

SHIRE OF NUNGARIN



ORDINARY MEETING OF COUNCIL AGENDA

HELD ON THE

18th December 2019

3:00 PM



SHIRE OF NUNGARIN

NOTICE OF MEETING

Dear Councillor

It is advised that the **COUNCIL MEETING** will be held in the Council Chamber of the **Shire of Nungarin**, Railway Avenue, Nungarin, on **Wednesday 18 December 2019**, commencing at 3:00 pm.

MEETING AGENDA ATTACHED

Yours faithfully

Mr Adam Majid
CHIEF EXECUTIVE OFFICER

12 December 2019

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Shire of Nungarin

TABLE OF CONTENTS

18 December 2019

| ITEM | SUBJECT HEADING | PAGE |
|-------------|---|-------------|
| | NOTICE OF MEETING | |
| 1. | DECLARATION OF OFFICIAL OPENING..... | 4 |
| 2. | RECORDING OF ATTENDANCE, APOLOGIES & LEAVES OF ABSENCE | 4 |
| 2.1 | ATTENDANCE..... | 4 |
| 2.2 | APOLOGIES..... | 5 |
| 2.3 | LEAVES OF ABSENCE..... | 5 |
| 2.4 | NEW REQUESTS FOR LEAVES OF ABSENCE..... | 5 |
| 3. | DELEGATIONS & PETITIONS | 5 |
| 3.1 | DELEGATIONS | 5 |
| 3.2 | PETITIONS | 5 |
| 4. | PUBLIC QUESTION TIME..... | 5 |
| 4.1 | RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE..... | 5 |
| 4.2 | QUESTIONS FROM MEMBERS OF THE PUBLIC..... | 6 |
| 5. | DECLARATIONS OF INTEREST..... | 6 |
| 5.1 | FINANCIAL & PROXIMITY INTERESTS | 6 |
| 5.2 | DISCLOSURES OF INTEREST THAT MAY CAUSE A CONFLICT | 6 |
| 6. | ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) | 6 |
| 7. | CONFIRMATION OF COUNCIL MINUTES AND RECEIVING OF MINUTES..... | 6 |
| 7.1 | ORDINARY COUNCIL MEETING 20 NOVEMBER 2019..... | 6 |
| 7.2 | MINUTES OF NEWROC COUNCIL MEETING 10 DECEMBER 2019 | 7 |
| 7.3 | MINUTES OF GECZ MEETING 28 NOVEMBER 2019 | 7 |
| 8. | CHIEF EXECUTIVE OFFICER REPORTS..... | 8 |
| 8.1 | URBAN PLANNING..... | 8 |
| 8.2 | INFRASTRUCTURE | 9 |
| 8.3 | COMMUNITY DEVELOPMENT | 15 |
| 8.4 | MANAGEMENT / GOVERNANCE / POLICY | 16 |
| 8.5 | CORPORATE | 34 |
| 9. | DELEGATES REPORTS | 43 |
| 10. | NEW BUSINESS OF AN URGENT NATURE | 43 |
| 11. | MOTIONS ON NOTICE..... | 43 |
| 12. | CONFIDENTIAL ITEMS OF BUSINESS..... | 43 |
| 13. | CLOSURE..... | 43 |



SHIRE OF NUNGARIN

Council Meeting Agenda

18 December 2019

1. DECLARATION OF OFFICIAL OPENING

Council recognises that it is permissible to record the Shire's Council and Forum Meetings in the written, sound, vision medium (or any combination of the mediums) when open to the public, however, people who intend to record meetings are requested to inform the Presiding Member of their intention to do so.

The Presiding Member will cause the Affirmation of Civic Duty and Responsibility to be read aloud by a Councillor.

Affirmation of Civic Duty and Responsibility

I make this Affirmation in good faith on behalf of Councillors and Officers of the Shire of Nungarin. We collectively declare that we will duly, faithfully, honestly, and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgment and ability.

Acknowledgement of Traditional Custodians

We wish to acknowledge the Traditional Custodians of the land we are meeting on, the Njaki Njaki Nyoongar people, and recognise the contributions of Elders past, present and future.

2. RECORDING OF ATTENDANCE, APOLOGIES & LEAVES OF ABSENCE

2.1 ATTENDANCE

| | |
|----------------------------|-----------------|
| Shire President | Cr P de Lacy |
| Deputy Shire President | Cr G Coumbe |
| Elected Member | Cr RE O'Connell |
| Elected Member | Cr K Dayman |
| Elected Member | Cr J Davis |
| Elected Member | Cr W Lee |
| Elected Member | Cr R Mizia |
| Chief Executive Officer | Mr A Majid |
| Manager Works and Services | Mr A Richardson |

2.2 APOLOGIES

Nil

2.3 LEAVES OF ABSENCE

Record Councillor Leaves of Absence where previously endorsed for this meeting.

2.4 NEW REQUESTS FOR LEAVES OF ABSENCE

3. DELEGATIONS & PETITIONS

3.1 DELEGATIONS

Nil

3.2 PETITIONS

Nil

4. PUBLIC QUESTION TIME

Rules for Council Meeting Public Question Time

- (a) *Public Question Time provides the public with an opportunity to put questions to the Council. Questions should only relate to the business of the Council and should not be a statement or personal opinion.*
- (b) *During the Council meeting, after Public Question Time no member of the public may interrupt the meeting's proceedings or enter into conversation.*
- (c) *Whenever possible, questions should be submitted in writing at least 48 hours prior to the start of the meeting.*
- (d) *All questions should be directed to the President and only questions relating to matters affecting Council may be answered at an Ordinary meeting, and at a Special meeting only questions that relate to the purpose of the meeting may be answered. Questions may be taken on notice and responded to after the meeting, at the discretion of the President.*
- (e) *The person presiding will control Public Question Time and ensure that each person wishing to ask a question should state his or her name and address before asking the question. If the question relates to an item on the agenda, the item number should also be stated. In general, persons seeking to ask a question will be given 2 minutes within which to address their question to the Council. The person presiding may shorten or lengthen this time in their discretion.*

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4.2 QUESTIONS FROM MEMBERS OF THE PUBLIC

5. DECLARATIONS OF INTEREST

Councillors / Staff are reminded of the requirements of section 5.65 of the Local Government Act 1995, to disclose any interest during the meeting when the matter is discussed, and also of the requirement to disclose an interest affecting impartiality under the Shire's Code of Conduct.

Councillors / staff are required to submit declarations of interest in writing on the prescribed form.

5.1 FINANCIAL & PROXIMITY INTERESTS

A declaration under this section 5.60 of the Act requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

Other members may allow participation of the declarant if the member further discloses the extent of the interest and the other members decide that the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

5.2 DISCLOSURES OF INTEREST THAT MAY CAUSE A CONFLICT

Councillors and staff are required (Code of Conduct), in addition to declaring any financial interest, to declare any interest that might cause a conflict. The member / employee is also encouraged to disclose the nature of the interest. The member / employee must consider the nature and extent of the interest and whether it will affect their impartiality. If the member / employee declares that their impartiality will not be affected then they may participate in the decision making process.

6. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Written announcements by the Presiding Member or important forthcoming functions to be tabled at this point. The Presiding Member may, at their discretion, wish to make verbal announcements.

OFFICER RECOMMENDATION/S – ITEM NO 6

That the President's report be received.

7. CONFIRMATION OF COUNCIL MINUTES AND RECEIVING OF MINUTES

7.1 ORDINARY COUNCIL MEETING 20 NOVEMBER 2019

OFFICER RECOMMENDATION/S – ITEM NO 7.1

That the Minutes of the Ordinary Meeting, of the Shire of Nungarin held on 20 November 2019 in Council Chambers be confirmed.

7.2 MINUTES OF NEWROC COUNCIL MEETING 10 DECEMBER 2019

OFFICER RECOMMENDATION/S – ITEM NO 7.2

That the Minutes of the NEWROC Council meeting held on 10 December 2019 be received.

7.3 MINUTES OF GECZ MEETING 28 NOVEMBER 2019

OFFICER RECOMMENDATION/S – ITEM NO 7.2

That the Minutes of the Great Eastern Country Zone held on 28 November 2019 be received.

8. CHIEF EXECUTIVE OFFICER REPORTS

8.1 URBAN PLANNING

Nil

8.2 INFRASTRUCTURE

8.2.1 Works and Services Report

INFRASTRUCTURE

ATTACHMENT DETAILS

| <u>Attachment No</u> | <u>Details</u> |
|----------------------|----------------|
| Nil | |

| | | |
|----------------------------|---|----------------------------|
| Voting Requirement | : | Simple Majority |
| Subject Index | : | N/A |
| Location / Property Index | : | N/A |
| Application Index | : | N/A |
| Land Use | : | N/A |
| Lot Area | : | N/A |
| Disclosure of any Interest | : | Nil |
| Previous Items | : | All Council Meetings |
| Applicant | : | N/A |
| Owner | : | N/A |
| Responsible Officer | : | Manager Works and Services |

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

For Council to receive the Manager Works and Services report.

SUMMARY AND KEY ISSUES

- Road counter is currently on Nungarin North Road and the other road counter is on Quanta Cutting Weira Road.
- Maintenance on machines is continuing as required with servicing and repairing.
- Graders have been grading on Chandler Merredin Road, Devlin Road, Lake Brown South Road, Stock Road, and Chandler Nungarin Road.
- Works at the refuse site is ongoing with the metal area being covered with fill to make a safe tipping area with clean metal.

LOCATION

N/A

BACKGROUND

N/A

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

There are no specific statutory requirements in respect to this matter.

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Refer to summary and key issues above.

OFFICER RECOMMENDATION/S – ITEM NO 8.2.1

That the Manager Works and Services report be received

8.2.2 Recreation Grounds

INFRASTRUCTURE

ATTACHMENT DETAILS

| <u>Attachment No</u> | <u>Details</u> |
|----------------------|----------------|
| Nil | |

| | | |
|----------------------------|---|-------------------------|
| Voting Requirement | : | Simple Majority |
| Subject Index | : | Parks and Gardens |
| Location / Property Index | : | Various |
| Application Index | : | N/A |
| Land Use | : | Parks and Gardens |
| Lot Area | : | N/A |
| Disclosure of any Interest | : | Nil |
| Previous Items | : | All Council Meetings |
| Applicant | : | N/A |
| Owner | : | N/A |
| Responsible Officer | : | Chief Executive Officer |

COUNCIL ROLE

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PURPOSE OF REPORT

For Council to receive Recreation Grounds status report.

SUMMARY AND KEY ISSUES

See officer's comments.

LOCATION

All Recreation grounds

BACKGROUND

Council has traditionally asked for status reports concerning Recreation Grounds and Gardens generally and this report is provided accordingly.

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

There are no specific statutory requirements in respect to this matter.

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Oval:

Reticulation testing was undertaken including the identification of all solenoids on the oval. Generally, the system is lacking as a result from the initial install and ongoing patch work done to the system. An upgrade will certainly be required to improve the overall effectiveness and ensure adequate provision of playing surfaces into the future.

A number of sprinklers have been identified for replacement and these will be ordered and replaced accordingly.

Fertilisers identified as part of the January nutrition program have been ordered so that application can take place on time throughout January in line with the consultant's recommendations.

Cricket Pitch:

Continues to present well and will receive the recommended fertilisers and nutrition as recommended during January.

Tennis Courts:

The playing surfaces continue to present well and will receive the recommended fertilisers and nutrition as recommended in January. This will continue to promote healthy growth and retain firmness.

Reticulation maintenance has also been undertaken in line with the oval.

Hockey Ground:

Reverts back to care and maintenance for the summer period.

Bowling green:

Attended to as required to treat weeds etc.

General:

Lawns continue to present well with adequate reticulation being undertaken.

OFFICER RECOMMENDATION/S – ITEM NO 8.2.2

That the Recreation Grounds status report be received.

8.3 COMMUNITY DEVELOPMENT

Nil

8.4 MANAGEMENT / GOVERNANCE / POLICY

8.4.1 CEACA - VERSO Report and Commitment Generally

MANAGEMENT/GOVERNANCE/POLICY

ATTACHMENT DETAILS

| <u>Attachment No</u> | <u>Details</u> |
|----------------------|---|
| Attachment 1 | VERSO Report – Distributed under separate cover |

| | | |
|----------------------------|---|-------------------------------------|
| Voting Requirement | : | Absolute Majority/Simple Majority |
| Subject Index | : | File Ref & File Title |
| Location / Property Index | : | Property Address |
| Application Index | : | Application File Reference or N/A |
| Land Use | : | Dwelling |
| Lot Area | : | M2 |
| Disclosure of any Interest | : | Declare any officer interest |
| Previous Items | : | Item No. & Date of Previous Meeting |
| Applicant | : | Name Of Applicant |
| Owner | : | Name of Owner |
| Responsible Officer | : | Name of Officer |

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
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PURPOSE OF REPORT

For Council to consider its ongoing commitment to CEACA in addition to considering the VERSO report regarding the provisions of aged care solutions.

SUMMARY AND KEY ISSUES

- CEACA was established from the need to address ageing in-situ within our communities
- The first part of the CEACA program was to develop housing to accommodate the ageing
- 71 dwellings have now been completed
- As part of the establishment of CEACA, a report was prepared by VERSO identifying future options to provide care packages within the member Council's
- CEACA is now seeking to understand the level of commitment from each member Council with regards to progressing the VERSO report.

LOCATION

N/A

BACKGROUND

During a Wheatbelt forum Aged Care was discussed and as a result eleven (11) Local Governments, Wheatbelt Development Commission and Regional Development Australia agreed to form an alliance with the view to provide a needs study and solutions to the issues surrounding Aged Care within the Central Wheatbelt with each Council contributing \$5,000 to undertake this work.

Out of this alliance a report was compiled to identify solutions for the gaps and issues pertaining to the region being the Central East Aged Care Regional Solutions as listed below:

CENTRAL EAST AGED CARE REGIONAL SOLUTION/S (CEACRS)

Developed by Wheatbelt Development Commission

Aged Care was identified as a regional priority for Local Governments in a series of Wheatbelt forums for the development of the Towards a Wheatbelt Infrastructure Plan (2010/11/12). As a result of the regional forums, the Wheatbelt Development Commission (WDC) has been working closely with Regional Development Australia: Wheatbelt (RDAW), and 11 Wheatbelt Local Governments who committed to working towards improving aged care services, infrastructure and governance structures in their respective areas.

The 11 LGAs, the WDC and RDAW formed an alliance in February 2012 known as the Central East Aged Care Alliance, to address the issues affecting Aged Care in the Central Eastern Wheatbelt. Recognising the importance of undertaking this planning from a community perspective, each LGA invested \$5,000 towards the project. This was supplemented by cash and in kind support from WDC and in kind support from RDAW.

In March 2012 RDAW advertised a tender to employ a consultant to undertake the Central East Aged Care Regional Solution/s (CEACRS) project. Melbourne based consulting firm Verso was awarded the tender and commenced work on the project in April 2012.

WHO'S INVOLVED IN THE CENTRAL EAST AGED CARE ALLIANCE (CEACA)?

The CEACA is a partnership between the 11 LGAs which consist of the Shires of Bruce Rock, Kellerberrin, Koorda, Merredin, Mount Marshall, Mukinbudin, Nungarin, Yilgarn, Trayning, Westonia, Wyalkatchem, the WDC and RDAW.

After the scope of the project had been finalised by the CEACA, it was agreed that several other key stakeholders should be invited to attend future meetings as observers. These included:

- Southern Inland Health Initiative - Tim Shackleton – Community Engagement Officer
- Medicare Local - Michelle McClure – Wheatbelt Area Manager
- Western Australia Country Health Services Wheatbelt - Caroline Langston – Regional Director.

THE PROCESS

The Wheatbelt Central East Aged Care Regional Solution/s (CEACRS) has been a proactive process that aimed to:

1. Identify aged care service, accommodation and governance models for a highly dispersed regional/rural population setting;
2. Build on the assets that exist in communities;
3. Provide solutions that guide sound investment in SIHI, especially Stream 2b Primary Health Care Program, Stream 3 – Primary Health Demonstration Site Program, and Stream 6 – Residential Aged and Dementia Investment Program
4. Identify services that enable locals to age 'in place' as outlined in the new National Aged Care Package Reform.

The Alliance adopted eight guiding principles for the CEACRS:

- Principal 1- The Importance of Place
- Principal 2- Community Life
- Principal 3- Community sense of ownership
- Principal 4- Focus on the Person
- Principal 5- Choice
- Principal 6- Equitable access
- Principal 7- Practicality
- Principal 8- Viability

These principals were a key focus while developing the CEACRS and undertaking the following elements of the project:

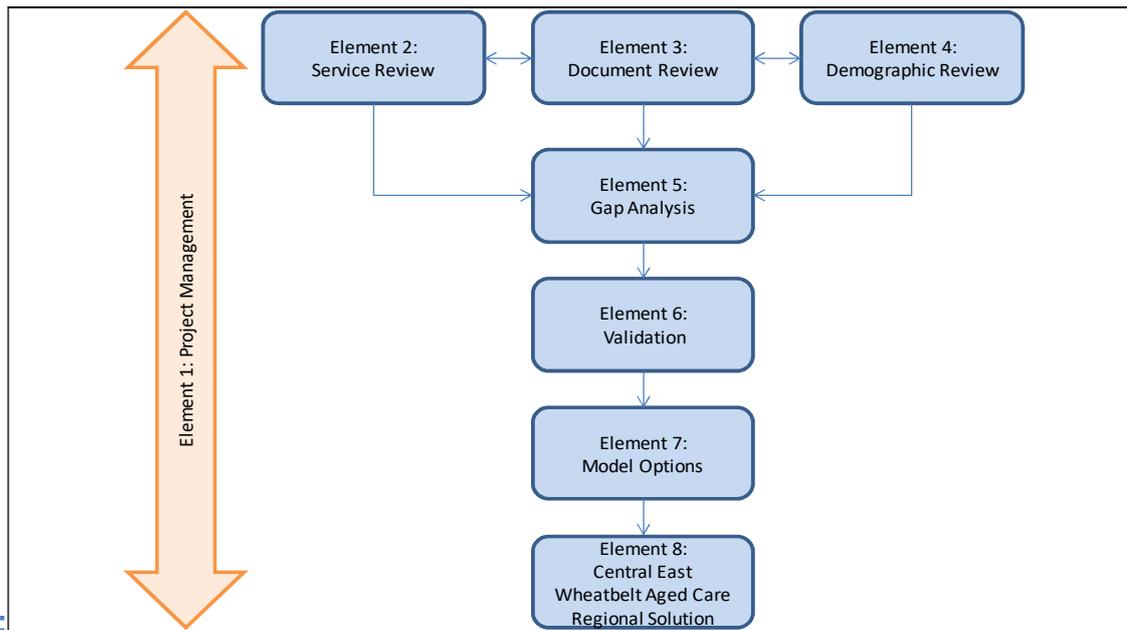


Figure 1:

The planning process has heavily involved each community with sharing of existing local publications and documentation as well as clarification of desktop analysis compared to actual service delivery. A total of 14 community consultations were conducted across the 11 LGA's involved in the CEACA, involving nearly 200 participants.

Forming part of the gap analysis and validation elements of the project, the community consultations provided the opportunity to validate Verso's statistical findings at a ground level. Members of the community, health and aged care providers as well as Shire representatives were invited to attend the sessions.

With the completion of elements 2-6 each LGA has been provided with a Needs Study report specific to their individual Shire as well as a Central East Needs Study for the sub region. The Needs Studies include demographic characteristics of the CEACA LGAs, the emerging policy context, the findings from community forums and consultations, aged care services levels, planning & analysis of aged care levels and aged care solutions from literature collected.

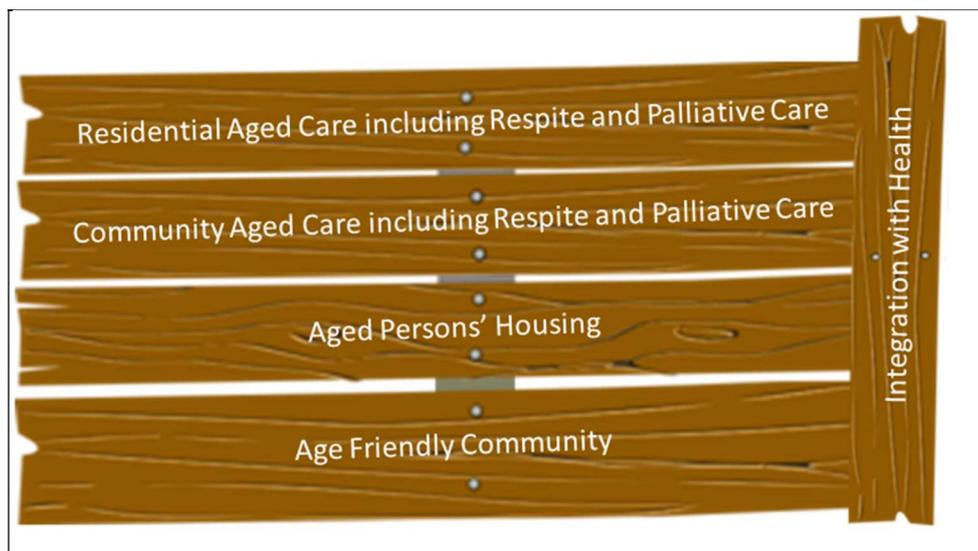
The final element, element 8, saw the development of the Central East Aged Care Regional Solution/s Report which outlines the context of the project, the findings and implications, the recommendations and action plan.

RECOMMENDATIONS

The Central East Aged Care Regional Solution provides a clear direction to develop and implement infrastructure and service level solutions to address the urgent need for aged care accommodation, services and facilities in the Central Eastern Wheatbelt.

The Model (Figure 2) consists of the following elements required to deliver an integrated solution:

Figure 2



Aged Friendly Community is the main responsibility of LGAs in auditing and ensuring their community has addressed all the elements required to achieve an Aged Friendly Community. This includes making sure structures and services are accessible to and inclusive of older people with varying needs and capabilities such as;

- Walking and Cycling Routes
- Streets
- Local Destinations
- Open Space
- Public and Other Transport
- Supporting Infrastructure
- Fostering Community Spirit
- Strategy

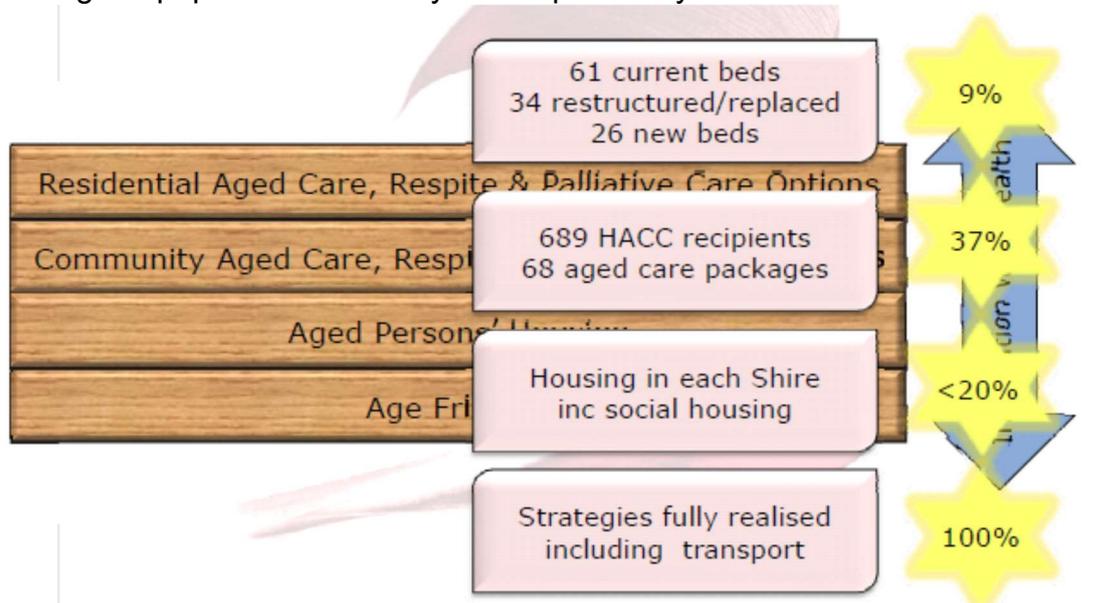
Aged Persons' Housing is seen as a coordinated responsibility of the CEACA, LGAs and potential housing providers to see how current stock meets requirements, the development of a coordinated approach to common development, ownership, design and integration. However land and capital needs are seen as a primary concern for LGAs, with the possible assistance of funding from peak bodies.

Community Aged Care including Respite and Palliative Care has been identified as the responsibility of health care funders and providers such as Department of Health and Ageing (DoHA), WA Country Health Service (WACHS), HACC and other Aged Care providers. Community Aged Care is a relatively new concept to communities in the Central East but is one that will become more prominent in the future with policy changes around the sector. This element is seen as a longer term project and not something that will be addressed in the short term; however it will require a strong advocacy role from the CEACA and LGAs.

Residential Aged Care including Respite and Palliative Care has also been considered as a longer term strategy, with the main responsibility residing with DoHA, WACHS and other Aged Care providers. Again, this element will require a strong advocacy role from the CEACA and LGAs.

Figure 2 presents a clear picture of the strategies and the importance they will play in communities in relation to the rate older community members will be impacted, if the CEACRS is implemented correctly.

The pale boxes identify current and future needs, and the yellow stars indicate the percentage of population over 75 years impacted by this element of the model.



WHERE TO FROM HERE?

- Step 1: It has been recommended that the Central East Aged Care Alliance continue to operate to ensure the successful implementation of the Central East Aged Care Regional Solution/s.
- Step 2: All Shire Councils of the Central East Aged Care Alliance to formally adopt the CEACRS and Needs Studies relating to the sub region and their individual Shires.
- Step 3: The boards of WDC and RDAW formally accept the reports.
- Step 4: The CEACA sends the reports to the following stakeholders and requests a formal response. DoHA, WACHS, HACC, Department of Housing
- Step 5: WDC and RDAW coordinate responses from the above key stakeholders on behalf of the CEACA.
- Step 6: The CEACRS is publicly released with a launch, political presentations to all parties and awareness of the report recommendations through such things as presentations at conferences.

RECOMMENDATIONS FOR LOCAL GOVERNMENTS

1. That the six steps for adoption and implementation of the two CEACA Reports be endorsed; and specifically:
2. That Council adopt the CEACA Needs Study and Central East Wheatbelt Aged Support and Care Regional Solution/s Reports.
3. Each of the CEACA Councils make provision of up to \$5000 in their 2013/14 budgets to fund ongoing advocacy and research in order to implement the recommendations of the CEACRS Report.
4. That endorsement of the Report is sought from the respective ROC's with a view to seeking funding to implement the recommendations of the CEACS Report on a

regional basis.

CONSULTATION

This was discussed as an item of business at CEACA and individual Councils are now requested to consider their commitment and the like.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

There are no specific statutory requirements in respect to this matter.

FINANCIAL IMPLICATIONS

Should Council's wish to progress with the continuation of CEACA researching and progressing the other platforms and solutions through the VERSO report it is suggested in the first year to leave the current \$20,000 levy as is.

This is to ensure funds are available to undertake work and progress forward, however should the funds exceed the requirements going forward the opportunity is then to review this and possibly reduce the fee going forward.

Should member Councils not wish to progress the VERSO report there is no figure provided as an Annual Fee for being a member of CEACA at this point in time. This discussion will take place after Council have reviewed this item and made a definite position on where they see themselves progressing.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

The CEACA Councils adopted the recommendations listed above and worked together to progress the Aged Persons Housing platform as this was seen the easiest platform that Local Government had the capacity to influence.

CEACA is now in a position wherein it has completed the construction of seventy one (71) units within the eleven (11) Councils being located at;

| Locality | Local Government | Number of Units |
|-----------------|-------------------------|------------------------|
| Bruce Rock | Bruce Rock | 8 |
| Kellerberrin | Kellerberrin | 13 |
| Koorda | Koorda | 4 |
| Merredin | Merredin | 27 |
| Bencubbin | Mount Marshall | 1 |
| Beacon | Mount Marshall | 2 |
| Nungarin | Nungarin | 2 |
| Mukinbudin | Mukinbudin | 4 |
| Kununoppin | Trayning | 2 |
| Westonia | Westonia | 2 |
| Wyalkatchem | Wyalkatchem | 4 |
| Yilgarn | Yilgarn | 2 |
| TOTAL | TOTAL | 71 |

In the construction of new Independent Living Units and retaining/attracting aged members to our communities there are additional requirements on the community to ensure these members are cared for appropriately. This may include Community Care Packages, access to transport, hospital, doctor and ambulance services and possibly Residential Care all of which are platforms of the VERSO report that haven't been researched nor explored for improvement by CEACA.

It has been requested by CEACA that each individual Council as a member review the VERSO report to familiarise themselves with the recommendations.

From the report and the abovementioned information consider Councils appetite to progress researching/actioning the platforms of the report through the CEACA or if Council want to progress this individually through their own communities and Councils.

It is always viewed by both State and Federal Governments that a Regional solution is always seen in a positive light rather than individual piecemeal approaches, however this is a decision of each Council.

OFFICER RECOMMENDATION/S – ITEM NO 8.4.1

Option 1:

That Council commits to CEACA's progression of the VERSO report to review:

- i. Community Care Packages**
- ii. Transport**
- iii. Residential Aged Care**

Subject to CEACA confirming the ongoing monetary contributions required from each member Council and such contribution being approved in the 2020/21 Annual Budget accordingly.

Option 2:

That Council declines the opportunity to progress the VERSO report however remains a member of CEACA.

Option 3:

That Council declines the opportunity to progress the VERSO report and wishes to withdraw from CEACA.

8.4.2 Request to Host Kununoppin & Districts Hospital Auxiliary Fete

MANAGEMENT/GOVERNANCE/POLICY

ATTACHMENT DETAILS

| <u>Attachment No</u> | <u>Details</u> |
|----------------------|-------------------|
| Attachment 1 | Letter of Request |

| | | |
|----------------------------|---|---|
| Voting Requirement | : | Simple Majority |
| Subject Index | : | N/A |
| Location / Property Index | : | N/A |
| Application Index | : | N/A |
| Land Use | : | N/A |
| Lot Area | : | N/A |
| Disclosure of any Interest | : | Nil |
| Previous Items | : | None known |
| Applicant | : | Kununoppin and Districts Hospital Auxiliary |
| Owner | : | N/A |
| Responsible Officer | : | Chief Executive Officer |

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

For Council to consider making available the Nungarin Community Recreation Centre for the 2020 hospital auxiliary fete.

SUMMARY AND KEY ISSUES

- A written request has been made for the Kununoppin and Districts Hospital Auxiliary to host the 2020 fete at the Nungarin Community Recreation Centre
- While not detailed in the letter, it is assumed that it would imply fee free use of Shire facilities in addition to other in-kind funding

LOCATION

Nungarin Community Recreation Centre

BACKGROUND

The Kununoppin and Districts Hospital Auxiliary hold an annual fete in a town located within the hospitals district.

For the 2020 fete, it has been requested to hold it in Nungarin and hence a request has been made for the use of the Nungarin Community Recreation Centre.

While the written request has not indicated the waiving of fees, it can only be assumed that this is implied as part of being the host town.

There is mention that marquees would be erected and that these would be done by staff from Mukinbudin. This would obviously require clarification closer to the event.

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

There are no specific statutory requirements in respect to this matter.

FINANCIAL IMPLICATIONS

If Council was to support the request, it would be implied that there would be a waiver on the hire fees of the facility.

Based on the 2019/20 fees and charges, this would equate to a total of \$394. This would alter where there are any price changes as part of the 2020/21 budget.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

As the Shire is part of the Kununoppin hospital district, it is expected that it would be afforded the opportunity to host the fete as part of the rotation amongst the towns in the hospital district.

Having the fete in Nungarin would further promote the town and attract visitors which could provide value added benefits to other local businesses and community groups/facilities.

OFFICER RECOMMENDATION/S – ITEM NO 8.4.2

That Council:

- 1. Advises the Kununoppin and Districts Hospital Auxiliary that it supports the hosting of the October 2020 annual fete at the Nungarin Community Recreation Centre; and**
- 2. Authorises the Chief Executive Officer to waive any fees associated with the hire of the Nungarin Community Recreation Centre venue.**

8.4.3 Appointment of Acting CEO

MANAGEMENT/GOVERNANCE/POLICY

ATTACHMENT DETAILS

| <u>Attachment No</u> | <u>Details</u> |
|----------------------|----------------|
| Nil | |

| | | |
|----------------------------|---|-------------------------|
| Voting Requirement | : | Absolute Majority |
| Subject Index | : | 41050 |
| Location / Property Index | : | N/A |
| Application Index | : | N/A |
| Land Use | : | N/A |
| Lot Area | : | N/A |
| Disclosure of any Interest | : | Nil |
| Previous Items | : | N/A |
| Applicant | : | N/A |
| Owner | : | N/A |
| Responsible Officer | : | Chief Executive Officer |

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

As the Chief Executive Officer has requested leave, Council is required to appoint an Acting Chief Executive Officer.

SUMMARY AND KEY ISSUES

- Local governments are required to employ a CEO
- During periods of leave, Council is required to appoint an Acting CEO

LOCATION

N/A

BACKGROUND

The CEO has requested leave from Wednesday 29 January 2020 and returning to work on Thursday 6 February 2020 being a period of leave of six (6) working days and a weekend.

CONSULTATION

Shire President

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

Section 5.36 of the Local Government Act 1995

FINANCIAL IMPLICATIONS

An Acting CEO will need to be paid higher duties.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

As the CEO plans to take leave for a period of six working days and a weekend, there is a requirement for Council to appoint an Acting CEO.

OFFICER RECOMMENDATION/S – ITEM NO 8.4.3

- 1. That pursuant to section 5.36, Council appoints Mr Alex Richardson as Acting Chief Executive Officer for the period of 29 January 2020 to 5 February 2020 (inclusive);**
- 2. Is satisfied that the person above is suitably qualified to undertake the role of Acting Chief Executive Officer for that period of time above; and**
- 3. Pays the person in 1 above higher duties being the cash component only of the Shire's appointed Chief Executive Officer.**

8.4.4 Council Meeting Dates for 2020

MANAGEMENT/GOVERNANCE/POLICY

ATTACHMENT DETAILS

| <u>Attachment No</u> | <u>Details</u> |
|----------------------|----------------|
| Nil | |

| | | |
|----------------------------|---|-------------------------|
| Voting Requirement | : | Simple Majority |
| Subject Index | : | N/A |
| Location / Property Index | : | N/A |
| Application Index | : | N/A |
| Land Use | : | N/A |
| Lot Area | : | N/A |
| Disclosure of any Interest | : | Nil |
| Previous Items | : | Not Known |
| Applicant | : | N/A |
| Owner | : | N/A |
| Responsible Officer | : | Chief Executive Officer |

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

Council is required to determine its meeting dates in advance for the coming calendar year of 2020.

SUMMARY AND KEY ISSUES

- Local governments are to provide public notice of the date and time of Ordinary Council meetings.

LOCATION

N/A

BACKGROUND

Council meetings have traditionally been held on the third Wednesday of each month excluding January.

It is proposed that the status quo remains.

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

Pursuant to Regulation 12 of the Local Government (Administration) Regulations 1996, local governments are required to give public notice of the date and time of all ordinary council meetings to be held in the 12 month period.

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

It is proposed that ordinary meetings are held on the Third Wednesday of each month excluding January and that the meetings are held in Council Chambers commencing at 3pm.

OFFICER RECOMMENDATION/S – ITEM NO 8.4.4

That Council:

- 1. Determines that the Ordinary Council meeting dates for 2020 be the third Wednesday of each month, excluding January, commencing at 3pm in Council Chambers and those dates being be as follows:**
 - **19 February 2020**
 - **18 March 2020**
 - **15 April 2020**
 - **20 May 2020**
 - **17 June 2020**
 - **15 July 2020**
 - **19 August 2020**
 - **16 September 2020**
 - **21 October 2020**
 - **18 November 2020**
 - **16 December 2020**
- 2. Requests the Chief Executive Officer to advertise the above dates accordingly.**

8.5 CORPORATE

8.5.1 Investments Report as at 30 November 2019

CORPORATE

ATTACHMENT DETAILS

| <u>Attachment No</u> | <u>Details</u> |
|----------------------|----------------|
| Nil | |

| | | |
|----------------------------|---|-------------------------|
| Voting Requirement | : | Simple Majority |
| Subject Index | : | N/A |
| Location / Property Index | : | N/A |
| Application Index | : | N/A |
| Land Use | : | N/A |
| Lot Area | : | N/A |
| Disclosure of any Interest | : | Nil |
| Previous Items | : | Nil |
| Applicant | : | N/A |
| Owner | : | N/A |
| Responsible Officer | : | Chief Executive Officer |

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
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- Review** *When Council reviews decisions made by Officers.*
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PURPOSE OF REPORT

For Council to receive the investment Report as at 30 November 2019.

SUMMARY AND KEY ISSUES

- The Investment Report is presented for Council to receive.

LOCATION

N/A

BACKGROUND

Money held in the Municipal Fund of the Shire of Nungarin that is not required for the time being may be invested under the Trustee Act 1962 Part III.

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

Council Policy 3.07 applies to the investment of surplus funds.

STATUTORY IMPLICATIONS

Local Government Act 1995

6.14. Power to invest

- (1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the *Trustees Act 1962* Part III.
- (2A) A local government is to comply with the regulations when investing money referred to in subsection (1).
- (2) Regulations in relation to investments by local governments may —
 - (a) make provision in respect of the investment of money referred to in subsection (1); and
 - [(b) *deleted*]
 - (c) prescribe circumstances in which a local government is required to invest money held by it; and
 - (d) provide for the application of investment earnings; and
 - (e) generally provide for the management of those investments.

Local Government (Financial Management) Regulations 1996

19. Investments, control procedures for

- (1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.
- (2) The control procedures are to enable the identification of —
 - (a) the nature and location of all investments; and
 - (b) the transactions related to each investment.

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

- (1) In this regulation —

authorised institution means —

- (a) an authorised deposit-taking institution as defined in the *Banking Act 1959 (Commonwealth)* section 5; or
- (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

foreign currency means a currency except the currency of Australia.

- (2) When investing money under section 6.14(1), a local government may not do any of the following —
 - (a) deposit with an institution except an authorised institution;
 - (b) deposit for a fixed term of more than 12 months;
 - (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
 - (d) invest in bonds with a term to maturity of more than 3 years;
 - (e) invest in a foreign currency.

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

The worksheet below details the investments held by the Shire as at 30 November 2019:

| SHIRE OF NUNGARIN INVESTMENTS AS AT 30 NOVEMBER 2019 | | | | | | | | |
|--|-------------------|-----------------|------------|---------|---------------------|------------------|---------------|-----------------------|
| INSTITUTION | SHORT TERM RATING | INVESTMENT TYPE | ACCOUNT N° | TERM | DATE OF TRANSACTION | DATE OF MATURITY | INTEREST RATE | PRINCIPAL |
| MUNICIPAL FUND | | | | | | | | |
| CBA | N/A | Operating A/C | 12481074 | Ongoing | N/A | N/A | Variable | \$1,116,279.33 |
| TOTAL | | | | | | | | \$1,116,279.33 |

| SHIRE OF NUNGARIN INVESTMENTS AS AT 30 NOVEMBER 2019 | | | | | | | | |
|--|-------------------|-----------------------------|------------|---------|---------------------|------------------|---------------|---------------------|
| INSTITUTION | SHORT TERM RATING | INVESTMENT TYPE | ACCOUNT N° | TERM | DATE OF TRANSACTION | DATE OF MATURITY | INTEREST RATE | PRINCIPAL |
| RESERVE FUNDS | | | | | | | | |
| CBA | N/A | Interest Bearing Cheque A/C | 12481082 | Ongoing | N/A | N/A | Variable | \$502,660.22 |
| TOTAL | | | | | | | | \$502,660.22 |
| TRUST | | | | | | | | |
| CBA | N/A | Trust a/c | 12481090 | Ongoing | N/A | N/A | Variable | \$7,641.76 |
| TOTAL | | | | | | | | \$7,641.76 |

| INVESTMENT REGISTER | | | | | | |
|-------------------------------------|------------------|---------------|-----------------|------------------------------|----------------------|----------------------------|
| 1 NOVEMBER 2019 TO 30 NOVEMBER 2019 | | | | | | |
| COMMONWEALTH BANK | | | | | | |
| ACCOUNT N° | DATE OF MATURITY | INTEREST RATE | OPENING BALANCE | INTEREST EARNT TO 31.10.2019 | INVESTMENT TRANSFERS | CLOSING BALANCE 30.09.2019 |
| 38132004 | N/A | N/A | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

OFFICER RECOMMENDATION/S – ITEM NO 8.5.1

That the Investment Report as at 30 November 2019 be received.

8.5.2 Accounts for Payment - November 2019

CORPORATE

ATTACHMENT DETAILS

| <u>Attachment No</u> | <u>Details</u> |
|----------------------|-------------------------------|
| Attachment 1 | Accounts Paid – November 2019 |

| | | |
|----------------------------|---|-------------------------|
| Voting Requirement | : | Simple Majority |
| Subject Index | : | Finance |
| Location / Property Index | : | N/A |
| Application Index | : | N/A |
| Land Use | : | N/A |
| Lot Area | : | N/A |
| Disclosure of any Interest | : | Nil |
| Previous Items | : | All Council Meetings |
| Applicant | : | N/A |
| Owner | : | N/A |
| Responsible Officer | : | Chief Executive Officer |

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

That Council receives and note the payment of accounts for the month of November 2019.

SUMMARY AND KEY ISSUES

All payments relate to normal operational matters for the Shire.

LOCATION

N/A

BACKGROUND

Attachment 1 details all accounts paid since the last reporting period.

Payment Types for Municipal Account:

| | |
|---------------|---------------------|
| EFT | \$ 60,490.38 |
| Cheque | \$ 19,199.84 |
| Direct Debits | <u>\$ 7,476.73</u> |
| TOTAL | \$ 87,166.95 |

Payment Types for Trust Account:

| | |
|---------------|----------------|
| Cheque | \$ 0.00 |
| EFT | \$ 0.00 |
| Direct Debits | <u>\$ 0.00</u> |
| TOTAL | \$ 0.00 |

The total amount for all payments from all accounts is therefore **\$87,166.95**.

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

There are no specific statutory requirements in respect to this matter.

FINANCIAL IMPLICATIONS

There are no financial implications at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Nil

OFFICER RECOMMENDATION/S – ITEM NO 8.5.2

That Council receives and notes the list of accounts paid for November 2019, totalling \$134,232.06, and that the list be recorded in the minutes.

8.5.3 Financial report – November 2019

CORPORATE

ATTACHMENT DETAILS

| <u>Attachment No</u> | <u>Details</u> |
|----------------------|---|
| Attachment 1 | Monthly Financial Report 30 November 2019 |

| | | |
|----------------------------|---|-------------------------|
| Voting Requirement | : | Simple Majority |
| Subject Index | : | N/A |
| Location / Property Index | : | N/A |
| Application Index | : | N/A |
| Land Use | : | N/A |
| Lot Area | : | N/A |
| Disclosure of any Interest | : | Nil |
| Previous Items | : | All Council Meetings |
| Applicant | : | N/A |
| Owner | : | N/A |
| Responsible Officer | : | Chief Executive Officer |

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
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PURPOSE OF REPORT

To report on financial activity for the period 1 July 2019 to 30 November 2019.

SUMMARY AND KEY ISSUES

The Local Government Act and Regulations require local governments to prepare monthly reports containing the information that is prescribed.

LOCATION

N/A

BACKGROUND

Nil

CONSULTATION

Financial Consultant – Darren Long

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Finance) Regulations 1996.

FINANCIAL IMPLICATIONS

There are no financial implications at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Nil

OFFICER RECOMMENDATION/S – ITEM NO 8.5.3

That the financial report for the period 1 July 2019 to 30 November 2019 be received.

9. DELEGATES REPORTS

(Elected members who are delegates to other Forums may present a verbal or written report)

Cr RE O'Connell has provided a written report.

OFFICER RECOMMENDATION/S – ITEM NO 9

That the delegate(s) report(s) be received.

10. NEW BUSINESS OF AN URGENT NATURE

(New business of an urgent nature approved by the Presiding member)

Nil

11. MOTIONS ON NOTICE

(Automatically sent back to Administration for consideration at the next Council meeting)

Nil

12. CONFIDENTIAL ITEMS OF BUSINESS

Nil

13. CLOSURE

There being no further business the meeting closed at pm.

Presiding Member

Date