

Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of West Arthur will be held on Tuesday 16th November 2021 in the Hawthorn Room of the CRC Building commencing at 7.00pm.

Schedule

7.00pm Ordinary Council Meeting

Ian McCabe
A/Chief Executive Officer

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.

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.

AGENDA

Shire of West Arthur
Ordinary Council Meeting
16th November 2021

MISSION STATEMENT

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

DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

Please Note:

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Councils decision.

Meeting Procedures:

1. All Council meetings are open to the public, except for matter raised by Council under "confidential items".
2. Members of the public may ask a question at an ordinary Council Meeting under "public question time".
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceeding, just raise your hand when the presiding member announces public question time.
4. All other arrangements are in accordance with the Council's standing orders, policies and decision of the Shire of West Arthur.

Council Meeting Information:

Your Council generally handles all business at Ordinary or Special Council Meetings.

From time to time Council may form a Committee to examine subjects and then report back to Council.

Generally all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters under "confidential items". On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.

Public Question Time. It is a requirement of the *Local Government Act 1995* to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the presiding member.

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and the response is included in the meeting minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next ordinary meeting of Council.

Councillors may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter trivial, insignificant or in common with a significant number of electors or ratepayers. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

Members of staff, who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member of staff must declare that interest and generally the presiding member of the meeting will advise the Officer if he/she is to leave the meeting.

Agendas, including an Information Bulletin, are delivered to Councillors within the requirements of the *Local Government Act 1995*, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by a Shire Officer. An Agenda item, including a recommendation, will then be submitted to Council for consideration. The Agenda closes the Friday week prior to the Council Meeting (i.e. ten (10) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

Agendas for Ordinary Meetings are available at the Shire of West Arthur Office and on the Shire website seventy-two (72) hours prior to the meeting and the public are invited to view a copy at the Shire Office.

Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 2).

Public Inspection of Unconfirmed Minutes (Regulation 13).

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection from the Shire of West Arthur Office and the Shire of West Arthur website within ten (10) working days after the Meeting.



Ian McCabe
A/Chief Executive Officer



SHIRE OF WEST ARTHUR - QUESTIONS FROM THE PUBLIC

Name: _____

Residential Address: _____

Phone Number: _____ Meeting Date: _____

Signature: _____

Council Agenda Item Number: _____

*If applicable-see below**

Name of Organisation Representing: _____

If applicable

QUESTION

Each member of the public is entitled to ask up to 3 questions before other members of the public will be invited to ask their question. A total of 15 Minutes is allotted to Public Question Time at Council Meetings. If submitting questions to the Council, they are to relate to the Agenda Item tabled at that meeting.

Please Note: Members of the public must be in attendance at the Council Meeting to which they have submitted a question(s) for response. If this is not the case, the questions(s) will be treated as 'normal business correspondence' and the question / response will not appear in the Council Minutes.

Please see Notes on Public Question Time on Pages 4 and 5 above

* **Council Meetings:** Questions are to relate to a matter affecting the Shire of West Arthur.



APPLICATION FOR LEAVE OF ABSENCE

(Pursuant to Section 2.25 of the *Local Government Act 1995* (as amended))

- (1) A council may, by resolution, grant leave of absence to a member.
- (2) Leave is not to be granted to a member in respect to more than 6 consecutive ordinary meetings of the Council without the approval of the Minister.
- (3) The granting of the leave is to be recorded in the minutes of the meeting.
- (4) A member who is absent without first obtaining leave of the Council throughout 3 consecutive ordinary meetings of the Council is disqualified from continuing his or her membership of the Council.
- (5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the Council does not constitute absence from an ordinary meeting of Council –
 - (a) if no meeting of the Council at which a quorum is present is actually held on that day;
or
 - (b) if the non-attendance occurs while –
 - (i) the member has ceased to act as a member after which written notice has been given to the member under Section 2.27 (3) and before written notice has been given to the member under Section 2.27 (5);
 - (ii) while proceedings in connection with the disqualification of the member have been commenced and are pending;
or
 - (iii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.

I, _____ hereby apply for Leave of Absence from the
 West Arthur Shire Council from _____ to _____ for the
 purpose of _____

Signed: _____ Date: _____



WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

(1) I, _____ wish to declare an interest in the following item to be considered by council at its meeting to be held on

(2) _____

(3) Agenda item _____

(4) The type of interest I wish to declare is;

- Financial pursuant to Sections 5.60A of the *Local Government Act 1995*.
- Proximity pursuant to Section 5.60B of the *Local Government Act 1995*.
- Indirect Financial pursuant to Section 5.61 of the *Local Government Act 1995*.
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007.

(5) The nature of my interest is

(6) The extent of my interest is

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

DECLARATION BY:

Signature

Date

RECEIVED BY:

A/Chief Executive Officer

Date

- (1) Insert your name.
- (2) Insert the date of the Council Meeting at which the item is to be considered.
- (3) Insert the Agenda Item Number and Title.
- (4) Tick the box to indicate the type of interest.
- (5) Describe the nature of your interest.
- (6) Describe the extent of your interest (if seeking to participate in the matter under the s.5.68 of the Act).

DISCLOSURE OF FINANCIAL INTEREST, PROXIMITY INTEREST AND/OR INTEREST AFFECTING IMPARTIALITY

Financial pursuant to Sections 5.60A of the Local Government Act 1995

5.60A – Financial Interest

For the purpose of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

Proximity pursuant to Section 5.60B of the Local government Act 1995

5.60B – Proximity Interest

- (1). For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –
 - (a). a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b). a proposed change to zoning or use of land that adjoins that person's land; or
 - (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.

- (2). In this section, land ("**the proposal land**") adjoins a person's land if –
 - (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.

- (3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No 64 of 1998 s. 30.]

Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995

5.61 – Indirect financial interest

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

11 – Disclosure of interest

- (1). In this regulation –
Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship friendship or membership of an association.

- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose nature of the interest –
 - (a). in a written notice given to the CEO before the meeting;
 - or
 - (b). at the meeting immediately before the matter is discussed.

- (3). Sub-regulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4). Sub-regulation (2) does not apply if –
 - (a). A person who is a council member fails to disclose an interest because the person did not know he or she has an interest in the matter; or
 - (b). A person who is a council member fails to disclose an interest 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 disclosed the interest as soon as possible after the discussion began.
- (5). If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
 - (a). Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b). At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.
- (6). If –
 - (a). Under sub-regulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
 - (b). Under sub-regulation (5) (b) notice 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.

Describe the extent of your interest (If seeking to participate in the matter under the s.5.68 of the act)

5.68 – Councils and committees may allow members disclosing interests to participate etc. in meetings

- (1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter
 - (a). may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b). may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest –
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers.
- (2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3). This sections does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.



Shire of West Arthur

Notice of Ordinary Council Meetings

In accordance with the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996* Reg 12 (2) it, is hereby notified that as from January 2021 to December 2021, Ordinary Council meetings of the Shire of West Arthur will be held as follows:

DATE		LOCATION	TIME
January 2021	No meetings Scheduled		
16 February 2021	Council Meeting	Council Chambers	6.00pm
16 March 2021	Council Meeting	Council Chambers	6.00pm
20 April 2021	Council Meeting	Council Chambers	6.00pm
18 May 2021	Council Meeting	Council Chambers	6.00pm
15 June 2021	Council Meeting	Council Chambers	6.00pm
27 July 2021	Council Meeting	Hawthorn Room, CRC	6.00pm
17 August 2021	Council Meeting	Council Chambers	7.00pm
28 September 2021	Council Meeting	Council Chambers	7.00pm
19 October 2021	Council Meeting	Hawthorn Room, CRC	7.00pm
16 November 2021	Council Meeting	Council Chambers	7.00pm
14 December 2021	Council Meeting	Council Chambers	7.00pm

SHIRE OF WEST ARTHUR

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers on Tuesday 16th November 2021 – commencing at 7.00pm.

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1. Declaration of Opening / Announcements of Visitors

The Presiding Officer to declare the meeting open.

2. Attendance / Apologies / Approved Leave of Absence

COUNCILLORS: Cr Neil Morrell
Cr Graeme Peirce
Cr Neil Manual
Cr Adam Squires
Cr Robyn Lubcke
Cr Karen Harrington
Cr Duncan South

STAFF: Ian McCabe (A/Chief Executive Officer)

APOLOGIES:

ON LEAVE OF ABSENCE:

ABSENT:

MEMBERS OF THE PUBLIC:

3. Announcements by the Presiding Member

4. Response to Previous Public Questions Taken on Notice

5. Public Question Time

6. Petitions / Deputations / Presentations / Submissions

7. Applications for Leave of Absence

8. Disclosures of Interest

9. Confirmation of Minutes of Previous Meetings Held

9.1 Special Council Meeting Minutes 12th October 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

Recommendation:

That the Minutes of the Ordinary Meeting of Council held in the Council Chambers on 12th October 2021 be confirmed as a true and correct record of the meeting.

Moved: _____ Seconded: _____

9.2 Ordinary Council Meeting Minutes 19th October 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

Recommendation:

That the Minutes of the Ordinary Meeting of Council held in the Hawthorn Room, CRC on 19th October 2021 be confirmed as a true and correct record of the meeting.

Moved: _____ Seconded: _____

9.3 Special Council Meeting Minutes 25th October 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

Recommendation:

That the Minutes of the Ordinary Meeting of Council held in the Council Chambers on 25th October 2021 be confirmed as a true and correct record of the meeting.

Moved: _____ Seconded: _____

9.4 Special Council Meeting Minutes 1st November 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

Recommendation:

That the Minutes of the Ordinary Meeting of Council held in the Council Chambers on 1st November 2021 be confirmed as a true and correct record of the meeting.

Moved: _____ Seconded: _____

9.5 Special Council Meeting Minutes 3rd November 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

Recommendation:

That the Minutes of the Ordinary Meeting of Council held in the Council Chambers on 3rd November 2021 be confirmed as a true and correct record of the meeting.

Moved: _____ Seconded: _____

10. Reports of Committees of Council

11. Reports from Councillors

Cr Neil Morrell (President)

Cr Graeme Peirce (Deputy President)

Cr Neil Manual

Cr Adam Squires

Cr Robyn Lubcke

Cr Karen Harrington

Cr Duncan South

12. Chief Executive Officer**ITEM 12.1 – COMPLIANCE: CERTIFICATION OF EMPLOYMENT OF CEO**

File Reference:	2.30; 2.15.1
Location:	N/A
Applicant:	Department of Local Government, Sports, Cultural Industries
Author:	Ian McCabe, acting CEO
Authorising Officer	Ian McCabe, acting CEO
Date:	11 November 2021
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	8.1.5 OMC 20 April 2021; 17.1 SMC 25 October 2021

Summary:**Background:**

Regulation 18FB Local Government (Administration) Regulations 1996 require Council to certify compliance with adopted standards for Chief Executive Officer recruitment (Local Government Act 1995, s. 5.39B(7))

Council adopted the model standards for CEO recruitment at the Ordinary Meeting of Council 20 April 2021 (item 8.1.5).

Comment:

At the Special Meeting of 25 October 2021, Council appointed Mr Vin Fordham Lamont to the position of Chief Executive Officer (item 17.1). The Officer Recommendation and Decision referred to the minimum and Model Standards for Chief Executive Officer, Performance and Termination and Council included a detailed attachment. Council's Decision was made by Absolute Majority in accordance with s.5.39

The President, through the acting CEO, advised the Department of Local Government, Sport and Cultural Industries ('the department') of the appointment of Mr Vin Fordham Lamont 25 October 2021.

The Department subsequently noted that advice 01 November 2021 but requested Council make a resolution by absolute majority certifying the appointment was in accordance with the adopted standards. This is a compliance requirement and in addition to the Decision to appoint.

The acting CEO contacted the Department and clarified the form of certification and timing, which was confirmed as the next ordinary meeting. There is no prescribed form but the resolution must clearly reflect the relevant regulation and be passed with an Absolute Majority.

Consultation:

President Cr Neil Morrell; Ms Julie Knight, acting Director Support and engagement, Department of Local Government, sport and Cultural Industries.

Statutory Environment:

s.5.39A and B; s.5.39B(7), Local Government Act 1995; regulation 18FB Local Government (Administration) Regulations 1996; Shire of West Arthur Standards for CEO Recruitment, Performance and Termination.

Policy Implications:

This is adopted policy.

Financial Implications:

There is no material financial implication.

Strategic Implications:

Not applicable.

Sustainability Implications:

- **Environmental:** Not Applicable.
- **Economic:** Not Applicable.
- **Social:** Not Applicable.

Risk Implications: (If non-compliant)

Risk	Medium (9) Reputational
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Medium (9) Regulatory
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Medium (9) Compliance
Risk Action Plan (Controls or Treatment Proposed)	Low (2) Document control / policy

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

Officer Recommendation:

That Council:

- i) Certify in accordance with regulation 18FB Local Government (Administration) 1996 and s. 5.39 Local Government Act 1995, that the Decision 17.1 of 25 October 2021 to appoint and employ Mr Vin Fordham Lamont as Chief Executive Officer was in compliance with the local government's adopted standards in relation to the recruitment of CEO's.
- ii) Request the acting CEO to submit a copy of this resolution to the Department of Local Government, Sports and Cultural Industries CEO as soon as practicable in accordance with regulation 18FB (4).

Moved: _____

Seconded: _____

ITEM 12.2 – COMPLIANCE: DELEGATION TO CEO AND CERTIFICATION OF EMPLOYMENT OF ACTING CEO

File Reference: 2.30.2; 2.15.1
Location: N/A
Applicant: Ian McCabe, acting CEO
Author: Ian McCabe, acting CEO
Authorising Officer: Ian McCabe, acting CEO
Date: 11 November 2021
Disclosure of Interest: Applicant
Attachments: Nil
Previous Reference: 8.1.5 OMC 20 April 2021; 8.1.10 OMC 15 June 2021; 11.1 SMC 1 November 2021; 17.2 SMC 3 November 2021.

Summary:

Council is requested to confirm delegations to the acting CEO to enable performance of duties as per the CEO position description, the Local Government Act 1995 and other legislation.

Background:

Section 5.70 of the Local government Act 1995 requires the disclosure by employees of interests relating to advice or reports; section 5.71 (a) of the Local Government Act 1995 requires an employee to disclose and interest relating to delegated functions; section 5.39 of the Local Government Act 1995 makes requirements for the recruitment of CEO's and the certification by Council of that process; and, the Position Description of the Chief Executive Officer sets out the obligations of the position including delegated responsibilities.

Regulation 18FB Local Government (Administration) Regulations 1996 require Council to certify compliance with adopted standards for Chief Executive Officer recruitment (Local Government Act 1995, s. 5.39B(7))

Council adopted the model standards for CEO recruitment at the Ordinary Meeting of Council 20 April 2021 (item 8.1.5).

This item clarifies Council's Delegations to the acting CEO and certifies the employment of the Employee.

Comment:

At the Special Meeting of 1 November 2021 and 3 November 2021, Council appointed by Absolute Majority Mr Ian McCabe to the position of (acting) Chief Executive Officer (item 11.1). This was for as limited period to enable administrative arrangements to be made. At the Special Meeting of Council 3 November 2021 (item 17.2), the appointment of Mr McCabe as acting CEO for the period to 1 February 2022 was confirmed by Absolute Majority in accordance with s.5.39

Council is requested to confirm its Delegations to the CEO as per the Council Decision at the meeting of 15 June 2021.

Council is further requested to certify the temporary appointment of the acting CEO by Absolute Majority.

Consultation:

Prior to the meetings of 1 and 3 November 2021, Mr Tony Brown , Executive Manager Governance and Organisational Services at WALGA provided advice to the President and Council.

Statutory Environment:

s's.5.39, 5.70 and 5.71 Local Government Act 1995; regulation 18FB Local Government (Administration) Regulations 1996; Shire of West Arthur Standards for CEO Recruitment, Performance and Termination.

Position description CEO; Shire of West Arthur Delegations.

Policy Implications:

Review of relevant policy for temporary engagements is recommended and the CEO will prepare a subsequent agenda item.

Financial Implications:

There is no material financial implication to this item.

Strategic Implications:

Not applicable.

Sustainability Implications:

- **Environmental:** Not Applicable.
- **Economic:** Not Applicable.
- **Social:** Not Applicable.

Risk Implications: (If non-compliant)

Risk	Medium (9) Reputational
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Medium (9) Regulatory
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Medium (9) Compliance

Risk Action Plan (Controls or Treatment Proposed)	Low (2) Document control / policy
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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

Officer Recommendation:

That Council:

- i) Confirm its delegations to the acting CEO in accordance with adopted policy and the Local Government Act 1995;
- ii) Certify in accordance with regulation 18FB Local Government (Administration) 1996 and s. 5.39 Local Government Act 1995, that the Decisions 11.1 of 1 November 2021 and 17.2 of 3 November 2021 to appoint and employ Mr Ian McCabe as acting Chief Executive Officer was in compliance with the local government's adopted standards in relation to the recruitment of CEO's;
- iii) Request the acting CEO to submit a copy of this resolution to the Department of Local Government, Sports and Cultural Industries CEO as soon as practicable in accordance with regulations; and,
- iv) Authorise the President to put this Decision in writing to the acting CEO.

Moved: _____

Seconded: _____

13. Finance

13.1 - Financial Reports

File Reference: N/A
Location: Shire of West Arthur
Applicant: N/A
Author: Manager of Financial Reporting
Authorising Officer: Chief Executive Officer
Date: 12 November 2021
Disclosure of Interest: N/A
Attachments: Financial Reports – 31st October 2021

Previous Reference: N/A

Summary:

Consideration of the financial reports for the period ending 31st October 2021.

Background:

The financial reports for the period ending 31st October 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:** 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 (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

Officer Recommendation:

That the financial reports for the periods ending 31st October 2021 as presented be accepted.

Moved: _____

Seconded: _____

ATTACHMENT

Finance Report

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

	Note	Annual Budget 2021/2022 \$	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	1,776,244	1,776,210	(34)	(0%)	
Operating Grants, Subsidies and Contributions	6	813,807	285,563	310,749	25,186	9%	
Fees and Charges		262,985	138,248	142,984	4,736	3%	
Interest Earnings		36,389	3,032	3,480	448	15%	
Other Revenue		71,872	23,957	23,645	(312)	(1%)	
Profit on Disposal of Assets		6,799	0	0	0		
		2,968,096	2,227,045	2,257,068	30,023		
Expenditure from operating activities							
Employee Costs		(1,869,777)	(781,437)	(787,815)	(6,378)	(1%)	
Less overhead and wage allocations			85,341	79,788	(5,553)		
Materials and Contracts		(811,033)	(256,600)	(275,531)	(18,931)	(7%)	
less Pdepn and POC allocations			60,648	56,702	(3,946)		
Utility Charges		(93,534)	(23,384)	(19,939)	3,445	15%	
Depreciation on Non-Current Assets		(2,140,359)	(173,658)	(173,576)	82	0%	
Interest Expenses		(25,232)	(6,810)	(6,810)	0	0%	
Insurance Expenses		(103,791)	(103,791)	(103,527)	264	0%	
Other Expenditure		(36,500)	(9,125)	(8,094)	1,031	11%	
Loss on Disposal of Assets		(5,350)	0	0	0		
		(5,085,576)	(1,208,815)	(1,238,802)	(29,987)		
Operating activities excluded from budget							
Add back Depreciation		2,140,359	173,658	173,576	(82)	(0%)	
Adjust (Profit)/Loss on Asset Disposal		(1,449)	0	0	0		
Adjust Provisions and Accruals		0	(32,833)	(32,833)	0	0%	
Amount attributable to operating activities		21,430	1,159,055	1,159,009	(46)		
Investing activities							
Grants, Subsidies and Contributions	6	995,128	135,000	133,382	(1,618)	(1%)	
Proceeds from Disposal of Assets		64,228	0	0	0		
Land and Buildings	7	(579,700)	(25,000)	(22,884)	2,116	8%	
Infrastructure Assets - Roads	7	(1,138,717)	(142,340)	(138,754)	3,586	3%	
Infrastructure Assets - Other	7	(586,188)	(120,000)	(114,108)	5,892	5%	
Plant and Equipment	7	(530,115)	(100,782)	(96,945)	3,837	4%	
Furniture and Equipment	7	(8,500)	(8,500)	(6,427)	2,073	24%	▲
Amount attributable to investing activities		(1,783,864)	(261,621)	(245,736)	15,885		
Financing Activities							
Proceeds from Self Supporting Loan - repayments		28,087	6,935	6,935	0	0%	
Transfer from Reserves	5	1,237,967	0	0	0		
Repayment of Debentures		(96,883)	(24,712)	(24,712)	0	0%	
Transfer to Reserves	5	(569,223)	(165)	(168)	(3)	(2%)	
Amount attributable to financing activities		599,948	(17,942)	(17,945)	(3)		
					0		
Closing Funding Surplus (Deficit)	2	0	2,041,977	2,057,814	15,837	1%	

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 October 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.

Operating Grants, Subsidies and Contributions

17043	General Purpose Grant above budget
7714	WALGGC - Roads Grant above budget

Materials and Contracts

12993	Fire shed for Arthur River ESL funded (not budgeted but offset by income)
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SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2021	31 Oct 2021
		\$	\$
Current Assets			
Cash Unrestricted	3	1,261,046	1,581,939
Cash Restricted	5	2,892,467	2,892,635
Cash Restricted - unspent grants		296,748	314,215
Receivables - Rates	4	145,377	371,621
Receivables - Other	4	241,642	188,536
Inventories		23,433	23,433
		4,860,713	5,372,379
Less: Current Liabilities			
Payables		(509,012)	(107,715)
Unspent grants, contributions and reimbursements		(296,748)	(314,215)
		(805,760)	(421,930)
Less: Cash Reserves	5	(2,892,467)	(2,892,635)
Net Current Funding Position		1,162,486	2,057,814

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

Note 3: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	100,916			100,916	NAB	0.01%	At Call
Municipal Bank - Bendigo	34,638			34,638	Bendigo	0.01%	At Call
Municipal Cash Maximiser	280,000			280,000	NAB	0.01%	At Call
Trust Bank Account			3,814	3,814	NAB	0.01%	At Call
Trust Cash Maximiser			10,269	10,269	NAB	0.01%	At Call
Reserve Cash Maximiser		4		4	NAB	0.01%	At Call
Bendigo Reserve		9		9	Bendigo	0.10%	At Call
(b) Term Deposits							
Municipal term deposit	600,000			600,000	NAB	0.27%	8/12/2021
Municipal term deposit	400,000			400,000	NAB	0.27%	5/01/2022
Municipal term deposit	480,000			480,000	Bendigo	0.29%	7/04/2022
Reserve term deposit		1,278,005		1,278,005	NAB	0.34%	28/06/2022
Reserve term deposit		1,614,617		1,614,617	Bendigo	0.40%	2/03/2022
Trust term deposit			60,000	60,000	NAB	0.29%	7/04/2022
Total	1,895,554	2,892,635	74,083	4,802,272			

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

Note 4: Receivables

Receivables - Rates Receivable	31 Oct 2021	30 June 2021	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	237,534	199,932	Receivables - General	7,262	0	10	180,499	187,771
Levied this year (incl rubbish & ESL)	1,876,228	1,847,083	Balance per Trial Balance					
<u>Less Collections to date</u>	(1,651,195)	(1,809,481)	Sundry Debtors					0
Equals Current Outstanding	462,567	237,534	Receivables - Other					0
Add paid in advance	1,211		Total Receivables General Outstanding					187,771
Net Rates Collectable	463,778	237,534						
% Collected	78.12%	88.40%						
Less Recognised as doubtful	(92,157)	(92,157)						

Amounts shown above include GST (where applicable)

90+ day amount includes funding including \$139,130 received in Nov, \$36,669 LRCI to be received when annual report/acquittal finalised and accepted.

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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	210,490	842	12	0	0	(25,000)	0	186,332	210,502
Plant Reserve	522,877	2,102	30	310,000	0	(465,887)	0	369,092	522,907
Building Reserve	677,641	2,712	39	85,650	0	(515,000)	0	251,003	677,680
Town Development Reserve	71,305	285	4	0	0	(70,000)	0	1,590	71,309
Recreation Reserve	162,775	651	9	0	0	0	0	163,426	162,784
Heritage Reserve	5,755	23	0	300	0	0	0	6,078	5,755
Community Housing Reserve	153,767	610	9	20,000	0	(25,000)	0	149,377	153,776
Waste Management Reserve	122,370	489	7	0	0	(100,000)	0	22,859	122,377
Darkan Swimming Pool Reserve	44,081	176	3	5,000	0	0	0	49,257	44,084
Information Technology Reserve	50,306	201	3	50,000	0	0	0	100,507	50,309
Darkan Sport and Community Centre Reserve	289,516	1,158	17	30,000	0	0	0	320,674	289,533
Arthur River Country Club Renewal Reserve	34,043	136	2	6,000	0	0	0	40,179	34,045
Museum Reserve	128,155	497	7	0	0	(5,000)	0	123,652	128,162
Moodiarrup Sports Club Reserve	13,539	58	1	5,000	0	0	0	18,597	13,540
Landcare Reserve	37,871	173	2	0	0	(17,080)	0	20,964	37,873
Corporate Planning and Valuation Reserve	34,836	139	2	0	0	(15,000)	0	19,975	34,838
Kids Central Members Reserve	1,607	3	0	5,704	0	0	0	7,314	1,607
The Shed Reserve	12,258	47	1	0	0	0	0	12,305	12,259
Recreation Trails Reserve	1,214	5	0	0	0	0	0	1,219	1,214
Community Gym Reserve	11,026	34	1	0	0	0	0	11,060	11,027
Economic Development Reserve	73,617	294	4	40,000	0	0	0	113,911	73,621
Road Reserve	233,418	934	14	0	0	0	0	234,352	233,432
	2,892,467	11,569	168	557,654	0	(1,237,967)	0	2,223,723	2,892,635

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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	87,018	0	0	Grant income expected to be \$68,172 above budget
Grants Commission - Roads	WALGGC - Local Roads Grant	Operating	0	237,417	0	67,068	0	0	Grant income expected to be \$30,855 above budget
Law, Order and Public Safety									
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Services	Operating - Tied	0	43,126	0	21,854	(21,854)	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	Dept. of Infrastructure, Transport, Regional Development and Communications	Non-operating	0	0	27,996	0	0	0	
Towerrinning shade and landscaping	Dept of Planning, Lands & Heritage	Operating - Tied	0	9,198	0	0	0	0	
Heritage Inventory	Unknown	Operating - Tied	0	1,000	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	102,073	(102,073)	0	Shown as a liability until spent, then recognised as income
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	350,884	140,354	(31,309)	109,045	Shown as a liability until spent, then recognised as income
Federal Road & Community Infrastructure Direct Grant	Main Roads - Direct Grant	Non-operating	0	0	38,000	0	0	0	
Federal Road & Community Infrastructure Direct Grant	Main Roads - Direct Grant	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	563,533	(155,236)	119,540	
SUMMARY									
Operating	Operating Grants, Subsidies and Contributions		0	651,988	0	288,757	0	0	
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	160,819	0	32,349	(21,854)	10,495	
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	995,128	242,427	(133,382)	109,045	
TOTALS			0	812,807	995,128	563,533	(155,236)	119,540	

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

Note 7: Capital Acquisitions

Assets	Account	YTD Actual			Budget			Variance Total YTD to Budget	Comment
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget		
		\$	\$	\$	\$	\$	\$		
Furniture									
Other Property & Services									
	Printer	0	(6,427)	(6,427)	0	(8,500)	(8,500)	2,073	
	Furniture Total	0	(6,427)	(6,427)	0	(8,500)	(8,500)	2,073	
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	(22,884)	(22,884)	(1,000)	(25,000)	(26,000)	3,116	
	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	(22,884)	(22,884)	(29,700)	(550,000)	(579,700)	556,816	
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	(3,366)	(108,311)	(111,677)	(30,000)	(220,000)	(250,000)	138,323	
	Cricket oval infrastructure - wicket	(277)	0	(277)	0	(17,000)	(17,000)	16,723	
	Lake Towerrinning - Shade and landscaping	(2,154)	0	(2,154)	0	(40,000)	(40,000)	37,846	
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	(5,797)	(108,311)	(114,108)	(98,073)	(488,115)	(586,188)	472,080	
	Darkan Railway Reserve - redevelopment of play and youth area								
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	(34,330)	(34,330)	0	(104,000)	(104,000)	69,670	
	Mower	0	(10,890)	(10,890)	0	(13,890)	(13,890)	3,000	
	Plant, Equip & Vehicles Total	0	(96,945)	(96,945)	0	(530,115)	(530,115)	433,170	

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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		(66,548)	(3,071)	(69,619)	(83,641)	(26,480)	(110,121)	40,502	
Moodiarrup South Road		(63,763)	0	(63,763)	(46,394)	(12,450)	(58,844)	(4,919) Allocations above budget, materials will be below.	
Darkan South Road		0	0	0	(47,664)	(51,100)	(98,764)	98,764	
Roads to Recovery Total		(130,311)	(3,071)	(133,382)	(274,201)	(159,850)	(434,051)	300,669	
Road and Community Infrastructure Program									
Bowelling Dura, Darkan South, Moodiarrup Changerup Centre line		0	(4,990)	(4,990)	0	(38,000)	(38,000)	33,010	
Shire Funded Total		0	(4,990)	(4,990)	0	(38,000)	(38,000)	33,010	
Shire Funded									
Burnett Road		(382)	0	(382)	(53,011)	(11,031)	(64,042)	63,660	
Cordering North Road		0	0	0	(50,019)	(11,690)	(61,709)	61,709	
Collie South East Road		0	0	0	(225)	(5,320)	(5,545)	5,545	
Shire Funded Total		(382)	0	(382)	(103,255)	(28,041)	(131,296)	130,914	
Roads Total		(130,693)	(3,071)	(138,754)	(681,663)	(457,054)	(1,138,717)	999,963	
Capital Expenditure Total		(136,490)	(237,638)	(379,118)	(809,436)	(2,033,784)	(2,843,220)	2,464,102	

13.2 - Accounts for Payment

File Reference:	N/A
Location:	N/A
Applicant:	N/A
Author:	R Schinzig
Authorising Officer	Acting Chief Executive Officer
Date:	12 November 2021
Disclosure of Interest:	N/A
Attachments:	Creditor Payment 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:** 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 (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

Officer Recommendation:

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 19102021.1-19102021.37, 29102021.1-29102021.33, Cheques 20067 and 20068, Licensing, Salaries & Wages and EFT/Debit/BPAY totalling \$435771.52 be noted as approved for payment.

Moved: _____

Seconded: _____

ATTACHMENTS

- Payment listing

Shire of West Arthur
Cheque Detail
October 14 through November 10, 2021

AGENDA
16 NOVEMBER 2021

Date	Num	Name	Original Amount
14/10/2021	EFT	SALARIES & WAGES	54264.18
		PAYROLL	
19/10/2021	19102021.1	AIR LIQUIDE	88.96
		FACILITY FEES	
19/10/2021	19102021.2	BLACKWOOD BASIN GROUP (INC)	1,293.60
		LANDCARE SUPPORT FOR SEPTEMBER 2021 (4 X 6HR DAYS \$49 P/HR)	
19/10/2021	19102021.3	BODDINGTON MEDICAL CENTRE	1,045.00
		FUEL REIMBURSEMENT FOR DOCTOR - FOR PERIOD: 6/7 TO 21/9 2021	
19/10/2021	19102021.4	BURGESS RAWSON	495.32
		WATER CONSUMPTION FOR ROSE GARDEN - FOR THE PERIOD 12/8-4/10	
19/10/2021	19102021.5	CHIA, KERRY	213.18
		GROCERIES FOR SENIORS MEALS	
19/10/2021	19102021.6	COALFIELDS WEARPARTS	336.80
		BLADES & POINTS: 2 x END BITS PLUS BOLTS AND NUTS - D3 CAT CRAWLER TRACTOR	
19/10/2021	19102021.7	COLLIE MOWERS & MORE	451.40
		PARTS FOR MOWER AND WIPPER SNIPPER	
19/10/2021	19102021.8	CORSIGN	1,320.00
		RED & WHITE DELINEATORS	
19/10/2021	19102021.9	CORUM HEALTH SERVICES	700.59
		PBS ONLINE FEE & LOTS DISPENSE SOFTWARE MAINTENANCE FOR PERIOD: 1 OCT 21 TO 31 DEC 21	
19/10/2021	19102021.10	DARDANUP BUTCHERING COMPANY	130.54
		SEPTEMBER SENIORS MEALS MEAT ORDER	
19/10/2021	19102021.11	DEPARTMENT OF PARKS AND WILDLIFE	273.61
		LEASE 1984/100 PUBLIC RECREATION RENT DUE 1/10/21 - 30/9/22	
19/10/2021	19102021.12	EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD	1,868.99
		SALARY SACRIFICE PAYMENTS PUTLAND & BUNCE - SEPTEMBER 21	
19/10/2021	19102021.13	ECOSCAPE AUSTRALIA PTY LTD	4,669.50
		DARKAN RAILWAY RESERVE FAMILY SPACE (2020/21) - CONCEPT PLAN	
19/10/2021	19102021.14	FITZGERALD, IAN.	1,039.18
		REIMBURSE OFFICE STATIONERY, COUNCIL MEETING REFRESHMENTS, MOBILE PHONE AND LOCAL GOVERNMENT WEEK	
19/10/2021	19102021.15	FLEAYS STORE	449.85
		SUPPLIES FOR SENIORS MEALS & MILK FOR OFFICE	
19/10/2021	19102021.16	FUELS WEST PETROLEUM	17,472.51
		12000 LITRES OF DIESEL, 1000 LITRES OF UNLEADED - DELIVERED	
19/10/2021	19102021.17	G & M DETERGENTS	394.00
		CLEANING SUPPLIES	
19/10/2021	19102021.18	GODDARD, SARAH	1,450.00
		REIMBURSE - HRC DRIVER TRAINING	
19/10/2021	19102021.19	INTEGRATED ICT	772.64
		MONTHLY SUBSCRIPTIONS - SEPT 21 & PROVIDE SERVER DETAILS FOR INSTALLATION OF NEW PHOTOCOPIER	
19/10/2021	19102021.20	LGISWA	19,818.29
		SPECIAL RISKS (PROPERTY INSURANCE) 30/6/21-30/6/22 SECOND INSTALLMENT	
19/10/2021	19102021.21	LUSH FIRE & PLANNING	679.25
		S PLANK APPLICATION ADVICE AND REVIEW AND APPLICATION ASSESSMENT	
19/10/2021	19102021.22	MARKETFORCE	10,438.63
		ADVERTISEMENTS FOR CONSTRUCTION GRADER OPERATOR, CEO AND PLANT OPERATOR/GENERAL HAND	
19/10/2021	19102021.23	NARROGIN FREIGHTLINES	195.27
		23 SEPT 21 2 PALLETS FROM SIGMA CHEMICALS AND FUEL LEVY	
19/10/2021	19102021.24	OFFICEWORKS	201.75
		OFFICE STATIONERY	
19/10/2021	19102021.25	P & S GRIGGS PLUMBING	2,850.71
		REPLACE HOT WATER SYSTEMS - 52 HILLMAN STREET & 25 NANGIP CRESCENT	
19/10/2021	19102021.26	SCHINZIG, RENEE.	901.08
		REIMBURSE ACCOMMODATION TRELIS TRAINING	
19/10/2021	19102021.27	SHIRE OF LAKE GRACE	329.85
		REIMBURSEMENTS - 4LWD DINNER - KEVIN AND JANICE KING, IAN FITZGERALD	
19/10/2021	19102021.28	SHIRE OF WAGIN.	231.00
		EHO WAGES AND MILEAGE PERIOD ENDING 1/9/21	
19/10/2021	19102021.29	SIGMA CHEMICALS- COMPANIES GROUP PTY LTD	1,020.25
		CHEMICALS FOR DARKAN SWIMMING POOL	
19/10/2021	19102021.30	THE SHOWER GUYS	1,390.00
		REPAIRS TO SHOWER - 25 NANGIP CRESCENT & 18 GIBBS STREET	
19/10/2021	19102021.31	TOLL TRANSPORT PTY LTD	35.99
		FREIGHT FROM T QUIP & CORSIGN	
19/10/2021	19102021.32	WAGIN MECHANICAL REPAIRS	5,319.90
		SERVICING OF FIRE TRUCKS	
19/10/2021	19102021.33	WARREN BLACKWOOD WASTE	2,791.90
		DOMESTIC WASTE & RECYCLING BIN FEES	
19/10/2021	19102021.34	WEST ARTHUR COMMUNITY RESOURCE CENTRE	471.24
		DOCTORS HOURS FOR SEPTEMBER 2021	

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Date	Num	Name	Original Amount
19/10/2021	19102021.35	WHITAKER F & RM 126M3 GRAVEL 23 SEPT 21	277.20
19/10/2021	19102021.36	WHITE AMY REIMBURSE CLEANING PRODUCTS AND MILK FOR CHALET	49.83
19/10/2021	19102021.37	WEST AUSTRALIAN LOCAL GOVERNMENT ASSOCIAT CEO AND PRESIDENT LG WEEK REGISTRATIONS	2,580.00
22/10/2021	BPAY	AUSTRALIAN TAXATION OFFICE SEPTEMBER 2021 BAS	37,327.00
28/10/2021	EFT	SALARIES & WAGES PAYROLL	61,197.21
29/10/2021	29102021.1	AUSTRALIA POST 1 BOX OF STAMPS	110.00
29/10/2021	29102021.2	BUNBURY MACHINERY MOWER PARTS	466.46
29/10/2021	29102021.3	CENTRAL GREAT SOUTHERN SHEDS 50% PROGRESS PAYMENT FOR ARTHUR RIVER FIRE SHED	14,292.50
29/10/2021	29102021.4	CHIA, KERRYN REIMBURSE FOOD ITEMS - BUSINESS SUNDOWNER - ECONOMIC DIV	134.62
29/10/2021	29102021.5	COLLIE MOWERS & MORE SHARPEN HEDGE TRIMMER	94.50
29/10/2021	29102021.6	COMMON GROUND TRAILS PTY LTD DARKAN RAIL RESERVE PUMP TRACK PROGRESS CLAIM 2	105,600.00
29/10/2021	29102021.7	CR GRAEME PEIRCE - LAKESIDE CAMPING SITTING FEES & COMMUNICATIONS ALLOWANCE FOR Q1 21/22	1,244.30
29/10/2021	29102021.8	CR J M MCFALL SITTING FEES & COMMUNICATIONS ALLOWANCE FOR Q1 21/22 AND OCTOBER 21	1,005.55
29/10/2021	29102021.9	CR K J KING SITTING FEES & COMMUNICATIONS ALLOWANCE FOR Q1 21/22 AND OCTOBER 21, REIMBRSE LG WEEK EXPENSES	3,607.92
29/10/2021	29102021.10	CR M LLOYD SITTING FEES & COMMUNICATIONS ALLOWANCE FOR Q1 21/22 AND OCTOBER 21	1,751.32
29/10/2021	29102021.11	CR N M MANUEL SITTING FEES & COMMUNICATIONS ALLOWANCE FOR Q1 21/22	581.12
29/10/2021	29102021.12	CR NEIL MORRELL SITTING FEES & COMMUNICATIONS ALLOWANCE FOR Q1 21/22	1,447.80
29/10/2021	29102021.13	CYGNET WORKPLACE INVESTIGATIONS COMPLIANCE - MINOR BREACH INVESTIGATION APPROX 25HRS - COMPLAIN WITHDRAWN	209.00
29/10/2021	29102021.14	DARDANUP BUTCHERING COMPANY OCTOBER SENIORS MEALS MEAT ORDER	209.02
29/10/2021	29102021.15	DARKAN AGRI SERVICES CHALET SUPPLIES, COLDMIX, PARKS & GARDENS SUPPLIES, CAT TRAP, WORKSHOP CONSUMABLES & FIRE EQUIPMENT	4,016.55
29/10/2021	29102021.16	DATALINE VISUAL LINK PTY LTD FIX SWIPECARD KEY SYSTEM AT DARKAN SPORTS & COMMUNITY CENTRE	594.00
29/10/2021	29102021.17	DOWN TO EARTH TRAINING & ASSESSING TRAINER COSTS FOR S GODDARD'S TRAINING AT WOODANILLING	141.50
29/10/2021	29102021.18	DUFF ELECTRICAL CONTRACTING INSTALL EXHAUST FAN TO KITCHEN OF CHALET 1 - DARKAN CARAVAN PARK.	180.00
29/10/2021	29102021.19	FITZGERALD STRATEGIES RECRUITMENT AND SELECTION OF NEW CEO	6,043.40
29/10/2021	29102021.20	GOODBURN, JENNY MEETING FEE AND TRAVEL TO ASSIST IN APPOINTING CEO	528.90
29/10/2021	29102021.21	LIBERTY OIL AUSTRALIA PTY LTD 14000 LITRES DIESEL DELIVERED	20,930.00
29/10/2021	29102021.22	METAL ARTWORK CREATIONS NEW COUNCILLOR GOLD DESK/NAME PLAQUES	332.20
29/10/2021	29102021.23	MJB INDUSTRIES PTY LTD CONCRETE PIPES & HEADWALLS	3,379.35
29/10/2021	29102021.24	MOTORPASS 1ECE747 MANAGEMENT FEES	5.50
29/10/2021	29102021.25	PARKER BLACK & FORREST PTY. LTD. NEW KEYS & LOCKS - CARAVAN PARK & CRC	664.68
29/10/2021	29102021.26	PEDERICK ENGINEERING PARTS & REPAIRS - C4 2015 HOLDEN COLORADO (LD HAND) - AW01	34.76
29/10/2021	29102021.27	PFD FOOD SERVICES PTY LTD SENIOR MEALS DRY GOODS ORDER	505.00
29/10/2021	29102021.28	PLAYGROUND CENTRE AUSTRALIA PTY LTD EASY CLIMB 1 NET FOR PARK AT LAKE TOWERRINNING	5,749.70
29/10/2021	29102021.29	RAREBITS ON BURROWES 1 MORNING TEA FOR HERITAGE MEETING	50.00

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29/10/2021	29102021.30	SOS OFFICE EQUIPMENT FUJI-XEROX APC4570	6,948.70
29/10/2021	29102021.31	WEST ARTHUR COMMUNITY RESOURCE CENTRE LAMINATING CARAVAN T & C'S	40.00
29/10/2021	29102021.32	WESTRAC BUNBURY PARTS & REPAIRS FOR R11 ROLLER AND PNEUMATIC COMPACTOR FOR R10 CAT MULTI ROLLER	5,433.49
29/10/2021	29102021.33	WHITE AMY REIMBURSE REPLACEMENT KITCHEN WARES - CHALET	40.50
19/10/2021	BPAY	SYNERGY VARIOUS ELECTRICITY USAGE AND SUPPLY CHARGES	3,810.07
19/10/2021	BPAY	TELSTRA TELEPHONE CHARGES - ADMIN, DEPOT AND POOL	579.77
19/10/2021	BPAY	TELSTRA TELEPHONE CHARGES - CRC	337.76
19/10/2021	BPAY	WATER CORPORATION VARIOUS WATER USAGE AND SERVICE CHARGES	1,799.91
01/11/2021	BPAY	TELSTRA VARIOUS TELEPHONE USAGE AND SERVICE CHARGES	378.58
05/11/2021	BPAY	CR ADAM SQUIRES - AUSTRALIANSUPER SITTING FEES & COMMUNICATIONS ALLOWANCE FOR Q1 21/22	985.00
29/10/2021	DirectDebit	NATIONAL AUSTRALIA BANK FEE ACCOUNT 086724 508314385 FEES	44.40
29/10/2021	DirectDebit	NATIONAL AUSTRALIA BANK FEE ACCOUNT 086724 508314406 FEES	12.50
29/10/2021	DirectDebit	NATIONAL AUSTRALIA BANK NAB CONNECT FEES	43.49
21/10/2021	20067	BEAUREPAIRS WAGIN SUPPLY 1 X MULTI ZZ TYRE FOR AR FIRE TYRE	878.00
09/11/2021	20068	BOND ADMINISTRATOR BOND LODGEMENT: TIM REICHELT, 8 HILLMAN ST, DARKAN	652.00
		VOUCHERS	AMOUNT
MUNICIPAL FUND			
		19102021.1 - 19102021.37	84,047.81
		29102021.1 - 29102021.33	186,372.34
		CHEQUES 20067 & 20068	1,530.00
		EFT/DEBIT/BPAY	45,318.48
		SALARIES & WAGES	115,461.39
		LICENSING SEPTEMBER 2021 TRANSFERS	3,041.50
		TOTAL	435,771.52

14. Planning and Technical Services**15. Elected Members Motions of Which Previous Notice Has Been Given****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**16.2 Officers****17. Matters Behind Closed Doors**

5.23. Meetings generally open to public

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government

and which relates to a matter to be discussed at the meeting;

18. Closure of Meeting

The Presiding Member declared the meeting closed at ____pm