

## SHIRE OF WEST ARTHUR



**Ordinary Council Meeting  
27 February 2018  
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**ORDINARY COUNCIL MEETING MINUTES****1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

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

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

Nil.

**3. PUBLIC QUESTION TIME**

Nil.

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

Cr K King	Deputy Shire President
Cr M Meredith	
Cr M Manuel	
Cr M Lloyd	
Cr J McFall	
Cr A Blencowe	
Nicole Wasmann	Chief Executive Officer

**Apology**

Cr Raymond Harrington OAM	President
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**Visitors**

Sergeant Stephan Stingemore	OIC Williams Police (6:00pm to 6:30pm)
First Class Constable Michael Tinley	Williams Police (6:00pm to 6:30pm)

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

Sergeant Stephen Stingemore and First Class Constable Michael Tinley discussed local policing issues with Council. Officers from Williams Police Station were based in town this afternoon and spoke with residents. Positive reports have been received regarding the Roadwise speed monitor signs in Darkan over the December/January period. Stock and wool theft is increasing in rural areas. Neighbourhood watch and hoon behaviour were also discussed.

6:30pm – Sergeant Stephen Stingemore and First Class Constable Michael Tinley left the meeting

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

6.1 Ordinary Meeting of Council held 19 December 2017

**COUNCIL DECISION – ITEM 6.1**

Moved: Cr Alan Blencowe

Seconded: Cr Marie Lloyd

The minutes of the Ordinary Meeting of the Shire of West Arthur held in the Council Chambers on 19 December 2017 be confirmed.

**CARRIED 6/0**

**7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION****8. REPORTS****8.1 OFFICER REPORTS**

**ITEM 8.1.1– FINANCIAL REPORT DECEMBER 2017 AND JANUARY 2018**

**Location/Address:** N/A  
**Name of Applicant:** N/A  
**File Reference:** N/A  
**Disclosure of Interest:** N/A  
**Date of Report:** 20 February 2018

**SUMMARY:**

Consideration of the financial reports for the period ending 31 December 2017 and 31 January 2018.

**BACKGROUND:**

The financial reports for the periods ending 31 December 2017 and 31 January 2018 are included as attachments.

**COMMENT:**

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

**CONSULTATION:**

Not applicable.

**STATUTORY ENVIRONMENT:**

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

**POLICY IMPLICATIONS:**

Not applicable.

**FINANCIAL IMPLICATIONS:**

Not applicable.

**STRATEGIC IMPLICATIONS:**

Not applicable.

**VOTING REQUIREMENTS:**

Simple majority

**COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.1**

Moved: Cr Alan Blencowe

Seconded: Cr Marie Lloyd

That the financial report for the period ending 31 December 2017 and 31 January 2018 as presented be accepted.

**CARRIED 6/0**

**ATTACHMENT**

- Financial Reports – 31 December 2017 and 31 January 2018

**SHIRE OF WEST ARTHUR**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 December 2017**

	Note	Annual Budget 2017/2018 \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
<b>Opening Funding Surplus (Deficit)</b>	2	1,785,813	1,785,813	<b>1,785,813</b>	0	0%	
<b>Revenue from operating activities</b>							
Rates		1,610,369	1,606,975	<b>1,604,491</b>	(2,484)	(0%)	
Operating Grants, Subsidies and Contributions	6	836,327	449,414	<b>629,559</b>	180,145	40%	▲
Fees and Charges		316,950	180,475	<b>171,579</b>	(8,896)	(5%)	
Interest Earnings		103,034	11,721	<b>17,944</b>	6,224	53%	
Other Revenue		16,560	8,280	<b>19,001</b>	10,721	129%	▲
Profit on Disposal of Assets		27,393	0	<b>1,972</b>			
		<b>2,910,633</b>	<b>2,256,865</b>	<b>2,444,546</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(1,615,693)	(1,081,568)	<b>(1,051,360)</b>	30,208	3%	
Less overhead and wage allocations			180,000	<b>179,893</b>			
Materials and Contracts		(1,171,421)	(412,698)	<b>(415,503)</b>	(2,805)	(1%)	
less Pdepn and POC allocations			65,000	<b>63,246</b>			
Utility Charges		(71,850)	(29,938)	<b>(25,690)</b>	4,248	14%	▲
Depreciation on Non-Current Assets		(1,806,586)	(294,977)	<b>(281,225)</b>	13,752	5%	
Interest Expenses		(44,438)	(22,752)	<b>(22,752)</b>	0	0%	
Insurance Expenses		(111,461)	(86,461)	<b>(81,576)</b>	4,885	6%	
Other Expenditure		(16,425)	(1,000)	<b>(3,213)</b>	(2,213)	(221%)	
Loss on Disposal of Assets		(5,909)	0	<b>0</b>			
		<b>(4,843,783)</b>	<b>(1,684,394)</b>	<b>(1,638,180)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,806,586	294,977	<b>281,225</b>	(13,752)	(5%)	
Adjust (Profit)/Loss on Asset Disposal		(21,484)	0	<b>(1,972)</b>	(1,972)		
Adjust Provisions and Accruals			0	<b>(10,368)</b>			
<b>Amount attributable to operating activities</b>		<b>(148,048)</b>	<b>867,448</b>	<b>1,075,251</b>			
<b>Investing activities</b>							
Grants, Subsidies and Contributions	6	1,073,555	261,284	<b>261,284</b>	0	0%	
Proceeds from Disposal of Assets		396,000	74,000	<b>74,788</b>	788	1%	
Land and Buildings	7	(1,374,916)	(1,012,000)	<b>(1,011,683)</b>	317	0%	
Infrastructure Assets - Roads	7	(1,286,258)	(290,000)	<b>(287,291)</b>	2,709	1%	
Infrastructure Assets - Other	7	(423,393)	(33,000)	<b>(32,734)</b>	266	1%	
Plant and Equipment	7	(570,000)	(100,000)	<b>(114,155)</b>	(14,155)	(14%)	▼
Furniture and Equipment	7	(15,000)	0	<b>0</b>	0		
<b>Amount attributable to investing activities</b>		<b>(2,200,012)</b>	<b>(1,099,716)</b>	<b>(1,109,791)</b>			
<b>Financing Activities</b>							
Proceeds from Self Supporting Loan - repayments		24,608	6,077	<b>6,077</b>	0	0%	
Transfer from Reserves	5	1,613,378	0	<b>0</b>	0		
Repayment of Debentures		(81,648)	(40,291)	<b>(40,291)</b>	0	0%	
Transfer to Reserves	5	(994,091)	(4,000)	<b>(3,661)</b>	339	8%	
<b>Amount attributable to financing activities</b>		<b>562,247</b>	<b>(38,214)</b>	<b>(37,875)</b>			
<b>Closing Funding Surplus (Deficit)</b>	2	0	1,515,331	<b>1,713,398</b>	<b>198,067</b>	13%	▲

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

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

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**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**

258000	WA Grants Commission Special Project Bridge Money - not budgeted The bridge funding will be claimed by Main Roads for bridge works so there will be an expenditure to offset the income with nil impact on the Shire's financial position	permanent variance
(54,273)	Direct Road Grants below budget	permanent variance
(23,582)	Grants Commission Road Grant and General Purpose Grant is below budget . This will be the same for each quarter. Therefore the total amount for the year will be \$47,164 below budget.	permanent variance

**Fees and Charges**

(13,417)	Kids Central fees are trending below budget. This will be offset partially by wages. Joint venture housing rental is below budget due to vacant units. It may become a reportable variance in future months.
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**Other Revenue**

2087	Reimbursement of cemetery charges above budget.	permanent variance
4480	Reimbursement of traffic management course from other Shire's unbudgeted. The combined total of small amounts is above the reportable threshold.	permanent variance

**Employee Costs**

Employee costs are below budget

**Materials and Charges**

7182	As all council positions were elected unopposed, the cost of the election was \$7,182 below budget.	permanent variance
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**Depreciation on Non-Current Assets**

Depreciation is currently below budget. Review of depreciation rates to be completed.

**Grants Operating**

permanent variance	The Kylie Dam project will not be funded. The expenditure will not be incurred, therefore nil impact on the Shire's financial position.
permanent variance	The swimming pool grant will not be received. This is offset by reduced expenditure, with a nil impact on the Shire's financial position.

**Plant and Equipment**

(14,000)	Pad foot roller is above budget. Grader expected to be below budget to offset.	permanent variance
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**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 2: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing	Current
		30 June 2017	31 Dec 2017
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	3	1,225,636	767,514
Cash Restricted - Conditions over Grants	6	727,541	805,870
Cash Restricted	5	2,009,096	2,012,758
Receivables - Rates	4	137,259	229,042
Receivables - Other	4	127,660	34,525
Inventories		13,293	13,293
		4,240,485	3,863,002
<b>Less: Current Liabilities</b>			
Payables		(445,576)	(136,846)
		(445,576)	(136,846)
Less: Cash Reserves	5	(2,009,096)	(2,012,758)
<b>Net Current Funding Position</b>		<b>1,785,813</b>	<b>1,713,398</b>

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 3: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
Municipal Bank Account	92,784			92,784	NAB	0.05%	At Call
Municipal Cash Maximiser	280,000			280,000	NAB	0.60%	At Call
Trust Bank Account			22,335	22,335	NAB	0.05%	At Call
Trust Cash Maximiser			410	410	NAB	0.60%	At Call
Reserve Cash Maximiser		4,674		4,674	NAB	0.06%	At Call
Reserve 11am		0		0	Bendigo	1.50%	At Call
				0			
<b>(b) Term Deposits</b>							
<b>Reserve</b>		1,738,084		1,738,084	Bendigo	2.7	1/02/18
<b>Reserve</b>		270,000		270,000	NAB	2.52	22/03/18
<b>Municipal</b>	300,000			300,000	NAB	1.88	22/01/18
<b>Municipal</b>	400,000			400,000	NAB	2.5	23/01/18
<b>Municipal</b>	500,000			500,000	NAB	2.52	22/03/18
<b>Trust</b>			180,000	180,000	NAB	2.51	20/02/18
<b>Total</b>	<b>1,572,784</b>	<b>2,012,758</b>	<b>202,745</b>	<b>3,788,287</b>			

**Comments/Notes - Investments**

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 4: Receivables**

<b>Receivables - Rates Receivable</b>	<b>31 Dec 2017</b>	<b>30 June 2017</b>	<b>Receivables - General</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>90+Days</b>
	<b>\$</b>	<b>\$</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Opening Arrears Previous Years	194,904	260,498	Receivables - General	29,621	1,522	63	3,319	34,525
Levied this year	1,604,491	1,566,941						
Less Collections to date	(1,512,708)	(1,632,535)	<b>Balance per Trial Balance</b>					
Equals Current Outstanding	<b>286,687</b>	<b>194,904</b>	Sundry Debtors					0
			Receivables - Other					0
<b>Net Rates Collectable</b>	<b>286,687</b>	<b>194,904</b>	<b>Total Receivables General Outstanding</b>					<b>34,525</b>
% Collected	84.07%	89.33%						
Less Recognised as doubtful	(57,645)	(57,645)	<b>Amounts shown above include GST (where applicable)</b>					



**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 5: Cash Backed Reserve**

Name	Opening Balance	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual YTD
		Interest Earned	Interest Earned	Transfers In (+)	Transfers In (+)	Transfers Out (-)	Transfers Out (-)	Closing Balance	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave Reserve	129,924	3,244	237	0	0	0	0	133,168	130,161
Plant Reserve	85,403	2,125	156	360,000	0	(404,000)	0	43,528	85,559
Building Reserve	419,344	10,334	764	546,057	0	(345,000)	0	630,735	420,108
Town Development Reserve	59,844	1,494	109	0	0	(55,000)	0	6,338	59,953
Recreation Reserve	52,658	1,315	96	0	0	(17,000)	0	36,973	52,754
Heritage Reserve	4,321	108	8	300	0	0	0	4,729	4,329
Community Housing Reserve	108,237	2,700	197	0	0	0	0	110,937	108,434
Waste Management Reserve	76,734	1,915	140	0	0	0	0	78,649	76,874
Darkan Swimming Pool Reserve	31,309	782	57	0		0	0	32,091	31,366
Information Technology Reserve	55,316	1,381	101	0		(15,000)	0	41,697	55,417
Darkan Sport and Community Centre Reserve	159,208	3,976	290	30,000	0	0	0	193,184	159,498
Health and Resource Centre Reserve	753,897	17,526	1,374	0	0	(771,378)	0	45	755,271
Arthur River Country Club Renewal Reserve	14,901	383	27	6,000	0	(3,000)	0	18,284	14,928
Museum	55,000	75	100	0	0	0	0	55,075	55,100
Moodiarrup Sports Club Reserve	3,000	1,376	5	3,000	0	(3,000)	0	4,376	3,005
	<b>2,009,096</b>	<b>48,734</b>	<b>3,662</b>	<b>945,357</b>	<b>0</b>	<b>(1,613,378)</b>	<b>0</b>	<b>1,389,809</b>	<b>2,012,758</b>

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

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)
				\$	\$	\$	\$	\$
<b>General Purpose Funding</b>								
Grants Commission - General	WALGGC	Operating	0	218,454	0	105,645	0	0
Grants Commission - Roads	WALGGC	Operating	0	275,261	0	116,231	0	0
Grants Commission - Bridges	WALGGC	Operating - Tied	320,000	0	0	258,000	0	578,000
<b>Law, Order and Public Safety</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating - Tied	0	28,370	0	15,751	(15,751)	0
<b>Education and Welfare</b>								
Youth Week	Dept. Local Govt. and Comm.	Operating - Tied	0	1,000	0	0	0	0
Kids Central Quarterly Grant	Federal DEEWR	Operating - Tied	0	30,666	0	15,516	(15,516)	0
CLGF Youth Development Scholarship	Dept. Local Govt. and Comm.	Operating - Tied	9,300	0	0	0	(1,667)	7,633
Seniors Week	Council of the Ageing	Operating - Tied	0	0	0	700	(700)	0
Spare parts workshop	Meerilinga Young	Operating - Tied	0	0	0	1,100	(1,100)	0
<b>Housing</b>								
West Arthur Cottage Homes	Dept. Regional Development	Operating - Tied	0	0	0	6,620	(6,620)	0
<b>Community Amenities</b>								
Strategic Ground Works	South West Catchment Council	Operating - Tied	45,366	50,000	0	25,000	(44,914)	25,452
<b>Recreation and Culture</b>								
CRC Funding Health and Resource Centre expansion	Dept. of Regional Development	Non-operating	124,100	0	0	0	(124,100)	0
Health and Resource Centre expansion	Estate of E Brown	Non-operating	80,000	0	0	0	(80,000)	0
Museum	Estate of E Brown	Operating - Tied	70,000	0	0	0	0	70,000
Darkan Swimming Pool - Will not be received	Dept. of Sport and Recreation	Operating - Tied	0	32,000	0	0	0	0
Nature Play Facility	LotteryWest	Non-operating	0	0	65,000	0	0	0
Mens Shed (Darkan, Dumbleyung, Lake Grace)	Dept. Local Govt. and Comm.	Operating - Tied	16,630	0	0	0	(3,656)	12,974
<b>Transport</b>								
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	54,145	0	598,040	60,855	(58,684)	56,316
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	342,286	197,429	(144,934)	52,495
Storm Damage	Main Roads	Operating	0	12,487	0	8,512	(8,512)	0
Direct Grant	Main Roads	Operating	0	123,500	0	69,227	0	0
<b>Economic Development</b>								
Information Bay	Tourism Group Cont	Non-operating	0	0	3,000	3,000	(3,000)	0
Kylie Dam Project - will not be received	Department of Water	Non-operating	0	0	53,911	0	0	0
Kylie Dam Project	Landcare (trust)	Non-operating	0	0	11,318	0	0	0
Enterprising Communities	RDA Wheatbelt	Operating - Tied	0	0	0	2,626	(2,626)	0
<b>Other Property &amp; Services</b>								
Youth Development	Dept. Local Govt. and Comm.	Operating - Tied	8,000	0	0	0	(5,000)	3,000
<b>TOTALS</b>			<b>727,541</b>	<b>771,738</b>	<b>1,073,555</b>	<b>886,212</b>	<b>(516,780)</b>	<b>805,870</b>
<b>SUMMARY</b>								
Operating	Operating Grants, Subsidies and Contributions		0	629,702	0	299,615	(8,512)	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		469,296	142,036	0	325,313	(97,550)	697,059
Non-operating	Non-operating Grants, Subsidies and Contributions		258,245	0	1,073,555	261,284	(410,718)	108,811
<b>TOTALS</b>			<b>727,541</b>	<b>771,738</b>	<b>1,073,555</b>	<b>886,212</b>	<b>(516,780)</b>	<b>805,870</b>

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**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>									
Staff housing	E168486	0	0	0	0	(40,000)	(40,000)	40,000	
Land for staff house	E168487	0	0	0	0	(55,000)	(55,000)	55,000	
	<b>Housing Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(95,000)</b>	<b>(95,000)</b>	<b>95,000</b>	
<b>Recreation And Culture</b>									
Health and Resource Centre Expansion	E168485	(18,039)	(992,841)	(1,010,880)	(25,000)	(1,237,916)	(1,262,916)	252,036	
	<b>Recreation And Culture Total</b>	<b>(18,039)</b>	<b>(992,841)</b>	<b>(1,010,880)</b>	<b>(25,000)</b>	<b>(1,237,916)</b>	<b>(1,262,916)</b>	<b>252,036</b>	
<b>Transport</b>									
Depot Shed Construction and Power Upgrade	E168488	(803)	0	(803)	(7,000)	(10,000)	(17,000)	16,197	
	<b>Transport Total</b>	<b>(803)</b>	<b>0</b>	<b>(803)</b>	<b>(7,000)</b>	<b>(10,000)</b>	<b>(17,000)</b>	<b>16,197</b>	
	<b>Buildings Total</b>	<b>(18,842)</b>	<b>(992,841)</b>	<b>(1,011,683)</b>	<b>(32,000)</b>	<b>(1,342,916)</b>	<b>(1,374,916)</b>	<b>363,233</b>	
<b>Infrastructure</b>									
<b>Recreation And Culture</b>									
Car park and landscaping for Health and Resource Centre	E167907	0	0	0	(20,300)	(108,968)	(129,268)	129,268	
Darkan Tourist Info Bay - Signage	E167909	(1,413)	(10,576)	(11,989)	(800)	(11,000)	(11,800)	(189)	
Path at Cemetery	E167910	0	0	0	(6,927)	(2,469)	(9,396)	9,396	
Rail Trail - signage	E167911	(776)	(8,407)	(9,183)	(2,350)	(17,000)	(19,350)	10,167	
Youth Area/Parks Gardens and Public Open Spaces	E167912	0	0	0	0	(120,000)	(120,000)	120,000	
	<b>Recreation And Culture Total</b>	<b>(2,189)</b>	<b>(18,983)</b>	<b>(21,172)</b>	<b>(30,377)</b>	<b>(259,437)</b>	<b>(289,814)</b>	<b>268,642</b>	
<b>Transport</b>									
Footpath extension Burrowes Street	E167905	(2,256)	(9,307)	(11,563)	0	(9,500)	(9,500)	(2,063)	
Seal back lane Burrowes St - Gibbs to Butler	E167906	0	0	0	(32,247)	(18,370)	(50,617)	50,617	
	<b>Transport Total</b>	<b>(2,256)</b>	<b>(9,307)</b>	<b>(11,563)</b>	<b>(32,247)</b>	<b>(27,870)</b>	<b>(60,117)</b>	<b>48,554</b>	
<b>Economic Development</b>									
Kylie Dam Water Project	E167908	0	0	0	(8,233)	(65,229)	(73,462)	73,462	
	<b>Economic Development Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(8,233)</b>	<b>(65,229)</b>	<b>(73,462)</b>	<b>73,462</b>	
	<b>Infrastructure Total</b>	<b>(4,445)</b>	<b>(28,290)</b>	<b>(32,735)</b>	<b>(70,857)</b>	<b>(352,536)</b>	<b>(423,393)</b>	<b>317,196</b>	
<b>Furniture &amp; Office Equip.</b>									
<b>Governance</b>									
Computer Hardware Upgrade/New	E167701	0	0	0	0	(9,000)	(9,000)	9,000	
	<b>Governance Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(9,000)</b>	<b>(9,000)</b>	<b>9,000</b>	
<b>Recreation And Culture</b>									
Furniture and Equipment Other	E167701	0	0	0	0	(6,000)	(6,000)	6,000	
	<b>Recreation And Culture Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(6,000)</b>	<b>(6,000)</b>	<b>6,000</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>	

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**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>Plant , Equip. &amp; Vehicles</b>									
<b>Transport</b>									
Works Manager Ute	E167804	0	0	0	0	(45,000)	(45,000)	45,000	
Bobcat	E167805	0	0	0	0	(50,000)	(50,000)	50,000	
Grader	E167805	0	0	0	0	(370,000)	(370,000)	370,000	
Pad Foot Roller	E167805	0	(114,155)	(114,155)	0	(100,000)	(100,000)	(14,155)	
Sundry Plant	E167806	0	0	0	0	(5,000)	(5,000)	5,000	
	<b>Transport Total</b>	<b>0</b>	<b>(114,155)</b>	<b>(114,155)</b>	<b>0</b>	<b>(570,000)</b>	<b>(570,000)</b>	<b>455,845</b>	
<b>Plant , Equip. &amp; Vehicles Total</b>		<b>0</b>	<b>(114,155)</b>	<b>(114,155)</b>	<b>0</b>	<b>(570,000)</b>	<b>(570,000)</b>	<b>455,845</b>	
<b>Roads</b>									
<b>Regional Road Group</b>									
Bowelling - Duranillin Road	E168832	(54,772)	(14,216)	(68,988)	(135,426)	(58,568)	(193,994)	125,006	
Darkan Moodiarrup Road	E168833	(100,318)	(46,627)	(146,945)	(143,658)	(83,269)	(226,927)	79,982	
Moodiarrup Changerup Road	E168834	(643)	(825)	(1,468)	(56,808)	(51,356)	(108,164)	106,696	
	<b>Regional Road Group Total</b>	<b>(155,733)</b>	<b>(61,668)</b>	<b>(217,401)</b>	<b>(335,892)</b>	<b>(193,193)</b>	<b>(529,085)</b>	<b>311,684</b>	
<b>Roads to Recovery</b>									
Cordering North Road	E168835	0	(67)	(67)	(19,647)	(4,262)	(23,909)	23,842	
Extension of Growden Place	E168836	0	(2,088)	(2,088)	(79,955)	(29,574)	(109,529)	107,441	
Arthur Dinninup Road	E168837	(207)	0	(207)	(23,841)	(17,956)	(41,797)	41,590	
Farrell Road	E168838	0	(3,156)	(3,156)	(25,331)	(8,252)	(33,583)	30,427	
Bowelling McAlinden Road	E168839	(36,713)	(10,793)	(47,506)	(57,542)	(15,904)	(73,446)	25,940	
Howie Road	E168840	(128)	0	(128)	(89,253)	(5,300)	(94,553)	94,425	
Carymunna Road	E168841	0	0	0	(22,973)	(5,576)	(28,549)	28,549	
Bowelling Duranillin - Reseal	E168842	(59)	0	(59)	0	(120,770)	(120,770)	120,711	
Darkan South Road	E168843	(5,438)	(35)	(5,473)	0	(101,687)	(101,687)	96,214	
Carymunna Road	E168844	0	0	0	(23,676)	(6,000)	(29,676)	29,676	
	<b>Roads to Recovery Total</b>	<b>(42,545)</b>	<b>(16,139)</b>	<b>(58,684)</b>	<b>(342,218)</b>	<b>(315,281)</b>	<b>(657,499)</b>	<b>598,815</b>	
<b>Shire Funded</b>									
Rajander Road	E168845	(10,552)	0	(10,552)	(19,489)	(720)	(20,209)	9,657	
Dardadine South Road	E168846	(653)	0	(653)	(17,193)	(1,300)	(18,493)	17,840	
Cordering South Road	E168847	0	0	0	(15,167)	(4,262)	(19,429)	19,429	
Darling Road	E168848	0	0	0	(15,803)	(650)	(16,453)	16,453	
Dust Suppression - to be decided	E168849	0	0	0	(12,547)	(6,172)	(18,719)	18,719	
Dust Suppression - extend Bunce	E168850	0	0	0	(4,827)	(1,544)	(6,371)	6,371	
	<b>Shire Funded Total</b>	<b>(11,205)</b>	<b>0</b>	<b>(11,205)</b>	<b>(85,026)</b>	<b>(14,648)</b>	<b>(99,674)</b>	<b>46,926</b>	
<b>Roads Total</b>		<b>(209,483)</b>	<b>(77,807)</b>	<b>(287,290)</b>	<b>(763,136)</b>	<b>(523,122)</b>	<b>(1,286,258)</b>	<b>957,425</b>	
<b>Capital Expenditure Total</b>		<b>(232,770)</b>	<b>(1,213,093)</b>	<b>(1,445,863)</b>	<b>(865,993)</b>	<b>(2,803,574)</b>	<b>(3,669,567)</b>	<b>2,108,699</b>	

**SHIRE OF WEST ARTHUR**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 January 2018**

	Note	Annual Budget 2017/2018 \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
<b>Opening Funding Surplus (Deficit)</b>	2	1,785,813	1,785,813	<b>1,785,813</b>	0	0%	
<b>Revenue from operating activities</b>							
Rates		1,610,369	1,606,975	<b>1,604,491</b>	(2,484)	(0%)	
Operating Grants, Subsidies and Contributions	6	836,327	459,895	<b>640,040</b>	180,145	39%	▲
Fees and Charges		316,950	184,888	<b>206,644</b>	21,757	12%	▲
Interest Earnings		103,034	21,486	<b>22,582</b>	1,096	5%	
Other Revenue		16,560	9,660	<b>19,784</b>	10,124	105%	▲
Profit on Disposal of Assets		27,393	0	<b>1,972</b>			
		<b>2,910,633</b>	<b>2,282,904</b>	<b>2,495,513</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(1,615,693)	(1,262,443)	<b>(1,185,866)</b>	76,577	6%	
Less overhead and wage allocations			200,000	<b>201,163</b>			
Materials and Contracts		(1,171,421)	(446,302)	<b>(464,870)</b>	(18,568)	(4%)	
less Pdepn and POC allocations			70,000	<b>70,463</b>			
Utility Charges		(71,850)	(35,925)	<b>(32,239)</b>	3,686	10%	▲
Depreciation on Non-Current Assets		(1,806,586)	(344,140)	<b>(328,154)</b>	15,986	5%	
Interest Expenses		(44,438)	(22,752)	<b>(22,752)</b>	0	0%	
Insurance Expenses		(111,461)	(86,461)	<b>(81,576)</b>	4,885	6%	
Other Expenditure		(16,425)	(4,106)	<b>(3,213)</b>	893	22%	▲
Loss on Disposal of Assets		(5,909)	0	<b>0</b>			
		<b>(4,843,783)</b>	<b>(1,932,129)</b>	<b>(1,847,044)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,806,586	344,140	<b>328,154</b>	(15,986)	(5%)	
Adjust (Profit)/Loss on Asset Disposal		(21,484)	0	<b>(1,972)</b>	(1,972)		
Adjust Provisions and Accruals			0	<b>(10,368)</b>			
<b>Amount attributable to operating activities</b>		<b>(148,048)</b>	<b>694,914</b>	<b>964,283</b>			
<b>Investing activities</b>							
Grants, Subsidies and Contributions	6	1,073,555	310,945	<b>310,945</b>	0	0%	
Proceeds from Disposal of Assets		396,000	74,000	<b>74,788</b>	788	1%	
Land and Buildings	7	(1,374,916)	(1,015,000)	<b>(1,015,752)</b>	(752)	(0%)	
Infrastructure Assets - Roads	7	(1,286,258)	(300,000)	<b>(296,394)</b>	3,606	1%	
Infrastructure Assets - Other	7	(423,393)	(53,000)	<b>(54,886)</b>	(1,886)	(4%)	
Plant and Equipment	7	(570,000)	(100,000)	<b>(114,155)</b>	(14,155)	(14%)	▼
Furniture and Equipment	7	(15,000)	0	<b>0</b>	0		
<b>Amount attributable to investing activities</b>		<b>(2,200,012)</b>	<b>(1,083,055)</b>	<b>(1,095,454)</b>			
<b>Financing Activities</b>							
Proceeds from Self Supporting Loan - repayments		24,608	6,077	<b>6,077</b>	0	0%	
Transfer from Reserves	5	1,613,378	0	<b>0</b>	0		
Repayment of Debentures		(81,648)	(40,291)	<b>(40,291)</b>	0	0%	
Transfer to Reserves	5	(994,091)	(4,000)	<b>(3,661)</b>	339	8%	
<b>Amount attributable to financing activities</b>		<b>562,247</b>	<b>(38,214)</b>	<b>(37,875)</b>			
<b>Closing Funding Surplus (Deficit)</b>	2	0	1,359,458	<b>1,616,767</b>	<b>257,309</b>	<b>19%</b>	▲

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

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

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**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**

258000	WA Grants Commission Special Project Bridge Money - not budgeted The bridge funding will be claimed by Main Roads for bridge works so there will be an expenditure to offset the income with nil impact on the Shire's financial position	permanent variance
(54,273)	Direct Road Grants below budget	permanent variance
(23,582)	Grants Commission Road Grant and General Purpose Grant is below budget . This will be the same for each quarter. Therefore the total amount for the year will be \$47,164 below budget.	permanent variance

**Fees and Charges**

(13,417)	Kids Central fees are trending below budget. This is partially offset by wages. Joint venture housing rental is below budget due to vacant units. It may become a reportable variance in future months.
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**Other Revenue**

2087	Reimbursement of cemetery charges above budget.	permanent variance
4480	Reimbursement of traffic management course from other Shire's unbudgeted. The combined total of small amounts is above the reportable threshold.	permanent variance

**Employee Costs**

76577	Wages are below budget. Roads and public facilities \$69,000, Kids Central \$9,000. Admin wages are above by approximately \$8,000 due to long service leave payments on termination. (funded by reserve)
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**Materials and Charges**

7182	As all council positions were elected unopposed, the cost of the election was \$7,182 below budget.	permanent variance
(10,260)	Fuel is above budget. The combined total of small amounts is above the reportable threshold.	timing difference

**Depreciation on Non-Current Assets**

Depreciation is currently below budget. Review of depreciation rates to be completed.

**Grants Operating**

	The Kylie Dam project will not be funded. The expenditure will not be incurred, therefore nil impact on the Shire's financial position.	permanent variance
	The swimming pool grant will not be received. This is offset by reduced expenditure, with a nil impact on the Shire's financial position.	permanent variance

**Plant and Equipment**

(14,000)	Pad foot roller is above budget. Grader expected to be below budget to offset.	permanent variance
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**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**Note 2: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2017	31 Jan 2018
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	3	1,225,636	660,308
Cash Restricted - Conditions over Grants	6	727,541	846,364
Cash Restricted	5	2,009,096	2,012,758
Receivables - Rates	4	137,259	197,066
Receivables - Other	4	127,660	61,606
Inventories		13,293	13,293
		4,240,485	3,791,395
<b>Less: Current Liabilities</b>			
Payables		(445,576)	(161,870)
		(445,576)	(161,870)
Less: Cash Reserves	5	(2,009,096)	(2,012,758)
<b>Net Current Funding Position</b>		<b>1,785,813</b>	<b>1,616,767</b>

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**Note 3: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
Municipal Bank Account	817,072			817,072	NAB	0.05%	At Call
Municipal Cash Maximiser	189,000			189,000	NAB	0.60%	At Call
Trust Bank Account			22,335	22,335	NAB	0.05%	At Call
Trust Cash Maximiser			410	410	NAB	0.60%	At Call
Reserve Cash Maximiser		4,674		4,674	NAB	0.06%	At Call
Reserve 11am		0		0	Bendigo	1.50%	At Call
				0			
<b>(b) Term Deposits</b>							
<b>Reserve</b>		1,738,084		1,738,084	Bendigo	2.7	1/02/18
<b>Reserve</b>		270,000		270,000	NAB	2.52	22/03/18
<b>Municipal</b>	500,000			500,000	NAB	2.52	22/03/18
<b>Trust</b>			180,000	180,000	NAB	2.51	20/02/18
<b>Total</b>	<b>1,506,072</b>	<b>2,012,758</b>	<b>202,745</b>	<b>3,721,575</b>			

**Comments/Notes - Investments**



**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**Note 4: Receivables**

<b>Receivables - Rates Receivable</b>	<b>31 Jan 2018</b>	<b>30 June 2017</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	194,904	260,498	Receivables - General	57,235	0	1,052	3,319	61,606
Levied this year	1,604,491	1,566,941						
Less Collections to date	(1,544,684)	(1,632,535)	<b>Balance per Trial Balance</b>					
Equals Current Outstanding	<b>254,711</b>	<b>194,904</b>	Sundry Debtors					0
			Receivables - Other					0
<b>Net Rates Collectable</b>	<b>254,711</b>	<b>194,904</b>	<b>Total Receivables General Outstanding</b>					<b>61,606</b>
% Collected	85.84%	89.33%						
Less Recognised as doubtful	(57,645)	(57,645)	<b>Amounts shown above include GST (where applicable)</b>					

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**Note 5: Cash Backed Reserve**

Name	Opening Balance	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual YTD
		Interest Earned	Interest Earned	Transfers In (+)	Transfers In (+)	Transfers Out (-)	Transfers Out (-)	Closing Balance	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave Reserve	129,924	3,244	237	0	0	0	0	133,168	130,161
Plant Reserve	85,403	2,125	156	360,000	0	(404,000)	0	43,528	85,559
Building Reserve	419,344	10,334	764	546,057	0	(345,000)	0	630,735	420,108
Town Development Reserve	59,844	1,494	109	0	0	(55,000)	0	6,338	59,953
Recreation Reserve	52,658	1,315	96	0	0	(17,000)	0	36,973	52,754
Heritage Reserve	4,321	108	8	300	0	0	0	4,729	4,329
Community Housing Reserve	108,237	2,700	197	0	0	0	0	110,937	108,434
Waste Management Reserve	76,734	1,915	140	0	0	0	0	78,649	76,874
Darkan Swimming Pool Reserve	31,309	782	57	0		0	0	32,091	31,366
Information Technology Reserve	55,316	1,381	101	0		(15,000)	0	41,697	55,417
Darkan Sport and Community Centre Reserve	159,208	3,976	290	30,000	0	0	0	193,184	159,498
Health and Resource Centre Reserve	753,897	17,526	1,374	0	0	(771,378)	0	45	755,271
Arthur River Country Club Renewal Reserve	14,901	383	27	6,000	0	(3,000)	0	18,284	14,928
Museum	55,000	75	100	0	0	0	0	55,075	55,100
Moodiarrup Sports Club Reserve	3,000	1,376	5	3,000	0	(3,000)	0	4,376	3,005
	<b>2,009,096</b>	<b>48,734</b>	<b>3,662</b>	<b>945,357</b>	<b>0</b>	<b>(1,613,378)</b>	<b>0</b>	<b>1,389,809</b>	<b>2,012,758</b>

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

Note 6: Grants and Contributions	Grant Provider	Type	Opening Balance (a)	Budget Operating (b)	Capital (c)	YTD Actual Revenue (Expended) (f) (g)	Unspent Grant (a)+(f)+(g) \$
			\$	\$	\$	\$	\$
<b>General Purpose Funding</b>							
Grants Commission - General	WALGGC	Operating	0	218,454	0	105,645	0
Grants Commission - Roads	WALGGC	Operating	0	275,261	0	116,231	0
Grants Commission - Bridges	WALGGC	Operating - Tied	320,000	0	0	258,000	0
<b>Law, Order and Public Safety</b>							
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating - Tied	0	28,370	0	23,626	(19,274)
<b>Education and Welfare</b>							
Youth Week	Dept. Local Govt. and Comm.	Operating - Tied	0	1,000	0	1,045	0
Kids Central Quarterly Grant	Federal DEEWR	Operating - Tied	0	30,666	0	15,516	(15,516)
CLGF Youth Development Scholarship	Dept. Local Govt. and Comm.	Operating - Tied	9,300	0	0	0	(1,667)
Seniors Week	Council of the Ageing	Operating - Tied	0	0	0	700	(700)
Spare parts workshop	Meerilinga Young	Operating - Tied	0	0	0	1,100	(1,100)
<b>Housing</b>							
West Arthur Cottage Homes	Dept. Regional Development	Operating - Tied	0	0	0	6,620	(6,620)
<b>Community Amenities</b>							
Strategic Ground Works	South West Catchment Council	Operating - Tied	45,366	50,000	0	25,000	(51,214)
<b>Recreation and Culture</b>							
CRC Funding Health and Resource Centre expansion	Dept. of Regional Development	Non-operating	124,100	0	0	0	(124,100)
Health and Resource Centre expansion	Estate of E Brown	Non-operating	80,000	0	0	0	(80,000)
Museum	Estate of E Brown	Operating - Tied	70,000	0	0	0	0
Darkan Swimming Pool - Will not be received	Dept. of Sport and Recreation	Operating - Tied	0	32,000	0	0	0
Nature Play Facility	LotteryWest	Non-operating	0	0	65,000	0	0
Mens Shed (Darkan, Dumbleyung, Lake Grace)	Dept. Local Govt. and Comm.	Operating - Tied	16,630	0	0	0	(4,120)
<b>Transport</b>							
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	54,145	0	598,040	60,855	(64,059)
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	342,286	247,090	(147,420)
Storm Damage	Main Roads	Operating	0	12,487	0	8,512	(8,512)
Direct Grant	Main Roads	Operating	0	123,500	0	69,227	0
<b>Economic Development</b>							
Information Bay	Tourism Group Cont	Non-operating	0	0	3,000	3,000	(3,000)
Kylie Dam Project - will not be received	Department of Water	Non-operating	0	0	53,911	0	0
Kylie Dam Project	Landcare (trust)	Non-operating	0	0	11,318	0	0
Enterprising Communities	RDA Wheatbelt	Operating - Tied	0	0	0	2,626	(2,626)
<b>Other Property &amp; Services</b>							
Youth Development	Dept. Local Govt. and Comm.	Operating - Tied	8,000	0	0	2,061	(7,000)
<b>TOTALS</b>			<b>727,541</b>	<b>771,738</b>	<b>1,073,555</b>	<b>946,854</b>	<b>(536,928)</b>
<b>SUMMARY</b>							
Operating	Operating Grants, Subsidies and Contributions		0	629,702	0	299,615	(8,512)
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		469,296	142,036	0	336,294	(109,837)
Non-operating	Non-operating Grants, Subsidies and Contributions		258,245	0	1,073,555	310,945	(418,579)
<b>TOTALS</b>			<b>727,541</b>	<b>771,738</b>	<b>1,073,555</b>	<b>946,854</b>	<b>(536,928)</b>

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**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>									
Staff housing	E168486	0	0	0	0	(40,000)	(40,000)	40,000	
Land for staff house	E168487	0	0	0	0	(55,000)	(55,000)	55,000	
	<b>Housing Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(95,000)</b>	<b>(95,000)</b>	<b>95,000</b>	
<b>Recreation And Culture</b>									
Health and Resource Centre Expansion	E168485	(19,035)	(995,914)	(1,014,949)	(25,000)	(1,237,916)	(1,262,916)	247,967	
	<b>Recreation And Culture Total</b>	<b>(19,035)</b>	<b>(995,914)</b>	<b>(1,014,949)</b>	<b>(25,000)</b>	<b>(1,237,916)</b>	<b>(1,262,916)</b>	<b>247,967</b>	
<b>Transport</b>									
Depot Shed Construction and Power Upgrade	E168488	(803)	0	(803)	(7,000)	(10,000)	(17,000)	16,197	
	<b>Transport Total</b>	<b>(803)</b>	<b>0</b>	<b>(803)</b>	<b>(7,000)</b>	<b>(10,000)</b>	<b>(17,000)</b>	<b>16,197</b>	
	<b>Buildings Total</b>	<b>(19,838)</b>	<b>(995,914)</b>	<b>(1,015,752)</b>	<b>(32,000)</b>	<b>(1,342,916)</b>	<b>(1,374,916)</b>	<b>359,164</b>	
<b>Infrastructure</b>									
<b>Recreation And Culture</b>									
Car park and landscaping for Health and Resource Centre	E167907	0	0	0	(20,300)	(108,968)	(129,268)	129,268	
Darkan Tourist Info Bay - Signage	E167909	(1,413)	(10,576)	(11,989)	(800)	(11,000)	(11,800)	(189)	
Path at Cemetery	E167910	(9,018)	0	(9,018)	(6,927)	(2,469)	(9,396)	378	
Rail Trail - signage	E167911	(776)	(8,422)	(9,198)	(2,350)	(17,000)	(19,350)	10,152	
Youth Area/Parks Gardens and Public Open Spaces	E167912	0	0	0	0	(120,000)	(120,000)	120,000	
	<b>Recreation And Culture Total</b>	<b>(11,207)</b>	<b>(18,998)</b>	<b>(30,205)</b>	<b>(30,377)</b>	<b>(259,437)</b>	<b>(289,814)</b>	<b>259,609</b>	
<b>Transport</b>									
Footpath extension Burrowes Street	E167905	(2,256)	(9,307)	(11,563)	0	(9,500)	(9,500)	(2,063)	
Seal back lane Burrowes St - Gibbs to Butler	E167906	(13,118)	0	(13,118)	(32,247)	(18,370)	(50,617)	37,499	
	<b>Transport Total</b>	<b>(15,374)</b>	<b>(9,307)</b>	<b>(24,681)</b>	<b>(32,247)</b>	<b>(27,870)</b>	<b>(60,117)</b>	<b>35,436</b>	
<b>Economic Development</b>									
Kylie Dam Water Project	E167908	0	0	0	(8,233)	(65,229)	(73,462)	73,462	
	<b>Economic Development Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(8,233)</b>	<b>(65,229)</b>	<b>(73,462)</b>	<b>73,462</b>	
	<b>Infrastructure Total</b>	<b>(26,581)</b>	<b>(28,305)</b>	<b>(54,886)</b>	<b>(70,857)</b>	<b>(352,536)</b>	<b>(423,393)</b>	<b>295,045</b>	
<b>Furniture &amp; Office Equip.</b>									
<b>Governance</b>									
Computer Hardware Upgrade/New	E167701	0	0	0	0	(9,000)	(9,000)	9,000	
	<b>Governance Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(9,000)</b>	<b>(9,000)</b>	<b>9,000</b>	
<b>Recreation And Culture</b>									
Furniture and Equipment Other	E167701	0	0	0	0	(6,000)	(6,000)	6,000	
	<b>Recreation And Culture Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(6,000)</b>	<b>(6,000)</b>	<b>6,000</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>	

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2018**

**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>Plant , Equip. &amp; Vehicles</b>									
<b>Transport</b>									
Works Manager Ute	E167804	0	0	0	0	(45,000)	(45,000)	45,000	
Bobcat	E167805	0	0	0	0	(50,000)	(50,000)	50,000	
Grader	E167805	0	0	0	0	(370,000)	(370,000)	370,000	
Pad Foot Roller	E167805	0	(114,155)	(114,155)	0	(100,000)	(100,000)	(14,155)	
Sundry Plant	E167806	0	0	0	0	(5,000)	(5,000)	5,000	
	<b>Transport Total</b>	<b>0</b>	<b>(114,155)</b>	<b>(114,155)</b>	<b>0</b>	<b>(570,000)</b>	<b>(570,000)</b>	<b>455,845</b>	
<b>Plant , Equip. &amp; Vehicles Total</b>		<b>0</b>	<b>(114,155)</b>	<b>(114,155)</b>	<b>0</b>	<b>(570,000)</b>	<b>(570,000)</b>	<b>455,845</b>	
<b>Roads</b>									
<b>Regional Road Group</b>									
Bowelling - Duranillin Road	E168832	(54,772)	(17,887)	(72,659)	(135,426)	(58,568)	(193,994)	121,335	
Darkan Moodiarrup Road	E168833	(100,318)	(46,685)	(147,003)	(143,658)	(83,269)	(226,927)	79,924	
Moodiarrup Changerup Road	E168834	(643)	(825)	(1,468)	(56,808)	(51,356)	(108,164)	106,696	
	<b>Regional Road Group Total</b>	<b>(155,733)</b>	<b>(65,397)</b>	<b>(221,130)</b>	<b>(335,892)</b>	<b>(193,193)</b>	<b>(529,085)</b>	<b>307,955</b>	
<b>Roads to Recovery</b>									
Cordering North Road	E168835	0	(67)	(67)	(19,647)	(4,262)	(23,909)	23,842	
Extension of Growden Place	E168836	0	(2,088)	(2,088)	(79,955)	(29,574)	(109,529)	107,441	
Arthur Dinninup Road	E168837	(207)	(19)	(226)	(23,841)	(17,956)	(41,797)	41,571	
Farrell Road	E168838	(64)	(3,156)	(3,220)	(25,331)	(8,252)	(33,583)	30,363	
Bowelling McAlinden Road	E168839	(36,878)	(10,795)	(47,673)	(57,542)	(15,904)	(73,446)	25,773	
Howie Road	E168840	(128)	0	(128)	(89,253)	(5,300)	(94,553)	94,425	
Carymunna Road	E168841	(2,655)	0	(2,655)	(22,973)	(5,576)	(28,549)	25,894	
Bowelling Duranillin - Reseal	E168842	(543)	0	(543)	0	(120,770)	(120,770)	120,227	
Darkan South Road	E168843	(7,073)	(35)	(7,108)	0	(101,687)	(101,687)	94,579	
Carymunna Road	E168844	(351)	0	(351)	(23,676)	(6,000)	(29,676)	29,325	
	<b>Roads to Recovery Total</b>	<b>(47,899)</b>	<b>(16,160)</b>	<b>(64,059)</b>	<b>(342,218)</b>	<b>(315,281)</b>	<b>(657,499)</b>	<b>593,440</b>	
<b>Shire Funded</b>									
Rajander Road	E168845	(10,552)	0	(10,552)	(19,489)	(720)	(20,209)	9,657	
Dardadine South Road	E168846	(653)	0	(653)	(17,193)	(1,300)	(18,493)	17,840	
Cordering South Road	E168847	0	0	0	(15,167)	(4,262)	(19,429)	19,429	
Darling Road	E168848	0	0	0	(15,803)	(650)	(16,453)	16,453	
Dust Suppression - to be decided	E168849	0	0	0	(12,547)	(6,172)	(18,719)	18,719	
Dust Suppression - extend Bunce	E168850	0	0	0	(4,827)	(1,544)	(6,371)	6,371	
	<b>Shire Funded Total</b>	<b>(11,205)</b>	<b>0</b>	<b>(11,205)</b>	<b>(85,026)</b>	<b>(14,648)</b>	<b>(99,674)</b>	<b>46,926</b>	
<b>Roads Total</b>		<b>(214,837)</b>	<b>(81,557)</b>	<b>(296,394)</b>	<b>(763,136)</b>	<b>(523,122)</b>	<b>(1,286,258)</b>	<b>948,321</b>	
<b>Capital Expenditure Total</b>		<b>(261,256)</b>	<b>(1,219,931)</b>	<b>(1,481,187)</b>	<b>(865,993)</b>	<b>(2,803,574)</b>	<b>(3,669,567)</b>	<b>2,073,375</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:** 21 February 2018

**SUMMARY:**

Council to note payments of accounts as presented.

**BACKGROUND:**

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

**COMMENT:**

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

**CONSULTATION:**

There has been no consultation.

**STATUTORY ENVIRONMENT:**

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

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

**POLICY IMPLICATIONS:**

There are no policy implications.

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**STRATEGIC IMPLICATIONS:**

No strategic implications.

**VOTING REQUIREMENTS:**

Simple majority

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

Moved: Cr Julie McFall

Seconded: Cr Marie Lloyd

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 221217.1 – 28, 110118.1 – 19, 010218.1 – 17, 140218.1 – 28, 3461 – 3466, 3469 – 3471, 19979 - 19983, Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling \$1,382,356.20 and Trust 2084, 2097 - 2098 totalling \$2,571.31 listed (attached) be noted as approved for payment.

**CARRIED 6/0**

**ATTACHMENT**

- Cheque Listing

**Shire of West Arthur  
Cheque Detail**

**December 16, 2017 through February 19, 2018**

Date	Num	Name	Original Amount
22/12/2017	EFT	<b>SALARIES AND WAGES</b>	49,895.80
22/12/2017	221217.1	<b>AIR LIQUIDE</b>	380.53
		GAS CYLINDERS & DELIVERY FEE	
22/12/2017	221217.2	<b>AUSTRALIA POST</b>	107.95
		STAMPS & POSTAGE	
22/12/2017	221217.3	<b>BLACKWOOD BASIN GROUP (INC)</b>	6,569.13
		SWCC & LANDCARE SUPPORT	
22/12/2017	221217.4	<b>CORUM HEALTH SERVICES</b>	700.59
		LOTS DISPENSE SOFTWARE MAINTENANCE	
22/12/2017	221217.5	<b>CR K J KING</b>	626.25
		COUNCILLOR FEES	
22/12/2017	221217.6	<b>CR M O MEREDITH</b>	510.20
		COUNCILLOR FEES	
22/12/2017	221217.7	<b>CREATIVE SPACES</b>	9,022.20
		DARKAN MEMORIAL PANELS & RAIL TRAIL SIGNAGE	
22/12/2017	221217.8	<b>DARKAN SAND SUPPLIES</b>	1,617.00
		GRAVEL FOR WANDARA PROJECTS	
22/12/2017	221217.9	<b>E W &amp; R J PUGH</b>	500.00
		EMPTYING OF ARTHUR RIVER PUBLIC TOILETS	
22/12/2017	221217.10	<b>GERALDINE KING</b>	496.19
		REIMBURSEMENT FOR DECORATE DARKAN PROJECT	
22/12/2017	221217.11	<b>KEEP AUSTRALIA BEAUTIFUL COUNCIL WA</b>	210.00
		TIDY TOWNS STATE EVENT	
22/12/2017	221217.12	<b>LANDGATE</b>	65.50
		MINIMUM CHARGE	
22/12/2017	221217.13	<b>LMW SOUTHWEST</b>	1,650.00
		ASSET VALUATION REPORT 30 JUNE 2017	
22/12/2017	221217.14	<b>MICHAEL J SMITH</b>	1,000.00
		REIMBURSEMENT OF RATES PAID IN ADVANCE	
22/12/2017	221217.15	<b>MODERN TEACHING AIDS PTY LTD</b>	371.40
		KIDS CENTRAL - CHILDCARE - CLEANING PRODUCTS, PAINT, CRAFT	
22/12/2017	221217.16	<b>NARROGIN FREIGHTLINES</b>	340.93
		DARKAN SWIMMING POOL CHEMICALS FRIEGHT	
22/12/2017	221217.17	<b>NARROGIN NISSAN</b>	71.50
		CHECK FAULT CODES ON AW0	
22/12/2017	221217.18	<b>PUTLAND MOTORS</b>	1,470.84
		OIL FILTERS, TYRES, WORKSHOP CONSUMABLES,	
22/12/2017	221217.19	<b>RAREBITS ON BURROWES 1</b>	200.00
		COUNCIL MEETING DINNER	
22/12/2017	221217.20	<b>SHIRE OF WAGIN</b>	264.00
		1/6 OF 4WDL EXECUTIVE OFFICER HOURS JUNE - DEC 2017	
22/12/2017	221217.21	<b>SIGMA CHEMICALS- COMPANIES GROUP PTY LTD</b>	1,271.60
		POOL CHEMICALS	
22/12/2017	221217.22	<b>STATE LAW PUBLISHER</b>	249.96
		ADVERTISING BOUNARY CHANGE IN GOVERNMENT GAZETTE	
22/12/2017	221217.23	<b>THE WORKWEAR GROUP</b>	63.80
		UNIFORM	
22/12/2017	221217.24	<b>WEST ARTHUR COMMUNITY RESOURCE CENTRE</b>	647.75
		DOCTORS HOURS FOR NOVEMBER 2017	
22/12/2017	221217.25	<b>WEST ARTHUR COTTAGE HOMES1</b>	6,619.64
		GoS (SII) FUNDING STAGE 2	
22/12/2017	221217.26	<b>WHITE BUILDING CO PTY LTD1</b>	213,801.76
		HRC EXTENSION PROGRESS CERT 9	
22/12/2017	221217.27	<b>WILSONS SIGN SOLUTIONS</b>	200.20
		HOUNOUR BOARD PLATES	
22/12/2017	221217.28	<b>WOOD &amp; GRIEVE ENGINEERS</b>	1,188.00
		ELECTRICAL FOR HEALTH & RESOURCE CENTRE EXPANSION (2017/18)	
11/01/2018	EFT	<b>SALARIES AND WAGES</b>	45,157.24
11/01/2018	110118.1	<b>AIR LIQUIDE</b>	229.64
		GAS CYLINDERS & DELIVERY FEE	

Shire of West Arthur  
Cheque Detail

December 16, 2017 through February 19, 2018

Date	Num	Name	Original Amount
11/01/2018	110118.2	<b>ARTAMESIA BARRITT1</b>	726.00
		REIMBURSEMENT FOR LICENSING COURSE COSTS REIMBURSED BY LICENSING	
11/01/2018	110118.3	<b>BODDINGTON MEDICAL CENTRE</b>	1,045.00
		REIMBURSEMENT FOR FUEL FOR THE DOCTOR FROM 10/10/2017 to 19/12/217	
11/01/2018	110118.4	<b>COLLIE ELECTRICAL SERVICES</b>	108.96
		DISCONNECT OLD HOT WATER SYSTEM. CONNECT NEW SYSTEM AT UNIT 3 10 HILLMAN ST DARKAN	
11/01/2018	110118.5	<b>DARKAN AGRI SERVICES</b>	426.35
		GAS BOTTLES, PAINT, CONSUMABLES, FRUIT FLY BAIT	
11/01/2018	110118.6	<b>DARKAN LISENSED POST OFFICE</b>	125.00
		BLACK TONER - FINANCE OFFICE BROTHER TN-341BK	
11/01/2018	110118.7	<b>DATALINE VISUAL LINK PTY LTD</b>	100.10
		ALARM MONITORING FOR THE HEALTH AND RESOURCE CENTRE	
11/01/2018	110118.8	<b>DEPARTMENT OF HUMAN SERVICES</b>	425.84
		CHILD SUPPORT PAYMENTS	
11/01/2018	110118.9	<b>EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD</b>	2,546.09
		SALARY SACRIFICE PAYMENT - DECEMBER 2017	
11/01/2018	110118.10	<b>FLEAYS STORE</b>	25.95
		CONSUMABLES	
11/01/2018	110118.11	<b>FULTON HOGAN</b>	81,296.58
		PRE MIX & RESEALS	
11/01/2018	110118.12	<b>GREAT SOUTHERN WASTE DISPOSAL</b>	4,401.64
		REFUSE COLLECTION	
11/01/2018	110118.13	<b>P &amp; S GRIGGS PLUMBING</b>	1,753.71
		BACK FLOW TEST FOR STANDPIPES & INSTALL OF HWS	
11/01/2018	110118.14	<b>RAREBITS ON BURROWES 1</b>	410.00
		COUNCIL MEETING DINNER & CHRISTMAS LUNCH	
11/01/2018	110118.15	<b>SHIRE OF COLLIE</b>	893.75
		BUILDING SERVICES - HEALTH OFFICER SERVICES AUGUST - DECEMBER 2017	
11/01/2018	110118.16	<b>SOS OFFICE EQUIPMENT</b>	204.25
		METER READINGS FOR THE XEROX PRINTER	
11/01/2018	110118.17	<b>TELEAH HIGGIE</b>	1,245.25
		REIMBURSEMENT FOR LICENSING COURSE	
11/01/2018	110118.18	<b>WA TREASURY CORPORATION</b>	3,399.10
		GOVERNMENT GUARANTEE FEE (GFEE) ON LOAN'S 69, 70, 72 & 73	
11/01/2018	110118.19	<b>WEST ARTHUR COMMUNITY RESOURCE CENTRE</b>	471.63
		DOCTORS HOURS FOR DECEMEBR 2017	
25/01/2018	EFT	<b>SALARIES &amp; WAGES</b>	45,406.79
01/02/2018	010218.1	<b>ARTAMESIA BARRITT1</b>	194.52
		REIMBURSEMENT OF LICENSING COURSE COSTS	
01/02/2018	010218.2	<b>AUSTRALIA POST</b>	105.22
		BOX OF STAMPS	
01/02/2018	010218.3	<b>BLACKWOOD BASIN GROUP (INC)</b>	1,183.60
		LANDCARE SUPPORT - DECEMBER 2017	
01/02/2018	010218.4	<b>BUNBURY MACHINERY</b>	497.44
		BLADE KITS & PARTS	
01/02/2018	010218.5	<b>BURGESS RAWSON</b>	339.28
		WATER CONSUMPTION	
01/02/2018	010218.6	<b>COURIER AUSTRALIA</b>	55.95
		BUS SIGNAGE, POOL & LAKE TESTING	
01/02/2018	010218.7	<b>CR J M MCFALL</b>	241.42
		AUSTRALIA DAY BREAKFAST - FARMERS MARKET PURCHASES	
01/02/2018	010218.8	<b>GARY BATT &amp; ASSOCIATES</b>	3,379.75
		ARCHITECTURAL SERVICES - CONTRACT ADMIN'	
01/02/2018	010218.9	<b>JASON SIGNMAKERS</b>	217.80
		BLACK ON YELLOW CLASS 1 WARNING SIGN ( SCHOOL BUS STOP AHEAD SIGN)	
01/02/2018	010218.10	<b>JH COMPUTERS - SERVICE WEST</b>	198.00
		SERURITY CERTIFCATE	
01/02/2018	010218.11	<b>NURRUNGA COMMUNICATIONS GROUP</b>	121.00
		REPROGRAM VHF SHIRE RADIOS	



Shire of West Arthur  
Cheque Detail

December 16, 2017 through February 19, 2018

Date	Num	Name	Original Amount
01/02/2018	010218.12	<b>PEDERICK ENGINEERING</b>	77.00
		CUT TWO PLATES 200x420x8	
01/02/2018	010218.13	<b>STATION MOTORS HOLDEN</b>	697.20
		REPLACE FAULTY SPEEDOMETER IN COLARADO UTE - AW319	
01/02/2018	010218.14	<b>THE HONDA SHOP</b>	999.00
		TRANSFER PUMP	
01/02/2018	010218.15	<b>THE WORKWEAR GROUP</b>	84.15
		ADMIN UNIFORM	
01/02/2018	010218.16	<b>THINKWATER BUNBURY</b>	459.23
		PUMP SEAL KIT & BACKPLATE FOR POOL PUMP	
01/02/2018	010218.17	<b>WALGA BUSINESS SOLUTIONS</b>	74.10
		SPPED DISPLAY SIGN DELIVERY	
08/02/2018	EFT	<b>SALARIES AND WAGES</b>	46,928.03
14/02/2018	140218.1	<b>AIR LIQUIDE</b>	229.64
		GAS CYLINDERS & DELIVERY FEE	
14/02/2018	140218.2	<b>BLACKWOOD BASIN GROUP (INC)</b>	3,903.81
		SWCC & LANDCARE SUPPORT JANUARY 2018	
14/02/2018	140218.3	<b>BODDINGTON CARPET CARE</b>	250.00
		KIDS CENTRAL - CARPET CLEANING & CLEANING OF 5 RUGS	
14/02/2018	140218.4	<b>COLLIE ELECTRICAL SERVICES</b>	759.00
		RECONNECT HWS AND INSTALL 2 CEILING FAN	
14/02/2018	140218.5	<b>COURIER AUSTRALIA</b>	66.95
		WATER TESTING FRIEGHT	
14/02/2018	140218.6	<b>DARKAN DISTRICTS SPORTS CLUB INC</b>	1,375.00
		KC - KIDS CENTRAL RENT FROM 1 OCT 17 TO 31 DEC 17	
14/02/2018	140218.7	<b>DARKAN RIFLE CLUB</b>	1,200.00
		CATERING FOR FOX SHOOT	
14/02/2018	140218.8	<b>EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD</b>	2,546.09
		SALARY SACRIFICE PAYMENT - JAN 2018	
14/02/2018	140218.9	<b>FLEAYS STORE</b>	89.95
		CONSUMABLES	
14/02/2018	140218.10	<b>FUELS WEST PETROLEUM</b>	22,364.53
		FUEL	
14/02/2018	140218.11	<b>FULTON HOGAN</b>	348,482.39
		2017/18 RESEALS	
14/02/2018	140218.12	<b>GARY BATT &amp; ASSOCIATES</b>	3,924.80
		CONTRACT ADMIN	
14/02/2018	140218.13	<b>GREAT SOUTHERN WASTE DISPOSAL</b>	4,401.64
		REFUSE COLLECTION	
14/02/2018	140218.14	<b>HITACHI CONSTRUCTION MACHINERY PTY LTD</b>	343,200.00
		JOHN DEERE GRADER 670G	
14/02/2018	140218.15	<b>LAKESIDE CAMPING PTY LTD</b>	4,950.00
		SWCC GROUNDWORKS PROJECT PROJECT 21	
14/02/2018	140218.16	<b>LANDGATE</b>	119.25
		RURAL UV INTERIM VALUATION SHARED	
14/02/2018	140218.17	<b>LMW SOUTHWEST</b>	550.00
		VALUATION OF HOUSE - 7 HILLMAN STREET	
14/02/2018	140218.18	<b>NARROGIN FREIGHTLINES</b>	259.23
		FREIGHT OF SIGMA CHEMS	
14/02/2018	140218.19	<b>O.C.P SALES</b>	143.22
		FNB-V87LIA	
14/02/2018	140218.20	<b>P &amp; S GRIGGS PLUMBING</b>	255.75
		FIX BLOCKAGE AT 2/10 HILLMAN ST	
14/02/2018	140218.21	<b>PARKER BLACK &amp; FORREST PTY. LTD.</b>	180.40
		KEYS FOR DURANILLIN TIP	
14/02/2018	140218.22	<b>POOL &amp; SPA MART BUNBURY</b>	539.50
		REPAIRS TO ROBOTIC FOR POOL	
14/02/2018	140218.23	<b>PUTLAND MOTORS</b>	1,153.54
		OIL FILTERS, TYRE REPAIRS, JOCKEY WHEEL, SERVICE, WORKSHOP CONSUMABLES,	
14/02/2018	140218.24	<b>SIGMA CHEMICALS- COMPANIES GROUP PTY LTD</b>	1,149.30
		POOL CHEMICALS	

Shire of West Arthur  
Cheque Detail

December 16, 2017 through February 19, 2018

Date	Num	Name	Original Amount
14/02/2018	140218.25	<b>SOS OFFICE EQUIPMENT</b>	78.80
		METER READINGS FOR THE XEROX PRINTER JANUARY 2018	
14/02/2018	140218.26	<b>STARTRACK EXPRESS</b>	31.13
		FREIGHT OF SPEED SIGNS	
14/02/2018	140218.27	<b>TONY BONDARENKO</b>	400.00
		TREE PRUNING	
14/02/2018	140218.28	<b>WESTRAC</b>	899.02
		GLASS DOOR FOR G11	
29/12/2017	DEBIT	<b>NAB</b>	144.70
		START OF MONTH BANK FEES	
31/01/2018	DEBIT	<b>NAB</b>	45.20
		END OF MONTH BANK FEES	
31/01/2018	DEBIT	<b>NAB</b>	21.80
		END OF MONTH BANK FEES	
31/01/2018	DEBIT	<b>NAB</b>	180.40
		START OF MONTH BANK FEES	
02/02/2018	DEBIT	<b>CLICK SUPER</b>	1,405.18
		ASGARD SUPER	
02/02/2018	DEBIT	<b>CLICK SUPER</b>	5,963.29
		AUSTRALIAN SUPER	
02/02/2018	DEBIT	<b>CLICK SUPER</b>	2,476.63
		HOSTPLUS SUPERANNUATION	
02/02/2018	DEBIT	<b>CLICK SUPER</b>	320.62
		MACQUARIE SUPERANNUATION	
02/02/2018	DEBIT	<b>CLICK SUPER</b>	2,702.68
		MLC NOMINEES PTY LTD- MASTER KEY BUSINESS	
02/02/2018	DEBIT	<b>CLICK SUPER</b>	1,779.76
		PRIME SUPER	
02/02/2018	DEBIT	<b>CLICK SUPER</b>	1,959.33
		REST SUPERANNUATION	
02/02/2018	DEBIT	<b>CLICK SUPER</b>	314.47
		SPECTRUM SUPER	
02/02/2018	DEBIT	<b>CLICK SUPER</b>	1,441.92
		TWUSUPER	
02/02/2018	DEBIT	<b>CLICK SUPER</b>	34,065.33
		WA SUPER	
22/12/2017	2084	<b>SOUTHERN DIRT</b>	2,132.59
		WATG LEGUMES PROJECT INTEREST & SoWA COUNCIL DECISION ITEM 10.1.1 DEC 2017	
18/12/2017	2097	<b>PAM WALES</b>	200.00
		WESTCARE - CHRISTMAS VOUCHER FOR CLIENT	
18/12/2017	2098	<b>TELSTRA CORPORATION LIMITED</b>	238.72
		TELSTRA BILL - DECEMBER 2017	
22/12/2017	3461	<b>CR RAY HARRINGTON</b>	1,095.00
		COUNCILLOR FEES	
22/12/2017	3462	<b>SYNERGY</b>	5,715.10
		VARIOUS ELECTRICITY ACCOUNT	
22/12/2017	3463	<b>TELSTRA</b>	1,354.74
		VARIOUS TELEPHONE CALLS & CHARGES	
22/12/2017	3464	<b>WESTERN AUSTRALIAN LAND AUTHORITY</b>	1.10
		PURCHASE OF LOT 9001 GROWDEN PLACE, DARKAN	
11/01/2018	3465	<b>SYNERGY</b>	1,473.15
		VARIOUS ELECTRICITY ACCOUNT	
11/01/2018	3466	<b>WATER CORPORATION</b>	3,482.21
		VARIOUS WATER USAGE CHARGES	
01/02/2018	3469	<b>SYNERGY</b>	1,176.17
		VARIOUS ELECTRICITY ACCOUNT	
01/02/2018	3470	<b>TELSTRA</b>	1,314.60
		VARIOUS TELEPHONE CALLS & CHARGES	
14/02/2018	3471	<b>SYNERGY</b>	1,389.70
		VARIOUS ELECTRICITY ACCOUNT	

## Shire of West Arthur Cheque Detail

December 16, 2017 through February 19, 2018

Date	Num	Name	Original Amount
18/12/2017	19979	SHIRE OF WEST ARTHUR	255.00
		PETTY CASH - OFFICE - 26 OCT-13 DEC 2017	
25/01/2018	19980	SHIRE OF WEST ARTHUR	290.60
		PETTY CASH RECOUP - 20 DEC 2017 TO 12 JAN 2018	
08/02/2018	19981	DARKAN DISTRICTS SPORTS CLUB INC	2,500.00
		DARKAN SHEEPFEST 2018 SPONSORSHIP	
15/02/2018	19983	SHIRE OF WEST ARTHUR	336.60
		PETTY CASH RECOUP JAN 2018	
<b>FUND</b>		<b>VOUCHERS</b>	<b>AMOUNT</b>
MUNICIPAL			
		221217.1 - 221217-.28	250,216.92
		110118.1 - 110118.19	99,834.84
		010218.1 - 010218.17	8,924.66
		140218.1 - 140218.28	743,502.94
		3461 - 3466	13,121.30
		3469 - 3471	3,880.47
		19979 - 19983	3,382.20
		EFT	52,821.31
		SALARIES AND WAGES	187,387.86
		LICENSING TOTAL DECEMBER 2017	6,936.05
		LICENSING TOTAL JANUARY 2018	12,347.65
TRUST			
		2084	2,132.59
		2097 - 2098	438.72
		<b>TOTAL</b>	<b>1,384,927.51</b>

**ITEM 8.1.3 - DISPOSAL OF SPRAY TRAILER TO BLACKWOOD BIOSECURITY**

<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Blackwood Biosecurity Group
<b>File Reference:</b>	8.10.12
<b>Disclosure of Interest:</b>	Nil.
<b>Date of Report:</b>	21 February 2018

**SUMMARY:**

Council to consider gifting a spray unit on a trailer to the Blackwood Biosecurity Group. The spray unit was given to the Shire by the Hillman Zone Inc when they dissolved and it has been unused for a number of years.

**BACKGROUND:**

A trailer and spray equipment, purchased with grant funding for approximately \$13,500 by Hillman Landcare Zone Inc. for the Waving the Wand project, is currently housed in the landcare shed adjacent to the Shire depot. Hillman Landcare Inc. has been dissolved and the assets transferred to the Shire. The spray equipment and trailer have not been used for many years.

The Shire has its own spray unit on the rear of a utility which is more suited to Shire works. The Shire is currently paying for insurance and registration on the trailer.

**CONSULTATION:**

Blackwood Biosecurity Inc. has expressed interest in taking responsibility for the spray unit and trailer. Blackwood Biosecurity Inc is a not for profit community administered Recognised Biosecurity Group.

Blackwood Biosecurity Inc. have budgeted for two 100litre units in next year's budget, however the larger unit would open up options for broad acre control of declared weeds across their operational area as part of an integrated weed action plan.

They have indicated that they would refurbish, insure and register the unit and Ade South has offered to house it when not in use. After refurbishment, they would make it available to ratepayers on a refundable deposit and responsibility for damage basis and may operate it themselves in projects with landholders. As a not for profit group, their constitution has the arbitrary dissolution clause regarding distribution of surplus property on cancellation of incorporation or winding up.

**STATUTORY ENVIRONMENT:**

A disposition of property other than land is exempt from the requirements of S3.58 of the Local Government Act if its market value is less than \$20 000. The purchase price of the trailer and equipment was \$13,500 and it is more than ten years old, therefore its market valuation would be less than \$20,000

**POLICY IMPLICATIONS:**

There are no policy implications.

**FINANCIAL IMPLICATIONS:**

The Shire will save on registration, insurance and potential maintenance costs if the trailer and equipment is transferred to Blackwood Biosecurity Inc.

**STRATEGIC IMPLICATIONS:**

The Shire of West Arthur is included in the Blackwood Biosecurity Inc. operational area and the unit would be available to Shire residents and ratepayers.

**COMMENT:**

The trailer and spray unit would assist Blackwood Biosecurity Inc. to deliver services to the Shire of West Arthur and wider region. The equipment would be used in accordance with the original purpose and the Shire would no longer be responsible for funding, maintenance or management.

**VOTING REQUIREMENTS:**

Simple majority

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

Moved: Cr Michael Meredith

Seconded: Cr Alan Blencowe

That the Shire of West Arthur gifts the Hillman Landcare Zone box trailer and spray unit to Blackwood Biosecurity Inc.

**CARRIED 6/0****ATTACHMENT**

Nil

**ITEM 8.1.4 – DUST SUPPRESSION APPLICATION**

<b>Location/Address:</b>	3045 Trigwell Bridge Road, Bowelling
<b>Name of Applicant:</b>	Property Owner
<b>File Reference:</b>	7.4.1
<b>Disclosure of Interest:</b>	N/A
<b>Date of Report:</b>	21 February 2018

**SUMMARY:**

Council to consider an application for a dust suppression on the Trigwell Bridge Road in the 2017/18 financial year.

**BACKGROUND:**

Since the late 1990s, the Shire of West Arthur has fully funded and constructed sealed dust suppressions in front of dwellings close to gravel roads. Ratepayers have submitted applications, which have been considered based on Council policy.

**CONSULTATION:**

The Shire has received a request from the owner of 3045 Trigwell Bridge Road for a dust suppression in front of the house, which is 60-70m from the edge of the gravel road. The house was constructed in 2016 and planning approval has been given for a second dwelling to be constructed.

The owner has advised that the house was built close to the road due to cost of power, safest fire zone, site costs and waterways.

No other applications have been received for the current financial year, though a minor extension to a dust suppression has been budgeted separately.

**STATUTORY ENVIRONMENT:**

Not applicable.

**FINANCIAL IMPLICATIONS**

The 2017/18 Budget includes \$18,719, of which \$6,172 is materials, for a dust suppression. The works are budgeted as Shire funded.

There will be ongoing costs associated with resealing approximately every 15 years.

**POLICY IMPLICATIONS:**

The policy indicates that the residence should be within 200m of the road and have an average daily traffic of more than 15 vehicles.

A traffic count carried out over four weeks in June/July averaged 35.54 vehicles a day.

**STRATEGIC IMPLICATIONS:**

There are no strategic implications.

**COMMENT:**

This may be the first dust suppression request for a recently constructed dwelling. Generally, dust suppressions have been approved for older homes, where there has been an increase in traffic movements or the size of vehicles using roads since the dwelling was constructed.

The attached map shows the property and location of the dwelling. The house is approximately 2kms from the end of the 5km sealed section of Trigwell Bridge Road.

Trigwell Bridge Road requires regular maintenance and is a school bus route. An alternative option may be for the Shire to consider extending the existing seal on Trigwell Bridge Road approximately 2kms past the dwelling and through the Gibbs Road crossroads in the 2018/19 financial year.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 8.1.4**

That Council consider

- approving a dust suppression adjacent to 3045 Trigwell Bridge Road in the current financial year; or
- deferring the consideration of the request for a dust suppression adjacent to 3045 Trigwell Bridge Road until the 2018/19 budget deliberations to allow an option of extending the existing seal past the dwelling to be considered.

**COUNCIL DECISION – ITEM 8.1.4**

Moved: Cr Neil Manuel

Seconded: Cr Michael Meredith

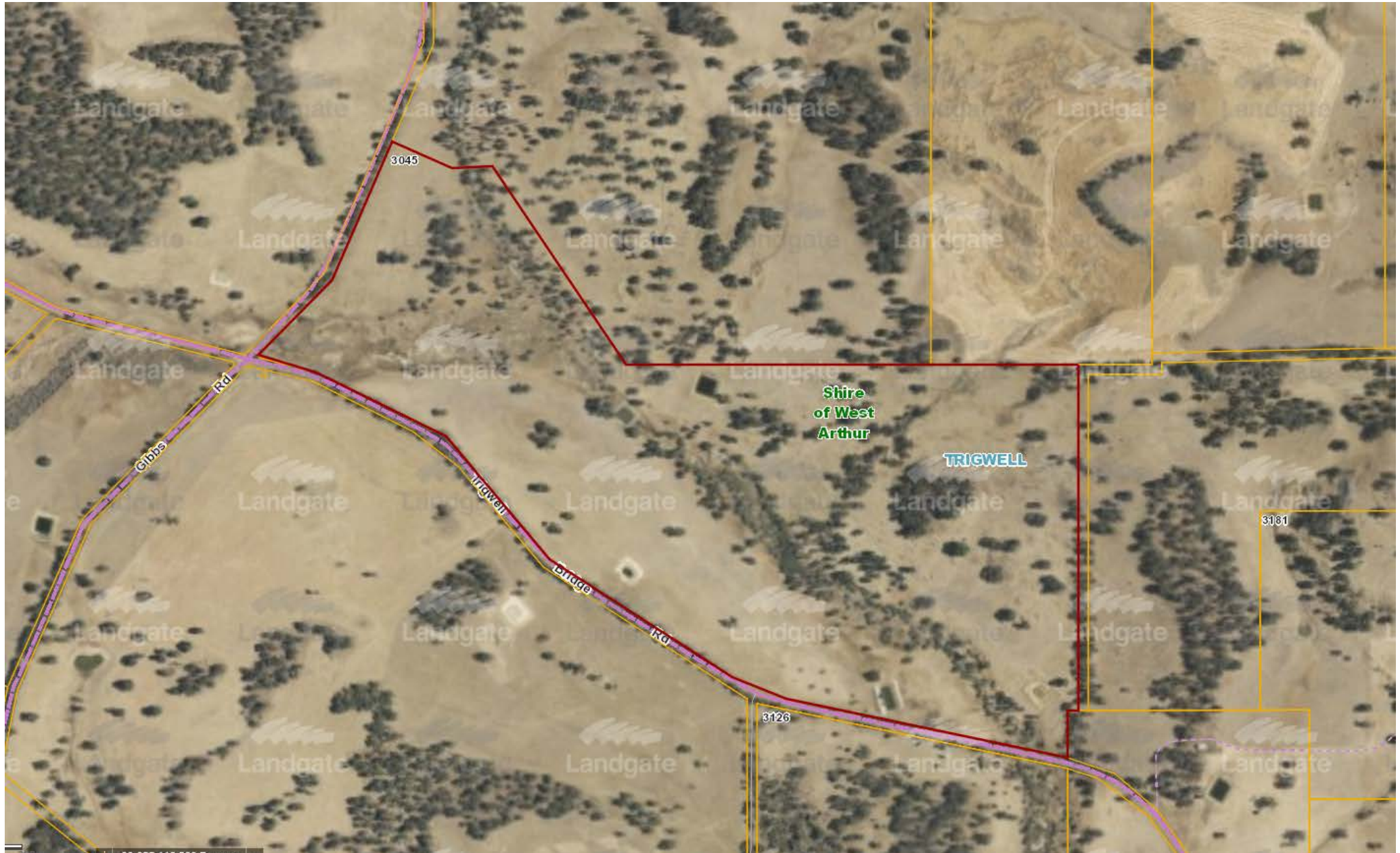
That Council:

- defers the consideration of the request for a dust suppression adjacent to 3045 Trigwell Bridge Road until the 2018/19 budget deliberations to allow an option of extending the existing seal past the dwelling to be considered.

**CARRIED 6/0**

**ATTACHMENT:**

Maps

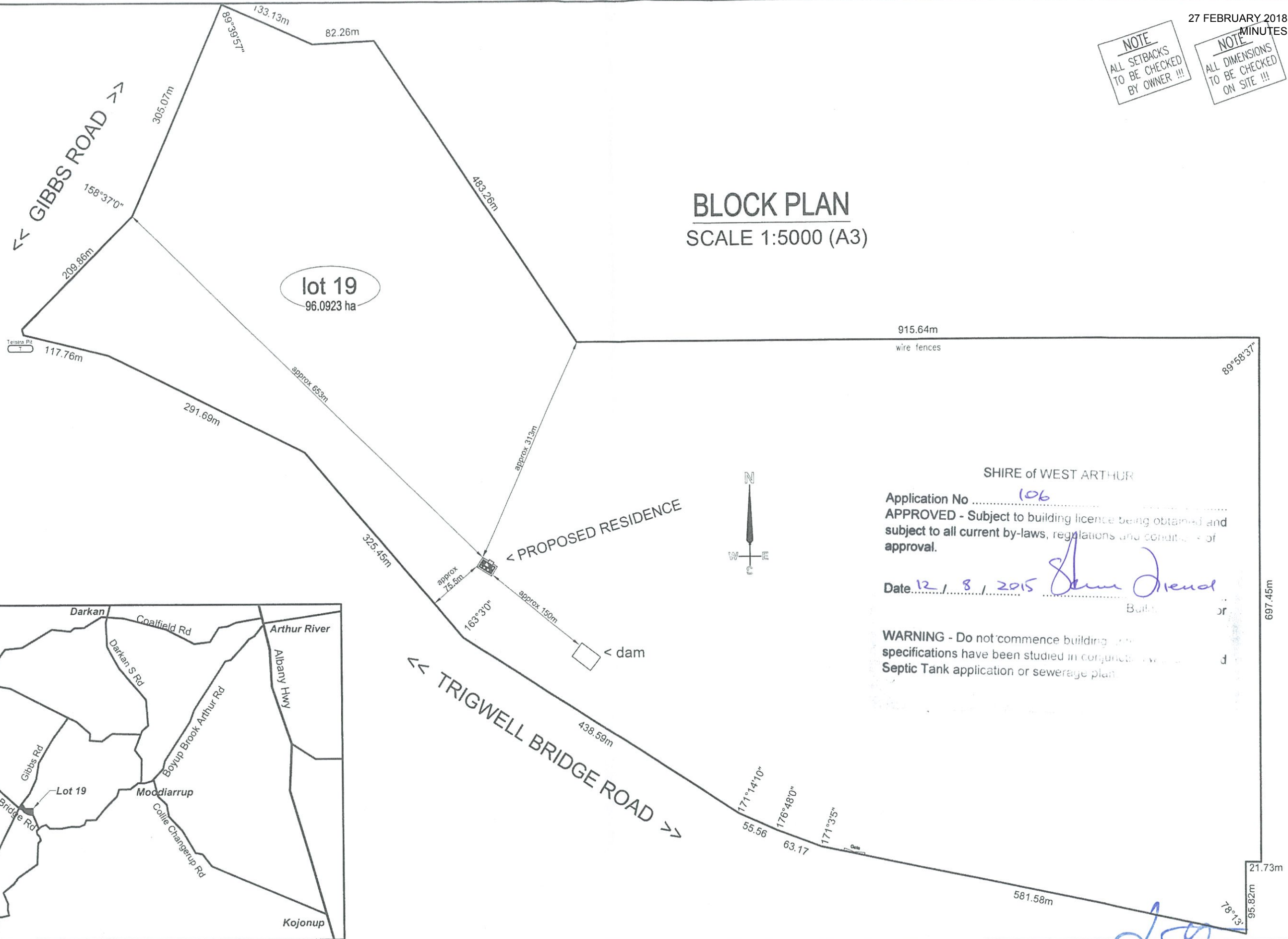


**NOTE**  
ALL SETBACKS  
TO BE CHECKED  
BY OWNER !!!

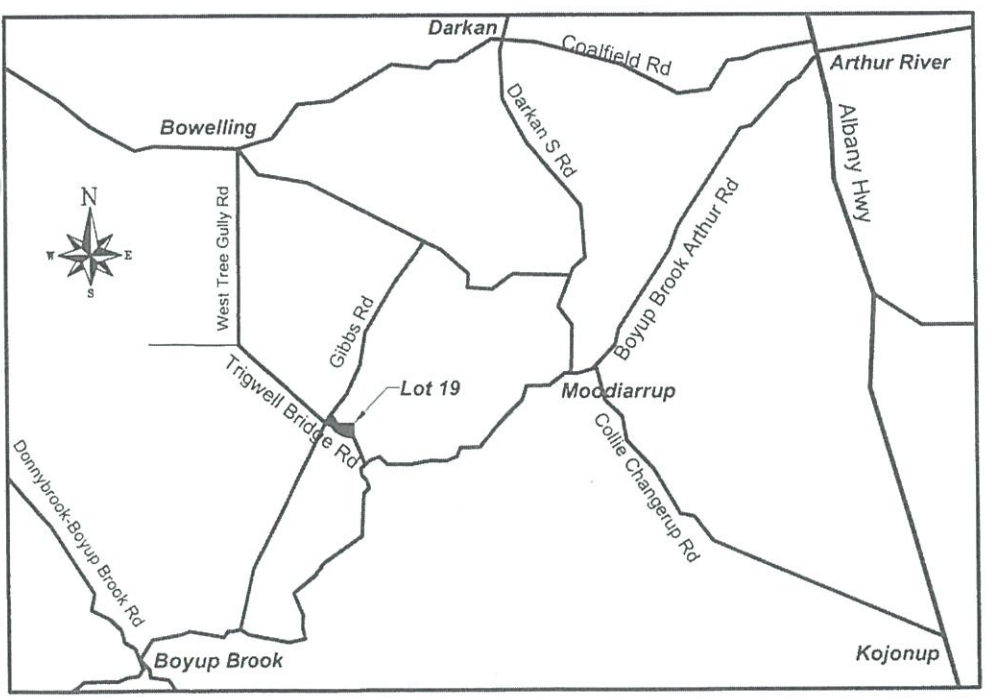
**NOTE**  
ALL DIMENSIONS  
TO BE CHECKED  
ON SITE !!!

# BLOCK PLAN

SCALE 1:5000 (A3)



LOCALITY PLAN  
NOT TO SCALE



SHIRE of WEST ARTHUR

Application No ..... 106 .....

APPROVED - Subject to building licence being obtained and subject to all current by-laws, regulations and conditions of approval.

Date 12 / 8 / 2015 *Shane Drendel*

WARNING - Do not commence building until specifications have been studied in conjunction with Septic Tank application or sewerage plan.

DATE	AMENDMENTS	HOUSE TYPE:	CUSTOM	PAGE No	SCALES	AS SHOWN
				1.	DATE DRAWN	24-04-15
				No. IN SET	JOB NUMBER	40136
					DRAWN BY	zk/SH
					CHECKED BY	
CAUTION - DO NOT SCALE FROM DRAWING AS DISTORTION CAN OCCUR DURING COPYING				FB1	40136 site	

PROPOSED RESIDENCE FOR:  
**Mr & Mrs M'Intyre, Mr M'Intyre & Ms Ryan**

TO BE CONSTRUCTED ON:  
**Lot 19 TRIGWELL BRIDGE ROAD TRIGWELL**

**ROSS SQUIRE HOMES**

PH : (08) 92783400  
FAX: (08) 92502181  
36 MELIADOR WAY, MIDVALE 6056  
Western Australia

**STRUCTerre**  
consulting engineers

1 ERINDALE RD, BALCATT  
PH. (08) 9205 4500 FAX: (08) 9205 4501

PROJECT # D117266  
JOB # 515754a

PAGE 3 of 16

20 JUL 2015



**ITEM 8.1.5– CLOSURE OF UNMADE ROAD RESERVE – COLTART**

<b>Location/Address:</b>	Location 4569, Coltart Rd-West Arthur
<b>Name of Applicant:</b>	Danny Buller
<b>File Reference:</b>	7.4.6
<b>Disclosure of Interest:</b>	N/A

**SUMMARY:**

Council to consider a request for the closure of a section of unmade road which traverses location 4569 and adjoins Coltart Road

**BACKGROUND:**

There are a number of unmade road reserves under the control of local government. The reserves are public land with a common law right allowing public access. At times this may cause an issue for adjoining land holders.

Where a road reserve is closed the land is generally amalgamated with the adjoining lot. The proponent is responsible for the payment of the land and any other costs associated with the proposal.

The purpose of a road reserve is to provide access to individual locations. A road closure should not occur if there is current use, an expected requirement, or it provides the only dedicated access to a land parcel. A road closure must not result in "land locked" parcels of land.

**CONSULTATION:**

The Shire has received a request from the owner of 257 Coltart Road for the closure of a section of unmade road reserve which runs through his property. For safety reasons he would like to secure and lock the gates as he is concerned about theft of property or stock.

**STATUTORY ENVIRONMENT:**

In accordance with Section 58 of the Land Administration Act, the Shire is required to advertise any intention to close a section of road reserve for a minimum period of 35 days.

After advertising, Council will consider any submissions before making a decision as to whether to write to the Minister to request closure of the unmade road reserve.

**POLICY IMPLICATIONS:**

There are no policy implications.

**FINANCIAL IMPLICATIONS:**

There are no financial implications for the Shire other than staff time associated with advertising the proposal and liaising with services and agencies.

**STRATEGIC IMPLICATIONS:**

All locations in the vicinity retain access to either a made road or an unmade road reserve.

**COMMENT**

There is no reason for Council to not proceed with advertising their intention to close the unmade road reserve.

**VOTING REQUIREMENTS:**

Simple majority

**COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.5**

Moved: Cr Neil Manuel

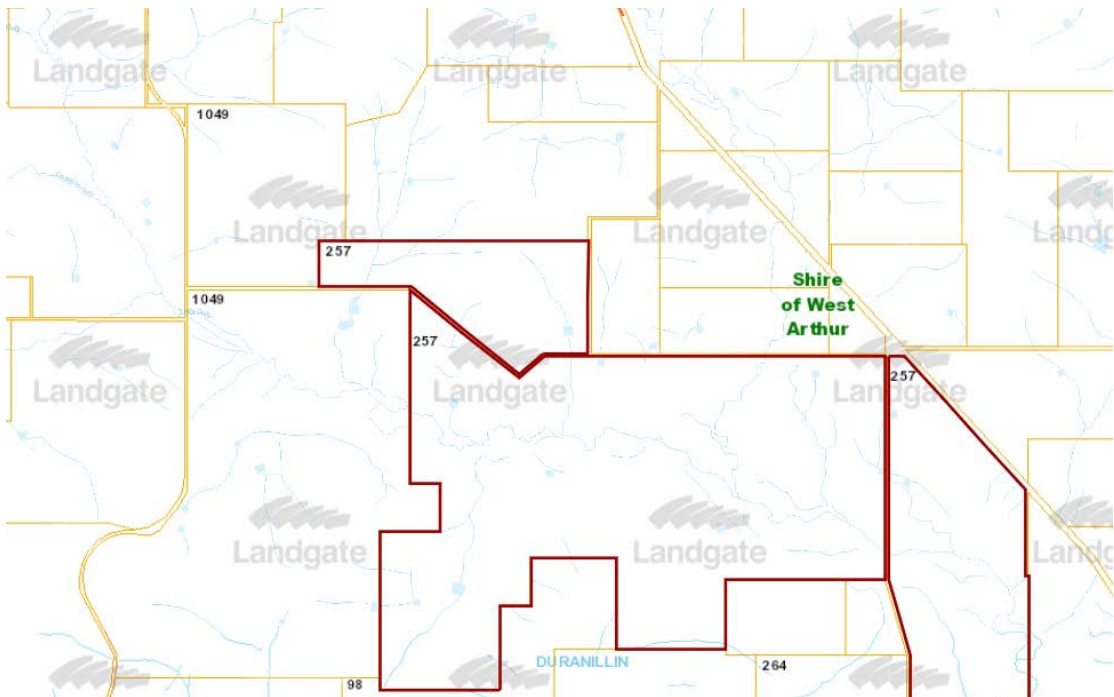
Seconded: Cr Michael Meredith

That the Shire of West Arthur advertise their intention to close the section of unmade road reserve through location 4569 which adjoins Coltart Road.

**CARRIED 6/0**

**ATTACHMENT:**

Map.



**ITEM 8.1.6 - BETTY BROWN HISTORICAL CENTRE MANAGEMENT AND COLLECTION POLICY**

**Location/Address:** N/A  
**Name of Applicant:** N/A  
**File Reference:**  
**Disclosure of Interest:** Nil.  
**Date of Report:** 19 February 2018

**SUMMARY:**

Council to review and consider adopting the Betty Brown Historical Centre Collection Policy document (see attached).

**BACKGROUND:**

Local farmer Betty Brown bequeathed the Shire \$200,000 to establish a Museum to house the wool trophies and memorabilia of the Brown family and historical items from the local community. A Significance Assessment, Interpretation Plan and Design Development documents have been prepared by consultants to direct the development of the Museum. Objects have been collected from Betty Brown's house and cleaned.

The Policy document attached outlines the management of the Museum and directs the collection of items for inclusion in the Museum. A Collection Procedures document has been prepared in conjunction with the Collection Policy Document for volunteers to familiarise themselves with the manner in which objects need to be collect, labelled, cleaned and handled.

**CONSULTATION:**

The preparation of the policy document has involved consultation with the Museum Reference Group which consists of three members of the West Arthur Community Resource Centre and three Shire delegates. Additionally, the executors of the will have been consulted in relation to the name of the Museum.

**STATUTORY ENVIRONMENT:**

The Collections Policy Document includes commitments to comply with the following Acts:

- Aboriginal Heritage Act 1972
- Weapons Act 1999 and Weapons Regulations 1999

Currently the Museum does not have recognition under the Museums Act 1969. This may be considered in the future and will be developed as part of a Forward Planning document (yet to be completed).

**POLICY IMPLICATIONS:**

If adopted by Council, the policy will be included in the Shire's policy register.

**FINANCIAL IMPLICATIONS:**

Section 2.2 and 2.3 of the draft policy refer to the financial commitments from the Shire including the employment of a project officer, payment to the West Arthur Community Resource Centre (which may come from the annual commitment) and an annual commitment of \$5,000 towards the reserve fund, where possible.

**STRATEGIC IMPLICATIONS:**

The policy provides clear direction for the museum.

**VOTING REQUIREMENTS:**

Simple majority

**COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.6**

Moved: Cr Marie Lloyd

Seconded: Cr Neil Manuel

The Council adopt the Betty Brown Historical Centre Collection Policy as per attached.

**CARRIED 6/0**

**ATTACHMENT:**

Policy



Betty Brown Historical Centre

# MANAGEMENT AND COLLECTION POLICY 2018

This document has been prepared based on the Collection Policy Template available from Museums Australia (Victoria) 2014.

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## 1.0 MUSEUM BACKGROUND

### 1.1 STATEMENT OF PURPOSE

The Betty Brown Historical Centre (from here on referred to as “the Museum”) has been established in accordance with the bequest bestowed upon the Shire of West Arthur by Ms Betty Edith Brown who requested the facility preserve the wool trophies, needlework and memorabilia of the Brown family, and that it house historical relics and items of the district particularly in relation to the sheep industry as per Betty’s instructions below:

*The Museum to house the trophies and memorabilia of my late father, Albert Augustus Brown, in relation to his lifetime occupation as a wool grower, and as well to house the needlework and associated crafts of my mother, the late Edith Jane Brown and to be a museum to house historical relics and items of the district, particularly pertaining to production and development of sheep breeding and wool growing in the years since my father’s time....*

An interpretation plan undertaken prior to establishing the Museum, identified that the Museum needed to have broader appeal to local community members and visitors from outside the district. Therefore the proposed mission of the Museum is to provide an engaging visitor experience that celebrates the role of women such as Betty in rural communities with a focus on the experiences of women in the Shire of West Arthur, a community that has developed as a result of the sheep and wool industries. The Museum will also house the wool related trophies and memorabilia of the Brown family. The development of this mission is further outlined in the Interpretation Plan prepared by Savagely Creative for the Shire of West Arthur (2016).

The Museum will incorporate objects, history and stories associated with the Shire of West Arthur and surrounds where applicable, covering the time period from early settlement within the district (1850’s) through to present day.

The Museum aims to inspire, educate and inform the local community and visitors about the Shire of West Arthur, and to contribute to the conservation of the history and heritage of the district and the Brown family. It is anticipated that the Museum will create an attraction that will encourage visitors to stay longer and spend more money in the town and the region.

### 1.1 PURPOSE AND SCOPE OF THIS DOCUMENT

This Management and Collection Policy document will be used to guide the funding, establishment and management structure of the Museum. In addition it will assist with the initial collection and subsequent inclusion of items into the Betty Brown Historical Centre, in accordance with the key theme and sub-themes developed through the consultation process of the Museum. It will also guide the procedures by which the Museum is managed and funded. The procedures developed to implement these policies will be outlined in a separate document called the Collection Procedures Manual.

## 2 MUSEUM MANAGEMENT

### 2.1 MUSEUM REFERENCE GROUP

The Museum will be managed by a Museum Reference Group (MRG) which will consist of a maximum of six members of which, up to three will be Shire of West Arthur Representatives (either staff or elected members) and up to three West Arthur Community Resource Centre (CRC) representatives (staff or nominated representatives). The MRG will be responsible for the operation of the Museum, the collection and cataloguing of items for inclusion in the Museum, and updating of policies and procedures associated with the Museum. The committee will meet on an “as required” basis.

Specifically the MRG will be responsible for the following:

- Setting policies associated with the management of the Museum;
- Adopting and supporting the Collection Procedures Manual for the Museum;
- Approving the Museum content (e.g. information for inclusion on panels, items to be included in the Museum);
- Considering the annual budget needs and presenting to the Shire for budget consideration;
- Developing the long term vision for the Museum both financially and strategically through a forward plan (to be developed once the Museum has been established);
- Overseeing short term planning and determining how new exhibits or programmes will be funded;
- Approving significant changes to displays;
- Approving use of reserve/renewal funds;
- Approving who can open the Museum after hours/when it can be opened
- Maintaining contact with relevant peak bodies and networks, in particular Museums Australia (WA); and
- Identifying risks associated with the Museum and implementing strategies to manage these risks.

### 2.2 ROLE OF ORGANISATIONS IN MRG

Each organisation within the MRG will have specifically allocated roles in the management of the Museum. These roles may change over time. The roles of each organisation are outlined below.

The Shire of West Arthur will be responsible for:

- Managing Museum funds;
- Meeting day to day operational and maintenance costs (power, cleaning materials, and consumables) excluding wages. All expenses are to be approved in advance by a Shire authorised officer;
- Insuring the items contained within the collection;



- Making an annual payment to the CRC for operating the Museum (amount to be determined annually); and
- Employing a project officer to manage the establishment of the Museum.

The CRC will be responsible for:

- Ensuring the Museum is accessible to the public during opening hours;
- Assisting visitors with enquiries;
- Having a good understanding of the Museum and assisting patrons with electronic devices associated with the Museum (e.g. iPad and headphones) and managing the upkeep of the software on these devices; and
- Ensuring the Museum is kept clean and tidy (Shire will contribute to wages for cleaning whole building separate to this agreement).

### *2.3 MUSEUM FUNDING*

The ongoing management of the Museum will be funded by the Shire of West Arthur. A portion of the money bequeathed to the Shire by Ms Betty Brown (\$50,000) has been annexed for future management. The Shire has also agreed to contribute \$5,000 annually, where possible, to the maintenance fund and has allocated approximately \$10,000 per annum for ongoing maintenance which will be subject to agreement from Council.

A donations box will be provided in the Museum and visitors will be encouraged to contribute to the donations box to assist with the Museum upkeep. Money from the donations tin will be managed by the Shire.

### *2.4 TARGET AUDIENCE*

The Museum target audience will include:

- Local Shire residents;
- Visiting friends and relatives, particularly those interested in investigating their family history;
- Travellers passing through the Shire;
- Day trippers from surrounding shires such as Bunbury, Collie, Kojonup, Wagin, Williams and others;
- Campers at Lake Towerrinning or at the Shire Caravan Park. The Museum will provide a “wet weather” activity within the Shire on week days;
- Geocachers that veer off Albany Highway and travel through the Shire logging geocaches; and
- Local school groups.

Any marketing and advertising associated with the Museum should consider the target audience. Marketing could consist of:

- Inclusion of items on both the Shire and CRC webpages and social media;
- Advertising in The Bleat;

- Advertising on “Lost West Arthur” and “Buy and Sell Darkan” Facebook page and equivalent pages in surrounding Shires;
- Development of a heritage brochure which will include the Museum and other heritage sites within the Shire;
- Placement of brochures at museums, tourist sites, accommodation, service stations and heritage sites in surrounding shires; and
- Marketing of specific events within the Museum could be undertaken in local newspapers and on the webpages listed above.

Further marketing strategies will be developed as part of the forward planning document developed once the Museum is established to attract the target audience.

### **3.0 WHAT THE MUSEUM WILL COLLECT**

The key theme for the Museum is to communicate the “Changing Role of Women in Agricultural Communities” with specific reference to the Shire of West Arthur. Subthemes of “Providing, Working, Leading, Belonging” have been identified to assist with collection of items. The main theme was inspired by Betty’s experiences as a single female farmer and to celebrate the contribution to the community of women in rural areas. The themes have been designed to have broad appeal within the community and to visitors to our community. Development of the themes has taken into consideration museums in surrounding areas (Wagin Historical Village, Kodja Place, and The Williams Woolshed) to minimise duplication.

Betty requested that the Museum preserve the wool trophies, needlework and memorabilia of the Brown family and, as such, these items will be included in the Museum.

Additional items that could be collected include, but are not be limited to: objects, small furniture items, photographs, archives, manuscripts, newspapers, maps, artwork, and architectural plans.

The subthemes within the key theme include:

**Providing** – women provide for their families by providing food, gardens, a home, cooking skills. Women also provide for their communities. Collections associated with providing for the family could include domestic items (such as washboards, instructional books, cookbooks, preserve jars, items used for raising children such as cots, scales, etc.).

**Working** – along with the household work undertaken, many women also assisted with various tasks around the farm. Women also took on the traditional roles such as post mistress, telephone exchange operator, teacher, nurse. In more recent times women have been more actively involved in managing farms and undertaking farm work themselves. Items for collection under this theme could include objects such as telephone switch boards, wool based items (Brown family wool trophies), hand book for wool growers, teaching items.

Leading – women are leaders within the community. Currently women are leaders in the community on councils, community groups and other community organisation. Collection of items associated with this subtheme may be more difficult however, there is the potential to collect stories (oral histories) associated with women as leaders and the role they played in shaping the West Arthur community.

Belonging (Supporting and Leisure pursuits) – women have been instrumental in holding together community groups, health services, church organisations, education and providing social support for the community. Collections of items in this group could include crotchet work (by Betty's mother), items used for knitting, crotchet or needlework, items associated with the Country Women's Association or Red Cross, musical instruments or musical theatre items, or church items .

The intention is to collect items or stories from three different time periods – the early years, the developing years, the recent years to provide a comparison of how things have changed for women over the years. Items collected will need to be of a manageable size (i.e. will not include large items of machinery or will be limited to small pieces of furniture) due to the space restrictions within the rooms supplied by the West Arthur Health and Resource Centre.

The collection will be accessible for viewing in the Roads Board Building and the adjacent meeting room of the West Arthur Health and Resource Centre. It is anticipated that the Roads Board Building room will be used for changing displays. This initially will include influential women who have contributed to our community. It is hope that this will encourage other families to contribute their own family's stories for future displays. Other changing displays could be wool related, celebrations of local community groups or celebrations of significant milestones within the community (e.g. opening of the rail line, declaration of the town etc.). Other suggestions will also be considered by the MRG for the changing display.

Access will be during the CRC opening hours of 8.30am to 4.30pm. Should sufficient items be collected, the display will be rotated on a regular basis (6-12 monthly). Access may also be provided for special events and occasions or after hours by arrangement. Temporary exhibitions may be installed to celebrate milestones within the district. Access to Museum records will be provided by appointment only

## **4.0 HOW THE MUSEUM WILL COLLECT**

### ***4.1 METHOD OF ACQUISITION***

The Museum will acquire objects for the permanent collection by donation, bequest purchase or transfer. The Museum will consider conditional donations on a case by case basis. Loans will also be considered on a case by case basis. Decisions on items to acquire or loan will be made by the Museum Reference Group (MRG).

## 4.2 ACQUISITION CRITERIA

The MRG will consider the following criteria before approving acquisition of an object:

- **Relevance** - The Museum only collects objects that relate to the Museum's purpose and key collecting areas and will not indiscriminately acquire objects that are not related to the themes described here.
- **Significance** - Priority is given to objects which are significant for their historic, aesthetic, scientific/research or social/spiritual value.
- **Provenance and Documentation** - Priority will be given to objects from the Shire of West Arthur and surrounding areas where the history of the object is known and associated documentation and support material can be provided. However, material may be obtained from other areas for comparative purposes where this enhances understanding of the key themes within the collections.
- **Condition, intactness, integrity** - The condition of the object must be taken into consideration when acquiring material. Badly damaged material will not normally be accepted into the collection.
- **Interpretive Potential** - Objects that tell a story that adds to the interpretation of Museum themes will be prioritised.
- **Rarity** - Objects may be prioritised if they are rare examples of a particular kind of object.
- **Representativeness** - Objects may be prioritised if they are an excellent representative example of a particular kind of object
- **Duplications** - Objects that duplicate items already in the collection will not be accepted unless they are of superior condition and/or historic value. In such a case the duplicate may be considered for deaccessioning.
- **Legal Requirements** - The Museum only accept objects where the donor/vendor has legal title to the object.
- **Resource implications** - The Museum will considered its responsibility in relation to items that have highly specialised conservation, storage and display needs and the ability of the personnel to care for these items and the financial resources that maybe required to house such items.

## 5.0 LEGAL / ETHICAL OBLIGATIONS

### 5.1 ABORIGINAL ARTEFACTS

Should objects associated with Aboriginal communities be offered to the Museum for inclusion in its collection, the MRG will comply with the *Aboriginal Heritage Act 1972*.

The MRG acknowledges that it has a mandatory obligation under the *Aboriginal Heritage Act 1972 (WA)* to provide notice in writing to the Minister of Aboriginal Affairs in relation to any object in its custody that may be classified as Aboriginal cultural material. The MRG shall give a description of that object and of the manner in which it came to be in its custody or under its control.

## **5.2 WEAPONS AND FIREARMS**

Should objects that could be considered to be prohibited or controlled weapons be offered to the Museum for inclusion in its collection, the MRG will comply with the *Weapons Act 1999* and the *Weapons Regulations 1999*. Such weapons could include historical swords, blunt ceremonial swords, bayonets, batons, cat o' nine tails, concealed weapons, firearms including longarms, pistols and handguns.

## **COLLECTION CARE: DOCUMENTATION, CONSERVATION & STORAGE**

### **6.1 DOCUMENTATION & RECORD KEEPING**

The Museum shall at all times to maintain an effective documentation system in accordance with the Collection Procedures Manual. Donor forms, receipts, Museum Registers, and catalogue information will be kept at the Museum.

### **6.2 STORAGE & CONSERVATION**

The Museum aims to achieve high standards of collection care and storage based on the National Standards for Museums and Galleries 1.5.

## **7.0 DEACCESSIONING AND DISPOSAL PROCEDURES**

Deaccessioning is the administrative process of removing an item from the collection. An object can be deaccessioned from the Museum's collection if:

- It does not comply with the current collection policy of the Museum;
- It is damaged beyond repair;
- The conservation and storage costs for it are beyond the means of the Museum;
- It is a lesser quality duplicate of an object the Museum already owns;
- It lacks any supporting information to enable proper identification or to establish its relevance to the collection; and
- A substantiated request for the return of the object to its original owner/donor is received. This could be the return of sacred material to Indigenous peoples.

Prior to an object being deaccessioned from the collection, the object identified for removal from the collection must come before the MRG for consideration with close

reference to the criteria stated above and be held for a period of six months (“cooling off” period) before it is finally disposed of.

Deaccessioning will be undertaken in accordance with Deaccession Procedures outlined in the Collection Procedures Manual.

### **7.3 DISPOSAL POLICY**

Once an object has been deemed no longer suitable for inclusion in the Museum collection it should be returned to the donor or family wherever possible. If after a thorough search this is impossible, the following procedures should be followed in the order outlined below:

1. Transferred to another appropriate institution;
2. Sold by public auction, where appropriate;
3. Used as an educative/interpretive tool; or
4. Destroyed or recycled if appropriate.

Staff, volunteers, committee members and their families are prohibited from purchasing, or otherwise obtaining, a de-accessioned object. Any funds acquired from the sale of the de-accessioned item should be used for acquisitions or care of the collection

### **7.4 WINDING-UP POLICY**

In the event that the Museum needs to be closed, a resolution of council will be required.

The Museum will be wound up in accordance with the *National Standards for Australian Museums and Galleries 1.5* (in particular A1.1.3 and A1.1.4) or the equivalent standards at the time.

## **8.0 LOANS POLICY**

The Museum will consider lending and borrowing material if by doing so it assists the Museum with meeting its purposes. Decisions relating to the lending and borrowing of material will be made by the MRG and will be undertaken on a case by case basis. The MRG will consider the length of time of the loan on a case by case basis, and this may depend on the importance of the object in relation to the Museum’s objectives.

## **9.0 ORAL HISTORY POLICY**

Oral histories are considered to be an important part of the Betty Brown Historical Centre. When oral histories are collected, the person collecting the oral history will abide by the *Guidelines of Ethical Practice of the Oral History Association of Australia*. Oral histories will be collected in accordance to the procedures outlined in the Collection Procedures Manual.

Some parts of the oral histories will be available to the general public (as agreed with the interviewee) as part of the Museums interactive displays and through the smartphone application developed to provide an interactive experience for visitors to the Museum.

Should a member of the public wish to use the full oral history collection for research purposes, the collection will be made available by appointment and dependant on Oral History Rights Agreements form (see Collection Procedures Manual for copy of form) signed by the interviewee and the Museum/CRC.

## **10.0 ACCESS TO MUSEUM COLLECTION**

The Museum Collection is accessible to the public through regular opening hours of the West Arthur CRC. There may be occasions when the Museum is used for special events and these may occur outside the hours of the CRC and opening the Museum on these occasions will be on a case by case basis and with prior consultation with the CRC.

The Museum Collection records can be made accessible for research purposes by appointment.

## **11.0 COLLECTION POLICY REVIEW**

This Collection Policy will initially be reviewed after the first year of operation. From then on, reviews of the Collection Policy will be undertaken every three years.

## **12.0 DATE OF ENDORSEMENT**

This Policy has been endorsed by:

**Chief Executive Officer, Shire of West Arthur**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Manager, West Arthur Community Resource Centre**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**8.2 COMMITTEE REPORTS**

Nil.

**8.3 ELECTED MEMBER REPORTS**

Cr Alan Blencowe reported on the museum meeting he attended.

Cr Marie Lloyd attended a CRC meeting and toured the extension to the Health and Resource Centre.

Cr Julie McFall advised that she had attended a West Arthur Cottages Homes meeting. One of the new units has a tenant and the other two units have people interested who may move in during March.

Cr Kevin King reported that Cr Julie McFall, himself, and the CEO had attended a zone meeting in Wandering last week. Cr King attended a Regional Road Group Sub Group meeting and was elected as a representative to the Regional Road Group, with the meeting tomorrow.

Cr King also reported on the meeting regarding a proposal for a community owned shop. Cr Kevin King is the Shire representative on the steering committee.

Cr McFall advised that she had attended the Lions meeting and that they are needing more members. Cr McFall reported that she had attended a workshop in Collie on events management last week.

Cr King congratulated the Sheepfest committee on a fantastic event.

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

Nil.

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

Nil.

**11. CONFIDENTIAL ITEMS**

Nil.

**12. CLOSURE OF MEETING**

Cr King declared the meeting closed at 7.37pm.

**DISCLAIMER**

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

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

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

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

These Minutes were confirmed at the ordinary council meeting on: Tuesday 27 March 2018.

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

Presiding Member at the meeting at which the Minutes were confirmed