

# SHIRE OF WEST ARTHUR



## ORDINARY COUNCIL MEETING 13 DECEMBER 2016 MINUTES

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**ORDINARY COUNCIL MEETING AGENDA****1. DECLARATION OF OPENING**

Cr Ray Harrington, Chairperson, declared the meeting open at 6.23pm.

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

Nil.

**3. PUBLIC QUESTION TIME**

Nil.

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

Cr R Harrington	Shire President
Cr K King	Deputy Shire President
Cr R Hulse	
Cr M Meredith	
Cr N Manuel	
Cr K Goss	
Nicole Wasmann	Chief Executive Officer

**Apologies**

Cr A Clarke.

**Leave of Absence**

Nil.

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

Nil.

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

6.1 Ordinary Meeting of Council held 22 November 2016.

**COUNCIL DECISION – ITEM 6.1**

Moved: Cr Rodney Hulse

Seconded: Cr Neil Manuel

That the minutes of the Ordinary Meeting of the Shire of West Arthur held in the Council Chambers 22 November 2016 be confirmed.

**CARRIED 6/0**

**7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

Nil.

**8. REPORTS****8.1 FINANCE, ADMINISTRATION AND POLICY**

**ITEM 8.1.1– FINANCIAL REPORT NOVEMBER 2016**

LOCATION/ADDRESS: N/A  
NAME OF APPLICANT: N/A  
FILE REFERENCE: N/A  
DISCLOSURE OF INTEREST: N/A  
DATE OF REPORT: 6 December 2016  
AUTHOR: Melinda King

**SUMMARY:**

Consideration of the financial reports for the periods ending 30 November 2016.

**BACKGROUND:**

The following financial reports are included for your information:

- Monthly Statement of Financial Activity – 30 November 2016.
- Note 1: Explanation of Variances – 30 November 2016.
- Note 2: Composition of Net Current Assets – 30 November 2016.
- Note 3: Cash and Investments– 30 November 2016.
- Note 4: Receivables– 30 November 2016.
- Note 5: Reserves– 30 November 2016.
- Note 6: Grants carried forward– 30 November 2016.
- Note 7: Capital expenditure report – 30 November 2016.

**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
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Moved: Cr Karlene Goss...

Seconded: Cr Michael Meredith

That the financial report for the period ending 30 November 2016 as presented be accepted.

**CARRIED 6/0**

**ATTACHMENTS:**

- Monthly Statement of Financial Activity – 30 November 2016.
- Note 1: Explanation of Variances – 30 November 2016.
- Note 2: Composition of Net Current Assets – 30 November 2016.
- Note 3: Cash and Investments– 30 November 2016.
- Note 4: Receivables– 30 November 2016.
- Note 5: Reserves– 30 November 2016.
- Note 6: Grants carried forward– 30 November 2016.
- Note 7: Capital expenditure report – 30 November 2016.

**SHIRE OF WEST ARTHUR**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 30 November 2016**

	Note	Annual Budget 2016/2017 \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
<b>Opening Funding Surplus (Deficit)</b>	2	1,206,058	1,206,058	<b>1,206,058</b>	0	0%	
<b>Revenue from operating activities</b>							
Rates		1,563,465	1,563,465	<b>1,563,153</b>	(312)	(0%)	
Operating Grants, Subsidies and Contributions	6	2,286,667	1,286,008	<b>1,301,200</b>	15,192	1%	
Fees and Charges		340,105	179,044	<b>183,303</b>	4,259	2%	
Interest Earnings		113,512	15,833	<b>15,859</b>	26	0%	
Other Revenue Including Reimbursements		114,572	29,993	<b>38,121</b>	8,128	27%	
Profit on Disposal of Assets		17,787	7,800	<b>0</b>			
		<b>4,436,108</b>	<b>3,082,143</b>	<b>3,101,636</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(1,745,528)	(817,930)	<b>(770,100)</b>	47,830	6%	
Less allocations to capital works			173,453	<b>180,287</b>			
Materials and Contracts		(2,137,238)	(830,516)	<b>(810,616)</b>	19,900	2%	
Less plant allocations to capital works			77,000	<b>76,590</b>			
Utility Charges		(68,021)	(28,342)	<b>(25,160)</b>	3,182	11%	▲
Depreciation on Non-Current Assets		(1,856,368)	(245,814)	<b>(207,164)</b>	38,650	16%	▲
Interest Expenses		(32,487)	(8,424)	<b>(8,424)</b>	0	0%	
Insurance Expenses		(109,103)	(84,103)	<b>(84,899)</b>	(796)	(1%)	
Other Expenditure		(35,276)	0	<b>(3,064)</b>	(3,064)		
Loss on Disposal of Assets		0	0	<b>(3,514)</b>			
		<b>(5,984,021)</b>	<b>(1,764,676)</b>	<b>(1,656,064)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,856,368	245,814	<b>207,164</b>	(38,650)	(16%)	▼
Adjust (Profit)/Loss on Asset Disposal		(17,787)	(7,800)	<b>3,514</b>	11,314	(145%)	
Adjust Provisions and Accruals			0	<b>(6,987)</b>	(6,987)		
<b>Amount attributable to operating activities</b>		<b>290,668</b>	<b>1,555,481</b>	<b>1,649,263</b>			
<b>Investing activities</b>							
Grants, Subsidies and Contributions	6	1,564,418	272,758	<b>272,059</b>	(699)	(0%)	
Proceeds from Disposal of Assets		43,000	15,000	<b>9,858</b>	(5,142)	(34%)	
Land and Buildings	7	(1,917,690)	(155,000)	<b>(157,363)</b>	(2,363)	(2%)	
Infrastructure Assets - Roads	7	(1,877,040)	(265,340)	<b>(281,790)</b>	(16,450)	(6%)	
Infrastructure Assets - Other	7	(235,711)	(35,000)	<b>(34,645)</b>	355	1%	
Plant and Equipment	7	(253,000)	(75,000)	<b>(70,230)</b>	4,770	6%	
Furniture and Equipment	7	(15,000)	0	<b>0</b>	0		
<b>Amount attributable to investing activities</b>		<b>(2,691,023)</b>	<b>(242,582)</b>	<b>(262,111)</b>			
<b>Financing Activities</b>							
Proceeds from New Self Supporting Loan		560,000	0	<b>0</b>	0		
Transfer from Reserves	5	1,272,000	0	<b>0</b>	0		
Repayment of Debentures		(53,691)	(13,120)	<b>(13,120)</b>	0	0%	
Transfer to Reserves	5	(584,012)	(4,476)	<b>(3,396)</b>	1,080	24%	▲
<b>Amount attributable to financing activities</b>		<b>1,194,297</b>	<b>(17,596)</b>	<b>(16,516)</b>			
<b>Closing Funding Surplus (Deficit)</b>	2	<b>0</b>	<b>2,501,361</b>	<b>2,576,694</b>	<b>75,333</b>	<b>3%</b>	

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

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

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

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2016**

**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 2016/17 year is \$10,000 or 10% whichever is the greater.

Operating Grants, Subsidies and Contributions  
\$8,128 trust transfer required for community group.

Other Income  
\$8,128 Refund of water connection Cottage Homes. Offset against expenditure.

Profit on sale of assets  
Written down value of the landcare ute at time of budget was \$7,200. This was increased at 30 June 2016 as part of the revaluation process. Written down value at time of sale was \$13,373. Sale price was \$9,858 resulting in a loss on sale rather than profit as budgeted. Proceeds of sale were budgeted as \$15,000.

Employee Costs  
Landcare officer expenses not incurred. Permanent difference.  
One position currently vacant on crew.

Materials and Contracts  
\$17,339 fuel below budget. Timing difference.

Depreciation  
Depreciation is below budget. A review of plant depreciation rates is required following revaluation of plant at 30 June 2016.

Infrastructure Assets - Roads  
Expenditure on Piesseville Tarwonga is above budget. \$5,794 materials.

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2016**

**Note 2: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 June 2016	Current 30 Nov 2016
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	3	237,070	1,352,051
Cash Restricted - Conditions over Grants	6	719,401	953,847
Cash Restricted	5	1,852,123	1,855,519
Receivables - Rates	4	124,794	268,222
Receivables - Other	4	430,433	36,400
Inventories		29,143	29,143
		3,392,964	4,495,182
<b>Less: Current Liabilities</b>			
Payables		(334,783)	(62,969)
		(334,783)	(62,969)
Less: Cash Reserves	5	(1,852,123)	(1,855,519)
<b>Net Current Funding Position</b>		<b>1,206,058</b>	<b>2,576,694</b>

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2016**

**Note 3: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
Municipal Bank Account	105,298			105,298	NAB	0.05%	At Call
Municipal Cash Maximiser	700,000			700,000	NAB	0.70%	At Call
Trust Bank Account			6,191	6,191	NAB	0.05%	At Call
Trust Cash Maximiser			29,011	29,011	NAB	0.70%	At Call
Reserve Cash Maximiser		4,657		4,657	NAB	0.70%	At Call
<b>(b) Term Deposits</b>							
Municipal	500,000			500,000	NAB	2.72%	23-Feb-17
Municipal	550,000			550,000	NAB	2.64%	22-Dec-16
Municipal	300,000			300,000	NAB	2.70%	02-Feb-17
Municipal	150,000			150,000	NAB	2.32%	23-Jan-17
Trust			150,000	150,000	NAB	2.80%	02-Dec-16
Reserve		155,000		155,000	NAB	2.80%	02-Dec-16
Reserve		1,695,862		1,695,862	Bendigo	2.90%	09-Jun-17
<b>Total</b>	<b>2,305,298</b>	<b>1,855,519</b>	<b>185,202</b>	<b>4,346,019</b>			

**Comments/Notes - Investments**



**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2016**

**Note 4: Receivables**

Receivables - Rates Receivable	30 Nov 2016	30 June 2016	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	260,498	232,131	Receivables - General	23,004	1,661	24	11,711	36,400
Levied this year	1,630,827	1,517,126	<b>Balance per Trial Balance</b>					
<u>Less</u> Collections to date	(1,487,400)	(1,488,759)	Sundry Debtors					0
Equals Current Outstanding	<b>403,925</b>	<b>260,498</b>	Receivables - Other					0
<b>Net Rates Collectable</b>	<b>403,925</b>	<b>260,498</b>	<b>Total Receivables General Outstanding</b>					<b>36,400</b>
% Collected	78.64%	85.11%						
Less Recognised as doubtful	(135,704)	(135,704)						

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

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2016**

**Note 5: Cash Backed Reserve**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave Reserve	87,581	2,540	161	60,000	0	(20,000)	0	130,121	87,742
Plant Reserve	228,964	6,640	420	360,000	0	(210,000)	0	385,604	229,384
Building Reserve	325,230	9,432	596	15,000	0	(250,000)	0	99,662	325,826
Town Development Reserve	40,134	1,164	73	0	0	(40,000)	0	1,298	40,207
Recreation Reserve	34,727	1,007	64	0	0	0	0	35,734	34,791
Heritage Reserve	3,722	108	7	300	0	0	0	4,130	3,729
Community Housing Reserve	105,380	3,056	193	0	0	0	0	108,436	105,573
Waste Management Reserve	74,730	2,167	137	0	0	0	0	76,897	74,867
Darkan Swimming Pool Reserve	26,601	771	49	4,000	0	0	0	31,372	26,650
Information Technology Reserve	53,897	1,563	99	0	0	0	0	55,460	53,996
Darkan Sport and Community Centre Reserve	125,885	3,651	231	30,000	0	0	0	159,536	126,116
Health and Resource Centre Reserve	734,209	21,292	1,346	0	0	(750,000)	0	5,501	735,555
Arthur River Country Club Renewal Reserve	11,063	321	20	6,000	0	(2,000)	0	15,384	11,083
Museum	0	0	0	55,000	0	0	0	55,000	0
	<b>1,852,123</b>	<b>53,712</b>	<b>3,396</b>	<b>530,300</b>	<b>0</b>	<b>(1,272,000)</b>	<b>0</b>	<b>1,164,135</b>	<b>1,855,519</b>

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2016**

Note 6: Grants and Contributions	Grant Provider	Type	Opening	Budget		Expected (b)+(c)+(d)	YTD Actual		Unspent Grant (a)+(f)+(g)
			Balance (a)	Operating (b)	Capital (c)		Revenue (f)	(Expended) (g)	
<b>General Purpose Funding</b>				\$	\$		\$	\$	\$
Grants Commission - General	WALGGC	Operating	0	421,493	0	421,493	209,715	0	0
Grants Commission - Roads	WALGGC	Operating	0	494,508	0	494,508	247,527	0	0
Grants Commission - Bridges	WALGGC	Operating - Tied	0	320,000	0	320,000	160,000	0	160,000
<b>Law, Order and Public Safety</b>									
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating - Tied	0	28,500	0	28,500	14,250	(18,017)	(3,767)
FESA Grant - Operating Bush Fire Brigade (1516)	Dept. of Fire & Emergency Serv.	Operating - Tied	0	0	0	0	154	(154)	0
Department of Water Contribution to radios	Dept. of Water	Operating - Tied	0	0	0	0	4,500	0	4,500
<b>Education and Welfare</b>									
Youth Week	Dept. Local Govt. and Comm.	Operating - Tied	0	1,000	0	1,000	0	0	0
Kids Central Quarterly Grant	Federal DEEWR	Operating	0	41,000	0	41,000	20,444	0	0
Kids Central Traineeship Grant	Federal DEEWR	Operating	0	0	0	0	1,500	0	0
Kids Central Professional Development	Federal DEEWR	Operating - Tied	3,345	0	0	0	0	(645)	2,700
<b>Health</b>									
<b>Housing</b>									
4WDL Well Aged Persons Housing	Dept. Regional Development	Operating - Tied	0	662,866	0	662,866	361,223	(361,223)	0
<b>Community Amenities</b>									
Fodder Shrubs	South West Catchment Council	Operating - Tied	3,266	0	0	0	0	0	3,266
Strategic Ground Works	South West Catchment Council	Operating - Tied	75,000	0	0	0	0	0	75,000
<b>Recreation and Culture</b>									
Health and Resource Centre expansion	LotteryWest	Non-operating	0	0	200,000	200,000	0	0	0
CRC Funding Health and Resource Centre expansion	Dept. of Regional Development	Non-operating	0	0	250,000	250,000	0	0	0
R4R CLGF 12-13 Health and Resource Centre expansion	Dept. of Regional Development	Non-operating	86,525	0	0	0	0	(86,525)	0
Health and Resource Centre expansion	Estate of E Brown	Non-operating	0	0	80,000	80,000	80,000	0	80,000
R4R CLGF 12-13 Darkan Town Hall	Dept. of Regional Development	Non-operating	43,505	0	0	0	0	(43,505)	0
Museum	Estate of E Brown	Operating - Tied	0	120,000	0	120,000	120,000	0	120,000
Darkan to Dardadine Rail Trail	LotteryWest	Non-operating	17,000	0	0	0	0	0	17,000
Darkan Swimming Pool	Dept. of Sport and Recreation	Operating - Tied	0	32,000	0	32,000	32,000	0	32,000
Nature Play Facility	LotteryWest	Non-operating	0	0	65,000	65,000	0	0	0
Nature Play Facility	Dept. of Infrastructure & Regiona	Non-operating	10,000	0	0	0	0	(10,000)	0
<b>Transport</b>									
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	433,481	0	585,274	585,274	39,264	(149,625)	323,120
RRG Grants - Capital Projects	Regional Road Group	Non-operating	47,279	0	384,144	384,144	152,795	(60,046)	140,028
Direct Grant	Main Roads	Operating	0	115,500	0	115,500	115,550	0	0
<b>TOTALS</b>			<b>719,401</b>	<b>2,236,867</b>	<b>1,564,418</b>	<b>3,801,285</b>	<b>1,558,922</b>	<b>(729,740)</b>	<b>953,847</b>
<b>SUMMARY</b>									
Operating	Operating Grants, Subsidies and Contributions		0	1,072,501	0	1,072,501	594,736	0	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		81,611	1,164,366	0	1,164,366	692,127	(380,039)	393,699
Non-operating	Non-operating Grants, Subsidies and Contributions		637,790	0	1,564,418	1,564,418	272,059	(349,701)	560,148
<b>TOTALS</b>			<b>719,401</b>	<b>2,236,867</b>	<b>1,564,418</b>	<b>3,801,285</b>	<b>1,558,922</b>	<b>(729,740)</b>	<b>953,847</b>

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2016**

Note 7: Capital Acquisitions		YTD Actual			Budget			Variance
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget
Assets	Account	\$	\$	\$	\$	\$	\$	
<b>Buildings</b>								
<b>Housing</b>								
Staff housing	E168481	0	0	0	0	(40,000)	(40,000)	40,000
Land for staff house	E168482	0	0	0	0	(45,000)	(45,000)	45,000
<b>Housing Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(85,000)</b>	<b>(85,000)</b>	<b>85,000</b>
<b>Recreation And Culture</b>								
Darkan Town Hall Renovation	E168479	(10,667)	(43,505)	(54,172)	(8,600)	(83,631)	(92,231)	38,059
Health and Resource Centre Expansion	E168480	(11,056)	(92,136)	(103,192)	(105,000)	(1,591,359)	(1,696,359)	1,593,167
<b>Recreation And Culture Total</b>		<b>(21,723)</b>	<b>(135,641)</b>	<b>(157,364)</b>	<b>(113,600)</b>	<b>(1,674,990)</b>	<b>(1,788,590)</b>	<b>1,631,226</b>
<b>Transport</b>								
Depot Shed Construction and Power Upgrade	E168484	0	0	0	(9,100)	(35,000)	(44,100)	44,100
<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>(9,100)</b>	<b>(35,000)</b>	<b>(44,100)</b>	<b>44,100</b>
<b>Buildings Total</b>		<b>(21,723)</b>	<b>(135,641)</b>	<b>(157,364)</b>	<b>(122,700)</b>	<b>(1,794,990)</b>	<b>(1,917,690)</b>	<b>1,760,326</b>
<b>Infrastructure</b>								
<b>Recreation And Culture</b>								
Lake Towerrinning - barbecue replacement	E167901	0	(8,820)	(8,820)	0	(18,000)	(18,000)	9,180
Town Oval - water tank	E167902	0	(7,380)	(7,380)	0	(10,000)	(10,000)	2,620
Rail Trail - signage	E167903	0	0	0	0	(17,000)	(17,000)	17,000
Parks - nature space playground stage 1	E167904	0	(18,445)	(18,445)	(7,000)	(22,000)	(29,000)	10,555
Parks - nature space playground stage 2	E167904	0	0	0	(20,300)	(120,000)	(140,300)	140,300
<b>Recreation And Culture Total</b>		<b>0</b>	<b>(34,645)</b>	<b>(34,645)</b>	<b>(27,300)</b>	<b>(187,000)</b>	<b>(214,300)</b>	<b>179,655</b>
<b>Transport</b>								
Install drainage along Burrowes St lane	E167900	0	0	0	(11,134)	(10,277)	(21,411)	21,411
<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>(11,134)</b>	<b>(10,277)</b>	<b>(21,411)</b>	<b>21,411</b>
<b>Infrastructure Total</b>		<b>0</b>	<b>(34,645)</b>	<b>(34,645)</b>	<b>(38,434)</b>	<b>(197,277)</b>	<b>(235,711)</b>	<b>201,066</b>
<b>Furniture &amp; Office Equip.</b>								
<b>Governance</b>								
Computer Hardware Upgrade/New	E167701	0	0	0	0	(8,000)	(8,000)	8,000
<b>Governance Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(8,000)</b>	<b>(8,000)</b>	<b>8,000</b>
<b>Recreation And Culture</b>								
Furniture and Equipment Other	E167701	0	0	0	0	(7,000)	(7,000)	7,000
<b>Recreation And Culture Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(7,000)</b>	<b>(7,000)</b>	<b>7,000</b>
<b>Furniture &amp; Office Equip. Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>15,000</b>

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2016**

**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
		\$	\$	\$	\$	\$	\$	\$
<b>Buildings</b>								
<b>Plant , Equip. &amp; Vehicles</b>								
<b>Governance</b>								
CEO Vehicle Replacement	E167800	0	0	0	0	(50,000)	(50,000)	50,000
<b>Governance Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>50,000</b>
<b>Transport</b>								
Prime Mover Acquisition	E167801	0	(68,000)	(68,000)	0	(150,000)	(150,000)	82,000
Mower	E167802	0	0	0	0	(38,000)	(38,000)	38,000
Sundry Plant	E167803	0	(2,230)	(2,230)	0	(15,000)	(15,000)	12,770
<b>Transport Total</b>		<b>0</b>	<b>(70,230)</b>	<b>(70,230)</b>	<b>0</b>	<b>(203,000)</b>	<b>(203,000)</b>	<b>132,770</b>
<b>Plant , Equip. &amp; Vehicles Total</b>		<b>0</b>	<b>(70,230)</b>	<b>(70,230)</b>	<b>0</b>	<b>(253,000)</b>	<b>(253,000)</b>	<b>182,770</b>
<b>Roads</b>								
<b>Regional Road Group</b>								
Bowelling - Duranillin Road (intersection)	E168814	(23,899)	(750)	(24,649)	(40,887)	(41,524)	(82,411)	57,762
Piesseville Tarwonga Road	E168815	(49,682)	(38,994)	(88,676)	(40,816)	(33,200)	(74,016)	(14,660)
Darkan Moodiarrup Road	E168816	0	(4,058)	(4,058)	(159,284)	(101,704)	(260,988)	256,930
Bowelling - Duranillin Road (widen and reseal)	E168817	(11,995)	0	(11,995)	(167,275)	(67,705)	(234,980)	222,985
<b>Regional Road Group Total</b>		<b>(85,576)</b>	<b>(43,802)</b>	<b>(129,378)</b>	<b>(408,262)</b>	<b>(244,133)</b>	<b>(652,395)</b>	<b>523,017</b>
<b>Roads to Recovery</b>								
O'Connor Road	E168818	(329)	0	(329)	(16,788)	(3,500)	(20,288)	19,959
Coben Soak Road	E168819	(27,801)	(2,040)	(29,841)	(12,112)	(5,000)	(17,112)	(12,729)
Hillman Dardadine Road	E168820	(2,081)	0	(2,081)	0	(268,013)	(268,013)	265,932
Quindanning Williams Road	E168821	(590)	0	(590)	0	(68,040)	(68,040)	67,450
Cordering North Road	E168822	(126)	(32)	(158)	(23,377)	(6,339)	(29,716)	29,558
Collie Changerup Road	E168823	(99,157)	(6,090)	(105,247)	(103,703)	(59,052)	(162,755)	57,508
Hughes Mill Road	E168824	(8,635)	(1,660)	(10,295)	(29,102)	(30,729)	(59,831)	49,536
O'Connor Road Bridge	E168825	(412)	0	(412)	(24,108)	(68,892)	(93,000)	92,588
Glenorchy South Bridge	E168826	(672)	0	(672)	(2,624)	(297,376)	(300,000)	299,328
<b>Roads to Recovery Total</b>		<b>(139,803)</b>	<b>(9,822)</b>	<b>(149,625)</b>	<b>(211,814)</b>	<b>(806,941)</b>	<b>(1,018,755)</b>	<b>869,130</b>
<b>Shire Funded</b>								
Bokal East Arthur Road	E168827	(2,786)	0	(2,786)	(80,720)	(16,120)	(96,840)	94,054
Dellyanine Road	E168828	0	0	0	(80,720)	(16,120)	(96,840)	96,840
Dust Suppression	E168829	0	0	0	(4,508)	(7,701)	(12,209)	12,209

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2016

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
<b>Buildings</b>		\$	\$	\$	\$	\$	\$	\$
	Shire Funded Total	(2,786)	0	(2,786)	(165,948)	(39,941)	(205,889)	203,103
<b>Roads Total</b>		(228,165)	(53,624)	(281,789)	(786,024)	(1,091,015)	(1,877,039)	1,595,250
<b>Capital Expenditure Total</b>		(249,888)	(294,140)	(544,028)	(947,158)	(3,351,282)	(4,298,440)	3,754,412

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

**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: 6 December 2016  
 AUTHOR: Belinda Hawker

**SUMMARY:**

Council to note payments of accounts as presented.

**BACKGROUND:**

The schedule of accounts is included as attachment 2 for Council information.

**COMMENT:**

If you have any questions regarding payments in the listing please contact the finance officer 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 Kevin King

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 251116.1 – 251116.29, 061216.1 – 061216.20, 2059, 3349 – 3352, Licensing, Salaries and Wages and EFT Transfers, Direct Debit and Trust totalling \$400,837.36 listed (attached) be noted as approved for payment.

**CARRIED 6/0**

**ATTACHMENT**

- Cheque Listing

Date	Num	Name	Original Amount
17/11/2016	EFT	<b>SALARIES &amp; WAGES</b>	51,884.28
		STAFF WAGES	
25/11/2016	251116.1	<b>CHRISTIE PARKSAFE</b>	9,702.00
		BBQ FOR LAKE	
25/11/2016	251116.2	<b>CJD EQUIPMENT PTY LTD</b>	505.16
		SENSORS	
25/11/2016	251116.3	<b>COALCLIFF PLANT HIRE</b>	1,650.00
		DRY HIRE OF PADFOOT	
25/11/2016	251116.4	<b>COURIER AUSTRALIA</b>	210.05
		VARIOUS FREIGHT	
25/11/2016	251116.5	<b>DARKAN DISTRICTS SPORTS CLUB INC</b>	722.70
		COSTS FOR CLEANING KIDS CENTRAL	
25/11/2016	251116.6	<b>DARKAN HOTEL</b>	105.00
		DRINKS FOR COUNCIL MEETING	
25/11/2016	251116.7	<b>DARKAN LISENSED POST OFFICE</b>	146.00
		PRINTER CARTRIDGES FOR KIDS CENTRAL	
25/11/2016	251116.8	<b>DEPARTMENT OF FIRE AND EMERGENCY SERVICES</b>	1,704.00
		ESL CONTRIBUTION	
25/11/2016	251116.9	<b>E W &amp; R J PUGH</b>	1,375.00
		PUMPING OF SEPTIC SYSTEMS	
25/11/2016	251116.10	<b>HENDERSON HARDWARE</b>	313.00
		PAINT FOR STAFF HOUSING	
25/11/2016	251116.11	<b>J E KELLY &amp; CO</b>	1,881.00
		GRAVEL	
25/11/2016	251116.12	<b>JACKSONS DRAWING SUPPLIES PTY LTD</b>	83.45
		VARNISH FOR THE COMMUNITY CULTURAL ACTIVITY	
25/11/2016	251116.13	<b>LINCOLNS ACCOUNTANTS AND BUSINESS ADVISER</b>	12,320.00
		AUDIT FEES	
25/11/2016	251116.14	<b>RURAL PRESS REGIONAL MEDIA (W.A.) PTY LTD</b>	13.00
		13 WEEKS SUBSCRIPTION TO THE COLLIE MAIL ONLINE	
25/11/2016	251116.15	<b>SEEK LIMITED</b>	297.00
		PLANT OP/GENERAL HAND AD	
25/11/2016	251116.16	<b>SHADY RANGE FARMING CO</b>	3,036.00
		GRAVEL	
25/11/2016	251116.17	<b>SOUTHERN DIRT</b>	3,867.24
		MOVEMENT OF WEST ARTHUR TRIALS GROUP FUNDS TO SOUTHERN DIRT	
25/11/2016	251116.18	<b>STARTRACK EXPRESS</b>	29.24
		VARIOUS FREIGHT	
25/11/2016	251116.19	<b>SUNNY INDUSTRIAL BRUSHWARE</b>	2,894.30
		WIRE BRUSHES & POLY	
25/11/2016	251116.20	<b>TALIS CONSULTANTS</b>	330.00
		RUN DEEPRECIATION 2015-2016	
25/11/2016	251116.21	<b>THINKWATER BUNBURY</b>	177.75
		IRRIGATION TIMER FOR 25 NANGIP CRESENT	
25/11/2016	251116.22	<b>TRUCK CENTRE WA PTY LTD</b>	2,079.85
		INFRAME REBUILD FOR T16	
25/11/2016	251116.23	<b>WAGIN GAS ELECTRICS</b>	492.90
		EXTERIOR LIGHT FITTINGS, LIGHT SWITCH & HARDWIRE SMOKE DETECTOR	
25/11/2016	251116.24	<b>WATTLEUP TRACTORS</b>	74,800.00
		PURCHASE OF 2008 ISUZU GIGA 6X4 PRIME MOVER	
25/11/2016	251116.25	<b>WEST ARTHUR COMMUNITY RESOURCE CENTRE</b>	4,565.00
		LIBRARY & MEDICAL SERVICES FUNDING	
25/11/2016	251116.26	<b>WESTRAC</b>	78.51
		FILTERS FOR DOZER	
25/11/2016	251116.27	<b>WESTRAC BUNBURY</b>	1,276.85
		FIRST SERVICE FOR GRADER	
25/11/2016	251116.28	<b>WHITE BUILDING CO PTY LTD1</b>	121,430.52
		PROGRESS PAYMENT FOR WORKS COMPLETED AT BURROWES STREET UNITS	
25/11/2016	251116.29	<b>WURTH AUSTRALIA PTY LTD</b>	549.13
		BATTERY IMPACT GUN	
01/12/2016	EFT	<b>SALARIES &amp; WAGES</b>	53,494.03
		STAFF WAGES	
06/12/2016	061216.1	<b>AIR LIQUIDE</b>	211.85
		FACILITY FEES	
06/12/2016	061216.2	<b>COLLIE ELECTRICAL SERVICES</b>	1,245.44
		ELECTRICAL WORK AT POOL & LAKE	

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT



06/12/2016	061216.3	<b>COURIER AUSTRALIA</b>	109.24
		VARIOUS FREIGHT	
06/12/2016	061216.4	<b>DARKAN DISTRICTS SPORTS CLUB INC</b>	1,106.65
		CLEANING KIDS CENTRAL	
06/12/2016	061216.5	<b>DARKAN HOTEL</b>	30.00
		DRINKS FOR ELECTORS MEETING	
06/12/2016	061216.6	<b>DARKAN PRIMARY SCHOOL</b>	40.00
		DONATION - END OF YEAR BOOK AWARD	
06/12/2016	061216.7	<b>DEPARTMENT OF FIRE AND EMERGENCY SERVICES</b>	13,227.30
		ESL 2ND QTR CONTRIBUTION 2016/17	
06/12/2016	061216.8	<b>DOG ROCK MOTEL ALBANY</b>	134.10
		ACCOMODATION IN ALBANY FOR CESM	
06/12/2016	061216.9	<b>FLEAYS STORE</b>	39.40
		GROCERIES	
06/12/2016	061216.10	<b>FRONTLINE FIRE &amp; RESCUE EQUIPMENT</b>	4,826.24
		BUSHFIRE HELMETS	
06/12/2016	061216.11	<b>G &amp; M DETERGENTS</b>	885.00
		VARIOUS CLEANING SUPPLIES	
06/12/2016	061216.12	<b>IBIS STYLES ALBANY</b>	238.00
		ACCOMODATION FOR GREAT SOUTHERN RECOVERY WORKSHOP & EXERCISE - CESM	
06/12/2016	061216.13	<b>LANDGATE</b>	114.40
		MINIMUM CHARGE - RATES	
06/12/2016	061216.14	<b>MERCURY FIRE SAFETY</b>	1,650.00
		DRUMS OF BUSHFIRE FOAM	
06/12/2016	061216.15	<b>PUTLAND MOTORS</b>	437.80
		TYRES FOR CESM UTE	
06/12/2016	061216.16	<b>RAREBITS ON BURROWES 1</b>	600.00
		CATERING FOR COUNCIL MEETINGS	
06/12/2016	061216.17	<b>ROAD SIGNS AUSTRALIA</b>	385.00
		DIRECTIONAL SIGNS	
06/12/2016	061216.18	<b>SOS OFFICE EQUIPMENT</b>	125.67
		METER READINGS FOR THE XEROX PRINTER	
06/12/2016	061216.19	<b>STEWART &amp; HEATON CLOTHING CP. PTY LTD</b>	2,130.72
		PROTECTIVE CLOTHING FOR BRIGADE MEMBERS	
06/12/2016	061216.20	<b>WEST ARTHUR COMMUNITY RESOURCE CENTRE</b>	1,860.20
		DOCTORS HOURS & CONTRIBUTION TO CULTURAL DAY	
22/11/2016	Debit	<b>NATIONAL AUSTRALIA BANK</b>	60.74
		NAB CONNECT FEE ACCESS AND USAGE	
30/11/2016	Debit	<b>NATIONAL AUSTRALIA BANK</b>	50.90
		END OF MONTH BANK FEES	
30/11/2016	Debit	<b>NATIONAL AUSTRALIA BANK</b>	21.20
		END OF MONTH BANK FEES	
30/11/2016	Debit	<b>NATIONAL AUSTRALIA BANK</b>	147.48
		START OF MONTH BANK FEES	
30/11/2016	2059	<b>GULL CORINATION COLLIE</b>	500.00
		WESTCARE PAYMENT APPROVED BY P.WALES & M.SOUTH	
25/11/2016	3349	<b>CR A CLARKE</b>	581.00
		FIRST QTR MEETING ATTENDANCE FEES	
25/11/2016	3350	<b>SYNERGY</b>	1,487.57
		VARIOUS ELECTRICITY ACCOUNTS	
25/11/2016	3351	<b>TELSTRA</b>	1,638.46
		VARIOUS TELEPHONE CALLS & CHARGES	
06/12/2016	3352	<b>W &amp; T PEAKE</b>	107.94
		REIMBURSEMENT FOR THE SENIORS LUNCHEON	
<b>FUND</b>		<b>VOUCHERS</b>	<b>AMOUNT</b>
MUNICIPAL			
		<b>251116.1 - 251116.29</b>	<b>246,634.65</b>
		<b>061216.1 - 06216.20</b>	<b>29,397.01</b>
		<b>2059</b>	<b>500.00</b>
		<b>3349 - 3352</b>	<b>3,814.97</b>
		<b>DIRECT DEBIT</b>	<b>280.32</b>
		<b>EFT SALARIES AND WAGES</b>	<b>105,378.31</b>
		<b>LICENSING TOTAL TRANSFERS NOVEMBER</b>	<b>14,832.10</b>
		<b>TOTAL</b>	<b>400,837.36</b>

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

**ITEM 8.1.3 – DATES FOR 2017 COUNCIL MEETINGS**

LOCATION/ADDRESS: N/A  
 NAME OF APPLICANT: N/A  
 FILE REFERENCE: N/A  
 DISCLOSURE OF INTEREST: N/A  
 DATE OF REPORT: 1 December 2017  
 AUTHOR: Ashleigh Putland

**SUMMARY:**

Council to decide on the meeting dates for 2017.

**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 2017.

**COMMENT:**

Council Meetings are currently held on the fourth Tuesday of every month. The proposed dates for the year 2017 are as follows:

Tuesday 28 February 2017  
 Tuesday 28 March 2017  
 Thursday 27 April 2017  
 Tuesday 23 May 2017  
 Tuesday 27 June 2017  
 Tuesday 25 July 2017  
 Tuesday 22 August 2017  
 Tuesday 26 September 2017  
 Tuesday 24 October 2017  
 Tuesday 28 November 2017  
 Tuesday 12 December 2017

It is not proposed to hold a meeting in the month of January 2017. A special meeting can be called if required.

As Tuesday 25 April is ANZAC Day it is proposed to hold the meeting on Thursday 27 April 2017. The West Arthur Community Resource Centre Committee is meeting on Wednesday 26 April and the CEO and one councillor are members of this Committee.

The fourth Tuesday in December falls on 26 December 2016, it is proposed to hold the meeting in the second week on Tuesday the 12 December 2016.

The current commencement time is 6pm and Council may choose a different time if they wish.

**CONSULTATION:**

No consultation has been made.

**STATUTORY ENVIRONMENT:**

In accordance with the Local Government Act, t 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**

Moved: Cr Kevin King

Seconded: Cr Michael Meredith

That the 2017 Ordinary Meetings of Council be scheduled for:

- Tuesday 28 February 2017
- Tuesday 28 March 2017
- Thursday 27 April 2017
- Tuesday 23 May 2017
- Tuesday 27 June 2017
- Tuesday 25 July 2017
- Tuesday 22 August 2017
- Tuesday 26 September 2017
- Tuesday 24 October 2017
- Tuesday 28 November 2017
- Tuesday 12 December 2017

Commencing at 6pm.

**CARRIED 6/0**

**ATTACHMENT:**

Nil.

**ITEM 8.1.4 – 2017 ELECTION – PROPOSAL FOR POSTAL VOTING**

LOCATION/ADDRESS: N/A  
 NAME OF APPLICANT: N/A  
 FILE REFERENCE: 2.4.1  
 DISCLOSURE OF INTEREST: N/A  
 DATE OF REPORT: 15 December 2016  
 AUTHOR: Maxine McKenzie

**SUMMARY:**

The next ordinary elections are to be held on 21 October 2017. Council is requested to consider appointing the WA Electoral Commissioner to be responsible for the conduct of the 2017 ordinary elections together with any other elections or polls which may also be required; and that the method of conducting the election will be as a postal election.

**BACKGROUND:**

A 'postal election' is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day. A 'voting in person election' is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations. Prior to 2007 Council used 'voting in person'.

When the Electoral Commission conducts postal elections every voter, including absentee owners, on the Electoral Roll receives ballot papers for completion through the post. They also receive copies of the candidates' profiles to assist with making a choice.

**CONSULTATION:**

WA Electoral Commission.

**STATUTORY ENVIRONMENT:**

Under Section 4.20(4) of the Local Government Act 1995 a local government may, having first obtained the written agreement of the Electoral Commissioner, declare the Electoral Commissioner to be responsible for the conduct of an election, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

A declaration under subsection 4.20(4):

has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.

**POLICY IMPLICATIONS:**

There are no policy implications.

**FINANCIAL IMPLICATIONS:**

The Commission is required by the Local Government Act 1995 to conduct local government elections on a full cost recovery and the quoted figure of \$13,000 inc GST is an estimate only based on 650 electors, four vacancies, a response rate of approximately 55%, count to be conducted at the Shire Office, appointment of local Returning Officer, and regular Australia Post delivery service.

Costs not incorporated in the estimate include:

- Non statutory advertising;
- Any legal expenses other than those that are determined to be borne by the Commission in a Court of Disputed Returns; and
- One local government staff member to work in the polling place on election day.

If no election is held due to the same number of nominations as positions vacant, the cost will be considerably less.

The WA Electoral Commission has managed the 2011, 2013 and 2015 elections for the Shire. The cost of the 2011 election, with all candidates elected unopposed, was \$4,324. The cost of the 2013 election when there were more candidates than positions was \$8,480 (\$9,000 was estimated). The cost of the 2015 election, with all candidates elected unopposed, was \$6,193 (estimate \$12,500).

The WA Electoral Commission has advised that since the 2015 Ordinary elections, Australia Post has implemented a 42% increase for regular mail delivery and 60.5% for priority mail delivery. An additional amount of \$170 will be incurred if Council decides to opt for Australia Post Priority Service for the lodgement of election packages, however the Commission has advised that, from experience, priority mail does not significantly speed up mail delivery.

Should Council choose to conduct a Postal Election, there will still be some additional costs for the Shire above the Electoral Commission charges, which would mainly relate to staff time associated with local advertising and promotion, preparing absent owners and occupiers role, answering queries from the community, and being present at the office on the day of the election.

The time would however be considerably more if Council chose a voting in person election. Should a voting in person election be held, it is likely that voting would be available at Arthur River, Moodiarrup/Duranillin and Darkan. Staff would also prepare and manage all statutory advertising and manage the nomination process.

**STRATEGIC IMPLICATIONS:**

A postal election would encourage more eligible voters to register a vote as they need only complete the ballot paper in the comfort of their home and return to the Returning Officer by post, or in person if necessary.

**VOTING REQUIREMENTS:**

Absolute majority

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

Moved: Cr Karlene Goss...

Seconded: Cr Rodney Hulse

Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2017 ordinary elections together with any other elections of polls which may be required.

Decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election.

**CARRIED 4/2**

**ATTACHMENTS:**

- Letter from David Kerslake WA Electoral Commissioner



LGE 028

WESTERN AUSTRALIAN Electoral Commission

Ms Nicole Wasmann  
Chief Executive Officer  
Shire of West Arthur  
Burrowes Street  
DARKAN WA 6392



Dear Ms Wasmann

### Local Government Ordinary Election: 2017

The next local government ordinary elections are being held on 21 October 2017. While this is still some distance in the future, I have enclosed an estimate for your next ordinary election to assist in your 2017/2018 budget preparations.

The estimated cost for the 2017 election if conducted as a postal ballot is \$13,000 inc GST, which has been based on the following assumptions:

- 650 electors
- response rate of approximately 55%
- 4 vacancies
- count to be conducted at the offices of the Shire of West Arthur
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply.

This cost estimate includes a proposed increase in the postage rate by Australia Post effective from 4 January 2017. An additional amount of \$170 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages. Recent experiences with Australia Post indicate that Councils should seriously consider using the regular mail delivery service for the lodgement of the election packages. The additional cost of priority mail does not significantly speed up the delivery of the election packages.

Since the October 2015 Local Government Ordinary Elections were conducted, Australia Post has implemented the following percentage cost increases for its various mail services:

Regular Mail Delivery - 42%  
Priority Mail Delivery – 60.5%  
Priority Reply Paid – 80.5%

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Costs not incorporated in this estimate include:

- non-statutory advertising (ie any additional advertisements in community newspapers and promotional advertising)
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns
- one local government staff member to work in the polling place on election day

The Commission is required by the Local Government Act to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for charges is all materials at cost and a margin on staff time only

The current procedure required by the Act is that my written agreement has to be obtained before the vote by Council is taken. To facilitate the process, you can take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2017 for the Shire of West Arthur in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required. My agreement is subject to the proviso that the Shire of West Arthur also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council would need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2015 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

I look forward to conducting this election for the Shire of West Arthur in anticipation of an affirmative vote by Council.

Yours sincerely



David Kerslake  
**ELECTORAL COMMISSIONER**

24 November 2016

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

**ITEM 8.1.5 – ADOPTION OF A HERITAGE LIST IN THE LOCAL PLANNING SCHEME**

LOCATION/ADDRESS: Whole of Shire of West Arthur  
 NAME OF APPLICANT:  
 FILE REFERENCE: 8.2.8  
 DISCLOSURE OF INTEREST: Nil  
 DATE OF REPORT: 24 November 2016  
 AUTHOR: Kerry Chia

**SUMMARY:**

Develop a local planning policy for the establishment of a Heritage List in the Local Planning Scheme.

**BACKGROUND:**

The Shire of West Arthur has a Municipal Heritage Inventory (MI) which was prepared in 1997 and reviewed in 2009. The MI is a document that records heritage information about built structures within the local area. The intent of the MI is to inform local government on general matters related to heritage but it does not have statutory force in terms of planning controls.

The Planning and Development (Local Planning Scheme) Regulations 2015 require all local governments to “establish and maintain a Heritage List to identify places within the Scheme area which are of cultural heritage significance and worthy of built heritage conservation” Currently the Shire of West Arthur has a Municipal Heritage Inventory but does not have a Heritage List.

Inclusion of a place on the Heritage List will require the owner to submit a planning application prior to demolition, renovation or construction of a single residence and allows local government the opportunity to consider heritage matters when determining the outcome of a planning application. It does not limit or restrict the ability of the local government’s decision on the application.

The State Heritage office has developed draft guidelines to assist local governments to develop a Heritage List (Attachment 1) and recommend that the MI is used to inform decision making in relation to creation of a Heritage List and that the creation of the list is based on the Categories in the MI.

The State Heritage Office recommends that local governments undertake the following in the order listed below:

1. Develop a policy for the establishment and maintenance of the Heritage List
2. Review the current MI and invite community input including consultation with owners of each property, open nominations for places to include in the MI, community meetings, and consultation with specific groups.
3. Engaging an external Heritage Consultant to determine heritage significance of each place based on the categories outlined in the Assessment of Local Places guidelines.
4. Create a Heritage List for inclusion in the LPS based on the policy and the outcomes of the MI review.



**CONSULTATION:**

The Project Officer attended a WALGA Heritage Workshop which outlined the differences between Municipal Inventories and Heritage Lists, provided draft guidelines for the creation of the MI and Heritage List (Attachment 1) and recommendations on the processes involved in the development of the policy, MI and Heritage List.

**STATUTORY ENVIRONMENT:**

In accordance with Clause 4 Schedule 2 of the Deemed Provisions, a draft Local Planning Policy is to be advertised by publishing in a newspaper for a period of not less than 21 days and the Council must consider any submissions before it can formally adopt the policy.

Applicable legislation includes:

Heritage Act 1990

Planning and Development Act 2005

Planning and Development (Local Planning Scheme) Regulations 2015

Local Planning Policies for Heritage (State Heritage Office 2016)

The Heritage List (State Heritage Office, 2016)

Assessment of Local Heritage Places (State Heritage Office, 2016)

**POLICY IMPLICATIONS:**

The creation of a Heritage List will mean that places included on the list will need to submit a planning application to Council for demolition, renovation or construction (including internal renovations if the interior has been deemed significant) and that Council will need to consider the Heritage values of a place prior to approving or not approving the planning application.

**FINANCIAL IMPLICATIONS:**

Costs will include:

- Project officer to undertake initial documentation and community consultation
- Heritage consultant to determine heritage significance of each place (recommended by State Heritage Office but not compulsory). Funding may be available to assist.
- Project officer to update MI and include items on inHerit database (<http://inherit.stateheritage.wa.gov.au/Public/>)
- Project Officer to prepare a proposed Heritage list for Council consideration based on the MI review

There are sufficient funds in the 2016/17 budget for the employment of the project officer. Any funding after 30 June 2017, will be determined as part of the 2017/18 budget deliberations.

**STRATEGIC IMPLICATIONS:**

The Shire's Community Plan identifies that

- the Shire will maintain its natural biodiversity and built heritage and that responsible land use planning will be undertaken with viability, sustainability and the environment considered in all decision making; and
- pride in our community and a strong sense of identity is forged from our cultural heritage and past and present achievements and that our cultural heritage will be preserved and sites of significance maintained/conserved for future generations.

The Corporate Plan includes a review of the Municipal Heritage Register in 2017/18.

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**COMMENT:**

The State Heritage Office has provided a sample policy which has been modified and included here as a draft policy for consideration. There are a number of issues associated with the development of the Local Planning Policy for the development of a Heritage List which need to be considered. These are outlined for consideration below.

People may oppose their property being included on the Heritage List. The State Heritage office recommends that if it is deemed to be either a Category 1 or 2 then the property is considered to be of significance to the local community and it should be included on the Heritage List unless it is shown by the owner that the heritage value of the property does not meet Category 1 or 2<sup>1</sup>. Being on the Heritage list doesn't mean that alterations to the property can't be undertaken, however they will require council approval. At a bare minimum all places listed on the State Heritage Register are expected to be on the Heritage List.

There is the possibility that all Category 1 and 2 items can be given 12 months protection on the Heritage list as a temporary measure while the MI is reviewed. This would mean any changes that occur to these properties in the next 12 months would be need council approval. Community consultation would be required to indicate that this is a temporary measure until a finalised heritage list is developed.

Category 3 items were recommended to be included either on an "opt out" or "opt in" option for land owners. The wording in the draft policy provided for Council consideration in Attachment 1 currently has an "opt in" option for owners of Category three properties.

If the Council believes that heritage is sufficiently important to the local community then incentives can be built into the policy to encourage people to have their property on the Heritage List. The State Heritage Office outlines incentives on their website (<http://www.stateheritage.wa.gov.au/about-us/importance-of-heritage/local-government-services/creating-incentives-for-owners>) and includes options such as rate rebates, providing grants for conservation of properties, or providing free heritage advisory service. Currently there is no inclusion of incentives in the draft policy provided as Attachment 2.

State Heritage Office indicated that if the owners are not supportive of heritage then it can be an uphill battle to get them to conserve the heritage values of the property. There will also be times where the interiors of properties cannot be assessed (due to refusal of access). However, State Heritage Office indicated that properties can be listed as significant based on the information available and then onus is on the owner to prove that the property does not have heritage value as allocated by the Council.

Places can be nominated by the general public for inclusion on the MI (which is used to inform the Council for the development of the Heritage List. Consideration also needs to be given to allowing anonymous nominations of places.

<sup>1</sup>Category 1 – Exceptional significance – essential to the heritage of the locality. Rare or outstanding example  
Category 2 – considerable significance – very important to the heritage of the locality. High degree of integrity/authenticity.

Category 3 – some/moderate significance – contributes to the heritage of the locality. Has some altered or modified elements no necessarily detracting from the overall significance of the place.

Category 4 – little significance – has elements or values worth noting for community interest but otherwise makes little contribution

The Shire currently has no designated heritage areas. Heritage Areas are select areas with special qualities, and will generally be quite rare within a locality. Heritage areas contain a large number of built elements and property holdings. All places within a heritage area should be assigned a level of contribution.

**VOTING REQUIREMENTS:**

Simple majority

<b>COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.5</b>
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Moved: Cr Kevin King ...

Seconded: Cr Neil Manuel...

1. That Council adopt for advertising Local Planning Policy No 2 – The Heritage List pursuant to Clause 3 Schedule 2 (Deemed Provisions) of the Local Planning Scheme Regulations 2015.
2. That the draft Policy be advertised in a local newspaper for a minimum period of 21 days.
3. Council approve the review of the MI and development of a Heritage List as outlined in the draft policy.

**CARRIED 6/0**

**ATTACHMENTS:**

- Draft Policy

Policy Register Reference \_4.10



Council Policy

**DRAFT**  
***DRAFT - Local Planning  
Policy – The Heritage  
List***

*Adopted (to be advertised prior to adoption)  
Amended [dates and details of any amendments]*

## 1. Objective

- To achieve transparency and consistency in the designation of a heritage list;
- To provide clear guidelines on how challenges to inclusion will be assessed;
- To ensure that the heritage list is maintained in a manner and form that is consistent with the local planning scheme; and
- To clarify which places will fall outside the scheme provisions for heritage.

## 2. Scope

The local planning scheme allows for special provisions to be applied to heritage places, which ensure that consideration is given to the cultural heritage significance of the place or area when making a planning decision.

The heritage list allows the Shire of West Arthur to identify those places whose cultural heritage significance is, in its opinion, such that these additional provisions are necessary and appropriate. By inclusion in the heritage list, notice is given to present and future owners that heritage, and the impact on heritage, should be addressed as part of a development application.

Inclusion in a heritage list does not limit the ability of an applicant to propose any works, nor does it limit the ability of the Shire of West Arthur to determine an application in the manner it considers most appropriate. However, proposals that respect and retain the heritage values of the place are likely to be encouraged and may, where appropriate, be required.

Clause 61(b) of the deemed provisions requires that works to the interior of a building require development approval where a place is noted in the heritage list as having an interior of cultural heritage significance. This policy identifies how this will be assessed and how the designation will be indicated.

Application

This policy applies to the administration and operation of the heritage list associated with Local Planning Scheme No 2.

## 3. Definitions

Nil.

## 4. Policy Statement

### 4.1 Format of the Heritage List

The definitive version of the heritage list is the most recent dated document of that designation that has been adopted by a resolution of Council. The heritage list is available for inspection during business hours at the Shire offices and on the local government website.

The heritage list will be compiled in a format consistent with the template given in Schedule 1 of this policy. While best efforts will be made to provide information for all parts of the heritage list, absence of data in one or more fields does not invalidate the inclusion of a place in the heritage list.

Due to the extent of information associated with the statement of significance and physical description, this information may be provided on an individual place record, which should be considered to be part of the heritage list.

The Shire of West Arthur will endeavour to include all relevant information relating to the heritage list in the Heritage Council's online database inHerit ([www.inherit.stateheritage.wa.gov.au](http://www.inherit.stateheritage.wa.gov.au)). If there is any inconsistency between sources, the Shire of West Arthur's hard copy is determined to be the correct version.

#### 4.2 Threshold for Inclusion in the Heritage List

Establishment and maintenance of the heritage list is a requirement of clause 8(1) of the deemed provisions. Inclusion in the heritage list will be based on an assessment of cultural heritage significance and the designation of this significance as detailed in the Shire of West Arthur's local government inventory, also known as the municipal inventory or MI.

Inclusion in the heritage list will be based on the level of cultural heritage significance identified in the MI, as indicated in Table 1.

Table 1: Levels of Cultural Heritage Significance and inclusion in the Heritage List as defined by the State Heritage Office.

Level of Significance	Category	Description	Heritage List
Exceptional significance	1	Essential to the heritage of the locality. Rare or outstanding example.	All places included in heritage list.
Considerable significance	2	Very important to the heritage of the locality. Shows a high degree of integrity/ authenticity.	All places included in heritage list.
Some / Moderate significance	3	Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the place.	Places may be included in the heritage list
Little significance	4	Has elements or values worth noting for historical interest but otherwise makes little contribution.	Below the threshold for the heritage list.

Places of some/moderate significance (Category 3) may be included in the heritage list at the written request of the owner(s\*) of the affected property.

\* In the case of a property under multiple ownership, the request must demonstrate the consent of at least 75% of owners. It is the responsibility of the applicant to provide supporting evidence that this criterion has been met.

### 3. Changes to the Heritage List

Consultation requirements for modifying the heritage list are set out in cl.8(3) of the deemed provisions which are outlined below:

The local government must not enter a place in, or remove a place from, the heritage list or modify the entry of a place in the heritage list unless the local government —

- (a) notifies in writing each owner and occupier of the place and provides each of them with a description of the place and the reasons for the proposed entry; and
- (b) invites each owner and occupier to make submissions on the proposal within 21 days of the day on which the notice is served or within a longer period specified in the notice; and
- (c) carries out any other consultation the local government considers appropriate; and
- (d) following any consultation and consideration of the submissions made on the proposal, resolves that the place be entered in the heritage list with or without modification, or that the place be removed from the heritage list.

This process applies to the initial entry of a place, subsequent changes or removal of an entry.

### **3.1 Initiating the entry of a place in the heritage list**

Requests for the Shire of West Arthur to assess the heritage values of a place shall be made as a nomination for the MI and must provide sufficient information to determine the place and to indicate the values attributed to it by the nominee.

If the place is adopted in the MI by a resolution of Council and its assigned level of cultural heritage significance meets the threshold for inclusion in the heritage list, the Shire of West Arthur will begin the consultation process to consider inclusion of the place in the heritage list.

Consultation for including a place in the heritage list will be initiated by the Shire of West Arthur within three months of a resolution adopting the place in the MI.

In addition to inviting submissions from owners and occupants of each nominated place, consultation on heritage assessments may be carried out by inviting comment:

- from the general community through the Shire of West Arthur's website;
- from the local historical society;
- as part of a community forum or workshop held for that purpose; or
- in any other manner that may reasonably result in providing relevant information on the cultural heritage values of the place.

Submissions on the proposed inclusion of a place in the heritage list will be accepted for a minimum period of 21 days.

The Shire of West Arthur will consider objections to inclusion in the heritage list only in relation to the level of cultural heritage significance assigned to a place.

### **3.2 Modifying an entry in the heritage list**

Changes to an entry in the heritage list may be initiated by the Shire of West Arthur as part of the administration of the list, or by nomination using the prescribed form. The Shire will consider requests for change but is not obliged to make such a change.

A decision on progressing the change will take into account the relevance, necessity and benefits of updated information and the administrative requirements

of the consultation process. In general, minor and inconsequential changes to the heritage list will not be progressed, but may be deferred for later consideration.

### **3.3 Removing an entry from the heritage list**

Removal of a place from the heritage list may be appropriate where the local government considers that the heritage significance of a place has substantially changed, to the extent that it no longer displays the values for which it was included in the heritage list. This may be the result of substantial demolition of, or damage to a place, or presentation of new evidence about the place.

A proposal to remove a place may be made by the local government or its officers, or by the owner of a place. If proposed by an owner, the onus will be on them to demonstrate that the cultural heritage significance of the place is below the threshold for inclusion on the heritage list.

In addition to consultation with owners and occupants for each place for which removal is requested, consultation on such an action may be carried out by inviting comment:

- from the general community through the Shire of West Arthur website;
- from the local historical society;
- as part of a community forum or workshop held for that purpose; or
- in any other manner that may reasonably result in providing relevant information on the cultural heritage values of the place.

The Council's opinion as to the cultural heritage significance of a place is determined solely by a resolution of Council at a properly convened meeting.

Substantial development, demolition or loss of fabric will not automatically result in removal from the heritage list, as the place may still retain sufficient cultural heritage significance to support inclusion in the heritage list, particularly if the heritage values relate to social or historical significance.

The Shire of West Arthur will retain a record of all places removed from the heritage list.

### **4.4 Designation of Significant Interiors**

Works to the interior of a building require development approval only where a place has been designated in the heritage list as having an interior with cultural heritage significance, or the place is included in the Register of Heritage Places.

The designation of an interior with cultural heritage significance will be based on the assessment of significance associated with the place, and will be noted as part of the entry of the place in the heritage list. Where, in the opinion of Council, there is reasonable evidence to support the designation of a significant interior, the designation may be made even where the assessment process has not included an interior survey. The onus will then be on the owner to prove that the interior has no heritage value prior to development.

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

Heritage Act 1990

Planning and Development Act 2005

Planning and Development (Local Planning Scheme) Regulations 2015



Local Planning Policies for Heritage (State Heritage Office 2016)  
The Heritage List (State Heritage Office, 2016)  
Assessment of Local Heritage Places (State Heritage Office, 2016)

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

The policy is to be reviewed every two years by the CEO. Next review February 2019.

## **7. Associated Documents**

*Shire of West Arthur Municipal Heritage Inventory*  
*Heritage Council of WA Draft Guidelines for Development of Heritage Lists 2016*  
*Heritage Council of WA Draft Guidelines for Municipal Heritage Inventory Development*  
*Heritage Council inHerit website <http://inherit.stateheritage.wa.gov.au/public>*  
*Local Planning Policies for Heritage (State Heritage Office, 2016)*  
*The Heritage List (State Heritage Office, 2016)*

DRAFT

<b>ITEM 8.1.6 – LAKE TOWERRINNING MANAGEMENT PLAN</b>
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LOCATION/ADDRESS: Lake, Towerrinning, Darkan South Road, MOODIARRUP  
 NAME OF APPLICANT:  
 FILE REFERENCE:  
 DISCLOSURE OF INTEREST:  
 DATE OF REPORT: 5 December 2016  
 AUTHOR: Kerry Chia

**SUMMARY:**

Council endorse the Lake Towerrinning Management Plan which has been prepared in accordance with Item 8 of the Schedule of the lease agreement between Department of Parks and Wildlife (DPaW) and Shire of West Arthur.

**BACKGROUND:**

The lease agreement between DPaW and the Shire of West Arthur requires a management plan to be prepared and reviewed on an annual basis. A management plan was originally prepared following a public meeting in 1999. The plan has been reviewed a number of times since that meeting and last review was undertaken in 2009. This current review of issues associated with Lake management was undertaken in September 2016.

**CONSULTATION:**

A public meeting was advertised and held on 8 September 2016. Government departments including Department of Transport (DoT), DPaW, Department of Agriculture and Food, and Department of Regional Development (Living Lakes Project) were invited to attend. In addition, community stakeholders such as local land owners, and caravan park owners were invited to attend. The meeting was held to identify issues associated with the management of the lake. Additional consultation was undertaken by the Project Officer with these stakeholders throughout the preparation of the Management Plan.

**STATUTORY ENVIRONMENT:**

Management of Lake Towerrinning needs to be undertaken in accordance with various Federal and state legislation including the following:

- *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) (Commonwealth)
- *Native Title Act 1993* (Commonwealth)
- *Aboriginal Heritage Act 1972* (State)
- *Bushfires Act 1954* (State)
- *Biosecurity and Agriculture Management Act 2007* (State)
- *Conservation and Land Management Act 1984* (State)
- *Emergency Management Act 2005* (State)
- *Fire and Emergency Services Act 1998* (State)
- *Heritage of Western Australia Act 1990* (State)
- *Land Administration Act 1997* (State)
- *Wildlife Conservation Act 1950* (State)
- *Planning and Development (Local Planning Scheme) Regulations 2015*.

In addition, other documents, guidelines and policies relevant to management of Lake Towerrinning include:

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- Australia and New Zealand Environment and Conservation Council (ANZECC) and Agriculture and Resource Management Council of Australia and New Zealand (ARMCANZ) (2000) Guidelines for Recreation Water Quality: Primary Contact
- Wetlands Conservation Policy of Western Australia 1997
- Wetlands Policy of the Commonwealth Government of Australia 1997
- [National Health and Medical Research Council \(NHMRC\)](#) 2008, Guidelines for Managing Risks in Recreational Water
- Department of Parks and Wildlife lease document signed by the Shire of West Arthur in 2009
- Bushfire Risk Management Planning – Guidelines for preparing a Bushfire Risk Management Plan (2015)
- Shire of West Arthur Bush Fire Risk Management Plan 2016
- Shire of West Arthur Local Emergency Management Arrangement (EMA) 2016

**POLICY IMPLICATIONS:**

There are no policy implications.

**FINANCIAL IMPLICATIONS:**

The biggest financial implication associated with management of the Lake will be the repairs required to the re-diversion structure which ensures that the Lake continues to receive freshwater.

**STRATEGIC IMPLICATIONS:**

The Plan will be used as an informing strategy in the development of the Shire’s next Corporate Plan.

The existing plan includes reference to improvements to the boat ramp and the Living Lakes project recommendations and linkages to the Lake in reference to tourism development

**COMMENT:**

The Plan includes a number of operational commitments for Shire staff. Funding is available for the works to be completed, however the ability to complete the works will depend on priorities and staff availability.

**VOTING REQUIREMENTS:**

Simple majority

**OFFICER RECOMMENDATION – ITEM 8.1.6**

That Council endorse the Lake Management Plan as presented.

**COUNCIL DECISION – ITEM 8.1.6**

Moved: Cr Karlene Goss

Seconded: Cr Neil Manuel

That Council endorse the Lake Management Plan as presented, subject to the inclusion of a strategy relating to refining the outlet from the outlet swamp to the Arthur River that the Lake Management Plan as presented be endorsed.

**CARRIED 6/0**

**ATTACHMENT:**

- Lake management Plan 2016

**ITEM 8.2.1 – TENDER SWA 03/16 FOR REPAIRS TO BRIDGE 4020 ON GLENORCHY SOUTH ROAD**

LOCATION/ADDRESS: Glenorchy South Rd, Mokup  
 NAME OF APPLICANT: Not applicable  
 FILE REFERENCE: 6  
 DISCLOSURE OF INTEREST: Nil  
 DATE OF REPORT: 5 December 2016  
 AUTHOR: Maxine McKenzie

**SUMMARY:**

Council to consider tenders received for the repairs to Bridge 4020 on the Glenorchy South Road, Mokup. It is recommended that the tender from Enviro Infrastructure Pty Ltd is accepted.

**BACKGROUND:**

Repairs to the Glenorchy South Road Bridge Number 4020 substructure is included in the 2016/17 budget under Roads Recovery funding carried forward from 2014/15.

**CONSULTATION:**

Tenders were invited in the West Australian on Wednesday 9 November and closed on Wednesday 30 November 2016. Five tenders were received and a summary of the tenders is provided in a separate report to the agenda.

Main Roads staff assisted with the development of the tender specifications and the review of the tender submissions and were satisfied that the MRWA standards were being met.

**STATUTORY ENVIRONMENT:**

Local Government Act - Division 2, Subdivision 6 (s.3.57). Local Government (Functions and General) Regulations - Part 4, Division 2 (R11). Tenders are to be publicly invited if the consideration under the contract is expected to be \$150,000 or more.

**POLICY IMPLICATIONS:**

There are no policy implications.

**FINANCIAL IMPLICATIONS:**

The 2016/17 Budget included \$300,000 for the works which are funded through Roads to Recovery.

The recommended tender is within the amount allowed in the budget.

Once the bridgeworks commence it is possible that the scope of works and quantities will change. Main Roads has advised that in the event of unforeseen works being required as a result of repairs to pier pole replacement, Main Roads may be able to assist with further funding.

The scope of works includes emergency repair work which would lift the bridge load rating from 1 tonne to 36 tonne. It may be possible to seek further funding from Main Roads for this portion of the works on a 75% Main Roads / 25% Shire basis.

**STRATEGIC IMPLICATIONS:**

Not applicable

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**VOTING REQUIREMENTS:**  
Simple majority

**COMMENT**

A selection process was undertaken which considered relevant experience and demonstrated understanding, availability and resources to complete works within specified timeframe and contract value. Enviro Infrastructure Pty Ltd are the preferred supplier following evaluation and reference checking.

<b>COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.2.1</b>
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Moved: Cr Kevin King

Seconded: Cr Rodney Hulse

That the Shire of West Arthur accepts the tender from Enviro Infrastructure Pty Ltd for repairs to Bridge 4020 on the Glenorchy South Road, Mokup.

**CARRIED 6/0**

**SEPARATE ATTACHMENT:**

- Tender Comparison

**8.4 REPORTS OF ELECTED MEMBERS**

Cr King, Cr Meredith and Cr Harrington attended a senior staff meeting.

Cr King, Cr Goss and Cr Harrington attended an audit committee meeting. Cr Goss reported on the discussions from that meeting.

Cr Goss also reported on the WALGA Central Zone meeting which she had attended in Lake Grace on 2 December 2016.

Cr Harrington advised the he is attending the launch of the Industry Road Safety Alliance in Collie and presenting an award at the Darkan Primary School tomorrow.

**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**

<b>COUNCIL DECISION – MEETING CLOSED TO THE PUBLIC</b>
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Moved: Cr Michael Meredith

Seconded: Cr Kevin King

That the meeting be closed to members of the public in accordance with section 5.23 (2)a of the Act to allow Council to discuss the CEO Performance and Remuneration Review.

**CARRIED 6/0**

7:47pm - Nicole Wasmann left the meeting

<b>CONFIDENTIAL ITEM 11.1.1 – CEO PERFORMANCE AND REMUNERATION REVIEW</b>
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LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	2.15.1/Wasmann
DISCLOSURE OF INTEREST:	The report and remuneration review is in relation to the author of this report.
DATE OF REPORT:	30 November 2016
AUTHOR:	Nicole Wasmann

**SUMMARY:**

Council to consider the CEO Performance Review and proposed remuneration increase recommended by the Senior Staff Committee.

**BACKGROUND:**

A copy of the CEO's performance appraisal and recommended remuneration review is provided as a confidential document separate to the agenda.

The review was carried out 29 November 2016.

**CONSULTATION:**

The document was prepared by the Committee in consultation with other councillors.

**STATUTORY ENVIRONMENT:**

In accordance with the Local Government Act S.38, the Council is to consider the review on the performance of the CEO and is to accept the review, with or without modification, or reject the review.

**POLICY IMPLICATIONS:**

Not applicable.

**FINANCIAL IMPLICATIONS:**

There are sufficient funds in the budget to cover a remuneration increase.

**STRATEGIC IMPLICATIONS:**

Not applicable.

**VOTING REQUIREMENTS:**

Simple majority.

<b>COMMITTEE RECOMMENDATION – (ITEM 11.1.1)</b>
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That Council accept the CEO Performance Review and remuneration increase recommended by the CEO Performance Review Committee, including the additional option for the CEO to receive cash in lieu of shire provided vehicle if the CEO chooses.

**COUNCIL DECISION – ITEM 11.1.1**

Moved: Cr Kevin King ...

Seconded: Cr Neil Manuel

That Council accept the CEO Performance Review and remuneration increase recommended by the CEO Performance Review Committee.

**CARRIED 6/0**

The reason that Council altered the officer's recommendation was that some councillors wanted the Shire to retain a dedicated administration car.

**CONFIDENTIAL ATTACHMENT:**

- CEO Review

**COUNCIL DECISION – MEETING OPEN TO PUBLIC**

Moved: Cr Kevin King

Seconded: Cr Michael Meredith

That the meeting be again open to the public.

**CARRIED 6/0**

8:12 pm Nicole Wasmann returned to the meeting.

**12. CLOSURE OF MEETING**

Cr Harrington declared the meeting closed at 8.14pm.