

SHIRE OF WEST ARTHUR

**Ordinary Council Meeting
16 February 2021
Minutes**

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ORDINARY COUNCIL MEETING MINUTES**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Cr Kevin King, Chairperson, declared the meeting open at 6.03 pm and made the following announcement.

Before the business of the meeting starts, I want to comment on the words I used in a closing statement of the electors meeting. In the heat of the moment, and having been under fire for almost 2 hours, I inadvertently used the word "corruption" in a remark. I need to withdraw that statement, and I unreservedly apologise for the use of the word and the comment, and for any misconception it may have caused among councillors, shire staff and electors.

2. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

3. PUBLIC QUESTION TIME

Mr Ray Harrington asked the Shire President with reference to his apology, how people who attended the electors meeting, but were not here tonight, would know of the apology.

The Shire President responded he would arrange for the apology to be included in the Shire News in the Bleat.

Mr Michael Meredith referenced the turnout at the electors meeting and asked the Shire President what he intended to do in respect of the motion moved.

The Shire President responded there was no option for Council to act on the motion.

4. RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

| | |
|------------------|------------------------------|
| Cr Kevin King | Shire President |
| Cr Neil Morrell | Deputy Shire President |
| Cr Neil Manuel | |
| Cr Adam Squires | |
| Cr Marie Lloyd | |
| Cr Julie McFall | |
| Cr Graeme Peirce | |
| Nicole Wasmann | Chief Executive Officer |
| Bill Owen | Works Manager |
| Maxine McKenzie | Manager Financial Operations |

Apologies

Nil

Leave of Absence

Nil.

Gallery

| | | | |
|-----------------|------------------|-----------------|------------------|
| Lomond South | Bec South | Ashleigh Telfer | Nicki Morrell |
| Phil Harrington | Beryl Harrington | Duncan South | Tim Harrington |
| Pam Stockley | Greg Lloyd | Shane Plank | Leigh Studsor |
| David Warren | Ray Harrington | Craig Lubcke | Helen Lubcke |
| Ben Chiswell | Lehua Chiswell | Brian Melling | Michael Meredith |

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Chief Bushfire Control Officer, Duncan South gave a presentation on West Arthur fire truck servicing arrangements and how the three West Arthur brigades operated.

All three trucks were now being serviced by Wagin Mechanical and Duncan and his Deputy were happy with arrangements. All three brigades held AGMs which were important forums to raise brigade issues which were then taken to a Bush Fire Advisory Committee (BFAC) which met twice a year. The relationship with the Shire was very good and Duncan found the Shire willing to do whatever was required.

Duncan responded to questions from Councillors. Cr Kevin King mentioned a Boolading property owner had raised concerns regarding plantation firebreak control and plantation identification.

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 Ordinary Meeting of Council held 15 December 2020.

| |
|-----------------------------|
| COUNCIL DECISION – ITEM 6.1 |
|-----------------------------|

Moved: Cr Neil Manuel

Seconded: Cr Neil Morrell

That the Minutes of the Ordinary Meeting of Council held 15 December 2020 be confirmed.

CARRIED 7/0

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

8. REPORTS

8.1 OFFICER REPORTS**ITEM 8.1.1– FINANCIAL REPORT DECEMBER 2020 AND JANUARY 2021**

| | |
|-------------------------|------------------|
| LOCATION/ADDRESS: | N/A |
| NAME OF APPLICANT: | N/A |
| FILE REFERENCE: | N/A |
| DISCLOSURE OF INTEREST: | N/A |
| DATE OF REPORT: | 10 February 2021 |

SUMMARY:

Consideration of the financial reports for the period ending 31 December 2020 and 31 January 2021.

BACKGROUND:

The financial reports for the periods ending 31 December 2020 and 31 January 2021 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 Neil Morrell

Seconded: Cr Adam Squires.

That the financial report for the period ending 31 December 2020 and 31 January 2021 as presented be accepted.

CARRIED 7/0

ATTACHMENTS:

- Financial Reports – 31 December 2020 and 31 January 2021

SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 December 2020

| | Note | Amended Annual Budget 2020/2021 \$ | YTD Budget (a) \$ | YTD Actual (b) \$ | Var. \$ (b)-(a) \$ | Var. % (b)-(a)/(a) % |
|----------------------------------------------------|------|------------------------------------------------|----------------------------|----------------------------|--------------------------|----------------------------|
| Opening Funding Surplus (Deficit) | 2 | 1,199,648 | 1,199,648 | 1,199,648 | 0 | 0% |
| Revenue from operating activities | | | | | | |
| Rates | | 1,727,022 | 1,727,022 | 1,728,233 | 1,211 | 0% |
| Operating Grants, Subsidies and Contributions | 6 | 625,608 | 378,512 | 383,088 | 4,577 | 1% |
| Fees and Charges | | 273,365 | 169,538 | 173,345 | 3,807 | 2% |
| Interest Earnings | | 56,364 | 12,112 | 9,677 | (2,435) | (20%) |
| Other Revenue | | 169,739 | 46,251 | 50,181 | 3,930 | 8% |
| Profit on Disposal of Assets | | 19,137 | 0 | 0 | | |
| | | 2,871,235 | 2,333,435 | 2,344,524 | | |
| Expenditure from operating activities | | | | | | |
| Employee Costs | | (1,714,206) | (1,037,443) | (921,006) | (116,437) | 11% |
| Less Allocated to Capital | | | 163,000 | 166,523 | | |
| Materials and Contracts | | (780,665) | (424,533) | (398,579) | (25,954) | 6% |
| Less Plant Allocations to Capital | | | 75,618 | 77,252 | | |
| Utility Charges | | (91,700) | (30,567) | (28,160) | (2,407) | 8% |
| Depreciation on Non-Current Assets | | (2,137,367) | (258,918) | (261,581) | 2,663 | (1%) |
| Interest Expenses | | (30,457) | (15,863) | (15,863) | 0 | 0% |
| Insurance Expenses | | (93,484) | (93,484) | (93,484) | 0 | 0% |
| Other Expenditure | | (36,000) | (7,125) | (6,699) | (426) | 6% |
| Loss on Disposal of Assets | | (18,307) | 0 | 0 | 0 | |
| | | (4,902,186) | (1,629,315) | (1,481,597) | (147,718) | |
| Operating activities excluded from budget | | | | | | |
| Add back Depreciation | | 2,137,367 | 258,918 | 261,581 | 2,663 | 1% |
| Adjust (Profit)/Loss on Asset Disposal | | (830) | 0 | 0 | 0 | |
| Adjust Provisions and Accruals | | 0 | 0 | (23,137) | | |
| Amount attributable to operating activities | | 105,586 | 963,038 | 1,101,371 | | |
| Investing activities | | | | | | |
| Grants, Subsidies and Contributions | 6 | 1,246,368 | 277,633 | 273,435 | (4,198) | (2%) |
| Proceeds from Disposal of Assets | | 52,000 | 0 | 0 | 0 | |
| Land and Buildings | 7 | (225,000) | (7,500) | (7,468) | 32 | 0% |
| Infrastructure Assets - Roads | 7 | (1,255,157) | (440,000) | (449,563) | (9,563) | (2%) |
| Infrastructure Assets - Other | 7 | (635,238) | 0 | 0 | 0 | |
| Plant and Equipment | 7 | (532,000) | 0 | 0 | 0 | |
| Furniture and Equipment | 7 | 0 | 0 | 0 | 0 | |
| Amount attributable to investing activities | | (1,349,027) | (169,867) | (183,596) | | |
| Financing Activities | | | | | | |
| Proceeds from Self Supporting Loan - repayments | | 27,174 | 13,475 | 13,475 | 0 | 0% |
| Transfer from Reserves | 5 | 797,089 | 0 | 0 | 0 | |
| Repayment of Debentures | | (95,630) | (47,180) | (47,180) | 0 | 0% |
| Transfer to Reserves | 5 | (684,840) | (150) | (162) | (12) | (8%) |
| Amount attributable to financing activities | | 43,793 | (33,855) | (33,867) | | |
| Closing Funding Surplus (Deficit) | 2 | 0 | 1,958,964 | 2,083,556 | 124,592 | 6% |

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

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

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

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2020

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 2020/21 year is \$10,000 or 10% whichever is the greater.

**Employee
Costs**

(116,437) Employee costs are below budget due to staff vacancies.

Materials and Contracts

(25,954) Materials are below budget. This is made up of several non reportable variances.

Budget Amendments

Materials and Contracts Expenditure from operating activities

The following projects which were budgeted under the Community Infrastructure will be materials - originally included in capital budget.

| | |
|---------------------------------|---------|
| HRC - kitchen modifications | (2,500) |
| School pool shade structure | (4,500) |
| Darkan town hall | (3,500) |
| Water fountain at football oval | (4,000) |

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2020

Note 1: Explanation of Material Variances

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

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

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

| | | Last Years Closing | Current |
|-------------------------------------|------|--------------------|------------------|
| | Note | 30 June 2020 | 31 Dec 2020 |
| | | \$ | \$ |
| Current Assets | | | |
| Cash Unrestricted | 3 | 1,170,147 | 2,181,187 |
| Cash Restricted | 5 | 2,403,335 | 2,403,497 |
| Receivables - Rates | 4 | 116,050 | 234,513 |
| Receivables - Other | 4 | 42,915 | 8,215 |
| Inventories | | 22,531 | 22,531 |
| | | 3,823,985 | 4,849,943 |
| Less: Current Liabilities | | | |
| Payables | | (151,995) | (110,462) |
| Unspent reimbursements (insurance) | | 0 | (63,415) |
| Unspent grants, contributions | | (69,007) | (189,013) |
| | | (221,002) | (362,890) |
| Less: Cash Reserves | 5 | (2,403,335) | (2,403,497) |
| Net Current Funding Position | | 1,199,648 | 2,083,556 |

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2020

Note 3: Cash and Investments

| | Unrestricted | Restricted | Trust | Total Amount | Institution | Interest Rate | Maturity Date |
|--------------------------|------------------|------------------|---------------|------------------|-------------|------------------|------------------|
| | \$ | \$ | \$ | \$ | | | |
| (a) Cash Deposits | | | | | | | |
| Municipal Bank Account | 410,022 | | | 410,022 | NAB | 0.01% | At Call |
| Municipal Bank - Bendigo | 408,234 | | | 408,234 | Bendigo | 0.05% | At Call |
| Municipal Cash Maximiser | 55,000 | | | 55,000 | NAB | 0.05% | At Call |
| Bendigo Cash Maximiser | 7,531 | | | 7,531 | Bendigo | 0.05% | At Call |
| Trust Bank Account | | | 5,143 | 5,143 | NAB | 0.05% | At Call |
| Trust Cash Maximiser | | | 8,114 | 8,114 | NAB | 0.05% | At Call |
| Trust - Bendigo | | | 1,781 | 1,781 | Bendigo | 0.05% | At Call |
| Reserve Cash Maximiser | | 146 | | 146 | NAB | 0.05% | At Call |
| Bendigo Reserve | | 16 | | 16 | Bendigo | 0.05% | At Call |
| (b) Term Deposits | | | | | | | |
| Municipal term deposit | 300,000 | | | 300,000 | NAB | 0.80% | 27/04/2021 |
| Municipal term deposit | 1,000,000 | | | | Bendigo | 0.75% | 24/04/2021 |
| Reserve term deposit | | 803,335 | | 803,335 | NAB | 0.92% | 29/06/2021 |
| Reserve term deposit | | 1,600,000 | | 1,600,000 | Bendigo | 0.95% | 29/06/2021 |
| Trust term deposit | | | 60,000 | 60,000 | NAB | 0.80% | 27/04/2021 |
| Total | 2,180,787 | 2,403,497 | 75,038 | 3,599,322 | | | |

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2020

Note 4: Receivables

| Receivables - Rates Receivable | 31 Dec 2020 | 30 June 2020 | Receivables - General | Current | 30 Days | 60 Days | 90+ Days | Total |
|---------------------------------------|--------------------|---------------------|----------------------------------------------|----------------|----------------|----------------|-----------------|--------------|
| | \$ | \$ | | \$ | \$ | \$ | \$ | \$ |
| Opening Arrears Previous Years | 199,932 | 181,873 | Receivables - General | 4,760 | 0 | 1,365 | 1,890 | 8,015 |
| Levied this year (incl rubbish & ESL) | 1,823,745 | 1,799,818 | | | | | | |
| <u>Less Collections to date</u> | (1,705,282) | (1,781,759) | Balance per Trial Balance | | | | | |
| Equals Current Outstanding | 318,395 | 199,932 | Sundry Debtors | | | | | 0 |
| | | | Receivables - Other | | | | | 0 |
| Net Rates Collectable | 318,395 | 199,932 | Total Receivables General Outstanding | | | | | 8,015 |
| % Collected | 84.27% | 90.05% | | | | | | |
| Less Recognised as doubtful | (83,882) | (83,882) | | | | | | |

Amounts shown above include GST (where applicable)

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2020

Note 5: Cash Backed Reserve

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

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

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2020

| Note 6: Grants and Contributions | Grant Provider | Type | Opening Balance (a) | Budget Operating (b) | Capital (c) | YTD Actual Revenue (f) | (Expended) (g) | Unspent Grant (a)+(f)+(g) | Comment |
|-------------------------------------|-----------------------------------------------|--------------------------------------------------------------------------------|---------------------------|----------------------------|------------------|------------------------------|-------------------|---------------------------------|--------------------------------------------------------------------------|
| | | | | \$ | \$ | \$ | \$ | \$ | |
| General Purpose Funding | | | | | | | | | |
| | Grants Commission - General | WALGGC - General Purpose Grant | 0 | 226,526 | 0 | 119,256 | 0 | 0 | Final allocations will be \$238,526, \$11,986 above budget. |
| | Grants Commission - Roads | WALGGC - Local Roads Grant | 0 | 229,428 | 0 | 116,819 | 0 | 0 | Final allocations will be \$233,637, \$4,209 above budget. |
| | Federal Road & Community Infrastructure | Dept. of Infrastructure (Fed) | 0 | 0 | 253,187 | 183,347 | (4,315) | 179,032 | |
| Law, Order and Public Safety | | | | | | | | | |
| | FESA Grant - Operating Bush Fire Brigade | Dept. of Fire & Emergency Services | 0 | 39,479 | 0 | 19,740 | (19,740) | 0 | |
| Education and Welfare | | | | | | | | | |
| | Age Friendly and Dementia Community Awareness | Department of Communities | 0 | 3,620 | 0 | 3,620 | 0 | 3,620 | Carried forward from prior year. Prproject complete. Payment to be made. |
| Recreation and Culture | | | | | | | | | |
| | Redevelopment of play and youth area | Lotterywest | 0 | 0 | 30,000 | 0 | 0 | 0 | Darkan Railway Reserve |
| Transport | | | | | | | | | |
| | Roads To Recovery Grant - Cap | Roads to Recovery | 0 | 0 | 329,877 | 63,699 | (59,969) | 3,730 | |
| | Roads To Recovery Grant - Cap | Roads to Recovery | 0 | 0 | 65,387 | 65,387 | (65,387) | 0 | Carried forward from prior year |
| | RRG Grants - Capital Projects | Regional Road Group | 0 | 0 | 365,987 | 146,395 | (143,764) | 2,631 | Shown as a liability until spent, then recognised as income |
| | Federal Road & Community Infrastructure | Dept. of Infrastructure, Transport, Regional Development and Communications | 0 | 0 | 113,507 | 0 | 0 | 0 | |
| | Direct Grant | Main Roads - Direct Grant | 0 | 127,175 | 0 | 127,175 | 0 | 0 | |
| Economic Development | | | | | | | | | |
| | Kylie Dam Project | Department of Water | 0 | 0 | 88,423 | 0 | 0 | 0 | Kylie Dam |
| TOTALS | | | 0 | 626,228 | 1,246,368 | 845,438 | (293,175) | 189,013 | |
| SUMMARY | | | | | | | | | |
| | Operating | Operating Grants, Subsidies and Contributions | 0 | 583,129 | 0 | 363,250 | 0 | 0 | |
| | Operating - Tied | Tied - Operating Grants, Subsidies and Contributions | 0 | 43,099 | 0 | 23,360 | (19,740) | 3,620 | |
| | Non-operating | Non-operating Grants, Subsidies and Contributions | 0 | 0 | 1,246,368 | 458,828 | (273,435) | 185,393 | |
| TOTALS | | | 0 | 626,228 | 1,246,368 | 845,438 | (293,175) | 189,013 | |

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2020

Note 7: Capital Acquisitions

| Assets | Account | YTD Actual | | | Amended 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 | | | | | | | | | |
| Renovations to existing joint venture community housing units | | 0 | 0 | 0 | 0 | (25,000) | (25,000) | 25,000 | |
| Community Amenities | | | | | | | | | |
| Chalet | | (317) | (1,926) | (2,243) | (20,000) | (110,000) | (130,000) | 127,757 | |
| Other Property & Services | | | | | | | | | |
| Staff Housing | | 0 | 0 | 0 | (20,000) | (50,000) | (70,000) | 70,000 | |
| | Buildings Total | (317) | (1,926) | (2,243) | (40,000) | (185,000) | (225,000) | 222,757 | |
| Infrastructure | | | | | | | | | |
| Community Amenities | | | | | | | | | |
| Darkan Refuse Site | | 0 | 0 | 0 | (20,000) | (100,000) | (120,000) | 120,000 | |
| Recreation And Culture | | | | | | | | | |
| Darkan Railway Reserve Community Space | | 0 | 0 | 0 | (15,000) | (150,000) | (165,000) | 165,000 | |
| Lake boat ramp | | 0 | 0 | 0 | (4,834) | (6,000) | (10,834) | 10,834 Community Infrastructure funded (Council decision Sep 20) | |
| Lake Towerrinning jetties | | 0 | 0 | 0 | (4,995) | (110,000) | (114,995) | 114,995 Community Infrastructure funded (Council decision Sep 20) | |
| Arthur River Hall kitchen | | 0 | 0 | 0 | 0 | (14,000) | (14,000) | 14,000 Community Infrastructure funded (Council decision Sep 20) | |
| Seating at football oval | | 0 | 0 | 0 | (490) | (8,800) | (9,290) | 9,290 Community Infrastructure funded (Council decision Sep 20) | |
| Moodiarrup Hall - | | 0 | 0 | 0 | 0 | (12,000) | (12,000) | 12,000 Community Infrastructure funded (Council decision Sep 20) | |
| Darkan Railway Reserve redevelopment including outdoor shelter and/or pump track | | 0 | 0 | 0 | 0 | (32,000) | (32,000) | 32,000 Community Infrastructure funded (Council decision Sep 20) | |
| Moodiarrup Complex - ceiling (based on 50% cost) | | 0 | 0 | 0 | 0 | (6,000) | (6,000) | 6,000 Community Infrastructure funded (Council decision Sep 20) | |
| Lake playground retaining and fence and playground | | 0 | 0 | 0 | (4,195) | (16,500) | (20,695) | 20,695 Community Infrastructure funded (Council decision Sep 20) | |
| Economic Development | | | | | | | | | |
| Kylie Dam Water Project | | 0 | 0 | 0 | (12,608) | (100,512) | (113,120) | 113,120 | |
| Nissen Hut upgrade/restoration | | (5,225) | 0 | (5,225) | (560) | (16,744) | (17,304) | 12,079 Community Infrastructure funded (Council decision Sep 20) | |
| | Infrastructure Total | (5,225) | 0 | (5,225) | (62,682) | (572,556) | (635,238) | 630,013 | |
| Plant , Equip. & Vehicles | | | | | | | | | |
| Transport | | | | | | | | | |
| Prime Mover | | 0 | 0 | 0 | 0 | (170,000) | (170,000) | 170,000 | |
| Side Tipping Trailer | | 0 | 0 | 0 | 0 | (100,000) | (100,000) | 100,000 | |

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2020

Note 7: Capital Acquisitions

| Assets | Account | YTD Actual | | | Amended Budget | | | Variance | Comment |
|-----------------------------------------------------------------------|------------------------------------------|------------------|---------------------------|------------------|------------------|---------------------------|--------------------|---------------------|-------------------------------------------------------------------------------------------|
| | | Wages and Plant | Materials and Contractors | Total YTD | Wages and Plant | Materials and Contractors | Total Budget | Total YTD to Budget | |
| | | \$ | \$ | \$ | \$ | \$ | \$ | | |
| Large Vibe Roller | | 0 | 0 | 0 | 0 | (150,000) | (150,000) | 150,000 | |
| Utes | | 0 | 0 | 0 | 0 | (101,000) | (101,000) | 101,000 | |
| Mower | | 0 | 0 | 0 | 0 | (11,000) | (11,000) | 11,000 | |
| | Plant, Equip & Vehicles Total | 0 | 0 | 0 | 0 | (532,000) | (532,000) | 532,000 | |
| Roads | | | | | | | | | |
| Regional Road Group | | | | | | | | | |
| Boyup Brook Arthur Road | | (122,421) | (86,360) | (208,781) | (142,075) | (159,300) | (301,375) | 92,594 | |
| Bowelling Duranillin Road | | (4,749) | (2,116) | (6,865) | (117,508) | (140,175) | (257,683) | 250,818 | |
| | Regional Road Group Total | (127,170) | (88,476) | (215,646) | (259,583) | (299,475) | (559,058) | 343,412 | |
| Roads to Recovery | | | | | | | | | |
| Darkan South Road - Slip Lane and Intersection | | (213) | (746) | (959) | (81,264) | (27,790) | (109,054) | 108,095 | |
| Darkan South Road - Widening Corners | | 0 | (1,980) | (1,980) | (74,308) | (28,040) | (102,348) | 100,368 | |
| Old Collie Road | | (39,102) | (4,696) | (43,798) | (58,371) | (8,208) | (66,579) | 22,781 | |
| Bowelling McAlinden Road | | (188) | (8,025) | (8,213) | (33,125) | (30,914) | (64,039) | 55,826 | |
| Bokal East Arthur Road | | (27,226) | (43,180) | (70,406) | (26,408) | (39,300) | (65,708) | (4,698) | Area of cement stabilisation was greater. |
| | Roads to Recovery Total | (66,729) | (58,627) | (125,356) | (273,476) | (134,252) | (407,728) | 282,372 | |
| Road and Community Infrastructure Program | | | | | | | | | |
| Centre line - Bowelling Duranillin, Darkan South, Moodi-Changerup Rds | | 0 | 0 | 0 | 0 | (40,000) | (40,000) | 40,000 | W Tree Gully project removed Community Infrastructure funded (Council decision Sep 20) |
| Bunce-King Road Bridge | | 0 | 0 | 0 | (3,867) | (35,000) | (38,867) | 38,867 | Community Infrastructure funded (Council decision Sep 20) |
| Lake Towerrinning Entrance and Car Park | | (3,040) | (248) | (3,288) | (1,000) | (25,000) | (26,000) | 22,712 | Community Infrastructure funded (as per budget) |
| Growden Place - Drainage, seal, reseal original section | | (9,545) | (4,067) | (13,612) | (14,038) | (30,150) | (44,188) | 30,576 | Community Infrastructure funded (as per budget) |
| | Shire Funded Total | (12,585) | (4,315) | (16,900) | (18,905) | (130,150) | (149,055) | 132,155 | |
| Shire Funded | | | | | | | | | |
| Growden Place - Intersection | | (31,133) | (59,674) | (90,807) | (24,149) | (59,480) | (83,629) | (7,178) | Additional time spent on project. |
| Airlee Road | | (616) | 0 | (616) | (510) | (8,000) | (8,510) | 7,894 | |
| Collie South East Road | | 0 | 0 | 0 | (510) | (5,000) | (5,510) | 5,510 | |
| Jackson Road | | 0 | (238) | (238) | (39,845) | (1,822) | (41,667) | 41,429 | |
| | Shire Funded Total | (31,749) | (59,912) | (91,661) | (65,014) | (74,302) | (139,316) | 47,655 | |
| | Roads Total | (238,233) | (211,330) | (449,563) | (616,978) | (638,179) | (1,255,157) | 805,594 | |
| | Capital Expenditure Total | (243,775) | (213,256) | (457,031) | (719,660) | (1,927,735) | (2,647,395) | 2,190,364 | |

SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 January 2021

| | Note | Amended Annual Budget 2020/2021 \$ | YTD Budget (a) \$ | YTD Actual (b) \$ | Var. \$ (b)-(a) \$ | Var. % (b)-(a)/(a) % |
|----------------------------------------------------|------|------------------------------------------------|----------------------------|----------------------------|--------------------------|----------------------------|
| Opening Funding Surplus (Deficit) | 2 | 1,199,648 | 1,199,648 | 1,199,648 | 0 | 0% |
| Revenue from operating activities | | | | | | |
| Rates | | 1,727,022 | 1,727,022 | 1,728,233 | 1,211 | 0% |
| Operating Grants, Subsidies and Contributions | 6 | 625,608 | 384,761 | 392,987 | 8,226 | 2% |
| Fees and Charges | | 273,365 | 184,875 | 193,747 | 8,872 | 5% |
| Interest Earnings | | 56,364 | 12,629 | 9,935 | (2,694) | (21%) |
| Other Revenue | | 169,739 | 46,251 | 51,179 | 4,928 | 11% |
| Profit on Disposal of Assets | | 19,137 | 0 | 0 | | |
| | | 2,871,235 | 2,355,539 | 2,376,081 | | |
| Expenditure from operating activities | | | | | | |
| Employee Costs | | (1,714,206) | (1,193,412) | (1,053,633) | (139,779) | 12% |
| Less Allocated to Capital | | | 185,000 | 176,864 | | |
| Materials and Contracts | | (780,665) | (468,468) | (435,751) | (32,717) | 7% |
| Less Plant Allocations to Capital | | | 83,573 | 79,898 | | |
| Utility Charges | | (91,700) | (38,208) | (33,632) | (4,576) | 12% |
| Depreciation on Non-Current Assets | | (2,137,367) | (302,071) | (305,178) | 3,107 | (1%) |
| Interest Expenses | | (30,457) | (15,863) | (15,863) | 0 | 0% |
| Insurance Expenses | | (93,484) | (93,484) | (93,484) | 0 | 0% |
| Other Expenditure | | (36,000) | (7,125) | (6,699) | (426) | 6% |
| Loss on Disposal of Assets | | (18,307) | 0 | 0 | 0 | |
| | | (4,902,186) | (1,850,058) | (1,687,478) | (162,580) | |
| Operating activities excluded from budget | | | | | | |
| Add back Depreciation | | 2,137,367 | 302,071 | 305,178 | 3,107 | 1% |
| Adjust (Profit)/Loss on Asset Disposal | | (830) | 0 | 0 | 0 | |
| Adjust Provisions and Accruals | | 0 | 0 | (23,137) | | |
| Amount attributable to operating activities | | 105,586 | 807,552 | 970,644 | | |
| Investing activities | | | | | | |
| Grants, Subsidies and Contributions | 6 | 1,246,368 | 385,196 | 384,682 | (514) | (0%) |
| Proceeds from Disposal of Assets | | 52,000 | 0 | 0 | 0 | |
| Land and Buildings | 7 | (225,000) | (7,500) | (7,868) | (368) | (5%) |
| Infrastructure Assets - Roads | 7 | (1,255,157) | (625,000) | (631,996) | (6,996) | (1%) |
| Infrastructure Assets - Other | 7 | (635,238) | 0 | 0 | 0 | |
| Plant and Equipment | 7 | (532,000) | 0 | 0 | 0 | |
| Furniture and Equipment | 7 | 0 | 0 | 0 | 0 | |
| Amount attributable to investing activities | | (1,349,027) | (247,304) | (255,182) | | |
| Financing Activities | | | | | | |
| Proceeds from Self Supporting Loan - repayments | | 27,174 | 13,475 | 13,475 | 0 | 0% |
| Transfer from Reserves | 5 | 797,089 | 0 | 0 | 0 | |
| Repayment of Debentures | | (95,630) | (47,180) | (47,180) | 0 | 0% |
| Transfer to Reserves | 5 | (684,840) | (150) | (162) | (12) | (8%) |
| Amount attributable to financing activities | | 43,793 | (33,855) | (33,867) | | |
| Closing Funding Surplus (Deficit) | 2 | 0 | 1,726,041 | 1,881,243 | 155,202 | 9% |

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

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

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

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

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 2020/21 year is \$10,000 or 10% whichever is the greater.

Employee

Costs

(139,779) Employee costs are below budget due to staff vacancies.

Materials and Contracts

(32,717) Materials are below budget. This is made up of several non reportable variances.

Budget Amendments

Materials and Contracts Expenditure from operating activities

The following projects which were budgeted under the Community Infrastructure will be materials - originally included in capital budget.

| | |
|---------------------------------|---------|
| HRC - kitchen modifications | (2,500) |
| School pool shade structure | (4,500) |
| Darkan town hall | (3,500) |
| Water fountain at football oval | (4,000) |

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 1: Explanation of Material Variances

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

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

Employee Costs

Employee costs are below budget (139,779)

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

| | | Last Years Closing | Current |
|-------------------------------------|------|--------------------|------------------|
| | Note | 30 June 2020 | 31 Jan 2021 |
| | | \$ | \$ |
| Current Assets | | | |
| Cash Unrestricted | 3 | 1,170,147 | 1,857,694 |
| Cash Restricted | 5 | 2,403,335 | 2,403,497 |
| Receivables - Rates | 4 | 116,050 | 200,652 |
| Receivables - Other | 4 | 42,915 | 96,950 |
| Inventories | | 22,531 | 22,531 |
| | | 3,823,985 | 4,581,324 |
| Less: Current Liabilities | | | |
| Payables | | (151,995) | (78,239) |
| Unspent reimbursements (insurance) | | 0 | (62,785) |
| Unspent grants, contributions | | (69,007) | (155,560) |
| | | (221,002) | (296,584) |
| Less: Cash Reserves | 5 | (2,403,335) | (2,403,497) |
| Net Current Funding Position | | 1,199,648 | 1,881,243 |

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 3: Cash and Investments

| | Unrestricted | Restricted | Trust | Total Amount | Institution | Interest Rate | Maturity Date |
|--------------------------|------------------|------------------|---------------|------------------|-------------|------------------|------------------|
| | \$ | \$ | \$ | \$ | | | |
| (a) Cash Deposits | | | | | | | |
| Municipal Bank Account | 115,645 | | | 115,645 | NAB | 0.01% | At Call |
| Municipal Bank - Bendigo | 414,118 | | | 414,118 | Bendigo | 0.05% | At Call |
| Municipal Cash Maximiser | 20,000 | | | 20,000 | NAB | 0.05% | At Call |
| Bendigo Cash Maximiser | 7,531 | | | 7,531 | Bendigo | 0.05% | At Call |
| Trust Bank Account | | | 4,943 | 4,943 | NAB | 0.05% | At Call |
| Trust Cash Maximiser | | | 8,114 | 8,114 | NAB | 0.05% | At Call |
| Trust - Bendigo | | | 1,781 | 1,781 | Bendigo | 0.05% | At Call |
| Reserve Cash Maximiser | | 146 | | 146 | NAB | 0.05% | At Call |
| Bendigo Reserve | | 16 | | 16 | Bendigo | 0.05% | At Call |
| (b) Term Deposits | | | | | | | |
| Municipal term deposit | 300,000 | | | 300,000 | NAB | 0.80% | 27/04/2021 |
| Municipal term deposit | 1,000,000 | | | | Bendigo | 0.75% | 24/04/2021 |
| Reserve term deposit | | 803,335 | | 803,335 | NAB | 0.92% | 29/06/2021 |
| Reserve term deposit | | 1,600,000 | | 1,600,000 | Bendigo | 0.95% | 29/06/2021 |
| Trust term deposit | | | 60,000 | 60,000 | NAB | 0.80% | 27/04/2021 |
| Total | 1,857,294 | 2,403,497 | 74,838 | 3,275,629 | | | |

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 4: Receivables

| Receivables - Rates Receivable | 31 Jan 2021 | 30 June 2020 | Receivables - General | Current | 30 Days | 60 Days | 90+ Days | Total |
|---------------------------------------|--------------------|---------------------|----------------------------------------------|----------------|----------------|----------------|-----------------|---------------|
| | \$ | \$ | | \$ | \$ | \$ | \$ | \$ |
| Opening Arrears Previous Years | 199,932 | 181,873 | Receivables - General | 91,546 | 2,927 | 0 | 2,477 | 96,950 |
| Levied this year (incl rubbish & ESL) | 1,823,745 | 1,799,818 | | | | | | |
| Less Collections to date | (1,739,143) | (1,781,759) | Balance per Trial Balance | | | | | |
| Equals Current Outstanding | 284,534 | 199,932 | Sundry Debtors | | | | | 0 |
| | | | Receivables - Other | | | | | 0 |
| Net Rates Collectable | 284,534 | 199,932 | Total Receivables General Outstanding | | | | | 96,950 |
| % Collected | 85.94% | 90.05% | | | | | | |
| Less Recognised as doubtful | (83,882) | (83,882) | | | | | | |

Amounts shown above include GST (where applicable)

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 5: Cash Backed Reserve

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

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

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

| Note 6: Grants and Contributions | Grant Provider | Type | Opening Balance (a) | Budget Operating (b) | Capital (c) | YTD Actual Revenue (f) | (Expended) (g) | Unspent Grant (a)+(f)+(g) | Comment |
|-------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------|---------------------------|----------------------------|------------------|------------------------------|-------------------|---------------------------------|----------------------------------------------------------------------|
| | | | | \$ | \$ | \$ | \$ | \$ | |
| General Purpose Funding | | | | | | | | | |
| | Grants Commission - General | WALGGC - General Purpose Grant | 0 | 226,526 | 0 | 119,256 | 0 | 0 | Final allocations will be \$238,526, \$11,986 above budget. |
| | Grants Commission - Roads | WALGGC - Local Roads Grant | 0 | 229,428 | 0 | 116,819 | 0 | 0 | Final allocations will be \$233,637, \$4,209 above budget. |
| | Federal Road & Community Infrastructure | Dept. of Infrastructure (Fed) | 0 | 0 | 253,187 | 183,347 | (31,921) | 151,426 | |
| Law, Order and Public Safety | | | | | | | | | |
| | FESA Grant - Operating Bush Fire Brigade | Dept. of Fire & Emergency Services | 0 | 39,479 | 0 | 29,610 | (29,610) | 0 | |
| Education and Welfare | | | | | | | | | |
| | Age Friendly and Dementia Community Awareness | Department of Communities | 0 | 3,620 | 0 | 3,620 | 0 | 3,620 | Carried forward from prior year. Project complete. Payment made Feb. |
| Recreation and Culture | | | | | | | | | |
| | Redevelopment of play and youth area | Lotterywest | 0 | 0 | 30,000 | 0 | 0 | 0 | Darkan Railway Reserve |
| Transport | | | | | | | | | |
| | Roads To Recovery Grant - Cap | Roads to Recovery | 0 | 0 | 329,877 | 63,699 | (63,699) | 0 | |
| | Roads To Recovery Grant - Cap | Roads to Recovery | 0 | 0 | 65,387 | 65,387 | (65,387) | 0 | Carried forward from prior year |
| | RRG Grants - Capital Projects | Regional Road Group | 0 | 0 | 365,987 | 224,189 | (223,675) | 514 | Shown as a liability until spent, then recognised as income |
| | Federal Road & Community Infrastructure | Dept. of Infrastructure, Transport, Regional Development and Communications | 0 | 0 | 113,507 | 0 | 0 | 0 | |
| | Direct Grant | Main Roads - Direct Grant | 0 | 127,175 | 0 | 127,175 | (59,775) | 0 | |
| Economic Development | | | | | | | | | |
| | Kylie Dam Project | Department of Water | 0 | 0 | 88,423 | 0 | 0 | 0 | Kylie Dam |
| TOTALS | | | 0 | 626,228 | 1,246,368 | 933,102 | (474,067) | 155,560 | |
| SUMMARY | | | | | | | | | |
| | Operating | Operating Grants, Subsidies and Contributions | 0 | 583,129 | 0 | 363,250 | (59,775) | 0 | |
| | Operating - Tied | Tied - Operating Grants, Subsidies and Contributions | 0 | 43,099 | 0 | 33,230 | (29,610) | 3,620 | |
| | Non-operating | Non-operating Grants, Subsidies and Contributions | 0 | 0 | 1,246,368 | 536,622 | (384,682) | 151,940 | |
| TOTALS | | | 0 | 626,228 | 1,246,368 | 933,102 | (474,067) | 155,560 | |

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 7: Capital Acquisitions

| Assets | Account | YTD Actual | | | Amended 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 | | | | | | | | | |
| | Renovations to existing joint venture community housing units | 0 | 0 | 0 | 0 | (25,000) | (25,000) | 25,000 | |
| Community Amenities | | | | | | | | | |
| | Chalet | (317) | (1,926) | (2,243) | (20,000) | (110,000) | (130,000) | 127,757 | |
| Other Property & Services | | | | | | | | | |
| | Staff Housing | 0 | 0 | 0 | (20,000) | (50,000) | (70,000) | 70,000 | |
| | Buildings Total | (317) | (1,926) | (2,243) | (40,000) | (185,000) | (225,000) | 222,757 | |
| Infrastructure | | | | | | | | | |
| Community Amenities | | | | | | | | | |
| | Darkan Refuse Site | 0 | 0 | 0 | (20,000) | (100,000) | (120,000) | 120,000 | |
| Recreation And Culture | | | | | | | | | |
| | Darkan Railway Reserve Community Space | 0 | 0 | 0 | (15,000) | (150,000) | (165,000) | 165,000 | |
| | Lake boat ramp | 0 | 0 | 0 | (4,834) | (6,000) | (10,834) | 10,834 | Community Infrastructure funded (Council decision Sep 20) |
| | Lake Towerrinning jetties | 0 | 0 | 0 | (4,995) | (110,000) | (114,995) | 114,995 | Community Infrastructure funded (Council decision Sep 20) |
| | Arthur River Hall kitchen | 0 | 0 | 0 | 0 | (14,000) | (14,000) | 14,000 | Community Infrastructure funded (Council decision Sep 20) |
| | Seating at football oval | 0 | 0 | 0 | (490) | (8,800) | (9,290) | 9,290 | Community Infrastructure funded (Council decision Sep 20) |
| | Moodiarrup Hall - | 0 | 0 | 0 | 0 | (12,000) | (12,000) | 12,000 | Community Infrastructure funded (Council decision Sep 20) |
| | Darkan Railway Reserve redevelopment including outdoor shelter and/or pump track | 0 | 0 | 0 | 0 | (32,000) | (32,000) | 32,000 | Community Infrastructure funded (Council decision Sep 20) |
| | Moodiarrup Complex - ceiling (based on 50% cost) | 0 | 0 | 0 | 0 | (6,000) | (6,000) | 6,000 | Community Infrastructure funded (Council decision Sep 20) |
| | Lake playground retaining and fence and playground | 0 | 0 | 0 | (4,195) | (16,500) | (20,695) | 20,695 | Community Infrastructure funded (Council decision Sep 20) |
| Economic Development | | | | | | | | | |
| | Kylie Dam Water Project | 0 | 0 | 0 | (12,608) | (100,512) | (113,120) | 113,120 | |
| | Nissen Hut upgrade/restoration | (5,626) | 0 | (5,626) | (560) | (16,744) | (17,304) | 11,678 | Community Infrastructure funded (Council decision Sep 20) |
| | Infrastructure Total | (5,626) | 0 | (5,626) | (62,682) | (572,556) | (635,238) | 629,612 | |

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2021

Note 7: Capital Acquisitions

| Assets | Account | YTD Actual | | | Amended Budget | | | Variance | Comment |
|--------------------------------------------------|-----------------------------------------------------------------------|------------------|---------------------------|------------------|------------------|---------------------------|--------------------|---------------------|-------------------------------------------------------------------------------------------|
| | | Wages and Plant | Materials and Contractors | Total YTD | Wages and Plant | Materials and Contractors | Total Budget | Total YTD to Budget | |
| | | \$ | \$ | \$ | \$ | \$ | \$ | | |
| Plant , Equip. & Vehicles | | | | | | | | | |
| Transport | | | | | | | | | |
| | Prime Mover | 0 | 0 | 0 | 0 | (170,000) | (170,000) | 170,000 | |
| | Side Tipping Trailer | 0 | 0 | 0 | 0 | (100,000) | (100,000) | 100,000 | |
| | Large Vibe Roller | 0 | 0 | 0 | 0 | (150,000) | (150,000) | 150,000 | |
| | Utes | 0 | 0 | 0 | 0 | (101,000) | (101,000) | 101,000 | |
| | Mower | 0 | 0 | 0 | 0 | (11,000) | (11,000) | 11,000 | |
| | Plant, Equip & Vehicles Total | 0 | 0 | 0 | 0 | (532,000) | (532,000) | 532,000 | |
| Roads | | | | | | | | | |
| Regional Road Group | | | | | | | | | |
| | Boyup Brook Arthur Road | (122,935) | (136,370) | (259,305) | (142,075) | (159,300) | (301,375) | 42,070 | |
| | Bowelling Duranillin Road | (4,913) | (71,294) | (76,207) | (117,508) | (140,175) | (257,683) | 181,476 | |
| | Regional Road Group Total | (127,848) | (207,664) | (335,512) | (259,583) | (299,475) | (559,058) | 223,546 | |
| Roads to Recovery | | | | | | | | | |
| | Darkan South Road - Slip Lane and Intersection | (213) | (746) | (959) | (81,264) | (27,790) | (109,054) | 108,095 | |
| | Darkan South Road - Widening Corners | 0 | (1,980) | (1,980) | (74,308) | (28,040) | (102,348) | 100,368 | |
| | Old Collie Road | (39,102) | (7,916) | (47,018) | (58,371) | (8,208) | (66,579) | 19,561 | |
| | Bowelling McAlinden Road | (11,537) | (12,876) | (24,413) | (33,125) | (30,914) | (64,039) | 39,626 | |
| | Bokal East Arthur Road | (27,226) | (43,940) | (71,166) | (26,408) | (39,300) | (65,708) | (5,458) | Additional material expenditure due to greater area cement stab. |
| | Roads to Recovery Total | (78,078) | (67,458) | (145,536) | (273,476) | (134,252) | (407,728) | 262,192 | |
| Road and Community Infrastructure Program | | | | | | | | | |
| | Centre line - Bowelling Duranillin, Darkan South, Moodi-Changerup Rds | 0 | (5,363) | (5,363) | 0 | (40,000) | (40,000) | 34,637 | W Tree Gully project removed Community Infrastructure funded (Council decision Sep 20) |
| | Bunce-King Road Bridge | 0 | 0 | 0 | (3,867) | (35,000) | (38,867) | 38,867 | Community Infrastructure funded (Council decision Sep 20) |
| | Lake Towerrinning Entrance and Car Park | (3,544) | (22,491) | (26,035) | (1,000) | (25,000) | (26,000) | (35) | Community Infrastructure funded (as per budget) |
| | Growden Place - Drainage, seal, reseal original section | (9,600) | (4,067) | (13,667) | (14,038) | (30,150) | (44,188) | 30,521 | Community Infrastructure funded (as per budget) |
| | Shire Funded Total | (13,144) | (31,921) | (45,065) | (18,905) | (130,150) | (149,055) | 103,990 | |
| Shire Funded | | | | | | | | | |
| | Growden Place - Intersection | (31,133) | (60,233) | (91,366) | (24,149) | (59,480) | (83,629) | (7,737) | Additional allocations of time and plant. |
| | Airlee Road | (616) | (13,662) | (14,278) | (510) | (8,000) | (8,510) | (5,768) | Additional material expenditure due to greater area. |
| | Collie South East Road | 0 | 0 | 0 | (510) | (5,000) | (5,510) | 5,510 | |
| | Jackson Road | 0 | (238) | (238) | (39,845) | (1,822) | (41,667) | 41,429 | |
| | Shire Funded Total | (31,749) | (74,133) | (105,882) | (65,014) | (74,302) | (139,316) | 33,434 | |
| | Roads Total | (250,819) | (381,176) | (631,995) | (616,978) | (638,179) | (1,255,157) | 623,162 | |
| | Capital Expenditure Total | (256,762) | (383,102) | (639,864) | (719,660) | (1,927,735) | (2,647,395) | 2,007,531 | |

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: 9 February 2021

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 Adam Squires

Seconded: Cr Graeme Peirce.

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 09122020.1 - 09122020.26, 23122020.1 - 23122020.36, 06012021.1 - 06012021.13, 21012021.1 - 21012021.21, 29012021.1 - 29012021.11, CHEQUES 20054, 20055, 20056, 20057 & 20058, Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling \$709,212.17 listed (attached) be noted as approved for payment.

CARRIED 7/0

ATTACHMENTS:

- Cheque Listing

**Shire of West Arthur
Cheque Detail**

December 8, 2020 through February 8, 2021

| Date | Num | Name | Original Amount |
|------------|-------------|--------------------------------------------------------------------------------------|-----------------|
| 09/12/2020 | 09122020.1 | AIR LIQUIDE | 88.96 |
| | | GAS CYLINDERS | |
| 09/12/2020 | 09122020.2 | BAXTER ZANTHE | 152.86 |
| | | REIMBURSE GOODS FOR SENIOR MEALS | |
| 09/12/2020 | 09122020.3 | BUNBURY MACHINERY | 174.58 |
| | | BLADES AND FREIGHT FOR KUBOTO MOWER | |
| 09/12/2020 | 09122020.4 | CAROL STANDISH | 91.84 |
| | | REIMBURSE GOODS FOR SENIOR MEALS | |
| 09/12/2020 | 09122020.5 | DARKAN AGRI SERVICES | 4,469.95 |
| | | PARKS AND GARDENS, BUILDING AND CARAVAN PARK SUPPLIES | |
| 09/12/2020 | 09122020.6 | DAVID NOWLAND HYDRAULICS | 397.36 |
| | | PARTS & REPAIRS HYRUARLIC HOSE FOR VOLVO LOADER | |
| 09/12/2020 | 09122020.7 | DOWNER EDI WORKS | 66,415.55 |
| | | BOYUP BROOK-ARTHUR & BOKAL EAST ARTHUR TWO COAT SEAL | |
| 09/12/2020 | 09122020.8 | EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD | 3,446.19 |
| | | SALARY SACRIFICE PAYMENTS | |
| 09/12/2020 | 09122020.9 | FIRE & SAFETY WA | 3,034.31 |
| | | BRIGADE BOOTS | |
| 09/12/2020 | 09122020.10 | FUELS WEST PETROLEUM | 12,601.71 |
| | | FUEL | |
| 09/12/2020 | 09122020.11 | LANDGATE | 186.10 |
| | | GRV INTERIM VALS COUNTRY FULL VALUE | |
| 09/12/2020 | 09122020.12 | LUSH FIRE & PLANNING | 1,144.00 |
| | | REVIEW OF PLANNING APPLICATIONS | |
| 09/12/2020 | 09122020.13 | M & B SALES | 470.00 |
| | | DECK OIL | |
| 09/12/2020 | 09122020.14 | MARKET CREATIONS | 734.80 |
| | | IT SUPPORT AND SERVICE FEES | |
| 09/12/2020 | 09122020.15 | NARROGIN FREIGHTLINES | 198.32 |
| | | FREIGHT FOR POOL CHEMICAL | |
| 09/12/2020 | 09122020.16 | P & S GRIGGS PLUMBING | 125.00 |
| | | SERVICE HOT WATER SYSTEM AT 52 HILLMAN STREET | |
| 09/12/2020 | 09122020.17 | SAFEWA FIRE & SAFETY | 1,288.10 |
| | | VARIOUS FIRE EXTINGUISHER SERVICES & REPLACEMENTS | |
| 09/12/2020 | 09122020.18 | SHERIDAN'S FOR BADGES | 441.65 |
| | | METAL PLAQUE | |
| 09/12/2020 | 09122020.19 | SHIRE OF BROOKTON | 100.00 |
| | | 1/18 ANNUAL HONORARIUM 20/21 WHEATBELT SOUTH REGIONAL ROAD GROUP | |
| 09/12/2020 | 09122020.20 | SHIRLEY MARSH | 178.26 |
| | | REIMBURSE FOR GOODS FOR SENIOR CHRISTMAS LUNCH - FUNDED FROM DONATIONS | |
| 09/12/2020 | 09122020.21 | SIGMA CHEMICALS- COMPANIES GROUP PTY LTD | 892.54 |
| | | CHEMICALS FOR DARKAN SWIMMING POOL | |
| 09/12/2020 | 09122020.22 | TOLL TRANSPORT PTY LTD | 202.68 |
| | | FREIGHT FOR SIGNAGE, FIRE CONTROL PPE CLOTHING, WATER SAMPLE, OIL USED ON RAIL TRAIL | |
| 09/12/2020 | 09122020.23 | WA TREASURY CORPORATION | 31,521.53 |
| | | LOAN REPAYMENTS | |
| 09/12/2020 | 09122020.24 | WARREN BLACKWOOD WASTE | 2,399.30 |
| | | DOMESTIC WASTE & RECYLING BINS FEES | |
| 09/12/2020 | 09122020.25 | WEST ARTHUR COMMUNITY RESOURCE CENTRE | 648.50 |
| | | STAFF LEAVING GIFT VOUCHER & MEDICAL SERVICES DOCTORS HOURS | |
| 09/12/2020 | 09122020.26 | WESTRAC BUNBURY | 595.78 |
| | | PARTS & REPAIRS EXTURNAL MIRRORS, OIL & FUEL FILTERS FORGRADERS | |
| 10/12/2020 | EFT | SALARIES & WAGES | 52,712.88 |
| | | PAYROLL | |
| 23/12/2020 | 23122020.1 | AUSTRALIA POST | 155.12 |
| | | POSTAGE & BOX OF STAMPS | |
| 23/12/2020 | 23122020.2 | BAXTER ZANTHE | 197.12 |
| | | REIMBURSE GOODS FOR SENIOR MEALS | |
| 23/12/2020 | 23122020.3 | BILL OWEN | 323.70 |
| | | GOODS FOR WORKS CREW CHRISTMAS 2020 END OF YEAR WINDUP | |
| 23/12/2020 | 23122020.4 | BLACKWOOD BASIN GROUP (INC) | 1,293.60 |
| | | LANDCARE SUPPORT | |
| 23/12/2020 | 23122020.5 | BURGESS RAWSON | 301.61 |
| | | WATER CONSUMPTION FOR ROSE GARDEN, RAILWAY TOILETS & WAR MEMORIAL | |

**Shire of West Arthur
Cheque Detail**

December 8, 2020 through February 8, 2021

| Date | Num | Name | Original Amount |
|------------|-------------|-----------------------------------------------------------------------------------------------|-----------------|
| 23/12/2020 | 23122020.6 | CORUM HEALTH SERVICES | 700.59 |
| | | PHARMACY SOFTWARE MAINTENANCE & PBS ONLINE FEE | |
| 23/12/2020 | 23122020.7 | DEPARTMENT OF WATER AND ENVIROMENTAL REG | 800.00 |
| | | CLEARING PERMIT DARKAN SOUTH ROAD & BOWELLING/DURA ROAD | |
| 23/12/2020 | 23122020.8 | DUNCAN P SOUTH & CO | 1,000.00 |
| | | FIRE OFFICER 2020/2021 | |
| 23/12/2020 | 23122020.9 | FLEAYS STORE | 154.95 |
| | | GOODS FOR SENIOR MEALS | |
| 23/12/2020 | 23122020.10 | FUELS WEST PETROLEUM | 13,675.64 |
| | | FUEL | |
| 23/12/2020 | 23122020.11 | GEOFF BUNCE | 249.00 |
| | | REIMBURSE FOR HOSE REEL FOR CRC GARDENS | |
| 23/12/2020 | 23122020.12 | GERALDINE KING | 80.45 |
| | | DECORATIONS FOR DARKAN 2020 TIDY TOWN | |
| 23/12/2020 | 23122020.13 | JASON SIGNMAKERS | 180.80 |
| | | ASTROTOURISUM TOWN ICON SIGN | |
| 23/12/2020 | 23122020.14 | JR & A HERSEY PTY LTD | 13,640.00 |
| | | MAINTENANCE ON SEALED ROADS, SLIP LANES, CORNERS, DRAINAGE,& RESEAL, | |
| 23/12/2020 | 23122020.15 | KERRY CHIA | 125.77 |
| | | REIMBURSE FOR TACO NIGHT COMMUNITY CONSULTATION | |
| 23/12/2020 | 23122020.16 | KLEEN WEST DISTRIBUTERS | 341.33 |
| | | CLEANING SUPPLIES FOR CARAVAN PARK, LAKE TOWERINNING, OFFICE, HRC, RAIL RESERVE TOILETS | |
| 23/12/2020 | 23122020.17 | LGIS | 3,618.96 |
| | | REGIONAL RISK CO-ORDINATOR FEE 2020-2021 1ST INSTALMENT | |
| 23/12/2020 | 23122020.18 | MARKET CREATIONS | 1,942.45 |
| | | COMPUTER MAINTENANCE, COMMUNITY EMAIL ACCESS, USER ACCESS PLUS OFFICE LICENSING CORRECTION. | |
| 23/12/2020 | 23122020.19 | METRO COUNT | 132.00 |
| | | ROAD COUNTER BATTERIES | |
| 23/12/2020 | 23122020.20 | MOTORPASS | 5.50 |
| | | FEES ON FUEL CARD FOR ARTHUR RIVER FIRE TRUCK | |
| 23/12/2020 | 23122020.21 | O.C.P SALES | 325.85 |
| | | BUSHFIRE RADIO PARTS | |
| 23/12/2020 | 23122020.22 | PUTLAND MOTORS | 1,134.41 |
| | | PARTS & REPAIRS FOR TRUCK, TYRE LEADING HAND UTE, WORKS MANAGER VEHICLE SWAP & BALANCE WHEELS | |
| 23/12/2020 | 23122020.23 | ROBINSON, B & S | 44.80 |
| | | REIMBURSEMENT FOR JERRY CAN & ATTACHMENTS - BUSH FIRE | |
| 23/12/2020 | 23122020.24 | SHERIDAN'S FOR BADGES | 474.65 |
| | | SATIN BRASS FINISH DOUBLE PLAQUE & POSTAGE FOR PLAQUE | |
| 23/12/2020 | 23122020.25 | SHIRE OF NARROGIN (SUPPLIER) | 500.00 |
| | | CONTRIBUTION TO SHIRE OF NARROGIN TOWARDS COMMUNITY BASED TRANSPORT | |
| 23/12/2020 | 23122020.26 | SIGMA CHEMICALS- COMPANIES GROUP PTY LTD | 1,546.66 |
| | | CHEMICALS FOR DARKAN SWIMMING POOL | |
| 23/12/2020 | 23122020.27 | SIGNS PLUS | 20.10 |
| | | NAME BADGE & POSTAGE | |
| 23/12/2020 | 23122020.28 | SOS OFFICE EQUIPMENT | 211.67 |
| | | METER READINGS FOR THE FUJI XEROX PRINTER FOR NOV 2020 | |
| 23/12/2020 | 23122020.29 | SOUTH WEST FIRE COLLIE | 392.70 |
| | | TANK LEVEL SENSOR & PRIMING DIAPHRAGM | |
| 23/12/2020 | 23122020.30 | SOUTH WEST ISUZU | 1,520.66 |
| | | 20 000 KM SERVICE FOR TRUCK | |
| 23/12/2020 | 23122020.31 | STEWART & HEATON CLOTHING CP. PTY LTD | 4,077.09 |
| | | BUSH FIRE PPE, OVERALLS, PANTS, JACKETS, HELMETS, BRACES | |
| 23/12/2020 | 23122020.32 | TOLL TRANSPORT PTY LTD | 72.44 |
| | | FREIGHT FOR POOL SAMPLES, LIBRARY, PARTS | |
| 23/12/2020 | 23122020.33 | WEST OZ LINEMARKING | 3,994.10 |
| | | LINE MARKING GROWDEN PLACE | |
| 23/12/2020 | 23122020.34 | WESTRAC BUNBURY | 1,852.60 |
| | | REPAIRS ON BULLDOZER AIRCONDITIONER | |
| 23/12/2020 | 23122020.35 | WHITE, JB & AN | 66.70 |
| | | GOODS FOR CARAVAN PARK AND CHALET | |
| 23/12/2020 | EFT | SALARIES & WAGES | 44,829.94 |
| | | PAYROLL | |
| 23/12/2020 | 23122020.36 | AUSQ TRAINING | 678.00 |
| | | TRAFFIC TRAINING STAFF | |

Shire of West Arthur Cheque Detail

December 8, 2020 through February 8, 2021

| Date | Num | Name | Original Amount |
|------------|-------------|------------------------------------------------------------------------------------------------------------------|-----------------|
| 06/01/2021 | 06012021.1 | AIR LIQUIDE | 88.96 |
| | | GAS CYLINDERS | |
| 06/01/2021 | 06012021.2 | E W & R J PUGH | 812.00 |
| | | PUMP OUT SEPTIC TANK | |
| 06/01/2021 | 06012021.3 | EASFLEET MANAGEMENT- MOUNTSVILLE PTY LTD | 3,446.19 |
| | | SALARY SACRIFICE PAYMENTS | |
| 06/01/2021 | 06012021.4 | KOJONUP AUTO ELECTRICS | 420.20 |
| | | REPAIRS TO ARTHUR RIVER BUSHFIRE TRUCK ELECTRICS | |
| 06/01/2021 | 06012021.5 | NARROGIN FREIGHTLINES | 242.55 |
| | | FREIGHT TO RETURN EMPTIES TO SIGMA | |
| 06/01/2021 | 06012021.6 | NICKI MORRELL | 150.00 |
| | | REIMBURSE FOR CREDIT PUT ON SMS ACCOUNT | |
| 06/01/2021 | 06012021.7 | SMS GLOBAL PTY LTD | 500.00 |
| | | CREDIT FOR SMS ALERTS FOR FIRE BAN WARNINGS (RATE: 0.08 CENTS PER MESSAGE) | |
| 06/01/2021 | 06012021.8 | SOS OFFICE EQUIPMENT | 354.85 |
| | | METER READINGS FOR THE FUJI XEROX PRINTER FOR DECEMBER 2020 | |
| 06/01/2021 | 06012021.9 | SOUTHERN LOCK & SECURITY | 140.43 |
| | | ALARM MONITORING FROM JAN-MARCH 2021 | |
| 06/01/2021 | 06012021.10 | TOLL TRANSPORT PTY LTD | 78.38 |
| | | FREIGHT FROM METRO COUNT, WATER EXAM, FIRE GEAR FROM STEWART & HEATON, ROAD SIGNS | |
| 06/01/2021 | 06012021.11 | WAGIN MECHANICAL REPAIRS | 561.15 |
| | | REPAIRS TO ARTHUR RIVER TRUCK AUXILLARY PUMP | |
| 06/01/2021 | 06012021.12 | WARREN BLACKWOOD WASTE | 3,317.70 |
| | | DOMESTIC WASTE & RECYLING BINS FEES | |
| 06/01/2021 | 06012021.13 | WREN OIL | 319.00 |
| | | WASTE OIL REMOVAL | |
| 07/01/2021 | EFT | SALARIES & WAGES | 44,826.97 |
| | | PAYROLL | |
| 21/01/2021 | 21012021.1 | ALLANDALE GRAZING | 3,542.00 |
| | | 1610 METRES GRAVEL | |
| 21/01/2021 | 21012021.2 | AUSTRALIA POST | 38.48 |
| | | RATES INSTALLMENT NOTICES | |
| 21/01/2021 | 21012021.3 | BLACKWOOD BASIN GROUP (INC) | 970.20 |
| | | LANDCARE SUPPORT FOR DECEMBER 2020 | |
| 21/01/2021 | 21012021.4 | BODDINGTON MEDICAL CENTRE | 1,140.00 |
| | | FUEL REIMBURSEMENT FOR DOCTOR - FOR PERIOD FROM OCT-DEC 2020 | |
| 21/01/2021 | 21012021.5 | BW TRUCK PARTS | 891.00 |
| | | PTO PUMP FOR TRUCK | |
| 21/01/2021 | 21012021.6 | COLLIE TYREPOWER | 75.00 |
| | | WHEEL ALIGNMENT | |
| 21/01/2021 | 21012021.7 | DARDANUP BUTCHERING COMPANY | 253.00 |
| | | SENIORS MEALS | |
| 21/01/2021 | 21012021.8 | DARKAN AGRI SERVICES | 1,402.15 |
| | | MARKING PAINT, 10 LITRE FRUIT FLY BAIT, SPRAY PAINT, BUILDING SUPPLIES, WETTER SOIL, FITTINGS, EXTERNAL DURACOTE | |
| 21/01/2021 | 21012021.9 | FLEAYS STORE | 13.50 |
| | | MILK | |
| 21/01/2021 | 21012021.10 | GREAT AUSSIE STOCK AIDS | 836.00 |
| | | 380 CUBIC METRES GRAVEL | |
| 21/01/2021 | 21012021.11 | GREAT SOUTHERN FUEL SUPPLIES | 138.59 |
| | | FUEL FOR DARKAN FIRE TRUCK | |
| 21/01/2021 | 21012021.12 | JS & LR PARK | 1,324.40 |
| | | 602 METRES GRAVEL | |
| 21/01/2021 | 21012021.13 | LANDGATE | 69.20 |
| | | INTERIM VALUATIONS | |
| 21/01/2021 | 21012021.14 | MALATESTA ROAD PAVING & HOTMIX | 640.00 |
| | | MAINTENANCE OTHER SEALED ROADS EMULSION | |
| 21/01/2021 | 21012021.15 | MARKET CREATIONS | 672.98 |
| | | DECEMBER ACCOUNT FOR MONTHLY COMPUTER SUPPORT | |
| 21/01/2021 | 21012021.16 | MJB INDUSTRIES PTY LTD | 5,336.76 |
| | | CHANGED OVER OF 24 BOX CULVERTS, FREIGHT AND RESTOCK FEE | |
| 21/01/2021 | 21012021.17 | MOTORPASS | 188.51 |
| | | FEE FOR ARTHUR RIVER FUEL TRUCK | |
| 21/01/2021 | 21012021.18 | PUTLAND MOTORS | 7,531.79 |
| | | PARTS & REPAIRS FOR WORK UTE, TRUCK, WORKS VEHICLE, GRADER, CEO VEHICLE, WHEEL FOR FIRE FAST FILL PUMP | |

Shire of West Arthur Cheque Detail

December 8, 2020 through February 8, 2021

| Date | Num | Name | Original Amount |
|------------|-------------|-------------------------------------------------------------------------------------------------------------|-----------------|
| 21/01/2021 | 21012021.19 | TELFER BONNIE | 115.65 |
| | | GOODS FOR SENIOR MEALS | |
| 21/01/2021 | 21012021.20 | TOLL TRANSPORT PTY LTD | 21.18 |
| | | WATER TESTING SAMPLE LAKE & POOL | |
| 21/01/2021 | 21012021.21 | WEST ARTHUR COMMUNITY RESOURCE CENTRE | 498.56 |
| | | A4 LAMINATING OF QR CODE SIGNS | |
| 22/01/2021 | EFT | SALARIES & WAGES | 47,770.24 |
| | | PAYROLL | |
| 27/01/2021 | B/PAY | WA TREASURY CORPORATION | 2,560.31 |
| | | INTEREST PAYMENT AND GUARANTEE FEE ON LOAN 69, 70, 72, 73 | |
| 29/01/2021 | 29012021.1 | ALBANY FARM FRESH EGGS | 72.00 |
| | | 18 DOZ EGGS FOR AUSSIE 2021 BREAKFAST | |
| 29/01/2021 | 29012021.2 | COLLIE ELECTRICAL SERVICES | 99.00 |
| | | HIRE OF CABLE LOCATOR FOR LAKE | |
| 29/01/2021 | 29012021.3 | CORSIGN | 5,899.30 |
| | | SIGNAGE FOR BOWELLING DURANILLIN, COLLIE CHANGERUP, DARKAN SOUTH - WHITE LINES | |
| 29/01/2021 | 29012021.4 | DARDANUP BUTCHERING COMPANY | 507.79 |
| | | MEAT FOR SENIOR MEALS 28TH JAN 2021 & AUSTRALIA DAY BREAKFAST | |
| 29/01/2021 | 29012021.5 | DOWNER EDI WORKS | 169,277.64 |
| | | LAKE TOWERINNING ENTRANCE & CAR PARK RESEAL, BOWELLING DURANILLIN, AIRLIE, BOYUP BROOK-ARTHUR ROADS RESEALS | |
| 29/01/2021 | 29012021.6 | FLEAYS STORE | 435.00 |
| | | SUPPLIES FOR SENIORS MEALS & AUSTRALIA DAY BREAKFAST | |
| 29/01/2021 | 29012021.7 | G & M DETERGENTS | 954.30 |
| | | CLEANING SUPPLIES | |
| 29/01/2021 | 29012021.8 | JAMES WISNIEWSKI | 129.00 |
| | | REIMBURSE FOR PHONE NOV/DEC 2020 & JAN 2021 & WINCH STRAP | |
| 29/01/2021 | 29012021.9 | LIBERTY OIL AUSTRALIA PTY LTD | 13,437.60 |
| | | FUEL | |
| 29/01/2021 | 29012021.10 | TOLL TRANSPORT PTY LTD | 52.36 |
| | | FREIGHT FOR BUSH FIRE BRIGADE CLOTHES & SIGNS FOR THE POOL GATE | |
| 29/01/2021 | 29012021.11 | WEST ARTHUR COMMUNITY RESOURCE CENTRE | 314.16 |
| | | DOCTORS HOURS FOR 12TH 19TH JAN 2021 | |
| 04/02/2021 | EFT | SALARIES & WAGES | 48,955.30 |
| | | PAYROLL | |
| 21/01/2021 | B/PAY | SYNERGY | 1,454.28 |
| | | VARIOUS ELECTRICITY USAGE AND SUPPLY CHARGES | |
| 21/01/2021 | B/PAY | TELSTRA | 1,107.64 |
| | | VARIOUS USAGE, INTERENT AND PHONE SERVICE CHARGES | |
| 10/12/2020 | B/PAY | TELSTRA | 345.02 |
| | | TELEPHONE CALLS FOR THE CRC | |
| 10/12/2020 | B/PAY | SYNERGY | 1,465.29 |
| | | ELECTRICITY USED FOR STREETLIGHTS | |
| 10/12/2020 | B/PAY | TELSTRA | 264.26 |
| | | VARIOUS USAGE AND SERVICE CHARGES | |
| 10/12/2020 | B/PAY | WATER CORPORATION | 4,590.91 |
| | | VARIOUS WATER USAGE CHARGES | |
| 23/12/2020 | B/PAY | SYNERGY | 14.85 |
| | | ELECTRICITY USAGE AND SUPPLY CHARGE FOR THE DURA HALL & INTERNET PHONE LINE | |
| 23/12/2020 | B/PAY | TELSTRA | 575.43 |
| | | ADMIN PHONE, POOL, HARVEST BAN & DEPOT PHONE LINES CALLS AND CHARGES | |
| 06/01/2021 | B/PAY | SYNERGY | 3,367.85 |
| | | VARIOUS ELECTRICITY USAGE AND SUPPLY CHARGES | |
| 01/02/2021 | B/PAY | SYNERGY | 1,197.47 |
| | | VARIOUS ELECTRICITY USAGE AND SUPPLY CHARGES | |
| 23/12/2020 | DIRECTDEBIT | AUSTRALIAN TAXATION OFFICE | 15,177.00 |
| | | NOV 2020 BAS | |
| 31/12/2020 | DIRECTDEBIT | NATIONAL AUSTRALIA BANK | 43.70 |
| | | ACCOUNT FEES | |
| 31/12/2020 | DIRECTDEBIT | NATIONAL AUSTRALIA BANK | 10.00 |
| | | FEE ACCOUNT ACCOUNT FEES SHIRE TRUST | |
| 02/01/2021 | DIRECTDEBIT | BENDIGO BANK | 74.18 |
| | | MERCHANT FEES | |
| 02/02/2021 | DIRECTDEBIT | BENDIGO BANK | 69.71 |
| | | MERCHANT FEES JAN2021 | |

Shire of West Arthur Cheque Detail

December 8, 2020 through February 8, 2021

| Date | Num | Name | Original Amount |
|------------|-------------|----------------------------------------------------------------------------------------------------------------|-------------------|
| 21/12/2020 | DIRECTDEBIT | NATIONAL AUSTRALIA BANK | 36.49 |
| | | NAB CONNECT FEES | |
| 15/12/2020 | 20054 | PETTY CASH | 491.15 |
| | | GOODS FOR SENIOR MEALS, COFFEE, MILK, TOILET CLEANER, MOTH TRAPS, CHAINSAW FILES, \$200 TO DARKAN ARTS COUNCIL | |
| 22/12/2020 | 20055 | BOND ADMINISTRATOR | 652.00 |
| | | BOND FOR 8 HILLMAN STREET DARKAN | |
| 22/12/2020 | 20056 | MARSH PTY LTD | 324.50 |
| | | TRAINING COURSE CONTRACT RISK | |
| 05/01/2021 | 20057 | DEPARTMENT OF TRANSPORT 1 | 193.25 |
| | | VEHICLE LICENCE | |
| 14/01/2021 | 20058 | AUSTRALIAN TAXATION OFFICE | 13,929.00 |
| | | DEC 2020 BAS | |
| | | VOUCHERS | AMOUNT |
| | | MUNICIPAL FUND | |
| | | 09122020.1 - 09122020.26 | 131,999.87 |
| | | 23122020.1 - 23122020.36 | 55,831.02 |
| | | 06012021.1 - 06012021.13 | 10,431.41 |
| | | 21012021.1 - 21012021.21 | 25,698.95 |
| | | 29012021.1 - 29012021.11 | 191,178.15 |
| | | CHEQUES 20054, 20055, 20056, 20057 & 20058 | 15,589.90 |
| | | EFT/DEBIT/BPAY | 32,354.39 |
| | | SALARIES & WAGES | 239,095.33 |
| | | LICENSING DECEMBER 2020 TRANSFERS | 2,851.70 |
| | | LICENSING JANUARY 2021 TRANSFERS | 4,181.45 |
| | | TOTAL | 709,212.17 |

ITEM 8.1.3 – DARKAN CARAVAN PARK BONUS NIGHT REVIEW

LOCATION/ADDRESS: Darkan Caravan Park
NAME OF APPLICANT: N/A
FILE REFERENCE: 8.1.1
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 11 February 2021

SUMMARY:

Council to consider extending the existing offer of stay two nights get a third night free for sites at the Darkan Caravan Park. It is proposed that the offer be extended for six months.

BACKGROUND:

At the Ordinary Meeting of Council held 15 September 2020 Council resolved to offer stay for two nights, get the third night free for sites at the Darkan Caravan Park until 28 February 2021.

Free stay incentives were raised and supported by elected members to support local businesses as part of COVID impact recovery.

The incentive has been in place for almost five months with several bookings benefiting from the offer.

CONSULTATION:

Staff have liaised with surrounding Shires of the 4WDL group who have noticed increased vehicle traffic in their communities. The common focus of the group is not solely on attracting visitors to their towns but encouraging visitors to stay longer and therefore contribute economically to local businesses.

Staff are also working with the 4WDL group on partnered tourism strategies to benefit the Southern Wheatbelt region including the towns of Williams, West Arthur, Wagin, Woodanilling, Dumbleyung and Lake Grace.

STATUTORY ENVIRONMENT:

In accordance with Section 6.16 of the Local Government Act (LGA) A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed. Section 6.12 (b) of the LGA provides Council with the power to waive or grant concessions in relation to any amount of money.

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

The Shire charges \$20 per night inclusive of GST for a site at the Darkan Caravan Park.

The Shire has budgeted for a total income of \$28,000 from the caravan park in 2020/21 financial year, including income from the chalet. The total income received in 2019/20 was \$29,291 of which \$16,054 was for caravan park sites.

Total income received 2020/2021 to date is \$15,618 of which \$8,167 was for caravan park sites.

It is not possible to estimate what the total loss would be to the Shire for offering one night's free accommodation for each booking or quantify the economic benefit to local businesses.

STRATEGIC IMPLICATIONS:

The Shire's Corporate Business Plan includes the strategy "Support will be provided to existing and new businesses."

COMMENT:

The following table provides statistics of bookings and bonus stays for October 2020 – 11 February 2021:

| Booking Type | Number of Bookings | Number of Bonus Nights Stayed |
|--------------|--------------------|--------------------------------|
| One Night | 60 | Not applicable |
| Two Night | 48 | 23 bookings stayed extra night |
| Three Night | 9 | 5 bookings stayed extra night |
| Four Night | 8 | 3 bookings stayed extra night |
| Five Night | 2 | 2 bookings stayed extra night |
| 1 Week | 17 | 17 booking paid for 6 nights |
| 2 Week | 1 | Paid for 12 nights |
| 3 Week | 1 | Paid for 18 nights |

A total of 33 visitors/bookings took advantage of the bonus offer and stayed an extra night.

Whilst we cannot provide information on whether businesses have benefited from the extra stays it is encouraging to see people have taken up the offer.

VOTING REQUIREMENTS:

Absolute majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.3

Moved: Cr Adam Squires

Seconded: Cr Marie Lloyd

That the Shire extend the offer of stay for two nights, get the third night free for sites at the Darkan Caravan Park until 31 August 2021.

CARRIED BY ABSOLUTE MAJORITY 7/0

ATTACHMENTS:

Nil

ITEM 8.1.4 – CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

| | |
|-------------------------|------------------|
| LOCATION/ADDRESS: | Whole of Shire |
| NAME OF APPLICANT: | N/A |
| FILE REFERENCE: | N/A |
| DISCLOSURE OF INTEREST: | Nil. |
| DATE OF REPORT: | 12 February 2021 |

SUMMARY:

For Council to consider the appointment of the complaints officer and adopt the complaint form (Attachment) in accordance with the Local Government (Model Code of Conduct) Regulations 2021 (Regulations).

BACKGROUND:

On 3 February 2021, the Regulations took effect implementing the remaining provisions of the Local Government Legislation Amendment Act 2019. By 3 May 2021, Council must prepare and adopt a code of conduct to be observed by Council Members, committee members and candidates that incorporates the model code contained in the Regulations (Model Code).

Pursuant to clause 11 of the Model Code, Council must:

- (a) authorise 1 or more people to receive complaints and withdrawal of complaints (Complaints Officer);
- and
- (b) approve a form on which a complaint may be made (Complaint Form).

To account for any breaches occurring on and from the first day that the Regulations take effect, the Department of Local Government, Sports and Cultural Industries (Department) requires all local governments to appoint a Complaints Officer and approve a Complaint Form by 24 February 2021.

The Department of Local Government, Sport and Cultural Industries (DLGSC) has produced Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates, which is an attachment to this item.

The DLGSC has also produced a template complaint form as the Regulations state that complaints are to be made in writing in a form approved by the Local Government. The DLGSC template form is another attachment to this item (Attachment 1).

While there is a requirement to appoint a Complaints Officer by the 24 February 2021, the later adoption of a new Code of Conduct will outline how complaints will be dealt with. Local Governments can determine the most appropriate and effective process for dealing with complaints and how they are prioritised and managed.

CONSULTATION:

The CEO consulted with Tony Brown from WALGA in relation to the most appropriate person for the role of complaints officer.

STATUTORY ENVIRONMENT:

Local Government (Model Code of Conduct) Regulations 2021
Local Government Legislation Amendment Act 2019
Local Government Act 1995.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

This is in keeping with the Shire's Community Strategic Plan

Goal 5 - Through strong leadership and responsible, ethical management the best outcomes will be achieved in partnership with the people of the Shire.

VOTING REQUIREMENTS:

Simple Majority

| |
|---------------------------------------------------------------|
| COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.4 |
|---------------------------------------------------------------|

Moved: Cr Neil Morrell

Seconded: Cr Adam Squires

That

- 1) Council appoints the CEO as the complaints officer; and
- 2) Council authorises the adoption of the complaints form as attached.

CARRIED 7/0

ATTACHMENTS

- Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates
- Complaints Form
- WALGA Information page

Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates

February 2021

Contents

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Model Code of Conduct

Introduction

Local government is vital for the delivery of key services and infrastructure in the community. Individuals who are, or seek to be, members of local councils and council committees are entrusted by their community to represent local views, make sound decisions, and utilise public funds effectively to deliver services and amenities for their community. As such, a high standard of professional and ethical conduct is expected of council members and committee members in local governments, as well as candidates in local government elections.

A review of the *Local Government Act 1995* (Act), including consultation with community and sector stakeholders, led to the implementation of priority reforms under the *Local Government Amendment Act 2019* (Amendment Act).

The Amendment Act was developed in response to stakeholder feedback that there was a need for governance reforms, including a Code of Conduct for council members, committee members and candidates that clearly reflects community expectations of behaviour and supports consistency between local governments in relation to the overall process for managing alleged breaches of that Code.

As a result, key reforms under the Amendment Act include the introduction of a Model Code of Conduct (Model Code) that must be adopted by local governments and applied to council members, committee members and candidates; as well as a separate Code of Conduct for Employees.

The Model Code replaces the previous statutory requirement for local governments to develop and implement an individual code of conduct for their council members, committee members and employees.

The *Model Code of Conduct Regulations 2021* (Regulations) have been developed to give effect to the Amendment Act, and provide for:

- overarching principles to guide behaviour;
- behaviours and complaints which are managed by local governments; and
- rules of conduct, contraventions of which are considered by the independent Local Government Standards Panel (Standards Panel) where appropriate.

Definitions

The Model Code defines key terms to aid understanding and compliance. Where a term is not defined in either the Regulations or the Act, then the generally accepted meaning of the term applies. Some additional guidance is provided as follows:

Candidate: an individual is considered a candidate when their nomination for election is accepted by a Returning Officer under section 4.49 of the Act. The Model Code applies to the individual from that point. Any alleged breach of the Model Code may only be addressed if and when the individual is elected as a council member.

Council member: references to 'council member' in the Regulations mean an individual who has been elected as a council member under the Act. The requirements of the Regulations also apply to a council member who is a committee member on a council committee.

Committee member: under the Regulations, a 'committee member' includes any council member, local government employee or unelected member of the community who has been engaged by the council to participate in a council committee.

Evidence: references to 'evidence' in the Regulations means the available facts or information indicating whether an allegation is true or valid. Local governments must use evidence provided by the complainant and by the person to whom the complaint relates, as well as other relevant information, to decide whether an alleged breach of the Model Code has occurred.

Local government(s): per the approach in the Act, references to 'local government' in the Regulations mean the body corporate that is the local governing body made up of the council, Chief Executive Officer (CEO) and administrative staff appointed and managed by the CEO.

Where a statutory function entails decision-making on governance matters, the council is responsible for making those decisions. This includes decisions on complaints regarding the conduct of council members, committee members and candidates, as set out in the Regulations.

Further guidance on certain terms in the Model Code is provided in these Guidelines.

Purpose

The purpose of the Model Code is to guide the decisions, actions and behaviours of members, both in council and on council committees, and of candidates running for election as a council member.

Members must comply with the provisions in the Model Code in fulfilling their role and responsibilities in council and on council committees, as set out in the Act.

An individual who has nominated as a candidate for election as a council member is also required to demonstrate professional and ethical behaviour during their election campaign. If elected, the individual must continue to comply with the Model Code in council and on council committees.

It is the individual responsibility of council members, committee members and candidates to become familiar with the Model Code, these Guidelines and any relevant policies of their local government, and to follow the Code at all times.

Where the behaviour of a council member, committee member or candidate does not comply with the Code, it is intended that the local council address the behaviour through education and other remedial actions that the council considers appropriate, rather than formal sanctions.

Where an individual does not comply with any action required by the council, then the council may determine that the matter is to be referred to the Standards Panel as an

alleged contravention of a rule of conduct. The Standards Panel has the authority to make binding decisions regarding allegations of minor misconduct.

Adoption

Section 5.104 of the Act requires that local governments adopt the Model Code as their Code of Conduct within three months of the Regulations coming into operation (by 3 May 2021). Note: The operational requirements of Division 3 require local governments to take certain initial actions within three weeks (by 24 February 2021).

In accordance with section 5.104(4), the Model Code applies until the local government adopts it as their Code. This means that the principles, behaviour requirements and rules of conduct of the Regulations apply to council members, committee members and candidates even if their local government has not yet adopted the Model Code.

While local governments may not amend Division 2 (Principles) or Division 4 (Rules of Conduct), additional behaviour requirements can be included in Division 3 (Behaviours) if deemed appropriate by the local government. Any additions must be consistent with the Model Code of Conduct (section 5.104(3) of the Act).

In preparing the Code for adoption, local governments are encouraged to review their existing Code and consider incorporating any additional behaviour requirements that are not represented in the Model Code. This may include specific dress standards or the appropriate use of technology.

To adopt the Code, a resolution passed by an absolute majority of the council is required. Once the Code is adopted, it must be published on the local government's official website (section 5.104(7)).

Division 2 – General Principles

This section of the Regulations set out the fundamental rules that council members, committee members and candidates are expected to adhere to, promote and support. Adhering to these rules will assist individuals to comply with the behaviours outlined in Division 3 and 4.

The principles outline the overarching approach that members and candidates should demonstrate in their role as public representatives, or potential public representatives. Individuals should consider all behaviours in light of these principles, including any behaviour and conduct that is not covered specifically in Division 3 and 4.

The principles are grouped into three key areas: Personal Integrity; Relationships with others and Accountability. Additional guidance on these areas is provided as follows:

Integrity and conflicts of interest

Members and candidates are generally active in their local area which may lead to a conflict between the public interests of the community and the personal interests of the individual, their family members and associates.

It is the individual responsibility of members and candidates to disclose any such conflicts and ensure that they are managed appropriately to comply with the Model Code and serve their community as expected by the local electors.

Individuals should also consider perceived and potential conflicts of interest. While an individual may be confident of the integrity of their actions, it is important to reflect on how their actions may appear to others, and/or how an action taken now could lead to a conflict of interest in future. If an interest is identified, the individual should disclose and manage this to avoid a conflict with the public interest.

Avoidance of reputational damage

Elected members and candidates may hold strong concerns in relation to actions, or a lack of action, by their local government on certain matters.

It is the individual responsibility of members to ensure that they comply with the Model Code by raising concerns in a respectful and constructive manner and working effectively with their colleagues for their community, as expected by the local electors.

During an election campaign, it is the individual responsibility of candidates to ensure that any concerns they raise regarding the current local government is based on accurate information and expressed in a respectful and constructive manner that demonstrates to local electors their suitability as a potential public representative.

Decision-making and accountability

Council and committee members regularly make decisions that impact on their local area. The community expects that members will make council and committee decisions based on information that is relevant and factually correct. This will vary according to the decision to be made and the information available to the council members and committee members at that time.

In general, individuals are responsible for ensuring their decisions are based on information that is accurate and pertinent to the matter at hand; and can be reasonably considered accurate and relevant by others.

As part of being accountable to their community, council members and committee members should accept responsibility for the decisions they make in the performance of their role.

Division 3 – Behaviour

This section of the Regulations sets the standards of behaviour which reflect the general principles outlined in Division 2.

It is the individual responsibility of members and candidates to demonstrate, promote and support professional and ethical behaviour as provided in the Model Code.

Complaints regarding alleged breaches of the Model Code in Division 3 are managed by the local council as the decision-making body of the local governments. The division also provides a process for responding to alleged breaches. The emphasis is on

education and development, rather than punitive sanctions, with the aim of establishing or restoring positive working relationships and avoiding further breaches.

Failure to comply with this Division may give rise to a complaint regarding the conduct of a council member, committee member or candidate, which may lead to the council making a formal finding of a breach and requiring remedial action by the individual.

A local government may wish to develop further guidance on dealing with complaints through the introduction of a complementary policy and/or procedure on complaints management to the extent it is not provided for in the Regulations. There are resources on effective complaints management available on the Ombudsman WA's website at www.ombudsman.wa.gov.au.

Complaints

Process for making a complaint

Clause 11 of the Regulations provides that a person can make a complaint alleging a breach of Division 2 within one month of the alleged breach occurring.

Local governments should ensure that making a complaint is a simple and accessible process so that any member of the local community can raise concerns about the conduct of council members, committee members and candidates.

Local governments should make it clear that it is important a complainant provides details in their complaint, with supporting information where feasible to do so, because the complaint will form part of the evidence considered by the council when deciding whether a breach of the Model Code has occurred.

Action required

Local governments must authorise at least one person to receive complaints regarding members and candidates. While the Regulations do not include specific requirements and a local government may decide that the complaints officer is appropriate, other options could include:

- President or Mayor,
- Deputy President or Mayor (especially for complaints about the President or Mayor),
- Chief Executive Officer, or
- External consultant

To account for any breaches occurring on the first day that the Regulations take effect, local governments must authorise at least one person within three weeks of the Regulations taking effect (by 24 February 2021).

The Regulations also provide that complaints are to be made in writing in a form approved by the local government.

Action required

Local governments must determine whether there will be a specific template for complaints and process for how they are to be lodged.

Local governments may choose to:

- establish a specific email address for conduct complaints
- provide a name/position to whom complaints should be addressed
- prepare a complaint form to allow the complainant.
- engaged an independent person to support the resolution of a complaint. Local governments may consider sharing the services of an independent person.

The Department has prepared a template form for complaints to assist local governments. The template is available on the department's website at www.dlgsc.wa.gov.au.

The authorised person(s) should acknowledge the receipt of every written complaint in a timely manner. As part of the acknowledgment process, the complainant should be provided information on how the complaint will be progressed and an expected timeframe for the matter to be finalised. This may include providing the complainant with a copy of the complaint policy where available.

Dealing with a complaint

The Regulations do not specify a timeframe by when complaints should be dealt with, however, a timeframe could be included in a local government's policy.

In the interests of procedural fairness, all complaints should be dealt with in a timely manner and allow all parties the opportunity to provide information regarding the alleged conduct.

Clause 12 of the Regulations outlines the process for dealing with complaints regarding the conduct of elected members and candidates. The Model Code leaves it open to local governments to determine the most appropriate and effective process for how this is undertaken. Options could include:

- The President/Mayor or Deputy consider all complaints
- Delegation of complaints to the CEO to prepare a report for the council
- Appointment of an independent/external consultant to review complaints and provide a report to the council
- Establish a committee to review complaints and report to the council. The committee may include independent members.

Local governments should consider how they are going to respond to complaints, and whether complaints are going to be addressed based on seriousness or impact of the allegation or on the order in which complaints are received.

Action required

Local governments must determine who will be considering complaints received and how complaints will be prioritised and managed.

Clause 12(2) of the Regulations require that the person to whom the complaint relates is given a reasonable opportunity to be heard. This should include providing a copy of the complaint to that person in a timely manner and allowing them an opportunity to respond to the allegations in writing. The information provided by that person will assist the local government in forming a view as to whether a breach has occurred.

Making a finding

Clause 12(1) requires the local council to consider whether the alleged matter which is the subject of a complaint, did occur and make a finding on whether the matter constituted a breach of the Code of Conduct.

The local council should use the same approach as the Standards Panel in their deliberations and decision-making; that is, based on the complaint and other evidence received by the council, the council must be satisfied that, on the balance of probabilities, it is more likely than not that a breach occurred.

Information provided by the complainant and information provided by the person to whom the complaint relates will assist the council to make a finding.

Action Plans

Clause 12(4) provides that if the local council makes a finding that a breach of the Code of Conduct did occur, the council may determine that no further action is required; or that an action plan must be prepared and implemented.

An action plan should be designed to provide the member with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives.

The action plan does not need to be complex. The plan should outline:

- the behaviour(s) of concern;
- the actions to be taken to address the behaviour(s);
- who is responsible for the actions; and
- an agreed timeframe for the actions to be completed.

An action plan should not include measures that are intended to be a punishment, and instead should focus on mechanisms to encourage positive behaviour and prevent negative behaviour from occurring again in future.

The Code requires that in preparing the action plan, consultation must be undertaken with the elected member to whom the plan relates. This is designed to provide the member with the opportunity to be involved in matters such as the timing of meetings or training. Note: some members may not be willing to engage with the opportunity to participate in the process.

The council or a delegated person should monitor the actions and timeframes set out in the action plan. This is important because if the member does not comply with the

action/s within the agreed timeframe, then under the Regulations it is considered a contravention of a rule of conduct.

Dismissal of complaints

While local governments are required to consider all complaints, they can be dismissed if:

- the behaviour occurred at a council or committee meeting and the behaviour was dealt with at that meeting (clause 13), or
- the complaint is withdrawn (clause 14).

Clause 13 allows a complaint to be dismissed if the behaviour occurred at a council or committee meeting, and that behaviour was addressed at the time. This could have been by the presiding member, or remedial action was taken in accordance with the local government's standing orders or local law.

Where agreement cannot be reached

Circumstances may arise when a local council cannot agree on the resolution of a complaint or whether the complaint can be dismissed under clause 13.

In these situations, the local government may decide to engage an independent person to review the complaint and make recommendations on appropriate actions.

Withdrawal of a complaint

Clause 14 provides the option for a complaint to be withdrawn before it is considered by the council.

Local governments may elect to include in their complaints policy the option for mediation between the complainant and the member. Mediation may resolve any specific issues before the council is required to make a finding and may lead to the complainant withdrawing the complaint. Clause 14 requires a withdrawal to be made in writing and provided to the person(s) authorised to receive complaints.

Division 4 – Rules of Conduct

Contraventions of rules of conduct are matters that:

- negatively affect the honest or impartial performance of an elected member;
- involve a breach of trust placed in the elected member; or
- involve the misuse of information or material.

Division 4 sets out rules of conduct for elected members and candidates that relate to the principles in Division 2 and the behaviours in Division 3. This Division also introduces a new rule of conduct to address situations where an elected member does not undertake the actions required by the local council following a breach of the Model Code. A contravention of this rule of conduct is considered a minor breach, as defined in the Act.

The process for complaints under Division 4 is outlined in the Act. Complaints in the first instance are directed to the complaints officer at the local government. The Act provides that the complaints officer is the CEO or another officer with delegated responsibility.

A council may decide to refer an alleged contravention of Division 4 to the independent Standards Panel in accordance with the Act. As the Panel does not have investigative powers, decisions are made based on the information received by the Panel from the local government. The Standards Panel must be satisfied that, on the balance of probabilities, it is more likely than not that a breach has occurred for the Standards Panel to make a finding of breach.

Where the Standards Panel makes a finding against an elected member or candidate, sanctions will be imposed in accordance with the Part 5 Division 9 of the Act.

Nothing in this Division removes the obligations placed upon council members and employees (including the CEO) of the local government under the *Corruption, Crime and Misconduct Act 2003*.

Further information on the Standards Panel process is available on the Department's website.

Further information

The aim of the Model Code of Conduct is to foster a high standard of professional and ethical conduct by council members and candidates, and to support consistency across local governments in relation to their response to complaints regarding conduct.

Local governments are encouraged to seek guidance and advice on specific matters whenever necessary. For queries, please contact: actreview@dlgsc.wa.gov.au

To: All Local Governments**From: Tony Brown
Executive Manager Governance &
Organisational Services****Date: 3 February 2021****Priority: High**

Subject: New and amended Regulations - *Local Government (Model Code of Conduct) Regulations 2021, Local Government (Administration) Amendment Regulations 2021 and Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*

| | |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operational Area: | Governance |
| Key Issues: | <ul style="list-style-type: none"> The <i>Local Government (Model Code of Conduct) Regulations 2021, Local Government (Administration) Amendment Regulations 2021 and Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021</i> take effect today, Wednesday 3 February. Amendments to the <i>Local Government Act 1995</i> to provide for the above regulations have also now taken effect. The Department of Local Government, Sport and Cultural Industries has acknowledged that Local Governments may take up to three months to operationalise the new regulations and has provided some resources to assist. |
| Action: | WALGA recommends that Local Governments review the available resources before deciding on a pragmatic program to implement the new regulations |

Background

The *Local Government (Model Code of Conduct) Regulations 2021, Local Government (Administration) Amendment Regulations 2021 and Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021* (collectively the New Regulations) were gazetted on Tuesday 2 February 2021 and took effect on 3 February 2021. New sections of the *Local Government Act 1995* (the Act) that provided for the New Regulations were proclaimed concurrently and are also now in effect.

The New Regulations, explanatory notes, FAQs and other supporting material are available on the Department of Local Government, Sport and Cultural Industries (DLGSC) [website](#).

WALGA has advocated that DLGSC take a pragmatic approach to the implementation of the New Regulations, in recognition of the lack of time, and competing demands on the sector. DLGSC has acknowledged that there will be an implementation phase of up to three months during which time Local Governments must undertake a series of actions to operationalise the New Regulations.

WALGA provides the following outline of recommended actions to implement the New Regulations, as well as existing or forthcoming resources to assist.

Local Government (Administration) Amendment Regulations 2021 (CEO Standards)

The CEO Standards amend the *Local Government (Administration) Regulations 1996* to prescribe model standards for the recruitment, selection, performance review and termination of Local Government CEOs. In addition to prescribing minimum requirements for these processes, the CEO Standards will also require Local Governments to advertise the position of CEO if a period of 10 or more years has elapsed since a recruitment process has been carried out. WALGA has strongly advocated against this requirement.



Local Governments will be required to adopt standards that incorporate the model standards within three months, under the new s.5.39B(2) of the Act. Until this time, the model standards are taken to be the adopted standards (new s.5.39B(5)).

Resources available:

- DLGSC has produced FAQs and 'Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination'.
- WALGA will continue to advocate to DLGSC to develop and provide in the near future, a template Policy for Temporary Employment or Appointment of a CEO, as this policy is required under the new s.5.93C of the Act.

Key actions recommended:

- Any Local Government that, as at 3 February, has commenced and not yet concluded a CEO recruitment, performance review or termination process, is requested by the Department to contact them to obtain advice on compliance with the CEO Standards.
- Shire Presidents / Mayors and CEOs should initiate discussions to determine whether any inconsistencies exist between the CEO Standards and the CEO's employment contract and previously agreed Performance Review arrangements. If inconsistencies exist, it may be appropriate to seek industrial relations advice to assist with negotiation and referral to Council (as the employing authority) for decision if required.
- While the CEO Standards include additional compliance requirements when undertaking a CEO Recruitment, CEO Performance Review or when Terminating the CEO's employment, Local Governments are strongly encouraged to continue to obtain industrial relations advice to ensure appropriate processes are followed and compliance is achieved.
- Local Governments are able to include in their adopted standards additional provisions that are not inconsistent with the model standards. The actions above may identify additional provisions Local Governments could consider for inclusion.
- The CEO must publish the adopted standards on the Local Government's official website (new s.5.39B(6)). As the model standards are taken to be the adopted standards from 3 February 2021, Local Governments should publish the model standards as soon as practicable.

Local Government (Model Code of Conduct) Regulations 2021 (Model Code of Conduct)

The Model Code of Conduct repeals and replaces the *Local Government (Rules of Conduct) Regulations 2007*. In addition to redrafted versions of the previous Rules of Conduct, the Model Code of Conduct includes general principles and behaviours. Complaints of alleged breaches of behavioural requirements must be dealt with by the Local Government. WALGA has strongly advocated against this element of the Model Code of Conduct, and will continue to call on DLGSC to ensure the sector is adequately supported to implement this new process.

Local Governments will be required to adopt a Code of Conduct for Council Members, Committee Members and Candidates that incorporates the Model Code of Conduct within three months, in accordance with the new s.5.104 of the Act. Until that time, the Model Code of Conduct will be taken to be the Local Government's adopted Code of Conduct.



Resources available:

- DLGSC has produced FAQs and 'Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates'.
- DLGSC has produced a template complaints form.
- WALGA will continue to advocate to DLGSC to produce a template policy and more detailed guidelines for the development of a complaints handling process to deal with complaints alleging breaches of behavioural provisions.

Key actions recommended:

- Local Governments should provide an induction to train Council Members, Committee Members and the CEO in the provisions of the Model Code, as it will be taken to be the Local Government's adopted Code of Conduct from 3 February 2021.
- DLGSC has advised that by 24 February 2021, Local Governments should authorise an officer for the purposes of receiving complaints and withdrawals of complaints, in accordance with cl. 11(3) of the Model Code of Conduct. Local Governments may wish to consider delegating the power of appointment to the CEO. Local Governments must also approve a complaint form in accordance with cl. 11(2)(a). The DLGSC template may be used for this purpose.
- Local Governments should begin developing a complaints handling policy and procedure for adoption by Council. DLGSC's Guidelines provide some suggestions but significant additional work will be required. If Local Governments receive complaints immediately, WALGA recommends that Local Governments acknowledge and accept the lodgement, but advise that the complaint cannot be progressed until a policy and procedure are adopted. Complainants would need to be kept appropriately informed of a reasonable timeframe for this to occur.
- The adopted Code of Conduct may include additional behavioural requirements that are not inconsistent with the Model Code of Conduct. Local Governments may wish to commence workshops / consultation with Council Members to consider any additional behavioural requirements for incorporation in the Code of Conduct for adoption.
- The CEO must publish the adopted Code of Conduct on the Local Government's official website (new s.5.104(7)). As the Model Code of Conduct is taken to be the adopted standards from 3 February 2021, Local Governments should publish the model standards as soon as practicable.

Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021 (Employee Code of Conduct Regulations)

The Employee Code of Conduct Regulations amend the *Local Government (Administration) Regulations 1996* to prescribe requirements that the CEO must include in a Code of Conduct for Employees. The requirements for disclosure of gifts are now at the discretion of the CEO. The CEO is also able to determine a lower threshold for prohibited gifts, not exceeding \$300. Requirements in relation to impartiality interests have been redrafted but remain the same in substance, and the Employee Code of Conduct Regulations also include a list of additional matters that must be addressed.

DLGSC has confirmed that Local Governments are not required to implement a new Code of Conduct immediately. Rather, existing Codes of Conduct should be reviewed, and a new Code of Conduct prepared and implemented as soon as practicable.



Resources available:

- DLGSC has produced FAQs.
- The Public Sector Commission has produced the resource 'Developing a code of conduct – guide for local government'. Although this guide uses different terminology than is found in the Employee Code of Conduct Regulations, this may assist Local Governments in developing a new code of conduct.
- WALGA will produce a template Code of Conduct for Employees.

Key actions recommended:

- As a preliminary step, Local Governments may wish to review existing Codes of Conduct to remove references to Council Members and Committee Members.
- The CEO must approve any changes to the Code of Conduct and arrange for publication on the Local Government's official website.
- Whenever a Code of Conduct for Employees is amended or replaced, Local Governments should provide an induction to train all staff and contractors in the new Code of Conduct, with reference to their employment conditions.

During the implementation period WALGA encourages Local Governments to raise any concerns with DLGSC. WALGA will continue to provide support and advice, as well as advocating for DLGSC to provide additional resources.

For further information please contact:

Executive Manager Governance & Organisational Services, Tony Brown
on 9213 2051 or email tbrown@walga.asn.au or Acting Manager Governance and Procurement, Felicity
Morris on 9213 2048 or email fmorris@walga.asn.au

ITEM 8.1.5 – FINANCIAL CONTRIBUTION AND SETTING FEES FOR SPLASH TEST DUMMIES

LOCATION/ADDRESS: N/A
 NAME OF APPLICANT: N/A
 FILE REFERENCE: 6.15.4
 DISCLOSURE OF INTEREST: The Shire CEO is a member of the West Arthur CRC Committee
 DATE OF REPORT: 3 February 2021

SUMMARY:

The Shire and the West Arthur Community Resource Centre are partnering in the presentation of the acrobatic family event titled "Splash Test Dummies". It is a statutory requirement for Council to adopt all fees and charges imposed by a local government.

The fees proposed are

Ticket prices (including GST):
 \$10 Adult and teenagers 15+
 Children 14 and under free

Proposed Canteen charges:

| | |
|--------------------|------|
| Pizza – whole | \$15 |
| Half | \$8 |
| Drinks – alcoholic | \$5 |
| Non-alcoholic | \$2 |

BACKGROUND:

"Splash Test Dummies" will be perform at the Darkan Town Hall on Wednesday 24 February 2021.

Ticket prices (including GST) proposed:

\$10 Adult and teenagers 15+
 Children 14 and under free

Proposed Canteen charges:

| | |
|--------------------|------|
| Pizza – whole | \$15 |
| Half | \$8 |
| Drinks – alcoholic | \$5 |
| Non-alcoholic | \$2 |

CONSULTATION:

Shire staff are working in collaboration with West Arthur CRC.

STATUTORY ENVIRONMENT:

Section 6.16 of the Local Government Act 1995, details the types of goods and services for which a local government may impose fees or charges.

Fees and charges are to be imposed when adopting the annual budget but may be amended from time to time during a financial year.

Any increase to fees and charges amended after the budget is adopted must be advertised in a newspaper circulating in the district, which in this case would be the Bleat.

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

The tour fee is \$3,000+ GST with 5% ticket sale royalties which will be shared equally with the West Arthur CRC.

The net expenditure will be shared equally between the Shire and the West Arthur CRC.

The Shire's annual budget includes \$2,000 for Shire managed community cultural activities and \$3,000 for community grants for cultural activities. To date, \$699 has been expended of the Shire managed events budget.

STRATEGIC IMPLICATIONS:

The Shire's Corporate Plan includes the strategy:

Cultural, artistic and sporting events will be supported for community development and enjoyment. With the specific action to: Subsidise or underwrite travelling shows to ensure our community has access to quality entertainment.

COMMENT:

Promotional material has been printed with relevant ticket and venue details included. The event has been promoted within the community. A number of events were cancelled in 2020 along with this year's Sheepfest, due to restrictions and effect of the COVID-19 pandemic. This performance is a light hearted family friendly event for the whole community.

Risk management including COVID-19 considerations is in place.

Ticket prices are being kept low as the show is midweek and to reach the wider community. A kiosk will be provided to assist in recouping some costs.

VOTING REQUIREMENTS:

Absolute majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.5

Moved: Cr Adam Squires

Seconded: Cr Neil Morrell

That the Shire of West Arthur impose the following fees and charges for the event "Splash Test Dummies" to be held at the Darkan Town Hall on 24 February 2021.

| | |
|------------------------------|------|
| Tickets | |
| \$10 Adult and teenagers 15+ | |
| Children 14 and under free | |
| Kiosk prices | |
| Pizza – whole | \$15 |
| Half | \$8 |
| Drinks – alcoholic | \$5 |
| Non-alcoholic | \$2 |

CARRIED BY ABSOLUTE MAJORITY 7/0

ATTACHMENTS:

Nil

8.2 COMMITTEE REPORTS

Nil.

8.3 REPORTS OF ELECTED MEMBERS

Cr K King

- Nil

Cr N Manuel

- Nil.

Cr M Lloyd

- 10 February 2021 - CRC meeting.

Cr J McFall

- Nil

Cr A Squires

- 15 February 2021 - West Arthur Cottage Homes.

Cr Neil Morrell

- Nil

Cr Graeme Pierce

- 9 February 2021 - 4WDL meeting in Darkan.

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 Kevin King declared the meeting closed at 7.07 pm.