



## CONFIRMED MINUTES

Shire of West Arthur  
Ordinary Council Meeting  
Thursday 18 April 2024

These Minutes were confirmed at the Ordinary council meeting on: 23 May 2024

Signed:

Presiding Member at the meeting at which the Minutes were Confirmed.

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**Content**

<b>1</b>	<b>Declaration of Opening/Announcement of Visitors.....</b>	<b>4</b>
<b>2</b>	<b>Attendance/Apologies/Approved Leave of Absence .....</b>	<b>4</b>
<b>3</b>	<b>Announcements of the Presiding Member .....</b>	<b>4</b>
<b>4</b>	<b>Response to Previous Public Questions taken on Notice .....</b>	<b>5</b>
<b>5</b>	<b>Public Question Time .....</b>	<b>5</b>
<b>6</b>	<b>Petitions, Deputations, Presentations, Submissions .....</b>	<b>5</b>
<b>7</b>	<b>Applications for Leave of Absence.....</b>	<b>5</b>
<b>8</b>	<b>Disclosures of Interest .....</b>	<b>5</b>
<b>9</b>	<b>Confirmation of Minutes of Previous Meetings Held.....</b>	<b>5</b>
9.1	Ordinary Meeting of Council 21 March 2024 .....	5
<b>10</b>	<b>Reports from Councillors .....</b>	<b>6</b>
<b>11</b>	<b>Office of the Chief Executive Officer .....</b>	<b>7</b>
11.1	Standardised Meeting Procedures - Consultation.....	7
11.2	Appointment of WA Electoral Commission to Conduct an Extraordinary Election.....	37
11.3	Appointment of Replacement Councillor to the Audit and Risk Committee .....	44
11.4	Appointment of Replacement Member of Development Assessment Panel .....	51
11.5	Appointment of Replacement Member of Tidy Towns Committee .....	54
11.6	7 King St, Darkan - Failure to Comply with Directions Notice .....	57
11.7	Amendment to Delegation 2.5 Donations, Fee Reductions, and Sponsorships .....	61
11.8	Revocation of Delegation 2.20 Legal Representation and Cost Indemnification .....	66
11.9	F9 - Australia Day Citizen of the Year Awards.....	70
<b>12</b>	<b>Corporate Services.....</b>	<b>75</b>
12.1	Financial Reports - March 2024 .....	75
12.2	Accounts for Payment Listing - March 2024.....	102
<b>13</b>	<b>Works and Services.....</b>	<b>113</b>
13.1	Disposal Of Unutilised Plant By Auction .....	113
<b>14</b>	<b>Regulatory Services .....</b>	<b>117</b>
<b>15</b>	<b>Motions of which Previous Notice has been Given.....</b>	<b>117</b>
<b>16</b>	<b>New or Urgent Business Introduced by Decision of the Meeting .....</b>	<b>117</b>
<b>17</b>	<b>Matters Behind Closed Doors.....</b>	<b>117</b>
<b>18</b>	<b>Closure of Meeting .....</b>	<b>117</b>

**MINUTES OF SHIRE OF WEST ARTHUR  
ORDINARY COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBERS  
ON THURSDAY, 18 APRIL 2024 AT 7.00PM**

**1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Member declared the meeting open at 7.07pm.

The Presiding Member advised all attendees that the meeting is being recorded as required by s5.23A of the Local Government Act 1995 and regulations 14F - 14I of the Local Government (Administration) Regulations 1996

**2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**

COUNCILLORS:	Cr Neil Morrell	(Shire President)
	Cr Karen Harrington	(Deputy Shire President)
	Cr Graeme Peirce	
	Cr Robyn Lubcke	
	Cr Duncan South	
	Cr Adam Squires	
	Cr Lucy Hall	
STAFF:	Vin Fordham Lamont	(Chief Executive Officer)
	Rajinder Sunner	(Manager Corporate Services)
	Gary Rasmussen	(Manager Works and Services)
	Sharon Bell	(Community Development Officer)
	Kerryn Chia	(Projects Officer)
APOLOGIES:	Nil	
ON LEAVE OF ABSENCE:	Nil	
ABSENT:	Nil	
MEMBER OF THE PUBLIC:	Shayne Lucy	Evoke Living Homes

**3 ANNOUNCEMENTS OF THE PRESIDING MEMBER**

Nil

**4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5 PUBLIC QUESTION TIME**

Nil

**6 PETITIONS, DEPUTATIONS, PRESENTATIONS, SUBMISSIONS**

**6.1 SHAYNE LUCY – EVOKE LIVING HOMES**

Shayne left the meeting at 7.45pm.

**7 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**8 DISCLOSURES OF INTEREST**

Nil

**9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS HELD**

**9.1 ORDINARY MEETING OF COUNCIL 21 MARCH 2024**

**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

**RESOLUTION CO-2024-040**

Moved: Cr Graeme Peirce

Seconded: Cr Adam Squires

That the Minutes of the Ordinary Meeting of Council held in Council Chambers on 21 March 2024 be confirmed as true and correct.

In Favour: Cars Neil Morrell, Karen Harrington, Graeme Peirce, Robyn Lubcke, Duncan South and Adam Squires

Against: Nil

**CARRIED 6/0**

**10      REPORTS FROM COUNCILLORS****Cr Neil Morrell (Shire President)**

Cr Morrell attended the Central Country Zone meeting on 12<sup>th</sup> April.

**Cr Karen Harrington (Deputy Shire President)**

Cr Harrington attended the bus tour on 27<sup>th</sup> March for the Shire Roads Review, the Central Country Zone Executive meeting and Housing Workshop on 3<sup>rd</sup> April, the Central Country Zone meeting on 12<sup>th</sup> April and the Local Government Grants Commission public presentation on 18<sup>th</sup> April.

**Cr Graeme Peirce**

Cr Peirce attended the bus tour on 27<sup>th</sup> March for the Shire Roads Review and the Housing Workshop on 3<sup>rd</sup> April.

**Cr Robyn Lubcke**

Cr Lubcke attended the bus tour on 27<sup>th</sup> March for the Shire Roads Review, the Housing Workshop on 3<sup>rd</sup> April and the Swimming Pool Committee Meeting on 18<sup>th</sup> April.

**Cr Duncan South**

Cr South attended the Local Government Grants Commission public presentation on 18<sup>th</sup> April.

**Cr Adam Squires**

Cr Squires attended the bus tour on 27<sup>th</sup> March for the Shire Roads Review and the Housing Workshop on 3<sup>rd</sup> April.

**11 OFFICE OF THE CHIEF EXECUTIVE OFFICER****11.1 STANDARDISED MEETING PROCEDURES - CONSULTATION**

<b>File Reference:</b>	<b>ADM864</b>
<b>Location:</b>	<b>Nil</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>29/03/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. WALGA Discussion Paper</b> <a href="#">↓</a>

**SUMMARY:**

Council is requested to consider endorsing the attached responses to the survey questions and approving the submission to WALGA.

**BACKGROUND:**

A three-month consultation period is now open to inform the development of new regulations and guidance materials to standardise local government council and meeting procedures in WA.

The proposed state-wide regulations would replace individual council procedures, standing orders and local laws, and are part of the first tranche of local government reforms which were passed by WA Parliament in May 2023.

The Department of Local Government, Sport and Cultural Industries (DLGSC) invites local governments to have their say by visiting <https://www.dlgsc.wa.gov.au/local-government/strengthening-local-government/local-government-act-reform/standardised-meeting-procedures-consultation> and:

- reading the consultation paper; and
- completing the online survey.

The consultation closes on **Wednesday 29 May 2024**.

WALGA has also prepared a discussion paper (see attachment) with comments against each of the survey questions to assist local governments in their submissions. WALGA is accepting feedback from local governments until Monday 29 April 2024 and it is suggested that Council makes its submission through WALGA via this option.

**COMMENT:**

At its March briefing session, Council discussed the survey questions and the CEO has drafted responses as shown (in red font) in the attachment. It is recommended that Council support the attached responses.

**CONSULTATION:**

Senior Staff

**STATUTORY ENVIRONMENT:**

Local Government Act 1995  
Multiple sections

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

West Arthur Community Strategic Plan

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

Description of Key Risk	New Standardised Meeting Procedures will not align with our Council’s requirements.
Risk Likelihood (based on history and with existing controls)	(3) Possible
Risk Consequence	(3) Moderate
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(9) Medium
Principal Risk Theme	Misconduct
Risk Action Plan (Controls or Treatment Proposed)	Participate in the development of new procedures by submission responses to DLGSC survey.

**VOTING REQUIREMENTS:**

Simple Majority

**RESOLUTION CO-2024-041**

Moved: Cr Karen Harrington

Seconded: Cr Robyn Lubcke

That Council endorse the attached responses to the DLGSC Standardised Meeting Procedures Survey and direct the CEO to submit them to WALGA at [jmcgovern@walga.asn.au](mailto:jmcgovern@walga.asn.au) by 29 April 2024.

In Favour: Cars Neil Morrell, Karen Harrington, Graeme Peirce, Robyn Lubcke, Duncan South and Adam Squires

Against: Nil

**CARRIED 6/0**



# Standardised Meeting Procedures

## WALGA DISCUSSION PAPER



**Contents**

PURPOSE OF WALGA DISCUSSION PAPER..... 3

PART 1 – GENERAL MEETING PROCESS ..... 4

    1. Calling meetings..... 4

    2. Agendas and order of business ..... 5

    3. Urgent business ..... 6

    4. Quorum ..... 7

    5. Adjourning a meeting ..... 7

PART 2 – PUBLIC PARTICIPATION ..... 9

    6. Public question time ..... 9

    7. Presentations at council ..... 11

    8. Petitions ..... 12

PART 3 – CONDUCT OF DEBATE..... 14

    9. Orderly conduct of meetings..... 14

    10. Motions and amendments ..... 16

    11. Debate on a motion ..... 17

    12. Questions by members ..... 18

    13. Procedural motions ..... 19

    14. Adverse reflection ..... 20

PART 4 – OTHER MATTERS ..... 21

    15. Meeting minutes and confirmation..... 21

    16. Electronic meetings and attendance..... 23

    17. Council committees ..... 24

    18. Meetings of electors ..... 25

    19. Any other matters..... 25

SUBMITTING FEEDBACK TO WALGA ..... 27



## PURPOSE OF WALGA DISCUSSION PAPER

WALGA is conscious that Local Government consultation leading to the development of the *Local Government Amendment Act 2023* evidenced broad sector support for standardisation of meeting procedures.

WALGA is equally aware that while many current Meeting Procedures / Standing Orders Local Laws include a solid core of common provisions, there is also some diversity across a range of Local Laws content.

We therefore recognise the challenge inherent in developing standardised meeting procedures and the potential they may differ significantly from, or even exclude, well-entrenched Local Law practices and procedures applied at Council and Committee meetings. Participating in the consultation process is therefore crucial to developing workable standardised meeting procedures.

The WALGA Discussion Paper is developed with a view to being read in conjunction with the Department of Local Government, Sport and Cultural Industries Standardised Meeting Procedures Consultation Paper, released in February 2024.

Our Discussion Paper melds the Consultation Paper content with WALGA Comment that is intended to provoke thought and lead to a considered response to the 34 questions posed by the Department. It is WALGA's recommendation that Local Government administrators and Council Members work collaboratively in determining a response to the Consultation Paper. This can be facilitated through informal workshops or a more formal approach at a Council meeting.

**WALGA would greatly appreciate receiving your formal response by close of business Monday 29 April 2024.** This is a different timeframe to the Department's Consultation Paper closing date of 29 May 2024, however it is necessary to facilitate development of a consolidated advocacy position that reflects the aggregated views of the sector on standardised meeting procedures.

### Contacts:

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Executive Director, Member Services

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**PART 1 – GENERAL MEETING PROCESS**

**DLGSCI Consultation Paper**

**1. Calling meetings**

The calling of council meetings is outlined in sections 5.5 to 5.7 of the Act, and in existing regulations 12 to 14. Amendments are proposed to add new requirements for the oversight of special council meetings that are held at short notice and prevent any meeting from being held at an unreasonable time of day. It is important that special meetings are only convened in appropriate circumstances. Regulations are proposed to require:

- a minimum of 24 hours’ notice to convene a special council meeting
- that notice to convene a special council meeting may be done with less than 24 hours’ notice if an absolute majority of council members call the meeting
- that a meeting cannot commence any earlier than 8 am or later than 8 pm.

**WALGA Comment**

**Currently there is no time-based provision relating to calling a Special Council Meeting, with start times based on availability of attendees, identified urgency of a matter and adopting a common-sense approach. In recognition of exceptional circumstances, consider:**

- **Will an absolute majority of Council Members always be available/contactable if an emergency situation necessitates a special meeting?**
- **Should the Mayor or President be empowered to call a Special Council Meeting during an emergency, public health emergency or state of emergency, similar to emergency powers under section 6.8(1)(c) of the Act?**

1. **Is it suitable to allow for a special council meeting to be convened with less than 24 hours’ notice if an absolute majority of council members call the meeting? **Yes / No****

**(a) If no, please provide a suggested alternative.**

2. **Are there any circumstances where meetings must start earlier than 8 am or later than 8 pm? **Yes / No****

**(a) If yes, please provide examples and the suggested alternative. **Refer to examples above provided by WALGA. Decision should require an absolute majority.****



**DLGSCI Consultation Paper**

**2. Agendas and order of business**

It is proposed to broadly retain existing requirements for local governments to publish meeting agendas.

It is proposed that the general order of meetings be outlined in the Regulations for consistency across the local government sector. However, a council or committee may decide to consider business in a different order, provided that the other requirements of the Regulations (such as public question time being held before any decisions are made) are still met.

Regulations are proposed to outline the following order of business:

- opening (local governments will still be able to continue their own practices for opening meetings, such as making acknowledgements, prayers, opening statements, etc.)
- recording attendance
- public question time (see section 6)
- public presentations and petitions (see sections 7 and 8)
- members' question time (see section 12)
- confirmation of previous minutes (see section 15)
- reports from committees and the CEO
- motions from members
- urgent business
- matters for which the meeting may be closed
- closure.

**WALGA Comment**

**Some Meeting Procedures / Standing Orders Local Laws have dispensed with the Order of Business; is it necessary to regulate an Order of Business?**

**If the Order of Business is to be regulated, should the Regulations provide some flexibility for Local Governments to change their Order of Business; for example, bringing forward a matter of public interest is current common practice.**

**3. Is the proposed order of business suitable? Yes / No**  
**(a) If no, please provide a suggested alternative**



## DLGSCI Consultation Paper

### 3. Urgent business

Currently, individual local governments' meeting local laws and policies may vary in how urgent business is raised at a meeting. Existing local laws and policies provide various procedures for urgent business to be considered at a council meeting. Broadly, these procedures seek to limit the use of urgent business to only the most exceptional circumstances.

Regulations are proposed to allow the CEO to introduce an item without notice in cases of urgency if:

- an absolute majority of the council resolve to hear the matter at the meeting, and
- the item is clearly marked as urgent business.

It is proposed that DLGSC must be notified each time this occurs, within 7 calendar days, to ensure this process is only used in exceptional circumstances.

Urgent business may only be heard after public question time (see section 6).

### WALGA Comment

**If the CEO determines items of urgent business, is it appropriate to involve the Department in monitoring the CEO's performance given this is the role of Council?**

**Should a Council Member be permitted to introduce an urgent matter for consideration under a Notice of Motion?**

**Should a definition of 'urgent business' be included in standardised regulations, or should this be a matter of Policy?**

**4. Are the proposed requirements for urgent business suitable? Yes / No**

**(a) If no, please provide a suggested alternative. As the CEO determines items of urgent business, it is not appropriate to involve the Department in monitoring the CEO's performance given this is the role of Council. A Council member should not be permitted to introduce an urgent matter for consideration under a Notice of Motion. A definition of 'urgent business' should not be included in standardised regulations, rather it should be a matter of Policy.**



## DLGSCI Consultation Paper

### 4. Quorum

Existing regulation 8 addresses the process for when there isn't a quorum at a meeting.

Amendments are proposed to provide for the following where a quorum is lost or not present:

- if no quorum is present within 30 minutes of the time set for the meeting, the meeting lapses
- where quorum is lost during a meeting:
  - the meeting proceeds to the next item of business if it is due to members leaving because of a financial or proximity interest
  - the meeting is adjourned for 15 minutes for any other reason and if quorum cannot be reformed, the meeting is closed
- where quorum is lost, the names of the members then present are to be recorded in the minutes.

## WALGA Comment

**Is there potential for proposed standardised regulations to replicate existing regulation 8?**

**Should the presiding member be empowered to set the date and time to reconvene a meeting adjourned due to lack of quorum?**

**5. Are the proposed requirements for when a quorum is not present or lost suitable? **Yes / No****

**(a) If no, please explain why and the suggested alternative, if any.**

## DLGSCI Consultation Paper

### 5. Adjourning a meeting

Currently, individual local governments' meeting local laws or policies may contain processes for adjourning a meeting. It is intended to adopt similar rules, while also addressing concerns regarding meetings of council that run late. Regulations are proposed to provide that:

- council may decide to adjourn a meeting to another day, time and place to resume from the point it adjourned
- a presiding member may adjourn a meeting for 15 minutes to regain order of a meeting that has been disrupted





- if a meeting is adjourned for a second time due to disruption, a presiding member must adjourn the meeting to another day, time or place (not on the same day), with notice being published on the local government’s website.

It is also proposed that if a meeting is continuing and it reaches 10:45 pm:

- the council or committee may decide to either extend the meeting for a further 15 minutes to allow for any remaining business to be concluded or determine to adjourn the meeting
- if any business remains at 11 pm, the meeting must adjourn to a day and time which is at least 10 hours later to deal with any outstanding agenda items and a notice must be published on the local government’s website listing when the meeting will resume.

### WALGA Comment

**There are a variety of meeting starting times, therefore is the proposal to regulate that meetings must always adjourn at 11pm appropriate? Could the meeting closure time be based on a standard number of hours commencing from the opening of a meeting?**

**Is a procedural motion to extend time, by absolute majority, a valid option?**

**Is employee work, health and safety an equal consideration when determining the earliest a meeting can reconvene? If so, should the CEO have an active role in determining the time the meeting reconvenes?**

**6. Is 11 pm an appropriate time for when a meeting must be adjourned? Yes / No**

**(a) If no, what is the suggested alternative? There are a variety of meeting starting times, therefore the proposal to regulate that meetings must always adjourn at 11pm is not appropriate. The meeting closure time could be based on a standard number of hours commencing from the opening of a meeting. A procedural motion to extend time, by absolute majority, is a valid option. Employee work, health and safety is an equal consideration when determining the earliest a meeting can reconvene. Therefore, the CEO should have an active role in determining the time the meeting reconvenes.**



## PART 2 – PUBLIC PARTICIPATION

### DLGSCI Consultation Paper

#### 6. Public question time

Currently, the Act and Regulations require that public question time is to be made available at every council meeting and certain committee meetings.

Regulation 6 requires that at least 15 minutes is to be made available for public questions at those meetings. However, question time may be extended if there are further questions; the time may also be used for other business if there are no further questions.

Regulation 7 also provides that question time must be held before substantive decisions are made at that meeting.

Currently, the practice at many local governments is that a person who wishes to ask a question attends the meeting (either physically in-person or by electronic means) to ask their question. However, it is proposed that regulations allow for a personal representative of a person to ask a question. This provides an alternative avenue for someone who may be unable to attend a meeting to have their question raised.

Currently, individual local governments meeting local laws and policies may contain processes for members of the public to raise questions. Some requirements, such as rules requiring a person to lodge a question in writing before a meeting, may prevent a person who is not familiar with those requirements from being able to ask a question.

New standardised requirements are proposed to expand the existing Regulations to require that:

- a member of the public only needs to provide their name and suburb/locality (and not any other information) before asking a question
- a person is not required to lodge a question in writing in advance of a meeting (although a person may choose to do so, for instance if they have a very specific or technical question)
- a local government may still require a person, or their personal representative, to attend a meeting to ask a question lodged in writing in advance of the meeting for it to be addressed at that meeting
- questions must not take more than 2 minutes to ask, including a relevant preamble, unless the presiding member grants an extension of time
- if other people are waiting to ask questions, the presiding member will seek to provide equal opportunity for people to ask questions (for instance, by moving to the next person waiting after someone has asked 3 questions, and returning to the first person if time allows)
- any questions are to be answered by the presiding member, or a relevant member (nominated by the presiding member), the CEO, or an employee nominated by the CEO



- if a question, or a question of a similar nature, was asked and answered in the previous 6 months, the presiding member may direct the member of the public to the minutes of the meeting that contains the question and answer
- no debate of a question or answer is to take place
- questions may be taken on notice by the person who is answering the question
- when a question is taken on notice, a response is to be given to the member of the public in writing and a copy of the answer is to be included in the agenda of the next ordinary meeting
- the presiding member may reject questions that contain offensive language or reflect adversely on others but must provide opportunities for the question to be rephrased

**WALGA Comment**

**Do the proposals provide appropriate balance between the right of the public to ask questions and the community expectation that Councils efficiently transact meeting business and make decisions?**

**The public question time provisions under section 5.24 of the Act and the Local Government (Administration) Regulations do not specify that a member of the public must identify themselves. Is it appropriate that a person will be required to identify themselves, or should this be discretionary to permit a right to privacy?**

**Should a Council Member be permitted to act as a personal representative and ask a question on behalf of an absent member of the public? Should members of the public always be present to ask their question?**

- 7. Is the existing minimum allocation of 15 minutes for public question time sufficient? ~~Yes~~ / No**  
 (a) If no, what minimum time limit do you suggest? **5 minutes.**
- 8. Is 2 minutes enough time for a member of the public to ask a question? **Yes** / ~~No~~**  
 (a) If no, what time limit or other method of allocating questions do you suggest?
- 9. Should any other standard requirements for public question time be established? ~~Yes~~ / No**  
 (a) If yes, please provide details.
- 10. Should a personal representative be able to ask a question on behalf of another person? ~~Yes~~ / No**



(a) If no, please provide your reasons. **If the person asking the question cannot make it to the meeting, then the Presiding Member should be able to read out the question.**

## **DLGSCI Consultation Paper**

### **7. Presentations at council**

Local governments commonly allow for presentations (also known as deputations) to be made to inform council decisions. Councils may set a policy for whether they hear presentations at council meetings and/or committee meetings, or at other meetings, and the circumstances in which a presentation may be heard.

It is proposed that local governments will continue to have discretion to choose whether and when to hear presentations.

To allow for a decision to be made in advance of the meeting, it is proposed that either the presiding member or CEO will make the decision on whether a presentation is heard at a meeting, based on any policy established by the council.

Accordingly, it is proposed that a council may establish a policy that determines:

- the types of meetings at which presentations may be heard
- whether the responsibility for making decisions on presentation requests sits with either the presiding member or CEO
- any other matters to guide the presiding member or CEO's decision making towards requests.

New Regulations are also proposed to:

- allow a person, or group of people, to lodge a request in accordance with the council's policy to provide a presentation at least 48 hours before the meeting
- require the presiding member or CEO to decide and provide a response to the person requesting the presentation by 12 noon the day of the meeting
- provide that if the presiding member or CEO refuses an application, they are to provide their reasons to the applicant and advise of the refusal at the meeting
- limit presentations to 5 minutes (not including questions) unless there is a resolution to extend the time limit
- allow council and committee members to ask questions of presenters.

## **WALGA Comment**

**Should an applicant provide details of their proposed topic and context when making a request to provide a presentation, to permit the CEO to advise Council on relevant legal, financial or other implications?**



**Should the decision to allow a presentation be made by the presiding member in consultation with the CEO, rather than being made by one or the other?**

- |  |
|--|
| <p><b>11. Should the Regulations specify that a request to make a presentation must relate to an item on the agenda for the relevant meeting? <b>Yes / No</b></b></p> <p>(a) If no, please provide reasons.</p> <p><b>12. Is 48 hours of notice sufficient to administer an application from a member of the public to present to a meeting? <b>Yes / No</b></b></p> <p>(a) If no, please provide reasons and suggest an alternative. <b>The application should give the CEO enough time to include it in the meeting agenda.</b></p> <p><b>13. Should a standard time limit be set for public presentations? <b>Yes / No</b></b></p> <p>(a) If no, please provide reasons.</p> <p><b>14. Would 5 minutes be a suitable time limit for public presentations? <b>Yes / No</b></b></p> <p>(a) If no, please provide reasons and suggest an alternative. <b>20 minutes.</b></p> |
|--|

## DLGSCI Consultation Paper

### 8. Petitions

Many local governments have a tradition of accepting petitions, mirroring the practice of Parliament.

Regulations are proposed to:

- enable any person to petition a local government by lodging a petition to the council on any matter, including petitions which may be critical of actions or decisions of the local government
- require the lead petitioner to provide their contact details
- require any person signing a petition to state their suburb/town, and declare whether they are residents and/or electors of the district
- require the petitioner to tally the number of signatories
- limit rejection of a petition to only when it is not in the prescribed form
- require that the council is to consider each petition and must determine how it is to respond, such as by seeking a report from the CEO
- allow local governments to establish an electronic petitioning system if they wish
- require all petitions received and outcomes from petitions to be summarised in a report to the annual meeting of electors.





**WALGA Comment**

**Should rejection of a petition extend to cases where the petitioned action will breach a written law and related imperatives, such as a public health emergency declaration?**

**15. Do the proposed regulations provide an effective system for managing petitions? Yes / No**

(a) If no, please provide reasons and suggested alternatives. **Rejection of a petition should extend to cases where the petitioned action will breach a written law and related imperatives, such as a public health emergency declaration.**

**PART 3 – CONDUCT OF DEBATE**

**DLGSCI Consultation Paper**

**9. Orderly conduct of meetings**

New Regulations are proposed to create a duty for all people present at a meeting to:

- ensure that the business of the meeting is attended to efficiently and without delay
- conduct themselves courteously at all times
- allow opinions to be heard within the requirements of the meetings procedures.

It is also proposed that the Regulations:

- allow members to raise points of order to bring the presiding member’s attention to a departure from procedure
- provide that it is a minor breach for a presiding member to preside in a manner which is unreasonable or contravenes the requirements of the Act or Regulations
- empower the presiding member to call a person to order and:
  - should a member not comply with a third call to order, the presiding member may direct them to speak no further (but they may continue to cast their vote) for the remainder of the meeting, with failure to adhere to the direction being a minor breach
  - if any other person does not comply with one call to order, the presiding member may direct them to leave the meeting, with failure to do so being an offence
- provide that a council may vote to rescind a direction made by a presiding member for a member to not speak further during a meeting
- provide that a member who has had a direction made against them to not speak further cannot move or second a motion that attempts to rescind the decision.







**WALGA Comment**

**Are the proposed presiding member powers sufficient to maintain order at meetings?  
Are additional powers required?**

**Clause 10 of the Model Code of Conduct includes matters that must be observed by Council and Committee Members attending Council meetings, enforceable through the behavioural complaints process. Are the proposed new duties of persons present at meetings similar to the expected behaviours expressed in the Model Code?**

**The proposed minor breach of the presiding member includes ‘unreasonable’ conduct; should the regulations be limited to actual contraventions of the Act, Regulations or Code of Conduct?**

**16. Do these measures provide a suitable framework to maintain order in meetings?  
Yes / No**

(a) If no, what are the suggested changes?

**DLGSCI Consultation Paper**

**10. Motions and amendments**

Existing meeting procedures address many matters relating to the processes of decision making. This includes motions and amendments (including foreshadowed and alternate motions), notices of motion by members, reasons for changes to the CEO’s recommended motion, passing motions “en bloc”, and how voting occurs. The existing system of motions (including foreshadowed, amendment, alternate and revocation motions) are proposed to be broadly maintained.

Council members may raise motions that are not part of the agenda of a meeting to recommend a proposal for consideration. For instance, a motion might propose a new policy or decision.

Local governments commonly require notice of a motion to be provided in advance of a council meeting. This is to allow council members time to review the motion and for the CEO and administration to provide advice needed to assist council members with making a decision on a motion.

Providing notice to other council members, the CEO and administration can support a more fulsome consideration of the motion.

Regulations are proposed to require council members to provide written notice of motions at least 1 calendar week before the council meeting commences. This would generally allow those motions to be included in the meeting agenda, which must be published 72 hours before the commencement of the meeting.

It is proposed that council members will still be able to move amendments and alternative motions during debate on agenda items without providing written notice in advance of the



meeting. This provides for members to be able to consider all options and suggestions for an item included in the agenda of a meeting.

It is proposed that reasons for notices of motion, amendments and other decisions that are changed at a meeting would still be required.

**WALGA Comment**

**It is relatively common for Agendas to be prepared well in advance of the Council meeting so that Agenda Briefing sessions can be held. Should a notice of motion be provided within the established Agenda preparation timeframe of each Local Government?**

**Should a notice of motion be received by Council resolution to indicate support prior to the Administration preparing a detailed report?**

**Should a CEO be empowered to reject any notice of censure motion from a Council member, given this equates to adverse reflection?**

- 17. Is a period of 1 calendar week an appropriate notice period for motions? Yes / No**
- (a) If no, what is your suggested alternative?
- 18. Are these proposals for motions suitable? Yes / No**
- (a) If no, please provide reasons

**DLGSCI Consultation Paper**

**11. Debate on a motion**

The practice of motions being moved and seconded and debate alternating between speakers for and against the motion is used in meeting procedures statewide.

Some local governments have a further requirement where if a motion is not opposed, no debate occurs, and the motion is recorded as passing unanimously.

Regulations are proposed to provide for the following rules for formal debate on a motion or amendment:

- any motion must be seconded before it may be debated (or carried without debate)
- a motion is carried without debate if no member is opposed to the motion
- if a member is opposed, the mover and seconder may speak and are followed by alternating speakers against and for the motion, with a final right of reply for the mover
- speeches must be relevant to the motion under debate and no member must speak twice –



except for the mover’s right of reply, or if the council decides to allow further debate

- no member can speak for longer than 5 minutes without the approval of the meeting.

**WALGA Comment**

**Should regulations provide for Council to suspend formal debate rules to enable members to speak more than once on a specific item?**

19. Do you support these rules for formal debate on a motion or amendment? **Yes / No**  
 (a) If no, what is your suggested alternative? **Regulations should provide for Council to suspend formal debate rules to enable members to speak more than once on a specific item.**

20. Is 5 minutes a suitable maximum speaking time during debate? **Yes / No**  
 (a) If no, what should be the default maximum speaking time? **3 minutes.**

21. Is a general principle against speaking twice on the same motion suitable? **Yes / No**  
 (a) If no, please provide reasons.

**DLGSCI Consultation Paper**

**12. Questions by members**

The current practices for members asking formal questions at meetings varies throughout the sector. Some local governments have a “questions from council members” period; other local governments allow members to place questions on notice for future meetings.

Regulations are proposed to provide that:

- council members can ask the CEO questions related to any item on an agenda by providing the question in writing by 12 noon the day before the meeting
- council member questions are to be answered during the “questions from council members” agenda item
- council members must seek permission from the presiding member to ask the CEO 0.0.0. clarifying questions during debate.

**WALGA Comment**

**Questions from Council Members are an important part of the meeting, especially if a Local Government does not conduct Agenda Briefings in advance of ordinary Council meetings.**



**Should questions from Council Members only be asked at one particular part of the meeting or be asked prior to debate on the agenda item to which the question relates? Could limiting questions to those provided the day before the meeting be counter productive to good decision making if the question relates to a matter on the Agenda?**

**With proposed new rules for public question time in mind, should questions by members also be limited by time and number in the interests of conducting efficient and effective meetings? Should the presiding member be empowered to rule on the relevance of a question?**

- 22. Should the new standardised provisions include a maximum time limit for the “questions from council members” agenda item? Yes / No**
- (a) If no, please provide details.
- 23. Is 1 day of notice for a question from a council member sufficient? Yes / No**
- (a) If no, what is your suggested alternative and why?
- 24. Is it appropriate for the presiding member to consider whether to allow a member to ask clarifying questions during debate? Yes / No**
- (a) If no, what is your suggested alternative and why?

## DLGSCI Consultation Paper

### 13. Procedural motions

Various procedural motions are provided for in each local governments’ meeting procedures. They help with managing a meeting effectively and democratically.

Regulations are proposed to provide for the following procedural motions to be put without debate:

- a motion to vary the order of business (e.g. to move a report in the order of business so it is considered earlier)
- a motion to adjourn debate to another time
- a motion to adjourn the meeting
- a motion to put the question (close debate)
- a motion to extend a member’s speaking time
- a motion to extend public question time
- a motion to extend the time for a public presentation



- a motion to refer a motion to a committee or for the CEO to provide a new or updated report to a future meeting
- a motion of dissent in the presiding member’s ruling (for example, to overturn the presiding member’s direction that a member does not speak further)
  
- a motion to close a meeting to the public in accordance with the Act.

**WALGA Comment**

**Procedural motions in current Local Laws are accompanied by qualifying provisions explaining their effect; for example, a person who has spoken on a motion cannot move to close a debate on the motion; and the mover of some procedural motions can speak to the motion but cannot speak to some others.**

**Are some qualifying provisions still necessary to ensure fair and equal participation in the meeting? Or should all procedural motions be put without debate?**

**25. Should any of these procedural motions not be included? Yes / No**

(a) If yes, please identify which motions and why they should not be included.

**26. Are any additional procedural motions needed? Yes / No**

(a) If yes, please provide suggestions and explain why.

**DLGSCI Consultation Paper**

**14. Adverse reflection**

In addition to aspects of the model code of conduct, existing meeting procedures seek to prevent inappropriate language and adverse reflections from occurring at meetings.

Regulations are proposed to provide that:

- a person, including a member, cannot reflect adversely on the character of members, employees or other persons – if they do so they must withdraw their remark
- members cannot adversely reflect on the decisions of the council, except in making a motion to revoke or change a decision
- failure to withdraw adverse reflection is to be dealt with as disorderly conduct (including as a potential minor breach)
- a member who is concerned about a remark that may be an adverse reflection may raise a point of order with the presiding member.



**WALGA Comment**

**With compulsory public broadcasting and audio recording of ordinary Council meetings imminent, should adverse reflection be elevated from a behavioural or minor breach to a serious breach of the Act?**

**27. Are there any circumstances where a person should be able to adversely reflect on another council member, an employee or a decision of the local government? Yes / No**

(a) If yes, please provide more information to explain the circumstances.

**PART 4 – OTHER MATTERS**

**DLGSCI Consultation Paper**

**15. Meeting minutes and confirmation**

Existing meeting procedures provide for the method of confirmation of the minutes. It is proposed to amend the Regulations to provide a clear process for correcting minutes by:

- allowing a member who identifies errors with unconfirmed minutes to provide a CEO with any proposed corrections by 12 noon the day before a meeting at which the minutes are to be confirmed
- requiring any proposed corrections to the minutes to be presented to council for a decision with a recommendation from the CEO
- Requiring DLGSC to be notified if a local government fails to adopt or defers confirmation of the minutes of a meeting

**WALGA Comment**

**The confirmation of minutes ensures that a true and correct record of a meeting is kept. Currently, a simple majority of Council Members must agree to any proposed amendments. Are additional rules required?**

**28. Is 1 day sufficient notice for a proposed correction to the minutes? Yes / No**

(a) If no, how much notice should be required and why? **10 days because many smaller LGs only have part time team members responsible for preparation of minutes.**





**DLGSCI Consultation Paper**

**16. Electronic meetings and attendance**

In 2020, Regulations were introduced in response to the COVID-19 pandemic to enable councils to hold meetings electronically and for council members to attend using electronic means. This allowed councils to continue making critical decisions during the pandemic. The use of videoconferencing and the adoption of livestreaming has also encouraged public access and participation in local government.

On 9 November 2022, the [Local Government \(Administration\) Amendment Regulations 2022](#) took effect, meaning local governments could conduct council and committee meetings electronically outside of emergency situations and that council and committee members could attend in-person meetings using electronic means, such as videoconferencing.

The State Government committed to a public consultation process to gain feedback on the effect of these changes following 12 months of operation.

**WALGA Comment**

**Is the ‘50% rule’ (refer: regulations 14C(3) and 14D(2A) of the *Local Government (Administration) Regulations*) for electronic attendance at in-person meetings and holding electronic meetings clearly understood? Is it proving to be easily applied?**

**Should the definition of ‘meeting’ (refer: regulation 14C(1) of the *Local Government (Administration) Regulations*) be amended to permit electronic attendance at electors’ meetings?**

- 29. **Has the change to enable electronic meetings to occur outside of emergency situations been helpful? **Yes / No / Unsure or unable to comment****  
 (a) If no, please explain why.
- 30. **Has the ability for individual members to attend meetings electronically been beneficial? **Yes / No / Unsure or unable to comment****  
 (a) If no, please explain why.
- 31. **Do you think any changes to electronic meetings or electronic attendance are required? **Yes / No / Unsure or unable to comment****  
 (a) If yes, please provide details of the changes and explain why they are needed.  
**Specific protocols of how to run and participate in an electronic meeting should be included to assist members during meetings.**





**DLGSCI Consultation Paper**

**17. Council committees**

Sections 5.8 to 5.18 of the Act provide for the establishment of committees that may assist with decision making. Section 7.1A provides for the establishment of an audit committee. The standardised meeting procedures will only apply to those committees established under sections 5.8 and 7.1A.

It is proposed that provisions for committees be similar to requirements for council meetings. Committees may need to provide a more flexible meeting environment, in terms of time limitations and procedure, to facilitate the consideration of issues in detail. This is reflected in meeting procedures across the State.

Regulations are proposed to provide that:

- a committee meeting is to be called when requested by the presiding member of the committee, the mayor or president, or a third of the committee’s members
- certain meeting procedures such as the order of debate, speaking twice and time limits do not apply to a committee
- a committee is answerable to the council and must provide at least 1 report to council on its activities each year.

**WALGA Comment**

**Many current Local Laws include requirements additional to sections 5.8 to 5.18 of the Act for establishing committees, that include assigning terms of reference and requirements for reporting to Council. Are similar establishment provisions required in standardised regulations?**

**If a committee has delegated authority to make decisions, should it follow that the standardised regulations must apply as they do at the ordinary council meeting?**

**32. Are any other modifications needed for committee meetings? Yes / No**

(a) If yes, please provide details of the modifications and explain why. **Many current Local Laws include requirements additional to sections 5.8 to 5.18 of the Act for establishing committees, that include assigning terms of reference and requirements for reporting to Council. Similar establishment provisions are required in standardised regulations. If a committee has delegated authority to make decisions, it should follow that the standardised regulations must apply as they do at the ordinary council meeting.**



**DLGSCI Consultation Paper**

**18. Meetings of electors**

The Act establishes that the mayor or president is to preside at electors’ meetings, and any resolutions passed by an electors’ meeting are considered at a following council meeting.

As electors’ meetings are quite different to council meetings, comment is sought about whether parts of the proposed standard should apply for electors’ meetings.

**WALGA Comment**

**Should the presiding member powers for effective control of meetings always apply to electors’ meetings?**

**33. Should parts of the proposed standard apply at electors’ meetings? Yes / No**

(a) If yes, please explain what may be required. **The presiding member powers for effective control of meetings should always apply to electors’ meetings.**

**DLGSCI Consultation Paper**

**19. Any other matters**

Feedback is welcome on any other element of local government meetings for consideration in the further development of the new Regulations.

**WALGA Comment**

**There are additional matters common to current Standing Orders / Meeting Procedures Local Law that may feature in standardised regulations but not discussed in detail to date, including:**

- **Revoking or changing decisions / implementing decisions: Many current Local Laws feature rules that clarify how revoking or changing decisions under Administration Regulation 10 is applied; does this content remain relevant for inclusion in standardised regulations?**
- **Suspension of standardised regulations: Many current Local Laws include a provision permitting Council by resolution, to suspend one or more Local Law provision; does this content remain relevant for inclusion in standardised regulations?**
- **Matters not included in standardised regulations: Many current Local Laws include a provision empowering the presiding member to decide matters not set out in the Local Law; does this power remain relevant for inclusion in standardised regulations?**



- **Enforcement:** Many current Local Laws include a specific enforcement provision; does this content remain relevant for inclusion in standardised regulations?
- **Powers of presiding member:** Some powers have been referred to in the Consultation Paper under orderly conduct of meetings – Part 3, Item 9. Would additional details of the presiding member powers be helpful?
- **Review of Standardised Regulations:** The Model Local Law (Standing Orders) 1998 (No 73, 3/4/98) were developed by the Department of Local Government to assist Local Governments transition from Bylaws created under the *Local Government Act 1960* to appropriate meeting provisions compliant with the current Act. This Model formed the basis of early Local Laws but due to lack of review, arguably fell out of favour as a suitable template. Should standardised regulations be reviewed every 5 years, to ensure they remain current with contemporary meeting practices?

<p><b>34. Do you have any other comments or suggestions for the proposed new Regulations? YES</b></p>	
<p>(a) If yes, please explain what may be required.</p>	
	<ul style="list-style-type: none"> <li>• <b>Revoking or changing decisions / implementing decisions:</b> Many current Local Laws feature rules that clarify how revoking or changing decisions under Administration Regulation 10 is applied; this content remains relevant for inclusion in standardised regulations.</li> <li>• <b>Suspension of standardised regulations:</b> Many current Local Laws include a provision permitting Council by resolution, to suspend one or more Local Law provision; this content remains relevant for inclusion in standardised regulations.</li> <li>• <b>Enforcement:</b> Many current Local Laws include a specific enforcement provision; this content remains relevant for inclusion in standardised regulations.</li> <li>• <b>Powers of presiding member:</b> Some powers have been referred to in the Consultation Paper under orderly conduct of meetings – Part 3, Item 9. Additional details of the presiding member powers would be helpful.</li> <li>• <b>Review of Standardised Regulations:</b> The Model Local Law (Standing Orders) 1998 (No 73, 3/4/98) were developed by the Department of Local Government to assist Local Governments transition from Bylaws created under the <i>Local Government Act 1960</i> to appropriate meeting provisions compliant with the current Act. This Model formed the basis of early Local Laws but due to lack of review, arguably fell out of favour as a suitable template. Standardised regulations should be reviewed every 5 years, to ensure they remain current with contemporary meeting practices.</li> </ul>



## SUBMITTING FEEDBACK TO WALGA

Please submit feedback on this Discussion Paper by close of business **Monday 29 April 2024** to:

James McGovern  
Manager Governance and Procurement  
[jmcgovern@walga.asn.au](mailto:jmcgovern@walga.asn.au)  
(08) 9213 2093

**11.2 APPOINTMENT OF WA ELECTORAL COMMISSION TO CONDUCT AN EXTRAORDINARY ELECTION**

<b>File Reference:</b>	<b>ADM063</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>3/04/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. WAEC Agreement to Conduct Election <a href="#">↓</a></b> <b>2. Election Timeline <a href="#">↓</a></b> <b>3. WAEC Cost Estimate <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to consider appointing the Electoral Commissioner to conduct an extraordinary postal election to fill the current vacancy at the Shire of West Arthur.

**BACKGROUND:**

Lucy Hall was appointed to Council in October 2023 for a four year term. Cr Hall resigned from Council in March 2024 and, pursuant to section 4.8 of the *Local Government Act 1995* (LGA), an extraordinary election is required to fill the vacancy.

**COMMENT:**

At its meeting of 21 March 2024, Council resolved to provide in-principal support for the WA Electoral Commission (WAEC) to conduct the extraordinary election for the Shire of West Arthur. An estimate of the WAEC's costs has now been received from the Electoral Commissioner (attachment 3), together with confirmation of its agreement to conduct the election on behalf of the Shire (attachment 1). A condition of the agreement is that Council must pass the necessary motions described in attachment 1.

The proposed election date is 12 July 2024 and the relevant timeline of actions is provided as attachment 2.

**CONSULTATION:**

WA Electoral Commission

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

s.4.8 Extraordinary elections

s.4.20(4) CEO to be returning officer unless other arrangements made

s.4.61 (2) Choice of methods of conducting election

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

The estimated cost of the election (\$13,500 incl. GST) will be included in the 2024/2025 annual budget.

**STRATEGIC IMPLICATIONS:**

West Arthur Community Strategic Plan

Theme: Leadership and Management

Outcome: Councillors represent the community and are well trained

Strategy: Council process is open and transparent to the general community

**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 (25)
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 follow the legislated election process would result in delays in appointing the required replacement member of Council.
Risk Likelihood (based on history and with existing controls)	(5) Almost Certain
Risk Consequence	(3) Moderate
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(15) High
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Support the officer recommendation as presented.

**VOTING REQUIREMENTS:**

Absolute Majority

**RESOLUTION CO-2024-042**

Moved: Cr Duncan South

Seconded: Cr Adam Squires

That Council, by absolute majority:

1. declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the extraordinary election; and
2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the extraordinary election will be as a postal election.

In Favour: Cars Neil Morrell, Karen Harrington, Graeme Peirce, Robyn Lubcke, Duncan South and Adam Squires

Against: Nil

**CARRIED 6/0 BY ABSOLUTE MAJORITY**



WESTERN AUSTRALIAN  
Electoral Commission

Mr Vincent Fordham Lamont  
Chief Executive Officer  
Shire of West Arthur  
PO Box 112  
DARKAN WA 6392

Dear Mr Fordham Lamont,

**Councillor vacancy – Local Government Extraordinary Election –  
Written Agreement**

I refer to an email dated 28 March 2024 in which you accept the Western Australian Electoral Commission's Cost Estimate for the 2024 Local Government Extraordinary Election and commit to take it to your next council meeting.

For the purposes of section 4.20(4) of the *Local Government Act 1995*, this letter constitutes my written agreement to be responsible for the conduct of the local government extraordinary election for the Shire of West Arthur **subject to** your Council passing the following two motions (**unchanged**):

1. declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the extraordinary election; and
2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the extraordinary election will be as a postal election.

For the Commission to conduct the extraordinary election as a postal election, your Council will then need to pass the above two motions (**unchanged**) by an absolute majority upon receipt of this letter.

Once the Council passes the abovementioned motions, please forward confirmation to the Commission to the email address below.

If you have further queries, please contact [lgelections@waec.wa.gov.au](mailto:lgelections@waec.wa.gov.au).

Yours sincerely,

A handwritten signature in blue ink that reads 'R Kennedy'.

Robert Kennedy  
**ELECTORAL COMMISSIONER**  
2 April 2024





## POSTAL ELECTION TIMETABLE

### 2024 Local Government Extraordinary Election - Shire of West Arthur

Days to Polling Day	Day	Date	Election Events	References to Act / Regs
80	Tue	23/04/2024	Last day for declaration to have the Electoral Commissioner conduct a postal election.  A decision made to conduct the election as a postal election cannot be rescinded after the 80th day.	LGA 4.20(2)(3)(4)  LGA 4.61(5)
77	Fri	26/04/2024	Electoral Commissioner to appoint a person to be the Returning Officer of the Local Government for the election.	LGA 4.20(4)
77 to	Fri to	26/04/2024 to	Between the 77th / 63rd day the CEO is to give Statewide public notice of the time and date of close of enrolments.	LGA 4.39(2)
63	Fri	10/05/2024	<b>* Preferred date: Wednesday 1 May 2024</b>	
63	Fri	10/05/2024	Last day for the CEO to advise the Electoral Commissioner of the need to prepare a residents roll.  Advertising may begin for nominations from 63 days and no later than 52 days before election day.  <b>* Preferred date: Wednesday 15 May 2024</b>	LGA 4.40(1)  LGA 4.47(1)
57	Thu	16/05/2024	<b>Roll Close</b> Close roll 5.00 pm.	LGA 4.39(1)
52	Tue	21/05/2024	Last day for advertisement to be placed calling for nominations.	LGA 4.47(1)
51	Wed	22/05/2024	<b>Nominations Open</b> First day for candidates to lodge completed nomination paper, in the prescribed form, with the Returning Officer. Nominations period is open for 8 days.	LGA 4.49(a)
44	Wed	29/05/2024	<b>Close of Nominations</b> 4.00 pm on the 44th day before election day.	LGA 4.49(a)
43	Thu	30/05/2024	Last day for the CEO to prepare and certify an owners and occupiers roll for the election.  Last day for the Electoral Commissioner to prepare and certify a residents roll.	LGA 4.41(1)  LGA 4.40(2)
30	Wed	12/06/2024	<b>* Preferred date for Notice of Election</b>  Lodgement of election packages with Australia Post. Delivery dependent on normal Australia Post standards.	LGA 4.64(1)
29	Thu	13/06/2024	The preparation of any consolidated roll under subregulation (1) be completed on or before 29th day before election day.	Reg. 18(2)
26	Sun	16/06/2024	Last day for the Returning Officer to give Statewide public notice of the election.  <b>* Preferred date: Wednesday 12 June 2024</b>	LGA 4.64(1)
11	Mon	1/07/2024	Commence processing returned election packages.	
0	Fri	12/07/2024	<b>ELECTION DAY - Close of poll 6.00 pm</b>	LGA 4.7
<i>As soon as practicable</i>			<b>Declaration and Notice of Election Result</b> by the Returning Officer	LGA 4.77
Post Declaration of Results Events				References to Act / Regs
Within 14 days			Report to Minister. The report relating to an election under section 4.79 is to be provided to the Minister within 14 days after the declaration of the result of the election.	Reg. 81
Within 28 days			An invalidity complaint is to be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election.	LGA 4.81(1)

\* Dates subject to change



WESTERN AUSTRALIAN  
Electoral Commission

Mr Vincent Fordham Lamont  
Chief Executive Officer  
Shire of West Arthur  
PO Box 112  
DARKAN WA 6392

Dear Mr Fordham Lamont,

**Councillor vacancy – Local Government Extraordinary Election – Cost Estimate**

I refer to an email of 21 March 2024 enquiring if the Commission can provide a Cost Estimate to undertake an extraordinary election for the Shire of West Arthur due to the resignation of Councillor Lucy Hall.

As you are aware, if a declaration has been made under section 4.20(4) of the *Local Government Act 1995*, the local government is required to meet the expenses of the Commissioner in connection with the election to the extent required by regulations.

As such, to assist with the Council's decision under section 4.20(4) of the *Local Government Act 1995*, the Commission has estimated the cost to conduct your Council's election as a postal election at approximately \$13,500 (inc GST) which is based on the following assumptions:

- 620 electors;
- response rate of approximately 50%;
- appointment of a local Returning Officer; and
- count to be conducted at your office using CountWA.

Costs not included in this estimate:

- non-statutory advertising (i.e. additional advertisements in community newspapers and promotional advertising);
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns;
- local government staff members to issue replacement votes; and
- the cost of any casual staff to assist the Returning Officer on election day or night

This cost estimate is **not** to be taken as my written agreement to be responsible for the conduct of the local government extraordinary election for the Shire of West Arthur in accordance with section 4.20(4) of the *Local Government Act 1995*.

I will provide that written agreement upon receiving written confirmation from you that:

- A. Your Council agrees to the costs estimate of approximately \$13,500 as set out above; and
- B. You agree that, upon receiving my written agreement, the following two motions will be presented to your Council (**unchanged**):
  1. declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the extraordinary election;
  2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the extraordinary election will be as a postal election.

For the Commission to conduct the extraordinary election as a postal election, your Council will then need to pass the above two motions (**unchanged**) by an absolute majority *after* receiving my written agreement.

If you have any queries, please contact [lgelections@waec.wa.gov.au](mailto:lgelections@waec.wa.gov.au).

Yours sincerely

  
Robert Kennedy  
**ELECTORAL COMMISSIONER**

27 March 2024

**11.3 APPOINTMENT OF REPLACEMENT COUNCILLOR TO THE AUDIT AND RISK COMMITTEE**

<b>File Reference:</b>	<b>ADM421</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>25/03/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. <a href="#">Audit and Risk Committee Terms of Reference</a></b>

**SUMMARY:**

Council is requested to consider appointing a replacement member to the Audit and Risk Committee, following the resignation from Council of Lucy Hall.

**BACKGROUND:**

The *Local Government Act 1995* (s7.1A) requires that a local government establish an Audit and Risk Committee with a minimum of three members. The members of this committee are to be appointed by the local government and at least 3 of the members, and the majority of the members, are to be council members.

The Shire of West Arthur Audit and Risk Committee comprises three members, all of which are current councillors.

**COMMENT:**

On 20 March 2024, Cr Lucy Hall handed in her resignation from Council, effective immediately. As a result, and particularly given the small existing membership of the Audit and Risk Committee, it is important to replace the departed member as soon as possible.

Pursuant to section 5.11 of the Local Government Act 1995, an appointment to any committee of Council is current until the next ordinary election, the committee is disbanded or the member resigns.

**CONSULTATION:**

Nil

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

s7.1A Audit Committee

s5.11 Committee membership, tenure of

**POLICY IMPLICATIONS:**

Policy C3 - Audit & Risk Management Committee – Terms of Reference

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

West Arthur Community Strategic Plan

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 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 (25)
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 appoint a replacement member to the Audit and Risk Committee
Risk Likelihood (based on history and with existing controls)	(5) Almost Certain
Risk Consequence	(2) Minor

Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(10) High
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Appoint a replacement member as required.

**VOTING REQUIREMENTS:**

Absolute Majority

**RESOLUTION CO-2024-043**

Moved: Cr Adam Squires

Seconded: Cr Robyn Lubcke

That Council appoint Cr Peirce to the Shire of West Arthur Audit and Risk Committee until the 2025 local government election, or earlier pursuant to section 5.11 of the *Local Government Act 1995*.

In Favour: Cars Neil Morrell, Karen Harrington, Graeme Peirce, Robyn Lubcke, Duncan South and Adam Squires

Against: Nil

**CARRIED 6/0 BY ABSOLUTE MAJORITY**

<b>Policy Title</b>	<b>C3 - Audit &amp; Risk Management Committee – Terms of Reference</b>
<b>Policy Type</b>	<b>Governance</b>
<b>Responsible Officer</b>	<b>Chief Executive Officer</b>



**Purpose**

The ensure the Audit & Risk Management Committee plays a key role in assisting the Council to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

**Scope**

The committee is to facilitate:

- the enhancement of the credibility and objectivity of external & internal financial reporting;
- compliance with laws and regulations as well as use of best practise guidelines relative to auditing;
  - the coordination of the internal audit
  - function with the external audit
- effective oversight of financial and other risks and the protection of Council assets
- the provision of an effective means of communication between the external auditor, the CEO and the Council.

**Definitions**

Nil

**Policy Statement**

**Powers of the Audit & Risk Management Committee**

The committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

**Membership**

The committee shall consist of three (3) elected members, and may include an external member in accordance with the *Local Government Act 1995*. All members shall have full voting rights.

**Quorum**

The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a Quorum shall be 3 voting members.

**Meetings**

The committee shall meet at least twice annually. Additional meetings may be convened at the discretion of the presiding person.

**Reporting**

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

**Duties and Responsibilities**

The duties and responsibilities of the committee will be -

- a. Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- b. Develop and recommend to Council –
  - a list of those matters to be audited; and
  - the scope to be undertaken.
  - Recommend to Council the person or persons to be appointed for internal audits.
  - Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include –
    - the objectives of the audit;
    - the scope of the audit;
    - a plan of the audit;
    - details of the remuneration and expenses to be paid to the auditor; and
    - the method to be used by the local government to communicate with, and supply information to, the auditor.
- c. Meet with the auditor once in each year.
- d. Liaise with the CEO to ensure that the local government does everything in its power to –
  - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
  - ensure that audits are conducted successfully and expeditiously.



- e. Examine the reports of the auditor after receiving a report from the CEO on the matters and –
  - determine if any matters raised require action to be taken by the local government; and
  - ensure that appropriate action is taken in respect of those matters.
- f. Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- g. Review the scope of the audit plan and program and its effectiveness.
- h. Address issues brought to the attention of the committee that are within the parameters of the committee's terms of reference.
- i. Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.
- j. Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO
- k. Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;
- l. Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs
- m. Review the local government's draft annual financial report, focusing on –
  - accounting policies and practices;
  - changes to accounting policies and practices;
  - the process used in making significant accounting estimates;
  - significant adjustments to the financial report (if any) arising from the audit process;
  - compliance with accounting standards and other reporting requirements; and
  - significant variances from prior years;
- n. Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- o. Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
- p. Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;
- q. Oversee the effective management of risk within the Shire of West Arthur, including review of risk management policies & procedures, reviewing outstanding risk mitigation actions and periodically reviewing the Shire of West Arthur risk register.
- r. Review the annual Compliance Audit Return and report to the council the results of that review, and

- s. Consider the CEO’s biennial reviews of the appropriateness and effectiveness of the local government’s systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.

---

<b>History</b>	25/05/2023
<b>Delegation</b>	Nil
<b>Relevant Legislation</b>	<i>Local Government Act 1995</i>
<b>Related Documentation</b>	Nil

**11.4 APPOINTMENT OF REPLACEMENT MEMBER OF DEVELOPMENT ASSESSMENT PANEL**

<b>File Reference:</b>	<b>ADM421</b>
<b>Location:</b>	<b>Nil</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>29/03/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>

**SUMMARY:**

Council is requested to consider appointing a replacement representative for the Shire of West Arthur to sit as Development Assessment Panel (DAP) members.

**BACKGROUND:**

As a key component of the State Government's planning reform agenda Development Assessment Panels (DAPs) aim to enhance planning expertise in the decision-making process by improving the balance between technical advice and local knowledge.

Development Assessment Panels (DAPs) are decision-making bodies that are independent of the Department of Planning, Lands and Heritage or the Western Australian Planning Commission.

DAPs were established under the *Planning and Development (Development Assessment Panels) Regulations 2011* and are administered by the DAP secretariat within the Department of Planning, Lands and Heritage. DAPs assess Development Applications which are considered to be significant enough to require assessment outside the standard local government process.

Representation of local interests is a key part of the DAP system. In accordance with this premise, under Regulation 23 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, Councils are required to nominate, as soon as possible following elections, four elected members to sit as DAP members.

**COMMENT:**

At its ordinary meeting of 26 October 2023, Council made the following appointments as DAP members:

- Cr Graeme Peirce (Member)
- Cr Lucy Hall (Member)
- Cr Neil Morrell (Proxy)
- Cr Karen Harrington (Proxy)

On 20 March 2024, Cr Hall handed in her resignation from Council, effective immediately. As a result, it is necessary to replace the departed member as soon as possible.

**CONSULTATION:**

Nil

**STATUTORY ENVIRONMENT:**

Planning and Development (Development Assessment Panels) Regulations 2011

Reg. 23 Constitution of DAPs

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

West Arthur Community Strategic Plan

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

Description of Key Risk	Failure to appoint a replacement member to the Development Assessment Panel.
Risk Likelihood (based on history and with existing controls)	(5) Almost Certain
Risk Consequence	(2) Minor
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(10) High
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Appoint a replacement member as required.

**VOTING REQUIREMENTS:**

Simple Majority

**RESOLUTION CO-2024-044**

Moved: Cr Adam Squires

Seconded: Cr Robyn Lubcke

That Council:

1. Appoint the following councillors to sit as Development Assessment Panel members until the 2025 local government election, or earlier as required:
  - a) Cr Peirce (Member)
  - b) Cr South (Member)
  - c) Cr Morrell (Proxy)
  - d) Cr Harrington (Proxy) ; and
2. Direct the CEO to advise the Department of Planning, Lands and Heritage of the change of membership of the Shire of West Arthur Development Assessment Panel.

In Favour: Cars Neil Morrell, Karen Harrington, Graeme Peirce, Robyn Lubcke, Duncan South and Adam Squires

Against: Nil

**CARRIED 6/0**

**11.5 APPOINTMENT OF REPLACEMENT MEMBER OF TIDY TOWNS COMMITTEE**

<b>File Reference:</b>	<b>ADM421</b>
<b>Location:</b>	<b>Nil</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>29/03/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>

**SUMMARY:**

Council is requested to consider appointing a replacement member to its Tidy Towns Committee, following the resignation from Council of Lucy Hall.

**BACKGROUND:**

The Keep Australia Beautiful Council's annual Tidy Towns Sustainable Communities Awards recognise regional and remote communities that demonstrate effective litter prevention activities, positive environmental action and social outcomes. In 2011, West Arthur won the overall WA State Award.

**COMMENT:**

The current membership of Council's Tidy Towns Committee is comprised of Cars Robyn Lubcke and Lucy Hall. On 20 March 2024, Cr Hall handed in her resignation from Council, effective immediately. As a result, and particularly given the small existing membership of the Tidy Towns Committee, it is necessary to replace the departed member.

It is also important to review the necessity of the committee and potentially develop new Terms of Reference for the committee. This will be looked at by management after the new member is appointed.

**CONSULTATION:**

Nil

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

West Arthur Community Strategic Plan

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	Failure to replace a departed member of Council’s Tidy Towns Committee.
Risk Likelihood (based on history and with existing controls)	(3) Possible
Risk Consequence	(1) Insignificant
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(3) Low
Principal Risk Theme	Community Disruption
Risk Action Plan (Controls or Treatment Proposed)	Appoint a replacement member as required.

**VOTING REQUIREMENTS:**

Simple Majority

**RESOLUTION CO-2024-045**

Moved: Cr Duncan South

Seconded: Cr Adam Squires

That Council:

1. Appoint Cr Harrington to the Shire of West Arthur Tidy Towns Committee until the 2025 local government election, or earlier as required; and
2. Direct the CEO to review the necessity of maintaining the West Arthur Tidy Towns Committee and, if it is to continue, develop an appropriate Terms and Conditions document for Council to approve.

In Favour: Cars Neil Morrell, Karen Harrington, Graeme Peirce, Robyn Lubcke, Duncan South and Adam Squires

Against: Nil

**CARRIED 6/0**



**11.6 7 KING ST, DARKAN - FAILURE TO COMPLY WITH DIRECTIONS NOTICE**

<b>File Reference:</b>	<b>A2675</b>
<b>Location:</b>	<b>7 King St, Darkan</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>29/03/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>

**SUMMARY:**

Council is requested, pursuant to section 215 of the *Planning and Development Act 2005*, to consider removing the sea container and caravan from 7 King St Darkan, storing them at the Shire Depot and charging the owner accordingly.

**BACKGROUND:**

At its meeting of 28 September 2023, Council resolved to approve a retrospective Development Application (DA) from the owner of 7 King St Darkan to place a sea container on the property. The owner had already situated the sea container on the property without submitting the required DA.

The first three conditions of the approval were:

1. The sea container shall be relocated to be more than 7.5m from the front boundary and 1.0m from a side boundary, within 90 days of the date hereof.
2. A site plan drawn to scale, showing the revised location of the sea shall be submitted to, and approved by Council, within 90 days of the date hereof.
3. The sea container shall be painted and / or screened to the requirements and satisfaction of the Responsible Authority, within 90 days of the date hereof.

A site inspection by the Shire on 8 January 2024 confirmed the requirements of Conditions 1, 2 and 3 of the development approval granted on 28 September 2023 had not yet been addressed.

On 18 January 2024, a notice of direction was issued to the owner stating that:

- “Your failure to comply with the requirements of Conditions 1, 2 and 3 of the development approval granted on 28 September 2023 is an offence under section 218 of the *Planning and Development Act 2005* which renders you liable to a fine of up to \$200,000 and, in the case of a continuing offence, a further fine of \$25,000 for each day during which the offence continues.”

The Notice of Direction also advised the owner that he had an additional 60 days (until 18 March) to comply with conditions 1, 2 and 3 before he became liable to the fines indicated previously. He responded to the CEO advising that the work would be carried out in the required timeframe.

On 27 March 2024, the CEO again inspected the property and none of the required work had been carried out.

**COMMENT:**

The CEO discussed the situation with the Shire’s planning consultant and determined that there were two choices available to Council:

1. Instruct the Shire's lawyers to initiate prosecution action in the Magistrates Court where the owner will, if found guilty, face the following maximum penalties as prescribed in section 223 the *Planning and Development Act 2005*:

Unless otherwise provided, a person who commits an offence under this Act is liable to a fine of \$200,000 and, in the case of a continuing offence, a further fine of \$25,000 for each day during which the offence continues.

2. Pursuant to section 215(1) of the *Planning and Development Act 2005*, remove the sea container (and caravan) from the property and store it at the Shire Depot. The cost of this action to the Shire can be recovered from the owner of the property.

The CEO recommends the second option to avoid unnecessary costs and still achieve the desired outcome of compliance with the Development approval.

#### **CONSULTATION:**

Shire Planning Consultant

#### **STATUTORY ENVIRONMENT:**

Planning and Development Act 2005

s.215 Illegal development, responsible authority's powers to remove etc.

s.223 General penalty

#### **POLICY IMPLICATIONS:**

Nil

#### **FINANCIAL IMPLICATIONS:**

There will be a cost to remove the sea container and caravan to the Shire Depot but this can be claimed back from the owner of the property.

#### **STRATEGIC IMPLICATIONS:**

West Arthur Community Strategic Plan

Theme: Built Environment

Outcome: Our built infrastructure is well maintained, attractive and inviting

Strategy: Our townscapes are attractive and well developed with consideration for current and future usage

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

Description of Key Risk	Developments that are not approved may detract from the aesthetics of the townscape, and deter potential residents and business owners.
Risk Likelihood (based on history and with existing controls)	(3) Possible
Risk Consequence	(3) Moderate
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(9) Medium
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Follow the actions described in the relevant legislation and remove the offending items.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council, pursuant to section 215 of the *Planning and Development Act 2005*:

1. approve the removal of the sea container and caravan situated, outside the development approval conditions, on 7 King St Darkan;
2. authorise their storage at the Shire Depot and the charging of the owner of 7 King St Darkan accordingly; and
3. direct the CEO to advise the owner of the action taken by the Shire.

**RESOLUTION CO-2024-046**

Moved: Cr Adam Squires

Seconded: Cr Robyn Lubcke

That Council, subject to a further inspection revealing the sea container and caravan to be still on site, pursuant to section 215 of the *Planning and Development Act 2005*:

1. approve the removal of the sea container and caravan situated, outside the development approval conditions, on 7 King St Darkan;
2. authorise their storage at the Shire Depot and the charging of the owner of 7 King St Darkan accordingly; and
3. direct the CEO to advise the owner of the action taken by the Shire.

In Favour: Cars Neil Morrell, Karen Harrington, Graeme Peirce, Robyn Lubcke, Duncan South and Adam Squires

Against: Nil

**CARRIED 6/0**

Note: The Author amended the Officer Recommendation to allow for a final inspection of the property.

**11.7 AMENDMENT TO DELEGATION 2.5 DONATIONS, FEE REDUCTIONS, AND SPONSORSHIPS**

<b>File Reference:</b>	<b>ADM058</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>8/03/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Amended Delegation 2.5 Donations, Fee Reductions, and Sponsorships <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to consider updating Delegation 2.5 – Donations, Fee Reductions, and Sponsorships to include the power to waive or reduce Shire fees or charges relating to development/building applications, by not-for-profit community organisations.

**BACKGROUND:**

Section 6.12(1)(b) of the *Local Government Act 1995* states that a local government may waive or grant concessions in relation to any amount of money. Section 5.42 of the Act provides for a local government to delegate some duties and powers to its CEO to improve efficiency of decision making.

**COMMENT:**

The CEO has come across a situation recently where a community not-for-profit organisation has requested that the Shire waive its component of development/building application fees. This is not a common occurrence but it is enough for the CEO to request that Council delegate him the power to waive or reduce waive or reduce Shire fees or charges relating to development/building applications, by not-for-profit community organisations.

**CONSULTATION:**

Niel Mitchell (Strettle Pty Ltd) – Governance Consultant to Local Government

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

s6.12(1)(b) Power to defer, grant discounts, waive or write off debts

s5.42 Delegation of some powers and duties to CEO

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Potential reduction in Shire fees or charges relating to development/building applications. Given that most community organisations do not own any property, it is not anticipated that this would be a significant occurrence.

**STRATEGIC IMPLICATIONS:**

West Arthur Community Strategic Plan

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 (25)
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 provide assistance to not-for-profit, community organisations in a timely manner.
Risk Likelihood (based on history and with existing controls)	(4) Likely
Risk Consequence	(2) Minor
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(8) Medium
Principal Risk Theme	Inadequate Engagement Practices
Risk Action Plan (Controls or Treatment Proposed)	Amend Delegation 2.5 as proposed.

**VOTING REQUIREMENTS:**

Absolute Majority

**RESOLUTION CO-2024-047**

Moved: Cr Robyn Lubcke

Seconded: Cr Duncan South

That Council, by absolute majority:

1. Approve updating Delegation 2.5 – Donations, Fee Reductions, and Sponsorships to include the power for the CEO to waive or reduce Shire fees or charges relating to development/building applications, by not-for-profit community organisations.
2. Direct the CEO update Council’s Delegations Register; and
3. Direct the CEO to post the updated Delegations Register on the Shire website.

In Favour: Cars Neil Morrell, Karen Harrington, Graeme Peirce, Robyn Lubcke, Duncan South and Adam Squires

Against: Nil

**CARRIED 6/0 BY ABSOLUTE MAJORITY**

<b>Delegation Title:</b>	<b>2.5 Donations, Fee Reductions, and Sponsorships</b>
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO.
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>The Chief Executive Officer is delegated power to make donations to not for profit community organisations in accordance with s.6.12(1)(b) of the <i>Local Government Act 1995</i>. <ul style="list-style-type: none"> <li>Includes power to waive or reduce fees charged for the use of Shire facilities by not-for-profit community organisations.</li> <li>Includes power to waive or reduce Shire fees or charges relating to development/building applications, by not-for-profit community organisations.</li> </ul> </li> <li>The Chief Executive Officer is delegated the power to determine sponsorship contribution to the following annual events: <ul style="list-style-type: none"> <li>Sheepfest</li> </ul> <p>Sponsorship may include in-kind works by way of Shire plant and employees, and/or a direct financial allocation.</p> </li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>There being sufficient funds in the annual budget for the purpose;</li> <li>The combined maximum value in any one financial year of any sponsorship be limited to \$1,500 per event.</li> <li>The combined maximum value of any donation or fee reduction be limited to \$500 per event/activity.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Manager Corporate Services</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil



<i>Compliance Links:</i>	<i>Local Government Act 1995</i>
<i>Record Keeping:</i>	<i>In accordance with r19 Local Government (Administration) Regulations 1996</i>

**Version Control:**

Adoption by Council 12 April 2022
Amended by Council 18 April 2024

**11.8 REVOCATION OF DELEGATION 2.20 LEGAL REPRESENTATION AND COST INDEMNIFICATION**

<b>File Reference:</b>	<b>ADM058</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>30/03/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Delegation 2.20 <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to consider revoking the following delegation to the CEO – 2.20 Legal Representation and Cost Indemnification as it is superfluous to needs.

**BACKGROUND:**

Section 5.42 of the *Local Government Act 1995* provides for a local government, for the purpose of improving efficiencies of decision making, to delegate some of its powers to the CEO.

Council adopted Delegation 2.20 Legal Representation and Cost Indemnification (see attached) on 12 April 2022 as part of a review of all existing delegations.

**COMMENT:**

A recent review of Delegation 2.20 by the CEO found that it did not make sense. There is a reference within the delegation to Policy 13, but that particular policy does not currently exist and management is unable to locate any historical policy of that number. It is difficult, therefore, to determine exactly what the delegation was trying to achieve.

If the intention was to enable the CEO to seek legal advice without reference to Council, then the delegation is not required on the following basis:

- Obtaining legal advice relevant to the day-to-day management of the local government is a CEO function under s.5.41(d) of the *Local Government Act 1995*.
  - Council determines the budget allocation for this purpose and the CEO then determines when legal advice may be required, in the context of day-to-day management, within the \$ value constraint of the budget allocation.
  - If the cost of the legal advice is outside the budget allocation, an out of budget expenditure agenda item would need to be taken to Council.
- Where a legal matter is likely to be a substantial risk to the LG or progresses from operational to strategic risk, the CEO has an obligation to advise Council under s.5.41(a) and (b), and to manage the risk in accordance with the risk management framework. This may require reporting via the Audit and Risk Committee, with recommendations subsequently to Council.

It is, therefore, recommended that Council revoke Delegation 2.20, pursuant to section 5.45(1)(b7) of the *Local Government Act 1995*, as it is surplus to requirements.

**CONSULTATION:**

WALGA Governance Advisor

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

s.5.41 Functions of CEO

s.5.42 Delegation of some powers and duties to CEO

s.5.45 Other matters relevant to delegations under this Division

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

West Arthur Community Strategic Plan

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 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 (25)
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	Ineffective/superfluous documents confuse the Shire’s decision making processes.
Risk Likelihood (based on history and with existing controls)	(4) Likely
Risk Consequence	(1) Insignificant
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(4) Low
Principal Risk Theme	Business Disruption
Risk Action Plan (Controls or Treatment Proposed)	Revoke Delegation 2.20 as recommended.

**VOTING REQUIREMENTS:**

Absolute Majority

**RESOLUTION CO-2024-048**

Moved: Cr Adam Squires

Seconded: Cr Robyn Lubcke

That Council:

1. revoke Delegation 2.20 Legal Representation and Cost Indemnification, pursuant to section 5.45(1)(b7) of the *Local Government Act 1995*, as it is surplus to requirements; and
2. direct the CEO to update the Delegations Register and place the updated document on the Shire website.

In Favour: Cars Neil Morrell, Karen Harrington, Graeme Peirce, Robyn Lubcke, Duncan South and Adam Squires

Against: Nil

**CARRIED 6/0 BY ABSOLUTE MAJORITY**

<b>Delegation Title:</b>	<b>2.20 Legal Representation and Cost Indemnification</b>
<b>Express Power to Delegate:</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO.
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the Chief Executive Officer may exercise, on behalf of the Council, the powers of the Council under Policy 13 to a maximum of \$5,000 in respect of each application.
<b>Council Conditions on this Delegation:</b>	Must comply with relevant policies Legal expenses do not exceed \$5,000.00 in respect of each application. Where it is the Chief Executive Officer who is seeking urgent financial support for legal services, the Council shall deal with the application. An application approved by the CEO is to be submitted to the next ordinary meeting of Council for advice only.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Nil</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<i>Compliance Links:</i>	
<i>Record Keeping:</i>	<i>In accordance with r19 Local Government (Administration) Regulations 1996</i>

**Version Control:**

Adoption by Council 12 April 2022
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**11.9 F9 - AUSTRALIA DAY CITIZEN OF THE YEAR AWARDS**

<b>File Reference:</b>	<b>ADM020</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Sharon Bell, Community Development Officer</b>
<b>Authorising Officer:</b>	<b>Vin Fordham Lamont, Chief Executive Officer</b>
<b>Date:</b>	<b>26/03/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. F9 - Australia Day Citizen of the Year Awards <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to approve a correction to the existing policy F9 – Australia Day Citizen of the Year Awards to reflect how the selection panel members will be nominated and elected.

**BACKGROUND:**

The purpose of the policy is to acknowledge the contribution and celebrate community engagement of people within the community of the Shire of West Arthur.

The Awards recognise individuals and organisations making a notable contribution during the current year, and/or those who have given outstanding service over a number of years.

**COMMENT:**

The Australia Day Committee comprises three community members, nominated and voted on by the Councillors. Under the current system, previously serving members are not permitted to serve on the committee for a second term. This has led to a severe reduction in the number of people able or willing to serve on the committee.

At the February 2024 Council Briefing Session, a discussion was held regarding the best way forward. The amended policy reflects the changes required.

**CONSULTATION:**

Councillors  
Staff

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

s2.7. Role of the Council

- 1) That Council –
  - a) governs the local government's affairs; and
  - b) is responsible for the performance of the local government's functions.
- 2) Without limiting subsection (1), the Council is to –
  - a) oversee the allocation of the local government's finances and resources; and
  - b) determine the local government's policies.

**POLICY IMPLICATIONS:**

Annual review of policy.

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

West Arthur: Towards 2031

Theme: Leadership and Management

Outcome: Actively engage with community, business and other stakeholders to grow and develop the community

Strategy: Continued improvement in communication with the community through various platforms that ensure all members of the community have access to information.

**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 (25)
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	Committee not assessing nominations
Risk Likelihood (based on history and with existing controls)	Possible (3)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Medium (6)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Comply with policy amendments

**VOTING REQUIREMENTS:**

Simple Majority

**RESOLUTION CO-2024-049**

Moved: Cr Adam Squires

Seconded: Cr Duncan South

That Council adopt amended policy F9 – Australia Day Citizen of the Year Awards as presented and approve its inclusion in the Policy Manual.

In Favour: Cars Neil Morrell, Karen Harrington, Graeme Peirce, Robyn Lubcke, Duncan South and Adam Squires

Against: Nil

**CARRIED 6/0**



<b>Policy Title</b>	<b>F9 - Australia Day Citizen of the Year Awards.</b>
<b>Policy Type</b>	<b>Corporate Services</b>
<b>Responsible Officer</b>	<b>Community Development Officer</b>

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### **Purpose**

To acknowledge the contribution and celebrate community engagement of people within the community of the Shire of West Arthur.

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### **Scope**

The Awards recognise individuals and organisations that have made a notable contribution during the current year, and/or to those who have given outstanding service over a number of years.

In particular, the Shire encourages people from diverse backgrounds to consider nominating, including Aboriginal and Torres Strait Islander people, women, young people, those living with disabilities, and people from culturally diverse backgrounds.

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### **Definitions**

Recipients will have been judged to have:

- Made a significant contribution to the local community over and above what is normally expected through their paid employment/business.
- Demonstrated leadership on a community issue resulting in the enhancement of community life.
- Developed or implemented a significant initiative which has brought about positive change and added value to community life.
- Displayed inspiring qualities as a role model for the community.

### **Eligibility Criteria**

- Nominees should reside or work principally within the Shire of West Arthur.
  - Groups of people or couples will not normally be eligible except when meeting the criteria for a community group, although a couple or pair working together on a joint initiative may be considered in an individual category at the discretion of the local selection committee.
  - A person may receive an award on more than one occasion in recognition of their particularly outstanding community contribution or involvement in an alternative initiative.
  - Unsuccessful nominees may be nominated in future years.
  - Nominations must be apolitical in their nature and should not in any way bring the awards program or local government authority into disrepute.
  - Sitting members of State, Federal and Local Government are not eligible.
-

**Policy Statement**

In line with the Community Citizen of the Year Awards from the Australia Day Council of Western Australia, nominations are to be sought from organisations and individuals for:

- Community Citizen of the Year
- Community Citizen of the Year (Youth)
- Community Citizen of the Year (Senior)
- Active Citizenship (group or event)

Nominations are to be in accordance with the official Australia Day Community Citizen of the Year Awards.

**Judging**

- One winner is to be selected for each category by a panel of three community members;
- Judging will be in accordance with the criteria published in the Australia Day WA Citizen of the Year Award Guidelines; and
- No Award is to be presented when the judges believe the nominees are not of a sufficiently high standard to receive the award.

**Committee**

- The committee is to consist of three (3) community members;
- The committee members will each serve three (3) years on a rotational basis;
- The community (including past members) is to nominate committee members annually;
- Council votes to approve the nominees; and
- The Community Development Officer is a non-voting member, providing secretarial support.

The Shire President, or his/her nominee, shall present the awards at the Australia Day Ceremony held annually.

<b>History</b>	25/05/2023 24/08/2023 18/04/2024
<b>Delegation</b>	Nil
<b>Relevant Legislation</b>	<i>Local Government Act 1995</i>
<b>Related Documentation</b>	Auspire – Australia Day Council of WA

**12 CORPORATE SERVICES****12.1 FINANCIAL REPORTS - MARCH 2024**

<b>File Reference:</b>	<b>ADM339</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Melinda King, Manager Financial Reporting</b>
<b>Authorising Officer:</b>	<b>Rajinder Sunner, Manager Corporate Services</b>
<b>Date:</b>	<b>11/04/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. Financial Report March 2024 <a href="#">↓</a></b>

**SUMMARY:**

Council is requested to consider the financial reports for the periods ending 31 March 2024.

**BACKGROUND:**

The financial reports for the period ending 31 March 2024 are attached.

**COMMENT:**

If you have any questions regarding details in the financial reports, please contact the office before Council meeting so that sufficient time is given to research the request. This will enable the information to be provided at the Council meeting.

**CONSULTATION:**

Not required.

**STATUTORY ENVIRONMENT:**

Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996 states that a Local Government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the relevant month) in the following detail —

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- (b) budget estimates to the end of the relevant month and
- (c) actual amounts of expenditure, revenue and income to the end of the relevant month and
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the relevant month, and a note containing a summary explaining the composition of the net existing assets.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

There are no financial implications. Reported income and expenditure will be assessed by management as being consistent with the 2023/24 Annual Budget.

**STRATEGIC IMPLICATIONS:**

West Arthur Towards 2031

Theme: Leadership and Management

Outcome: Establish and maintain sound business and governance structures

Strategy: Ensure that the local community is provided with value for money through the prudent expenditure of rates

**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	Not preparing monthly financial statement which affects Council’s ability to oversee the Shire’s financial management.
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Minor (2)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (2)
Principal Risk Theme	Compliance failure
Risk Action Plan (Controls or Treatment Proposed)	Prepare monthly financial statements for the Council.

**VOTING REQUIREMENTS:**

Simple Majority

**RESOLUTION CO-2024-050**

Moved: Cr Robyn Lubcke

Seconded: Cr Graeme Peirce

That Council accepts the financial reports for the period ending 31 March 2024 as presented.

In Favour: Cars Neil Morrell, Karen Harrington, Graeme Peirce, Robyn Lubcke, Duncan South and Adam Squires

Against: Nil

**CARRIED 6/0**

**SHIRE OF WEST ARTHUR**  
**MONTHLY FINANCIAL REPORT**  
(Containing the required statement of financial activity and statement of financial position)  
**For the period ended 31 March 2024**

*LOCAL GOVERNMENT ACT 1995*  
*LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

**TABLE OF CONTENTS**

***Statements required by regulation***

Statement of Financial Activity	2
Statement of Financial Position	3
Note 1    Basis of Preparation	4
Note 2    Statement of Financial Activity Information	5
Note 3    Explanation of Material Variances	6

**SHIRE OF WEST ARTHUR  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2024**

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	10	1,998,156	1,998,156	1,997,237	(919)	(0.05%)	
Grants, subsidies and contributions	13	417,215	273,941	292,737	18,796	6.86%	▲
Fees and charges		336,840	274,459	258,882	(15,577)	(5.68%)	▼
Interest revenue		201,900	124,502	127,064	2,562	2.06%	
Other revenue		109,470	43,577	70,614	27,037	62.04%	▲
Profit on asset disposals	6	11,124	2,534	0	(2,534)	(100.00%)	▼
		<b>3,074,705</b>	<b>2,717,169</b>	<b>2,746,534</b>	<b>29,365</b>	<b>1.08%</b>	
<b>Expenditure from operating activities</b>							
Employee costs		(2,169,272)	(1,618,076)	(1,592,475)	25,601	1.58%	▲
Materials and contracts		(1,416,780)	(1,054,364)	(993,742)	60,622	5.75%	▲
Utility charges		(118,152)	(88,614)	(87,492)	1,122	1.27%	
Depreciation		(2,269,487)	(471,407)	(512,054)	(40,647)	(8.62%)	▼
Finance costs		(27,016)	(19,323)	(19,323)	0	0.00%	
Insurance		(130,039)	(130,039)	(122,840)	7,199	5.54%	
Other expenditure		(65,800)	(26,850)	(23,831)	3,019	11.24%	▲
Loss on asset disposals	6	(5,034)	0	(3,516)	(3,516)	0.00%	
		<b>(6,201,580)</b>	<b>(3,408,673)</b>	<b>(3,355,273)</b>	<b>53,400</b>	<b>1.57%</b>	
Non-cash amounts excluded from operating activities	Note 2(b)	2,635,656	413,459	460,156	46,697	11.29%	▲
<b>Amount attributable to operating activities</b>		<b>(491,219)</b>	<b>(278,045)</b>	<b>(148,583)</b>	<b>129,462</b>	<b>46.56%</b>	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	14	1,310,628	669,916	671,744	1,828	0.27%	
Proceeds from disposal of assets	6	125,000	35,000	29,091	(5,909)	(16.88%)	▼
Proceeds from financial assets at amortised cost - self supporting loans		30,007	22,475	22,475	0	0.00%	
		<b>1,465,635</b>	<b>727,391</b>	<b>723,310</b>	<b>(4,081)</b>	<b>(0.56%)</b>	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	5	(1,419,371)	(856,942)	(808,161)	48,781	5.69%	▲
Payments for construction of infrastructure	5	(1,564,245)	(948,139)	(902,148)	45,991	4.85%	▲
		<b>(2,983,616)</b>	<b>(1,805,081)</b>	<b>(1,710,309)</b>	<b>94,772</b>	<b>5.25%</b>	
<b>Amount attributable to investing activities</b>		<b>(1,517,981)</b>	<b>(1,077,690)</b>	<b>(986,999)</b>	<b>90,691</b>	<b>8.42%</b>	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Proceeds from new debentures	11	150,000	0	0	0	0.00%	
Transfer from reserves	4	1,146,546	0	0	0	0.00%	
		<b>1,296,546</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Outflows from financing activities</b>							
Repayment of borrowings	11	(125,119)	(88,515)	(88,515)	0	0.00%	
Transfer to reserves	4	(478,654)	(84,652)	(85,793)	(1,141)	(1.35%)	
		<b>(603,773)</b>	<b>(173,167)</b>	<b>(174,308)</b>	<b>(1,141)</b>	<b>(0.66%)</b>	
<b>Amount attributable to financing activities</b>		<b>692,773</b>	<b>(173,167)</b>	<b>(174,308)</b>	<b>(1,141)</b>	<b>(0.66%)</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
Surplus or deficit at the start of the financial year		1,688,686	1,688,686	1,753,939	65,253	3.86%	▲
Amount attributable to operating activities		(491,219)	(278,045)	(148,583)	129,462	46.56%	▲
Amount attributable to investing activities		(1,517,981)	(1,077,690)	(986,999)	90,691	8.42%	▲
Amount attributable to financing activities		692,773	(173,167)	(174,308)	(1,141)	(0.66%)	
<b>Surplus or deficit after imposition of general rates</b>		<b>372,259</b>	<b>159,784</b>	<b>444,049</b>	<b>284,265</b>	<b>177.91%</b>	▲

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

\* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF WEST ARTHUR  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 31 MARCH 2024**

	Supplementary Information	30 June 2024 \$	31 March 2024 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	4,257,269	3,378,740
Trade and other receivables		358,547	282,288
Other financial assets		30,007	7,532
Inventories	8	84,985	84,985
Assets classified as held for sale		65,107	65,107
<b>TOTAL CURRENT ASSETS</b>		<b>4,795,915</b>	<b>3,818,652</b>
<b>NON-CURRENT ASSETS</b>			
Other financial assets		340,484	340,484
Property, plant and equipment		19,680,290	19,943,790
Infrastructure		115,289,607	116,191,755
<b>TOTAL NON-CURRENT ASSETS</b>		<b>135,310,381</b>	<b>136,476,029</b>
<b>TOTAL ASSETS</b>		<b>140,106,296</b>	<b>140,294,681</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	9	235,168	139,287
Other liabilities	12	7,336	317,112
Borrowings	11	125,119	36,604
Employee related provisions	12	310,426	310,426
<b>TOTAL CURRENT LIABILITIES</b>		<b>678,049</b>	<b>803,429</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	11	561,137	561,137
Employee related provisions		11,941	11,941
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>573,078</b>	<b>573,078</b>
<b>TOTAL LIABILITIES</b>		<b>1,251,127</b>	<b>1,376,507</b>
<b>NET ASSETS</b>		<b>138,855,169</b>	<b>138,918,174</b>
<b>EQUITY</b>			
Retained surplus		10,500,426	10,477,638
Reserve accounts	4	2,754,878	2,840,671
Revaluation surplus		125,599,865	125,599,865
<b>TOTAL EQUITY</b>		<b>138,855,169</b>	<b>138,918,174</b>

This statement is to be read in conjunction with the accompanying notes.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2024**

**1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES**

**BASIS OF PREPARATION**

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

**Judgements and estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

**SIGNIFICANT ACCOUNTING POLICES**

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 10 April 2024

**SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2024**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget	Last Year	Year to Date
		Opening 30 June 2023	Closing 30 June 2023	31 March 2024
<b>Current assets</b>		\$	\$	\$
Cash and cash equivalents	3	4,257,269	4,257,269	3,378,740
Trade and other receivables		358,809	358,547	282,288
Other financial assets		30,007	30,007	7,532
Inventories	8	14,985	84,985	84,985
Assets classified as held for sale		0	65,107	65,107
		4,661,070	4,795,915	3,818,652
<b>Less: current liabilities</b>				
Trade and other payables	9	(236,163)	(235,168)	(139,287)
Other liabilities	12	(6,750)	(7,336)	(317,112)
Borrowings	11	(125,119)	(125,119)	(36,604)
Employee related provisions	12	(316,845)	(310,426)	(310,426)
		(684,877)	(678,049)	(803,429)
<b>Net current assets</b>		<b>3,976,193</b>	<b>4,117,866</b>	<b>3,015,223</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	(2,287,507)	(2,363,927)	(2,571,174)
<b>Closing funding surplus / (deficit)</b>		<b>1,688,686</b>	<b>1,753,939</b>	<b>444,049</b>

**(b) Non-cash amounts excluded from operating activities**

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities	Adopted Budget	YTD Budget (a)	YTD Actual (b)
	\$	\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	6	(11,124)	(2,534)
Add: Loss on asset disposals	6	5,034	0
Add: Depreciation		2,269,487	471,407
Movement in current employee provisions associated with restricted cash		0	(55,414)
- Employee provisions		372,259	0
<b>Total non-cash amounts excluded from operating activities</b>		<b>2,635,656</b>	<b>413,459</b>

**(c) Current assets and liabilities excluded from budgeted deficiency**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets	Adopted Budget	Last Year	Year to Date
	Opening 30 June 2023	Closing 30 June 2023	31 March 2024
	\$	\$	\$
Less: Reserve accounts	4	(2,754,878)	(2,754,878)
Less: Financial assets at amortised cost - self supporting loans	8	(30,007)	(30,007)
- Current financial assets at amortised cost - self supporting loans			
- Land held for resale			(70,000)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	11	125,119	125,119
- Employee Benefit Provision		372,259	365,839
<b>Total adjustments to net current assets</b>	Note 2(a)	<b>(2,287,507)</b>	<b>(2,363,927)</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**SHIRE OF WEST ARTHUR  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2024**

**3 EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.  
The material variance adopted by Council for the 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
<b>Revenue from operating activities</b>			
<b>Grants, subsidies and contributions</b>	18,796	6.86%	▲
Australia Day grant funding greater than budget. \$11,000			
DFES ESL funding greater than budget. \$6,000			
<b>Fees and charges</b>	(15,577)	(5.68%)	▼
Caravan Park income is below budget		Permanent	
<b>Other revenue</b>	27,037	62.04%	▲
Reimbursements of employee costs above budget \$14,480		Permanent	
Reimbursement of legal costs above budget \$14,182			
<b>Profit on asset disposals</b>	(2,534)	(100.00%)	▼
Proceeds on sale of works manager vehicle below budget (offset by purchase of new vehicle also below budget)			
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	25,601	1.58%	▲
Employee costs below budget year to date.		Timing	
<b>Materials and contracts</b>	60,622	5.75%	▲
Fire brigade expenditure is greater than budget. \$23,990	(23,990)	Permanent	
Plant operation costs are greater than year to date budget. \$43,000	(43,000)	Permanent	
Bridge maintenance greater due to reallocation of project LRCI 4. \$49,493	(49,493)	Permanent	
Rates collection expenditure is greater than budget. Offset by income. \$14,367	(14,367)	Permanent	
Public relations, civic functions are greater than budget. Australia Day grant funded.	(10,000)	Permanent	
Several accounts are below budget year to date. Non reportable variances.		Timing	
<b>Depreciation</b>	(40,647)	(8.62%)	▼
Depreciation will be above budget this year due to greater plant depreciation and revaluation of assets.		Permanent	
<b>Other expenditure</b>	3,019	11.24%	▲
Minor variances			
<b>Non-cash amounts excluded from operating activities</b>	46,697	11.29%	▲
Due to depreciation variance		Permanent	
<b>Inflows from investing activities</b>			
<b>Proceeds from disposal of assets</b>	(5,909)	(16.88%)	▼
Proceeds on sale of works manager vehicle below budget (offset by purchase of new vehicle also below budget)		Permanent	
<b>Outflows from investing activities</b>			
<b>Payments for property, plant and equipment</b>	48,781	5.69%	▲
Purchase of works manager vehicle below budget \$8,699.		Permanent	
Kubota skid steer purchase below budget. Plant not traded. \$29,875			
<b>Payments for construction of infrastructure</b>	45,991	4.85%	▲
Reallocation of LRCI 4 funds to bridge maintenance.		Permanent	
<b>Surplus or deficit at the start of the financial year</b>	65,253	3.86%	▲
Variance is due to recognition of land and buildings held for resale at year end.			
<b>Surplus or deficit after imposition of general rates</b>	284,265	177.91%	▲
Due to variances described above			

**SHIRE OF WEST ARTHUR**  
**SUPPLEMENTARY INFORMATION**  
**TABLE OF CONTENTS**

1	Key Information	9
2	Key Information - Graphical	10
3	Cash and Financial Assets	11
4	Reserve Accounts	12
5	Capital Acquisitions	13
6	Disposal of Assets	15
7	Receivables	16
8	Other Current Assets	17
9	Payables	18
10	Rate Revenue	19
11	Borrowings	20
12	Other Current Liabilities	21
13	Grants and contributions	22
14	Capital grants and contributions	23
15	Trust Fund	24
16	Budget Amendments	25

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**1 KEY INFORMATION**

**Funding Surplus or Deficit Components**

<b>Funding surplus / (deficit)</b>				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.69 M	\$1.69 M	\$1.75 M	\$0.07 M
Closing	\$0.37 M	\$0.16 M	\$0.44 M	\$0.28 M

Refer to Statement of Financial Activity

<b>Cash and cash equivalents</b>		
	\$	% of total
	<b>\$3.38 M</b>	
Unrestricted Cash	\$0.54 M	15.9%
Restricted Cash	\$2.84 M	84.1%

Refer to 3 - Cash and Financial Assets

<b>Payables</b>		
	\$	% Outstanding
	<b>\$0.14 M</b>	
Trade Payables	\$0.04 M	
0 to 30 Days		80.6%
Over 30 Days		19.4%
Over 90 Days		0.0%

Refer to 9 - Payables

<b>Receivables</b>		
	\$	% Collected
	<b>\$0.06 M</b>	
Rates Receivable	\$0.22 M	86.1%
Trade Receivable	\$0.06 M	% Outstanding
Over 30 Days		96.5%
Over 90 Days		96.2%

Refer to 7 - Receivables

**Key Operating Activities**

<b>Amount attributable to operating activities</b>			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
<b>(\$0.49 M)</b>	<b>(\$0.28 M)</b>	<b>(\$0.15 M)</b>	<b>\$0.13 M</b>

Refer to Statement of Financial Activity

<b>Rates Revenue</b>		
YTD Actual	\$	% Variance
<b>\$2.00 M</b>	<b>\$2.00 M</b>	<b>(0.0%)</b>
YTD Budget	\$2.00 M	

Refer to 10 - Rate Revenue

<b>Grants and Contributions</b>		
YTD Actual	\$	% Variance
<b>\$0.29 M</b>	<b>\$0.27 M</b>	<b>6.9%</b>
YTD Budget	\$0.27 M	

Refer to 13 - Grants and Contributions

<b>Fees and Charges</b>		
YTD Actual	\$	% Variance
<b>\$0.26 M</b>	<b>\$0.27 M</b>	<b>(5.7%)</b>
YTD Budget	\$0.27 M	

Refer to Statement of Financial Activity

**Key Investing Activities**

<b>Amount attributable to investing activities</b>			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
<b>(\$1.52 M)</b>	<b>(\$1.08 M)</b>	<b>(\$0.99 M)</b>	<b>\$0.09 M</b>

Refer to Statement of Financial Activity

<b>Proceeds on sale</b>		
YTD Actual	\$	%
<b>\$0.03 M</b>	<b>\$0.13 M</b>	<b>23.3%</b>
Adopted Budget	\$0.13 M	

Refer to 6 - Disposal of Assets

<b>Asset Acquisition</b>		
YTD Actual	\$	% Spent
<b>\$0.90 M</b>	<b>\$1.56 M</b>	<b>57.7%</b>
Adopted Budget	\$1.56 M	

Refer to 5 - Capital Acquisitions

<b>Capital Grants</b>		
YTD Actual	\$	% Received
<b>\$0.67 M</b>	<b>\$1.31 M</b>	<b>51.3%</b>
Adopted Budget	\$1.31 M	

Refer to 5 - Capital Acquisitions

**Key Financing Activities**

<b>Amount attributable to financing activities</b>			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
<b>\$0.69 M</b>	<b>(\$0.17 M)</b>	<b>(\$0.17 M)</b>	<b>(\$0.00 M)</b>

Refer to Statement of Financial Activity

<b>Borrowings</b>	
Principal repayments	<b>(\$0.09 M)</b>
Interest expense	<b>(\$0.02 M)</b>
Principal due	<b>\$0.60 M</b>

Refer to 11 - Borrowings

<b>Reserves</b>	
Reserves balance	<b>\$2.84 M</b>
Interest earned	<b>\$0.09 M</b>

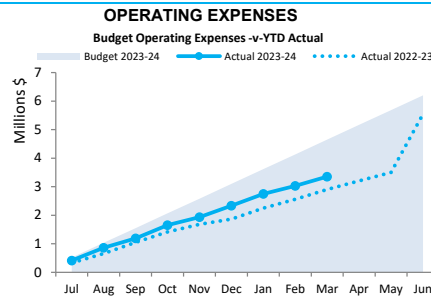
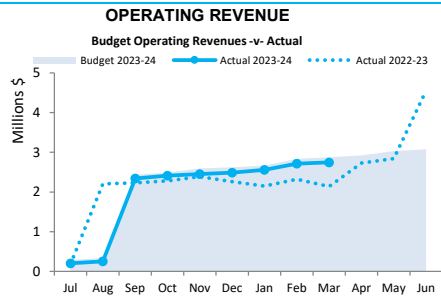
Refer to 4 - Cash Reserves

This information is to be read in conjunction with the accompanying Financial Statements and notes.

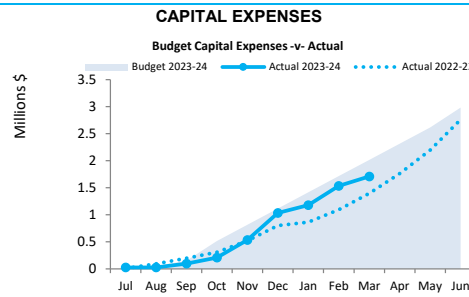
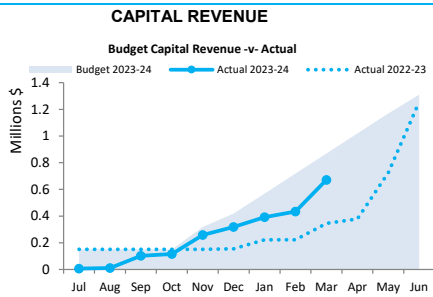
**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**2 KEY INFORMATION - GRAPHICAL**

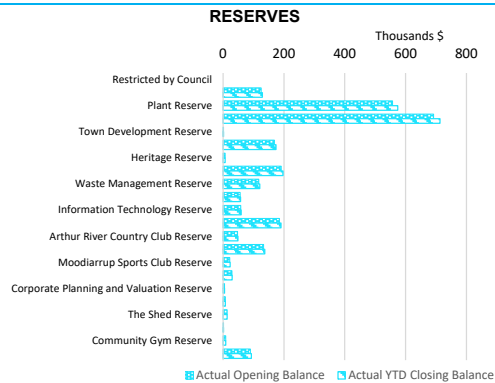
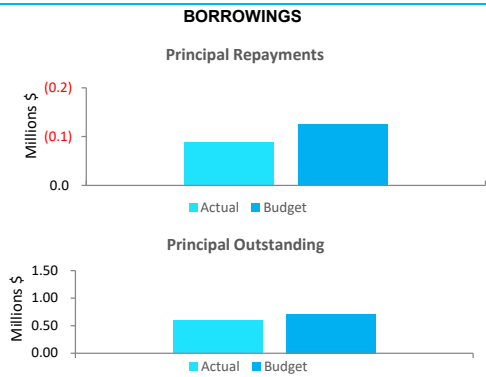
**OPERATING ACTIVITIES**



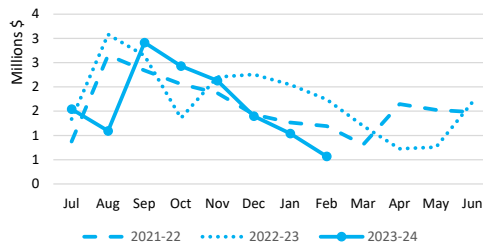
**INVESTING ACTIVITIES**



**FINANCING ACTIVITIES**



**Closing funding surplus / (deficit)**



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**3 CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Municipal cash at bank	Cash and cash equivalents	137,934	0	137,934	0	NAB	0.01%	N/A
Municipal cash at bank - CM	Cash and cash equivalents	400,000	0	400,000	0	NAB	2.55%	N/A
Reserve - CM	Cash and cash equivalents	35	18,717	18,752	0	NAB	2.55%	N/A
Trust	Cash and cash equivalents	0	0	0	184	NAB	0.01%	N/A
Trust - CM	Cash and cash equivalents	0	0	0	5,519	NAB	2.55%	N/A
Cash on hand	Cash and cash equivalents	100	0	100	0	CASH	0.01%	N/A
Reserve	Cash and cash equivalents	0	600,000	600,000	0	NAB	5.05%	17/5/2024
Reserve	Cash and cash equivalents	0	2,065,992	2,065,992	0	BOQ	5.00%	28/6/2024
Reserve	Cash and cash equivalents	0	155,962	155,962	0	NAB	5.10%	2/4/2024
Trust	Cash and cash equivalents	0	0	0	68,000	NAB	5.10%	2/4/2024
<b>Total</b>		<b>538,069</b>	<b>2,840,671</b>	<b>3,378,740</b>	<b>73,703</b>			
<b>Comprising</b>								
Cash and cash equivalents		538,069	2,840,671	3,378,740	73,703			
		<b>538,069</b>	<b>2,840,671</b>	<b>3,378,740</b>	<b>73,703</b>			

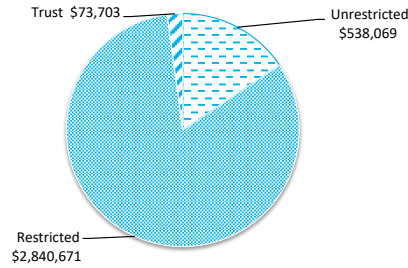
**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other a



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**4 RESERVE ACCOUNTS**

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual
	Opening	Interest	Transfers	Transfers	Closing	Opening	Interest	Transfers In	Transfer	YTD
	Balance	Earned	In (+)	Out (-)	Balance	Balance	Earned	(+)	s Out (-)	Closing
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>										
Leave Reserve	125,105	5,972	0	0	131,077	125,105	3,896	0	0	129,001
Plant Reserve	556,751	26,577	300,000	(376,926)	506,402	556,751	17,338	0	0	574,089
Building Reserve	691,759	33,021	0	(694,620)	30,160	691,759	21,543	0	0	713,302
Town Development Reserve	1,578	75	0	0	1,653	1,578	49	0	0	1,627
Recreation Reserve	168,617	8,049	0	0	176,666	168,617	5,251	0	0	173,868
Heritage Reserve	6,563	313	150	0	7,026	6,563	204	0	0	6,767
Community Housing Reserve	191,208	9,127	1,000	(1,000)	200,335	191,208	5,955	0	0	197,163
Waste Management Reserve	117,002	5,585	0	(35,000)	87,587	117,002	3,644	0	0	120,646
Darkan Swimming Pool Reserve	55,826	2,665	5,000	0	63,491	55,826	1,739	0	0	57,565
Information Technology Reserve	57,723	2,755	0	(25,000)	35,478	57,723	1,798	0	0	59,521
Darkan Sport and Community Centre Reserve	184,875	8,825	30,000	0	223,700	184,875	5,757	0	0	190,632
Arthur River Country Club Reserve	47,461	2,266	0	0	49,727	47,461	1,478	0	0	48,939
Museum Reserve	132,904	6,344	6,000	(5,000)	140,248	132,904	4,139	0	0	137,043
Moodiarrup Sports Club Reserve	22,156	1,058	5,000	0	28,214	22,156	690	0	0	22,846
Landcare Reserve	29,067	1,388	0	(5,000)	25,455	29,067	905	0	0	29,972
Corporate Planning and Valuation Reserve	4,596	219	0	0	4,815	4,596	143	0	0	4,739
Kids Central Reserve	7,088	338	0	(2,000)	5,426	7,088	221	0	0	7,309
The Shed Reserve	13,103	625	0	0	13,728	13,103	408	0	0	13,511
Recreation Trails Reserve	1,258	60	0	0	1,318	1,258	39	0	0	1,297
Community Gym Reserve	8,558	409	0	(2,000)	6,967	8,558	267	0	0	8,825
Economic Development Reserve	89,885	4,291	0	0	94,176	89,885	2,799	0	0	92,684
Road Reserve	241,795	11,542	0	0	253,337	241,795	7,530	0	0	249,325
	<b>2,754,878</b>	<b>131,504</b>	<b>347,150</b>	<b>(1,146,546)</b>	<b>2,086,986</b>	<b>2,754,878</b>	<b>85,793</b>	<b>0</b>	<b>0</b>	<b>2,840,671</b>



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**INVESTING ACTIVITIES**

**5 CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	120,620	36,500	35,871	(629)
Buildings - non-specialised	606,000	411,500	409,530	(1,970)
Buildings - specialised	25,000	15,070	15,070	0
Furniture and equipment	188,000	30,500	30,551	51
Plant and equipment	479,751	363,372	317,139	(46,233)
<b>Acquisition of property, plant and equipment</b>	<b>1,419,371</b>	<b>856,942</b>	<b>808,161</b>	<b>(48,781)</b>
Infrastructure - roads	1,153,551	862,862	865,006	2,144
Infrastructure - Other	410,694	85,277	37,142	(48,135)
<b>Acquisition of infrastructure</b>	<b>1,564,245</b>	<b>948,139</b>	<b>902,148</b>	<b>(45,991)</b>
<b>Total capital acquisitions</b>	<b>2,983,616</b>	<b>1,805,081</b>	<b>1,710,309</b>	<b>(94,772)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	1,310,628	669,916	671,744	1,828
Borrowings	150,000	0	0	0
Other (disposals & C/Fwd)	125,000	35,000	29,091	(5,909)
Reserve accounts				
Plant Reserve	376,926	0	0	0
Building Reserve	694,620	0	0	0
Community Housing Reserve	1,000	0	0	0
Waste Management Reserve	35,000	0	0	0
Information Technology Reserve	25,000	0	0	0
Museum Reserve	5,000	0	0	0
Landcare Reserve	5,000	0	0	0
Kids Central Reserve	2,000	0	0	0
Community Gym Reserve	2,000	0	0	0
Contribution - operations	251,442	1,100,165	1,009,474	(90,691)
<b>Capital funding total</b>	<b>2,983,616</b>	<b>1,805,081</b>	<b>1,710,309</b>	<b>(94,772)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

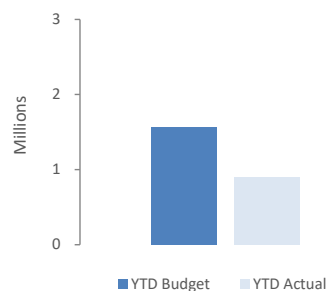
**Initial recognition and measurement for assets held at cost**

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

**Initial recognition and measurement between mandatory revaluation dates for assets held at fair value**

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

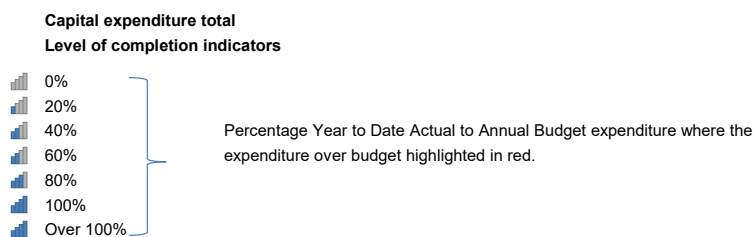
**Payments for Capital Acquisitions**



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**INVESTING ACTIVITIES**

**5 CAPITAL ACQUISITIONS - DETAILED**



Level of completion indicator, please see table at the end of this note for further detail.

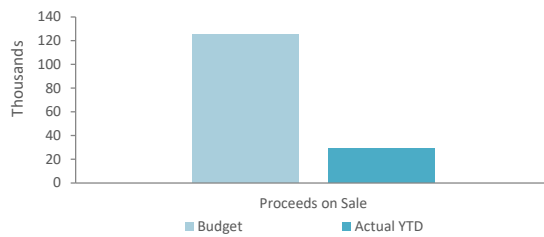
		Adopted			Variance	
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over	
	E168822	New ERP and EDRMS	(175,000)	(30,500)	(30,551)	51
	E168823	CCTV System - Railway Reserve	(13,000)	0	0	0
	E168522	Burrowes Street West - subdivision	(43,500)	(25,000)	(24,073)	-927
	E168523	Land Acquisition and Development	(41,120)	(4,000)	(3,880)	-120
	E168524	4WDL Key worker housing	(6,500)	(6,500)	(6,500)	0
	E168525	Industrial Land Growden Place headworks, elec, survey	(36,000)	(7,500)	(7,919)	419
	E168519	Staff housing improvements/renovations	(90,000)	0	0	0
	E168520	New staff house	(509,500)	(405,000)	(403,030)	-1970
	E168521	Record Storage - Shire Depot	(25,000)	(15,070)	(15,070)	0
	E167940	Hillman Reserve Walk trail	(13,517)	(10,500)	(10,358)	-142
	E167941	New playground equipment	(140,000)	(11,000)	(11,000)	0
	E167942	Lake Towerrinning easement	(22,800)	0	0	0
	E167943	Access track - Hillman Reserve	(170,000)	(200)	(199)	-1
	E167944	EV charging station	(16,300)	(15,500)	(15,585)	85
		Unallocated LRCI project	(48,077)	(48,077)	0	-48077
<b>Plant &amp; Equipment</b>						
	E167835	Kubota Skid Steer	(160,000)	(160,000)	(130,125)	-29875
	E167836	Gardener's Truck	(70,000)	0	0	0
	E167837	Rotary Axe Slasher	(28,000)	(28,000)	(30,500)	2500
	E167838	2016 Holden Rodeo Grader Ute	(35,000)	0	0	0
	E167839	Works Manager Ute	(53,000)	(53,000)	(44,301)	-8699
	E167840	New compressor for workshop	(11,379)	0	0	0
	E167841	Workshop Mobile Column Hoist	(43,900)	(43,900)	(39,991)	-3909
	E167842	Workshop Scan Tools	(14,541)	(14,541)	(13,068)	-1473
	E167843	Oil Reels, Pumps and Bulk Waste Oil	(23,106)	(23,106)	(19,704)	-3402
	E167844	Depot Oil Storage	(13,000)	(13,000)	(11,625)	-1375
	E167845	3 x Fast Fill Trailer for Bush Fire Brigades	(27,825)	(27,825)	(27,825)	0
	E168908	Boyup Brook Arthur Road	(406,062)	(406,062)	(409,283)	3221
	E168909	Darkan Williams Road	(147,930)	(100,000)	(99,293)	-707
	E168910	Cordering North Road	(245,997)	(240,000)	(238,876)	-1124
	E168911	Beaufort road	(74,903)	(60,000)	(59,557)	-443
	E168912	Clarke Road	(153,329)	(8,500)	(8,655)	155
	E168913	Darkan South	(43,500)	(35,000)	(35,609)	
<b>Infrastructure - Other</b>						
	E168914	Old tennis court - removal	(20,839)	(13,000)	(13,448)	448
	E168915	Caravan park intersection	(10,991)	0	0	0
	E168916	Landfill management	(35,000)	0	0	0
	E168917	Dump point - information bay	(15,000)	(300)	(285)	-15
		<b>(2,983,616)</b>	<b>(1,805,081)</b>	<b>(1,710,310)</b>		<b>(95,380)</b>

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**OPERATING ACTIVITIES**

**6 DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Land - freehold land</b>								
	Industrial land Growden Place	46,000	50,000	4,000	0	0	0	0	0
	<b>Plant and equipment</b>								
	Kubota Skid Steer	35,034	30,000	0	(5,034)	0	0	0	0
	Gardeners Truck	4,360	5,000	640	0	0	0	0	0
	Holden Rodeo	1,050	5,000	3,950	0	0	0	0	0
	Works Manager Vehicle	32,466	35,000	2,534	0	32,607	29,091	0	(3,516)
		<b>118,910</b>	<b>125,000</b>	<b>11,124</b>	<b>(5,034)</b>	<b>32,607</b>	<b>29,091</b>	<b>0</b>	<b>(3,516)</b>



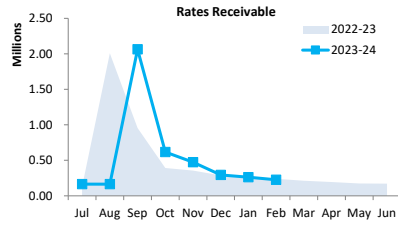
**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**OPERATING ACTIVITIES**

**7 RECEIVABLES**

**Rates receivable**

	30 June 2023	31 Mar 2024
	\$	\$
Opening arrears previous years	200,216	171,494
Levied this year	2,014,840	1,997,237
Less - collections to date	(1,960,221)	(1,866,343)
<b>Gross rates collectable</b>	<b>254,835</b>	<b>302,388</b>
Allowance for impairment of rates receivable	(83,341)	(83,341)
<b>Net rates collectable</b>	<b>171,494</b>	<b>219,047</b>
% Collected	88.5%	86.1%



**Receivables - general**

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	1,761	0	136	48,213	50,110
Percentage	0.0%	3.5%	0.0%	0.3%	96.2%	
<b>Balance per trial balance</b>						
Trade receivables						50,110
GST receivable						13,131
<b>Total receivables general outstanding</b>						<b>63,241</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

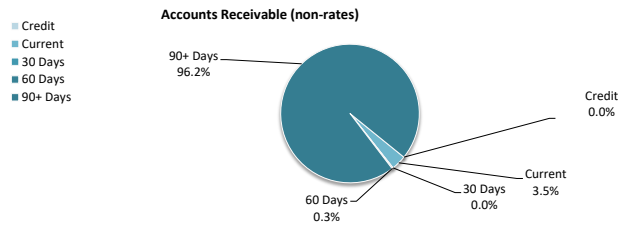
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

**Classification and subsequent measurement**

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**OPERATING ACTIVITIES**

**8 OTHER CURRENT ASSETS**

<b>Other current assets</b>	<b>Opening Balance 1 July 2023</b>	<b>Asset Increase</b>	<b>Asset Reduction</b>	<b>Closing Balance 31 March 2024</b>
	\$	\$	\$	\$
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	30,007		(22,475)	7,532
<b>Inventory</b>				
Fuel and materials	14,985		0	14,985
Land held for resale	70,000			70,000
<b>Total other current assets</b>	<b>114,992</b>	<b>0</b>	<b>(22,475)</b>	<b>92,517</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

**Other financial assets at amortised cost**

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

**Inventory**

Inventories are measured at the lower of cost and net realisable value.  
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**OPERATING ACTIVITIES**

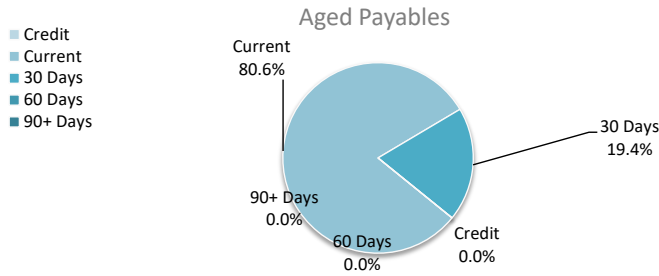
**9 PAYABLES**

<b>Payables - general</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$	\$	\$	\$	\$
Payables - general	0	83,341	20,000	0	0	103,341
Percentage	0.0%	80.6%	19.4%	0.0%	0.0%	
<b>Balance per trial balance</b>						
Sundry creditors						37,078
Other payables						17,801
Accrued expenditure						20,000
Payroll deductions						53,750
Collections						10,658
<b>Total payables general outstanding</b>						<b>139,287</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**OPERATING ACTIVITIES**

**10 RATE REVENUE**

**General rate revenue**

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue \$	Budget		YTD Actual		Total Revenue \$
					Interim Rate Revenue \$	Total Revenue \$	Rate Revenue \$	Interim Rate Revenue \$	
<b>Gross rental value</b>									
GRV Townsite	0.083280	85	744,156	61,973	0	61,973	61,973	0	61,973
GRV Commercial	0.083280	13	239,564	19,951	0	19,951	19,951	0	19,951
GRV Industrial	0.083280	7	112,580	9,376	0	9,376	9,376	0	9,376
GRV Other Townsite	0.083280	15	95,888	7,986	0	7,986	7,986	0	7,986
<b>Unimproved value</b>									
UV Rural	0.003954	371	455,842,000	1,802,399	0	1,802,399	1,802,399	(297)	1,802,102
<b>Sub-Total</b>		<b>491</b>	<b>457,034,188</b>	<b>1,901,685</b>	<b>0</b>	<b>1,901,685</b>	<b>1,901,685</b>	<b>(297)</b>	<b>1,901,388</b>
<b>Minimum payment</b>									
<b>Minimum Payment \$</b>									
<b>Gross rental value</b>									
GRV Townsite	597	47	179,632	28,059	0	28,059	28,059	0	28,059
GRV Commercial	597	9	22,440	5,373	0	5,373	5,373	0	5,373
GRV Industrial	597	3	9,690	1,791	0	1,791	1,791	0	1,791
GRV Other Townsite	417	19	20,820	7,923	0	7,923	7,923	0	7,923
UV Rural	597	83	7,091,434	49,551	0	49,551	49,551	(778)	48,773
<b>Sub-total</b>		<b>161</b>	<b>7,324,016</b>	<b>92,697</b>	<b>0</b>	<b>92,697</b>	<b>92,697</b>	<b>(778)</b>	<b>91,919</b>
<b>Amount from general rates</b>						<b>1,994,382</b>			<b>1,993,307</b>
Ex-gratia rates						3,774			3,930
<b>Total general rates</b>						<b>1,998,156</b>			<b>1,997,237</b>

SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	
GROH Housing	70	96,078	0	0	(40,062)	(53,558)	56,016	42,520	(3,859)	(5,003)
Industrial Land	72	28,058	0	0	(8,201)	(10,950)	19,857	17,108	(600)	(784)
ERP	75	0	0	150,000	0	(6,781)	0	143,219	0	(1,571)
Loader	74	252,745	0	0	(17,777)	(23,823)	234,968	228,922	(7,408)	(9,758)
		376,881	0	150,000	(66,040)	(95,112)	310,841	431,769	(11,867)	(17,116)
<b>Self supporting loans</b>										
WA Cottage Homes		309,375	0	0	(22,475)	(30,007)	286,900	279,368	(7,456)	(9,900)
		309,375	0	0	(22,475)	(30,007)	286,900	279,368	(7,456)	(9,900)
<b>Total</b>		<b>686,256</b>	<b>0</b>	<b>150,000</b>	<b>(88,515)</b>	<b>(125,119)</b>	<b>597,741</b>	<b>711,137</b>	<b>(19,323)</b>	<b>(27,016)</b>
Current borrowings		125,119					36,604			
Non-current borrowings		561,137					561,137			
		<b>686,256</b>					<b>597,741</b>			

All debenture repayments were financed by general purpose revenue.  
Self supporting loans are financed by repayments from third parties.

New borrowings 2023-24

Particulars	Amount Borrowed		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
ERP and EDRMS Software	0	150,000	WATC	Fixed	5	17,042	4	0	0	0
	<b>0</b>	<b>150,000</b>				<b>17,042</b>		<b>0</b>	<b>0</b>	<b>0</b>

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.



**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**OPERATING ACTIVITIES**

**12 OTHER CURRENT LIABILITIES**

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 March 2024
		\$	\$	\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Contract liabilities		586	0	161,868	(85,239)	77,215
Capital grant/contributions liabilities		6,750	0	904,891	(671,744)	239,897
<b>Total other liabilities</b>		7,336	0	1,066,759	(756,983)	317,112
<b>Employee Related Provisions</b>						
Provision for annual leave		122,354	0	0	0	122,354
Provision for long service leave		188,072	0	0	0	188,072
<b>Total Provisions</b>		310,426	0	0	0	310,426
<b>Total other current liabilities</b>		<b>317,762</b>	<b>0</b>	<b>1,066,759</b>	<b>(756,983)</b>	<b>627,538</b>

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

**KEY INFORMATION**

**Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**Employee Related Provisions**

**Short-term employee benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

**Other long-term employee benefits**

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**Contract liabilities**

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

**Capital grant/contribution liabilities**

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue					YTD Revenue Actual
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	
	1 July 2023		(As revenue)	31 Mar 2024	31 Mar 2024						
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>											
Grants Commission - General (WALGGC)	0	0	0	0	0	30,911	23,184	30,911	0	30,911	23,183
Grants Commission - Roads (WALGGC)	0	0	0	0	0	32,595	24,447	32,595	0	32,595	24,446
<b>Governance</b>											
National Australia Day Grant	0	10,000	(10,000)	0	0	0	0	0	10,000	10,000	10,000
DFES Grant - Operating	0	44,334	(44,334)	0	0	51,112	38,334	51,112	0	51,112	44,334
<b>Education &amp; Welfare</b>											
Council on the Ageing	0	1,000	(1,000)	0	0	0	0	0	1,000	1,000	1,000
<b>Health</b>											
Disability Grant	0	1,000	(1,000)	0	0	0	0	0	1,000	1,000	1,000
<b>Community Amenities</b>											
Protection of the Environment	0	15,727	0	15,727	15,727	0	0	0	20,400	20,400	0
Recreation & Culture Grants	0	465	(465)	0	0	1,000	1,000	1,000	0	1,000	465
LRCI - Swimming Pool	0	0	0	0	0	34,644	0	34,644	0	34,644	0
Library Income	586	0	(586)	0	0	0	0	0	0	0	586
Community Events	0	1,000	(1,000)	0	0	1,600	1,600	1,600	0	1,600	1,000
Direct Road Grant	0	0	0	0	0	158,376	158,376	158,376	0	158,376	158,376
FRRR Grant Income	0	88,342	(26,854)	61,488	61,488	106,437	27,000	106,437	0	106,437	26,854
	<b>586</b>	<b>161,868</b>	<b>(85,239)</b>	<b>77,215</b>	<b>77,215</b>	<b>416,675</b>	<b>273,941</b>	<b>416,675</b>	<b>32,400</b>	<b>449,075</b>	<b>291,244</b>
<b>Contributions</b>											
Contributions Minor	0	0	0	0	0	540	0	540	0	540	1,493
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>540</b>	<b>0</b>	<b>540</b>	<b>0</b>	<b>540</b>	<b>1,493</b>
<b>TOTALS</b>	<b>586</b>	<b>161,868</b>	<b>(85,239)</b>	<b>77,215</b>	<b>77,215</b>	<b>417,215</b>	<b>273,941</b>	<b>417,215</b>	<b>32,400</b>	<b>449,615</b>	<b>292,737</b>

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**INVESTING ACTIVITIES**

**14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue					
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	Annual	Budget	YTD	Revenue
	1 July 2023	(As revenue)	(As revenue)	31 Mar 2024	31 Mar 2024	Revenue	Budget	Budget	Variations	Expected	Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>											
DFES Grant	0	27,825	(27,825)	0	0	27,825	27,825			0	27,825
LRCIP Phase 4 - CCTV	0	0	0	0	0	10,000	0			0	0
DLGSC - Hillman Reserve Walk Trail	6,750	0	(6,750)	0	0	6,750	6,750			0	6,750
Heritage Grant - Darkan townsite		7,649	0	7,649	7,649	0	0		7,649	7,649	0
LRCIP Phase 4 Playground	0	11,000	(11,000)	0	0	140,000	11,000			0	11,000
LRCIP Phase 4 Hillman Reserve Access	0	90,039	(10,357)	79,682	79,682	170,000	10,000			0	10,357
LRCIP Phase 4 Dump Point	0	0	0	0	0	13,305	0			0	0
LRCIP - allocated to bridge maintenance	0	49,059	(49,059)	0	0	48,077	48,077			0	49,059
Dump point grant	0	0	0	0	0	1,695	0			0	0
Roads to Recovery	0	227,226	(227,226)	0	0	320,264	227,000			0	227,226
Regional Road Group	0	295,264	(295,264)	0	0	368,788	295,264			0	295,264
LRCIP Phase 4	0	196,829	(44,263)	152,566	152,566	196,829	44,000			0	44,263
EV Charging	0	0	0	0	0	7,095	0			0	0
	<b>6,750</b>	<b>904,891</b>	<b>(671,744)</b>	<b>239,897.00</b>	<b>239,897.00</b>	<b>1,310,628</b>	<b>669,916</b>	<b>0</b>	<b>7,649</b>	<b>7,649</b>	<b>671,744</b>

**SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**15 TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening	Amount	Amount	Closing
	Balance			Received
	1 July 2023			31 Mar 2024
	\$	\$	\$	\$
Westcare	43,822	0	0	43,822
Seniors Luncheon	1,512	0	(411)	1,101
Arthur River Development	2,769	0	0	2,769
RSL Trust Fund	4,141	0	0	4,141
Darkan Arts Council	8,004	0	0	8,004
Arthur River Hall	2,840	250	0	3,090
Arthur River Restoration	10,622	0	0	10,622
Trust Fund Interest	0	154	0	154
	<b>73,710</b>	<b>404</b>	<b>(411)</b>	<b>73,703</b>

SHIRE OF WEST ARTHUR  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024

16 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
<b>Budget adoption</b>						372,259
Allocation of LRCI funds to be used for Glenorchy Bridge repair - Sep 23	CO-2023-116		0	48,077	(48,077)	372,259
Bike Month grant - August 23	CO-2023-101	Operating revenue	0	2,000	0	374,259
Bike month expenditure - august 23	CO-2023-101	Operating expenses	0	0	(2,000)	372,259
Thank a volunteer - \$1,000 approved Nov 23	CO-2023-127	Operating revenue		1,000		373,259
Thank a volunteer - \$1,000 approved Nov 23	CO-2023-127	Operating expenses			(1,000)	372,259
WA seniors week - \$1,000 approved Nov 23	CO-2023-127	Operating revenue		1,000		373,259
WA seniors week - \$1,000 approved Nov 23	CO-2023-127	Operating expenses			(1,000)	372,259
International Day of People with Disability \$1,000 Approved Nov 23	CO-2023-127	Operating revenue		1,000		373,259
International Day of People with Disability \$1,000 Approved Nov 23	CO-2023-127	Operating expenses			(1,000)	372,259
Australia Day - \$10,000 approved Nov 23	CO-2023-127	Operating revenue		10,000		382,259
Australia Day - \$10,000 approved Nov 23	CO-2023-127	Operating expenses			(10,000)	372,259
WALGA local biodiversity strategy	CO-2023-159	Operating revenue		23,000		395,259
WALGA local biodiversity strategy	CO-2023-159	Operating expenses			(23,000)	372,259
State National Resource Management Program - Regenerative and sustainable farming p	CO-2023-159	Operating revenue		20,400		392,659
State National Resource Management Program - Regenerative and sustainable farming	CO-2023-159	Operating expenses			(20,400)	372,259
Heritage council - Heritage trail project	CO-2024-011	Capital revenue		19,123		391,382
Heritage council - Heritage trail project materials	CO-2024-011	Capital expenses			(27,306)	364,076
				125,600	(133,783)	(8,183)

**12.2 ACCOUNTS FOR PAYMENT LISTING - MARCH 2024**

<b>File Reference:</b>	<b>ADM338</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Kylie Whitaker, Finance Officer</b>
<b>Authorising Officer:</b>	<b>Rajinder Sunner, Manager Corporate Services</b>
<b>Date:</b>	<b>11/04/2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>1. <a href="#">Accounts for Payment Listing - March 2024</a></b> <b>2. <a href="#">Corporate Card Summary - 30 January 2024 to 28 February 2024</a></b>

**SUMMARY:**

Council is requested to endorse payments of accounts for March 2024 as listed and note the attached credit card transactions.

**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, don't hesitate to contact the office before the Council meeting.

**CONSULTATION:**

No consultation is required.

**STATUTORY ENVIRONMENT:**

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:**

Policy F29 – Purchasing Policy

Policy F2 – Corporate Transaction Cards Policy

**FINANCIAL IMPLICATIONS:**

There are no financial implications. Reported expenditure is assessed by management as being consistent with the adopted Annual Budget.

**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
<b>Almost Certain</b>	<b>5</b>	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
<b>Likely</b>	<b>4</b>	Low (4)	Medium (8)	High (12)	High (16)	Extreme (25)
<b>Possible</b>	<b>3</b>	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
<b>Unlikely</b>	<b>2</b>	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
<b>Rare</b>	<b>1</b>	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Description of Key Risk	Unauthorised (or incorrectly authorised) payments being made
Risk Likelihood (based on history and with existing controls)	Rare (1)
Risk Consequence	Major (4)
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	Low (4)
Principal Risk Theme	Misconduct
Risk Action Plan (Controls or Treatment Proposed)	Payments listing provided to Council each month

**VOTING REQUIREMENTS:**

Simple Majority

**RESOLUTION CO-2024-051**

Moved: Cr Karen Harrington

Seconded: Cr Robyn Lubcke

That Council;

1. in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, note Municipal Fund vouchers 07032024.1, 08032024.1-08032024.16, 15032024.1-15032024.53, 26032024.1-26032024.34, 27032024.1-27032024.4, Licensing, Salaries and Wages, EFT Transfers and Direct Debits totalling \$710,124.86 listed (attached) as approved for payment; and
2. note the attached Corporate Credit Card facility transaction summary from 30 January 2024 to 28 February 2024.

In Favour: Cars Neil Morrell, Karen Harrington, Graeme Peirce, Robyn Lubcke, Duncan South and Adam Squires

Against: Nil

**CARRIED 6/0**



**Shire of West Arthur  
Cheque Detail  
March 2024**

Date	Num	Name	Original Amount
21/03/2024	BPAY	ATO	30,000.00
		BAS FEB 24	
26/03/2024	BPAY	NAB CREDIT CARD	565.60
		STARLINK DEPOT, RECKON TRAINING, REPAIR WINDSCREEN, PARKING, MEDIA PLAYER, FOAM MATS, ACCIDENTAL USE THAT HAS BEEN REIMBURSED BY RAJ	
14/03/2024	DIRECTDEBIT	ASGARD SUPER	263.27
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
14/03/2024	DIRECTDEBIT	AUSTRALIAN ETHICAL SUPER FUND	152.75
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
14/03/2024	DIRECTDEBIT	AUSTRALIAN RETIREMENT TRUST	281.17
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
14/03/2024	DIRECTDEBIT	AUSTRALIAN SUPER	2,656.66
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
14/03/2024	DIRECTDEBIT	AWARE SUPER	7,534.64
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
14/03/2024	DIRECTDEBIT	COLONIAL FIRST STATE	867.22
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
14/03/2024	DIRECTDEBIT	D AND K MELBOURNE SUPERANNUATION FUND	302.46
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
14/03/2024	DIRECTDEBIT	HOSTPLUS	64.07
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
14/03/2024	DIRECTDEBIT	PRIME SUPER	166.41
		FORTNIGHTLY SUPERANNUATION CONTRIBUTIONS	
15/03/2024	DIRECTDEBIT	SYNERGY	8,224.09
		USAGE AND SUPPLY CHARGE FOR SHIRE PROPERTIES	
15/03/2024	DIRECTDEBIT	TELSTRA	2,855.33
		USAGE AND SERVICE CHARGE FOR SHIRE PROPERTIES	
15/03/2024	DIRECTDEBIT	WATER CORPORATION	1,585.45
		WATER USAGE FROM 30/11/23-31/1/24 FOR HORWOOD STANDPIPE	
26/03/2024	DIRECTDEBIT	RENTFIND TECHNOLOGIES PTY LTD	22.00
		2023/2024 MARCH - STAFF HOUSING AND JOINT VENTURE HOUSING UNITS	
28/03/2024	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	10.00
		ACCOUNT FEES	
28/03/2024	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	25.00
		ACCOUNT FEES	
28/03/2024	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	44.74
		NAB CONNECT FEES	
28/03/2024	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	168.43
		MERCHANT FEE	
14/03/2024	EFT	SALARIES AND WAGES	66,325.51
		PAYROLL	
28/03/2024	EFT	SALARIES AND WAGES	69,064.98
		PAYROLL	

**Shire of West Arthur  
Cheque Detail  
March 2024**

Date	Num	Name	Original Amount
07/03/2024	07032024.1	<b>SOURCE MACHINERY PTY LTD</b>	<b>143,137.50</b>
		KUBOTA SKID STEER SUPPLY AND DELIVERY	
08/03/2024	08032024.1	<b>BELL, SHARON LEIGH</b>	<b>86.40</b>
		REIMBURSEMENT FOR GROCERIES FOR SENIORS MEALS	
08/03/2024	08032024.2	<b>COUNTRY ROAD CONTRACTING PTY LTD</b>	<b>4,147.00</b>
		BEAUFORT ROAD R2R GRAVEL PUSH 1300M3 AND DOZER HIRE	
08/03/2024	08032024.3	<b>DEPARTMENT OF FIRE AND EMERGENCY SERVICES</b>	<b>18,933.60</b>
		ESL QUARTER 3 CONTRIBUTIONS YEAR 2023/2024	
08/03/2024	08032024.4	<b>FUEL DISTRIBUTORS OF WA</b>	<b>16,207.81</b>
		8500L DIESEL FUEL SHIRE DEPOT, FUEL FOR RAJ AND VIN'S CAR, STARCARD FEES JAN24	
08/03/2024	08032024.5	<b>PEDERICK ENGINEERING</b>	<b>33.00</b>
		1M OF 50X50X4 DURAGAL ANGLE PER JIM PO 533	
08/03/2024	08032024.6	<b>PHOENIX GLASS</b>	<b>2,421.00</b>
		HEALTH & RESOURCE CENTRE SUPPLY AND INSTALL REGLAZE	
08/03/2024	08032024.7	<b>PROCARE LOCKSMITHS</b>	<b>1,810.90</b>
		DARKAN REFUSE SITE - EVVA AIRKEY TAG + POSTAGE, COMMUNITY GYM, DARKAN REFUSE SITE AND OFFICE	
08/03/2024	08032024.8	<b>PUTLAND MOTORS</b>	<b>1,014.90</b>
		PARTS AND REPAIRS - C5 AND T3	
08/03/2024	08032024.9	<b>SAUNDERS, PAUL</b>	<b>70.93</b>
		REIMBURSEMENT FOR FIRE VOLUNTEERS	
08/03/2024	08032024.10	<b>SPRYS MEAT MARKET</b>	<b>71.59</b>
		MEAT FOR SENIORS AND MEALS	
08/03/2024	08032024.11	<b>TEAM GLOBAL EXPRESS</b>	<b>430.36</b>
		CORSIGN, POOL WATER EXAM, LAKE WATER EXAM, THINKWATER FREIGHT	
08/03/2024	08032024.12	<b>THINKWATER BUNBURY</b>	<b>195.63</b>
		DIGITAL HAND HELD METER PER JIM PO 520	
08/03/2024	08032024.13	<b>TR HOMES &amp; CO</b>	<b>72,766.00</b>
		NEW STAFF HOUSE - 10 KING STREET - TILING PROGRESS PAYMENT	
08/03/2024	08032024.14	<b>VALLEY OF PLENTY.</b>	<b>2,975.40</b>
		CATERING FOR TRAINING SESSION, COUNCIL MEETING AND INDUSTRY ATTRACTION FUND WORKSHOP	
08/03/2024	08032024.15	<b>WA CONTRACT RANGER SERVICES PTY LTD</b>	<b>627.00</b>
		RANGER SERVICES 13 AND 22 FEBRUARY 2024	
08/03/2024	08032024.16	<b>WEST SOIL AND WATER</b>	<b>4,268.00</b>
		LAND ACQUISITION AND DEVELOPMENT - BURROWES STREET WEST	
15/03/2024	15032024.1	<b>AIR LIQUIDE</b>	<b>49.28</b>
		FACILITY FEE ON "G" AND "D" SIZE CYLINDERS	
15/03/2024	15032024.2	<b>ALLIED FORKLIFTS PTY LTD</b>	<b>60.17</b>
		ELETRIC SEATBELT - FORKLIFT	
15/03/2024	15032024.3	<b>AMPAC DEBT RECOVERY (WA)</b>	<b>170.50</b>
		GENERAL PROCEDURE CLAIM A975 AND A2595	
15/03/2024	15032024.4	<b>ASTRID VOLZKE PHOTOGRAPHY</b>	<b>200.00</b>
		RIGHTS TO DIGITAL IMAGES	

**Shire of West Arthur  
Cheque Detail  
March 2024**

Date	Num	Name	Original Amount
15/03/2024	15032024.5	<b>AUSTRALIA POST</b>	<b>135.50</b>
		A4 EXPRESS ENVELOPE AND ANNUAL MAILBOX RENTAL	
15/03/2024	15032024.6	<b>AVALON SURVEYS</b>	<b>500.35</b>
		INDUSTRIAL LAND GROWDEN PLACE - WESTERN POWER SERVICING APPLICATION PREPAYMENT	
15/03/2024	15032024.7	<b>AVERY, MIKE</b>	<b>48.82</b>
		CARAVAN PARK CANCELLATION. IN 23/2 OUT 25/2	
15/03/2024	15032024.8	<b>BELL, SHARON LEIGH</b>	<b>306.65</b>
		REIMBURSEMENT FOR OFFICE REFURBISHMENT ITEMS, OFFICE CLEANING SUPPLIES, SENIORS MEALS GROCERIES	
15/03/2024	15032024.9	<b>BLACKWOOD BASIN GROUP (INC)</b>	<b>3,514.10</b>
		LANDCARE SUPPORT FOR THE PERIOD 2, 9, 16, 30 JANUARY 2024, 6, 13, 20 AND 27 FEBRUARY 2024 AND TRAVEL	
15/03/2024	15032024.10	<b>BUNBURY MACHINERY</b>	<b>1,392.76</b>
		PULLEYS FOR MOWER AND BEARINGS, VSS BOBCAT L17 V131134522 GLASS (FRONT WINDOW, SEAL AND RUBBER SEAL)	
15/03/2024	15032024.11	<b>BUNBURY TRUCKS</b>	<b>704.93</b>
		PARTS AND REPAIRS - T12	
15/03/2024	15032024.12	<b>BUNCE, GEOFF</b>	<b>34.20</b>
		REIMBURSEMENT FOR BATHROOM TREAD TAPE	
15/03/2024	15032024.13	<b>CORSIGN</b>	<b>148.50</b>
		CUSTOM SIGN. 900*1200MM AS PER QUOTE 83159.	
15/03/2024	15032024.14	<b>CREATIVE SPACES</b>	<b>6,726.50</b>
		CWA 100 YEARS EXHIBITION (STAGE 1 - DESIGN)	
15/03/2024	15032024.15	<b>DARKAN AGRI SERVICES</b>	<b>3,912.35</b>
		THERMO WATER BOTTLE, DOOR SEALS, PADLOCK, DOOR, PAINT, RATBAIT, SLIDE WALL SET	
		PRIVACY KNOB SET, SCREWS, INSECT SPRAY, PLANT AND POT, PLAYGROUND EQUIPMENT, CEMENT	
		WORK PANTS, DUCT TAPE, FERTILIZER, TAPE MEASURE, TURPS AND PAINT BRUSHES	
15/03/2024	15032024.16	<b>E W &amp; R J PUGH</b>	<b>918.00</b>
		ARTHUR RIVER TOILETS EXTRACTION OF SEWAGE FROM THE SEPTIC TANKS	
15/03/2024	15032024.17	<b>EVANS, JASON</b>	<b>97.95</b>
		REIMBURSEMENT FOR CARAVAN PARK CANCELLATION IN 15/3 OUT 17/3 - 12738671/12738672	
15/03/2024	15032024.18	<b>EXURBAN RURAL AND REGIONAL PLANNING</b>	<b>3,286.40</b>
		GENERAL TOWN PLANNING CONSULTANCY SERVICES PTOVIDE DURING FEB 24.	
15/03/2024	15032024.19	<b>FITONIA PTY LTD ATF SILVERSPRING TRUST</b>	<b>8,676.58</b>
		140M3 BUSHLAND MULCH \$56.17M3 + GST AND DELIVERY	
15/03/2024	15032024.20	<b>FLEAYS STORE</b>	<b>71.90</b>
		OFFICE REFRESHMENTS FEB 24	
15/03/2024	15032024.21	<b>FUEL DISTRIBUTORS OF WA</b>	<b>26,528.63</b>
		MOTORPASS SURCHARGE, FUEL FOR VIN AND RAJ/S CAR	

**Shire of West Arthur  
Cheque Detail  
March 2024**

Date	Num	Name	Original Amount
15/03/2024	15032024.22	<b>HORTON, PATRICIA</b>	<b>48.82</b>
		REIMBURSE CARAVAN PARK CANCELLATION IN 9/3 OUT 11/3/24 ID 12144959	
15/03/2024	15032024.23	<b>INFINITUM TECHNOLOGIES PTY LTD</b>	<b>2,695.00</b>
		LENOVO THINKPAD 15 GEN 4 15.6IN AND DOCK	
15/03/2024	15032024.24	<b>IRIS CONSULTING</b>	<b>480.00</b>
		1X IRIS DIGITISATION MANUAL	
15/03/2024	15032024.25	<b>JASON SIGNMAKERS</b>	<b>370.70</b>
		VINYL LOGOS FOR VEHICLES	
15/03/2024	15032024.26	<b>LOCAL GOVERNMENT PROFESSIONALS AUS WA</b>	<b>1,570.00</b>
		FINANCE PROFESSIONALS CONFERENCE ATTENDANCE TO FULL CONFERENCE FOR RAJINDER SUNNER AND CONFERENCE DINNER	
15/03/2024	15032024.27	<b>LUSH FIRE &amp; PLANNING</b>	<b>1,787.50</b>
		GENERAL TOWN PLANNING CONSULTANCY SERVICES PROVIDED DURING FEB 24 AND 1/3/24.	
15/03/2024	15032024.28	<b>MCLEODS BARRISTERS AND SOLICITORS</b>	<b>4,408.80</b>
		PREPARATION OF TEMPLATE EASEMENT DOCUMENT FOR LAKE TOWERINNING, GOVERNANCE ADVICE	
15/03/2024	15032024.29	<b>MCLUCKIE, BRIAN</b>	<b>24.26</b>
		REIMBURSE OF CARAVAN PARK CANCELLATION IN 29/2 OUT 1/3	
15/03/2024	15032024.30	<b>MORRELL, NICKI</b>	<b>389.80</b>
		TRAVEL FOR WORKERS COMP ACT SEMINAR	
15/03/2024	15032024.31	<b>NARROGIN AUTO ELECTRICS</b>	<b>507.50</b>
		PARTS AND REPAIRS - T22	
15/03/2024	15032024.32	<b>OFFICEWORKS</b>	<b>375.53</b>
		MECHANICAL PENCILS, ERASER, FILE DIVIDERS, NOTEBOOK, SUSPENSION FILES AND FREIGHT, TORO DESK AND FREIGHT	
15/03/2024	15032024.33	<b>P &amp; S GRIGGS PLUMBING</b>	<b>895.00</b>
		CARAVAN PARK, LOT 2 GROWDEN PLACE, LOT 3 REAR OF GROWDEN PLACE, HORWOOD STREET BACKFLOW TESTING AND TRAVEL	
15/03/2024	15032024.34	<b>PUTLAND MOTORS</b>	<b>6,637.76</b>
		PARTS AND REPAIRS - C5, C29, L1, C22	
15/03/2024	15032024.35	<b>PUTLAND, STACEY</b>	<b>20.00</b>
		ANTI BACTERIAL WIPES FOR GYM	
15/03/2024	15032024.36	<b>QHSE INTEGRATED SOLUTIONS PTY LTD T/AS SK</b>	<b>218.90</b>
		SKYTRUST MONTHLY SUBSCRIPTION MARCH 2024	
15/03/2024	15032024.37	<b>RESONLINE PTY LTD</b>	<b>220.00</b>
		CARAVAN PARK ROOM MANAGER SUPPORT SERVICES 23/24	
15/03/2024	15032024.38	<b>ROBINSON, BEN &amp; STACEY</b>	<b>1,000.00</b>
		ALLOWANCE FOR FIRE CHIEF FOR 23/24	
15/03/2024	15032024.39	<b>SCHINZIG, RENEE.</b>	<b>213.90</b>
		REIMBURSEMENT FOR SEPTEMBER 23 COUNCIL CATERING	
15/03/2024	15032024.40	<b>SHIRE OF COLLIE</b>	<b>1,848.12</b>
		REIMBURSEMENT OF COMMUNITY EMERGENCY SERVICES OFFICER	
15/03/2024	15032024.41	<b>SOS OFFICE EQUIPMENT</b>	<b>232.30</b>
		PHOTOCOPIER BILLING FEB 2024 XEROX APEOSPORT C4570	
15/03/2024	15032024.42	<b>SPRYS MEAT MARKET</b>	<b>251.09</b>
		SENIORS MEALS MEAT	

**Shire of West Arthur  
Cheque Detail  
March 2024**

Date	Num	Name	Original Amount
15/03/2024	15032024.43	<b>STATEWIDE BEARINGS</b>	2,617.84
		PARTS AND REPAIRS - G10	
15/03/2024	15032024.44	<b>STRETTLE PTY LTD</b>	880.00
		POLICY & DELEGATION AMENDMENTS IN RELATION TO SHIRE LOCAL LAWS, LEGISLATION - APPOINTMENT OF AUTHORISED PERSONS	
15/03/2024	15032024.45	<b>TEAM GLOBAL EXPRESS</b>	70.82
		M&B SALES FREIGHT	
15/03/2024	15032024.46	<b>TRUCKLINE</b>	284.33
		PARTS AND REPAIRS - SP112	
15/03/2024	15032024.47	<b>WA CONTRACT RANGER SERVICES PTY LTD</b>	748.00
		RANGER SERVICES 27 FEB AND 5 MARCH 2024	
15/03/2024	15032024.48	<b>WALGA BUSINESS SOLUTIONS</b>	5,544.00
		COUNCIL MEMBER ESSENTIALS COURSES 10/1/24-31/10/24	
15/03/2024	15032024.49	<b>WARRAGULL ATF P &amp; J SOUTH TRUST</b>	4,000.00
		2000M3 GRAVEL @ \$2 PER M3	
15/03/2024	15032024.50	<b>WARREN BLACKWOOD WASTE</b>	2,924.05
		DOMESTIC WASTE, COMMERCIAL WASTE AND RECYLING BINS FEBRUARY 2024	
15/03/2024	15032024.51	<b>WEST ARTHUR COMMUNITY RESOURCE CENTRE</b>	1,220.08
		A3 LAMINATION, THUMB DRIVE FOR FOYER PRESENTATION, MEDICAL HOURS 26/1, 2/2, 9/2 AND 23/2	
15/03/2024	15032024.52	<b>WESTRAC BUNBURY</b>	161.60
		PARTS AND REPAIRS - G10	
15/03/2024	15032024.53	<b>WOOTTONLEA FARMS.</b>	25.00
		REIMBURSE FOR STANDPIPE KEY PURCHASED IN ERROR	
26/03/2024	26032024.1	<b>ABCO PRODUCTS</b>	216.05
		TERRACYCLIC SANITARY BIN BASE WHITE 13L AND FREIGHT	
26/03/2024	26032024.2	<b>AMPAC DEBT RECOVERY (WA)</b>	905.28
		PROBATE SEARCH ASSESSMENT 984, GPC AND TRAVEL ASS 2595, GPC AND TRAVEL ASS 984, SKIP TRACE 727	
26/03/2024	26032024.3	<b>APEX RADIOLOGY</b>	90.05
		XRAY RIGHT ELBOW - RYAN FOWLES	
26/03/2024	26032024.4	<b>BELL, SHARON LEIGH</b>	140.15
		REIMBURSEMENT FOR SENIORS MEALS GROCERIES	
26/03/2024	26032024.5	<b>CAMPBELL CURNOW PARTNERSHIP.</b>	14,080.00
		GRAVEL EXTRACTION 4000M3 @ \$2M3, GRAVEL EXTRACTION 2400M3 @ \$2M3	
26/03/2024	26032024.6	<b>CEMETERIES AND CREMATORIA ASSOCIATION WA</b>	155.00
		TRAINING & DEVELOPMENT - WHEN HELLO TURNS TO GOODBYE SEMINAR (TAHNEE)	
26/03/2024	26032024.7	<b>COALFIELDS BUS SERVICE</b>	660.00
		BUS HIRE FOR AUSTRALIA DAY	
26/03/2024	26032024.8	<b>COALFIELDS WEARPARTS</b>	1,656.40
		PARTS AND REPAIRS - G12	
26/03/2024	26032024.9	<b>CR (PRES) NEIL MORRELL</b>	3,265.49
		SITTING FEES, TRAVEL FEES, COMMUNICATIONS AND PRESIDENT ALLOWANCE - 3RD QTR 23/24	

**Shire of West Arthur  
Cheque Detail  
March 2024**

Date	Num	Name	Original Amount
26/03/2024	26032024.10	<b>DUFF ELECTRICAL CONTRACTING</b>	<b>4,268.00</b>
		ARCHIVE BUILDING - LABOUR INSTALL NEW SUBMAIN FROM WORKSHOP SWITCHBOARD	
26/03/2024	26032024.11	<b>FORDHAM LAMONT, V</b>	<b>90.00</b>
		HOME INTERNET BILL AS PER CEO CONTRACT BILLING PERIOD 15/3-14/4/24	
26/03/2024	26032024.12	<b>FUEL DISTRIBUTORS OF WA</b>	<b>25,258.50</b>
		DIESEL 13500L @ \$1.87100	
26/03/2024	26032024.13	<b>FULTON HOGAN</b>	<b>70,201.30</b>
		CORDERING NORTH ROAD - 2 COAT SEAL CORDERING ROAD	
26/03/2024	26032024.14	<b>GRANTS EMPIRE</b>	<b>2,376.00</b>
		BURROWES ST - WEST - LAND RELEASE - PREPARATION OF BUSINESS CASE SUBMISSION	
26/03/2024	26032024.15	<b>GROW PHOTOGRAPHY</b>	<b>200.00</b>
		HIGH RESOLUTION DIGITAL IMAGES FOR PRINTING ON CANVAS	
26/03/2024	26032024.16	<b>HITACHI CONSTRUCTION MACHINERY PTY LTD</b>	<b>1,355.85</b>
		PARTS AND REPAIRS - L15	
26/03/2024	26032024.17	<b>INFINITUM TECHNOLOGIES PTY LTD</b>	<b>7,627.95</b>
		MEDICAL COMPUTER, PRINTER, SCREENS, STAND AND DELIVERY, MANAGED SERVICE AGREEMENT GOLD - 1/3-31/3/24	
26/03/2024	26032024.18	<b>INSTANT RACKING AND STEEL SHELVING</b>	<b>2,314.00</b>
		RECORD ROOM - LONGSPAN SHELVING WITH MESH SHELVES (QUOTE 00068184)	
26/03/2024	26032024.19	<b>JASON SIGNMAKERS</b>	<b>93.67</b>
		HEALTH & RESOURCE CENTRE FRONT DOOR TRADING HOURS	
26/03/2024	26032024.20	<b>LANDGATE</b>	<b>91.60</b>
		RURAL UV INTERIM VALUATIION SHARED	
26/03/2024	26032024.21	<b>MATHWIN TRANSPORT</b>	<b>196.35</b>
		DARKAN SWIMMING POOL PALLET 20/2 CHEMICALS, 21/2 CHEMICALS 13 EMPTY DRUMS AND FUEL LEVY	
26/03/2024	26032024.22	<b>MIDALIA STEEL PTY LTD</b>	<b>525.69</b>
		PATIO TUBE, DURAGALPLUS, SQUARE EDGE FLATS, GALVANISED ENGLE GALFORCE AND DELIVERY PER JIM PO 535	
26/03/2024	26032024.23	<b>MOORE AUSTRALIA (WA) PTY LTD</b>	<b>1,320.00</b>
		BUDGET WORKSHOP AND TEMPLATE	
26/03/2024	26032024.24	<b>PEDERICK ENGINEERING</b>	<b>1,260.38</b>
		ROLLER - 1ST ASSEMBLY AND 2ND ASSEMBLY, REPAIR DAMAGED THREAD, SUPPLY BOLTS AND WASHERS	
26/03/2024	26032024.25	<b>PRICES FABRICATION AND STEEL</b>	<b>40.11</b>
		CTF REFUND AS THEY PAID IT ON OUR BEHALF FOR THE SHIRE TANK THEY ARE BUILDING.	
26/03/2024	26032024.26	<b>SIGMA CHEMICALS</b>	<b>397.94</b>
		POOL CHEMICALS PER JIM PO 537	
26/03/2024	26032024.27	<b>STATEWIDE BEARINGS</b>	<b>41.25</b>
		PUSH ON NEEDLE COUPLER	
26/03/2024	26032024.28	<b>STRETTLE PTY LTD</b>	<b>1,045.00</b>
		PROFESSIONAL SERVICES NOV 23-MARCH 24	

**Shire of West Arthur  
Cheque Detail  
March 2024**

Date	Num	Name	Original Amount
26/03/2024	26032024.29	<b>TELFER, BONNIE1</b>	<b>116.40</b>
		FRRR ECONOMIC DEVELOPMENT - REFRESHMENTS	
26/03/2024	26032024.30	<b>TOTAL TOOLS BUNBURY</b>	<b>659.00</b>
		COMBO KIT DRILL AND DRIVER SET PER JIM PO 534	
26/03/2024	26032024.31	<b>VALLEY OF PLENTY.</b>	<b>480.00</b>
		BUSINESS NETWORKING SUNDOWNER (11 MARCH), IDEATION WORKSHOP (12 MARCH)	
26/03/2024	26032024.32	<b>WA CONTRACT RANGER SERVICES PTY LTD</b>	<b>584.37</b>
		RANGER SERVICES 12 AND 19 MAR 24	
26/03/2024	26032024.33	<b>WATT, BRENNA</b>	<b>75.00</b>
		CARAVAN PARK CANCELLATION IN 16/3 OUT 18/3 WAS BOOKED TILL 23/3.	
26/03/2024	26032024.34	<b>WHITE, AMY</b>	<b>403.18</b>
		TRAVEL FOR TECHVISION CONFERENCE (420KM AT \$0.9554 PER KM)	
27/03/2024	27032024.1	<b>CR ROBYN LUBCKE</b>	<b>1,093.14</b>
		SITTING FEES, TRAVEL FEES, COMMUNICATIONS AND PRESIDENT ALLOWANCE - 3RD QTR 23/24	
27/03/2024	27032024.2	<b>MATHWIN TRANSPORT</b>	<b>163.35</b>
		DARKAN SWIMMING POOL 13/3 EMPTY DRUMS, CHEMICALS, FUEL LEVY SURCHARGE	
27/03/2024	27032024.3	<b>TRUCKLINE</b>	<b>333.38</b>
		PARTS AND REPAIRS - SP112	
27/03/2024	27032024.4	<b>WREN OIL</b>	<b>16.50</b>
		ADMIN AND COMPLIANCE FEES	
		<b>VOUCHERS</b>	<b>AMOUNT</b>
<b>MUNICIPAL FUND</b>			
		BPAY	30,565.60
		DIRECT DEBIT	25,223.69
		SALARIES AND WAGES - EFT	135,390.49
		07032024.1	143,137.50
		08032024.1-08032024.16	126,059.52
		15032024.1-15032024.53	100,154.77
		26032024.1-26032024.34	142,189.96
		27032024.1-27032024.4	1,606.37
		LICENSING MARCH 2024 TRANSFERS	5796.96
		<b>TOTAL</b>	<b>710,124.86</b>



**SHIRE OF WEST ARTHUR**  
**PAYMENTS OF ACCOUNTS BY NAB VISA CARD**  
**FOR THE STATEMENT PERIOD: 30 January 2024 - 28 February 2024**

DATE	PAYEE	DESCRIPTION	1. CARD NUMBER 4336-XXXX-XXXX-5951	SOWA EXPENSE CODE	EXPENSE DESCRIPTION	AMOUNT
29-Jan-24	SP166 Railway Parade West Leederville	Parking at WALGA	E142070		OTHER PROPERTY & SERVICES:Administration Overheads:Other Adm	\$3.00
07-Feb-24	Reckon Limited	Advanced Payroll training	E143020		OTHER PROPERTY & SERVICES:Works Overheads:Training & Develop	\$95.00
12-Feb-24	Williams Woolshed	Incorrect use of company card - reimbursement receipt attached	L01217		#N/A	\$15.20
14-Feb-24	Starlink Australia	Wifi for new depot building	E122085		TRANSPORT :Maintenance Rural:Depot Maintenance	\$139.00
26-Feb-24	Iaycar	Media player with remote for office refurb	E142065		OTHER PROPERTY & SERVICES:Administration Overheads:Building MA	\$79.95
<b>CARD 1 PAYMENTS</b>						
	RAJINDER SUNNER Cardholder Name		VINCENT FORDHAM LAMONT Cardholder Signed		Authorised By CEO	
15-Feb-24	Bunnings	Darkan Pool mats for ablutions	E112002		RECREATION & CULTURE:Swimming Areas:Darkan Swimming Pool	\$109.45
<b>CARD 2 PAYMENTS</b>						
	GARY RASMUSSEN Cardholder Name		VINCENT FORDHAM LAMONT Cardholder Signed		Authorised By CEO	
31-Jan-24	INGSW Pty Ltd	Repair windscreen	E144006		OTHER PROPERTY & SERVICES:Plant Cost Overheads:Parts & Repairs	\$120.00
<b>CARD 3 PAYMENTS</b>						
	VINCENT FORDHAM LAMONT Cardholder Name		NEIL MORRELL, SHIRE PRESIDENT Cardholder Signed		Authorised By Shire President	
<b>TOTAL NAB VISA CARD PAYMENTS 4336-XXXX-XXXX-7507</b>						<b>\$565.60</b>
<b>Date Due for Payment</b>						<b>25-Mar-24</b>

Kylie Whitaker, Finance Officer have reviewed the NAB visa card payments and confirm that from the descriptions on the documentation provided that:

- all transactions are expenses incurred by the Shire of West Arthur;
- all purchases have been made in accordance with the Shire of West Arthur policies and procedures;
- all purchases are in accordance with the Local Government Act 1995 and associated regulations;
- no misuse of the corporate card is evident.

Kylie Whitaker DATE: 21/3/24





**13 WORKS AND SERVICES**

**13.1 DISPOSAL OF UNUTILISED PLANT BY AUCTION**

**File Reference:** ADM 867  
**Location:** NA  
**Applicant:** NA  
**Author:** Gary Rasmussen, Manager Works and Services  
**Authorising Officer:** Vin Fordham Lamont, Chief Executive Officer  
**Date:** 4/04/2024  
**Disclosure of Interest:** Nil  
**Attachments:** Nil

**SUMMARY:**

Council is requested to approve the disposal of unutilised Shire operational plant below via a private auction house.

**BACKGROUND:**

**T22 Isuzu Giga 2008.** This prime mover is only used occasionally and mainly sits in the depot yard.

**D3 Caterpillar D6t xl Dozer.** It is more economical to have gravel pushed by a contactor. Sale of this item will assist towards revolutionising into a 20 Ton Excavator in 2024/2025 budget.

**T15 Hino 500 2004 truck.** Is used solely for patching works and towing the small bobcat trailer; will be replaced with the **T12** old gardens truck.

**Bobcat trailer.** As the trailer is not legal, a new trailer will need to be considered in 2024/2025 budget.

**T21 Hino crew cab.** This truck has a blown motor, as per conversation in last year’s council meetings.

**C22 Toyota Hilux 2006.** No longer required and the kms are suitably high.

**S2 Bandit mulcher.** No longer used and not a viable item.

**Old McDonald's 3-point.** Old 10 Ton roller relic which stays in the depot yard.

**Old McDonald 3-ton.** Old roller relic which stays in the depot yard.

**Old Forklift.** No longer used and not a viable item, due to purchasing a new forklift.

**Other smaller items:** Rock spreading box, fuel pumps.

**COMMENT:**

All the mentioned equipment and plant is either not being fully utilised or is just sitting in the yard not being used at all.

I would recommend putting a sales reserve on the following plant items:

- D6t Caterpillar dozer with Tree Arm, Stick Rake and Blade - a reserve of \$230,000.00
- T22 Isuzu Giga 2008 - a reserve of \$40,000.00
- T15 Hino 500 2004 - a reserve of \$30,000.00

**CONSULTATION:**

Nil

**STATUTORY ENVIRONMENT:**

Local Government Act 1995  
s3.58 Disposing of property

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

The total estimated sale proceeds are expected to be from around \$300,000.00 up to \$450,000.00, all of which are to be placed in the plant reserve.

**STRATEGIC IMPLICATIONS:**

West Arthur's Shire Plant is an important part of our community's Strategic Plan heading towards 2031.

Outcome: Replace utilised and outdated operational plant and equipment to more modern and streamlined operative outfit which will increase output and production.

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

Description of Key Risk	Nil
Risk Likelihood (based on history and with existing controls)	N/A
Risk Consequence	N/A
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	N/A
Principal Risk Theme	N/A
Risk Action Plan (Controls or Treatment Proposed)	N/A

**VOTING REQUIREMENTS:**

Simple Majority

**MOTION**

Moved: Cr Adam Squires

Seconded: Cr Graeme Peirce

That Council:

1. Pursuant to s3.58(2)(a), approve the disposal of the following unutilised operational plant via a private auction house:
  - **T22 Isuzu Giga 2008 prime mover.**
  - **D3 Caterpillar D6t xl Dozer.**
  - **T15 Hino 500 2004 truck.**
  - **Bobcat trailer.**
  - **T21 Hino crew cab truck.**
  - **C22 Toyota Hilux 2006.**
  - **S2 Bandit mulcher.**
  - **Old McDonald's 3-point roller.**
  - **Old McDonald 3-ton roller.**
  - **Old Forklift.**
  - **Other smaller items:** Rock spreading box, fuel pumps.

and

2. Approve the transfer of the sale proceeds for these items to Council's Plant Reserve.

**MOTION TO AMEND****RESOLUTION CO-2024-052**

Moved: Cr Robyn Lubcke

Seconded: Cr Duncan South

That the previous motion be amended to remove the following items from option 1.

- **T15 Hino 500 2004 truck.**
- **Old McDonald's 3-point roller.**
- **Old McDonald 3-ton roller.**

In Favour: Crs Neil Morrell, Karen Harrington, Graeme Peirce, Robyn Lubcke, Duncan South and Adam Squires

Against: Nil

**CARRIED 6/0**

**NEW SUBSTANTIVE MOTION****RESOLUTION CO-2024-053**

Moved: Cr Adam Squires

Seconded: Cr Graeme Peirce

That Council:

1. Pursuant to s3.58(2)(a), approve the disposal of the following unutilised operational plant via a private auction house:
  - **T22 Isuzu Giga 2008 prime mover.**
  - **D3 Caterpillar D6t xl Dozer.**
  - **Bobcat trailer.**
  - **T21 Hino crew cab truck.**
  - **C22 Toyota Hilux 2006.**
  - **S2 Bandit mulcher.**
  - **Old Forklift.**
  - **Other smaller items:** Rock spreading box, fuel pumps.

and

2. Approve the transfer of the sale proceeds for these items to Council's Plant Reserve.

In Favour: Cars Neil Morrell, Karen Harrington, Graeme Peirce, Robyn Lubcke, Duncan South and Adam Squires

Against: Nil

**CARRIED 6/0**

**14 REGULATORY SERVICES**

Nil

**15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**16 NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**

Nil

**17 MATTERS BEHIND CLOSED DOORS**

Nil

**18 CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at 8.31pm.