

# SHIRE OF WEST ARTHUR



## NOTICE OF ORDINARY COUNCIL MEETING

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

Nicole Wasmann

**CHIEF EXECUTIVE OFFICER**

Date: 15 October 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 15 September 2020.  
  
That the Minutes of the Ordinary Meeting of Council held 15 September 2020 be confirmed.
- 7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

## 8. REPORTS

### 8.1 OFFICER REPORTS

<b>ITEM 8.1.1– FINANCIAL REPORT SEPTEMBER 2020</b>
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LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	N/A
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	15 October 2020

**SUMMARY:**

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

**BACKGROUND:**

The financial reports for the periods ending 30 September 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

<b>OFFICER RECOMMENDATION – ITEM 8.1.1</b>
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That the financial report for the period ending 30 September 2020 as presented be accepted.

**ATTACHMENTS:**

- Financial Reports – 30 September 2020.

**SHIRE OF WEST ARTHUR**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 30 September 2020**

	Note	Annual Budget 2020/2021	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
<b>Opening Funding Surplus (Deficit)</b>	2	1,199,648	1,199,648	1,199,648	0	0%
<b>Revenue from operating activities</b>						
Rates		1,727,022	1,727,022	1,727,085	63	0%
Operating Grants, Subsidies and Contributions	6	625,608	251,033	255,090	4,057	2%
Fees and Charges		273,365	102,166	106,173	4,007	4%
Interest Earnings		56,364	3,667	3,885	218	6%
Other Revenue		169,739	2,376	2,976	600	25%
Profit on Disposal of Assets		19,137	0	0		
		<b>2,871,235</b>	<b>2,086,265</b>	<b>2,095,209</b>		
<b>Expenditure from operating activities</b>						
Employee Costs		(1,714,206)	(455,664)	(432,131)	(23,533)	5%
Less Allocated to Capital			4,200	4,000		
Materials and Contracts		(765,845)	(210,333)	(210,736)	403	(0%)
Less Plant Allocations to Capital			3,011	2,868		
Utility Charges		(91,700)	(15,283)	(11,773)	(3,510)	23%
Depreciation on Non-Current Assets		(2,137,367)	(129,459)	(130,795)	1,336	(1%)
Interest Expenses		(30,457)	0	0	0	
Insurance Expenses		(93,484)	(93,484)	(93,484)	0	0%
Other Expenditure		(36,000)	0	(110)	110	
Loss on Disposal of Assets		(18,307)	0	0	0	
		<b>(4,887,366)</b>	<b>(897,012)</b>	<b>(872,161)</b>	(24,851)	
<b>Operating activities excluded from budget</b>						
Add back Depreciation		2,137,367	129,459	130,795	1,336	1%
Adjust (Profit)/Loss on Asset Disposal		(830)	0	0	0	
Adjust Provisions and Accruals		0	0	(23,137)		
<b>Amount attributable to operating activities</b>		<b>120,406</b>	<b>1,318,712</b>	<b>1,330,706</b>		
<b>Investing activities</b>						
Grants, Subsidies and Contributions	6	1,246,368	10,000	10,470	470	5%
Proceeds from Disposal of Assets		52,000	0	0	0	
Land and Buildings	7	(225,000)	0	(726)	(726)	
Infrastructure Assets - Roads	7	(1,253,908)	(18,000)	(17,670)	330	2%
Infrastructure Assets - Other	7	(651,307)	0	0	0	
Plant and Equipment	7	(532,000)	0	0	0	
Furniture and Equipment	7	0	0	0	0	
<b>Amount attributable to investing activities</b>		<b>(1,363,847)</b>	<b>(8,000)</b>	<b>(7,926)</b>		
<b>Financing Activities</b>						
Proceeds from Self Supporting Loan - repayments		27,174	6,709	6,709	0	0%
Transfer from Reserves	5	797,089	0	0	0	
Repayment of Debentures		(95,630)	0	0	0	
Transfer to Reserves	5	(684,840)	0	(162)	(162)	
<b>Amount attributable to financing activities</b>		<b>43,793</b>	<b>6,709</b>	<b>6,547</b>		
<b>Closing Funding Surplus (Deficit)</b>	2	0	2,517,069	2,528,975	11,906	0%

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 1 for an explanation of the reasons for the variance.

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

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

**Note 1: Explanation of Material Variances**

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

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

**Employee Costs**

Employee costs are below budget (23,533)

**Note 2: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing	Current
		30 June 2020	30 Sep 2020
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	3	1,170,147	2,469,636
Cash Restricted	5	2,403,335	2,403,497
Receivables - Rates	4	116,050	455,608
Receivables - Other	4	42,915	19,251
Inventories		22,531	22,531
		3,823,985	5,370,523
<b>Less: Current Liabilities</b>			
Payables		(151,995)	(133,829)
Unspent reimbursements (insurance)		0	(99,290)
Unspent grants, contributions		(69,007)	(204,932)
		(221,002)	(438,051)
Less: Cash Reserves	5	(2,403,335)	(2,403,497)
<b>Net Current Funding Position</b>		<b>1,199,648</b>	<b>2,528,975</b>

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

**Note 3: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
Municipal Bank Account	149,641			149,641	NAB	0.01%	At Call
Municipal Bank - Bendigo	312,064			312,064	Bendigo	0.05%	At Call
Municipal Cash Maximiser	400,000			400,000	NAB	0.05%	At Call
Bendigo Cash Maximiser	7,531			7,531	Bendigo	0.05%	At Call
Trust Bank Account			5,728	5,728	NAB	0.05%	At Call
Trust Cash Maximiser			8,114	8,114	NAB	0.05%	At Call
Trust - Bendigo			1,781	1,781	Bendigo	0.05%	At Call
Reserve Cash Maximiser		146		146	NAB	0.05%	At Call
Bendigo Reserve		16		16	Bendigo	0.05%	At Call
<b>(b) Term Deposits</b>							
Municipal term deposit	300,000			300,000	NAB	0.80%	27/04/2021
Municipal term deposit	1,000,000				Bendigo	0.75%	24/04/2021
Municipal term deposit	300,000				Bendigo	0.60%	23/12/2020
Reserve term deposit		803,335		803,335	NAB	0.92%	29/06/2021
Reserve term deposit		1,600,000		1,600,000	Bendigo	0.95%	29/06/2021
Trust term deposit			60,000	60,000	NAB	0.80%	27/04/2021
<b>Total</b>	<b>2,469,236</b>	<b>2,403,497</b>	<b>75,623</b>	<b>3,588,356</b>			

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

**Note 4: Receivables**

<b>Receivables - Rates Receivable</b>	<b>30 Sep 2020</b>	<b>30 June 2020</b>	<b>Receivables - General</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	199,932	181,873	Receivables - General	17,096	0	67	2,088	19,251
Levied this year (incl rubbish & ESL)	1,823,745	1,799,818						
Less Collections to date	(1,484,187)	(1,781,759)	<b>Balance per Trial Balance</b>					
Equals Current Outstanding	<b>539,490</b>	<b>199,932</b>	Sundry Debtors					0
			Receivables - Other					0
<b>Net Rates Collectable</b>	<b>539,490</b>	<b>199,932</b>	<b>Total Receivables General Outstanding</b>					<b>19,251</b>
% Collected	73.34%	90.05%						
Less Recognised as doubtful	(83,882)	(83,882)						

**Amounts shown above include GST (where applicable)**

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

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



**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 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
				\$	\$	\$	\$	\$	
<b>General Purpose Funding</b>									
Grants Commission - General	WALGGC - General Purpose Grant	Operating	0	226,526	0	59,628	0	0	Final allocations will be \$238,526, \$11,986 above budget.
Grants Commission - Roads	WALGGC - Local Roads Grant	Operating	0	229,428	0	58,409	0	0	Final allocations will be \$233,637, \$4,209 more than budget.
Federal Road & Community Infrastructure	Dept. of Infrastructure (Fed)	Non-operating	0	0	253,187	0	0	0	
<b>Law, Order and Public Safety</b>									
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Services	Operating - Tied	0	39,479	0	9,870	(9,870)	0	
<b>Education and Welfare</b>									
Age Friendly and Dementia Community Awareness	Department of Communities	Operating - Tied	0	3,620	0	3,620	0	3,620	Carried forward from prior year
<b>Recreation and Culture</b>									
Redevelopment of play and youth area	Lotterywest	Non-operating	0	0	30,000	0	0	0	Darkan Railway Reserve
<b>Transport</b>									
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	329,877	0	0	0	
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	65,387	65,387	(9,085)	56,302	Carried forward from prior year
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	365,987	146,395	(1,385)	145,010	Shown as a liability until spent, then recognised as income
Federal Road & Community Infrastructure	Dept. of Infrastructure, Transport, Regional	Non-operating	0	0	113,507	0	0	0	
Direct Grant	Development and Communications	Non-operating	0	0	113,507	0	0	0	
	Main Roads - Direct Grant	Operating	0	127,175	0	127,175	0	0	
<b>Economic Development</b>									
Kylie Dam Project	Department of Water	Non-operating	0	0	88,423	0	0	0	Kylie Dam
<b>TOTALS</b>			<b>0</b>	<b>626,228</b>	<b>1,246,368</b>	<b>470,484</b>	<b>(20,340)</b>	<b>204,932</b>	
<b>SUMMARY</b>									
Operating	Operating Grants, Subsidies and Contributions		0	583,129	0	245,212	0	0	
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	43,099	0	13,490	(9,870)	3,620	
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	1,246,368	211,782	(10,470)	201,312	
<b>TOTALS</b>			<b>0</b>	<b>626,228</b>	<b>1,246,368</b>	<b>470,484</b>	<b>(20,340)</b>	<b>204,932</b>	

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 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	
		\$	\$	\$	\$	\$	\$		
<b>Buildings</b>									
<b>Housing</b>									
	Renovations to existing joint venture community housing units		0	0	0	0	(25,000)	(25,000)	25,000
<b>Community Amenities</b>									
	Chalet		0	(726)	(726)	(20,000)	(110,000)	(130,000)	129,274
<b>Other Property &amp; Services</b>									
	Staff Housing		0	0	0	(20,000)	(50,000)	(70,000)	70,000
	<b>Buildings Total</b>		<b>0</b>	<b>(726)</b>	<b>(726)</b>	<b>(40,000)</b>	<b>(185,000)</b>	<b>(225,000)</b>	<b>224,274</b>
<b>Infrastructure</b>									
<b>General Purpose Funding</b>									
	Community Infrastructure Other		0	0	0	0	(253,187)	(253,187)	253,187
<b>Community Amenities</b>									
	Darkan Refuse Site		0	0	0	(20,000)	(100,000)	(120,000)	120,000
<b>Recreation And Culture</b>									
	Darkan Railway Reserve Community Space		0	0	0	(15,000)	(150,000)	(165,000)	165,000
<b>Economic Development</b>									
	Kylie Dam Water Project		0	0	0	(12,608)	(100,512)	(113,120)	113,120
	<b>Infrastructure Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>(47,608)</b>	<b>(603,699)</b>	<b>(651,307)</b>	<b>651,307</b>
<b>Plant , Equip. &amp; Vehicles</b>									
<b>Transport</b>									
	Prime Mover		0	0	0	0	(170,000)	(170,000)	170,000
	Side Tipping Trailer		0	0	0	0	(100,000)	(100,000)	100,000
	Large Vibe Roller		0	0	0	0	(150,000)	(150,000)	150,000
	Utes		0	0	0	0	(101,000)	(101,000)	101,000
	Mower		0	0	0	0	(11,000)	(11,000)	11,000
	<b>Plant, Equip &amp; Vehicles Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(532,000)</b>	<b>(532,000)</b>	<b>532,000</b>
<b>Roads</b>									
<b>Regional Road Group</b>									
	Boyup Brook Arthur Road		(51)	0	(51)	(142,075)	(159,300)	(301,375)	301,324
	Bowelling Duranillin Road		(742)	(1,284)	(2,026)	(117,508)	(140,175)	(257,683)	255,657
	<b>Regional Road Group Total</b>		<b>(793)</b>	<b>(1,284)</b>	<b>(2,077)</b>	<b>(259,583)</b>	<b>(299,475)</b>	<b>(559,058)</b>	<b>556,981</b>
<b>Roads to Recovery</b>									
	Darkan South Road - Slip Lane and Intersection		(43)	(238)	(281)	(81,264)	(27,790)	(109,054)	108,773
	Darkan South Road - Widening Corners		0	(1,100)	(1,100)	(74,308)	(28,040)	(102,348)	101,248
	Old Collie Road		0	0	0	(58,371)	(8,208)	(66,579)	66,579
	Bowelling McAlinden Road		0	(7,704)	(7,704)	(33,125)	(30,914)	(64,039)	56,335
	Bokal East Arthur Road		0	0	0	(26,408)	(39,300)	(65,708)	65,708
	<b>Roads to Recovery Total</b>		<b>(43)</b>	<b>(9,042)</b>	<b>(9,085)</b>	<b>(273,476)</b>	<b>(134,252)</b>	<b>(407,728)</b>	<b>398,643</b>

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 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	
		\$	\$	\$	\$	\$	\$		
<b>Road and Community Infrastructure Program</b>									
	W Tree Gully Road	0	0	0	(19,261)	(58,357)	(77,618)	77,618	
	Lake Towerrinning Entrance and Car Park	0	0	0	(1,000)	(25,000)	(26,000)	26,000	
	Growden Place - Drainage, seal, reseal original section	(5,989)	(238)	(6,227)	(14,038)	(30,150)	(44,188)	37,961	
	<b>Shire Funded Total</b>	<b>(5,989)</b>	<b>(238)</b>	<b>(6,227)</b>	<b>(34,299)</b>	<b>(113,507)</b>	<b>(147,806)</b>	<b>141,579</b>	
<b>Shire Funded</b>									
	Growden Place - Intersection	(43)	0	(43)	(24,149)	(59,480)	(83,629)	83,586	
	Airlee Road	0	0	0	(510)	(8,000)	(8,510)	8,510	
	Collie South East Road	0	0	0	(510)	(5,000)	(5,510)	5,510	
	Jackson Road	0	(238)	(238)	(39,845)	(1,822)	(41,667)	41,429	
	<b>Shire Funded Total</b>	<b>(43)</b>	<b>(238)</b>	<b>(281)</b>	<b>(65,014)</b>	<b>(74,302)</b>	<b>(139,316)</b>	<b>139,035</b>	
	<b>Roads Total</b>	<b>(6,868)</b>	<b>(10,802)</b>	<b>(17,670)</b>	<b>(632,372)</b>	<b>(621,536)</b>	<b>(1,253,908)</b>	<b>1,236,238</b>	
	<b>Capital Expenditure Total</b>	<b>(6,868)</b>	<b>(11,528)</b>	<b>(18,396)</b>	<b>(719,980)</b>	<b>(1,942,235)</b>	<b>(2,662,215)</b>	<b>2,643,819</b>	

**ITEM 8.1.2 – ACCOUNTS FOR PAYMENT**

LOCATION/ADDRESS: N/A  
NAME OF APPLICANT: N/A  
FILE REFERENCE: N/A  
DISCLOSURE OF INTEREST: N/A  
DATE OF REPORT: 15 October 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 cheque 19, Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling \$228,997.59 listed (attached) be noted as approved for payment.

**ATTACHMENTS:**

- Cheque Listing

**Shire of West Arthur**  
**Payment Listing**  
**September 9 to October 13, 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
09/09/2020	09092020.1	<b>AIR LIQUIDE</b>	<b>229.64</b>
		FEES ON OXY GAS CYLINDERS	
09/09/2020	09092020.2	<b>CAROL STANDISH</b>	<b>353.76</b>
		GOODS FOR SENIOR MEALS	
09/09/2020	09092020.3	<b>CLAW ENVIRONMENTAL</b>	<b>2,423.12</b>
		COLLECT AND PROCESS DRUMS	
09/09/2020	09092020.4	<b>DARKAN AGRI SERVICES</b>	<b>855.89</b>
		AUGUST ACCOUNT VARIOUS MATERIALS FOR MAINTENANCE	
09/09/2020	09092020.5	<b>DARREN FLEAY</b>	<b>150.00</b>
		REIMBURSE WORK BOOTS	
09/09/2020	09092020.6	<b>EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD</b>	<b>3,446.19</b>
		SALARY SACRIFICE PAYMENTS	
09/09/2020	09092020.7	<b>FLEAYS STORE</b>	<b>38.00</b>
		MILK AND COFFEE	
09/09/2020	09092020.8	<b>GARY KING</b>	<b>141.60</b>
		REIMBURSE WORK BOOTS	
09/09/2020	09092020.9	<b>JASON SIGNMAKERS</b>	<b>294.71</b>
		STANDPIPE SIGNAGE	
09/09/2020	09092020.10	<b>LANDGATE</b>	<b>40.60</b>
		UV REVALUATION	
09/09/2020	09102020.11	<b>LUSH FIRE &amp; PLANNING</b>	<b>250.25</b>
		PLANNING ADVICE	
09/09/2020	09102020.12	<b>MIDALIA STEEL PTY LTD</b>	<b>150.92</b>
		FENCING FOR 15 NANGIP CRESCENT	
09/09/2020	09092020.13	<b>OFFICEWORKS</b>	<b>104.41</b>
		ART AND CRAFT ITEMS FOR CULTURAL EVENTS	
09/09/2020	09092020.14	<b>RAREBITS ON BURROWES</b>	<b>395.00</b>
		MEAL COUNCIL MEETING & CATERING FIRE COURSE	
09/09/2020	09092020.15	<b>SOS OFFICE EQUIPMENT</b>	<b>566.06</b>
		PRINTING MAINTENANCE - BASED ON PER PRINT EACH MONTH	
09/09/2020	09092020.16	<b>STARTRACK EXPRESS</b>	<b>62.41</b>
		FREIGHT ON PARTS	
09/09/2020	09092020.17	<b>WARREN BLACKWOOD WASTE</b>	<b>2,415.60</b>
		WASTE SERVICE FOR AUGUST	
09/09/2020	09092020.18	<b>WEST ARTHUR COMMUNITY RESOURCE CENTRE</b>	<b>618.50</b>
		MEDICAL RECEPTION FOR AUGUST	
15/09/2020	15092020.1	<b>AL ANTZ ELECTRICAL</b>	<b>2,247.76</b>
		REMOVE & REPLACE METRE BOX AT MOODIARRUP SPORTS CLUB	
15/09/2020	15092020.2	<b>AUBREY COLES</b>	<b>500.00</b>
		COMMUNITY CULTURAL ACTIVITIES	
15/09/2020	15092020.3	<b>AUSTRALIA POST</b>	<b>676.54</b>
		5 BOXES OF REFLEX PAPER	
15/09/2020	15092020.4	<b>BILL SLOAN</b>	<b>150.00</b>
		REIMBURSE WORK BOOTS	
15/09/2020	15092020.5	<b>CJD EQUIPMENT PTY LTD</b>	<b>533.34</b>
		SERVICE KITS FOR LOADER & DOOR LOCK BARREL	
15/09/2020	15092020.6	<b>KOJONUP AUTO ELECTRICS</b>	<b>545.60</b>
		REPAIRS TO ROLLER	

**Shire of West Arthur**  
**Payment Listing**  
**September 9 to October 13, 2020**

Date	Num	Name	Amount
15/09/2020	15092020.7	<b>LIBERTY OIL AUSTRALIA PTY LTD</b>	<b>13,270.00</b>
		DIESEL & UNLEADED FUEL	
15/09/2020	15092020.8	<b>SHERIDAN'S FOR BADGES</b>	<b>380.05</b>
		SPORTS CLUBS & AMENITIES	
15/09/2020	15092020.9	<b>WEST ARTHUR COMMUNITY RESOURCE CENTRE</b>	<b>30.00</b>
		MEMBERSHIP-CLUB 2020/2021 - KIDS CENTRAL KIDS ACTIVITIES	
15/09/2020	15092020.10	<b>WESTRAC BUNBURY</b>	<b>2,142.59</b>
		REPAIRS GRADER	
17/09/2020	EFT	<b>SALARIES &amp; WAGES</b>	<b>44,845.33</b>
		PAYROLL	
22/09/2020	22092020.1	<b>ACCESS INDUSTRIAL TYRES</b>	<b>2,010.80</b>
		MULTI ROLLER TYRES	
22/09/2020	22092020.2	<b>ASTROTOURISM WA PTY LTD</b>	<b>3,300.00</b>
		ASTROTOURISM TOWNS MEMBERSHIP 20/21	
22/09/2020	22092020.3	<b>BLACKWOOD BASIN GROUP (INC)</b>	<b>1,293.60</b>
		LANDCARE SUPPORT AUGUST	
22/09/2020	22092020.4	<b>BW TRUCK PARTS</b>	<b>1,292.20</b>
		5X UHF VEHICLE CB RADIOS & BUSHES	
22/09/2020	22092020.5	<b>CAROL STANDISH</b>	<b>233.88</b>
		GOODS FOR SENIOR MEALS	
22/09/2020	22092020.6	<b>COALFIELDS WEARPARTS</b>	<b>6,090.48</b>
		GRADER BLADES, BOLTS & NUTS	
22/09/2020	22092020.7	<b>DATALINE VISUAL LINK PTY LTD</b>	<b>297.00</b>
		TRANSFER INSIGHT SOFTWARE	
22/09/2020	22092020.8	<b>ENVIRONMENTAL ECOPLAN CONSULTANTS</b>	<b>600.00</b>
		TRAVEL, SITE VISIT FOR CHALET	
22/09/2020	22092020.9	<b>MOTORPASS</b>	<b>5.50</b>
		FEES FOR ARTHUR RIVER FUEL CARD	
22/09/2020	22092020.10	<b>PUTLAND MOTORS</b>	<b>4,252.55</b>
		HYDRAULIC OIL, 15W40, FILTERS, CHAINSAW PARTS, TYRES FOR UTE, GREASE	
1/10/2020	EFT	<b>SALARIES &amp; WAGES</b>	<b>43,623.07</b>
		PAYROLL	
05/10/2020	05102020.1	<b>AIR LIQUIDE</b>	<b>176.22</b>
		1 BOTTLE OXY & ACETYLENE	
05/10/2020	05102020.2	<b>AVON CIVIL ENGINEERING</b>	<b>4,950.00</b>
		STRUCTURAL ASSESSMENT OF LAKE TOWERRINNING JETTIES	
05/10/2020	05102020.3	<b>BAXTER ZANTHE</b>	<b>378.17</b>
		GOODS FOR SENIOR MEALS	
05/10/2020	05102020.4	<b>BODDINGTON MEDICAL CENTRE</b>	<b>1,235.00</b>
		TRAVEL REIMBURSEMENT FOR DOCTOR	
05/10/2020	05102020.5	<b>CAROL STANDISH</b>	<b>237.96</b>
		REIMBURSE GOODS FOR SENIORS MEALS	
05/10/2020	05102020.6	<b>CJD EQUIPMENT PTY LTD</b>	<b>487.92</b>
		LOADER MIRROR ARM	
05/10/2020	05102020.7	<b>COLLIE ELECTRICAL SERVICES</b>	<b>3,460.22</b>
		REPAIRS TO ELECTRICAL SUPPLY FOR PUMP AT LAKE	
05/10/2020	05102020.8	<b>CORUM HEALTH SERVICES</b>	<b>700.59</b>
		LOTS PBS ONLINE SOFTWARE MAINTENANCE	

**Shire of West Arthur  
Payment Listing  
September 9 to October 13, 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
05/10/2020	05102020.9	<b>DEPARTMENT OF FIRE AND EMERGENCY SERVICES</b>	<b>1,932.00</b>
		ESL PAYMENT	
05/10/2020	05102020.10	<b>EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD</b>	<b>3,446.19</b>
		SALARY SACRIFICE PAYMENTS	
05/10/2020	05102020.11	<b>ELITE COMPLIANCE</b>	<b>440.00</b>
		CERTIFICATION OF PLANS FOR SHED 20 ARTHUR STREET	
05/10/2020	05102020.12	<b>EXPRESS PRINT</b>	<b>330.00</b>
		ENVELOPES	
05/10/2020	05102020.13	<b>KLEEN WEST DISTRIBUTERS</b>	<b>391.33</b>
		CLEANING PRODUCTS	
05/10/2020	05102020.14	<b>KOJONUP AUTO ELECTRICS</b>	<b>423.70</b>
		REPAIRS TREESAW & LOADER	
05/10/2020	05102020.15	<b>LUSH FIRE &amp; PLANNING</b>	<b>429.00</b>
		PLANNING ADVICE	
05/10/2020	05102020.16	<b>MUSEUMS AUSTRALIA (AMAGA)</b>	<b>150.00</b>
		MEMBERSHIP FOR MUSEUMS AUSTRALIA 2020	
05/10/2020	05102020.17	<b>PFD FOOD SERVICES PTY LTD</b>	<b>191.40</b>
		GOODS FOR SENIOR MEALS	
05/10/2020	05102020.18	<b>PHOENIX GLASS</b>	<b>220.00</b>
		GLASS BREAKAGE (INSURANCE)	
05/10/2020	05102020.19	<b>RAREBITS ON BURROWES 1</b>	<b>320.00</b>
		MEAL COUNCIL MEETING & CATERING GOODING	
05/10/2020	05102020.20	<b>SOS OFFICE EQUIPMENT</b>	<b>304.33</b>
		PRINTING MAINTENANCE - BASED ON PER PRINT EACH MONTH	
05/10/2020	05102020.21	<b>SOUTHERN LOCK &amp; SECURITY</b>	<b>140.43</b>
		ALARM MONITORING FROM 01/07/2020 TO 30/09/2020	
05/10/2020	05102020.22	<b>WA TREASURY CORPORATION</b>	<b>31,521.53</b>
		CAPITAL REPAYMENT LOAN	
05/10/2020	05102020.23	<b>WARREN BLACKWOOD WASTE</b>	<b>2,770.20</b>
		WASTE SERVICE FOR SEPTEMBER	
05/10/2020	05102020.24	<b>WEST ARTHUR COMMUNITY RESOURCE CENTRE</b>	<b>771.13</b>
		DOCTORS RECEPTION FOR SEPTEMBER AND LAMINATING	
05/10/2020	05102020.25	<b>WEST AUSTRALIAN LOCAL GOVERNMENT ASSOCIAT</b>	<b>180.00</b>
		WALGA - BREAKFAST ELECTED MEMBERS	
5/10/2020	05102020.26	<b>DEPARTMENT OF HUMAN SERVICES</b>	<b>441.48</b>
		PAYROLL DEDUCTIONS-CHILD SUPPORT	
06/10/2020	B/PAY	<b>SYNERGY</b>	<b>591.42</b>
		ELECTRICITY	
09/09/2020	B/PAY	<b>SYNERGY</b>	<b>1,465.29</b>
		ELECTRICITY STREETLIGHTS	
09/09/2020	B/PAY	<b>TELSTRA</b>	<b>352.59</b>
		CRC PHONE	
09/09/2020	B/PAY	<b>WATER CORPORATION</b>	<b>125.99</b>
		CHALET BUILDING APPLICATION	
15/09/2020	B/PAY	<b>TELSTRA</b>	<b>271.24</b>
		MOBILE CALLS AND CHARGES	
15/09/2020	B/PAY	<b>TELSTRA</b>	<b>565.53</b>
		OFFICE CALLS AND CHARGES	

**Shire of West Arthur**  
**Payment Listing**  
**September 9 to October 13, 2020**

Date	Num	Name	Amount
22/09/2020	B/PAY	<b>SYNERGY</b>	<b>669.57</b>
		ELECTRICITY VARIOUS	
22/09/2020	B/PAY	<b>WATER CORPORATION</b>	<b>1,610.62</b>
		WATER USE AND SUPPLY CHARGE VARIOUS	
30/09/2020	DIRECTDEBIT	<b>NATIONAL AUSTRALIA BANK</b>	<b>600.00</b>
		FEE ACCOUNT 086724 508314385 FEES	
30/09/2020	DIRECTDEBIT	<b>NATIONAL AUSTRALIA BANK</b>	<b>10.00</b>
		FEE ACCOUNT 086724 508314385 FEES	
28/09/2020	DIRECTDEBIT	<b>NATIONAL AUSTRALIA BANK</b>	<b>30.49</b>
		BANK FEES	
15/09/2020	19	<b>SHIRE OF WEST ARTHUR</b>	<b>294.50</b>
		PETTY CASH SEPTEMBER 2020	
22/09/2020	B/PAY	<b>ATO</b>	<b>17,752.00</b>
		BAS AUGUST 2020	
		<b>VOUCHERS</b>	<b>AMOUNT</b>
<b>MUNICIPAL FUND</b>			
		09102020.1 - 09102020.16	12,536.66
		15102020.1 - 15102020.10	20,475.88
		22092020.1 - 22092020.10	19,376.01
		05102020.1 - 05102020.26	56,028.80
		CHEQUE 19	294.50
		EFT/DEBIT/BPAY	24,044.74
		SALARIES & WAGES	88,468.40
		LICENSING SEPTEMBER TRANSFERS	7,772.60
		TOTAL	<b>228,997.59</b>



**ITEM 8.1.3 – DATES FOR 2021 COUNCIL MEETINGS**

LOCATION/ADDRESS: N/A  
 NAME OF APPLICANT: N/A  
 FILE REFERENCE: N/A  
 DISCLOSURE OF INTEREST: N/A  
 DATE OF REPORT: 15 October 2020

**SUMMARY:**

Council to consider the dates and time for Ordinary Council Meetings in 2021.

**BACKGROUND:**

In accordance with Section 5.25 (g) of the Local Government (Administration) Regulations 1996, Council needs to set dates for Ordinary Meetings of Council for 2021.

Council Meetings are currently held on the third Tuesday of every month with adjustments made around public holidays. The July meeting is usually held later in the month to enable the budget to be prepared prior to the meeting.

Meetings currently commence at 6pm.

**CONSULTATION:**

Nil.

**COMMENT:**

It is not proposed to hold a meeting in the month of January 2021. A special meeting can be called if required.

The following dates are on the third Tuesday of the month, with the exception of July where it is proposed to hold the meeting on the last Tuesday and December where it is proposed to hold the meeting on the second Tuesday.

Tuesday 16 February	Tuesday 17 August
Tuesday 16 March	Tuesday 21 September
Tuesday 20 April	Tuesday 19 October
Tuesday 18 May	Tuesday 16 November
Tuesday 15 June	Tuesday 14 December
Tuesday 27 July	

**STATUTORY ENVIRONMENT:**

In accordance with the Local Government Act, at least once each year a local government is to give local public notice of the dates on which and the time and place at which –

- (a) the ordinary council meetings; and
- (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,

In accordance with Section 5.3. of the Local Government Act,

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.

**POLICY IMPLICATIONS:**

Not applicable

**FINANCIAL IMPLICATIONS:**

Not applicable

**STRATEGIC IMPLICATIONS:**

Not applicable

**VOTING REQUIREMENTS:**

Simple majority

**COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.3**

That 2021 Ordinary Meetings of Council be held on the following dates commencing at 6pm:

Tuesday 16 February  
 Tuesday 16 March  
 Tuesday 20 April  
 Tuesday 18 May  
 Tuesday 15 June  
 Tuesday 27 July

Tuesday 17 August  
 Tuesday 21 September  
 Tuesday 19 October  
 Tuesday 16 November  
 Tuesday 14 December

**ATTACHMENT:**

Nil.

**ITEM 8.1.4 – CCTV NETWORK POLICY**

LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	N/A
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	15 October 2020

**SUMMARY:**

Council to consider adoption of the draft CCTV Network Policy.

**BACKGROUND:**

The Shire of West Arthur currently provides an unmonitored CCTV system to:

- Provide a deterrent to offences against person or property and antisocial behaviour.
- Assist in the investigation of offences and the identification of offenders.
- Increase the safety and security of residents and visitors.

Two systems are currently located at the following locations:

- Shire Depot
- Darkan Swimming Pool

Other locations as determined by the Shire CEO and Council in the future may include Lake Towerrinning, other public buildings and facilities.

This policy will bring the current and future use of CCTV in line with the Surveillance Devices Act 1998 WA.

**CONSULTATION:**

Nil.

**COMMENT:**

This policy provides guidelines for the management of Council's CCTV Network.

This Policy does not apply to CCTV systems on private property, as they do not fall under the jurisdiction of the Shire.

The CCTV Network will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

**STATUTORY ENVIRONMENT:**

The use of CCTV is regulated by the Surveillance Devices Act 1998 WA and this legislation prohibits the recording of "private activity" as defined by Section 3 of the Act.

**POLICY IMPLICATIONS:**

Council does not have an existing policy relating to CCTV.

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**STRATEGIC IMPLICATIONS:**

Not applicable

**VOTING REQUIREMENTS:**

Simple majority

<b>COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.4</b>
---

That Council adopt the CCTV Network Policy as attached.

**ATTACHMENT:**

Draft CCTV Network Policy



## Council Policy

# ***CCTV Network***

Adopted (**Council Meeting Date**)

Amended [*dates and details of any amendments*]

## 1. Objective

This policy provides guidelines for the management of Council's CCTV Network.

This Policy does not apply to CCTV systems on private property, as they do not fall under the jurisdiction of the Shire.

The CCTV Network will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

## 2. Scope

This policy applies to all Council owned and managed unmonitored CCTV systems in the Shire of West Arthur.

## 3. Definitions

### 3.1 Authorised officer

Chief Executive Officer of the Shire of West Arthur (Shire CEO).

### 3.2 Authorised staff

Any staff member of the Shire of West Arthur or a Council appointed contractor who has been given approval by the Shire of West Arthur Authorised officer to undertake activities relating to the operation or management of the CCTV network.

### 3.3 CCTV

Closed Circuit Television – video transmission from camera looped to a monitor – rewrites after limited data is used. Recordings only available for a limited time.

### 3.4 Monitored installation

CCTV which provides real time observation of events so that real time responses can be initiated.

### 3.5 Unmonitored installation

CCTV which captures evidence of events which can be acted upon subsequently.

## 4. Policy Statement

The Shire of West Arthur provides an unmonitored CCTV system to:

- Provide a deterrent to offences against person or property and antisocial behaviour.
- Assist in the investigation of offences and the identification of offenders.
- Increase the safety and security of residents and visitors.

The CCTV is provided in the following locations:

- Shire Depot
- Darkan Swimming Pool
- Other locations as determined by the Shire CEO

#### **4.1 Ownership and Control**

The CCTV system is owned by and is the sole property of the Shire of West Arthur. The system is under the control of the Shire CEO and may be delegated to authorised staff and/or to a third party who Council may engage under contract to manage and maintain the system.

#### **4.2 Management and Maintenance**

Council may contract out the management and maintenance of the CCTV system under a management agreement that is consistent with the terms of this policy.

#### **4.3 CCTV Operation**

All staff operating the CCTV system must be duly authorised by the Shire CEO. Authorised staff must adhere to the guidelines outlined in this policy.

The network includes stand-alone camera systems connected to a recording device in the server control room on site. All images are recorded and retained for a limited time dependent on amount of data used before it records over itself. Images are not kept unless they are required in relation to the investigation of a crime or other circumstances provided by law. No sound will be recorded.

#### **4.4 Locations**

Unmonitored cameras are located:

- Shire depot (6)
- Darkan Swimming Pool (2)
- Any other location as directed by the Shire CEO

#### **4.5 Access to CCTV**

Only authorised officers and staff are permitted to have access to the CCTV system. Other persons viewing the CCTV must be authorised by the Shire CEO.

#### **4.6 Use of Recorded Material**

The Shire will ensure that CCTV systems are used ethically at all times and in accordance with all relevant legislation and guidelines. The use of CCTV is regulated by the Surveillance Devices Act 1998 WA and this legislation prohibits the recording of “private activity” as defined by Section 3 of the Act.

Recorded material will not be sold or used for commercial purposes or the provision of entertainment.

The showing of recorded material to the public will be allowed only in connection with the investigation of a crime or in any other circumstances provided by law.

Appropriate security measures will be taken against unauthorised access to, alteration, disclosure, accidental loss or destruction of recorded material.

#### **4.7 Partnership with WA Police**

The Shire of West Arthur will make available any footage and provide access to the members of the WA Police Service for the purposes of investigation of a crime or other circumstances provided by law.

#### **4.8 Records**

The details of all material, if recorded and kept for the purposes of investigation of a crime or in any other circumstances provided by law, from the CCTV network will be registered in accordance with the State Records Act 2000.

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

The use of CCTV is regulated by the Surveillance Devices Act 1998 WA and this legislation prohibits the recording of “private activity” as defined by Section 3 of the Act.

Placement and use of surveillance cameras should also have regard to –

<https://www.wa.gov.au/government/publications/registration-of-cctv-systems-premiers-circular-200905>

### **6. Review Position and Date**

Council to review following October 2021 Elections.

### **7. Associated Documents**

**8.2 COMMITTEE REPORTS**

Nil.

**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**

Nil.

**12. CLOSURE OF MEETING**