

SHIRE OF WEST ARTHUR



**Ordinary Council Meeting
27 March 2018
Minutes**

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ORDINARY COUNCIL MEETING MINUTES

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Cr Ray Harrington, Chairperson, declared the meeting open at 6.05 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 R Harrington	Shire President
Cr K King	Deputy Shire President
Cr M Meredith	
Cr N Manuel	
Cr M Lloyd	
Cr J McFall	
Cr A Blencowe	
Nicole Wasmann	Chief Executive Officer

Apologies

Nil.

Leave of Absence

Nil.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 Ordinary Meeting of Council held 27 February 2018.

COUNCIL DECISION – ITEM 6.1

Moved: Cr Neil Manuel

Seconded: Cr Marie Lloyd

The minutes of the Ordinary Meeting of the Shire of West Arthur held in the Council Chambers on 27 February 2018 be confirmed.

CARRIED 7/0

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President advised that Paul South would be attending the meeting later in the evening to brief Council on the lighting project.

8. REPORTS

8.1. REPORTS OF OFFICERS

ITEM 8.1.1– FINANCIAL REPORT FEBRUARY 2018

LOCATION/ADDRESS: N/A
NAME OF APPLICANT: N/A
FILE REFERENCE: N/A
DISCLOSURE OF INTEREST: N/A
DATE OF REPORT: 22 March 2018

SUMMARY:

Consideration of the financial reports for the period ending 28 February 2018.

BACKGROUND:

The February 2018 financial reports 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 Michael Meredith

Seconded: Cr Julie McFall

That the financial report for the period ending 28 February 2018 as presented be accepted.

CARRIED 7/0

ATTACHMENTS

- Financial Reports – February 2018

SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 28 February 2018

	Note	Annual Budget 2017/2018	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	2	1,785,813	1,785,813	1,785,813	0	0%	
Revenue from operating activities							
Rates		1,610,369	1,610,369	1,607,884	(2,485)	(0%)	
Operating Grants, Subsidies and Contributions	6	836,327	627,344	924,698	297,354	47%	▲
Fees and Charges		316,950	225,967	228,460	2,493	1%	
Interest Earnings		103,034	56,545	49,549	(6,996)	(12%)	
Other Revenue		16,560	11,040	27,361	16,321	148%	▲
Profit on Disposal of Assets		27,393	0	1,972			
		2,910,633	2,531,265	2,839,924			
Expenditure from operating activities							
Employee Costs		(1,615,693)	(1,414,817)	(1,323,492)	91,325	6%	
Less overhead and wage allocations			250,000	249,381			
Materials and Contracts		(1,171,421)	(501,144)	(505,098)	(3,954)	(1%)	
less Pdepn and POC allocations			(98,000)	97,173			
Utility Charges		(71,850)	(35,925)	(37,543)	(1,618)	(5%)	
Depreciation on Non-Current Assets		(1,806,586)	(393,303)	(342,234)	51,069	13%	▲
Interest Expenses		(44,438)	(22,752)	(22,752)	0	0%	
Insurance Expenses		(111,461)	(86,461)	(81,576)	4,885	6%	
Other Expenditure		(16,425)	(4,106)	(5,713)	(1,607)	(39%)	
Loss on Disposal of Assets		(5,909)	0	0			
		(4,843,783)	(2,306,507)	(1,971,854)			
Operating activities excluded from budget							
Add back Depreciation		1,806,586	393,303	342,234	(51,069)	(13%)	▼
Adjust (Profit)/Loss on Asset Disposal		(21,484)	0	(1,972)	(1,972)		
Adjust Provisions and Accruals			0	(10,369)			
Amount attributable to operating activities		(148,048)	618,060	1,197,963			
Investing activities							
Grants, Subsidies and Contributions	6	1,073,555	262,606	316,945	54,339	21%	▲
Proceeds from Disposal of Assets		396,000	139,000	134,546	(4,454)	(3%)	
Land and Buildings	7	(1,374,916)	(1,130,000)	(1,128,509)	1,491	0%	
Infrastructure Assets - Roads	7	(1,286,258)	(680,000)	(678,459)	1,541	0%	
Infrastructure Assets - Other	7	(423,393)	(53,000)	(56,535)	(3,535)	(7%)	
Plant and Equipment	7	(570,000)	(470,000)	(426,155)	43,845	9%	
Furniture and Equipment	7	(15,000)	0	0	0		
Amount attributable to investing activities		(2,200,012)	(1,931,394)	(1,838,167)			
Financing Activities							
Proceeds from Self Supporting Loan - repayments		24,608	12,406	12,406	0	0%	
Transfer from Reserves	5	1,613,378	760,000	759,316	(684)	(0%)	
Repayment of Debentures		(81,648)	(40,291)	(40,291)	0	0%	
Transfer to Reserves	5	(994,091)	(28,428)	(24,894)	3,534	12%	▲
Amount attributable to financing activities		562,247	703,687	706,537			
Closing Funding Surplus (Deficit)	2	0	1,176,166	1,852,146	675,980	57%	▲

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 28 February 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

387,000	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 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 permanent variance
(54,273)	Direct Road Grants below budget	permanent variance
(35,373)	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

(20,446)	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.	permanent variance permanent variance
16,125	Private works is above budget.	permanent variance

Other Revenue

2,087	Reimbursement of cemetery charges above budget.	permanent variance
4,480	Reimbursement of traffic management course from other Shire's unbudgeted.	permanent variance
5,444	Sale of scrap metal The combined total of small amounts is above the reportable threshold.	permanent variance

Employee Costs

91,325	Wages are below budget. Roads and public facilities and Kids Central. 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

7,182	As all council positions were elected unopposed, the cost of the election was \$7,182 below budget. The combined total of small amounts is above the reportable threshold.	permanent variance
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Depreciation on Non-Current Assets

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

Non Operating Grants

	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
	There are several unbudgeted grants received by the Shire. Details of these are shown in Note 6: Grants.	permanent variance

Plant and Equipment

58,000	Grader is below budget.	permanent variance
(14,000)	Pad foot roller is above budget.	permanent variance

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2017	28 Feb 2018
		\$	\$
Current Assets			
Cash Unrestricted	3	1,225,636	956,413
Cash Restricted - Conditions over Grants	6	727,541	668,004
Cash Restricted	5	2,009,096	1,274,674
Receivables - Rates	4	137,259	183,756
Receivables - Other	4	127,660	62,265
Inventories		13,293	13,293
		4,240,485	3,158,405
Less: Current Liabilities			
Payables		(445,576)	(31,585)
		(445,576)	(31,585)
Less: Cash Reserves	5	(2,009,096)	(1,274,674)
Net Current Funding Position		1,785,813	1,852,146

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

Note 3: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	651,817			651,817	NAB	0.05%	At Call
Municipal Cash Maximiser	472,000			472,000	NAB	0.60%	At Call
Trust Bank Account			24,904	24,904	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) Term Deposits							
Reserve		1,000,000		1,000,000	Bendigo	2.7	1/02/18
Reserve		270,000		270,000	NAB	2.52	22/03/18
Municipal	500,000			500,000	NAB	2.52	22/03/18
Trust			180,000	180,000	NAB	2.51	20/02/18
Total	1,623,817	1,274,674	205,314	3,103,805			

Comments/Notes - Investments

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

Note 4: Receivables

Receivables - Rates Receivable	28 Feb 2018	30 June 2017	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	194,904	260,498	Receivables - General	57,370	576	1,052	3,267	62,265
Levied this year	1,607,884	1,566,941						
<u>Less Collections to date</u>	(1,561,387)	(1,632,535)	Balance per Trial Balance					
Equals Current Outstanding	241,401	194,904	Sundry Debtors					0
			Receivables - Other					0
Net Rates Collectable	241,401	194,904	Total Receivables General Outstanding					62,265
% Collected	86.61%	89.33%						
			Amounts shown above include GST (where applicable)					
Less Recognised as doubtful	(57,645)	(57,645)						

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

Note 5: Cash Backed Reserve

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave Reserve	129,924	3,244	1,592	0	0	0	0	133,168	131,516
Plant Reserve	85,403	2,125	1,319	360,000	0	(404,000)	0	43,528	86,722
Building Reserve	419,344	10,334	5,139	546,057	0	(345,000)	0	630,735	424,483
Town Development Reserve	59,844	1,494	733	0	0	(55,000)	0	6,338	60,577
Recreation Reserve	52,658	1,315	645	0	0	(17,000)	0	36,973	53,303
Heritage Reserve	4,321	108	53	300	0	0	0	4,729	4,374
Community Housing Reserve	108,237	2,700	1,327	0	0	0	0	110,937	109,564
Waste Management Reserve	76,734	1,915	940	0	0	0	0	78,649	77,674
Darkan Swimming Pool Reserve	31,309	782	384	0	0	0	0	32,091	31,693
Information Technology Reserve	55,316	1,381	678	0	0	(15,000)	0	41,697	55,994
Darkan Sport and Community Centre Reserve	159,208	3,976	1,951	30,000	0	0	0	193,184	161,159
Health and Resource Centre Reserve	753,897	17,526	9,239	0	0	(771,378)	(759,316)	45	3,820
Arthur River Country Club Renewal Reserve	14,901	383	183	6,000	0	(3,000)	0	18,284	15,084
Museum	55,000	1,376	674	0	0	0	0	56,376	55,674
Moodiarrup Sports Club Reserve	3,000	75	37	3,000	0	(3,000)	0	3,075	3,037
	2,009,096	48,734	24,894	945,357	0	(1,613,378)	(759,316)	1,389,809	1,274,674

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

Note 6: Grants and Contributions	Grant Provider	Type	Opening	Budget		YTD Actual		Unspent
			Balance	Operating	Capital	Revenue	(Expended)	Grant
			(a)	(b)	(c)	(f)	(g)	(a)+(f)+(g)
General Purpose Funding				\$	\$	\$	\$	\$
Grants Commission - General	WALGGC	Operating	0	218,454	0	158,468	0	0
Grants Commission - Roads	WALGGC	Operating	0	275,261	0	174,346	0	0
Grants Commission - Bridges	WALGGC	Operating - Tied	320,000	0	0	387,000	0	707,000
Law, Order and Public Safety								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating - Tied	0	28,370	0	23,626	(19,395)	4,231
Bushfire mitigation	Office of Emergency Management	Operating - Tied	0	0	0	22,750	0	22,750
Education and Welfare								
Youth Week	Dept. Local Govt. and Comm.	Operating - Tied	0	1,000	0	1,045	0	1,045
Kids Central Quarterly Grant	Federal DEEWR	Operating - Tied	0	30,666	0	23,274	(23,274)	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
Housing								
West Arthur Cottage Homes	Dept. Regional Development	Operating - Tied	0	0	0	6,620	(6,620)	0
Community Amenities								
Strategic Ground Works	South West Catchment Council	Operating - Tied	45,366	50,000	0	25,000	(53,305)	17,061
Recreation and Culture								
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	(4,120)	12,510
Lake Towerrinning Improvement Project	Department of Primary Industries and De	Operating - Tied	0	0	0	14,543	0	14,543
Building Stronger Communities	Dept. of Infrastructure	Non-operating	0	0	0	6,000	0	6,000
Transport								
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	54,145	0	598,040	60,855	(346,444)	(231,444)
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	342,286	247,090	(212,476)	34,614
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
Economic Development								
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
Other Property & Services								
Youth Development	Dept. Local Govt. and Comm.	Operating - Tied	8,000	0	0	2,061	(8,000)	2,061
TOTALS			727,541	771,738	1,073,555	1,237,843	(895,339)	668,004
SUMMARY								
Operating	Operating Grants, Subsidies and Contributions		0	629,702	0	410,553	(8,512)	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		469,296	142,036	0	510,345	(120,807)	858,834
Non-operating	Non-operating Grants, Subsidies and Contributions		258,245	0	1,073,555	316,945	(766,020)	(190,830)
TOTALS			727,541	771,738	1,073,555	1,237,843	(895,339)	668,004

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 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	
		\$	\$	\$	\$	\$	\$		
Buildings									
Housing									
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	
Housing Total		0	0	0	0	(95,000)	(95,000)	95,000	
Recreation And Culture									
Health and Resource Centre Expansion	E168485	(23,754)	(1,103,950)	(1,127,704)	(25,000)	(1,237,916)	(1,262,916)	135,212	
Recreation And Culture Total		(23,754)	(1,103,950)	(1,127,704)	(25,000)	(1,237,916)	(1,262,916)	135,212	
Transport									
Depot Shed Construction and Power Upgrade	E168488	(803)	0	(803)	(7,000)	(10,000)	(17,000)	16,197	
Transport Total		(803)	0	(803)	(7,000)	(10,000)	(17,000)	16,197	
Buildings Total		(24,557)	(1,103,950)	(1,128,507)	(32,000)	(1,342,916)	(1,374,916)	246,409	
Infrastructure									
Recreation And Culture									
Car park and landscaping for Health and Resource Centre	E167907	0	(25)	(25)	(20,300)	(108,968)	(129,268)	129,243	
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	(2,130)	(8,423)	(10,553)	(2,350)	(17,000)	(19,350)	8,797	
Youth Area/Parks Gardens and Public Open Spaces	E167912	0	0	0	0	(120,000)	(120,000)	120,000	
Recreation And Culture Total		(12,561)	(19,024)	(31,585)	(30,377)	(259,437)	(289,814)	258,229	
Transport									
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	(13,288)	(100)	(13,388)	(32,247)	(18,370)	(50,617)	37,229	
Transport Total		(15,544)	(9,407)	(24,951)	(32,247)	(27,870)	(60,117)	35,166	
Economic Development									
Kylie Dam Water Project	E167908	0	0	0	(8,233)	(65,229)	(73,462)	73,462	
Economic Development Total		0	0	0	(8,233)	(65,229)	(73,462)	73,462	
Infrastructure Total		(28,105)	(28,431)	(56,536)	(70,857)	(352,536)	(423,393)	293,395	
Furniture & Office Equip.									
Governance									
Computer Hardware Upgrade/New	E167701	0	0	0	0	(9,000)	(9,000)	9,000	
Governance Total		0	0	0	0	(9,000)	(9,000)	9,000	

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 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	
		\$	\$	\$	\$	\$	\$		
Recreation And Culture									
Furniture and Equipment Other	E167701	0	0	0	0	(6,000)	(6,000)	6,000	
Recreation And Culture Total		0	0	0	0	(6,000)	(6,000)	6,000	
Furniture & Office Equip. Total		0	0	0	0	(15,000)	(15,000)	15,000	
Plant , Equip. & Vehicles									
Transport									
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	(312,000)	(312,000)	0	(370,000)	(370,000)	58,000	
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	
Transport Total		0	(426,155)	(426,155)	0	(570,000)	(570,000)	143,845	
Plant , Equip. & Vehicles Total		0	(426,155)	(426,155)	0	(570,000)	(570,000)	143,845	
Roads									
Regional Road Group									
Bowelling - Duranillin Road	E168832	(54,773)	(57,582)	(112,355)	(135,426)	(58,568)	(193,994)	81,639	
Darkan Moodiarrup Road	E168833	(97,137)	(87,587)	(184,724)	(143,658)	(83,269)	(226,927)	42,203	
Moodiarrup Changerup Road	E168834	(643)	(20,992)	(21,635)	(56,808)	(51,356)	(108,164)	86,529	
Regional Road Group Total		(152,553)	(166,161)	(318,714)	(335,892)	(193,193)	(529,085)	210,371	
Roads to Recovery									
Cordering North Road	E168835	0	(68)	(68)	(19,647)	(4,262)	(23,909)	23,841	
Extension of Growden Place	E168836	0	(2,088)	(2,088)	(79,955)	(29,574)	(109,529)	107,441	
Arthur Dinninup Road	E168837	(1,595)	(19)	(1,614)	(23,841)	(17,956)	(41,797)	40,183	
Farrell Road	E168838	(64)	(3,156)	(3,220)	(25,331)	(8,252)	(33,583)	30,363	
Bowelling McAlinden Road	E168839	(37,134)	(10,868)	(48,002)	(57,542)	(15,904)	(73,446)	25,444	
Howie Road	E168840	(31,976)	0	(31,976)	(89,253)	(5,300)	(94,553)	62,577	
Carymunna Road	E168841	(19,887)	(50)	(19,937)	(22,973)	(5,576)	(28,549)	8,612	
Bowelling Duranillin - Reseal	E168842	(543)	(112,590)	(113,133)	0	(120,770)	(120,770)	7,637	
Darkan South Road	E168843	(7,073)	(99,887)	(106,960)	0	(101,687)	(101,687)	(5,273)	
Carymunna Road	E168844	(19,396)	(50)	(19,446)	(23,676)	(6,000)	(29,676)	10,230	
Roads to Recovery Total		(117,668)	(228,776)	(346,444)	(342,218)	(315,281)	(657,499)	311,055	
Shire Funded									
Rajander Road	E168845	(10,552)	0	(10,552)	(19,489)	(720)	(20,209)	9,657	

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 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	
		\$	\$	\$	\$	\$	\$		
Dardadine South Road	E168846	(2,750)	0	(2,750)	(17,193)	(1,300)	(18,493)	15,743	
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	
Shire Funded Total		(13,302)	0	(13,302)	(85,026)	(14,648)	(99,674)	44,829	
Roads Total		(283,523)	(394,937)	(678,460)	(763,136)	(523,122)	(1,286,258)	566,255	
Capital Expenditure Total		(336,185)	(1,953,473)	(2,289,658)	(865,993)	(2,803,574)	(3,669,567)	1,264,904	

ITEM 8.1.2 – ACCOUNTS FOR PAYMENT

LOCATION/ADDRESS: N/A
NAME OF APPLICANT: N/A
FILE REFERENCE: N/A
DISCLOSURE OF INTEREST: N/A
DATE OF REPORT: 22 March 2018

SUMMARY:
Council to note payments of accounts as presented.

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

COMMENT:
If you have any questions regarding payments in the listing please contact the finance officer prior to the Council meeting.

CONSULTATION:
There has been no consultation.

STATUTORY ENVIRONMENT:
Section 12 of the Local Government (Financial Management) Regulations 1996 states that
12 (1) A list of creditors is to be compiled for each month showing –
(a) The payee's name;
(b) The amount of the payment;
(c) Sufficient information to identify to transaction; and
(d) The date of the meeting of the council to which the list is to be resented.

POLICY IMPLICATIONS:
There are no policy implications.

FINANCIAL IMPLICATIONS:
There are no financial implications.

STRATEGIC IMPLICATIONS:
No strategic implications.

VOTING REQUIREMENTS:
Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.2

Moved: Cr Alan Blencowe

Seconded: Cr Kevin King

That in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, payment of Municipal Fund vouchers 220218.1 – 220218.15, 010318.1 – 010318.9, 160318.1 – 160318.35, 3472 – 3481 & 19977, Licensing, Salaries and Wages and EFT Transfers, Direct Debit and Trust totalling \$575,781.49 listed (attached) be noted as approved for payment.

CARRIED 7/0

ATTACHMENTS
• Cheque Listing

Date	Num	Name	Original Amount
22/02/2018	EFT	SALARIES AND WAGES	47,476.67
22/02/2018	220218.1	AUSTRALIA POST	254.91
		STATIONERY & POSTAGE STAMPS	
22/02/2018	220218.2	BLACKWOOD BASIN GROUP (INC)	1,100.00
		WEED & RARE FLORA MAPPING SWCC (GRANT FUNDED)	
22/02/2018	220218.3	CANVAS WORKS SOUTH WEST	1,100.00
		REPAIRS TO SHADE SAIL FOR PLAYGROUND	
22/02/2018	220218.4	CENTRAL REGIONAL TAFE	577.50
		CERTIFICATE III IN COMMUNITY SERVICES (GRANT FUNDED)	
22/02/2018	220218.5	COURIER AUSTRALIA	50.18
		FRIEGHT	
22/02/2018	220218.6	CSG TYRES	440.00
		GRADER TYRE	
22/02/2018	220218.7	DEPARTMENT OF HUMAN SERVICES	425.84
		JANUARY 2018 CHILD SUPPORT DEDUCTIONS	
22/02/2018	220218.8	GEOFF BUNCE	156.00
		REIMBURSEMENT FOR HOUSING SUPPLIES	
22/02/2018	220218.9	M & B SALES	615.00
		ULTRADECK DECK OIL FOR RAIL TRAIL AND TOWN BRIDGES	
22/02/2018	220218.10	PUTLAND MOTORS	1,603.43
		BATTERIES, FITTINGS, SERVICES, BEARINGS & COOLANT	
22/02/2018	220218.11	STARTRACK EXPRESS	5.06
		FREIGHT	
22/02/2018	220218.12	WEST ARTHUR COMMUNITY RESOURCE CENTRE	5,291.38
		DOCTORS HRS FOR JAN 18, GIFT VOUCHERS & SERVICES FUNDING	
22/02/2018	220218.13	WESTRAC	1,043.99
		FAN BELT & HOSE & SEAL	
22/02/2018	220218.14	WHITE BUILDING CO PTY LTD1	100,897.35
		PROGRESS CLAIM 10 WEST ARTHUR hRC	
22/02/2018	220218.15	WHITE, JB & AN	1.93
		KIDS CENTRAL REIMBURSMENT	
01/03/2018	010318.1	COLLIE BETTA HOME LIVING	678.00
		STOVE - COMMUNITY HOUSING	
01/03/2018	010318.2	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	14,085.00
		2017/18 ESL QUARTER 3 CONTRIBUTUION	
01/03/2018	010318.3	DEPARTMENT OF HUMAN SERVICES	425.84
		CHILD SUPPORT PAYMENTS FEBRUARY 2018	
01/03/2018	010318.4	G & M DETERGENTS	510.00
		CLEANING SUPPLIES	
01/03/2018	010318.5	JUNCTION BROOK PTY LTD	1,474.00
		FILTERS	
01/03/2018	010318.6	LINCOLNS ACCOUNTANTS AND BUSINESS ADVISER	12,604.90
		AUDIT FEES PROFESSIONAL SERVICES AUDIT 30 JUNE 2017	
01/03/2018	010318.7	P & S GRIGGS PLUMBING	322.88
		REPLACE TEMP VALVE TO KITCHEN HOT WATER SYSTEM	
01/03/2018	010318.8	PARNELLS NURSERY	334.95
		SEEDLING FOR LAKE TOWERRINNING PROJECT DEPOSIT	

Date	Num	Name	Original Amount
01/03/2018	010318.9	WHITE, LISA R	0.46
		KIDS CENTRAL REIMBURSEMENT	
08/03/2018	EFT	SALARIES AND WAGES	48,311.46
16/03/2018	160318.1	AIR LIQUIDE	207.42
		GAS CYLINDERS & DELIVERY FEE	
16/03/2018	160318.2	ARTHUR RIVER COUNTRY CLUB	200.00
		CONTRIBUTION TOWARDS POWER AT ARTHUR RIVER FIRE SHED	
16/03/2018	160318.3	AUSTRALIA POST	45.70
		POSTAGE OF RATES NOTICES	
16/03/2018	160318.4	BLACKWOOD BASIN GROUP (INC)	5,671.06
		SWCC PLAN DELIVERY & LANDCARE SUPPORT FOR FEBRUARY 2018	
16/03/2018	160318.5	BURGESS RAWSON	523.37
		WATER CONSUMPTION FOR RESERVE	
16/03/2018	160318.6	COALFIELDS WEARPARTS	5,280.00
		GRADER BLADES	
16/03/2018	160318.7	COATES HIRE	288.54
		PORTABLE TOILET HIRE - GLENORCHY REUNION	
16/03/2018	160318.8	COLLIE ELECTRICAL SERVICES	1,229.09
		REPLACE SWITCHBOARD IN DEPOT OFFICE BUILDING	
16/03/2018	160318.9	COURIER AUSTRALIA	10.44
		JASON SIGNS BUS SIGNS DELIVERY	
16/03/2018	160318.10	DARKAN AGRI SERVICES	1,738.62
		FITTINGS, GAS, BATTERIES, PAINT BRUSHES, FLYSCREEN & DOORSTOP	
16/03/2018	160318.11	EASIFLEET MANAGEMENT MOUNTSVILLE PTY LTD	3,875.79
		SALARY SACRIFICE PAYMENT FEB 2018	
16/03/2018	160318.12	FLEAYS STORE	42.30
		CONSUMABLES	
16/03/2018	160318.13	GREAT SOUTHERN FUEL SUPPLIES	14,939.76
		12 000L X DIESEL	
16/03/2018	160318.14	GREAT SOUTHERN WASTE DISPOSAL	4,401.64
		REFUSE COLLECTION	
16/03/2018	160318.15	JASON SIGNMAKERS	51.70
		2X BUS SIGNS	
16/03/2018	160318.16	JH COMPUTERS SERVICE WEST	55.00
		INSTALLATION OF ADOBE 2017 ON PC	
16/03/2018	160318.17	LAKE GRACE COMMUNITY RESOURCE CENTRE	120.00
		ADVERTISING FOR MENS SHED PROJECT (GRANT FUNDED)	
16/03/2018	160318.18	LUSH FIRE & PLANNING	143.00
		TOWN PLANNING SERVICES	
16/03/2018	160318.19	M & B SALES	205.00
		ULTRADECK DECK OIL FOR TRAIL BRIDGES	
16/03/2018	160318.20	MODERN TEACHING AIDS PTY LTD	44.99
		FLOOR CLEANER & ART SUPPLIES	
16/03/2018	160318.21	NARROGIN FREIGHTLINES	197.38
		FRIEGHT OF SIGMA CHEMICAL	
16/03/2018	160318.22	P & S GRIGGS PLUMBING	426.09
		INSTALL OVEN	

Date	Num	Name	Original Amount
16/03/2018	160318.23	PARKER BLACK & FORREST PTY. LTD.	116.60
		REPLACEMENT LOCK CYLINDER FOR CLEANERS STORE DOOR	
16/03/2018	160318.24	POOL & SPA MART BUNBURY	1,150.00
		DAVEY POWER MASTER 3 PHASE PUMP (EDUC DEPT REIM 50%)	
16/03/2018	160318.25	PUTLAND MOTORS	537.80
		24V SELF PRIMING PUMP & BEARING	
16/03/2018	160318.26	ROAD SIGNS AUSTRALIA	264.00
		RED & WHITE DELINEATORS	
16/03/2018	160318.27	ROBIN UNSTEAD	930.00
		SWCC PROJECT NESTING BOXES X 31 (GRANT FUNDED)	
16/03/2018	160318.28	SAVIC PLASTER	550.00
		GYPROCK REPAIRS TO UNIT 4 12 HILLMAN ST DARKAN	
16/03/2018	160318.29	SIGMA CHEMICALS COMPANIES GROUP PTY LTD	897.55
		POOL CHEMICALS	
16/03/2018	160318.30	SOS OFFICE EQUIPMENT	185.15
		METER READINGS FOR THE XEROX PRINTER 24/01 28/02	
16/03/2018	160318.31	THINKWATER BUNBURY	340.00
		SOLENOID CABLE 1.5MM SQ 7 CORE X 100M	
16/03/2018	160318.32	WA TREASURY CORPORATION	31,521.53
		LOAN REPAYMENTS	
16/03/2018	160318.33	WEST ARTHUR COMMUNITY RESOURCE CENTRE	596.75
		DOCTORS HOURS FOR FEBRUARY 2018	
16/03/2018	160318.34	WEST AUSTRALIAN ENVIRONMENTAL MANAGEMENT	1,800.00
		FERAL PIG TRAP DOORS & YARDS DEPOSIT (GRANT FUNDED)	
16/03/2018	160318.35	WHITE BUILDING CO PTY LTD1	25,300.89
		PROGRESS PAYMENT FOR WORKS COMPLETED AT THE HRC (CLAIM 11)	
22/03/2018	EFT	SALARIES AND WAGES	48,462.48
23/02/2018	DEBIT	DUNN & BRADSTREET (AUSTRALIA) PTY LTD	69.74
		OVERDUE WESTNET ACCOUNT	
27/02/2018	DEBIT	NAB	69.73
		NAB CONNECT FEE ACCESS AND USAGE	
28/02/2018	DEBIT	NAB	38.30
		END OF MONTH BANK FEES	
28/02/2018	DEBIT	NAB	20.60
		END OF MONTH BANK FEES	
22/02/2018	3472	TELSTRA	1,477.91
		VARIOUS TELEPHONE CALLS & CHARGES	
22/02/2018	3473	WATER CORPORATION	12,743.71
		HRC WATER HEADWORKS	
28/02/2018	3474	DEPARTMENT OF PRIMARY INDUST. AND REGIONS	75.00
		NON FARMING PIC RE REGISTRAION - RAM SHED	
28/02/2018	3475	SYNERGY	4,465.50
		VARIOUS ELECTRICITY ACCOUNT	
15/03/2018	3476	DEPARTMENT OF MINES, IND REG AND SAFETY	624.00
		BOND 18 GIBBS STREET, DARKAN	
15/03/2018	3477	PHILIP HARRINGTON	142.60
		MEN'S SHED SUPPLIES	

Date	Num	Name	Original Amount
15/03/2018	3478	SOUTHERN DISTRICTS ESTATE AGENCY	249.00
		WEBSITE ADVERTISING 7 HILLMAN STREET	
15/03/2018	3479	SYNERGY	1,389.70
		VARIOUS ELECTRICITY ACCOUNT	
15/03/2018	3480	TELSTRA	834.87
		VARIOUS TELEPHONE CALLS & CHARGES	
15/03/2018	3481	WATER CORPORATION	5,804.71
		VARIOUS WATER USAGE CHARGES	
15/03/2018	19977	SHIRE OF WEST ARTHUR	290.90
		KIDS CENTRAL PETTY CASH RECOUP	
FUND		VOUCHERS	AMOUNT
MUNICIPAL			
		220218.1 220218.15	113,562.57
		010318.1 010318.9	30,436.03
		160318.1 160318.35	103,887.16
		3472 3481	27,807.00
		19977	290.90
		EFT	198.37
		SALARIES AND WAGES	144,250.61
		LICENSING TOTAL FEBRUARY 2018	155,348.85
		TOTAL	575,781.49

ITEM 8.1.3 – NOTIFICATION FORMS (70A) DEPOSITED PLAN FOR SUBDIVISION – AFFIX SEAL

Location/Address: Lot 11112 Gibbs Road, Trigwell
Name of Applicant: Thompson Surveying Consultants
File Reference: 6.9.8
Disclosure of Interest: N/A
Date of Report: 20 March 2018

SUMMARY:

This item relates to Council authorising the use of the common seal to enable notification of factors affecting land under 70A of the Land Transfer Act to be registered on the certificate of title.

BACKGROUND:

In November 2017, the Western Australian Planning Commission approved an application for planning approval for a subdivision for Lot 11112 on Deposited Plan 203813 Gibbs Road.

Conditions of the planning approval included the requirement for a notification to be placed on the title of the proposed lots advising a mains potable water supply, a reticulated sewerage service, and a network electricity supply are not available to the lot. The deposit plan has been prepared for endorsement.

CONSULTATION:

A request has been received for the Shire to complete the notification forms under section 70A of the Transfer of Land Act for Lot 51 on Deposited Plan 412944 to enable the notifications to be applied to the title. The attestation on the forms requires the Shire to apply the common seal.

STATUTORY ENVIRONMENT:

In accordance with the Shire of West Arthur Standing Orders Local Law 19.1 (3) the common seal of the local government is to be affixed to any local law which is made by the local government.

The purpose of the Section 70A is to alert future landowners of constraints in relation to the property.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.3

Moved: Cr Michael Meredith

Seconded: Cr Alan Blencowe

That Council authorise the Shire President and the Chief Executive Officer to sign and affix the common seal to the Notification under Section 70A forms for Lot 51 on Deposited Plan 412944.

CARRIED 7/0

ATTACHMENTS

Nil

8.2 COMMITTEE REPORTS

ITEM 8.2.1 – ADOPTION OF COMPLIANCE AUDIT RETURN 2017

LOCATION/ADDRESS: N/A
NAME OF APPLICANT: N/A
FILE REFERENCE: 2.21.1
DISCLOSURE OF INTEREST: N/A
DATE OF REPORT: 21 March 2018

SUMMARY:

Council to consider adopting the West Arthur Compliance Audit Return 2017, as presented, as the official return for the Council for the period 1 January 2017 to 31 December 2017.

BACKGROUND:

Each year, the local government is required to carry out a compliance audit for the period 1 January to 31 December of the previous year. The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

COMMENT

The Shire of West Arthur Audit Committee reviewed the Compliance Audit Return 2017 at its meeting on 21 March 2018. The Audit Committee found that there were no areas of non-compliance and accepted the officer recommendation that the West Arthur compliance Audit Return 2017 be recommended to Council for adoption as the official return for the Council.

CONSULTATION:

There has been no consultation.

STATUTORY ENVIRONMENT:

It is a requirement that this return is included in the agenda papers and considered by Council in the February or March meeting of council following the year under review.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (COMMITTEE RECOMMENDATION) – ITEM 8.2.1

Moved: Cr Kevin King

Seconded: Cr Alan Blencowe

That the West Arthur Compliance Audit Return 2017, as presented, be adopted by Council as the official return for the Council for the period 1 January 2017 to 31 December 2017.

CARRIED 7/0

ATTACHMENTS

- Local Government Compliance Audit Return 2017



West Arthur - Compliance Audit Return 2017

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2017.	N/A		Maxine McKenzie
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2017.	N/A		Maxine McKenzie
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2017.	N/A		Maxine McKenzie
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2017.	N/A		Maxine McKenzie
5	s3.59(5)	Did the Council, during 2017, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Maxine McKenzie



Department of
**Local Government, Sport
and Cultural Industries**

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Maxine McKenzie
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Maxine McKenzie
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Maxine McKenzie
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Maxine McKenzie
5	s5.18	Has Council reviewed delegations to its committees in the 2016/2017 financial year.	Yes		Maxine McKenzie
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Maxine McKenzie
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Maxine McKenzie
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Maxine McKenzie
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Maxine McKenzie
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	N/A		Maxine McKenzie
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Maxine McKenzie
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2016/2017 financial year.	Yes		Maxine McKenzie
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Maxine McKenzie

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	N/A		Maxine McKenzie
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A		Maxine McKenzie



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Maxine McKenzie
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Maxine McKenzie
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	N/A		Maxine McKenzie
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2017.	Yes		Maxine McKenzie
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2017.	Yes		Maxine McKenzie
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Maxine McKenzie
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Maxine McKenzie
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Maxine McKenzie
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Maxine McKenzie
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Maxine McKenzie
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Maxine McKenzie
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Maxine McKenzie



Department of
**Local Government, Sport
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No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Maxine McKenzie
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Maxine McKenzie

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Maxine McKenzie
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Maxine McKenzie

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Maxine McKenzie

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Maxine McKenzie
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	Yes		Maxine McKenzie
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	N/A		Maxine McKenzie
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	N/A		Maxine McKenzie



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No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government within 30 days of completion of the audit.	Yes		Maxine McKenzie
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government by 31 December 2017.	Yes		Maxine McKenzie
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Maxine McKenzie
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Maxine McKenzie
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Maxine McKenzie
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Maxine McKenzie
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Maxine McKenzie
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Maxine McKenzie
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Maxine McKenzie
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Maxine McKenzie



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Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	27 June 2017	Maxine McKenzie
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	No		Maxine McKenzie
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	27 June 2017	Maxine McKenzie
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	No		Maxine McKenzie
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	N/A	The Shire has an asset management plan, but it has not been adopted by Council.	Maxine McKenzie
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	N/A		Maxine McKenzie
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	N/A	The Shire has a Workforce Plan, but it has not been adopted or endorsed by Council.	Maxine McKenzie



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Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Maxine McKenzie
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		Maxine McKenzie
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Maxine McKenzie
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Maxine McKenzie
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Maxine McKenzie



Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Maxine McKenzie
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Maxine McKenzie
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Maxine McKenzie
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Maxine McKenzie
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Maxine McKenzie
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Maxine McKenzie

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	N/A		Maxine McKenzie
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Maxine McKenzie
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	N/A		Maxine McKenzie
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	N/A		Maxine McKenzie



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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A		Maxine McKenzie
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	N/A		Maxine McKenzie
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Maxine McKenzie
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Maxine McKenzie
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	N/A		Maxine McKenzie
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	N/A		Maxine McKenzie
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A		Maxine McKenzie
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Maxine McKenzie
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Maxine McKenzie
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Maxine McKenzie
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	No		Maxine McKenzie
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Maxine McKenzie



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No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Maxine McKenzie
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Maxine McKenzie
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Maxine McKenzie
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Maxine McKenzie
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Maxine McKenzie
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Maxine McKenzie
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Maxine McKenzie
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Maxine McKenzie
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Maxine McKenzie



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I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, West Arthur

Signed CEO, West Arthur

8.3 REPORTS OF ELECTED MEMBERS

Cr Marie Lloyd advised that she had a Community Resource Centre Meeting earlier this month. The impact of reduced grant funding, applying for funding for an additional trainee, and a new agreement between the Shire and the CRC for the management of the Health and Resource Centre was discussed at the meeting.

Cr Julie McFall reported on the West Arthur Cottage Homes meeting she had attended. All new units have been tenanted. A few minor issues with the units still needs to be addressed.

7:02 pm - Paul South entered the meeting. – lighting – football oval.

The Shire President advised that there would be a change in order of business to allow Paul South to brief Council on the football oval lighting project.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Paul South advised that the lighting project for the football oval was near complete. A generator had been used to power the lights.

The proposed application to the Department of Sport and Recreation did not proceed as the initial proposal did not meet the required lux plan.

The total cost of approximately \$103,000 had been funded by the Shire (\$15,000 as per decision in August 2017), local farmers and corporates.

The estimated running cost is \$1500 per annum for fuel. The Club hope to receive sponsorship to help with fuel costs.

The Shire President congratulated those involved for what they have achieved in such a short time.

7:23 Paul South left meeting.

At this point, business resumed in the sequence of the agenda.

Cr Kevin King advised that he had attended the Regional Road Group meeting in Wickepin and reported on the community shop committee's progress.

Cr Harrington reported on the successful sundowner held at The Shed last Friday night that was part of the Department of Communities funded project.

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 Harrington declared the meeting closed at 7.48 pm.

DISCLAIMER

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

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

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

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

These Minutes were confirmed at the ordinary council meeting on: Tuesday 1 May 2018.

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