

SHIRE OF WEST ARTHUR**NOTICE OF ORDINARY COUNCIL MEETING**

The next Ordinary Meeting of the Shire of West Arthur Council will be held on
28 July 2020 in the Shire Chambers,
Darkan commencing at 6.00pm

Nicole Wasmann
CHIEF EXECUTIVE OFFICER
Date: 22 July 2020

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ORDINARY COUNCIL MEETING AGENDA

- 1. DECLARATION OF OPENING**
- 2. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 3. PUBLIC QUESTION TIME**
- 4. RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE**
- 5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**
- 6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
 - 6.1 Ordinary Meeting of Council held 16 June 2020.

That the Minutes of the Ordinary Meeting of Council held 16 June 2020 be confirmed.
- 7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**
- 8. REPORTS**

8.1 OFFICER REPORTS**ITEM 8.1.1 – FINANCIAL REPORT JUNE 2020**

LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	N/A
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	22 July 2020

SUMMARY:

Consideration of the financial reports for the period ending 30 June 2020.

BACKGROUND:

Draft notes to the financial reports for the periods ending 30 June 2020 are included as attachments, the statement of financial activity and the composition of net assets will be presented at the August Council 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 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

OFFICER RECOMMENDATION – ITEM 8.1.1

That the draft notes to the financial report for the period ending 30 June 2020 as presented be noted.

ATTACHMENTS:

- Notes to the Financial Reports – 30 June 2020

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2020

Note 3: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits Municipal							
Bank Account Municipal	49,556			49,556	NAB	0.01%	At Call
Bank - Bendigo Municipal	(13,191)			(13,191)	Bendigo	0.05%	At Call
Cash Maximiser Bendigo	1,194,876			1,194,876	NAB	0.05%	At Call
Cash Maximiser Trust	7,513			7,513	Bendigo	0.05%	At Call
Bank Account Trust Cash			5,725	5,725	NAB	0.05%	At Call
Maximiser Trust - Bendigo			68,114	68,114	NAB	0.05%	At Call
Reserve Cash Maximiser			1,781	1,781	Bendigo	0.05%	At Call
Bendigo Reserve		803,335		803,335	NAB	0.05%	At Call
		1,600,000		1,600,000	Bendigo	0.05%	At Call
Total	1,238,754	2,403,335	75,620	3,717,709			

Bendigo Account is showing on this statement as overdrawn. Adjustment backdated and sufficient funds were in the account at time of transfer.

All funds were brought to general accounts at 30 June and then reinvested in early July.

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2020

Note 4: Receivables

Receivables - Rates Receivable	30 Jun 2020	30 June 2019	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	181,873	165,047	Receivables - General	37,844	340	222	842	39,248
Levied this year (incl rubbish & ESL)	1,827,687	1,790,645						
<u>Less Collections to date</u>	(1,809,628)	(1,773,819)	Balance per Trial Balance					
Equals Current Outstanding	199,932	181,873	Sundry Debtors					0
			Receivables - Other					0
Net Rates Collectable	199,932	181,873	Total Receivables General Outstanding					39,248
% Collected	90.05%	90.70%						
Less Recognised as doubtful	(83,882)	(74,143)						

Amounts shown above include GST (where applicable)

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 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	2,417	50,000	50,000	0	0	209,014	208,619
Plant Reserve	94,159	1,972	1,457	309,829	309,829	(112,350)	(85,633)	293,610	319,812
Building Reserve	631,562	11,368	9,770	50,000	50,000	(130,000)	0	562,930	691,332
Town Development Reserve	69,595	1,253	1,077	0	0	(45,000)	0	25,848	70,672
Recreation Reserve	31,202	562	483	100,000	100,000	(10,000)	(10,000)	121,764	121,685
Heritage Reserve	5,128	92	79	300	136	0	0	5,520	5,343
Community Housing Reserve	109,024	1,962	1,687	20,000	20,695	(25,000)	0	105,986	131,406
Waste Management Reserve	80,044	1,441	1,238	40,000	40,000	0	0	121,485	121,282
Darkan Swimming Pool Reserve	33,219	598	515	5,000	5,000	0	0	38,817	38,734
Information Technology Reserve	57,988	1,044	897	3,000	3,000	(15,000)	(15,000)	47,032	46,885
Darkan Sport and Community Centre Reserve	223,747	3,757	3,461	30,000	30,000	0	0	257,504	257,208
Arthur River Country Club Renewal Reserve	25,049	451	387	6,000	6,000	(3,000)	(3,641)	28,500	27,795
Museum Reserve	127,858	2,301	1,978	0	0	(25,620)	(1,734)	104,539	128,102
Moodiarrup Sports Club Reserve	7,879	142	122	4,000	1,474	0	0	12,021	9,475
Landcare Reserve	46,885	844	725	0	0	(27,089)	(4,847)	20,640	42,763
Corporate Planning and Valuation Reserve	34,000	612	526	0	0	0	0	34,612	34,526
Kids Central Members Reserve	429	8	7	0	234	0	0	437	670
The Shed Reserve	11,019	198	170	0	361	0	0	11,217	11,550
Recreation Trails Reserve	1,185	21	18	0	0	0	0	1,206	1,203
Community Gym Reserve	6,887	124	107	0	1,373	0	0	7,011	8,367
Economic Development Reserve	3,180	57	49	40,000	40,000	0	0	43,237	43,229
Road Reserve	0	0	0	82,677	82,677	0	0	82,677	82,677
	1,756,241	31,619	27,170	740,806	740,779	(393,059)	(120,855)	2,135,607	2,403,335

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 June 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	Operating	0	242,289	0	580,832	0	0	19/20 allocation 283,636. Payment in advance made for 2020/21 grant.
Grants Commission - Roads	WALGGC	Operating	0	244,114	0	537,337	0	0	19/20 allocation 239,868. Payment in advance made for 2020/21 grant.
Grants Commission - Bridges	WALGGC	Operating - Tied	0	90,000	0	0	0	0	Won't be received this year. Project deferred.
Law, Order and Public Safety									
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating - Tied	0	38,500	0	39,268	(39,268)	0	Paid quarterly.
Bushfire mitigation	Office of Emergency Management	Operating - Tied	0	5,000	0	0	0	0	Application not submitted.
Education and Welfare									
Kids Central Quarterly Grant	Federal DEEWR	Operating	0	8,500	0	19,900	0	0	
Age Friendly and Dementia Community Awareness	Department of Communities	Operating - Tied	0	0	0	3,620	0	3,620	Moved to liability at year end as unspent. Show in 2021
Recreation and Culture									
Redevelopment of play and youth area	Lotterywest	Non-operating	0	0	65,000	0	0	0	Project deferred.
Museum		Operating - Tied	0	0	20,000	33,778	(33,778)	0	
Oral Histories	Lotterywest	Operating - Tied	0	0	0	4,454	(4,454)	0	
Thank a Volunteer	Department for Communities	Operating - Tied	0	0	0	1,000	(1,000)	0	
Transport									
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	329,877	329,877	(264,490)	65,387	Moved to liability at year end. Show in 2021
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	344,487	344,487	(357,340)	0	
Commodity Route Funding	Regional Road Group	Non-operating	0	0	244,384	244,384	(245,694)	0	
Direct Grant	Main Roads	Operating	0	125,536	0	125,536	0	0	
Economic Development									
Kylie Dam Project	Department of Water	Non-operating	0	0	53,911	0	0	0	Approved
TOTALS			0	753,939	1,057,659	2,264,473	(946,024)	69,007	
SUMMARY									
Operating	Operating Grants, Subsidies and Contributions		0	620,439	0	1,263,605	0	0	
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	133,500	20,000	82,120	(78,500)	3,620	
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	1,037,659	918,748	(867,524)	65,387	
TOTALS			0	753,939	1,057,659	2,264,473	(946,024)	69,007	

SHIRE OF WEST ARTHUR									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 30 June 2020									
Note 7: Capital Acquisitions									
Assets	Account	YTD Actual			Budget			Variance	
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	Comment
		\$	\$	\$	\$	\$	\$	\$	
Buildings									
Governance									
	Shire office - solar power	0	(8,844)	(8,844)	0	(10,000)	(10,000)	1,156	Works completed.
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	(19,273)	(8,800)	(28,073)	(20,000)	(10,000)	(30,000)	1,927	Scheduled to be completed in financial year.
	Challet	0	0	0	(46,900)	(80,000)	(126,900)	126,900	Carry forward project to following year.
Other Property & Services									
	Staff Housing	0	0	0	(5,000)	(50,000)	(55,000)	55,000	No scheduled works.
	Buildings Total	(19,273)	(25,784)	(45,057)	(73,900)	(197,625)	(271,525)	226,468	
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. Will be budgeted for in 20/21.
Economic Development									
	Kylie Dam Water Project	0	0	0	(12,608)	(66,000)	(78,608)	78,608	Funding approved. Land tenure negotiations in progress. 20/21 expected
	Infrastructure Total	0	0	0	(27,608)	(216,000)	(243,608)	243,608	
Furniture & Office Equip.									
Governance									
	Computer Server	0	(16,115)	(16,115)	0	(15,000)	(15,000)	(1,115)	Installed.
Recreation & Culture									
	Museum fit out	0	0	0	0	(70,000)	(70,000)	70,000	Expense to date shown in operating expenditure
	Furniture & Office Equip. Total	0	(16,115)	(16,115)	0	(85,000)	(85,000)	68,885	
Plant , Equip. & Vehicles									
Transport									
	Administration vehicle	0	(52,164)	(52,164)	0	(52,000)	(52,000)	(164)	Purchased in April/paid May
	Works vehicle	0	(44,810)	(44,810)	0	(46,350)	(46,350)	1,540	Purchased in April/paid May
	Low loader	0	(81,818)	(81,818)	0	(100,000)	(100,000)	18,182	Purchased in November
	Plant, Equip & Vehicles Total	0	(178,792)	(178,792)	0	(198,350)	(198,350)	19,558	
Roads									
Regional Road Group									
	Darkan Moodiarrup Road	(129,432)	(141,933)	(271,365)	(147,880)	(139,910)	(287,790)	16,425	Completed May
	Bowelling Duranillin Road	(146,241)	(118,404)	(264,645)	(139,915)	(119,780)	(259,695)	(4,950)	Completed May
	Trigwell Bridge Road (Commodity Route Funding)	(169,284)	(199,257)	(368,541)	(167,945)	(198,670)	(366,615)	(1,926)	Completed May
	Regional Road Group Total	(444,957)	(459,594)	(904,551)	(455,740)	(458,360)	(914,100)	9,549	
Roads to Recovery									
	Boyup Brook Arthur Road	(58,445)	(20,683)	(79,128)	(85,255)	(33,130)	(118,385)	39,257	Completed May

SHIRE OF WEST ARTHUR									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 30 June 2020									
Note 7: Capital Acquisitions									
Assets	Account	YTD Actual			Budget			Variance	
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	Comment
		\$	\$	\$	\$	\$	\$	\$	
Eulin Crossing Road		(25,033)	(16,829)	(41,862)	(37,877)	(15,000)	(52,877)	11,015	Completed May
Rutherford Road		(13,784)	(15,085)	(28,869)	(20,000)	(15,000)	(35,000)	6,131	Completed May
Shields Road		(37,028)	(716)	(37,744)	(46,866)	(9,255)	(56,121)	18,377	
Boyup Brook Arthur Road		(22,619)	(54,268)	(76,887)	(37,841)	(39,670)	(77,511)	624	
Roads to Recovery Total		(156,909)	(107,581)	(264,490)	(227,839)	(112,055)	(339,894)	75,404	
Shire Funded									
Growden Place		(66,182)	(4,381)	(70,563)	(46,010)	(51,172)	(97,182)	26,619	June
Collie South East Road		(21,780)	(8,298)	(30,078)	(21,275)	(3,056)	(24,331)	(5,747)	
DustSuppressions		(14,747)	(5,942)	(20,689)	(16,305)	(3,816)	(20,121)	(568)	
Shire Funded Total		(102,709)	(18,621)	(121,330)	(83,590)	(58,044)	(141,634)	20,304	
Roads Total		(704,575)	(585,796)	(1,290,371)	(767,169)	(628,459)	(1,395,628)	105,257	
Capital Expenditure Total		(723,848)	(806,487)	(1,530,335)	(868,677)	(1,325,434)	(2,194,111)	663,776	

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:	22 July 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

OFFICER RECOMMENDATION – ITEM 8.1.2

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 15062020.1 - 15062020.21, 23062020.1 - 23062020.19, 30062020.1 - 30062020.13, 06072020.1 - 06072020.5, 08072020.1 - 08072020.25, Cheques 17 & 20053, Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling \$447,221.48 listed (attached) be noted as approved for payment.

ATTACHMENTS:

- Cheque Listing

Shire of West Arthur
Cheque Detail
 June 10 - July 20, 2020

Date	Num	Name	Original Amount
11/06/2020	EFT	SALARIES & WAGES	45,281.84
		PAYROLL	
15/06/2020	15062020.1	AIR LIQUIDE	229.64
		GAS CYLINDERS	
15/06/2020	15062020.2	AUSTRALIA POST	669.84
		PAPER, PENS, STAMPS & PHONE	
15/06/2020	15062020.3	BLACKWOOD BASIN GROUP (INC)	2,763.60
		LANDCARE SUPPORT FOR APRIL & MAY 2020	
15/06/2020	15062020.4	BURGESS RAWSON	991.93
		WATER CONSUMPTION FOR WAR MEMORIAL, RAIL RESERVE TOILETS & ROSE GARDEN	
15/06/2020	15062020.5	COLLIE ELECTRICAL SERVICES	968.44
		INSTALL OUTSIDE POWER POINT FOR HOT WATER SYSTEM & REPLACEMENT OF DOWNLIGHTS	
15/06/2020	15062020.6	DARKAN AGRI SERVICES	1,521.70
		BUILDING SUPPLIES, CEMENT, PIPE FITTINGS, STANDPIPE MATERIALS, GLOBES, FORKLIFT GAS	
15/06/2020	15062020.7	DUFF ELECTRICAL CONTRACTING	137.50
		ELECTRICAL CONNECTION OF GAS HOT WATER SYSTEM AT RAIL RESERVE TOILETS	
15/06/2020	15062020.8	EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD	4,095.85
		SALARY SACRIFICE PAYMENTS - JUNE 2020	
15/06/2020	15062020.9	FLEAYS STORE	368.10
		GOODS FOR SENIORS MEALS	
15/06/2020	15062020.10	GREAT SOUTHERN WASTE DISPOSAL	4,570.86
		STREET WASTE & RECYCLING COLLECTION	
15/06/2020	15062020.11	HOIST SALES & HYDRAULIC REPAIRS PTY LTD	498.30
		SEAL KIT FOR HYDRAULIC RAM FOR SIDE TIPPER	
15/06/2020	15062020.12	JUNCTION BROOK PTY LTD	601.70
		PARTS AND REPAIRS FOR ROLLERS AND TRUCK	
15/06/2020	15062020.13	KYM HARRINGTON	203.71
		CULTURAL TRAINING & YOUTH WEEK ACTIVITIES	
15/06/2020	15062020.14	LGIS	3,547.50
		LGISWA REGIONAL RISK COORDINATOR PROGRAMME	
15/06/2020	15062020.15	MARKET CREATIONS	10,737.94
		SERVER NETWORKING, TECHNICAL BUSINESS HOURS, SERVER MAINTENANCE & TRAVEL	
15/06/2020	15062020.16	PHOENIX GLASS	1,400.00
		SNEEZE GUARD SUPPLIED AND FITTED TO FRONT ADMIN DESK	
15/06/2020	15062020.17	RAREBITS ON BURROWES 1	607.50
		DESSERTS FOR SENIOR MEALS FROM 4TH MAY - 5TH JUNE	
15/06/2020	15062020.18	REGIONAL EARLY EDUCATION AND DEVELOPMENT	17,555.15
		COMMUNITY CHILD CARE FUND PROGRAM TRANSFERRED TO REED 20/01/2020	
15/06/2020	15062020.19	WEST ARTHUR COMMUNITY RESOURCE CENTRE	510.13
		MEDICAL RECEPTION HOURS FOR MAY 2020	
15/06/2020	15062020.20	WESTRAC BUNBURY	665.45
		CAT RECOVERY TANK FOR ROLLER	
15/06/2020	15062020.21	WURTH AUSTRALIA PTY LTD	401.93
		WORKSHOP CONSUMABLES HOSE CLAMPS, BRAKE CLEANER, GLOVES & SHIPPING	
23/06/2020	23062020.1	AFGRI EQUIPMENT AUSTRALIA PTY LTD	6,530.61
		GRADER FULLSERVICE AND REPAIR TO BACK TANDEM DRIVE INCLUDING NEW BLADE DRIVES	
23/06/2020	23062020.2	BUNBURY TRUCKS	106.48
		PARTS & REPAIRS FOR TRUCK BRAKE SHOES	
23/06/2020	23062020.3	CARO TELFER PHOTOGRAPHY	825.00
		HISTORY AUDIO FUNDED	

Shire of West Arthur
Cheque Detail
 June 10 - July 20, 2020

Date	Num	Name	Original Amount
23/06/2020	23062020.4	CAROL STANDISH	66.05
		REIMBURSE GOODS FOR SENIORS MEALS	
23/06/2020	23062020.5	COALFIELDS WEARPARTS	1,980.00
		GRADER BLADES	
23/06/2020	23062020.6	COPPACK PARTS & SERVICES	3,068.55
		PARTS & REPAIRS FOR VOLVO L90F LOADER	
23/06/2020	23062020.7	DEPARTMENT OF MINES, IND REG AND SAFETY	113.30
		BUILDING SERVICES LEVY REMITTANCE FOR THE MONTHS OF APRIL MAY 2020	
23/06/2020	23062020.8	FLEAYS STORE	98.65
		GOODS FOR SENIOR MEALS FOR 18TH JUNE 2020	
23/06/2020	23062020.9	MCLEODS BARRISTERS AND SOLICITORS	1,075.70
		GOVERNANCE ADVICE (RE LOCAL LAW)	
23/06/2020	23062020.10	MOORE STEPHENS PTY LTD	748.00
		BUDGET TEMPLATE 2020/21	
23/06/2020	23062020.11	MOTORPASS	5.50
		FEE ON FUEL CARD FOR FIRE TRUCK	
23/06/2020	23062020.12	NICOLE WASMANN	1,571.40
		REIMBURSE 50% PHONE USAGE - AUG 2019 - JUNE 2020 & SALARY SACRIFICE IPHONE	
23/06/2020	23062020.13	P & S GRIGGS PLUMBING	741.59
		REPLACE HOT WATER SYSTEM TO RAIL RESERVE PUBLIC CONVENIENCES	
23/06/2020	23062020.14	PEDERICK ENGINEERING	37.95
		2 X METRES OF 50X50X4 ANGLE FOR GROWDEN STABNDPIPE	
23/06/2020	23062020.15	PH AND KE GOW LICENSED SURVEYORS	979.00
		SURVEY FOR CONSTRUCTION OF GROWDEN PLACE	
23/06/2020	23062020.16	PUTLAND MOTORS	9,416.88
		PARTS & REPAIRS FOR ROLLERS, TRUCK, GRADER, WORK VEHICLES, FITTING REES ROAD STANDPIPE	
23/06/2020	23062020.17	R MOORE & SONS	2,730.03
		REPAIRS TO LOADER (PART OF COPPACK & SONS) MOTOR UNREPAIRABLE	
23/06/2020	23062020.18	SOUTHERN ATU SERVICES	470.00
		SERVICE OF AQUANOVA AERATION TREATMENT UNIT	
23/06/2020	23062020.19	TOLL TRANSPORT PTY LTD	12.32
		FREIGHT FOR PARTS FROM BUNBURY MACHINERY	
25/06/2020	EFT	SALARIES & WAGES	48,179.29
		PAYROLL	
30/06/2020	30062020.1	BUNBURY MACHINERY	300.00
		BLADES FOR KUBOTA MOWER	
30/06/2020	30062020.2	C & D CUTRI	25,223.00
		BRIDGE WORKS - BUNCE KING, CHANGERUP COLLIE, BOYUP BROOK ARTHUR & HUGHES MILL	
30/06/2020	30062020.3	CR ADAM SQUIRES	880.00
		COUNCILLOR SITTING FEES & COMMUNICATIONS ALLOWANCE	
30/06/2020	30062020.4	CR J M MCFALL	610.00
		COUNCILLOR SITTING FEES & COMMUNICATIONS ALLOWANCE	
30/06/2020	30062020.5	CR K J KING	3,000.00
		PRESIDENTIAL ALLOWANCE, COUNCILLOR SITTING FEES & COMMUNICATIONS ALLOWANCE	
30/06/2020	30062020.6	CR M LLOYD	1,056.82
		COUNCILLOR SITTING FEES, COMMUNICATIONS ALLOWANCE & TRAVEL	
30/06/2020	30062020.7	CR N M MANUEL	754.18
		COUNCILLOR SITTING FEES, COMMUNICATIONS ALLOWANCE & TRAVEL	
30/06/2020	30062020.8	CR NEIL MORRELL	1,927.40
		DEPUTY PRESIDENT ALLOWANCE, CR SITTING FEES & COMMUNICATIONS ALLOWANCE	

Shire of West Arthur
Cheque Detail
 June 10 - July 20, 2020

Date	Num	Name	Original Amount
30/06/2020	30062020.9	JAMES WISNIEWSKI	80.00
		REIMBURSE \$20 PER MONTH FOR WORK USE OF PHONE MARCH - JUNE 2020	
30/06/2020	30062020.10	CR G PEIRCE	1,211.62
		COUNCILLOR SITTING FEES, COMMUNICATIONS ALLOWANCE & TRAVEL	
30/06/2020	30062020.11	P & S GRIGGS PLUMBING	3,250.00
		INSTALL SEPTIC SYSTEM TO DARKAN CEMETERY TOILET 2019/20	
30/06/2020	30062020.12	TOLL TRANSPORT PTY LTD	82.39
		FREIGHT VARIOUS	
30/06/2020	30062020.13	WA TREASURY CORPORATION	31,521.63
		CAPITAL REPAYMENT & INTEREST PAYMENT AND GUARANTEE FEE ON LOANS 69, 70, 72 & 73	
06/07/2020	06072020.1	CAROL STANDISH	84.90
		REIMBURSE GOODS FOR SENIORS MEALS	
06/07/2020	06072020.2	CORUM HEALTH SERVICES	700.59
		LOTS DISPENSE SOFTWARE MAINTENANCE & PBS ONLINE FEE	
06/07/2020	06072020.3	RAMM SOFTWARE PTY LTD	6,946.90
		RAMM ANNUAL SUPPORT AND MAINTENANCE	
06/07/2020	06072020.4	RECKON	2,100.00
		RECKON ACCOUNTS PREMIER 2020 SOFTWARE	
06/07/2020	06072020.5	SOUTHERN LOCK & SECURITY	140.43
		HRC ALARM MONITORING FROM 01/07/2020 TO 30/09/2020	
08/07/2020	08072020.1	AIR LIQUIDE	222.24
		GAS CYLINDERS	
08/07/2020	08072020.2	BW TRUCK PARTS	827.95
		PARTS & REPAIRS FOR TRUCK	
08/07/2020	08072020.3	CAROL STANDISH	168.52
		REIMBURSE GOODS FOR SENIORS MEALS	
08/07/2020	08072020.4	COLLIE MOWERS & MORE	119.80
		FIRE BRICKS & CHAINSAW FILES	
08/07/2020	08072020.5	DARKAN AGRI SERVICES	1,185.50
		FLURO SEALANT, FENCE DROPPERS, RIVERTS, CEMENT, PADLOCKS, GAS GLYPHOSATE	
08/07/2020	08072020.6	EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD	4,095.85
		SALARY SACRIFICE PAYMENTS	
08/07/2020	08072020.7	ELITE COMPLIANCE	220.00
		POOL CERTIFICATION DESIGN & REVIEW	
08/07/2020	08072020.8	FULTON HOGAN	1,285.24
		SPRAY SEAL - DARKAN SOUTH ROAD	
08/07/2020	08072020.9	MARKET CREATIONS	791.87
		ADVANCED SERVER, NETWORKING, BUSINESS HOURS	
08/07/2020	08072020.10	MOORE STEPHENS PTY LTD	2,191.20
		FINANCIAL REPORTING & MANAGEMENT REPORTING COURSES	
08/07/2020	08072020.11	NARROGIN FREIGHTLINES	347.70
		POOL CHEMICALS DELIVERY AND RETURNS	
08/07/2020	08072020.12	P & S GRIGGS PLUMBING	5,391.00
		NEW STANDPIPE AT SHIRE DEPOT & GROWDEN PLACE	
08/07/2020	08072020.13	PARKER BLACK & FORREST PTY. LTD.	594.00
		STANDPIPE KEYS FOR NEW STANDPIPE AT GROWDEN PLACE	
08/07/2020	08072020.14	PEDERICK ENGINEERING	931.41
		TRAILER MOUNT & GRAB RAKE, HYDRAULIC CYLINDER & REPAIRS, FIRE PLATE BAFFLE	
08/07/2020	08072020.15	SHIRE OF NARROGIN (SUPPLIER)	565.00
		HEALTH OFFICER SERVICES	

Shire of West Arthur
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Date	Num	Name	Original Amount
08/07/2020	08072020.16	SOS OFFICE EQUIPMENT	96.31
		OFFICE PRINTING	
08/07/2020	08072020.17	THE PRINT SHOP	253.00
		TOURISM BROCHURES	
08/07/2020	08072020.18	TOLL TRANSPORT PTY LTD	10.73
		DELIVERY OF TONERS & INK FOR SHIRE PRINTER	
08/07/2020	08072020.19	WEST ARTHUR COMMUNITY RESOURCE CENTRE	959.75
		DOCTORS HOURS & WEBSITE	
08/07/2020	08072020.20	CAROL STANDISH	301.34
		REIMBURSE GOODS FOR SENIORS MEALS	
08/07/2020	08072020.21	FLEAYS STORE	74.85
		SUPPLIES FOR SENIORS MEALS	
08/07/2020	08072020.22	FUELS WEST PETROLEUM	24,107.16
		DIESEL	
08/07/2020	08072020.23	GREAT SOUTHERN WASTE DISPOSAL	4,570.86
		STREET WASTE & RECYCLING COLLECTION	
08/07/2020	08072020.24	PUTLAND MOTORS	1,455.81
		GREASE, TAIL LIGHTS, RESISTERS, BEARINGS, BATTERIES, FUSES, INSULATION TAPE, SILICON	
08/07/2020	08072020.25	WAGIN MECHANICAL REPAIRS	1,348.20
		PARTS AND REPAIRS FOR FIRE TRUCK	
09/07/2020	EFT	SALARIES & WAGES	45,150.76
		PAYROLL	
15/06/2020	B/PAY	SYNERGY	1,378.27
		ELECTRICITY USAGE AND SUPPLY CHARGE FROM 25/04/2020-24/05/2020 FOR STREETLIGHTS	
15/06/2020	B/PAY	TELSTRA	340.19
		TELEPHONE CALLS AND CHARGES FOR THE CRC	
15/06/2020	B/PAY	TELSTRA	562.34
		VARIOUS TELEPHONE/INTERNET SERVICES AND CHARGES	
15/06/2020	B/PAY	WATER CORPORATION	7,041.35
		VARIOUS WATER USAGE & SERVICE CHARGES	
23/06/2020	B/PAY	TELSTRA	349.41
		VARIOUS TELEPHONE/INTERNET SERVICES AND CHARGES	
23/06/2020	B/PAY	SYNERGY	593.25
		ELECRCITY USAGE A FROM 19 MAY 2020-TO 15 JUNE 2020 FOR THE CRC	
30/06/2020	BPAY	DEPARTMENT OF HUMAN SERVICES	441.48
		CHILDCARE PAYMENTS	
30/06/2020	BPAY	AMP SUPER	1,618.87
		SUPER CONTRIBUTIONS	
30/06/2020	BPAY	AUSTRALIAN ETHICAL SUPER FUND	145.37
		SUPER CONTRIBUTIONS	
30/06/2020	BPAY	AUSTRALIAN SUPER	7,095.06
		SUPER CONTRIBUTIONS	
30/06/2020	BPAY	D AND K MELBOURNE SUPERANNUATION FUND	1,445.49
		SUPER CONTRIBUTIONS	
30/06/2020	BPAY	MLC NOMINEES PTY LTD- MASTER KEY BUSINESS	1,609.92
		SUPER CONTRIBUTIONS	
30/06/2020	BPAY	PRIME SUPER	1,233.46
		SUPER CONTRIBUTIONS	
30/06/2020	BPAY	REST SUPERANNUATION	312.38
		SUPER CONTRIBUTIONS	

Shire of West Arthur
Cheque Detail
 June 10 - July 20, 2020

Date	Num	Name	Original Amount
30/06/2020	BPAY	TWUSUPER	1,623.67
		SUPER CONTRIBUTIONS	
30/06/2020	BPAY	WA SUPER	33,453.00
		SUPER CONTRIBUTIONS	
08/07/2020	B/PAY	SYNERGY	5,281.49
		VARIOUS ELECTRICITY USAGE AND SUPPLY CHARGES	
08/07/2020	B/PAY	TELSTRA	363.29
		VARIOUS TELEPHONE/INTERNET SERVICES AND CHARGES	
08/07/2020	B/PAY	SYNERGY	118.00
		SERVICES AND CHARGES FOR REES ROAD STANDPIPE	
08/07/2020	B/PAY	TELSTRA	583.43
		VARIOUS TELEPHONE/INTERNET SERVICES AND CHARGES	
24/06/2020	DEBIT	NATIONAL AUSTRALIA BANK	34.49
		NAB CONNECT FEE ACCESS AND USAGE	
30/06/2020	DEBIT	NATIONAL AUSTRALIA BANK	41.80
		END OF MONTH BANK FEES	
18/06/2020	DIRECT	AUSTRALIAN TAXATION OFFICE	6,005.00
		MAY 2020 BAS	
23/06/2020	17	PETTY CASH	275.45
		CLEANING SUPPLIES , SIGNS, MILK, BATTERY, BLUE TAC & COFFEE	
01/07/2020	20053	AUSTRALIA POST	9,951.70
		VEHICLE RENEWALS	
		VOUCHERS	AMOUNT
MUNICIPAL FUND			
		15062020.1 - 15062020.21	53,046.77
		23062020.1 - 23062020.19	30,577.01
		30062020.1 - 30062020.13	69,897.04
		06072020.1 - 06072020.5	9,972.82
		08072020.1 - 08072020.25	52,115.29
		CHEQUES 17 & 20053	10,227.15
		EFT/DEBIT/BPAY	71,671.01
		SALARIES & WAGES	138,611.89
		LICENSING JUNE 2020 TRANSFERS	11,102.50
		TOTAL	447,221.48

ITEM 8.1.3 – ADOPTION OF FINANCIAL HARDSHIP POLICY IN RESPONSE TO COVID 19

LOCATION/ADDRESS:
 NAME OF APPLICANT:
 FILE REFERENCE:
 DISCLOSURE OF INTEREST:
 DATE OF REPORT: 17 July 2020

SUMMARY:

COVID 19 has had a financial impact on many businesses and individuals. It is recommended that the Shire adopts a hardship policy to support ratepayers affected.

BACKGROUND:

At the WALGA State Council Meeting held on the 6 May 2020 a recommendation was considered that included a request to Local Governments to give consideration to the adoption of the WALGA template rates hardship policy by Local Governments that do not currently have a policy.

CONSULTATION:

Consultation has taken place with WALGA and other neighbouring local governments. The majority of neighbouring local governments have adopted a policy or already have a general policy in place.

STATUTORY ENVIRONMENT:

Section 2.7(2) of the Local Government Act 1995, provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

The Local Government Amendment (COVID-19 Response) Act 2020 came into effect on 21 April 2020. This Act provided power to the Minister to modify or suspend provision of the Local Government Act, 1995 and Regulations.

Clauses 13 and 14 of the Minister's Order imposed relate to the rates and service charges. Modifications to Section 6.45 prohibits local governments from charging instalment interest on a person who is considered to be suffering financial hardship as a consequence of COVID-19 Pandemic (excluded person) and limits the amount of instalment interest that may be charged to 3% if a local government does not have a financial hardship policy. Section 6.51 has been modified to prohibit local government from charging penalty interest on an excluded person and the rate of interest on outstanding rates is capped at 8%.

POLICY IMPLICATIONS:

The Financial Hardship Policy will form part of the Shire's policy manual.

FINANCIAL IMPLICATIONS:

This is likely to reduce the interest income from rates in the 2020/21 financial year.

STRATEGIC IMPLICATIONS:

Adoption of the policy aligns with the strategy as outlined in the Shire of West Arthur's 2020 Corporate Plan

2.1 Support will be provided to existing and new businesses.

5.2 Financial management and decision making will be transparent, accountable and in an accessible format for the public

COMMENT:

The Financial Hardship Policy sets out the criteria for meeting financial hardship. When ratepayers fall into arrears, staff will inform them of the availability of the Policy.

Whilst adoption of the Policy enables the Shire to continue to impose 5.5% interest on instalments, the draft budget proposes to charge instalment interest of 3% on instalments for the 2020/21 year.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION – ITEM 8.1.3

That Council adopt the Draft COVID-19 Financial Hardship Policy and include it in the Shire's Policy manual.

ATTACHMENTS:

- Draft COVID-19 Financial Hardship Policy

Policy Register Reference - 2.12



Council Policy

COVID-19 Financial Hardship Policy

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

1. Objective

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of West Arthur recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

2. Scope

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

3. Policy Statement

3.1 Payment Difficulties, Hardship and Vulnerability¹

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of West Arthur recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship, and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

3.2 Anticipated Financial Hardship due to COVID19

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will contact ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide recommendations to contact a recognised financial counsellor and/or other relevant support services.

¹ Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance**: <http://www.ombudsman.wa.gov.au/>

3.3 Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

3.4 Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of West Arthur of any change in circumstance that jeopardises the agreed payment schedule.

3.5 Interest Charges

A ratepayer that meets the Financial Hardship Criteria will not attract interest or penalty charges on rates / service charge debt in 2020/21, subject to the period of time that the Local Government (COVID-19 Response) Ministerial Order 2020 remains effective (SL 2020/67 – Gazetted 8 May 2020).

In the case of severe financial hardship, the Shire of West Arthur may consider writing off interest applicable to the Emergency Services Levy and / or interest previously accrued on rates and service charge debts.

3.6 Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

3.7 Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

3.8 Review

We will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.

3.9 Communication and Confidentiality

We will always maintain confidential communications, and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

4. Legislative and Strategic Context

Local Government Act 1995 (WA)

5. Review Position and Date

Manager Financial Reporting and Manager Financial Operations to review on or before 30 June 2022

6. Associated Documents

The Local Government Amendment (COVID-19 Response) Act 2020
Ministerial Order May 2020 - Local Government (Covid-19 Response) Order 2020

ITEM 8.1.4 – OLD ARTHUR RIVER POST OFFICE RESTORATION

LOCATION/ADDRESS: Albany Highway Arthur River
NAME OF APPLICANT: ...
FILE REFERENCE: 8.2.2
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 12 June 2020

SUMMARY:

Council to consider a quote received for the restoration of the Old Arthur River Post Office following recent vehicle impact damage.

The Shire's insurance company has accepted the claim and will reimburse the Shire for costs. A quote has been provided by JI & LA Riley for the works and Council may choose to accept the quote or source additional quotes.

BACKGROUND:

The old Arthur River Post Office in Arthur River was recently badly damaged by impact from a vehicle. The building was constructed in 1882 and is of brick and iron construction with tongue and groove wooden flooring. The ceiling is asbestos lined and the walls are plastered. The building was restored by the Arthur River community around 1990 and is part of the historical group of buildings owned by the Shire in Arthur River. A conservation plan was prepared for this group of buildings in July 2008.

The building was being used as a craft shop at the time of the incident.

The damage to the building occurred when a car travelling north on Albany Highway left the road and crashed into the southern wall of the Post Office.

CONSULTATION:

The damage has been assessed by an engineer and heritage architect appointed by the Shire's insurers. Partial demolition and reconstruction, using the existing materials where possible, is proposed.

Jeff Riley from JI & LA Riley and Nick Lukacs from Stonecraft Masonry Solutions have inspected the property with Martin Silk, Heritage Engineer from Quoin Consulting. Gemma Dewar from Heritage Hocking Studio (Heritage Architects) has also visited the site.

A quote has been received from JI & LA Riley which is included as a confidential attachment. The property and liability adjuster confirms that this is favourable and in line with their own estimations. The quote is based on utilising Nick Lukacs, who is currently working on the Arthur River Church for some of the works.

STATUTORY ENVIRONMENT:

The Arthur River Post Office is listed in the State Heritage Office's inHerit database as place number 23812. Although it does not retain any Statutory Heritage listings, it is listed as a category 1 place on the Shire of West Arthur's Municipal Inventory. Category 1 places are noted as containing exceptional heritage significance to the Shire of West Arthur and the State of Western Australia. It was assessed by the Heritage Council of Western Australia for inclusion on the State Heritage Register in 2017 and is currently going through a community consultation process prior to formal listing. As the building is not formally listed on the State Heritage Register, no formal consultation with the Heritage Council is required, although contact has been made to advise Heritage Council of the incident.

Some modifications have been made to allow for compliance with the Building Code of Australia.

POLICY IMPLICATIONS:

In accordance with the Shire of West Arthur's Purchasing Policy, where the value of procurement (excluding GST) of the contract over the full contract period (including options to extend) is, or is expected to be \$50,001 - \$150,000 the three written quotes are required.

FINANCIAL IMPLICATIONS:

The Property and Liability Adjuster is proposing that once the Shire has accepted a quote, that LGISWA offer interim settlement for the quoted amount minus excess. It is likely that the Shire will require the services of the engineer during the build and that at conclusion of the works a final claim will be submitted to LGISWA for any adjustment.

The Shire's excess on property claims is \$1,000.

STRATEGIC IMPLICATIONS:

The Shire's Corporate Business Plan includes the strategy "The community has a sense of pride in our public areas and assists the Shire in maintenance and development of these" and the actions to "Maintain the Arthur River historical buildings in conjunction with the Arthur River Development Group".

COMMENT

Jeff Riley has previously completed work for the Shire of West Arthur. Nick Lukacs (a stone mason) is well renowned by the Arthur River community for his quality workmanship, particularly with heritage buildings and structures.

Council may choose to source additional quotations or to accept the quote provided by JI & LI Riley.

Should Council accept the quote at this meeting, a purchase order will not be issued to the builder until such time as settlement is received from the insurance company.

VOTING REQUIREMENTS:

Simple majority

OFFICER RECOMMENDATION – (ITEM 8.1.4)

That the Shire of West Arthur accept the quote from JI & LA Riley for restoration of the Old Arthur River Post Office in accordance with the quotation provided.

SEPARATE ATTACHMENTS:

- Confidential – Quote JI & LA Riley.

ITEM 8.1.5 – REVIEW OF CORPORATE PLAN

LOCATION/ADDRESS:	Whole of Shire
NAME OF APPLICANT:	Not Applicable
FILE REFERENCE:	2.8
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	23 July 2020
AUTHOR:	Nicole Wasmann

SUMMARY:

A review of the Corporate Plan has been undertaken. Council is to review the Plan and adopt with or without further modification.

BACKGROUND:

A review of the Corporate Plan has been completed by Shire staff in consultation with Council.

The Corporate Plan has been amended to add an additional year (reflecting a four year forecast), removal of completed actions, rescheduling of actions not completed to a different year (if still relevant), and inclusion of additional strategies where relevant. The four year financial forecast has been updated with known income and expenses.

Other than formatting, changes made have included:

Changed DPAW to DCBA/Dept of Ag to DPIRD where required "investigate the installation of underground power in Burrowes street..." under Nissan Hut renovations.

Combined emergency services facility

Indigenous Reconciliation Action Framework

Modified Kids Central to reflect the new management

CCTV added

Aged housing – added monitor opportunities to expand.

CONSULTATION:

Staff have undertaken the reviews following a workshop with Council in June.

STATUTORY ENVIRONMENT:

Section 5.56 of the Local Government Act 1995, requires WA Local Governments to produce a 'Plan for the Future' of the district.

The Local Government (Administration) Regulations 1996, state that a "Strategic Community Plan and Corporate Business Plan, together form a 'Plan for the Future' of a district".

19DA. Corporate Business Plans, requirements for (Acts. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
 - (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
 - (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.
 - (4) A local government is to review the current corporate business plan for its district every year.
 - (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
 - (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
- *Absolute Majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

The Corporate Plan is not a commitment of funds, however it is used as a base for the development of the 2020/21 budget.

STRATEGIC IMPLICATIONS:

The Community and Corporate Plan form the basis for Council's ongoing strategic direction.

VOTING REQUIREMENTS:

Absolute majority

OFFICER RECOMMENDATION – (ITEM 8.1.5)

That the Council adopts the revised Shire of West Arthur Corporate Business Plan 2020/21 – 2023/24.

SEPARATE ATTACHMENTS:

- Corporate Business Plan

ITEM 8.1.6 – ADOPTION 2020/21 BUDGET

LOCATION/ADDRESS: N/A
 NAME OF APPLICANT: N/A
 FILE REFERENCE: 1.3.1
 DISCLOSURE OF INTEREST: N/A
 DATE OF REPORT: 23 July 2019

SUMMARY:

The purpose of this item is for Council to adopt the 2020/21 Budget based on the Corporate Plan.

BACKGROUND:

Council to adopt the budget for the 2020/21 financial year. A copy of the draft budget is provided as a separate document to the agenda.

The budget is based on an increase in total rate revenue of 1.2%. There has been a reduction in the rate in the dollar due to an increase in UV property valuations by the Valuer General.

The ministerial order announced on 8 May 2020 has had the following implications on the 2020/21 budget:

Penalty interest reduced from a maximum of 11% to 8%.

Instalment interest may remain at a maximum of 5.5% if a Local Government has a Hardship Policy and to be a maximum of 3% if a Local Government does not have a hardship policy. A 3% rate is proposed.

For those that are in hardship and meet the Local Government Hardship policy eligibility, then no penalty interest or instalment interest rate applies. Each Local Government decides on approving the application for hardship.

CONSULTATION:

The budget is based on the 2020/21 year identified in the Shire of West Arthur Corporate Plan which included community and councillor consultation.

Elected members have been involved in the development of the expenditure schedules and have had the opportunity to attend briefing sessions on the draft.

STATUTORY ENVIRONMENT:

In accordance with the Local Government Act 1995, Section 6.2 (1) Council is to adopt a budget not later than 31 August in each financial year.

The Local Government (COVID-19 Response) Ministerial Order 2020 was gazetted on the 8 May 2020. The draft 2020/21 budget gives consideration to the consequences of the COVID-19 pandemic and in accordance with the Ministerial Order adjustments have been made to interest rates charged on the instalment option and overdue rates. The Council also considered a COVID-19 Financial Hardship Policy in July 2020 to further support ratepayers suffering hardship.

POLICY IMPLICATIONS:

The budget takes into account the COVID-19 Financial Hardship Policy and Elected Members Remuneration Policy.

FINANCIAL IMPLICATIONS:

Once adopted, the budget will guide the Shire's income and expenditure for the 2020/21 financial year.

STRATEGIC IMPLICATIONS:

The Shire's Corporate Plan was used to develop the Shire's 2020/21 Budget.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION – (ITEM 8.1.6)

1. That all income and expenditure as presented in the draft 2020/21 Budget be approved.
2. That the Fees and Charges as listed in the draft budget for 2020/21 year be adopted.

3. That the transfers/movements to and from Reserve Accounts as detailed in Note 9 of the Statutory Statements in the draft budget be adopted.
4. That the following rate levels be adopted for the 2020/21 year:
 - 4.1 For all rateable properties where Gross Rental Valuations are applied, a rate of 0.0728 in the dollar to apply.
 - 4.2 For all rateable properties where Unimproved Valuations are applied, a rate of 0.0055416 in the dollar to apply.
 - 4.3 The minimum rate of \$516 to apply to land in the Darkan townsite and unimproved land and \$361 for land in other townsites.
5. Pursuant to section 6.45 of the Local Government Act 1995, regulation 68 of the Local Government (Financial Management) Regulations 1996 and clause 13 of the Local Government (COVID-19 Response) Ministerial Order 2020 gazetted on 8 May 2020, that where payments are received after the prescribed time and penalty charges apply, then a penalty interest rate for all outstanding Rates and Service Charges is set at eight (8%) percent per annum, to be calculated on a daily basis.
 - a. This additional interest rate cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2020, that has been determined as suffering financial hardship as a consequence of the COVID-19 pandemic in accordance with Council's Financial Hardship Policy.
6. Pursuant to section 6.45 of the Local Government Act 1995, regulation 68 of the Local Government (Financial Management) Regulations 1996 and clause 13 of the Local Government (COVID-19 Response) Ministerial Order 2020 gazetted on 8 May 2020 that for those ratepayers paying by instalments, the penalty interest to apply is set at three (3.0%) percent per annum, to be calculated on a daily basis.
 - a. This additional interest rate cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2020, that has been determined as suffering financial hardship as a consequence of the COVID-19 pandemic in accordance with Council's Financial Hardship Policy.
7. That the following Rates Instalments payment options be adopted:

Option 1
To pay the total amount of rates and charges included on the rate notice in full by the 35th day after the rate notice issue.

Option 2
Payments to be made by two (2) instalments as will be detailed on the rates notices with the following anticipated dates:

First Instalment	18 September 2020
Second Instalment	20 November 2020

Option 3
Payments to be made by four (4) instalments as will be detailed on the rate notice with the following anticipated dates:

First Instalment	18 September 2020
Second Instalment	20 November 2020
Third Instalment	22 January 2021
Fourth Instalment	29 March 2021
8. Pursuant to section 6.45 of the Local Government Act 1995, regulation 68 of the Local Government (Financial Management) Regulations 1996 and clause 13 of the Local Government (COVID-19 Response) Ministerial Order 2020 gazetted on 8 May 2020 that where payments are made by instalments, an administration charge of \$5 for each instalment after the first instalment shall apply.
 - a. This additional charge cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2020, that has been determined as suffering financial hardship as a consequence of the COVID-19 pandemic in accordance with Council's Financial Hardship Policy.

SEPARATE ATTACHMENT:

- Budget

8.2 COMMITTEE REPORTS

8.3 ELECTED MEMBER REPORTS

**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

12. CLOSURE OF MEETING