



Shire of Pingelly

Minutes

Ordinary Council Meeting
9 December 2020

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairman declared the meeting open at 2pm.

2. ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Noongar people of this area and recognise their continuing connection to land, waters and community. We pay respect to both the Aboriginal and non-Aboriginal people past, present and emerging.

3. ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil.

3.1 Council Agenda Reports

Please note that all elected members have been provided with the relevant information pertaining to each Officers reports within today's Agenda and the Officer Recommendations are based on Council Policy and/or State Acts and Legislation.

4. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

MEMBERS PRESENT

Cr W Mulronev (President)
Cr J McBurney (Deputy President)
Cr B Hotham
Cr P Narducci
Cr D Freebairn
Cr K Hastings
Cr A Oliveri

STAFF IN ATTENDANCE

Ms J Burton Chief Executive Officer
Mrs D Sweeney Executive Manager Corporate Services
Mr D Watkins Executive Manager Technical Services
Mrs L Boddy Executive Assistant
Mr S Kempton Community Development Officer (until 2.38pm)

VISITORS

No members of the public present.

APOLOGIES

Cr P Wood

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

N/A

6. PUBLIC QUESTION TIME

No members of the public present.

7. APPLICATIONS FOR LEAVE OF ABSENCE

12922 Moved: Cr Narducci Seconded: Cr Oliveri
That Cr Hastings be granted leave from 11th to 20th February 2021

Carried 7:0

8. DISCLOSURES OF INTEREST

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Meeting – 18 November 2020

Statutory Environment:

Section 5.22 of the *Local Government Act* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Voting Requirements:

Simple Majority

12923 Moved: Cr Hotham Seconded: Cr Oliveri

Recommendation and Council Decision:

That the Minutes of the Ordinary Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 18 November 2020 be confirmed.

Carried 7:0

10. PETITIONS / DEPUTATIONS / PRESENTTIONS / SUBMISSIONS

11. REPORTS OF COMMITTEES OF COUNCIL

- Audit Committee Full Council
- Pingelly Recreation & Cultural Committee Member – Shire President
Deputy – Deputy President
- Bushfire Advisory Committee Member – Cr Freebairn
Deputy – Cr Hotham
- Chief Executive Officer Performance Review Committee Member – Shire President
Member – Deputy President
Member – Cr Hastings

12. REPORTS OF COUNCIL DELEGATES ON EXTERNAL COMMITTEES

- Central Country Zone of WALGA Delegate – Shire President
Delegate – Deputy President
Deputy – Cr Wood
- Hotham-Dale Regional Road Sub-Group Delegate – Shire President
Deputy – Cr Oliveri
- Development Assessment Panel Delegate – Shire President
Delegate – Cr Wood
Deputy – Cr McBurney
Deputy – Cr Hotham
- Pingelly Tourism Group Delegate – Cr Hotham
Deputy – Cr Oliveri
- Regional Waste Group Delegate – Cr Mulroney
Deputy – Cr Wood
- Shires of Pingelly and Wandering Joint Local Emergency Management Committee Delegate – Shire President
Deputy – Cr Freebairn
- Pingelly Youth Network Delegate – Cr Hastings
Deputy – Cr McBurney
- Pingelly Somerset Alliance Delegate – Shire President
Deputy – Cr McBurney
- Pingelly Early Years Network Delegate – Cr Hastings

13. REPORTS FROM COUNCILLORS

Cr William Mulronev (President)

Meetings attended November

19th Pingelly Somerset Alliance Committee Monthly Meeting

20th Pingelly Somerset Alliance Deputation and meeting with Ms R Ferreira CEO of WACHS

24th President and CEO meeting re Council business and update of events

Meetings attended December

1st President and CEO meeting and Agenda Briefing

1st Meeting with Ms L Steel and Chairperson of Pingelly Youth Group, CEO and Sgt of Police regarding the future of the Pingelly Youth Group operations

9th Ordinary Council meeting for December 2020

14 OFFICE OF THE CHIEF EXECUTIVE OFFICER

14.1 Local Roads and Community Infrastructure Program Extension – Project Nomination

| | |
|--------------------------------|--------------------------------|
| File Reference: | ADM0636 |
| Location: | Not Applicable |
| Applicant: | Not Applicable |
| Author: | Chief Executive Officer |
| Disclosure of Interest: | Nil |
| Attachments: | Nil |
| Previous Reference: | Nil |

Summary

Council is requested to endorse projects as the Shire of Pingelly's funding submission under the Local Roads and Community Infrastructure Program - Extension.

Background

Through the 2020–21 Budget, the Australian Government announced a \$1 billion extension of the LRCI Program, following strong community and local government support. This program supports local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic. Councils will be able to access funding under the extension to the LRCI Program Extension from 1 January 2021.

The scope of the initial LRCI Program included a broad range of eligible projects so communities could fund the infrastructure they need. The guidelines for the extension program have not yet been released, although it is anticipated that these will not change significantly. Funding is likely to be available for local road and community infrastructure projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

The Shire of Pingelly is eligible for \$208,549 in funding through the LRCI Program - Extension. All project works must be completed by 31 December 2021 to receive the full allocation of funding.

Comment

To access funding under the LRCI Program, local governments are able to select the projects to be funded in their community according to priorities at the local level. If these projects are eligible local road or community infrastructure projects, they will receive funding.

Eligible local road projects can include works involving any of the following associated with a road:

- Traffic signs; traffic control equipment; street lighting equipment; a bridge or tunnel; a facility off the road used by heavy vehicles in connection with travel on the road; facilities off the road that support the visitor economy; and road and sidewalk maintenance, where additional to normal capital works schedules.

Eligible community infrastructure projects can include works involving:

- Closed Circuit TV (CCTV); bicycle and walking paths; painting or improvements to community facilities; repairing and replacing fencing; improved accessibility of community facilities and areas; landscaping improvements, such as tree planting and beautification of roundabouts; picnic shelters or barbeque facilities at community parks; playgrounds and skateparks (including all ability playgrounds); noise and vibration mitigation measures; and off-road car parks (such as those at sporting grounds or parks).

Based on informal discussions and feedback, there are two key projects that are considered to be high priority for the Pingelly community:

1. Vegetation control – a large portion of community feedback on an ongoing basis is the lack of resources allocated to control of roadside vegetation. The vegetation is impacting on large vehicles travelling throughout the Shire. An allocation of funds through the LRCI program would go some way towards improving this issue. An amount of \$175,000 is recommended to be allocated to vegetation control.

An allocation of \$175,000 would enable approximately 44 kilometres of vegetation to be cleared.

2. Pingelly Town Hall – in October 2020, Council endorsed a direction for the Pingelly Town Hall. This project needs an allocation of funds to progress the design and interior concept planning, as well as provide an initial injection to carry out a small portion of the works. An amount of \$33,549 is recommended to be allocated towards the Pingelly Town Hall project.

An allocation of \$33,549 would enable the following to be carried out:

- Concept planning including the allocation of space and materials to be used, cost estimates for refurbishment, associated engagement with Reference Group etc – approximately \$8,400.
- Initial priority works – approximately \$25,149.

The recommendation is based on the initial LRCI guidelines, as the Extension Program Guidelines have not yet been released. In the event that they are significantly different from the LRCI Program initial criteria, a further item will be presented to Council to consider alternative projects.

Consultation

No consultation has been carried out specifically for this program, however, based on the feedback received from the community on an ongoing basis, these two items are considered a priority.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

As the LRCI Program does not require a co-contribution, there is no impact on the 2020/21 Budget.

Strategic Implications

| | |
|----------------|---|
| Goal 1 | Economy |
| Outcome 1.1 | The Shire experiences significant new business growth and employment and is known widely as an innovative and collaborative community which is attracting new population and investment |
| Strategy 1.1.4 | Support business and community tourism promotion initiatives |
| Goal 3 | Built Environment |
| Outcome 3.4 | It is easy and safe to move around and in and out of the district. |
| Strategy 3.4.1 | Provision of a road network with service levels that meet the needs of industry and residents |

Risk Implications

| | |
|---|--|
| Risk | The key risk is the decision around the allocation of funds to priority projects that align with community expectations. |
| Risk Rating (Prior to Treatment or Control) | Medium (6) |
| Principal Risk Theme | Reputational |
| Risk Action Plan (Controls or Treatment Proposed) | Nil |

| Consequence Likelihood | | Insignificant | Minor | Moderate | Major | Catastrophic |
|------------------------|---|---------------|------------|------------|--------------|--------------|
| | | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | Medium (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely | 4 | Low (4) | Medium (8) | High (12) | High (16) | Extreme (20) |
| Possible | 3 | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| Unlikely | 2 | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |

Voting Requirements

Simple Majority

12924 Moved: Cr Hotham

Seconded: Cr McBurney

Recommendation and Council Decision

That Council endorse the following works for submission under the Local Roads and Community Infrastructure Program – Extension:

1. Roadside vegetation control – \$175,000
2. Town Hall refurbishment project – \$33,549

Carried 7:0

14.2 Review of Shire of Pingelly Local Price Preference

| | |
|--------------------------------|--|
| File Reference: | ADM0487 |
| Location: | Not Applicable |
| Applicant: | Not Applicable |
| Author: | Chief Executive Officer |
| Disclosure of Interest: | Nil |
| Attachments: | Benchmarking Summary Report Purchasing Policy |
| Previous Reference: | Nil |

Summary

Council is requested to consider proposed amendments to the Pingelly local price reference following a benchmarking exercise and review, as well as minor amendments to the associated Policy.

Background

All Shire Policies are reviewed every two years as a part of good governance processes. The Purchasing Policy, which contains the Shire's local price preference structure, has been reviewed outside of the ordinary cycle, to specifically consider the level of preference to local and regional businesses.

The current price preference structure is:

- 10% for local businesses for purchases up to \$20,000
- 5% for businesses within 60km radius for purchases up to \$20,000
- 5% for local businesses for purchases between \$20,000 and \$40,000

Comment

A benchmarking exercise with 14 local governments has been undertaken as a part of the review of the Shire of Pingelly's local price preference structure. A summary of 7 of the most relevant local governments policies is attached. Analysis of other local governments policies confirm:

- the Shire of Pingelly's current position of 10% price preference is generally equal to, or more advantageous, in the support of local businesses
- an anomaly exists in that there is no preference for the purchase from regional suppliers within the higher purchase category of \$20,000 to \$40,000
- the current upper limit of the price preference (\$40,000) is relatively low in comparison to others

In light of the review, a number of changes are proposed in the attached Policy.

1. Amend the upper limit to which the 5% price preference applies to \$50,000.
2. Amend the 60 kilometre radius to: suppliers in Shires sharing a common boundary with the Shire of Pingelly, plus suppliers within the Shire of Narrogin.
3. Add a regional price preference of 2.5% for purchases between \$20,000 to \$50,000.

In addition to these changes, a number of other minor changes are contained in the Policy for endorsement.

Consultation

No consultation has been undertaken regarding this Policy.

Statutory Environment

Nil

Policy Implications

The recommendation proposes minor amendments to the existing Policy.

Financial Implications

Nil

Strategic Implications

| | |
|----------------|---|
| Goal 1 | Economy |
| Outcome 1.2 | A truly working main street which symbolises a confident local economy and results in people spending more locally |
| Strategy 1.2.1 | Encourage the return of a fully active commercial frontage filled with businesses, with retail gaps fill, and the best of friendly, country services. |
| Action 1.2.1.2 | Review the local price preference policy |

Risk Implications

| | |
|---|--|
| Risk | The main risk element is in relation to the pricing preference structure for local and regional businesses, to ensure there is perceived to be adequate support for the local economy. |
| Risk Rating (Prior to Treatment or Control) | Low (4) |
| Principal Risk Theme | Reputational |
| Risk Action Plan (Controls or Treatment Proposed) | Nil |

| Consequence Likelihood | | Insignificant | Minor | Moderate | Major | Catastrophic |
|------------------------|---|---------------|------------|------------|--------------|--------------|
| | | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | Medium (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely | 4 | Low (4) | Medium (8) | High (12) | High (16) | Extreme (20) |
| Possible | 3 | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| Unlikely | 2 | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |

Voting Requirements

Absolute Majority

12925 Moved: Cr Narducci Seconded: Cr Oliveri

Recommendation and Council Decision

That Council endorse the amendments to the Purchasing Policy as attached.

Carried 7:0

14.3 Memorial Park – Approval of Concept Plan

| | |
|--------------------------------|--|
| File Reference: | ADM0623 |
| Location: | Not Applicable |
| Applicant: | Not Applicable |
| Author: | Chief Executive Officer |
| Disclosure of Interest: | Nil |
| Attachments: | Draft Concept Package Confidential – Schedule of Probable Costs |
| Previous Reference: | Nil |

Summary

Council is requested to endorse the Concept Package for the Memorial Park Project which will be used to directly inform the request for tender for the Project.

Background

The Shire of Pingelly was notified in late October 2020 about the success of the grant application under the Drought Communities Program to re-develop Memorial Park.

In early October 2020, a landscape architect was appointed, and a Reference Group formed, in anticipation of the grant outcome. The initial works of the Group were to transform the initial Masterplan into a detailed design of the site that is ready for tender. Two Reference Group meetings have been held, with strong support for the concept as presented.

Comment

The draft Concept Design shows the evolution of the planning that has taken place, from the identification of the facilities, the functional relationships and the relevant zones and precincts.

The key elements include:

1. Heritage / Memorial Precinct. This area remains largely untouched in accordance with the community consultation, with the ultimate design showing a pathway around the rotunda. This pathway is not anticipated to be funded in the initial stage of development.
2. Passive Recreation and Barbeque Facilities. Encompassing the main entry on the northern side of the park, this area has a double barbeque, and two accessible table settings.
3. Upgrade of Existing Playspace. This area targeted towards the 5 – 12 year age group will be improved through the addition of play equipment and a sheltered table setting.
4. Adventure nature play space. This area is for all ages, and includes a double flying fox, nature play elements and a sheltered table setting.
5. Infant / junior play space. Built for children aged 0 – 5 years, this fully fenced area will incorporate a variety of play elements and a sheltered table setting.
6. Toilet block and surrounds. A three cubicle accessible toilet block is included in the Plan, with service entry provided via Scudds Lane (from the south). An infill screen fence is included to the south of the toilet block (with service access gate), which extends to the south of the junior play space and the adventure nature play space.
7. Museum Precinct. Flagged for future stages, this area complements the other elements of the site by allowing entry to the infant play space from the east, and continuation of paving from the entry point off Parade Street.
8. Event / Market space. This multi-purpose space includes power for market style events and easy access from Parade Street. A large community shelter / performance space with lighting and power is provided for in a future stage.
9. Community / Amphitheatre. The open space with a naturally occurring downwards slope towards the east, creates a cool green open space.
10. Pathways. All areas are connected through an integrated pathway network throughout the site.
11. Tree planting throughout the Park. Trees have been positioned to provide the best amenity and use of each zone. Existing trees are to be retained where practical.

There are a number of elements which are not able to be funded in the initial project budget. Most notable are:

- Lighting throughout the precinct (conduits will be laid in preparation for future stages)
- Museum precinct (note that some building maintenance works to the Courthouse are funded).
- Fencing to the western section of the site
- Pathway around the Rotunda
- Decorative paving
- Community / main performance shelter
- Some play elements
- Bicycle racks

It is anticipated that the remaining timeframe for the project will be:

- | | |
|---|----------------|
| 1. Tender called | January 2021 |
| 2. Council consideration of tenders | February 2021 |
| 3. Construction commences (site closed) | March 2021 |
| 4. Construction complete | June 2021 |
| 5. Official opening | September 2021 |

Consultation

Two Reference Group workshops have been held to determine the detailed elements of the site and what is most important for the Pingelly community.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

No financial implications arise from the recommendation.

Strategic Implications

| | |
|----------------|--|
| Goal 1 | Economy |
| Outcome 1.2 | A truly working Main Street which symbolises a confident local economy, and results in people spending more locally |
| Strategy 1.2.2 | Further develop the town centre as an attractive environment which supports business investment, and community and visitor use |

Risk Implications

| | |
|---|--|
| Risk | A number of risks exist in relation to this project: <ul style="list-style-type: none"> - Due to the limited time to plan and scope the project, an ongoing risk of time constraints is relevant. - There is the potential of financial impacts if the project is not scoped and costed correctly. |
| Risk Rating (Prior to Treatment or Control) | High (12) |
| Principal Risk Theme | Financial and Reputational |
| Risk Action Plan (Controls or Treatment Proposed) | Staff involved in the project planning are highly experienced in project planning and delivery. A contingency factor of 5% will be built into the project planning to mitigate the risk of financial impact. |

| Consequence Likelihood | | Insignificant | Minor | Moderate | Major | Catastrophic |
|------------------------|---|---------------|------------|------------|--------------|--------------|
| | | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | Medium (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely | 4 | Low (4) | Medium (8) | High (12) | High (16) | Extreme (20) |
| Possible | 3 | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| Unlikely | 2 | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |

Voting Requirements

Simple Majority

12926 Moved: Cr Hotham Seconded: Cr Narducci

Recommendation and Council Decision

That Council endorses the Concept Design Package for the Memorial Park Project, to inform the request for tender.

Carried 7:0

14.4 2020-21 Community Grant Scheme Round 2

| | |
|--------------------------------|---|
| File Reference: | IFM201497 and IFM201903 |
| Location: | Not Applicable |
| Applicant: | Not Applicable |
| Author: | Community Development Officer |
| Disclosure of Interest: | Nil |
| Attachments: | 2020-21 Community Grant Scheme Application Forms |
| Previous Reference: | Not Applicable |

Summary

Council is requested to consider funding applications for the second round of the 2020/21 Community Grant Scheme.

Background

The Shire's Community Grant Scheme provides financial assistance to community groups to build an engaged and vibrant community that delivers benefits to the local community and the local economy. Applications for each round are assessed by a panel consisting of Council Members without representation from Shire of Pingelly staff.

This is the second of two rounds for 2020/21 with a total of \$15,000 allocated in the 2020/21 Budget. Applications are invited from eligible organisations and be for no more than \$3,000 in any single financial year. The funding will support up to 75% of total project costs. In-kind services and volunteer labour are eligible components of the total project costs. Successful projects will meet at least one defined priority area or have clearly identified and evidenced the need for the project. Funding is for undertaking projects and programs within the Shire of Pingelly or that provide benefit to residents and visitors of the Shire of Pingelly:

- building capacity within local community groups, volunteers and residents;
- supporting our young people;
- supporting our older people;
- providing opportunity to be healthy and promote wellbeing;
- supporting and encouraging cultural diversity and inclusion;
- developing and attracting art projects and increasing participation;
- generally building the strength, engagement and cohesion of the community;
- encourage tourism and increase visitation;
- activate local businesses and main streets; and
- improve, conserve and promote heritage.

Applications will be assessed according to:

- the level of community benefit;
- the level to which it addresses an evidenced need;
- long term sustainability;
- appropriateness of the project financial statement;
- partnerships, collaborations, community engagement and involvement or other funding sources that have been secured;
- capacity to deliver the project.

Some projects, either in their entirety or elements of the project may not be eligible for funding. They are:

- projects that have already commenced;
- recurrent maintenance or operating costs;
- projects that are considered to be private, commercial, individual or state government core responsible;
- elements that may be considered offensive; and
- fundraising, political or loan repayments.

For applications to proceed to assessment they must:

- be lodged on time;
- be submitted on the appropriate form;
- include the required information, including insurance and financial details;
- include agreement from the applicant to acknowledge the Shire if funding is successful;
- ensure the applicant demonstrates its ability to manage the project;
- not be due to commence until after the notification date.

Comment

The second round of Community Grant Scheme closed on 25 November 2020. Two applications were received, with a total request for funding of \$1,751.87. Applications were reviewed by the Community Development Officer, and the following recommendations represent compliance with the Community Grant Scheme Policy.

A summary of the applications is as follows.

| Applicant | Project | Requested Funding | Officer Recommendation |
|----------------------------------|-----------------|--------------------------------------|------------------------|
| Pingelly Youth Group Inc. (PYG). | Jump and Splash | \$751.87 (75% of total project cost) | \$751.87 |

PYG is made up of a passionate committee supporting local young people in Pingelly. They provide a safe space for young people to connect and engage to support their overall wellbeing, development and transition into adulthood.

The application is seeking support to fund after hour sessions for members of the PYG at Pingelly Swimming Pool. Three events are proposed, with one per month occurring between January – March 2021. Specific dates will be confirmed following confirmation of Contract Aquatics and PYG volunteer availability, however, Contract Aquatics have confirmed in-principle support to roster staff outside of contracted hours providing their costs are covered.

| Assessment Criteria | Officer Comment | Score |
|---|--|-------|
| The level of community benefit | The project provides a service to the community which currently doesn't exist. Given the project is for members of the PYG the scope for whole of community benefit is limited, however, it is important to note membership to the PYG is free, so the entire local youth population can access this service providing the parent/guardian has registered a membership and agreed to the terms and conditions. | 6/10 |
| The level to which it addresses an evidenced need | Community consultation to inform the Shire's Strategic Community Plan 2020-30 ranked youth engagement as the most significant issue affecting Pingelly at present. The project facilitates a social outlet that is safe, secure and supervised, while supporting the personal development of young people. | 8/10 |
| Long term sustainability | Contract Aquatics have expressed desire to develop an ongoing connection with PYG and share their experience working with disengaged youth in other communities. Engagement with a local Aboriginal Community Controlled Organisation ensures a level of cultural sensitivity and appropriateness. | 8/10 |

| Assessment Criteria | Officer Comment | Score |
|---|--|--------------|
| Capacity to deliver the project | The Pingelly Swimming Pool Manager oversees the entire facility and patron's safety, while PYG volunteers lead and supervise activities. The volunteers hold a Working With Children Check and operate via a roster system. The Pingelly Youth Group is currently in recess until January and this may inhibit how the project progresses to implementation and delivery stages. | 6/10 |
| Appropriateness of the project financial statement | There is clear articulation in demonstrating a 25% contribution to the project by the PYG and how the Shire's 75% contribution will be applied. | 8/10 |
| Partnerships, collaborations, community engagement and involvement or other funding sources that have been secured; | While the nature of the project doesn't embed a whole of community focus into the project, the relevant stakeholders in Pingelly have been identified. | 7/10 |
| Total Score based on the project's alignment with Assessment Criteria | | 43/60 |

The alignment with the intent of the Community Grant Scheme is strong, therefore, support for the Youth Group application is recommended to provide the Group with momentum when they re-open in January 2021.

| Applicant | Project | Requested Funding | Officer Recommendation |
|---|-----------------|---------------------------------------|-------------------------------|
| Friends of Pingelly Railway Station Inc. (FOPRS). | Project Railway | \$1,000 (31.5% of total project cost) | \$0 |

FOPRS is a not for profit community group dedicating to preserving and activating the Pingelly Railway Station for residents and visitors. The building is intended to be used by various volunteer groups as a meeting venue and as a community hub for a series of social activities. Following the recent restoration of the Railway Station, FOPRS is requesting support to purchase block out blinds for 10 windows.

FOPRS have acquitted their Round 1 grant for \$2,000 and are now seeking to apply for the remaining \$1,000 they are eligible to apply for during the 2020/21 financial year.

| Assessment Criteria | Officer Comment | Rating |
|--------------------------------|--|---------------|
| The level of community benefit | The community benefit exists only where the group or organisation have chosen not to use another facility in Pingelly. Access to FOPRS as a venue for hire is provided on a fee for service basis. There are other facilities in Pingelly that already provide a similar benefit including the future use of the Town Hall, the Shire of Pingelly Chambers, Pingelly CRC's Meeting Rooms, as well as the PRACC's Culture and Recreation Rooms. | 2/10 |

| Assessment Criteria | Officer Comment | Rating |
|---|---|---------------|
| The level to which it addresses an evidenced need | From the community consultation to inform the future use of the Town Hall, FOPRS was identified as an alternative venue to the Town Hall for the community to access for boutique venue bookings. The need for the blinds is not well evidenced as the use of the facility and associated need for the blinds is unclear. | 2/10 |
| Long term sustainability | Facility hire is a short-term, ad hoc arrangement with limited opportunities for ongoing use considering the alternatives. The purchase of blinds does not appear to increase the sustainability of the FOPRS. | 2/10 |
| Capacity to deliver the project | FOPRS have demonstrated success in delivering projects from previous rounds of the Community Grant Scheme. | 8/10 |
| Appropriateness of the project financial statement | The total project cost provided was calculated by total income (\$1,100) and total expenditure (\$2,190), instead of total in kind (\$2,075) and total expenditure (\$2,190). Therefore, the true project cost is \$4,265 as opposed to \$3,175. With a total project cost of \$4,265 the request for \$1,000 is now compliant with the Shire's maximum contribution as 75%. | 7/10 |
| Partnerships, collaborations, community engagement and involvement or other funding sources that have been secured; | The collaborations and partnerships referred to in the application are user groups of the facility, as opposed to organisations that will support the delivery of the project. | 2/10 |
| Total Score based on the project's alignment with Assessment Criteria | | 23/60 |

The application from the FOPRS does not align with the intent of the Community Grant Scheme Policy, and therefore no funding is recommended.

Consultation

Advertising for applications was conducted via the Shire News, Pingelly Times, as well as the Shire of Pingelly's website and Facebook page.

Statutory Environment

Local Government Act 1995 – Part 6 Financial Management

Policy Implications

5.15 Community Grant Scheme Policy

Financial Implications

Annual Budget allocation \$15,000

Strategic Implications

| | |
|----------------|--|
| Goal 1 | Economy |
| Outcome 1.1 | The Shire experiences significant new business growth and employment and is known widely as an innovative and collaborative community which is attracting new population and investment. |
| Strategy 1.1.4 | Support business and community tourism promotion initiatives. |
| Outcome 1.2 | A truly working Main Street which symbolises a confident local economy, and results in people spending more locally. |
| Strategy 1.2.2 | Further develop the town centre as an attractive environment which supports business investment, and community and visitor use. |
| Goal 2 | Community |
| Outcome 2.2 | Community groups function well with strong volunteer effort and feel supported by the community |
| Strategy 2.2.2 | Support the capacity of clubs and groups to develop. |
| Outcome 2.4 | People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life |
| Strategy 2.4.1 | Provide a range of community facilities and associated services in a way that maximises use and community activity. |

Risk Implications

| | |
|---|--|
| Risk | Failure to review and assess the Applications in accordance with the Community Grant Scheme as per Policy 5.15 results in a loss in integrity for the new process endorsed by Council in March 2020. Remaining too firm in the first year may pose a reputational risk for the Shire and be seen as insensitive in light of the social recovery from COVID-19. |
| Risk Rating (Prior to Treatment or Control) | Medium (6) |
| Principal Risk Theme | Reputational |
| Risk Action Plan (Controls or Treatment Proposed) | Provide support for Applications received, but in correspondence reiterate operational expenditure will not be funded in future rounds of the Community Grant Scheme. This clarifies the purpose of the Community Grant Scheme in writing to ensure applications received in the future remain project-based, but still support their organisation's sustainability in the short-term while alternative source of funds can be explored for the next financial year. |

| Consequence Likelihood | | Insignificant | Minor | Moderate | Major | Catastrophic |
|------------------------|---|---------------|------------|------------|--------------|--------------|
| | | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | Medium (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely | 4 | Low (4) | Medium (8) | High (12) | High (16) | Extreme (20) |
| Possible | 3 | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| Unlikely | 2 | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |

Voting Requirements

Simple Majority

12927 Moved: Cr Hastings

Seconded: Cr McBurney

Recommendation

Council:

- 1. decline the Community Grant Scheme Application from Friends of Pingelly Railway Station Inc.**
- 2. approve the Community Grant Scheme Application from the Pingelly Youth Group Inc for \$751.87.**

COUNCIL DECISION

Council:

- 1. decline the Community Grant Scheme Application from Friends of Pingelly Railway Station Inc.**
- 2. approve the Community Grant Scheme Application from the Pingelly Youth Group Inc for \$751.87 subject to written confirmation of the Youth Group being an active group.**

Carried 6:1

Against: Cr Hastings

Sam Kempton left the room at 2.38pm and did not return.

14.5 Australia Day Awards (confidential)

12928 Moved: Cr Freebairn Seconded: Cr Hotham

Recommendation and Council Decision

That the order of business in the agenda be changed to allow confidential Item 14.5 to be moved to the end of the agenda so it can be considered with other confidential items.

Carried 7:0

15. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES

15.1 Monthly Statement of Financial Activity – November 2020

| | |
|--------------------------------|--|
| File Reference: | ADM0075 |
| Location: | Not Applicable |
| Applicant: | Not Applicable |
| Author: | Executive Manager Corporate Services |
| Disclosure of Interest: | Nil |
| Attachments: | Monthly Statements of Financial Activity for the period 1 November 2020 to 30 November 2020 |
| Previous Reference: | Nil |

Summary

In Accordance with the *Local Government Act 1995* Section 5.25 (1) and *Local Government (Financial Management) Regulations 1996*, Monthly Financial Statements are required to be presented to Council, in order to ensure that income and expenditure is in keeping with budget forecasts.

The Monthly Statements of Financial Activity for the month of November 2020 are attached for Council consideration and adoption. This report now incorporates new Australian Accounting Standards Board (AASB) requirements effective from 1 July 2019. AASB 15 Revenue from Contracts with Customers (IFRS 15), AASB 1058 Income for Not-for Profit Entities, AASB 16 Lease replaces AASB 117 (IFRS 16).

Background

In order to prepare the monthly statements, the following reconciliations have been completed and verified:

- Reconciliation of assets, payroll and taxation services;
- Reconciliation of all shire's bank accounts, including term deposits;
- Reconciliation of Rates, including outstanding debtors;
- Reconciliation of Sundry Creditors and Debtors;

Comment

The Monthly Financial report has been prepared in accordance with statutory requirements and provides council with their financial position as at 30 November 2020.

Consultation

Nil

Statutory Environment

Local Government Act 1995;

Local Government (Financial Management) Regulations 1996

Section 34: Financial Reports to be Prepared

(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 the 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); and
- (e) The net current assets at the end of the month to which the statement relates.

- (2) Each statement of financial activity is to be accompanied by documents containing -
- (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
 - (c) Such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown -
- (a) According to nature and type classification;
 - (b) By program; or
 - (c) By business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -
- (a) Presented to the council -
 - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
 - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
 - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

Policy Implications

There are no policy implications.

Financial Implications

There are no significant trends or issues to be reported. The report and officer recommendation is consistent with Council’s adopted Budget 2020/21.

Strategic Implications

| | |
|----------------|---|
| Goal 5 | Innovation Leadership and Governance |
| Outcome 5.6 | Financial systems are effectively managed |
| Strategy 5.6.1 | Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting) and long-term financial planning requirements |

Risk Implications

| | |
|---|--|
| Risk | Failure to monitor the Shire’s ongoing financial performance would increase the risk of a negative impact on the Shire’s financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit. |
| Risk Rating (Prior to Treatment or Control) | Low (2) |
| Principal Risk Theme | Reputational / Legislative |
| Risk Action Plan (Controls or Treatment Proposed) | Nil |

| Consequence Likelihood | | Insignificant | Minor | Moderate | Major | Catastrophic |
|---------------------------|---|---------------|------------|------------|--------------|--------------|
| | | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | Medium (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely | 4 | Low (4) | Medium (8) | High (12) | High (16) | Extreme (20) |
| Possible | 3 | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| Unlikely | 2 | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |

Voting Requirements

Simple Majority

12929 Moved: Cr Hotham Seconded: Cr Oliveri

Recommendation and Council Decision

That with respect to the Monthly Statements of Financial Activity for the month ending 30 November 2020 be accepted and material variances be noted.

Carried 7:0

15.2 Accounts Paid by Authority – November 2020

| | |
|--------------------------------|-------------------------|
| File Reference: | ADM0066 |
| Location: | Not Applicable |
| Applicant: | Not Applicable |
| Author: | Finance Officer |
| Disclosure of Interest: | Nil |
| Attachments: | List of Accounts |
| Previous Reference: | Nil |

Summary

Council endorsement is required for accounts paid by authority for the month of November 2020.

Background

In accordance with *Local Government (Financial Management) Regulations 1996 Clause 13 (1)* schedules of all payments made through Council's bank accounts are presented to the Committee and to Council.

Comment

Unless otherwise identified, all payments have been made in accordance with Council's adopted 2020/21 Budget.

Consultation

Nil

Statutory Environment

Regulation 12 of the *Local Government (Financial Management) Regulations* provides that:

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

Regulation 13 of the *Local Government (Financial Management) Regulations* provides that:

- (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;
 - (b) the amount of the payment;
 - (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;
 - (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 sub regulation (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

There are no policy implications arising from this amendment.

Financial Implications

There are no known financial implications upon either the Council’s current budget or long term financial plan.

Strategic Implications

| | |
|----------------|---|
| Goal 5 | Innovation Leadership and Governance |
| Outcome 5.6 | Financial systems are effectively managed |
| Strategy 5.6.1 | Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting) and long term financial planning requirements |

Risk Implications

| | |
|---|---|
| Risk | Failure to present a detailed listing of payments in the prescribed form would result in non-compliance with the Local Government (Financial Management) Regulations 1996, which may result in a qualified audit. |
| Risk Rating (Prior to Treatment or Control) | Low (2) |
| Principal Risk Theme | Reputational / Legislative |
| Risk Action Plan (Controls or Treatment Proposed) | Nil |

| Consequence Likelihood | | Insignificant | Minor | Moderate | Major | Catastrophic |
|------------------------|---|---------------|------------|------------|--------------|--------------|
| | | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | Medium (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely | 4 | Low (4) | Medium (8) | High (12) | High (16) | Extreme (20) |
| Possible | 3 | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| Unlikely | 2 | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |

Voting Requirements

Simple Majority

12930 Moved: Cr Hotham

Seconded: Cr Narducci

Recommendation and Council Decision

That Council endorse the Accounts for Payments for November 2020 as authorised under delegated authority and in accordance with the Local Government (Financial Management) Regulations 1996:

To 30 November 2020:

| | |
|-------------------------|--------------|
| Municipal Account | \$238,142.82 |
| Trust Account | \$0.00 |
| Trust Licensing Account | \$37,113.20 |

Carried 7:0

15.3 Proposed Purchase of CCTV Server

File Reference: ADM0099
Location: Not Applicable
Applicant: Not Applicable
Author: Executive Manager Corporate Services
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: Nil

Summary

Council is requested to approve a 2020/21 budget amendment to undertake the replacement of the closed-circuit television (CCTV) server under a five year lease arrangement.

Background

The Shire’s CCTV server was purchased in 2013 through a grant program that was aimed at reducing crime. This server operates the cameras in the main street and Shire Office. Servers ordinarily have a warranty of four years, which is commonly extended to five years. Due to the critical nature of server infrastructure to the functioning of a system, the replacement schedule is not generally extended beyond this timeframe.

The CCTV server has recently failed, and the options for replacement need to be considered. The current schedule in the Long Term Financial Plan for replacement of this infrastructure is 2022/23.

Comment

A quote has been sourced from a suitable WALGA preferred contractor, which includes the supply, installation and configuration. The replacement cost is \$23,273. A number of options are available:

1. Do not undertake a replacement, and determine that the CCTV cameras remain inoperable
2. Purchase the CCTV server outright at a cost of \$23,273.
3. Purchase the CCTV server on a five year lease arrangement. The indicative cost of a lease arrangement equal \$4,908 per year, of which \$2,454 would be applicable to the 2020/21 year.
4. Repair the server. The contractor has recommended that due to the age of the server it would be a much better long term solution to replace rather than repair, along with the expenditure to rebuild and configure the existing cameras

Within the 2020/21 Budget, a provision exists to replace the Shire’s main administration server. This project is nearing completion. It is anticipated that savings of \$4,342 will be realised from this project which can be utilised to fund the CCTV server lease, with a zero impact to the Shire’s current budget due to savings in the administration server originally budgeted for 12 months to the actual of six months.

It should be noted that there will be an interim financial impact for the remainder of the lease period, until the scheduled time for replacement is reached. This is illustrated below:

| Budget/LTFP Provision | 2020/21 | 2021/22 | 2022/23 |
|------------------------------|----------------|----------------|----------------|
| Administration Server | \$8,683 | \$8,683 | \$8,683 |
| CCTV Server | \$0 | \$0 | \$25,000 |

| Actual Financial Impact | 2020/21 | 2021/22 | 2022/23 |
|--------------------------------|----------------|----------------|----------------|
| Administration Server | \$4,277 | \$8,553 | \$8,553 |
| CCTV Server | \$2,454 | \$4,908 | \$4,908 |
| Net impact | \$1,952 | (\$4,778) | \$20,222 |

Consultation

Chief Executive Officer
Spyker Technologies Pty Ltd

Statutory Environment

Local Government Act 1995 section 6.8 states:

Expenditure from municipal fund not included in annual budget

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

(1a) In subsection (1)

additional purpose means a purpose for which no expenditure estimate is included in the local government’s annual budget.

Policy Implications

There are no policy implications.

Financial Implications

There are no impacts on the adopted 2020/21 Budget.

Strategic Implications

| | |
|----------------|--|
| Goal 2 | Community |
| Outcome 2.3 | People feel that their community is safe for all, free of nuisance and protected from risk of damage |
| Strategy 2.3.4 | People and property are protected from flood damage and risk to a specified level |

Risk Implications

| | |
|---|--|
| Risk | Failure to replace the server may see an increase in crime along with a decrease in the protection and safety for the community. |
| Risk Rating (Prior to Treatment or Control) | Moderate (8) |
| Principal Risk Theme | Reputational / Property |
| Risk Action Plan (Controls or Treatment Proposed) | Nil |

| Consequence Likelihood | | Insignificant | Minor | Moderate | Major | Catastrophic |
|------------------------|---|---------------|------------|------------|--------------|--------------|
| | | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | Medium (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely | 4 | Low (4) | Medium (8) | High (12) | High (16) | Extreme (20) |
| Possible | 3 | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| Unlikely | 2 | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |

Voting Requirements

Absolute Majority

12931 Moved: Cr Hastings Seconded: Cr Oliveri

Recommendation and Council Decision

That Council approve the replacement of the CCTV server at a total cost of \$23,272.52, to be funded by a five (5) year finance lease at a cost of approximately \$4,908 per year within the 2020/21 Budget allocation for the administration server replacement.

Carried 7:0

15.4. Policy: 5.17 Correct Usage of Shire Fuel Card Policy Amendments

File Reference: ADM0487
Location: Not Applicable
Applicant: Not Applicable
Author: Senior Finance Officer
Disclosure of Interest: Nil
Attachments: Shire of Pingelly Policy: 5.17 Correct Usage of Shire Fuel Cards Policy
Previous Reference: Nil

Summary

Council is requested to endorse the review of Policy 5.17 Correct Usage of Shire Fuel Card Policy.

Background

The Local Government Act s.2.7(2)(b) prescribes that Council determine its policies. It is considered good governance to ensure policies are reviewed every few years, or as required, to ensure they remain clear and concise and meet the Shire’s strategic direction.

Comment

The current Policy 5.17 Correct Usage of Shire Fuel Card requires updating to reflect the current practices of the Shire. Changes are track on the draft Policy amendments as attached, noting the strategic elements relevant to Council oversight.

Consultation

Executive Manager Corporate Services
 Finance Officer

Statutory Environment

Section 2.7(2)(b) if the *Local Government Act 1995* provides that one of the functions of a Council is to determine the local government’s policies.

Policy Implications

The recommendation proposes amendments to the existing Policy.

Financial Implications

Nil

Strategic Implications

| | |
|-----------------|--|
| Goal 5 | Innovation, Leadership and Governance |
| Outcome 5.7 | Customer service and other corporate systems are of a high quality and effective |
| Strategy 5.7.71 | The Shire strives for a best practice in its customer service, including governance support, and continually seeks ways to improve delivery where needed |

Risk Implications

| | |
|---|--|
| Risk | In order to maintain transparency and to facilitate appropriate decision making processes, it is imperative that policy statements reflect the current position of Council and work practices at the Shire as well as best practice approaches. No significant risks are considered relevant to this change, as internal controls and associated audits of transactions are comprehensive. |
| Risk Rating (Prior to Treatment or Control) | Medium (6) |
| Principal Risk Theme | Reputational |
| Risk Action Plan (Controls or Treatment Proposed) | Nil |

| Consequence Likelihood | | Insignificant 1 | Minor 2 | Moderate 3 | Major 4 | Catastrophic 5 |
|------------------------|---|--------------------|------------|---------------|--------------|-------------------|
| Almost Certain | 5 | Medium (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely | 4 | Low (4) | Medium (8) | High (12) | High (16) | Extreme (20) |
| Possible | 3 | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| Unlikely | 2 | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |

Voting Requirements

Absolute Majority

12932 Moved: Cr Hotham Seconded: Cr McBurney

Recommendation and Council Decision

That Council endorse the amended changes in Policy 5.17 Fuel Cards, as attached.

Carried 7:0

16. DIRECTORATE OF TECHNICAL SERVICES

12933 Moved: Cr Hotham Seconded: Cr McBurney
Procedural Motion

That Council close the meeting to members of the public to discuss the item behind closed doors as the matter is related to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Carried 7:0

The meeting closed to members of the public at 2.50pm.

16.1 Confidential Item - Request for Quotation Bituminous Surfacing

12934 Moved: Cr Narducci Seconded: Cr Hotham
Recommendation and Council Decision

That Council:

- 1. Authorise the CEO to accept the submission from Bitutek Pty Ltd for \$290,680 for the bitumen spraying contract for the 2020/21 works program.**
- 2. Should the preferred contractor not be available to perform the works when required, Council authorises the Chief Executive Officer to accept an alternative quotation from those detailed in the attached summary.**

Carried 7:0

16.2 Confidential Item – Lease of new Grader

12935 Moved: Cr Oliveri Seconded: Cr McBurney

Recommendation and Council Decision

That Council approves the purchase of a Komatsu GD555 grader at a purchase price of \$310,000, to be funded by a finance lease over a period of five years at a cost of approximately \$72,750 per year.

Carried 7:0

16.3 Confidential Item - Australia Day Awards

The Council decision to remain confidential until after the Award presentation.

12937 Moved: Cr Hastings Seconded: Cr Oliveri
Council Decision:

That the meeting be re-opened to the public.

Carried 7:0

The meeting reopened to the public at 3.07pm.

17. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

18. NEW BUSINESS OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

19. CLOSURE OF MEETING

The Chairman declared the meeting closed at 3.08pm.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 17 February 2021.

Signed.....
Presiding Person at the meeting at which the minutes were confirmed.