



'The Council and Staff of the Shire of Boddington, in partnership with the community, are committed to operating effectively and efficiently to provide quality lifestyle opportunities that encourage population growth and development'

AGENDA

For The
Special Meeting of Council
To Be Held At
25 November 2021
2021

At 5:30pm

To Consider Items from
the 18 November 2021
Meeting

Council Chambers
39 Bannister Rd, Boddington

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1. DECLARATION OF OPENING:

I would like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past and present.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

2.1.1	Attendance
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2.1.2	Apologies
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2.1.3	Leave of Absence
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Nil

3. DISCLOSURE OF FINANCIAL INTEREST:

Nil

4. PUBLIC QUESTION TIME:

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Nil

4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil

4.3 PUBLIC QUESTIONS FROM THE GALLERY:

Nil

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/
SUBMISSIONS:

Nil

6. CONFIRMATION OF MINUTES:

6.1.1	Ordinary Meeting of Council held on Thursday 21 October 2021
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7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT
DISCUSSION:

Nil

8. REPORTS OF OFFICERS AND COMMITTEES:

8.1 PLANNING:

8.1.1	Development Application - Proposed Open Bay Shed - Lot 10 (No. 11) Castle Rock Way, Bannister
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Location:	Lot 10 on Plan 24204 (No. 11) Castle Rock Way, Bannister
Applicant:	Teresa Schwaiger
File Ref. No:	A1111
Disclosure of Interest:	Nil
Author:	Steve Thompson
Attachments:	8.1.1A Location Plan
	8.1.1B Information provided by the applicant
	8.1.1C Advice from the Department of Water and Environmental Regulation
	8.1.1D Extract from <i>Shire of Boddington Floodplain Management Study Council's Local Planning Policy 6 – Development in Flood Affected Areas</i>
	8.1.1E <i>Affected Areas</i>
	8.1.1F Extract from <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>

Summary

A Development Application seeking development approval for a proposed open bay shed at Lot 10 (No. 11) Castle Rock Way, is recommended for conditional approval.

Background

The applicant seeks development approval for an open bay shed. The reason the Development Application is being considered by Council is that the proposed shed is located within the Hotham River floodway.

Relevant matters relating to the site and application include:

- The site is located approximately 4.5 kilometres north-east of the Boddington townsite, or about an 11 km drive from the Boddington townsite (see Attachment 8.1.1A);
- The site adjoins and is near rural smallholding (hobby farm) properties;
- The site is 13.3835 hectares in area;
- The site contains a dwelling and various supporting infrastructure;
- Details of the proposal are set out in Attachment 8.1.1B including justification provided by the applicant for the proposed shed location. The applicant proposes an open bay shed which is 16 metres long, 7.5 metres wide and 4.26 metres high. It has an area of 120m²;
- The Shire granted a building permit for the residence on 23 November 2007. This approval pre-dated the *Shire of Boddington Floodplain Management Study* which was endorsed by the Council on 11 August 2009; and
- In accordance with the *Shire of Boddington Local Planning Scheme No. 3 (LPS3)*, the Shire administration wrote to the Department of Water and Environmental Regulation's Flood Risk Science Team (DWER). In response, DWER advise:

'We have no objection to the shed as it isn't a habitable development and won't detrimentally impact the flooding regime of the general area.'

DWER's response is provided in Attachment 8.1.1C.

Planning framework

The *Shire of Boddington Floodplain Management Study* shows that most of the property is within the floodway (see Attachment 8.1.1D). A small portion, near Castle Rock Way, is outside of the floodway. The study sets a minimum floor level of 213.6 metres AHD (Australian Height Datum) near the site.

The site is zoned 'Rural' in LPS3 with most of the site within Special Control Area 1 – Flood Prone Area (SCA1). The objective of SCA1 is 'To manage and prevent possible risk to life, human safety and property in time of flood.'

Attachment 8.1.1E sets out Council's *Local Planning Policy 6 – Development in Flood Affected Areas*. Relevant sections include 1, 4, 7.1 and 7.2. This includes a requirement for a 0.15 metre 'freeboard' for sheds above the 1 in 100 year floor level.

The site is identified as 'Floodway' in the *Shire of Boddington Local Planning Strategy*. Relevant strategies include:

'Support a precautionary approach to flood risk within the floodway and flood fringe - it should be the proponent's responsibility to demonstrate that the proposal is acceptable in terms of flood risk.

Limit and avoid future development within the floodway which could adversely affect the flow of floodwaters or where upstream, adjoining and nearby flood levels will increase, or where the risk to people and property could be increased.'

The proposed shed is located within bush fire prone area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

Attachment 8.1.1F is an extract from the *Planning and Development (Local Planning Schemes) Regulations 2015* which sets out matters to be considered by local government in assessing a Development Application.

Comment

The main planning consideration relates to flood risk and whether the proposed shed is located within or outside of the floodway. If possible, from a planning and liability perspective, it is preferable that the shed is located outside the floodway. There is sufficient space to locate the shed, outside of the floodway, even with a 30 metre setback from the Castle Rock Way (northern property) boundary.

It is highlighted that the application is inconsistent with Council policy and the Local Planning Strategy. Based on Council policy, the Council may determine to adopt a precautionary approach regarding this Development Application. Options include:

- A) Advising the applicant that Council supports the shed if a revised site plan is provided with the shed being located outside of the floodway (Shire administration's preferred position – outlined in part 1 of the Officer Recommendation);
- B) Approving the Development Application with conditions (alternative Officer Recommendation, outlined in parts 2 and 3);
- C) Approving the Development Application with no conditions;
- D) Deferring the Development Application and seeking additional information; or
- E) Refusing the Development Application.

If Council determines that it supports the applicant's proposed location of the shed, within the floodway, it is noted that:

- DWER's Flood Risk Science Team, which is the State Government's lead team on flood risk, raise no objection in terms of flood risks;
- The proposed shed is not a habitable building;
- The floor level of the shed can be built up to meet required minimum floor levels for sheds in this part of the floodway (it is expected this will require adding fill to raise the current natural ground level); and
- Development conditions can assist to minimise risk and ensure that future owners are aware of flood risks (including adding a notification to the Certificate of Title).

The inclusion of a notification to the Certificate of Title is consistent with *Local Planning Policy 6 – Development in Flood Affected Areas*. The notification will alert future owners of flood risks on the property including to the dwelling, shed and other infrastructure. It also seeks to share responsibilities, with the landowner, in the event of flooding and possible insurance claims against the Shire.

Should Council grant development approval, there will be a later requirement to assess and approve a Building Permit. If Council does not accept part 1 of the Officer Recommendation, part 3 of the Officer Recommendation includes wording clarifying that the Council accepts responsibility for approval of the Building Permit in the floodway.

Strategic Implications

The application raises risk, liability, consistency and precedent considerations.

Statutory Environment

Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations and LPS3.

Policy Implications

There are several relevant policies including *State Planning Policy 3.4 Natural Hazards and Disasters, State Planning Policy 3.7 Planning in Bushfire Prone Areas, Guidelines for Bushfire Prone Areas* and the *Local Planning Strategy*.

There are various Local Planning Policies which are relevant in assessing the Development Application including *Development in Flood Prone Areas* and *Bush Fire Management*. Local Planning Policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the

policies but is required to have regard to the policies in determining the Development Application.

Financial Implications

The applicant has paid the Development Application fee. The applicant has a right of review to the State Administrative Tribunal to review the Council's decision. If this occurred, the Shire would have associated costs.

Economic Implications

Nil

Social Implications

Nil

Environmental Considerations

Nil

Consultation

The Shire sought advice from DWER whose advice is outlined in Attachment 8.1.1C.

Options

The Council can:

1. Approve the Development Application with no conditions;
2. Approve the Development Application with conditions;
3. Refuse the Development Application (giving reasons); or
4. Defer and request additional information.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 8.1.1

That Council:

1. Advise the applicant that it is supportive of the open bay shed at Lot 10 on Plan 24204 (No. 11) Castle Rock Way, Bannister, subject to it being relocated to outside of the floodway. Following the receipt of a revised site plan, that shows the shed outside of the floodway, the Shire's Chief Executive Officer will grant development approval under delegated authority. This includes no condition requiring a notification to be added to the Certificate of Title relating to flood risk.

OR

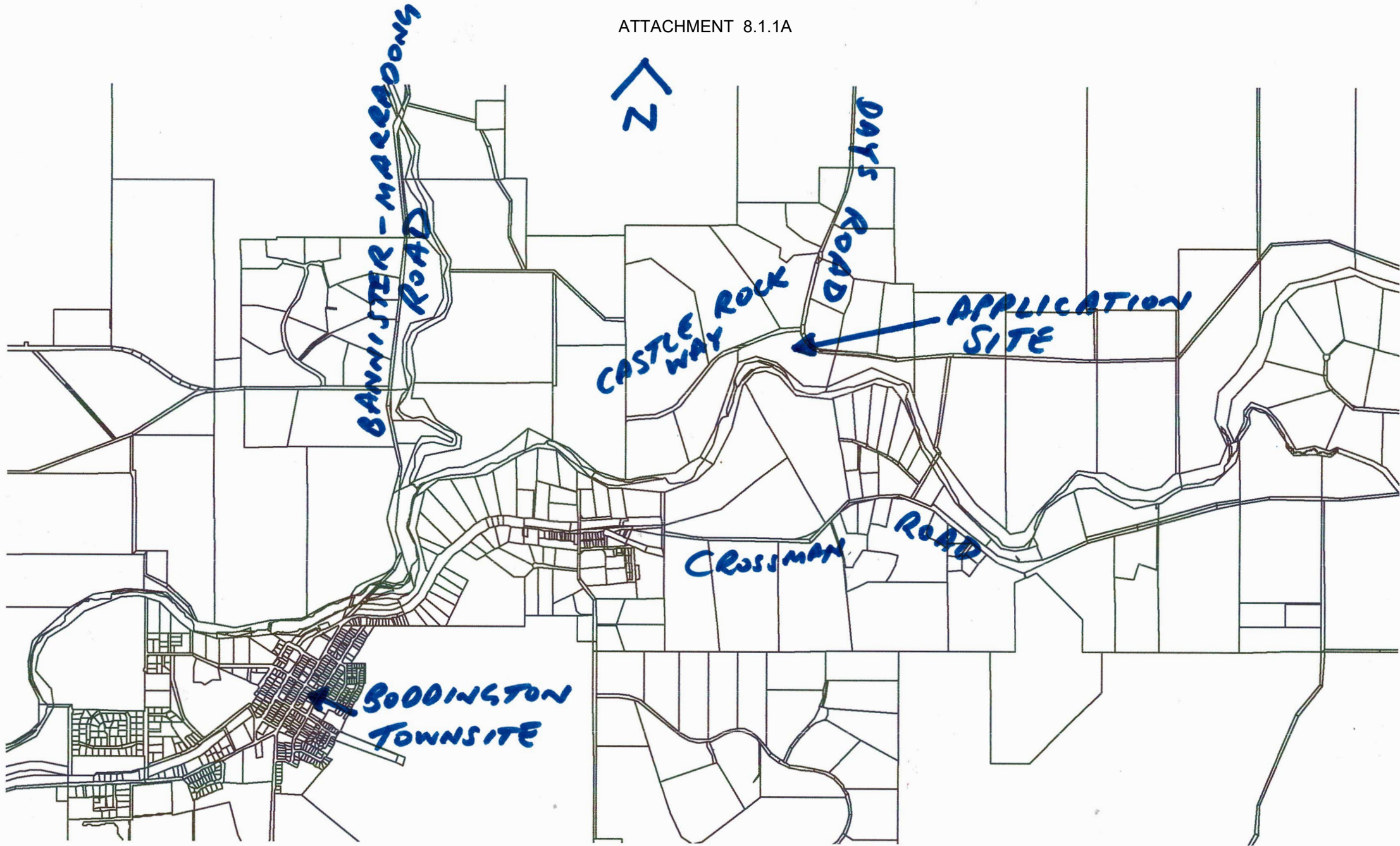
2. Approve the Development Application for the open bay shed at Lot 10 on Plan 24204 (No. 11) Castle Rock Way, Bannister, subject to the following conditions:
 - A) This approval shall expire if the development hereby approved has not been substantially commenced within a period of two years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by the local government. Where the Development Approval has lapsed, no further development is to be carried out.
 - B) The development hereby approved is to be carried out in accordance with the plans and specifications submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
 - C) The minimum floor level of the shed is at least 213.75 metres AHD (Australian Height Datum).
 - D) The applicant arranges a notification, pursuant to Section 70A of the *Transfer of Land Act 1893*, to be placed on the Certificate of Title stating 'This land is impacted by flooding and is within the floodway as outlined in the Shire of Boddington Floodplain Management Study.' The notification is to be finalised prior to use/occupation of the shed to the satisfaction of the local government. The applicant is responsible for meeting the costs of preparing and executing the notification.
 - E) The shed is not used for commercial, industrial or habitable purposes.

Advice

- i) In relation to Condition C, the *Shire of Boddington Floodplain Management Study* designates the 100 Year Average Recurrence Interval (ARI) Flood Level near the property at 213.6 metres. Based on Council's Local Planning Policy 6 Development in Flood Affected Areas, a 'freeboard' (factor of safety) of 0.15 metres (150mm) is also required for non-habitable structures above the 100 year ARI level. The local recommend recommends that this level is confirmed by a licensed surveyor prior to the pouring of the slab.
- ii) All electrical installations in the shed should be raised to limit impacts of flooding.
- iii) The applicant is advised that this Development Approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.
- iv) As outlined at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>, the property is located within a declared bushfire prone area by the Fire and Emergency Services Commissioner. A low fuel area should be maintained around the shed at all times.
- v) Part 14 of the *Planning and Development Act 2005* provides the right to apply to the State Administrative Tribunal for review of some planning decisions and the

proponent may wish to take professional advice to determine whether or not such a right exists in the present instance. The *State Administrative Tribunal Rules 2004* require that any such applications for review be lodged with the Tribunal.

3. Endorse the Shire's Chief Executive Officer to approve the Building Permit for the shed within the floodway on Lot 10 (No. 11) Castle Rock Way, Bannister.





Created: 7 October 2021 from Map Viewer Plus: <https://maps.landgate.wa.gov.au/maps-landgate/registered/>





08 6230 2250



21 McCook St, Forrestdale 6112



<https://royssheds.com.au>

<https://webshed.royssheds.com.au/#ovrnQaHtojv/7>





08 6230 2250

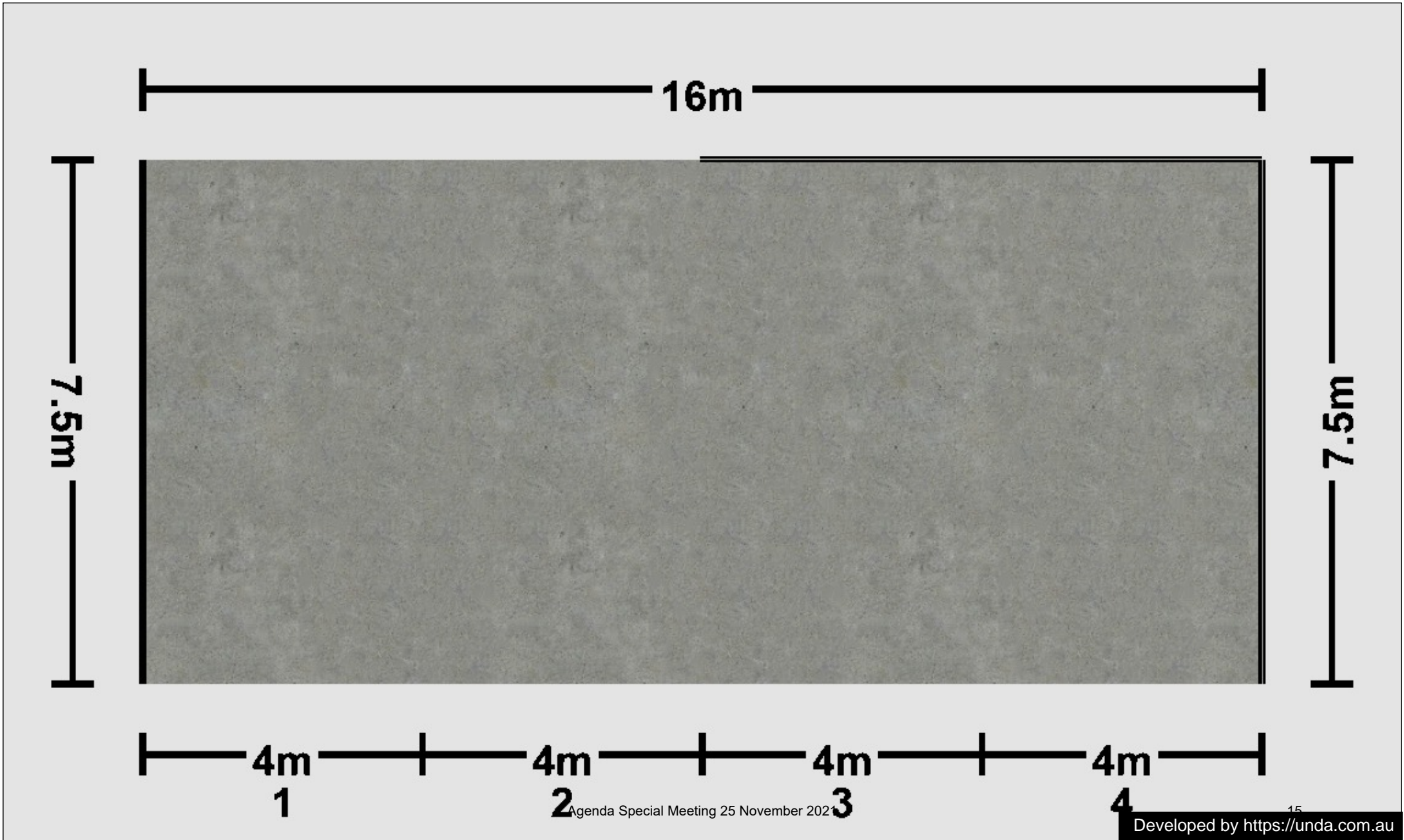


21 McCook St, Forrestdale 6112



<https://royssheds.com.au>

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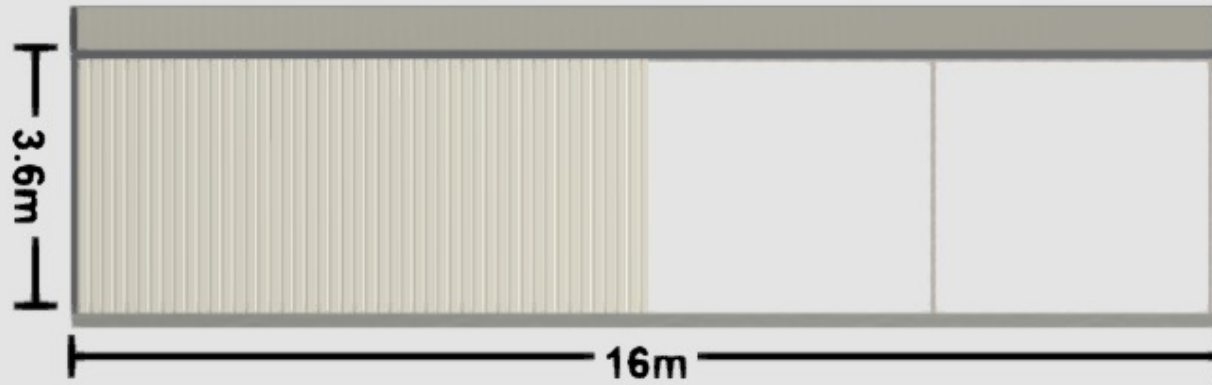
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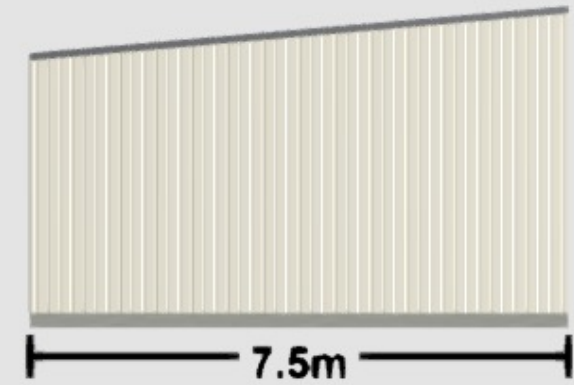
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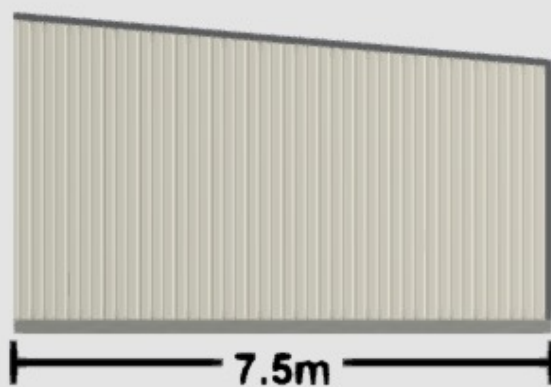
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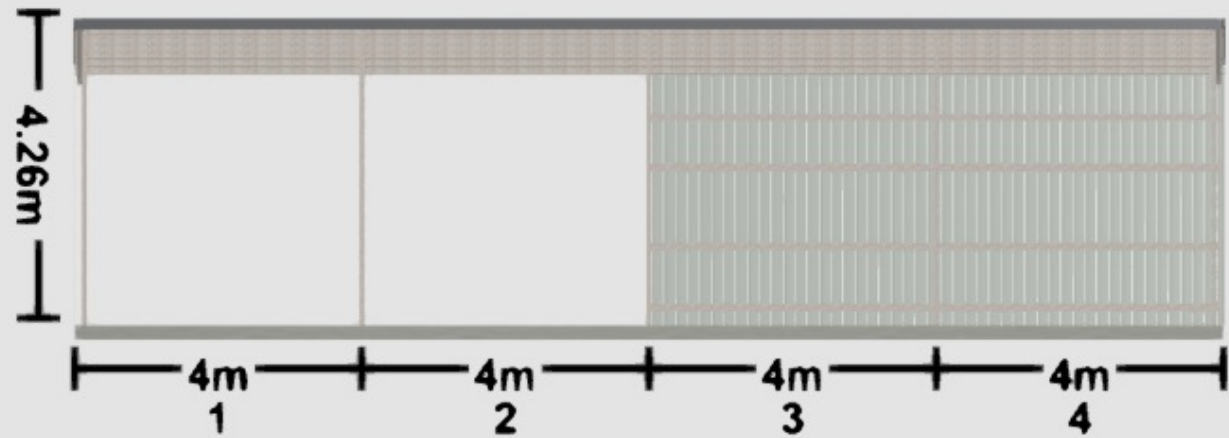
Back



Left



Right



Front

Teresia Schwaiger
11 Castle Rock Way
BANNISTER WA 6190

14.10.21

Shire of Boddington
Planning

SHED CONSTRUCTION APPROVAL – 11 Castle Rock Way, Bannister WA 6190

I wish to apply for Development Approval for an Open Bay Shed at the above address.

I have been advised that the property is in a floodway area. From the floodway map the majority of the property is located in the floodway area (see attached map).

The current residential house and house water tanks are also in the floodway area as the house was built prior to the floodway study being conducted.

I wish to construct the shed a short distance (20m) from the rear of the house.

I would like to build the shed to the rear of the house for the following reasons:

- The house is already in the floodway. The house is a substantial building. The shed is a far lesser building.
- I wish to store farm equipment in the shed and do not wish to be constantly driving through the front of the house / gardens with farm machinery.
- Better access to the rest of the property for farm machinery from the rear of the house.
- I wish to have access from both the front and back of the shed. If it was to be built on the front boundary in the sliver of land outside the floodway this would not be possible.
- I wish to collect water from the roof of the shed to existing water tanks located to the rear of the house.
- Security of the shed would be significantly compromised by locating on the front boundary right on Castle Rock Way.
- The aesthetics of the house and the roadway would be significantly compromised by locating on the front boundary right on Castle Rock Way.
- An off the grid property I already have power at the water tanks. Power to the shed would be connected from this location.
- The construction of the shed is to be of a high standard.

When looking at the location of the house and the proposed location for the shed I think this is not an unfair request.

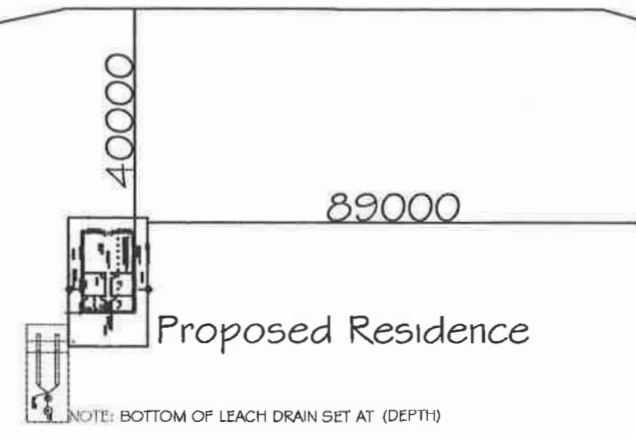
Yours sincerely

Terésa Schwaiger

SHIRE OF BODDINGTON
 23 NOV 2007
 APPROVED
 ENVIRONMENTAL HEALTH OFFICER / BUILDING SURVEYOR

DAYS ROAD

CASTLE ROCK WAY



LOT 10



PROHIBITED OCCUPATION
 New dwellings are not to be occupied until
 (a) A Certificate of Approval is obtained for use of a septic tank installation.
 or (b) In extraordinary circumstances prior approval is obtained from this office in writing.

A. A. WILKIE (NSW) (AUST)
 CONSULTING ENGINEERS

A.A. Wilkie
 DATE:

APPROVED AT ISSUE:	
Bldg Designer:	Date:
Owner:	Date:
Owner:	Date:
Builder:	Date:

Rev	Drawn & Checked	Date	Rev Notes

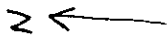
note: Subject to Survey confirm all dimensions prior to commencement of work. Do not scale off drawings.
 street smart map page: 000
 old ref: A00

k.d. sherlock building designer
 P.O. Box 377, Gosnells W.A. 6980.
 Phone: Mobile: 0418 927 893 Phone/Fax (08) 9398 9938
 E-mail: sherlockdraft@westnet.com.au
 client: Liddell N. and B.
 Proposed Residence
 Lot 10 Day Rd.
 Boddington

drawn: JL/SBM	date: 27/08/07	approved KDS: date: 27/08/07
sheet title: ARCHITECTURAL SITE PLAN		
scale: as shown	sheet no. A1-1	dwg no. 6930
		rev. A

11 CASTLE Rock Way - Shed Location (Proposed)

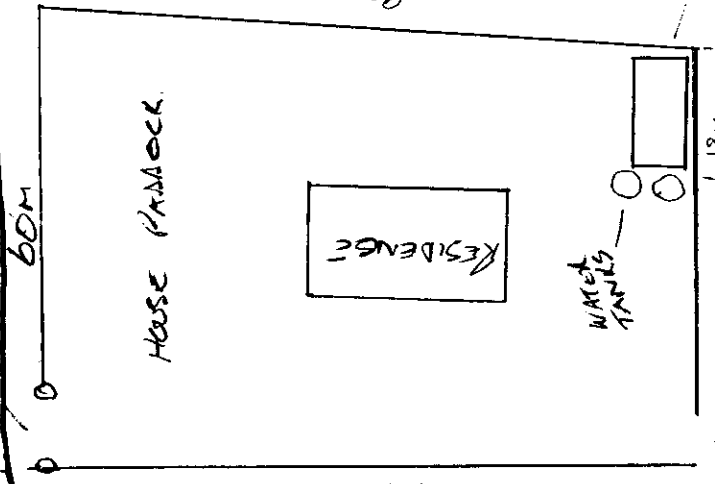
T. Schwaiger



CASTLE ROCK WAY.

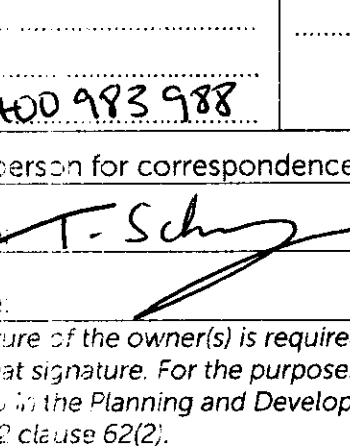
DAYS RD

STEEL ENTRY.



PROPOSED 16m x 7.5m SHED.
4 BAY OPEN PLANT

MEASUREMENTS ARE APPROX.

Owner details		
Name: <u>TERESIA SCHWAIGER</u>		
ABN (if applicable): <u>NA</u>		
Address: <u>11 CASTLE ROCK WAY</u> <u>BANNLISTER WA</u> Postcode: <u>6190</u>		
Phone:	Fax:	Email:
Work:		<u>sliva@aapt.net.au</u>
Home:		
Mobile: <u>0400 983 988</u>		
Contact person for correspondence:		
Signature: 		Date: <u>18/10/21</u>
Signature:		Date:
<p><i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i></p>		

Applicant details (if different from owner)		
Name:		
Address:		
		Postcode:
Phone:	Fax:	Email:
Work:		
Home:		
Mobile:		
Contact person for correspondence:		
<p>The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
Signature:		Date:

Property details		
Lc# No: 10	House/Street No:	Location No:
Diagram or Plan No: 024 204	Certificate of Title Vol. No: 9772 2194	Folio: 974.
Title encumbrances (e.g. easements, restrictive covenants): ① * H467150 Memorial Town Planning & Dev Act 1928 Reg: 8/6/2000 ② I480621 Restrictive Covenant Burden Registered 14/5/2003 Street name: CASTLE ROCK WAY		
Suburb: BANNISTER		
Nearest street intersection: DAYS RD.		

Proposed development	
Nature of development:	<input checked="" type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, is the exemption for:	<input type="checkbox"/> Works <input type="checkbox"/> Use
Description of proposed works and/or land use: OPEN FRONT FARM SHED - Skillion Roof	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use: RESIDENTIAL HOUSE	
Approximate cost of proposed development:	
Estimated time of completion: WITHIN 6 MONTHS	
Acceptance Officer's initials:	OFFICE USE ONLY Date received:
Local government reference No:	

Tue 02-Nov-21 11:00 AM
Flood <flood@dwer.wa.gov.au>

RE: Development Application Lot 10 on Plan 24204 (No. 11) Castle Rock Way, Bannister - Shire of Boddington

Hi Tamsin,

We have no objection to the shed as it isn't a habitable development and won't detrimentally impact the flooding regime of the general area.

Kind regards

[Lauren Greening](#)
Senior Engineer
Flood Risk Science

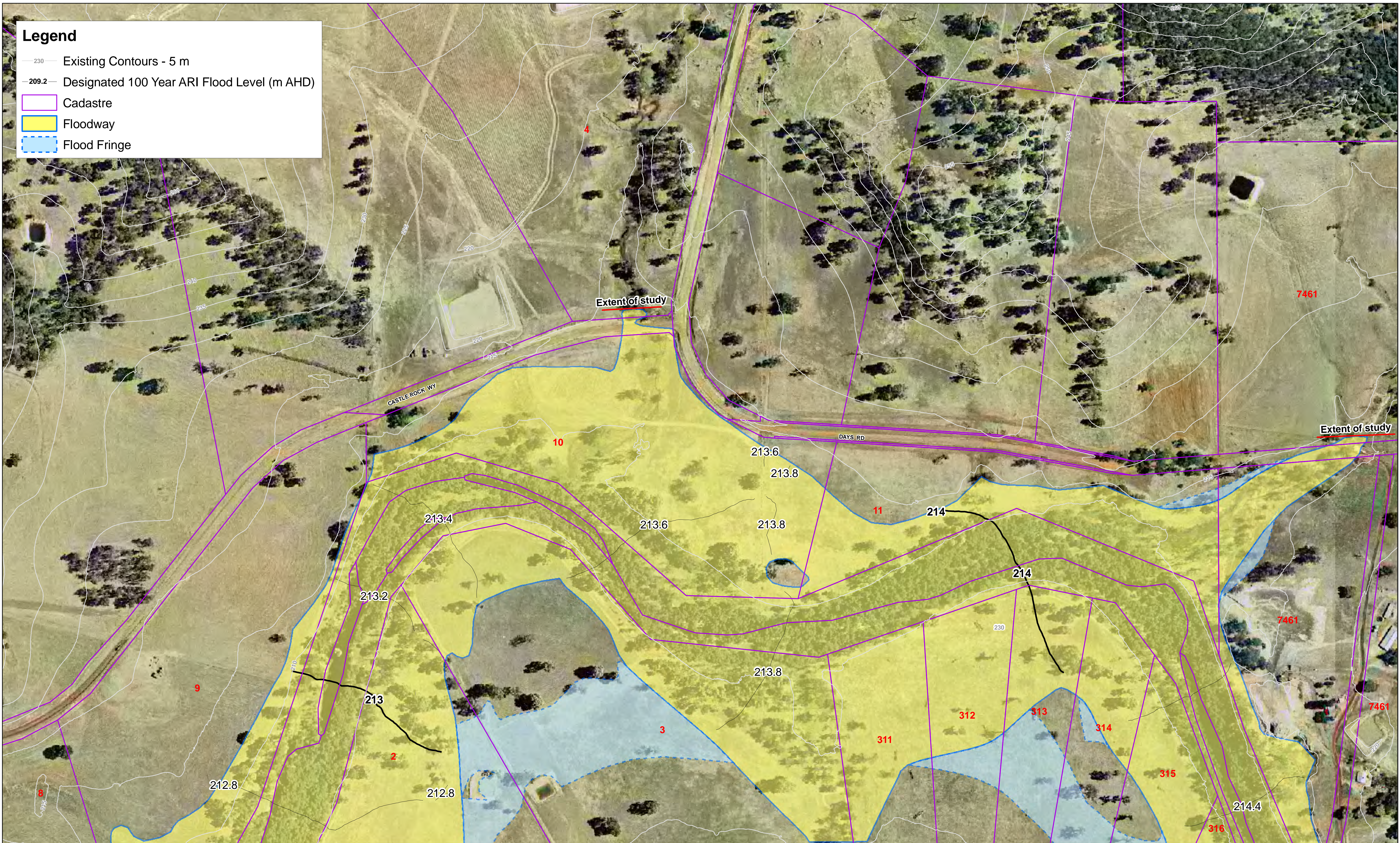
[Department of Water and Environmental Regulation](#)

T: (08) 6364 6576 | M: 0410 329 594

E: lauren.greening@dwer.wa.gov.au

Want to know more about flood risk in WA?

Visit <http://www.water.wa.gov.au/maps-and-data/maps/flood-maps>

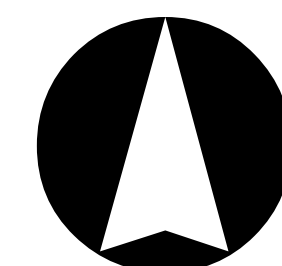
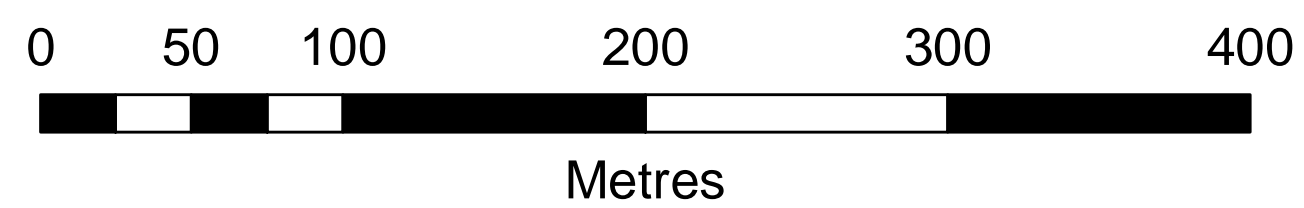


Legend

- Existing Contours - 5 m
- Designated 100 Year ARI Flood Level (m AHD)
- Cadastre
- Floodway
- Flood Fringe

BODDINGTON FLOODPLAIN MANAGEMENT STUDY

Designated Floodway and Levels 100 Year ARI Flood Mapping Series Map 10



Author: Sarah Gosling
Date: 03/07/09
Job No: QE09456



SHIRE OF BODDINGTON

PLANNING POLICY 6 - DEVELOPMENT IN FLOOD AFFECTED AREAS

1. Policy Statement

It is Council's policy to adopt a precautionary approach to flooding risks. To achieve this, the Council will require proponents seeking planning (development), subdivision, scheme amendment, structure plan, and development guide plan approval and other works to take account of flooding risk, including risks set out in the Shire of Boddington Floodplain Management Study.

2. Background and Issues

The Shire of Boddington Floodplain Management Study (to be called the "Flood Study") was prepared by Sinclair Knight Merz. The Flood Study consists of two documents:

- Shire of Boddington Floodplain Management Study - Floodplain Management Strategy; and
- Shire of Boddington Floodplain Management Study - Flood Modelling Report.

The Flood Study is a strategic document that has implications for development and related matters for areas in and around Boddington that are affected by flooding risk.

3. Definitions

In this policy, the following definitions apply:

Australian Height Datum (AHD) - Based on the mean sea level of Australia, a reference level to which the Flood Study has been prepared.

Average Recurrence Interval (ARI) – The average or expected period between exceedance of a given rainfall intensity or peak discharge (the likelihood of occurrence of a flood event).

Department of Water - Means the State Government's lead agency that is responsible for floodplain management strategies and floodplain advice and includes any other agency should it be renamed.

1 in 100 Year Flood Level - The 100 year average recurrence interval (ARI) flood level which is used as a basis for determining minimum building floor levels.

Freeboard - The height above a defined flood level which is used to provide a factor of safety in the setting of floor levels which, in this policy, is typically 0.5 metres (500mm) unless otherwise indicated.

Flood Fringe - The area of the floodplain which may be acceptable to fill subject to gaining relevant approvals.

Floodway - The area of the floodplain where significant flow or storage of water occurs during a flood event.

Hydraulic - The study of water flow in waterways, in particular, the evaluation of flow parameters such as water level and velocity.

Hydrology (hydrologic) - The study of the rainfall and runoff processes, in particular, the evaluation of peak flows, flow volumes and the derivation of hydrographs for a range of floods.

Minimum Building Floor Level - A minimum building floor level generally 0.5 metre (500mm) above the designated 100 year ARI flood level is set to achieve adequate flood protection to development.

Throughout this policy, “proponent” can refer to “developer” or “subdivider”, while “proposal” can refer to “planning (development) application, subdivision application, scheme amendment request, structure plan request and development guide plan request or other works” where considered appropriate by Council.

4. Objectives

The objectives of this policy are to:

- clearly set out the Council’s approach to development and subdivision in flood affected areas;
- provide guidance to developers, subdividers, landowners, the community, other stakeholders and the Shire administration to ensure new developments and subdivisions appropriately address flood risk as set out in the Flood Study;
- clarify the status of the Flood Study from the Council’s perspective;
- take a long term strategic perspective relating to flood risks including ensuring that more intensive subdivision and development is not impacted by flooding;
- take a precautionary approach, in order to minimise flood risk to people, property and infrastructure, and require proponents to suitably justify why there should be a departure from this policy;
- ensure that new buildings achieve a finished floor level suitable to prevent water from flooding and/or a storm event having an average recurrence interval of 1 in 100 years from entering the building;
- support compatible development that recognises the floodplain coincides with areas of high conservation significance; and
- promote the sound use, management and tenure of the floodplain.

5. Application of the Policy

This policy applies to all areas of the municipality affected by flooding, including flood affected areas outside of the area covered by the Flood Study.

The Flood Study highlights there is also flooding risk outside of the areas identified in Appendix B of the Floodplain Management Strategy. Various properties, throughout the municipality, are subject to significant stormwater overland flow and/or inundation but have not yet been mapped using hydrologic and hydraulic modelling.

6. Links to Town Planning Scheme and other documents

This policy relates to various requirements set out in the Shire of Boddington Town Planning Scheme No. 2 (TPS2), Council’s Local Planning Strategy, State Planning Policies 2, 2.9 and 3.4 and the Flood Study.

7. Policy Provisions

7.1 General

7.1.1. The Council will adopt a precautionary approach to flooding risk in the floodway, the flood fringe and other flood affected areas. The “onus of proof” rests with the applicant to justify their proposal and associated flooding risks.

7.1.2 Subdivision and development in the floodway is generally not supported and will only be considered in exceptional circumstances, that are appropriately justified by the proponent, which may require the provision of technical details from a suitable professional to the satisfaction of Council.

7.1.3 The Council will use the latest version of the Flood Study to assess proposals. However, where there are variations between the Flood Study and this policy, this policy prevails.

7.1.4 The Council will make decisions based on the areas identified as floodway and flood fringe in the latest available Flood Study (specifically in Appendix B of the Floodplain Management Strategy).

7.1.5 The recommended minimum finished floor level will be determined using those set out in the Flood Study and then adding 500mm to the 1 in 100 year flood levels unless otherwise provided for in this policy.

7.1.6 The Council will require the minimum finished floor level to be certified by a licensed surveyor. This will be required as a condition of planning consent or subdivision approval.

7.1.7 The level of information required by the Council, including contour information and technical support, is required to be sufficient to meet the legal requirements of TPS2 and to enable the Council to appropriately determine the proposal and its impacts.

7.1.8 For land outside of the study area (set out in Appendix B of the Floodplain Management Strategy) that may have flooding risk, adjacent to waterways and overland flow paths, the Council will require the proponent to suitably demonstrate that their proposal addresses flooding risk to the satisfaction of Council.

7.1.9 No earthworks are permitted in the floodplain as set out by the Flood Study without the approval of Council. The Council will seek to ensure that any earthworks do not adversely impact on the hydraulic conveyance or flood storage.

7.1.10 Clearing of vegetation will generally not be permitted in the floodway or flood fringe unless suitably justified by the proponent and the clearing request is approved by the Department of Environment and Conservation and/or Council.

7.1.11 The Council seeks to ensure that essential services, which may include but are not limited to fire control panels, electrical switchboards and telephone services, are located above the 1 in 100 flood level with a freeboard of 0.5 metres.

7.1.12 If the proposal is located in a flood risk area, in the opinion of Council, where no hydrologic and hydraulic modelling data is available, the Council may require the proponent to engage a suitably qualified engineer to undertake an appropriate hydrologic and hydraulic assessment to the satisfaction of the Council and/or the

Department of Water. Where such an assessment is required, the assessment is to be submitted in a format which is compatible with the Department of Water's software to enable checking of data.

7.1.13 The Council will seek advice from the Department of Water and/or other agencies as appropriate on proposals.

7.1.14 The Council does not favour the use of levees. This is because there is the possibility that levees can be breached or overtopped in extreme storms, which can lead to an increase in damage and subsequently greater potential for damage, and there is no guarantee that the levees will remain with the land.

7.1.15 Landowners and servicing authorities should take all practical steps to address flooding risks subject to gaining necessary approvals.

7.2 Land within Floodways

7.2.1 Policy Statement

The Council will:

- prohibit and/or restrict further buildings, structures, development, site works, fencing and landfill which will adversely affect the flow of floodwaters, to the extent where upstream, adjoining and nearby flood levels will increase, or where the risk to people and property will increase;
- seek to ensure that any building development that is approved will not create any undue risk to life or property; and
- seek to ensure the floodway is appropriately managed.

7.2.2 Planning Applications (Development Applications)

The Council does not support planning applications and new or additional development, buildings and structures in the floodway unless otherwise provided for in this policy.

The Council requires proponent's to suitably locate proposed new development. Where the property subject to the Planning Application includes land located outside of the floodway, the Council will not approve a new building or structure on land within the floodway. This includes where the site is subject to a total redevelopment.

The Council may require proponents to include a report/assessment from a suitably qualified engineer, who holds appropriate professional indemnity insurance, addressing risk management, solutions and certifying the proposed development from an agreed level of flood risk to the satisfaction of Council.

Planning consent for development in the floodway will not be granted unless:

- it is to replace an existing approved building or structure where the entire lot is located within the floodway and the existing building/structure is demolished or removed. Further, the proposed building/structure footprint is no greater and is designed to reduce flooding risk compared to the former building/structure, yet does not have a detrimental impact on other properties;
- the entire lot is located within the floodway and the proposed use is permitted by TPS2 (a "P" use);

- the change of use does not intensify the anticipated number of people on the site or generally increase risks in the opinion of Council; and
- the proponent demonstrates there is an over-riding public benefit and it is a temporary structure.

The use of appropriate housing forms to achieve the required floor levels and/or reduce flood risk, such as particular methods of construction and certain types of materials which are better suited to withstand the damaging effect of floodwaters, 2 storeys with habitable rooms on the first floor, or stumped houses, as opposed to filling of the site, should be considered by proponents.

Minor additions to existing dwellings that do not increase the habitable area at ground level, such as a veranda or patio, will be considered on their merit subject to confirmation from the Department of Water that the new development will not adversely affect the free flow of floodwaters.

Should Council issue planning consent, it may include conditions addressing, but not limited to, the following:

- the building/structure is set at a height to the Council's satisfaction, which typically will be a minimum of 0.5 metres above the 1 in 100 year flood level;
- a licensed surveyor confirms that the required floor level has been met;
- building materials are flood compatible, including building foundations being designed to withstand scouring and undermining by moving floodwaters. This may require a practicing engineer certifying that the building/structure can withstand fast-flowing waters to the standard set by Council;
- require a suitable drainage system (either subsoil and/of above ground) to be designed, installed and maintained by the property owner (to prevent impact on adjoining properties if filling occurs);
- all electrical services are located above the designated 1 in 100 year flood level;
- vehicular access and/or evacuation routes are designed for two-wheel drive vehicles to the satisfaction of Council;
- a notification is included on the Certificate of Title advising landowners in perpetuity of the flooding risks, with costs to be met by the proponent; and
- the proponent enters into a flood / erosion indemnity agreement with Council, with costs to be met by the proponent.

All Planning Applications proposing development in the floodway will be reported to Council for determination.

No Planning Application is required for structures such as swimming pools, air conditioning units, satellite dishes, rural style boundary fencing (which is not solid fencing) and other minor development as set out in TPS2 that presents limited flooding risk in the opinion of Council due to their location, lower cost to replace, the right to fence property boundaries and intended purpose.

7.2.3 Subdivision Applications

The Council will not support subdivision applications proposing new lots that are entirely within the floodway.

The Council will consider, on its merits, subdivision applications that suitably demonstrate that:

- each lot contains an area, outside of the floodway, that is appropriately sized and located for the anticipated use which includes appropriate setbacks to property boundaries; and
- vehicular access, between the public road system and the identified development area for each lot, will not be cut off in a major flood event.

The Council will support boundary adjustments (subdivision/amalgamation applications) provided that:

- each lot contains an area, outside of the floodway, that is appropriately sized and located for the anticipated use; and
- vehicular access, between the public road system and the identified development area for each lot, will not be cut off in a major flood event.

The Council will seek the inclusion of a condition, for any lot within the floodway, requiring that a notification is included on the Certificate of Title advising landowners in perpetuity of the flooding risks.

The Council will apply the following approach to the management and tenure of the floodway:

- should the subdivision application be within or near the Boddington and Ranford townsites, in the opinion of Council, the Council may recommend to the Western Australian Planning Commission (WAPC) that the floodway be ceded to the Crown for conservation/drainage purposes free of cost. This will typically be requested if the subdivision application proposes residential lots and may include where the subdivision application proposes rural residential, tourist, commercial, industrial or possibly rural small holding uses. The condition will be requested to progressively improve community access to the foreshore and/or assist in conservation initiatives in the opinion of Council;
- rural small holding subdivisions will be assessed on their merits, although public access may be secured such as through an easement in favour of the Shire of Boddington or a public access way; and
- the Council will typically not seek to have the floodway portions of rural lots ceded to the Crown (generally this land will continue to be privately owned and managed) unless there is an overriding public benefit in the opinion of Council.

The Council may recommend to the WAPC that a condition be imposed regarding the preparation and implementation of a Foreshore Management Plan or other required strategy.

7.2.4 Scheme Amendments (Rezoning)

The Council will not support scheme amendment requests that propose to increase the intensification of land use and/or generally increase risks for areas within the floodway.

The Council may require the scheme amendment request and/or documentation to be supported by relevant studies and/or plans including addressing land management and conservation considerations.

Where the scheme amendment request also includes areas outside of the floodway, the Council may seek to ensure that the zoning and/or reservation of the floodway is appropriate to improve community access to the foreshore and/or assist in

conservation initiatives in the opinion of Council. The Council will typically apply the principles set out in section 7.2.3 on management and land tenure for the floodway.

The Council may require the proponent and/or suitable professional to identify the extent of flooding risk, for areas outside of Appendix B of the Floodplain Management Strategy, to the satisfaction of the Department of Water and the Council.

7.2.5 Other Works

The Council will seek to minimise locating infrastructure in the floodway. Where new or replacement infrastructure is located in a floodway, the Council will ensure its design takes account of the flood risk to adjoining and nearby properties so that is no worse than the current situation, or the flooding risk to adjoining and nearby properties is lowered.

The Council seeks the support of Commonwealth Government agencies, State Government agencies and servicing authorities to ensure that they design infrastructure to take account of flood risks, including on upstream, adjoining and nearby land owned by other parties. Further, they should ensure that their infrastructure is optimally located and designed to achieve suitable levels of service, having regard to the processes and policies of the administering government agency or servicing authority.

7.3 Land within the Flood Fringe

7.3.1 Policy Statement

The Council will seek to ensure that:

- development and subdivision will not create any undue risk to life or property;
- buildings, structures, development, site works, fencing and landfill will not adversely affect the flow of floodwaters, to the extent where upstream, adjoining and nearby flood levels will increase, or where the risk to people and property will increase; and
- the flood fringe is appropriately managed.

7.3.2 Planning Applications (Development Applications)

The Council will favourably consider Planning Applications, within the flood fringe, provided they meet minimum floor levels of 0.5m above the 1 in 100 year flood level (unless otherwise provided for in this policy) as specified on the plans accompanying the Flood Study. This is subject to other planning, servicing, environmental and landscape considerations being appropriately addressed to the satisfaction of Council.

Planning consent for new buildings and structures within in the flood fringe are required to meet the identified floor level set out in the Flood Study plus a freeboard of 0.5 metres (unless otherwise provided for in this policy). The Council will only consider variations to this where the proponent suitably justifies, to the satisfaction of Council, the following:

- it is an extension to an existing building where there are genuine constraints of integrating the proposed extension to the existing building;
- the recommended levels will result in a significant impact on the landscape, amenity and aesthetics of the locality;

- the proposed structure is a Class 10 building/structure as set out in the Building Code of Australia, not involving human habitation, where the Council will support a freeboard of 0.15m (150mm) above the 1 in 100 flood level; and
- the proponent demonstrates there is an over-riding public benefit and it is a temporary structure.

Should Council issue planning consent, it may include conditions addressing, but not limited to, the following:

- the building/structure is set at a height to the Council's satisfaction, which typically will be a minimum of 0.5 metres above the 1 in 100 year flood level;
- a licensed surveyor confirms that the required floor level has been met;
- building materials are flood compatible, including building foundations being designed to withstand scouring and undermining by moving floodwaters. This may require a practicing engineer certifying that the building/structure can withstand fast-flowing waters to the standard set by Council;
- require a suitable drainage system (either subsoil and/of above ground) to be designed, installed and maintained by the property owner (to prevent impact on adjoining properties if filling occurs);
- all electrical services are located above the designated 1 in 100 year flood level;
- vehicular access and/or evacuation routes are designed for two-wheel drive vehicles to the satisfaction of Council;
- a notification is included on the Certificate of Title advising landowners in perpetuity of the flooding risks, with costs to be met by the proponent; and
- the proponent enters into a flood / erosion indemnity agreement with Council, with costs to be met by the proponent.

All Planning Applications proposing development in the flood fringe, below the required flood level set out in the flood study plus a freeboard of 0.5 metres (other than a Class 10 building/structure as set out in the Building Code of Australia), will be reported to Council for determination.

7.3.3 Subdivision Applications

The Council will consider, on its merits, subdivision applications in the flood fringe that suitably demonstrate that:

- each lot contains an area, outside of the floodway, that is appropriately sized and located for the anticipated use; and
- vehicular access, between the public road system and the identified development area for each lot, will not be cut off in a major flood event.

The above is subject to the proponent suitably addressing other planning, servicing, environmental and landscape considerations to the satisfaction of Council.

The Council will recommend to the WAPC that a subdivision condition be imposed on residential, rural residential (building envelope and vehicular access), tourist, commercial and industrial lots requiring the land to be suitably filled to meet the minimum floor level set in the Flood Study plus a freeboard of 0.5 metres, along with the land being suitably drained. Where this condition is imposed by the WAPC, the Council will not issue clearance of the Deposited Plan until proposed lots and/or approved development footprints/building envelopes are suitably filled and drained.

For rural small holding and rural subdivisions, the Council will likewise require each proposed lot to have:

- an area, outside of the floodway, that is appropriately sized and located for the anticipated use; and
- vehicular access, between the public road system and the identified development area for each lot, will not be cut off in a major flood event.

The Council will typically not require the development footprint/building envelope of proposed rural small holding and rural lots to be filled prior to the creation of titles. However, the Council will require suitable notification to prospective purchasers and/or successors being included on the Certificate of Title to state that the lot is impacted by flooding, the approved building envelope location (or building exclusion area) and the minimum floor level as set out by the Flood Study and this policy.

7.3.4 Scheme Amendments (Rezoning)

The Council will consider, on its merits, scheme amendment requests in the flood fringe provided the proponent can that demonstrate that each proposed lot:

- contains an area, outside of the floodway, that is appropriately sized and located for the anticipated use; and
- has vehicular access, between the public road system and the identified development area for each lot, will not be cut off in a major flood event.

The above is subject to the proponent suitably addressing other planning, servicing, environmental and landscape considerations to the satisfaction of Council.

The Council may require the scheme amendment request and/or documentation to be supported by relevant studies and/or plans including addressing land management, tenure and conservation considerations.

7.3.5 Other Works

Where new or replacement infrastructure is located in the flood fringe, the Council will ensure its design takes account of the flood risk to adjoining and nearby properties so that is no worse than the current situation, or the flooding risk to adjoining and nearby properties is lowered.

The Council seeks the support of Commonwealth Government agencies, State Government agencies and servicing authorities to ensure that they design infrastructure to take account of flood risks, including on upstream, adjoining and nearby land owned by other parties. Further, they should ensure that their infrastructure is optimally located and designed to achieve suitable levels of service, having regard to the processes and policies of the administering government agency or servicing authority.

8. Approval Authorisation

Authority to implement the policy will be delegated to the Chief Executive Officer, other than as outlined in this policy.

9. Final Adoption

Final adoption of the policy was resolved by Council on 24 February 2009.

67. Consideration of application by local government

- (1) Development approval cannot be granted on an application for approval of —
- (a) development that is a class X use in relation to the zone in which the development is located, unless —
 - (i) the development relates to land that is being used for a non-conforming use; and
 - (ii) the local government considers that the proposed use of the land would be less detrimental than the non-conforming use;
 - or
 - (b) development that otherwise does not comply with a requirement of this Scheme, unless —
 - (i) this Scheme gives the local government discretion to waive or vary the requirement or to grant development approval despite non-compliance with the requirement; or
 - (ii) the development is permitted under a provision of this Scheme in relation to non-conforming uses.
- (2) In considering an application for development approval (other than an application on which approval cannot be granted under subclause (1)), the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —
- (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
 - (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the *Planning and Development (Local Planning Schemes) Regulations 2015* or any other proposed planning instrument that the local government is seriously considering adopting or approving;
 - (c) any approved State planning policy;
 - (d) any environmental protection policy approved under the *Environmental Protection Act 1986* section 31(d);
 - (e) any policy of the Commission;
 - (f) any policy of the State;
 - (fa) any local planning strategy for this Scheme endorsed by the Commission;
 - (g) any local planning policy for the Scheme area;
 - (h) any structure plan or local development plan that relates to the development;
 - (i) any report of the review of the local planning scheme that has been published under the *Planning and Development (Local Planning Schemes) Regulations 2015*;
 - (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;
 - (k) the built heritage conservation of any place that is of cultural significance;
 - (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;
 - (m) the compatibility of the development with its setting, including —
 - (i) the compatibility of the development with the desired future character of its setting; and

- (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
 - (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;
 - (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
 - (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
 - (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
 - (r) the suitability of the land for the development taking into account the possible risk to human health or safety;
 - (s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
 - (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
 - (u) the availability and adequacy for the development of the following —
 - (i) public transport services;
 - (ii) public utility services;
 - (iii) storage, management and collection of waste;
 - (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
 - (v) access by older people and people with disability;
 - (v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;
 - (w) the history of the site where the development is to be located;
 - (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
 - (y) any submissions received on the application;
 - (za) the comments or submissions received from any authority consulted under clause 66;
 - (zb) any other planning consideration the local government considers appropriate.
- (3) Subclause (1) has effect despite the zoning table for this Scheme.

[Clause 67 amended: SL 2020/252 r. 74.]

8.2 CORPORATE SERVICES:

8.2.1 Monthly Financial Statements – October 2021

File Ref:	FINM012
Applicant:	Not Applicable
Disclosure of Interest:	Nil
Author:	D Long - Finance Consultant
Attachments:	8.2.1A Monthly Financial Statements - October 2021

Summary

The Monthly Financial Report for 31 October 2021 is presented for Councils consideration.

Background

The Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 require local governments to prepare monthly reports containing the information that is prescribed.

Comment

The Shire prepares the monthly financial statements in the statutory format along with other supplementary financial reports consisting of:

- (a) Statement of Comprehensive Income by Function/Program;
- (b) Statement of Comprehensive Income by Nature/Type;
- (c) Statement of Financial Activity;
- (d) Summary of Net Current Asset Position;
- (e) Statement of Explanation of Material Variances;
- (f) Statement of Financial Position;
- (g) Statement of Cash Flows;
- (h) Detailed Operating and Non-Operating Schedules;
- (i) Statement of Cash Back Reserves; and
- (j) Loan Borrowings Statement.

MATERIAL VARIANCE COMMENTARY ON YEAR TO DATE

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* require local governments to prepare annual budget estimates and month by month budget estimates so that comparatives can be made to Year to Date (YTD) Actual amounts of expenditure, revenue and income.

At its budget meeting, Council adopted a material variance threshold of \$10,000 or 10%. For interpretation purposes, this means any variance at Function/Program level that is greater than 10% and exceeds \$10,000 in value is reported on and commentary is provided to explain the YTD budget estimate to YTD actual variance. The material variance is shown on the Statement of Financial Activity, in accordance with the *Local Government (Financial Management) Regulations 1996*. The material variance commentary is now provided in a separate statement, called the Statement of Explanation of Material Variances.

The Statement of Financial Activity as at 31 October shows a closing surplus of \$5,686,817.

Statutory Environment

Local Government Act 1995

Section 6.4–Specifies that a local government is to prepare such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996:

Regulation 34 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month in the following detail:
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - (b) budget estimates to the end of month to which the statement relates;
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c);
 - (e) the net current assets at the end of the month to which the statement relates.

Sub regulations 2, 3, 4, 5, and 6 prescribe further details of information to be included in the monthly statement of financial activity.

OFFICER'S RECOMMENDATION – 8.2.1

That Council receive the monthly financial report for the period ending 31 October 2021.



SHIRE OF BODDINGTON

MONTHLY FINANCIAL REPORT

31 OCTOBER 2021

- Statement of Comprehensive Income by Program
- Statement of Comprehensive Income by Nature/Type
- Statement of Financial Activity
- Statement of Net Current Position
- Statement of Material Variances
- Statement of Financial Position
- Statement of Cash Flows
- Detailed Operating and Non-Operating Statements
- Supplementary Information -
 - Reserve Accounts
 - Loan Schedule

SHIRE OF BODDINGTON
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 31 OCTOBER 2021

	2021-22 ORIGINAL BUDGET	2021-22 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)	\$	\$
General Purpose Funding	(22,307)	(690)
Governance	(106,276)	(803,430)
Law, Order, Public Safety	(523,783)	(70,069)
Health	(218,897)	(27,919)
Education and Welfare	(816,473)	(198,520)
Housing	3,563	(17,351)
Community Amenities	(837,143)	(152,297)
Recreation and Culture	(2,088,386)	(343,519)
Transport	(3,309,496)	(328,437)
Economic Services	(827,708)	(158,960)
Other Property and Services	(4,095)	67,280
	(8,751,001)	(2,033,912)
REVENUE		
General Purpose Funding	5,367,369	5,269,009
Governance	42,435	28,841
Law, Order, Public Safety	124,793	58,283
Health	39,290	13,614
Education and Welfare	505,200	277,152
Housing	23,400	12,548
Community Amenities	296,030	290,177
Recreation and Culture	48,895	50,813
Transport	110,080	0
Economic Services	291,697	172,115
Other Property & Services	11,005	26,855
	6,860,194	6,199,407
<i>Increase(Decrease)</i>	(1,890,807)	4,165,495
FINANCE COSTS		
Governance	(21,154)	0
Education & Welfare	(6,237)	(3,260)
Housing	(23,448)	(419)
Recreation & Culture	(35,379)	(9,994)
Total Finance Costs	(86,218)	(13,672)
NON-OPERATING REVENUE		
Community Amenities	100,000	(105)
Recreation & Culture	0	0
Transport	1,171,930	579,016
Economic Services	0	0
Total Non-Operating Revenue	1,271,930	578,911
PROFIT/(LOSS) ON SALE OF ASSETS		
Transport Profit	0	0
Transport Loss	0	0
<i>Total Profit/(Loss)</i>	0	0
NET RESULT	(705,095)	4,730,734
Other Comprehensive Income		
Changes on revaluation of non-current assets	0	0
<i>Total Abnormal Items</i>	0	0
TOTAL COMPREHENSIVE INCOME	(705,095)	4,730,734

SHIRE OF BODDINGTON
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 31 OCTOBER 2021

	2021-22 ORIGINAL BUDGET	2021-22 YTD ACTUAL
Expenses		
Employee Costs	(3,048,975)	(1,269,105)
Materials and Contracts	(2,578,728)	(568,322)
Utility Charges	(298,245)	(120,124)
Depreciation on Non-Current Assets	(2,393,945)	0
Interest Expenses	(86,218)	(13,672)
Insurance Expenses	(271,598)	(16,682)
Other Expenditure	(159,510)	(59,679)
	(8,837,219)	(2,047,584)
Revenue		
Rates	5,225,193	5,226,339
Operating Grants, Subsidies and Contributions	367,919	145,294
Fees and Charges	1,213,952	765,709
Service Charges	0	0
Interest Earnings	17,300	3,764
Other Revenue	35,830	58,301
	6,860,194	6,199,407
	(1,977,025)	4,151,823
Non-Operating Grants, Subsidies & Contributions	1,271,930	578,911
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0
Profit on Asset Disposals	0	0
Loss on Asset Disposals	0	0
	1,271,930	578,911
Net Result	(705,095)	4,730,734
Other Comprehensive Income		
Changes on revaluation of non-current assets	0	0
Total Other Comprehensive Income	0	0
TOTAL COMPREHENSIVE INCOME	(705,095)	4,730,734

ATTACHMENT 8.2.1 A

SHIRE OF BODDINGTON
FINANCIAL ACTIVITY STATEMENT
31 OCTOBER 2021

	2021-22 ORIGINAL BUDGET	2021-22 YTD BUDGET (a)	2021-22 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
OPERATING REVENUE						
General Purpose Funding	\$ 143,176	\$ 37,703	\$ 41,685	Within Threshold	10.56%	
Governance	42,435	13,678	28,841	15,163	110.85%	
Law, Order Public Safety	124,793	52,573	58,283	Within Threshold	10.86%	↑
Health	39,290	11,961	13,614	Within Threshold	13.82%	↑
Education and Welfare	505,200	208,216	277,152	68,936	33.11%	↑
Housing	23,400	7,981	12,548	Within Threshold	57.22%	↑
Community Amenities	296,030	253,240	290,177	36,937	14.59%	↑
Recreation and Culture	48,895	10,485	50,813	40,328	384.64%	↑
Transport	110,080	52,280	0	(52,280)	(100.00%)	↓
Economic Services	291,697	119,327	172,115	52,788	44.24%	↑
Other Property and Services	11,005	6,676	26,855	20,180	302.27%	↑
	1,636,001	774,120	972,084			
LESS OPERATING EXPENDITURE						
General Purpose Funding	(22,307)	(4,366)	(690)	Within Threshold	(84.19%)	
Governance	(127,430)	(36,941)	(803,430)	(766,489)	(2074.88%)	
Law, Order, Public Safety	(523,783)	(154,386)	(70,069)	84,317	54.61%	
Health	(218,897)	(81,033)	(27,919)	53,114	65.55%	
Education and Welfare	(822,710)	(251,647)	(201,779)	49,868	(19.82%)	
Housing	(19,885)	(3,444)	(17,769)	(14,326)	(415.99%)	
Community Amenities	(837,143)	(265,997)	(152,297)	113,699	42.74%	
Recreation and Culture	(2,123,765)	(722,433)	(353,513)	368,921	51.07%	
Transport	(3,309,496)	(1,069,397)	(328,437)	740,960	69.29%	
Economic Services	(827,708)	(246,857)	(158,960)	87,897	35.61%	
Other Property & Services	(4,095)	(2,352)	67,280	69,632	2960.02%	
	(8,837,219)	(2,838,852)	(2,047,584)			
<i>Increase(Decrease)</i>	(7,201,218)	(2,064,732)	(1,075,500)			
Non-Cash Amounts Excluded from Operating Activities						
Movement in Employee provisions N/C	34,790	0		Within Threshold	0.00%	
(Profit) on the disposal of assets		0	0	Within Threshold	0.00%	
Loss on the disposal of assets	0	0	0	Within Threshold	0.00%	
Depreciation Written Back	2,393,945	797,662	0	(797,662)	(100.00%)	↓
	2,428,735	797,662	0			
<i>Sub Total</i>	(4,772,483)	(1,267,070)	(1,075,500)			
INVESTING ACTIVITIES						
Purchase of Land	0	0	0	Within Threshold	0.00%	
Purchase Buildings	(70,000)	(5,000)	0	Within Threshold	(100.00%)	
Purchase Plant and Equipment	(222,233)	0	0	Within Threshold	0.00%	
Purchase Furniture and Equipment	(55,000)	0	0	Within Threshold	0.00%	
Infrastructure Assets - Roads	(1,300,638)	(30,145)	(85,342)	(55,197)	(183.11%)	
Infrastructure Assets - Bridges	0	0	0	Within Threshold	0.00%	
Infrastructure Assets - Footpaths	(111,073)	0	0	Within Threshold	0.00%	
Infrastructure Assets - Drainage	(55,000)	(1,600)	(1,440)	Within Threshold	Within Threshold	
Infrastructure Assets - Foreshore	(241,312)	(41,312)	(14,802)	26,510	64.17%	
Infrastructure Assets - Parks & Ovals	(35,000)	0	0	Within Threshold	0.00%	
Infrastructure Assets - Other	(123,000)	0	(519)	Within Threshold	0.00%	
Proceeds from Sale of Assets	34,000	0	0	Within Threshold	0.00%	
Non-Operating Grants, Subsidies & Contributions	1,271,930	310,080	578,911	268,831	86.70%	↑
	(907,326)	232,023	476,808			
FINANCING ACTIVITIES						
Repayment of Debt - Loan Principal & Finance Leases	(357,077)	(46,782)	(47,854)	Within Threshold	Within Threshold	
Transfer to Reserves	(61,202)	0	0	Within Threshold	0.00%	
	(418,279)	(46,782)	(47,854)			
Plus Rounding						
<i>Sub Total</i>	(6,098,088)	(1,081,829)	(646,547)			
FUNDING FROM						
Transfer from Reserves	0	0	0	Within Threshold	0.00%	
Loans Raised	0	0	0	Within Threshold	0.00%	
Estimated Opening Surplus at 1 July	1,043,000	1,043,000	1,106,040	63,040	Within Threshold	↑
Amount Raised from General Rates	5,224,193	5,224,193	5,227,323	Within Threshold	Within Threshold	↑
	6,267,193	6,267,193	6,333,363			
NET SURPLUS/(DEFICIT)	169,105	5,185,364	5,686,817			

SHIRE OF BODDINGTON
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 31 OCTOBER 2021

	ACTUAL 31 OCTOBER 2021
<u>Current Assets</u>	
Cash at bank and on Hand	2,711,118
Restricted Cash - Bonds & Deposits	91,659
Restricted Cash Reserves	1,668,321
Trade Receivables	5,563,931
Accrued Income	2,963
Self Supporting Loan	2,925
Land held for Resale	0
Total Current Assets	10,040,917
 <u>Current Liabilities</u>	
Trade Creditors	(\$497,250)
Bonds and Deposits	(\$91,659)
Accrued Wages	(\$28,642)
Accrued Interest on Loans	(\$13,420)
Accrued Expense	(\$61,378)
ATO Liabilities	(\$98,374)
Contract Liability	(\$1,634,556)
Loan Liability	(\$309,223)
Provisions	(\$260,498)
Total Current Liabilities	(\$2,994,999)
 Sub-Total	 7,045,917
Adjustments	
LESS Cash Backed Reserves	(\$1,668,321)
LESS Land held for Resale	\$0
LESS Restricted Cash (Bonds & Deposits)	(\$91,659)
ADD: Bonds and Deposits Liability	\$91,659
ADD: Current Loan Liability	\$309,223
Rounding	(2)
Net Current Position	5,686,817

ATTACHMENT 8.2.1 A
SHIRE OF BODDINGTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 OCTOBER 2021

EXPLANATION OF MATERIAL VARIANCES

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
OPERATING REVENUE			
General Purpose Funding			
Variance within \$10,000 Materiality Threshold		Within Threshold	10.56%
Governance			
Contribution for long service leave for staff not anticipated, and employee contributions higher than anticipated for reporting period.	PERMANENT	15,163	110.85%
Law Order & Public Safety -			
Variance within \$10,000 Materiality Threshold		Within Threshold	10.86%
Health			
Variance within \$10,000 Materiality Threshold		Within Threshold	13.82%
Education & Welfare			
Childcare Centre fees and Childcare contributions higher than anticipated for reporting period. ILU rental income higher than anticipated for reporting period.	PERMANENT/ TIMING	68,936	33.11%
Housing			
Variance within \$10,000 Materiality Threshold		Within Threshold	57.22%
Community Amenities			
Domestic Refuse removal fees, Commercial Refuse removal fees, Town Planning fees cemetery fees higher than anticipated for reporting period. Effluent disposal fees lower than anticipated for reporting period.	PERMANENT/ TIMING	36,937	14.59%
Recreation & Culture			
Resource Sharing contribution from Department of Education received earlier than anticipated. Other sport and commercial lease income higher than anticipated for reporting period. Library technology grant received earlier than anticipated.	TIMING	40,328	384.64%
Transport			
Main Roads Road Maintenance grant not yet claimed	TIMING	(52,280)	(100.00%)
Economic Services			
Caravan park fees and Community Café fees higher than anticipated for reporting period.	TIMING	52,788	44.2%
Other Property and Services			
Workers compensation reimbursements higher than anticipated for reporting period. Offset by workers compensation expenses incurred.	PERMANENT	20,180	302.27%

ATTACHMENT 8.2.1 A
SHIRE OF BODDINGTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 OCTOBER 2021

EXPLANATION OF MATERIAL VARIANCES

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
OPERATING EXPENDITURE			
General Purpose Funding			
Variance within \$10,000 Materiality Threshold		Within Threshold	(84.19%)
Governance			
Election expenses, councillor expenses and member allowances lower than anticipated for reporting period. Donation expenses higher than anticipated for reporting period. Insurance premium expenses, and lower than anticipated for reporting period. Administration salaries, superannuation expenses, computer and software expenses, FBT expenses, and consultant fees higher than anticipated for reporting period. Administration allocation expenses and depreciation expenses not yet booked.	TIMING	(766,489)	(2074.88%)
Law Order & Public Safety -			
Administration allocation expenses and depreciation expenses not yet booked. Brigade operation expenses, fire insurance expenses, standpipe maintenance expenses lower than anticipated.	TIMING	84,317	54.61%
Health			
Housing allocation expenses and depreciation expense not yet booked.	TIMING	53,114	65.55%
Education & Welfare			
Child Care Centre expenses lower than anticipated for reporting period. Administration allocation expenses and depreciation expenses not yet booked.	TIMING	49,868	(19.82%)
Housing			
Housing allocations not yet booked.	TIMING	(14,326)	(415.99%)
Community Amenities			
Depreciation expense and administration allocation expenses not yet booked. Town planning expenses and public conveniences expenses lower than anticipated for reporting period.	TIMING	113,699	42.74%
Recreation & Culture			
Depreciation expense and administration allocation expenses not yet booked. Boddington Hall wages & overheads expenses higher than anticipated for reporting period. Boddington Rec Centre/Pavilion expenses and Hotham Park maintenance expenses lower than anticipated for reporting period. Streetscape wages and contract expenses higher than anticipated for reporting period. Swimming pool operating expenses lower than anticipated for reporting period. Library materials operating expenses higher than anticipated for reporting period.	PERMANENT/ TIMING	368,921	51.07%
Transport			
Depreciation expense and administration allocation expenses not yet booked. Street tree maintenance and unsealed road maintenance expenses lower than anticipated for reporting period. Sealed road maintenance expenses, weed spraying verge expenses, and storm damage expenses higher than anticipated for reporting period.	TIMING	740,960	69.29%
Economic Service			
Depreciation expense and administration allocation expenses not yet booked. Community café expenses higher than anticipated for reporting period. Caravan Park expenses and area promotion expenses lower than anticipated for reporting period.	PERMANENT/ TIMING	87,897	35.61%
Other Property & Services			
Public works overhead recoup higher than anticipated for reporting period	TIMING	69,632	2960.02%

ATTACHMENT 8.2.1 A
SHIRE OF BODDINGTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 OCTOBER 2021

EXPLANATION OF MATERIAL VARIANCES

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
<u>CAPITAL REVENUES</u>			
<u>Non-Operating Grants, Subsidies & Contributions</u>			
<i>Community Amenities</i>			
Community Amenities - Contribution Income -		0	
<i>Transport</i>			
Regional Road Group Grants - Grant claimed higher than anticipated for reporting period.	TIMING	65,934	
Roads to Recovery Grants -		0	
Other Income - LRCI Phase 2 Grant - funding received earlier than anticipated	TIMING	102,502	
Special Bridge Grant Funding - Grant funding received and not anticipated	TIMING	100,500	
		<u>268,936</u>	86.70%
<u>Proceeds from Sale of Assets</u>			
Proceeds from Sale of Assets -		0	
		<u>0</u>	0.00%
<u>Transfers from Reserve</u>			
Transfers from Reserve -		0	0.00%

ATTACHMENT 8.2.1 A
SHIRE OF BODDINGTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 OCTOBER 2021

EXPLANATION OF MATERIAL VARIANCES

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
CAPITAL EXPENDITURE			
<u>Transfers to Reserve</u>			
Transfers to Reserve -		0	0.00%
<u>Furniture & Equipment</u>			
<u>Governance</u>			
Computer Equipment - New Server		0	
Office Equipment -		0	
Total (Over)/Under Budget		0	0.00%
<u>Buildings</u>			
<u>Recreation & Culture</u>			
Swimming Pool - Disabled Toilet - Project expenses lower than anticipated for reporting period.	TIMING	5,000	
<u>Economic Services</u>			
Rusty Camp Oven Kitchen Fitout -		0	
Total (Over)/Under Budget		5,000	(100.00%)
<u>Plant & Equipment</u>			
<u>Health</u>			
Doctors Vehicle -		0	
<u>Transport</u>			
Plant Float Trailer		0	
Truck Modifications For Towing Plant Float		0	
Purchase Mowers		0	
Purchase D/Cab Utility BT015		0	
Purchase Utility BT011		0	
Purchase Slasher/Flail Mower		0	
Total (Over)/Under Budget		0	0.00%
<u>Road Construction</u>			
Road Construction - Council - Projects commenced earlier than anticipated	TIMING	(2,224)	
Regional Road Group Projects - Road construction expenses lower than anticipated for reporting period.	TIMING	5,266	
Roads to Recovery - RTR Road construction expenses higher than anticipated for reporting period.	TIMING	(58,238)	
Local Roads and Community Infrastructure projects -		0	
MRWA Bridge Program -		0	
Total (Over)/Under Budget		(55,197)	(183.11%)
<u>Footpath Construction</u>			
Footpath Construction - Project not yet commenced		0	
Total (Over)/Under Budget		0	0.00%
<u>Drainage Infrastructure</u>			
Early Learning Centre Drainage - Project expenses lower than anticipated for reporting period.	TIMING	160	
Total (Over)/Under Budget		160	Within Threshold
<u>Foreshore Infrastructure</u>			
Foreshore Landscape and Design - Project expenses lower than anticipated for reporting period.	TIMING	26,510	
Total (Over)/Under Budget		26,510	64.17%

ATTACHMENT 8.2.1 A
SHIRE OF BODDINGTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 OCTOBER 2021

EXPLANATION OF MATERIAL VARIANCES

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
<u>Parks & Ovals</u>			
Ranford Playground Upgrades - Project not yet commenced		0	
Total (Over)/Under Budget		0	0.00%
<u>Other Infrastructure</u>			
<u>Education & Welfare</u>			
Early Learning Centre Replace Shade Sails -		0	
<u>Recreation & Culture</u>			
Swimming Pool Bowl Repaint - Project not yet commenced		0	
<u>Transport</u>			
Street Lighting Upgrades - Project not yet commenced		0	
<u>Other Property & Services</u>			
Entry Statements & Public Art - Project expenses higher than anticipated for reporting period.	TIMING	(519)	
Total (Over)/Under Budget		(519)	0.00%
Note: (NB) = No Budget Provision Made			

SHIRE OF BODDINGTON
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 31 OCTOBER 2021

	Note	2020-21 ACTUAL \$	2021-22 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		3,059,120	4,275,152	1,216,033
Restricted Cash & Cash Equivalents		196,338	195,945	-393
Trade and other receivables		1,781,477	5,566,894	3,785,417
Financial Asset - SSL Loans		3,900	2,925	-975
Other Financial Assets		0	0	0
Other assets		0	0	0
Total current assets		5,040,835	10,040,917	5,000,081
Non-current assets				
Trade and other receivables		25,501	25,501	0
LG House Unit Trust		36,903	36,903	0
Land		3,703,000	3,703,000	0
Buildings		25,664,394	25,664,394	0
Furniture & Equipment		75,562	75,562	0
Plant & Equipment		2,616,462	2,616,462	0
Infrastructure - Roads		34,465,807	34,542,244	76,437
Infrastructure - Footpaths		1,494,493	1,494,493	0
Infrastructure - Bridges		9,049,227	9,049,227	0
Infrastructure - Kerb & Channel & Drainage		1,442,445	1,443,885	1,440
Infrastructure - Parks & Ovals		691,655	691,655	0
Infrastructure - Public Use Facilities		1,725,467	1,725,467	0
Infrastructure - Other		1,720,379	1,720,897	519
Infrastructure - Foreshore		2,775,677	2,790,479	14,802
Infrastructure - Caravan Park		75,608	75,608	0
Infrastructure - Waste Site		1,290,045	1,290,045	0
Total non-current assets		86,852,624	86,945,822	93,198
Total assets		91,893,459	96,986,738	5,093,279
Current liabilities				
Trade and other payables		288,271	699,064	-410,793
Bonds and Deposits		92,052	91,659	393
Contract Liabilities		1,634,556	1,634,556	0
Interest-bearing loans and borrowings		357,077	309,223	47,854
Provisions		260,498	260,498	0
Total current liabilities		2,632,454	2,994,999	-362,545
Non-current liabilities				
Interest-bearing loans and borrowings		2,116,566	2,116,566	0
Other Liabilities		300,000	300,000	0
Provisions		65,220	65,220	0
Total non-current liabilities		2,481,786	2,481,786	0
Total liabilities		5,114,240	5,476,786	-362,545
Net assets		86,779,218	91,509,953	4,730,734
Equity				
Retained surplus		33,368,979	33,368,979	0
Net Result		0	4,730,734	4,730,734
Reserve - asset revaluation		51,741,919	51,741,919	0
Reserve - Cash backed		1,668,321	1,668,321	0
Total equity		86,779,218	91,509,953	4,730,734

This statement is to be read in conjunction with the accompanying notes

SHIRE OF BODDINGTON
STATEMENT OF CASH FLOWS
31 OCTOBER 2021

	Note	2020-21 ACTUAL \$	2021-22 BUDGET \$	2021-22 ACTUAL \$
Cash Flows from operating activities				
Payments				
Employee Costs		(2,550,227)	(3,014,185)	(763,160)
Materials & Contracts		(3,362,110)	(2,578,728)	(546,227)
Utilities (gas, electricity, water, etc)		(356,439)	(298,245)	(120,124)
Insurance		(249,647)	(271,598)	(16,682)
Interest Expense		(93,549)	(86,218)	(13,672)
Goods and Services Tax Paid		0	0	2,742
Other Expenses		(100,996)	(159,510)	(65,250)
		(6,712,968)	(6,408,484)	(1,522,374)
Receipts				
Rates		4,774,406	5,225,193	62,436
Operating Grants & Subsidies		449,824	1,748,334	216,608
Fees and Charges		1,230,340	1,213,952	3,086,166
Interest Earnings		20,511	17,300	3,764
Goods and Services Tax		109,021	0	53,098
Other		74,302	35,830	58,301
		6,658,404	8,240,609	3,480,374
Net Cash flows from Operating Activities		(54,564)	1,832,125	1,958,000
Cash flows from investing activities				
Payments				
Purchase of Land		0	0	0
Purchase of Buildings		(148,820)	(70,000)	0
Purchase Plant and Equipment		(520,983)	(222,233)	0
Purchase Furniture and Equipment		(8,090)	(55,000)	0
Purchase Road Infrastructure Assets		(577,165)	(1,300,638)	(85,342)
Purchase Bridges & Culvert Infrastructure		0	0	0
Purchase of Footpath Assets		0	(111,073)	0
Purchase Drainage Assets		(9,689)	(55,000)	(1,440)
Purchase Foreshore Assets		(897,808)	(241,312)	(14,802)
Purchase Parks & Ovals Assets		(34,379)	(35,000)	0
Purchase Public use Infrastructure		0	0	0
Purchase Infrastructure Other Assets		(76,719)	(123,000)	(519)
Receipts				
Proceeds from Sale of Assets		138,727	34,000	0
Non-Operating grants used for Development of Assets		663,503	(384,356)	(592,403)
		(1,471,423)	(2,563,612)	(694,506)
Cash flows from financing activities				
Repayment of Debentures and Finance Leases		(344,397)	(357,077)	(47,854)
Revenue from Self Supporting Loans		0	0	0
Proceeds from New Debentures		0	0	0
Net cash flows from financing activities		(344,397)	(357,077)	(47,854)
Net increase/(decrease) in cash held		(1,870,384)	(1,088,564)	1,215,640
Cash at the Beginning of Reporting Period		5,125,842	3,255,459	3,255,458
Cash at the End of Reporting Period		3,255,459	2,166,894	4,471,098

**SHIRE OF BODDINGTON
STATEMENT OF CASH FLOWS
31 OCTOBER 2021**

Notes

	2020-21 ACTUAL \$	2021-22 BUDGET \$	2021-22 ACTUAL \$
RECONCILIATION OF CASH			
Cash at Bank - Unrestricted	3,162,367	1,051,588	4,378,399
Cash at Bank Reserves - Restricted	92,692	1,955,714	92,299
Cash on Hand	400	300	400
TOTAL CASH	3,255,459	3,007,602	4,471,098
RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT			
Net Result (As per Comprehensive Income Statement)	(1,365,764)	(705,095)	4,730,714
Add back Depreciation	3,129,176	2,393,945	0
(Gain)/Loss on Disposal of Assets	(36,655)	0	0
Self Supporting Loan Principal Reimbursements	0	0	0
Local Govt House unit Trust Adjustment	(1,293)	0	0
Contributions for the Development of Assets	(663,503)	384,356	592,403
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	0	0	0
(Increase)/Decrease in Receivables	(1,133,147)	1,402,963	(3,865,095)
(Increase)/Decrease in Other Assets	(88,071)	0	0
Increase/(Decrease) in Accounts Payable	(1,035,842)	0	499,978
Increase/(Decrease) in Contract Liabilities	1,149,585	(1,678,834)	0
Increase/(Decrease) in Prepayments	0	0	0
Increase/(Decrease) in Employee Provisions	(9,050)	34,790	0
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	0	0	0
NET CASH FROM/(USED) IN OPERATING ACTIVITIES	(54,564)	1,832,125	1,958,000

**SHIRE OF BODDINGTON
RESERVE ACCOUNTS
FOR THE PERIOD ENDING 31 OCTOBER 2021**

LEAVE RESERVE

Purpose - To be used to fund annual and long service leave requirements.

	ACTUAL	BUDGET
	2021-22	2021-22
Opening Balance	0	0
Transfer from Accumulated Surplus		
- Interest Earned	0	0
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
CLOSING BALANCE	0	0

PLANT RESERVE

Purpose - To be used to fund the purchase of new or second hand plant and equipment.

	ACTUAL	BUDGET
	2021-22	2021-22
Opening Balance	221,172	220,766
Transfer from Accumulated Surplus		
- Interest Earned	0	265
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
CLOSING BALANCE	221,172	221,031

BUILDING RESERVE

Purpose - To be used to for the construction of buildings

	ACTUAL	BUDGET
	2021-22	2021-22
Opening Balance	97,125	96,947
Transfer from Accumulated Surplus		
- Interest Earned	0	116
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
CLOSING BALANCE	97,125	97,063

**SHIRE OF BODDINGTON
RESERVE ACCOUNTS
FOR THE PERIOD ENDING 31 OCTOBER 2021**

LOCAL ORGANISATION ASSISTANCE FUND RESERVE

Purpose - To be used to fund local organisation projects as per council policy

	ACTUAL	BUDGET
	2021-22	2021-22
Opening Balance	31,617	31,559
Transfer from Accumulated Surplus		
- Interest Earned	0	38
- Other Transfers	0	9,202
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
CLOSING BALANCE	31,617	40,799

REFUSE RESERVE

Purpose - to be used to fund the establishment and operation of the refuse disposal facilities

	ACTUAL	BUDGET
	2021-22	2021-22
Opening Balance	39,471	39,397
Transfer from Accumulated Surplus		
- Interest Earned	0	47
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
CLOSING BALANCE	39,471	39,444

AGED HOUSING RESERVE

Purpose - To be used to fund future aged housing developments

	ACTUAL	BUDGET
	2021-22	2021-22
Opening Balance	366,827	366,155
Transfer from Accumulated Surplus		
- Interest Earned	0	440
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
CLOSING BALANCE	366,827	366,595

**SHIRE OF BODDINGTON
RESERVE ACCOUNTS
FOR THE PERIOD ENDING 31 OCTOBER 2021**

SWIMMING POOL RESERVE

Purpose - To be used to fund ongoing upgrading and maintaining of the swimming pool

	ACTUAL 2021-22	BUDGET 2021-22
Opening Balance	21,006	20,967
Transfer from Accumulated Surplus		
- Interest Earned	0	25
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
CLOSING BALANCE	21,006	20,992

RIVER CROSSING RESERVE

Purpose - To be used to fund the upgrading and refurbishment of river crossings

	ACTUAL 2021-22	BUDGET 2021-22
Opening Balance	47,643	47,556
Transfer from Accumulated Surplus		
- Interest Earned	0	57
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
CLOSING BALANCE	47,643	47,613

PREPAID CONDITIONAL GRANTS RESERVE

Purpose - To be used as a mechanism to identify prepaid grants where the expenditure will occur in the next financial year

	ACTUAL 2021-22	BUDGET 2021-22
Opening Balance	199,559	199,193
Transfer from Accumulated Surplus		
- Interest Earned	0	239
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
CLOSING BALANCE	199,559	199,432

**SHIRE OF BODDINGTON
RESERVE ACCOUNTS
FOR THE PERIOD ENDING 31 OCTOBER 2021**

UNSPENT CONDITIONAL GRANTS RESERVE

Purpose - To be used as a mechanism to identify unspent grants where the expenditure will be incurred in the next financial year.

	ACTUAL 2021-22	BUDGET 2021-22
Opening Balance	376,700	376,011
Transfer from Accumulated Surplus		
- Interest Earned	0	452
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
CLOSING BALANCE	<u>376,700</u>	<u>376,463</u>

PUBLIC OPEN SPACE RESERVE

Purpose - To be used to fund the upgrade and rationalisation of Public Open Space and Parklands within the Shire

	ACTUAL 2021-22	BUDGET 2021-22
Opening Balance	267,203	266,714
Transfer from Accumulated Surplus		
- Interest Earned	0	321
- Other Transfers	0	0
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
CLOSING BALANCE	<u>267,203</u>	<u>267,035</u>

TOWN WEIR RESERVE

Purpose - To be used to fund the renewal, replacement, upgrade and maintenance expenses related to the Town Weir.

	ACTUAL 2021-22	BUDGET 2021-22
Opening Balance	0	0
Transfer from Accumulated Surplus		
- Interest Earned	0	0
- Other Transfers	0	50,000
Less Transfer to Accumulated Surplus		
-Transfer to Municipal Fund	0	0
CLOSING BALANCE	<u>0</u>	<u>50,000</u>
TOTAL RESERVES	<u>1,668,323</u>	<u>1,726,467</u>

**SHIRE OF BODDINGTON
LOAN SCHEDULE
FOR THE PERIOD ENDING 31 OCTOBER 2021**

LOAN DESCRIPTION	LOAN No.	PRINCIPAL 01.07.21	LOANS RAISED		INTEREST		PRINCIPAL		CLOSING BALANCE
			Budget 2021-22	Actual 2021-22	Budget 2021-22	Actual 2021-22	Budget 2021-22	Actual 2021-22	
Governance									
Administration Centre	105	429,525	0	0	21,154	0	131,812	0	429,525
Health									
Doctors Residence	83	12,942	0	0	1,451	419	12,132	6,367	6,575
Education & Welfare									
Childcare Centre	100	102,445	0	0	7,329	3,260	16,735	8,772	93,673
Housing									
3 Pecan Place	94	179,384	0	0	12,267	0	14,318	0	179,384
34 Hill Street	97	181,920	0	0	12,440	0	14,520	0	181,920
Recreation & Culture									
Recreation Centre	106	660,580	0	0	23,692	9,994	61,727	32,716	627,864
Recreation Centre	107	906,847	0	0	14,512	0	93,880	0	906,847
		2,473,643	0	0	92,845	13,672	345,124	47,854	2,425,789

8.2.2 List of Payments - October 2021

File Ref:	FINM012
Applicant:	Not Applicable
Disclosure of Interest:	Nil
Author:	Finance Administration Officer
Attachments:	8.2.2A List of Payments end 31 October 2021

Summary

The Local Government (Financial Management) Regulations 1996 require the preparation of a List of Payments made from the Council's bank accounts.

Background

A list of the payments made in each month is to be prepared and presented to a meeting of Council in the following month.

This list of payments is to be reviewed by Council separately from the monthly financial statements. This will ensure that the requirement of the Financial Regulations for the list of payments made in one month to be presented to the Council meeting in the following month, will be met even if the financial statements are not presented to that meeting.

Councillors have the opportunity to query payments before the meeting to satisfy themselves before the item comes before Council.

Comment

The List of Payments for the month of October 2021 is presented in Attachment 8.2.2A.

Statutory Environment

Local Government (Financial Management) Regulations 1996

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.
- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
- (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
- (a) for each account which requires council authorisation in that month —
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.

- (3) A list prepared under subregulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Policy Implications

Nil

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION – 8.2.2

That Council receive the list of payments for the period ending 31 October 2021; at Attachment 8.2.2A.

ATTACHMENT 8.2.2A

ATTACHMENT 8.2.2A LIST OF PAYMENTS OCTOBER 2021				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT23131	11-10-2021	SHIRE OF BODDINGTON	SEPTEMBER 2021	20.00
EFT23132	11-10-2021	DEPARTMENT OF MINES,INDUSTRY REGULATION AND SAFETY	SEPTEMBER 2021	288.25
EFT23191	26-10-2021	GARRY VENTRIS	REFUND OF NOMINATION FEE	80.00
EFT23192	26-10-2021	IAN GEORGE WEBSTER	REFUND OF NOMINATION FEE	80.00
EFT23193	26-10-2021	DAVID ARTHUR THOMPSON	REFUND OF KEY BOND	118.00
EFT23194	26-10-2021	CHRISTOPHER PORTER	REFUND OF RETURNED TIP KEY	115.00
TOTAL TRUST ACCOUNT				\$ 701.25
EFT23093	04-10-2021	BODDINGTON BAKEHOUSE	RUSTY CAMP CAFÉ SUPPLIES	128.50
EFT23094	04-10-2021	BODD CONSULT	RUSTY CAMP CAFÉ SUPPLIES	90.00
EFT23095	08-10-2021	AUSTRALIA POST ACCOUNTS RECEIVABLE	POSTAGE CHARGES FOR SEPTEMBER 2021	10.68
EFT23096	08-10-2021	WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY (LANDGATE)	RURAL UV INTERIM VALUATION SHARED	198.59
EFT23097	08-10-2021	WATERVALE INVESTMENTS PTY LTD	LEASE LOT 210 BANNISTER ROAD	804.99
EFT23098	08-10-2021	DOWN TO EARTH TRAINING & ASSESSING	TRAFFIC MANAGEMENT COURSE	300.00

ATTACHMENT 8.2.2A

ATTACHMENT 8.2.2A LIST OF PAYMENTS OCTOBER 2021				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT23099	08-10-2021	SEEK LIMITED	ADVERTISING PROJECT CO-ORDINATOR	638.00
EFT23100	08-10-2021	VERSO CONSULTING PTY LTD	BODDINGTON AGED CARE & ACCOMMODATION STRATEGY	20745.00
EFT23101	08-10-2021	EUREKA AUTO ELECTRICAL PTY LTD	ELECTRICAL REPAIRS TO ROAD SWEEPER	110.00
EFT23102	08-10-2021	PEEL REGIONAL LEADERS FORUM INC.	ANNUAL MEMBERSHIP TO THE PEEL REGIONAL LEADERS FORUM	16401.00
EFT23103	08-10-2021	CECIL GRANT BARTLE	PARTIAL REFUND OF DOG REGISTRATION	28.33
EFT23104	08-10-2021	STATE LIBRARY OF WESTERN AUSTRALIA	BETTER BEGINNINGS PROGRAM	121.00
EFT23105	08-10-2021	VOLT AIR PTY LTD	SUPPLY & INSTALL FLURO LIGHTS	500.00
EFT23106	08-10-2021	LPD SURVEYS	SURVEY QUINDANNING CEMETERY	4777.58
EFT23107	08-10-2021	GARRY VENTRIS	COUNCILLOR ENTITLEMENTS JULY - SEPTEMBER 2021	5003.75
EFT23108	08-10-2021	DAVID BINNS	REIMBURSEMENT FOR YATES ROSE SHIELD	43.94
EFT23109	08-10-2021	TAFE WA SOUTH REGIONAL	SECURE CARGO SKILL SET COURSE	318.00
EFT23110	08-10-2021	BODDINGTON DIESEL SERVICES PTY LTD	REPAIRS TO CROSSMAN FIRE TRUCK	1823.91
EFT23111	08-10-2021	ACCESS LIFE	STRENGHT FOR LIFE COACH FEES	280.00

ATTACHMENT 8.2.2A

ATTACHMENT 8.2.2A LIST OF PAYMENTS OCTOBER 2021				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT23112	08-10-2021	ECOCYCLE PTY LTD	EWASTE RECYCLING FROM TIP	1494.11
EFT23113	08-10-2021	JOSHUA POTTS	REIMBURSEMENT FOR MEALS AT RANGERS CONFERENCE	34.60
EFT23114	08-10-2021	COERT ERASMUS	COUNCILLOR ENTITLEMENTS JULY - SEPTEMBER 2021	1503.75
EFT23115	08-10-2021	FIRE AND SAFETY WA	PROTECTIVE WEAR	663.87
EFT23116	08-10-2021	EARL EDWIN SCHREIBER	COUNCILLOR ENTITLEMENTS JULY - SEPTEMBER 2021	2035.00
EFT23117	08-10-2021	SAMREID MANEZ (COUNCILLOR)	COUNCILLOR ENTITLEMENTS JULY - SEPTEMBER 2021	1531.05
EFT23118	08-10-2021	IAN GEORGE WEBSTER	COUNCILLOR ENTITLEMENTS JULY - SEPTEMBER 2021	1503.75
EFT23119	08-10-2021	JEFF ATKINS	REIMBURSEMENT FOR DIESEL	50.00
EFT23120	08-10-2021	BANNISTER RIVER DOWNS PTY LTD	GRAVEL	12469.60
EFT23121	08-10-2021	BODDINGTON BAKEHOUSE	SUPPLIES FOR RUSTY CAMP CAFÉ	71.00
EFT23122	08-10-2021	SHERRIN RENTALS PTY LTD	HIRE OF ROLLER	4937.64
EFT23123	08-10-2021	AVON WASTE	RUBBISH SERVICES SEPTEMBER 2021	15051.68
EFT23124	08-10-2021	G B GILLESPIE & SONS PTY LTD	REPAIRS TO ROAD SWEEPER	378.40

ATTACHMENT 8.2.2A

ATTACHMENT 8.2.2A LIST OF PAYMENTS OCTOBER 2021				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT23125	08-10-2021	TOTAL EDEN PTY LTD	SOLENOIDS FOR CENTRAL PARK	116.70
EFT23126	08-10-2021	WILSONS SIGN SOLUTIONS	HONOUR BOARD UPDATES	115.50
EFT23127	08-10-2021	WESTRAC EQUIPMENT WA PTY LTD	REPAIRS TO CATERPILLAR TRACK LOADER	882.30
EFT23128	08-10-2021	DEPARTMENT OF FIRE & EMERGENCY SERVICES : DFES	2021/22 ESL	2288.00
EFT23129	08-10-2021	WATTLEUP TRACTORS	PARTS FOR MASSEY FERGUSON TRACTOR	3476.74
EFT23130	08-10-2021	LGRCEU	PAYROLL DEDUCTIONS/CONTRIBUTIONS	41.00
EFT23133	15-10-2021	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS	158.29
EFT23134	15-10-2021	BODDINGTON HARDWARE AND NEWSAGENCY	GLYPHOSATE 20LT	3449.53
EFT23135	15-10-2021	ATF BODPROP UNIT TRUST BODIGA PTY LTD	PURCHASES FOR SEPTEMBER 2021	1057.71
EFT23136	15-10-2021	COURIER AUSTRALIA TOLL IPEC	COURIER CHARGES	36.81
EFT23137	15-10-2021	OZTECH SECURITY	CONTROL ROOM MONITORING AT THE MEDICAL CENTRE	178.00
EFT23138	15-10-2021	ATF BODPROP UNIT TRUST BODIGA PTY LTD	PURCHASES FOR SEPTEMBER 2021	449.32
EFT23139	15-10-2021	WANDERING WHEATBELT WINE AWARDS	SPONSORSHIP - WANDERING AUTUMN GRAZE	500.00

ATTACHMENT 8.2.2A

ATTACHMENT 8.2.2A LIST OF PAYMENTS OCTOBER 2021				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT23140	15-10-2021	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	ANNUAL IT SERVICE	62119.53
EFT23141	15-10-2021	DMC CLEANING CORPORATION PTY LTD	CLEANING OF SHIRE BUILDINGS FOR SEPTEMBER 2021	18629.19
EFT23142	15-10-2021	BANNISTER EXCAVATIONS PTY LTD	LABOUR HIRE WORKS SUPERVISOR	2992.00
EFT23143	15-10-2021	GUMFIRE MARKETING	PROJECT MANAGEMENT SERVICES	5703.50
EFT23144	15-10-2021	BODDINGTON MINI SKIPS	RUBBISH COLLECTION FOR SEPTEMBER 2021	2810.00
EFT23145	15-10-2021	DESNIE EUGENE SMALBERGER	COUNCILLOR ENTITLEMENTS JULY - SEPTEMBER 2021	1503.75
EFT23146	15-10-2021	SLATER GARTRELL SPORTS	ULTRA WHITE LINE MARKING PAINT	1111.00
EFT23147	15-10-2021	DARREN LONG CONSULTING	CONSULTANCY FEES FOR AUGUST 2021	15158.00
EFT23148	15-10-2021	STEVEN TWEEDIE	PROFESSIONAL FEES GOVERNANCE AND RELATED ADVICE	500.50
EFT23149	15-10-2021	BODDINGTON BAKEHOUSE	RUSTY CAMP CAFÉ SUPPLIES	32.00
EFT23150	15-10-2021	DYNAMIC GIFT INTERNATIONAL PTY LTD	CAREERS EXPO	2139.50
EFT23151	15-10-2021	BODD CONSULT	RUSTY CAMP CAFÉ SUPPLIES	55.00
EFT23152	15-10-2021	BODDINGTON SERVICE STATION	VEHICLE SERVICE	367.20

ATTACHMENT 8.2.2A

ATTACHMENT 8.2.2A LIST OF PAYMENTS OCTOBER 2021				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT23153	15-10-2021	GREG DAY MOTORS	FUEL FOR SEPTEMBER 2021	10811.64
EFT23154	15-10-2021	MIRACLE RECREATION EQUIPMENT	INFANT DISABLED HIGH BACK SEAT	825.00
EFT23155	22-10-2021	INITIAL HYGIENE PTY LTD (RENTOKIL)	SANITARY BIN SERVICE	4194.62
EFT23156	22-10-2021	TQUIP	ROAD SWEEPER PARTS	91.45
EFT23157	22-10-2021	BODDINGTON FAMILY SUPPORT GROUP INC	REIMBURSEMENT OF LOAD FUNDING	1500.00
EFT23158	22-10-2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA (WA)	ANNUAL STATE CONFERENCE	720.00
EFT23159	22-10-2021	CROSSMAN HOT WATER & PLUMBING	CARAVAN PARK SEWER MAINTENANCE	297.00
EFT23160	22-10-2021	BODDINGTON TYRE SERVICE	NEW TYRES	1227.00
EFT23161	22-10-2021	EDGE PLANNING & PROPERTY	PLANNING SERVICES FOR SEPTEMBER 2021	5252.90
EFT23162	22-10-2021	NARROGIN UPHOLSTERY SERVICE	REPAIRS TO SHADE SAILS	100.00
EFT23163	22-10-2021	THE DOG TIDY COMPANY	DOG TIDY BAGS	358.80
EFT23164	22-10-2021	BODDINGTON CARPET CARE	CLEANING OF MATS AT THE ELC	520.00
EFT23165	22-10-2021	SPYKER TECHNOLOGIES PTY LTD	CCTV MAINTENANCE RETAINER	2280.97

ATTACHMENT 8.2.2A

ATTACHMENT 8.2.2A LIST OF PAYMENTS OCTOBER 2021				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT23166	22-10-2021	BODDINGTON MOTEL	ACCOMMODATION FOR DELEGATION WORKSHOP	120.00
EFT23167	22-10-2021	LOREN BOBBIE BRYANT	REIMBURSEMENT FOR YOUTH CENTRE PURCHASES	201.27
EFT23168	22-10-2021	AMD CHARTERED ACCOUNTANTS	2020 ACQUITTAL AUDIT	1540.00
EFT23169	22-10-2021	VOLT AIR PTY LTD	TESTING & TAGGING OF ELECTRICAL EQUIPMENT	8642.03
EFT23170	22-10-2021	ZIRCODATA PTY LTD	STORAGE FEES	91.22
EFT23171	22-10-2021	BODDINGTON DIESEL SERVICES PTY LTD	REPAIRS TO HINO TRUCK	104.50
EFT23172	22-10-2021	REGIONAL DEVELOPMENT AUSTRALIA PEEL INC	TRAILBLAZERS SPONSORSHIP	3300.00
EFT23173	22-10-2021	KEITH HUNTER	CONTRIBUTION TOWARDS PHONE BILL SEPTEMBER 2021	50.00
EFT23174	22-10-2021	DOMINIC CARBONE AND ASSOCIATES	CONSULTANCY SERVICES FOR SEPTEMBER 2021	286.00
EFT23175	22-10-2021	JEFF ATKINS	REIMBURSEMENT FOR PHONE ACCOUNT	70.00
EFT23176	22-10-2021	SCIENTIFIC TECHNICAL SERVICES PTY LTD T/A STS HEALTH	ANNUAL MAINTENANCE FEE FOR MOCOM STERILISER	1373.35
EFT23177	22-10-2021	STEVEN TWEEDIE	CONSULTANCY SERVICES	2750.00
EFT23178	22-10-2021	BANNISTER RIVER DOWNS PTY LTD	GRAVEL	8166.40

ATTACHMENT 8.2.2A

ATTACHMENT 8.2.2A LIST OF PAYMENTS OCTOBER 2021				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT23179	22-10-2021	BODDINGTON BAKEHOUSE	RUSTY CAMP CAFÉ SUPPLIES	51.50
EFT23180	22-10-2021	WHEATBELT SERVICES PTY LTD	SIGNAGE	721.60
EFT23181	22-10-2021	PFD FOOD SERVICES PTY LTD	RUSTY CAMP CAFÉ SUPPLIES	3553.15
EFT23182	22-10-2021	MAHJAE PTY LTD (TRADING AS WHITNEY CONSULTING)	CONSULTANCY SERVICES	1331.00
EFT23183	22-10-2021	JANI MURPHY & ASSOCIATES	EMAIL & WORKFLOW WORKSHOP	2557.50
EFT23184	22-10-2021	MASTEC AUSTRALIA PTY LTD	RED WHEELIE BINS	1210.00
EFT23185	22-10-2021	VICKI PHILOPOFF SETTLEMENTS	RATES REFUND	122.00
EFT23186	22-10-2021	KATANNING AREA TELEPHONES	LOCATE TELEPHONE CABLE	277.20
EFT23187	22-10-2021	BROOKTON COMMUNITY RESOURCE CENTRE	ADVERTISING	40.00
EFT23188	22-10-2021	BODDINGTON ARTS COUNCIL	ART & CRAFT EXHIBITION SPONSORSHIP 2021	1000.00
EFT23189	22-10-2021	GREG DAY MOTORS	MOWER PARTS	135.00
EFT23190	22-10-2021	BODDINGTON COMMUNITY RESOURCE CENTRE INC	CONTRIBUTION TOWARDS FRIDAY NIGHT FESTIVAL 2021	11000.00
EFT23195	29-10-2021	HARVEY NORMAN AV/IT OSBORNE PARK	IPAD AND ACCESSORIES FOR THE LIBRARY	4954.00

ATTACHMENT 8.2.2A

ATTACHMENT 8.2.2A LIST OF PAYMENTS OCTOBER 2021				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT23196	29-10-2021	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS	117.17
EFT23197	29-10-2021	SEEK LIMITED	EMPLOYMENT ADVERTISING	324.50
EFT23198	29-10-2021	G FORCE PRINTING & DESIGN (FORMERLY DRUM PRINT)	TIP PASSES 2022	399.96
EFT23199	29-10-2021	GECKOLIGHTING	LED GLOBES	642.17
EFT23200	29-10-2021	SHERIDAN'S	BRASS DESK PLATE	80.30
EFT23201	29-10-2021	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	SETUP FEES NEW EMPLOYEE	84.56
EFT23202	29-10-2021	WOK DISWAY	RUSTY CAMP CAFÉ SUPPLIES	888.77
EFT23203	29-10-2021	SIRSIDYNIX PTY LTD	ANNUAL SUBSCRIPTION LIBRARY SOFTWARE	1283.43
EFT23204	29-10-2021	FINISHING WA	BINDING OF COUNCIL MINUTES	502.15
EFT23205	29-10-2021	ON THE LEVEL PLUMBING	STANDPIPE TESTING	750.00
EFT23206	29-10-2021	THE GOLDEN NUGGET (WA) PTY LTD	REFRESHMENTS FOR FIRE CREW	76.80
EFT23207	29-10-2021	CAFE FIFTY 2	CATERING SERVICES	210.00
EFT23208	29-10-2021	ECO OFFICE SUPPLIES	CLEANING PRODUCTS	1156.39

ATTACHMENT 8.2.2A

ATTACHMENT 8.2.2A LIST OF PAYMENTS OCTOBER 2021				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT23209	29-10-2021	WEST COAST TREE CARE	TREE PRUNING	8800.00
EFT23210	29-10-2021	RURAL AND REGIONAL ECONOMIC SOLUTIONS PTY LTD	PROJECT MANAGEMENT SUPPORT	7145.81
EFT23211	29-10-2021	BODDINGTON PROGRESS GROUP INC	DONATION TOWARDS BODDINGTON MEDIEVAL FESTIVAL 2021	5000.00
EFT23212	29-10-2021	BODDINGTON BAKEHOUSE	RUSTY CAMP CAFÉ SUPPLIES	34.00
EFT23213	29-10-2021	BODD CONSULT	RUSTY CAMP CAFÉ SUPPLIES	72.00
EFT23214	29-10-2021	ACTIVE GAMES & ENTERTAINMENT	CHRISTMAS ENTERTAINMENT	1065.00
EFT23215	29-10-2021	COCACOLA EUROPACIFIC PARTNERS AUSTRALIA PTY LTD	RUSTY CAMP CAFÉ SUPPLIES	529.05
EFT23216	29-10-2021	AVON WASTE	RUBBISH SERVICES OCTOBER 2021	7159.56
EFT23217	29-10-2021	IT VISION	ATLUS PAYROLL IMPLEMENTATION GO LIVE	15040.99
EFT23218	29-10-2021	ZIPFORM	TIP PASS FLYER	396.83
EFT23219	29-10-2021	AUSTRALIAN TAXATION OFFICE (BAS RETURNS)	BAS SEPTEMBER 2021	29886.00
EFT23220	29-10-2021	BODDINGTON COMMUNITY RESOURCE CENTRE INC	CATERING FOR FIRE CONTROL VEHICLE TRAINING	190.00
EFT23221	29-10-2021	BODDINGTON STORE	STATIONERY ITEMS FOR JULY 2021	471.02

ATTACHMENT 8.2.2A

ATTACHMENT 8.2.2A LIST OF PAYMENTS OCTOBER 2021				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT23222	29-10-2021	BODDINGTON SES	REIMBURSEMENT FOR JULY, AUGUST & SEPTEMBER 2021 PURCHASES	1724.38
EFT23223	29-10-2021	VISIMAX	RANGER STATIONERY ITEMS	50.71
DD14179.1	01-10-2021	WESTNET	INTERNET CHARGES MEDICAL CEN	39.95
DD14179.2	01-10-2021	NATIONAL AUSTRALIA BANK	NAB MERCHANT FEES	607.98
DD14179.3	01-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	589.60
DD14179.4	01-10-2021	TELSTRA	MOBILE PHONE CHARGES SES	146.71
DD14180.1	04-10-2021	WESTNET	INTERNET CHARGES POOL	59.95
DD14180.2	04-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2562.60
DD14180.3	04-10-2021	SYNERGY	ELECTRICITY CHARGES CENTRAL	73.47
DD14188.1	06-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1404.75
DD14189.1	07-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	273.35
DD14189.2	07-10-2021	TELSTRA	MOBILE PHONE CHARGES SHIRE	695.87
DD14190.1	05-10-2021	PRINTSYNC BUSINESS SOLUTIONS	COPIER CHARGES RECEPTION	783.83

ATTACHMENT 8.2.2A

ATTACHMENT 8.2.2A LIST OF PAYMENTS OCTOBER 2021				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD14190.2	05-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	240.15
DD14190.3	05-10-2021	NATIONAL AUSTRALIA BANK	BANK FEES	15.00
DD14200.1	11-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	3352.60
DD14201.1	08-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1208.35
DD14203.1	12-10-2021	SYNERGY	ELECTRICITY CHARGES VARIOUS	5094.11
DD14204.1	13-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2498.00
DD14204.2	13-10-2021	SYNERGY	ELECTRICITY CHARGES VARIOUS	1434.94
DD14213.1	18-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	14.95
DD14213.2	18-10-2021	TELSTRA	PHONE CHARGES SES LANDLINES	187.25
DD14214.1	15-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1918.80
DD14215.1	14-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2674.35
DD14215.2	14-10-2021	SYNERGY	ELECTRICITY CHARGES VARIOUS	720.69
DD14227.1	21-10-2021	BOC GASES BOC ACCOUNT PROCESSING	GAS CONTAINER FEES	54.23

ATTACHMENT 8.2.2A

ATTACHMENT 8.2.2A LIST OF PAYMENTS OCTOBER 2021				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD14227.2	21-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	404.10
DD14227.3	21-10-2021	TELSTRA	PHONE CHARGES EHO RESIDENCE	44.62
DD14228.1	19-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1021.85
DD14229.1	20-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1720.45
DD14234.1	22-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	4270.30
DD14235.1	25-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1203.10
DD14235.2	25-10-2021	SYNERGY	ELECTRICITY CHARGES VARIOUS	3346.17
DD14235.3	25-10-2021	TELSTRA	PHONE & INTERNET CHARGES VARIOUS	1782.42
DD14241.1	26-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	2247.90
DD14242.1	28-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	405.40
DD14243.1	27-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	1104.90
DD14246.1	29-10-2021	NATIONAL AUSTRALIA BANK	NAB MERCHANT FEES	1066.40
DD14246.2	29-10-2021	DEPARTMENT OF TRANSPORT	DEPT OF TRANSPORT AGENCY	549.75

ATTACHMENT 8.2.2A

ATTACHMENT 8.2.2A LIST OF PAYMENTS OCTOBER 2021				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD	31-10-2021	NAB BUSINESS VISA	CREDIT CARD PURCHASES	8170.69
		PETER HAAS		
	18-10-2021	DEPARTMENT OF TRANSPORT - REGISTRATION TANDEM TRAILER BT10132		18.90
		JULIE BURTON		
	29-09-2021	SYNERGY - M BAIRD		324.60
	29-09-2021	COLES ONLINE - CAFÉ SUPPLIES		205.47
	29-09-2021	COLES ONLINE - CAFÉ SUPPLIES		133.59
	30-09-2021	SHIRE OF BODDINGTON - PLATE CHANGE BT030		30.50
	30-09-2021	SLIMLINE WAREHOUSE - FRAMES FOR SCULPTURE COMPETITION		560.30
	01-10-2021	METCASH TRADING - CAMPBELL'S - CAFÉ SUPPLIES		778.06
	04-10-2021	EXETEL PTY LTD - NORTH SYDNEY INTERNET PLAN		725.00
	05-10-2021	DROP BOX - COUNCILLOR INFORMATION		18.69
	11-10-2021	COLES ONLINE - CAFÉ SUPPLIES		310.55

ATTACHMENT 8.2.2A

ATTACHMENT 8.2.2A LIST OF PAYMENTS OCTOBER 2021				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
	11-10-2021	COLES ONLINE - CAFÉ SUPPLIES		118.23
	13-10-2021	COLES ONLINE - CAFÉ SUPPLIES		168.23
	15-10-2021	ADOBE ACROPRO		21.99
	15-10-2021	EMU POINT MOTEL - TRAILS CONFERENCE		230.00
	25-10-2021	COLES ONLINE - CAFÉ SUPPLIES		129.84
	26-10-2021	COCA-COLA AMATIL - CAFÉ SUPPLIES		1,756.19
	28-10-2021	ADOBE ACROPRO		21.99
	28-10-2021	DWER - WATER - CLEARING PERMIT APPLICATION		2,600.00
		NAB TRANSACTIONS FEES		
	28-09-2021	NAB CARD FEE		18.00
	28-09-2021	NAB INTERNATIONAL TRANSACTION FEES		0.56
		PAYROLL PAYMENTS		
		NAB	NET PAYROLL F/N ENDING 03/10/2021	75010.17

ATTACHMENT 8.2.2A

ATTACHMENT 8.2.2A LIST OF PAYMENTS OCTOBER 2021				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
		NAB	NETPAYROLL F/N ENDING 17/10/2021	80330.48
		NAB	NET PAYROLL F/N ENDING 31/10/2021	72314.21
	TOTAL MUNI			\$ 667,471.83
	TOTAL TRUST & MUNI			\$ 668,173.08

8.3 ENVIRONMENTAL HEALTH / BUILDING SERVICES

Nil

8.4 WORKS & SERVICES

Nil

8.5 COMMUNITY SERVICES

8.5.1 Lease Boddington Pavilion – Nat G Pt

File Ref. No: CPRO049
Applicant: Nil
Disclosure of Interest: Nil
Author: Economic and Community Development Officer
Attachment: Nil

Summary

Council is to consider a request from Natalie Griffiths Trading as Nat G PT to reduce the payment for the yearly lease, as well as a change to the lease term from one (1) year option to a six (6) month option for the premises, specifically the Pavilion, Function Area, Kitchen and Storage Shed, on Part of Reserve No 14977, Club Drive Boddington f.

Background

At the Ordinary Meeting of Council held on Thursday 1 December 2020, Council endorsed the lease with the Natalie Griffiths Trading as Nat G PT (Lessee) for Part of Reserve No 14977, Club Drive Boddington for period of one (1) year commencing on the 1 January 2021 and ending on the 31 December 2021, with five (5) further options of one (1) year each.

Comment

Correspondence was sent to the Lessee requesting confirmation if she wished to take the first of five one year lease options (1 January 2022 to 31 December 2022) as per the signed Lease. A request has subsequently been received for the Shire to consider a reduction in lease fees as well as a reduction to the first option period from twelve (12) months, to six (6) months due to financial trading difficulties. An extract from the response from the Lessee is:

“Over the past 6 months I have seen a steady decline in memberships. To date we have lost 35% of our regular members during this time. I have been running this business for over 4 years now and it is normal for people to cancel memberships but what is not normal that I see happening is next to no new members signing up during this time period. This is extremely abnormal and I strongly believe this is due to covid, the uncertainty it brings with gym closures as well as a general fatigue I have been noticing with people not wanting to do more things outside their home.

As such this has put a severe financial strain on the business to the point where we have been at a break-even point for some time and now going into a losing money situation.

I would really like to continue the business and the lease we have.

Below are the relevant components from Annexure 1 of the current signed Lease document.

Commencement Date: 1st January 2021

Term: Twelve (12) months (one year)

Expiry Date: 31st December 2021

Contribution:	A contribution of \$6,000 plus GST for 12 months' exclusive use, paid in quarterly instalments.
Permitted Use:	Personal Training, Health and Fitness Service, Group Fitness Centre.
Option to Renew:	Five (5) one (1) year options.

This business is the only service of this kind in Boddington, and caters for residents of all ages. It provides a valuable service in the health and wellbeing space for Boddington. As stated by the owner of Nat G Pt, the business has suffered due to a decline in memberships which the owner feels is related to COVID and its impact on the community.

In terms of a precedent, Council provided rent relief to the daycare centre for a short period of time in 2020 due to the impact of Covid. The impact of Covid on this business is difficult to assess, as the State is operating in a relatively normal manner, while shielded from much of the impact of the pandemic. It is possible however, that there still may be residual impacts that are impacting the fitness industry. The recommended direction is to apply a one off reduction of 50%, to allow a full recovery from any pandemic impacts, which are anticipated to be resolved by the end of the first option period (31 December 2022).

It is generally accepted that Variations to a Lease may be accepted as long as they are in writing and signed by all of the parties. This documentation then becomes part of both the Lessee and the Lessor copies of the current signed lease document.

If the Lessee is unable to accept the Option to renew, the lease will terminate on 31 December 2021.

Strategic Implications

The Shire of Boddington Strategic Community Plan 2019-2029 states:

"Pillar 1: A vibrant and connected community – Facilities & services that support lifelong wellbeing.

1.6 Support and diversify recreational activities for people of all ages and abilities."

The fitness services and proposed installation of gym equipment fit very well with this goal.

The service caters for people of all ages and the installation of gym equipment will give users of the service access to something that is currently not available in Boddington but is much sought after.

Statutory Environment

As the lease is already in place, and this recommendation relates to the exercising of an option under the existing lease, legislation is not relevant to this item.

Policy Implications

Nil

Financial Implications

The current lease charge was fixed from a market valuation dated 24 September 2020. The valuation was \$6,500 per annum inclusive of GST.

The current lease charge is \$6,000 per annum exclusive of GST. A 50% reduction would have a negative impact of \$3,000 for one (1) year lease on the 2021/22 Budget, or \$1,500 for a six (6) month lease.

Economic Implications

Nil

Social Implications

This health and wellbeing business is providing an important service to the community.

Environmental Considerations

Nil

Consultation

Nil

Options

Council can resolve to:

1. adopt the recommendation/s;
2. apply an alternative discount or waiver; or
3. not apply any discount or waiver.

Risk Considerations

Risk Statement and Consequence	The key risk is in relation to the application of a discount / waiver. If Council does not offer a reduction, there is a risk that the business will cease to operate, and then the service will be suspended for the community. Council should also be cognisant of offering a reduction that is too high, as this will set a precedent for future decisions.
Risk Rating (prior to treatment or control)	Medium
Principal Risk Theme	Reputational
Risk Action Plan (controls or treatment proposed)	No further action

Voting Requirements

Simple Majority

That Council:

1. Endorses a reduction of 50% in the Lease fee for the current signed lease with Natalie Griffiths, Trading as Nat G PT for Part of Reserve No 14977, Club Drive Boddington, for a period of six (6) months, ending on 30 June 2022.
2. Endorses the lease option of one (1) year to be changed to a period of six (6) months, commencing on 1 January 2022 and ending on 30 June 2022.

8.5.2 Write Off of Outstanding Fees – Boddington Riding Club

File Ref No: CPR0034
Applicant: Boddington Riding club
Disclosure of Interest: Nil.
Author: Economic & Community Development Officer
Attachment: Nil

Summary

For Council to approve the writing off of outstanding fees for the Boddington Riding Club (BRC).

Background

The Boddington Riding Club utilises a portion of land located on Reserve 14977, 27 Pollard Street, Boddington, being comprised of Lot 501 on Deposited Plan 75278.

The BRC have been in contact with the Shire since the end of the financial year 2019/2020 and have indicated that due to COVID, their membership had dwindled, and they were not in a financial position to pay the relevant annual lease fee. The BRC have therefore, requested consideration for the outstanding fees, covering the 2018/2019 to 2020/2021 period, be waived.

The breakdown of fees for which write off is requested are as follows:

Inv Date	Inv No	Amount	Description	Balance
16/12/2020	15302	290.00	BODDINGTON RIDING CLUB (INCLUDING JUNIORS) ANNUAL LEASE 2020/2021 GST	290.00
02/08/2019	14304	290.00	BODDINGTON RIDING CLUB (INCLUDING JUNIORS) ANNUAL LEASE 2019/2020 GST	290.00
13/06/2019	14169	287.00	BODDINGTON RIDING CLUB (INCLUDING JUNIORS) ANNUAL LEASE 2018/19 GST	2.00
TOTAL OUTSTANDING LEASE FEES				582.00

Comment

The BRC is a not for profit volunteer group with a focus in horse care, skill development for riders and social opportunities for local residents who either own a horse or are considering purchasing such.

The BRC maintain the facility through their volunteers, fundraising and grant opportunities.

There has never been a formal lease with the Boddington Riding Club, with the Economical and Community Development Officer currently in the processing of negotiating with the BRC to formalise such an agreement.

A number of community organisations within Boddington have felt the impact of COVID on their activities with many members, particularly those older or vulnerable not wanting to participate in social activities due to concerns surrounding the COVID-19 pandemic. These

circumstance have placed the BRC in a tenuous financial position, which they are currently attempting to address. The approval of the write off of previous year debts will allow the Club to start afresh, and provide an opportunity to aim for a sustainable service into the future.

Strategic Implications

The Shire of Boddington Strategic Community Plan 2019-2029 states:

"Pillar 1: A vibrant and connected community.

1.6 Facilities & services that support lifelong wellbeing.

1.10 Provide opportunities for engagement and connection for those at risk of social isolation (youth, people with a disability, older residents).

1.12 Support opportunities for volunteering and community connection.

Given the above adopted strategic initiative, it would seem reasonable for Council to acknowledge that the BRC is a service that supports wellbeing, volunteering and provides opportunities for community engagement and connection.

Statutory Environment

Local Governments are authorised to write off debts under the statutes of Sections 6.12 (c) of the *Local Government Act 1995*, this section of the Act states:

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may –*
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
 - (b) waive or grant concessions in relation to any amount of money; or*
 - (c) write off any amount of money, which is owed to the local government*

Policy Implications

There are no known policy implications affecting this agenda item.

Financial Implications

Approval of the write off would discharge these liabilities from the Shire's budgetary processes and the associated auditing requirements. If Council accepts the recommendation, the impact on the Shire's financial position would be \$582.

Economic Implications

There are no known economic implications resulting from the recommendation

Social Implications

The BRC is an organisation that provides an important social service to the community. The recommendation will allow the Club to continue to provide this service.

Environmental Considerations

There are no known environment considerations affecting this agenda item.

Consultation

Boddington Riding Club

Options

Council can resolve to:

4. Adopt the recommendation, writing of all fees;
5. Adopt the recommendation with further amendments such as the provision of a partial write off; or
6. Not providing any write off.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION ITEM 8.5.2

That Council approve the write off of the outstanding Boddington Riding Club annual lease fees of \$582.00 for the period 2018/2019 to 2020/2021.

8.6 CHIEF EXECUTIVE OFFICER:

8.6.1 Lease - Residential Housing

File Ref. No:	CORM011
Disclosure of Interest:	Nil
Author:	Chief Executive Officer
Applicant:	Not Applicable
Attachments:	8.6.1A Draft lease document

Summary

Council is requested to approve the Shire of Boddington entering into a lease agreement with Newmont Boddington Gold Pty Ltd (Newmont), for two residential houses.

Background

Discussions have been held with Newmont with regard to the opportunity for the Shire to utilise several vacant properties, for the purposes of staff housing.

The rental housing market in Boddington is very constrained, and potential as well as existing staff are finding it very difficult to live in the town, resulting in potentially fewer applicants for vacant positions, and higher turnover rates of employees due to increased costs of travel.

Comment

Newmont has two properties available, which they are willing to lease to the Shire of Boddington. The key components of the lease include:

- 2 year term
- \$300 per week
- Commencement date: 22 November 2021 (Prussian Way property) and 17 January 2022 (Farmers Ave property)
- Outgoings are the responsibility of the Shire (electricity, telephone, gas, internet)
- Newmont will pay rates and charges to the Shire of Boddington, as well as charges for water (other than excess water), and any taxes in respect of the Premises.
- The use is to be for residential purposes only, for an affiliate of the Shire
- Newmont is to be responsible for structural repairs, or works of a capital nature
- The Shire is to be responsible for insurance costs of the property

The ability to lease the properties from Newmont, will alleviate the immediate need for staff housing, with negligible financial impact to the Shire.

Statutory Environment

Nil

Consultation

Nil

Policy Implications

No existing Policy deals with this matter.

Financial Implications

The financial implications that will result from the recommendation are negligible, as the cost of the lease, as well as outgoings, will be passed on to the tenant. Minor maintenance items may need to be attended to during the period of the lease, however, where damage is caused by the tenant, this cost will be passed on to them.

The total cost of each lease equates to \$15,600 per annum, plus incidentals of approximately \$1,000.

Economic Implications

Nil

Social Implications

Nil

Environmental Considerations

Nil

Strategic Implications

Nil

Options

Council may resolve to:

1. Decline the offer from Newmont
2. Request an alternative timeframe, financial value, or a change to other conditions within the lease

Risk Considerations

Risk Statement and Consequence	The key risks include: <ol style="list-style-type: none">1. not taking up the opportunity to secure housing for staff, resulting in an insufficient workforce to service the community, and an inability for some components of the Shire to operate.2. Entering into the lease and not having full demand for the accommodation – therefore not having a tenant funding the lease costs with Newmont. In the scenario where a property remains vacant for 3 months of the year, the financial impact would equate to \$3,900.
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	Smaller risks exist in relation to the potential damage to property and the correlating financial impact.
Risk Rating (prior to treatment or control)	Medium
Principal Risk Theme	Operational, Financial
Risk Action Plan (controls or treatment proposed)	A bond will be in place for any staff member that occupies the properties.

Voting Requirement

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.1

That Council approve the Shire of Boddington (lessee) entering into an lease with Newmont Boddington Gold Pty Ltd (lessor) for a period of up to two years, at \$300 per week for the following properties:

1. 3 Prussian Way Boddington
2. 25 Farmers Avenue Boddington

Newmont Boddington Gold Pty Ltd
Shire of Boddington

Headlease

3 Prussian Way and 25 Farmers Avenue, Boddington WA

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12	Termination of Lease	8
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16	Notices	10
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This Agreement is made on

Parties

- 1 **Newmont Boddington Gold Pty Ltd** (ACN 101 199 731) of Level 2, 388 Hay Street, Subiaco WA 6008 (**Newmont**)
- 2 **Shire of Boddington** of 39 Bannister Road, Boddington WA 6390 (**Shire**)

Recitals

- A Newmont is the registered proprietor of the Premises.
- B Newmont has agreed to lease the Premises to the Shire on the terms and conditions set out in this Lease.

It is agreed as follows.

1 Definitions and interpretation

1.1 Definitions

The following definitions apply unless the context requires otherwise.

Act means the *Residential Tenancies Act 1987* (WA).

Affiliate means an officer, employee, contractor, subcontractor, representative or consultant of a party, and in the context of Newmont, includes any Related Body Corporate and its respective officers, employees, agents, contractors, subcontractors, representatives, consultants or invitees.

Authority includes:

- (a) any government in any jurisdiction, whether federal, state, territorial or local;
- (b) any provider of public utility services, whether statutory or not; and
- (c) any other person, authority, instrumentality or body having jurisdiction, rights, powers, duties or responsibilities over the Premises or any part or in relation to them.

Bond means the amount specified in 7 of Schedule 1.

Building means the improvements erected on the Land together with all modifications extensions or alterations from time to time and Newmont's Property.

Business Day means any day except Saturday or Sunday or a day that is a public holiday in Perth.

Claim includes any demand, remedy, injury, damage, loss, liability, right of action and claim for compensation or abatement of rent.

Commencement Date means the dates specified in Item 3 of Schedule 1.

Condition Report means a report that describes the condition of the Premises at the commencement of this Lease.

Expiry Date means the dates specified in Item 5 of Schedule 1.

Farmers Avenue Property means the Building located on Lot 126 on Plan 15859 being the whole of the land comprised in certificate of title Volume 1820 Folio 916 and more commonly known as 25 Farmers Avenue, Boddington.

Index Number means the Consumer Price Index All Groups number for Melbourne published from time to time by the Australian Bureau of Statistics.

Land means the land specified in Item 2 of Schedule 1.

Law includes any requirement of any statute, rule, regulation, proclamation, ordinance or by-law, present or future and whether state, federal or otherwise.

Newmont's Property includes:

- (a) all plant and equipment, fittings, fixtures, furniture, furnishings of any kind including window coverings, blinds, floor coverings and light fittings from time to time on the Premises and owned or supplied by Newmont or any predecessor in title; and
- (b) all fire prevention aids and fire fighting systems from time to time located on the Premises or which may service the Premises.

Premises means the premises described in Item 1 of Schedule 1.

Property or **Properties** means either the Farmers Avenue Property or the Prussian Way Property or both, as the context requires.

Prussian Way Property means the Building located on Lot 76 on Plan 15858 being the whole of the land comprised in certificate of title Volume 1827 Folio 438 and more commonly known as 3 Prussian Way, Boddington.

Related Body Corporate has the meaning given in the *Corporations Act 2001* (Cth).

Residential Agreement has the meaning given in clause 5.2.

Rent means the amount specified in 6 of Schedule 1, as varied pursuant to clause 3.2.

Shire's Property includes all fixtures, fittings, plant, equipment, partitions or other articles and chattels of all kinds (other than stock-in-trade) which are not Newmont Property and which are at any time in the Premises.

Term means the term of this Lease, commencing on the Commencement Date, described in Item 4 of Schedule 1.

1.2 Interpretation

- (a) Headings are for convenience only and do not affect interpretation.
- (b) Nothing in this Lease is to be interpreted against a party solely on the ground that the party put forward this Lease or a relevant part of it.
- (c) The following rules apply unless the context requires otherwise.
 - (i) The singular includes the plural, and the converse also applies.
 - (ii) A gender includes all genders.
 - (iii) If a word or phrase is defined, its other grammatical forms have a corresponding meaning.
 - (iv) A reference to a person includes a corporation, trust, partnership, unincorporated body or other entity, whether or not it comprises a separate legal entity.
 - (v) A reference to a clause or Schedule is a reference to a clause of, or Schedule to, this Lease.
 - (vi) A reference to a party to this Lease or another agreement or document includes the party's successors, permitted substitutes and permitted assigns (and, where applicable, the party's legal personal representatives).
 - (vii) A reference to legislation or to a provision of legislation includes a modification or re-enactment of it, a legislative provision substituted for it and a regulation or statutory instrument issued under it.

- (viii) A reference to conduct includes an omission, statement or undertaking, whether or not in writing.
- (ix) A reference to *dollars* or \$ is to Australian currency.
- (x) A reference to time is to Australian Western Standard Time.
- (xi) A *month* means a calendar month.
- (xii) A reference to year is a reference to each successive period of 12 months, commencing on the Commencement Date.

2 Grant of Lease

Subject to the terms of this Lease, Newmont grants the Shire a lease of the Premises from the Commencement Date until the Expiry Date or the earlier determination of the Term.

3 Rent and Bond

3.1 Payment of Rent

During the Term, the Shire must pay Newmont the Rent in equal monthly instalments in advance on the first day of the month via direct debit or any other method nominated by Newmont, unless otherwise agreed.

3.2 Index review of Rent

- (a) On the anniversary of the Commencement Date, the Rent will be varied in accordance with the following formula:

$$R = \frac{A \times B}{C}$$

Where:

- R = the Rent payable immediately after the anniversary of the Commencement Date
- A = the Rent payable immediately before the anniversary of the Commencement Date
- B = the Index Number last published before the end of the year just ended; and
- C = the Index Number last published before the commencement of the year just ended.

- (b) Until Newmont has determined the Rent payable after the anniversary of the Commencement Date, the Shire must continue to pay the Rent in accordance with clause 3.1.
- (c) Immediately following the determination of the Rent payable after the anniversary of the Commencement Date pursuant to paragraph (a), an appropriate adjustment and payment or repayment must be made between the parties to ensure that the Shire has paid the appropriate amount.

3.3 Payment of Bond

On or before the Commencement Date, the Shire must pay to Newmont the Bond to secure Newmont against loss or damage resulting from any default by the Shire under this Lease.

3.4 Interest

- (a) If the Shire is late paying Newmont any money under this Lease, Newmont may charge the Shire interest on those amounts at the rate of 4% above the Overdraft Reference Rate (or its replacement) published by the Commonwealth Bank of Australia.
- (b) Interest will accrue on unpaid money daily from the day after it was due until and including the day that the Shire pays it in full.

4 Outgoings

4.1 Shire's outgoings

During the Term, the Shire must pay, or must procure that any subtenants pay, all assessments for electricity, telephone, gas and internet charges relating to the Premises on or before their due dates for payment.

4.2 Newmont's outgoings

Newmont will promptly pay:

- (a) all rates and charges of any description payable to the relevant local authority in connection with the Premises;
- (b) charges for water consumed at the Premises, other than any charges for water consumption that may be classified as 'excess water' by any government authority; and
- (c) all taxes and assessments of any description levied on or in respect of the Premises by any government authority, including land tax.

5 Use

5.1 Permitted Use

The Shire must not use or permit the Premises to be used for any purpose other than the purpose specified in Item 8 of Schedule 1, without the prior written consent of Newmont, which may be withheld at Newmont's absolute discretion.

5.2 Subletting

- (a) The Shire may only sublet the Premises in accordance with this clause 5.2.
- (b) During the Term, the Shire may sublet the whole or part of the Premises without the prior written consent of Newmont, providing that the proposed subtenant is an Affiliate of the Shire and the Shire and the proposed subtenant enter into:
 - (i) a residential tenancy lease that complies with the provisions of the Act; or
 - (ii) a boarding or lodging agreement,
(Residential Agreement).
- (c) Any Residential Agreement that the Shire enters into pursuant to paragraph (b) must:
 - (i) have a term that ends before the Expiry Date for the Property;
 - (ii) specify that the Residential Agreement will end immediately on the expiration or earlier determination of this Lease, subject to the satisfaction of any notice requirements under the Act; and
 - (iii) require the subtenant to perform and observe the covenants of the Shire and the conditions contained in this Lease, to the extent those covenants are not inconsistent with the provisions of the Act.

5.3 Compliance with Laws

The Shire must, and must procure that any subtenant:

- (a) punctually complies and observes all Laws relating to the Shire's or any subtenant's use or occupation of the Premises;
- (b) does not use the Premises for any illegal purpose; and
- (c) does not cause or permit a nuisance.

6 Condition Report

- (a) Within 10 Business Days of the Commencement Date, Newmont will prepare and provide the Shire with the Condition Report.
- (b) Within 10 Business Days of receiving the Condition Report, the Shire must either:
 - (i) sign and return a copy of the Condition Report to Newmont; or
 - (ii) notify Newmont that it does not agree with the Condition Report.
- (c) If the Shire does not agree with the Condition Report, the parties must meet and consult in good faith to agree on the Condition Report as soon as reasonably practicable.
- (d) If the Shire fails to sign and return the Condition Report to Newmont or notify Newmont that it disagrees with the Condition Report within the period set out in paragraph (b), the Shire will be deemed to have accepted the Condition Report.

7 Maintenance, repairs and alterations

7.1 Maintenance of Premises

- (a) The Shire must keep and maintain the Premises in good order and repair, fair wear and tear excepted, and based on the condition of the Premises at the Commencement Date, except:
 - (i) any structural repairs or works of a capital nature; and
 - (ii) to the extent any repair or maintenance is required due to a breach by Newmont of this Lease, or any negligence or wrongful act by Newmont or any person under its control.
- (b) For the purposes of paragraph (a), the parties acknowledge and agree that the Condition Report is conclusive evidence of the condition of the Premises at the Commencement Date.

7.2 Right to inspect the Premises

- (a) If the Shire has not sub-leased the Premises, the Shire must allow Newmont to enter and view the condition of the Premises at all reasonable times, subject to Newmont providing at least 2 Business Days prior written notice.
- (b) If the Shire has leased the Premises, Newmont's right to enter and view the condition of the Premises will be subject to the Shire promptly satisfying the notice requirements of a lessor under the Act.

7.3 Newmont's right to repair

- (a) If, at any time, the Shire defaults in the performance or observance of any provision of this Lease relating to the repair or maintenance of the Premises and has failed to remedy that default within 10 Business Days of being given written notice by Newmont to do so, Newmont may enter and repair the Premises, at the sole cost and expense of the Shire.

- (b) If the Shire has leased the Premises, then Newmont's right to enter and repair the Premises will be subject to the Shire promptly satisfying the notice requirements of a lessor under the Act.

7.4 Notice of damage

- (a) The Shire must promptly advise Newmont in writing of any damage sustained to the Premises (**Damage Notice**).
- (b) Within 10 Business Days of receiving a Damage Notice, Newmont will either:
 - (i) issue a maintenance notification to the Boddington Housing Trust, who will undertake the works required to rectify the damage the subject of the Damage Notice; or
 - (ii) reject the Damage Notice, with reasons.

7.5 Cleaning

The Shire must keep the Premises in a state of cleanliness and not allow any accumulation of useless property or rubbish.

7.6 Alterations

- (a) The Shire must not make or permit any alterations, additions or installations (**Proposed Works**) to the Premises without Newmont's prior written consent and the approval of every relevant Authority. Newmont may withhold its consent to any structural Proposed Works at its absolute discretion.
- (b) If the Shire wants to undertake or permit any Proposed Works, the Shire must submit plans and specifications of the Proposed Works to Newmont for consideration. Newmont may request further information about the Proposed Works from the Shire at any time, acting reasonably.
- (c) Subject to the Shire providing the plans and specifications and any further information that Newmont requests, Newmont will review the request for the Proposed Works and will either:
 - (i) issue work order to the Boddington Housing Trust, who will undertake the Proposed Works; or
 - (ii) reject the Proposed Works, with reasons.

8 Insurance

8.1 Insurances

During the Term, the Shire must effect and maintain:

- (a) public liability insurance for at least \$20,000,000 in respect of any single accident and in the aggregate;
- (b) insurance for the full reinstatement and replacement value of the Building, Newmont's Property and the Shire's Property; and
- (c) any other policy of insurance which Newmont from time to time during the Term requires the Shire to take out and maintain, acting reasonably.

8.2 Policies

The insurance policies that the Shire takes out pursuant to clause 8.1 must:

- (a) be with a reputable insurer;

- (b) cover events occurring whilst the policy is current, regardless of when a claim is made;
- (c) not be limited with respect to the number of claims and;
- (d) be in the names of the Shire and Newmont for their individual rights and interests.

8.3 Evidence of insurance

The Shire must produce to Newmont a copy of any policy of insurance taken out by the Shire under this lease and the current certificate of renewal at Newmont's request.

9 Newmont's obligations

9.1 Vacant possession

Subject to the Shire paying the Bond and demonstrating that it has complied with its obligations under clause 8, Newmont will give the Shire vacant possession of the Premises on the Commencement Date.

9.2 Quiet enjoyment

Subject to the Shire paying the Rent and observing and performing its duties and obligations under this Lease, the Shire may occupy and enjoy the Premises during the Term without any interruption by Newmont or by any person claiming through or under Newmont.

9.3 Maintenance

Newmont will:

- (a) ensure that the Premises are clean and are safe to live in at the Commencement Date;
- (b) keep the Premises structurally sound and waterproof during the Term;
- (c) provide an annual gutter cleaning service; and
- (d) repair any damage or defect in the Premises that is not the responsibility of the Shire under this Lease.

10 Default

10.1 Events of default

The Shire will breach this Lease if:

- (a) the Shire fails to pay the Rent in accordance with clause 3.1; or
- (b) the Shire does not perform or comply, on time, with every other term and condition of this Lease.

10.2 Termination for default

- (a) If the Shire breaches this Lease, Newmont will give the Shire a notice requiring the Shire to remedy the breach within:
 - (i) 10 Business Days if it relates to the payment of any money the Shire owes Newmont or an essential term of this Lease; or
 - (ii) 20 Business Days if it relates to anything else.
- (b) If the Shire fails to remedy the breach within the period referred to in the notice, Newmont may:
 - (i) immediately terminate this Lease by written notice to the Shire;
 - (ii) re-enter and take possession of the Premises;

- (iii) exercise any other legal or equitable rights.

10.3 Essential terms

The Shire's obligations under clauses 3.1, 4.1, 5, 7.1 and 8 are essential terms of this Lease. If the Shire breaches an essential term of this Lease, then in addition to Newmont's rights under clause 10.2(b), Newmont may sue the Shire for damages for loss of the benefits which performance of the covenants by the Shire would have conferred on Newmont between the date that Newmont terminates this Lease and the date that the Premises are re-let.

10.4 Reservation of rights

- (a) The rights and powers conferred on Newmont by this clause 10 are in addition to any other right or power which may be conferred upon Newmont at law or in equity.
- (b) No default by the Shire will be deemed to be waived except by notice in writing signed by an authorised representative of Newmont.

11 Damage or destruction

- (a) If the Buildings, or any part of the Buildings, are totally or partially destroyed or damaged by any event that is out of the control of the Shire or Newmont, which results in the Buildings, or any part of the Buildings, being wholly or substantially unfit for occupation or the Premises being wholly or substantially inaccessible, the Shire:
 - (i) may ask Newmont to rebuild the Buildings or repair the Premises; and
 - (ii) the Shire does not have to pay Newmont the Rent while the Buildings are unfit for occupation or the Premises is inaccessible.
- (b) Newmont may, but is under no obligation to, rebuild the Buildings or repair the Premises where the damage or destruction is caused by an event that is out of the control of the Shire or Newmont and may either:
 - (i) repair or rebuild the Premises or the Buildings within a reasonable time; or
 - (ii) notify the Shire that Newmont has decided not to repair or rebuild the Premises or the Buildings, in which case either party may end this Lease on 5 Business Days notice to the other party.

12 Termination of Lease

12.1 Yield up

- (a) On the expiration or sooner determination of this Lease, the Shire must yield up the Premises in an order and condition that is consistent with clause 7.1.
- (b) Unless Newmont indicates otherwise, the Shire must remove any fixtures or fittings which the Shire has installed on the Premises (including any fixtures or fittings installed in accordance with clause 7.6) within 5 Business Days of the expiration or earlier termination of this Lease and make good any damage arising from the removal of any fixtures or fittings.
- (c) If the Shire does not comply with paragraphs (a) or (b), then Newmont may make good the Premises at the cost of the Shire and recover that cost from the Shire as a liquidated debt payable on demand.

13 Liability

13.1 Indemnity

The Shire indemnifies and must keep indemnified Newmont and its Affiliates against any Loss or Claim incurred by Newmont that arises from or in connection with the Shire's use or occupation of the Premises, including under any Residential Agreement that the Shire enters into under clause 5.2 of this Lease, except to the extent that Loss or Claim is caused or contributed to by the negligent act or omission of Newmont or its Affiliates.

13.2 Release

The Shire uses and occupies the Premises at its own risk and, to the fullest extent permitted by law, releases Newmont and its Affiliates from any Loss or Claim arising from or in connection with:

- (a) any injury or death of any person occurring on the Premises; and
- (b) any damage to any property located on or within the Premises,

except to the extent that Loss or Claim is caused or contributed to by the negligent act or omission of Newmont or its Affiliates.

14 Dispute Resolution

- (a) If there is a dispute or difference (**Dispute**) between the parties arising out of or in connection with this Lease then within 10 Business Days of a party notifying the other party in writing of the Dispute, a senior representative from each party must meet at least once and use all reasonable endeavours acting in good faith to resolve the Dispute by joint discussions.
- (b) A party may not start court proceedings in relation to a Dispute until the parties have acted in accordance with paragraph (a), unless the party seeks injunctive or other interlocutory relief.
- (c) Despite the existence of a dispute or difference each party must continue to perform this Lease.

15 GST

- (a) Unless the context requires otherwise, words and phrases used in this clause that have a specific meaning in the GST law (as defined in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth)) shall have the same meaning in this clause.
- (b) If GST is payable, or notionally payable, on a supply made under or in connection with this Agreement, the party providing the consideration for that supply must pay as additional consideration an amount equal to the amount of GST payable, or notionally payable, on that supply (the **GST Amount**).
- (c) Subject to the prior receipt of a tax invoice, the GST Amount is payable at the same time that the other consideration for the supply is provided. This clause does not apply to the extent that the consideration for the supply is expressly stated to be GST inclusive or the supply is subject to reverse charge.
- (d) Where any indemnity, reimbursement or similar payment under this Agreement is based on any cost, expense or other liability, it shall be reduced by any input tax credit entitlement, or notional input tax credit entitlement, in relation to the relevant cost, expense or other liability.

- (e) If an adjustment event occurs in relation to a supply made under or in connection with this Agreement, the GST Amount will be recalculated to reflect that adjustment and an appropriate payment will be made between the parties.
- (f) This clause will not merge upon completion and will continue to apply after expiration or termination of this Agreement.

16 Notices

Any notice, demand, consent or other communication given or made under this Lease:

- (a) must be in writing and signed by the sender or a person duly authorised by the sender (or in the case of email, set out the first and last name and position or title of the sender);
- (b) must be delivered to the intended recipient by prepaid post or by hand or email to the address, or email address below or last notified to the sender:

Newmont	Address:	945 Gold Mine Road Boddington WA 6390
	Email:	Aus-bd-bht@newmont.com
	Attention:	Haylee Young, Advisor Housing

The Shire	Address:	39 Bannister Road Boddington WA 6390
	Email:	ceo@boddington.wa.gov.au
	Attention:	Julie Burton, CEO

- (c) will be conclusively taken to be duly given or made and received:
 - (i) in the case of delivery in person, when delivered;
 - (ii) in the case of delivery by post, 3 Business Days after the date of posting;
 - (iii) in the case of email, at the earliest of:
 - (A) the time that the sender receives an automated message from the intended recipient's information system confirming delivery of the email;
 - (B) the time that the intended recipient confirms receipt of the email by reply email; and
 - (C) three hours after the time the email is sent (as recorded on the device from which the sender sent the email) unless the sender receives, within that three hour period, an automated message that the email has not been delivered,

but if the result is that a Notice would be taken to be given or made and received on a day that is not a Business Day, it will be conclusively taken to have been duly given or made and received at the start of business on the next business day in that place.

17 General

17.1 Assignment

The Shire cannot assign, charge, create a security interest over, encumber or otherwise deal with any of its rights or obligations under this Lease, or attempt or purport to do so, without the prior

written consent of Newmont, except sublease the Premises in accordance with clause 5.2. The consent of Newmont may be withheld in its absolute discretion.

17.2 Governing law and jurisdiction

This Lease is governed by the laws of Western Australia and each party irrevocably submits to the non-exclusive jurisdiction of courts with jurisdiction there.

17.3 Stamp Duty

The Shire must pay to Newmont on demand all stamp duty (if any, including penalties and fines other than those incurred due to the default of Newmont) which become payable on this Lease.

17.4 Entire agreement

This Lease contains the entire agreement between the parties with respect to its subject matter and supersedes all representations, warranties or agreements between the parties in connection with its subject matter.

17.5 No waiver

A failure to exercise or a delay in exercising any right, power or remedy under this Lease does not operate as a waiver.

17.6 Amendment

This Lease may only be amended in writing.

17.7 Severability

Any provision of this Lease that is prohibited or unenforceable in any jurisdiction is ineffective as to that jurisdiction to the extent of the prohibition or unenforceability. That does not invalidate the remaining provisions of this Lease nor affect the validity or enforceability of that provision in any other jurisdiction.

17.8 Further assurances

Each party must do anything necessary or desirable (including executing agreements and documents) to give full effect to this Lease and the transactions contemplated by it.

17.9 Counterparts

This Lease may be executed in any number of counterparts. All counterparts together will be taken to constitute one instrument.

Schedule 1 – Details

Item	Details
1 Premises	The Land, the Buildings and Newmont's Property
2 Land	<p>Lot 76 on Plan 15858 being the whole of the land comprised in certificate of title Volume 1827 Folio 438 and more commonly known as 3 Prussian Way, Boddington.</p> <p>Lot 126 on Plan 15859 being the whole of the land comprised in certificate of title Volume 1820 Folio 916 and more commonly known as 25 Farmers Avenue, Boddington.</p>
3 Commencement Date	<p>Prussian Way Property: 22 November 2021</p> <p>Farmers Avenue Property: 17 January 2022</p>
4 Term	2 years
5 Expiry Date	<p>Prussian Way Property: 21 November 2023</p> <p>Farmers Avenue Property: 16 January 2024</p>
6 Rent	\$1,300 (plus GST) per Property per month
7 Bond	\$1,200
8 Use of Premises	Residential accommodation

Executed in accordance with section 127 of the *Corporations Act 2001* by **Newmont Boddington Gold Pty Ltd:**

Director Signature

Director/Secretary Signature

Print Name

Print Name

The Common Seal of The Shire of Boddington
was affixed in the presence of:

Mayor / President Signature

CEO Signature

Print Name

Print Name

8.6.2 Policy - Council Meeting Schedule

File Ref. No:	GOVN001
Disclosure of Interest:	Nil
Author:	Chief Executive Officer
Applicant:	Not Applicable
Attachments:	8.6.2A Draft Policy – Council Meeting Schedule

Summary

Council is requested to endorse a Policy to prescribe the dates of Ordinary Council Meetings.

Background

Council is required by the Local Government Act 1995 and Local Government (Administration) Regulations 1996 to publish on the Council website, before the beginning of the year in which they are to be held, the list of Ordinary Council meetings scheduled along with details of the time, date and location of the meetings.

Council does not currently have a policy which prescribes the dates and times for Ordinary Council Meetings. A policy is an efficient way to manage the legislative requirement, as an item would not need to be presented to Council on an annual basis, unless there was a desire to change the dates and times.

Comment

This current meeting schedule is that Council's Ordinary meetings are held on a regular monthly interval, on the third Thursday of each month, with no Ordinary Council Meeting in January of each year.

The proposed Policy formalises this schedule as follows:

Ordinary meetings of Council are to be held at 5:30pm on the third Thursday of each month, with no meeting to be held in January.

Separate to the monthly meeting schedule, it is anticipated that Councillors will still meet on occasions to review or workshop individual matters. Special Council Meetings will also be utilised where necessary.

Statutory Environment

Local Government Act Section 5.3

(2) Ordinary meetings are to be held not more than 3 months apart

Local Government (*Administration*) Regulations 1996

12. Publication of meeting details (Act s. 5.25(1)(g))

(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —

- (a) ordinary council meetings;
- (b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.

Consultation

Nil

Policy Implications

No existing Policy deals with this matter.

Financial Implications

No additional financial implications will result from the recommendation, as the status quo is being placed into a policy framework.

Economic Implications

Nil

Social Implications

Nil

Environmental Considerations

Nil

Strategic Implications

Nil

Options

Council has the option to amend the day, time, and frequency of Ordinary Council meetings.

Risk Considerations

Risk Statement and Consequence	No significant risk is present in relation to this report.
Risk Rating (prior to treatment or control)	Low
Principal Risk Theme	Reputational
Risk Action Plan (controls or treatment proposed)	No further action proposed.

Voting Requirement

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.2

That Council adopt the Policy – Council Meeting Schedule, as attached.

x.xx Council Meeting Schedule

1. PURPOSE

1.1. This Policy provides details on the schedule for Ordinary Meetings of Council.

2. SCOPE

2.1. This Policy is applicable to Ordinary Council Meetings.

3. DEFINITIONS

Term	Meaning
Policy	this Shire of Boddington Council policy titled "Council Meeting Schedule"

4. POLICY STATEMENT

4.1. Ordinary meetings of Council are to be held at 5:30pm on the third Thursday of each month, with no meeting to be held in January.

5. RELATED DOCUMENTATION / LEGISLATION

Section 5.3 of the Local Government Act

8.6.3 Policy - Australia Day Award Nominations

Location:	Not Applicable
Applicant:	Not Applicable
File Ref. No:	ECOD024
Disclosure of Interest:	Nil
Author:	Chief Executive Officer
Attachments:	8.6.3A Australia Day Citizenship Awards Policy

Summary

Council is requested to endorse changes to the Australia Day Citizenship Awards Policy to reflect current practice and proposed amendments to the composition of the judging panel.

Background

The Australia Day Citizenship Awards Policy was adopted at the 15 December 2015 meeting. This Policy is inclusive of nominations for the following categories:

1. *Citizen of the Year Awards*
2. *Young Citizen of the Year Award, and*
3. *Community Event of the Year Award*

Over time, the nomination categories have changed slightly, due to the Shire utilising the Australia Day Council award categories.

The current Policy requires a panel of 5 persons (2 Councillors and 3 community members) to select winners from each category. Changes to the Policy are recommended to reflect current practice and an efficient and effective method to select winners.

Comment

In recent years, the Shire has utilised the services of Auspire/Australia Day Council in order to seek nominations and issue awards. Auspire provide an online nomination form on their website, with the Shire utilising their portal to accept nominations.

A Judging Panel of 3 core members is recommended to be selected from the Council. Given the potential of a conflict of interest arising due to Councillors being active community members, two proxy panel members are also recommended, which will allow a member of the selection panel to withdraw from the process as necessary.

If Council saw additional benefit in providing wider representation across the judging panel, this could be clarified within Policy through position based representation, such as:

- Chairperson Boddington Community Resource Centre
- Principal Boddington District High School
- Office in Charge (Local Police)

The recommendation to Council is to select a panel for the January 2022 and January 2023 Australia Day awards, with future panel representation to be determined following each Council Election process.

All proposed changes to the current Policy are shown in Attachment 8.6.3A.

Strategic Implications

Nil

Statutory Environment

Nil

Policy Implications

The recommendation proposes an amendment to Policy 10.9 Australia Day Citizenship Awards.

Financial Implications

Nil

Economic Implications

Nil

Social Implications

Nil

Environmental Considerations

Nil

Consultation

Nil

Options

Council may choose to:

1. Amend the proposed Policy to accommodate a larger number of Panel members, or an alternative composition of Council and / or Community representatives.
2. Amend the award categories.

Risk Considerations

Risk Statement and Consequence	The key risk is in relation to the change in composition of Judging Panel representation, and managing an expectation of community involvement.
Risk Rating (prior to treatment or control)	Low
Principal Risk Theme	Reputational
Risk Action Plan (controls or treatment proposed)	No further action proposed.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.3

That Council:

1. Approves the amended Australia Day Citizenship Awards Policy as attached.
2. Endorses the selection panel to comprise of Cr _____, Cr _____ and Cr _____, for the January 2022 and 2023 Australia Day awards, with Cr _____ and Cr _____ to be proxy panel members.

10.9 AUSTRALIA DAY CITIZENSHIP AWARDS

1. Purpose

To outline the recognition of individuals and organisations that have made noteworthy contributions to the community of the Shire of Boddington through the Australia Day WA Community Citizen of the Year Awards.

2. Scope

This Policy is applicable to Australia Day Awards relevant to the Shire of Boddington

1.3. Policy Statement

That Council invites nominationsNominations are to be sought from organisations and individuals for:

- Community Citizen of the Year Awards
- Young Community Citizen of the Year - YouthAward, and
- Community Citizen of the Year - Senior
- Community Event of the Year AwardActive Citizenship – group or event
during October and November each year with nominations to close annually on 30
November.

Nominations are to be in accordance with the official Australia Day Community Citizen of the year Awards.

A person cannot receive the same Award twice, but is eligible to receive an award for different categories

Judging

1. Each nomination shall require the nominee to accept the nomination in writing,

ii) A minimum of 25 words must be written supporting the nomination,

1. One winner is to be selected from for each category, subject to clause iv), by a panel of five three personsCouncillors

3.2. Judging will be in accordance with the criteria published in the Australia Day WA Citizen of the Year Award Guidelines, which shall comprise two Councillors with the other members of the panel being drawn from the community, and

4.3. No Award is to be presented when the judges believe the nominees are not of a sufficiently high standard to deserve the honor.

The selection panel is to meet within the first two weeks of December to choose the winning nominations and the Australia Day Council is to be immediately notified of the winners once the selection is completed.

ATTACHMENT 8.6.3A

Those nominees who do not win their category are to receive a Certificate of Recognition to acknowledge their achievement(s). ~~A Certificate shall still be awarded to all nominees even though there may not be a winner in a particular category.~~

The Shire President, or his/her nominee who shall be the Deputy Shire President or another Councillor, shall present the awards at the Australia Day Ceremony held annually ~~on the foreshore of the Hotham River.~~

~~Objective:~~

~~To establish guidelines for the conduct of the annual Australia Day Citizenship Awards.~~

Resolution No: 129/15
Resolution Date: 15/12/2015

8.6.4 Strategic Community Plan Review

File Ref. No:	CORM002
Disclosure of Interest:	Nil
Author:	Chief Executive Officer
Applicant:	Not Applicable
Attachments:	8.6.4A Confidential Commercial Proposal - Catalyse

Summary

Council is requested to note the process for the review of the Strategic Community Plan, and endorse a major review being scheduled for completion by June 2022.

Background

The Shire of Boddington is working toward a well-developed system of integrated planning to deliver the Council's strategic direction. This encompasses the following:

- Strategic Community Plan (SCP)
- Corporate Business Plan (CBP)
- Long Term Financial Plan (LFTP)
- Asset Management Plan
- Workforce Plan
- Informing Strategies

Every four years the Shire is required to undertake a major review of the SCP, taking into account changes in community sentiments, government policy, economic conditions, community profiles (population, aging etc) and land use planning. A desktop review of the SCP is required every two years.

Council adopted the current Strategic Community Plan 2019-2029 in December 2019.

Comment

The current [Strategic Community Plan](#) and [Corporate Business Plan](#) have a number of key initiatives that are identified as a priority for the coming years. The Plans focus heavily on Economy, Community and Environment as the key three themes. Ordinarily, a desktop review would be sufficient at this time, however, a major review of the SCP is recommended as the precursor to a major review of the CBP and other Informing Strategies.

It is considered that a full review of the SCP would be beneficial, to determine whether there has been a change in the community priorities, and also determine if the infrastructure and leadership/governance areas are worthy of inclusion as strategic priorities. This process, if endorsed, will allow comprehensive planning to take place in the lead up to the 2022/23 financial year and provide a solid launching pad for the medium to long term. It would also allow clear direction to be provided for projects in the next 4 years, to gauge the level of resource allocation, and guide grant funding applications.

The timing of a full review is considered opportune due to a change in leadership, which will be finalised through the extraordinary election process in February 2022. It is an ideal opportunity to undertake a comprehensive engagement process with the community to ensure the refocusing efforts of the Shire are fully cognisant of the community and local business priorities.

It is proposed to commence the CBP review in conjunction with the review of the SCP. This approach will enable Council to review the CBP immediately, rather than wait until the latter half of 2022 when the major review of the SCP is complete. This will also inform the development of the Long Term Financial Plan and the 2022/23 Budget. The suggested approach will provide the opportunity to test and validate the priority actions with the community.

The Integrated Planning process, comprising Strategic Community and Corporate Business planning is one of the most important activities that Councillors undertake in their role. It requires a clear vision, well-informed decisions regarding strategic priorities and clear measurements of objectives and outcomes. If the processes is sufficiently resourced, robust and integrated, it will lead to Council achieving the community outcomes it desires.

To facilitate a major review leading into the next annual planning cycle, the following critical tasks need to be undertaken over the next six months.

Strategic Community Plan

The high level process and timeline for the development of a new Strategic Community Plan is outlined below:

Item	Action	Timeframe
1	SCP Review endorsed by Council	November 2021
2	Consultants engaged	December 2021
3	Community Survey undertaken	February 2022
4	Councillor Extraordinary Election	February 2022
5	Councillor workshop	March 2022
6	Business workshop	March 2022
7	Community workshops	March 2022
8	Draft SCP and CBP presented to Council	April 2022
9	Community Feedback invited on Draft SCP and CBP	May 2022
10	SCP and CBP adopted	June 2022

Corporate Business Plan

The Strategic Community Plan development will encompass the high level themes and objectives that will allow projects and actions to be determined for inclusion within the Corporate Business Plan. The timing will allow a Corporate Business Plan to be developed in conjunction with the review, and therefore inform the Long Term Financial Plan and Budget development.

Long Term Financial Plan

The commencement of the development of the LTFP is planned for February 2022, which will align with the projects and priorities that are identified throughout the strategic planning processes. The finalisation of this plan is scheduled for June 2022.

Asset Management Plan

Renewal of infrastructure is a key component of local government core business activities, and the review of the AMP is scheduled for the first half of 2022. This will directly feed into the LTFP.

A proposal for the full review of the Strategic Community Plan and Corporate Business Plan is attached under confidential cover. This provides an overview of the key processes and

costs associated with each item, as well as the timeline which can be modified relevant to the commencement month.

An example of the content and level of detail that are to be contained within the two revised Plans can be found:

- [Shire of Broome Strategic Community Plan 2021 - 2031](#)
- [Shire of Broome Corporate Business Plan 2021-2025](#)

While the level of funding required for the development of the two Plans is substantial (\$50,000), equating to an average of \$12,500 per annum over the 4 years, the resource allocation is considered reasonable considering that it will deliver both the Strategic Community Plan and Corporate Business Plan. Reviews in subsequent years can be undertaken fully in-house. In addition, these two plans are the driver for all Shire activities, and a comprehensive planning process will allow efficient allocation of resources to projects and activities that are identified by the community.

An option is to continue with the current plans, and undertake only a desktop review. This will deliver financial savings in relation to the development of the Plan, however, may result in a lack of clarity around priority projects, and result in spending in areas that are not warranted or considered a priority from a community perspective.

There is also an option for staff to undertake the full review of the Plans. This will be challenging, given the significant level of workforce allocation that would be required over a relatively short time period. It is, however, possible. If this was the desired option, a community survey and several workshops could be undertaken for approximately \$25,000 in total.

Statutory Environment

The Local Government Act (1995) Sect 5.56 requires each local government 'to plan for the future of the district', by developing plans in accordance with the regulations.

A Plan for the future under Sect 5.56 of the Local Government Act (1995) consists of a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP). The regulatory requirements for the Strategic Community Plan are:

- Is for a minimum of 10 years.
- States community vision, aspirations and objectives.
- Was developed or modified through engagement with the community and this is documented.
- Has regard to current and future resource capacity, demographic trends and strategic performance measurement.
- Is adopted or modifications to it are adopted, by an absolute majority of Council
- Notice has been given to the public when the plan is adopted (or modified).
- A strategic review of the plan has been scheduled for 2 years from when it is adopted.
- A full review of the plan has been scheduled for 4 years from when the plan is adopted.

The regulatory requirements for the Corporate Business Plan stipulate that it:

- Is for a minimum of 4 years.
- Identifies and prioritises the principal strategies and activities the Council will undertake in response to the aspirations and objectives stated in the Strategic Community Plan.

- States the services, operations and projects that a local government will deliver over the period of the plan, the method for delivering these and the associated cost.
- References resourcing considerations such as asset management plans, finances and workforce plans.
- Is adopted by Council by an absolute majority.
- Is reviewed annually, as it is the main 'driver' for the Annual Budget

Consultation

Engaging with the community is essential for the development of a Strategic Community Plan, to ensure that the long term goals and priorities of the community are identified.

Policy Implications

No existing Policy deals with this matter.

Financial Implications

A minor review of the SCP will have a negligible financial impact.

A full review of the Plan will require an allocation of up to \$50,000, depending on the level of engagement. This funding is available within the current budget, due to the anticipated surplus as at 30 June 2022 being \$169,106.

Economic Implications

The Strategic Community Plan and resulting Corporate Business will identify the priority actions and associated resources required to progress economic activities within the Shire. The level of resources allocated to this area will directly impact the type and level of economic development projects.

Social Implications

The Strategic Community Plan will allow the community to voice their aspirations around social projects that have a positive impact on community life within the Shire of Boddington.

Environmental Considerations

The Plan will allow specific environmental initiatives to be identified.

Strategic Implications

The review of the Strategic Community Plan will guide all future projects and budgeting decisions and is the highest level strategic document for the Shire of Boddington.

Options

Council may resolve to:

1. Undertake a minor review (desktop) only, keeping the SCP primarily the same as the 2019 version.
2. Undertake a full review of the Plan utilising external consultants.

3. Undertake a full review of the Plan utilising part consultants and part in-house resources.
4. Undertake a full review of the Plan utilising fully in-house resources.

Risk Considerations

Risk Statement and Consequence	The level of community involvement is a key risk area. A wider level of community engagement will directly impact the outcomes and satisfaction with the final SCP direction and associated projects. An additional risk is that failure to undertake comprehensive strategic planning will result in projects being undertaken without a clear level of community support.
Risk Rating (prior to treatment or control)	High
Principal Risk Theme	Reputational
Risk Action Plan (controls or treatment proposed)	High levels of community engagement throughout the review process

Voting Requirement

Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.4

That Council allocates \$50,000 within the 2021/22 Budget to undertake a full review of the Strategic Community Plan and Corporate Business Plan.

Strategic Community Plan Review

QUOTATION

Prepared for: Shire of Boddington
Prepared by: CATALYSE[®] Pty Ltd

20 August 2021

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1 Introducing the FUTYR[®] approach

The FUTYR[®] approach is an innovative approach designed to address some of the current shortcomings with strategic planning in local government. It is staged and modular to enable each Local Government to customise the approach to meet its own unique needs.

It is a robust, streamlined and proven process that works for all sized councils. The complete program may be completed in as little as 6 months.

The FUTYR[®] approach meets the requirements of the Integrated Planning and Reporting (IPR) Framework and Guidelines. It uses more than two engagement methodologies and seeks to engage with over 500 people in the community.

1. FUTYR[®] Scoping Session

On commencement of the project, we will facilitate a Scoping Session and develop and agree on a detailed Project Plan that outlines milestones, responsibility and timing.

Following this meeting, the Shire will be required to provide copies of all key documents, supporting strategies and recent engagement studies for CATALYSE[®] to conduct a desktop review.

2. Project management

We will develop and follow the agreed Project Plan. Based on past projects, we will be in regular and frequent contact with the Project Manager throughout the project. Any expected variances to the agreed Project Plan will be discussed with the Project Manager proactively.

3. Desktop Review

The FUTYR[®] approach commences with a desktop review of the Shire's existing documents, strategies, plans and engagement reports.

This is done to begin mapping key components of the Strategic Community Plan and Corporate Business Plan, including:

- Vision
- Purpose
- Values
- Aspirations
- Priorities
- Outcomes
- Objectives
- Actions
- Performance measures

To do this, we will review:

- Strategic Community Plan
- Corporate Business Plan

- Supporting plans and strategies
- MARKYT® Community Scorecard
- CULTYR® Employee Scorecard (if available)
- Other engagement reports

Why do we do this? Because it’s essential to succinctly summarise and communicate the current situation to all key parties – Elected Members, staff and community members. We have found great value in commencing major reviews with a solid foundation of shared understanding. It’s important to demonstrate to the community that the Shire of Boddington has been listening and responding to past consultation. We are not starting with a blank sheet of paper and repeating the same questions. We are listening, learning and moving forward together. We are continuing and building on conversations.

It is equally important to demonstrate the integrated nature, purpose and value of strategic planning to Shire employees. Too many local government employees report that Strategic Community Plans have low value. We aim to change this perception with the FUTYR® approach.

4. MARKYT® Community Scorecard

Concurrent to the Desktop Review, we adopt the MARKYT® Community Scorecard approach to quickly and effectively engage with a random and representative sample of the community to assess:





- Vision and aspirations
- Community priorities
- Perceived service levels
- Suggested improvements, actions and projects

Scorecard design

The Shire will receive a single use license to access MARKYT® materials for the purpose of this study¹. Questions will be **fully customised** to meet the Shire’s objectives. We recommend the scorecard length does not exceed 40 questions, and the number of open-ended questions is minimised to three. This helps with the response rate and completion rate.

Data collection

The Scorecard is available for completion by all community members aged 14+ years. If younger residents would like to take part, parent or guardian consent is required. It is suggested that scorecards are promoted and distributed as follows:

	Scorecards to be mailed to all residential and business contact points (properties and PO Boxes) using Australia Post unaddressed mail services. We require 3 weeks for printing and lodgement with Australia Post head office.
	Scorecard invitations will be emailed to all customer contacts in the Shire’s customer databases (rates, dog and cat registration, planning and building applications, etc). The Shire will be required to provide customer contacts. CATALYSE® will send one email invitation, plus one reminder to non-responders.
	The Shire will be invited to promote the Scorecard through its communication channels (social media, newsletters, notice boards, etc). Some local governments have used paid advertising on social media to reach younger residents.
	The Shire will be invited to promote the Scorecard at local events, in local service centres (admin, library, sport and rec, etc) and local facilities (parks, sporting reserves, etc).

¹ CATALYSE® retains full ownership and copyright of all MARKYT® intellectual property.



The Shire may like to reach out to key stakeholder groups (local community groups, schools, sporting clubs, etc) with a request to promote the Scorecard through its communication channels (social media, newsletters, notice boards, etc).

We have conducted MARKYT® Community Scorecards for local governments across the state and have always obtained a robust and representative sample of the community. The approach has been used reliably with local governments of different sizes and characteristics.

Data entry, cleaning and coding

All quantitative data collected will be checked for completeness and cleaned to ensure the quality and integrity of the data.

Weighting

If the final sample has an age or gender bias, the data will be weighted based on the ABS Census population profile so that the overall scores are representative of the general population.

Quantitative data analysis

Scorecard responses will be analysed using SPSS, an advanced statistical analysis software package. Various analytical techniques may be applied to the data to address each of the research objectives. These techniques may include exploratory statistics, descriptive statistics, contingency tabulations, and index score calculations.

Qualitative data analysis

We conduct thematic analysis on open-ended questions, coding verbatim comments and running frequency counts. For quoting purposes we have allowed for the inclusion and analysis of three open-ended question in the MARKYT® Community Scorecard (standard template) to generate the MARKYT® Priorities Window and MARKYT® VoiceBank.

Segmentation analysis

Results will be analysed by various community segments to see how views vary across the community:

- Location (town vs rural)
- Gender
- Age and lifestage
- Disability
- Cultural group
- Business owners and managers
- Community groups
- Shire affiliates (elected members and officers)

Historical analysis

Time series analysis will be provided to show historical trends (where historical data is available).

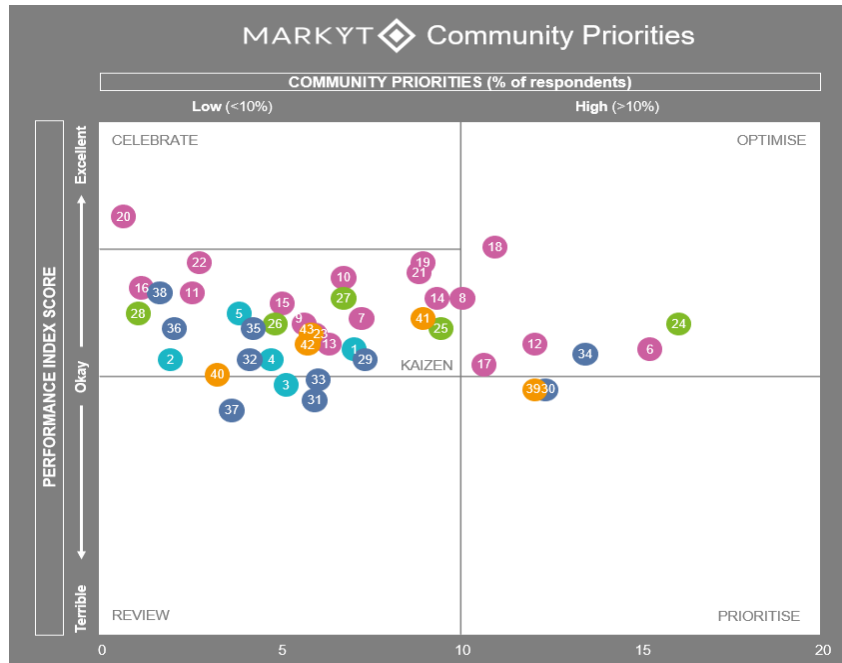
Reporting

We simplify complex data and analysis into simple and meaningful insights to assist with decision making.

Research is most useful when it is properly disseminated to the appropriate users in the organisation in a form that they can understand and have confidence in using when making decisions. It is also essential that the critical components of the information be provided without clutter, while at the same time more detail is readily available for drilling down.

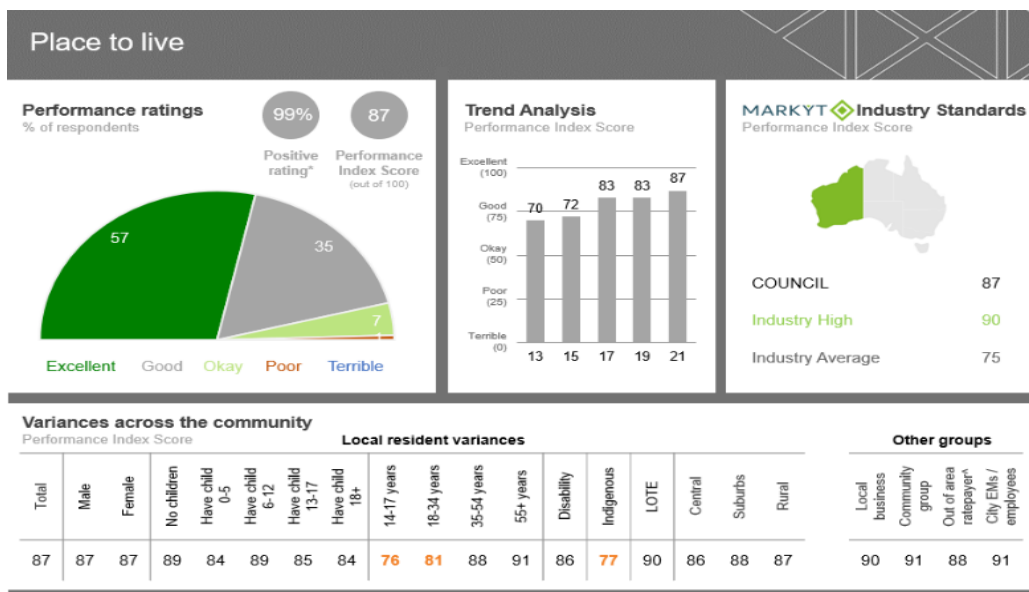
Our reporting style is designed to meet your needs. Style must be adapted to the audience. We use a range of data visualization methods to tell the story in an easily digested and interesting way. The report will be provided electronically in PDF format. A sample of our key charts follows.

MARKYT® Community Priorities is exclusive to CATALYSE® and been developed to help councils to map perceived strengths, weaknesses and priorities in the eyes of community members. Services are colour coded to match pillars in the Strategic Community Plan.



Local governments are beginning to include this chart in their Strategic Community Plan to clearly communicate local priorities. This helps to effectively demonstrate that Council is LISTENING and that it does UNDERSTAND LOCAL NEEDS.

Dashboard reports allow for in-depth analysis for selected service areas. Here we use simple and clear graphics to show overall performance ratings, trend analysis, industry benchmarks, and how results vary across the community.



Q. How would you rate performance in the following areas?
 Base: All respondents, excludes 'unsure' and 'no response' (n = 1306). * Positive Rating = excellent, good + okay
 ^ Small sample size (<20 respondents)

MARKYT® VoiceBank

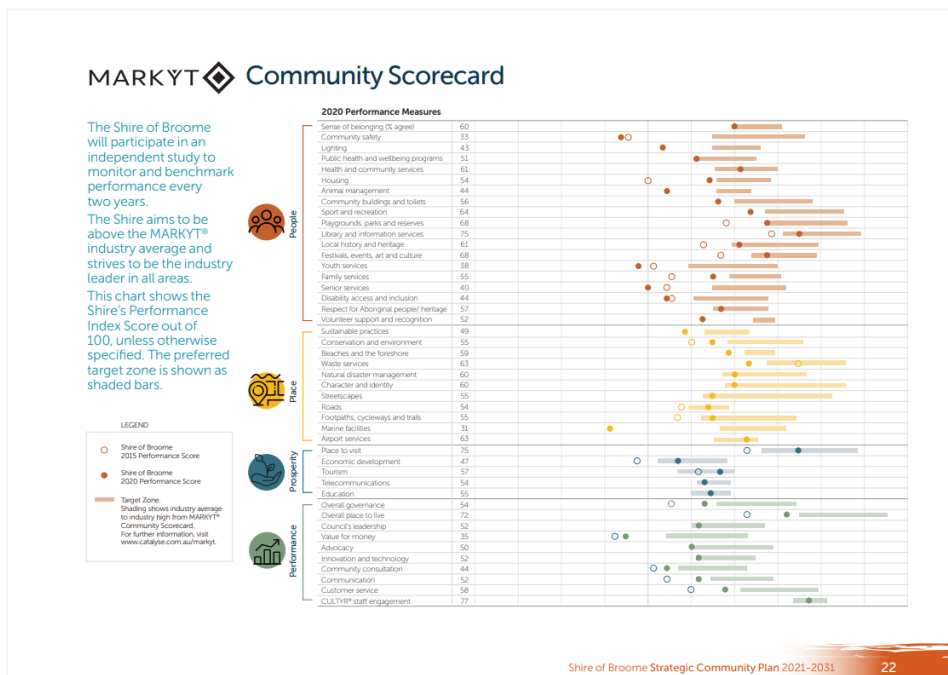
Exclusive to CATALYSE®, we offer a comprehensive database of suggestions, ideas and comments (with full verbatim responses) grouped by service delivery area (c. 40 different service areas) when the standard MARKYT® Community Scorecard is used.

Recently, in three regional areas, the VoiceBank received over 80,000 words in two areas, and over 50,000 words in the third area. The VoiceBank invites community members to describe their ideas and suggestions to better meet current and future community needs. It is a well-supported and comprehensive engagement tool.

The VoiceBank database is created in Excel, enabling local governments to easily review comments as required to support decision making. It has proven itself to be a valuable tool to support Elected Members, Executive and Officers across organisations to review and develop strategic community plans, corporate business plans, long-term financial plans, annual budgets, and supporting strategies.



Setting and achieving clear targets. Councils use the MARKYT® Community Scorecard to report current and target performance levels in an open and transparent way. Here is an extract from the Shire of Broome's FUTYR® Strategic Community Plan.



5. CULTYR® Employee Scorecard

A CULTYR® Employee Scorecard is currently being completed by the Shire of Boddington and will form a key part of the SCP Review.

6. FUTYR® Framework for Integrated Planning

On completion of the Desktop Review, MARKYT® Community Scorecard, MARKYT® VoiceBank, and CULTYR® Employee Scorecard, we summarise key findings using the FUTYR® Framework for Integrated Planning. We provide an integrated overview of community driven:

- Priorities
- Aspirations
- Outcomes
- Objectives
- Actions

In collaboration with the Shire's Project Manager, who in turn works with managers across the organisation, the Shire will determine which actions are:

- Current and on-track
- Current but need to be adjusted
- Completed or redundant / no longer required

Managers are also invited to:

- Propose innovative solutions for consideration by the community, Executive and Elected Members.
- Provide feedback on community suggestions.

7. FUTYR® Shire Workshop 1

We will facilitate a full day workshop with Elected Members and the Executive Management Group (CEO, Directors and Managers). In this session, we would:

- Present an overview of the current situation based on:
 - Desktop Review
 - MARKYT® Community Scorecard
 - MARKYT® VoiceBank
 - CULTYR® Employee Scorecard
 - Manager feedback
- Test and refine key components of the SCP and CBP
 - Vision and purpose
 - Current situation
 - Community aspirations and priorities
 - Suggested outcomes, objectives and actions
 - Key performance measures
- Identify knowledge gaps and information objectives

An important outcome of this session will be a list of **realistic actions and projects** to test with the community.

By going to the community with a list of projects that they can discuss, add to, and prioritise, rather than a blank sheet of paper, this helps to change community perceptions that the Shire of Boddington:

Is **listening** to community views

Understands community needs

Is knowledgeable and **innovative**

Is a strong community **leader**

8. FUTYR® Community Engagement

We will facilitate a community workshop with members of the local community (residents, businesses and community organisations) to:

- Present an overview of the current situation
- Test and refine key components of the draft SCP / CBP
- Facilitate discussions to consider, prioritise and trade-off actions/projects

To accommodate as many people as possible, the workshop may be held in the evening on a week night or on Saturday morning or afternoon.

Hearing from a good cross section of the community

Ideally, we want to involve a representative mix of people in the community. Our starting point for recruitment is people who opt in via the MARKYT® Community Scorecard.

To support recruitment and fill any gaps, the Shire is encouraged to leverage existing relationships using **targeted messages** via committees (i.e P&Cs, playgroup association, etc), local community groups (sporting groups, cultural groups, etc), educational institutions (local schools) and local events.

This may be further supported with promotions through the Shire's communication channels, with an option to use paid advertising on social media if needed.

We encourage the use of **snowball recruitment**. Here, we approach people who have opted in (who are in groups that are difficult to reach and engage) and ask them to invite their friends. We also ask Shire of Boddington employees and Elected Members to share the invitation with their social networks to get the word out into the community. We find that people (who may not typically attend these types of events) are more likely to attend when there is a personal connection.

We have found that local **schools** have been very keen to participate to ensure youth have a voice in local politics and local governance. This is an important educational opportunity for youth to learn about the role of local government, to feel empowered to influence the world around them, and to develop their sense of belonging and personal value. We have found that Principals and teachers have also enjoyed their involvement in these sessions.

We find the **best incentive** to encourage participation is intrinsic value. If they believe the benefits of attending (having a voice, making a difference, climate action, social justice, etc) outweigh the costs (two hours of their time, lost opportunity costs, etc), they are more likely to attend.

Although we haven't needed to do this to date for FUTYR® Workshops, there is an option to use cash incentives or a prize draw (both would need to be provided at the Shire's expense) to encourage attendance.

The engagement program may be supplemented with additional workshops or in-depth interviews that are facilitated by Shire of Boddington staff on an as needed basis.

For workshops, the Shire will be required to provide a suitable venue, audio-visual equipment, refreshments and supporting promotions.

9. Articulation of the SCP / CBP

In collaboration with the Shire of Boddington's project team, CATALYSE® will compile and analyse all community engagement feedback and articulate in a draft SCP and CBP (Word format) for the Shire's consideration.

The Shire's Project Manager will be required to meet with Directors and Managers to review feedback and agree on actions, responsible person, timing and budget, in areas that they are responsible for.

Once the draft actions, responsible person, timing and budget have been agreed, the Shire's Project Manager would work closely with the CEO and the Shire's Finance Manager to review and align the Shire's supporting financials. The Shire will be required to provide:

- Financial summary
- Additional operating and capital expenditure, aligned to key actions
- Risk management

The plans will be presented in line with best practice communication principles. They will be modern, concise and use plain English. They will be written in a style that engages a diverse range of readers.

Once agreed with the Project Manager, draft plans will be circulated to Elected Members and Executive for consideration ahead of the workshops.

10. FUTYR® Shire Workshop 2

We will facilitate a half day workshop with Elected Members, Executive and Managers to finalise the draft SCP and CBP. It is essential that participants have reviewed the plans in advance of this session and come to this session with key issues to discuss and resolve.

11. Finalisation of SCP and CBP

Once the Project Manager and CEO have signed off on the content in the Word versions of the SCP and CBP, we will move to designing the SCP and CBP using expert desktop publishing services.

We will use the FUTYR® template and reflect the Shire's brand style guide (colours, font type, etc).

The Shire will be required to provide suitable images of the local area and people in the community. Ideally, the Shire will supply images that help to:

- communicate the Shire's vision
- promote the district's unique selling points
- highlight key achievements over the past two years

We have allowed for three rounds of revisions in design format to finalise the SCP and CBP.

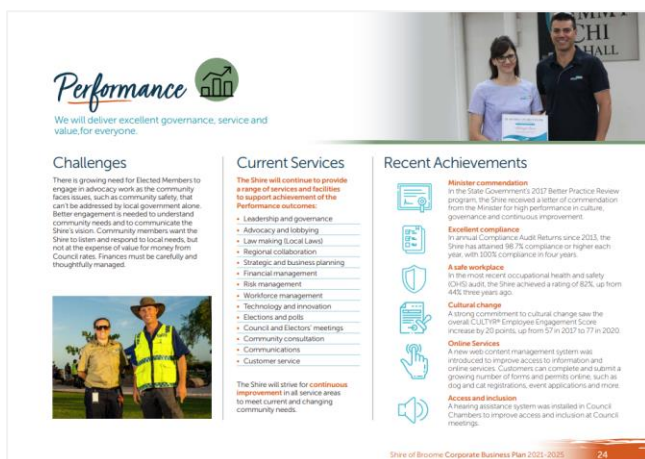
Round 1: review design elements (layout, colours and images)

Round 2: review content (minor edits to content)

Round 3: final edits

Additional rounds of edits will incur costs on an hourly basis.

Examples from the Shire of Broome's plans are provided below:



Our plan for the future
Outcome 1 - A safe Community

Objectives	Actions	Linked Strategies	Responsible	Timing			
				21-22	22-23	23-24	24-25
1.1 Lobby for the State Government to receive the approval of community safety service provision in Broome and the Kimberley region to improve social outcomes.	1.1.1 Advocate for a regional approach to alcohol and drug management.	Community Safety Plan	Shire President / Council	●	●	●	●
	1.1.2 Advocate for a youth training, intervention and social and health facility as part of a regional justice intervention model.	Kimberley Regional Group Strategic Framework for Young People, FY2020	Shire President / Council	●	●	●	●
	1.1.3 Advocate for increased grant funding and continue to allocate Shire funds to support local service providers such as Aquatic Space and Broome Youth and Family Hub, to deliver safety and services for children, youth and adults.	Community Safety Plan	Manager Community & Economic Development	●	●	●	●
	1.1.4 Advocate for Aboriginal Land Trust and Aboriginal Regional Corporation to effectively manage land use and social health issues at Broome.	Community Safety Plan	Manager Community & Economic Development	●	●	●	●
	1.1.5 Partner with WA Police to conduct joint patrols with Broome of Male-Only Patrols, Town Beach, between the river and other hotspots.	Community Safety Plan	Coordinator Ranges	●	●	●	●
1.2 Modify the physical environment to improve community safety.	1.2.1 Facilitate the expansion of CCTV to access the Shire, including street lighting and new developments to support WA Police to deliver responsive and effective law enforcement.	Community Safety Plan	Community Development Officer	●	●	●	●
	1.2.2 Advocate for external funding for a home security lighting scheme.	Community Safety Plan	Manager Community & Economic Development	●	●	●	●
	1.2.3 Fund LED street and street light upgrade program in partnership with Horizon Power to improve community safety based on street light audit and Risk Register Crime Statistics.	Community Safety Plan	Assets Building Coordinator	●	●	●	●
	1.2.4 Facilitate the provision of safe buildings and spaces. Full town planning and urban renewal projects using Council Resources through Environmental Design (CED) committees.	Community Safety Plan	Coordinator Planning	●	●	●	●
1.3 Increase awareness and engagement in community safety education and crime prevention programs.	1.3.1 Facilitate community and communication strategy through education programs delivered by WA Police and others.	Community Safety Plan	Community Projects Office	●	●	●	●
	1.3.2 Provide appropriate discretionary activities in partnership with local sporting and social clubs, holiday programs, night-time social, youth mentoring, bush camps and programs to address safety.	Community Safety Plan	Community Projects Office	●	●	●	●

12. Council Meeting

The CEO will present the final draft SCP and CBP (designed version) to Council for endorsement at a Council Meeting. CATALYSE® is happy to attend this meeting by teleconference or in person if required.

13. Community Sundowner

We suggest the Shire hosts a Community Sundowner to launch the new SCP and CBP. This is an opportunity to close the feedback loop, and to build and strengthen relations.

Community members would be invited to provide feedback on the process and plans. Feedback would support future major and minor reviews, along with reviews of supporting strategies. If any flaws are identified, these would be revised in the current plans before a final digital version is provided to the Shire of Broome.

CATALYSE® is happy to attend this meeting if required.

14. Keeping the plans alive

There are many ways to keep plans alive and relevant in the community; to create added value and build a sense of pride in the Shire.

In the Shire of Broome, for example, they have set up a stall at the local markets to promote the Shire's new vision, SCP and CBP.

The stall has been well received by local community members, and is attracting interest from visitors...who may be future residents, business owners or potential investors.



2 Project Plan

Below, we provide a standard project plan. We would be happy to customise the timing plan and fee schedule to meet your needs.

Action	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Fees (excluding GST)
MARKYT® Community Scorecard								\$8,000 plus printing and postage [^] [^] Special price for small LGA with <2,000 pop, when commissioned with FUTYR® SCP / CBP program. Standalone MARKYT® fees \$12,500 plus p&p
• Agree scorecard (week 1)	■							
• Provide customer databases (week 1)	■							
• Print and post (week 2-4)		■						
• Email invitations		■						
• Data collection (Week 5-7, +5 days for Australia Post returns)		■	■					
• Data entry (Week 8-9)			■					
• Analysis and reporting (Week 10-12)			■					
• MARKYT® Priorities Window			■					
• MARKYT® VoiceBank			■					
Desktop review		■	■					\$4,000
FUTYR® Integrated Planning Framework		■	■					\$4,000
FUTYR® Shire Workshop 1				■				\$3,000 plus disbursements
FUTYR® Community workshop				■				\$3,000 plus disbursements
Draft SCP and CBP (Word version)				■	■			\$15,000
FUTYR® Shire Workshop 2					■			\$3,000 plus disbursements
Final SCP / CBP with design (fees based on using standard FUTYR® template)						■		\$6,000
Total Package								\$46,000 plus disbursements*
* Disbursements include travel, meals and accommodation expenses								At cost plus 20%
Optional elements								
Additional workshops				■				\$3,000 per workshop, plus disbursements
In-depth interviews				■				\$600 per interview, plus disbursements
Council Meeting – via teleconference							■	\$500
Council Meeting – in person							■	\$2,000 plus disbursements
Community Sundowner							■	\$2,000 plus disbursements

3 Relevant Experience

CATALYSE® has engaged with communities across Western Australia to help close to 70 local governments to review strategic community plans, corporate business plans and supporting strategies.

We blend innovation and best practice methodologies to provide sound advice. We assist with visioning, service level reviews, KPI evaluations, community needs analysis, community profiles, PESTLE analysis and SWOT analysis. We do this through the use of desk research, in-depth interviews, workshop facilitation and survey research.

All clients listed below have used one or more methodologies mentioned above in the development and review of their strategic community plans:

City of Albany	Shire of Denmark	Shire of Mundaring
City of Armadale	Shire of Donnybrook Balingup	Shire of Murray
Shire of Ashburton	Town of East Fremantle	City of Nedlands
Shire of Augusta Margaret River	Shire of Esperance	Shire of Northam
Town of Bassendean	Shire of Denmark	Nhulunbuy Corporation
City of Bayswater	Shire of Gingin	Shire of Peppermint Grove
City of Belmont	Shire of Gnowangerup	City of Perth
Shire of Bridgetown Greenbushes	City of Gosnells	Shire of Plantagenet
Shire of Broome	City of Greater Geraldton	Shire of Serpentine Jarrahdale
Shire of Broomehill-Tambellup	Shire of Irwin	City of South Perth
City of Bunbury	Shire of Jerramungup	Shire of Ravensthorpe
City of Busselton	City of Joondalup	City of Rockingham
Shire of Capel	City of Kalgoorlie-Boulder	Shire of Roebourne
Town of Cambridge	City of Kalamunda	City of Subiaco
City of Canning	Shire of Katanning	City of Swan
Shire of Chittering	Shire of Kent	Town of Victoria Park
Town of Claremont	Shire of Kojonup	City of Vincent
City of Cockburn	City of Kwinana	City of Wanneroo
Shire of Collie	City of Mandurah	Shire of Wollondilly, NSW
Town of Cottesloe	City of Melville	Shire of Woodanilling
Shire of Cranbrook	Shire of Merredin	Shire of Wyndham East Kimberley
Shire of Dardanup	Town of Mosman Park	Shire of York

Case Study: Shire of Broome

In 2020, the Shire of Broome was the first to embrace FUTYR® - a novel, streamlined approach to completing a truly integrated major review of its Strategic Community Plan and Corporate Business Plan. The review included:

- FUTYR® Scoping Session
- Desktop Review
- Benchmarking best practice plans
- MARKYT® Community Scorecard – 1,046 participants (c.8% of target population)
- MARKYT® VoiceBank – 54,406 word count
- CULTYR® Employee Scorecard
- FUTYR® Community Workshops – 70 registrations
- FUTYR® Management Workshop
- FUTYR® Council Workshop
- FUTYR® Framework for Integrated Planning
- Articulation of the Strategic Community Plan
- Articulation of the Corporate Business Plan
- FUTYR® Community Sundowner and Information Session

The outcome of this review was a new vision, values, strategies, clear actions and community scorecard that are being warmly embraced by Council, Shire employees and the community.



“Looks PERFECT!”, Executive

“This is so much better than the current document!”, Executive

“There’s not going to be much else that we can improve on”, Manager

Case Study: Shire of Bridgetown Greenbushes

The Shire of Bridgetown Greenbushes followed in the Shire of Broome's footsteps to embrace FUTYR® to complete a review of its Strategic Community Plan and Corporate Business Plan.

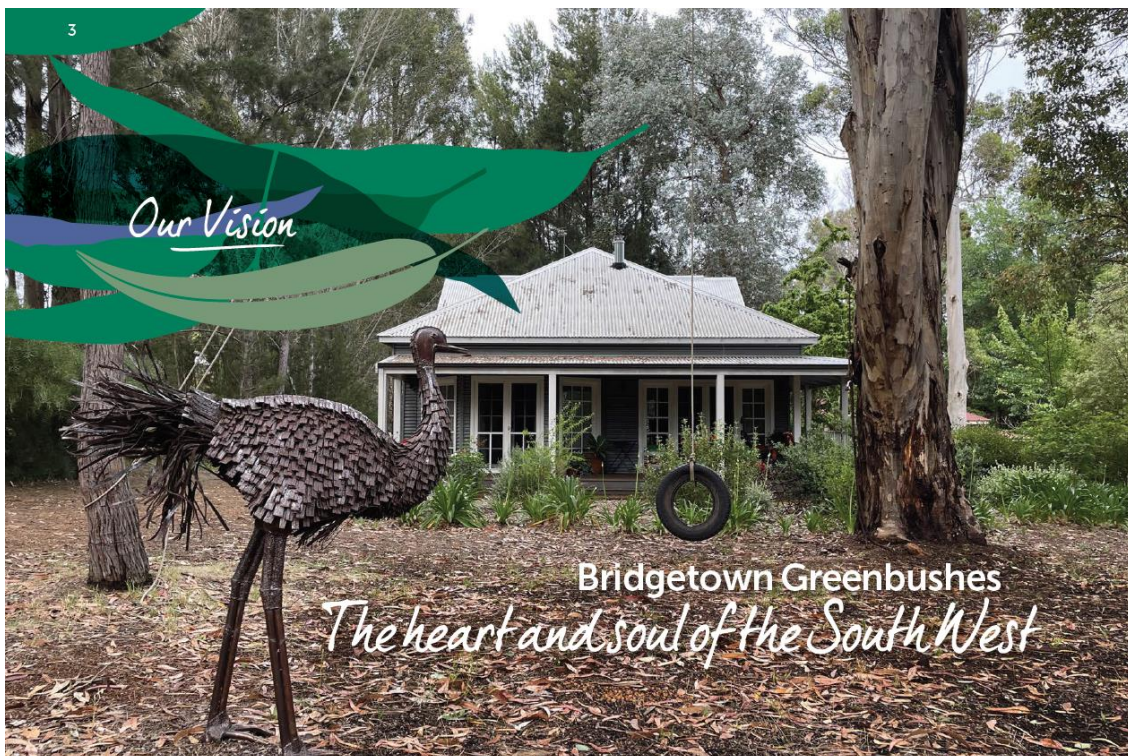
The review included:

- FUTYR® Scoping Session
- Desktop Review
- MARKYT® Community Scorecard – 705 community members (**c.18% of target population**)
- MARKYT® VoiceBank – c.84,000 word count
- FUTYR® Community Workshop – 74 registrations
- FUTYR® Staff Workshops
- FUTYR® Council Workshop
- FUTYR® Framework for Integrated Planning
- Articulation of the Strategic Community Plan (in progress)
- Articulation of the Corporate Business Plan (in progress)

The outcome of the review (to date) has been a new vision, values, strategies, clear actions and community scorecard that are being warmly embraced by Council, Shire employees and the community.

Key benefits include:

- Greater community awareness and understanding of Shire projects that are already in progress
- Recognition and understanding of competing demands on Shire budgets and resources
- Shire's understanding of the projects that are of greatest importance and value for the community
- Streamlined and simplified communication to improve ease of understanding what the Shire is doing
- Open and accountable reporting on performance - helping to build trust and strengthen rapport



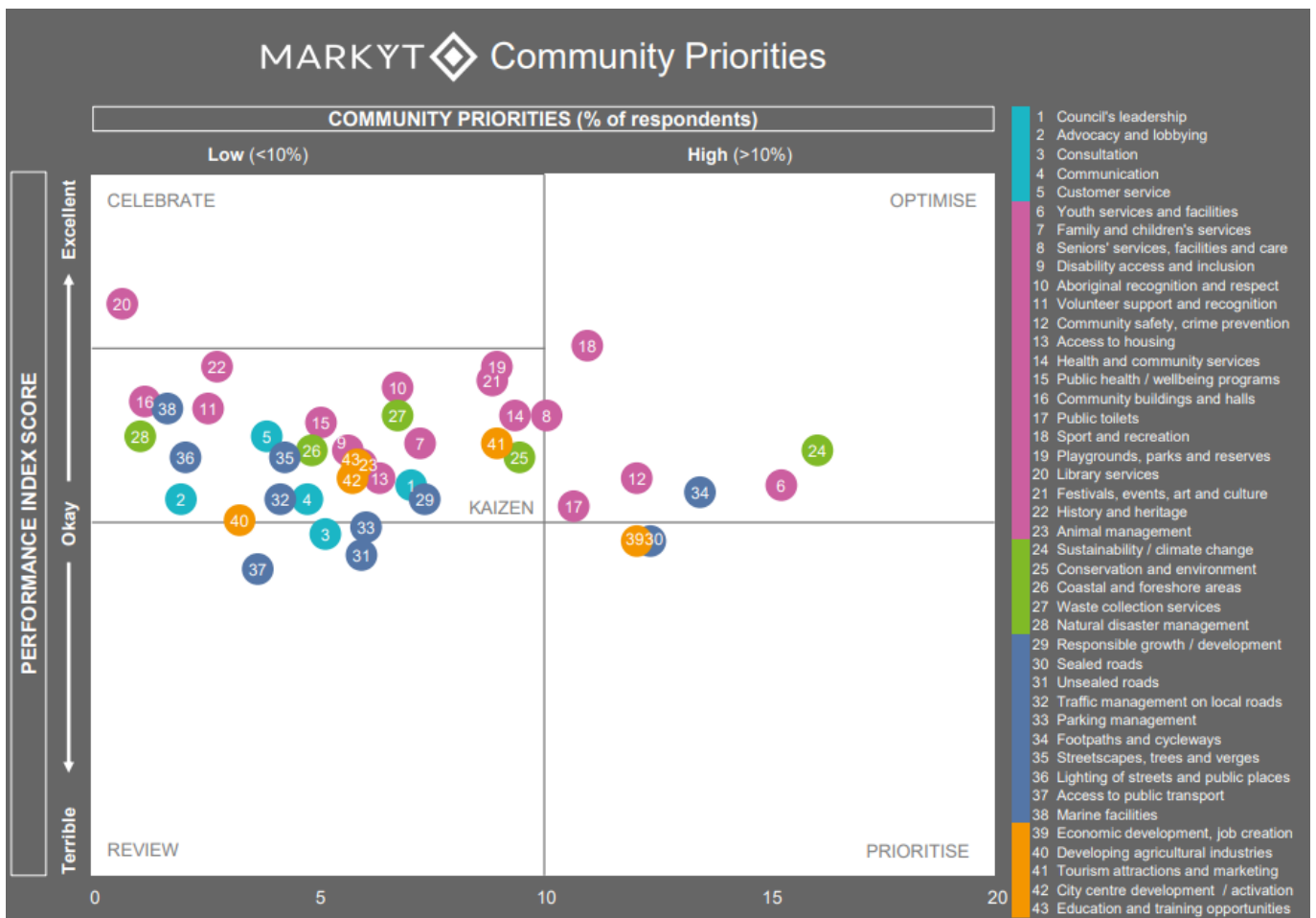
Case Study: City of Albany

In February 2021, the City of Albany became the third local government to commission FUTYR® to complete a major review of its Strategic Community Plan and Corporate Business Plan.

The review included the following elements:

- FUTYR® Scoping Session
- Desktop Review
- MARKYT® Community Scorecard – 1,400+ respondents
- MARKYT® VoiceBank – 88,000+ words
- FUTYR® Executive Workshop 1
- FUTYR® Council Workshop 1
- FUTYR® Community Workshops (x3) – 78 participants
- FUTYR® Framework for Integrated Planning
- Articulation of the Strategic Community Plan
- Articulation of the Corporate Business Plan
- FUTYR® Executive Workshop 2
- FUTYR® Council Workshop 2

The outcome of this review has been clarity around the City’s purpose, vision and actions.



Case Study: City of Cockburn

CATALYSE® has facilitated workshops for the City of Cockburn in various special interest areas:

- Visioning
- Brand / place marketing
- Governance / ward reviews
- Stakeholder Engagement
- Digital / Smart Cities
- Corporate Communications
- Internal Communications
- Community safety
- Waste management
- Crisis management / COVID-19
- Art and Culture
- Libraries
- Events
- Dog and Cat Management
- Economic Development
- Town Centre Marketing
- Amalgamation
- Employee engagement

In 2019/20, we supported the City of Cockburn with a review of its Strategic Community Plan.

Stage 1

- MARKYT® Community Scorecard
- MARKYT® Business Scorecard
- CULTYR® Employee Scorecard
- Workshop with Council and Executive
- Staff workshop (c. 30 participants)

Stage 2

- Scoping sessions
- Situational analysis
- Visioning workshop with Council, Executive and Managers
- Council workshop to agree on outcomes

The **visioning workshop** covered the current situation, vision and purpose. The outcome of this session was universal Council agreement on the Shire's future vision. While on first sight, the resulting vision may seem overly simplistic, it is driving a powerful campaign to change attitudes and perceptions internally and externally. The new vision is:

- Believable. Once the City presents supporting evidence, such as award winning facilities and the best beaches in the world people see that the City already is the best place to be in these areas.
- Aspirational. The City is moving towards being the best place to be in key strategic areas. Major projects provide supporting evidence of this.

We worked with the communications team to create pilot promotions to demonstrate to Council and staff how effective storytelling can bring the vision to life, in a meaningful and believable way.



8.6.5 Community Foundations Project

File Ref. No:	GRSU018
Disclosure of Interest:	Nil
Author:	Chief Executive Officer
Applicant:	Not Applicable
Attachments:	8.6.5A Community Foundation Introduction

Summary

Council is requested to endorse a financial allocation to research the possibility of initiating a Community Foundations opportunity for the Shire of Boddington.

Background

The Shire of Boddington is in continual pursuit of sustainable financial models, as Federal and State Government funding becomes increasingly constrained, and community demands and expectations continue to increase.

In addition to the standard operations of local government, which funds base social, infrastructure and economic requirements of communities, the Shire of Boddington has an opportunity and an obligation to explore how other models of community funding are able to contribute to a sustainable future.

Comment

As a part of the pursuit of a financial, economic and socially sustainable future, the Shire of Boddington has the opportunity to investigate potential financial structures designed to facilitate community and partner investment in community assets and programs, that are of benefit to the residents of the Shire of Boddington.

One example of such a structure is the Community Foundations model. An introduction to the concept of a community foundation is contained in Attachment 8.6.5A. An example of a community foundation in Western Australia is in Denmark. <https://dcfwa.org.au/>.

In order to understand the possibilities of the Community Foundations model, it is recommended that the Shire undertakes a small project that documents different options that are available, examples of these options in use (case studies), and a summary that clearly articulates the pros and cons of the different approaches. An estimate of the costs of proceeding for each option would also be provided as part of the research.

A quotation has been received for \$3,000 to undertake the initial research, which will allow sufficient information to be gathered for Council to make a decision on whether to proceed to the next stage of the project.

This amount is considered a minimal investment in relation to the extent of possibilities that might open up from the establishment of a community foundation in Boddington.

Statutory Environment

Nil

Consultation

Stakeholder engagement will occur at a later stage once research is finalised and assessed.

Policy Implications

Nil

Financial Implications

The \$3,000 impact can be funded within the current Budget allocations.

Economic Implications

A project such as this has the potential to significantly enhance economic development activities and projects within the Shire of Boddington, due to the possibility to generate funding for major projects.

Social Implications

Projects funded under this type of funding are likely to have positive social implications for the community. Aged accommodation is one project that could be a recipient of the funding, however, there are no restrictions on the areas that the funding would be applicable to.

Environmental Considerations

Nil

Strategic Implications

Financial sustainability of the Shire is a key imperative, and any positive self-sustaining mechanism, even when managed outside of the Shires governance structure, will enable future strategic directions to be more achievable.

Options

Council may resolve to:

1. Proceed with the initial research project.
2. Determine that the idea is not in the best interests for Boddington and decline to progress with this project.

Risk Considerations

Risk Statement and Consequence	The key risk arises if there is no decision to take up the opportunity to review and assess the proposed Boddington Community Foundations project. The inability to take the opportunity may have significant financial consequences for the Shire in the future.
Risk Rating (prior to treatment or control)	High
Principal Risk Theme	Reputational / Financial

Risk Action Plan (controls or treatment proposed)	No further actions proposed
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Voting Requirement

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.5

That Council allocates \$3,000 within the adopted 2021/22 consultancies budget to investigate the opportunity that a Community Foundations project would have for the Shire of Boddington, with the results of the research being provided to a future Council meeting.



Australian
Community
Philanthropy

An introduction to Community Foundations in Australia

APRIL 2021

About Community Foundations

WHAT COMMUNITY FOUNDATIONS DO

- build permanent financial assets from community contributions to address local priorities
- democratize giving and philanthropy, focused on place and community priorities
- provide community leadership, convene partnerships and collaboration to mobilise resources and drive change
- empower communities to have a voice and agency in decisions that matter to them

DEFINITION

A Community Foundation is an incorporated body with the following characteristics:

1. it is charitable;
2. it engages in community building activities and may also make grants, usually for a defined geographic region;
3. the directors and members are connected to the relevant geographic region;
4. it is able to support a broad range of charitable purposes; and
5. it is supported by a number of donors.

“Community foundations
are always about
creating **inclusive** spaces
for **engaged citizens**
to develop and take up ideas
for **the good of all**,
pool resources
and create local impact.”

Building Bridges for Local Good.

Association of German Foundations, 2017

In essence, community foundations are about solidarity and cooperation for the common good.

Community Foundations offer a practical model for building inclusive, democratic, fairer and more sustainable communities.

A strong Community Foundation sector offers communities a chance to have a say over what matters to them. This is especially important and empowering for marginalised communities.



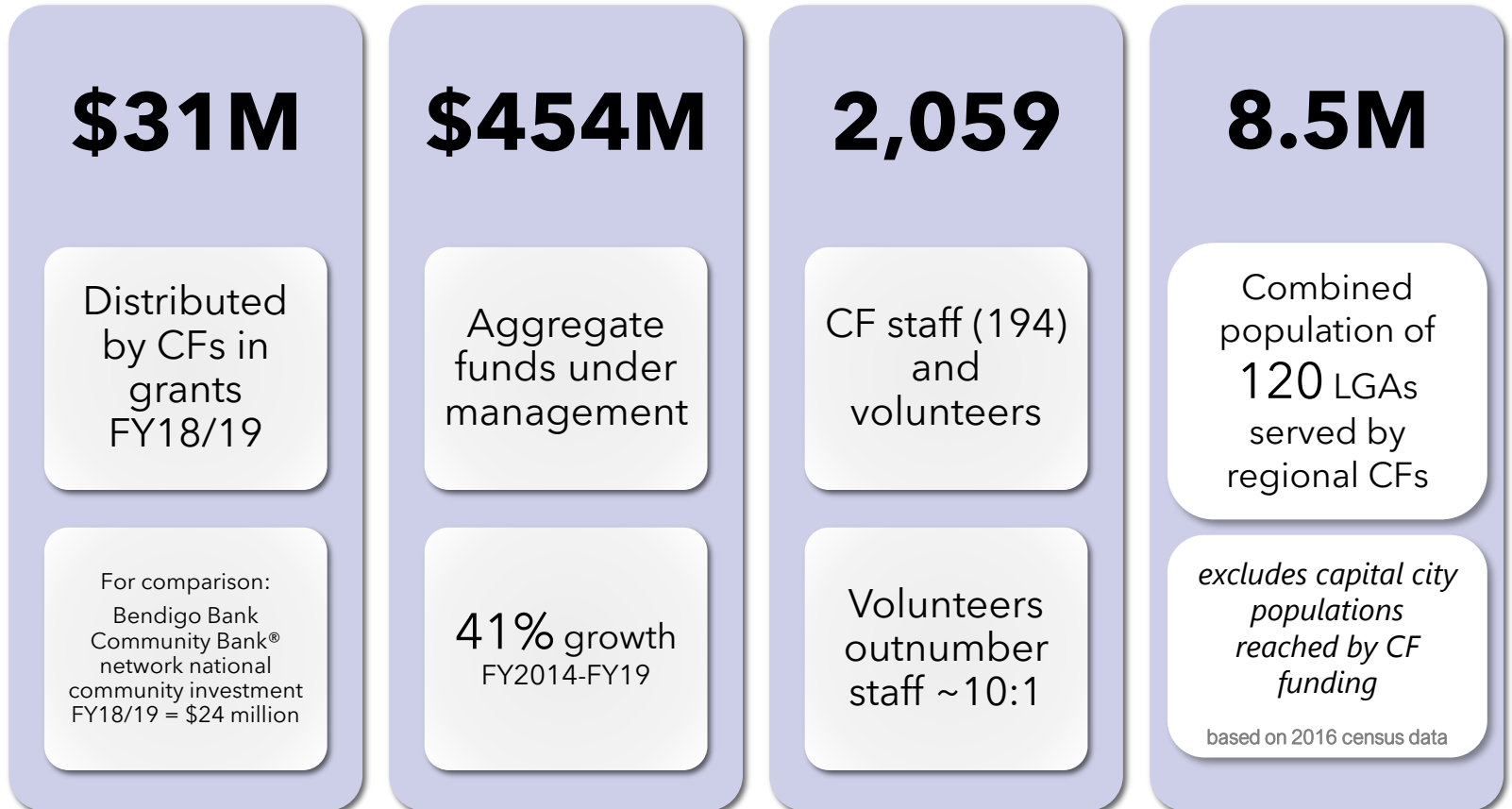
Community Foundations in Australia (2020)

- 40 foundations
- found in all states and ACT
- 18 (45%) in Victoria
- 4 out of 5 (80%) in regional areas
- 36 (90%) less than 20 years old

Community Foundations in Australia | 2021

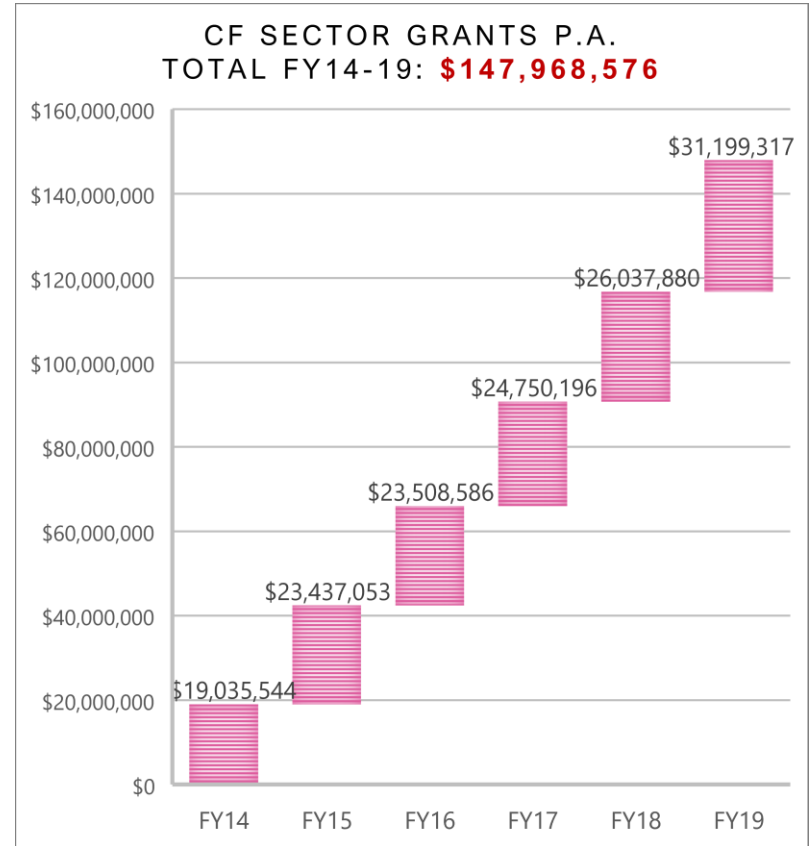
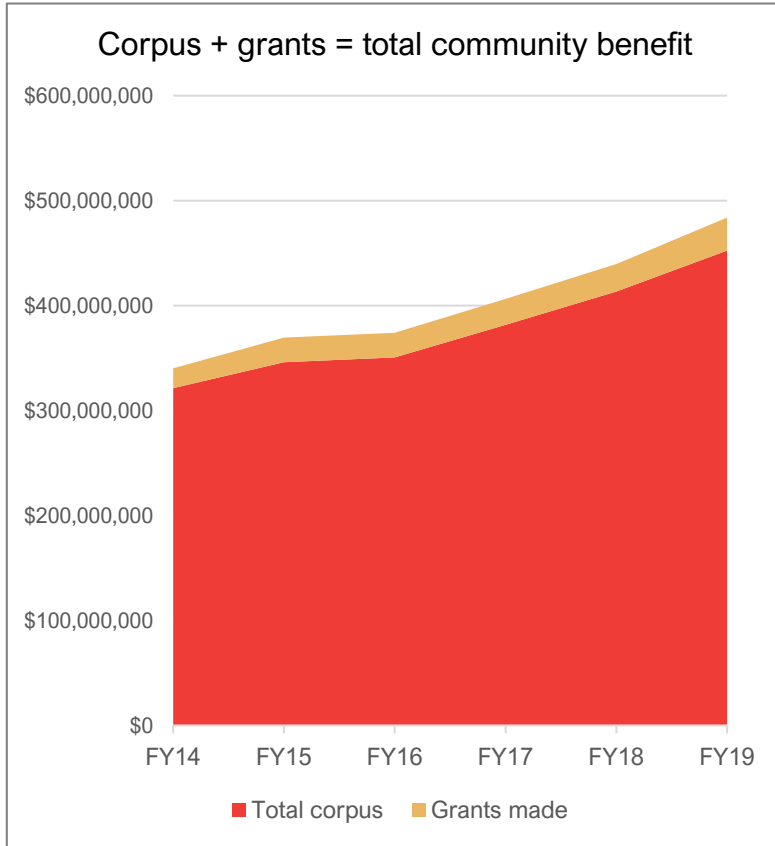
LOCATION	FOUNDATION	LOCATION	FOUNDATION
Adelaide, SA	Foundation SA	Greater Melbourne, VIC	Australian Communities Foundation Inner North Community Foundation Lord Mayor's Charitable Foundation Mornington Peninsula Foundation
Albany, WA	Albany Community Foundation	Kinglake, VIC	Kinglake Ranges Foundation
Albury-Wodonga, VIC/NSW	Border Trust (Community Foundation for Albury-Wodonga Region)	Leongatha, VIC	Leongatha District Community Foundation
Ballarat, VIC	Ballarat Foundation	Mackay, QLD	Mackay Community Foundation
Ballina, NSW	Northern Rivers Community Foundation	Marysville, VIC	Marysville and Triangle Community Foundation
Bega, NSW	Mumbulla Foundation	Mirboo North, VIC	Mirboo North & District Community Foundation
Benalla, VIC	Tomorrow Today Foundation	Mount Gambier, SA	Stand Like Stone
Bowral, NSW	Southern Highlands Foundation	Myrtleford, VIC	Into Our Hands Community Foundation
Broadford, VIC	Mitchell Community Resources and Advocacy Group (MCRAG)	Nuriootpa, SA	Barossa Regions Community Foundation
Broken Hill, NSW	Foundation Broken Hill	Packenham, VIC	Casey Cardinia Foundation
Buderim, QLD	Buderim Foundation	Port Lincoln, SA	Eyre Peninsula Community Foundation
Canberra, ACT	Hands Across Canberra	Sunshine Coast, Qld	Sundale Community Foundation
Corryong, VIC	Upper Murray Innovation Foundation	Sydney, NSW	Sydney Community Foundation
Denmark, WA	Denmark Community Foundation	Tumut, NSW	Community Foundation for the Tumut Region
Durong, QLD	Red Earth Community Foundation	Victor Harbour, SA	Fleurieu Community Foundation
Fremantle, WA	Fremantle Foundation	Warners Bay, NSW	Lake Macquarie Foundation
Geelong, VIC	Geelong Community Foundation Give Where You Live Foundation	Warrnambool, VIC	South West Community Foundation
Glenorchy, TAS	Glenorchy Community Fund	Wonthaggi, VIC	Bass Coast Community Foundation

Dimensions of Community Foundation sector



Source: CFs Annual Information Statements reported to ACNC, see <https://www.acnc.gov.au/>

Community benefit – financial metrics





Australian
Community
Philanthropy

About Us



Australian
Community
Philanthropy



ACP Purpose

To support and promote community philanthropy and community foundations within Australia by

- (a) providing information, resources, networking opportunities, training, fellowships and peer support opportunities;
- (b) creating the optimum operating environment for the growth of community foundations in Australia; and
- (c) acting as a focus point for consultation between the community foundation movement and external stakeholders such as government, donors and partner organisations.

ESTABLISHED DECEMBER 2007

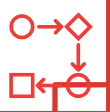
COMPANY LIMITED BY GUARANTEE

ACNC REGISTERED CHARITY




FOR AND WITH OUR MEMBERS

ON BEHALF OF OUR MEMBERS



Connector

- Events & engagement
- Conferences
- Convening around specific place or issues
- Coordination for multi-party projects and collaboration



Skills Builder

- Member services, advice and support
- Tool kits, resource sharing
- Webinars, peer learning, mentoring



Sector Champion

- Research & evidence base
- Build community knowledge & understanding
- Thought leadership
- External & international engagement



Advocate

- Research and submissions
- Campaigns
- Policy advocacy

Partners & Supporters

Projects, Capacity Building and In-kind support





Global Community Foundations networks

Board of Directors



Australian
Community
Philanthropy



Ben Rodgers
ACP Chair
Inner North CF (Vic)



Maree Sidey
Deputy Chair
Australian Communities
Foundation (Vic)



Sally Gamble
Company Secretary
Tomorrow Today
Foundation (Vic)



Georgie McKay
Treasurer
Independent Director (SA)



Matt Jenkins
Independent Director
(Vic)



Peter Kent
Independent Director
CEO, Porter Novelli (Vic)



Dylan Smith
Independent Director
(WA)




Simon Whittle OAM
Buderim Foundation (Qld)



Diane Bray AM
Hands Across Canberra
Foundation (ACT)

ACP Team



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Executive Officer



Ben Conway
Communications
& Marketing



Clare Gregory
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9. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS MOTION HAS BEEN GIVEN:

Nil

10. URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:

Nil

11. CONFIDENTIAL ITEM:

Nil

12. CLOSURE OF MEETING: