



LATE REPORTS AGENDA

Shire of West Arthur
Ordinary Council Meeting
Thursday 26 September 2024

NOTICE OF MEETING

Dear Elected Member

The next Ordinary meeting of the Shire of West Arthur will be held on Thursday 26 September 2024 in the Council Chambers commencing at 7.00pm.

Vin Fordham Lamont
Chief Executive Officer

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of West Arthur for any act, omission or statement or intimation occurring during Council or Committee meetings or during formal/informal conversations with staff. The Shire of West Arthur disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings or discussions. Any person or legal entity that act or fails to act in reliance upon any statement does so at the person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of West Arthur during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of West Arthur. The Shire of West Arthur warns that anyone who has an application lodged with the Shire of West Arthur must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of West Arthur in respect of the application.

Contents

16 Corporate Services..... 7
 16.1 Travel Reimbursement Per km 2024-25: Amendment.....7

16 CORPORATE SERVICES

16.1 TRAVEL REIMBURSEMENT PER KM 2024-25: AMENDMENT

File Reference: ADM130
Location: N/A
Applicant: N/A
Author: Rajinder Sunner, Manager Corporate Services
Authorising Officer: Vin Fordham Lamont, Chief Executive Officer
Date: 25/09/2024
Disclosure of Interest: Nil
Attachments: Nil

SUMMARY:

Council is requested to consider clarifying the Councillor Travel Reimbursement per kilometre rate for 2024-2025 which was adopted at the special council meeting of 29 August 2024.

BACKGROUND:

The Shire of West Arthur adopted the 2024-2025 budget at the special council meeting held on 29 August 2024. The Council Resolution SCM-2024-091, point 8, reads as follows:

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

Allowance: Shire President	\$6,240 per annum
Allowance: Deputy Shire President	\$1,560 per annum
Councillor – Council meeting (OCM, SCM, and ARC)	\$210 per meeting
Councillor – Shire Committee and external meeting fee	\$105 per meeting
Independent Member Sitting fees	\$105 per meeting
Communications Allowance	\$520 per annum
Travel reimbursement per km	
• 1600 cc and under	0.6510 cents/km
• 1601-2600 cc	0.7855 cents/km
• 2601 cc and over	1.0929 cents/km

COMMENT:

The Travel reimbursement per km figures for 2024-2025 should be displayed correctly (in \$ per km rather than cents per km) as:

Travel reimbursement per km	
• 1600 cc and under	\$0.6510 per km
• 1601-2600 cc	\$0.7855 per km
• 2601 cc and over	\$1.0929 Per km

CONSULTATION:

Chief Executive Officer
Finance Officer

STATUTORY ENVIRONMENT:

Local Government Act 1995

s5.98(2)(a) Fees etc. for council members

Local Government (Administration) Regulations 1996

Reg. 31(1) Expenses to be reimbursed (Act s. 5.98(2)(a))

POLICY IMPLICATIONS:

Policy C8 - Council Member Entitlements.

FINANCIAL IMPLICATIONS:

Budgeted income and expenditure for the 2024/2025 financial year.

STRATEGIC IMPLICATIONS:

The Shire's Corporate Business Plan 2021-25 was used to develop the Shire's 2024/2025 Annual Budget.

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	The amount paid for travel may not be correct.
Risk Likelihood (based on history and with existing controls)	(5) Almost Certain
Risk Consequence	(4) Significant
Risk Rating (Prior to Treatment or Control): Likelihood x Consequence	(20) Extreme
Principal Risk Theme	Compliance Failure
Risk Action Plan (Controls or Treatment Proposed)	Amend the Travel reimbursement for 2024-25 as presented.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council, pursuant to s5.98(2)(a) of the Local Government Act 1995 and in relation to resolution SCM-2024-091, point 8, passed at the special council meeting on Thursday, 29 August 2024, approve an amendment to the Travel reimbursement per km rates as follows to correctly reflect that the figures are in \$ per km, rather than cents per km:

Travel reimbursement per km

- 1600 cc and under \$0.6510 per km
- 1601-2600 cc \$0.7855 per km
- 2601 cc and over \$1.0929 per km