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MINUTES

Shire of West Arthur Ordinary Council Meeting 17 August 2021

MISSION STATEMENT

To value and enhance our community lifestyle and environment through strong local leadership, community involvement and effective service delivery.

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of West Arthur for any act, omission or statement or intimation occurring during Council or Committee meetings or during formal/informal conversations with staff. The Shire of West Arthur disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings or discussions. Any person or legal entity that act or fails to act in reliance upon any statement does so at the person's or legal entity's own risk.

The purpose of this council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of West Arthur during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of West Arthur. The Shire of West Arthur warns that anyone who has an application lodged with the Shire of West Arthur must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of West Arthur in respect of the application.

Persons should be aware that the provisions of the Local Government Act 1995 (section 5.25 (e)) establish procedures for revocation or rescission of a Council decision.

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

Ian Fitzgerald
A/Chief Executive Officer

SHIRE OF WEST ARTHUR

Minutes for the Ordinary Meeting of Council to be held in the Council Chambers on Tuesday 17th August 2021 – commencing at 7.01pm.

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1. Declaration of Opening / Announcements of Visitors

The Presiding Member declared the meeting open at 7.01pm

2. Attendance / Apologies / Approved Leave of Absence

COUNCILLORS: Cr Kevin King (Shire President)
Cr Neil Morrell (Deputy Shire President)
Cr Graeme Peirce
Cr Adam Squires
Cr Marie Lloyd

STAFF: Ian Fitzgerald (A/Chief Executive Officer)

APOLOGIES: Cr Neil Manuel
Cr Julie McFall

LEAVE OF ABSENCE: Nil

ABSENT: Nil

MEMBERS OF THE PUBLIC:

Ian Woodruff	Peter Metcalf
Rebecca South	Beryl Harrington
Ian Peirce	Cheryl Metcalf
Tereasa Peirce	Duncan South
Phil Harrington	Lomond South
Tom Lloyd	Kerryn Chia
Pam Stockley	

3. Announcements by the Presiding Member**4. Response to Previous Public Questions Taken on Notice****5. Public Question Time**

Written questions received from Mr Phil Harrington:

Contrary to Council Standing Orders at the June meeting during public question time without asking a question Greg Lloyd was permitted to make a statement accusing Council staff of

coverups, leaking confidential information and breaching privacy laws which were being investigated by a higher authority and to watch this space.

At the July meeting Cr Marie Lloyd was asked to explain these allegations which she refused but gave permission for Greg Lloyd to answer the questions being asked.

As there are serious legal implications to these allegations the ratepayers and Council have a right to know the nature of them and the President has a duty to inquire about them.

If the president has not inquired into these allegations we can only conclude that he agrees with them and doesn't want us to know the answers or he knows they are false.

That being the case my Questions to the President are have you asked Greg Lloyd

- What is the subject of the coverup, the leaked confidential information and the privacy breaches?

President responded that nothing is being covered up.

- Who is the higher authority doing the investigation?

President responded that he is not aware of any higher authority carrying out an investigation and no external agency has approached the administration for any information or raised any concerns.

- If these questions haven't been asked why not and could he ask them now?

President responded that he and the CEO have been investigating and to date nothing had been found. And further as responded previously no external agency has approached the administration for any additional information or raised any concerns

- Did you know about these allegations prior to Greg Lloyd bringing them to the June meeting?

President responded that he was not aware prior to that meeting.

Mr Ian Woodruff enquired as to whether the Council has an Aboriginal Flag.

President and CEO both advised that were not sure but would check it out.

NOTE: A/CEO can advise that following the meeting it was found that the Shire does in fact have an Aboriginal Flag but with only the one flagpole preference, being a government building, is given to the flying of the Australian Flag.

Mr Phil Harrington asked if the current CEO applied and was successful in being appointed as CEO would Council proceed with the budgeted new CEO's house.

President responded saying that Council would proceed with the new house regardless as it is some time since Council built a new house and this has been on the plans for several years.

6. Petitions / Deputations / Presentations / Submissions

Mr Peter Metcalf – Fire-fighting equipment.

Prior to Mr Metcalf speaking the President reminded him that there was to be no derogatory comments about staff during his presentation.

Mr Metcalf responded that he was not being permitted to make his presentation and may need to take the matter to the Minister for Local Government.

The Shire President replied stating that he was not preventing any presentation only advising against being derogatory of staff and Mr Metcalf was welcome to take his concerns to the Minister.

Subsequently no presentation was made.

7. Applications for Leave of Absence**8. Disclosures of Interest**

Nil

9. Confirmation of Minutes of Previous Meetings Held 27th July 2021**9.1 Ordinary Council Meeting Minutes 27th July 2021****Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Voting Requirements:

Simple Majority

Officer Recommendation and Council Decision:

That the Minutes of the Ordinary Meeting of Council held in the Hawthorn Room at the Community Resource Centre on 27th July 2021 be confirmed as a true and correct record of the meeting.

Moved: Cr Neil Morrell

Seconded: Cr Adam Squires

CARRIED 5/0

10. Reports of Committees of Council**11. Reports from Councillors****Cr Kevin King (President)**

Nil

Cr Neil Morrell (Deputy President)

Nil

Cr Graeme Peirce

4WDL Meeting – support for our push for a school bus to Collie Senior High for all interested West Arthur students

- Update from Main Roads on staffing and budget for 2021/22
- Investigating opportunity for the group to submit an application for funding of housing for key workers

Cr Adam Squires

Cottage Homes Meeting - tenants are happy

- new door buzzers being installed
- some landscaping work being planned.

Cr Marie Lloyd

Nil

12. Chief Executive Officer

ITEM 12.1 – VOTING DELEGATES – WALGA AGM

File Reference:	2.2.1
Location:	Shire of West Arthur
Applicant:	A/Chief Executive Officer
Author:	A/Chief Executive Officer
Authorising Officer	A/Chief Executive Officer
Date:	5 August 2021
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	N/A

Summary:

The 2020 WALGA Annual General Meeting is to be held on Monday 20 September 2021. In order to exercise their voting entitlement, the Shire must nominate voting delegates by Friday 27 August 2021.

It is proposed that Cr Kevin King and Cr Neil Morrell, as Shire President and Deputy President respectfully, be nominated as Council's voting delegates with the A/Chief Executive Officer as a Proxy voting delegate in the event one of the councillors is unable to be present.

Background:

All WALGA member councils are entitled to be represented by two voting delegates at the AGM of WALGA to be held on Monday 20 September 2021. In the event that a voting delegate is unable to attend, provision is made for proxy delegates to be registered. Only registered delegates or registered proxy delegates will be permitted to exercise voting entitlements on behalf of member councils. Delegates may be elected members or serving officers.

WALGA is the peak industry body for local government in Western Australia. At the Annual General Meeting, members consider WALGA's annual financial statements, the President's report and executive and member motions that are raised.

A political forum for Presidents, Deputy Presidents and Chief Executive Officers is being held prior to the event.

Comment:

A request has been received from WALGA for nominations to be made by Friday 28 August 2020.

The A/Chief Executive Officer has discussed the WALGA Convention with the Shire President.

Consultation:

Councillors have been provided with a copy of the Annual WALGA Convention program.

Statutory Environment:

Local Government Act 1995

Policy Implications:

Policy G.1.2: Attendance at Events Elected Members and CEO Policy – extract:

Local Government Week, including WALGA Annual General Meeting and other events hosted by Western Australian Local Government Association (WALGA)	Western Australian Local Government Association (WALGA)	All Councillors Chief Executive Officer
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Financial Implications:

There will be registration and accommodation expenses incurred for those attending the convention and allowance has been made in the 2021/22 budget.

Strategic Implications:**Outcome 4.1 – Councillors represent the community and well trained**

Our strategies and plans to achieve this include:

- ⇒ The Shire Council is representative of the community and collaborates with Shire staff to ensure the best outcomes for the community
- ⇒ Elected members have the training and skills relevant to serving as Councillors in order to act in the best interest of the Shire
- ⇒ Council process is open and transparent to the general community

Council's Corporate Plan states:

“Fund, promote, support and encourage elected member representation at relevant conferences, workshops and meetings at a regional and state level.”

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations
- **Economic:** There are no known significant economic issues
- **Social:** There are no known significant social issues

Risk Implications:

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Simple Majority

Council Decision (Officer Recommendation) 12.1:

That Council:

That Council nominates Cr Kevin King and Cr Neil Morrell as their voting delegates to the 2021 Western Australian Local Government Association's Annual General Meeting with the A/Chief Executive Officer as a proxy delegate.

Moved: Cr Neil MorrellSeconded: Cr Marie Lloyd**CARRIED 5/0**

ITEM 12.2 - NEW POLICY – G1.8 ACTING CHIEF EXECUTIVE OFFICER

Reference:	2.30.1 Policy
Location:	Shire of West Arthur
Applicant:	N/A
Author:	Manager Community Services
Authorising Officer	A/Chief Executive Officer
Date:	6 August 2021
Disclosure of Interest:	Nil
Attachments:	Draft Policy G1.8 Acting Chief Executive Officer
Previous Reference:	Policy G.3

Summary:

Council to consider minor amendments to the Shire of West Arthur Policy G3 – Appointment of Acting Chief Executive Officer to ensure compliance with the Act and the associated Regulations.

Background:

As Council are aware the final priorities of the planned local government reform, commenced on 3 February 2021 with the formal enactment of the final amendments from the *Local Government Legislation Amendment Act 2019*, which gave effect to changes to the *Local Government Act 1995* (the Act), in conjunction with the subsequent publication of the following Regulations:

Local Government (Model Code of Conduct) Regulations 2021;
Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021;
and
Local Government (Administration) Amendment Regulations 2021.

The Local Government (Model Code of Conduct) Regulations 2021:
repealed the Local Government (Rules of Conduct) Regulations 2007;
prescribed that a contravention of a local law is a minor breach for the purposes of s.105(1)(b) of the Act; and
amended the *Local Government Act 1995* by including reference to the code of conduct to be adopted under s5.104 of the Act and prescribes the model Code of Conduct for Council Members, Committee Members and Candidates, to be adopted by local governments.

The Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021 amended:

the Local Government (Administration) Regulations 1996 to generally provide a Code of Conduct for Local Government Employees. Section 5.51A of the Act requires the Chief Executive Officer to prepare and implement a code of conduct to be observed by employees of the local government.

The Local Government (Administration) Amendment Regulations 2021 amends the Local Government (Administration) Regulations 1996 and the Act to deal with matters generally relating to CEO recruitment, performance and termination, which in part brings into effect section 5.39C of the Act, which requires:

All local governments to adopt a policy that covers the process to be followed by the local government in relation to the following —

the employment of a person in the position of CEO for a term not exceeding 1 year; and
the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

Council has a current Policy in place to deal with the appointment of an Acting Chief Executive Officer for limited periods in the absence of the incumbent Chief Executive Officer (Policy G3).

Where the role of CEO is not fulfilled for a significant period, this leads to increased risk to the operations and governance of the local government. Therefore, local governments are required to develop and implement a policy that outlines the arrangements to temporarily replace a CEO for any period less than twelve months, for example, when a CEO is on planned or unplanned leave. The policy must include the decision-maker(s) for appointing an acting CEO.

As an example, the policy may include employee position titles, specifying that the Council considers a person holding these positions to be suitably qualified and experienced for the position of CEO. In addition, the policy should also include a methodology for the CEO to appoint an Acting CEO from the listed positions for a period of absence of up to four weeks; however any decision regarding the appointment of an Acting CEO for any period exceeding four weeks must be made by the council.

Council has a current Policy in place to deal with the appointment of an Acting Chief Executive Officer for limited periods in the absence of the incumbent Chief Executive Officer (Policy G3) and this report is provided to consider amendment to this policy to ensure legislative compliance and best practice.

Comment:

The proposal presented is to amend the current Shire of West Arthur Policy G3 - Appointment of Acting Chief Executive Officer to ensure the Policy is effective and compliant with the requirement the *Local Government Act 1995*, given the recent amendments and further supports the effective ongoing operation of the organisation by providing clear guidance regarding the appointment of an Acting Chief Executive Officer

The re-drafted policy is provided for Council's consideration and is provided as an attachment to this report.

Consultation:

Department of Local Government

WALGA

Local governments

Statutory Environment:

Local Government Act 1995 (The Act).

Section 2.7 Role of Council

- (1) The council —
 - (a) governs the local government's affairs; and,
 - (b) is responsible for the performance of the local government's functions.

- (2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government's finances and resources; and,
- (b) determine the local government's policies.

Section 5.39C Policy for temporary employment or appointment of CEO

- (1) A local government must prepare and adopt* a policy that sets out the process to be followed by the local government in relation to the following —
 - (a) the employment of a person in the position of CEO for a term not exceeding 1 year;
 - (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

*** Absolute majority required.**

- (2) A local government may amend* the policy.
* *Absolute majority required.*
- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (4) The CEO must publish an up-to-date version of the policy on the local government's official website".

The proposed policy provides for the appointment of an Acting CEO for up to 4 weeks by the Chief Executive Officer – any period in excess of 4 weeks requires a decision of Council.

There is a collective industry view that section 5.36(2) of the Act also relates to the position of Acting Chief Executive Officers. This section states:

"A person is not to be employed in the position of CEO unless the council —

- (a) believes that the person is suitably qualified for the position; and
- (b) is satisfied* with the provisions of the proposed employment contract".

Section 5.104 of the Local Government Act 1995 (the Act) requires that local governments adopt the Model Code as their Code of Conduct within three months of the Regulations coming into operation. Council adopted their Model Code at Ordinary Council meeting held 20 April 2021.

Policy Implications:

The re-drafted policy replaces Policy G3.

Financial Implications:

Nil. Allowance is made within annual budgets for periods of higher duties when staff including the chief Executive Officer take leave.

Strategic Implications:

Outcome 5.2: Accountable service delivery by Council and well trained, motivated, customer focused staff.

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

Risk Implications:

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Absolute Majority

Council Decision (Officer Recommendation) 12.2:

That Council adopt draft Policy G1.8 – Appointment of Acting Chief Executive Officer as presented.

Moved: Cr Adam Squires

Seconded: Cr Graeme Peirce

CARRIED 5/0



Shire of West Arthur Council Policy – Appointment of Acting CEO

Policy Number	G1.8 Governance
Policy Title	Appointment of Acting CEO
Related Legislation	Local Government Act 1995 (WA) Section 5.36, Section 5.42
Strategic Outcome Supported	
Adopted by Council	Adopted – 17 August 2021
Review	CEO Annually

1. Objective

To provide for the appointment of one of the Shire's Managers as Acting Chief Executive Officer during absences of the Chief Executive Officer.

2. Scope

Applies to the role of Chief Executive Officer of the Shire of West Arthur.

3. Definitions

Nil.

4. Policy Statement

Acting arrangements for the position of Chief Executive Officer for leave periods of up to 4 weeks is to be at the discretion of the CEO. Appointments to the role of Acting Chief Executive Officer shall be made in writing for a defined period that does not exceed 4 weeks.

Council will appoint an Acting Chief Executive Officer to fulfil the duties and exercise the powers of the CEO in periods of unforeseen prolonged absence of the Chief Executive Officer or for a period of leave exceeding 4 weeks.

The council has determined that the people appointed to a position of manager at the Shire of West Arthur are suitably qualified to perform the role of Acting CEO including the following:

- Manager Works & Services
- Manager Financial Reporting
- Manager Financial Operations
- Manager Community Services

Managers will be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer, subject to performance and dependent on availability and operational requirements.

5. Legislative Context

Local Government Act 1995 Section 5.36 - a local government is to employ a person to be the CEO of the local government.

Local Government Act 1995 – Section 5.39(1a) – an employee may act in the position of a CEO for a term not exceeding one year

Local Government Act 1995 – Section 5.39C – requires a local government to have a policy for the temporary employment or appointment of CEO (as per *Local Government Legislation Amendment Act 2019*).

Local Government Act 1995 - Section 5.42 (1) which provides for delegation of functions to the CEO.

6. Associated Documents

Delegation to CEO

ITEM 12.3 NEW – EMPLOYEE CODE OF CONDUCT

File Reference:	2.30.1 Policy
Location:	Shire of West Arthur
Applicant:	N/A
Author:	A/Chief Executive Officer
Authorising Officer	A/Chief Executive Officer
Date:	12 August 2021
Disclosure of Interest:	Nil
Attachments:	Employee Code of Conduct
Previous Reference:	N/A

Summary:

A local government's Chief Executive Officer, in accordance with *Section 5.51A of the Local Government Act 1995, and Regulation 19AF and 19AA of the Local Government (Administration) Regulations 1996*, is required to adopt a Code of Conduct to be observed by employees. The Code of Conduct is to contain matters as prescribed by Regulations and can also make further provision for expectations of employees. The Code of Conduct is a statement of guidance and specific requirements to be observed by employees of the Shire. The Code of Conduct is to apply, insofar as it is applicable to each employee of the Shire. Any provision in this Code of Conduct is of effect only to the extent that it is not inconsistent with the Act and Regulations, and any other statutory power. This Code of Conduct does not seek to replicate the role of or requirements for employees contained in other legislation, including but not limited to the *Local Government Act 1995 and the Local Government (Administration) Regulations 1996*.

Background:

The Principle behind the code is - In acting in the capacity of an employee of the Shire, all persons shall observe the principles outlined in Division 2 of the Local Government (Model Code of Conduct) Regulations 2021. Specifically, any person acting in that capacity shall:

- Act with reasonable care and diligence;
- Act with honesty and integrity;
- Act lawfully;
- Avoid damage to the reputation of the local government;
- Be open and accountable;
- Base decisions on relevant and factually correct information
- Treat others with respect, courtesy and fairness;
- Not be impaired by mind affecting substances.

Comment:

A Code of Conduct for Employees has been developed and circulated to all Mangers for input and noted by the Chief Executive Officer (whilst not signed). A copy of the Code has also been placed on the Shire of West Arthur's website.

It is proposed that the new Code will be include in any new employee handbook that is developed and employees will be expected to sign that they have read and acknowledge the requirements of the Code of Conduct for employees.

Whilst there is no legislative requirement for the Code of Conduct for Employees to be presented to Council, as it is something set by the Chief Executive Officer for employees under

their management, it was recommended during the recent Financial Management and Audit Regulation 17 review that it be reported to Counted to Council for noting.

Consultation:

Department of Local Government
Staff
Moore Australia

Statutory Environment:

*Section 5.51A of the Local Government Act 1995,
Regulation 19AF and 19AA of the Local Government (Administration) Regulations 1996*

Policy Implications:

The Code of Conduct for Employees is not a Council Policy.

Financial Implications:

Nil

Strategic Implications:

Outcome 5.2: Accountable service delivery by Council and well trained, motivated, customer focused staff.

Strategy: Continuously strive to improve performance and delivery across all functions with a focus on customer service.

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

Risk Implications:

Risk	Low (4)
Risk Likelihood (based on history and with existing controls)	Low (4)
Risk Impact / Consequence	Low (4)
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Low (4)
Risk Action Plan (Controls or Treatment Proposed)	Low (4)

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Simple Majority

Council Decision (Officer Recommendation) 12.3:

That Council note the Code of Conduct for Employees that has been prepared for all staff of the Shire of West Arthur.

Moved: Cr Adam SquiresSeconded: Cr Marie Lloyd**CARRIED 5/0**



CODE OF CONDUCT

for

EMPLOYEES

FOREWORD

This Code of Conduct informs employees of the expectations of them during their employment with the Shire of West Arthur. In accordance with this Code we must, as representatives of the Shire of West Arthur, conduct ourselves professionally and with integrity when working with the community, Councillors and each other toward achievement of our goals and objectives.

The Shire has adopted a core set of values and signature behaviours which guide the way in which Shire employees should behave. These values and behaviours underpin the building of professional relationships and the conduct obligations outlined in this Code.



Shire Values

- a. Listening
- b. Considered Decision Making
- c. Appreciation
- d. Respect
- e. Team Work

Signature Behaviours

- a. Actively listening and respecting others' opinions
- b. Having courage to give feedback and receive it with an open mind
- c. Planning, reflecting and sharing our learnings
- d. Thanking each other for a job well done
- e. Getting to know each other and the roles that we play
- f. Creating a fun, supportive and encouraging workplace
- g. Acknowledging each other's skills and experience and working together

I ask that all employees read and be familiar with their accountabilities under this Code and seek clarification if they are unsure of anything. Together, we can confidently work together to meet the needs of the community today and into the future.

Chief Executive Officer
Nicole Wasmann

Vision and Values

Our Corporate Vision

In 2028 the Shire of West Arthur will be a sustainable local government supporting a vibrant community.

Our Corporate Mission

To value and enhance our community lifestyle and environment through strong local leadership, community involvement and effective service delivery.

Our Values

The values which the community and councillors identified as the most important for how the Shire will function and develop include:

Safety	We will have at the forefront of all operations and future developments, the safety of our people and environment.
Sustainability	We will make decisions based on the long term sustainability of the Shire of West Arthur.
Vibrancy	We will support and encourage a vibrant community and economy.
Pro-Active	We will be pro-active and innovative in order to respond and adapt to a changing world.
Viability	We will maintain the viability of the Shire through good governance and supporting local businesses and agriculture.

1. INTRODUCTION

- 1.1. This Employee Code of Conduct (Code) details professional conduct and behaviour expectations of Shire employees, including obligations relating to conflicts of interest, disclosures of interests, gifts, and confidentiality.
- 1.2. For the purposes of this Code an employee means a person:
 - a. employed by the Shire under section 5.36(1) of the *Local Government Act 1995* (the Act); or
 - b. engaged by a local government under a contract for services (to the extent applicable).
- 1.3. This Code serves to:
 - a. demonstrate a commitment to ethical and professional standards in the performance of duties and functions;
 - b. outline required behaviours and conduct which provide for respectful and cooperative relationships between employees, council members, committee members and the broader community; and
 - c. strengthen community confidence in the integrity of the Shire of West Arthur.
- 1.4. The Code supports the requirements detailed in the Act and associated regulations (Regulations), and forms part of the terms and conditions of employment with the Shire.
- 1.5. Employees must ensure they understand the requirements outlined in this Code, and seek guidance as required from their direct Supervisor or Human Resources.

2. STATUTORY ENVIRONMENT

The Code of Conduct observes statutory requirements of *the Local Government Act 1995* (s.5.51A – Code of Conduct for Employees), *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021* and *Corruption, Crime and Misconduct Act 2003*.

3. CODE OF CONDUCT

3.1 Role of Employees

Definition

local government employee means a person —

- (a) employed by a local government under section 5.36(1) but does not include the CEO; or*
- (b) engaged by a local government under a contract for services;*

The role of employees is determined by the functions of the CEO as set out in S 5.41 of the Local Government Act 1995:

“The CEO’s functions are to:

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*
- (e) liaise with the mayor or president on the local government’s affairs and the performance of the local government’s functions;*
- (f) speak on behalf of the local government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.”*

3.2 Principles affecting the employment of employees by the Shire

The following principles, set out in section 5.40 of the Act, apply to the employment of the Shire’s employees:

- “(a) employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) employees are to be treated fairly and consistently; and*
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by the Shire on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) such other principles, not inconsistent with this Division, as may be prescribed.”*

4. CONFLICT AND DISCLOSURE OF INTEREST

4.1 Conflict of Interest

- (a) Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Employees will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government district or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (d) Employees who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Employees will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

4.2 Financial Interest

Employees will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

4.3 Disclosure of Interest

Definition:

In this clause, and in accordance with Regulation 19AA of the Local Government (Administration) Regulations 1996 –

“interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and includes an interest arising from kinship, friendship or membership of an association.

- (a) A person who is an employee and who has an interest in any matter to be discussed at a Council or Committee meeting attended by the person is required to disclose the nature of the interest:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.
- (b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.
- (c) A requirement described under items (a) and (b) exclude an interest referred to in Section 5.60 of the Local Government Act 1995.
- (d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if:
 - (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then:
 - (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.

- (f) If:
- (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

5. PERSONAL BENEFIT

5.1 Use of Confidential Information

Employees shall not use confidential information to gain improper advantage for themselves or another person or body in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Council.

Due discretion shall be exercised by all those who have access to confidential or sensitive information. Every matter dealt with by, or brought before, a meeting sitting behind closed doors, shall be treated as strictly confidential, and shall not without the authority of the Council be disclosed to any person other than the Council members and/or employees of the Shire (and in the case of employees only so far as may be necessary for the performance of their duties) prior to the discussion of the matter at a meeting of the Council held with open doors.

Nothing in this section prevents an officer from disclosing confidential information:

- to a legal practitioner for the purpose of obtaining legal advice; or
- if the disclosure is permitted by law.

5.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

5.3 Improper or Undue Influence

Employees will not take advantage of their position to improperly influence Council Members or other employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Employees shall not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body. Similarly, employees shall not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

5.4 Gifts - Employees

Definitions:

In this clause, and in accordance with Regulation 19AA and 19AB of the Local Government (Administration) Regulations 1996:

“activity involving a local government discretion” means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or*
- (b) by way of a commercial dealing with the local government;*

“associated person” means a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or*
- (b) it is reasonable to believe, is intending to undertake an activity involving a local government discretion;*

“code of conduct” means a code of conduct under section 5.51A; “gift”

has the meaning given in section 5.57; but does not include —

- (i) a gift from a relative as defined in section 5.74(1); or*
- (ii) a gift that must be disclosed under the Local Government (Elections) Regulations 1997 regulation 30B; or*
- (iii) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or*
- (iv) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);*

“local government employee” means a person —

- (a) employed by a local government under section 5.36(1) but does not include the CEO; or*
- (b) engaged by a local government under a contract for services;*

“prohibited gift”, in relation to a local government employee, means —

- (a) a gift worth the threshold amount or more; or*
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;*

“threshold amount”, for a prohibited gift, means \$300

- (a) A person who is an employee is to refrain from accepting a prohibited gift from an associated person.
- (b) A notifiable gift is a gift that is:
 - a. worth between \$50 and \$300; or

- b. is one of 2 or more gifts given to the employee by the same person within a period of 6 months that is in total worth between \$50 and \$300
- (c) A person who is an employee and who accepts a notifiable gift from a person who:
 - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion,
 is to notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.

- (c) The notification of the acceptance of a notifiable gift must be in writing and include:
 - (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and
 - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition):
 - (1) a description; and
 - (2) the estimated value; and
 - (3) the date of acceptance,
 of each other gift accepted within the 6month period.

- (d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in s.5.74(1) of the *Local Government Act 1995*) or an electoral gift to which other disclosure provisions apply.
- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

6. CONDUCT OF EMPLOYEES

6.1 Personal Behaviour

- (a) Employees will:
 - (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
 - (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour

- (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
- (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (v) always act in accordance with their obligation of fidelity to the Local Government.

6.2 Honesty and Integrity

Employees will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Mayor/President any dishonesty or possible dishonesty on the part of the Chief Executive Officer, and in the case of an employee to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

6.3 Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- (b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on behalf of the Local Government, its Council Members, employees or contractors, which breach this Code of Conduct.
- (c) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be reported under the *Public Sector Management Act 1994*, in accordance with the *Corruption, Crime and Misconduct Act 2003*.

6.4 Performance of Duties

- (a) While on duty, employees will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.

6.5 Compliance with Lawful Orders

- (a) Employees will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Employees will give effect to the lawful decisions and policies of the Local Government, whether or not they agree with or approve of them.

6.6 Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

6.7 Corporate Obligations

- (a) Standard of Dress

Employees are expected to comply with neat and responsible dress standards at all times. Accordingly, Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual employees.

- (b) Communication and Public Relations
 - (i) All aspects of communication by employees (including verbal, written or personal), involving the Local Governments activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.

7. DEALING WITH COUNCIL PROPERTY

7.1 Use of Local Government Resources

Definition:

In this clause, and in accordance with Regulation 19AE of the Local Government (Administration) Regulations 1996 –

Resources of the local government includes –

- (i) local government property; and*
- (ii) services provided, or paid for, by the local government*

Employees will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;

- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Local Government's resources (including the services of other Council employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

7.2 Travelling and Sustenance Expenses

Employees will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy, awards and the provisions of the Local Government Act.

7.3 Access to Information

Employees will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.

8. CEO ENDORSEMENT

Approved by:	Nicole Wasmann, Chief Executive Officer		
Approval Date:	?? June 2021	Previously Approved:	NA
Signature (for hard copy record):			

13. Finance

13.1 - Financial Reports

File Reference:	N/A
Location:	N/A
Applicant:	N/A
Author:	Manager of Financial Reporting
Authorising Officer	A/Chief Executive Officer
Date:	11 August 2021
Disclosure of Interest:	N/A
Attachments:	Financial Reports – 30th June 2021 Financial Reports – 31st July 2021
Previous Reference:	N/A

Summary:

Consideration of the financial reports for the period ending 30th June 2021 and 31st July 2021.

Background:

The financial reports for the periods ending 30th June 2021 and 31st July 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.

Sustainability Implications:

- **Environmental: N/A**
- **Economic: N/A**
- **Social: N/A**

Risk Implications:

Risk	Low (1)
Risk Likelihood (based on history and with existing controls)	Low (1)
Risk Impact / Consequence	Low (1)
Risk Rating (Prior to Treatment or Control)	Low (1)
Principal Risk Theme	Low (1)
Risk Action Plan (Controls or Treatment Proposed)	Low (1)

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Simple majority

Council Decision (Officer Recommendation) 13.1:

That the financial reports for the periods ending 30th June 2021 and 31st July 2021 as presented be accepted.

Moved: Cr Graeme Peirce

Seconded: Cr Adam Squires

CARRIED 5/0

SHIRE OF WEST ARTHUR						
STATEMENT OF FINANCIAL ACTIVITY						
(By Nature or Type)						
For the Period Ended 30 June 2021						
		Amended Annual Budget 2020/2021	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	Note	\$	\$	\$	\$	%
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	1,726,902	(120)	(0%)
Operating Grants, Subsidies and Contributions	6	625,608	625,608	1,193,697	568,089	91%
Fees and Charges		273,365	273,365	287,509	14,144	5%
Interest Earnings		56,364	56,364	62,160	5,796	10%
Other Revenue		169,739	169,739	201,814	32,075	19%
Profit on Disposal of Assets		19,137	19,137	1,642	(17,495)	
		2,871,235	2,871,235	3,473,724	602,489	
Expenditure from operating activities						
Employee Costs		(1,674,206)	(2,110,235)	(1,894,384)	215,851	10%
Less Allocated to Capital			436,029	402,878	(33,151)	
Materials and Contracts		(863,645)	(1,147,596)	(966,934)	180,662	16%
Less Plant Allocations to Capital			283,951	190,703	(93,248)	
Utility Charges		(91,700)	(91,700)	(81,034)	10,666	12%
Depreciation on Non-Current Assets		(2,137,367)	(2,137,367)	(2,140,359)	(2,992)	(0%)
Interest Expenses		(30,457)	(30,457)	(30,457)	0	0%
Insurance Expenses		(93,484)	(93,484)	(93,484)	0	0%
Other Expenditure		(36,000)	(36,000)	(35,823)	177	0%
Loss on Disposal of Assets		(18,307)	(18,307)	0	18,307	
		(4,945,166)	(4,945,166)	(4,648,894)	296,272	
Operating activities excluded from budget					0	
Add back Depreciation		2,137,367	2,137,367	2,140,359	2,992	0%
Adjust (Profit)/Loss on Asset Disposal		(830)	(830)	(1,642)	(812)	98%
Adjust Provisions and Accruals		0	0	(180)	(180)	
Amount attributable to operating activities		62,606	62,606	963,367	900,761	
Investing activities						
Grants, Subsidies and Contributions	6	1,246,368	1,246,368	1,020,169	(226,199)	(18%)
Proceeds from Disposal of Assets		52,000	52,000	17,618	(34,382)	(66%)
Land and Buildings	7	(261,309)	(261,309)	(123,111)	138,198	53%
Infrastructure Assets - Roads	7	(1,255,157)	(1,255,157)	(1,066,520)	188,637	15%
Infrastructure Assets - Other	7	(555,949)	(555,949)	(159,877)	396,072	71%
Plant and Equipment	7	(532,000)	(532,000)	(131,221)	400,779	75%
Furniture and Equipment	7	0	0	0	0	
Amount attributable to investing activities		(1,306,047)	(1,306,047)	(442,942)	863,105	
Financing Activities						
Proceeds from Self Supporting Loan - repayments		27,174	27,174	27,174	0	0%
Transfer from Reserves	5	797,089	797,089	201,129	(595,960)	(75%)
Repayment of Debentures		(95,630)	(95,630)	(95,629)	1	0%
Transfer to Reserves	5	(684,840)	(684,840)	(690,261)	(5,421)	(1%)
Amount attributable to financing activities		43,793	43,793	(557,587)	(601,380)	
Closing Funding Surplus (Deficit)	2	0	0	1,162,486	1,162,486	
Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.						
Refer to Note 1 for an explanation of the reasons for the variance.						
This statement is to be read in conjunction with the accompanying Financial Statements and notes.						

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 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.

Operating Grants, Subsidies & Contributions

- 11986 General Purpose above budget
- 254821 Prepayment received - General purpose grant
- 4209 WALGGC - Local Roads Grant above budget
- 294924 Local Roads Grant prepayment received
- 850 Library Digital Grant unbudgeted.

Fees and Charges

- 6002 Rental income is above budget
- (6,922) Vehicle inspection income is below budget
- 15064 Minor non reportable variances

Other Revenue

- 16167 Diesel rebate was higher than budgeted.
- 6040 Income from insurance reimbursements
- 9868 Minor non reportable variances.

Profit on Disposal of Assets

- (17,495) Profit on sale of Roller will be lower as sale price lower than budgeted. Purchase of trade roller also lower so transfer from plant reserve to fund trade will be \$1,397 lower.

Employee Costs

- 215,851 Employee costs are below budget due to staff vacancies. (budget amendment in April 21 to reduce employee costs by \$40,000, offset by increase in materials)

Employee Costs allocated to capital

- (33,151) allocations of employee costs to capital projects is below budget.

Materials and Contracts

- 25,062 Refuse site maintenance and collection is below budget
- 15,734 Bridge maintenance below budget.
- 12,000 Footpath maintenance below budget.
- 9,520 Housing maintenance below budget.
- 16,108 Standpipe expenditure/water strategy below budget. Project started.
- 20,940 Road maintenance materials below budget.
- 15,273 Fuel below budget.
- 12,309 Workshop consumables and tools below budget.
- 53,716 The balance is made up of several non reportable variances including councillor training, football oval, cultural events, building surveyor, town planning, economic development.

Plant Costs allocated to capital

- (93,248) allocations of plant costs to capital projects is below budget.

Utility Charges

- 10,666 Utilities below budget.

Loss on Disposal of Assets

- 18,307 A loss was budgeted for the sale of the trailer, mower and truck. Not sold in 2020/21

Adjust (Profit)/Loss on Asset Disposal

- (812) Profit on roller below budget.

Grants, Subsidies and Contributions

- (102,073) Road to Recovery funds unspent at June 21.
- 9,613 R2R funds received in advance
- (88,423) Kylie Dam grant not received this year
- (30,000) Redevelopment of youth area funds not received this year - Lotterywest
- (15,316) RRG funds not received

Proceeds from Disposal of Assets

- (17,382) Proceeds from sale of roller below budget.
- (17,000) Proceeds not received from sale of truck, trailer and mower.

Land and Buildings

- 138,198 All variances are shown in note 7 - Capital Report

Infrastructure Assets - Roads

- 188,637 Projects deferred to 2021/22. Timing difference.

Infrastructure Assets - Other

- 396072 All variances are shown in note 7 - Capital Report

Plant and Equipment

400779 Roller purchase was below budget.

Transfer from Reserves

- (75,000) Housing renovations and repairs not transferred from Reserve
- (366,397) Plant purchases not required to be funded from Reserve in 20/21
- (70,000) Railway Reserve project not completed in 20/21
- (60,000) Refuse site work not completed in 20/21
- (21,812) Kylie Dam and landcare transfer below budget.
- (2,751) Minor variances based on actual cost for Museum and Sports Club transfers.

Transfer to Reserves

- Minor variances to transfers including an additional \$2,584 gym income transferred to reserve and Kids Central and The Shed membership (5,421) transfers.

	Note	30 June 2020	30 Jun 2021
		\$	\$
Current Assets			
Cash Unrestricted	3	1,170,147	1,557,794
Cash Restricted	5	2,403,335	2,892,467
Receivables - Rates	4	116,050	145,377
Receivables - Other	4	42,915	212,108
Inventories		22,531	23,433
		3,823,985	4,831,179
Less: Current Liabilities			
Payables		(151,995)	(479,478)
Unspent reimbursements (insurance)		0	0
Unspent grants, contributions		(69,007)	(296,748)
		(221,002)	(776,226)
Less: Cash Reserves	5	(2,403,335)	(2,892,467)
Net Current Funding Position		1,199,648	1,162,486

Comments - Net Current Funding Position

	734,539
Less grants unspent at year end	
Grants Commission prepayment	549,745
LRCI round 2	185,477
R2R	106,777

Muni Fund	1557194	1,557,194
Trust	74961	
Reserves	2892467	
Debtors	356720	357,485 (Undeposit
Cash on hand	600	
Payments in Advance	765	
GST	0	
Stock Mater & Fuel	23433	
SSL current portion	28087	
Total current assets	4934227	4934227 0
Creditors	382460	
Employee Entitlements	436909	
Trust	74961	Check that it is same a
GST Payable	-29537	
Payroll deductions	78120	
Collections Other	3861	I.e. FESA
income in advance	20841	
Insurance claim unspent	0	
Grants unspent 2020/21	296748	Include inst
Loan Liability	96883	
Restricted Grants and Other	23733	Check balances to tota
	1162486	1384979 1384979 0
	0	
		296748
		1,139,062
		656781

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2021

Note 3: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	762,106			762,106	NAB	0.01%	At Call
Municipal Bank - Bendigo	102,667			102,667	Bendigo	0.01%	At Call
Municipal Cash Maximiser	692,421			692,421	NAB	0.01%	At Call
Trust Bank Account			4,709	4,709	NAB	0.01%	At Call
Trust Cash Maximiser			70,252	70,252	NAB	0.01%	At Call
Reserve Cash Maximiser		1,277,996		1,277,996	NAB	0.01%	At Call
Bendigo Reserve		1,614,471		1,614,471	Bendigo	0.10%	At Call
Total	1,557,194	2,892,467	74,961	4,524,622			

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2021

Note 4: Receivables

Receivables - Rates Receivable	30 Jun 2021	30 June 2020	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	199,932	181,873	Receivables - General	66,051	2,737	758	1,167	70,713
Levied this year (incl rubbish & ESL)	1,843,170	1,799,818						
<u>Less Collections to date</u>	(1,805,568)	(1,781,759)	Balance per Trial Balance					
Equals Current Outstanding	237,534	199,932	Sundry Debtors					0
			Receivables - Other					0
Net Rates Collectable	237,534	199,932	Total Receivables General Outstanding					70,713
% Collected	88.37%	90.05%						
Less Recognised as doubtful	(92,157)	(83,882)						

Amounts shown above include GST (where applicable)

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 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	1,871	0	0	0	0	210,497	210,490
Plant Reserve	319,812	2,878	2,868	313,801	313,801	(480,000)	(113,603)	156,491	522,878
Building Reserve	691,332	6,222	6,200	60,109	60,109	(130,000)	(80,000)	627,663	677,641
Town Development Reserve	70,672	636	634	0	0	(70,000)	0	1,308	71,306
Recreation Reserve	121,685	1,095	1,091	40,000	40,000	0	0	162,780	162,776
Heritage Reserve	5,343	48	48	300	364	0	0	5,691	5,755
Community Housing Reserve	131,406	1,183	1,178	20,000	21,183	(25,000)	0	127,589	153,767
Waste Management Reserve	121,282	1,092	1,088	0	0	(60,000)	0	62,374	122,370
Darkan Swimming Pool Reserve	38,734	349	347	5,000	5,000	0	0	44,083	44,081
Information Technology Reserve	46,885	422	420	3,000	3,000	0	0	50,307	50,305
Darkan Sport and Community Centre Reserve	257,208	2,315	2,307	30,000	30,000	0	0	289,523	289,515
Arthur River Country Club Renewal Reserve	27,795	250	249	6,000	6,000	0	0	34,045	34,044
Museum Reserve	128,102	1,153	1,149	0	132	(5,000)	(1,228)	124,255	128,155
Moodiarrup Sports Club Reserve	9,475	85	85	5,000	5,000	0	(1,021)	14,560	13,539
Landcare Reserve	42,763	385	383	0	0	(27,089)	(5,277)	16,059	37,869
Corporate Planning and Valuation Reserve	34,526	311	310	0	0	0	0	34,837	34,836
Kids Central Members Reserve	670	6	6	0	931	0	0	676	1,607
The Shed Reserve	11,550	104	104	0	604	0	0	11,654	12,258
Recreation Trails Reserve	1,203	11	11	0	0	0	0	1,214	1,214
Community Gym Reserve	8,367	75	75	0	2,584	0	0	8,442	11,026
Economic Development Reserve	43,229	389	388	30,000	30,000	0	0	73,618	73,617
Road Reserve	82,677	743	741	150,000	150,000	0	0	233,420	233,418
	2,403,335	21,630	21,553	663,210	668,708	(797,089)	(201,129)	2,291,086	2,892,467

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 30 June 2021

Note 6: Grants and Contributions	Grant Provider	Type	Opening	Budget		YTD Actual		Unspent Grant liability	Comment
			Balance (a)	Operating (b)	Capital (c)	Revenue (f)	(Expended) (g)	(a)+(f)+(g)	
General Purpose Funding									
				\$	\$	\$	\$	\$	
	Grants Commission - General	WALGGC - General Purpose Grant	Operating	0	226,526	0	493,334	0	0 Final allocations will be \$238,526, \$11,986 above budget. Prepayment \$254,821.
	Grants Commission - Roads	WALGGC - Local Roads Grant	Operating	0	229,428	0	528,561	0	0 Final allocations will be \$233,637, \$4,209 above budget. Prepayment \$294,924
	Federal Road & Community Infrastructure	Dept. of Infrastructure (Fed)	Non-operating	0	0	253,187	277,298	(277,298)	0
	Federal Road & Community Infrastructure Round 2	Dept. of Infrastructure (Fed)	Non-operating	0	0	0	185,477	0	185,477 Phase 2. Carried forward to 2021/22.
Law, Order and Public Safety									
	FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Services	Operating - Tied	0	39,479	0	38,897	(38,897)	0
Education and Welfare									
	Age Friendly and Dementia Community Awareness	Department of Communities	Operating - Tied	0	3,620	0	3,620	(3,620)	0 Carried forward from prior year.
Recreation and Culture									
	Redevelopment of play and youth area	Lotterywest	Non-operating	0	0	30,000	0	0	0 Darkan Railway Reserve
	CRC Technology and Digital Inclusion	State Library of WA	Operating - Tied	0	0	0	850	(850)	0 Unbudgeted successful grant application
	Heritage Inventory	Dept of Planning, Lands & Heritage	Operating - Tied	0	0	0	9,198	0	9,198 Recognised as liability and rebudgeted in 2021/22
Transport									
	Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	329,877	339,490	(237,417)	102,073 Income received higher than budget as payment in advance. Carried forward to 20
	Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	65,387	65,387	(65,387)	0 Carried forward from prior year
	RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	365,987	350,671	(350,671)	0 Funding shown as a liability until spent, then recognised as income
		Dept. of Infrastructure, Transport, Regional							
	Federal Road & Community Infrastructure	Development and Communications	Non-operating	0	0	113,507	89,396	(89,396)	0
	Direct Grant	Main Roads - Direct Grant	Operating	0	127,175	0	127,175	0	0
Economic Development									
	Kylie Dam Project	Department of Water	Non-operating	0	0	88,423	0	0	0 Kylie Dam - will not be completed this year.
TOTALS				0	626,228	1,246,368	2,509,354	(1,063,536)	296,748
SUMMARY									
	Operating	Operating Grants, Subsidies and Contributions		0	583,129	0	1,149,070	0	0
	Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	43,099	0	52,565	(43,367)	9,198
	Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	1,246,368	1,307,719	(1,020,169)	287,550
TOTALS				0	626,228	1,246,368	2,509,354	(1,063,536)	296,748

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2021

Note 7: Capital Acquisitions

Assets	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 community housing units	0	0	0	0	(25,000)	(25,000)	25,000	
Community Amenities								
Chalet	(1,418)	(81,301)	(82,719)	(20,000)	(110,000)	(130,000)	47,281	
Recreation And Culture								
Arthur River Hall kitchen	0	(14,705)	(14,705)	0	(14,000)	(14,000)	(705)	LRCI (Council decision Sep 20)
Economic Services								
Nissen Hut upgrade/restoration	(18,612)	(7,075)	(25,687)	(5,565)	(16,744)	(22,309)	(3,378)	LRCI (Council decision Sep 20), allocations above budget.
Other Property & Services								
Staff Housing	0	0	0	(20,000)	(50,000)	(70,000)	70,000	
Buildings Total	(20,030)	(103,081)	(123,111)	(45,565)	(215,744)	(261,309)	138,198	
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	(23,595)	(23,595)	(15,000)	(150,000)	(165,000)	141,405	Partly funded LRCI.
Lake boat ramp	0	0	0	(4,834)	(6,000)	(10,834)	10,834	LRCI (Council decision Sep 20)
Lake Towerrinning jetties	0	(104,282)	(104,282)	(4,995)	(110,000)	(114,995)	10,713	LRCI - part of project is operating expenditure. Decision made April 21
Darkan Railway Reserve redevelopment	0	(32,000)	(32,000)	0	(32,000)	(32,000)	0	LRCI (Council decision Sep 20). Decision made April 21.
Economic Services								
Kylie Dam Water Project	0	0	0	(12,608)	(100,512)	(113,120)	113,120	
Infrastructure Total	0	(159,877)	(159,877)	(57,437)	(498,512)	(555,949)	396,072	
Plant , Equip. & Vehicles								
Transport								
Prime Mover	0	0	0	0	(170,000)	(170,000)	170,000	Not available this year due to supply issues.
Side Tipping Trailer	0	0	0	0	(100,000)	(100,000)	100,000	Not available this year due to supply issues.
Large Vibe Roller	0	(131,221)	(131,221)	0	(150,000)	(150,000)	18,779	
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	(131,221)	(131,221)	0	(532,000)	(532,000)	400,779	
Roads								
Regional Road Group								
Boyup Brook Arthur Road	(141,786)	(142,847)	(284,633)	(142,075)	(159,300)	(301,375)	16,742	
Bowelling Duranillin Road	(145,428)	(95,945)	(241,373)	(117,508)	(140,175)	(257,683)	16,310	
Regional Road Group Total	(287,214)	(238,792)	(526,006)	(259,583)	(299,475)	(559,058)	33,052	
Roads to Recovery								
Darkan South Road - Slip Lane and Intersection	(64,780)	(1,535)	(66,315)	(81,264)	(27,790)	(109,054)	42,739	
Darkan South Road - Widening Corners	(1,969)	(2,739)	(4,708)	(74,308)	(28,040)	(102,348)	97,640	
Old Collie Road	(60,737)	(9,420)	(70,157)	(58,371)	(8,208)	(66,579)	(3,578)	
Bowelling McAlinden Road	(25,726)	(31,241)	(56,967)	(33,125)	(30,914)	(64,039)	7,072	Works Completed.
Bokal East Arthur Road	(28,138)	(43,940)	(72,078)	(26,408)	(39,300)	(65,708)	(6,370)	Additional material expenditure due to greater area cement stab.

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2021

Note 7: Capital Acquisitions

Assets	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	
	\$	\$	\$	\$	\$	\$	\$	
Roads to Recovery Total	(181,350)	(88,875)	(270,225)	(273,476)	(134,252)	(407,728)	137,503	
Road and Community Infrastructure Program								W Tree Gully project removed
Centre line - 3 roads	(13,768)	(39,839)	(53,607)	0	(40,000)	(40,000)	(13,607)	LRCI (Council decision Sep 20), allocations above budget.
Bunce-King Road Bridge	0	0	0	(3,867)	(35,000)	(38,867)	38,867	LRCI (Council decision Sep 20) - funds reallocated.
Lake Towerrinning Entrance and Car Park	(5,418)	(22,557)	(27,975)	(1,000)	(25,000)	(26,000)	(1,975)	LRCI (as per budget) - completed
Growden Place - Drainage, seal, reseal	(32,573)	(27,156)	(59,729)	(14,038)	(30,150)	(44,188)	(15,541)	LRCI (as per budget), allocations above budget. Completed.
Shire Funded Total	(51,759)	(89,552)	(141,311)	(18,905)	(130,150)	(149,055)	7,744	
Shire Funded								
Growden Place - Intersection	(36,166)	(60,233)	(96,399)	(24,149)	(59,480)	(83,629)	(12,770)	Additional allocations of time and plant. Completed
Airlee Road	(616)	(13,662)	(14,278)	(510)	(8,000)	(8,510)	(5,768)	Additional material expenditure due to greater area. Completed
Collie South East Road	0	0	0	(510)	(5,000)	(5,510)	5,510	
Jackson Road	(16,446)	(1,855)	(18,301)	(39,845)	(1,822)	(41,667)	23,366	
Shire Funded Total	(53,228)	(75,750)	(128,978)	(65,014)	(74,302)	(139,316)	10,338	
Roads Total	(573,551)	(492,969)	(1,066,520)	(616,978)	(638,179)	(1,255,157)	188,637	
Capital Expenditure Total	(593,581)	(887,148)	(1,480,729)	(719,980)	(1,884,435)	(2,604,415)	1,123,686	

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

	Note	Annual Budget 2020/2021 \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
Opening Funding Surplus (Deficit)	2	1,162,486	1,162,486	1,162,486	0	0%	
Revenue from operating activities							
Rates		1,776,244	0	0	0		
Operating Grants, Subsidies and Contributions	6	813,807	145,453	145,598	146	0%	
Fees and Charges		262,985	21,915	22,586	671	3%	
Interest Earnings		36,389	100	71	(29)	(29%)	
Other Revenue		71,872	150	341	191	127%	
Profit on Disposal of Assets		6,799	0	0	0		
		2,968,096	167,618	168,596	978		
Expenditure from operating activities							
Employee Costs		(1,869,777)	(171,812)	(162,632)	9,180	5%	
Less overhead and wage allocations			0	0	0		
Materials and Contracts		(811,033)	(97,586)	(93,677)	3,909	4%	
less Pdepn and POC allocations			0	0	0		
Utility Charges		(93,534)	(1,500)	(1,469)	31	2%	
Depreciation on Non-Current Assets		(2,140,359)	(43,414)	(44,626)	(1,212)	(3%)	
Interest Expenses		(25,232)	0	0	0		
Insurance Expenses		(103,791)	(103,791)	(103,575)	216	0%	
Other Expenditure		(36,500)	0	0	0		
Loss on Disposal of Assets		(5,350)	0	0	0		
		(5,085,576)	(418,103)	(405,979)	12,124		
Operating activities excluded from budget							
Add back Depreciation		2,140,359	43,414	44,626	1,212	3%	
Adjust (Profit)/Loss on Asset Disposal		(1,449)	0	0	0		
Adjust Provisions and Accruals		0	0	(32,833)	(32,833)		▼
Amount attributable to operating activities		21,430	(207,071)	(225,590)	(18,519)		
Investing activities							
Grants, Subsidies and Contributions	6	995,128	0	0	0		
Proceeds from Disposal of Assets		64,228	0	0	0		
Land and Buildings	7	(579,700)	0	0	0		
Infrastructure Assets - Roads	7	(1,138,717)	0	0	0		
Infrastructure Assets - Other	7	(586,188)	0	0	0		
Plant and Equipment	7	(530,115)	(66,115)	(62,615)	3,500	5%	
Furniture and Equipment	7	(8,500)	0	0	0		
Amount attributable to investing activities		(1,783,864)	(66,115)	(62,615)	3,500		
Financing Activities							
Proceeds from Self Supporting Loan - repayments		28,087	0	0	0		
Transfer from Reserves	5	1,237,967	0	0	0		
Repayment of Debentures		(96,883)	0	0	0		
Transfer to Reserves	5	(569,223)	0	(9)	(9)		
Amount attributable to financing activities		599,948	0	(9)	(9)		
Closing Funding Surplus (Deficit)	2	0	889,300	874,272	(15,028)	(2%)	

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 July 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 2021/22 year is \$10,000 or 10% whichever is the greater.

There is no reportable variance to 31 July 2021

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

Note 3: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	111,192			111,192	NAB	0.01%	At Call
Municipal Bank - Bendigo	118,189			118,189	Bendigo	0.01%	At Call
Municipal Cash Maximiser	810,000			810,000	NAB	0.01%	At Call
Trust Bank Account			4,693	4,693	NAB	0.01%	At Call
Trust Cash Maximiser			70,269	70,269	NAB	0.01%	At Call
Reserve Cash Maximiser		1,278,005		1,278,005	NAB	0.01%	At Call
Bendigo Reserve		1,614,471		1,614,471	Bendigo	0.10%	At Call
Total	1,039,381	2,892,476	74,962	4,006,819			

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

Note 4: Receivables

Receivables - Rates Receivable	31 Jul 2021	30 June 2021	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	237,534	199,932	Receivables - General	148,327	43,378	2,737	1,709	196,151
Levied this year (incl rubbish & ESL)	48	1,847,083						
Less Collections to date	(9,638)	(1,809,481)	Balance per Trial Balance					
Equals Current Outstanding	227,944	237,534	Sundry Debtors					0
			Receivables - Other					0
Net Rates Collectable	227,944	237,534	Total Receivables General Outstanding					196,151
% Collected	4.06%	88.40%						
Less Recognised as doubtful	(92,157)	(92,157)						

Amounts shown above include GST (where applicable)

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

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 (-)	Transfers Out (-)		
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	210,490	842	1	0	0	(25,000)	0	186,332	210,491		
Plant Reserve	522,877	2,102	2	310,000	0	(465,887)	0	369,092	522,879		
Building Reserve	677,641	2,712	2	85,650	0	(515,000)	0	251,003	677,643		
Town Development Reserve	71,305	285	0	0	0	(70,000)	0	1,590	71,305		
Recreation Reserve	162,775	651	1	0	0	0	0	163,426	162,776		
Heritage Reserve	5,755	23	0	300	0	0	0	6,078	5,755		
Community Housing Reserve	153,767	610	0	20,000	0	(25,000)	0	149,377	153,767		
Waste Management Reserve	122,370	489	0	0	0	(100,000)	0	22,859	122,370		
Darkan Swimming Pool Reserve	44,081	176	0	5,000	0	0	0	49,257	44,081		
Information Technology Reserve	50,306	201	0	50,000	0	0	0	100,507	50,306		
Darkan Sport and Community Centre Reserve	289,516	1,158	1	30,000	0	0	0	320,674	289,517		
Arthur River Country Club Renewal Reserve	34,043	136	0	6,000	0	0	0	40,179	34,043		
Museum Reserve	128,155	497	0	0	0	(5,000)	0	123,652	128,155		
Moodiarrup Sports Club Reserve	13,539	58	0	5,000	0	0	0	18,597	13,539		
Landcare Reserve	37,871	173	0	0	0	(17,080)	0	20,964	37,871		
Corporate Planning and Valuation Reserve	34,836	139	0	0	0	(15,000)	0	19,975	34,836		
Kids Central Members Reserve	1,607	3	0	5,704	0	0	0	7,314	1,607		
The Shed Reserve	12,258	47	0	0	0	0	0	12,305	12,258		
Recreation Trails Reserve	1,214	5	0	0	0	0	0	1,219	1,214		
Community Gym Reserve	11,026	34	0	0	0	0	0	11,060	11,026		
Economic Development Reserve	73,617	294	0	40,000	0	0	0	113,911	73,617		
Road Reserve	233,418	934	1	0	0	0	0	234,352	233,419		
	2,892,467	11,569	9	557,654	0	(1,237,967)	0	2,223,723	2,892,476		

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

569,223

SHIRE OF WEST ARTHUR									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 31 July 2021									
Note 7: Capital Acquisitions									
Assets	Account	YTD Actual			Budget			Variance	Comment
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	
		\$	\$	\$	\$	\$	\$	\$	
Furniture									
Other Property & Services									
Printer		0	0	0	0	(8,500)	(8,500)	8,500	
Furniture Total		0	0	0	0	(8,500)	(8,500)	8,500	
Land and Buildings									
Housing									
Renovations to existing joint venture community housing units		0	0	0	0	(25,000)	(25,000)	25,000	
Community Amenities									
Chalet completion		0	0	0	(1,000)	(25,000)	(26,000)	26,000	
Toilet - Bowelling (grant to be sourced for materials)		0	0	0	(8,700)	0	(8,700)	8,700	
Other Property & Services									
Staff housing improvements/renovations		0	0	0	(8,300)	(50,000)	(58,300)	58,300	
New staff house		0	0	0	(11,700)	(450,000)	(461,700)	461,700	
Buildings Total		0	0	0	(29,700)	(550,000)	(579,700)	579,700	
Infrastructure									
Community Amenities									
Darkan Refuse Site		0	0	0	(20,000)	(100,000)	(120,000)	120,000	
Recreation And Culture									
Darkan Railway Reserve - redevelopment of play and youth area		0	0	0	(30,000)	(220,000)	(250,000)	250,000	
Cricket oval infrastructure - wicket		0	0	0	0	(17,000)	(17,000)	17,000	
Lake Towerrinning - Shade and landscaping		0	0	0	0	(40,000)	(40,000)	40,000	
Transport									
Slip lane car park off Burrowes Street		0	0	0	(34,073)	(19,115)	(53,188)	53,188	
Economic Development									
Kylie Dam Water Project		0	0	0	(14,000)	(67,000)	(81,000)	81,000	
Potable water Infrastructure		0	0	0	0	(25,000)	(25,000)	25,000	
Infrastructure Total		0	0	0	(98,073)	(488,115)	(586,188)	586,188	
Plant , Equip. & Vehicles									
Transport									
Prime Mover		0	0	0	0	(170,000)	(170,000)	170,000	
Side Tipping Trailer		0	0	0	0	(120,000)	(120,000)	120,000	
Passenger Vehicle		0	(51,725)	(51,725)	0	(52,225)	(52,225)	500	
Forklift		0	0	0	0	(25,000)	(25,000)	25,000	
Road Broom		0	0	0	0	(45,000)	(45,000)	45,000	
Utes		0	0	0	0	(104,000)	(104,000)	104,000	
Mower		0	(10,890)	(10,890)	0	(13,890)	(13,890)	3,000	
Plant, Equip & Vehicles Total		0	(62,615)	(62,615)	0	(530,115)	(530,115)	467,500	

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 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	Operating	0	279,900	0	0	0	0	
Grants Commission - Roads	WALGGC - Local Roads Grant	Operating	0	237,417	0	0	0	0	
Law, Order and Public Safety									
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Services	Operating - Tied	0	43,126	0	10,927	(10,927)	0	
Federal Road & Community Infrastructure - St Johns Building	Dept. of Infrastructure, Transport, Regional Development and Communications	Operating - Tied	0	75,000	0	0	0	0	
Housing									
Community Housing Repairs	Dept of Communities	Operating - Tied	0	10,495	0	10,495	0	10,495	Recognised as income when corresponding expenditure recognised
Community Amenities									
Federal Road & Community Infrastructure - Seat	Dept. of Infrastructure, Transport, Regional Development and Communications	Operating - Tied	0	2,000	0	0	0	0	
Recreation and Culture									
Federal Road & Community Infrastructure - Railway reserve and cricket wicket	Dept. of Infrastructure, Transport, Regional Development and Communications	Non-operating	0	0	77,000	0	0	0	
Federal Road & Community Infrastructure - Swimming pool	Dept. of Infrastructure, Transport, Regional Development and Communications	Operating - Tied	0	20,000	0	0	0	0	
Federal Road & Community Infrastructure - Lake Towerrinning shade and landscaping	Dept. of Infrastructure, Transport, Regional Development and Communications	Non-operating	0	0	27,996	0	0	0	
Heritage Inventory	Dept of Planning, Lands & Heritage	Operating - Tied	0	9,198	0	0	0	0	
Community event grants	Unknown	Operating - Tied	0	1,000	0	0	0	0	
Transport									
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	320,264	0	0	0	
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	102,073	0	0	0	Shown as a liability until spent, then recognised as income
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	350,884	0	0	0	
Federal Road & Community Infrastructure Direct Grant	Main Roads - Direct Grant	Non-operating	0	0	38,000	0	0	0	
		Operating	0	134,671	0	134,671	0	0	
Economic Development									
Kylie Dam Project	Department of Water	Non-operating	0	0	53,911	0	0	0	
Federal Road & Community Infrastructure - Potable water	Dept. of Infrastructure, Transport, Regional Development and Communications	Non-operating	0	0	25,000	0	0	0	
TOTALS			0	812,807	995,128	156,093	(10,927)	10,495	
SUMMARY									
Operating	Operating Grants, Subsidies and Contributions		0	651,988	0	134,671	0	0	
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	160,819	0	21,422	(10,927)	10,495	
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	995,128	0	0	0	
TOTALS			0	812,807	995,128	156,093	(10,927)	10,495	

SHIRE OF WEST ARTHUR									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 31 July 2021									
Note 7: Capital Acquisitions									
Assets	Account	YTD Actual			Budget			Variance	Comment
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	
		\$	\$	\$	\$	\$	\$	\$	
Roads									
Regional Road Group									
Boyup Brook Arthur Road		0	0	0	(158,152)	(126,856)	(285,008)	285,008	
Bowelling Duranillin Road		0	0	0	(146,055)	(104,307)	(250,362)	250,362	
Regional Road Group Total		0	0	0	(304,207)	(231,163)	(535,370)	535,370	
Roads to Recovery									
Darkan South Road - Slip Lane and Intersection		0	0	0	(28,850)	(29,600)	(58,450)	58,450	
Darkan South Road - Widening Corners		0	0	0	(67,652)	(40,220)	(107,872)	107,872	
Sandalwood Road		0	0	0	(83,641)	(26,480)	(110,121)	110,121	
Moodiarrup South Road		0	0	0	(46,394)	(12,450)	(58,844)	58,844	
Darkan South Road		0	0	0	(47,664)	(51,100)	(98,764)	98,764	
Roads to Recovery Total		0	0	0	(274,201)	(159,850)	(434,051)	434,051	
Road and Community Infrastructure Program									
Bowelling Dura, Darkan South, Moodiarrup Changerup Centre line		0	0	0	0	(38,000)	(38,000)	38,000	
Shire Funded Total		0	0	0	0	(38,000)	(38,000)	38,000	
Shire Funded									
Burnett Road		0	0	0	(53,011)	(11,031)	(64,042)	64,042	
Cordering North Road		0	0	0	(50,019)	(11,690)	(61,709)		
Collie South East Road		0	0	0	(225)	(5,320)	(5,545)	5,545	
Shire Funded Total		0	0	0	(103,255)	(28,041)	(131,296)	69,587	
Roads Total		0	0	0	(681,663)	(457,054)	(1,138,717)	1,077,008	
Capital Expenditure Total		0	(62,615)	(62,615)	(809,436)	(2,033,784)	(2,843,220)	2,718,896	

13.2 - Accounts for Payment

File Reference:	N/A
Location:	N/A
Applicant:	N/A
Author:	A Telfer
Authorising Officer	Acting Chief Executive Officer
Date:	20 July 2021
Disclosure of Interest:	N/A
Attachments:	Cheque Listing
Previous Reference:	N/A

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:

There are no strategic implications.

Sustainability Implications:

- **Environmental:** N/A
- **Economic:** N/A
- **Social:** N/A

Risk Implications:

Risk	Low (1)
Risk Likelihood (based on history and with existing controls)	Low (1)
Risk Impact / Consequence	Low (1)
Risk Rating (Prior to Treatment or Control)	Low (1)
Principal Risk Theme	Low (1)
Risk Action Plan (Controls or Treatment Proposed)	Low (1)

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Simple majority

Council Decision (Officer Recommendation) 13.2:

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 29072021.1 – 29072021.27, Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling \$ 596,697.06 listed (attached) be noted as approved for payment.

Moved: Cr Neil Morrell

Seconded: Cr Marie Lloyd

CARRIED 5/0

Shire of West Arthur
Cheque Detail
July 20 through August 10, 2021

Date	Num	Name	Original Amount
22/07/2021	EFT	SALARIES & WAGES	52,971.23
		PAYROLL	
29/07/2021	29072021.1	BLACKWOOD BASIN GROUP (INC)	1,293.60
		LANDCARE SUPPORT FOR JUNE 2021	
29/07/2021	29072021.2	BUNBURY MACHINERY	11,979.00
		NEW KUBOTA MOWER	
29/07/2021	29072021.3	CJD EQUIPMENT PTY LTD	837.32
		COOLANT FOR VOLVO LOADER	
29/07/2021	29072021.4	COLLIE BETTA HOME LIVING	12,765.00
		FUNITURE AND APPLIANCES FOR DARKAN CARAVAN PARK CHALET 2	
29/07/2021	29072021.5	COMFORTSTYLE COLLIE	1,523.00
		NISSIN HUT FURNITURE	
29/07/2021	29072021.6	COMMON GROUND TRAILS PTY LTD	59,400.00
		DARKAN RAIL RESERVE PUMP TRACK - INCLUDING LANDSCAPE	
29/07/2021	29072021.7	CORSIGN	1,994.30
		SIGNAGE FOR CARAVAN PARK	
29/07/2021	29072021.8	CR N M MANUEL	879.19
		ELECTED MEMBERS FEES FOR PERIOD JULY-SEPT 2020	
29/07/2021	29072021.9	ENVIRO INFRASTRUCTURE PTY LTD	51,117.68
		REMEDIAL WORKS JETTY 1 AT LAKE TOWERRINNING	
29/07/2021	29072021.10	FENCING UNLIMITED	5,374.00
		EQUIPMENT FOR PLAYGROUND AT LAKE TOWERRINNING	
29/07/2021	29072021.11	FOWLER SURVEYS	5,488.14
		LINEMARKING, SPOT MARKING & BARRIER ASSEMENTS - ARTHUR RIVER BOYUP BROOK ROAD	
29/07/2021	29072021.12	G & M DETERGENTS	446.00
		CLEANING SUPPLIES	
29/07/2021	29072021.13	HARRINGTON, KYM	90.00
		REIMBURSEMENT FOR PAINT FOR NISSEN HUT/NAIDOC WEEK/CURTAINS	
29/07/2021	29072021.14	IN2BALANCE PTY LTD	34,210.00
		ANNUAL LICENCE, MAINTENANCE AND SUPPORT FEES FOR YEAR ENDING 30/06/2022	
29/07/2021	29072021.15	LIBERTY OIL AUSTRALIA PTY LTD	18,208.40
		DIESEL	
29/07/2021	29072021.16	MOORE STEPHENS PTY LTD	17,600.00
		FINANCIAL MANAGEMENT REVIEW & RISK MANAGEMENT TO 30 JUNE 2021	
29/07/2021	29072021.17	MOTORPASS	5.50
		MOTORPASS CARD FEE	
29/07/2021	29072021.18	P & S GRIGGS PLUMBING	665.50
		CLEAR BLOCKED DRAIN AT DURANILLIN TOILETS	
29/07/2021	29072021.19	PFD FOOD SERVICES PTY LTD	388.80
		CONTAINERS AND LIDS FOR SENIORS MEALS	
29/07/2021	29072021.20	PUTLAND MOTORS	1,707.27
		OILS, PARTS & REPAIRS FOR LOW LOADER, ROLLER, GRADER, CHAINSAW & WORKS UTE.	
29/07/2021	29072021.21	THINK PROJECT	7,641.59
		RAMM ANNUAL SUPPORT AND MAINTENANCE FEE 1/7/2021 TO 30/6/2022	
29/07/2021	29072021.22	TOLL TRANSPORT PTY LTD	132.44
		FREIGHT FOR CJD & CORSIGN	
29/07/2021	29072021.23	VALINA FARMS	36.00
		POTATOES FOR SENIORS MEALS	
29/07/2021	29072021.24	WARREN BLACKWOOD WASTE	3,350.30
		DOMESTIC WASTE & RECYCLING BIN FEES	
29/07/2021	29072021.25	WARRICK WELDING	924.16
		HANDRAILS FOR OFFICE BUILDING	
29/07/2021	29072021.26	WATER TECHNOLOGY	5,084.75
		TOWN WATER SUPPLY STRATEGY PROFESSIONAL SERVICES TO 30 JUNE 21	
29/07/2021	29072021.27	WESTRAC BUNBURY	45,971.88
		INSTALL TRACK SHOES AND REPLACE LINK ASSEMBLY - CAT DOZER	
05/08/2021	EFT	SALARIES & WAGES	52,788.37
		PAYROLL	
06/08/2021	DIRECT DEBIT	LGISWA	136,107.45
		INSURANCE RENEWALS 30/06/2021 TO 30/06/2022	
06/08/2021	DIRECT DEBIT	LGIS - JLT	693.00
		MARINE CARGO INSURANCE 30/06/2020 TO 30/06/2021	

Cheque Detail

July 20 through August 10, 2021

Date	Num	Name	Original Amount
29/07/2021	DIRECT DEBIT	SYNERGY	1,395.46
		ELECTRICITY USAGE AND SUPPLY CHARGE FOR CRC	
30/07/2021	DIRECT DEBIT	NATIONAL AUSTRALIA BANK	61.20
		ACCOUNT FEES	
02/08/2021	DIRECT DEBIT	BENDIGO BANK	89.93
		MERCHANT FEES	
29/07/2021	DIRECT DEBIT	NATIONAL AUSTRALIA BANK	39.99
		NAB CONNECT FEES	
21/07/2021	DIRECT DEBIT	AUSTRALIAN ETHICAL SUPER FUND	227.23
		SUPER CONTRIBUTIONS	
21/07/2021	DIRECT DEBIT	AUSTRALIAN SUPER	7,684.07
		SUPER CONTRIBUTIONS	
21/07/2021	DIRECT DEBIT	AWARE SUPER	37,109.95
		SUPER CONTRIBUTIONS	
21/07/2021	DIRECT DEBIT	CBUS	1,596.77
		SUPER CONTRIBUTIONS	
21/07/2021	DIRECT DEBIT	COLONIAL FIRST STATE	1,465.14
		SUPER CONTRIBUTIONS	
21/07/2021	DIRECT DEBIT	GD & MA GOODING SUPERANNUATION FUND	61.00
		SUPER CONTRIBUTIONS	
21/07/2021	DIRECT DEBIT	PRIME SUPER	107.77
		SUPER CONTRIBUTIONS	
21/07/2021	DIRECT DEBIT	TWUSUPER	1,624.43
		SUPER CONTRIBUTIONS	
		VOUCHERS	AMOUNT
MUNICIPAL FUND			
		29072021.1 - 29072021.27	289,113.82
		EFT/DEBIT/BPAY	188,263.39
		SALARIES & WAGES	105,759.60
		LICENSING JUNE 2021 TRANSFERS	13,560.25
		TOTAL	596,697.06

14. Planning and Technical Services**14.1 – ARTHUR RIVER ROADHOUSE REDEVELOPMENT**

File Reference:	6.5.1
Location:	Lots 15220 & 15221 Albany Hwy Arthur River
Applicant:	WARRIV Pty Ltd
Author:	G Lush (Council Town Planning Consultant)
Authorising Officer	Acting Chief Executive Officer
Date:	10 August 2021
Disclosure of Interest:	Nil
Attachments:	1 Site and Development Plans
Previous Reference:	N/A

Summary:

The application is for the re-development of the existing roadhouse as a Puma service station.

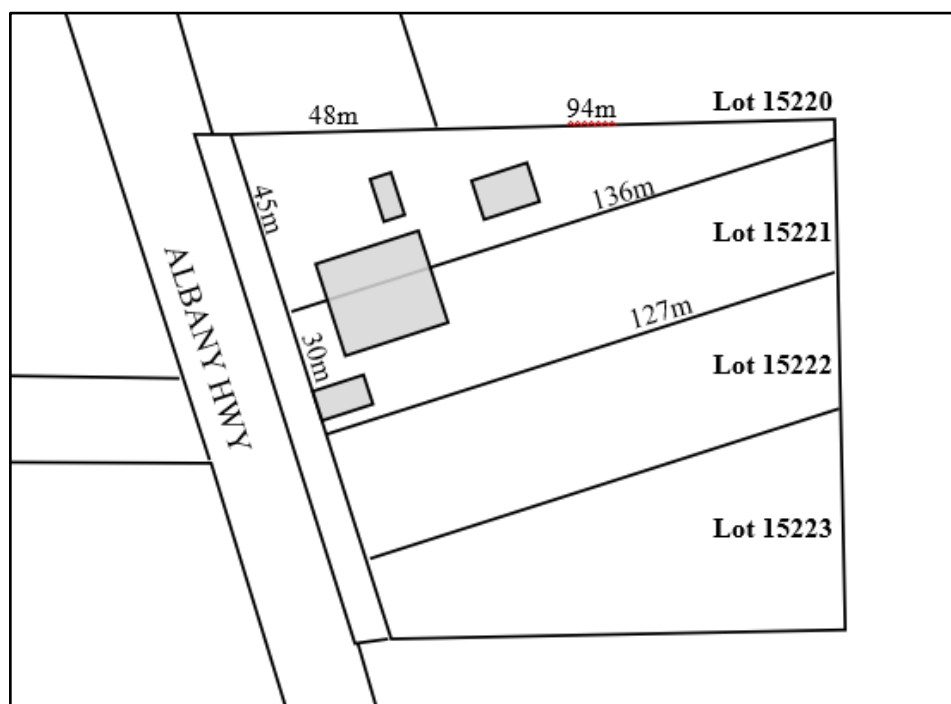
The application is supported subject to conditions, while noting that there is an issue with the existing lot boundaries

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including LPS2 and the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015. This assessment, has confirmed the proposal is compliant with the following requirements:

- Land capability and suitability;
- Zoning objectives and land use permissibility;
- Land use compatibility;
- Lot boundary setbacks subject to amalgamation;
- Building size, height, bulk, scale, orientation and appearance; and
- Vehicle access and parking, traffic flows and safety;

Background:

The subject land is comprised of Lots 15220 & 15221 Albany Highway as shown below. Lot 15220 has an area of 0.3462ha and Lot 15221 has an area of 0.3978ha. The existing property boundary passes through the existing roadhouse building.



The proposed work is to demolish existing service station structures and to build modern facilities including convenience store, restaurant and new truck and vehicle canopies. The proposal will also include upgrading of Main ID sign, price board and general site signage.

The site and development plans are included in Attachment 1 and the details are:

- The existing building has an area of 261sqm and the proposed building will be 286sqm. (14.4m X 20.2m). It will be setback 20m from the front boundary and 18m from the southern side boundary. The cladding will be corrugated colorbond.
- The vehicle canopy will be enlarged and extend to the front boundary (20m X 12.5m with a 5m vertical clearance)
- A separate “high flow” truck pump and canopy (7m X 7m)
- An enlarged Alfresco area with shade covers.
- Ten (10) car parking bays.
- An illuminated pylon sign 6.9m high by 2.2m wide located on the verge of Albany Highway. This will be installed at a later date.

There are no proposed changes to the existing driveway access to Albany Highway.

Comment:

General

The realignment of the Albany / Coalfields Highway intersection and parking areas, has provided the opportunity to be able to redevelop the site with some certainty.

Arthur River is also midway between Perth and Albany (222km from Albany and 202km from Perth) making it potentially strategic location for travellers taking a break. As the Beaufort River Tavern is closed this is the only facility between Kojonup and Williams.

The nearest dwelling to the site is located on the adjacent Lot 15222. As the building is of a similar size and setbacks, there should not be any adverse impact upon this property. However, this might occur due to the increased height of structures, or hours of operation.

The Scheme does not specify any ratio of car parking spaces to the gross floor area of the building and nor does it specify a minimum area for landscaping.

Pylon Sign

It is noted that the proposed pylon sign will be located on the road verge, where there is an existing traffic island between the driveways. This is not part of the property and is a separate lot / road widening. The approval of Main Roads WA as both the landowner and responsible authority is required.

The applicant has advised that approval for this will be sought at a later date.

Lot Boundary

The current boundary of Lots 15220 & 15221 extends through the existing building. As the proposed building is in a similar position, it will not comply with the Scheme boundary setbacks. However, Council has the discretion to vary these.

This will become more problematic when applying for both building and septic tank approvals. The Health Department does not normally allow on-site effluent disposal installations to cross property boundaries. Similarly, the National Construction Code would require fire rated walls on the boundary making the building unusable.

Consultation:

The application has been advertised to adjacent landowners, the Council website and in the Bleat. It was also referred to Main Roads WA and the Shire Environmental Health Officer.

No submissions have been received.

Statutory Environment:Bushfire Prone Land

The subject land is not designated as being bushfire prone and the Local Planning Scheme Regulations and BCA construction provisions do not apply to the proposal.

Local Planning Scheme

The subject land is zoned Rural and the proposal is defined as a “service station” which means premises used for —

- (a) the retail sale of petroleum products, motor vehicle accessories and goods of an incidental/convenience retail nature; and
 - (b) the carrying out of greasing, tyre repairs and minor mechanical repairs to motor vehicles,
- but does not include premises used for a transport depot, panel beating, spray-painting, major repairs or wrecking;

While there are some tables and chairs being provided, these are incidental and not considered to constitute being a restaurant.

A service station is a discretionary (D) use and a restaurant is an advertised (A) use in the Rural zone. The facility also has existing use rights as it has been operating from before the commencement of the Planning Scheme.

The minimum building setbacks in the Rural zone are:

- Front : 20.0m;
- Rear : 20.0m; and
- Side : 10.0m.

Pursuant to Clause 5.5.1 Council may vary the above setback provisions provide that it consults with the affected parties which is normally the neighbours.

The objectives for the Rural zone include:

- to consider non-rural uses where they can be shown to be of benefit to the district and not detrimental to the natural resources or the environment.
- to allow for facilities for tourists and travellers, and for recreation uses.

Clause 5.8 of the Scheme relates to car parking and states that:

A person is not to develop or use any land or erect use or adapt any building unless parking spaces as specified by the local government are provided and such spaces are constructed and maintained in accordance with the requirements of the local government.

Clause 5.12 relates to the use of setback areas and states that:

A person is not to use the land between a street alignment and the distance that buildings are required to be setback from such street alignment for any purpose other than one or more of the following:

- (a) a means of access;
- (b) the daily parking of vehicles;
- (c) the loading and unloading of vehicles;

- (d) landscaping which only in the Commercial Zone and then only with the specific approval of local government may include an awning, pergola, or similar structure and when in front of a fast food outlet or restaurant may provide for alfresco dining.

Deemed Provisions

The Deemed Provisions refer to those provisions contained in Schedule 2 of the Local Planning Scheme Regulations (2015) and these apply to all planning schemes in the State. Clause 67 nominates the matters that Council is to have due regard to considering an application. This is to the extent that, Council considers those matters relevant to the application.

- (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
- (c) any approved State planning policy;
- (m) the compatibility of the development with its setting
- (n) the amenity of the locality
- (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
- (s) the proposed means of access to and egress from the site
- (zb) any other planning consideration the local government considers appropriate

Policy Implications:

N/A

Financial Implications:

The application fee of \$5,041 has been paid

Strategic Implications:

Nil

Sustainability Implications:

- **Environmental:** The main potential environmental implications associated with this proposal will be dealt with by other agencies:
 - On-site effluent disposal will be assessed and approved by the Health Department; and
 - Any replacement of the fuel tanks (soil contamination) will be assessed and approved by the Department of Water and Environmental regulation
- **Economic:** The proposed development can be expected to have direct and indirect benefits for the local economy encouraging people to stop.
- **Social:** There are no known significant social implications associated with this proposal.

Risk Implications:

Risk	
Risk Likelihood (based on history and with existing controls)	
Risk Impact / Consequence	
Risk Rating (Prior to Treatment or Control)	
Principal Risk Theme	
Risk Action Plan (Controls or Treatment Proposed)	

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Simple Majority

Council Decision (Officer Recommendation) 14.1:

That Council approve the use and development of Lots 15220 & 15221 DP166445 Albany Highway Arthur River for a "service station" with ancillary convenience goods subject to the following conditions: -

1. Prior to the commencement of the use hereby permitted an application shall be lodged with the Western Australian Planning Commission to amalgamate the lots.
2. The development hereby approved shall occur generally in accordance with the plans submitted with the application (except for the pylon identification sign) and these shall not be altered or modified without the prior written approval of the Council.
3. Any use, additions to and further intensification of any part of the building or land (not the subject of this consent) shall be subject to a further development application and consent for that use.
4. No polluted drainage shall be discharged beyond the boundaries of the land from which it emanates or into watercourse or easement drain but shall be so treated and/or absorbed on that lot to the satisfaction of the Environmental Health Officer.
5. Lighting shall be installed to pathways and car parking areas, be designed in accordance with the Australian Standards for the Control of Obtrusive Effects of Outdoor Lighting (AS4282) and shall be internally directed to not overspill into nearby lots. All floodlights shall be oriented and hooded to eliminate disturbance to occupants on the surrounding properties.
6. The area set aside for access, fuelling or parking of vehicles, as delineated on the approved plan shall:
 - i. be designed and constructed in accordance with the Australian Standard for Off-street Carparking (AS2890),
 - ii. be provided and completed to the satisfaction of the Council prior to the commencement of the use hereby permitted;
 - iii. thereafter be maintained to the satisfaction of the Council;
 - iv. be made available for such use at all times and shall not used for any other purpose;
 - v. be properly formed to such levels that it can be used in accordance with the plan; and
 - vi. be drained and sealed with an all weather seal top coat to the satisfaction of the Council.
7. Within the area set aside for the parking of vehicles preventative means shall be installed to the requirements of the Council so as to prevent damage to the fences of adjoining properties.
8. The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.
9. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Council, is granted by it in writing.

Advice Notes:

- a) If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.
- b) In relation to Condition 1 it may be necessary to amalgamate the lots before the redevelopment occurs in order to comply with building and health (septic tank) requirements.

- c) The Shire's Environmental Health Officer has advised that the re-development and modifications to the effluent disposal system will require a septic tank permit application to be made.
- d) The proposed pylon identification sign is not located within the subject land and does not form part of this approval. Approval of this sign is required from Main Roads WA.

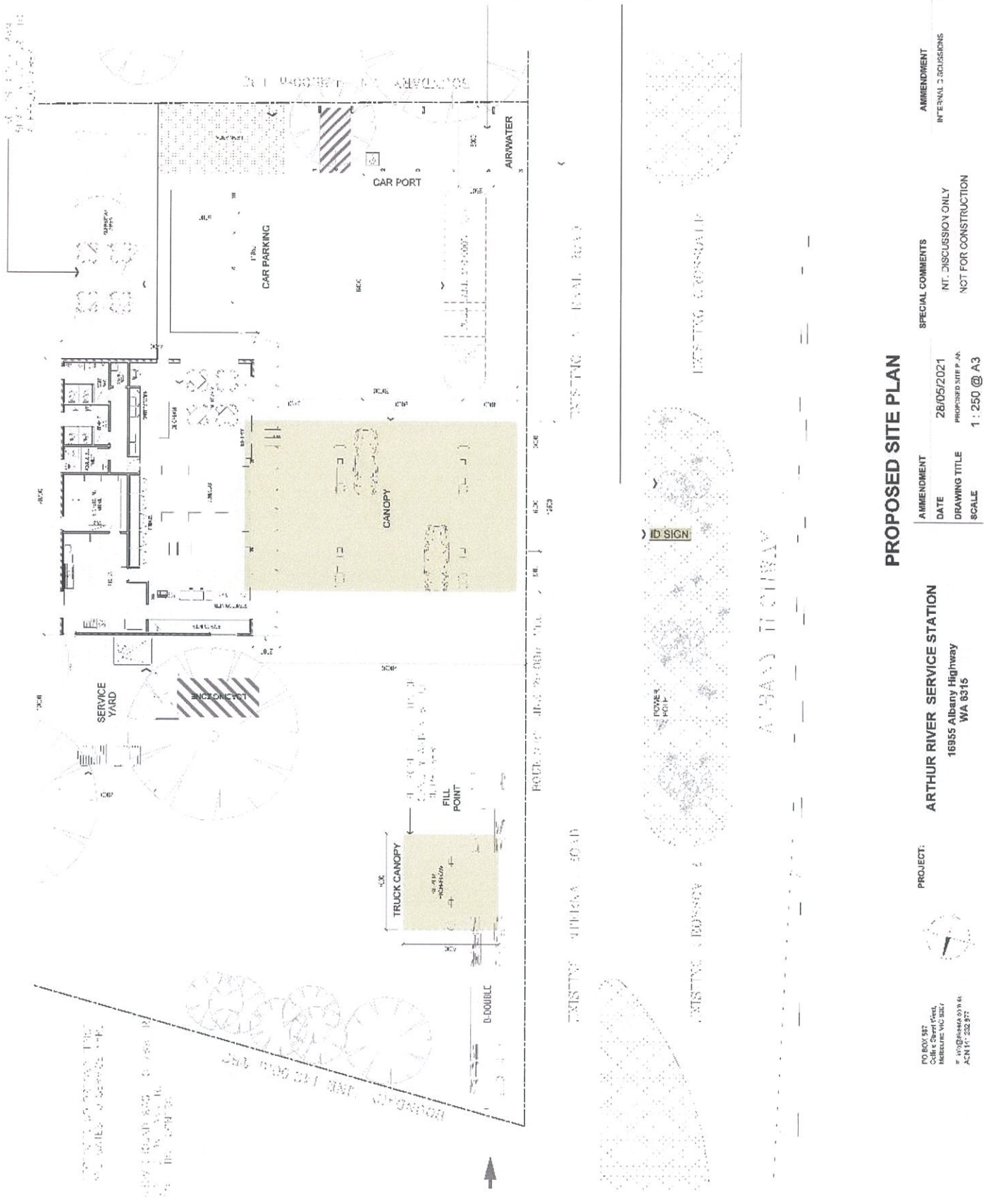
Moved: Cr Neil Morrell

Seconded: Cr Adam Squires

CARRIED 5/0

DEVELOPMENT TABLE

AREA	TOTAL
SUBJECT SITE AREA	2,961 m ²
DEVELOPABLE AREA	1,120 m ²
EXISTING DEVELOPABLE AREA	701 m ²
PROPOSED DEVELOPABLE AREA	391 m ²
TOTAL	3,072 m ²



PLANNING PERMIT APPROVAL

AMENDMENT	DATE	BY	DRAWN
INTERNAL DISCUSSIONS	20/05/2021	JC	PC

SPECIAL COMMENTS

INT. DISCUSSION ONLY
NOT FOR CONSTRUCTION

AMENDMENT

DATE: 25/05/2021
DRAWING TITLE: PROPOSED SITE PLAN
SCALE: 1:250 @ A3

PROPOSED SITE PLAN

ARTHUR RIVER SERVICE STATION
16955 Albany Highway
WA 6315

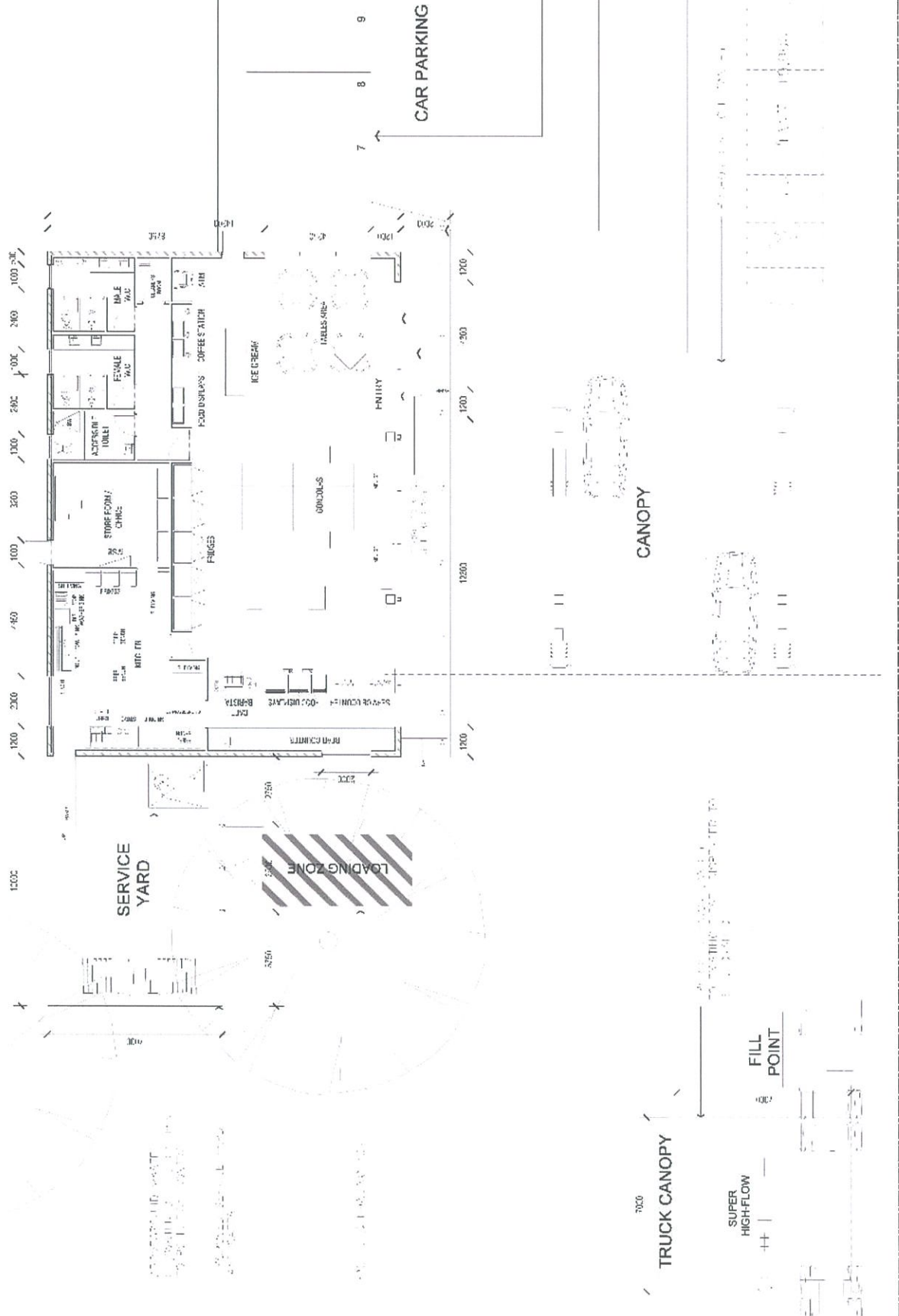
PROJECT:

PROJ NOY 587
Culla & Street (West)
Melbourne VIC 3047
P: 03 9344 4444
ACN 171 232 877



AREA	TOTAL
SUB-TOTAL AREA	7,201.14
DEVELOPMENT CHG.	128.17
EXISTING BUILDING AREA	7,072.97
PROPOSED BUILDING AREA	7,201.14

1. The proposed development is consistent with the Planning Scheme. 2. The proposed development is consistent with the Planning Scheme. 3. The proposed development is consistent with the Planning Scheme. 4. The proposed development is consistent with the Planning Scheme. 5. The proposed development is consistent with the Planning Scheme. 6. The proposed development is consistent with the Planning Scheme. 7. The proposed development is consistent with the Planning Scheme. 8. The proposed development is consistent with the Planning Scheme. 9. The proposed development is consistent with the Planning Scheme. 10. The proposed development is consistent with the Planning Scheme.



SALES BUILDING AND VEHICLE CANOPY FLOOR PLAN

ARTHUR RIVER SERVICE STATION
16855 Albany Highway
WA 6315

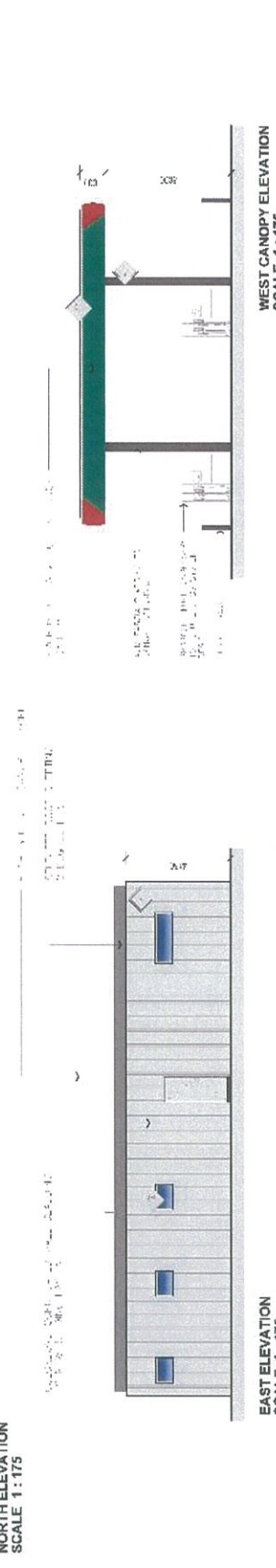
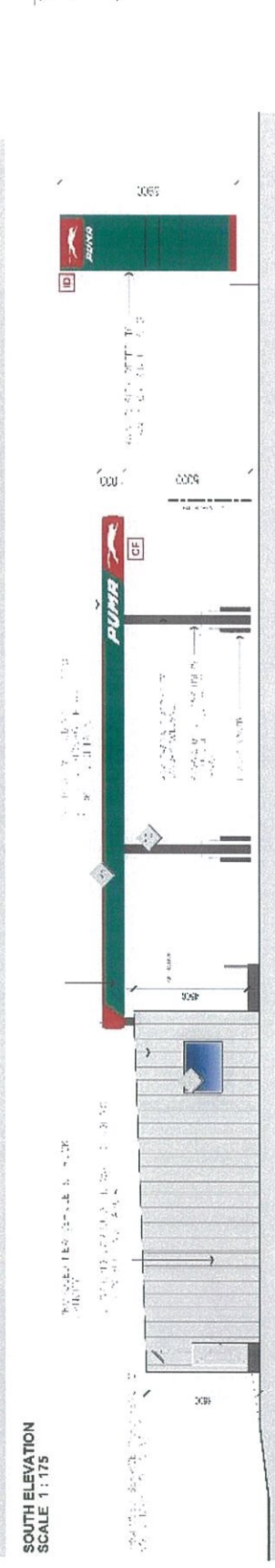
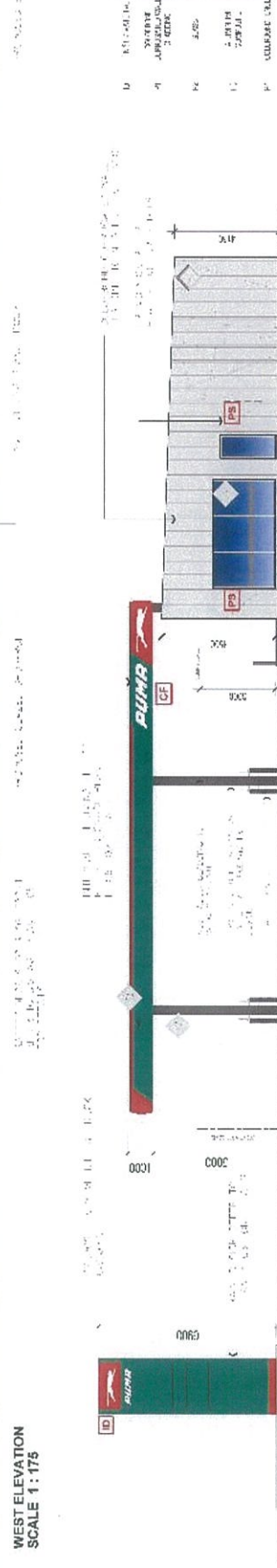
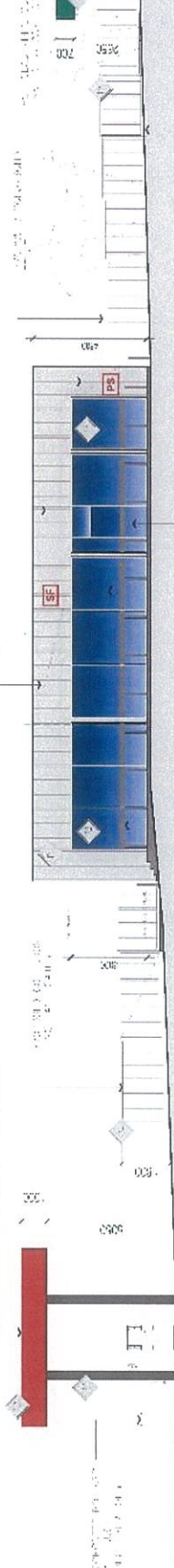
PROJECT	AMENDMENT	SPECIAL COMMENTS	DATE	DATE	BY	DRAWING No.
ARTHUR RIVER SERVICE STATION 16855 Albany Highway WA 6315	DATE: 28/05/2021 DRAWING TITLE: SALES BUILDING FLOOR PLAN SCALE: 1:400 @ A3	INT. DISCUSSION ONLY NOT FOR CONSTRUCTION	28/05/2021	28/05/2021	JC	P-03

NO. 606 937
100th
Maitland, NSW 2325
E: info@skanska.com.au
ACN 141 720 977



DEVELOPMENT TABLE

AREA	TOTAL
SUBTOTAL AREA	123.00
DEVELOPMENT AREA	110.00
ASPHALT DRIVEWAY	20.00
PROPOSED DRIVEWAY	20.00
GRASS	20.00
PAVING	20.00
CONCRETE	20.00
LANDSCAPING	20.00
UTILITIES	20.00
ROADWAY	20.00
WATER	20.00
SEWER	20.00
STORMWATER	20.00
POWER	20.00
TELEPHONE	20.00
TELEVISION	20.00
INTERNET	20.00
OTHER	20.00
TOTAL	123.00



PROPOSED BUILDING ELEVATIONS

PROJECT: **ARTHUR RIVER SERVICE STATION**
16955 Albany Highway
WA 6315

PO BOX 564
Cairns Street West
Mandurah WA 6207
P 08 9438 2000
F 08 9438 2377

AMMENDMENT: **AMMENDMENT 1**

DATE: **28/05/2021**

DRAWING TITLE: **INT DISCUSSION ONLY**

SCALE: **1:175 @ A3**

SPECIAL COMMENTS: **NOT FOR CONSTRUCTION**

AMMENDMENT: **AMMENDMENT 1**

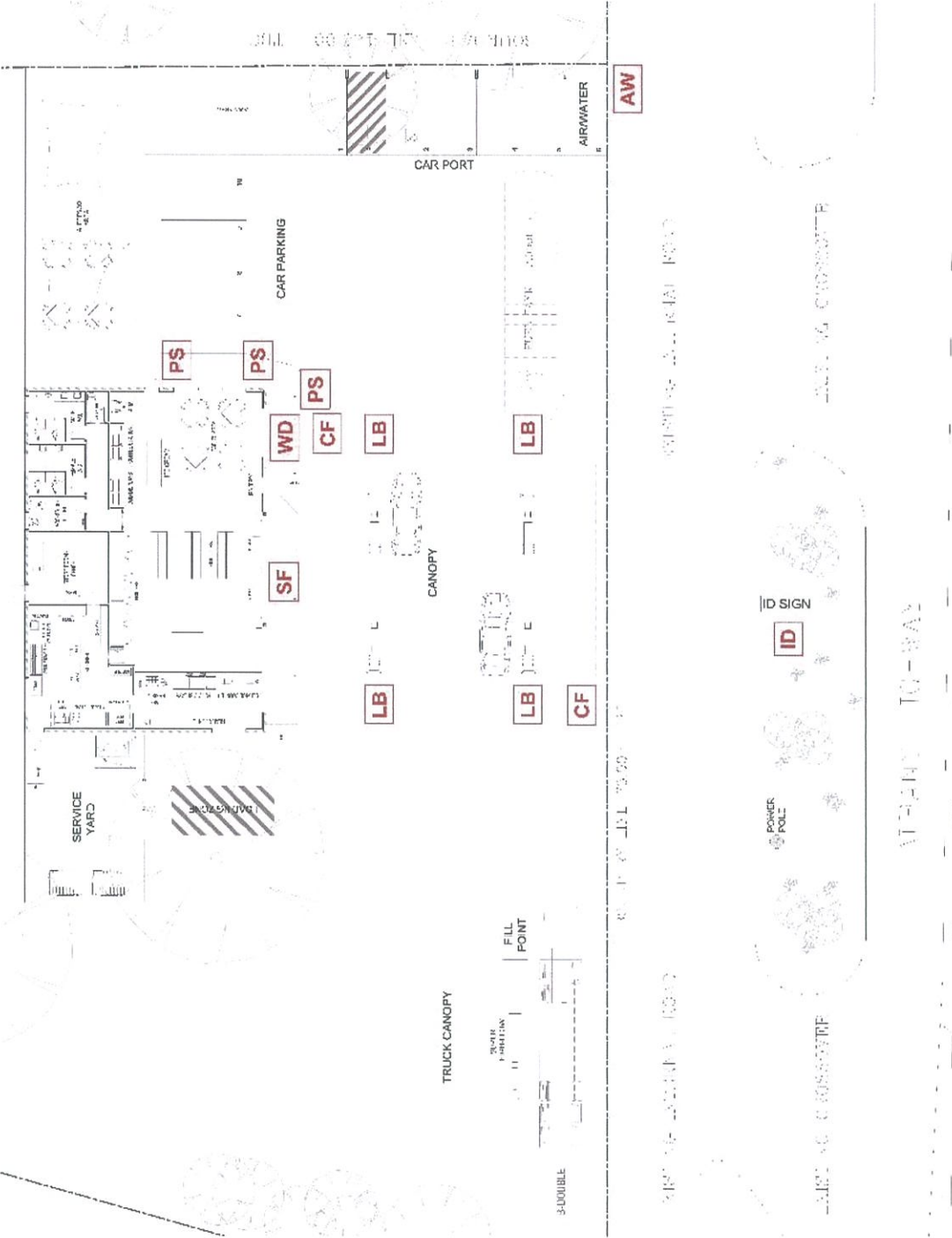
DATE: **28/05/2021**

DRAWING No.: **P-04**

BY: **CS**

DEVELOPMENT TABLE

AREA	TOTAL
SUBJECT SITE AREA	7,700 m ²
LANDSCAPE AREA	1,150 m ²
EXIST'G CONC. DRIVE	260 m ²
PROPOSED BUILDING AREA	5,000 m ²
TOTAL	14,110 m²



SIGNAGE SCHEDULE

CODE	DESCRIPTION	ILLUMINATION	QTY.
SF	SHOP FASCIA	<input checked="" type="checkbox"/>	1
WD	Safety Window Decals 0.15 m H CH x 13.2m WIDE	<input checked="" type="checkbox"/>	1
CF	CANOPY FASCIA SIGN 1 um name Logo only	<input checked="" type="checkbox"/>	2
LB	LEASE BOARD	<input checked="" type="checkbox"/>	4
ID	PROMOTIONAL AND BUSINESS IDENTIFICATION 5.9 m High x 2.2 m Wide	<input checked="" type="checkbox"/>	1 DOUBLE SIDED
AW	AIR & WATER SIGN	<input checked="" type="checkbox"/>	1
PS	PROMO SIGN	<input checked="" type="checkbox"/>	3

NOTE: REFER TO DRAWING P-08 AND ELEVATIONS FOR SIGNAGE DETAILS

PLANNING PERMIT APPROVAL ONLY

AMMENDMENT	DATE	BY	DRAWING No.
INTERNAL DISCUSSIONS	28/05/2021	JC	P-05

SIGNAGE PLAN

AMMENDMENT	DATE	DRAWING TITLE	SCALE
28/05/2021	28/05/2021	ARTHUR RIVER SERVICE STATION	1:250 @ A3

SPECIAL COMMENTS
INT. DISCUSSION ONLY
NOT FOR CONSTRUCTION

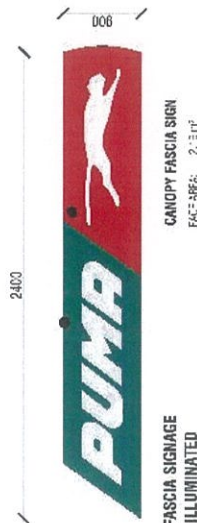
PROJECT: ARTHUR RIVER SERVICE STATION
18955 Albany Highway
WA 6315

PTC PROJ 887
Celine Street/Week
before VC ELEV
P-18282424242424
ACN-11232 ETT

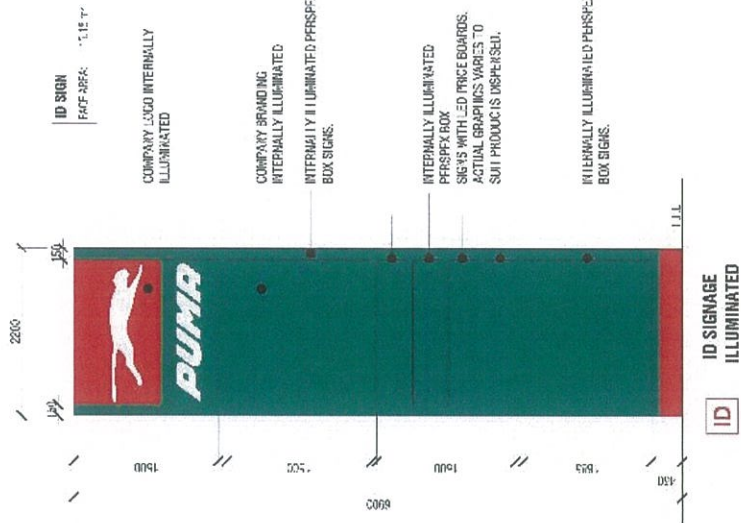
DEVELOPMENT TABLE

AREA	TOTAL
SUBTOTAL AREA	117,202 SF
PERMITTED AREA	79,160 SF
REMAINING AREA	38,042 SF

DIGITALLY PRINTED NON-ILLUMINATED VINYL GRAPHICS ON PROPOSED CANOPY FASCIA - LOGO TO BE ILLUMINATED



CF CANOPY FASCIA SIGNAGE
NON - ILLUMINATED



ID ID SIGNAGE
ILLUMINATED

AW AIR, WATER SIGN
NON-ILLUMINATED

PS PROMO SIGN
NON-ILLUMINATED

LB LEADER BOARD
NON - ILLUMINATED

SIGNAGE SCHEDULE

CODE	DESCRIPTION	ILLUMINATION	QTY.
SF	SHOP FASCIA	<input checked="" type="checkbox"/>	1
WD	Single Window Decal 6.0 FT HIGH x 18.2 FT WIDE	<input checked="" type="checkbox"/>	1
CF	CANOPY FASCIA SIGN, Internally illuminated only	<input checked="" type="checkbox"/>	2
LB	LEADER BOARD	<input checked="" type="checkbox"/>	4
ID	PROPORTIONAL AND MESSAGES IDENTIFICATION (6.0 FT HIGH x 2.2 FT WIDE)	<input checked="" type="checkbox"/>	1 DOUBLE SIDED
AW	AIR & WATER SIGN	<input checked="" type="checkbox"/>	1
PS	PROMO SIGN	<input checked="" type="checkbox"/>	3

NOTE: REFER TO DRAWING P-06 AND ELEVATIONS FOR SIGNAGE DETAILS

SHOP FASCIA
FAC-AREA: 420 SF

SF SHOP FASCIA SIGN
NON-ILLUMINATED

WD WINDOW DECALS
NON - ILLUMINATED

WINDOW DECALS
FAC-AREA: 3.35 SF
Number of Decals: 12
Total Length: 22.2 FT

SIGNAGE DETAILS

PROJECT: ARTHUR RIVER SERVICE STATION
16995 Albany Highway
WA 6315

AMENDMENT: 28/05/2021
DATE: 28/05/2021
DRAWING TITLE: FASCIA DETAILS
SCALE: N/A

SPECIAL COMMENTS: INT. DISCUSSION ONLY
NOT FOR CONSTRUCTION

AMENDMENT: INTERNAL DISCUSSIONS

DATE: 28/05/2021
BY: JG

DRAWING NO.: P-06

PROJECT: ARTHUR RIVER SERVICE STATION
16995 Albany Highway
WA 6315

AMENDMENT: 28/05/2021
DATE: 28/05/2021
DRAWING TITLE: FASCIA DETAILS
SCALE: N/A

SPECIAL COMMENTS: INT. DISCUSSION ONLY
NOT FOR CONSTRUCTION

AMENDMENT: INTERNAL DISCUSSIONS

DATE: 28/05/2021
BY: JG

DRAWING NO.: P-06

15. Elected Members Motions of Which Previous Notice Has Been Given

Nil

16. New Business or Urgent Business Introduced by Decision of the Meeting

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

16.1 Elected Members

Nil

16.2 Officers**Council Decision (Officer Recommendation) 16.2A:**

That Council agree to receive and discuss the late item being the minutes of the CEO Recruitment and Selection Panel meeting held 17 August 2021.

Moved: Cr Neil MorrellSeconded: Cr Adam Squires**CARRIED 5/0**

LATE ITEM 16.2 – MINUTES CEO RECRUITMENT & SELECTION PANEL MEETING

File Reference: 2.15.3
Location: Shire of West Arthur
Applicant: N/A
Author: A/Chief Executive Officer
Authorising Officer: A/Chief Executive Officer
Date: 17 August 2021
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: N/A

Summary:

The CEO Recruitment and Selection Panel met on 17 August to discuss and make a recommendation to Council on the Position Description and Competency Requirements for the Chief Executive Officer position which is required to be advertised.

The minutes of the meeting including the Panel's recommendations are presented to Council for consideration and adoption, Absolute Majority required, to allow the recruitment process to continue.

Background:

To allow the position to advertised Council needs to adopt (by Absolute Majority) a Position Description which outlines the duties Council expects the successful applicant to perform, the qualifications considered necessary, and the Competency Requirements/Selection Criteria against which applications received will be assessed/rated.

The Position Description should clearly outline the expectations that Council, and therefore by extension the community, expect the successful applicant to deliver over the term of their employment. This includes that all statutory requirements are met as well as helping the Council to provide a high level of service and facility to the community.

To assist Council in assessing and ranking applications received a range of competencies (selection criteria) are set with applicants required to address each area as a part of their formal application for the position.

To a large extent this is the major part of any application as it allows the applicant to detail previous experience and outline their management style and methodology.

Comment:

The Panel has now met and reviewed information sent through by the recruitment consultant appointed by Council and is in a position to recommend to Council the adoption of a Position Description and remuneration package that will allow a candidate information package and advertisement for the Chief Executive Officer position to be prepared.

Consultation:

CEO Recruitment and Selection Panel
Independent Recruitment Consultant

Statutory Environment:

Local Government Act 1995
Local Government (Administration) Regulations 1996

Policy Implications:

Shire Standards for CEO Recruitment, Performance and Termination

Financial Implications:

The expense involved in the recruitment of a new Chief Executive Officer has been provided for in the 2021/22 Annual Budget.

Strategic Implications:

West Arthur Strategic Community Plan - Outcome 5.2 - Shire staff are well trained, motivated and customer focused

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations
- **Economic:** There are no known significant economic issues
- **Social:** There are no known significant social issues

Risk Implications:

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Absolute Majority

Council Decision (Officer Recommendation) 16.2B:

That Council:

1. receive the minutes of the CEO Recruitment and Selection Panel meeting
2. adopt the Position Description for the CEO position as recommended by the Panel
3. adopt the remuneration range for the CEO position as recommended by the Panel

Moved: Cr Marie Lloyd

Seconded: Cr Adam Squires

CARRIED 5/0

17. Matters Behind Closed Doors

Nil

18. Closure of Meeting

The Presiding Member declared the meeting closed at 7.30pm

DISCLAIMER

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

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

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

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

These Minutes were confirmed at the ordinary council meeting on Tuesday 28 September 2021

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