

Notice of Meeting



31 Burrowes Street, Darkan
Western Australia 6392
Telephone: (08) 97362222
Facsimile: (08) 97362212
shire@westarthur.wa.gov.au

Dear Elected Member

The next Ordinary meeting of the Shire of West Arthur will be held on Tuesday 16th August 2022 in the Council Chambers commencing at 7.00pm.

Schedule

7.00pm Ordinary Council Meeting

Vin Fordham Lamont
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
16 August 2022

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.

Vin Fordham Lamont
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:

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 2022 to December 2022, Ordinary Council meetings of the Shire of West Arthur will be held as follows:

DATE		LOCATION	TIME
January 2022	No meetings Scheduled		
15 February 2022	Council Meeting	Council Chambers	7.00pm
15 March 2022	Council Meeting	Council Chambers	7.00pm
12 April 2022	Council Meeting	Council Chambers	7.00pm
17 May 2022	Council Meeting	Council Chambers	7.00pm
21 June 2022	Council Meeting	Council Chambers	7.00pm
26 July 2022	Council Meeting	Council Chambers	7.00pm
16 August 2022	Council Meeting	Council Chambers	7.00pm
20 September 2022	Council Meeting	Council Chambers	7.00pm
18 October 2022	Council Meeting	Council Chambers	7.00pm
15 November 2022	Council Meeting	Council Chambers	7.00pm
13 December 2022	Council Meeting	Council Chambers	7.00pm

SHIRE OF WEST ARTHUR

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers on Tuesday 16th August 2022 – commencing at 7.00pm.

Contents

1.	DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS	11
2.	ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE	11
3.	ANNOUNCEMENTS BY THE PRESIDING MEMBER	11
4.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	11
5.	PUBLIC QUESTION TIME	11
6.	PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS	11
7.	APPLICATIONS FOR LEAVE OF ABSENCE	11
8.	DISCLOSURES OF INTEREST	11
9.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD	12
9.1	Ordinary Council Meeting Minutes 26 th July 2022.....	12
10.	REPORTS OF COMMITTEES OF COUNCIL.....	12
11.	REPORTS FROM COUNCILLORS	12
12.	CHIEF EXECUTIVE OFFICER	13
12.1	Update COVID-19 Financial Hardship Policy	13
12.2	Communications and Social Media Policy	21
13.	FINANCE.....	29
13.1	Adoption Of 2022/2023 Budget	29
13.1	Accounts For Payment – July 2022.....	46
13.3	2021-22 OAG Audit Interim Management Letter.....	52
14.	PLANNING AND TECHNICAL SERVICES.....	55
15.	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	55
16.	NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING.....	55
16.1	Elected Members	55
16.2	Officers	55
17.	MATTERS BEHIND CLOSED DOORS	55
18.	CLOSURE OF MEETING	55

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 (Shire President)
Cr Graeme Peirce (Deputy Shire President)
Cr Neil Manuel
Cr Adam Squires
Cr Robyn Lubcke
Cr Karen Harrington
Cr Duncan South

STAFF: Vin Fordham Lamont (Chief Executive Officer)
Raj Sunner (Manager Corporate Services)

APOLOGIES: Kerry Chia (Projects Officer)

ON LEAVE OF ABSENCE:

ABSENT:

MEMBERS OF THE PUBLIC:

3. ANNOUNCEMENTS BY THE PRESIDING MEMBER**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE****5. PUBLIC QUESTION TIME****6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS****7. APPLICATIONS FOR LEAVE OF ABSENCE****8. DISCLOSURES OF INTEREST**

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD**9.1 Ordinary Council Meeting Minutes 26th July 2022****Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meetings are 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 26th July 2022 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 Manuel

Cr Adam Squires

Cr Robyn Lubcke

Cr Karen Harrington

Cr Duncan South

12. CHIEF EXECUTIVE OFFICER**12.1 Update COVID-19 Financial Hardship Policy**

File Reference:	ADM 060
Location:	N/A
Applicant:	N/A
Author:	Vin Fordham Lamont - CEO
Authorising Officer	Vin Fordham Lamont - CEO
Date:	2 June 2022
Disclosure of Interest:	Nil
Attachments:	1. Updated Policy F4.2 b COVID-19 Financial Hardship

Summary:

Council is requested to consider approving the proposed amendments to the existing policy F4.2(b) COVID-19 Financial Hardship.

Background:

This policy was adopted by Council in 2020 to give effect to the Shire's commitment to support the whole community to meet the unprecedented challenges arising from the COVID-19 pandemic. The policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

Comment:

Clause 4.10 has been added as it was identified by the Auditor General who stated in late 2021 that she expected LGs to have in such policies a conflict of interest clause. The purpose of such a clause is to identify and manage actual, potential and perceived conflicts of interest for staff who assess applications for financial hardship due to COVID-19.

Other minor changes have also been made to the existing policy and have been highlighted in the attached document for ease of identification.

Consultation:

DKM Workplace Solutions

Statutory Environment:

Local Government Act 1995
Role of Council s 2.7(2)(b)

Policy Implications:

Existing policy F4.2(b) COVID-19 Financial Hardship will be updated in Council's Policy Manual.

Financial Implications:

Nil

Strategic Implications:

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

Strategy: Comply with regulations and best practice standards to drive good decision making by Council and Staff

Risk Implications:

Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it. The consequences may be positive or negative or simply a deviation from the expected. The risk or consequence may be related to health and safety; financial; business or service interruption; compliance; reputation; or the environment. **Reference to the risk matrix below will generate a risk rating by assessing the likelihood and consequence and multiplying these scores by each other.** The greater the risk rating, the greater the risk and the higher the need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

Risk Themes:

A risk theme is the categorising of risk. For example, the collection of risks that represent compliance failure. The risk themes in the shire Risk Register include:

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management
- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

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)

Description of Key Risk	Mismanagement of conflicts of interest by Staff responsible for assessing financial hardship applications as a result of COVID-19
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(9) Medium
Risk Likelihood (based on history and with existing controls)	(3) Possible
Risk Consequence	(3) Moderate
Principal Risk Theme	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	Adopt updated policy

Voting Requirements:
Simple Majority

Officer Recommendation:

That Council adopt the amendments to the existing policy F4.2(b) COVID-19 Financial Hardship as presented.

Moved: _____

Seconded: _____

ATTACHMENT/S

1. Updated Policy F4.2 b COVID-19 Financial Hardship



Shire of West Arthur Council Policy – COVID-19 Financial Hardship

Policy Number	F4.2 b Finance
Policy Title	COVID-19 Financial Hardship Policy
Related Legislation	Local Government Act 1995 (WA) Local Government (Financial Management) Regulations 1996. The Local Government Amendment (COVID-19 Response) Act 2020 Ministerial Order May 2020 - Local Government (Covid-19 Response) Order 2020 Local Government (COVID-19 Response) Amendment Order 2021 (Amendment Order)
Strategic Outcome Supported	
Adopted by Council	2020
Review	2023

1. Objective

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of West Arthur recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

2. Scope

This policy applies to:

1. outstanding rates and service charges as at the date of adoption of this policy; and
2. rates and service charges levied ~~for the 2020/21 financial year thereafter.~~

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

3. Definitions

Debtor – means an individual, organisation or other party that transacts with the Shire where goods or services are provided, use of facilities are made available, fines and licence fees are

levied and any other transaction that results in an expected future payment to the Shire.

Financial hardship means a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

4. Policy Statement

4.1 Payment Difficulties, Hardship and Vulnerability 1

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of West Arthur recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship, and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

4.2 Anticipated Financial Hardship due to COVID19

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will contact ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide recommendations to contact a recognised financial counsellor and/or other relevant support services.

We further appreciate that some community groups may lease Shire facilities may experience financial hardship. We encourage community groups who do lease Shire facilities to engage with the Shire, based on the intent of this policy. to review what if any financial hardship support maybe available whether that be access to Shire resources or assistance with external grants.

4.3 Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some

¹ Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:** <http://www.ombudsman.wa.gov.au/>

payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

4.4 Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- that a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- the payment arrangement will establish a known end date that is realistic and achievable;
- the ratepayer will be responsible for informing the Shire of West Arthur of any change in circumstance that jeopardises the agreed payment schedule.

4.5 Interest Charges

A ratepayer that meets the Financial Hardship Criteria will not attract interest or penalty charges on rates / service charge debt in 2020/21, subject to the period of time that the Local Government (COVID-19 Response) Ministerial Order 2020 remains effective (SL 2020/67 – Gazetted 8 May 2020).

In the case of severe financial hardship, the Shire of West Arthur may consider writing off interest applicable to the Emergency Services Levy and / or interest previously accrued on rates and service charge debts.

4.6 Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

4.7 Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

4.8 Review

We will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.

4.9 Communication and Confidentiality

We will always maintain confidential communications, and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

4.10 Conflict Of Interest

A conflict of interest involves a conflict between an employee's duties and their personal or private interests.

It isn't wrong or unethical to have a conflict of interest; what is important is that it is identified and appropriately managed.

Conflicts of interest can be actual, perceived or potential.

An actual conflict of interest may arise when an employee is asked to make a decision that directly affects or impacts their personal or private interests.

Importantly, some conflicts may only be perceived—an employee's decision could be questioned based on a personal or private interest that may not actually have impacted any decision.

A potential conflict of interest arises where an employee has private interests that could conflict with their official duties in the future, or where an employee has competing interests because they hold more than one official role or duty.

Employees will ensure that there is no actual, perceived, or potential conflict of interest between their personal interests and the impartial fulfilment of their professional duties and specifically in relation to any aspect of this policy.

Employees therefore must behave or act in a manner at all times that demonstrates their impartial involvement with Shire work and that this work doesn't involve bias such as:

- Personal beliefs or attitudes
- Personal or business interest or rights;
- Interest or rights of you family, friends, or colleagues.

If any such perceived bias appears to exist the employee must remove themselves from any work and/or decision in relation to this policy. This includes unwarranted contact with

ratepayers as this could be construed as trying to unduly influence outcomes.

Employees will lodge written notice via their Supervisor with the Chief Executive Officer describing any actual, perceived, or potential conflict of interest.

The Chief Executive Officer will review and notify the employee in writing, after having assessed the conflict-of-interest declaration, as to whether the employee is to be removed from any processes and or decisions and or other mitigation actions.

5. Legislative and Strategic Context

Local Government Act 1995 (WA)

Local Government (Financial Management) Regulations 1996.

6. Associated Documents

The Local Government Amendment (COVID-19 Response) Act 2020

Ministerial Order May 2020 - Local Government (Covid-19 Response) Order 2020

Local Government (COVID-19 Response) Amendment Order 2021 (Amendment Order)

12.2 Communications and Social Media Policy

File Reference:	ADM015
Location:	N/A
Applicant:	N/A
Author:	V Fordham Lamont – Chief Executive Officer
Authorising Officer	V Fordham Lamont – Chief Executive Officer
Date:	3 August 2022
Disclosure of Interest:	Nil
Attachments:	1. Communications and Social Media Policy

Summary:

Council is requested to consider adopting the attached Communications and Social Media policy and adding it to the Shire of West Arthur Policy Manual.

Background:

Cr Harrington contacted the CEO a month or so ago to ask whether the Shire had a Social Media Policy. This is an important policy as it ensures consistent and approved messaging from the organisation to external stakeholders. The Shire does not currently have a policy of this nature.

Comment:

The CEO obtained a suitable template from WALGA and customised it for the Shire of West Arthur. It is now considered to be in an appropriate format for adoption.

Consultation:

WALGA

Statutory Environment:

Local Government Act 1995
s2.7(2)(b) Role of Council

Policy Implications:

The new policy will be added to the Shire's Policy Manual.

Financial Implications:

Nil

Strategic Implications:

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

Risk Implications:

Risk management is the removal of uncertainty from business decisions. Risk is expressed in terms of likelihood it may occur and the consequences that may flow from it. The consequences may be positive or negative or simply a deviation from the expected. The risk or consequence may be related to health and safety; financial; business or service interruption; compliance; reputation; or the environment. ***Reference to the risk matrix below will generate a risk rating by assessing the likelihood and consequence and multiplying these scores by each other.*** The greater the risk rating, the greater the risk and the higher the need for specific plans to be developed. All items with a risk rating greater than 10 should be added to the Risk Register and specific controls developed.

Risk Themes:

A risk theme is the categorising of risk. For example, the collection of risks that represent compliance failure. The risk themes in the shire Risk Register include:

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management
- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

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)

Description of Key Risk	Providing inaccurate advice/information to the public and other external stakeholders
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(4) Major
Risk Likelihood (based on history and with existing controls)	(3) Likely
Risk Consequence	(12) High
Principal Risk Theme	Providing inaccurate advice/information
Risk Action Plan (Controls or Treatment Proposed)	Adopt Communications and Social Media policy.

Voting Requirements:
Simple majority

Officer Recommendation:

That Council adopt the attached Communications and Social Media policy and authorise adding it to the Shire of West Arthur Policy Manual.

Moved: _____

Seconded: _____

ATTACHMENT

1. Communications and Social Media Policy

Communications and Social Media Policy

Policy Objective

This policy establishes protocols for the Shire of West Arthur's official communications with our community to ensure the Shire is professionally and accurately represented and to maximise a positive public perception of the Shire.

Policy Scope

This policy applies to:

1. Communications initiated or responded to by the Shire of West Arthur with our community; and
2. Council Members when making comment in either their Shire of West Arthur role or in a personal capacity.

Policy Statement

1 Official Communications

The purposes of the Shire's official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;
- Media releases prepared for the Shire President, to promote specific Shire of West Arthur positions;
- Social media; and
- Community newsletters, letter drops, and other modes of communications undertaken by the Shire's Administration at the discretion of the CEO.

Communications and Social Media Policy

2 Speaking on behalf of the Shire of West Arthur

The Shire President is the official spokesperson for the Shire of West Arthur and may represent the Shire in official communications, including; speeches, comment, print, electronic and social media.

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson.

The CEO may speak on behalf of the Shire of West Arthur, where authorised to do so by the Shire President.

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire of West Arthur.

Communications by Council Members and employees, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of West Arthur into disrepute,
- compromise the person's effectiveness in their role with the Shire,
- imply the Shire's endorsement of personal views,
- imply the Council Member or employee is speaking on behalf of the Shire, unless authorised to do so; or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of West Arthur.

Council member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

Communications and Social Media Policy

3 Responding to Media Enquiries

All enquiries from the Media for an official Shire of West Arthur comment, whether made to an individual Council Member or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire of West Arthur.

Council Members may make comments to the media in a personal capacity – refer to clause 7.1 below.

4 Website

The Shire of West Arthur will maintain an official website, as our community's on-line resource to provide access to the Shire's official communications.

5 Social Media

The Shire of West Arthur uses Social Media to facilitate interactive information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire of West Arthur maintains the following Social Media accounts:

- Facebook.

The Shire of West Arthur may also post and contribute to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire of West Arthur will moderate its Social Media accounts to address and where necessary delete content deemed to be:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- Promotional, soliciting or commercial in nature;
- Unlawful or which incites others to break the law;
- Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire.

Where a third party contributor to a Shire of West Arthur's social media account is identified as posting content, which is deleted in accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

Communications and Social Media Policy

5.1 Use of Social Media in Emergency Management and Response

The Shire of West Arthur may use the following channels to communicate and advise our community regarding Emergency Management:

- Facebook
- Text Messaging Platform
- WhatsApp (or similar)

6 Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire of West Arthur, including on the Shire's Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Council Member communications that relate to their role as a Council Member are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000*. Council Members are responsible for transferring these records to the Shire's administration. Council Member records are also subject to the *Freedom of Information Act 1992*.

7 Personal Communications

Personal communications and statements made privately; in conversation, written, recorded emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Council Members should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

7.1 Council Member Statements on Shire Matters

A Council Member may choose to make a personal statement publicly on a matter related to the business of the Shire of West Arthur.

Any public statement made by a Council Member, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of West Arthur.
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the local government;
6. Not reflect adversely on a decision of the Council;

Communications and Social Media Policy

7. Not reflect adversely on the character or actions of another Council Member or Employee;
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, Employee or community member.

A Council Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995* and may be referred for investigation.

13. FINANCE**13.1 Adoption Of 2022/2023 Budget**

File Reference:	N/A
Location:	N/A
Applicant:	N/A
Author:	M King – Manager Financial Reporting
Authorising Officer	R Sunner – Manager Corporate Services
Date:	11 August 2022
Disclosure of Interest:	N/A
Attachments:	2022/2023 Statutory Budget 2022/2023 Fees and Charges

Summary:

The *Local Government Act 1995*, section 6.2, requires a local government to prepare and adopt a budget before 31 August each year. It is recommended that Council adopts the attached draft 2022/2023 Annual Budget.

Background:

The draft 2022/2023 Budget has been compiled based on the principles contained in the Strategic Community Plan and in accordance with presentations made to Council at budget workshops.

The budget is based on an increase in total rate revenue of 6.0%. There has been a reduction in the rate in the dollar due to an increase in UV property valuations by the Valuer General.

The ministerial order announced on 8 May 2020 has been extended to remain in force for the 2022/23 year and had the following implications on the 2022/23 budget:

Penalty interest remains at 7%. (Prior to the ministerial order the rate was 11%)

Instalment interest may remain at a maximum of 5.5% if a Local Government has a Hardship Policy and to be a maximum of 3% if a Local Government does not have a hardship policy. A 3% rate is proposed.

For those that are in hardship and meet the Local Government Hardship policy eligibility, then no penalty interest or instalment interest rate applies. Each Local Government decides on approving the application for hardship.

Comment:

The main features of the draft 2022/23 Annual Budget are as follows; major items of income:

- Rates \$1,885,423
- Operating Grants \$ 550,100
- Non-operating Grants \$1,200,962
- Fees & Charges \$ 295,450

Proposed capital expenditure of \$3,081,322, funded as follows:

- Reserve funded \$ 921,730
- Non-operating grants \$1,200,962
- Proceeds from sales \$ 144,050
- New borrowings (plant) \$ 270,000
- Own source (Municipal fund) \$ 544,580

The capital works include:

- a. roads program totalling \$1,083,221, comprising:
- Roads to Recovery \$ 337,530
 - Regional Road Group \$ 566,091
 - Shire funded road projects \$ 179,600

These works are principally funded via federal and state government grants. Delivery of this work will require \$375,951 to be funded from general revenue.

- b. plant replacement of \$635,696 of which the major components are as follows:
- Loader \$ 320,000
 - Water tanker \$ 70,000
 - vehicle replacements \$ 93,000
 - mower \$ 40,000
 - trailer \$ 82,400
 - generator \$ 26,996 (50% grant funded)

During the year there will be a transfer of \$303,798 into the plant reserve and a transfer of \$194,650 from this reserve. The net trade cost of the loader replacement will be funded from a new loan of \$270,000.

- c. other infrastructure projects totalling \$627,656 which include the following projects:
- Darkan Railway Reserve redevelopment \$ 392,369
 - Darkan Refuse Site redevelopment \$ 120,000
 - Growden Place water infrastructure \$ 20,000
 - Lake Towerrinning changeroom conversion, landscaping \$ 20,287
 - Lake Towerrinning access improvements \$ 75,000

These projects are being directly funded from grant funding provided by the Federal Government LRCI Program - \$386,544, in addition to \$112,080 funded from reserves and \$129,000 from general revenue.

- d. land and buildings expenditure of \$734,749 which includes the following projects:
- New staff house and housing improvements \$ 597,100
 - Office at the Shire depot \$ 44,000
 - Upgrade of power at Darkan Sports Precinct \$ 90,000
 - Completion of Arthur River fire shed \$ 3,649

LRCI funding will be used to fund the power upgrade. Reserve funds will fund \$615,000 of building upgrades with the balance funded from general revenue.

The estimated brought forward balance is \$1,481,341. This figure is unaudited and may change once the annual accounts are finalised. The major contributor to this carried forward amount is the advance payment of the Commonwealth Financial Assistance Grants for 2022/23 which was received in June 2022.

Statutory Environment:

Local Government Act 1995

“6.2. Local government to prepare annual budget

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

* Absolute majority required. In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —

- (a) the expenditure by the local government; and

- (b) the revenue and income, independent of general rates, of the local government; and
 - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.
- (2) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.
- (3) The annual budget is to incorporate —
- (a) particulars of the estimated expenditure proposed to be incurred by the local government; and
 - (b) detailed information relating to the rates and service charges which will apply to land within the district including —
 - (i) the amount it is estimated will be yielded by the general rate; and
 - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;
- and
- (c) the fees and charges proposed to be imposed by the local government; and
 - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and
 - (e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and
 - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and
 - (g) such other matters as are prescribed.
- (4) Regulations may provide for —
- (a) the form of the annual budget; and
 - (b) the contents of the annual budget; and
 - (c) the information to be contained in or to accompany the annual budget.”

The Local Government (COVID-19 Response) Ministerial Order 2020 was gazetted on the 8 May 2020. The draft 2022/23 budget gives consideration to the consequences of the COVID-19 pandemic and in accordance with the Ministerial Order, adjustments have been made to interest rates charged on the instalment option and overdue rates. The Council also considered a COVID-19 Financial Hardship Policy to further support ratepayers suffering hardship.

Policy Implications:

The budget takes into account the COVID-19 Financial Hardship Policy and Elected Members Remuneration Policy.

Financial Implications:

Budget of estimated income and expenditure for the 2022/23 financial year.

Strategic Implications:

The Shire’s Corporate Business Plan 2021-25 was used to develop the Shire’s 2022/23 Budget.

Sustainability Implications:

- **Environmental:** There are no known significant environmental implications
- **Economic:** Adoption of the budget allows the Shire to continue to operate
- **Social:** There are no known significant social considerations

Voting Requirements:

Simple majority

Officer Recommendation:

1. That, in accordance with Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, Council adopts the Shire of West Arthur 2022/2023 Budget, as presented as attached.
2. That, in accordance with Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995, Council for the purpose of yielding the deficiency disclosed by the 2022/23 Budget adopted at Part 1 above, imposes the following general rates and minimum payments on Gross Rental and Unimproved Values (as shown at Note 1 of the 2022/23 Budget).

Unimproved Value	Rate in \$	Minimum Rate
Residential (GRV) Darkan Townsite	0.07857	\$563.00
Residential (GRV) Other Townsite	0.07857	\$393.00
UV Properties	0.004623	\$563.00

3. That, in accordance with Section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for the payment in full by instalments:

One Instalment Option:

To pay the total amount of rates and charges included on the rate notice in full by the 35th day after the rate notice issue.

Full payment	03/10/2022
--------------	------------

Two Instalments Option:

1 st Instalment due date	03/10/2022
2 nd Instalment due date	05/12/2022

Four Instalments Option:

1 st Instalment due date	03/10/2022
2 nd Instalment due date	05/12/2022
3 rd Instalment due date	06/02/2023
4 th Instalment due date	10/04/2023

4. That, in accordance with Section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, Council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$5.00 for each instalment after the initial instalment is paid.

5. That, in accordance with Section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996, and clause 13 of the Local Government (COVID-19 Response) Ministerial Order 2020 gazetted on 8 May 2020, Council adopts an interest rate of 3.0% where the owner has elected to pay rates and service charges through an instalment option.
6. That, in accordance with Section 6.45 of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996, and clause 13 of the Local Government (COVID-19 Response) Ministerial Order 2020 gazetted on 8 May 2020, Council adopts an interest rate of 7% for rates and other charges and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.
7. That, in accordance with Section 67 of the Waste Avoidance and Resources Recovery Act 2007, Council adopts the following charges for the removal and deposit of domestic and commercial waste:

Residential and Commercial Premises Includes one general refuse bin/one recycling bin	\$ 205.00
------------------------------------------------------------------------------------------	-----------

8. That, in accordance with Section 5.99 of the Local Government Act 1995 and Regulation 34 of the Local Government (Administration) Regulations 1996, Council adopts the following annual fees and allowances for elected members:

Allowance; Shire President	\$ 4000.00 per annum
Allowance; Deputy Shire President	\$ 1000.00 per annum
Councillor – Council meeting attendance fee	\$100 per meeting
Councillor – Shire Committee and external meeting fee	\$70 per meeting
Shire representation at other meetings	\$100 per meeting
Communications Allowance	\$500 per annum
Travel reimbursement per km	
• 1600 cc and under	0.5669 cents/km
• 1601-2600 cc	0.6866 cents/km
• 2601 cc and over	0.9554 cents/km

9. That, in accordance with Section 6.11 of the Local Government Act 1995, Council adopts transfers/movements to and from Reserve Accounts as detailed in Note 8 of the Statutory Statements.
10. That, in accordance with Section 6.16 of the Local Government Act 1995, Council adopts the Fees and Charges 2022/2023 included as attached.
11. That, in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 and AASB 1031 Materiality, Council adopts the level to be used in the Statement of Financial Activity in 2022/23 for the reporting of material variance as 10% or \$10,000, whichever is the greater.

Moved: _____

Seconded: _____

ATTACHMENTS

- 2022/2023 Statutory Budget
- 2022/2023 Fees and Charges

BUDGET AND RATES INFORMATION 2022-2023

Shire of West Arthur

31 Burrowes Street

DARKAN, WA 6392

Phone: 9736 2222

Email: Shire@westarthur.wa.gov.au



Council adopted the Shire of West Arthur's Budget for the 2022/23 financial year on 16 August 2022. The total increase in rate revenue is budgeted to be 6.00%.

Due to fluctuations in valuations, the increase in rates will vary across the Shire.

GENERAL RATES

The rate in the dollar applied to Gross Rental Values (**GRV**), which includes residential, commercial and industrial properties, is 0.07857, a 6% increase from the previous year's figure of 0.07412.

Minimum rates have increased to \$563 per assessment for the Darkan townsite and unimproved land. Properties in other townsites are subject to a minimum of \$393 per assessment.

Rubbish charges remain at \$205 per service, which includes one general rubbish collection per week and one recycling collection per fortnight.

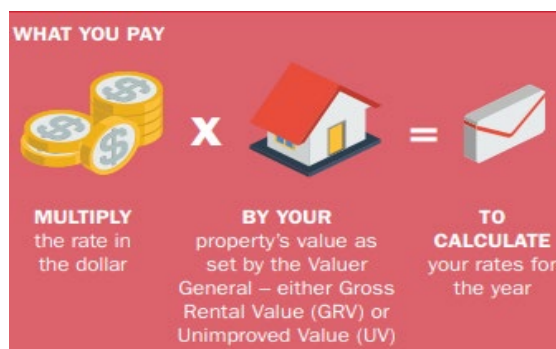
The rate in the dollar for Unimproved Values (**UV**), properties zoned rural outside townsites, is 0.004623, a 12.5% decrease from the previous year's figure of 0.00510027.

How are rates calculated?

Rates are calculated based on the value of rateable properties within the Shire and are independently valued by Landgate using two methods: Unimproved Valuation (UV) and Gross Rental Value (GRV).

Landgate undertakes a valuation of UV rated properties on an annual basis. GRV rated properties are valued every three to six years depending on the region. The UV review was undertaken for Shire of West Arthur in 2022. As a result, the valuation of UV rated properties has increased by 16.9%.

Valuations are then multiplied by the rate-in-the-dollar set by Council to determine the amount of rates payable. If the total calculation is less than Council's minimum rate, the minimum rate applies.



SOLD YOUR PROPERTY?

If a change of ownership has taken place, written notice of this must be given to the Shire within 21 days of that change. Full details of the previous and new owners and the subject property must be provided. This action is usually undertaken by the settlement agent representing either the buyer or the seller or both.

MOVED OR CHANGED POSTAL ADDRESS?

It is the responsibility of the owner to advise the Shire, in writing, whenever there is a change of postal address for the service of rates notices. The advice may be emailed to shire@westarthur.wa.gov.au.

Rates Payments:

The Shire provides three options for payment of your rates.

Option 1 Monday, 3 October 2022 **{Payment in full}**

Option 2 1st Monday, 3 October 2022 2nd Monday, 5 December 2022

{Payment by Two (2) Instalments, Admin Fee \$5 and interest on the second instalment of 3% per annum calculated daily from the due date of the first instalment}

Option 3	1 st Monday, 3 October 2022	2 nd Monday, 5 December 2022
	3 rd Monday, 6 February 2023	4 th Monday, 10 April 2023

{Payment by Four (4) Instalments, Admin Fee \$15 and interest on the second instalment of 3% per annum calculated daily from the due date of the first instalment}

The option of paying rates by instalments is not available if the total amount of current rates is \$200 or less, or payment is not made by the due date of the first instalment. Rubbish service charges may not be paid by instalments.

Payment of a rate or service charge on any land may not be made by instalments if at the date for payment of the first instalment any part of a rate or service charge imposed on that land in a previous financial year (or interest accrued thereon at the date of issue of the rate notice) remains unpaid.

When the second or subsequent instalment remains unpaid after the due date of the instalment, the full amount owing on the rates becomes immediately due and payable and the option to continue paying by instalments is removed.

Payments showing the incorrect amount, that are postdated, or are received after the due date, may result in the instalment option not being available.

Interest on overdue Rates and Charges:

An interest rate of 7% per annum will apply to all overdue rates. Interest will begin accruing immediately after the due date and will continue to accrue daily until arrears are paid.

Payment Methods

Payment may be made by direct deposit, over the phone (debit/credit card), in person at the Shire Office Monday to Friday 8.30am - 4.30 pm, or by mail to:

Shire of West Arthur, 31 Burrowes Street, DARKAN WA 6392.

Cheques are to be made payable to: **Shire of West Arthur**.

EFTPOS and Credit Card facilities are available. When paying rates by credit card, a 0.75% surcharge will be passed on at the point of transaction.

Please note change of bank details.

Direct electronic transfer to Shire bank account as follows:

A/C Name: Shire of West Arthur

BSB: 086-724

A/C No: 508 314 385

Please include your assessment number/s with your payment.

To ensure eligibility for the instalment option and/or to avoid incurring penalty interest, it is recommended that electronic transfers are made prior to the due date to ensure funds are received in the Shire's bank account by the due date.

ALTERNATIVE ARRANGEMENTS/FINANCIAL HARDSHIP

Council has adopted a financial hardship policy to support those affected by COVID-19. Ratepayers

having trouble in paying rates and charges should contact Shire administration staff to discuss alternative arrangements.

PENSIONER REBATES

In order for eligible pensioners to claim a rate rebate on the current year’s rates and Emergency Services Levy (ESL), payment of their portion must be received first.

Pensioners are entitled to claim a rebate of up to 50% of their current year rates and the ESL. The 50% pensioner concession is capped at \$750.

Seniors’ Card holders are entitled to claim a concession of up to 25% of their current year’s rates and the ESL. This concession is capped at \$100.

Concession forms may be downloaded from the Water Corp website www.watercorporation.com.au or call 1300 659 951.

Rebates to pensioners and seniors under the Rates and Charges (Rebates and Deferments) Act 1992 are funded by the Government of Western Australia.

CORPORATE BUSINESS PLAN 2021-2025

A copy of the Shire’s Corporate Business Plan for the period 2021-2025, including four year cash budget projections, is available from the Shire’s website or the Shire Office.

STATEMENT OF LOAN DEBT

At the 30 June 2022 the Shire’s outstanding loan debt was \$523,327, of which \$338,406 related to self-supporting loans to community groups. A new loan of \$270,000 will be raised during 2022-23 to purchase a replacement loader.

NEW AUSTRALIAN FIRE DANGER RATING SYSTEM

For more information visit: afac.com.au/initiative/afdrs or email AFDRS@dfes.wa.gov.au



Fire danger ratings describe the potential level of danger should a bushfire start.

They are important because they provide people with information so that they can take action to protect themselves and others from the potentially dangerous impacts of bushfires.

From 1 September 2022, Australians will have a simplified, action-oriented Fire Danger Rating System.

The new Australian Fire Danger Rating System (AFDRS) levels are:



- Moderate**
Plan and prepare

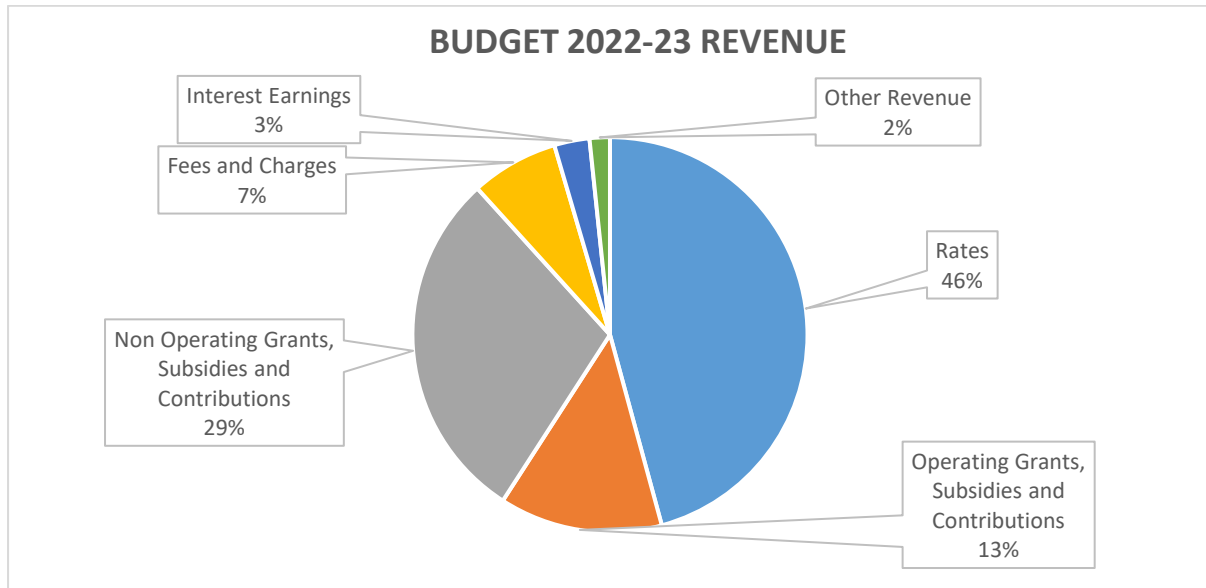
- High**
Be ready to act

- Extreme**
Take action now to protect life and property

- Catastrophic**
For your survival, leave bushfire risk areas

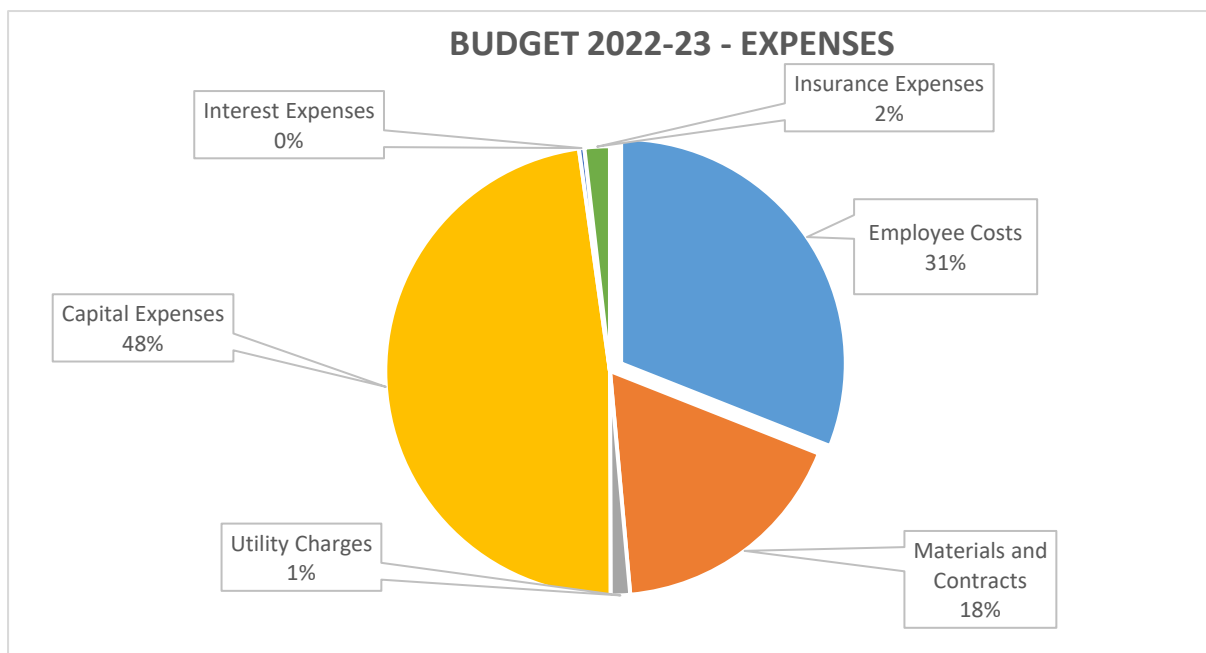
REVENUE 2022-2023

The Shire will generate income of \$4.1 million and when combined with FAGS grants paid in advance and carried over, is planning to deliver a balanced budget in 2022-2023. Income sources consist of rates, grants, fees and charges and interest earnings.



EXPENSES 2022-2023

The cost of providing services is estimated at \$6.5 million. The following graph provides an indication of where funds will be spent in 2022-2023.



HOW WILL MONEY BE SPENT IN 2022-2023

- | | | |
|---------------------------------------|---------------------------------------|----------------------------------------|
| <i>Roads Transport Infrastructure</i> | <i>Animal Control</i> | <i>Parks Gardens & Playground</i> |
| <i>Community Services</i> | <i>Street Cleaning & Lighting</i> | <i>Tourism, Culture & Heritage</i> |
| <i>Waste Management</i> | <i>Public Health & Safety</i> | <i>Emergency Management</i> |
| <i>Environmental Management</i> | <i>Health Services</i> | <i>Welfare</i> |
| <i>Sport & Leisure</i> | <i>Libraries</i> | |

Capital Expenditure of \$3,081,322 in 2022/23 is funded by:

<i>Sale of Assets</i>	<i>\$ 144,050</i>
<i>Grants Funding</i>	<i>\$1,200,961</i>
<i>New Loan</i>	<i>\$ 270,000</i>
<i>Reserve</i>	<i>\$ 921,730</i>
<i>Municipal</i>	<i>\$ 544,581</i>

Plant replacement

- Loader, Water Tanker, Light Motor Vehicles, Mower, Trailer, and Generators.

Buildings and furniture

- Upgrades to housing - Staff and Community.
- New staff house.
- Portable office at the Depot.
- Darkan Sports Precinct Power Upgrade.

Infrastructure Projects

- Darkan Railway Reserve—Family Space.
- Darkan Refuse Site redevelopment.
- Potable water infrastructure at Growden Place/Horwood Street.
- Lake Towerrinning Changeroom Conversion.
- Lake Towerrinning access improvements.

Roadworks

- Boyup Brook - Arthur Road {Regional Road Group}.
- Darkan - Williams Road {Regional Road Group}.
- Trigwell Bridge Road {Roads to Recovery}.
- Howie Road {Roads to Recovery}.

SHIRE OF WEST ARTHUR						
SCHEDULE OF FEES AND CHARGES						
2022/23						
		Legislation	Details	GST (excl) \$	GST \$	Fee
GENERAL PURPOSE FUNDING						
	<u>Rates</u>					
I031714	Instalment Fee - per instalment	LG Act 1995 S6.45	instalment > first	5	exempt	5
I031732	Rate enquiry fee (Account enquiry fee for amount)	LG Act 1995 S6.16	per enquiry	50	exempt	50
	Full orders and requisitions -			73	exempt	73
I033020	Surcharge for payment of rates, ESL or rubbish charge by credit card		payment amount * 0.75%	0.682%	0.068%	0.75%
	Penalty Interest		7%			
	Instalment Interest		3%			
GOVERNANCE						
	<u>Photocopying</u>					
I043003	Photocopy (black and white) A4	LG Act 1995 S6.16	per copy	0.45	0.05	0.50
	Photocopy (colour) A4		per copy	0.86	0.09	0.95
	Photocopy (black and white) A3		per copy	0.86	0.09	0.95
	Photocopy (colour) A3		per copy	1.73	0.17	1.90
	(Copy of Shire documents only. General photocopying service available at CRC)					
	<u>Postage</u>		actual cost	various		
	<u>Freedom of Information</u>					
	Application fee for non personal information	WA FOI Act 1992		30	exempt	30
	Application fee for personal information		no fee			
	FOI photocopying		per copy	0.20	exempt	0.20
	Staff time (search and discovery of documents)		per hour	30	exempt	30
LAW, ORDER AND PUBLIC SAFETY						
I051115	Fire Maps	LG Act 1995 S6.16	per map	16.36	1.64	18
	<u>Dogs</u>					
	Kennel license	Dog Regs 2013 R17	per annum	200	exempt	200
I052110	Impounding fee and sustenance					
	Kennel Inspection fee		per annum	90.91	GST	100
	Dog Pound Fee			55.00	Free	55.00
	Dog Sustenance Charge (per day)			22.73	2.27	25.00
	Surrender of Dog			105.00	Free	105.00
I052120	<u>Dog Registration</u>					
	Unsterilised - 1 year	Dog Regs 2013 R17	per dog	50	exempt	50
	Unsterilised - 3 year		per dog	120	exempt	120
	Unsterilised - lifetime		per dog	250	exempt	250
	Sterilised - 1 year		per dog	20	exempt	20
	Sterilised - 3 year		per dog	42.50	exempt	42.50
	Sterilised - lifetime		per dog	100	exempt	100
	(Dogs owned by pensioner - 50% of fee; Droving dogs - 25% of fee)					
	<u>Cats</u>					
I052110	Impounding fee and sustenance					
	Cat Pound Fee			55.00	Free	55.00
	Cat Sustenance Charge (per day)			22.73	2.27	25.00
	Surrender of Cat			105.00	Free	105.00
I052130	<u>Cat Registration</u>	Cat Regs 2012 Sch 3				
	1 year		per cat	20	exempt	20
	3 years		per cat	42.5	exempt	42.5
	Lifetime		per cat	100	exempt	100
	(Cat owned by pensioner 50% of fee)					
I052110	Infringements and Penalties	Cat Act 2011, Dog Act 1976, Local Laws				as per legislation

SHIRE OF WEST ARTHUR						
SCHEDULE OF FEES AND CHARGES						
2022/23						
		Legislation	Details	GST (excl) \$	GST \$	Fee
HEALTH						
I071115	Septic tank application	Health Act 1911		118	exempt	118
I071115	Caravan Park Licence	Car and Camp Regs Sech 3 Div 1		200	exempt	200
	Offensive Trade Licences	Refer to Health Dept Scale of Fees				
	<u>Food Business Vendor Licence</u>					
	Commercial in residential kitchen - initial registration			50	exempt	50
	Low Risk			60	exempt	60
	Medium risk			195	exempt	195
	Very low risk or charitable			free	exempt	free
EDUCATION AND WELFARE						
	<u>Kids Central Membership</u>					
I064010	Kid's Central yearly family membership (pro-rata below 6 months)	LG Act 1995 S6.16	per membership	45.45	4.55	50
	Electric Swipe Key (Authorised for Kids Central)		per key	18.18	1.82	20
	<u>Meals Service</u>					
I061011	Main meal			7	exempt	7
	Dessert	LG Act 1995 S6.16		3	exempt	3
I063015	Bus Service to Bunbury	LG Act 1995 S6.16		13.64	1.36	15
HOUSING						
I091110	<u>Community Housing</u>					
	Unit 1/10 Hillman St	LG Act 1995 S6.16	per week	130	exempt	130
	Unit 2/10 Hillman St		per week	145	exempt	145
	Unit 3/12 Hillman St		per week	145	exempt	145
	Unit 4/12 Hillman St		per week	130	exempt	130
	25 Nangip Crescent		per week	150	exempt	150
	18 Gibbs Street		per week	150	exempt	150
I091111	<u>Use of Staff Housing by Non Staff</u>					
	52 Hillman Street	LG Act 1995 S6.16	per week	187	exempt	187
	10 Gibbs Street		per week	187	exempt	187
	31 Arthur Street		per week	153	exempt	153
	7 Hillman Street		per week	128	exempt	128
	8 Hillman Street		per week	163	exempt	163
I091105	<u>GROH Housing</u>					
	11 King Street	LG Act 1995 S6.16	per week	560	exempt	560
	6 Hillman Street	Lease agreement	per week	550	exempt	550
COMMUNITY AMENITIES						
I102160	Asbestos Disposal (plus cost of staff time and equipment)	LG Act 1995 S6.16	cubic metre	50	5	55
	<u>Rubbish Rates</u>					
I101110	Rubbish Collection		per service - refuse and recycle	205	exempt	205
	Recycle bin - non service areas	LG Act 1995 S6.16		64.00	exempt	64.00
I107140	<u>Cemetery Fees</u>	LG Act 1995 S6.16				
	Interments			518	52	570
	Re-opening of grave for exhumation (Where contractors used - cost)			518	52	570
	Re-interment after exhumation (Where contractors used - cost)			518	52	570
	Permission to erect a headstone, a monument to enclose with, kerb any grave, to erect a nameplate			30	0	30
	Grave Reservation Fee			50	0	50
	Niche Wall - includes reservation fee - single			30	0	30
	Niche Wall - includes reservation fee double (Cost of Niche Wall plaque additional)			60	0	60

SHIRE OF WEST ARTHUR						
SCHEDULE OF FEES AND CHARGES						
2022/23						
		Legislation	Details	GST (excl) \$	GST \$	Fee
1106390	<u>Town Planning Application Fees</u>	PD Regs 2009				
	Less than \$50,000			147	exempt	147
	More than \$50,000 but not more than \$500,000		0.32% of estimated development cost	as per schedule	exempt	as per schedule
	More than \$500 000 but not more than \$2.5 million		\$1,700, + 0.257% for every \$1 in excess of \$500,000	as per schedule	exempt	as per schedule
	More than \$2.5 million but not more than \$5 million		\$7,161 + 0.206% for every \$1 in excess of \$2.5 million	as per schedule	exempt	as per schedule
	More than \$5 million but not more than \$21.5 million		\$12,633 + 0.123% for every \$1 in excess of \$5 million	as per schedule	exempt	as per schedule
	More than \$21.5 million			34196	exempt	34196
	Change of Use			295	exempt	295
	Extractive industry			739	exempt	739
	Home business, home occupation, Cottage industry			222	exempt	222
	Advertising		at cost		applicable	
	Development application fees do not apply to not for profit community groups					
	Development Applications in Wellington Catchment that would not otherwise require Development Approval in other areas of the Shire will not be charged a fee.					
	All other planning fees maximum fee allowed by Department of Planning					

SHIRE OF WEST ARTHUR						
SCHEDULE OF FEES AND CHARGES						
2022/23						
		Legislation	Details	GST (excl) \$	GST \$	Fee
RECREATION AND CULTURE						
I111110	<u>Darkan Town Hall</u>					
	Functions including kitchen and at least one hall	LG Act 1995 S6.16	per use	100	10	110
	Meetings including use of kitchen		per use	70	7	77
	Meetings not including use of kitchen (using one area of hall)		per use	40	4	44
	Community activities		per use	20	2	22
	Hire of tables - Darkan Town Hall		per item	9.09	0.91	10
	Hire of chairs - Darkan Town Hall		per item	1.82	0.18	2
	A bond of \$200 is applicable on all function bookings and all equipment hire bookings. <i>Local community and not for profit groups have free use of the Darkan Town Hall.</i>					
I111110	<u>Arthur River Hall</u>					
	Functions		per use	100	10	110
	<i>Local community groups have free use of the Darkan Town Hall.</i>					
I112110	<u>Darkan Swimming Pool</u>					
	Single Membership		per annum	73	7	80
	Family Membership		per annum	109	11	120
	Student Membership (between the age of 18 and 23)		per annum	18	2	20
	Visitors - Adults		per visit	2.73	0.27	3
	Visitors - Children		per visit	1.82	0.18	2
	Group course fees		per person	15	1.50	16.5
	Individual course fees		per person	45	4.50	49.5
	Baby swim classes - Pool Member		per student	7	0.73	8
	Baby swim classes - Non-Pool Member		per student	10	1	11
	Swipe Key (Authorised for Darkan Swimming Pool)		per key	18	1.82	20
	Swim coaching			at cost		
	Swim club - pool member			5	0.45	5
	Swim club - non pool member			6	0.64	7
I113140	<u>Community Gym Membership to 30 June 2022</u>					
	Single			59.09	5.91	65
	Family			90.91	9.09	100
	Concession (pro-rata if below 6 months)			27.27	2.73	30.00
	<u>Equipment Hire</u>					
	Hire of Chairs (only the old orange style hall chairs)			0.30	0.03	0.33
I116110	<u>History Books</u>					
	Hard Cover			25.00	2.50	27.50
	Paperback			17.27	1.73	19.00
	(Postage extra)			At cost		
I147120	<u>The Shed to 30 June 2022</u>					
	Membership - Yearly (pro-rata below 6 months)			54.55	5.45	60.00
	Membership - Pensioner/Seniors Concession			36.36	3.64	40.00
	Locker Hire			9.09	0.91	10.00
	Hourly Rate			27.27	2.73	30.00
	Social membership			4.55	0.45	5.00

SHIRE OF WEST ARTHUR						
SCHEDULE OF FEES AND CHARGES						
2022/23						
		Legislation	Details	GST (excl) \$	GST \$	Fee
ECONOMIC SERVES						
	<u>Scheme Standpipe Water</u>					
I134130	Community standpipe water	LG Act S6.16	per kilolitre	2.50	exempt	2.50
	Commercial standpipe water - per kilolitre	LG Act S6.16	per kilolitre	10.00	exempt	10.00
	Deposit Growden Place Standpipe key (held in shire account)			25.00	0.00	25.00
	<u>Duranillin Water Supply</u>					
I136110	Annual service charge		Per annum	120	exempt	120
I134120	Water Usage (first 100kl)		Per kilolitre	3.50	exempt	3.50
	Water Usage (next 300kl)		Per kilolitre	5.00	exempt	5.00
	Water Usage (above 400kl)		Per kilolitre	8.00	exempt	8.00
I133110	<u>Building Permit Fees</u>					
	Building Permit Fees are in accordance with Building Reg 2012					
	Building Act fees Department of Mines, Industry Regulation and Safety (commerce.wa.gov.au)					
	Uncertified application for a building or demolition permit (minimum fee)		per permit			
	The fee is 0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$110.00					
	Certified application (minimum fee)	Building Regs S16 (1)	per permit			
	For building work for a Class 1 or Class 10 Building or incidental structure the fee is 0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$110.00					
	Certified application for building permit for Class 2 to 9 buildings	Building Reg 2012 Reg 12	Of the estimated value of the building works as determined by the relevant permit authority but not less than \$110.00 Building Regulations 2012			0.09%
	Application for demolition permit Class 1 or 10 buildings	Building Reg 2012 Reg 14	Building Regulations 2012			110.00
	Application for demolition permit Class 2 to 9 buildings	Building Reg 2012 Reg 15	Per storey Building Regulations 2012			110.00
	Application to extend Demolition permit I	Building Reg 2012 Reg 16	Building Regulations 2012			110.00
	Application for occupancy permit	Building Reg 2012 Reg 17	Building Regulations 2012			110.00
	Application for temporary occupancy permit	Building Reg 2012 Reg 18	Building Regulations 2012			110.00
	Application for the modification of an occupancy permit for additional use on a temporary basis	Building Reg 2012 Reg 19	Building Regulations 2012			110.00
	Application for a replacement occupancy permit for permanent change of the buildings use classification	Building Reg 2012 Reg 20	Building Regulations 2012			110.00

SHIRE OF WEST ARTHUR						
SCHEDULE OF FEES AND CHARGES						
2022/23						
		Legislation	Details	GST (excl) \$	GST \$	Fee
	Application for occupancy permit for a building in respect of which unauthorised work has been done	Building Reg 2012 Reg 22	Of the estimated value of the building works as determined by the relevant permit authority but not less than \$110.00 Building Regulations 2012			0.18%
	Application for a building approval certificate for a building in respect of which unauthorised work has been done (s. 51(3))	Building Reg 2012 Reg 23	Of the estimated value of the building works as determined by the relevant permit authority but not less than \$110.00 Building Regulations 2012			0.38%
	Swimming Pool Inspection Fee (one off)	Building Reg 2012 Reg 53	Per year			58.50
I132040	<u>Darkan Caravan Park</u>					
	Site (2 people) - three nights at price of two nights.		Per night	18.18	1.82	20
	Extra person (each)/Use of shower only		Per night	4.55	0.45	5
	Use of shower for non-patrons from groups pre-approved by the Shire		Per night	4.55	0.45	5
	Site (2 people)		Per week	109.09	10.91	120
	Extra person (each)		Per week	27.27	2.73	30
	Chalet (2 people) - staying one night only		Per night	145.45	14.55	160
	Chalet (2 people) - two or more nights		Per night	118.18	11.82	130
	Chalet - extra person per night		Per night	13.64	1.36	15
	Washing Machine		Per cycle	2.73	0.27	3
	Dryer		Per cycle	0.91	0.09	1
	Nissen Hut		Per night	54.55	5.45	60

13.1 Accounts For Payment – July 2022

File Reference:	N/A
Location:	N/A
Applicant:	N/A
Author:	R Schinzig – Administration Officer
Authorising Officer	V Fordham Lamont – Chief Executive Officer
Date:	11 August 2022
Disclosure of Interest:	N/A
Attachments:	Cheque Listing – July 2022

Summary:

Council to endorse payments of accounts for July 2022 as listed.

Background:

The schedule of accounts for payment 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:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

12. Payments from municipal fund or trust fund, restrictions on making
 - (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
 - (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.
 - (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
 - (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) for each account which requires council authorisation in that month —
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction;
 and
 - (b) the date of the meeting of the council to which the list is to be presented.

- (3) A list prepared under sub regulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

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 environmental implications.
- **Economic:** There are no economic implications.
- **Social:** There are no social implications.

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 01072022.1-01072022.9, 05072022.1-05072022.3, 19072022.1-19072022.32, 21072022.1, 26072022.1-26072022.18, Cheque 020071, Licensing, Salaries and Wages and EFT Transfers and Direct Debits totalling \$316,711.40 listed (attached) be noted as approved for payment.

Moved: _____

Seconded: _____

ATTACHMENT

Accounts for Payment Listing – July 2022

Shire of West Arthur
Accounts for Payment Listing
 July 2022

Date	Num	Name	Original Amount
01/07/2022	020071	AUSTRALIA POST	9,370.65
		ANNUAL VEHICLE RENEWALS VARIOUS	
01/07/2022	BPAY	DEPARTMENT OF TRANSPORT 1	228.70
		ANNUAL VEHICLE RENEWALS C20 & C3	
01/07/2022	BPAY	AUSTRALIAN COMMUNICATIONS & MEDIA	114.00
		MT FISHER LICENCE RENEWAL 22/23	
01/07/2022	01072022.1	AUSPIRE - AUSTRALIA DAY COUNCIL	685.00
		22/23 FINANCIAL YEAR GOLD ASSOCIATE	
01/07/2022	01072022.2	CORUM HEALTH SERVICES	700.59
		LOTS DISPENSE SOFTWARE MAINTENANCE & PBS ONLINE FEE JULY - SEPT 22	
01/07/2022	01072022.3	EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD	1,318.99
		SALARY SACRIFICE PAYMENTS BUNCE - MONTH OF JULY 2022	
01/07/2022	01072022.4	FORDHAM LAMONT, V	85.00
		REIMBURSE HOME INTERNET CONNECTION FOR JULY 22	
01/07/2022	01072022.5	KING MELINDA	37.00
		REIMBURSE MUGS AND TEA TOWELS FOR CHALET	
01/07/2022	01072022.6	PRICES FABRICATION AND STEEL	8,868.05
		FINAL PAYMENT FOR SUPPLY AND INSTALLATION OF GT200 PIONEER WATER TANK	
01/07/2022	01072022.7	RECKON	2,300.00
		RECKON ACCOUNTS PREMIER 2022 - 10 USER ANNUAL LIC	
01/07/2022	01072022.8	THINK PROJECT	8,069.52
		RAMM TRANSPORT ASSET ANNUAL SUPPORT AND MAINTENANCE FEE FOR THE PERIOD OF 1 JUL 22 - 30 JUN 23	
01/07/2022	01072022.9	WA CONTRACT RANGER SERVICES PTY LTD	1,982.75
		RANGER SERVICES, MICROCHIPPING OF 2 DOGS, POUND FEE 2 DOGS HELD IN WAGIN	
01/07/2022	DirectDebit	NATIONAL AUSTRALIA BANK	112.10
		MERCHANT FEES 010722	
02/07/2022	DirectDebit	BENDIGO BANK	33.00
		MERCHANT FEE 020722	
05/07/2022	05072022.1	ANNA DIXON CONSULTING	1,540.00
		CREATION OF SCOPE OF WORKS FOR ECONOMIC DEVELOPMENT STRATEGY	
05/07/2022	05072022.2	LUSH FIRE & PLANNING	2,931.50
		PLANNING AND CONSULTING FEES - JUNE 2022	
05/07/2022	05072022.3	WA TREASURY CORPORATION	2,033.80
		INTEREST PAYMENT AND GUARANTEE FEE ON SHIRE LOANS	
07/07/2022	EFT	SALARIES & WAGES	51,366.92
		PAYROLL	
07/07/2022	DEBIT	ASGARD SUPER	110.75
		FORTNIGHTLY SUPERANNUATION PAYMENT	
07/07/2022	DEBIT	AUSTRALIAN SUPER	1,500.52
		FORTNIGHTLY SUPERANNUATION PAYMENT	
07/07/2022	DEBIT	AWARE SUPER	5,918.60
		FORTNIGHTLY SUPERANNUATION PAYMENT	
07/07/2022	DEBIT	CBUS	263.73
		FORTNIGHTLY SUPERANNUATION PAYMENT	
07/07/2022	DEBIT	COLONIAL FIRST STATE	263.73
		FORTNIGHTLY SUPERANNUATION PAYMENT	
07/07/2022	DEBIT	D AND K MELBOURNE SUPERANNUATION FUND	263.73
		FORTNIGHTLY SUPERANNUATION PAYMENT	
07/07/2022	DEBIT	PRIME SUPER	283.10
		FORTNIGHTLY SUPERANNUATION PAYMENT	
07/07/2022	DEBIT	SUNSUPER	27.64
		FORTNIGHTLY SUPERANNUATION PAYMENT	
07/07/2022	DEBIT	TWUSUPER	263.73
		FORTNIGHTLY SUPERANNUATION PAYMENT	
07/07/2022	DEBIT	WA SUPER	18.21
		FORTNIGHTLY SUPERANNUATION PAYMENT	
19/07/2022	19072022.1	GODFREY'S BUNBURY	632.98
		CARAVAN PARK - VACUUM CLEANER	

Shire of West Arthur
Accounts for Payment Listing
 July 2022

Date	Num	Name	Original Amount
19/07/2022	19072022.2	AIR LIQUIDE	88.96
		FACILITY FEES ON CYLINDERS - JUNE 2022	
19/07/2022	19072022.3	ALLANDALE GRAZING	195.00
		REIMBURSE - IPAD SCREEN PROTECTOR, IPAD COVER AND IPHONE COVER (CARAVAN PARK CARETAKER)	
19/07/2022	19072022.4	ARTEIL WA	1,359.60
		MUSEUM - 2 X KUBE CHAIRS FOR BBHC - EMAILED 26/04/2022	
19/07/2022	19072022.5	BODDINGTON MEDICAL CENTRE	1,235.00
		FUEL REIMBURSEMENT FOR DOCTOR - FOR PERIOD: 5 APR 22 - 28 JUNE 22	
19/07/2022	19072022.6	BUNBURY MACHINERY	284.92
		CARTRIDGE AND ELEMENT PER JIM PO 428	
19/07/2022	19072022.7	COALFIELDS WEARPARTS	2,460.74
		BLADES & POINTS - 1 SET OF CUTTING EDGES PLUS BOLTS & NUTS - PLANT L15	
19/07/2022	19072022.8	CORSIGN	99.00
		SNP-150 150EXT BLK/WHT CL400 DOUBLED SIDED	
19/07/2022	19072022.9	CR (PRES) NEIL MORRELL	3,069.20
		TRAVEL & SITTING FEES, COMMUNICATIONS & PRESIDENT ALLOWANCE FOR COUNCILLOR MEETINGS - 4TH QTR 21/22	
19/07/2022	19072022.10	CR DUNCAN SOUTH	1,524.04
		TRAVEL & SITTING FEES, COMMUNICATIONS ALLOWANCE FOR COUNCILLOR MEETINGS - 4TH QTR 21/22	
19/07/2022	19072022.11	CR KAREN HARRINGTON	1,604.74
		TRAVEL & SITTING FEES, COMMUNICATIONS ALLOWANCE FOR COUNCILLOR MEETINGS - 4TH QTR 21/22	
19/07/2022	19072022.12	CR N M MANUEL	1,107.25
		TRAVEL & SITTING FEES, COMMUNICATIONS ALLOWANCE FOR COUNCILLOR MEETINGS - 4TH QTR 21/22	
19/07/2022	19072022.13	CR ROBYN LUBCKE	1,486.08
		TRAVEL & SITTING FEES, COMMUNICATIONS ALLOWANCE FOR COUNCILLOR MEETINGS - 4TH QTR 21/22	
19/07/2022	19072022.14	EXTERIA STREET AND PARK OUTFITTERS	662.20
		LAKE TOWERRINNING - CLAW BOLTS WITH NUTS AND WASHER, SHEAR NUTS AND DELIVERY FEE	
19/07/2022	19072022.15	FLEAYS STORE	114.50
		OFFICE REFRESHMENTS FOR ADMIN AND COUNCIL MEETINGS AND WORKS CREW BBQ	
19/07/2022	19072022.16	FUEL DISTRIBUTORS OF WA	28,261.50
		10,000L DIESEL AND 3,000L ULP AS QUOTED, DELIVERED	
19/07/2022	19072022.17	INTEGRATED ICT	1,537.14
		MONTHLY SUBSCRIPTION AND SERVICE FEES - JUNE 2022	
19/07/2022	19072022.18	LAKESIDE CAMPING 1	653.92
		DIESEL FOR DURANILLIN TRUCK, REPAIRS AND PARTS TO FAST FILL	
19/07/2022	19072022.19	LANDGATE	108.80
		1 X COPY OF CERTIFICATE OF TITLE AND 3 X COPY OF TRANSFER OF LAND ACT DOCUMENT	
19/07/2022	19072022.20	LGIS RISK MANAGEMENT.	4,384.34
		SECOND INSTALMENT FOR 2021-22. REGIONAL RISK COORDINATOR FEE. MARINE CARGO INSURANCE 30/6/22-30/6/23	
19/07/2022	19072022.21	OFFICEWORKS	123.53
		OFFICE STATIONERY	
19/07/2022	19072022.22	ORBIT HEALTH & FITNESS SOLUTIONS	6,690.70
		PURCHASE OF GYM EQUIPMENT	
19/07/2022	19072022.23	PRICES FABRICATION AND STEEL	956.00
		FLOAT VALVE, YAKTEK LIQUIDATOR, 2HRS X3 MODIFICATION TO SAND PAD	
19/07/2022	19072022.24	PUTLAND MOTORS	248.47
		HYDRAULIC HOSE - LOADER, CHAIN & BAR OIL, AMBER SIDE LAMPS SP83	
19/07/2022	19072022.25	RAJINDER S SUNNER.	146.31
		REIMBURSE SELF INKING STAMPS - COPY AND APPROVED, FUEL FOR FORD EVEREST AW 0	
19/07/2022	19072022.26	RESONLINE PTY LTD	220.00
		CARAVAN PARK ROOM MANAGER SERVICE JUNE 22	
19/07/2022	19072022.27	SHERIDAN'S FOR BADGES	111.13
		HONOR BOARD STRIPS 255x22mm - BLACK WITH WHITE TEXT x3 - INC FREIGHT	
19/07/2022	19072022.28	SUNNY SIGN COMPANY PTY LTD	32.89
		RURAL STREET NUMBER DECALS 45X80 11X1 2X2 2X4 8X5	
19/07/2022	19072022.29	TOLL TRANSPORT PTY LTD	82.96
		FREIGHT EX BUNNINGS, STEWART & HEATON, THINKWATER, SUNNY SIGNS	
19/07/2022	19072022.30	WARREN BLACKWOOD WASTE	3,396.07
		WASTE CHARGES - JUNE 2022	

Shire of West Arthur
Accounts for Payment Listing
 July 2022

Date	Num	Name	Original Amount
19/07/2022	19072022.31	WEBB, JANELLE	50.55
		REIMBURSE CLEANING SUPPLIES, MILK AND KITCHEN TIDY BAGS - CARAVAN PARK	
19/07/2022	19072022.32	WEST ARTHUR COMMUNITY RESOURCE CENTRE	952.30
		DOCTORS HOUR FOR JUNE 2022	
21/07/2022	EFT	SALARIES & WAGES	52,414.22
		PAYROLL	
21/07/2022	DEBIT	CR ADAM SQUIRES - AUSTRALIANSUPER	845.00
		SITTING FEES & COMMUNICATIONS ALLOWANCE FOR COUNCILLOR MEETINGS - 4TH QTR 21/22	
21/07/2022	DEBIT	SYNERGY	6,099.14
		ELECTRICITY USAGE AND SUPPLY CHARGE VARIOUS	
21/07/2022	DEBIT	TELSTRA	626.58
		USAGE AND SERVICE CHARGES VARIOUS	
21/07/2022	DEBIT	WATER CORPORATION	46.83
		SERVICE CHARGE FOR 10 KING ST 1/7/22-31/8/22	
21/07/2022	21072022.1	RECKON	2,740.00
		RECKON ACCOUNTS ENTERPRISE 2022 - 10 USER ANNUAL LICENCE - REST OF PAYMENT	
28/07/2022	DEBIT	ASGARD SUPER	99.93
		FORTNIGHTLY SUPERANNUATION PAYMENT	
28/07/2022	DEBIT	AUSTRALIAN ETHICAL SUPER FUND	52.38
		FORTNIGHTLY SUPERANNUATION PAYMENT	
28/07/2022	DEBIT	AUSTRALIAN SUPER	1,543.77
		FORTNIGHTLY SUPERANNUATION PAYMENT	
28/07/2022	DEBIT	AWARE SUPER	5,843.30
		FORTNIGHTLY SUPERANNUATION PAYMENT	
28/07/2022	DEBIT	CBUS	274.92
		FORTNIGHTLY SUPERANNUATION PAYMENT	
28/07/2022	DEBIT	COLONIAL FIRST STATE	274.92
		FORTNIGHTLY SUPERANNUATION PAYMENT	
28/07/2022	DEBIT	D AND K MELBOURNE SUPERANNUATION FUND	274.92
		FORTNIGHTLY SUPERANNUATION PAYMENT	
28/07/2022	DEBIT	PRIME SUPER	304.43
		FORTNIGHTLY SUPERANNUATION PAYMENT	
28/07/2022	DEBIT	SUNSUPER	28.91
		FORTNIGHTLY SUPERANNUATION PAYMENT	
28/07/2022	DEBIT	TWUSUPER	274.92
		FORTNIGHTLY SUPERANNUATION PAYMENT	
28/07/2022	28072022.1	ADROIT INFORMATION MANAGEMENT	1,980.00
		TRAINING & DEVELOPMENT - RECORDS MANAGEMENT TRAINING	
28/07/2022	28072022.2	CASSANDRA SQUIRES.	122.40
		REIMBURSE TRAVEL - MAIN ROAD MEETING. - DARKAN TO NARROGIN RETURN 153 KLMS	
28/07/2022	28072022.3	DARDANUP BUTCHERING COMPANY	289.10
		SENIORS MEALS MEAT ORDER	
28/07/2022	28072022.4	DARKAN AGRI SERVICES	1,994.95
		GAS, CARAVAN PARK CLEANING, PEST CONTROL, CEMENT, HOUSING MAINT, PARKS & GARDENS SUPPLIES	
28/07/2022	28072022.5	DM SPENCER & LA LUCAS	4,014.02
		ARTHUR RIVER FIRE SHED	
28/07/2022	28072022.6	ENVIRONNIVATE	1,078.00
		PREPARATION OF POWERPOINT - TRAVEL TO DARKAN - APPROX 2HR PRESENTATION & DISCUSSION	
28/07/2022	28072022.7	FLEAYS STORE	726.50
		SENIORS MEALS SUPPLIES - JUNE 2022	
28/07/2022	28072022.8	FOWLER SURVEYS	21,882.30
		CL MARKING TO MRWA STD DARKAN RD STH FROM COALFIELDS HWY TO DURANILLIN	
28/07/2022	28072022.9	LOCAL GOVERNMENT PROFESSIONALS AUS WA	1,266.00
		MEMBERSHIP AND SUBSCRIPTION FEES 2022-23	
28/07/2022	28072022.10	NARROGIN FREIGHTLINES	65.46
		EX SIGMA CHEMICALS AND FRONTLINE FIRE & RESCUE	
28/07/2022	28072022.11	PFD FOOD SERVICES PTY LTD	490.40
		SENIORS MEALS - ALFOIL CONTAINER, LIDS	

Shire of West Arthur
Accounts for Payment Listing
 July 2022

AGENDA
 16 AUGUST 2022

Date	Num	Name	Original Amount
28/07/2022	28072022.12	RAJINDER S SUNNER.	278.00
		REIMBURSE LOGITECH HD PRO WEBCAM AND LOGITECH MK850 WIRELESS KEYBOARD AND MOUSE	
28/07/2022	28072022.13	REGIONAL FIRE & SAFETY	2,145.00
		VARIOUS FIRE EXTINGUISHER INSPECTIONS, EXCHANGES & SERVICES	
28/07/2022	28072022.14	SHIRE OF NARROGIN (SUPPLIER)	990.00
		HEALTH SENIOR HEALTH OFFICER - MAY AND JUNE 22 (6 @ \$130PER/HR PLUS VEHICLE 140 @ \$1.50 EACH)	
28/07/2022	28072022.15	STATE LIBRARY OF WESTERN AUSTRALIA	38.50
		BETTER BEGINNINGS INVOICE 22/23	
28/07/2022	28072022.16	THINKWATER BUNBURY	1,599.20
		PARTS FOR RETIC SYTEM AND DURANILLIN WATER SUPPLY	
28/07/2022	28072022.17	WALGA BUSINESS SOLUTIONS	23,864.13
		MEMBERSHIP AND SUBSCRIPTION FEES - 2022/2023	
28/07/2022	28072022.18	WISNIEWSKI JAMES	140.00
		REIMBURSE TELEPHONE ACCOUNT JAN-END OF JULY 2022	
28/07/2022	BPAY	SYNERGY	1,304.65
		ELECTRICITY USAGE AND SUPPLY CHARGE VARIOUS	
28/07/2022	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	43.49
		NAB CONNECT FEES AND USAGE	
29/07/2022	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	10.00
		FEE ACCOUNT 086724 508314385 FEES	
29/07/2022	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	52.30
		FEE ACCOUNT 086724 508314385 FEES	
29/07/2022	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	79.90
		MERCHANT FEES 290722	
31/07/2022	BPAY	AUSTRALIAN TAXATION OFFICE	8,650.00
		JUNE BAS	
		VOUCHERS	AMOUNT
		MUNICIPIAL FUND	
		01072022.1 - 01072022.9	24,046.90
		05072022.1 - 05072022.3	6,505.30
		19072022.1 - 19072022.32	63,880.82
		21072022.1	2,740.00
		28072022.1 - 28072022.18	62,963.96
		CHEQUES - 020071	9,370.65
		EFT/DEBIT/BPAY	36,131.83
		SALARIES & WAGES	103,781.14
		LICENSING JUNE 2022 TRANSFERS	7,290.80
		TOTAL	316,711.40

13.3 2021-22 OAG Audit Interim Management Letter

FILE REFERENCE:	2.1.19
LOCATION:	N/A
APPLICANT:	N/A
AUTHOR:	Rajinder Sunner - MCS
AUTHORISING OFFICER:	V Fordham Lamont - CEO
DATE:	10 August 2022
DISCLOSURE OF INTEREST:	N/A
ATTACHMENTS (CONFIDENTIAL):	CONFIDENTIAL 13.3.1 2021-2022 OAG Audit Interim Management Letter CEO CONFIDENTIAL 13.3.2 2021-2022 Audit Interim Management with Comments

SUMMARY:

That Council accepts the 2021-22 management letter prepared by the Office of the Auditor General and accepts management comments and actions in relations to the audit outcomes and recommendations.

BACKGROUND:

Council is required to have an Interim Audit which is undertaken by an Auditor approved by the OAG. The focus of the interim audit is to evaluate the Shire of West Arthur's overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to the audit of the annual financial report.

At the Audit and Risk Committee meeting held on 16 August 2022, the Audit and Risk Committee resolved:

- **That the Audit and Risk Committee:**
 - Accepts the 2021-2022 management letter prepared by Office of the Auditor General) and accepts management comments and actions in relation to the audit outcomes.
- **That the Audit and Risk Committee recommends that council:**
 - Accepts the 2021-2022 management letter prepared by Office of the Auditor General and accepts management comments and actions in relation to the audit outcomes and recommendations.

COMMENT:

The Office of the Auditor General 2021-22 Audit Interim Management Letter has identified five management control issues, one Significant, Three Moderate and one Minor which are detailed in attachment 6.1 Office of the Auditor General – Audit findings Report. It is recommended that the Audit and Risk Management Committee endorse this report and recommend the endorsement by Council. Once endorsed, the report will be published on the Shire's website.

CONSULTATION:

CEO
Manager Financial Reporting

STATUTORY ENVIRONMENT:

Local Government Act 1995 section 7.12A – Duties of local government with respect to audits. The requirements of this response are:

- a. Upon receipt of the auditor's report, the local government must prepare a report for its Audit Committee to address the significant matters raised and outline what action(s) the local government has taken or intends to take in respect of each of the matters raised.
- b. The Audit Committee minutes and the report to the Minister are referred to Council for proper review and endorsement of any proposed actions.

- c. Within 3 months of receipt of the auditor's report, a copy of the Council-endorsed report must be provided to the Minister.
- d. Within 14 days of providing a copy of the report to the Minister, a copy must be published on the local government's website.

A local government is not considered compliant with its statutory obligations until all the above actions have been completed.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

2031 Community Strategic Plan

Theme: Leadership and Management – Inspirational, Dynamic, Transparent

Outcome: Establish and maintain sound business and governance structures

Strategy: Comply with regulations and best practice standards to drive good decision making by Council and Staff.

RISK IMPLICATIONS:

A risk theme is the categorising of risk. For example, the collection of risks that represent compliance failure. The risk themes in the shire Risk Register include:

- Business Disruption
- Community Disruption
- IT or Communications Failure
- External Threat or Fraud
- Misconduct
- Inadequate safety or security practices
- Inadequate project or change management
- Errors Omissions or Delays
- Inadequate Document Management Processes
- Inadequate supplier / contract management
- Providing inaccurate advice / information
- Ineffective Employment practices
- Compliance failure
- Inadequate asset management
- Inadequate engagement practices
- Ineffective facility or event management
- Inadequate environmental management

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)

Description of Key Risk	Failure to address the matters raised in the management audit letter.
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Extreme (20)
Risk Likelihood (based on history and with existing controls)	Almost Certain (5)
Risk Consequence	Major (4)
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	2021-2022 Audit Interim management letter identified 5 management control issues, which has now been addressed.

VOTING REQUIREMENTS:

Simple majority

OFFICER RECOMMENDATION:

That Council:
Accepts the 2021-22 management letter prepared by the Office of Auditor General and accepts management comments and actions in relations to the audit outcomes and recommendations.

Moved: _____

Seconded _____

ATTACHMENT

CONFIDENTIAL 13.3.1
CONFIDENTIAL 13.3.2

2021-2022 OAG Audit Interim Management Letter CEO
2021-2022 Audit Interim Management Letter With Comments

14. PLANNING AND TECHNICAL SERVICES**15. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****16. NEW 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.