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## Minutes

### Shire of West Arthur Ordinary Council Meeting 16<sup>th</sup> November 2021

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#### MISSION STATEMENT

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

## SHIRE OF WEST ARTHUR

Minutes for the Ordinary Meeting of Council held in the Hawthorn Room on Tuesday 16th November 2021 – commencing at 7.00pm.

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

The Presiding Officer declared the meeting open at 7.04pm.

**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)  
Jamie Muir (Works Manager)  
Kerryn Chia (Project Officer)

APOLOGIES:

Nil

ON LEAVE OF ABSENCE:

Nil

ABSENT:

Nil

MEMBERS OF THE PUBLIC:

Three members of the Public were in attendance

**3. Announcements by the Presiding Member**

Presiding Member accepted a late agenda item in accordance with 3.1 (1) Shire of West Arthur Local Law (standing Orders) 2002. Refer item 13.2 in these minutes.

**4. Response to Previous Public Questions Taken on Notice**

NIL

## **5. Public Question Time**

Pam Stockley thanked council for making a start on tidying weeds in Nangip Creek and common. "The whole of the common is full of wild oats and could the council please continue to attend to this?"

The Presiding Member advised the Shire is continuing this work.

Pam Stockley asked what is happening with the derelict buildings on the main street – 'will they be demolished?'

The Presiding Member indicated council was continuing to investigate options for these buildings

## **6. Petitions / Deputations / Presentations / Submissions**

NIL

## **7. Applications for Leave of Absence**

NIL

## **8. Disclosures of Interest**

Ian McCabe – impartiality for incidental condition of employment, Agenda item 12.2  
Graeme Pierce – impartiality for 4WDL tourism item, Agenda item 12.3

## **9. Confirmation of Minutes of Previous Meetings Held**

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

Moved: Cr Neil Manual

Seconded: Cr Graeme Pierce

**CARRIED 7-0**

## 9.2 Ordinary Council Meeting Minutes 19<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 Ordinary Meeting of Council held in the Hawthorn Room, CRC on 19<sup>th</sup> October 2021 be confirmed as a true and correct record of the meeting.**

Moved: Cr Karen Harrington

Seconded: Cr Robyn Lubcke

**CARRIED 7-0**

## 9.3 Special Council Meeting Minutes 25<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 Ordinary Special Meeting of Council held in the Council Chambers on 25<sup>th</sup> October 2021 be confirmed as a true and correct record of the meeting.**

Moved: Cr Robyn Lubcke

Seconded: Cr Duncan South

**CARRIED 7-0**

## 9.4 Special Council Meeting Minutes 1<sup>st</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 Special Meeting of Council held in the Council Chambers on 1<sup>st</sup> November 2021 be confirmed as a true and correct record of the meeting.**

Moved: Cr Karen Harrington

Seconded: Cr Neil Manuel

**CARRIED 7-0**

## **9.5 Special Council Meeting Minutes 3<sup>rd</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: 7-0**

Simple Majority

**Recommendation:**

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

Moved: Cr Robyn Lubcke

Seconded: Cr Duncan South

## **10. Reports of Committees of Council**

### **11. Reports from Councillors**

**Cr Karen Harrington**

NIL

**Cr Neil Manuel**

NIL

**Cr Duncan South**

- Attended New Councillors seminar in Perth
- Attended BFAC meeting
  - Fire chief happy with things, keep up training
  - Industrial manslaughter laws – query on volunteer groups and if they are exempt.

Acting CEO Ian McCabe indicated that the local government, through the CEO, has responsibilities under the Bush Fires Act 1954 in relation to preventing and responding to bushfires in addition to establishing and running volunteer bush fire brigades.

**Cr Adam Squires**

West Arthur Cottage Homes meeting, Monday 15<sup>th</sup> of November:

- The meeting was both an AGM and General Meeting.
- Chairman Geoff Bunce indicated he would stay on as chair staying on as Chair.
- A number of committee members have resigned and there were a number of new members elected to the committee.
- Landscaping and gravel ongoing. Awaiting water to dry out.
- Small issues – shade sails and hot water systems, committee getting quotes
- Some volunteer time to tidy up. Some Shire equipment also used to assist.

**Cr Robyn Lubcke**

Attended the West Arthur CRC AGM, 27<sup>th</sup> of October.

- Closed section of meeting to discuss the new COVID 19 Mandatory vaccination as staff maybe affected.
- Nicole Wasmann resigned as treasurer of committee and the position was left vacant
- Pam Wales, a long serving member of the CRC committee resigned from service. She was thanked for her contribution
- Stuart Putland has remained as president but has advised that this is his last year as president. He will remain on the committee after this time but not serve as President.

**Cr Graeme Pierce**

NIL

**Cr Neil Morrell**

Attended 4WDL meeting, 9<sup>th</sup> November 2021.

- Some of the items discussed will come up in the agenda
- It is a good group of shires collaborating to push for bigger and better things
- Central Zone meeting Friday 19<sup>th</sup> November with CEO and Cr Karen Harrington going.

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

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

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

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

**Voting Requirements:**

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: Cr Adam Squires

Seconded: Cr Robyn Lubcke

**CARRIED 7-0**

**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

**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: Cr Adam Squires

Seconded: Cr Robyn Lubcke

**CARRIED 7-0**

### **ITEM 12.3 - 4WDL TOURISM AND KEY WORKER HOUSING PROJECTS**

**File Reference:** 2.21.7 Resource Sharing  
**Location:**  
**Applicant:** Acting Chief Executive Officer  
**Author:** Acting Chief Executive Officer  
**Authorising Officer:** Acting Chief Executive Officer  
**Date:** 16 November 2021  
**Disclosure of Interest:** Impartiality Graeme Peirce  
**Attachments:** Nil  
**Previous Reference:**

### **Summary:**

The local government group 4WDL (Wagin, West Arthur, Woodanilling, Williams, Dumbleyung and Lake Grace) met 9 November 2021. The 4WDL Voluntary Regional Organisation of Councils (VROC) considered two proposals for separate tourism and key worker housing

project activities. The purpose of this agenda item is to seek Council funding endorsement support for contributions towards both projects in conjunction with other 4WDL local government members.

**Background:**

The 4WDL VROC is a co-operative grouping with a long-standing history of delivering projects collaboratively that have regional significance and community relevance.

**Tourism**

The purpose of the 4WDL Tourism Action Plan is to establish a three to five year tourism action plan that links all LGA's connected through 4WDL and identifies key new project opportunities for potential development / redevelopment and investment throughout the region. Each project will have sufficient design, description and scope to enable the 4WDL to seek (grant) funding towards the same.

The aim is to increase the tourism product and events offering throughout the 4WDL group by identifying opportunities to attract and retain tourists in the region and increase local and regional economic activity. The test to be used in relation to impact includes increase in overall visitation (numbers), increased overnight stays and positive employment impacts. The first recommended project is to conduct a review of existing tourist accommodation options in each LGA, including recommendations and a plan for improvement.

Future potential projects may include:

- ✓ Identify and scope potential new or refurbished project attractions, including consideration being given to historical interpretation, night-time and art experiences
- ✓ Identify and scope potential new motor vehicle, bike riding and/or walking trails
- ✓ Identify new or expanded key signature events
- ✓ Identify new or expanded Aboriginal tourism experiences

**Key Worker Housing**

At the 4WDL meeting of CEO's on 14 September 2021, an action was proposed for the Shire of Dumbleyung CEO to compile a 4WDL 'Housing Needs Analysis Scope' prior to meeting on the 9 November 2021 to help identify the current situation by survey. On 13 October 2021, Mr Rob Cossart (CEO) and Ms Clare Atkins from the Wheatbelt Development Commission (WDC) visited the CEO of Wagin to discuss the shortage of housing. The possibility was raised of the WDC and 4WDL Shires scoping a project whereby a consultant could be employed to help determine the implications and viability of the Shires funding new housing to accommodate workers by way of long-term lease arrangements, with government agencies and/or local employers. The WDC would contribute funding to the consultant component of the project.

**Comment:**

**Tourism** is an important industry driver for Wheatbelt communities, including those in the 4WDL group. At present, no 4WDL LGA is considered a destination, more so a place to visit or stopover on a journey to another preferred location. By taking a strategic and focused approach on identifying opportunities to expand the tourism offerings for visitors in the region, this increases the likelihood of increasing visitation both in numbers and duration leading to increased economic benefit, particularly for our hospitality and retail business sectors.

Due to geographic tourism alignment challenges through the 4WDL group, initial focus will be given to a review of existing tourist accommodation options in each LGA, including recommendations and a plan for improvement. If resources and time allows, additional effort may be exerted to consider other tourism activation opportunities under a broader tourism action plan. This is considered secondary in importance to the prioritised tourism accommodation review.

The significant lack of **key worker housing** (both government and business) in all 4WDL LGA communities is the impetus behind this initiative. Failed market conditions in our towns in which lending institutions don't support loans for new housing is a significant issue restricting infrastructure investment. In consultation between the CEO's of Wagin and Dumbleyung, it was agreed that this proposal should be discussed in advance of the previously referred to 4WDL Housing Needs Analysis Scope being prepared.

Whilst it is 'early days' the scope for a joint (WDC 4WDL) approach to engage a consultant to carry out the work as proposed, could include (but not be limited to):

- Identification of available residential land within each (4WDL) Shire
  - Identification of number of dwellings required and over what period
  - Broad configuration (type) of housing units required (i.e., single/multiple dwellings)
  - Investigation into what headworks charges might apply • Ascertaining the financial capacity of Shires to fund developments
  - Financial Modelling to determine viability of project
- and (critically) the commitment of third parties (Government/employers) to lock into long term leasing arrangements.

A principal objective is that the provision of workers accommodation should be cost neutral to Shires choosing to take up this initiative. This would need to be by way of either self-supporting loans or locked in long term lease arrangements with the agencies involved.

#### **Consultation:**

Cr N Morrell as delegate to 4WDL VROC 9 November; full Council.

Early initial engagement has occurred through 4WDL CEO's and elected members. The Shire of Dumbleyung facilitated a joint LGA workshop of CEO's and other key LGA officers to consider the Tourism project scope on 25th October 2021, in which Australia's Golden Outback CEO attended. The Shire of Wagin coordinated a Housing Needs Analysis to gauge/assess the level of interest and impact in relation to key worker housing shortages. The Wheatbelt Development Commission has also recently engaged with the Shire of Wagin in which an offer was made to co-contribute funding towards the key worker housing project, initially targeting government employees and their host agencies.

#### **Statutory Environment:**

Regulation 5 (1) Local Government (Financial Management) Regulations 1996:

*'5. CEO's duties as to financial management*

*(1) Efficient systems and procedures are to be established by the CEO of a local government — (d) to ensure proper accounting for municipal or trust — (ii) expenses paid or payable; and (e) to ensure proper authorisation for the incurring of liabilities and the making of payments';*

#### **Policy Implications:**

No direct policy addresses this item; author has referred to the Shire of West Arthur financial policy F4.1 Purchasing.

#### **Financial Implications:**

This item will increase local government expenditure by \$5,000 above the approved budget for 2021/22. It is highly probable that continued support and engagement in this portfolio area will require further contributions or budget allocations in the future.

**Strategic Implications:**

The 4WDL Strategic Plan includes the following strategic priorities:

- **Housing, short and long-term accommodation:** undertake a needs analysis for the provision of short and long term accommodation. Monitor for funding opportunities State Government funding for Community Housing possibility for refurbishment of existing or new dwellings for member local governments that require it, not all membership have same need for housing currently;
- 
- **Tourism,** identify opportunities to work across the 4WDL region. Compile a 'Drive Trail' brochure for all 4WDL member local governments to maximise the current tourism market and the travellers through the region.
- 

This agenda item and funding request is consistent and closely aligns with both 4WDL strategic priority projects.

**Sustainability Implications:**

- **Environmental:** Not applicable
- **Economic:** This item supports the local and regional economy and has direct bearing on the Local Economy Outcomes 2.1, 2.2 and 2.3 of the Shire of West Arthur Community Strategic Plan 'Towards 2031'.
- **Social:** Support for the local economy will contribute to social cohesiveness.

**Risk Implications:**

This can be considered a low risk project for the Shire of West Arthur with significant potential upside. 4WDL has a demonstrated track record of similar success, particularly in relation to an earlier Aged Care Housing Project which attracted grant funding success for all LGA participants.

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

**Risk Matrix:**

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related

to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

### **Voting Requirements:**

Absolute (budget amendment)

#### **Officer Recommendation:**

That Council endorses the following additional operational expenditure commitments for the current financial year in support of regional local government projects:

1 Contribution to 4WDL Tourism Action Plan (Tourism Accommodation Review) \$3,000;  
and,

2 Contribution to Key Worker Housing \$2,000.

#### **Motion**

Officer recommendation is amended to enable councillors to vote on Items 1 and 2 separately.

Moved: Cr Neil Manual                      Seconded: Cr Duncan South

#### **CARRIED 4-3**

#### **Officer Recommendation 1**

That Council endorses the following additional operational expenditure contribution for the current financial year in support of regional local government to 4WDL Tourism Action Plan (Tourism Accommodation Review) of \$3,000

Moved: Cr Karen Harrington                      Seconded: Cr Adam Squires

#### **CARRIED 6-1**

#### **Officer Recommendation 2**

That Council endorses the following additional operational expenditure commitments for the current financial year in support of regional local government contribution to Key Worker Housing to the amount of \$2,000.

Moved: Cr Robyn Lubcke                      Seconded: Cr Adam Squires

#### **CARRIED 7-0**



### **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 – 31<sup>st</sup> October 2021

**Previous Reference:** N/A

#### **Summary:**

Consideration of the financial reports for the period ending 31<sup>st</sup> October 2021.

#### **Background:**

The financial reports for the period ending 31<sup>st</sup> 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 31<sup>st</sup> October 2021 as presented be accepted.

Moved: Cr Karen Harrington

Seconded: Cr Graeme Pierce

**CARRIED 7-0**

### 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.
<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	285,563	<b>310,749</b>	25,186	9%	
Fees and Charges		262,985	138,248	<b>142,984</b>	4,736	3%	
Interest Earnings		36,389	3,032	<b>3,480</b>	448	15%	
Other Revenue		71,872	23,957	<b>23,645</b>	(312)	(1%)	
Profit on Disposal of Assets		6,799	0	<b>0</b>	0		
		<b>2,968,096</b>	<b>2,227,045</b>	<b>2,257,068</b>	30,023		
<b>Expenditure from operating activities</b>							
Employee Costs		(1,869,777)	(781,437)	<b>(787,815)</b>	(6,378)	(1%)	
Less overhead and wage allocations			85,341	<b>79,788</b>	(5,553)		
Materials and Contracts		(811,033)	(256,600)	<b>(275,531)</b>	(18,931)	(7%)	
less Pdepn and POC allocations			60,648	<b>56,702</b>	(3,946)		
Utility Charges		(93,534)	(23,384)	<b>(19,939)</b>	3,445	15%	
Depreciation on Non-Current Assets		(2,140,359)	(173,658)	<b>(173,576)</b>	82	0%	
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>(8,094)</b>	1,031	11%	
Loss on Disposal of Assets		(5,350)	0	<b>0</b>	0		
		<b>(5,085,576)</b>	<b>(1,208,815)</b>	<b>(1,238,802)</b>	(29,987)		
<b>Operating activities excluded from budget</b>							
Add back Depreciation		2,140,359	173,658	<b>173,576</b>	(82)	(0%)	
Adjust (Profit)/Loss on Asset Disposal		(1,449)	0	<b>0</b>	0		
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>1,159,055</b>	<b>1,159,009</b>	(46)		
<b>Investing activities</b>							
Grants, Subsidies and Contributions	6	995,128	135,000	<b>133,382</b>	(1,618)	(1%)	
Proceeds from Disposal of Assets		64,228	0	<b>0</b>	0		
Land and Buildings	7	(579,700)	(25,000)	<b>(22,884)</b>	2,116	8%	
Infrastructure Assets - Roads	7	(1,138,717)	(142,340)	<b>(138,754)</b>	3,586	3%	
Infrastructure Assets - Other	7	(586,188)	(120,000)	<b>(114,108)</b>	5,892	5%	
Plant and Equipment	7	(530,115)	(100,782)	<b>(96,945)</b>	3,837	4%	
Furniture and Equipment	7	(8,500)	(8,500)	<b>(6,427)</b>	2,073	24%	▲
<b>Amount attributable to investing activities</b>		<b>(1,783,864)</b>	<b>(261,621)</b>	<b>(245,736)</b>	15,885		
<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	2,041,977	<b>2,057,814</b>	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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CONFIRMED

**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
		\$	\$
<b>Current Assets</b>			
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
<b>Less: Current Liabilities</b>			
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)
<b>Net Current Funding Position</b>		<b>1,162,486</b>	<b>2,057,814</b>

**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
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
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>(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>1,895,554</b>	<b>2,892,635</b>	<b>74,083</b>	<b>4,802,272</b>			

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

**Note 4: Receivables**

<b>Receivables - Rates Receivable</b>	<b>31 Oct 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	7,262	0	10	180,499	187,771
Levied this year (incl rubbish & ESL)	1,876,228	1,847,083	<b>Balance per Trial Balance</b>					
<u>Less Collections to date</u>	(1,651,195)	(1,809,481)	Sundry Debtors					0
Equals Current Outstanding	<b>462,567</b>	<b>237,534</b>	Receivables - Other					0
Add paid in advance	1,211		<b>Total Receivables General Outstanding</b>					<b>187,771</b>
<b>Net Rates Collectable</b>	<b>463,778</b>	<b>237,534</b>						
% Collected	78.12%	88.40%	<b>Amounts shown above include GST (where applicable)</b>					
Less Recognised as doubtful	(92,157)	(92,157)	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 Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
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>



**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
			\$	\$	\$	\$	\$	\$	
<b>General Purpose Funding</b>									
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
<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	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		Operating - Tied	0	0	0	0	0	0	
<b>Transport</b>									
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	
<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>563,533</b>	<b>(155,236)</b>	<b>119,540</b>	
<b>SUMMARY</b>									
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	
<b>TOTALS</b>			<b>0</b>	<b>812,807</b>	<b>995,128</b>	<b>563,533</b>	<b>(155,236)</b>	<b>119,540</b>	

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		
		\$	\$	\$	\$	\$	\$		
<b>Furniture</b>									
<b>Other Property &amp; Services</b>									
	Printer	0	(6,427)	(6,427)	0	(8,500)	(8,500)	2,073	
	<b>Furniture Total</b>	<b>0</b>	<b>(6,427)</b>	<b>(6,427)</b>	<b>0</b>	<b>(8,500)</b>	<b>(8,500)</b>	<b>2,073</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	0	0	(11,700)	(450,000)	(461,700)	461,700	
	<b>Buildings Total</b>	<b>0</b>	<b>(22,884)</b>	<b>(22,884)</b>	<b>(29,700)</b>	<b>(550,000)</b>	<b>(579,700)</b>	<b>556,816</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)	(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	
<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>(5,797)</b>	<b>(108,311)</b>	<b>(114,108)</b>	<b>(98,073)</b>	<b>(488,115)</b>	<b>(586,188)</b>	<b>472,080</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	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	
	<b>Plant, Equip &amp; Vehicles Total</b>	<b>0</b>	<b>(96,945)</b>	<b>(96,945)</b>	<b>0</b>	<b>(530,115)</b>	<b>(530,115)</b>	<b>433,170</b>	

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		
		\$	\$	\$	\$	\$	\$		
<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	0	0	(146,055)	(104,307)	(250,362)	250,362	
	<b>Regional Road Group Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(304,207)</b>	<b>(231,163)</b>	<b>(535,370)</b>	<b>535,370</b>	
<b>Roads to Recovery</b>									
	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	
	<b>Roads to Recovery Total</b>	<b>(130,311)</b>	<b>(3,071)</b>	<b>(133,382)</b>	<b>(274,201)</b>	<b>(159,850)</b>	<b>(434,051)</b>	<b>300,669</b>	
<b>Road and Community Infrastructure Program</b>									
	Bowelling Dura, Darkan South, Moodiarrup Changerup Centre line	0	(4,990)	(4,990)	0	(38,000)	(38,000)	33,010	
	<b>Shire Funded Total</b>	<b>0</b>	<b>(4,990)</b>	<b>(4,990)</b>	<b>0</b>	<b>(38,000)</b>	<b>(38,000)</b>	<b>33,010</b>	
<b>Shire Funded</b>									
	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	
	<b>Shire Funded Total</b>	<b>(382)</b>	<b>0</b>	<b>(382)</b>	<b>(103,255)</b>	<b>(28,041)</b>	<b>(131,296)</b>	<b>130,914</b>	
	<b>Roads Total</b>	<b>(130,693)</b>	<b>(3,071)</b>	<b>(138,754)</b>	<b>(681,663)</b>	<b>(457,054)</b>	<b>(1,138,717)</b>	<b>999,963</b>	
	<b>Capital Expenditure Total</b>	<b>(136,490)</b>	<b>(237,638)</b>	<b>(379,118)</b>	<b>(809,436)</b>	<b>(2,033,784)</b>	<b>(2,843,220)</b>	<b>2,464,102</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>12 November 2021</b>
<b>Disclosure of Interest:</b>	<b>N/A</b>
<b>Attachments:</b>	<b>Creditor Payment 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 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: Cr Duncan South

Seconded: Cr Robyn Lubcke

**CARRIED 7-0**

**ATTACHMENTS**

Payment listing

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

MINUTES  
16 NOVEMBER 2021

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

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

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

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

Date	Num	Name	Original Amount
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
		<b>VOUCHERS</b>	<b>AMOUNT</b>
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**

NIL

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

NIL

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

NIL

**16.1 Elected Members**

NIL

**16.2 Officers****17. Matters Behind Closed Doors**

NIL

**18. Closure of Meeting**

The Presiding Member declared the meeting closed at 7.45pm

**These Minutes were confirmed at the ordinary council meeting on: 14 December 2021**

Signed: 

**Presiding Member at the meeting at which the Minutes were confirmed**