

**Shire of Moora  
Ordinary Council Meeting  
21<sup>st</sup> April 2021**

**NOTICE OF MEETING**

Dear Elected Member

The next Ordinary Council Meeting of the Shire of Moora  
will be held on **Wednesday 21<sup>st</sup> April 2021**  
in the Council Chambers, 34 Padbury Street, Moora  
commencing at **5.30 pm**



AJ Leeson  
Chief Executive Officer

15<sup>th</sup> April 2021

## **The Shire of Moora Vision and Mission Statement**

### **Vision**

Our vision is:

***Shire of Moora - a vibrant, affordable Regional Centre with a growing, caring community.***

### **Mission**

Our mission is:

***To provide the leadership, services and infrastructure that will meet the needs of the community and surrounds.***

**SHIRE OF MOORA**

**WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL**

Chief Executive Officer  
Shire of Moora  
PO Box 211  
MOORA WA 6510

Dear Sir/Madam,

**Re: Written Declaration of Interest in Matter Before Council**

I, <sup>(1)</sup> \_\_\_\_\_ wish to declare  
an interest in the following item to be considered by Council at its meeting to be held on <sup>(2)</sup>  
\_\_\_\_\_ .

Agenda Item <sup>(3)</sup> \_\_\_\_\_

The type of interest I wish to declare is: <sup>(4)</sup>

- Financial pursuant to Section 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.

The nature of my interest is <sup>(5)</sup>

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The extent of my interest is <sup>(6)</sup>

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

Yours faithfully,

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

1. Insert your name.
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 of the Act).

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**SHIRE OF MOORA**  
**ORDINARY COUNCIL MEETING AGENDA**  
**21 APRIL 2021**  
 COMMENCING AT 5.30PM

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\* Separate Attachments

- 9.1.1 *List of Payments Authorised Under Delegation 1.31*
- 9.1.2 *Statement of Financial Activity for Period Ended 31 March 2021*
- 9.1.3 *Attachment 1 WSFN Priority 1-5 Year Delivery Plan*  
*Attachment 2 WSFN MCA Priority 2 Route Commentary*
- 9.1.5 *2020/21 Budget Review*

**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS****1.1 DECLARATION OF OPENING****1.2 DISCLAIMER READING**

*No responsibility whatsoever is implied or accepted by the Shire of Moora for any act, omission or statement or intimation occurring during this meeting.*

*It is strongly advised that persons do not act on what is heard at this meeting and should only rely on written confirmation of Council's decision, which will be provided within fourteen (14) days of this meeting.*

**2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE****3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE****4. PUBLIC QUESTION TIME****5. PETITIONS / DEPUTATION / PRESENTATIONS****6. APPLICATIONS FOR LEAVE OF ABSENCE****7. ANNOUNCEMENTS BY THE PRESIDING MEMBER****8. CONFIRMATION OF MINUTES****8.1 ORDINARY COUNCIL MEETING - 17 MARCH 2021**

*That the Minutes of the Ordinary Meeting of Council held on 17 March 2021 be confirmed as a true and correct record of the meeting.*

## **9. REPORTS OF OFFICERS**

### **9.1 GOVERNANCE AND CORPORATE SERVICES**

#### **9.1.1 LIST OF PAYMENTS AUTHORISED UNDER DELEGATION 1.31**

**REPORT DATE:** 1 April 2021

**OFFICER DISCLOSURE OF INTEREST:** Nil

**AUTHOR:** Alan Leeson, Chief Executive Officer

**SCHEDULE PREPARED BY:** Julie Greatbatch, Creditors Officer

**ATTACHMENTS:** Accounts Paid Under Delegated Authority

#### **PURPOSE OF REPORT**

Payments have been made under delegated authority and a listing of these payments is attached for Council to note and endorse.

#### **BACKGROUND**

At the December 2005 Ordinary Meeting of Council resolution 276/2005 delegated the authority of payments from Municipal and Trust Funds to the Chief Executive Officer.

#### **COMMENT**

Accounts Paid under delegated authority are periodically presented to Council.

#### **POLICY REQUIREMENTS**

Delegation 1.31 – Payments from Municipal and Trust Funds.

#### **LEGISLATIVE REQUIREMENTS:**

Local Government Act 1995 - Section 6.10

Local Government (Financial Management) Regulations 1996 – Regulations 12 & 13.

#### **STRATEGIC IMPLICATIONS**

There are no known strategic implications associated with this proposal.

#### **SUSTAINABILITY IMPLICATIONS**

##### **➤ Environment**

There are no known significant environmental implications associated with this proposal.

##### **➤ Economic**

There are no known significant economic implications associated with this proposal.

##### **➤ Social**

There are no known significant social implications associated with this proposal.

#### **FINANCIAL IMPLICATIONS**

Payments are in accordance with the adopted budget.

#### **VOTING REQUIREMENTS**

Simple Majority Required



<b>RECOMMENDATION</b>
-----------------------

***That Council notes and endorses the Payments from the Municipal and Trust Funds made under delegation 1.31***

<b><i>Municipal Fund</i></b>	<b><i>Cheques 62481 to 62482</i></b>	<b><i>\$3,054.00</i></b>
	<b><i>EFT 25026 to 25168</i></b>	<b><i>\$596,697.27</i></b>
	<b><i>Direct Debits 13600.1 to 13639.10</i></b>	<b><i>\$71,764.23</i></b>
	<b><i>(DD13639.7) Credit Card 03/02/21 to 02/03/21</i></b>	<b><i><u>\$2,791.25</u></i></b>
		<b><i>\$674,306.75</i></b>

***Subtotal \$674,306.75***

<b><i>Net Pays</i></b>	<b><i>PPE 02/03/21</i></b>	<b><i>\$104,047.73</i></b>
	<b><i>PPE 16/03/21</i></b>	<b><i>\$109,357.91</i></b>
	<b><i>PPE 30/03/21</i></b>	<b><i><u>\$121,931.91</u></i></b>
		<b><i>\$335,337.55</i></b>

***Total \$1,009,644.30***

**9.1.2 STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 MARCH 2021**

**REPORT DATE:** 15 April 2021

**OFFICER DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:** Nil

**AUTHOR:** Martin Whitely, LG Corporate Solutions

**ATTACHMENTS:** Statement of Financial Activity for the Period Ended 31 March 2021

**PURPOSE OF REPORT:**

To note and receive the Statement of Financial Activity for the period ended 31 March 2021.

**BACKGROUND:**

Council is provided with monthly financial reports to enable monitoring of revenues and expenditures against the adopted budget.

**COMMENT:**

The Statement of Financial Activity for the Period Ended is provided as a separate attachment in Program format.

**POLICY REQUIREMENTS:**

Nil

**LEGISLATIVE REQUIREMENTS:**

Local Government Act 1995, Section 6.4

Local Government (Financial Management) Regulations 1996, Clause 34

**STRATEGIC IMPLICATIONS:**

Monitoring of actual revenues and expenditures against the adopted budget assists Council in being informed as to the financial health of the organisation.

**SUSTAINABILITY IMPLICATIONS:**

➤ **Environment**

There are no known significant environmental implications associated with this proposal.

➤ **Economic**

There are no known significant economic implications associated with this proposal.

➤ **Social**

There are no known significant social implications associated with this proposal.

**FINANCIAL IMPLICATIONS:**

Year to date income and expenditure is provided by program to enable comparison to 2019/20 adopted budget.

**VOTING REQUIREMENTS**

Simple Majority Required

**RECOMMENDATION**

*That Council notes and receives the Statement of Financial Activity for the period ended 31 March 2021.*

### **9.1.3 WHEATBELT SECONDARY FREIGHT NETWORK – FORMALISATION OF COMMITMENT TO PRIORITY I – 5 YEAR DELIVERY PLAN**

**FILE REFERENCE:** S/WSFN-05

**REPORT DATE:** 31 March 2021

**APPLICANT/PROPONENT:** Wheatbelt Secondary Freight Network Executive Officer

**OFFICER DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:** 20/5/20 (60/20), 18/9/19 (122/19)

**AUTHOR:** Alan Leeson, Chief Executive Officer

**ATTACHMENTS:** Attachment 1 WSFN Priority I-5 Year Delivery Plan  
Attachment 2 WSFN MCA Priority 2 Route Commentary

#### **PURPOSE OF REPORT:**

It is requested by the Wheatbelt Secondary Freight Network (WSFN) Steering Committee that the relevant Local Governments with WSFN Priority I Routes and identified projects formalise their commitment to delivering Council's identified projects in the WSFN Priority I – 5-Year Delivery Plan.

#### **BACKGROUND & COMMENT:**

The WSFN in the Main Roads WA Wheatbelt Region comprises some 4,400km of Local Government managed roads across 53 routes that connect with State and National highways to provide access for heavy vehicles into the region. It consists of 42 LGs of the Wheatbelt region who have worked collaboratively for over 4 years to identify to secure \$187M of Federal, State and Local Government funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt.

In 2019 the WSFN established a Steering Committee is to provide oversight and governance to the program.

An approved Multiple Criteria Analysis (MCA) determined prioritisation of the routes for Priority I funding and associated projects over a 5-year delivery plan. This MCA provided a priority ranking of the 53 WSFN routes. The Priority I Proposed Routes were endorsed by Wheatbelt South and Wheatbelt North Regional Road Groups at their July 2020 Meetings as follows.

<b>Route</b>	<b>Priority I - Budget</b>
1. Lancelin to Meckering	\$ 26,000,000
2. Dumbleyung to Nyabing	\$ 3,900,000
3. Cuballing to Wickepin	\$ 4,800,000
4. Dowerin to Dalwallinu	\$ 25,000,000
5. Merredin to Kondinin	\$ 15,300,000
6. Jurien Bay to Dalwallinu	\$ 25,600,000
7. Corrigin to Katanning	\$ 16,400,000
8. Cunderdin to Quairading (Pilot)	\$ 1,600,000
<b>PRIORITY I TOTAL</b>	<b>\$ 118,600,000</b>

Capital works for projects along these routes commenced in the 2021/22 financial year. Over the course of the 2020/21 financial year the respective Councils developed a WSFN Priority I - 5 Year Delivery Plan (the Plan) of specific projects each year for the total project duration of 5 years along their nominated route. The overall WSFN Priority I - 5 Year Delivery Plan and

each Council's suite of projects was endorsed by WSFN Steering Committee and approved by the RRG in March 2021.

The specific routes, roads and individual projects approved for funding under the WSFN 5-Year Delivery Plan are included as **Attachment I WSFN Priority I - 5 Year Delivery Plan**.

The WSFN Steering Committee is in the process of presenting this information to Main Roads WA for inclusion in the WSFN Project Planning Report (PPR) due for update for projects commencing 1<sup>st</sup> July 2021. The Plan envisages completion of Priority I Routes by end 2024 / 25 Financial Year.

Moving forward the WSFN Steering Committee is working with the relevant individual Councils verifying their commitment to the **WSFN Priority I – 5 Year Delivery Plan** for incorporation within their future capital works budgets. The funding break-down for each project is 80% Federal Government, 13.3% State Government and 6.7% Local Government. Claims are to be submitted to Main Roads WA Wheatbelt Region in a similar manner to RRG claims on a 40:40:20 basis. The final 20% claim will only be approved following WSFN Project Manager sign off.

It should be noted that as per RRG projects there is no process for variations, however any savings made in any individual year may be carried over as contingency for future years.

Further work is currently being undertaken with relevant LGs to determine routes for Priority 2 funding. This includes development of individual projects with detailed scope of works and budgets for inclusion in **WSFN Priority 2 - 5 Year Delivery Plan**. It is envisaged this will be presented to Steering Committee and RRG in July 2021, with works commencing in the financial year 2022/23 and completion 2026/27. The Priority 2 Routes would entail the remaining approximately \$67M of the \$187M. The nominal Priority 2 Routes have been identified in **Attachment 2 WSFN MCA Priority 2 Route Commentary**. The initial total cost estimate of Priority 1 and 2 Routes is \$184M, however the Steering Committee believe it prudent to determine detailed project budgets before ultimately approved Priority 2 Routes.

#### **POLICY REQUIREMENTS:**

Nil

#### **LEGISLATIVE REQUIREMENTS:**

Local Government Act 1995

Section 3.18 Performing Executive Functions

#### **STRATEGIC IMPLICATIONS:**

##### **Outcome 3.3: A safe and reliable transport system.**

Strategy 3.3.1: Enhance the transport infrastructure in the Shire.

Strategy 3.3.2: Review the strategic freight routes and engage the appropriate stakeholders.

Strategy 3.3.3: Facilitate the continued improvement of the Moora airfield.

#### **SUSTAINABILITY IMPLICATIONS:**

##### ➤ **Environment**

There are no known significant environmental implications associated with this proposal. Any road works associated with the Strategy will be carried out in accordance with relevant environmental vegetation clearing requirements.

- **Economic**  
The upgrade of the WSNF will significantly strengthen economic returns for wheatbelt stakeholders associated with freight movement and broadacre farming through the safe and efficient movement of lime sand from the central west region of W.A
- **Social**  
There are no known significant social implications associated with this proposal. The project will however increase the safety of all roads being upgraded as part of the WSRN project

### **FINANCIAL IMPLICATIONS:**

Local Governments with projects approved over the course of the WSNF program will be required to contribute approximately 7% of each individual project's total cost. The remaining funding will be provided by Federal Government 80% and State Government 13%.

- Councils are to incorporate the relevant projects from **WSNF Priority 1 - 5 Year Delivery Plan** into their LTFP.
- Individual Councils to incorporate into Council Budgets Annually.
- Funding will be distributed to LGs via MRWA in accordance with Governance Plan.

### **COMMUNITY CONSULTATION:**

WSNF Steering Committee  
 WSNF Technical Committee  
 WSNF Project Technical Director  
 WSNF Project Manager  
 WS and WN RRG

### **WORKFORCE IMPLICATIONS:**

Officers from LGs with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the PTT to undertake both informal and formal training of LGA staff to upskill and improve their technical capacity. Where possible neighbouring LGs will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

- Individual Shires have already provided the following to the Steering Committee for approval before any funding will be released:
  - Scope
  - Budget
  - Methodology

### **VOTING REQUIREMENTS**

Simple Majority Required

## **RECOMMENDATION**

*That Council in accordance with previously endorsed WSNF Governance Plan:*

- 1. Receives the WSNF Priority 1 – 5-Year Delivery Plan Program;*
- 2. Formalise their commitment to delivering Council's identified projects in the WSNF Priority 1 – 5-Year Delivery Plan; and*
- 3. Commit to considering Council's identified projects in their future Capital Works Budgets as outlined in the WSNF Priority 1 – 5-Year Delivery Plan as part of annual budget development and adoption processes.*

#### **9.1.4 LOCAL GOVERNMENT ORDINARY ELECTIONS: 2021**

**FILE REFERENCE:** EM/ELC6

**REPORT DATE:** 29 March 2021

**OFFICER DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:** N/A

**AUTHOR:** Alan Leeson, Chief Executive Officer

**ATTACHMENTS:** Nil

#### **PURPOSE OF REPORT:**

For Council to resolve to appoint the Western Australian Electoral Commission to carry out the 2021 Ordinary Election as a Postal Election on 16 October 2021.

#### **BACKGROUND:**

Council has outsourced the election process since 2009. Many Local Governments utilise the services of the Electoral Office in managing the election process as it streamlines the process and allows staff to progress other priority areas within the organisation.

The Shire of Moora has engaged the Western Australian Electoral Commission to carry out the past five Ordinary Elections as Postal Elections.

#### **COMMENT:**

Many positive comments were received from Councillors, staff and members of the public in regard to the use of postal voting for the 2009, 2011, 2013, 2015, 2017 and 2019 Ordinary Elections.

The benefits in utilising the Electoral Commission included:

- Voter turnout increasing;
- Less interruptions to the day to day administration of the Shire;
- Administration processes that were streamlined and more efficient reporting due to standardised processes used;
- Increased perception of independence of the Returning Officer from Council and staff.

The quote obtained from the Electoral Commission as an estimate for the 2021 elections is \$18,000 including GST. This is based on the following assumptions by the Electoral Commission:

- 1,650 electors
- Response rate of 50%
- 6 vacancies (incl 1 extraordinary)
- Count to be conducted at the offices of the Shire of Moora
- Appointment of a local Returning Officer
- Regular Australia Post delivery service to apply for the lodgement of the election packages.

The quote does not include:

- Any legal expenses other than those determined to be borne by the WA Electoral Commission in a Court of Disputed Returns;
- One Local Government staff member to work in the polling place on Election Day; any additional postage rate increase by Australia Post; and
- Any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

A letter of agreement has been obtained from the Electoral Commissioner as per the requirements of the Local Government Act 1995.

### **POLICY REQUIREMENTS:**

Nil

### **LEGISLATIVE REQUIREMENTS:**

Requirements of the Local Government Act 1995 section 4.20 (4)

### **STRATEGIC IMPLICATIONS:**

#### **Outcome 5.3: Effective and efficient corporate and administrative services.**

Strategy 5.3.1: Provide and promote responsive customer services.

Strategy 5.3.2: Provide a full range of financial services to support the Shire's operations and to meet planning, reporting and accountability requirements.

Strategy 5.3.3: Maximise the financial viability of the Council by pursuing non-rate income.

Strategy 5.3.4: Maintain, develop and monitor rating and property strategies.

Strategy 5.3.5: Provide information and communications technology services.

**Strategy 5.3.6: Ensure Shire's administration and records systems meet compliance requirements.**

**Strategy 5.3.7: Maintain risk management policies and procedures.**

**Strategy 5.3.8: Implement continuous improvement initiatives for services in consultation with the community.**

Strategy 5.3.9: Develop, implement and maintain a Strategic Community Plan, a Corporate Business Plan, a Long-Term Financial Plan and a Workforce Plan.

### **SUSTAINABILITY IMPLICATIONS**

#### ➤ **Environment**

There are no known significant environmental implications associated with this proposal.

#### ➤ **Economic**

There are no known significant economic implications associated with this proposal.

#### ➤ **Social**

There are no known significant social implications associated with this proposal.

### **FINANCIAL IMPLICATIONS:**

The quoted estimate from the Electoral Commission is \$18,000 to Council if a postal election is conducted by the Western Australian Electoral Commission for the Ordinary Council election to be held on Saturday the 16<sup>th</sup> October 2019. This would be a budgeted item in the 2021/2022 financial year.

### **VOTING REQUIREMENTS**

Absolute Majority Required

## **RECOMMENDATIONS**

### ***That Council***

- 1. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2021 ordinary elections together with any other elections or polls which may be required; and***
- 2. Decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election.***

### **9.1.5 2020/21 BUDGET REVIEW**

**FILE REFERENCE:** F/BUDI  
**REPORT DATE:** 14 March 2021  
**APPLICANT/PROPONENT:** Shire of Moora  
**OFFICER DISCLOSURE OF INTEREST:** Nil  
**PREVIOUS MEETING REFERENCES:** Nil  
**AUTHOR:** Martin Whitely, LG Corporate Solutions  
**ATTACHMENTS:** 2020/21 Budget Review

#### **PURPOSE OF REPORT:**

To review and discuss the budget review and proposed changes for the period 1 July 2020 to 28 February 2021.

#### **BACKGROUND:**

Local Governments are required to formally conduct a budget review at least once each financial year, between 1 January and 31 March. The budget review allows a detailed comparison of the year to date actual results with the adopted or amended budget.

The budget review is to be submitted to Council within 30 days of the review for Council to consider and determine whether to adopt the review and any recommendations made within the review.

A copy of the review and Council decision is to be provided to the Department of Local Government, Sport & Cultural Communities within 30 days of the decision by Council.

#### **COMMENT:**

The budget review for the period 1 July 2020 to 28 February 2021 has been conducted by management and is provided as a separate attachment to this agenda.

A number of changes to the budget are recommended as part of this budget review to recognise changes to grant revenue received, actual costs incurred, projects to be carried forward to next year's budget and other changes requested by Council.

All budget amendments are shown in the attached Budget Review 2020/21 document which provides a line by line explanation for each change proposed.

Council adopted the 2020/21 Budget with an operating surplus of \$0. Even with the budget amendments tabled for endorsement by Council in Note 5 of the Budget Review document still estimates an operating surplus of \$0 at 30 June 2021.

#### **POLICY REQUIREMENTS:**

There are no known policy implications.

#### **LEGISLATIVE REQUIREMENTS:**

Local Government (Financial Management) Regulations 1996

#### **33A. Review of budget**

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.



- (2A) The review of an annual budget for a financial year must —
- (a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government’s financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
- \*Absolute majority required.
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

**STRATEGIC IMPLICATIONS:**

There are no known strategic implications associated with this proposal.

**SUSTAINABILITY IMPLICATIONS:**

- **Environment**  
There are no known significant environmental implications associated with this proposal.
- **Economic**  
There are no known significant economic implications associated with this proposal.
- **Social**  
There are no known significant social implications associated with this proposal.

**FINANCIAL IMPLICATIONS:**

The financial implications are tabled in the 2020/21 Budget Review documentation.

**VOTING REQUIREMENTS**

Absolute Majority Required

**RECOMMENDATIONS***That Council*

1. ***Approve the Budget Review for the period ended 28 February 2021 carried out in accordance with the Local Government Financial Management Regulations 1995 Section 33A;***
2. ***Approve the amendments to the adopted budget as outlined in “Note 5 – Budget Amendments” in the 2020/21 Budget Review document;***

3. ***Forward a copy of the budget review to the Department of Local Government, Sport & Cultural Industries within 30 days of endorsement; and***
4. ***Administration staff make the required budget amendments within the chart of accounts to reflect those changes adopted in “Note 5 – Budget Amendments” within the 2020/21 Budget Review document.***

10. **ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

11. **NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL**

12. **MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

13. **CLOSURE OF MEETING**