

SHIRE OF WEST ARTHUR

**Ordinary Council Meeting
22 May 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 6.03 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.

Visitors

Nathan King	Darkan Sheepfest Committee (6.03pm to 6:27pm)
Jodie King	Darkan Sheepfest Committee (6.03pm to 6:27pm)
Karlene Goss	Darkan Sheepfest Committee (6.03pm to 6:27pm)
Pam Stockley	Darkan Sheepfest Committee (6.03pm to 6:27pm)

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Members of the Sheepfest Committee addressed Council in relation to the Darkan Sheepfest event. On behalf of the Committee, Nathan King thanked the Shire for their support for the 2018 event and presented a request to Council for support for the event planned in 2019.

The Shire President congratulated those involved with the 2018 event for a successful day.

6:27pm - Nathan King, Jodie King, Karlene Goss and Pam Stockley left the meeting.

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 Ordinary Meeting of Council held 1 May 2018.

COUNCIL DECISION – ITEM 6.1

Moved: Cr Julie McFall

Seconded: Cr Kevin King

The minutes of the Ordinary Meeting of the Shire of West Arthur held in the Council Chambers on 1 May 2018 be confirmed.

CARRIED 7/0

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President requested Council consider changing the date or time of the June Council Meeting as he has another engagement.

Moved: Cr Kevin King Seconded: Cr Michael Meredith

That the meeting scheduled for Tuesday 26 June to be moved to Wednesday 27 June.

CARRIED 7/0**8. REPORTS****8.1. REPORTS OF OFFICERS****ITEM 8.1.1– FINANCIAL REPORT APRIL 2018**

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	N/A
Disclosure of Interest:	N/A
Date of Report:	17 May 2018

SUMMARY:

Consideration of the financial reports for the period ending 30 April 2018.

BACKGROUND:

The financial reports for the periods ending 30 April 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 reports for the period ending 30 April 2018 as presented be accepted.

CARRIED 7/0**ATTACHMENTS:**

- Financial Reports – 30 April 2018

SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 April 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	1,608,557	(1,812)	(0%)	
Operating Grants, Subsidies and Contributions	6	836,327	670,966	936,320	265,354	40%	
Fees and Charges		316,950	271,458	276,166	4,708	2%	
Interest Earnings		103,034	69,334	65,255	(4,079)	(6%)	
Other Revenue		16,560	13,800	24,189	10,389	75%	
Profit on Disposal of Assets		27,393	27,292	28,868			
		2,910,633	2,663,219	2,939,355			
Expenditure from operating activities							
Employee Costs		(1,615,693)	(1,707,060)	(1,605,510)	101,550	6%	
Less overhead and wage allocations			354,040	314,996			
Materials and Contracts		(1,171,421)	(649,888)	(626,987)	22,901	4%	
less Pdepn and POC allocations			218,313	160,763			
Utility Charges		(71,850)	(53,888)	(47,716)	6,172	11%	▲
Depreciation on Non-Current Assets		(1,806,586)	(446,265)	(417,222)	29,043	7%	
Interest Expenses		(44,438)	(33,730)	(33,730)	0	0%	
Insurance Expenses		(111,461)	(86,461)	(81,576)	4,885	6%	
Other Expenditure		(16,425)	(12,319)	(11,345)	974	8%	
Loss on Disposal of Assets		(5,909)	(8,409)	(6,029)			
		(4,843,783)	(2,425,667)	(2,354,356)			
Operating activities excluded from budget							
Add back Depreciation		1,806,586	446,265	417,222	(29,043)	(7%)	
Adjust (Profit)/Loss on Asset Disposal		(21,484)	(21,484)	(22,839)	(1,355)	6%	
Adjust Provisions and Accruals			0	(10,369)			
Amount attributable to operating activities		(148,048)	662,334	969,013			
Investing activities							
Grants, Subsidies and Contributions	6	1,073,555	604,178	605,494	1,316	0%	
Proceeds from Disposal of Assets		396,000	161,000	158,637	(2,363)	(1%)	
Land and Buildings	7	(1,374,916)	(1,160,000)	(1,156,770)	3,230	0%	
Infrastructure Assets - Roads	7	(1,286,258)	(856,594)	(831,808)	24,786	3%	
Infrastructure Assets - Other	7	(423,393)	(87,000)	(86,532)	468	1%	
Plant and Equipment	7	(570,000)	(515,000)	(472,564)	42,436	8%	
Furniture and Equipment	7	(15,000)	0	0	0		
Amount attributable to investing activities		(2,200,012)	(1,853,416)	(1,783,543)			
Financing Activities							
Proceeds from Self Supporting Loan - repayments		24,608	12,202	12,202	0	0%	
Transfer from Reserves	5	1,613,378	760,000	759,316	(684)	(0%)	
Repayment of Debentures		(81,648)	(60,834)	(60,834)	0	0%	
Transfer to Reserves	5	(994,091)	(28,428)	(29,245)	(817)	(3%)	
Amount attributable to financing activities		562,247	682,940	681,439			
Closing Funding Surplus (Deficit)	2	0	1,277,671	1,652,722	375,051	29%	▲

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

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

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

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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	permanent variance
	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	
(32,000)	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
(54,273)	Direct Road Grants below budget	permanent variance
(35,373)	Grants Commission Road Grant and General Purpose Grant is below budget .	permanent variance
	This will be the same for each quarter. Therefore the total amount for the year will be \$47,164 below budget.	

Fees and Charges

(22,500)	Kids Central fees are trending below budget. This is partially offset by wages \$12,500 and material savings.	permanent variance
(7,900)	Joint venture housing rental is below budget due to vacant units. It may become a reportable variance in future months.	permanent variance
17,200	Private works income is above budget.	permanent variance
3,400	Caravan park income above budget.	permanent variance
5,444	Sale of metal	permanent variance

Interest Earnings

2,300	Municipal interest is currently below budget.
7,600	Reserve interest is currently below budget. (reserve funds drawn mid year for HRC expansion) Interest on rates is expected to be above budget.

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
6,900	Insurance rebates and reimbursements	permanent variance
	The combined total of small amounts is above the reportable threshold.	

Employee Costs

101,550	Wages are below budget. Roads and public facilities \$75,000 and Kids Central \$12,500. Admin wages are above by approximately \$6,000 due to long service leave payments on termination. (funded by reserve). Employee housing also below budget by \$15,000 Allocations to capital projects are below budget.
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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.	permanent variance
(15,000)	Council decision was made to contribute \$15,000 towards football lights. To be funded from reserve.	
32,000	Swimming pool expenditure below budget due to no funding for project The combined total of small amounts is above the reportable threshold. Allocations to capital projects are below budget.	

Depreciation on Non-Current Assets

Depreciation is currently below budget. Review of depreciation rates to be completed and HRC expansion depreciation to be added on project completion.

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

Infrastructure Assets - Roads

Allocations to RRG projects were expected to be higher to date.

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing	Current
		30 June 2017	30 Apr 2018
		\$	\$
Current Assets			
Cash Unrestricted	3	1,225,636	776,846
Cash Restricted - Conditions over Grants	6	727,541	802,796
Cash Restricted	5	2,009,096	1,279,025
Receivables - Rates	4	137,259	104,191
Receivables - Other	4	127,660	5,394
Inventories		13,293	13,293
		4,240,485	2,981,545
Less: Current Liabilities			
Payables		(445,576)	(49,798)
		(445,576)	(49,798)
Less: Cash Reserves	5	(2,009,096)	(1,279,025)
Net Current Funding Position		1,785,813	1,652,722

Note 3: Cash and Investments

	Unrestricted	Restricted	Trust	Total	Institution	Interest Rate	Maturity Date
				Amount			
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	57,042			57,042	NAB	0.05%	At Call
Municipal Cash Maximiser	122,000			122,000	NAB	0.60%	At Call
Trust Bank Account			25,306	25,306	NAB	0.05%	At Call
Trust Cash Maximiser			410	410	NAB	0.60%	At Call
Reserve Cash Maximiser		9,025		9,025	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	2.3	5/06/18
Reserve		270,000		270,000	NAB	2.52	20/06/18
Municipal	500,000			500,000	NAB	2.24	10/05/18
Municipal	200,000			200,000	NAB	2.44	18/06/18
Municipal	200,000			200,000	NAB	2	31/05/18
Municipal	200,000			200,000	NAB	2.42	28/05/18
Municipal	300,000			300,000	NAB	2.34	1/05/18
Trust			180,000	180,000	NAB	2.45	21/05/18
Total	1,579,042	1,279,025	205,716	3,063,783			

Comments/Notes - Investments

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 4: Receivables

Receivables - Rates Receivable	30 Apr 2018	30 June 2017	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	194,904	260,498	Receivables - General	353	200	558	4,283	5,394
Levied this year	1,608,557	1,566,941						
Less Collections to date	(1,641,625)	(1,632,535)	Balance per Trial Balance					
Equals Current Outstanding	161,836	194,904	Sundry Debtors					0
			Receivables - Other					0
Net Rates Collectable	161,836	194,904	Total Receivables General Outstanding					5,394
% Collected	91.03%	89.33%						
Less Recognised as doubtful	(57,645)	(57,645)						

Amounts shown above include GST (where applicable)

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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	1,873	0	0	0	0	133,168	131,797
Plant Reserve	85,403	2,125	1,512	360,000	0	(404,000)	0	43,528	86,915
Building Reserve	419,344	10,334	6,046	546,057	0	(345,000)	0	630,735	425,390
Town Development Reserve	59,844	1,494	862	0	0	(55,000)	0	6,338	60,706
Recreation Reserve	52,658	1,315	759	0	0	(17,000)	0	36,973	53,417
Heritage Reserve	4,321	108	62	300	0	0	0	4,729	4,383
Community Housing Reserve	108,237	2,700	1,561	0	0	0	0	110,937	109,798
Waste Management Reserve	76,734	1,915	1,106	0	0	0	0	78,649	77,840
Darkan Swimming Pool Reserve	31,309	782	451	0	0	0	0	32,091	31,760
Information Technology Reserve	55,316	1,381	798	0	0	(15,000)	0	41,697	56,114
Darkan Sport and Community Centre Reserve	159,208	3,976	2,295	30,000	0	0	0	193,184	161,503
Health and Resource Centre Reserve	753,897	17,526	10,869	0	0	(771,378)	(759,316)	45	5,450
Arthur River Country Club Renewal Reserve	14,901	383	215	6,000	0	(3,000)	0	18,284	15,116
Museum	55,000	1,376	793	0	0	0	0	56,376	55,793
Moodiarrup Sports Club Reserve	3,000	75	43	3,000	0	(3,000)	0	3,075	3,043
	2,009,096	48,734	29,245	945,357	0	(1,613,378)	(759,316)	1,389,809	1,279,025

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

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)
				\$	\$	\$	\$	\$
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	31,501	(25,283)	6,218
Bushfire mitigation	Office of Emergency Management	Operating - Tied	0	0	0	22,750	(9,352)	13,398
Education and Welfare								
Youth Week	Dept. Local Govt. and Comm.	Operating - Tied	0	1,000	0	1,045	(744)	301
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	(1,605)	7,695
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	(57,952)	12,414
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	(6,990)	9,640
Lake Towerrinning Improvement Project	Department of Primary Industries and De	Operating - Tied	0	0	0	14,543	(4,500)	10,043
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	348,088	(438,978)	(36,745)
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	342,286	247,090	(251,669)	(4,579)
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	(8,650)	1,411
Australian Apprenticeships	Department of Education and Training	Operating	0	0	0	1,500	0	0
TOTALS			727,541	771,738	1,073,555	1,532,951	(1,055,655)	802,796
SUMMARY								
Operating	Operating Grants, Subsidies and Contributions		0	629,702	0	412,053	(8,512)	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		469,296	142,036	0	518,220	(149,396)	838,120
Non-operating	Non-operating Grants, Subsidies and Contributions		258,245	0	1,073,555	604,178	(897,747)	(35,324)
TOTALS			727,541	771,738	1,073,555	1,534,451	(1,055,655)	802,796

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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	(25,226)	(1,131,545)	(1,156,771)	(25,000)	(1,237,916)	(1,262,916)	106,145	
Recreation And Culture Total		(25,226)	(1,131,545)	(1,156,771)	(25,000)	(1,237,916)	(1,262,916)	106,145	
Transport									
Depot Shed Construction and Power Upgrade	E168488	0	0	0	(7,000)	(10,000)	(17,000)	17,000	
Transport Total		0	0	0	(7,000)	(10,000)	(17,000)	17,000	
Buildings Total		(25,226)	(1,131,545)	(1,156,771)	(32,000)	(1,342,916)	(1,374,916)	218,145	
Infrastructure									
Recreation And Culture									
Car park and landscaping for Health and Resource Centre	E167907	(26,654)	(2,182)	(28,836)	(20,300)	(108,968)	(129,268)	100,432	
Darkan Tourist Info Bay - Signage	E167909	(1,413)	(10,576)	(11,989)	(800)	(11,000)	(11,800)	(189)	
Path at Cemetery	E167910	(9,198)	0	(9,198)	(6,927)	(2,469)	(9,396)	198	
Rail Trail - signage	E167911	(2,290)	(8,423)	(10,713)	(2,350)	(17,000)	(19,350)	8,637	
Youth Area/Parks Gardens and Public Open Spaces	E167912	0	0	0	0	(120,000)	(120,000)	120,000	
Recreation And Culture Total		(39,555)	(21,181)	(60,736)	(30,377)	(259,437)	(289,814)	229,078	
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	(14,084)	(100)	(14,184)	(32,247)	(18,370)	(50,617)	36,433	
Transport Total		(16,340)	(9,407)	(25,747)	(32,247)	(27,870)	(60,117)	34,370	
Economic Development									
Kylie Dam Water Project	E167908	(49)	0	(49)	(8,233)	(65,229)	(73,462)	73,413	
Economic Development Total		(49)	0	(49)	(8,233)	(65,229)	(73,462)	73,413	
Infrastructure Total		(55,944)	(30,588)	(86,532)	(70,857)	(352,536)	(423,393)	263,448	
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 30 April 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	(46,410)	(46,410)	0	(45,000)	(45,000)	(1,410)	
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	(472,565)	(472,565)	0	(570,000)	(570,000)	97,435	
Plant , Equip. & Vehicles Total		0	(472,565)	(472,565)	0	(570,000)	(570,000)	97,435	
Roads									
Regional Road Group									
Bowelling - Duranillin Road	E168832	(57,403)	(61,797)	(119,200)	(135,426)	(58,568)	(193,994)	74,794	
Darkan Moodiarrup Road	E168833	(103,394)	(92,731)	(196,125)	(143,658)	(83,269)	(226,927)	30,802	
Moodiarrup Changerup Road	E168834	(23,975)	(38,203)	(62,178)	(56,808)	(51,356)	(108,164)	45,986	
Regional Road Group Total		(184,772)	(192,731)	(377,503)	(335,892)	(193,193)	(529,085)	151,582	
Roads to Recovery									
Cordering North Road	E168835	(29,899)	(67)	(29,966)	(19,647)	(4,262)	(23,909)	(6,057)	
Extension of Growden Place	E168836	0	(2,088)	(2,088)	(79,955)	(29,574)	(109,529)	107,441	
Arthur Dinninup Road	E168837	(21,165)	(15,731)	(36,896)	(23,841)	(17,956)	(41,797)	4,901	
Farrell Road	E168838	(426)	(3,156)	(3,582)	(25,331)	(8,252)	(33,583)	30,001	
Bowelling McAlinden Road	E168839	(45,810)	(10,868)	(56,678)	(57,542)	(15,904)	(73,446)	16,768	
Howie Road	E168840	(44,972)	0	(44,972)	(89,253)	(5,300)	(94,553)	49,581	
Carymunna Road	E168841	(23,174)	(50)	(23,224)	(22,973)	(5,576)	(28,549)	5,325	
Bowelling Duranillin - Reseal	E168842	(543)	(112,590)	(113,133)	0	(120,770)	(120,770)	7,637	
Darkan South Road	E168843	(7,335)	(99,887)	(107,222)	0	(101,687)	(101,687)	(5,535)	
Carymunna Road	E168844	(21,167)	(50)	(21,217)	(23,676)	(6,000)	(29,676)	8,459	
Roads to Recovery Total		(194,491)	(244,487)	(438,978)	(342,218)	(315,281)	(657,499)	218,521	
Shire Funded									
Rajander Road	E168845	(10,978)	0	(10,978)	(19,489)	(720)	(20,209)	9,231	

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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	(2,925)	0	(2,925)	(17,193)	(1,300)	(18,493)	15,568	
Cordering South Road	E168847	(1,422)	0	(1,422)	(15,167)	(4,262)	(19,429)	18,007	
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		(15,325)	0	(15,325)	(85,026)	(14,648)	(99,674)	42,806	
Roads Total		(394,588)	(437,218)	(831,806)	(763,136)	(523,122)	(1,286,258)	412,909	
Capital Expenditure Total		(475,758)	(2,071,916)	(2,547,674)	(865,993)	(2,803,574)	(3,669,567)	1,006,937	

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: 17 May 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 Michael Meredith

Seconded: Cr Julie McFall

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 070518.1-070518.18, 140518.1-140518.24, 3491 – 3497, 19985 -19988, Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling \$272,471.61 and Trust totalling \$550.00 listed (attached) be noted as approved for payment.

CARRIED 7/0

ATTACHMENTS:

- Cheque Listing

Date	Num	Name	Original Amount
03/05/2018	EFT	SALARIES & WAGES	49,418.51
07/05/2018	070518.1	AIR LIQUIDE	222.24
		GAS CYLINDERS & DELIVERY FEE	
07/05/2018	070518.2	AUSTRALIA POST	100.00
		1X BOX OF STAMPS	
07/05/2018	070518.3	COLLIE BUS SERVICE	660.00
		YOUTH WEEK BUS HIRE	
07/05/2018	070518.4	COURIER AUSTRALIA	322.43
		FREIGHT OF ENVELOPES & FIRE FOAM	
07/05/2018	070518.5	G & M DETERGENTS	953.20
		CLEANING SUPPLIES	
07/05/2018	070518.6	G H & C P GOSS	3,634.40
		GRAVEL FOR HOWIE RD & CARRYMUNNA RD	
07/05/2018	070518.7	GREAT SOUTHERN WASTE DISPOSAL	4,401.64
		REFUSE COLLECTION	
07/05/2018	070518.8	LAKE GRACE ENGINEERING PTY LTD	1,330.00
		ADVANCED WELDING WORKSHOP LAKE GRACE (MENS SHED PROJECT - FUNDED)	
07/05/2018	070518.9	LMATS PTY LTD	3,437.50
		WELDING WORKSHOP DUMBLEYUNG AND DARKAN (MENS SHED PROJECT FUNDED)	
07/05/2018	070518.10	MERCURY FIRE SAFETY	5,742.00
		DRUMS OF FOAM	
07/05/2018	070518.11	MODERN TEACHING AIDS PTY LTD	140.14
		CHANGE MATS & BIB FOR KIDS CENTRAL	
07/05/2018	070518.12	PEDERICK ENGINEERING	2,200.00
		FOX TRAPS	
07/05/2018	070518.13	PHOENIX GLASS	1,090.00
		REPLACE DAMAGED SHOWER SCREEN AT UNIT 4/12 HILLMAN ST DARKAN	
07/05/2018	070518.14	POLESY COMMERCIAL	455.24
		LINEN FOR CARAVAN PARK CHALET	
07/05/2018	070518.15	RAREBITS ON BURROWES 1	1,040.00
		CATERING FOR COUNCIL MEETING DINNERS FEB & MAR 18, LEMC & 4WDL MEETINGS	
07/05/2018	070518.16	SOS OFFICE EQUIPMENT	260.46
		METER READINGS FOR THE XEROX PRINTER	
07/05/2018	070518.17	STRATCO PTY LTD	318.38
		2x STRATCO 2 DOOR TITANIUM CABINET - HRC	
07/05/2018	070518.18	WEST AUSTRALIAN ENVIRONMENTAL MANAGEMENT	3,000.00
		SWCC PROJECT - FERAL PIG TRAP DOORS & YARDS REMAINING PROJECT COSTS	
14/05/2018	140518.1	BLACKWOOD BASIN GROUP (INC)	6,620.58
		FOX SHOOT, SWCC & LANDCARE SUPPORT APRIL 2018	
14/05/2018	140518.2	BURGESS RAWSON	78.90
		WATER CONSUMPTION RESERVE	
14/05/2018	140518.3	CASSANDRA SPAGNOLO	33.00
		REPLACEMENT PIN FOR WEIGHTS MACHINE -COMMUNITY GYM	
14/05/2018	140518.4	CENTRAL REGIONAL TAFE	175.00
		BOOKS FOR TAFE - GRANT FUNDED	
14/05/2018	140518.5	CHILDSAPES AUSTRALIA	350.00
		PLAYGROUND CONSULTANT - KIDS CENTRAL MEMBER FUNDED	
14/05/2018	140518.6	DARKAN AGRI SERVICES	5,123.35
		CEMENT, FITTINGS, LAKE PROJECT PINE POLES & BATTERIES	
14/05/2018	140518.7	DARKAN DISTRICTS SPORTS CLUB INC	1,375.00
		KC - KIDS CENTRAL RENT FROM 1 JAN TO 31 MAR 18	
14/05/2018	140518.8	DARKAN LISENSED POST OFFICE	488.00
		KIDS CENTRAL - PRINTER TONERS	
14/05/2018	140518.9	DEPARTMENT OF HUMAN SERVICES	425.84
		CHILD SUPPORT PAYMENTS	
14/05/2018	140518.10	EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD	3,875.79
		SALARY SACRIFICE PAYMENT - APRIL 2018	
14/05/2018	140518.11	EXPRESS PRINT	319.00
		4000X DL WINDOW FACED ENVELOPES	

Date	Num	Name	Original Amount
14/05/2018	140518.12	FLEAYS STORE	94.70
		MILK, CLEANING SUPPLIES,	
14/05/2018	140518.13	GREAT SOUTHERN FUEL SUPPLIES	15,605.04
		12,000L DIESEL	
14/05/2018	140518.14	GTS WINDOW TINTING	900.00
		3M FROSTED CRYSTAL FILM TO WINDOWS AT HEALTH AND RESOURCE CENTRE DARKAN	
14/05/2018	140518.15	LAKE GRACE COMMUNITY RESOURCE CENTRE	90.00
		ADVERTISING - MENS HEALTH AND TECH WORKSHOP - MENS SHED FUNDED PROJECT	
14/05/2018	140518.16	LANDGATE	8,446.94
		RURAL UV INTERIM VALUATION SHARED	
14/05/2018	140518.17	MIDALIA STEEL PTY LTD	4,799.47
		DOMAIN COLORBOND TRIMCLAD FENCE - HRC	
14/05/2018	140518.18	NARROGIN FREIGHTLINES	102.25
		FRIEGHT FROM SIGMA CHEMICALS - POOL	
14/05/2018	140518.19	PH AND KE GOW LICENSED SURVEYORS	2,750.00
		SURVEY AND PLAN OF DARKAN CEMETERY	
14/05/2018	140518.20	SIGNARAMA	1,974.50
		DARKAN TOWN HALL SIGNAGE AND ASSOCIATED WORKS	
14/05/2018	140518.21	THE WORKWEAR GROUP	411.22
		UNIFORM CLOTHING	
14/05/2018	140518.22	TREVOR WOOD	150.00
		REIMBURSEMENT	
14/05/2018	140518.23	TRUE BLUE BRICKLAYING	825.00
		RETAINING WALL TO RAMP	
14/05/2018	140518.24	WHITE BUILDING CO PTY LTD1	24,860.80
		PROGRESS CLAIM 12 FOR DARKAN HRC	
17/05/2018	EFT	SALARIES & WAGES	51,161.07
30/04/2018	EFT	NATIONAL AUSTRALIA BANK	43.70
		EOM BANK FEES	
30/04/2018	EFT	NATIONAL AUSTRALIA BANK	20.00
		EOM BANK FEES	
30/04/2018	EFT	NATIONAL AUSTRALIA BANK	53.99
		NAB CONNECT FEE ACCESS AND USUAGE	
27/04/2018	EFT	CLICK SUPER	1,176.88
		ASGARD SUPER SUPER PAYMENT JAN - MAR 2018	
27/04/2018	EFT	CLICK SUPER	5,191.84
		AUSTRALIAN SUPER SUPER PAYMENT JAN - MAR 2018	
27/04/2018	EFT	CLICK SUPER	848.28
		HOSTPLUS SUPERANNUATION SUPER PAYMENT JAN - MAR 2018	
27/04/2018	EFT	CLICK SUPER	389.25
		MACQUARIE SUPERANNUATION SUPER PAYMENT JAN - MAR 2018	
27/04/2018	EFT	CLICK SUPER	1,285.90
		MLC NOMINEES PTY LTD- MASTER KEY BUSINESS SUPER PAYMENT JAN - MAR 2018	
27/04/2018	EFT	CLICK SUPER	815.34
		PRIME SUPER SUPER PAYMENT JAN - MAR 2018	
27/04/2018	EFT	CLICK SUPER	1,647.53
		REST SUPERANNUATION SUPER PAYMENT JAN - MAR 2018	
27/04/2018	EFT	CLICK SUPER	265.35
		SPECTRUM SUPER SUPER PAYMENT JAN - MAR 2018	
27/04/2018	EFT	CLICK SUPER	1,293.87
		TWUSUPER SUPER PAYMENT JAN - MAR 2018	
27/04/2018	EFT	CLICK SUPER	26,690.62
		WA SUPER SUPER PAYMENT JAN - MAR 2018	
17/05/2018	2083	DEPARTMENT OF LOCAL GOVT & REGIONAL DEV	550.00
		REFUND OF UNSPENT GRANT MONIES - KIDSPORT 2017/18	
07/05/2018	3491	MARGARET JAKOBSON	2,378.00
		WEED PLAN @ \$66 PER HOUR - FUNDED	
07/05/2018	3492	SOUTHERN AGCARE	500.00
		SOUTHERN AGCARE DONATION AS PER BUDGET	
07/05/2018	3493	SYNERGY	3,590.85

Date	Num	Name	Original Amount
		VARIOUS ELECTRICITY ACCOUNT	
14/05/2018	3494	DEPARTMENT OF TRANSPORT 1	40.70
		LAKE TOWERRINING JETTY RENEWAL 2018	
14/05/2018	3495	SYNERGY	1,389.70
		VARIOUS ELECTRICITY ACCOUNT	
14/05/2018	3496	TELSTRA	596.52
		VARIOUS TELEPHONE CALLS & CHARGES	
14/05/2018	3497	WATER CORPORATION	0.00
		VOID: CHEQUE	
03/05/2018	19985	SHIRE OF WEST ARTHUR	294.05
		PETTY CASH - OFFICE MAR-APR 2018	
04/05/2018	19986	SHIRE OF WEST ARTHUR	179.80
		KIDS CENTRAL PETTY CASH RECOUP APRIL 2018	
11/05/2018	19987	SHIRE OF WEST ARTHUR	176.40
		KIDS CENTRAL PETTY CASH RECOUP APRIL 2018	
16/05/2018	19988	WATER CORPORATION	4,226.95
		VARIOUS WATER USAGE CHARGES	
FUND		VOUCHERS	AMOUNT
MUNICIPAL			
		070518.1 - 070518.18	29,307.63
		140518.1 - 140518.24	79,874.38
		3491 - 3497	8,495.77
		19985 - 19988	4,877.20
		EFT & BPAY	39,722.55
		SALARIES AND WAGES	100,579.58
TRUST			
		2083	550.00
		LICENSING TOTAL APRIL 2018 TRANSFER	9,614.50
		TOTAL	273,021.61

ITEM 8.1.3 – PURCHASING POLICY

LOCATION/ADDRESS:	Not Applicable
NAME OF APPLICANT:	Not Applicable
FILE REFERENCE:	2.1.34
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	

SUMMARY:

The Shire of West Arthur's purchasing policy and proposed changes are presented to Council for consideration.

BACKGROUND:

The Shire's purchasing policy was last reviewed in December 2013. The existing policy was out of date and did not reflect the changes to the Local Government (Functions and General) Regulations which had increased the tender threshold to \$150,000.

Some of the content in the existing policy was also considered irrelevant.

CONSULTATION:

The proposed changes have been prepared by staff. Council has been consulted on the proposed changes during briefing sessions.

STATUTORY ENVIRONMENT:

Local Government (Functions and General) Regulations 1996

11A.Purchasing policies for local governments

- (1) A local government is to prepare or adopt, and is to implement, a 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 or worth \$150 000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
- (3) A purchasing policy must make provision in respect of —
 - (a) the form of quotations acceptable; and
 - (b) the minimum number of oral quotations and written quotations that must be obtained; and
 - (c) the recording and retention of written information, or documents, in respect of —
 - (i) all quotations received; and
 - (ii) all purchases made.

POLICY IMPLICATIONS:

The amended policy adopted by Council will replace the existing 2013 version.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this resolution.

STRATEGIC IMPLICATIONS:

Not applicable.

COMMENT:

A number of changes have been made to the policy including

- insignificant changes to the objective and scope;
- a reduction to the policy statement which does not have an impact on the intention of the policy;
- an introduction of local purchase preference (combining a previous separate policy with this policy);
- a reduction to the value for obtaining quotes and an increase to the maximum threshold for purchase without tender to \$150,000; and
- the inclusion of a clause which allows for the protocol for the number of quotes not be adhered to where it is not practical to obtain multiple written or verbal quotations.

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.3

Moved: Cr Kevin King

Seconded: Cr Neil Manuel

That the revised Shire of West Arthur's Purchasing Policy as presented be adopted.

CARRIED 7/0

ATTACHMENTS:

- Draft Purchasing Policy

Policy Register Reference 2.2



Council Policy

Purchasing

Adopted 2008
Amended 13 December 2013
Amended May 2018

1. Objective

To promote a best practice approach to procurement which promotes transparent, equitable and competitive purchasing practices for the Shire of West Arthur (Shire) and is compliant with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996.

2. Scope

Applies to all staff with the authority to purchase goods and services.

3. Definitions

4. Policy Statement

4.1 Ethics and Integrity

Employees of the Shire shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and for the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire's policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

4.2 Value for Money and Competitive Purchasing

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Whilst price is a competitive consideration in the provision of goods and/or services via quotation, it is only one aspect of the quotation evaluation process. Value for money principles as described in this policy, will be employed by assessing the price component in conjunction with the quotation section criteria and requirements. The quotation that is determined to be both cost effective and advantageous to the Shire will be the most likely to be accepted.

Where a higher priced conforming offer is accepted, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

4.3 Sustainable Procurement

The Shire is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money.

4.4 Local Purchase

Having due regard to quality, price and availability, preference will be given to local goods and services, from businesses within the Shire, wherever possible. When considering price - the price differential between local and non-local goods and services should fall within 15% variance in favour of the local supplier.

The variance in the cost for the supply of goods and services in West Arthur versus non-local supply plus freight.

Nothing prevents staff from seeking the supply of goods not specifically held in the local marketplace, though the intent of the policy is that every effort should be undertaken to find a local supplier before ordering externally. Where goods are not readily available, nothing prevents Council staff from obtaining the goods from a non-local supplier when anticipated delivery of the goods will be sooner.

4.5 Purchasing Thresholds

Where the value of procurement (excluding GST) of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase	Protocol
Up to \$2,000	One verbal or written quote.
\$2,001 to \$10,000	Two verbal or written quotes.
\$10,001 - \$50,000	Two written quotes.
\$50,001 - \$150,000	Three written quotes.
\$150,000 and above	In accordance with Division 2 – Section 11 of the Local Government (Functions and General) Regulations 1996..

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST).

Occasionally market testing shall be undertaken for regular trades (i.e. electrician) to ensure best value is maintained.

It is recognised that it is not always possible to obtain quotes for goods or services in regional areas, especially when considerable travel is required for a site visit to quote. Where it is not practical to obtain multiple written or verbal quotations the CEO may approve the purchase of goods and services where deemed appropriate without compliance with the protocol. If a purchase and the minimum protocol is not met, a file note signed by the CEO shall be completed detailing the reasons for not meeting the protocol.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement / specification is clearly understood by the employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

The general principles relating to written quotations are;

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

4.6 Anti-Avoidance

The Shire shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$150,000, thereby avoiding the need to publicly tender.

4.7 Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained including

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.
- Quotation documentation;
- Internal documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire's internal records management policy.

5. Legislative and Strategic Context

Local Government Act 1995 (WA)

Local Government (Functions and General) Regulations 1996

Statutory Requirements of Purchasing Policies

Local Government (Functions and General) Regulations

11A. Purchasing policies for local governments

(1) A local government is to prepare or adopt, and is to implement, a 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 or worth \$150 000 or less.

(2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).

(3) A purchasing policy must make provision in respect of —

(a) the form of quotations acceptable; and

(ba) the minimum number of oral quotations and written quotations that must be obtained; and

(b) the recording and retention of written information, or documents, in respect of —

(i) all quotations received; and

(ii) all purchases made.

The Regulations have requirements for regional price preferences (policies must be advertised for comment) however the definition of Regional Price Preference is

regional price preference, in relation to a tender submitted by a regional tenderer, involves assessing the tender as if the proposed tender price were discounted in accordance with regulation 24D;

6. Review Position and Date

CEO to review prior to 30 June 2020.

7. Associated Documents

CEI01 Purchasing and Authorisation of Expenditure

ITEM 8.1.4 – REVIEW OF DELEGATIONS

LOCATION/ADDRESS: Not Applicable
NAME OF APPLICANT: Not Applicable
FILE REFERENCE: 2.30.2
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT 14 May 2018

SUMMARY:

Delegations by Council are reviewed annually in accordance with statutory requirements.

BACKGROUND:

Delegations were last reviewed in May 2017 and no changes were made at that time.

The Department has a guideline relating to delegations available from:

<https://www.dlgsc.wa.gov.au/resources/publications/Pages/ViewPublication.aspx?DocID=1492>

CONSULTATION:

Nil.

STATUTORY ENVIRONMENT:

The Local Government Act allows for Council to delegate to a committee (S5.16) and to the CEO (S5.42). In accordance with section 5.18 (Committees) and 5.46 (Employees) at least once every financial year, delegations are to be reviewed by the delegator.

POLICY IMPLICATIONS:

The amended policy adopted by Council will replace the existing 2013 version.

FINANCIAL IMPLICATIONS:

There are no financial implications.

STRATEGIC IMPLICATIONS:

There are no strategic implications.

COMMENT:

The author is not aware of any changes required to the delegations.

VOTING REQUIREMENTS:

Absolute majority

OFFICER RECOMMENDATION – ITEM 8.1.4

That Council review the delegations of authority to the CEO and Audit Committee.

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.4

Moved: Cr Kevin King

Seconded: Cr Alan Blencowe

That no changes be made to delegations of authority to committees and the Chief Executive Officer.

CARRIED 7/0

ATTACHMENTS:

- Delegation to Audit Committee
- Delegation to CEO

Committees

Further that the Shire of West Arthur by motion dated the 23 May 2017 passed by an absolute majority the following delegations:

DELEGATIONS

1. That, under section 5.16 of the Local Government Act, the Audit Committee be delegated to meet with the auditor at least annually in accordance with Section 7.12A of the Local Government Act.

Signed:

R Harrington
Shire President

Date: 23 May 2017

Chief Executive Officer

That Council by motion dated the 23 May 2017 passed by an absolute majority, delegate to the Chief Executive Officer any and all of its powers or duties that it is by law authorised or permitted to delegate save and except for those powers or duties set out in Schedule 1 or that the Shire of West Arthur shall by motion from time to time pass.

Schedule 1

Powers and Duties Excluded from General Delegation

1. All those matters set out in section 5.43 Local Government Act 1995 (detailed below);

A local government cannot delegate to a CEO any of the following powers or duties;

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender that exceeds \$150,000(amount as determined by the Council);
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding \$150,000(amount as determined by the Council); for the purpose of this paragraph;
 - i. That any proposal to acquire property above \$70,000 and below \$150,000 is provided to elected members with acknowledged written notice of a minimum of seven days.
 - ii. That any proposal to dispose of property above \$70,000 is provided to elected members with acknowledged written notice of a minimum of seven days.
 - iii. That any proposal to dispose of surplus plant, equipment and material with a market value above \$500 be advertised in the local community newspaper and Shire's web site, sold by public auction, traded as part of the purchase of new plant and equipment, or offered for sale by public tender.
 - iv. That any donations to community groups be limited to \$300 in one financial year.
 - v. The expenditure being included in the annual budget.
 - vi. That any exercise of delegation of authority be carried out in accordance with relevant legislation and Council policies.
- (e) any of the local government's powers under section 5.98,5.99 and 5.100; (fees for Council Members, Annual fees for Council members and Payments to Committee members)
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5; (right to Appeal/Object to a decision of Council)
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed (by Regulation – Administration Regulation 18 (g) stipulates the following may not be delegated to a CEO
 - (a) section 7.12A(2), (3)(a) or (4) (which relates to meeting with Council's auditor etc.); and

(b) regulations 18C and 18D.(which deals with the selection and appointment process of CEO's and for the Local Government to consider the performance review of the CEO).

Adopted/Amended	
Last Reviewed	23 May 2017
Legal (Parent)	LGA S5.42
Legal (Subsidiary)	Nil.
Applicable Policy Reference	Nil
Chief Executive Instruction	Nil

- 2. a) Any refusal to give planning approval; and
- b) Any planning decision or commitment to give a planning decision in regard to a development application (DA) or proposal where the zoning table classification is not 'P' (use permitted by the scheme) or 'D' in the case of replanting of existing plantations only, where an objection to the DA has been received; or involving an agreement by Council to rezone any land or to enter into any contract concerning the DA

Adopted	
Last Reviewed	23 May 2017
Legal (Parent)	LGA S5.42
Legal (Subsidiary)	Nil.
Applicable Policy Reference	Nil
Chief Executive Instruction	Nil

3. ... Deleted July 2016

- 4. The signing and sealing of any contract where specific commitments or consideration is/are required by the Council unless a report relating to the substantive issue has been discussed and determined by Council at an Ordinary meeting.

Adopted	
Last Reviewed	23 May 2017
Legal (Parent)	LGA S5.42
Legal (Subsidiary)	Nil.
Applicable Policy Reference	Nil
Chief Executive Instruction	Nil

Signed:

R Harrington
Shire President

Date: 23 May 2017

ITEM 8.1.5 - KYLIE DAM MANAGEMENT ORDER

LOCATION/ADDRESS: Kylie Reserve (Reserve No 16712), Bokal East Arthur Road
NAME OF APPLICANT:
FILE REFERENCE:
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 14 May 2018

SUMMARY:

Council to consider applying to Department of Planning, Lands and Heritage for management of section of the Kylie Dam Reserve to enable the Shire to apply for a water grant to install an emergency stock and fire water supply for the Arthur River area.

BACKGROUND:

The Shire has previously had management of the Kyle Dam Reserve 16712 and one area of the Reserve was used by an adjoining land owner for grazing. Since 2006, the land has been under the management of National Trust of Australia.

In 2012, the Shire of West Arthur supported the management of the land being vested in the Conservation Commission of WA subject to access being

- provided to water at the dam in periods of drought and fire; and
- retained for recreation, tourism and emergency water supplies.

Limitations of water supplies in the Shire of West Arthur became evident in the 2015/16 summer after a well below average rainfall year in 2015. Many farmers had limited water supplies for stock due to poor runoff over a number of years and firefighting supplies were limited as many farm dams dried up. This led to an audit of water supplies and an investigation into potential water supplies within the district and the development of the Kylie Dam project which involves the re-development of Kylie Dam and the installation of a pipeline and water tank for emergency stock water and firefighting supplies.

CONSULTATION:

An application was made to the past Department of Water under its Watering WA Towns Grant scheme for a grant in April 2017. This scheme was put on hold as a result of a change of government, however the newly formed Department of Water and Environmental Regulation (DWER) indicated that it is keen to resubmit the Shire's grant application to the Minister for consideration in the September 2018 round of grants. To submit the application, DWER requires the permission of the land owner.

In compiling the Water Grant application in 2017 consultation was undertaken with the following organisations who have all provided letters of support for the project:

- DPAW now DCBA
- National Trust
- FPC
- Arthur River Fire Brigade

Consultation has been undertaken extensively with Department of Planning Lands and Heritage. The current status of the Reserve is that the National Trust management order has expired and is in the process of being revoked by Department of Planning, Lands and Heritage (DPLH). DPLH will have an interim management order over the Reserve until it can be transferred to Department of Conservation, Biodiversity and Attractions (DCBA).

Additional discussions have been held with local community members, following the recent developments associated with land ownership, and they are still in support of the project.

Consultation has also been undertaken with the landowner to the north of the reserve.

STATUTORY ENVIRONMENT:

Transfer of the land is further complicated by the recent Native Title settlement that was agreed to by Native Title claimants and the State Government. This new settlement means that transfer to DCBA won't occur until at least next year once it has been determined that the Reserve will not be part of the Noongar Land Estate.

However, there is an opportunity to excise a portion of the land under section 24KA of the *Native Title Act 2003*, to be managed by the Shire of West Arthur for public works. DPLH has indicated that supply of water for emergency stock water and firefighting supplies are considered to be public works. DPLH has advised that this process would take 3-4 months to complete and involve the suppression of Native Title by issuing notifications to the Native Title Claimants and representative body.

The Shire would be required to provide a statement indemnifying against any compensation liability of the State for the creation of the reserve and issue of the management order as well as reimbursing the Department of Planning, Lands and Heritage any costs and disbursements incurred.

Heritage of Western Australia Act 1990

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

Initial expenses involved would include the surveying of the area to be excised by the Shire. The requirements for the surveying would be provided by DPLH once a decision has been made on the area of the land to be excised. DPLH has indicated that potentially this survey could be undertaken as a desktop survey.

A lodged Deposited Plan would cost approximately \$1500 ex GST for option 3. Option 1 would require a field visit and cost approximately \$4000 and option 2 approximately \$2000.

If the Shire were to take on a Management Order for the Reserve ongoing essential maintenance would be required to be undertaken by Shire staff. The channels to the dam would need to be maintained and cleared on a regular basis to ensure water continues to flow to the dam.

STRATEGIC IMPLICATIONS:

The management of the Dam and channels by the Shire would ensure that there is an ongoing water supply for the community in an area of the Shire that is currently under resourced in relation to water supply. Additionally, management of the dam and the channels would ensure that heritage values associated with the area are retained.

This is in line with the Shire's Community and Corporate Plans strategies of "Our cultural heritage will be preserved and sites of significance maintained/conserved for future generations" and "Harvest water for reuse". Providing access to water from old railway dams for fire and drought is identified as a project within the Shire's Corporate Plan.

COMMENT:

There are a number of options to be considered for excisions (see attached map):

1. Only the dam, water channels and pipeline are excised from the Reserve and the Shire only manages these components;
2. A section of the reserve containing part of the water catchment area, the dam, channels and pipeline are excised from the Reserve;
3. The southern section of the reserve is excised and managed as a whole, i.e. the water catchment area, dam, water channels and pipeline.

The northern section of the Reserve is either degraded or currently planted to sandalwood by Forest Products Commission (FPC). This area has little value to the Kylie Water Project or from a heritage perspective.

Option 3 is proposed for ease of identification of land management boundaries.

VOTING REQUIREMENTS:

Simple majority

OFFICER RECOMMENDATION – (ITEM 8.1.5)

That the Shire of West Arthur makes application to the Department of Planning, Lands and Heritage to request management of the southern area of Reserve 16712, Kylie Dam Reserve, as shown figure 4 of the attachment, for the purpose of "water supply".

Further that the Shire of West Arthur (Shire) agrees that it will indemnify and keep indemnified the State of Western Australia, the Department of Planning, Lands and Heritage and the Minister for Lands and hold them harmless from and against all liabilities, obligations, costs, expenses or disbursements of any kind, including without limitation, compensation payable to any party under the Native Title Act 1993 (Cth) which may be imposed on, or incurred by the Indemnified Parties relating to or arising directly or indirectly from the creation of a Crown reserve for the purpose of "Water Supply" and issue of a management order to the Shire."

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.5

Moved: Cr Neil Manuel

Seconded: Cr Marie Lloyd

That Council supports making an application to the Department of Planning, Lands and Heritage to request management of the southern area of Reserve 16712, Kylie Dam Reserve, as shown figure 4 of the attachment, for the purpose of "water supply" in principle, however requests further information regarding the requirement for the indemnity and the potential implications on the Shire.

CARRIED 7/0

ATTACHMENTS:

- Proposed Options for Excision

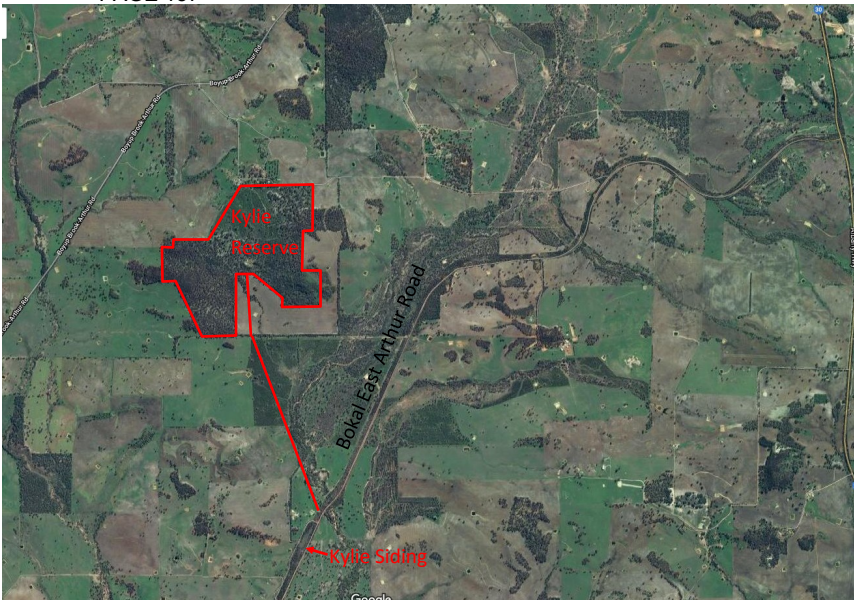


Figure 1: Kylie Reserve and pipeline.

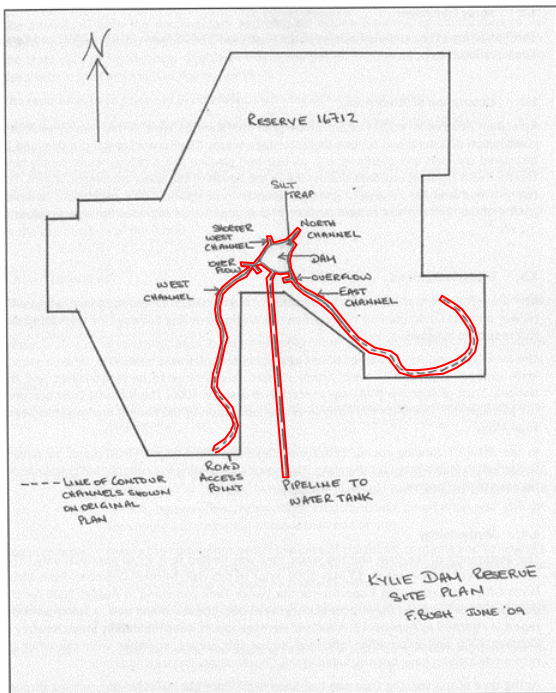


Figure 2: Option 1 for excision

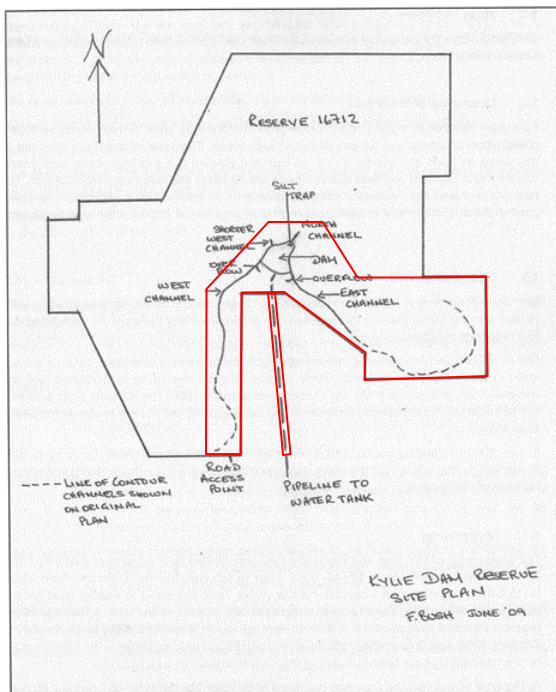


Figure 3 (bottom left): Option 2 for excision

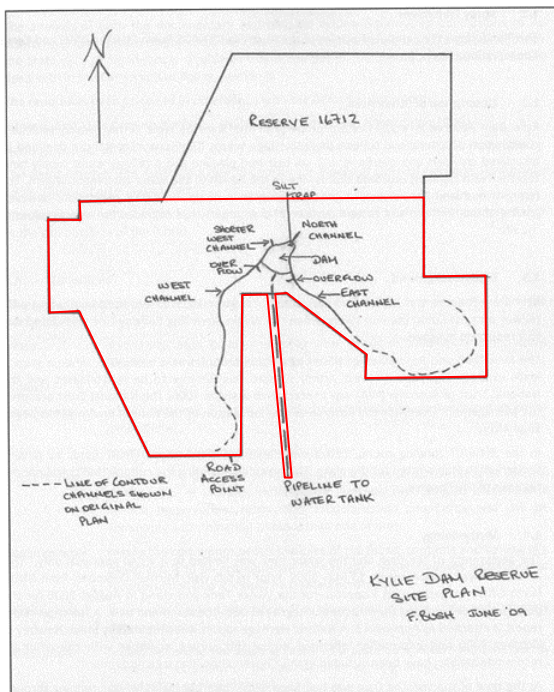


Figure 4 (bottom right): Option 3 for excision

8.2 COMMITTEE REPORTS**ITEM 8.2.1 – CEO PERFORMANCE REVIEW**

LOCATION/ADDRESS:	Not Applicable
NAME OF APPLICANT:	Not Applicable
FILE REFERENCE:	2.1.34
DISCLOSURE OF INTEREST:	CEO - the report is in relation to review of the officer's performance
DATE OF REPORT:	9 May 2018

SUMMARY:

Council to consider the Chief Executive Officer's Performance Review.

BACKGROUND:

A copy of the Chief Executive Officer's Performance Review is provided as a confidential attachment.

CONSULTATION:

The review was undertaken on 9 May 2018 by the Executive Appraisal Committee.

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS:

Not applicable.

FINANCIAL IMPLICATIONS:

There are no financial implications from the review.

STRATEGIC IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (COMMITTEE RECOMMENDATION) – ITEM 8.2.1

Moved: Cr Kevin King

Seconded: Cr Michael Meredith

That Council accepts the CEO Performance Review as presented.

CARRIED 7/0

CONFIDENTIAL ATTACHMENTS:

- CEO Performance Review

SHIRE OF WEST ARTHUR
CHIEF EXECUTIVE OFFICER

APRIL 2018 – PERFORMANCE REVIEW

1. Background

In November 2016 a full performance review was undertaken and in August 2017 an interim review was completed prior to the renewal of the CEO contract. The current contract expires 1 February 2022.

In November 2016, it was proposed that interim reviews would be completed in August and full reviews in February each year. As the Shire President was away during February, the full review was not completed at that time. It is suggested that the next interim review be completed in September/October and then full review in February/March 2019 (if possible).

2. Period of Review – Issues, Successes, Projects, Matters that have used Considerable Resources, Changes

The Health and Resource Centre expansion has been the most significant project over the past 12 months. It has not run as smoothly as I would have liked, mainly due to architect and consultant issues, however it is a wonderful building. The next few months will be significant as we transition into the extension, furnish the centre, complete the outside parking and landscaping, and set up new management and operating arrangements.

The Enterprising Communities workshops and Men's Shed community development project were successful community projects with a number of flow on activities that we have supported.

A review of local laws and a review of the Corporate and Community Plans was undertaken.

Transitioning bush fire matters from the CESM role back to internal administration has taken considerable resources and a little more difficult than it should have been due to the lack of hand over/relationship issues with the CESM officer who was leaving. Unfortunately, another staff member, Kate Johnston (who has previously managed bush fire matters), took a considerable amount of leave and then subsequently resigned at the same time. There are still a number of improvements that I would like to make in this area, and ideally we would have a skilled staff member managing these areas, rather than the CEO managing with assistance from a trainee, however Mesha is developing an understanding of the role and brigade members are starting to work with her.

The Works Manager, Bill, has now been on staff for almost two years. We are more confident with the delivery of our maintenance and works program (productivity and quality). Due to the lack of a construction grader operator, Bill has had to play a very hands on role, which means that there have been gaps with the administration. This has been filled internally using myself and existing admin staff, however it has had consequences on other areas of administration. There are still a number of areas in works admin (review of heavy vehicle network, long term road program, gravel strategy to match the road program, 5 year clearing permit to match the long term road program, and refuse site management) that are not being met.

We had a couple of long term administration staff leave, resulting in a loss of a considerable amount of knowledge and experience. We continue to operate short staffed on our works crew due to difficulty in attracting skilled people.

Health, building and planning have also taken considerable time. We have found it difficult to replace the service provided by Steve Friend a few years ago. Collie has offered limited assistance, however they have been through two health officers. We have now moved building in house using Geoff Bunce, Mesha and myself – with consultants from Perth for certifying plans. We are still looking for a new health officer.

Other time consuming tasks and activities have included bush fire mitigation plans, grant application and delivery; WANDRA storm damage claims; licensing concessions; legal action following damage to property adjoining site compacted for units; boundary change issues with Narrogin and Wagin; industrial land project; childcare service (huge time drain on staff); museum project; CESM position; review of Arthur River hall report; completion of Collie Darkan Rail Trail signage; completion of information bay signage; and SWCC groundworks delivery.

Comments:

The current work load was discussed. It is hoped that the work load reduces after the budget and annual report are completed towards the end of August or early September.

Work load will be discussed again at the interim review to be held towards the end of September.

3. Meeting the Requirements of the Role and Expectations/Review of Position Description**1. Position Objectives:***Objectives of Position*

- To implement the strategic goals and objectives of the Council and the community.
- To effectively communicate Council in a timely manner on all matters affecting the Shire of West Arthur.
- To lead and manage the people, infrastructure and assets of the Shire.

Within Section

- Meet corporate objectives.
- Lead the organisation in providing a high level of service to the community and elected members.
- Ensure that delegations are exercised within statutory requirements, Council policies and strategic objectives.

Within Organisation

- Provide strategic direction and leadership to the organisation and its employees.
- Administer the legal, statutory and election process of the Shire's operations and be the chief adviser to Council on these matters.
- Foster a corporate approach to ensure effective financial controls operate within and across each functional area.
- Develop and integrated planning approach to all of the Shire's functions and to ensure a consistent method of strategic reporting style is maintained.

2. The key responsibilities of this position are

- In consultation with Council, initiate and implement strategic and service delivery plans for the Shire
- To coordinate an overall system of fiscal management to reflect Council's aims and objectives.
- Formulate and implement a human resources management program, which ensures the appropriate supervision and management of departments.
- Institute a staff training and learning program that will improve skills across the board, which will assist staff in the delivery of services to the community.
- Administer the legal and statutory process of the Shire's operations and be the chief advisor to Council on these matters to ensure the Shire is operating within the statutes and all legal requirements.
- Responsible for effective day to day operations of the Shire.
- Ensure all legal and statutory compliances are met.
- On behalf of the Shire, make effective representation of the issues, views, policies and needs of the Shire, as necessary.
- Ensure the development and maintenance of sound communications and good relationships between the Shire, Government Departments, and the community at large.
- Provide appropriate leadership to the organisation.
- Provide Council with appropriate information and advice on relevant statutory requirements.
- Provide Council with appropriate information and advice on relevant statutory requirements.
- Ensure reports and recommendations submitted to Council are well written and based on sound judgement and include appropriate recommendations and options.

Opportunity for Reviewer to Comment:

All duties and responsibilities of the position description been fulfilled satisfactorily.

Collaborative response between CEO and Reviewer:

No changes are required to the position description or expectations

Contract Performance Criteria:

1. Ensures the development and maintenance of sound communications and good relationships between the major stakeholders of the Shire (eg ratepayers, agencies and the public)
2. Be an active participant in assisting Council to set and implement strategic plans/objectives.
3. Provides appropriate leadership for the organisation.
4. Represents Council in a competent and professional manner in dealings with key stakeholders.
5. Impartial when providing advice to councillors.
6. All reports and recommendations submitted to Council are well written and based on sound judgement with appropriate conclusions
7. Ensure that the Council's statutory compliance obligations are met.
8. Ensure the timely, smooth and efficient implementation and delivery of Council policies and decisions.
9. Council is kept informed of major or contentious issues.
10. Encourage the involvement of councillors and officers in the decision making process through workshops and the development of new projects
11. Manage the day-to-day operations of the Shire in an effective and efficient manner
12. Oversee the effective and equitable human resources management strategies and policies.
13. Manage the financial and physical assets of the Shire effectively.

Opportunity for Reviewer to Comment:

The above criteria have been met satisfactorily.

14. Key Projects/Tasks/Areas for the Coming Period

Looking forward some key challenges are:

- Finishing the Health and Resource Centre;
- Museum establishment;
- Arthur River Hall;
- Finish establishing new administration structure – roles of managers, Mesha dropping back hours after traineeship finishing;
- Bush fire – supporting brigades, assisting with succession planning, etc.
- Desktop review of Corporate and Community Plan for new Council;
- Trying to find time to do other integrated planning – long term financial plan, review of workforce plan, asset plans, etc;
- Growden Place extension – intersection needs Main Roads approval, need PTA approval to cross railway reserve;
- IT server upgrade or transfer to cloud based service;
- Finding a new health officer;
- Duranillin Water Supply; and
- Ongoing normal local government business i.e. budget, end of financial year, compliance, staff management etc.

The following was discussed between the CEO and the Committee:

Short term (by end of August)

Critical objectives

- Health and Resource Centre completed, furnished, operating reviewed (MOU/responsibilities with CRC, cleaning, users settled in)
- Budget adopted
- End of financial year accounts near completion
- Rates raised and issued
- Finalise establishment of new administration structure (replacement of DCEOs with managers, Mesha stepping back to 3 days per week)
- Transition to new health officer and ensuring we are meeting compliance with the Health Act
- SWCC funding finalised and acquitted

Secondary objectives

- Desktop review of Community and Corporate plans
- Arthur River Hall - community consultation process managed well and outcome/decision made or close to being finalised.
- Growden Place extension project management
- Bushfire mitigation project acquitted
- WANDRA acquitted

Medium term (prior to March 19)

Critical objectives

- Bush fire structure - succession planning
- Review of risk management plans in accordance with Regulations

Secondary objectives

- Future of Duranillin Water Supply
- Bush fire brigades support information
- Emergency management plans and compliance
- IT server upgrade or cloud based system

Longer term

Critical objectives

- Museum established
- Improvement to integrated plans - long term financial, asset plans, review of workforce plan
- Review of all Shire policies and establishment of system for regular review
- Significantly reduce outstanding rates

15. Outstanding Leave

Whilst the CEO proposed taking additional leave before 30 June 2018 to ensure that no more than 16 weeks annual leave was accrued by the end of June, it was recognised that this may be difficult with current work load.

It was anticipated that 7 weeks annual leave would be taken, however due to staff shortages and work load, this has not been possible. In accordance with the contract of employment, 5 weeks annual leave is accrued per annum. 1 RDO is accrued each 4 week period.

16. Remuneration Review

The last remuneration review was in November 2016.
The CEO's contract of employment states that the remuneration package must be reviewed by the reviewer annually.

In reviewing the remuneration, the reviewer is to have regard to performance, changes to the work value or responsibilities of the position, the hours worked including in addition to normal working hours, the condition of the market and the economy generally, and the capacity of the Shire to pay an increase.

The Shire is not obliged to increase the remuneration package, may increase the amount of the remuneration package, and must not reduce the amount of the remuneration package.

The Salaries and Allowances Tribunal prepares a report under Section 7A of the Salaries and Allowances Act 1975 on the remuneration of local government CEOs. The last report was prepared in April 2018. The Shire of West Arthur is considered to be in Band 4 with a Total Reward Package of **\$126,956 - \$198,210**. The SAT has not increased the amount for the past two years and the following statement was included with their most recent determination

Local governments retain the ability to provide individual increases within their allotted band but the determination states that "each local government must satisfy itself and provide public justification for any increase within their allotted band in the current economic climate."

According to the SAT each of the following is considered an appropriate component of a CEO's Total Reward Package.

- Base salary
- Annual leave loading
- Associated FBT accrued
- Association membership fees
- Attraction/retention allowance
- Personal benefit value of provision of motor vehicle for private use
- Cash bonus and performance incentives
- Cash in lieu of vehicle
- Fitness club fees
- Grooming/clothing allowance
- Health insurance
- School fees or child's uniform
- Superannuation
- Travel or any other benefit taken in lieu of salary
- Unrestricted entertainment allowance
- Utilities allowance (water, power or other utility)
- Any other form of payment, in cash or not, in consideration of a reward or benefit of the CEOs duties.

Exclusions

Each of the following components is considered an appropriate exclusion from the CEO's Total Reward Package.

- Housing
- Professional development
- Equipment considered a tool of trade.
- Based on the information provided from SAT the current remuneration is as follows:

	Current
Base Salary	120,000
Superannuation (12%)	14,400
Assoc member fees	513
Vehicle *	10,061
FBT estimate	990
Clothing allowance	450
Private phone (based on home rental and message bank service plus mobile phone plan and call)	800
Rent Nil	0
Utilities, gas, power, water	3,700
Total package	150,914

*The vehicle amount has been calculated based on advice from Workplace Solutions and not calculated as per SAT which is annual costs multiplied by percentage of private use. SAT states that local governments and CEOs will need to come to an agreement on the most appropriate way to record the amount of private use in order to calculate the private value benefit.

Contribution paid by CEO towards vehicle \$25 per week.

The following matters in relation to the remuneration review were discussed:

1. The CEO provides her personal mobile phone for business use. A contribution of \$20 per month will be paid in lieu of providing a phone with allowance for calls and data.
2. Due to high use of gas and utilities, the CEO is occasionally purchasing a gas bottle rather than all costs being charged to the Shire.
3. That two weeks annual leave may be paid out in the last pay this financial year to reduce the annual leave accrual.
4. It was noted that flexible hours are used for family and personal reasons. Timecards are available demonstrating that the minimum number of hours have been worked each fortnight. Time is swapped within the fortnight, and very rarely banked as time in lieu for a future pay period unless a significant number of hours have been worked and the approval of the President is obtained. If an elected member would like further detail, they should contact the President who will arrange for the information to be made available.
5. The CEO has a novated lease vehicle licensed in the Shire's name until the end of the lease until the employee is no longer employed by the Shire. As the vehicle is licensed in the Shire's name, it is possible to insure it through the Shire's fleet insurance at a substantially reduced rate to other insurance. The CEO reimburses the Shire for the insurance payment.
6. No increase to remuneration was requested.

Shire President _____

Employee _____

Date: 9 May 2018

8.3 REPORTS OF ELECTED MEMBERS

Cr King reported that the Darkan shop committee has gone into recess as they have a potential buyer for the shop.

Cr McFall reported that she had attended a West Arthur Cottage Homes Committee meeting.

Cr Harrington reported that he had participated in a teleconference with the Shire's auditor and the Office of Auditor General. Cr Harrington also reported on a meeting he had attended regarding the Collie River catchment.

Cr Marie Lloyd reported on the outcomes of a Committee Meeting of the West Arthur CRC on 2 May including equipment purchases and the impact of likely funding cuts.

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 7.45 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: 27 June 2018.

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