020	OFFICE WORKS DIRECT		51.24
		Assorted stationery items - Office	51.24	
EFT1776	02/04/2020	SHIRE OF TRAYNING		20.00
		Full page ad - Skeleton Weed	20.00	
EFT1777	02/04/2020	MAJOR MOTORS PTY LTD		357.96
		Filters x 6 - Isuzu Truck NA211	357.96	
EFT1778	02/04/2020	AIT SPECIALISTS PTY LTD		94.60
		Fuel Tax Credits 1/2/20 - 29/2/20	94.60	
EFT1779	02/04/2020	ABCO PRODUCTS		540.60
		Cleaning and Public Amenity supplies	305.60	
		Hand Sanitiser - Mangowine, Hand Sanitiser, Disinfectant - Office	208.78	
		Spray Bottles - Rec Centre	26.22	
EFT1780	02/04/2020	Wheatbelt Liquid Waste		3,630.00
		Pump out of black water - Grangarin	1,210.00	
		Pump out of black water - Grangarin	1,210.00	
		Pump out of black water - Grangarin	1,210.00	

SHIRE OF NUNGARIN - MUNICIPAL

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT1781	02/04/2020	Wheatbelt Office & Business Machines		340.81
		Meter Reading 11/2/20 - 16/3/20 Copier Office	340.81	
EFT1782	02/04/2020	Walker Electrical Contractors		639.65
		Disconnect power to fountain - 40 Danberrin Rd, Check smoke alarms - Grangarin	639.65	
EFT1783	02/04/2020	Promotion Products		594.00
		Wax Highlighter x 250 - Skeleton Weed	594.00	
EFT1784	02/04/2020	Palm Plumbing		525.86
		Replace kitchen mixer, labour, travel - 24 First Ave, Investigate water leak, labour, travel - McCorrys	525.86	
EFT1785	02/04/2020	Ecowater Services Pty Ltd		396.00
		e-Zyme Crystals 2.5kg x 2 - Long drop toilets	396.00	
EFT1786	02/04/2020	MUKINBUDIN STEEL FABRICATORS		1,485.00
		Fabricate lockable tap covers - Standpipes	1,485.00	
EFT1787	02/04/2020	Darren Long Consulting		4,015.00
		Various Financial reports/bank reconciliations	4,015.00	
EFT1788	02/04/2020	SHIRE OF MT MARSHALL		1,060.35
		31/01/2020 Health Recoup 31/12/19 - 31/1/20 EHO, Health Recoup 31/12/19 - 31/1/20 BS	1,060.35	
EFT1789	03/04/2020	Toll Transport Pty Ltd		36.58
		Freight on parts - Depot	36.58	
EFT1790	03/04/2020	COVS PARTS PTY LTD		16.17
		Fuel filter - Ford D/Cab NA1210	16.17	
EFT1791	03/04/2020	TWO DOGS HOME HARDWARE		22.49
		Cistern inlet - 24 First Ave	22.49	
EFT1792	03/04/2020	RON BATEMAN & CO		101.97
		Hose, blow gun & attachments - Skeleton Weed	101.97	
EFT1793	03/04/2020	OFFICE WORKS DIRECT		2,274.71
		Assorted stationery items - Office	148.76	
		Video conferencing setup Council Chambers	2,125.95	
EFT1794	03/04/2020	SHIRE OF TRAYNING		948.24
		Doctors vehicle expenses July 19 - Dec 19	948.24	
EFT1795	03/04/2020	Reinforced Concrete Pipes Australia (wa) Pty Ltd		5,457.10
		Box Culverts x 5	2,585.00	
		Box Culvert, pipes, rubber rings	2,872.10	

SHIRE OF NUNGARIN - MUNICIPAL

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT1796	03/04/2020	SUNNY SIGN COMPANY		545.60
		Signs Rural Roads	545.60	
EFT1797	03/04/2020	MERREDIN SUPA IGA		96.96
		Various items - BBQ Skeleton Weed, Various items - BBQ Skeleton Weed	82.97	
		Ice for BBQ - Skeleton Weed	13.99	
EFT1798	03/04/2020	MERREDIN RURAL SUPPLIES		295.02
		5 Work Shirts - Peter	295.02	
EFT1799	03/04/2020	Daimler Trucks Perth		467.31
		Various filters - Fuso Truck NA1164	467.31	
EFT1801	03/04/2020	Micksippe Carpentry		4,840.00
		Repair to roof & gutters - McCorry's	4,840.00	
EFT1802	03/04/2020	McLeods Barristers and Solicitors		2,904.02
		Rate Recovery A1040 51 First Ave	1,064.34	
		Recovery of unpaid rates 40 Mitchell Tce	1,839.68	
EFT1803	03/04/2020	Allwest Equipment Hire		2,200.00
		Hire of Mitsubishi D/Cab 1/3/20 - 31/3/20 Skeleton Weed	2,200.00	
EFT1804	03/04/2020	Welbungin Sports & Progress Assoc Inc		25.00
		Hire of Hall - BBQ Skeleton Weed	25.00	
EFT1805	03/04/2020	TWO DOGS HOME HARDWARE		131.23
		Shower Head x 2 - 40 Danberrin Rd	131.23	
EFT1806	03/04/2020	RON BATEMAN & CO		9.94
		Hose & Air Adaptor - Skeleton Weed	9.94	
EFT1807	03/04/2020	OFFICE WORKS DIRECT		846.95
		TV Stand & TV for video conferencing - Council Chambers	846.95	
EFT1808	03/04/2020	LANDGATE		52.40
		Certificate of Title x 2	52.40	
EFT1809	03/04/2020	Adam Majid		230.89
		Zoom Standard Pro Annual Subscription	230.89	
EFT1810	03/04/2020	Micksippe Carpentry		13,553.10
		Replace damaged posts on front veranda - 40 Danberrin Rd	3,158.10	
		Repair to roof & gutter - McCorrays	10,395.00	
EFT1811	03/04/2020	Michael Stewart Security Services		78.00
		Security Monitoring March 20 - Office	39.00	
		Security Monitoring March 20 - Rec Centre	39.00	

SHIRE OF NUNGARIN - MUNICIPAL

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT1812	06/04/2020	SUNNY SIGN COMPANY		352.00
		Road Works Signs	352.00	
EFT1813	16/04/2020	TWO DOGS HOME HARDWARE		8.79
		Screw bugle drill point x 100 - Depot	8.79	
EFT1814	16/04/2020	SHIRE OF MERREDIN		158.50
		Advert in the Eastern Wheatbelt Visitors Guide	65.00	
		Shared Ranger Services 14/2/20	93.50	
EFT1815	16/04/2020	TRANS-TYRES WA PTY LTD		1,501.50
		1 New Grader Tyre - NA310 Cat Grader	1,463.00	
		Puncture Repairs - Skeleton Weed Ute	38.50	
EFT1816	16/04/2020	AVON WASTE		1,696.13
		97 Rubbish Service March 2020, Recycling	1,696.13	
EFT1817	16/04/2020	TRANS-TYRES WA PTY LTD		255.00
		Puncture Repair NA1164 Fuso Truck	55.00	
		1 New Tyre - Skeleton Weed Ute	200.00	
EFT1818	16/04/2020	Great Southern Fuel Supplies		4,442.53
		Adblue 10L x 4 - NA1164 Fuso Truck	94.60	
		Bulk Diesel 3500L - Depot	4,177.25	
		Adblue 10L x 6 - NA1164 Fuso Truck	141.90	
		Diesel Fuel March - 0NA, Unleaded Fuel NA1240	373.50	
		CA Commission March 2020	-344.72	
EFT1819	16/04/2020	Wegners Rural		23.99
		Saturday Paper	2.90	
		Weekly Paper 1.70		
		Saturday Paper	2.90	
		Tea Bags - Office, Milk	8.99	
		Weekly Paper 1.70		
		Saturday Paper	2.90	
		Saturday Paper	2.90	
EFT1820	16/04/2020	Dylan John Copeland		572.00
		Various NRM Duties March 2020	572.00	
EFT1821	16/04/2020	WCS Concrete Pty Ltd		1,760.00
		Concrete to Rural Roads - Culverts	1,760.00	
EFT1822	16/04/2020	OFFICE WORKS DIRECT		74.95
		HDMI Cable x 10M - Council Chamber	74.95	
EFT1823	16/04/2020	Reinforced Concrete Pipes Australia (wa) Pty Ltd		8,527.20
		Pipes & Rubber Rings - Culverts	3,775.20	
		Headwalls - Culverts	4,752.00	

SHIRE OF NUNGARIN - MUNICIPAL

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT1824	16/04/2020	AIT SPECIALISTS PTY LTD		127.16
		Fuel Tax Credits 1/3/20 - 31/3/20	127.16	
EFT1825	16/04/2020	Nungarin Community Resource Centre		12.20
		Postage Library Book	12.20	
EFT1826	16/04/2020	Wheatbelt Liquid Waste		2,420.00
		Pump out of black water - Grangarin	1,210.00	
		Pump out of black water - Grangarin	1,210.00	
EFT1827	16/04/2020	Darren Long Consulting		3,355.00
		Various Financial Services - March	880.00	
		Prepare road data for Roads AMP Modelling, write draft	2,475.00	
EFT1828	16/04/2020	Wheatbelt Office & Business Machines		48.25
		Meter Reading 16/3/20 - 3/4/20 Copier Office	48.25	
EFT1829	16/04/2020	Palm Plumbing		349.42
		Fix leak on Water Fountain - Pool, Replace broken shower taps - McCorrys	349.42	
EFT1830	16/04/2020	CHILD SUPPORT AGENCY		342.13
		Payroll Deduction for David Clarke 01/04/2020	342.13	
EFT1831	23/04/2020	RON BATEMAN & CO		98.35
		Hose, Hosetail & Bend - Champ Grader	96.26	
		Core plug assorted - Kubota Mower	2.09	
EFT1832	23/04/2020	MERREDIN SUPA IGA		94.70
		Steak, Sausages, Onions Buns - Council Meeting	94.70	
EFT1833	23/04/2020	Great Eastern Freightlines		3,080.00
		Freight on Culverts & Pipes - Rural Roads	3,080.00	
EFT1834	23/04/2020	Nungarin Community Resource Centre		110.00
		Box of Stamps - Office	110.00	
EFT1835	23/04/2020	Nungarin Sporting Club Inc		65.00
		Refreshments - Chambers	65.00	
EFT1836	23/04/2020	Annemaree Jensen		651.74
		Reimbursement of Fuel, Internet, Phone, Bakery, Postage - Skeleton Weed	651.74	
EFT1837	23/04/2020	WESTRAC Pty Ltd		331.64
		Assorted Filters Cat Grader	331.64	
EFT1838	23/04/2020	SHIRE OF TRAYNING		403.86
		Doctors vehicle expense March 20, Rent 13/3/20 - 28/3/20	403.86	

SHIRE OF NUNGARIN - MUNICIPAL

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT1839	23/04/2020	WCS Concrete Pty Ltd		1,760.00
		Supply of Concrete - Culverts Rural Roads	1,760.00	
EFT1840	23/04/2020	SHIRE OF MT MARSHALL		1,395.95
		Health Recoup 31/1/20 - 29/2/20 EHO	1,395.95	
EFT1841	23/04/2020	Wheatbelt Office & Business Machines		263.39
		Meter Reading 8/10/19 - 4/12/19 Copier Office	263.39	
EFT1842	23/04/2020	GARY CHARLES COUMBE		192.69
		Sitting Fee April Council Meeting - Gary Coumbe	100.00	
		Travel Allow 12 Klm @ .78 - Gary Coumbe	9.36	
		Deputy President Allow (April 20) Gary Coumbe	83.33	
EFT1843	23/04/2020	O'CONNELL, RENIRA EILEEN		100.00
		Sitting Fee April Council Meeting - Eileen O'Connell	100.00	
EFT1844	23/04/2020	KERRY LORELLE DAYMAN		100.00
		Sitting Fee April Council Meeting - Kerry Dayman	100.00	
EFT1845	23/04/2020	Pippa de Lacy		465.81
		Travel Allow 16 Klm @ .78 - Pippa de Lacy	12.48	
		Sitting Fee April Council Meeting - Pippa de Lacy	120.00	
		President Allow (April 20) Pippa de Lacy	333.33	
EFT1846	23/04/2020	Jason Davis		100.00
		Sitting Fee April Council Meeting - Jason Davis	100.00	
EFT1847	23/04/2020	Bill Lee		131.20
		Travel Allow 40 Klm @ .78 - Bill Lee	31.20	
		Sitting Fee April Council Meeting - Bill Lee	100.00	
EFT1848	23/04/2020	Roman Vincent Mizia		100.00
		Sitting Fee April Council Meeting - Ray Mizia	100.00	
16697	01/04/2020	SYNERGY		1,686.18
		Usage & S/C 15/01/20 - 12/3/20 Mangowine	339.23	
		Usage & S/C 20/2/20 - 18/3/20 Rec Centre	1,346.95	
16698	01/04/2020	TELSTRA CORPORATION		845.44
		Usage & S/C 12/2/20 - 9/3/20 Mangowine	123.27	
		Usage & S/C 11/2/20 - 10/3/20 Office & Other Phones	722.17	
16699	01/04/2020	WATER CORPORATION		10,669.84
		Usage 20/01/20 - 18/3/20 Mangowine	155.82	
		Usage 20/01/20 - 18/03/20 Sports Ground	9,771.28	
		Standpipe Usage 20/1/20 - 18/3/20 Nungarin-Wyalkatchem Rd	742.74	

SHIRE OF NUNGARIN - MUNICIPAL

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
16700	17/04/2020	WATER CORPORATION		6,803.27
		Usage 23/1/20 - 24/3/20 Radcliffe Park	350.60	
		Usage 23/1/20 - 24/3/20 Pool	1,064.77	
		Usage 23/1/20 - 24/3/20 Depot	31.16	
		Usage 23/1/20 - 24/3/20 Rec Centre	945.31	
		Usage 23/1/20 - 24/3/20 Hall	7.79	
		Usage & S/C 23/1/20 - 24/3/20 Museum	73.91	
		Usage & S/C 23/1/20 - 24/3/20 46 Danberrin Rd	106.18	
		Usage & S/C 23/1/20 - 24/3/20 40 Danberrin Rd	509.18	
		Usage & S/C 23/1/20 - 24/3/20 52 Danberrin Rd	298.08	
		Usage & S/C 23/1/20 - 24/3/20 54 Danberrin Rd	95.22	
		Usage 23/1/20 - 24/3/20 Office	161.01	
		Usage 23/1/20 - 24/3/20 Public Toilets	7.79	
		Usage & S/C 23/1/20 - 24/3/20 Unit 1 Grangarin	113.49	
		Usage & S/C 23/1/20 - 24/3/20 Unit 2 Grangarin	67.81	
		Service Charge 1/3/20 - 30/4/20 Unit A 20 First Ave	44.06	
		Usage & S/C 23/1/20 - 24/3/20 Unit B Waterhouse Tce	160.89	
		Usage & S/C 23/1/20 - 24/3/20 Unit 3 Grangarin	91.56	
		Service Charge 23/1/20 - 24/3/20 Unit 4 Grangarin	44.06	
		Usage & S/C 23/1/20 - 24/3/20 Unit 5 Grangarin	159.73	
		Usage & S/C 23/1/20 - 24/3/20 Unit 6 Grangarin	102.52	
		Usage & S/C 23/1/20 - 24/3/20 24 First Ave	224.18	
		Usage & S/C 23/1/20 - 24/3/20 Grangarin	1,330.79	
		Usage & S/C 23/1/20 - 24/3/20 Craft Shop	83.71	
		Usage 23/1/20 - 24/3/20 19 Second Ave	85.70	
		Usage 23/1/20 - 24/3/20 Post Office	28.57	
		Service Charge 23/1/20 - 24/3/20 Flat A & B First Ave	44.06	
		Usage & S/C 23/1/20 - 24/3/20 45 First Ave	341.60	
		Usage & S/C 23/1/20 - 24/3/20 48 First Ave	141.42	
		Service Charge 1/3/20 - 30/4/20 37 Second Ave	44.06	
		Service Charge 1/3/20 - 30/4/20 51 Second Ave	44.06	
16701	17/04/2020	SYNERGY		760.82
		Usage 25/2/20 - 24/3/20 Street Lighting	760.82	
16702	17/04/2020	TELSTRA CORPORATION		55.00
		Service Charge 5/3/20 - 4/4/20 LCD Committee	55.00	
16703	17/04/2020	KLEENHEAT GAS		354.96
		Bulk Gas - Rec Centre	354.96	
16704	17/04/2020	SYNERGY		7,046.85
		Usage & S/C 29/1/20 - 27/3/20 Office	1,151.16	
		Usage & S/C 29/1/20 - 27/3/20 Ambulance Shed	123.87	
		Usage & S/C 29/1/20 - 27/3/20 Hall	201.84	
		Usage & S/C 29/1/20 - 27/3/20 40 Danberrin Rd	416.35	
		Usage & S/C 29/1/20 - 27/3/20 Depot	435.48	
		Usage & S/C 29/1/20 - 27/3/20 24 First Ave	343.13	
		Usage & S/C 29/1/20 - 27/3/20 Pool	2,521.06	
		Usage & S/C 29/1/20 - 27/3/20 AM Building	111.96	

SHIRE OF NUNGARIN - MUNICIPAL

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		Usage & S/C 29/1/20 - 27/3/20 Fuel Facility	326.29	
		Usage & S/C 29/1/20 - 27/3/20 Public Toilets	107.81	
		Usage & S/C 29/1/20 - 27/3/20 Dam Pump	332.04	
		Usage & S/C 29/1/20 - 27/3/20 Grangarin	71.03	
		Usage & S/C 29/1/20 - 27/3/20 Memorial Building	132.45	
		Usage & S/C 29/1/20 - 27/3/20 Radcliffe Park	138.26	
		Usage & S/C 29/1/20 - 27/3/20 Post Office	573.16	
		Service Charge 29/1/20 - 27/3/20 Unit 4 Grangarin	60.96	
16705	23/04/2020	TELSTRA CORPORATION		690.49
		Usage & S/C 28/2/20 - 27/3/20 Mobiles, Ipads & Internet	690.49	
16706	23/04/2020	SHIRE OF NUNGARIN		414.20
		12 Months Rego Renewal 0NA, Recording Fee	414.20	
16707	23/04/2020	SYNERGY		872.23
		Usage & S/C 19/3/20 - 15/4/20 Rec Centre	872.23	
16708	23/04/2020	WATER CORPORATION		425.91
		Standpipe Usage 31/1/20 - 1/4/20 Koorda-Southern Cross Rd	425.91	
16709	30/04/2020	KLEENHEAT GAS		79.20
		Yearly Cylinder Service Charge - Mangowine	79.20	
16710	30/04/2020	TELSTRA CORPORATION		206.44
		Usage & S/C 11/3/20 - 10/4/20 Mangowine	206.44	
DD7546.1	01/04/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN		2,944.18
DD7546.2	01/04/2020	BT Super for Life		63.19
DD7546.3	01/04/2020	AUSTRALIAN SUPER ADMINISTRATION		347.99
DD7566.1	15/04/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN		2,705.63
DD7566.2	15/04/2020	BT Super for Life		58.50
DD7566.3	15/04/2020	AUSTRALIAN SUPER ADMINISTRATION		206.03
DD7568.1	15/04/2020	Woolworths Limited		145.00
		Refreshments - Skeleton Weed Meeting	145.00	
DD7597.1	29/04/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN		2,338.45
DD7597.2	29/04/2020	BT Super for Life	70.21	
DD7597.3	29/04/2020	AUSTRALIAN SUPER ADMINISTRATION		211.16

SHIRE OF NUNGARIN - MUNICIPAL

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
DD7597.4	29/04/2020	MLC Super Fund		79.57

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	133,256.31
TOTAL		133,256.31



8.5.5 MONTHLY FINANCIAL REPORT – APRIL 2020

DISTRIBUTED UNDER SEPARATE COVER