

**SHIRE OF WEST ARTHUR**

**Ordinary Council Meeting  
18 May 2021  
Minutes**

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**ORDINARY COUNCIL MEETING MINUTES****1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Cr Kevin King, Chairperson, declared the meeting open at 6 pm.

**2. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**3. PUBLIC QUESTION TIME**

Mr Ray Harrington asked if the public would be allowed to observe the Council Forum held after the Council Meeting, given that it is stated in the Shire's Corporate Business Plan that Council would continue to have all meetings and discussion forums open to public and encourage community members to participate in the invited guest program.

The Shire President advised that they had received advice from WALGA that the public should not be present during informal discussions after the meeting as outcomes of discussion could be misunderstood by the public which may result in incorrect information being spread through the community.

The request was further considered by Council, and it was agreed that the public would be allowed to remain for non-confidential items during after meeting discussion.

Mr Greg Lloyd asked why the Shire was included in the Blackwood Biosecurity when the Council had not approved the inclusion. The Chief Executive Officer advised that the approval of the Shire was not a requirement for this district to be incorporated into the Blackwood Biosecurity Inc. Recognised Biosecurity Group.

Mr James Scanlon asked if Council had addressed his communication to the Shire and individual councillors earlier this year with regards to the lack of maintenance to fire trucks. The Shire President advised that the matter had been dealt with and suggested that if he wanted to take his complaints any further that he consider approaching the Ombudsman.

**4. RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE**

Cr Kevin King	Shire President
Cr Neil Morrell	Deputy Shire President
Cr Neil Manuel	
Cr Adam Squires	
Cr Marie Lloyd	
Cr Julie McFall	
Cr Graeme Peirce	
Nicole Wasmann	Chief Executive Officer
Melinda King	Manager Financial Reporting
Kym Gibbs	Manager Community Services
Kerryn Chia	Project Officer

**Gallery**

Rebecca South  
Phil Harrington  
Beryl Harrington  
Ray Harrington  
Chris Buller  
Nicki Morrell  
Greg Lloyd  
James Scanlon  
Lomond South  
Duncan South  
Michael Meredith

**Apologies**

Nil.

**Leave of Absence**

Nil.

**5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil.

**6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

6.1 Ordinary Meeting of Council held 20 April 2021.

**COUNCIL DECISION – ITEM 6.1**

Moved: Cr Neil Morrell

Seconded: Cr Marie Lloyd

The minutes of the Ordinary Meeting of the Shire of West Arthur held in the Council Chambers on 20 April 2021 be confirmed subject to an amendment to the attachment of Item 8.1.5 point 13 (2) (b) to add the words “their contract of employment renewed upon its expiry” to the end of the sentence.

**CARRIED 5/2****COUNCIL DECISION – ITEM 6.2**

Moved: Cr Neil Manuel

Seconded: Cr Neil Morrell

The minutes of the Special Meeting of the Shire of West Arthur held in the Council Chambers on 3 May 2021 be confirmed.

**CARRIED 7/0****7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

Nil.

**8. REPORTS****8.1 OFFICER REPORTS****ITEM 8.1.1 – FINANCIAL REPORT APRIL 2021**

LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	N/A
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	10 May 2021

**SUMMARY:**

Consideration of the financial reports for the period ending 30 April 2021.

**BACKGROUND:**

The financial reports for the periods ending 30 April 2021 are included as attachments.

The February report was included in the agenda for the March meeting however required a change to year to date budget estimate of allocations and therefore is included for acceptance in the April meeting.

**COMMENT:**

If you have any questions regarding details in the financial reports, please contact the office prior to Council meeting so that sufficient time is given to research the query. This will enable the information to be provided at the Council meeting.

**CONSULTATION:**

Not applicable.

**STATUTORY ENVIRONMENT:**

Section 34 (1) (a) of the Local Government (Financial Management) Regulations 1996 states that a Local Government is to prepare monthly statement of financial activity including annual budget estimates, monthly budget estimates, actual monthly expenditure, revenue and income, material variances between monthly budget and actual figures and net current assets on a monthly basis.

**POLICY IMPLICATIONS:**

Not applicable.

**FINANCIAL IMPLICATIONS:**

Not applicable.

**STRATEGIC IMPLICATIONS:**

Not applicable.

**VOTING REQUIREMENTS:**

Simple majority

<b>COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.1</b>
---------------------------------------------------------------

Moved: Cr Graeme Peirce

Seconded: Cr Neil Morrell

That the financial reports for the periods ending 30 April 2021, as presented, be accepted.

**CARRIED 7/0**

**ATTACHMENTS:**

- Financial Reports – 30 April 2021.



**SHIRE OF WEST ARTHUR**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 30 April 2021**

	Note	Amended Annual Budget 2020/2021	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
<b>Opening Funding Surplus (Deficit)</b>	2	1,199,648	1,199,648	1,199,648	0	0%
<b>Revenue from operating activities</b>						
Rates		1,727,022	1,727,022	1,726,513	(509)	(0%)
Operating Grants, Subsidies and Contributions	6	625,608	509,704	522,963	13,260	3%
Fees and Charges		273,365	247,403	254,845	7,442	3%
Interest Earnings		56,364	25,267	20,446	(4,821)	(19%)
Other Revenue		169,739	104,321	110,717	6,396	6%
Profit on Disposal of Assets		19,137	19,137	1,642	(17,495)	
		<b>2,871,235</b>	<b>2,632,854</b>	<b>2,637,126</b>	<b>4,273</b>	
<b>Expenditure from operating activities</b>						
Employee Costs		(1,674,206)	(1,728,387)	(1,583,727)	144,660	8%
Less Allocated to Capital			370,000	366,780	(3,220)	
Materials and Contracts		(829,465)	(768,683)	(675,159)	93,524	12%
Less Plant Allocations to Capital			167,320	165,864	(1,456)	
Utility Charges		(91,700)	(68,775)	(62,623)	6,152	9%
Depreciation on Non-Current Assets		(2,137,367)	(431,530)	(433,161)	(1,631)	(0%)
Interest Expenses		(30,457)	(23,321)	(23,321)	0	0%
Insurance Expenses		(93,484)	(93,484)	(93,484)	0	0%
Other Expenditure		(36,000)	(14,250)	(13,903)	347	2%
Loss on Disposal of Assets		(18,307)	0	0	0	
		<b>(4,910,986)</b>	<b>(2,591,110)</b>	<b>(2,352,734)</b>	<b>238,376</b>	
<b>Operating activities excluded from budget</b>					0	
Add back Depreciation		2,137,367	431,530	433,161	1,631	0%
Adjust (Profit)/Loss on Asset Disposal		(830)	(19,137)	(1,642)	17,495	(91%)
Adjust Provisions and Accruals		0	(23,137)	(23,137)	0	0%
<b>Amount attributable to operating activities</b>		<b>96,786</b>	<b>430,999</b>	<b>692,774</b>	<b>261,775</b>	
<b>Investing activities</b>						
Grants, Subsidies and Contributions	6	1,246,368	577,520	577,520	0	0%
Proceeds from Disposal of Assets		52,000	35,000	17,618	(17,382)	(50%)
Land and Buildings	7	(274,794)	(96,000)	(95,461)	539	1%
Infrastructure Assets - Roads	7	(1,255,157)	(976,233)	(973,050)	3,183	0%
Infrastructure Assets - Other	7	(576,644)	0	0	0	
Plant and Equipment	7	(532,000)	(150,000)	(131,221)	18,779	13%
Furniture and Equipment	7	0	0	0	0	
<b>Amount attributable to investing activities</b>		<b>(1,340,227)</b>	<b>(609,713)</b>	<b>(604,594)</b>	<b>5,119</b>	
<b>Financing Activities</b>						
Proceeds from Self Supporting Loan - repayments		27,174	20,296	20,296	0	0%
Transfer from Reserves	5	797,089	0	0	0	
Repayment of Debentures		(95,630)	(71,243)	(71,244)	(1)	(0%)
Transfer to Reserves	5	(684,840)	(200)	(162)	38	19%
<b>Amount attributable to financing activities</b>		<b>43,793</b>	<b>(51,147)</b>	<b>(51,110)</b>	<b>37</b>	
<b>Closing Funding Surplus (Deficit)</b>	2	<b>0</b>	<b>969,787</b>	<b>1,236,718</b>	<b>266,931</b>	<b>28%</b>

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 1 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2021**

**Note 1: Explanation of Material Variances**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2020/21 year is \$10,000 or 10% whichever is the greater.

**Operating Grants, Subsidies & Contributions**

8990 General Purpose above budget

3157 WALGGC - Local Roads Grant above budget

850 Library Digital Grant unbudgeted.

**Profit on Disposal of Assets**

(17,495) Profit on sale of Roller will be lower as sale price lower than budgeted. Purchase of trade roller also lower so transfer from plant reserve to fund trade will be \$1,397 lower.

**Employee**

**Costs**

144,660 Employee costs are below budget due to staff vacancies. (budget amendment in April 21 to reduce employee costs by \$40,000, offset by increase in materials)

**Materials and Contracts**

15,825 Refuse site maintenance is below budget

10,553 Landcare officer is below budget.

9,000 Footpath maintenance below budget.

58,146 The balance is made up of several non reportable variances including councillor training, housing maintenance, sports clubs, football oval, cultural events, building surveyor, economic development.

**Adjust (Profit)/Loss on Asset Disposal**

17,495 Profit on roller below budget.

**Proceeds from Disposal of Assets**

(17,382) Proceeds from sale of roller below budget.

**Infrastructure Assets - Roads**

3,183 See Capital Report for explanation of variance.

**Plant and Equipment**

18779 Roller purchase was below budget.

**Budget Amendments**

Materials and Contracts                      Expenditure from operating activities

The following projects which were budgeted under the Community Infrastructure will be materials - originally included in capital budget.

HRC - kitchen modifications	-2500
School pool shade structure	-4500
Darkan town hall	-3500
Seating at footy grounds	-8800
Water fountain at football oval	-4000

SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 April 2021

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2020	30 Apr 2021
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	3	1,170,147	1,565,427
Cash Restricted	5	2,403,335	2,403,497
Receivables - Rates	4	116,050	147,036
Receivables - Other	4	42,915	14,432
Inventories		22,531	22,531
		3,823,985	4,152,923
<b>Less: Current Liabilities</b>			
Payables		(151,995)	(188,096)
Unspent reimbursements (insurance)		0	(14,200)
Unspent grants, contributions		(69,007)	(310,412)
		(221,002)	(512,708)
Less: Cash Reserves	5	(2,403,335)	(2,403,497)
<b>Net Current Funding Position</b>		<b>1,199,648</b>	<b>1,236,718</b>

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2021**

**Note 3: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
Municipal Bank Account	396,104			396,104	NAB	0.01%	At Call
Municipal Bank - Bendigo	1,091,191			1,091,191	Bendigo	0.01%	At Call
Municipal Cash Maximiser	70,000			70,000	NAB	0.01%	At Call
Bendigo Cash Maximiser	7,532			7,532	Bendigo	0.01%	At Call
Trust Bank Account			4,993	4,993	NAB	0.01%	At Call
Trust Cash Maximiser			8,471	8,471	NAB	0.01%	At Call
Trust - Bendigo			1,781	1,781	Bendigo	0.01%	At Call
Reserve Cash Maximiser		146		146	NAB	0.01%	At Call
Bendigo Reserve		16		16	Bendigo	0.10%	At Call
<b>(b) Term Deposits</b>							
Reserve term deposit		803,335		803,335	NAB	0.92%	29/06/2021
Reserve term deposit		1,600,000		1,600,000	Bendigo	0.95%	29/06/2021
Trust term deposit			60,000	60,000	NAB	0.19%	21/06/2021
<b>Total</b>	<b>1,564,827</b>	<b>2,403,497</b>	<b>75,245</b>	<b>3,983,569</b>			

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2021**

**Note 4: Receivables**

<b>Receivables - Rates Receivable</b>	<b>30 Apr 2021</b>	<b>30 June 2020</b>	<b>Receivables - General</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	199,932	181,873	Receivables - General	10,092	1,287	30	3,023	14,432
Levied this year (incl rubbish & ESL)	1,826,917	1,799,818						
Less Collections to date	(1,795,931)	(1,781,759)	<b>Balance per Trial Balance</b>					
Equals Current Outstanding	<b>230,918</b>	<b>199,932</b>	Sundry Debtors					0
			Receivables - Other					0
<b>Net Rates Collectable</b>	<b>230,918</b>	<b>199,932</b>	<b>Total Receivables General Outstanding</b>					<b>14,432</b>
% Collected	88.61%	90.05%						
Less Recognised as doubtful	(83,882)	(83,882)	<b>Amounts shown above include GST (where applicable)</b>					

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2021**

**Note 5: Cash Backed Reserve**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	208,619	1,878	14	0	0	0	0	210,497	208,633
Plant Reserve	319,812	2,878	22	313,801	0	(480,000)	0	156,491	319,834
Building Reserve	691,332	6,222	47	60,109	0	(130,000)	0	627,663	691,379
Town Development Reserve	70,672	636	5	0	0	(70,000)	0	1,308	70,677
Recreation Reserve	121,685	1,095	8	40,000	0	0	0	162,780	121,693
Heritage Reserve	5,343	48	0	300	0	0	0	5,691	5,343
Community Housing Reserve	131,406	1,183	9	20,000	0	(25,000)	0	127,589	131,415
Waste Management Reserve	121,282	1,092	8	0	0	(60,000)	0	62,374	121,290
Darkan Swimming Pool Reserve	38,734	349	3	5,000	0	0	0	44,083	38,737
Information Technology Reserve	46,885	422	3	3,000	0	0	0	50,307	46,888
Darkan Sport and Community Centre Reserve	257,208	2,315	17	30,000	0	0	0	289,523	257,225
Arthur River Country Club Renewal Reserve	27,795	250	2	6,000	0	0	0	34,045	27,797
Museum Reserve	128,102	1,153	9	0	0	(5,000)	0	124,255	128,111
Moodiarrup Sports Club Reserve	9,475	85	1	5,000	0	0	0	14,560	9,476
Landcare Reserve	42,763	385	3	0	0	(27,089)	0	16,059	42,766
Corporate Planning and Valuation Reserve	34,526	311	2	0	0	0	0	34,837	34,528
Kids Central Members Reserve	670	6	0	0	0	0	0	676	670
The Shed Reserve	11,550	104	1	0	0	0	0	11,654	11,551
Recreation Trails Reserve	1,203	11	0	0	0	0	0	1,214	1,203
Community Gym Reserve	8,367	75	1	0	0	0	0	8,442	8,368
Economic Development Reserve	43,229	389	3	40,000	0	0	0	83,618	43,232
Road Reserve	82,677	743	6	150,000	0	0	0	233,420	82,683
	<b>2,403,335</b>	<b>21,630</b>	<b>162</b>	<b>673,210</b>	<b>0</b>	<b>(797,089)</b>	<b>0</b>	<b>2,301,086</b>	<b>2,403,497</b>

Note: Reserve transfers are generally completed at year end unless funds are required sooner.

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2021**

Note 6: Grants and Contributions	Grant Provider	Type	Opening Balance (a)	Budget Operating (b)	Capital (c)	YTD Actual Revenue (f)	(Expended) (g)	Unspent Grant (a)+(f)+(g)	Comment
<b>General Purpose Funding</b>				\$	\$	\$	\$	\$	
Grants Commission - General	WALGGC - General Purpose Grant	Operating	0	226,526	0	178,885	0	0	Final allocations will be \$238,526, \$11,986 above budget.
Grants Commission - Roads	WALGGC - Local Roads Grant	Operating	0	229,428	0	175,228	0	0	Final allocations will be \$233,637, \$4,209 above budget.
Federal Road & Community Infrastructure	Dept. of Infrastructure (Fed)	Non-operating	0	0	253,187	253,187	(90,263)	162,924	
<b>Law, Order and Public Safety</b>									
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Services	Operating - Tied	0	39,479	0	39,479	(38,319)	1,160	
<b>Education and Welfare</b>									
Age Friendly and Dementia Community Awareness	Department of Communities	Operating - Tied	0	3,620	0	3,620	(2,244)	1,376	Carried forward from prior year.
<b>Recreation and Culture</b>									
Redevelopment of play and youth area	Lotterywest	Non-operating	0	0	30,000	0	0	0	Darkan Railway Reserve
CRC Technology and Digital Inclusion	State Library of WA	Operating - Tied	0	0	0	850	(850)	0	Unbudgeted successful grant application
<b>Transport</b>									
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	329,877	311,220	(197,681)	113,539	
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	65,387	65,387	(65,387)	0	Carried forward from prior year
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	365,987	224,189	(224,189)	0	Funding shown as a liability until spent, then recognised as income
	Dept. of Infrastructure, Transport, Regional								
Federal Road & Community Infrastructure	Development and Communications	Non-operating	0	0	113,507	31,413	0	31,413	
Direct Grant	Main Roads - Direct Grant	Operating	0	127,175	0	127,175	0	0	
<b>Economic Development</b>									
Kylie Dam Project	Department of Water	Non-operating	0	0	88,423	0	0	0	Kylie Dam - will not be completed this year.
<b>TOTALS</b>			<b>0</b>	<b>626,228</b>	<b>1,246,368</b>	<b>1,410,633</b>	<b>(618,933)</b>	<b>310,412</b>	
<b>SUMMARY</b>									
Operating	Operating Grants, Subsidies and Contributions		0	583,129	0	481,288	0	0	
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	43,099	0	43,949	(41,413)	2,536	
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	1,246,368	885,396	(577,520)	307,876	
<b>TOTALS</b>			<b>0</b>	<b>626,228</b>	<b>1,246,368</b>	<b>1,410,633</b>	<b>(618,933)</b>	<b>310,412</b>	

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2021**

**Note 7: Capital Acquisitions**

Assets	YTD Actual			Amended Budget			Variance	Comment
	Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	
	\$	\$	\$	\$	\$	\$	\$	
<b>Buildings</b>								
<b>Housing</b>								
Renovations to community housing units	0	0	0	0	(25,000)	(25,000)	25,000	
<b>Community Amenities</b>								
Chalet	(317)	(77,597)	(77,914)	(20,000)	(110,000)	(130,000)	52,086	
<b>Recreation And Culture</b>								
Arthur River Hall kitchen	0	0	0	0	(14,000)	(14,000)	14,000	LRCI (Council decision Sep 20) amount to date shown in operating expenditure
Moodiarrup Hall - ceiling	0	0	0	0	(12,000)	(12,000)	12,000	LRCI (Council decision Sep 20)
Moodiarrup Complex - ceiling	0	0	0	0	(6,000)	(6,000)	6,000	LRCI (Council decision Sep 20)
<b>Economic Services</b>								
Nissen Hut upgrade/restoration	(14,580)	(2,966)	(17,546)	(1,050)	(16,744)	(17,794)	248	LRCI (Council decision Sep 20), allocations above budget.
<b>Other Property &amp; Services</b>								
Staff Housing	0	0	0	(20,000)	(50,000)	(70,000)	70,000	
<b>Buildings Total</b>	<b>(14,897)</b>	<b>(80,563)</b>	<b>(95,460)</b>	<b>(41,050)</b>	<b>(233,744)</b>	<b>(274,794)</b>	<b>179,334</b>	
<b>Infrastructure</b>								
<b>Community Amenities</b>								
Darkan Refuse Site	0	0	0	(20,000)	(100,000)	(120,000)	120,000	
<b>Recreation And Culture</b>								
Darkan Railway Reserve Community Space	0	0	0	(15,000)	(150,000)	(165,000)	165,000	
Lake boat ramp	0	0	0	(4,834)	(6,000)	(10,834)	10,834	LRCI (Council decision Sep 20)
Lake Towerrinning jetties	0	0	0	(4,995)	(110,000)	(114,995)	114,995	LRCI (Council decision Sep 20)
Darkan Railway Reserve redevelopment	0	0	0	0	(32,000)	(32,000)	32,000	LRCI (Council decision Sep 20)
Lake playground fence and playground	0	0	0	(4,195)	(16,500)	(20,695)	20,695	LRCI (Council decision Sep 20)
<b>Economic Services</b>								
Kylie Dam Water Project	0	0	0	(12,608)	(100,512)	(113,120)	113,120	
<b>Infrastructure Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(61,632)</b>	<b>(515,012)</b>	<b>(576,644)</b>	<b>576,644</b>	



**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2021**

**Note 7: Capital Acquisitions**

Assets	YTD Actual			Amended Budget			Variance	Comment
	Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	
	\$	\$	\$	\$	\$	\$	\$	
<b>Plant , Equip. &amp; Vehicles</b>								
<b>Transport</b>								
Prime Mover	0	0	0	0	(170,000)	(170,000)	170,000	Not likely this year due to supply issues.
Side Tipping Trailer	0	0	0	0	(100,000)	(100,000)	100,000	Not likely this year due to supply issues.
Large Vibe Roller	0	(131,221)	(131,221)	0	(150,000)	(150,000)	18,779	
Utes	0	0	0	0	(101,000)	(101,000)	101,000	Expect to purchase two utes, not three as budgeted.
Mower	0	0	0	0	(11,000)	(11,000)	11,000	Ordered.
<b>Plant, Equip &amp; Vehicles Total</b>	<b>0</b>	<b>(131,221)</b>	<b>(131,221)</b>	<b>0</b>	<b>(532,000)</b>	<b>(532,000)</b>	<b>400,779</b>	
<b>Roads</b>								
<b>Regional Road Group</b>								
Boyup Brook Arthur Road	(138,017)	(140,291)	(278,308)	(142,075)	(159,300)	(301,375)	23,067	
Bowelling Duranillin Road	(131,674)	(92,229)	(223,903)	(117,508)	(140,175)	(257,683)	33,780	
<b>Regional Road Group Total</b>	<b>(269,691)</b>	<b>(232,520)</b>	<b>(502,211)</b>	<b>(259,583)</b>	<b>(299,475)</b>	<b>(559,058)</b>	<b>56,847</b>	
<b>Roads to Recovery</b>								
Darkan South Road - Slip Lane and Intersection	(63,164)	(746)	(63,910)	(81,264)	(27,790)	(109,054)	45,144	
Darkan South Road - Widening Corners	(1,728)	(1,980)	(3,708)	(74,308)	(28,040)	(102,348)	98,640	
Old Collie Road	(45,341)	(7,916)	(53,257)	(58,371)	(8,208)	(66,579)	13,322	Small amount of drainage works to be carried out.
Bowelling McAlinden Road	(25,268)	(31,034)	(56,302)	(33,125)	(30,914)	(64,039)	7,737	Works Completed.
Bokal East Arthur Road	(27,673)	(43,940)	(71,613)	(26,408)	(39,300)	(65,708)	(5,905)	Additional material expenditure due to greater area cement stab.
<b>Roads to Recovery Total</b>	<b>(163,174)</b>	<b>(85,616)</b>	<b>(248,790)</b>	<b>(273,476)</b>	<b>(134,252)</b>	<b>(407,728)</b>	<b>158,938</b>	
<b>Road and Community Infrastructure Program</b>								W Tree Gully project removed
Centre line - 3 roads	(12,954)	(7,622)	(20,576)	0	(40,000)	(40,000)	19,424	LRCI (Council decision Sep 20), allocations above budget.
Bunce-King Road Bridge	0	(6,000)	(6,000)	(3,867)	(35,000)	(38,867)	32,867	LRCI (Council decision Sep 20)
Lake Towerrinning Entrance and Car Park	(3,544)	(22,492)	(26,036)	(1,000)	(25,000)	(26,000)	(36)	LRCI (as per budget) - completed
Growden Place - Drainage, seal, reseal	(32,118)	(26,921)	(59,039)	(14,038)	(30,150)	(44,188)	(14,851)	LRCI (as per budget), allocations above budget. Completed.
<b>Shire Funded Total</b>	<b>(48,616)</b>	<b>(63,035)</b>	<b>(111,651)</b>	<b>(18,905)</b>	<b>(130,150)</b>	<b>(149,055)</b>	<b>37,404</b>	
<b>Shire Funded</b>								
Growden Place - Intersection	(35,650)	(60,233)	(95,883)	(24,149)	(59,480)	(83,629)	(12,254)	Additional allocations of time and plant. Completed
Airlee Road	(616)	(13,662)	(14,278)	(510)	(8,000)	(8,510)	(5,768)	Additional material expenditure due to greater area. Completed
Collie South East Road	0	0	0	(510)	(5,000)	(5,510)	5,510	
Jackson Road	0	(238)	(238)	(39,845)	(1,822)	(41,667)	41,429	
<b>Shire Funded Total</b>	<b>(36,266)</b>	<b>(74,133)</b>	<b>(110,399)</b>	<b>(65,014)</b>	<b>(74,302)</b>	<b>(139,316)</b>	<b>28,917</b>	
<b>Roads Total</b>	<b>(517,747)</b>	<b>(455,304)</b>	<b>(973,051)</b>	<b>(616,978)</b>	<b>(638,179)</b>	<b>(1,255,157)</b>	<b>282,106</b>	
<b>Capital Expenditure Total</b>	<b>(532,644)</b>	<b>(667,088)</b>	<b>(1,199,732)</b>	<b>(719,660)</b>	<b>(1,918,935)</b>	<b>(2,638,595)</b>	<b>1,438,863</b>	

**ITEM 8.1.2 – ACCOUNTS FOR PAYMENT**

LOCATION/ADDRESS: N/A  
 NAME OF APPLICANT: N/A  
 FILE REFERENCE: N/A  
 DISCLOSURE OF INTEREST: N/A  
 DATE OF REPORT: 10 May 2021

**SUMMARY:**

Council to note payments of accounts as presented.

**BACKGROUND:**

The schedule of accounts is included as an attachment for Council information.

**COMMENT:**

If you have any questions regarding payments in the listing, please contact the office prior to the Council meeting.

**CONSULTATION:**

There has been no consultation.

**STATUTORY ENVIRONMENT:**

Section 12 of the Local Government (Financial Management) Regulations 1996 states that

- 12 (1) A list of creditors is to be compiled for each month showing –
- (a) The payee's name;
  - (b) The amount of the payment;
  - (c) Sufficient information to identify to transaction; and
  - (d) The date of the meeting of the council to which the list is to be resented.

**POLICY IMPLICATIONS:**

There are no policy implications.

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**STRATEGIC IMPLICATIONS:**

No strategic implications.

**VOTING REQUIREMENTS:**

Simple majority

**COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.2**

Moved: Cr Julie McFall

Seconded: Cr Neil Morrell

That in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, payment of Municipal Fund vouchers 14042021.1 - 14042021.27, 15042021.1 - 15042021.10, 20042021.1 - 20042021.11, 07052021.1 - 07052021.29, Cheques 20058, 20059, 20060, 20061 & 20063 Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling \$322,468.55 listed (attached) be noted as approved for payment.

**CARRIED 7/0**

**ATTACHMENTS:**

- Cheque Listing

**Shire of West Arthur**  
**Cheque Detail**  
**April 13 through May 10, 2021**

Date	Num	Name	Amount
14/04/2021	14042021.1	<b>AIR LIQUIDE</b>	<b>88.96</b>
		GAS CYLINDERS	
14/04/2021	14042021.2	<b>ARMAC STUMP GRINDING</b>	<b>1,850.00</b>
		STUMP GRINDING DARKAN TOWNSITE, CARAVAN PARK, SPORTS CLUBS & AMENITIES	
14/04/2021	14042021.3	<b>BODDINGTON MEDICAL CENTRE</b>	<b>1,045.00</b>
		FUEL REIMBURSEMENT FOR DOCTOR	
14/04/2021	14042021.4	<b>BRAYCO GLOBAL PTY LTD</b>	<b>4,574.00</b>
		STAINLESS STEEL APPLIANCES FOR ARTHUR RIVER HALL KITCHEN	
14/04/2021	14042021.5	<b>BURGESS RAWSON</b>	<b>283.98</b>
		WATER CONSUMPTION FOR ROSE GARDEN, RAILWAY TOILETS & WAR MEMORIAL	
14/04/2021	14042021.6	<b>C &amp; D CUTRI</b>	<b>1,210.00</b>
		REPAIRS TO COLLIE SOUTH EAST BRIDGE (4014)	
14/04/2021	14042021.7	<b>DARDANUP BUTCHERING COMPANY</b>	<b>100.47</b>
		MEAT FOR SENIORS MEALS	
14/04/2021	14042021.8	<b>DARKAN AGRI SERVICES</b>	<b>1,475.82</b>
		BUILDING SUPPLIES, GAS BOTTLES FORK LIFT, CLEANING PRODUCTS, PIPE FITTINGS	
14/04/2021	14042021.9	<b>DURANILLIN AGENCIES</b>	<b>17.50</b>
		3/4 BRASS VALVE FITTING	
14/04/2021	14042021.10	<b>EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD</b>	<b>2,648.69</b>
		SALARY SACRIFICE PAYMENTS	
14/04/2021	14042021.11	<b>ECOSCAPE AUSTRALIA PTY LTD</b>	<b>2,970.00</b>
		1ST PAYMENT SITE VISIT LAKE TOWERRINNING	
14/04/2021	14042021.12	<b>FLEAYS STORE</b>	<b>113.40</b>
		VEGETABLES & MILK FOR SENIOR MEALS, SUGAR, DETERGENT	
14/04/2021	14042021.13	<b>JI &amp; LA RILEY</b>	<b>10,466.50</b>
		PROGRESS PAYMENT NUMBER 3 - POST OFFICE	
14/04/2021	14042021.14	<b>KATANNING PEST MANAGEMENT</b>	<b>1,441.00</b>
		MOODIARRUP HALL ACTIVE TERMITES TREATED, VARIOUS TERMITE INSPECTIONS	
14/04/2021	14042021.15	<b>LUSH FIRE &amp; PLANNING</b>	<b>715.00</b>
		TOWN PLANNING SERVICES FOR VARIOUS APPLICATIONS/ENQUIRIES	
14/04/2021	14042021.16	<b>MARKET CREATIONS</b>	<b>1,093.13</b>
		INTERNET CONNECTION PROBLEM, COMPUTER MAINTENANCE MARCH 2021	
14/04/2021	14042021.17	<b>MCLEODS BARRISTERS AND SOLICITORS</b>	<b>363.28</b>
		LEGAL ADVICE	
14/04/2021	14042021.18	<b>NARROGIN FREIGHTLINES</b>	<b>83.96</b>
		FREIGHT TO RETURN PALLETS AND DRUMS TO SIGMA	
14/04/2021	14042021.19	<b>P &amp; S GRIGGS PLUMBING</b>	<b>385.00</b>
		BACKFLOW TESTING FOR 27 BURROWES STREET & 28 GROWDEN PLACE DARKAN	
14/04/2021	14042021.20	<b>PFD FOOD SERVICES PTY LTD</b>	<b>337.55</b>
		CONTAINERS & LIDS FOR SENIOR MEALS	
14/04/2021	14042021.21	<b>SEEK LIMITED</b>	<b>313.50</b>
		SEEK JOB AD FOR MANAGER OF WORKS POSITION	
14/04/2021	14042021.22	<b>SHIRE OF NARROGIN (SUPPLIER)</b>	<b>457.50</b>
		HEALTH OFFICER NOISE COMPLAINT & TRAVEL	
14/04/2021	14042021.23	<b>SOS OFFICE EQUIPMENT</b>	<b>185.64</b>
		PRINTER READINGS FOR MARCH 2021	
14/04/2021	14042021.24	<b>TOLL TRANSPORT PTY LTD</b>	<b>43.84</b>
		FREIGHT DOGGY BAG DISPENSER, LAKE AND POOL TESTING	
14/04/2021	14042021.25	<b>TRIMVIEW CERAMICS</b>	<b>814.00</b>
		TILES FOR ARTHUR HALL KITCHEN RENOVATION	
14/04/2021	14042021.26	<b>WARREN BLACKWOOD WASTE</b>	<b>2,737.60</b>
		DOMESTIC WASTE & RECYCLING BINS FEES	
14/04/2021	14042021.27	<b>WEST ARTHUR COMMUNITY RESOURCE CENTRE</b>	<b>883.84</b>
		DR HOURS FOR MARCH 2021 & HEART SURE PULSE OXIMETER	

**Shire of West Arthur**  
**Cheque Detail**  
 April 13 through May 10, 2021

Date	Num	Name	Amount
15/04/2021	EFT	<b>SALARIES &amp; WAGES</b>	<b>48,882.83</b>
		PAYROLL	
15/04/2021	15042021.1	<b>THE GOOD GUYS</b>	<b>1,599.00</b>
		GAS UPRIGHT COOKER FOR DARKAN TOWN HALL KITCHEN	
15/04/2021	15042021.2	<b>AUSTRALIAN ETHICAL SUPER FUND</b>	<b>433.37</b>
		SUPER CONTRIBUTIONS	
15/04/2021	15042021.3	<b>AUSTRALIAN SUPER</b>	<b>5,172.86</b>
		SUPER CONTRIBUTIONS	
15/04/2021	15042021.4	<b>AWARE SUPER</b>	<b>31,311.45</b>
		SUPER CONTRIBUTIONS	
15/04/2021	15042021.5	<b>CBUS</b>	<b>1,269.59</b>
		SUPER CONTRIBUTIONS	
15/04/2021	15042021.6	<b>COLONIAL FIRST STATE</b>	<b>1,268.80</b>
		SUPER CONTRIBUTIONS	
15/04/2021	15042021.7	<b>GD &amp; MA GOODING SUPERANNUATION FUND</b>	<b>61.00</b>
		SUPER CONTRIBUTIONS	
15/04/2021	15042021.8	<b>PRIME SUPER</b>	<b>330.75</b>
		SUPER CONTRIBUTIONS	
15/04/2021	15042021.9	<b>TWUSUPER</b>	<b>1,396.97</b>
		SUPER CONTRIBUTIONS	
15/04/2021	15042021.10	<b>WHITE SUPERANNUATION FUND</b>	<b>767.00</b>
		SUPER CONTRIBUTIONS	
20/04/2021	20042021.1	<b>ARMAC STUMP GRINDING</b>	<b>1,850.00</b>
		STUMP GRINDING ARTHUR RIVER CEMETARY PINES	
20/04/2021	20042021.2	<b>AUSTRALIA POST</b>	<b>259.70</b>
		BOX OF STAMPS & BOXES OF REFLEX PAPER	
20/04/2021	20042021.3	<b>E W &amp; R J PUGH</b>	<b>581.00</b>
		PUMP OUT DURANILLIN PUBLIC CONVENIENCES & TRAVEL	
20/04/2021	20042021.4	<b>MOTORPASS</b>	<b>5.50</b>
		FEE FOR ARTHUR RIVER FUEL CARD	
20/04/2021	20042021.5	<b>NICOLE WASMANN</b>	<b>592.29</b>
		REIMBURSE KITCHEN WAREHOUSE FOR NEW CHALET & PERMIT FROM MAIN ROADS	
20/04/2021	20042021.6	<b>PHOENIX GLASS</b>	<b>753.00</b>
		REPLACEMENT OF GLASS SLIDING DOOR IN CHAMBERS	
20/04/2021	20042021.7	<b>PROMPT SAFETY SOLUTIONS</b>	<b>2,750.00</b>
		GENERIC TMP BOOKLET	
20/04/2021	20042021.8	<b>PUTLAND MOTORS</b>	<b>1,363.06</b>
		PARTS UTE, ISUZU TRUCK, WORKS VEHICLE, SLASHER, RIDE ON MOWER	
20/04/2021	20042021.9	<b>TELFER BONNIE</b>	<b>128.96</b>
		REIMBURSE GOODS FOR SENIOR MEALS	
20/04/2021	20042021.10	<b>WHITE AMY</b>	<b>21.95</b>
		REIMBURSE GROUT CLEANER	
20/04/2021	20042021.11	<b>WOODLANDS DISTRIBUTORS PTY LTD</b>	<b>349.80</b>
		DOG LITTER BAG DISPENSER FOR CARAVAN PARK & FOOTBALL OVAL	
29/04/2021	EFT	<b>SALARIES &amp; WAGES</b>	<b>57,049.90</b>
		PAYROLL	
07/05/2021	07052021.1	<b>AIR LIQUIDE</b>	<b>88.96</b>
		GAS CYLINDERS	
07/05/2021	07052021.2	<b>AUSTRALIA'S GOLDEN OUTBACK</b>	<b>500.00</b>
		CO-CONTRIBUTION TO SOUTHERN WHEATBELT AD IN 13/3/21 WEST WEEKEND	
07/05/2021	07052021.3	<b>BRAYCO GLOBAL PTY LTD</b>	<b>144.00</b>
		HAND BASIN FOR HEALTH & RESOURCE CENTRE	
07/05/2021	07052021.4	<b>C &amp; D CUTRI</b>	<b>6,600.00</b>
		REPAIRS TO BUNCE KING BRIDGE	

**Shire of West Arthur**  
**Cheque Detail**  
**April 13 through May 10, 2021**

Date	Num	Name	Amount
07/05/2021	07052021.5	<b>COLLIE ELECTRICAL SERVICES</b>	264.00
		10 GIBBS STREET REPAIR HOT WATER SYSTEM	
07/05/2021	07052021.6	<b>DARDANUP BUTCHERING COMPANY</b>	299.48
		MEAT FOR SENIORS MEALS	
07/05/2021	07052021.7	<b>DUFF ELECTRICAL CONTRACTING</b>	556.05
		LIGHTS NISSAN HUT & CARAVAN PARK MAINTANANCE	
07/05/2021	07052021.8	<b>EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD</b>	2,648.69
		SALARY SACRIFICE PAYMENTS	
07/05/2021	07052021.9	<b>ECOSCAPE AUSTRALIA PTY LTD</b>	3,214.20
		LAKE TOWERRINNING MASTERPLAN - 2ND PAYMENT	
07/05/2021	07052021.10	<b>ELITE COMPLIANCE</b>	1,430.00
		ENGINEERING DESIGN AND CERTIFICATION WORKS LAKE TOWERRINNING JETTIES	
07/05/2021	07052021.11	<b>FALCINELLA BROTHERS</b>	36.00
		POTATOES FOR SENIORS MEALS	
07/05/2021	07052021.12	<b>FLEAYS STORE</b>	243.75
		VEGGIES & INGREDIENTS FOR SENIOR MEALS	
07/05/2021	07052021.13	<b>INSTITUTE OF PUBLIC WORKS ENGINEERING AUS</b>	841.50
		IPWEA SUBSCRIPTION JULY 21 - JUNE 2021	
07/05/2021	07052021.14	<b>JI &amp; LA RILEY</b>	53,860.13
		NEW CHALET CONSTRUCTION: PAYMENT 2 & 3	
07/05/2021	07052021.15	<b>LANDGATE</b>	40.60
		TITLE SEARCH AND LAND ENQUIRES FOR THE PURPOSE OF RATES	
07/05/2021	07052021.16	<b>LIBERTY OIL AUSTRALIA PTY LTD</b>	22,127.38
		DIESEL & UNLEADED	
07/05/2021	07052021.17	<b>LO-GO APPOINTMENTS</b>	2,918.16
		ACTING WORKS MANAGER CONTRACT	
07/05/2021	07052021.18	<b>MARKETFORCE</b>	1,281.83
		WORKS MANAGER ADVERTS	
07/05/2021	07052021.19	<b>NICKI MORRELL</b>	200.00
		REIMBURSEMENT FOR FAREWELL PRESENTS	
07/05/2021	07052021.20	<b>PETE'S</b>	3,851.50
		CREW CLOTHING 2021 & WORKS CREW RAIN JACKETS	
07/05/2021	07052021.21	<b>PFD FOOD SERVICES PTY LTD</b>	150.30
		CONTAINERS FOR SENIORS MEALS	
07/05/2021	07052021.22	<b>PHOENIX GLASS</b>	850.00
		MESH DOOR TO KITCHEN DOOR IN THE DARKAN PUBLIC HALL	
07/05/2021	07052021.23	<b>RAREBITS ON BURROWES 1</b>	200.00
		MORNING TEA & LUNCH FOR TUESDAY 9 MARCH – ELECTED MEMBERS TRAINING	
07/05/2021	07052021.24	<b>REBECCA SOUTH</b>	136.00
		FIRST AID TRAINING	
07/05/2021	07052021.25	<b>SOS OFFICE EQUIPMENT</b>	275.29
		METER READINGS FOR PRINTER APRIL 2021	
07/05/2021	07052021.26	<b>SOUTHERN LOCK &amp; SECURITY</b>	21.60
		HRC ALARM MONITORING PRO RATA 1-14 APRIL 2021 (SERVICE TERMINATED)	
07/05/2021	07052021.27	<b>SWAT PEST CONTROL</b>	209.00
		INSECT SPRAYING - CARAVAN PARK CAMP KICHEN & ABULTION BLOCK & CHALET	
07/05/2021	07052021.28	<b>TWEEDIE, STEVEN</b>	1,078.00
		GOVERNANCE SUPPORT	
07/05/2021	07052021.29	<b>WEST ARTHUR COMMUNITY RESOURCE CENTRE</b>	1,354.67
		HALF SHARE TOWARDS JOINT PRODUCTION OF SPLASHTEST DUMMIES	
15/04/2021	B/PAY	<b>TELSTRA</b>	343.20
		TELEPHONE CALLS FOR CRC	
15/04/2021	B/PAY	<b>TELSTRA</b>	568.57
		OFFICE, DEPOT, CRC, PHONE & INTERNET CHARGES & FEES	

**Shire of West Arthur**  
**Cheque Detail**  
 April 13 through May 10, 2021

Date	Num	Name	Amount
15/04/2021	B/PAY	<b>WATER CORPORATION</b>	<b>7,336.79</b>
		VARIOUS WATER USAGE & SERVICE CHARGES	
15/04/2021	DIRECTDEBIT	<b>SYNERGY</b>	<b>1,323.49</b>
		ELECTRICITY USAGE AND SUPPLY CHARGE FOR STREETLIGHTS	
07/05/2021	DIRECTDEBIT	<b>SYNERGY</b>	<b>5,019.21</b>
		VARIOUS ELECTRICITY USAGE AND SUPPLY CHARGE	
30/04/2021	DIRECTDEBIT	<b>NATIONAL AUSTRALIA BANK</b>	<b>63.30</b>
		ACCOUNT FEES	
02/05/2021	DIRECTDEBIT	<b>BENDIGO BANK</b>	<b>127.62</b>
		MERCHANT FEES APRIL	
29/04/2021	DIRECTDEBIT	<b>NATIONAL AUSTRALIA BANK</b>	<b>40.99</b>
		NAB FEES APRIL	
14/04/2021	20058	<b>DEPARTMENT OF TRANSPORT</b>	<b>49.90</b>
		LICENCE FEE FOR LICENCE TEST FOR HR	
20/04/2021	20059	<b>DEPARTMENT OF TRANSPORT</b>	<b>40.15</b>
		VEHICLE REGISTRATION	
21/04/2021	20060	<b>SOUTHERN AGCARE</b>	<b>500.00</b>
		DONATION 2020/2021	
21/04/2021	20061	<b>BOND ADMINISTRATOR</b>	<b>612.00</b>
		BOND 31 ARTHUR STREET	
21/04/2021	20063	<b>PETTY CASH</b>	<b>485.65</b>
		CLEANING SUPPLIES, STAMPS, MILK, LICENCES, KEY CUT	
		<b>VOUCHERS</b>	<b>AMOUNT</b>
MUNICIPAL FUND			
		14042021.1 - 14042021.27	36,699.16
		15042021.1 - 15042021.10	43,610.79
		20042021.1 - 20042021.11	8,655.26
		07052021.1 - 07052021.29	105,421.09
		CHEQUES - 20058, 20059, 20060, 20061 & 20063	1,687.70
		EFT/DEBIT/BPAY	14,823.17
		SALARIES & WAGES	105,932.73
		LICENSING APRIL 2021 TRANSFERS	5,638.65
		<b>TOTAL</b>	<b>322,468.55</b>

**ITEM 8.1.3 – POLICY - ATTENDANCE AT EVENTS ELECTED MEMBERS AND CEO**

LOCATION/ADDRESS:	Not applicable
NAME OF APPLICANT:	Not applicable
FILE REFERENCE:	2.15
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	11 May 2021

**SUMMARY:**

Council to consider the draft Attendance at Events Elected Members and CEO Policy.

**BACKGROUND:**

Section 5.90A of the Local Government Act requires that local governments have an attendance at events policy. The purpose of the policy is for the Council to actively consider the purpose of and benefits to the community from Council members and the CEO attending events.

The policy provides a framework for the acceptance of invitations to various events, clarifies who will pay for tickets or the equivalent value of the invitation.

**CONSULTATION:**

Staff have reviewed other local governments attendance at events policies and guidelines provided by the Department of Local Government Sport and Cultural Industries.

**STATUTORY ENVIRONMENT:**

Section 5.90A of the Local Government Act 1995 provides that a local government must prepare and adopt a policy that deals with matters relating to the attendance of council members and the CEO at events, including —

- (a) the provision of tickets to events; and
- (b) payments in respect of attendance; and
- (c) approval of attendance by the local government and criteria for approval; and
- (d) any prescribed matter.

The CEO must publish an up-to-date version of the policy on the local government's official website.

**POLICY IMPLICATIONS:**

This policy does not conflict with any existing policy.

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**STRATEGIC IMPLICATIONS:**

Adoption of the policy aligns with the strategy as outlined in the Shire of West Arthur's 2020 Corporate Plan: Outcome 5.2: ACCOUNTABLE service delivery by Council and well trained, motivated, customer focused staff. STRATEGY

- Policy Development and Review  
Develop new policies as required and regularly review existing policies.

**COMMENT:**

In developing the policy, there are a number of matters which need to be considered. Principally, the council needs to consider what is the benefit to the community or local government in having members of council or the CEO attend the event.

This policy is to enable council members to attend events as a representative of council without restricting their ability to participate in council meetings. It is not intended to be used as a mechanism to avoid conflict of interest provisions where significant matters are likely to come before council from the provider of the invitation.

While attending events is generally considered an important function for council members and the CEO to represent the local government, if there are costs involved, especially significant costs, it can lead to criticism from the community for spending ratepayer's money if the tangible benefits are not identified.

Similarly, if the council is accepting tickets, including those as a result of sponsorship, there can be a perception of bias when matters affecting that organisation come before council.

The policy should also consider the role that the person attending will have at the event - for example, speaking, giving an award or being a member of the audience – especially if there are significant costs associated with attendance. The community perception will be different for a person attending to undertake a specific role or function versus being a member of the audience.

Pre-approved events have been included in the attached draft policy. Council may wish to add other pre-approved events to this policy.

**VOTING REQUIREMENTS:**

Absolute majority

<b>COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.3</b>
---------------------------------------------------------------

Moved: Cr Adam Squires

Seconded: Cr Marie Lloyd

That Council adopt the draft Attendance at Events for Elected Members and CEO Policy.

**CARRIED 7/0**

**ATTACHMENTS**

- Draft Attendance at Events for Elected Members and CEO Policy



## Policy Register Reference



## Council Policy

# ***Attendance at Events – Elected Members and CEO***

*Adopted [adoption date]  
Amended [dates and details of any amendments]*

Adoption Date: ...  
Adoption Reference: ...  
Review Date: ...  
Maintained By: ...

Document Reference: H:\2 GENERAL ADMINISTRATION\2.9 AGENDA MINUTES\AGENDA\2020-21\2105  
May\Agenda Item Attachment 8.1.3 - 1 Draft Policy Attendance at Events Elected Members and CEO.docx

31 Burrowes Street DARKAN  
Post Office, DARKAN WA 6392  
Tel: (+61 8) 9736 2222  
Fax: (+61 8) 9736 2212

## 1. Objective

The purpose of the policy is to provide transparency for Councillor and CEO attendance at events, whether free of charge, part of a sponsorship agreement, or paid by the Shire of West Arthur.

S5.90A of the Local Government Act provides that a local government must prepare and adopt an Attendance at Events Policy.

This policy is made in accordance with those provisions. This policy addresses attendance at any events, including concerts, conferences, functions, or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government.

The tickets should be provided to the local government and not individual council members. A ticket or invitation provided by a donor to an individual in their capacity as a council member or CEO is to be treated as a gift to that person, unless the tickets or invitation is referred to the local government to be considered in accordance with the policy.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

## 2. Scope

Applies to all Councillors and the Chief Executive Officer.

## 3. Definitions

Act: Local Government Act 1995.

CEO: means the Chief Executive Officer of the Shire of West Arthur

Elected Member: means the Councillors of the Shire of West Arthur

Event: an occasion hosted by an individual or organisation, including concerts, conferences, functions, sporting events or any other activity in accordance with s5.90A(1)(e) of the Act.

Gift: has the meaning given to it under the Local Government Act 1995. Ticket includes an admission ticket to an event or an invitation to attend an event, or a complimentary registration to an event offered by a third party.

## 4. Policy Statement

S5.90A of the Local Government Act requires that local governments have an attendance at events policy. The purpose of the policy is for the council to

actively consider the purpose of and benefits to the community from council members and the CEO attending events.

The policy provides a framework for the acceptance of invitations to various events, clarifies who will pay for tickets or the equivalent value of the invitation.

The tickets should be provided to the local government and not individual council members. A ticket or invitation provided by a donor to an individual in their capacity as a council member or CEO is to be treated as a gift to that person unless the tickets or invitation is referred to the local government to be considered in accordance with the policy.

#### 4.1 Invitations

All invitations or offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the Chief Executive Officer.

Any invitation or offer of tickets not addressed to the Chief Executive Officer is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

A ticket or invitation received by a person not in their capacity as an Elected Member or CEO will not be captured by this Policy. The requirement to disclose a financial interest where the amount exceeds the amount prescribed under the Local Government (Administration) Regulation 20A applies in this case.

A ticket or invitation provided to an individual in their capacity as an Elected Member or CEO is to be treated as a 'gift' to that person unless the ticket or invitation is referred to the local government for consideration regarding this policy.

The following events and attendees are pre-approved for the purposes of this policy:

Event	Event Organiser or Date	Approved Attendees
Local Government Week, including WALGA Annual General Meeting and other events hosted by Western Australian Local Government Association (WALGA)	Western Australian Local Government Association (WALGA)	All Councillors Chief Executive Officer
Events hosted by Local Government Professionals Australia WA (LG Pro)	Local Government Professionals Australia WA (LG Pro)	All Councillors Chief Executive Officer
Local Events (within the Shire of West Arthur) – where there is a clear link between the Shire	Sporting Cultural Industry	Shire President Deputy Shire President

and attendance at the event		
Events hosted by Australian Local Government Association (ALGA)	Australian Local Government Association (ALGA)	Shire President Deputy Shire President Chief Executive Officer
Events hosted by a local government or regional local government.	Events hosted by a local government or regional local government.	Shire President Chief Executive Officer
Events hosted by a department of the public service, a government department of another State, a Territory or the Commonwealth	Any Federal, State or Territory Government agency	Shire President Chief Executive Officer

#### 4.2 Approval of attendance

In deciding on attendance at an event, Council must consider:

- a) who is providing the invitation or ticket to the event,
- b) the location of the event in relation to the Shire (within the region or out of the region),
- c) the role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
- d) whether the event is sponsored by the Shire of West Arthur,
- e) the benefit of Shire of West Arthur representation at the event,
- f) the number of invitations / tickets received; and
- g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

Decisions to attend pre-approved events in accordance with this policy will be made by simple majority of Council or by the Shire President.

In addition to invitations or tickets provided by event organisers, the CEO, in consultation with the Shire President, may purchase tickets for an event where Shire attendance is deemed to be beneficial and appropriate. Where attendance at an event is approved in accordance with this policy, the requirement to disclose a financial interest under the Act will not apply.

#### 4.3 Payments in respect of attendance

Where an invitation or ticket to an event is provided free of charge, the Shire may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the region if the Council determine attendance to be of value to the organisation.

For any events where a member of the public is required to pay, unless previously approved or listed in this policy as a pre-approved event, Council

will determine whether it is in the best interests of the Shire for an Elected Member, the CEO, or another employee to attend on behalf of Council.

If Council determines that an Elected Member or CEO in consultation with the Shire President should attend a paid event, the Shire will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised Shire representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by Council.

This policy does not apply where a Councillor or the CEO attends an event at their own cost and in a personal capacity.

#### 4.4. Excluded Events

Events that will not be considered for approval under this policy include:

- Political party events and fundraisers,
- Entertainment events with no link to the Shire; and
- Events that primarily benefit Councillors or the CEO in a personal capacity or in a role other than their role at the Shire.

## **5. Legislative and Strategic Context**

S5.90A of the Local Government Act requires that local governments have an attendance at events policy.

In accordance with the Act, the Policy must be adopted by an absolute majority of Council members and be published at the local government website.

## **6. Review Position**

Chief Executive Officer

## **7. Associated Documents**

Departmental Circular 14 2019 - New Gifts framework

**ITEM 8.1.4 – DEDICATION OF LAND FOR COLLIE LAKE KING ROAD REALIGNMENT AND WIDENING**

LOCATION/ADDRESS:	Collie-Lake King Road, Farrell and Rajander Roads
NAME OF APPLICANT:	Main Roads WA(MRWA)
FILE REFERENCE:	7.3.3
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	13 May 2021

**SUMMARY:**

Council to consider Main Road's request to support planned road works on Coalfields Road including the future dedication of land acquired in the vicinity of Farrell and Rajander roads intersection.

**BACKGROUND:**

Main Roads is planning to carry out road improvements on a section of the Collie-Lake King Road (Coalfields Road) in the vicinity of the intersections with Farrell and Rajander roads. In order for the project to proceed, the land shown shaded on the attached Main Roads drawings is required to be included in the road reserve.

**CONSULTATION:**

Main Roads has previously consulted with the community and the Shire on the proposed road works.

A letter was received from Main Roads with plans (see attachment) indicating the dedication action.

Main Roads is requesting that Council consider the matter and provide the following statement in its letter concurrence to satisfy State Land Services requirements.

"Council at its meeting of 18 May 2021 concurred to the dedication of the land, the subject of Main Roads drawings 2060-072-1 and 2060-073-1, as road under section 56 of the Land Administration Act"

**STATUTORY ENVIRONMENT:**

Road dedications are included in the Land Administration Act 1997, sections 56 and 58. To dedicate land as a road, the local government must resolve to make a request to the Minister.

**POLICY IMPLICATIONS:**

There are no policy implications.

**FINANCIAL IMPLICATIONS:**

There are no financial implications

**STRATEGIC IMPLICATIONS:**

The dedication of the land will allow for road improvement to Coalfields Road, improving road safety.

**VOTING REQUIREMENTS:**

Simple majority.

**COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.4**

Moved: Cr Adam Squires

Seconded: Cr Julie McFall

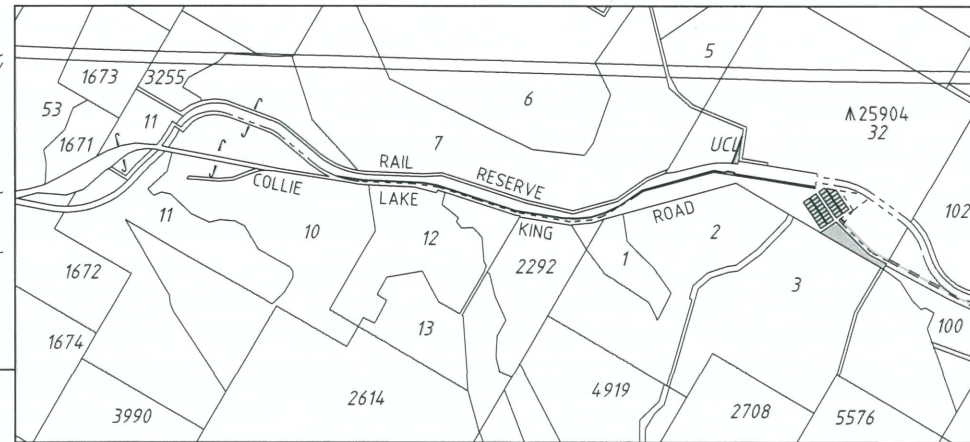
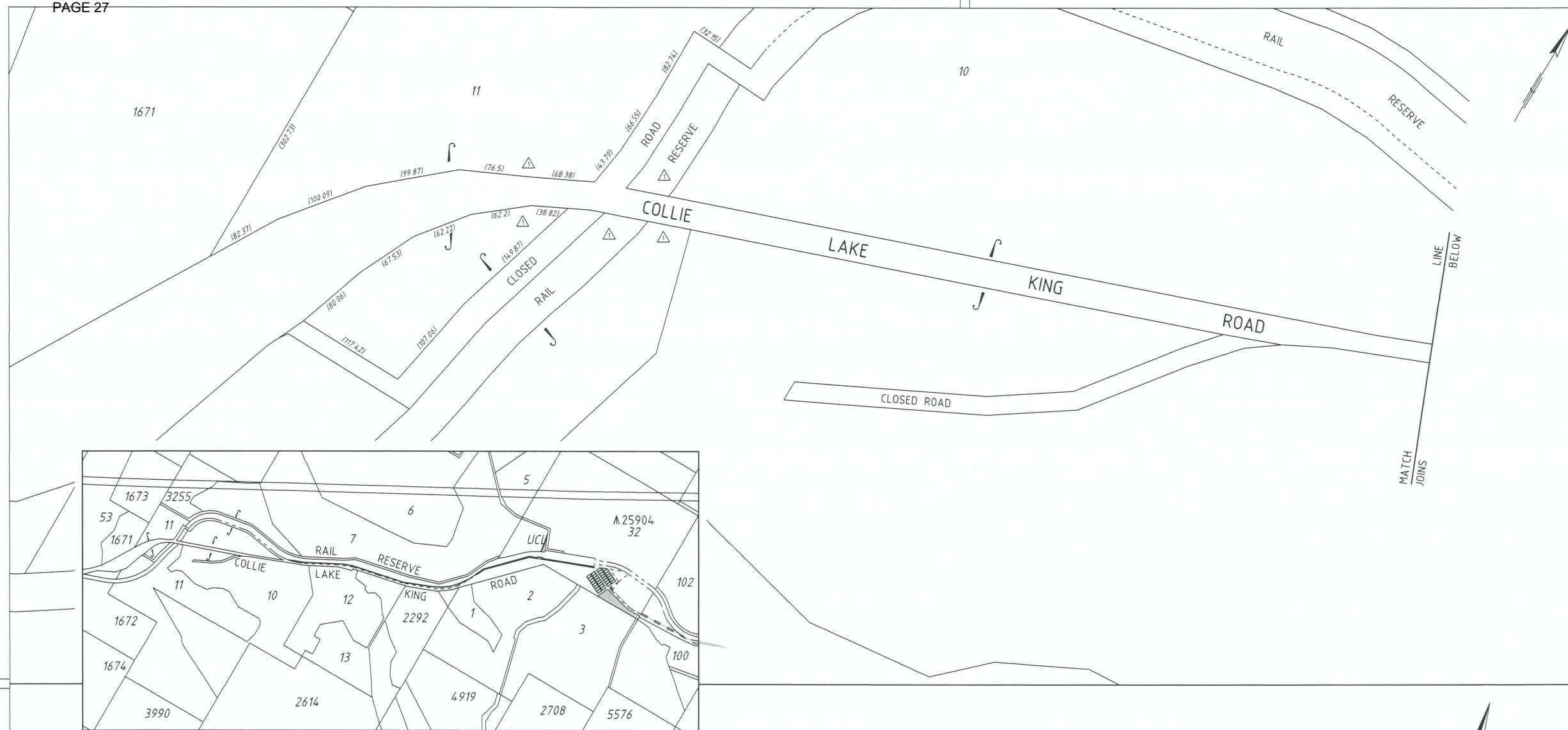
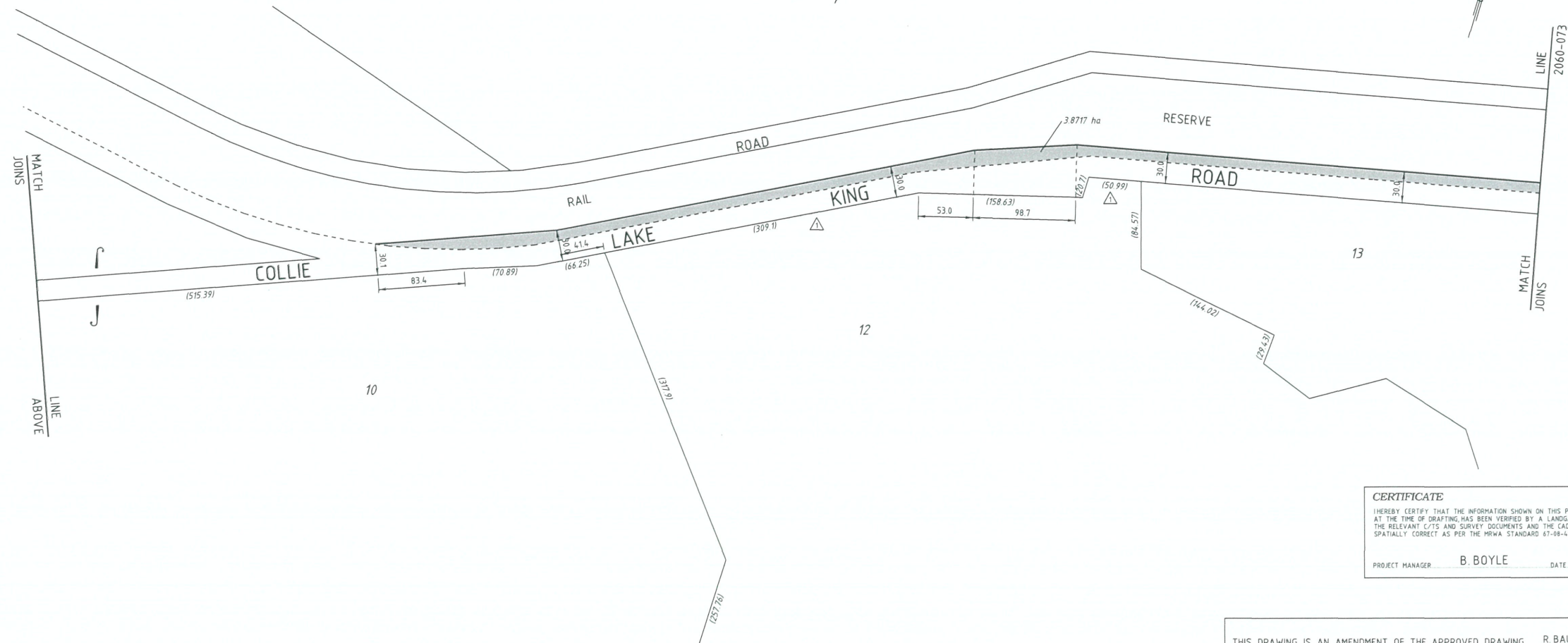
That Council concur to the dedication of the land, the subject of Main Roads Drawings 2060-072-1, 2060-073-1, as a pursuant to section 56 of the Land Administration Act. 1997.

**CARRIED 7/0**

**ATTACHMENTS:**

- Plans



LOCALITY PLAN  
NOT TO SCALE

**CERTIFICATE**  
HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT  
AT THE TIME OF DRAFTING HAS BEEN VERIFIED BY A LANDGATE SEARCH OF  
THE RELEVANT C/T'S AND SURVEY DOCUMENTS AND THE CADASTRE IS  
SPATIALLY CORRECT AS PER THE MRWA STANDARD 67-08-08  
PROJECT MANAGER B. BOYLE DATE 13.03.20

## AMENDMENTS

No.	DESCRIPTION	AUTHORISED	DATE	MICRO DATE
1.	REQUIREMENT FROM LOTS 11 & 12 REMOVED	W.M. ROLLINGS	20/4/21	20/4/21

## LEGEND

- LAND REQUIRED FOR ROAD PURPOSES
- BOUNDARY TO BE SURVEYED.

## NOTES

- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
- S.L.K IS A M.R.W.A STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
- CADASTRAL MODEL : CAD1266A
- HORIZONTAL DATUM IS GDA94.

## WHEATBELT REGION

Telephone 9323 4580 Fax 9323 4600

## APPROVED FOR IMPLEMENTATION

FILE NUMBER	DATE	APPROVAL NUMBER
19/3721		
AUTHORISED	R BAULCH	
APPROVED	C MANTON	

**mainroads**  
WESTERN AUSTRALIAFINANCE AND SERVICES  
PROPERTY MANAGEMENT

Telephone 9323 4580 Fax 9323 4600

**Advisian**  
WorleyParsons GroupGRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-08 IN THE  
ROAD AND TRAFFIC ENGINEERING MANUAL

## COLLIE LAKE KING ROAD M37

LAND DEALINGS  
SHEET 1 OF 2  
80.87 - 83.38 SLK

LOCAL AUTHORITY (316) SHIRE OF WEST ARTHUR

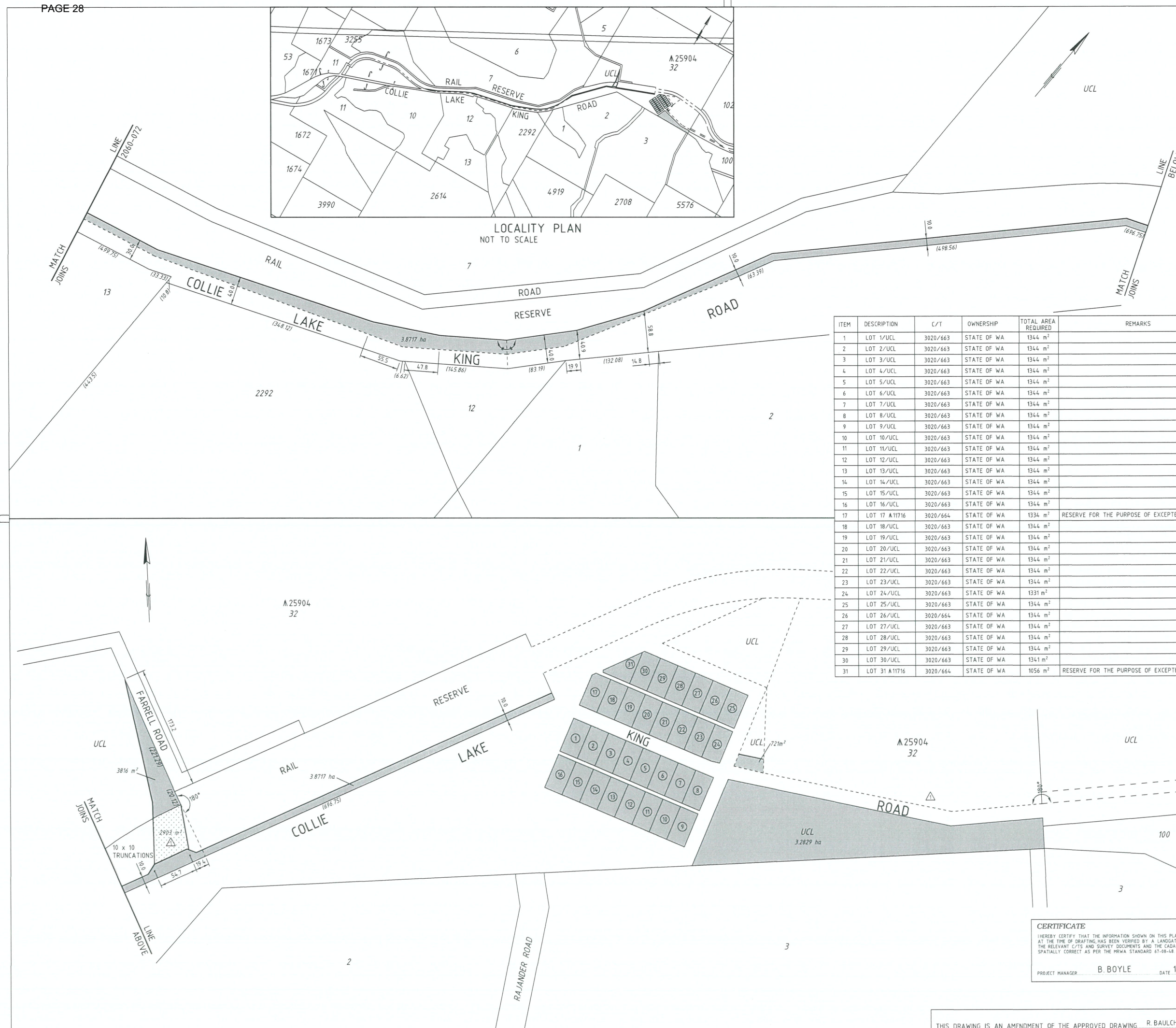
DRAWING TYPE 7200 DRAWING NUMBER

FILE NUMBER 19/3721

2060-072-1

THIS DRAWING IS AN AMENDMENT OF THE APPROVED DRAWING R BAULCH 20/4/21





## AMENDMENTS

NO.	DESCRIPTION	AUTHORISED	DATE	MICRO DATE
1.	REQUIREMENTS FROM A. 25904 (LOT 32) AND PART RAIL RESERVE	W.M. ROLLINGS	20/4/21	20/4/21

## LEGEND

- LAND REQUIRED FOR ROAD PURPOSES
- INDEMNITY AREA
- BOUNDARY TO BE SURVEYED

## NOTES

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- CADASTRAL MODEL: CAD1266A
- HORIZONTAL DATUM IS GDA94.

## WHEATBELT REGION

Telephone 9323 4580 Fax 9323 4600

## APPROVED FOR IMPLEMENTATION

FILE NUMBER	DATE	APPROVAL NUMBER
19/3721		

AUTHORISED	R. BAULCH
APPROVED	C. MANTON


**mainroads**  
WESTERN AUSTRALIA

 FINANCE AND SERVICES  
PROPERTY MANAGEMENT

Telephone 9323 4580 Fax 9323 4600


**Advisian**  
WorleyParsons Group

GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL

## COLLIE LAKE KING ROAD M37

 LAND DEALINGS  
SHEET 2 OF 2  
83.38 - 86.19 SLK

LOCAL AUTHORITY (316) SHIRE OF WEST ARTHUR

DRAWING TYPE 7200 DRAWING NUMBER

FILE NUMBER 19/3721

2060-073-1

THIS DRAWING IS AN AMENDMENT OF THE APPROVED DRAWING R. BAULCH



LOCALITY PLAN  
NOT TO SCALE

**CERTIFICATE**  
I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING HAS BEEN VERIFIED BY A LANDGATE SEARCH OF THE RELEVANT C/T'S AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRWA STANDARD 67-98-48

PROJECT MANAGER: B. BOYLE DATE: 13/03/20

## AMENDMENTS

No.	DESCRIPTION	AUTHORISED	DATE	MICRO DATE
1.	REQUIREMENT FROM LOTS 11 & 12 REMOVED	W.M. ROLLINGS	20/4/21	20/4/21

## LEGEND

- LAND REQUIRED FOR ROAD PURPOSES
- BOUNDARY TO BE SURVEYED

## NOTES

- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
- SLK IS A MRWA STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
- CADASTRAL MODEL: CAD1266A
- HORIZONTAL DATUM IS GDA94.

## WHEATBELT REGION

Telephone 9323 4580 Fax 9323 4600

## APPROVED FOR IMPLEMENTATION

FILE NUMBER	DATE	APPROVAL NUMBER
19/3721		
AUTHORISED	R. BAULCH	
APPROVED	C. MANTON	



FINANCE AND SERVICES  
PROPERTY MANAGEMENT

Telephone 9323 4580 Fax 9323 4600



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GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-98-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL

## COLLIE LAKE KING ROAD M37

LAND DEALINGS  
SHEET 1 OF 2  
80.87 - 83.38 SLK

LOCAL AUTHORITY (316) SHIRE OF WEST ARTHUR

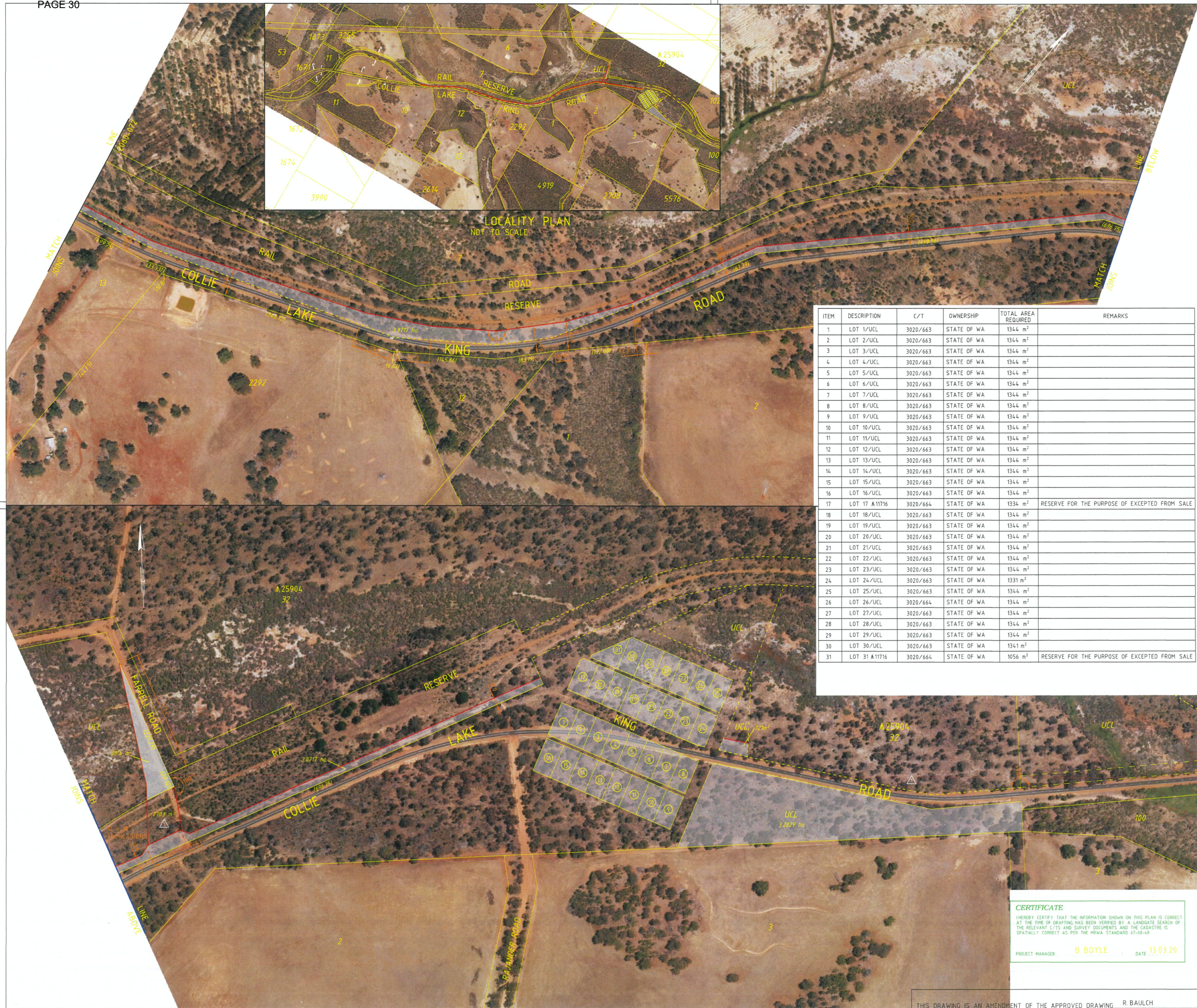
DRAWING TYPE: 7200 DRAWING NUMBER: 2060-072-1

FILE NUMBER: 19/3721

THIS DRAWING IS AN AMENDMENT OF THE APPROVED DRAWING: R. BAULCH 20/4/21





SCALE 1:2500  
15/6/2020  
A 1



[illegible]

DESCRIPTION
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**LEGEND**

	LAND REQUIRED FOR ROAD PURPOSES	 0 350 400
	INDEMNITY AREA	
	BOUNDARY TO BE SURVEYED.	

## NOTES

- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY  
AND ARE SUBJECT TO SURVEY.
- S.L.K IS A M.R.W.A STRAIGHT LINE KILOMETRE AND  
IS APPROXIMATE ONLY.
- CADASTRAL MODEL : CAD1266A
- HORIZONTAL DATUM IS GDA94.

## WHEATBELT REGION

Telephone 9323 4580 Fax 9323 4500

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**APPROVED FOR IMPLEMENTATION**

APPROVED FOR IMPLEMENTATION		
RE NUMBER	DATE	APPROVAL NUMBER

1973721				50
AUTHORISED	R. BAULCH			0
APPROVED	C. MANTON			



**mainroads**  
 WESTERN AUSTRALIA

FINANCE AND SERVICES

**PROPERTY MANAGEMENT**

Telephone 9323 4580      Fax 9323 4600



**Advisian**  
WorleyParsons Group

GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE  
ROAD AND TRAFFIC ENGINEERING MANUAL

COLLIE LAKE KING ROAD M37  
LAND DEALINGS

LAND DEALINGS  
SHEET 2 OF 2  
83.38 - 86.19 SLK

LOCAL AUTHORITY (316) SHIRE OF WEST ARTHUR

DRAWING TYPE 7200	DRAWING NUMBER	AMEND.
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2060-073-1

1775121	
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**8.2 COMMITTEE REPORTS**

Nil.

**8.3 ELECTED MEMBER REPORTS**

Cr K King

- 23 April 2021 - Central Country Zone Meeting
- 21 April 2021 – Local Emergency Management Committee Meeting

Cr N Manuel

Nil.

Cr M Lloyd

- 3 May 2021 – West Arthur CRC Committee Meeting

Cr J McFall

- 23 April 2021 - Central Country Zone Meeting Pingelly

Cr A Squires

- 17 May 2021 – West Arthur Cottage Homes Committee Meeting

Cr N Morrell

- 21 April 2021 - Local Emergency Management Committee Meeting
- 21 April 2021 – Bush Fire Advisory Committee Meeting

Cr G Peirce

- 11 May 2021 - 4WDL VROC Meeting

**9. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****11. CONFIDENTIAL ITEMS****MOTION TO CLOSE MEETING**

Moved: Cr Adam Squires

Seconded: Cr Neil Morrell

That in accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for the following items in accordance with subsection (a) a matter affecting an employee or employees and (b) the personal affairs of any person.

**CARRIED 7/0**

6:56pm - The members of the public in the gallery left the meeting and did not return.

**CONFIDENTIAL ITEM 11.1.1 – APPROVAL OF CEO LEAVE AND APPOINTMENT OF ACTING CEO**

LOCATION/ADDRESS:	Not applicable
NAME OF APPLICANT:	Not applicable
FILE REFERENCE:	2.15
DISCLOSURE OF INTEREST:	The Chief Executive Officer declares an interest in relation to this matter.
DATE OF REPORT:	13 May 2021

**SUMMARY:**

Council to consider a request for leave from the Chief Executive Officer and the appointment of an Acting Chief Executive Officer.

**BACKGROUND:**

The Chief Executive Officer is seeking approval to take leave.

A confidential report in relation to the leave requested and appointment of the Acting CEO is included as an attachment.

**CONSULTATION:**

Local government professionals who carry out relief work were invited to express interest in the role of Acting Chief Executive Officer.

**STATUTORY ENVIRONMENT:**

The [Local Government Industry Award](#) provides information in relation to annual leave.

The Local Government Long Service Regulations are available from the following [link](#).

Local Government Act 1995, Section 5.36 (2) (a) provides that a local government is not to employ a person to fill the position of CEO unless council believes that the person is suitably qualified for the position.

**POLICY IMPLICATIONS:**

Council's existing Policy 3.3 states that a council resolution is required for an appointment where the period exceeds three months.

The Human Resources Policy states that the President may approve when the CEOs leave is to be taken, however given the period of leave requested, it is considered that Council may wish to consider the request.

**FINANCIAL IMPLICATIONS:**

The leave reserve may be used to fund the CEOs wages when on leave, with an acting CEO funded from the 21/22 wages budget. There will be a hand over period on top of the CEO's leave.

The Acting CEO will require accommodation. It is proposed to use a chalet at the caravan park. The fee for the chalet is currently \$130 per night. The full fee for the period of use should be recognised in the Shire's accounts as an income (fees and charges caravan park) and an expense (employee costs), however the true loss of income due to the chalet being unavailable is likely to be less than one third of the cost based on normal occupancy rates. The accounting entry would be included in the 21/22 Budget.

**STRATEGIC IMPLICATIONS:**

Strategy: Staff training and support programs will attract and retain the best quality staff

Actions: Continue to provide opportunities for flexible work opportunities including part time, work from home, casual, and extended leave to suit employee's personal commitments and chosen lifestyle.

**COMMENT:**

A motor vehicle may be required for the Acting Chief Executive Officer and options will be presented at the next Council meeting.

**VOTING REQUIREMENTS:**

Absolute majority

<b>OFFICER RECOMMENDATION – ITEM 11.1.1</b>
---------------------------------------------

That Council

- a) Consider the request for leave from the Chief Executive Officer included in the confidential attachment; and
- b) Consider the appointment of an Acting Chief Executive Officer for the period of Chief Executive Officer's leave.

**COUNCIL DECISION – ITEM 11.1.1**

Moved: Cr Neil Manuel

Seconded: Cr Adam Squires

That Council approve the Chief Executive Officer's request for leave from 12 July to 25 October 2021.

**CARRIED 6/1****COUNCIL DECISION – ITEM 11.1.1**

Moved: Cr Neil Manuel

Seconded: Cr Adam Squires

That Council appoint Ian Fitzgerald as Acting Chief Executive Officer for the period 12 July to 25 October 2021 in accordance with the remuneration terms requested.

**CARRIED 7/0****ATTACHMENTS**

- Confidential Report

CONFIDENTIAL

**ITEM 11.1.2 – CEO PERFORMANCE REVIEW PROCESS**

LOCATION/ADDRESS:	Not applicable
NAME OF APPLICANT:	CEO
FILE REFERENCE:	2.15
DISCLOSURE OF INTEREST:	The CEO declares a financial interest as the report is in relation to the CEOs performance review process
DATE OF REPORT:	13 May 2020

**SUMMARY:**

Determination of the process by which the CEO's performance will be reviewed in accordance with the Standards for CEO Recruitment and Performance.

**BACKGROUND:**

In February 2021, new legislation was introduced and Council adopted Standards for CEO Recruitment Performance and Termination at the April Council Meeting. The Standards set out criteria to be observed in relation to the review of the performance of CEOs.

In June 2020, Council resolved that the Shire President coordinate the review of the Chief Executive Officer's performance. The previous decision of Council has been superseded by the Model CEO Standards regulations i.e. this regulation applies to the conduct of CEO performance reviews from 3 February 2021 and any prior decision that is inconsistent with the new regulations cannot be actioned.

**CONSULTATION:**

Quotes for consultants to assist with the facilitation of the review have been requested.

**STATUTORY ENVIRONMENT:**

In accordance with the Local Government Act Section 5.38 (1) A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.

In accordance with the *Contract of Employment* the CEOs performance is reviewed at least annually. In consultation with the CEO, the Council is to determine who the reviewer is to be and whether the reviewer is to be accompanied or assisted by any other person. The contract states that the reviewer may be

- the Council
- a committee to which the conduct of the performance review has been delegated by the Council under section 5.16 of the Act; or
- a person or body who has been authorised by Council to conduct the performance review.

In accordance with the *Model standards for CEO performance review under Schedule 2, Division 3 of the Local Government (Administration) Regulations 1996*,

16. Performance review process to be agreed between local government and CEO
  - (1) The local government and the CEO must agree on —
    - (a) the process by which the CEO's performance will be reviewed; and
    - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
  - (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
  - (3) The matters referred to in subclause (1) must be set out in a written document.
17. Carrying out a performance review
  - (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
  - (2) The local government must —
    - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
    - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.
18. Endorsement of performance review by local government
 

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

## 19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

(a) the results of the review; and

(b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

**POLICY IMPLICATIONS:**

There are no policy implications.

**FINANCIAL IMPLICATIONS:**

To enable the review to be completed prior to the CEO's leave, any expenditure will be incurred in the current financial year.

The cost for engagement of a consultant will vary depending on the project scope. The cost is likely to be between \$4,000 and \$10,000. Nothing has been allowed in the current budget for the engagement of a consultant to assist with the review process, however the Shire anticipates finishing the year with a surplus well in excess of the cost of the process.

**STRATEGIC IMPLICATIONS:**

Not applicable.

**VOTING REQUIREMENTS:**

Absolute majority if engaging a consultant

**OFFICER RECOMMENDATION – ITEM 11.1.2**

That Council and the CEO consider the process by which the CEO's performance will be reviewed in accordance with the standards.

**COUNCIL DECISION – ITEM 11.1.2**

Moved: Cr Adam Squires

Seconded: Cr Marie Lloyd

That Council support the process by which the CEO' performance will be reviewed to include:

- Shire President and CEO to agree on the appointment of a consultant.
- Consultant to meet with CEO and President (separately) to discuss the review process (via phone).
- CEO to provide self assessment report to consultant.
- Consultant to prepare and distribute questionnaire to elected members with option for elected members to speak to the consultant via phone.
- Consultant to obtain feedback from managers.
- Consultant to compile information and generate report.
- Facilitated workshop by consultant with Council to discuss findings.
- Final report submitted to Committee, with Committee to make recommendation to Council;
- Final written report by consultant for Council consideration.

**CARRIED 7/0**

**ATTACHMENTS**

- Confidential attachment



**CONFIDENTIAL**

CONFIDENTIAL

CONFIDENTIAL

**MOTION TO OPEN MEETING**

Moved: Cr Adam Squires

Seconded: Cr Marie Lloyd

That in accordance with Section 5.23(2) of the Local Government Act 1995, Council reopens the meeting to the members of the public.

**CARRIED 7/0****12. CLOSURE OF MEETING**

Cr King declared the meeting closed at 7.26 pm.

**DISCLAIMER**

The purpose of this council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Shire of West Arthur expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the Council meeting.

These Minutes were confirmed at the ordinary council meeting on: Tuesday 15 June 2021

Signed: \_\_\_\_\_

Presiding Member at the meeting at which the Minutes were confirmed.