

# 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 14<sup>th</sup> December in the Council Chambers 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  
14<sup>th</sup> December 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
21 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 14<sup>th</sup> December 2021 – commencing at 7.00pm.

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**1. Declaration of Opening / Announcements of Visitors**

The Presiding Member to declare the meeting open.

**2. Attendance / Apologies / Approved Leave of Absence**

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

STAFF:                      Ian McCabe                      (A/Chief Executive Officer)

APOLOGIES:

ON LEAVE OF ABSENCE:

ABSENT:

MEMBER 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 Motion to Amend Previous Minutes

#### **Summary**

There were typographical errors in the agenda for the Council meeting of 16 November 2021 that may create uncertainty in the confirmation of minutes. Items 9.1, 9.3, 9.4 and 9.5 referred to the correct meeting of Council, whether Special or Ordinary but the officer Recommendations for each item referred to the alternate type of meeting, be it Special or Ordinary. This motion will correct the error and amend the Minutes of the meeting of 16 November 2021.

#### **Comment**

The votes taken on officer's recommendation does not reflect the meetings that took place. Accordingly, Council is asked to confirm the minutes of the respective minutes. Where an error has occurred, it will be ruled through and replaced with the correct wording leaving the original wording in place within the Minutes of 16 November 2021 as well as being recorded here. The file name will indicate amended when posted to the official shire website.

#### **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 Special Meeting of Council held in the Council Chambers on 12<sup>th</sup> October 2021 be confirmed as true and correct.

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

### 9.2 Motion to Amend Previous Minutes

#### **Summary**

There were typographical errors in the agenda for the Council meeting of 16 November 2021 that may create uncertainty in the confirmation of minutes. Items 9.1, 9.3, 9.4 and 9.5 referred to the correct meeting of Council, whether Special or Ordinary but the Recommendations for each referred to the alternate, be it Special or Ordinary. This motion will correct the error and amend the Minutes of the meeting of 16 November 2021.

#### **Comment**

The votes taken on officer's recommendation does not reflect the meetings that took place. Accordingly, Council is asked to confirm the minutes of the respective minutes. Where an error has occurred, it will be ruled through and replaced with the correct wording leaving the original wording in place within the Minutes of 16 November 2021 as well as being recorded here. The file name will indicate amended when posted to the official shire website.

**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 Special Meeting of Council held in the Council Chambers on 25 October 2021 be confirmed as true and correct.

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**9.3 Motion to Amend Previous Minutes****Summary**

There were typographical errors in the agenda for the Council meeting of 16 November 2021 that may create uncertainty in the confirmation of minutes. Items 9.1, 9.3, 9.4 and 9.5 referred to the correct meeting of Council, whether Special or Ordinary but the Recommendations for each referred to the alternate, be it Special or Ordinary. This motion will correct the error and amend the Minutes of the meeting of 16 November 2021.

**Comment**

The votes taken on officer's recommendation does not reflect the meetings that took place. Accordingly, Council is asked to confirm the minutes of the respective minutes. Where an error has occurred, it will be ruled through and replaced with the correct wording leaving the original wording in place within the Minutes of 16 November 2021 as well as being recorded here. The file name will indicate amended when posted to the official shire website.

**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 Special Meeting of Council held in the Council Chambers on 1 November 2021 be confirmed as true and correct.

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

#### 9.4 Motion to Amend Previous Minutes

##### Summary

There were typographical errors in the agenda for the Council meeting of 16 November 2021 that may create uncertainty in the confirmation of minutes. Items 9.1, 9.3, 9.4 and 9.5 referred to the correct meeting of Council, whether Special or Ordinary but the Recommendations for each referred to the alternate, be it Special or Ordinary. This motion will correct the error and amend the Minutes of the meeting of 16 November 2021.

##### Comment

The votes taken on officer's recommendation does not reflect the meetings that took place. Accordingly, Council is asked to confirm the minutes of the respective minutes. Where an error has occurred, it will be ruled through and replaced with the correct wording leaving the original wording in place within the Minutes of 16 November 2021 as well as being recorded here. The file name will indicate amended when posted to the official shire website.

##### 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 Special Meeting of Council held in the Council Chambers on 3 November 2021 be confirmed as true and correct.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

#### 9.5 Special Council Meeting Minutes 15<sup>th</sup> 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 Special Meeting of Council held in the Council Chambers on 15 October 2021 be confirmed as true and correct.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**9.6 Ordinary Council Meeting Minutes 16<sup>th</sup> 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 16<sup>th</sup> November 2021 as amended by 9.1 to 9.4 inclusive be confirmed as true and correct.

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**

### **12.1 APPROVAL OF UNBUDGETED EXPENDITURE DRFAWA**

<b>File Reference:</b>	<b>7.3.8 Storm / Flood Damage to Roads</b>
<b>Location:</b>	<b>District-wide, Shire of West Arthur</b>
<b>Applicant:</b>	<b>Ian McCabe, Acting Chief Executive Officer</b>
<b>Author:</b>	<b>Ian McCabe, Acting Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Ian McCabe, Acting Chief Executive Officer</b>
<b>Date:</b>	<b>9 December 2021</b>
<b>Disclosure of Interest:</b>	<b>Not applicable to this item</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

The Disaster Recovery Funding Arrangements WA (DRFAWA) commenced 1 November 2018 and replace the Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA).

The Department of Fire and Emergency Services (DFES) has oversight for the DRFAWA programme and requires an independent assessment in the event of claims.

#### **Background:**

Approximately one-third of the area of the Shire of West Arthur encountered flood damage from winter rains and the local government lodged intention to claim under the DRFAWA programme.

#### **Comment:**

In accordance with the Shire of West Arthur Purchasing Policy F4.1, Greenfield Technical Services were engaged to complete the assessment of 67 roads and provide report documentation for a funding submission. The assessment by a civil engineer and site inspector with documentation and travel amounted to \$27,367.23 GST inclusive.

On declaration of the natural disaster event by DFES a submission was made. The cost of the assessment will be included in the claim for funding but as an unbudgeted item requires Council approval to make payment for works delivered.

As unbudgeted expenditure an Absolute Majority decision is sought on this item.

#### **Consultation:**

Mr J Muir Manager of Works and Services; Ms M King, Manager Financial Reporting.

#### **Statutory Environment:**

Local Government Act 1995; Local Government (Financial Management) Regulations 1996; Local Government (Audit) Regulations 1996

#### **Policy Implications:**

Due consideration of emergency provisions as defined by the Act and relationship to Shire of West Arthur Purchasing Policy F4.1 and timely response under Council Delegations should be given at any future review.

#### **Financial Implications:**

High probability of reimbursement so payment is a timing issue for the supplier and local government cash flow.

#### **Strategic Implications:**

Not applicable.



**Sustainability Implications:**

- **Environmental:** Not applicable
- **Economic:** Not directly applicable; however, road damage has and will impact the transport network and create safety hazards. This may have short term economic implications such as time to market. The Manager of Works and Services and team have sign-posted affected roads and placed notices on the shire website. These are reviewed regularly. Timely assessment and approval by DFES will ensure medium to long term impacts are addressed, making this assessment and submission necessary.
- **Social:** Roads are a necessary and vital social network and this assessment supports continued connection across the District and to elsewhere.

**Risk Implications:**

Risk	Without assessment and repair – High (15)
Risk Likelihood (based on history and with existing controls)	High (12)
Risk Impact / Consequence	High (12)
Risk Rating (Prior to Treatment or Control)	High (12)
Principal Risk Theme	Major infrastructure and economic
Risk Action Plan (Controls or Treatment Proposed)	Professional assessment by officers; notices to public and on-site signage to reduce speed and drive to conditions; emergent measures taken; road closure considered where appropriate.

**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 Approves the expenditure of \$27,367.23 GST inclusive to Greenfield Technical Services for the assessment of flood damage, provision of services and preparation of documentation to support a submission and claim to DFES for Disaster Recovery Funding Arrangements WA (DRFAWA).

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**12.2 APPROVAL OF TELEPHONY PROJECT**

**File Reference:** 2.25.2 Computers and Equipment  
**Location:** Shire of West Arthur administration  
**Applicant:** Ian McCabe Acting Chief Executive Officer  
**Author:** Ian McCabe Acting Chief Executive Officer  
**Authorising Officer:** Ian McCabe Acting Chief Executive Officer  
**Date:** 9 December 2021  
**Disclosure of Interest:** None applicable to this item  
**Attachments:** Nil  
**Previous Reference:** Nil

**Summary:**

A project has commenced to ensure telephony services continue at the Shire of West Arthur beyond May 2022. It is anticipated this will require expenditure of \$30,000.

**Background:**

With the rollout of NBN services and regulatory change, the copper telephony network is being rationalised. Telstra is withdrawing ISDN or Integrated Services Digital Network telephony to the Shire of West Arthur at May 2022, requiring alternate telephony technology to be investigated and employed.

**Comment:**

Telstra provide ISDN or Integrated Services Digital Network to the Shire of West Arthur. ISDN is a circuit-switched telephone network system that transmits both data and voice over a digital line.

The Shire of West Arthur uses ISDN to provide telephony at the shire administration building as well as the Community and Health Resource Centre.

Telstra has written to the Shire of West Arthur 7 December 2021 indicating the end of the ISDN service by May 2022. This necessitates alternate technology is employed to provide telephony to the two sites as well as retain any phone numbers associated with current architecture.

The changes that are most likely to occur will see the use of Voice Over Internet Protocol, (VoIP), equipment upgrades to the building's network equipment and a proposed connection to fibre optic cable. The opportunity to simultaneously transfer from Asymmetric Digital Subscriber Line (ADSL) for internet services including email is an intended part of this proposal.

This will most likely require the purchase of new handsets to replace the current equipment as well as other equipment upgrades and a capital outlay to access the fibre network. In addition, new handsets, support equipment and a data access point to facilitate communications to the Community Resource and Health Centre would be required.

Although the removal of ISDN was announced by Telstra in September 2019 and a progressive removal of copper line services is progressing the transfer to a new communications solution has not been provided for in Council budgets. The acting CEO and Manager Financial Operations are actively reviewing all communications and technology solutions and have requested a formal proposal from Telstra. It is anticipated the capital cost of this project to be \$30,000.

As the project has not formerly commenced and is likely to take up to six months, the impending removal of the service from May 2022 requires immediate investigation and action. As an unbudgeted item of capital expenditure with ongoing operational impact, Council's Approval is sought on an Absolute Majority basis.

**Consultation:**

Telstra; Ms Karen Prowse, Co-Ordinator, Community Resource Centre; Ms M McKenzie Manager financial Operations; Ms M King Manager Financial Reporting.

**Statutory Environment:**

Local government Act 1995; Local Government (Financial Management) Regulations 1996

**Policy Implications:**

The Shire of West Arthur Purchasing Policy F4.1 requires sustainable procurement; without approval for this project, procurement of telephony will cease.

**Financial Implications:**

This is unbudgeted expenditure. It is expected to realise improved data capabilities and access to cloud based computing services. There are mooted upgrades to accounting and other applications and these will perform better under an improved data capability. To that extent this is a brought forward expenditure and while enforced by change will be an investment in future proofing the administration.

**Strategic Implications:**

This will contribute to risk reduction (short / medium term) while positioning the local government for future services.

**Sustainability Implications:**

- **Environmental:** Without telephony services, efforts by the local government to support environmental services will be compromised.
- **Economic:** Without telephony, the ability of the local government to support economic activity in the District will be compromised.
- **Social:** Without telephony services, the local government will not be able to effectively deliver services or connect to the community.

**Risk Implications:**

Risk	High
Risk Likelihood (based on history and with existing controls)	Likely
Risk Impact / Consequence	Major
Risk Rating (Prior to Treatment or Control)	High (16)
Principal Risk Theme	Infrastructure (ICT); business continuity, operational and reputational
Risk Action Plan (Controls or Treatment Proposed)	A project plan will be prepared with appropriate risk controls

**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:**

1. That Council Approves the expenditure of \$30,000 in the 2021/22 financial year for the purpose of ensuring continuity of telephony services to the Shire of West Arthur local government and the Community Resource and Health Centre;
  2. That a transfer from the Information Technology Reserve be utilised for this Capital purpose;
  3. That Operational Charges be paid from Municipal Funds;
- and,
4. That the Chief Executive Officer provide Council with regular project reports as to actions, progress and risk items.

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

### 12.3 PURCHASE OF MOTOR VEHICLE

<b>File Reference:</b>	<b>1.3.1 / 2.15.1 / 7.8.5</b>
<b>Location:</b>	<b>Shire of West Arthur</b>
<b>Applicant:</b>	<b>Ian McCabe Acting Chief Executive Officer</b>
<b>Author:</b>	<b>Ian McCabe Acting Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Ian McCabe Acting Chief Executive Officer</b>
<b>Date:</b>	<b>9 December 2021</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>17.1 SMC 3 November 2021</b>

#### **Summary:**

Council is requested to approve the purchase of a motor vehicle for the use of the incoming Chief Executive Officer (CEO).

#### **Background:**

The employment agreement between the Shire of West Arthur and the Chief Executive Officer includes provision of a motor vehicle for the completion of work duties and private use. The Shire of West Arthur recently disposed of a motor vehicle utilised for this purpose; however, this was in compliance with the purchase of assets clause of the employment agreement of the former CEO.

The purchase of a suitable vehicle is an unbudgeted item and requires Council Approval. As such, this item seeks a Decision by Absolute Majority.

#### **Comment:**

Mr Vin Fordham Lamont will commence as CEO in late January 2022. The employment agreement requires a suitable vehicle to be made available for work duties and the shire recently divested of such a vehicle. Although that sale and other funds would provide sufficient monies for the purchase of a vehicle, this would be an unplanned and unbudgeted acquisition. Accordingly, Council is requested to Approve the purchase.

There are some considerations in the purchase. The recent sale of the vehicle provided under the employment agreement to the CEO was a possible outcome but an unplanned outcome of the separation with the former CEO. Additionally, the time of year applies some constraint on the ability of the local government and suppliers to acquire a vehicle. This is exacerbated by national and world-wide supply chain issues limiting the availability of suitable vehicles. Finally, there is no provision in the budget for this purchase and Council will not ordinarily meet in January.

The process adopted to consider these constraints while complying with the legislation and Council policy is as follows:

1. CEO referenced the shire budget, Plant Replacement Program, Purchasing Policy and the relevant legislation;
2. CEO liaised with the President and incoming CEO as to flexibility and specifications within contract and shire requirements;
3. CEO requested the Manager Works and Services to research model choices and likely prices that would meet that specification;
4. Manager Works and Services prepared and issued a Request for Quote and formal Specification to credible suppliers for a formal quote; to allow for proper process this will conclude Thursday 16 December 2021;

5. Utilising value for money principles and a decision matrix, a choice will be made for a preferred supplier and vehicle that best meets Council requirements and the desired timeline.

Indicative pricing is between \$55,489 and \$61,506 plus GST for the specified vehicle with availability as at 3 December being end of January 2022 – March 2022. Availability is limited and the period could be extended due to the holiday period.

The recommendation is for approved expenditure for this capital asset up to \$61,506 plus GST. Officers will observe Council policy and seek to maximise Value for Money by negotiating features and / or minimising this price. The CEO and Manager Works and Services will refer to the Specification and Policy in selecting the vehicle that best meets these criteria.

Risk considerations are low as the acting CEO has some contingency with a Mitsubishi Pajero currently proposed for sale or trade being retained pending the outcome of this process. If necessary, this vehicle would bridge any supply period and the acting CEO would use a private vehicle and claim travel expenses.

**Consultation:**

Mr V Fordham Lamont; the President Cr N Morrell; Manager Financial Reporting M King; Manager Works and Services J Muir.

**Statutory Environment:**

Local Government Act 1995; Local Government (Financial Management) Regulations 1996.

**Policy Implications:**

Shire of West Arthur Purchasing Policy F4.1

**Financial Implications:**

Unbudgeted expenditure of approximately \$61,000 plus GST; this will in actuality be offset by the sale of the Toyota Prado previously used for this purpose and a recent insurance claim; however, for the purpose of the Decision, offsetting is not a consideration and Council must consider the expenditure in its own right. The advice is that the vehicle is a required asset with supply constraints. The time of year and the required end date makes a timely order a high order consideration.

**Strategic Implications:**

Not relevant to this item.

**Sustainability Implications:**

- **Environmental:** Not directly relevant to this item although the vehicle specification applies Australian Design Rule ADR 79/04 - Emission Control for Light Vehicles that this vehicle meet the CO2 threshold at 185g/km for passenger vehicles and 195g/km for SUV's. The Shire considers fuel economy and costs over the life of the vehicle when making purchasing choices.
- **Economic:** Not directly relevant to this item; however, a regional buying preference is considered with a regional purchase rating more highly than a major centre; a major centre more highly than a metropolitan centre. It's important that the local government gets Value for Money and ratepayers pay no more than necessary to deliver the same output.
- **Social:** Not relevant to this decision

**Risk Implications:**

Risk	Low (4)
Risk Likelihood (based on history and with existing controls)	Unlikely
Risk Impact / Consequence	Minor
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Contractual
Risk Action Plan (Controls or Treatment Proposed)	Apply Purchasing Policy and refer to Financial Management and Audit Regulations.

**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:

1. Council Approves the review of Request for Quote 09/21 by the acting CEO and Manager Works and Services and that a suitable vehicle is selected for the contractual use of the incoming CEO;

and,

2. That Council Approves the purchase of the vehicle at a maximum of \$61,506 plus GST.

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

## **13. Finance**

### **13.1 - Financial Reports**

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of West Arthur</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Manager of Financial Reporting</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>10 December 2021</b>
<b>Disclosure of Interest:</b>	<b>N/A</b>
<b>Attachments:</b>	<b>Financial Reports – 30<sup>th</sup> November 2021</b>
<b>Previous Reference:</b>	<b>N/A</b>

#### **Summary:**

Consideration of the financial reports for the period ending 30<sup>th</sup> November 2021.

#### **Background:**

The financial reports for the periods ending 30<sup>th</sup> November 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 report for the period ending 30<sup>th</sup> November 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 30 November 2021**

	Note	Annual Budget 2021/2022 \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
<b>Opening Funding Surplus (Deficit)</b>	2	1,162,486	1,162,486	<b>1,162,486</b>	0	0%	
<b>Revenue from operating activities</b>							
Rates		1,776,244	1,776,244	<b>1,776,210</b>	(34)	(0%)	
Operating Grants, Subsidies and Contributions	6	813,807	414,893	<b>464,944</b>	50,052	12%	▲
Fees and Charges		262,985	156,157	<b>169,295</b>	13,138	8%	
Interest Earnings		36,389	6,065	<b>5,021</b>	(1,044)	(17%)	
Other Revenue		71,872	29,947	<b>35,984</b>	6,037	20%	
Profit on Disposal of Assets		6,799	0	<b>1,129</b>	1,129		
		<b>2,968,096</b>	<b>2,383,305</b>	<b>2,452,583</b>	69,278		
<b>Expenditure from operating activities</b>							
Employee Costs		(1,869,777)	(958,421)	<b>(1,045,388)</b>	(86,967)	(9%)	
Less overhead and wage allocations			128,012	<b>123,350</b>	(4,662)		
Materials and Contracts		(811,033)	(323,626)	<b>(377,291)</b>	(53,665)	(17%)	
less Pdepn and POC allocations			90,959	<b>87,647</b>	(3,312)		
Utility Charges		(93,534)	(31,178)	<b>(27,870)</b>	3,308	11%	
Depreciation on Non-Current Assets		(2,140,359)	(217,072)	<b>(215,790)</b>	1,282	1%	
Interest Expenses		(25,232)	(6,810)	<b>(6,810)</b>	0	0%	
Insurance Expenses		(103,791)	(103,791)	<b>(103,527)</b>	264	0%	
Other Expenditure		(36,500)	(9,125)	<b>(9,815)</b>	(690)	(8%)	
Loss on Disposal of Assets		(5,350)	0	<b>(2,968)</b>	(2,968)		
		<b>(5,085,576)</b>	<b>(1,431,052)</b>	<b>(1,578,462)</b>	(147,410)		
<b>Operating activities excluded from budget</b>							
Add back Depreciation		2,140,359	217,072	<b>215,790</b>	(1,282)	(1%)	
Adjust (Profit)/Loss on Asset Disposal		(1,449)	0	<b>1,839</b>	1,839		
Adjust Provisions and Accruals		0	(32,833)	<b>(32,833)</b>	0	0%	
<b>Amount attributable to operating activities</b>		<b>21,430</b>	<b>1,136,492</b>	<b>1,058,917</b>	(77,575)		
<b>Investing activities</b>							
Grants, Subsidies and Contributions	6	995,128	166,554	<b>166,554</b>	0	0%	
Proceeds from Disposal of Assets		64,228	0	<b>38,432</b>	38,432		▲
Land and Buildings	7	(579,700)	(35,000)	<b>(34,441)</b>	559	2%	
Infrastructure Assets - Roads	7	(1,138,717)	(215,000)	<b>(214,845)</b>	155	0%	
Infrastructure Assets - Other	7	(586,188)	(120,000)	<b>(123,518)</b>	(3,518)	(3%)	
Plant and Equipment	7	(530,115)	(157,448)	<b>(157,227)</b>	221	0%	
Furniture and Equipment	7	(8,500)	(8,500)	<b>(6,437)</b>	2,063	24%	▲
<b>Amount attributable to investing activities</b>		<b>(1,783,864)</b>	<b>(369,394)</b>	<b>(331,482)</b>	37,912		
<b>Financing Activities</b>							
Proceeds from Self Supporting Loan - repayments		28,087	6,935	<b>6,935</b>	0	0%	
Transfer from Reserves	5	1,237,967	0	<b>0</b>	0		
Repayment of Debentures		(96,883)	(24,712)	<b>(24,712)</b>	0	0%	
Transfer to Reserves	5	(569,223)	(165)	<b>(168)</b>	(3)	(2%)	
<b>Amount attributable to financing activities</b>		<b>599,948</b>	<b>(17,942)</b>	<b>(17,945)</b>	(3)		
					0		
<b>Closing Funding Surplus (Deficit)</b>	2	0	1,911,641	<b>1,871,976</b>	(39,665)	(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 30 November 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**

34086	General Purpose Grant above budget
15428	WALGGC - Roads Grant above budget

**Fees and Charges**

12,721	Caravan Park Income is above budget (includes non cash income for staff accommodation)
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**Employee Costs**

(86,967)	Employee costs greater than budget due to Council decision made 3 November 2021 and payment of entitlements.
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**Materials and Contracts**

(12,993)	Fire shed for Arthur River ESL funded. Will be offset by income. Council decision Sep 21.
(17,465)	Plant op costs are above budget. Fuel cost increase and increased plant repairs.
(25,518)	Storm damage expenditure. Invoice entered. Council approval required.

**Proceeds from Disposal of Assets**

37,302	Sale of Toyota Prado - unbudgeted. Council decision Nov 21.
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**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2021**

**Note 2: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2021	30 Nov 2021
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	3	1,261,046	1,763,266
Cash Restricted	5	2,892,467	2,892,635
Cash Restricted - unspent grants		296,748	399,837
Receivables - Rates	4	145,377	282,019
Receivables - Other	4	241,642	53,812
Inventories		23,433	23,433
		4,860,713	5,415,002
<b>Less: Current Liabilities</b>			
Payables		(509,012)	(250,554)
Unspent grants, contributions and reimbursements		(296,748)	(399,837)
		(805,760)	(650,391)
Less: Cash Reserves	5	(2,892,467)	(2,892,635)
<b>Net Current Funding Position</b>		<b>1,162,486</b>	<b>1,871,976</b>

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

**Note 3: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
Municipal Bank Account	309,671			309,671	NAB	0.01%	At Call
Municipal Bank - Bendigo	92,832			92,832	Bendigo	0.01%	At Call
Municipal Cash Maximiser	280,000			280,000	NAB	0.01%	At Call
Trust Bank Account			3,544	3,544	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>(b) Term Deposits</b>							
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
<b>Total</b>	<b>2,162,503</b>	<b>2,892,635</b>	<b>73,813</b>	<b>5,068,951</b>			

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

**Note 4: Receivables**

<b>Receivables - Rates Receivable</b>	<b>30 Nov 2021</b>	<b>30 June 2021</b>	<b>Receivables - General</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	237,534	199,932	Receivables - General	7,821	2,683	0	41,324	51,828
Levied this year (incl rubbish & ESL)	1,876,228	1,847,083						
<u>Less Collections to date</u>	(1,740,805)	(1,809,481)	<b>Balance per Trial Balance</b>					
Equals Current Outstanding	<b>372,957</b>	<b>237,534</b>	Sundry Debtors					0
Add paid in advance	1,219		Receivables - Other					0
<b>Net Rates Collectable</b>	<b>374,176</b>	<b>237,534</b>	<b>Total Receivables General Outstanding</b>					<b>51,828</b>
% Collected	82.36%	88.40%						
Less Recognised as doubtful	(92,157)	(92,157)	<b>Amounts shown above include GST (where applicable)</b>					
			90+ day amount includes funding including \$36,669 LRCI to be received when annual report/acquittal finalised and accepted.					
\$98,850 outstanding will be paid by instalments.	4.7%							
\$10,552 pensioner rebates to be processed	0.5%							

\$343,785 was outstanding at the 30 November 2020.

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 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
	<b>2,892,467</b>	<b>11,569</b>	<b>168</b>	<b>557,654</b>	<b>0</b>	<b>(1,237,967)</b>	<b>0</b>	<b>2,223,723</b>	<b>2,892,635</b>

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 November 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
			\$	\$		\$	\$	\$	
<b>General Purpose Funding</b>									
Grants Commission - General	WALGGC - General Purpose Grant	Operating	0	279,900	0	174,036	0	0	Grant income expected to be \$68,172 above budget
Grants Commission - Roads	WALGGC - Local Roads Grant	Operating	0	237,417	0	134,136	0	0	Grant income expected to be \$30,855 above budget
<b>Law, Order and Public Safety</b>									
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	
<b>Housing</b>									
Community Housing Repairs	Dept of Communities	Operating - Tied	0	10,495	0	10,495	0	10,495	Recognised as income when corresponding expenditure recognised
<b>Community Amenities</b>									
Federal Road & Community Infrastructure - Seat	Dept. of Infrastructure, Transport, Regional Development and Communications	Operating - Tied	0	2,000	0	0	0	0	
<b>Recreation and Culture</b>									
Federal Road & Community Infrastructure - Railway reserve and cricket wicket	Dept. of Infrastructure, Transport, Regional Development and Communications	Non-operating	0	0	77,000	6,573	(6,573)	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	
<b>Transport</b>									
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	320,264	118,794	(51,221)	67,573	
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	102,073	102,073	(102,073)	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	140,354	(1,698)	138,656	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	4,989	(4,989)	0	
Operating		Operating	0	134,671	0	134,671	0	0	
<b>Economic Development</b>									
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	
<b>TOTALS</b>			<b>0</b>	<b>812,807</b>	<b>995,128</b>	<b>847,975</b>	<b>(188,408)</b>	<b>216,724</b>	
<b>SUMMARY</b>									
Operating	Operating Grants, Subsidies and Contributions		0	651,988	0	442,843	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	372,783	(166,554)	206,229	
<b>TOTALS</b>			<b>0</b>	<b>812,807</b>	<b>995,128</b>	<b>847,975</b>	<b>(188,408)</b>	<b>216,724</b>	



SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 November 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		
		\$	\$	\$	\$	\$	\$		
<b>Furniture</b>									
<b>Other Property &amp; Services</b>									
	Printer	0	(6,437)	(6,437)	0	(8,500)	(8,500)	2,063	
	<b>Furniture Total</b>	<b>0</b>	<b>(6,437)</b>	<b>(6,437)</b>	<b>0</b>	<b>(8,500)</b>	<b>(8,500)</b>	<b>2,063</b>	
<b>Land and Buildings</b>									
<b>Housing</b>									
	Renovations to existing joint venture community housing units	0	0	0	0	(25,000)	(25,000)	25,000	
<b>Community Amenities</b>									
	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	
<b>Other Property &amp; Services</b>									
	Staff housing improvements/renovations	0	0	0	(8,300)	(50,000)	(58,300)	58,300	
	New staff house	0	(11,556)	(11,556)	(11,700)	(450,000)	(461,700)	450,144	
	<b>Buildings Total</b>	<b>0</b>	<b>(34,440)</b>	<b>(34,440)</b>	<b>(29,700)</b>	<b>(550,000)</b>	<b>(579,700)</b>	<b>545,260</b>	
<b>Infrastructure</b>									
<b>Community Amenities</b>									
	Darkan Refuse Site	0	0	0	(20,000)	(100,000)	(120,000)	120,000	
<b>Recreation And Culture</b>									
	Darkan Railway Reserve - redevelopment of play and youth area	(3,366)	(109,589)	(112,955)	(30,000)	(220,000)	(250,000)	137,045	
	Cricket oval infrastructure - wicket	(369)	(6,573)	(6,942)	0	(17,000)	(17,000)	10,058	
	Lake Towerrinning - Shade and landscaping	(3,622)	0	(3,622)	0	(40,000)	(40,000)	36,378	
<b>Transport</b>									
	Slip lane car park off Burrowes Street	0	0	0	(34,073)	(19,115)	(53,188)	53,188	
<b>Economic Development</b>									
	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	
	<b>Infrastructure Total</b>	<b>(7,357)</b>	<b>(116,162)</b>	<b>(123,519)</b>	<b>(98,073)</b>	<b>(488,115)</b>	<b>(586,188)</b>	<b>462,669</b>	
	Darkan Railway Reserve - redevelopment of play and youth area								
<b>Plant , Equip. &amp; Vehicles</b>									
<b>Transport</b>									
	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	(22,325)	(22,325)	0	(25,000)	(25,000)	2,675	
	Road Broom	0	0	0	0	(45,000)	(45,000)	45,000	
	Utes	0	(72,287)	(72,287)	0	(104,000)	(104,000)	31,713	
	Mower	0	(10,890)	(10,890)	0	(13,890)	(13,890)	3,000	
	<b>Plant, Equip &amp; Vehicles Total</b>	<b>0</b>	<b>(157,227)</b>	<b>(157,227)</b>	<b>0</b>	<b>(530,115)</b>	<b>(530,115)</b>	<b>372,888</b>	

SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 November 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		
		\$	\$	\$	\$	\$	\$		
<b>Roads</b>									
<b>Regional Road Group</b>									
	Boyup Brook Arthur Road	0	0	0	(158,152)	(126,856)	(285,008)	285,008	
	Bowelling Duranillin Road	0	(2,547)	(2,547)	(146,055)	(104,307)	(250,362)	247,815	
	<b>Regional Road Group Total</b>	<b>0</b>	<b>(2,547)</b>	<b>(2,547)</b>	<b>(304,207)</b>	<b>(231,163)</b>	<b>(535,370)</b>	<b>532,823</b>	
<b>Roads to Recovery</b>									
	Darkan South Road - Slip Lane and Intersection	0	(596)	(596)	(28,850)	(29,600)	(58,450)	57,854	
	Darkan South Road - Widening Corners	0	0	0	(67,652)	(40,220)	(107,872)	107,872	
	Sandalwood Road	(85,512)	(3,072)	(88,584)	(83,641)	(26,480)	(110,121)	21,537	
	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	(351)	0	(351)	(47,664)	(51,100)	(98,764)	98,413	
	<b>Roads to Recovery Total</b>	<b>(149,626)</b>	<b>(3,668)</b>	<b>(153,294)</b>	<b>(274,201)</b>	<b>(159,850)</b>	<b>(434,051)</b>	<b>280,757</b>	
<b>Road and Community Infrastructure Program</b>									
	Bowelling Dura, Darkan South, Moodiarrup Changerup Centre line	0	(4,989)	(4,989)	0	(38,000)	(38,000)	33,011	
	<b>Shire Funded Total</b>	<b>0</b>	<b>(4,989)</b>	<b>(4,989)</b>	<b>0</b>	<b>(38,000)</b>	<b>(38,000)</b>	<b>33,011</b>	
<b>Shire Funded</b>									
	Burnett Road	(54,014)	0	(54,014)	(53,011)	(11,031)	(64,042)	10,028	
	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	
	<b>Shire Funded Total</b>	<b>(54,014)</b>	<b>0</b>	<b>(54,014)</b>	<b>(103,255)</b>	<b>(28,041)</b>	<b>(131,296)</b>	<b>77,282</b>	
	<b>Roads Total</b>	<b>(203,640)</b>	<b>(11,204)</b>	<b>(214,844)</b>	<b>(681,663)</b>	<b>(457,054)</b>	<b>(1,138,717)</b>	<b>923,873</b>	
	<b>Capital Expenditure Total</b>	<b>(210,997)</b>	<b>(325,470)</b>	<b>(536,467)</b>	<b>(809,436)</b>	<b>(2,033,784)</b>	<b>(2,843,220)</b>	<b>2,306,753</b>	

## 13.2 - Accounts for Payment

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>R Schinzig</b>
<b>Authorising Officer</b>	<b>Acting Chief Executive Officer</b>
<b>Date:</b>	<b>2 December 2021</b>
<b>Disclosure of Interest:</b>	<b>N/A</b>
<b>Attachments:</b>	<b>Cheque Listing</b>
<b>Previous Reference:</b>	<b>N/A</b>

### **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 15112021.1-15112021.24, 30112021.1-30112021.25, 01122021.1-01122021.19, 01122021.1B-01122021.8B, Licensing Transfers, Salaries and Wages and EFT, Direct Debit and BPAY Transfers, totalling \$402,256.78 listed (attached) be noted as approved for payment.

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**ATTACHMENT**  
Payment Listing

**Shire of West Arthur**  
**Cheque Detail**  
 November 11 through December 2, 2021

Date	Num	Name	Original Amount
11/11/2021	EFT	<b>SALARIES &amp; WAGES</b>	95,845.80
		PAYROLL	
15/11/2021	15112021.1	<b>AFGRI EQUIPMENT AUSTRALIA PTY LTD</b>	2,932.11
		3000HR SERVICE FOR JOHN DEERE 670G GRADER	
15/11/2021	15112021.2	<b>AIR LIQUIDE</b>	88.96
		FACILITY FEES ON CYLINDERS	
15/11/2021	15112021.3	<b>BLACKWOOD BASIN GROUP (INC)</b>	1,669.80
		LANDCARE SUPPORT FOR THE PERIOD OF OCTOBER 21	
15/11/2021	15112021.4	<b>BUNBURY TRUCKS</b>	225.00
		REPAIR/RESET PDF SYSTEM ON HINO DUAL CAB	
15/11/2021	15112021.5	<b>COLLIE EMBROIDERY SERVICE</b>	74.80
		SHIRE SHIRTS FOR CLEANERS WOMENS 16 & 18 FOR EMBROIDERY	
15/11/2021	15112021.6	<b>COLLIE MOWERS &amp; MORE</b>	552.00
		CHAIN 3/8 063 CHISEL PER LINK & REPAIR 461 CHAINSAW	
15/11/2021	15112021.7	<b>DARDANUP BUTCHERING COMPANY</b>	126.32
		NOVEMBER MEAT ORDER - SENIORS MEALS	
15/11/2021	15112021.8	<b>EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD</b>	2,443.26
		SALARY SACRIFICE PAYMENTS OCTOBER 21 - BUNCE & PUTLAND	
15/11/2021	15112021.9	<b>HERSEY'S SAFETY PTY LTD</b>	1,048.08
		R2R DARKAN SOUTH SLIP (21/22) - TRAFFIC CONES	
15/11/2021	15112021.10	<b>LUSH FIRE &amp; PLANNING</b>	1,001.00
		PLANNING ADVICE, APPLICATION & AGENDA PREPARATION	
15/11/2021	15112021.11	<b>MM ELECTRICAL MERCHANDISING</b>	227.15
		10 X 2 FOOT FLOURO TUBES	
15/11/2021	15112021.12	<b>MUIR, JAMES</b>	33.07
		FUEL TO DELIVER PACKAGE	
15/11/2021	15112021.13	<b>POOL &amp; SPA MART BUNBURY</b>	2,495.00
		NEW ROBOT POOL CLEANER - DOLPHIN WAVE75	
15/11/2021	15112021.14	<b>PUTLAND MOTORS</b>	8,530.69
		OIL, PARTS & REPAIRS FOR CHAINSAWS, GRADER, TRUCKS, UTES, ROLLER, LOADERS, MOWER & PRUNING SAW	
15/11/2021	15112021.15	<b>SHIRE OF NARROGIN (SUPPLIER)</b>	830.00
		SENIOR HEALTH OFFICER OCTOBER 21	
15/11/2021	15112021.16	<b>SIGNS PLUS</b>	79.50
		NEW COUNCILLOR BADGES AS PER EMAIL	
15/11/2021	15112021.17	<b>SOS OFFICE EQUIPMENT</b>	1,822.87
		FINAL METER READING - FUJI XEROX & METER READING XEROX APEOSPORT	
15/11/2021	15112021.18	<b>T-QUIP</b>	165.00
		REPAIR AND MAINTAIN M5 MOWER	
15/11/2021	15112021.19	<b>TOLL TRANSPORT PTY LTD</b>	396.73
		FREIGHT FROM CRENDON MACHINERY, SOS, WESTRAC, BULLIVANTS, LAKE, POOL, CORSIGN	
15/11/2021	15112021.20	<b>WARREN BLACKWOOD WASTE</b>	2,448.82
		WASTE CHARGES JULY 2021	
15/11/2021	15112021.21	<b>WEST ARTHUR COMMUNITY RESOURCE CENTRE</b>	618.50
		DOCTORS HOURS FOR OCT 2021	
15/11/2021	15112021.22	<b>WESTRAC BUNBURY</b>	1,399.31
		PARTS - G10 & G11	
15/11/2021	15112021.23	<b>WHITE AMY</b>	49.00
		REIMBURSE MOPS AND LIGHTGLOBES FOR CARAVAN PARK AND CHALET	
15/11/2021	15112021.24	<b>WOOD, TREVOR</b>	168.00
		REIMBURSE WORKBOOTS FROM WORK CLOBBER	
16/11/2021	Debit	<b>CRESCENT CONVEYANCERS 1</b>	11,556.31
		PURCHASE LOT 254 - 10 KING STREET. LAND FOR NEW STAFF HOUSE	
16/11/2021	Debit	<b>SALARIES &amp; WAGES</b>	21,274.56
		PAYROLL	
24/11/2021	BPAY	<b>AUSTRALIAN TAXATION OFFICE</b>	13,900.00
		SEP 21 BAS	
16/11/2021	EFT	<b>SALARIES &amp; WAGES</b>	52,424.27
		PAYROLL	
30/11/2021	30112021.1	<b>ALLIED FORKLIFTS PTY LTD</b>	24,557.50
		HELI MODEL CPD25-Q13KS DIESEL POWERED FORKLIFT AS PER QUOTATION DATED 29 OCTOBER 2021	
30/11/2021	30112021.2	<b>AUSTRALIA POST</b>	325.64
		OFFICE PAPER, RATES NOTICE POSTAGE, RETURN POSTAGE OF LOCKS	
30/11/2021	30112021.3	<b>AUSTRALIAN MUSEUMS &amp; GALLERIES INC</b>	150.00
		ORGANISATION LEVEL A - LESS THAN \$50,000. SUBSCRIPTION FOR EDITH BROWN MUSEUM	
30/11/2021	30112021.4	<b>BUNBURY MACHINERY</b>	419.11
		LABOUR AND PARTS	
30/11/2021	30112021.5	<b>BUNCE, GEOFF</b>	46.08
		WOOD HEATER ROPE SEAL AND WINDOW CATCH FOR 10 HILLMAN, LIGHT GLOBES FOR CHALET 2	
30/11/2021	30112021.6	<b>COLLIE ELECTRICAL SERVICES</b>	448.08
		JOB: MOODIARRUP DARKAN ROAD	
30/11/2021	30112021.7	<b>CRENDON MACHINERY</b>	1,178.58
		CAMPAGNOLA PNEUMATIC CHAIN PRUNER M3P AIR SAW WITH 1 X ANGLE ADAPTOR	
30/11/2021	30112021.8	<b>DARDANUP BUTCHERING COMPANY</b>	133.26
		MEAT FOR SENIORS MEALS	

**Shire of West Arthur**  
**Cheque Detail**  
November 11 through December 2, 2021

Date	Num	Name	Original Amount
30/11/2021	30112021.9	DARKAN HOTEL	270.00
		REFRESHMENTS - ESTIMATED @ \$270.00 COUNCIL MEETING	
30/11/2021	30112021.10	DARKAN SAND SUPPLIES	1,962.16
		GRAVEL 891.89M3	
30/11/2021	30112021.11	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	16,526.40
		21/22 ESL QUARTER 2 CONTRIBUTION	
30/11/2021	30112021.12	ECOSCAPE AUSTRALIA PTY LTD	693.00
		DARKAN RAILWAY RESERVE FAMILY SPACE 2020/21 - CONCEPT PLAN AS PER QUOTE	
30/11/2021	30112021.13	FLEAYS STORE	479.20
		SENIORS MEALS, OFFICE MILK, GLAD WRAP AND BISCUITS, COUNCIL MEETING REFRESHMENTS	
30/11/2021	30112021.14	FUELS WEST PETROLEUM	20,611.36
		14000L DIESEL AS PER QUOTE 17/11/2021	
30/11/2021	30112021.15	INTEGRATED ICT	1,304.77
		MONTHLY IT SUBSCRIPTION, PRINTER AND RECKON SUPPORT	
30/11/2021	30112021.16	MARKETFORCE	1,421.85
		ADVERTISING HOUSE TENDER AND SENIOR FINANCE OFFICER	
30/11/2021	30112021.17	NARROGIN FREIGHTLINES	104.72
		FREIGHT FROM SIGMA CHEM	
30/11/2021	30112021.18	PEDERICK ENGINEERING	396.00
		MANUFACTURE OF PROTECTIVE SURROUND FOR MOSQUITO FOGGER	
30/11/2021	30112021.19	PETE'S	75.00
		SHIRTS FOR NEW EMPLOYEE D MELBOURNE	
30/11/2021	30112021.20	PHOENIX GLASS	170.00
		REPLACE WOOD HEATER DOOR GLASS - U1/10 HILLMAN	
30/11/2021	30112021.21	RAREBITS ON BURROWES 1	450.00
		COUNCIL MEETING CATERING - MEALS & REFRESHMENTS, BUSH FIRE ADVISORY BRIGADE MEETING FINGER FOOD	
30/11/2021	30112021.22	SHERIDAN'S FOR BADGES	1,096.90
		ETCHED PLATES - RAILWAY RESERVE PLAQUES, SATIN FINISH BRASS PLAQUE - WHITAKER/WHITE	
30/11/2021	30112021.23	SHIRE OF COLLIE	913.20
		ANIMAL CONTROL EXPENSES - TOWN INSPECTIONS AND ARTHUR RIVER KENNEL INSPECTION	
30/11/2021	30112021.24	WEST ARTHUR COMMUNITY RESOURCE CENTRE	4,940.80
		DARKAN SWIMMING POOL LAMINATING, LIBRARY AND MEDICAL SERVICES 1 OCT 21-31 DEC 21	
30/11/2021	30112021.25	WESTRAC BUNBURY	521.58
		INSPECT AND REPAIR ELECTRICAL FAULT, BLOCK ASSEMBLY FUSE - DOZER	
01/12/2021	01122021.1	BULLIVANTS	164.49
		EXPENDABLE TOOLS - 2 X 3M SLINGS, 2X 4M SLINGS	
01/12/2021	01122021.2	BUNBURY MITSUBISHI	41,752.40
		MITSUBISHI MR TRITON GLX 2.4L D DUAL CAB 4WD AND ACCESSORIES AS PER QUOTE	
01/12/2021	01122021.3	CHIA, KERRYIN	65.97
		SENIORS MEALS - SNAPPER FILLETS	
01/12/2021	01122021.4	COALFIELDS WEARPARTS	2,063.60
		GRADER BLADE, PLOWBOLT, PLOWNUT - G10 GRADER	
01/12/2021	01122021.5	CONWAY Highbury Pty Ltd	330.00
		DOGS LOCAL LAW AMENDMENT, FENCING LOCAL LAW NEW, WASTE LOCAL LAW NEW (4WDL)	
01/12/2021	01122021.6	DARKAN AGRI SERVICES	4,548.78
		PARKS & GARDEN SUPPLIES, CEMENT, GAS BOTTLES, BUILDING SUPPLIES, CLEANING, CHALET 2 ITEMS, WORKSHOP CONSUMABLES	
01/12/2021	01122021.7	DATALINE VISUAL LINK PTY LTD	294.80
		DARKAN SWIMMING POOL - 25 KEY FOBS EXPRESS POST AS QUOTED	
01/12/2021	01122021.8	DEPT OF LOCAL GOV, SPORT & CULTURAL INDUS	665.87
		COUNCIL MEETING - LGSP FEES FOR 2020-2021	
01/12/2021	01122021.9	DURANILLIN AGENCIES	22.95
		1 X BAG CABLE TIES PO 296	
01/12/2021	01122021.10	G & M DETERGENTS	1,063.20
		CLEANING SUPPLIES - RAIL RESERVE/LAKE ARTHUR RIVER TOILETS/CARAVAN PARK	
01/12/2021	01122021.11	HAREWOOD, GREG	2,409.00
		HABITAT ASSESSMENT - BOWELLING DURANILLIN ROAD	
01/12/2021	01122021.12	HERSEY'S SAFETY PTY LTD	90.09
		WORKSHOP CONSUMABLES - 1 BOX 12 RIGGERS GLOVES	
01/12/2021	01122021.13	KING MELINDA	991.08
		REIMBURSE - ACCOMMODATION BETH MOSES	
01/12/2021	01122021.14	MOTORPASS	201.05
		FUEL CARD FOR A RIVER BRIGADE. 118.9L. 1ECE947 A RIVER TRUCK REGO. CONFIRMED WITH NICKY MORRELL.	
01/12/2021	01122021.15	PUTLAND MOTORS	3,516.74
		OIL, GREASE, PARTS & REPAIRS FOR UTES, ROLLER, GRADER, LOADER, TRUCK AND WORKSHOP CONSUMABLES	
01/12/2021	01122021.16	SOUTH REGIONAL TAFE	195.00
		BETH MOSES - TRAINEESHIP COURSE FEES CERT III ACCOUNT ADMINISTRATION	
01/12/2021	01122021.17	STATE WIDE TURF SERVICES	13,721.09
		REPLACE DAMAGED SYNTHETIC CRICKET PITCH, REPLACE 2 PRACTICE WICKETS, SHAVE SIDES OF WICKET	
01/12/2021	01122021.18	TRUCKLINE	212.15
		SOLENOID COIL X2	
01/12/2021	01122021.19	WEST ARTHUR COMMUNITY RESOURCE CENTRE	638.14
		DOCTORS HOUR FOR NOVEMBER 2021	

**Shire of West Arthur**  
**Cheque Detail**  
November 11 through December 2, 2021

Date	Num	Name	Original Amount
01/12/2021	01122021.1B	CR DUNCAN SOUTH	80.00
		REFUND OF COUNCIL NOMINATION BOND	
01/12/2021	01122021.2B	CR K J KING	80.00
		REFUND OF COUNCIL NOMINATION BOND	
01/12/2021	01122021.3B	CR KAREN HARRINGTON	80.00
		REFUND OF COUNCIL NOMINATION BOND	
01/12/2021	01122021.4B	CR M LLOYD	80.00
		REFUND OF COUNCIL NOMINATION BOND	
01/12/2021	01122021.5B	CR N M MANUEL	80.00
		REFUND OF COUNCIL NOMINATION BOND	
01/12/2021	01122021.6B	CR ROBYN LUBCKE	80.00
		REFUND OF COUNCIL NOMINATION BOND	
01/12/2021	01122021.7B	LLOYD, Greg	80.00
		REFUND OF COUNCIL NOMINATION BOND	
01/12/2021	01122021.8B	WHITAKER, G & K	80.00
		REFUND OF COUNCIL NOMINATION BOND	
12/11/2021	Debit	SYNERGY	549.85
		VARIOUS - ELECTRICITY USAGE AND SUPPLY CHARGES	
15/11/2021	Debit	SYNERGY	6,855.92
		VARIOUS - ELECTRICITY USAGE AND SUPPLY CHARGES	
15/11/2021	Debit	TELSTRA	333.53
		TELEPHONE CALLS FOR THE CRC TO 1 NOV 21	
30/11/2021	Debit	SYNERGY	122.56
		VARIOUS - ELECTRICITY USAGE AND SUPPLY CHARGES	
30/11/2021	Debit	TELSTRA	434.13
		VARIOUS - USAGE AND SERVICE CHARGES	
01/12/2021	Debit	TELSTRA	568.29
		VARIOUS - USAGE AND SERVICE CHARGES	
		<b>VOUCHERS</b>	<b>AMOUNT</b>
MUNICIPAL FUND			
		15112021.1 - 15112021.24	29,424.97
		30112021.1 - 30112021.25	79,195.19
		01122021.1 - 01122021.19	72,946.40
		01122021.1B - 01122021.8B	640.00
		EFT/DEBIT/BPAY	34,320.59
		SALARIES & WAGES	169,544.63
		LICENSING NOVEMBER 2021 TRANSFERS	16,185.00
		TOTAL	402,256.78

**14. Planning and Technical Services****14.1 ARTHUR RIVER ROADHOUSE SIGNAGE**

<b>File Reference:</b>	<b>6.5.1</b>
<b>Location:</b>	<b>Albany Hwy Arthur River</b>
<b>Applicant:</b>	<b>WARRIV Pty Ltd</b>
<b>Author:</b>	<b>G Lush (Council Town Planning Consultant)</b>
<b>Authorising Officer</b>	<b>Acting Chief Executive Officer</b>
<b>Date:</b>	<b>4 December 2021</b>
<b>Disclosure of Interest:</b>	<b>None</b>
<b>Attachments:</b>	<b>1 (Sign Plans)</b>
<b>Previous Reference:</b>	<b>Item 14.1 OMC August 2021</b>

**Summary:**

The application to erect a pylon identification sign Albany Highway as part of the redevelopment of the Arthur River Roadhouse.

**Background:**

Council at its Meeting of the 21 August 2021 approved the redevelopment of the roadhouse at Arthur River.

The application included an illuminated pylon sign 6.9m high by 2.2m wide located on the verge of Albany Highway. It was noted that the sign being located on the road verge 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.

An application has now been made for the sign as shown in Attachment 1.

**Comment:****Approval Requirements**

It is unclear due to the scale of the Planning Scheme Map as to the zoning of site of the proposed sign which could either be:

- Included in the Rural Zone; or
- Shown as 'road reserve.' Declared main roads in new Schemes are now shown as a Primary Distributor Road reserve.

Main Roads 2020 Guidelines for Advertising Signs that is a variety of primary and subsidiary legislation is in place to control the erection and display of roadside advertising. It quotes that the Main Roads (Control of Advertisements) Regulations 1996 state that:

'The Commissioner is not to approve the erection or construction of a hoarding or other advertising structure or the exhibition of an advertisement unless the Commissioner is satisfied that the local government has approved the hoarding, structure or advertisement for the purpose of the Local Government Act 1995 and the Town Planning and Development Act 1928 (now superseded by the Planning and Development Act 2005).'

There is a "Catch 22" as the landowner's consent (Main Roads WA) is required for any development application made under the Scheme. Providing that consent does not necessarily mean that Main Roads will give approval under its own legislation. However, it is reasonable to expect that it would do so.



### Amenity

Clause 67 of the Deemed Provisions nominates the matters that Council is to have due regard to considering an application including:

- (m) the compatibility of the development with its setting
- (n) the amenity of the locality

The purpose of the sign is to identify the road house to travellers from a sufficient distance to allow them to safely slow and enter the site. For a service station this includes the display of fuel prices. The site has a long history as a road house with a variety of different business signs being displayed at the front of the property.

The size, position and characteristics of the sign are considered to be compatible with such development and consistent with other similar sites within the region.

It is noted that the Main Road's Guidelines specifically deal with visual aesthetic value and when requested, applicants shall submit a formal visual impact assessment report in conjunction with the application.

### **Consultation:**

Main Roads WA have advised that it has no objection to the proposed sign.

### **Statutory Environment:**

#### Local Planning Scheme No 2

Clause 60 of the Deemed Provisions (Local Planning Scheme Regulations 2015) states that a person must not commence or carry out any works on, or use, land in the Scheme area unless:

- a) The person has obtained the development approval; or
- b) Development approval is not required for the development under clause 61.

Clause 61 then sets out the items which do not need a development approval. While this includes various types of signs, it does not include a permanent sign of the size and type that is being proposed.

#### Other

Roadside advertising is also controlled through multiple legislation including:

- Main Roads Act 1930;
- Main Roads (Control of Advertisements) Regulations 1996;
- Road Traffic Administration Act 2008; and
- Road Traffic Code 2000

The Main Roads (Control of Advertisements) Regulations 1996 state that other than exempt signs, a person must not erect or construct a hoarding or other advertising structure, or exhibit an advertisement on or in the vicinity of a State road without the Commissioner's approval to do so.

### **Policy Implications:**

There is no applicable Local Planning Policy

### **Financial Implications:**

None

### **Strategic Implications:**

None

### **Sustainability Implications:**

- **Environmental:** None
- **Economic:** The proposed development can be expected to have direct and indirect benefits for the local economy encouraging people to stop.

- **Social:** None

### Risk Implications:

Risk	Regulatory – subject to Main Roads Approval
Risk Likelihood (based on history and with existing controls)	Unlikely
Risk Impact / Consequence	Minor
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Economic
Risk Action Plan (Controls or Treatment Proposed)	Not proposed; compliance

### 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:

- A. That Council approve the development of a pylon identification sign on the Albany Highway road reserve adjacent to Lots 15220 & 15221 DP166445 Albany Highway Arthur River, subject to the following conditions:
- 1 The development hereby approved shall occur in accordance with the plans submitted with the application and these shall not be altered or modified without the prior written approval of the Council.
  - 2 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.
- B That Main Roads WA be advised of the above.

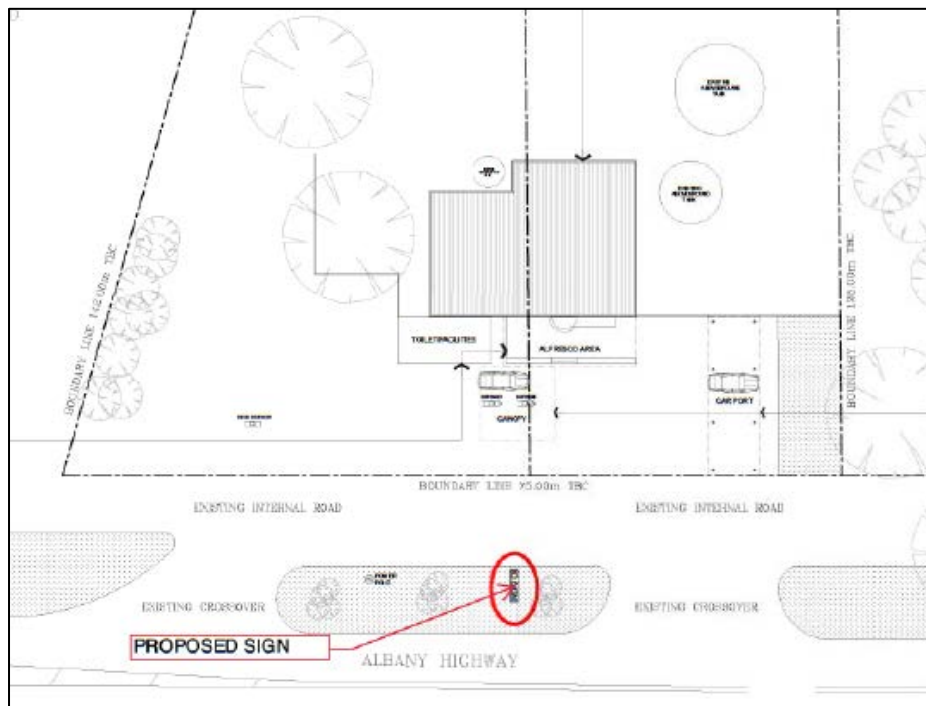
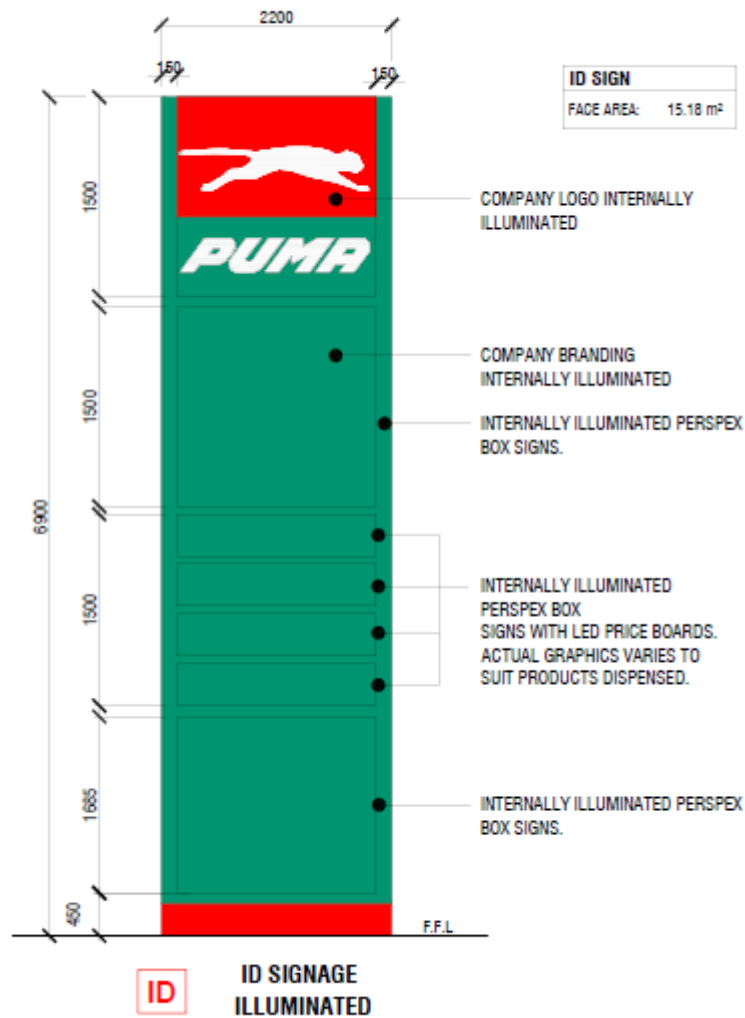
Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

### ATTACHMENTS

Sign Plan

Attachment 1



**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****18. Closure of Meeting**

The Presiding Member to declare the meeting closed.