

SHIRE OF WEST ARTHUR

**Ordinary Council Meeting
18 February 2020
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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

Nil.

4. RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

Cr K King	Shire President
Cr N Morrell	Deputy Shire President
Cr N Manuel	
Cr A Squires	
Cr M Lloyd	
Cr J McFall	
Cr G Peirce	
Nicole Wasmann	Chief Executive Officer
Bill Owen	Works Manager
Maxine McKenzie	Manager Financial Operations

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 17 December 2019.

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 17 December 2019 be confirmed.

CARRIED 7/0

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

8. REPORTS

8.1. REPORTS OF OFFICERS**ITEM 8.1.1– FINANCIAL REPORT DECEMBER 2019 AND JANUARY 2020**

LOCATION/ADDRESS: N/A
NAME OF APPLICANT: N/A
FILE REFERENCE: N/A
DISCLOSURE OF INTEREST: N/A
DATE OF REPORT: 13 February 2020

SUMMARY:

Consideration of the financial reports for the period ending 31 December 2019 and 31 January 2020.

BACKGROUND:

The financial reports for the periods ending 31 December 2019 and 31 January 2020 are included as attachments.

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 request. 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

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.1

Moved: Cr Adam Squires

Seconded: Julie McFall

That the financial report for the period ending 31 December 2019 and 31 January 2020 as presented be accepted.

CARRIED 7/0

ATTACHMENTS:

- Financial Reports – 31 December 2019 and 31 January 2020.

SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 December 2019

	Note	Annual Budget 2019/2020 \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
Opening Funding Surplus (Deficit)	2	1,162,096	1,162,096	1,162,096	0	0%	
Revenue from operating activities							
Rates		1,706,538	1,706,538	1,705,799	(739)	(0%)	
Operating Grants, Subsidies and Contributions	6	755,939	409,895	433,901	24,006	6%	
Fees and Charges		299,226	187,310	227,855	40,545	22%	▲
Interest Earnings		78,237	26,778	23,958	(2,820)	(11%)	
Other Revenue		76,597	10,700	42,541	31,841	298%	▲
Profit on Disposal of Assets		16,045	0	0			
		2,932,582	2,341,221	2,434,054			
Expenditure from operating activities							
Employee Costs		(1,670,536)	(1,096,736)	(1,000,049)	(96,687)	9%	
Less overhead and wage allocations			266,000	265,281			
Materials and Contracts		(669,779)	(372,345)	(376,904)	4,559	(1%)	
less Pdepn and POC allocations			148,026	147,626			
Utility Charges		(85,000)	(35,417)	(27,264)	8,153	23%	
Depreciation on Non-Current Assets		(2,082,163)	(263,412)	(258,640)	4,772	2%	
Interest Expenses		(35,389)	(18,293)	(18,293)	0	0%	
Insurance Expenses		(97,701)	(97,701)	(98,444)	(743)	(1%)	
Other Expenditure		(26,000)	(100)	(100)	0	0%	
Loss on Disposal of Assets		(1,666)	0	0			
		(4,668,234)	(1,469,977)	(1,366,787)			
Operating activities excluded from budget							
Add back Depreciation		2,082,163	263,412	258,640	(4,772)	(2%)	
Adjust (Profit)/Loss on Asset Disposal		(14,379)	0	0	0		
Adjust Provisions and Accruals		0	0	(9,507)			
Amount attributable to operating activities		332,132	1,134,656	1,316,400			
Investing activities							
Grants, Subsidies and Contributions	6	1,057,659	540,308	554,086	13,778	3%	
Proceeds from Disposal of Assets		86,000	0	0	0		
Land and Buildings	7	(271,525)	(8,500)	(8,273)	227	3%	
Infrastructure Assets - Roads	7	(1,395,630)	(590,000)	(587,244)	2,756	0%	
Infrastructure Assets - Other	7	(243,608)	0	0	0		
Plant and Equipment	7	(198,350)	(100,000)	(81,818)	18,182	18%	▲
Furniture and Equipment	7	(85,000)	0	0	0		
Amount attributable to investing activities		(1,050,454)	(158,192)	(123,249)			
Financing Activities							
Proceeds from Self Supporting Loan - repayments		26,290	6,491	6,491	0	0%	
Transfer from Reserves	5	393,059	0	0	0		
Repayment of Debentures		(90,698)	(44,750)	(44,750)	0	0%	
Transfer to Reserves	5	(772,425)	(5,750)	(5,696)	54	1%	
Amount attributable to financing activities		(443,774)	(44,009)	(43,955)			
Closing Funding Surplus (Deficit)	2	0	2,094,551	2,311,292	216,741	10%	▲

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 31 December 2019

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 2019/20 year is \$10,000 or 10% whichever is the greater.

Operating Grants, Subsidies and Contributions

20675	General purpose grant income above budget. Will be \$41,349 above budget for full year.
(2,123)	Local roads grant income below budget. Will be \$4,246 less for full year.
4454	Culture grants received unbudgeted. Oral histories.
1000	Thank a volunteer grant received. Will be offset by expenditure.

Fees and Charges

28648	Kids Central Childcare income above budget. Budgeted for three months prior to transfer to REED.
4398	Caravan park income above budget. permanent variance

Other Revenue

13687	Insurance claims and reimbursements	permanent variance
10487	Diesel rebate additional claim	permanent variance

Employee Costs

96686	Employee costs are below budget due to staff vacancies. Kids Central wages partly offset this as the transfer to REED is later than anticipated. Kids Central additional wages offset by additional income.
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Grants, Subsidies and Contributions

13778	Museum grant higher than budgeted. Will be offset by expense.
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Plant and Equipment

18182	Low loader was below budget.
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SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2019	31 Dec 2019
		\$	\$
Current Assets			
Cash Unrestricted	3	1,175,057	2,005,706
Cash Restricted - Conditions over Grants	6	0	224,202
Cash Restricted	5	1,756,241	1,761,937
Receivables - Rates	4	107,730	238,808
Receivables - Other	4	41,818	9,299
Inventories		21,550	21,550
		3,102,396	4,261,502
Less: Current Liabilities			
Payables		(184,059)	(188,273)
		(184,059)	(188,273)
Less: Cash Reserves	5	(1,756,241)	(1,761,937)
Net Current Funding Position		1,162,096	2,311,292

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 3: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	313,577			313,577	NAB	0.01%	At Call
Municipal Bank - Bendigo	187,479			187,479	Bendigo	0.15%	At Call
Municipal Cash Maximiser	224,876			224,876	NAB	0.10%	At Call
Bendigo Cash Maximiser	200,023			200,023	Bendigo	0.05%	At Call
Trust Bank Account			504	504	NAB	0.01%	At Call
Trust Cash Maximiser			7,406	7,406	NAB	0.10%	At Call
Trust - Bendigo			10,257	10,257	Bendigo	0.05%	At Call
Reserve Cash Maximiser		6,220		6,220	NAB	0.10%	At Call
Bendigo Reserve		802		802	Bendigo	0.05%	At Call
(b) Term Deposits							
Municipal term deposit	500,000			500,000	NAB	1.58	28/01/2020
Municipal term deposit	803,353			803,353	Bendigo	1.55	23/03/2020
Reserve term deposit		750,000		750,000	NAB	1.58	26/02/2020
Reserve term deposit		1,004,915		1,004,915	Bendigo	1.6	29/01/2020
Trust term deposit			90,000	90,000	NAB	1.57	12/02/2020
(funds held in term deposit to be transferred to muni)			(33,136)				
Total	2,229,308	1,761,937	75,031	4,009,412			

Municipal Bank Account includes \$33,136 uncleared funds to be transf

2,229,308 1,761,937 75,031

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 4: Receivables

Receivables - Rates Receivable	31 Dec 2019	30 June 2018	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	181,873	165,047	Receivables - General	5,321	1,679	777	1,624	9,401
Levied this year (incl rubbish & ESL)	1,801,030	1,769,903						
<u>Less Collections to date</u>	(1,669,952)	(1,753,077)	Balance per Trial Balance					
Equals Current Outstanding	312,951	181,873	Sundry Debtors					0
			Receivables - Other					0
Net Rates Collectable	312,951	181,873	Total Receivables General Outstanding					9,401
% Collected	84.22%	90.60%						
Less Recognised as doubtful	(74,143)	(74,143)						

Amounts shown above include GST (where applicable)

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 5: Cash Backed Reserve

Name	Opening Balance	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
		Interest Earned	Interest Earned	Transfers In (+)	Transfers In (+)	Transfers Out (-)	Transfers Out (-)	Transfers Out (-)	Transfers Out (-)
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	156,202	2,812	507	50,000	0	0	0	209,014	156,709
Plant Reserve	94,159	1,972	305	309,829	0	(112,350)	0	293,610	94,464
Building Reserve	631,562	11,368	2,048	50,000	0	(130,000)	0	562,930	633,610
Town Development Reserve	69,595	1,253	225	0	0	(45,000)	0	25,848	69,820
Recreation Reserve	31,202	562	101	100,000	0	(10,000)	0	121,764	31,303
Heritage Reserve	5,128	92	17	300	0	0	0	5,520	5,145
Community Housing Reserve	109,024	1,962	354	20,000	0	(25,000)	0	105,986	109,378
Waste Management Reserve	80,044	1,441	260	40,000	0	0	0	121,485	80,304
Darkan Swimming Pool Reserve	33,219	598	109	5,000	0	0	0	38,817	33,328
Information Technology Reserve	57,988	1,044	188	3,000	0	(15,000)	0	47,032	58,176
Darkan Sport and Community Centre Reserve	223,747	3,757	726	30,000	0	0	0	257,504	224,473
Arthur River Country Club Renewal Reserve	25,049	451	80	6,000	0	(3,000)	0	28,500	25,129
Museum Reserve	127,858	2,301	415	0	0	(25,620)	0	104,539	128,273
Moodiarrup Sports Club Reserve	7,879	142	26	4,000	0	0	0	12,021	7,905
Landcare Reserve	46,885	844	153	0	0	(27,089)	0	20,640	47,038
Corporate Planning and Valuation Reserve	34,000	612	110	0	0	0	0	34,612	34,110
Kids Central Members Reserve	429	8	2	0	0	0	0	437	431
The Shed Reserve	11,019	198	35	0	0	0	0	11,217	11,054
Recreation Trails Reserve	1,185	21	4	0	0	0	0	1,206	1,189
Community Gym Reserve	6,887	124	22	0	0	0	0	7,011	6,909
Economic Development Reserve	3,180	57	10	40,000	0	0	0	43,237	3,190
Road Reserve	0	0	0	82,677	0	0	0	82,677	0
	1,756,241	31,619	5,696	740,806	0	(393,059)	0	2,135,607	1,761,937

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 31 December 2019

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
				\$	\$	\$	\$	\$	
General Purpose Funding									
	Grants Commission - General	WALGGC	0	242,289	0	141,819	0	0	Total anticipated 283,636. Paid quarterly.
	Grants Commission - Roads	WALGGC	0	244,114	0	119,934	0	0	Total anticipated 239,868. Paid quarterly.
	Grants Commission - Bridges	WALGGC	0	90,000	0	0	0	0	Wont be received this year. Project deferred.
Law, Order and Public Safety									
	FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	0	38,500	0	22,968	(21,135)	1,833	Paid quarterly.
	Bushfire mitigation	Office of Emergency Management	0	5,000	0	0	0	0	Application not to be submitted.
Education and Welfare									
	Kids Central Quarterly Grant	Federal DEEWR	0	8,500	0	17,930	0	0	
Recreation and Culture									
	Redevelopment of play and youth area	Lotterywest	0	0	65,000	0	0	0	
	Museum		0	0	20,000	33,778	(827)	32,951	
	Oral Histories	Lotterywest	0	0	0	4,454	(2,250)	2,204	
	Thank a Volunteer	Department for Communities	0	0	0	1,000	0	1,000	
Transport									
	Roads To Recovery Grant - Cap	Roads to Recovery	0	0	329,877	187,000	(786)	186,214	
	RRG Grants - Capital Projects	Regional Road Group	0	0	344,487	137,800	(137,800)	0	First 40% claimed.
	Commodity Route Funding	Regional Road Group	0	0	244,384	195,508	(195,508)	0	First and second payments received.
	Direct Grant	Main Roads	0	125,536	0	125,536	0	0	
Economic Development									
	Kylie Dam Project	Department of Water	0	0	53,911	0	0	0	Approved
TOTALS			0	753,939	1,057,659	987,727	(358,306)	224,202	
SUMMARY									
	Operating	Operating Grants, Subsidies and Contributions	0	620,439	0	405,219	0	0	
	Operating - Tied	Tied - Operating Grants, Subsidies and Contributions	0	133,500	0	28,422	(23,385)	5,037	
	Non-operating	Non-operating Grants, Subsidies and Contributions	0	0	1,057,659	554,086	(334,921)	219,165	
TOTALS			0	753,939	1,057,659	987,727	(358,306)	224,202	

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 7: Capital Acquisitions

Assets	Account	YTD Actual			Budget			Variance	Comment
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	
		\$	\$	\$	\$	\$	\$		
Buildings									
Governance									
	Shire office - solar power	0	0	0	0	(10,000)	(10,000)	10,000	Scheduled for February
Housing									
	Renovations to existing joint venture community housing units	0	0	0	0	(25,000)	(25,000)	25,000	No scheduled works.
Recreation & Culture									
	Football Changerooms Project	(133)	(8,140)	(8,273)	(2,000)	(22,625)	(24,625)	16,352	Some expenditure allocated to operating.
Community Amenities									
	Darkan Cemetery toilet	0	0	0	(20,000)	(10,000)	(30,000)	30,000	Scheduled to commence in February
	Challet	0	0	0	(46,900)	(80,000)	(126,900)	126,900	Scheduled to commence in March
Other Property & Services									
	Staff Housing	0	0	0	(5,000)	(50,000)	(55,000)	55,000	No scheduled works.
	Buildings Total	(133)	(8,140)	(8,273)	(73,900)	(197,625)	(271,525)	263,252	
Infrastructure									
Recreation And Culture									
	Darkan Railway Reserve - redevelopment of play and youth area	0	0	0	(15,000)	(150,000)	(165,000)	165,000	Scheduled for late in the year.
Economic Development									
	Kylie Dam Water Project	0	0	0	(12,608)	(66,000)	(78,608)	78,608	Funding approved. Land tenure negotiations in progress
	Infrastructure Total	0	0	0	(27,608)	(216,000)	(243,608)	243,608	
Furniture & Office Equip.									
Governance									
	Computer Server	0	0	0	0	(15,000)	(15,000)	15,000	Installation in March.
Recreation & Culture									
	Museum fit out	0	0	0	0	(70,000)	(70,000)	70,000	Works in progress with March completion anticipated.
	Furniture & Office Equip. Total	0	0	0	0	(85,000)	(85,000)	85,000	
Plant , Equip. & Vehicles									
Transport									
	Administration vehicle	0	0	0	0	(52,000)	(52,000)	52,000	To be purchased in March
	Works vehicle	0	0	0	0	(46,350)	(46,350)	46,350	To be purchased in March
	Low loader	0	(81,818)	(81,818)	0	(100,000)	(100,000)	18,182	Purchased in November
	Plant, Equip & Vehicles Total	0	(81,818)	(81,818)	0	(198,350)	(198,350)	116,532	
Roads									
Regional Road Group									
	Darkan Moodiarrup Road	(110,850)	(9,405)	(120,255)	(147,880)	(139,910)	(287,790)	167,535	Sealed in December. Invoice to be received January.
	Bowelling Duranillin Road	(134,800)	(10,157)	(144,957)	(139,915)	(119,780)	(259,695)	114,738	Sealed in December. Invoice to be received January.
	Trigwell Bridge Road (Commodity Route Funding)	(165,622)	(153,768)	(319,390)	(167,945)	(198,670)	(366,615)	47,225	Intersection works to be completed.
	Regional Road Group Total	(411,272)	(173,330)	(584,602)	(455,740)	(458,360)	(914,100)	329,498	
Roads to Recovery									
	Boyup Brook Arthur Road	(786)	0	(786)	(85,255)	(33,130)	(118,385)	117,599	February
	Eulin Crossing Road	0	0	0	(37,877)	(15,000)	(52,877)	52,877	February

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 7: Capital Acquisitions

Assets	Account	YTD Actual			Budget			Variance	Comment
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	
		\$	\$	\$	\$	\$	\$		
Rutherford Road		0	0	0	(20,000)	(15,000)	(35,000)	35,000 February	
Shields Road		0	0	0	(46,866)	(9,255)	(56,121)	56,121 April	
Boyup Brook Arthur Road		0	0	0	(37,841)	(39,670)	(77,511)	77,511 February/March	
Roads to Recovery Total		(786)	0	(786)	(227,839)	(112,055)	(339,894)	339,108	
Shire Funded									
Growden Place		(716)	(1,140)	(1,856)	(46,010)	(51,172)	(97,182)	95,326 March	
Collie South East Road		0	0	0	(21,275)	(3,056)	(24,331)	24,331 March	
DustSuppressions		0	0	0	(16,305)	(3,816)	(20,121)	20,121 March	
Shire Funded Total		(716)	(1,140)	(1,856)	(83,590)	(58,044)	(141,634)	139,778	
	Roads Total	(412,774)	(174,470)	(587,244)	(767,169)	(628,459)	(1,395,628)	808,384	
Capital Expenditure Total		(412,907)	(264,428)	(677,335)	(868,677)	(1,325,434)	(2,194,111)	1,516,776	

SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 January 2020

	Note	Annual Budget 2019/2020 \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
Opening Funding Surplus (Deficit)	2	1,162,096	1,162,096	1,162,096	0	0%	
Revenue from operating activities							
Rates		1,706,538	1,706,538	1,705,799	(739)	(0%)	
Operating Grants, Subsidies and Contributions	6	755,939	418,105	442,111	24,006	6%	
Fees and Charges		299,226	210,805	245,085	34,280	16%	▲
Interest Earnings		78,237	39,268	34,529	(4,739)	(12%)	
Other Revenue		76,597	10,700	44,204	33,504	313%	▲
Profit on Disposal of Assets		16,045	0	0			
		2,932,582	2,385,416	2,471,728			
Expenditure from operating activities							
Employee Costs		(1,670,536)	(1,273,238)	(1,135,399)	(137,839)	11%	
Less overhead and wage allocations			295,000	293,929			
Materials and Contracts		(669,779)	(424,269)	(426,999)	2,730	(1%)	
less Pdepn and POC allocations			164,527	163,930			
Utility Charges		(85,000)	(35,417)	(32,608)	2,809	8%	
Depreciation on Non-Current Assets		(2,082,163)	(307,314)	(302,215)	5,099	2%	
Interest Expenses		(35,389)	(18,293)	(18,293)	0	0%	
Insurance Expenses		(97,701)	(97,701)	(98,444)	(743)	(1%)	
Other Expenditure		(26,000)	(100)	(100)	0	0%	
Loss on Disposal of Assets		(1,666)	0	0			
		(4,668,234)	(1,696,805)	(1,556,199)			
Operating activities excluded from budget							
Add back Depreciation		2,082,163	307,314	302,215	(5,099)	(2%)	
Adjust (Profit)/Loss on Asset Disposal		(14,379)	0	0	0		
Adjust Provisions and Accruals		0	0	(9,507)			
Amount attributable to operating activities		332,132	995,925	1,208,237			
Investing activities							
Grants, Subsidies and Contributions	6	1,057,659	678,108	691,886	13,778	2%	
Proceeds from Disposal of Assets		86,000	0	0	0		
Land and Buildings	7	(271,525)	(12,000)	(12,160)	(160)	(1%)	
Infrastructure Assets - Roads	7	(1,395,630)	(750,000)	(748,640)	1,360	0%	
Infrastructure Assets - Other	7	(243,608)	0	0	0		
Plant and Equipment	7	(198,350)	(100,000)	(81,818)	18,182	18%	▲
Furniture and Equipment	7	(85,000)	0	0	0		
Amount attributable to investing activities		(1,050,454)	(183,892)	(150,732)			
Financing Activities							
Proceeds from Self Supporting Loan - repayments		26,290	13,036	13,036	0	0%	
Transfer from Reserves	5	393,059	0	0	0		
Repayment of Debentures		(90,698)	(44,750)	(44,750)	0	0%	
Transfer to Reserves	5	(772,425)	(5,750)	(9,746)	(3,996)	(69%)	
Amount attributable to financing activities		(443,774)	(37,464)	(41,460)			
Closing Funding Surplus (Deficit)	2	0	1,936,665	2,178,141	241,476	12%	▲

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 31 January 2020

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 2019/20 year is \$10,000 or 10% whichever is the greater.

Operating Grants, Subsidies and Contributions

20675	General purpose grant income above budget. Will be \$41,349 above budget for full year.
(2,123)	Local roads grant income below budget. Will be \$4,246 less for full year.
4454	Culture grants received unbudgeted. Oral histories.
1000	Thank a volunteer grant received. Will be offset by expenditure.

Fees and Charges

29811	Kids Central Childcare income above budget. Budgeted for three months prior to transfer to REED.
3439	Caravan park income above budget. permanent variance

Other Revenue

13687	Insurance claims and reimbursements	permanent variance
10487	Diesel rebate additional claim	permanent variance

Employee Costs

(137,839)	Wages and associated employee expenses are lower than budget due to vacant positions. This is partly offset by kids central wages higher than budget due to later than anticipated handover to REED. (\$25,568)
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Grants, Subsidies and Contributions

13778	Museum grant higher than budgeted. Will be offset by expense.
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Plant and Equipment

18182	Low loader was below budget.
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SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2020

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2019	31 Jan 2020
		\$	\$
Current Assets			
Cash Unrestricted	3	1,175,057	1,845,282
Cash Restricted - Conditions over Grants	6	0	203,080
Cash Restricted	5	1,756,241	1,765,987
Receivables - Rates	4	107,730	199,436
Receivables - Other	4	41,818	10,329
Inventories		21,550	21,550
		3,102,396	4,045,664
Less: Current Liabilities			
Payables		(184,059)	(101,536)
		(184,059)	(101,536)
Less: Cash Reserves	5	(1,756,241)	(1,765,987)
Net Current Funding Position		1,162,096	2,178,141

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2020

Note 3: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	328,350			328,350	NAB	0.01%	At Call
Municipal Bank - Bendigo	246,324			246,324	Bendigo	0.15%	At Call
Municipal Cash Maximiser	169,876			169,876	NAB	0.10%	At Call
Bendigo Cash Maximiser	200,032			200,032	Bendigo	0.05%	At Call
Trust Bank Account			504	504	NAB	0.01%	At Call
Trust Cash Maximiser			7,406	7,406	NAB	0.10%	At Call
Trust - Bendigo			10,257	10,257	Bendigo	0.05%	At Call
Reserve Cash Maximiser		6,220		6,220	NAB	0.10%	At Call
Bendigo Reserve		803		803	Bendigo	0.05%	At Call
(b) Term Deposits							
Municipal term deposit	300,000			300,000	NAB	1.6	28/04/2020
Municipal term deposit	803,353			803,353	Bendigo	1.55	23/03/2020
Reserve term deposit		750,000		750,000	NAB	1.58	26/02/2020
Reserve term deposit		1,008,964		1,008,964	Bendigo	1.55	26/06/2020
Trust term deposit			90,000	90,000	NAB	1.57	12/02/2020
(funds held in term deposit to be transferred to muni)			(33,136)				
Total	2,047,935	1,765,987	75,031	3,832,089			

Municipal Bank Account includes \$33,136 uncleared funds to be transferred from trust on term deposit maturity.

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2020

Note 4: Receivables

Receivables - Rates Receivable	31 Jan 2020	30 June 2018	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	181,873	165,047	Receivables - General	5,173	2,809	1,679	1,314	10,975
Levied this year (incl rubbish & ESL)	1,801,030	1,769,903						
<u>Less Collections to date</u>	(1,709,324)	(1,753,077)	Balance per Trial Balance					
Equals Current Outstanding	273,579	181,873	Sundry Debtors					0
			Receivables - Other					0
Net Rates Collectable	273,579	181,873	Total Receivables General Outstanding					10,975
% Collected	86.20%	90.60%						
Less Recognised as doubtful	(74,143)	(74,143)						

Amounts shown above include GST (where applicable)

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2020

Note 5: Cash Backed Reserve

Name	Opening Balance	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
		Interest Earned	Interest Earned	Transfers In (+)	Transfers In (+)	Transfers Out (-)	Transfers Out (-)	Transfers Out (-)	Transfers Out (-)
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	156,202	2,812	867	50,000	0	0	0	209,014	157,069
Plant Reserve	94,159	1,972	523	309,829	0	(112,350)	0	293,610	94,682
Building Reserve	631,562	11,368	3,505	50,000	0	(130,000)	0	562,930	635,067
Town Development Reserve	69,595	1,253	386	0	0	(45,000)	0	25,848	69,981
Recreation Reserve	31,202	562	173	100,000	0	(10,000)	0	121,764	31,375
Heritage Reserve	5,128	92	28	300	0	0	0	5,520	5,156
Community Housing Reserve	109,024	1,962	605	20,000	0	(25,000)	0	105,986	109,629
Waste Management Reserve	80,044	1,441	444	40,000	0	0	0	121,485	80,488
Darkan Swimming Pool Reserve	33,219	598	184	5,000	0	0	0	38,817	33,403
Information Technology Reserve	57,988	1,044	322	3,000	0	(15,000)	0	47,032	58,310
Darkan Sport and Community Centre Reserve	223,747	3,757	1,242	30,000	0	0	0	257,504	224,989
Arthur River Country Club Renewal Reserve	25,049	451	139	6,000	0	(3,000)	0	28,500	25,188
Museum Reserve	127,858	2,301	710	0	0	(25,620)	0	104,539	128,568
Moodiarrup Sports Club Reserve	7,879	142	44	4,000	0	0	0	12,021	7,923
Landcare Reserve	46,885	844	260	0	0	(27,089)	0	20,640	47,145
Corporate Planning and Valuation Reserve	34,000	612	189	0	0	0	0	34,612	34,189
Kids Central Members Reserve	429	8	2	0	0	0	0	437	431
The Shed Reserve	11,019	198	61	0	0	0	0	11,217	11,080
Recreation Trails Reserve	1,185	21	7	0	0	0	0	1,206	1,192
Community Gym Reserve	6,887	124	38	0	0	0	0	7,011	6,925
Economic Development Reserve	3,180	57	18	40,000	0	0	0	43,237	3,198
Road Reserve	0	0	0	82,677	0	0	0	82,677	0
	1,756,241	31,619	9,746	740,806	0	(393,059)	0	2,135,607	1,765,987

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 31 January 2020

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
				\$	\$	\$	\$	\$	
General Purpose Funding									
	Grants Commission - General	WALGGC	0	242,289	0	141,819	0	0	Total anticipated 283,636. Paid quarterly.
	Grants Commission - Roads	WALGGC	0	244,114	0	119,934	0	0	Total anticipated 239,868. Paid quarterly.
	Grants Commission - Bridges	WALGGC	0	90,000	0	0	0	0	Wont be received this year. Project deferred.
Law, Order and Public Safety									
	FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	0	38,500	0	31,118	(30,988)	130	Paid quarterly.
	Bushfire mitigation	Office of Emergency Management	0	5,000	0	0	0	0	Application not to be submitted.
Education and Welfare									
	Kids Central Quarterly Grant	Federal DEEWR	0	8,500	0	17,930	0	0	
Recreation and Culture									
	Redevelopment of play and youth area	Lotterywest	0	0	65,000	0	0	0	
	Museum		0	0	20,000	33,778	(827)	32,951	
	Oral Histories	Lotterywest	0	0	0	4,454	(2,420)	2,034	
	Thank a Volunteer	Department for Communities	0	0	0	1,000	0	1,000	February
Transport									
	Roads To Recovery Grant - Cap	Roads to Recovery	0	0	329,877	187,000	(39,136)	147,864	
	RRG Grants - Capital Projects	Regional Road Group	0	0	344,487	275,600	(256,499)	19,101	First and second payments received.
	Commodity Route Funding	Regional Road Group	0	0	244,384	195,508	(195,508)	0	First and second payments received.
	Direct Grant	Main Roads	0	125,536	0	125,536	0	0	
Economic Development									
	Kylie Dam Project	Department of Water	0	0	53,911	0	0	0	Approved
TOTALS			0	753,939	1,057,659	1,133,677	(525,378)	203,080	
SUMMARY									
	Operating	Operating Grants, Subsidies and Contributions	0	620,439	0	405,219	0	0	
	Operating - Tied	Tied - Operating Grants, Subsidies and Contributions	0	133,500	0	36,572	(33,408)	3,164	
	Non-operating	Non-operating Grants, Subsidies and Contributions	0	0	1,057,659	691,886	(491,970)	199,916	
TOTALS			0	753,939	1,057,659	1,133,677	(525,378)	203,080	

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2020

Note 7: Capital Acquisitions

Assets	Account	YTD Actual			Budget			Variance	Comment
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	
		\$	\$	\$	\$	\$	\$		
Buildings									
Governance									
	Shire office - solar power	0	(3,943)	(3,943)	0	(10,000)	(10,000)	6,057	Scheduled for February
Housing									
	Renovations to existing joint venture community housing units	0	0	0	0	(25,000)	(25,000)	25,000	No scheduled works.
Recreation & Culture									
	Football Changerooms Project	0	(8,140)	(8,140)	(2,000)	(22,625)	(24,625)	16,485	Some expenditure allocated to operating.
Community Amenities									
	Darkan Cemetery toilet	0	(77)	(77)	(20,000)	(10,000)	(30,000)	29,923	Scheduled to commence in February
	Challet	0	0	0	(46,900)	(80,000)	(126,900)	126,900	Scheduled to commence in March
Other Property & Services									
	Staff Housing	0	0	0	(5,000)	(50,000)	(55,000)	55,000	No scheduled works.
	Buildings Total	0	(12,160)	(12,160)	(73,900)	(197,625)	(271,525)	259,365	
Infrastructure									
Recreation And Culture									
	Darkan Railway Reserve - redevelopment of play and youth area	0	0	0	(15,000)	(150,000)	(165,000)	165,000	Scheduled for late in the year.
Economic Development									
	Kylie Dam Water Project	0	0	0	(12,608)	(66,000)	(78,608)	78,608	Funding approved. Land tenure negotiations in progress
	Infrastructure Total	0	0	0	(27,608)	(216,000)	(243,608)	243,608	
Furniture & Office Equip.									
Governance									
	Computer Server	0	0	0	0	(15,000)	(15,000)	15,000	Installation in March.
Recreation & Culture									
	Museum fit out	0	0	0	0	(70,000)	(70,000)	70,000	Works in progress with March completion anticipated.
	Furniture & Office Equip. Total	0	0	0	0	(85,000)	(85,000)	85,000	
Plant , Equip. & Vehicles									
Transport									
	Administration vehicle	0	0	0	0	(52,000)	(52,000)	52,000	To be purchased in March
	Works vehicle	0	0	0	0	(46,350)	(46,350)	46,350	To be purchased in March
	Low loader	0	(81,818)	(81,818)	0	(100,000)	(100,000)	18,182	Purchased in November
	Plant, Equip & Vehicles Total	0	(81,818)	(81,818)	0	(198,350)	(198,350)	116,532	
Roads									
Regional Road Group									
	Darkan Moodiarrup Road	(111,576)	(31,263)	(142,839)	(147,880)	(139,910)	(287,790)	144,951	Works completed. Invoice not processed.
	Bowelling Duranillin Road	(137,301)	(104,609)	(241,910)	(139,915)	(119,780)	(259,695)	17,785	Variation for additional works being requested.
	Trigwell Bridge Road (Commodity Route Funding)	(165,622)	(153,768)	(319,390)	(167,945)	(198,670)	(366,615)	47,225	Intersection works to be completed.
	Regional Road Group Total	(414,499)	(289,640)	(704,139)	(455,740)	(458,360)	(914,100)	209,961	
Roads to Recovery									
	Boyup Brook Arthur Road	(39,136)	0	(39,136)	(85,255)	(33,130)	(118,385)	79,249	February
	Eulin Crossing Road	(21)	0	(21)	(37,877)	(15,000)	(52,877)	52,856	February

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2020

Note 7: Capital Acquisitions

Assets	Account	YTD Actual			Budget			Variance	Comment
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	
		\$	\$	\$	\$	\$	\$		
Rutherford Road		(240)	0	(240)	(20,000)	(15,000)	(35,000)	34,760 February	
Shields Road		(280)	0	(280)	(46,866)	(9,255)	(56,121)	55,841 April	
Boyup Brook Arthur Road		(897)	0	(897)	(37,841)	(39,670)	(77,511)	76,614 February/March	
Roads to Recovery Total		(40,574)	0	(40,574)	(227,839)	(112,055)	(339,894)	299,320	
Shire Funded									
Growden Place		(2,787)	(1,140)	(3,927)	(46,010)	(51,172)	(97,182)	93,255 March	
Collie South East Road		0	0	0	(21,275)	(3,056)	(24,331)	24,331 March	
DustSuppressions		0	0	0	(16,305)	(3,816)	(20,121)	20,121 March	
Shire Funded Total		(2,787)	(1,140)	(3,927)	(83,590)	(58,044)	(141,634)	137,707	
	Roads Total	(457,860)	(290,780)	(748,640)	(767,169)	(628,459)	(1,395,628)	646,988	
Capital Expenditure Total		(457,860)	(384,758)	(842,618)	(868,677)	(1,325,434)	(2,194,111)	1,351,493	

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: 11 February 2020

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 Neil Manuel

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 19122019.1 - 19122019.16, 08012020.1, 09012020.1 - 09012020.29, 23012020.1 - 23012020.17, 30012020.1, 03022020.1 - 03022020.16, 04022020.1, 11022020.1 - 11022020.27, 2068, Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling \$790,864.63 listed (attached) be noted as approved for payment.

CARRIED 7/0

ATTACHMENTS:

- Cheque Listing

ITEM 8.1.3 – WARRRL CONTAINER DEPOSIT SCHEME

LOCATION/ADDRESS: N/A
NAME OF APPLICANT: N/A
FILE REFERENCE:
DISCLOSURE OF INTEREST: N/A
DATE OF REPORT: 13 February 2020

SUMMARY:

Council to consider the Refund Point Agreement between the Shire of West Arthur and WA Return Recycle Renew Ltd (WARRRL).

BACKGROUND:

The State Government is implementing the Western Australia Container Deposit Scheme.

In November 2018, the Shire of West Arthur made a submission to the Department of Water and Environmental Regulation, highlighting the need for a container refund location in the Shire of West Arthur.

In October 2019, expressions in interest were invited for container deposit refund points and, following application, the Shire was notified of its success and offered a Refund Point Agreement with the WARRRL in December. Once the Agreement is signed, staff will be working towards a commencement date of 2 June 2020.

Two collection points in Darkan are initially proposed. One at the Shire offices on 31 Burrowes St Darkan, Monday to Friday 8:30am to 4:00pm. This will be an over-the-counter service where containers will be counted and sorted upon presentation, and the refund provided immediately or received then sorted and refunded later. The Shire will also offer a second flexible collection point at the Shire Depot, 20 Horwood St, Darkan. This will be a drop-off service, where containers are bagged and labelled, using a barcoded sticker provided by a Point of Sale (POS) System and left in a secured container for counting at later. Longer term it is planned for the refund point to be located at the Darkan tip site when it is staffed.

CONSULTATION:

Not applicable.

STATUTORY ENVIRONMENT:

Waste Avoidance and Resource Recovery Act 2007 (WA).

Under the Shire of West Arthur Local Laws (Standing Orders), part 19.1 (2) a resolution is required from Council to affix the Common Seal.

POLICY IMPLICATIONS:

Not applicable.

FINANCIAL IMPLICATIONS:

Initial set up costs are still being investigated. However, costs are expected to be minimal.

The Shire will be paid by WARRRL within 5 business days. The current values are a \$0.06 per container handling fee (ex GST) and \$0.10 refund for each container to be passed on to the customer.

STRATEGIC IMPLICATIONS:

Not applicable

COMMENT

If Council agree to the Terms of Agreement with WARRRL in establishing the Refund Points, the next stage of this project is to finalise the contracts and establish the sites. The President is required to sign off on the Refund Point Agreement document, which will be sent to WARRRL with the Shires Mobilisation Report. Estimates will then need to be made on the number of staff hours for the Shire to administer and operate the refund points, this will include;

- Staff training in the use of the IT platform and POS System
- Staff training in the identification of eligible containers
- Staff training in recording the required data
- Setting up the Refund Points at the Shire Office and Shire Depot eg (organising storage containers)
- Transport of containers from the Shire Office Refund Point to the Shire Depot Aggregation Point

- Organising the collection of containers by the Logistics provider (eligible containers) and the Waste services contractor (non-eligible containers for recycling or landfill)

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.3

Moved: Cr Neil Morrell

Seconded: Cr Graeme Peirce

That Council authorise the Shire President and the Chief Executive Officer to sign and affix the common seal to the Refund Point Agreement between the Shire of West Arthur and WA Return Recycle Renew Ltd.

CARRIED 7/0**ATTACHMENTS:**

- Summary of the Refund Point Agreement between the Shire of West Arthur and WA Return Recycle Renew Ltd.

Containers for Change Refund Point Agreement

WA Return Recycle Renew Ltd (WARRRL) has offered a Refund Point Agreement to the Shire of West Arthur. The Agreement was drafted by HWL EBSWORTH Lawyers for WARRRL to use for the engagement of operators, who will run the Container Deposit Scheme (CDS), Containers for Change, refund points. The Shire applied to become a refund point in October 2019 and was notified of its success and offered the Agreement on the 18 of December. The Shire will be working towards being operational by the schemes commencement date on the 2 of June 2020.

Background

Beverage containers make up 44% of all litter in Western Australia (2017 to 2018 National Litter Index) even though they are made from easily recyclable materials such as glass, plastic, aluminium and cardboard. To help encourage more Western Australians to collect and return these containers, Containers for Change will provide a 10-cent refund per container recycled.

The scheme targets beverage containers most commonly seen as litter. Most aluminium, glass, plastic, steel and liquid paperboard beverage containers between 150ml and 3L are eligible for a refund. You can also identify eligible containers by their refund mark, which manufacturers must include on all eligible containers by 1 June 2022.

Western Australia is the fifth state or territory to adopt a container deposit scheme, following the lead of South Australia, Northern Territory, New South Wales, Australian Capital Territory and most recently, Queensland.

South Australia has had a container deposit scheme in place since 1977, with 76.9% of containers recovered for recycling from 2017 to 2018. In South Australia, containers account for less than 3% of litter; much less than the 44% currently found in Western Australia.

WARRRL is the not-for-profit organisation created to set-up and run WA's new container deposit scheme, Containers for Change in Western Australia. WARRRL was appointed as Coordinator of the Scheme, by the Western Australian Minister for the Environment in July 2019, under section 47X of the Waste Avoidance and Resource Recovery Act 2007 (WA) (Act).

The 10c refund will be distributed in a number of ways, directly in cash, as a payment direction (via a Customer Scheme Account) to the individual or as a donation to the individuals nominated charity. Refunds will be distributed at container Refund Points run by local governments or commercial operators, or at Donation Points run by local community groups, charities or not-for-profits. The refund will also be distributed to Material Recovery Facilities (MRF's), who will sort containers originating from contracted kerbside and bulk collections.

Shire of West Arthurs Refund Points

One of WARRRL's roles as administer is to set up, negotiate and coordinate Refund Points and their operators. The Shire of West Arthur has been successful in its application to provide a Refund Point for the collection of eligible containers to assist its residents in benefiting from the scheme. The Refund Point will allow individuals to present their eligible containers at two locations and receive the 10c refund, either in cash, through a payment direction using a Customer Scheme Account or by donating their refund to a registered charity. This Customer Scheme Account allows the Principal to pay the individual directly via an electronic transfer.

The Shire has proposed to operate two flexible collection points. One at the Shire offices on 31 Burrowes St Darkan, Monday to Friday 8:30am to 4:30pm. This will be an over-the-counter service where containers are counted and sorted upon presentation, and either a cash or payment direction refund provided. This location will also be an aggregation point, where sorted containers are stored and transported by the Shire to the final refund point, at 20 Horwood St Darkan. The Shire will also offer a second flexible collection point at the Shire Depot, 20 Horwood St, Darkan. This will be a drop-off service, where containers are bagged (maximum of 50 per bag) and labelled, using a barcoded sticker and left in a secured container for counting at a later time. The refund for containers delivered at the drop-off point will be delivered via their Customer Scheme Account.

Refund Point 2 – Shire Depot 20 Horwood Street, Darkan



The Shire Depot will be the main container aggregation point, as well as a flexible drop-off refund point, operating 24hrs on Saturday and Sunday.

Shire residents will be able to drop bags of eligible containers labelled with their Customer Scheme Account barcode, into secure bins.

Containers will be counted at a later date and the refund deposited into their account electronically.

This site will hold the required eleven (11) separate receptacles, provided by WARRRL, for the different material types. When they reach 90% capacity they will be collected by WARRRL's logistics provider.

To determine if a container is eligible the Shire staff must be trained and refer to the register of Containers maintained by WARRRL. Containers may be accepted from commercial businesses but must not be bailed by the customer or operator.

Eligible containers will then be collected by the logistics company assigned by WARRRL (this will be Cleanaway for the Shire of West Arthur's area) and processed for marketing by the assigned Processing Provider. The Shire will be reimbursed the refund amounts paid in cash, as well as being paid an additional handling fee per container. This reimbursement will be claimed using the provided IT platform from WARRRL for the refunded amount and handling fee. The current handling fee (ex GST) is \$0.06 per container and \$0.10 Refund for each container, which has been passed on. The Shire of West Arthur will be operating in the Wheatbelt Operating Region.

Collection Infrastructure and IT Platform

WARRRL will ensure the Logistics and Processing Services Provider, supplies the Shire with the appropriate receptacles at its Aggregation Point, the Shire Depot at 20 Horwood St. The receptacles must have sufficient capacity to accommodate the volume of Containers reasonably anticipated to be deposited at the Aggregation point. Eleven secure storage receptacles will be required, so the different materials can be sorted. Other storage equipment can be used by the Shire at the Aggregation point to facilitate efficient operations, but the Containers must be decanted into the WARRRL provided Collection Infrastructure prior to collection. The provided Collection Infrastructure will remain the property of the Processing Services Provider and may be identified as such. The Shire must display all Scheme signs, logos and any other branding or marketing information requested by WARRRL at its Refund Sites.

The Shire assumes the ownership of all Containers once they are accepted at the Operator Refund Point and payment of the Refund Amount is issued. Ownership will then pass to a Processing Services Provider nominated by WARRRL. The Shire is responsible for arranging transport of Containers from the Shire Offices to the Aggregation Point, the Shire Depot at 20 Horwood St.

The Shire is equipped to provide the required IT support for the Agreement, while WARRRL will provide installation and training support for the supplied software. A Shire representative will attend a training session and pass a qualification test on the use of the IT Platform. In-house the Shire will then conduct training of further staff members in the use of the IT Platform.

Agreement Review and Auditing Requirements

The Agreement between the Shire of West Arthur and WARRRL ensures the Shire is kept aware of its obligations regarding approvals, codes, standards and statutory requirements. Any breaches of which will be reported to them immediately.

The Agreement provides a framework for review which will be valuable in the initial stages of implementing the CDS. It is proposed that reviews will not occur more frequently than once every 12 months.

If there is a change in law, WARRRL's appointment as Coordinator is amended or the Coordinator Agreement is amended, the Shire will be notified by WARRRL of the Scheme Change, in a Scheme Change Notice. This Notice will outline any changes to the terms of Agreement and any resulting Fee changes. The Shire may respond to this Notice with an Operator Response, which will be reviewed and considered. If the Shire doesn't agree with an amendment in the Scheme Change it may issue a Dissatisfaction Notice.

Auditing Requirements

The Agreement requires that the Shire prepare and maintain appropriate auditable records. These will document compliance with requirements such as; keeping eligible Containers separate and counting Excluded Containers. Excluded Containers must also be recorded but not placed in the Collection Infrastructure. The definition of Container and Excluded Container may change during the Agreement Term under Statutory Requirements and this will need to be accommodated by the Shire. Records of the following must be kept;

- Number of Containers collected at each refund point by Material Type (11 different streams),
- Number of excluded containers collected at each refund point, and
- Number of containers transported from each refund point by material type for recycling and processing.

By accepting the Agreement the Shire accepts responsibility of minimising and preventing fraud.

Actions in Preparation

If Council agree to the Terms of Agreement with WARRRL in establishing the Refund Points, the next stage of this project is to finalise the contracts and establish the sites. The President and CEO are required to sign and affix the seal to the Refund Point Agreement document, which will be sent to WARRRL with the Shires Mobilisation Report. Estimates will then need to be made on the number of staff hours for the Shire to administer and operate the refund points, this will include;

- Staff training in the use of the IT platform and POS System
- Staff training in the identification of eligible containers
- Staff training in recording the required data
- Setting up the Refund Points at the Shire Office and Shire Depot eg (organising storage containers)
- Transport of containers from the Shire Office Refund Point to the Shire Depot Aggregation Point
- Organising the collection of containers by the Logistics provider (eligible containers) and the Waste services contractor (non-eligible containers for recycling or landfill)

ITEM 8.1.4 – APPLICATION FOR CARPORT (21 ARTHUR STREET)

LOCATION/ADDRESS: Lot 239 (No 21) Arthur Street Darkan
 NAME OF APPLICANT: C & K Mills
 FILE REFERENCE: Property File
 DISCLOSURE OF INTEREST: N/A
 DATE OF REPORT: 12 December 2019

SUMMARY:

To consider an application for a carport within the front setback on a residential property.

BACKGROUND:

At the December Council meeting, Council considered this matter and resolved:

- That Council defer consideration of the application for a carport Lot 239 DP210290 Arthur Street Darkan to:
 - 1) Allow completion of the painting of the donga; and
 - 2) For the applicant to confirm that the construction of the carport will not hinder the removal of the donga.

The applicant was advised of Council's decision and has since painted the donga and has advised:

"With the carport erected, we still can remove the donga with a crane and a truck so it will NOT be in the way".

An onsite meeting has been arranged between the applicant and members of Council

The subject land is Lot 239 DP210290 Arthur Street Darkan. It has an area of 1,012sqm with a frontage of 20m. It adjoins Reserve 19034 on its eastern boundary which the applicant uses for access to the rear of the property.

Council at its Meeting of the 22nd October approved the following development on the property:

- A 98sqm (14 x 7m) shed at the rear of the property (height 3.6m to the ridge);
- A second hand donga (12 X 2.8m) with a front setback of 12m and side setback of 1m to R19034. It will be located adjacent to the existing dwelling; and
- A sea container (2.4 X 6m)

The existing dwelling has a setback of 7.62m from the front boundary.

The proposed carport will be 8m X 9m. It will be free standing and located adjacent to the existing dwelling as shown in Attachment 1. It will be positioned in front of part of the dwelling with a 2.22m setback from the front boundary.

CONSULTATION:

The previous application was advertised to the surrounding land owners and one submission has been received.

STATUTORY ENVIRONMENT:Local Planning Strategy

The Local Planning Strategy contains a strategic plan for Darkan which addresses residential development. Section 6.2.3 also relates to the actions for Dwellings and details the assessment requirements which include:

- Considering if the dwelling to be located in a visually sensitive location that would require restrictions on the location of the dwelling, or the use of prescribed construction materials?

There is no specific reference to Arthur Street being a visually sensitive location.

Local Planning Scheme No 2

The subject land is zoned Residential R12.5 under Local Planning Scheme No 2. The objectives for the Residential zone are:

- to provide for the predominant form of residential development to be single houses.
- to provide for diversity of lifestyle choice with a range of dwelling types.
- to achieve a high standard of residential development.
- to allow for the establishment of non-residential uses which are compatible with the predominant residential use and which will not adversely affect local amenities.

The development setbacks for buildings are as follows:

- Primary street 7.5m;
- Secondary street 2.0m; and
- Rear 6.0m.

Clause 5.2.2 states that unless otherwise provided for in the Scheme, the development of land for any of the residential purposes is to conform to the provisions of the R-Codes.

Clause 5.5 allows Council to vary the site and development provisions of the Scheme, except development that is subject to the R-Codes.

Residential Design Codes (R Codes)

Clause 5.2.1 of the R-Codes relates to the setback of garages and carports. This provides that carports set back from the primary street:

- a) In accordance with Table 1;
- b) Corresponding to the average of the setback of existing dwellings on each adjacent property fronting the same street;
- c) Reduced by up to 50 per cent provided that the area of any building, including a carport or garage, intruding into the setback area is compensated for by at least an equal area of open space between the setback line and line drawn parallel to it at twice the setback distance.

In making a determination on the suitability of a proposal, Clause 2.5.2 of the R-Codes requires that the decision-maker when exercising its judgement, shall have regard to the following:

- a) any relevant purpose, objectives and provisions of the scheme;
- b) any relevant objectives and provisions of the R-Codes;
- c) a provision of a local planning policy adopted by the decision-maker consistent with and pursuant to the R-Codes; and
- d) orderly and proper planning.

Bushfire Prone Land

The subject land is not designated as being bushfire prone.

COMMENT:

For the purposes of the R-Codes, a carport means an unenclosed roofed structure designed to accommodate a motor vehicle. Carports are entirely open at the front, sides and rear, except where one side is physically attached to a dwelling or built-up to a side boundary.

It is accepted that, where no feasible alternative exists, the street setback area may be used for carports and unroofed parking spaces. Carports are acceptable, because they allow a clear view between a public street and a private dwelling while an enclosed garage is not acceptable.

The R Codes contain specific provisions for carports and encroachments into the front boundary setback and including the following diagram contained in Attachment 2. The Deemed-to-comply provisions allow the setback of a carport to be reduced by up to 50% of the minimum primary street setback provided that the area forward of the minimum setback line is compensated for by an equal or greater area of open space behind the setback line.

The minimum setback line for the subject land is 7.5m and 50% of this is 3.75m. The application does not comply with this as it has a setback of 2.22m.

All provisions in the R-Codes (with the exception of the site area requirements set out in table 1) are open to the exercise of judgement based on the design principles and the relevant objectives for that element.

The overall objective for streetscape which applies to setback reductions is for the development to contribute towards the character of streetscapes and provides security for occupants and passers-by, a landscape to ensure adequate shade, privacy and open space for occupants, and an attractive setting for the collection of buildings.

The primary design objective is to maintain clear sight lines along the street and not to detract from the streetscape or appearance of dwellings.

The houses on the southern side of Arthur Street have generally been setback more than is required with some having a 17m front setback. It is noted that there are relatively few carports within the townsite that are constructed in front of the building setback line and these are:

- 61 Hillman Street – is a free standing carport, very close to the boundary;
- 39 Hillman Street – Patio is 4.5 from the boundary; and
- 22 Hillman Street (Shire owned works managers house) – 3.5 m from boundary carport attached to house

Arthur Street is a 20m wide road reserve with a 6m wide verge adjacent to the subject land. There should not be any issue with sight distances. The carport will also help screen the view of the storage donga from the street.

Two additional issues relating to the conditions of Council's approval of the storage donga are:

- It has not been painted; and
- It is unclear how it will be removed from the site in two years' time, especially with the construction of the carport.

There are potential grounds for refusing the application having regard to:

- a) The objective of the Residential zone to provide to achieve a high standard of residential development;
- b) The objectives and provisions of the R-Codes; and
- c) The potential effect on the orderly and proper planning of the area which promotes single houses with associated setbacks on large townsite lots as the predominant form of development.

POLICY IMPLICATIONS:

Any decision may create a precedent for future development within the townsite, especially in the absence of any

FINANCIAL IMPLICATIONS:

None

STRATEGIC IMPLICATIONS:

None

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION – (ITEM 8.1.4)
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That Council consider the application for a carport Lot 239 DP210290 Arthur Street Darkan

COUNCIL DECISION – (ITEM 8.1.4)
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Moved: Cr Neil Morrell

Seconded: Cr Adam Squires

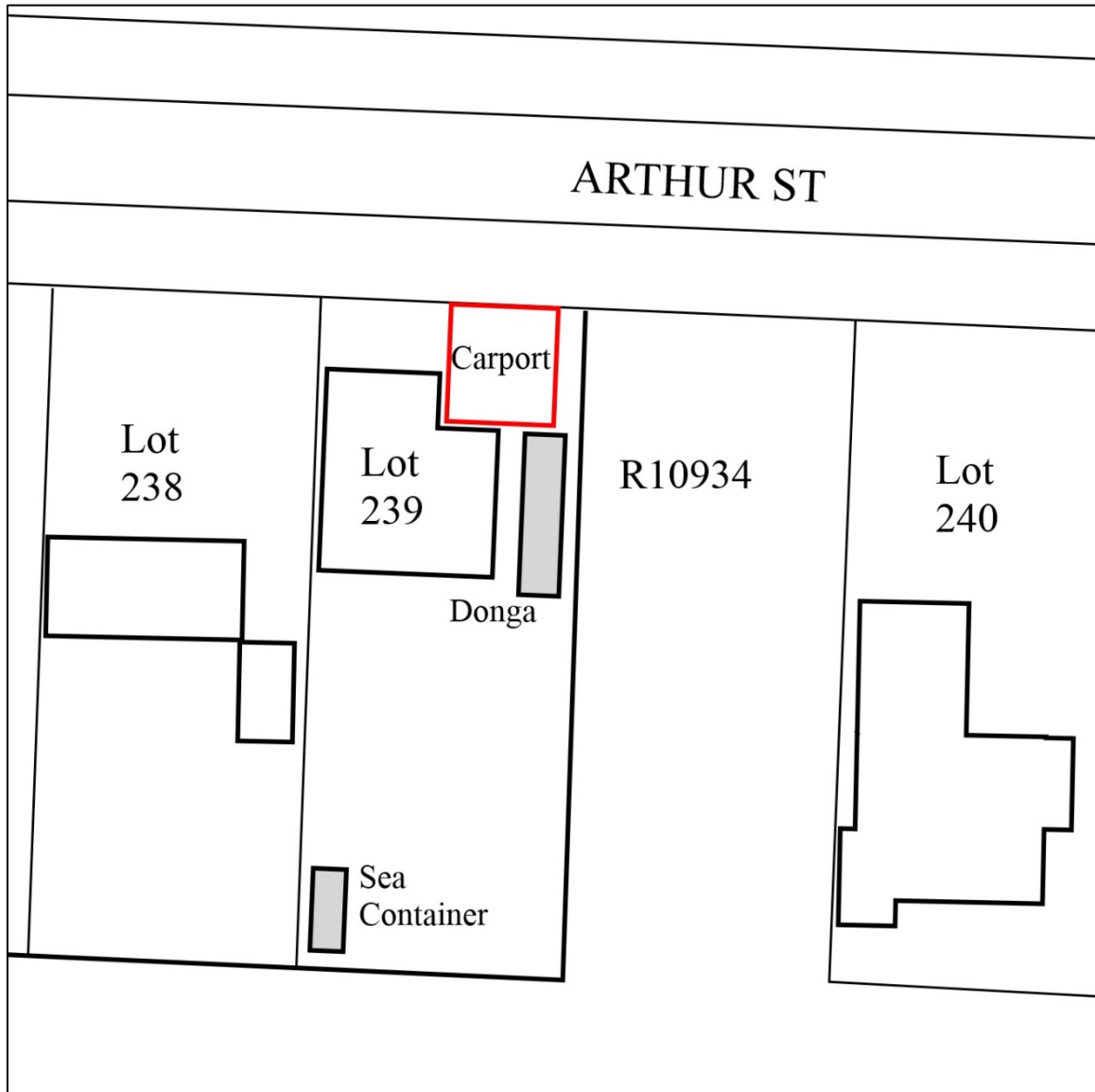
That approval be given for the construction of a freestanding carport subject to a minimum setback of 3.5m from the front boundary on Lot 230 DP210290 Arthur Street, Darkan.

CARRIED 7/0

ATTACHMENTS:

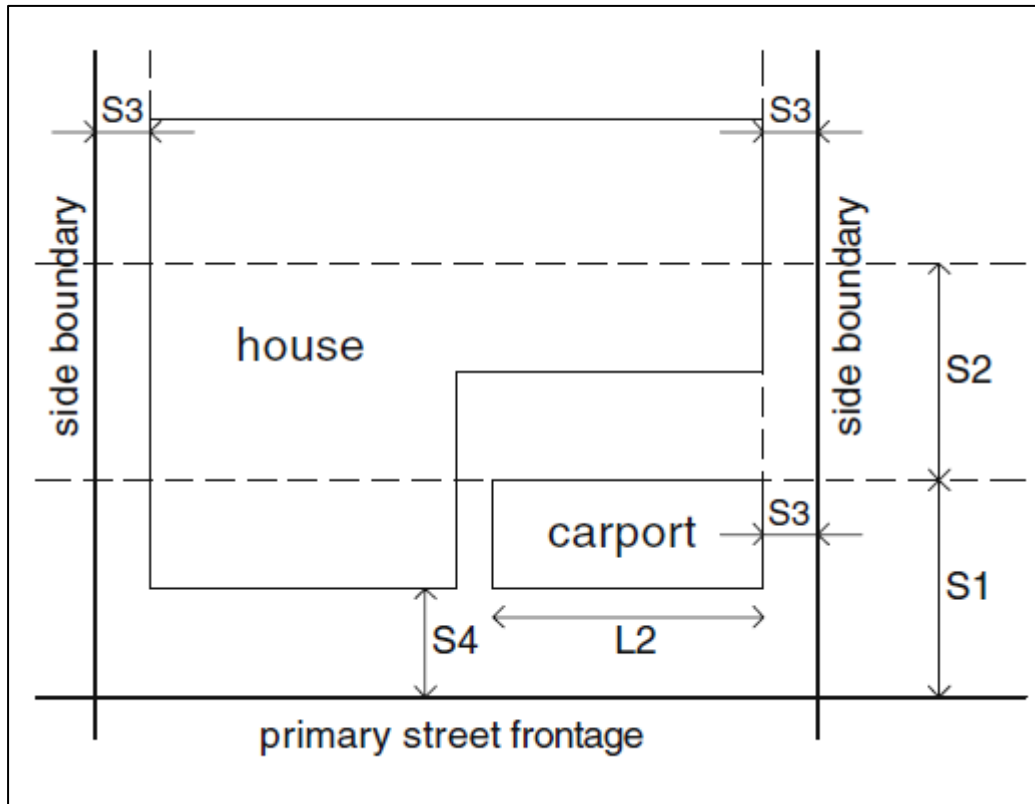
- Site Plan
- R Codes Figure

ATTACHMENT 1:



ATTACHMENT 2

R-Codes - Carport setbacks (clause 5.2.1 C1.5)

**Notes**

- S1** Primary street setback distance (Table 1)
- S2** Distance behind the primary street setback, equal to S1
- S3** Side boundary setback (Table 2a and 2b)
- S4** Maximum reduced setback (half S1)
- L2** Maximum 50 per cent of frontage

ITEM 8.1.5 – MOODIARRUP SPORTS COMPLEX – ACCESS TO RENEWAL RESERVE FOR SECURITY INFRASTRUCTURE

LOCATION/ADDRESS: ...
 NAME OF APPLICANT: ...
 FILE REFERENCE:
 DISCLOSURE OF INTEREST: Nil
 DATE OF REPORT: 14 February 2020

SUMMARY:

Council to consider a request for the installation of a security system at the Moodiarrup Sports Complex, at a cost of approximately \$4,000, which will be funded 50/50 between the Moodiarrup Sports Complex Committee and the Moodiarrup Sports Complex Renewal and Development Reserve held by the Shire.

BACKGROUND:

The Shire of West Arthur has a Memorandum of Understanding (MOU) with the Moodiarrup Sports Complex for a renewal and development fund. The agreement is based on the Shire and Committee contributing a minimum of \$3,000 each per annum to funds held separately. Renewal and upgrades are funded 50/50 from the separate funds.

Following a number of recent offences, the Moodiarrup Sports Complex has identified a need to improve security.

CONSULTATION:

Members of the Moodiarrup Sports Complex have approached the Shire seeking the installation of a security system at a total cost of approximately \$4,000 of which \$2,000 would be funded from the Shire held fund.

STATUTORY ENVIRONMENT:

In accordance with the MOU, items acquired from funds shall be restricted to those identified in the 'Schedule' or as other agreed by the Shire. A renewal schedule proposed in the MOU signed in 2017, is still to be finalised.

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

In the current financial year, the Shire has contributed \$581 from the reserve towards the purchase of a cel-fi booster for mobile phone coverage.

The current balance of the reserve is \$7,357 (after deduction of cel-fi contribution), with a budget of \$4,000 to be transferred to the reserve this financial year.

STRATEGIC IMPLICATIONS:

The security system will assist to protect the Complex.

COMMENT:

Council consideration is requested, rather than approval at an operational level, as the requested contribution is greater than \$1,000 and as the full expenditure of \$4,000 will result in the sports facilities operational expense exceeding the budget. This will be offset by income and reserve funds.

VOTING REQUIREMENTS:

Simple majority.

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.5

Moved: Cr Adam Squires

Seconded: Cr Neil Morrell

That the Shire of West Arthur purchase a security system for the Moodiarrup Sports Complex to be funded jointly by the Shire's Moodiarrup Sports Complex Renewal and Development Reserve and the Moodiarrup Sports Complex Committee.

CARRIED 7/0

ATTACHMENTS:

Nil

The Chief Executive Officer advised that at the time of preparing the report regarding the planning application in Item 11.1.1, it was proposed that Council consider closing the meeting in accordance with Section 5.23 of the Local Government Act, however the proponent has advised that the matter is no longer confidential.

The Shire President proposed a change in order of business to consider Item 11.1.1 with other officer reports.

COUNCIL DECISION – CHANGE IN ORDER OF BUSINESS

Moved: Cr Adam Squires

Seconded: Cr Neil Morrell

That the order of business in the agenda be changed to allow Item 11.1. to be brought forward and dealt with at this time.

CARRIED 7/0

ITEM 11.1.1 – DARKAN POST OFFICE

LOCATION/ADDRESS:	Lot 39 (No 45) Burrowes Street Darkan
NAME OF APPLICANT:	Benlegh Pty Ltd (L Chiswell)
FILE REFERENCE:	
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	13 th February 2020

SUMMARY:

To consider an application for relocation of the post office.

BACKGROUND:

The subject land is Lot 39 DP222360 Burrowes Street, Darkan. It has an area of 1,012sqm with a frontage of 20m. The site was previous used as a bank, which has now been vacant for more than twelve months.

The application is to relocate the post office from its present location at No 41 Burrowes Street to the subject land. There will not be any external building alterations and the signage will remain the same.

CONSULTATION:

None

STATUTORY ENVIRONMENT:

Local Planning Strategy

The Local Planning Strategy contains the following objectives for the commercial centre of the townsite:

- The Council envisages consolidation of commercial activities within the general confines of the established town centre.
- The town centre encompasses a wide range of commercial uses, civic facilities, and community uses. It is anticipated mixed-use development will continue within this area.

Local Planning Scheme No 2

The subject land is zoned Commercial under Local Planning Scheme No 2. The objectives for the Commercial zone include:

- ensuring that the established town centre in Darkan remain the principal place for retail, commercial, civic, and administrative functions in the district; and
- to provide for expansion of commercial activity and community facilities to meet future demands to achieve a high standard of residential development.

There is no definition of 'post office' in the Scheme. Given the evolving nature of post office stores over recent times it is considered that this is consistent with the general classification of a 'shop' as it is premises used to sell goods and provides services of a personal nature.

A 'shop' is a (D) discretionary use in the Commercial zone.

Clause 4.10 of the Scheme provides that where a use has ceased for more than 6 months, then it can only recommence in accordance with the Scheme provisions.

COMMENT:

It normally expected that a 'shop' would be a permitted (P) use in the Commercial zone. It is not clear why the original Scheme classifies this as a discretionary use other than this may have been due to the mixed business characteristics of the town centre.

It is noted that the post has previously moved from Coalfields Highway to No 41 Burrowes Street, where it occupied a portion of the existing general store. No approval was required for this as that site was already operating as a shop.

As the building on Lot 39 has been vacant for more than 12 months, an approval is required to recommence its use as a shop.

The building only occupies a small portion of the site and there are existing landscaped areas.

The application has been assessed having regard to the objectives and standards of Local Planning Scheme No 2 and as well as the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.

POLICY IMPLICATIONS:

None

FINANCIAL IMPLICATIONS:

None

STRATEGIC IMPLICATIONS:

None

VOTING REQUIREMENTS:

Simple Majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 11.1.1

Moved: Cr Julie McFall

Seconded: Cr Adam Squires

That Council approve the use of Lot 39 (No 45) DP222360 Burrowes Street Darkan for the purpose of a Shop (Post Office) subject to the following conditions:

- 1) Any use, additions to and further intensification of any part of the building or land (not the subject of this consent) shall be subject to a further development application and consent for that use.
- 2) Advertising signs may be displayed within the property to the requirements and satisfaction of Council.

CARRIED 7/0

ATTACHMENTS:

Nil

8.2 COMMITTEE REPORTS

Nil.

8.3 REPORTS OF ELECTED MEMBERS

Cr K King

- 26 January 2020 – attended the Australia Day Breakfast at Lake Towerrinning.
- 1 February 2020 – attended the Thank A Volunteer Sundowner held at the West Arthur Health and Resource Centre.
- 6 February 2020 – attended the Annual Elector's Meeting.
- 8 February 2020 – attended the Darkan Sheepfest.
- 18 February 2020 – attended a Regional Road Group Sub Group Meeting in Williams.

Cr M Lloyd

- 26 January 2020 – attended the Australia Day Breakfast at Lake Towerrinning.
- 6 February 2020 – attended the Annual Elector's Meeting.

- 8 February 2020 – attended the Darkan Sheepfest and participated on the Shire stand.
- 12 February 2020 – attended a West Arthur Community Resource Centre Committee Meeting.

Cr J McFall

- 26 January 2020 – attended the Australia Day Breakfast at Lake Towerrinning.
- 8 February 2020 – attended the Darkan Sheepfest and participated on the Shire stand.

Cr A Squires

- 26 January 2020 – attended the Australia Day Breakfast at Lake Towerrinning.
- 21 January 2020 – attended WA Cottage Homes Committee Meeting.
- 8 February 2020 – attended the Darkan Sheepfest and participated on the Shire stand.

Cr Neil Morrell

- 26 January 2020 – attended the Australia Day Breakfast at Lake Towerrinning.
- 6 February 2020 – attended Annual Elector's Meeting.
- 8 February 2020 – attended the Darkan Sheepfest and participated on the Shire stand.

Cr Graeme Pierce

- 26 January 2020 – attended the Australia Day Breakfast at Lake Towerrinning.
- 6 February 2020 – attended Annual Elector's Meeting.
- 8 February 2020 – attended the Darkan Sheepfest.

9. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil.

11. CONFIDENTIAL ITEMS

Nil.

12. CLOSURE OF MEETING

Cr King declared the meeting closed at 7.18 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: 17 March 2020.

Signed: _____
Presiding Member at the meeting at which the Minutes were confirmed