



*'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

### Ordinary Meeting of Council

Thursday 16 April 2020  
5:00pm

#### IMPORTANT NOTICE:

The government has introduced amendments to administrative regulations. Council meetings, until further notice, will now be held as an eMeetings.

This will commence with the Ordinary Council meeting, scheduled for Thursday 16<sup>th</sup> April at 5:00pm.

Please click on this link for more information

<https://www.boddington.wa.gov.au/news/public-notice-changes-to-public-question-time-during-the-state-of-emergency-and-public-health-emergency-covid19/1528>

# DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Boddington for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Boddington disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and with derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Boddington during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Boddington. The Shire of Boddington warns that anyone who has an application lodged with the Shire of Boddington must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of that application and any conditions attaching to the decision made by the Shire of Boddington in respect of the application.

# Agenda

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1. DECLARATION OF OPENING:

I acknowledge that this meeting is being held on the traditional lands of the Noongar people.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

2.1.1 Attendance

2.1.2 Apologies

Nil.

2.1.3 Leave of Absence

Nil.

3. DISCLOSURE OF FINANCIAL INTEREST:

Nil at this time.

4. PUBLIC QUESTION TIME:

4.1.1 Public Question Time

Nil at this time.

4.1.2 Suspension of Certain Provisions of the Shire of Boddington Standing Orders Local Law

OFFICER'S RECOMMENDATION – ITEM 4.1.2

That Council

1. supports the suspension of the following provisions of the Shire of Boddington Standing Orders Local Law pursuant to clause 19.1 of the Local Law, for any meeting held by Electronic Means (eMeeting):

- (a) Clause 5.1.1 Admission and Removal of the Public, with matters to be determined at the discretion of the Presiding Member. And
- (b) Clause 9.4 Members to Occupy Own Seats

4.2 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Nil at this time.

4.3 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil at this time.

4.4 PUBLIC QUESTIONS FROM THE GALLERY:

Nil at this time.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS:

Nil at this time.

6. CONFIRMATION OF MINUTES:

6.1.1 Ordinary Meeting of Council held on Thursday 19 March 2020
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That the minutes of the Ordinary Meeting of Council held on Thursday 19 March 2020 be confirmed as a true record of proceedings

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION:

Nil at this time.

8. REPORTS OF OFFICERS AND COMMITTEES:

8.1 PLANNING CONSULTANT:

Nil at this time.

## 8.2 MANAGER FINANCIAL SERVICES:

### 8.2.1 Monthly Financial Statements – March 2020

Disclosure of Interest: Nil  
Date: 8 April 2020  
Author: J Rendell – Manager Financial Services  
Attachments: 8.2.1A Financial Statements – March 2020

#### Summary

**Council is to consider Monthly Financial Reports for March 2020.**

#### Background

In accordance with Local Government (Financial Management) Regulations 1996 Council is to adopt Monthly Financial Report including the Operating Statement, Statement of Financial Position at the end of each month. Council has also wishes to consider a summary of financial reconciliations on a monthly basis.

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

#### Comment

The Operating Statement, Statement of Financial Position, Statement of Cash flow, Statement of Financial Activity and Summary of Reconciliations are submitted for the month of March 2020.

#### **FINANCIAL SUMMARY YEAR TO DATE MARCH 2020**

The following commentary is provided to assist in the understanding of Councils financial position. It is emphasised that the comparatives and comments are relative to the YTD budget and are against the revised budget.

#### **OPERATING RESULT**

##### **REVENUE**

Revenue is 0.1% or \$27k unfavourable to budget. Within the main items, the following is noted:-

- **Operating Grants** is 15.3% or \$68k unfavourable to budget
- **Fees & Charges** is 2.7% or \$26k unfavourable to budget.
- **Interest Earnings** is 11.8% or \$11k unfavourable to budget.
- **Other Revenue** is 12.9% or \$11k favourable to budget.

##### **EXPENDITURE**

Expenditure is 3.5% or \$202k favourable to budget within the main items, the following is noted:-

- **Employee costs** are 0.3% or \$6k favourable to budget.
- **Materials and contracts** are collectively 13.3% or \$201k favourable to budget.
- **Utility charges** are 11.5% or \$29k unfavourable to budget.
- **Depreciation expense** is 0.9% or \$14k unfavourable to budget.
- **Insurance expenses** is 2.4% or \$6k favourable to budget.
- **Other expenditure** is 6.5% or \$7k favourable to budget.

#### **NET RESULT**

The net result is 24.9% or \$184k favourable result to budget, due to total revenue being \$27k unfavourable and expenditure being \$211k favourable to budget.

#### **FINANCIAL SUMMARY YEAR TO DATE MARCH 2020**

##### **CAPITAL ITEMS**

Capital revenue is \$100k unfavourable to YTD budget.

Capital expenditure is 87% or \$266k favourable to budget. For a more detailed understanding refer to the Capital Expenditure by Asset Class report. In some cases there is a direct relationship between Capital income and Capital expenditure. Included within this year is an amount of \$3.96M for Councillor New Initiatives in accord with items contained in the Strategic Community Plan, which shows \$844k being spent year to date.

##### **FUNDING ITEMS**

Repayment of loan principal is on budget.

##### **CASH & INVESTMENTS**

Cash and investments sits at \$5.7M, this represents a decrease of \$0.5M from the previous month, mainly due to significant rate income being received. It is emphasised however that the majority of funds is tagged as "restricted" and therefore cannot form part of Council's unrestricted or free cash, this will be disclosed at final year end in the Annual financial statements embedded in the Annual Report.

##### **SUMMARY**

The overall financial result 95.9% or \$459k favourable to budget.

The result is pleasing in that the Shire of Boddington finances are in line with both the annual budget and long term financial plan, and augers well for the financial sustainability, additionally it indicates that the financial reform undertaken over the last 3 years is bringing favourable as anticipated results.

Statutory Environment - Local Government (Financial Management) Regulations 1996

<b>OFFICER'S RECOMMENDATION – 8.2.1</b>
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That Council adopt the:

1. monthly financial statements for the period ending 31 March 2020; and

2. summary of reconciliations for the period ending 31 March 2020.



# ATTACHMENT 8.2.1A

## SHIRE OF BODDINGTON

Interim - Financial Reports for the period ended

31-Mar-20

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ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON						
SUMMARY OF FINANCIAL ACTIVITY by Nature or Type						
Provisional - for the period ended						
	2019/20 Budget				Variance	% Variance
	Proposed	Amended	YTD Budget	Actual YTD	YTD	YTD
<b>Opening Funding Surplus (Deficit)</b>	279,975	308,681	279,975	308,681	28,706	10.3%
<b>Revenue</b>						
Rates	4,580,000	4,580,000	4,576,646	4,543,706	- 32,940	-0.7%
Operating Grants, Subsidies and Contributions	550,704	499,781	448,117	379,639	- 68,478	-15.3%
Fees and Charges	1,274,019	1,241,734	995,990	969,559	- 26,431	-2.7%
Interest Earnings	132,779	124,269	93,186	82,168	- 11,018	-11.8%
Other Revenue	56,478	117,040	88,473	99,887	11,414	12.9%
Profit from Asset Sales	-	28,505	28,503	28,505	2	
<b>OPERATING INCOME</b>	<b>6,593,981</b>	<b>6,591,329</b>	<b>6,230,915</b>	<b>6,103,464</b>	<b>- 127,451</b>	<b>-2.0%</b>
<b>Expenses</b>						
Employee Costs	- 2,746,307	- 2,603,026	- 1,902,481	- 1,896,751	5,730	0.3%
Materials and Contracts	- 1,793,894	- 1,852,518	- 1,505,526	- 1,304,890	200,636	13.3%
Utility Charges	- 339,677	- 331,440	- 255,206	- 284,576	- 29,370	-11.5%
Depreciation on Non-Current Assets	- 2,087,079	- 2,207,381	- 1,655,433	- 1,641,200	14,233	0.9%
Interest Expenses	- 89,044	- 89,044	- 62,657	- 64,512	1,855	-3.0%
Insurance Expenses	- 247,880	- 229,157	- 229,138	- 223,594	5,544	2.4%
Loss on Asset Sales	- 16,800	- 16,800	- 16,800	- 7,692	9,108	54.2%
Other Expenditure	- 162,795	- 154,816	- 113,662	- 106,239	7,423	6.5%
<b>OPERATING EXPENDITURE</b>	<b>- 7,483,476</b>	<b>- 7,484,182</b>	<b>- 5,740,903</b>	<b>- 5,529,453</b>	<b>211,450</b>	<b>3.7%</b>
<b>Net Result (incl. of surplus position)</b>	<b>- 609,520</b>	<b>- 584,173</b>	<b>769,987</b>	<b>882,692</b>	<b>112,705</b>	<b>14.6%</b>
<b>Adjustments for Non-Cash Items</b>						
Depreciation	2,087,079	2,207,381	1,655,433	1,641,200	- 14,233	-0.9%
Loss on Asset Disposals	16,800	16,800	16,800	7,692	- 9,108	-54.2%
(Profit) on Asset Disposals	-	28,505	28,503	28,505	2	
Provisions and Accruals	-	-	-	-	-	
	<b>2,103,879</b>	<b>2,195,676</b>	<b>1,643,730</b>	<b>1,620,387</b>	<b>- 23,343</b>	<b>-1.4%</b>
<b>Net Result before funding and Capex items</b>	<b>1,494,359</b>	<b>1,611,503</b>	<b>2,413,717</b>	<b>2,503,078</b>	<b>89,361</b>	<b>3.7%</b>
<b>Capital Income and Expenditure</b>						
Non-operating Grants & contributions	1,862,779	1,884,565	245,564	345,085	99,521	40.5%
Purchase Land & Buildings	- 180,000	- 211,900	- 168,898	- 174,323	- 5,425	-3.2%
Purchase Plant & Equipment	- 713,185	- 712,185	- 262,744	- 248,427	14,317	5.4%
Purchase Roads, Streets & Bridges	- 2,080,970	- 2,140,970	- 547,578	- 542,667	4,911	0.9%
Purchase Other Infrastructure	- 35,000	- 76,694	- 65,136	- 47,084	18,053	27.7%
New Initiatives	- 3,936,881	- 2,998,803	- 1,078,046	- 844,070	233,976	21.7%
Proceeds from Asset Sales	184,500	184,500	105,000	106,993	1,993	-1.9%
<b>Net Capital Items</b>	<b>- 4,898,757</b>	<b>- 4,071,487</b>	<b>- 1,771,838</b>	<b>- 1,404,492</b>	<b>367,346</b>	<b>20.7%</b>
<b>Funding Items</b>						
Proceeds from New loans	1,000,000	1,000,000	-	-	-	
Repayment of Loan Principal	- 240,532	- 240,532	- 163,660	- 161,776	1,884	1.2%
Self Supporting Loan Principal Income	-	-	-	-	-	
<b>Total Funding Items</b>	<b>759,468</b>	<b>759,468</b>	<b>- 163,660</b>	<b>- 161,776</b>	<b>1,884</b>	<b>1.2%</b>
<b>Reserve Items</b>						
Transfers to Reserves	- 17,519	- 1,017,519	-	-	-	
Transfers from Reserves	2,953,482	3,004,216	-	-	-	
<b>Net Reserve movement</b>	<b>2,935,963</b>	<b>1,986,697</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Closing Funding Surplus (Deficit)</b>	<b>291,034</b>	<b>286,182</b>	<b>478,220</b>	<b>936,811</b>	<b>458,591</b>	<b>95.9%</b>

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON						
STATEMENT OF COMPREHENSIVE INCOME BY NATURE/TYPE						
Provisional - for the period ended						
31-Mar-20						
	2019/20 Budget			Actual YTD	Variance YTD	% Variance YTD
	Proposed	Amended	YTD Budget			
<b>Revenue</b>						
Rates	4,580,000	4,580,000	4,576,646	4,543,706	- 32,940	-0.7%
Operating Grants, Subsidies and Contributions	550,704	499,781	448,117	379,639	- 68,478	-15.3%
Fees and Charges	1,274,019	1,241,734	995,990	969,559	- 26,431	-2.7%
Interest Earnings	132,779	124,269	93,186	82,168	- 11,018	-11.8%
Other Revenue	56,478	117,040	88,473	99,887	11,414	12.9%
<b>OPERATING INCOME</b>	<b>6,593,981</b>	<b>6,562,824</b>	<b>6,202,412</b>	<b>6,074,959</b>	<b>- 127,453</b>	<b>-2.1%</b>
<b>Expenses</b>						
Employee Costs	- 2,746,307	- 2,603,026	- 1,902,481	- 1,896,751	5,730	0.3%
Materials and Contracts	- 1,793,894	- 1,852,518	- 1,505,526	- 1,304,890	200,636	13.3%
Utility Charges	- 339,677	- 331,440	- 255,206	- 284,576	- 29,370	-11.5%
Depreciation on Non-Current Assets	- 2,087,079	- 2,207,381	- 1,655,433	- 1,641,200	14,233	0.9%
Interest Expenses	- 89,044	- 89,044	- 62,657	- 64,512	- 1,855	-3.0%
Insurance Expenses	- 247,880	- 229,157	- 229,138	- 223,594	5,544	2.4%
Other Expenditure	- 162,795	- 154,816	- 113,662	- 106,239	7,423	6.5%
<b>OPERATING EXPENDITURE</b>	<b>- 7,466,676</b>	<b>- 7,467,382</b>	<b>- 5,724,103</b>	<b>- 5,521,761</b>	<b>202,342</b>	<b>3.5%</b>
Net Result before Capital Income	- 872,695	- 904,559	478,309	553,197	74,888	15.7%
Non-Op. Grants, Subsidies and Contributions	1,862,779	1,884,565	245,564	345,085	99,521	
Profit on Asset Disposals	-	28,505	28,503	28,505	2	
Loss on Asset Disposals	- 16,800	- 16,800	- 16,800	- 7,692	9,108	
<b>OTHER</b>	<b>1,845,979</b>	<b>1,896,270</b>	<b>257,267</b>	<b>365,898</b>	<b>108,631</b>	<b>42.2%</b>
<b>NET RESULT</b>	<b>973,284</b>	<b>991,712</b>	<b>735,576</b>	<b>919,095</b>	<b>183,519</b>	<b>24.9%</b>
<b>Other Comprehensive Income</b>						
Changes on Revaluation of Non-Current Assets	-	-	-	-	-	
<b>Total Other Comprehensive Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>973,284</b>	<b>991,712</b>	<b>735,576</b>	<b>919,095</b>	<b>183,519</b>	<b>24.9%</b>

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON						
STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM						
Provisional - for the period ended						
31-Mar-20						
	2018/19 Budget			Actual YTD	Variance YTD	% Variance YTD
	Proposed	Amended	YTD Budget			
<b>Revenue</b>						
Governance	4,931,865	4,874,689	4,797,629	4,749,855	- 47,774	-1.0%
General Purpose Funding	59,287	76,495	57,339	59,087	1,748	3.0%
Law, Order, Public Safety	94,777	199,041	179,228	151,349	- 27,879	-15.6%
Health	29,538	25,334	24,584	14,815	- 9,769	-39.7%
Education and Welfare	612,089	515,048	390,330	390,080	- 250	-0.1%
Housing	6,812	24,421	18,306	18,188	- 118	-0.6%
Community Amenities	335,446	313,020	288,727	281,864	- 6,863	-2.4%
Recreation and Culture	69,928	62,666	43,855	36,617	- 7,238	-16.5%
Transport	122,247	155,600	155,597	118,781	- 36,816	-23.7%
Economic Services	299,293	256,422	197,416	197,151	- 265	-0.1%
Other Property and Services	32,700	88,593	77,904	85,676	7,772	10.0%
	<b>6,593,981</b>	<b>6,591,329</b>	<b>6,230,915</b>	<b>6,103,464</b>	<b>- 127,451</b>	<b>-2.0%</b>
<b>Expenses excluding Finance Costs</b>						
Governance	9,862	5,914	39,603	13,771	53,374	134.8%
General Purpose Funding	- 34,368	- 25,000	- 18,738	- 9,376	9,362	50.0%
Law, Order, Public Safety	- 474,054	- 592,172	- 469,753	- 445,973	23,780	5.1%
Health	- 210,125	- 259,846	- 194,951	- 183,189	11,762	6.0%
Education and Welfare	- 816,185	- 837,044	- 623,261	- 564,689	58,572	9.4%
Housing	37,409	113,412	79,662	16,672	- 62,990	79.1%
Community Amenities	- 738,902	- 757,132	- 565,780	- 533,555	32,225	5.7%
Recreation and Culture	- 1,745,353	- 1,836,982	- 1,407,619	- 1,418,218	- 10,599	-0.8%
Transport	- 2,720,320	- 2,780,526	- 2,088,844	- 1,936,289	152,555	7.3%
Economic Services	- 741,507	- 600,430	- 467,492	- 442,251	25,241	5.4%
Other Property and Services	39,109	186,496	118,133	38,155	- 79,978	67.7%
	<b>- 7,394,434</b>	<b>- 7,395,137</b>	<b>- 5,678,246</b>	<b>- 5,464,942</b>	<b>213,304</b>	<b>3.8%</b>
<b>Finance Costs</b>						
Governance	- 26,285	- 26,285	- 13,142	- 13,771	629	
General Purpose Funding	-	-	-	-	-	
Law, Order, Public Safety	-	-	-	-	-	
Health	-	-	-	-	-	
Education and Welfare	- 8,354	- 8,354	- 8,352	- 8,354	2	
Housing	- 28,691	- 28,691	- 15,449	- 16,672	1,223	-7.9%
Community Amenities	-	-	-	-	-	
Recreation and Culture	- 25,715	- 25,715	- 25,714	- 25,715	1	
Transport	-	-	-	-	-	
Economic Services	-	-	-	-	-	
Other Property and Services	-	-	-	-	-	
	<b>- 89,044</b>	<b>- 89,044</b>	<b>- 62,657</b>	<b>- 64,512</b>	<b>1,855</b>	<b>-3.0%</b>
<b>Net Result before Capital Income</b>	<b>- 889,497</b>	<b>- 892,853</b>	<b>490,012</b>	<b>574,011</b>	<b>87,708</b>	
<b>Non Operating Grants, Subsidies and Contributions</b>						
Governance	-	-	-	-	-	
General Purpose Funding	664,500	664,500	-	-	-	
Law, Order, Public Safety	-	-	-	-	-	
Health	-	-	-	-	-	
Education and Welfare	-	-	-	-	-	
Housing	-	-	-	-	-	
Community Amenities	-	-	-	-	-	
Recreation and Culture	200,000	281,786	31,786	119,286	87,500	
Transport	998,279	1,038,279	313,778	325,799	12,021	
Economic Services	-	- 100,000	- 100,000	- 100,000	-	
Other Property and Services	-	-	-	-	-	
	<b>1,862,779</b>	<b>1,884,565</b>	<b>245,564</b>	<b>345,085</b>	<b>99,521</b>	
<b>Other Comprehensive Income</b>						
Changes on Revaluation of Non-Current Assets	-	-	-	-	-	
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>973,282</b>	<b>991,712</b>	<b>735,576</b>	<b>919,096</b>	<b>183,520</b>	<b>24.9%</b>

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON RATE SETTING STATEMENT							31-Mar-20
Provisional - for the period ended							
	2019/20 Budget			Actual YTD	Variance YTD	% Variance YTD	
	Proposed	Amended	YTD Budget				
<b>Revenue</b>							
Operating Grants, Subsidies and Contributions	550,704	499,781	448,117	379,639	- 68,478	-15.3%	
Fees and Charges	1,274,019	1,241,734	995,990	969,559	- 26,431	-2.7%	
Interest Earnings	132,779	124,269	93,186	82,168	- 11,018	-11.8%	
Other Revenue	56,478	117,040	88,473	99,887	11,414	12.9%	
Profit from Asset Sales	-	28,505	28,503	28,505	2		
<b>Total Operating Revenue excluding Rates</b>	<b>2,013,981</b>	<b>2,011,329</b>	<b>1,654,269</b>	<b>1,559,759</b>	<b>- 94,511</b>	<b>-5.7%</b>	
<b>Expenses</b>							
Employee Costs	- 2,746,307	- 2,603,026	- 1,902,481	- 1,896,751	5,730	0.3%	
Materials and Contracts	- 1,793,894	- 1,852,518	- 1,505,526	- 1,304,890	200,636	13.3%	
Utility Charges	- 339,677	- 331,440	- 255,206	- 284,576	- 29,370	-11.5%	
Depreciation on Non-Current Assets	- 2,087,079	- 2,207,381	- 1,655,433	- 1,641,200	14,233	0.9%	
Interest Expenses	- 89,044	- 89,044	- 62,657	- 64,512	- 1,855	-3.0%	
Insurance Expenses	- 247,880	- 229,157	- 229,138	- 223,594	5,544	2.4%	
Loss on Asset Sales	- 16,800	- 16,800	- 16,800	- 7,692	9,108		
Other Expenditure	- 162,795	- 154,816	- 113,662	- 106,239	7,423	6.5%	
<b>Operating Expenditure</b>	<b>- 7,483,476</b>	<b>- 7,484,181</b>	<b>- 5,740,903</b>	<b>- 5,529,453</b>	<b>211,450</b>	<b>3.7%</b>	
<b>Operating Result Excluding Rates Income</b>	<b>- 5,469,495</b>	<b>- 5,472,853</b>	<b>- 4,086,634</b>	<b>- 3,969,694</b>	<b>116,939</b>	<b>3%</b>	
<b>Adjustments for Non-Cash Items</b>							
Depreciation	2,087,079	2,207,381	1,655,433	1,641,200	- 14,233	0.9%	
(Profit)/Loss on Asset Disposals	16,800	- 11,705	- 11,703	- 20,813	- 9,110		
Provisions & Accruals	-	-	-	-	-		
	<b>2,103,879</b>	<b>2,195,676</b>	<b>1,643,730</b>	<b>1,620,387</b>	<b>- 23,343</b>	<b>1.4%</b>	
<b>Capital Income and Expenditure</b>							
Purchase of Capital Expenditure	- 6,946,036	- 6,140,552	- 2,122,402	- 1,856,570	265,831	12.5%	
Non-operating Grants & contributions	1,862,779	1,884,565	245,564	345,085	99,521		
Proceeds from Asset Sales	184,500	184,500	105,000	106,993	1,993	-1.9%	
	<b>- 4,898,757</b>	<b>- 4,071,487</b>	<b>- 1,771,838</b>	<b>- 1,404,492</b>	<b>367,346</b>	<b>20.7%</b>	
<b>Funding &amp; Reserve Items</b>							
Proceeds from New loans	1,000,000	1,000,000	-	-	-		
Repayment of Loan Principal	- 240,532	- 240,532	- 163,660	- 161,776	1,884	1.2%	
Self Supporting Loan Principal Income	-	-	-	-	-		
Transfers to Reserves	- 17,519	- 1,017,519	-	-	-		
Transfers from Reserves	2,953,482	3,004,216	-	-	-		
	<b>3,695,431</b>	<b>2,746,165</b>	<b>- 163,660</b>	<b>- 161,776</b>	<b>1,884</b>	<b>1.2%</b>	
Estimated Surplus/(Deficit) July 1 B/Fd.	279,974	308,681	279,974	308,681	- 28,707		
Estimated Surplus/(Deficit) C/F or YTD.	291,034	286,182	478,220	936,811	- 458,591	95.9%	
<b>Amount required from General Rate</b>	<b>- 4,580,000</b>	<b>- 4,580,000</b>	<b>- 4,576,646</b>	<b>- 4,543,706</b>	<b>- 32,940</b>	<b>-0.7%</b>	

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON STATEMENT OF FINANCIAL POSITION Provisional - for the period ended		
	30-Jun-19 <b>Audited</b>	31-Mar-20 <b>YTD Actual</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	5,052,930	5,674,776
Equity Reserve Investments	-	-
Trade & Other Receivables	559,135	746,287
Inventories	-	-
<b>TOTAL CURRENT ASSETS</b>	<b>5,612,065</b>	<b>6,421,063</b>
<b>NON CURRENT ASSETS</b>		
Trade and Other Receivables	30,934	30,934
Property Plant & Equipment	29,841,540	29,697,976
Land Held for Resale	-	-
Infrastructure	53,384,328	53,656,902
<b>TOTAL NON CURRENT ASSETS</b>	<b>83,256,802</b>	<b>83,385,811</b>
<b>TOTAL ASSETS</b>	<b>88,868,868</b>	<b>89,806,874</b>
<b>CURRENT LIABILITIES</b>		
Trade & Other Payables	662,214	748,226
Employee Provisions	323,626	323,626
Borrowings	240,532	78,756
Trusts	-	94,675
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,226,372</b>	<b>1,245,283</b>
<b>NON CURRENT LIABILITIES</b>		
Trade & Other Payables - Specific	300,000	300,000
Borrowings	1,818,039	1,818,040
Employee Provisions	45,024	45,024
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>2,163,063</b>	<b>2,163,064</b>
<b>TOTAL LIABILITIES</b>	<b>3,389,435</b>	<b>3,408,347</b>
<b>EQUITY</b>		
Retained Earnings	32,701,686	33,620,783
Reserves Cash Backed	4,365,804	4,365,802
Revaluation Reserve	48,411,940	48,411,942
<b>TOTAL EQUITY</b>	<b>85,479,432</b>	<b>86,398,527</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>88,868,868</b>	<b>89,806,874</b>

ATTACHMENT 8.2.1A

LOAN PRINCIPAL REPAYMENTS

COA	Description	IE Summary	Inc/Exp Analysis Summary	Original		YTD Budget	YTD Actual
				Budget	Amended		
3042460	PRINCIPAL ON LOAN 105	71	Other Expe	\$126,681	\$126,681	\$63,340.50	\$62,712
2113200	LOAN 106 - REC CENTRE	71	Other Expe	\$0	\$0	\$0.00	\$0
3074200	PRINCIPAL LOAN 83	71	Other Expe	\$11,373	\$11,373	\$11,373.00	\$10,332
3083000	PRINCIPAL ON LOAN 100	71	Other Expe	\$15,710	\$15,710	\$15,710.00	\$15,710
3091402	PRINCIPAL ON LOAN 91	71	Other Expe	\$0	\$0	\$0.00	\$0
3091460	PRINCIPAL ON LOAN 94	71	Other Expe	\$13,437	\$13,437	\$6,718.50	\$6,612
3091470	PRINCIPAL ON LOAN 97	71	Other Expe	\$13,627	\$13,627	\$6,813.50	\$6,705
3113046	PRINCIPAL - LOAN 103	71	Other Expe	\$0	\$0	\$0.00	\$0
3113048	PRINCIPAL - LOAN 106 REC CENTRE	71	Other Expe	\$59,704	\$59,704	\$59,704.00	\$59,704
3121100	PRINCIPAL LOAN 102	71	Other Expe	\$0	\$0	\$0.00	\$0
<b>TOTAL</b>				<b>\$240,532</b>	<b>\$240,532</b>	<b>\$163,660</b>	<b>\$161,776</b>

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON								
CAPITAL EXPENDITURE BY ASSET CLASS								
Provisional - for the period ended								
31-Mar-20								
COA	Description	Asset Type	IE Summary	Inc/Exp Analysis Summary	Budget	Amended	YTD Budget	YTD Actual
3042202	EXISTING BUILDINGS 17/18	Land & Buildings	40		180,000	211,900	168,898	174,323
3132008	VISITOR CENTRE	Land & Buildings	40		-	-	-	-
		<b>Land &amp; Buildings Total</b>			<b>180,000</b>	<b>211,900</b>	<b>168,898</b>	<b>174,323</b>
3102201	REFUSE SITE	Other Infrastructure	40		10,000	-	-	-
3105050	OVALS PARKS & CEMETERIES	Other Infrastructure	40		25,000	25,000	13,450	-
3113000	CCTV PROJECT CAPITAL EXPENDITURE	Other Infrastructure	40		-	31,786	31,785	32,434
3113082	DAM IMPROVEMENTS - WATER TO OVAL	Other Infrastructure	40		-	19,908	19,901	14,650
		<b>Other Infrastructure Total</b>			<b>35,000</b>	<b>76,694</b>	<b>65,136</b>	<b>47,084</b>
3042209	COMPUTER EQUIPMENT	Plant & Equip	40		25,000	25,000	18,747	9,770
3042208	OFFICE EQUIPMENT	Plant & Equip	40		25,000	25,000	-	-
3042219	VEHICLE COST UPGRADE	Plant & Equip	40		251,000	251,000	-	-
3051220	Fire Tender Boddington	Plant & Equip	40		-	-	-	10,255
3121096	LOADER	Plant & Equip	40		215,000	214,000	214,000	214,000
3121097	TRACTOR	Plant & Equip	40		30,000	30,000	-	-
3121066	ROAD SWEEPER & MINI DIGGER	Plant & Equip	40		127,185	127,185	-	-
3139302	MINOR CAPITAL ITEMS	Plant & Equip			40,000	40,000	29,997	14,402
		<b>Plant &amp; Equip Total</b>			<b>713,185</b>	<b>712,185</b>	<b>262,744</b>	<b>248,427</b>
3121086	Main Roads Bridge Program	Roads Infrastructure	40		1,329,000	1,329,000	-	-
3112220	CULVERTS & DRAINAGE	Roads Infrastructure			100,000	100,000	53,800	19,011
3121090	ROADS TO RECOVERY	Roads Infrastructure	40		133,779	133,779	133,778	-
3121704	RESEALS - MUMI	Roads Infrastructure	40		146,221	146,221	-	40,183
3121710	GRAVEL ROAD RESHEETS	Roads Infrastructure	40		-	-	-	-
3121800	ROAD CONST. - RRG	Roads Infrastructure	40		300,000	360,000	360,000	475,482
3121803	FOOTPATHS	Roads Infrastructure	40		71,970	71,970	-	7,991
		<b>Roads Infrastructure Total</b>			<b>2,080,970</b>	<b>2,140,970</b>	<b>547,578</b>	<b>542,667</b>
3105225	BODDINGTON CEMETERY	Councillor New Initiatives	40		22,500	-	-	-
3112100	SKATEPARK	Councillor New Initiatives	40		700,000	700,000	376,600	27,389
3112205	PUMP TRACK	Councillor New Initiatives	40		618,750	618,750	-	-
3105250	NATURE PLAYGROUND	Councillor New Initiatives	40		400,000	400,000	-	-
3105500	FORESHORE LANDSCAPE/DESIGN	Councillor New Initiatives	40		1,042,750	1,042,750	561,001	709,467
3113010	LOVING RANFORD	Councillor New Initiatives	40		30,000	48,716	36,540	15,676
3113205	TULLIS BRIDGE PROJECT	Other Infrastructure	40		1,000,000	-	-	-
3113005	RANFORD POOL INFO BAY/ENTRY STATEMENTS	Councillor New Initiatives	40		10,623	12,501	9,360	2,578
3113120	OTHER COUNCILLOR INITIATIVES	Councillor New Initiatives	40		27,082	50,000	-	2,636
3132030	WATER TO RANFORD CAPEX	Councillor New Initiatives	40		-	710	531	-
3146203	ENTRY STATEMENTS & PUBLIC ART	Councillor New Initiatives	40		85,176	125,376	94,014	86,324
		<b>Councillor New Initiatives Total</b>			<b>3,936,881</b>	<b>2,998,803</b>	<b>1,078,046</b>	<b>844,070</b>
		<b>Grand Total</b>			<b>6,946,036</b>	<b>6,140,552</b>	<b>2,122,402</b>	<b>1,856,570</b>



## ATTACHMENT 8.2.1A

CAPITAL EXPENDITURE - EXISTING BUILDINGS - By JOBS				31-Mar-20	
Job	Description	Original		YTD	
		Budget	Amended	Budget	YTD Actual
BAC1999	Bannister Road Shire Office - Capital	-	-	-	-
BCC1028	Pollard Street Child Care Centre - Capital	-	-	-	-
BCC1029	Johnstone Street Community Newspaper - Capital	-	-	-	-
BCC1999	Bannister Road - Caravan Park Caretaker Residence - Capital	-	-	-	-
BCC3999	Bannister Road - Caravan Park Caretaker Residence - Capital	-	-	-	-
BDC1015	Farmer Ave - Depot Lunch Room - Capital	-	-	-	-
BDC2015	Farmer Ave - Depot Lunch Room - Capital	-	-	-	-
BEC1029	Johnstone Street Emergency Services Shed - Capital	-	-	-	-
BFC1039	Wurraming Ave - Foreshore Toilet Block - Capital	-	-	-	-
BFC1049	Boddington Vbfb/Ses - Capital	-	3,750	3,749	3,721
BIC1024	Hotham Street Ic Unit 1 - Capital	-	-	-	-
BIC2024	Hotham Street Ic Unit 2 - Capital	-	-	-	-
BIC3024	Hotham Street Ic Unit 3 - Capital	-	2,650	2,649	2,640
BIC4024	Hotham Street Ic Unit 4 - Capital	-	-	-	-
BMC1024	Hotham Street Medical Centre - Capital	-	43,000	-	5,984
BOC1025	Forrest Street Old School - Main Classroom - Capital	-	-	-	-
BOC2025	Forrest Street Old School - Main Classroom - Capital	-	15,000	15,000	14,950
BOC3025	Forrest Street Old School Storeroom - Capital	-	-	-	-
BOC4025	Forrest Street Old School - Main Classroom - Capital	-	-	-	-
BPC1999	Bannister Road Public Toilets - Capital	-	-	-	-
BRC1025	Forrest Street Retirement Unit 1 - Capital	-	-	-	-
BRC2025	Forrest Street Retirement Unit 2 - Capital	-	-	-	-
BRC3025	Forrest Street Retirement Unit 3 - Capital	-	-	-	-
BRC4025	Forrest Street Retirement Unit 4 - Capital	-	-	-	-
BRC1999	Bannister Road Recreation Centre - Capital	-	-	-	-
BRC4040	Hakea Road Rodeo Grounds - Mens Toilets - Capital	-	72,000	72,000	71,741
BRC5040	Hakea Road Rodeo Grounds Ablutions No 2 - Capital	-	60,000	60,000	59,923
BSC1027	Hill Street 34 (Staff Housing) - Capital	-	-	-	-
BSC1028	Pollard Street Swimming Pool Ablutions - Capital	-	-	-	-
BSC1045	Pecan Place 3 (Staff Housing) - Capital	-	-	-	-
BSC1050	Prussian Way 20 (Staff Housing) - Capital	-	-	-	-
BSC1054	Blue Gum Close 15 (Staff Housing) - Capital	-	-	-	-
BSC1063	Club Drive Sporting Complex - Capital	-	15,500	15,500	15,363
BSC2029	Johnstone Street 46 (Staff Housing) - Capital	-	-	-	-
BSC2054	Blue Gum Close 16 (Staff Housing) - Capital	-	-	-	-
BSC3028	Pollard Street Swimming Pool Kiosk/Pump Room - Capital	-	-	-	-
BTC1029	Community Hub Visitor Ctr - Capital	-	-	-	-
BVC1039	Johnstone Street Town Hall - Capital	-	-	-	-
BWC1013	Robins Road Waste Site Office - Capital	-	-	-	-
BYC1999	Bannister Road Youth Centre - Capital	-	-	-	-
<b>TOTAL EXISTING BUILDINGS</b>		-	<b>211,900</b>	<b>168,898</b>	<b>174,323</b>
<b>REPRESENTED BY:</b>					
COA					
<b>3042202 EXISTING BUILDINGS 17/18</b>		<b>180,000</b>	<b>211,900</b>	<b>168,898</b>	<b>174,323</b>

## 8.2.2 List of Payments – March 2020

Disclosure of Interest: Nil  
Date: 8 April 2020  
Author: J Rendell  
Attachments: 8.2.2A List of Payments March 2020 (confidential)

### 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 or inspect invoices before the meeting to satisfy themselves before the item comes before Council.

### Comment

The List of Payments for the month of March 2020 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

OFFICER'S RECOMMENDATION – 8.2.2
----------------------------------

That Council adopts the list of payments for the period ending 31 March 2020; at Attachment 8.2.2A.

8.3 PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/  
BUILDING SURVEYOR:

Nil at this time.

8.4 MANAGER WORKS & SERVICES:

Nil at this time.

8.5 DIRECTOR CORPORATE & COMMUNITY SERVICES:

Nil at this time.

## 8.6 CHIEF EXECUTIVE OFFICER:

### 8.6.1 Action Sheet

Disclosure of Interest: Nil  
Date: 9 April 2020  
Author: Chris Littlemore

#### Purpose of Report

To bring forward Councillors information the Action Report with actions taken on previous Council resolutions.

Meeting Date	Resolution Number	Responsible Officer	Subject	Date Completed	Comments Current Status
19/3/2020	8.2.3	J Rendell	Annual Budget Review 2019-2020	24/03/20	Emailed to DLGC
19/3/2020	8.5.1	G Stanley	Request for Sponsorship – Boddington Progress Group		pending
19/3/2020	8.5.2	G Stanley	Request for Financial Assistance – Quindanning Picnic Race Club		Pending
19/3/2020	8.5.3	G Stanley	Charge for Water from Dam Standpipe		Put on Website & Facebook
19/3/2020	8.5.4	G Stanley	Compliance Audit Return 2019	19/3/20	Submitted to DLGC and completed.
19/3/2020	8.5.5	G Stanley	Financial Management Review	19/3/20	complete
19/3/2020	8.5.6	G Stanley	Regulation 17 Review	19/3/20	complete
19/3/2020	8.6.3	C Littlemore	Adoption of Corporate Business Plan 2019-2023	20/03/20	On Website
19/3/2020	8.6.4	C Littlemore	Boddington Aged Care Progress		In progress

For information only.

8.6.2	Actions Performed Under Delegated Authority for the Month of March 2020
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File Ref. No: ADM0686  
 Disclosure of Interest: Nil  
 Date: 9 April 2020  
 Author: Chief Executive Officer  
 Attachments: Nil

Summary

To report back to Council actions performed under delegated authority for the month of March 2020.

Background

There is no specific requirement to report on actions performed under delegated authority. But to increase transparency this report has been prepared for Council and includes all actions performed under delegated authority for the month of March 2020

- Affixing of the Common Seal
- One off delegations by the Chief Executive Officer
- Authorisation to call Tenders
- Building Permits issued
- Development Approvals issued
- Health Approvals issued
- Development Approvals
- Subdivision Applications
- Land Administration

Comment

The following tables outline the action performed within the organization relative to delegated authority for the month of March 2020 and are submitted to Council for information.

Common Seal	
Date Affixed	Documentation
One off delegations	
Date	Documentation
6/3/20	Boddington Sport & Community Club – Extended Trading hours Bowl over Cancer 4 April 2020 (event cancelled)
28/2/20	Rebecca McKinnon – Approval to consume alcohol 7 March Boddington Recreation Centre
17/2/20	Boddington Cricket Club – Approval to consume alcohol 4 April Boddington Sports Pavilion
17/2/20	Boddington Cricket Club - Approval to consume alcohol 28 March – Boddington Sport & Recreation Centre

Authorisation to call Tenders			
Date	Action		
Peter Haas - PEHO			
Building Applications			
Application No.	Applicant	Lot & Street	Type of Building Work
3276	A & H Passmore 6 Knutsford Street Swanbourne	Lot5 No 101 reserve Road Boddington	NOTICE OF CESSATION (BA8
2741E2	W Perkins 1099 Crossman Road Crossman	Lot 27 No 1099 Crossman Road Crossman	Permit Extension
3278	M Jack 127B Twin Bridges Place Crossman	Lot 12 No 127B Twin Bridges Place Crossman	Shed
3280	Shire of Boddington PO Box 4 Boddington	Lot 84 no 24 Wuraming Avenue Boddington	Toilet Block, Shade structures, Decking and Retaining & Stone/block walls Walls Hotham Park
3281	J Torrance & L Hatter 879 Bannister - Marradong Road Bannister	Lot 20 No 879 Bannister - Marradong Road Bannister	Verandahs

Health - Nil
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Steve Thompson - Town Planning Consultant			
Development Approvals			
Application No.	Applicant	Lot & Street	Type of Approval
A361	Boddington Motel	Lot 500 (No. 55) Bannister Road, Boddington	Advertising Signs
A1180	Andrew Lane	Lot 132 on Plan 36740 (No. 62) Mitchell Crescent, Boddington	Proposed sea container
A1741	Mark Jack	Lot 12 on Plan 76364, No. 127B, Twin Bridges Place, Crossman	Proposed outbuilding
A919	T&R Homes	Lot 1534 on Plan 115384 Harvey-Quindanning Road, Quindanning	Proposed Second Dwelling

Subdivision Applications			
Application No.	Applicant	Lot & Street	Action

Land Administration			
Application No.	Applicant	Lot & Street	Action

Strategic Implications – Nil

Statutory Environment

Regulation 19 of the *Local Government (Administration) Regulations 1996* requires delegates to keep a record of each occasion on which they exercise the powers or discharge the duties delegated to them.

Policy Implications - Nil

Financial Implications - Nil

Economic Implications – Nil

Social Implications - Nil

Environmental Considerations – Nil

Consultation - Nil

Voting Requirements – Simple Majority

#### OFFICER'S RECOMMENDATION – ITEM 8.6.2

That Council accept the report outlining the actions performed under delegated authority for the month of March 2020.

#### 8.6.3 Adoption of Audit Committee Charter

Disclosure of Interest:	Nil
Date:	8 April 2020
Author:	Chris Littlemore
Attachments:	8.6.3A Draft Audit Committee Charter

Summary

The Council is to consider the adoption of an Audit Committee Charter.

Background

Council's auditors have recommended that the Audit Committee have a specific Charter.

Comment

The formation of Council committees is governed by the Local Government Act and the functions and responsibilities of Audit Committees is governed by the *Local Government (Audit) Regulations 1996*.

There is no specific requirement that a Council Audit Committee have a charter.

Strategic Implications

There appear no implications in this regard.

Statutory Environment

*Local Government (Audit) Regulations 1996.*

Policy Implications - Nil.

Financial Implications - Nil.

Economic Implications - Nil.

Social Implications - Nil.

Environmental Considerations - Nil.

Consultation - Nil

Council can resolve to:

1. accept the Officer's Recommendation; or
2. amend the Officer's Recommendation; or
3. not accept the Officer's Recommendation, giving reasons..

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.3
---------------------------------------

That Council adopts the Audit Committee Charter in attachment 8.6.3 A.



## Shire of Boddington Audit Committee Charter

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Boddington Audit Committee, established by Council pursuant to division 1A, section 7.1A of the *Local Government Act 1995 (the Act)* and the *Local Government (Audit) Regulations 1996 (the Regulations)*.

### 1. Name

The name of this Committee is 'Shire of Boddington Audit Committee'. All references to 'Committee' in this charter mean 'Shire of Boddington Audit Committee'.

### 2. Establishment

This Committee is established under the provisions of the Act, particular division 1A, section 7.1A.

### 3. Guiding Principles

This Committee is established with the guiding principles prescribed in the Act, the Regulations and the *Local Government (Financial Management) Regulations 1996*.

### 4. Purpose

The purpose of the Audit Committee is to:

- Guide and assist the local government in carrying out its financial management and audit functions.
- Monitor and advise the Chief Executive Officer in reviews conducted into financial management and audit systems and procedures.
- Oversee the implementation of any resulting Council recommendations so as to support better decision-making, greater accountability to the community and ensure a more efficient and effective Local Government.

### 5. Terms of Reference

Under section 16 of the *Local Government (Audit) Regulations 1996*, an audit committee has the following functions –

*(a) to guide and assist the local government in carrying out –*

*(i) its functions under Part 6 of the Act; and*

*(ii) its functions relating to other audits and other matters related to financial management;*

*(b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*

*(c) to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –*

*(i) report to the council the results of that review; and*

*(ii) give a copy of the CEO's report to the council;*

## ATTACHMENT 8.6.3A

*(d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –*

*(i) regulation 17(1); and*

*(ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*

*(e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*

*(f) to oversee the implementation of any action that the local government –*

*(i) is required to take by section 7.12A(3); and*

*(ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*

*(iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*

*(iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*

*(g) to perform any other function conferred on the audit committee by these regulations or another written law.*

Under section 14(3A) of the Regulations, the Audit Committee:

*(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*

### 6. Membership

Pursuant to division 1A, section 7.1A of the Act:

*(2) The members of the audit committee of a local government are to be appointed\* by the local government and at least 3 of the members, and the majority of the members, are to be council members.*

*\* Absolute majority required.*

*(3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.*

*(4) An employee is not to be a member of an audit committee.*

Any non-elected member (community representative) appointed to the Committee shall have qualifications and/or professional experience that will enhance the expertise available to Elected Members serving on the Committee.

Vacancies for the community representatives will be advertised in the local papers, the Shire of Boddington webpage and notice boards. Council will then select and appoint new members.

## ATTACHMENT 8.6.3A

Community representation is valid for two years, until the person resigns, the Committee is disbanded or the next Ordinary Council Election, whichever ever happens first. Nothing prevents an existing member re-nominating.

### 7. Meetings

#### 7.1 Annual General Meeting

Nil

#### 7.2 Committee Meetings

Meetings shall be held not more frequently than every two months, unless a special meeting of the Committee is called for a specified purpose.

#### 7.3 Quorum

The quorum for any meeting of this Committee shall be 50 percent of members as endorsed by Council at the time of the meeting.

#### 7.4 Voting

Shall be in accordance with section 5.21 of the Act, with all members endorsed as voting members entitled and required to vote, subject to the provisions of the Act which deal with Financial and Proximity Interests.

#### 7.5 Minutes

The Minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of Act.

The content of the minutes shall be in accordance with the *Local Government (Administration) Regulations 1996* section 11.

*The content of minutes of a meeting of a council or a committee is to include –*

*(a) the names of the members present at the meeting; and*

*(b) where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting; and*

*(c) details of each motion moved at the meeting, the mover and the outcome of the motion; and*

*(d) details of each decision made at the meeting; and*

*(da) written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70 (but not a decision to only note the matter or to return the recommendation for further consideration); and*

*(e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question; and*

*(f) in relation to each disclosure made under section 5.65 or 5.70 in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest.*

## ATTACHMENT 8.6.3A

If the Committee resolves, the minutes may include a table of 'action items', summarising the agreed actions.

### 7.6 Who acts if the presiding member is unavailable

Shall be in accordance with section 5.14 of the Act.

### 7.7 Meetings

Meetings shall be generally open to the public as per the provisions of section 5.23 of the Act.

### 7.8 Public Question Time

As the Committee has no delegated powers (section 5.24 of the Act), there is no specific provision for public question time.

### 7.9 Members' Conduct

Council Members of the Committee shall be bound by the following

- The provisions of section 5.65 of the Act;
- Shire of Boddington *Standing Orders Local Law*;
- Shire of Boddington Code of Conduct;
- *Local Government (Rules of Conduct) Regulations 2007*, and
- Regulation 34C of the *Local Government (Administration) Regulations 1996*, with respect to their conduct at meetings and their duty of disclosure.

Elected Members and Officers of the Shire of Boddington will be bound by these provisions, relating specifically to their participation in the Committee, at all times.

### 7.10 Secretary

The Chief Executive Officer (or their nominated representative) shall undertake the following secretarial duties;

- Prepare and distribute meeting papers as required
- Attend and record the Minutes of the meeting
- Provide the administrative support required to present the outcomes of the meeting to Council for consideration where required.

### 7.11 Presiding Member

The members (voting) will elect a presiding member and deputy member at the first meeting after these positions become vacant for any reason. The voting on and appointment of the presiding member and deputy member shall be in accordance with the provisions of section 5.12 of the Act.

### 7.12 Meeting attendance fees

Nil

## 8. Delegated Authority

This committee has no delegated authority.

## 9. Endorsement

This Charter was endorsed by the Shire of Boddington Council at its meeting on xxxx

## 8.6.4 COVID-19 Business and Community Response

Disclosure of Interest: Nil  
Date: 11 April 2020  
Author: Chris Littlemore  
Attachments: Nil

### Summary

The Council is to consider its response to the un-folding COVID 19 situation.

### Background

Council has the opportunity to start providing community guidance as to its response in assisting businesses and the community in the recovery from COVID 19.

The worldwide COVID-19 pandemic has caused significant anxiety and concern. Not only is it causing a catastrophic health issues, it has also caused an economic crisis.

According to the Australian Prime Minister, the measures put in place to enforce social distancing will be in place for at least six months.

This measure is of course necessary, however the impact on some businesses may be substantial. With businesses either closing due to regulation or downsizing due to the decrease in customer traffic, there is some concern on how our business sector will look by the end of 2020.

Similarly, some members of our community have either been stood down or retrenched.

This report is presented to Council to start formalising the support Council can provide.

### Comment

It must be remembered that not all businesses or ratepayers will be adversely affected. Rather than providing blanket relief to all, Council should target its relief at those it knows have been impacted and those who can demonstrate they have been impacted.

At a Special meeting of the Western Australian Local Government Association meeting on 27 March 2020 the issue of local government support was considered, with the following being endorsed:

- Consider not increasing rates for the 2020-21 financial year
- Adoption of the WALGA template rates hardship policy by Local Governments that do not currently have a policy
- Consider rate relief options to support small businesses affected by the COVID-19 pandemic
- Review fees and charges considering whether fees can be reduced, waived or deferred during the COVIC-19 pandemic
- Bring forward capital works and infrastructure spending with aggressive application of reserves and borrowing
- Prioritise Local Government spending with businesses and contractors located within the Local Government
- Implement business friendly payment terms to support business cash flow



- Consider supporting Community sporting and cultural groups by either establishing grant programmes or waiving fees and charges
- Redeploy staff affected by facility closures to tasks that support the community

Strategic Implications: A viable business sector is an important part of any community

Statutory Environment Nil

Policy Implications - Nil.

Financial Implications

Council will need to budget for the proposed changes. This may mean putting off some important projects planned for 2020/21.

Economic Implications

The economic impact of the COVID-19 pandemic is currently immeasurable, however it is obvious that the economy and businesses may suffer significantly.

Social Implications - Nil.

Environmental Considerations - Nil.

Consultation - Nil

Council can resolve to:

4. accept the Officer's Recommendation; or
5. amend the Officer's Recommendation; or
6. not accept the Officer's Recommendation, giving reasons..

Voting Requirements – Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.4
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That Council provide the following measures of assistance:

1. endorses a nil rate increase for residential properties the 2020/21 financial year, including waste and recycling charges
2. endorses no increases to fees and charges in the 2020/21 budget
3. delegates to the Chief Executive Officer the authority to implement deferred payment plans for those significantly affected by COVID 19, but noting that any waiver of interest over \$1000 is required to be authorised by Council
4. endorses full refunds on all cancelled bookings at Shire properties or facilities due to COVID 19
5. support debtors experiencing hardship be provide a range of options to assist in payment
6. allocates a COVID 19 Emergency Fund of \$20,000 delegated to the Chief Executive Officer in liaison with the Shire President to be used for COVID 19 related projects and relief.
7. requests the Chief Executive Officer to develop a hardship policy based on the WALGA template

8. waiving of annual rental for the Boddington Football Club, Boddington Cricket Club And Boddington Tennis Club for 2020/21
9. Present a report on further assistance measures available to Council at the May Council Meeting.

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

Nil at this time.

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

Nil at this time.

11. CONFIDENTIAL ITEM:

Nil at this time.

12. CLOSURE OF MEETING: