

SHIRE OF WEST ARTHUR**NOTICE OF ORDINARY COUNCIL MEETING**

The next Ordinary Meeting of the Shire of West Arthur Council will be held on
16 June 2020 in the Shire Chambers,
Darkan commencing at 6.00pm

Nicole Wasmann

CHIEF EXECUTIVE OFFICER

Date: 9 June 2020

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ORDINARY COUNCIL MEETING AGENDA

1. **DECLARATION OF OPENING**
2. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
3. **PUBLIC QUESTION TIME**
4. **RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE**
5. **PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**
6. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
 - 6.1 Ordinary Meeting of Council held 19 May 2020.
That the Minutes of the Ordinary Meeting of Council held 19 May 2020. be confirmed.
7. **ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**
8. **REPORTS**
 - 8.1 **OFFICER REPORTS**

ITEM 8.1.1– FINANCIAL REPORT MAY 2020

LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	N/A
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	10 June 2020

SUMMARY:

Consideration of the financial reports for the period ending 31 May 2020.

BACKGROUND:

The financial reports for the periods ending 31 May 2020 are included as attachments.

COMMENT:

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

CONSULTATION:

Not applicable.

STATUTORY ENVIRONMENT:

Section 34 (1) (a) of the Local Government (Financial Management) Regulations 1996 states that a Local Government is to prepare monthly statement of financial activity including annual budget estimates, monthly budget estimates, actual monthly expenditure, revenue and income, material variances between monthly budget and actual figures and net current assets on a monthly basis.

POLICY IMPLICATIONS:

Not applicable.

FINANCIAL IMPLICATIONS:

Not applicable.

STRATEGIC IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple majority

OFFICER RECOMMENDATION – ITEM 8.1.1

That the financial report for the period ending 31 May 2020 as presented be accepted.

ATTACHMENTS:

- Financial Reports – 31 May 2020.

SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 May 2020

	Note	Annual Budget 2019/2020	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	2	1,162,096	1,162,096	1,162,096	0	0%	
Revenue from operating activities							
Rates		1,706,538	1,706,538	1,704,587	(1,951)	(0%)	
Operating Grants, Subsidies and Contributions	6	755,939	661,307	1,312,378	651,071	98%	▲
Fees and Charges		299,226	284,916	317,175	32,259	11%	▲
Interest Earnings		78,237	57,720	51,825	(5,895)	(10%)	
Other Revenue		76,597	46,631	84,164	37,533	80%	▲
Profit on Disposal of Assets		16,045	16,045	30,923			
		2,932,582	2,773,157	3,501,052			
Expenditure from operating activities							
Employee Costs		(1,670,536)	(1,962,034)	(1,776,162)	(185,872)	9%	
Less overhead and wage allocations			440,000	436,044			
Materials and Contracts		(669,779)	(664,542)	(690,739)	26,197	(4%)	
less Pdepn and POC allocations			225,748	223,718			
Utility Charges		(85,000)	(70,833)	(66,340)	4,493	6%	
Depreciation on Non-Current Assets		(2,082,163)	(482,922)	(473,516)	9,406	2%	
Interest Expenses		(35,389)	(26,993)	(26,994)	(1)	(0%)	
Insurance Expenses		(97,701)	(97,701)	(98,444)	(743)	(1%)	
Other Expenditure		(26,000)	(13,000)	(8,199)	4,801	37%	
Loss on Disposal of Assets		(1,666)	(1,666)	0			
		(4,668,234)	(2,653,944)	(2,480,632)			
Operating activities excluded from budget							
Add back Depreciation		2,082,163	482,922	473,516	(9,406)	(2%)	
Adjust (Profit)/Loss on Asset Disposal		(14,379)	(14,379)	(30,923)	(16,544)	115%	
Adjust Provisions and Accruals		0	0	(9,507)			
Amount attributable to operating activities		332,132	587,756	1,453,506			
Investing activities							
Grants, Subsidies and Contributions	6	1,057,659	938,748	952,526	13,778	1%	
Proceeds from Disposal of Assets		86,000	86,000	93,160	7,160	8%	
Land and Buildings	7	(271,525)	(56,828)	(40,828)	16,000	28%	▲
Infrastructure Assets - Roads	7	(1,395,630)	(1,220,000)	(1,217,034)	2,966	0%	
Infrastructure Assets - Other	7	(243,608)	0	0	0		
Plant and Equipment	7	(198,350)	(198,350)	(178,793)	19,557	10%	
Furniture and Equipment	7	(85,000)	(85,000)	(12,003)	72,997	86%	▲
Amount attributable to investing activities		(1,050,454)	(535,430)	(402,972)			
Financing Activities							
Proceeds from Self Supporting Loan - repayments		26,290	19,636	19,636	0	0%	
Transfer from Reserves	5	393,059	0	0	0		
Repayment of Debentures		(90,698)	(67,572)	(67,572)	0	0%	
Transfer to Reserves	5	(772,425)	(21,425)	(17,045)	4,380	20%	▲
Amount attributable to financing activities		(443,774)	(69,361)	(64,981)			
Closing Funding Surplus (Deficit)	2	0	1,145,061	2,147,649	1,002,588	88%	▲

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

Refer to Note 1 for an explanation of the reasons for the variance.

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

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 1: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2019/20 year is \$10,000 or 10% whichever is the greater.

Operating Grants, Subsidies and Contributions

41349	General purpose grant income above budget. Will be \$41,349 above budget for full year.
(4,246)	Local roads grant income below budget. Will be \$4,246 less for full year.
297194	General purpose grant prepayment of 2020/21 funds.
297468	Local roads grant prepayment of 2020/21 funds.
4454	Culture grants received unbudgeted. Oral histories.
1000	Thank a volunteer grant received. Offset by expenditure.
3620	Age friendly, dementia grant received. Unbudgeted and will be offset by expenditure in 2020/21
9429	Kids Central grant higher than budgeted. Service delivered for longer.

Fees and Charges

29633	Kids Central Childcare income above budget. Budgeted for three months prior to transfer to REED.
4298	Caravan park income above budget. permanent variance

Other Revenue

20890	Insurance claims and reimbursements	permanent variance
10487	Diesel rebate additional claim	permanent variance

Profit on Disposal of Assets

16554	Combined proceeds on sale of assets were \$7160 above budget. Written down value at time of sale was less than budget - combined \$9385. Timing difference
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Employee Costs

(185,872)	Wages and associated employee expenses are lower than budget due to vacant positions. This is partly offset by kids central wages higher than budget due to later than anticipated handover to REED.
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Materials and Contracts

59862	Museum expenditure shown as operating rather than capital. Review on project completion.
14505	Sports changerooms - budgeted as capital. Variance includes several non reportable variances below budget which offsets the additional costs.

Grants, Subsidies and Contributions

13778	Museum grant higher than budgeted. Will be offset by lower reserve transfer.
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Infrastructure Assets - Roads

See capital report - Note 7.

Plant and Equipment

18182	Low loader was below budget.
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Land and Buildings

14505	Some expenditure allocated to operating expenditure - football changerooms.
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Furniture and Equipment

70000	Museum expenditure allocated to operating material expenditure.
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SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2019	31 May 2020
		\$	\$
Current Assets			
Cash Unrestricted	3	1,175,057	2,075,799
Cash Restricted - Conditions over Grants	6	0	65,582
Cash Restricted	5	1,756,241	1,773,286
Receivables - Rates	4	107,730	111,353
Receivables - Other	4	41,818	6,170
Inventories		21,550	21,551
		3,102,396	4,053,741
Less: Current Liabilities			
Payables		(184,059)	(132,806)
		(184,059)	(132,806)
Less: Cash Reserves	5	(1,756,241)	(1,773,286)
Net Current Funding Position		1,162,096	2,147,649

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 3: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	1,280,638			1,280,638	NAB	0.01%	At Call
Municipal Bank - Bendigo	208,966			208,966	Bendigo	0.05%	At Call
Municipal Cash Maximiser	344,876			344,876	NAB	0.05%	At Call
Bendigo Cash Maximiser	55			55	Bendigo	0.05%	At Call
Trust Bank Account			5,416	5,416	NAB	0.05%	At Call
Trust Cash Maximiser			8,105	8,105	NAB	0.05%	At Call
Trust - Bendigo			1,781	1,781	Bendigo	0.05%	At Call
Reserve Cash Maximiser		13,518		13,518	NAB	0.05%	At Call
Bendigo Reserve		804		804	Bendigo	0.05%	At Call
(b) Term Deposits							
Municipal term deposit	306,446			306,446	Bendigo	1.2	23/06/2020
Reserve term deposit		750,000		750,000	NAB	1.52	26/06/2020
Reserve term deposit		1,008,964		1,008,964	Bendigo	1.55	26/06/2020
Trust term deposit			60,000	60,000	NAB	1.55	12/06/2020
Total	2,140,981	1,773,286	75,302	3,929,569			

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 4: Receivables

Receivables - Rates Receivable	31 May 2020	30 June 2018	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	181,873	165,047	Receivables - General	3,813	293	1,058	1,006	6,170
Levied this year (incl rubbish & ESL)	1,801,030	1,769,903						
<u>Less Collections to date</u>	(1,797,407)	(1,753,077)	Balance per Trial Balance					
Equals Current Outstanding	185,496	181,873	Sundry Debtors					0
			Receivables - Other					0
Net Rates Collectable	185,496	181,873	Total Receivables General Outstanding					6,170
% Collected	90.65%	90.60%						
Less Recognised as doubtful	(74,143)	(74,143)						

Amounts shown above include GST (where applicable)

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 6: Grants and Contributions	Grant Provider	Type	Opening Balance (a)	Budget Operating (b)	Capital (c)	YTD Actual Revenue (f)	(Expended) (g)	Unspent Grant (a)+(f)+(g)	Comment
				\$	\$	\$	\$	\$	
General Purpose Funding									
Grants Commission - General	WALGGC	Operating	0	242,289	0	580,832	0	0	19/20 allocation 283,636. Payment in advance made for 2020/21 grant.
Grants Commission - Roads	WALGGC	Operating	0	244,114	0	537,337	0	0	19/20 allocation 239,868. Payment in advance made for 2020/21 grant.
Grants Commission - Bridges	WALGGC	Operating - Tied	0	90,000	0	0	0	0	Won't be received this year. Project deferred.
Law, Order and Public Safety									
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating - Tied	0	38,500	0	39,268	(39,268)	0	Paid quarterly.
Bushfire mitigation	Office of Emergency Management	Operating - Tied	0	5,000	0	0	0	0	Application not submitted.
Education and Welfare									
Kids Central Quarterly Grant	Federal DEEWR	Operating	0	8,500	0	17,929	0	0	
Age Friendly and Dementia Community Awareness	Department of Communities	Operating - Tied	0	0	0	3,620	0	3,620	
Recreation and Culture									
Redevelopment of play and youth area	Lotterywest	Non-operating	0	0	65,000	0	0	0	Project deferred.
Museum		Non-operating	0	0	20,000	33,778	(33,778)	0	
Oral Histories	Lotterywest	Operating - Tied	0	0	0	4,454	(3,676)	778	
Thank a Volunteer	Department for Communities	Operating - Tied	0	0	0	1,000	(1,000)	0	
Transport									
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	329,877	329,877	(262,603)	67,274	
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	344,487	344,487	(350,577)	(6,090)	
Commodity Route Funding	Regional Road Group	Non-operating	0	0	244,384	244,384	(195,508)	0	
Direct Grant	Main Roads	Operating	0	125,536	0	125,536	0	0	
Economic Development									
Kylie Dam Project	Department of Water	Non-operating	0	0	53,911	0	0	0	Approved
TOTALS			0	753,939	1,057,659	2,262,502	(886,410)	65,582	
SUMMARY									
Operating	Operating Grants, Subsidies and Contributions		0	620,439	0	1,261,634	0	0	
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	133,500	0	48,342	(43,944)	4,398	
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	1,057,659	952,526	(842,466)	61,184	
TOTALS			0	753,939	1,057,659	2,262,502	(886,410)	65,582	

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 5: Cash Backed Reserve

Name	Opening Balance	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
		Interest Earned	Interest Earned	Transfers In (+)	Transfers In (+)	Transfers Out (-)	Transfers Out (-)	Transfers Out (-)	Transfers Out (-)
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	156,202	2,812	1,516	50,000	0	0	0	209,014	157,718
Plant Reserve	94,159	1,972	914	309,829	0	(112,350)	0	293,610	95,073
Building Reserve	631,562	11,368	6,130	50,000	0	(130,000)	0	562,930	637,692
Town Development Reserve	69,595	1,253	675	0	0	(45,000)	0	25,848	70,270
Recreation Reserve	31,202	562	303	100,000	0	(10,000)	0	121,764	31,505
Heritage Reserve	5,128	92	50	300	0	0	0	5,520	5,178
Community Housing Reserve	109,024	1,962	1,058	20,000	0	(25,000)	0	105,986	110,082
Waste Management Reserve	80,044	1,441	777	40,000	0	0	0	121,485	80,821
Darkan Swimming Pool Reserve	33,219	598	322	5,000	0	0	0	38,817	33,541
Information Technology Reserve	57,988	1,044	563	3,000	0	(15,000)	0	47,032	58,551
Darkan Sport and Community Centre Reserve	223,747	3,757	2,172	30,000	0	0	0	257,504	225,919
Arthur River Country Club Renewal Reserve	25,049	451	243	6,000	0	(3,000)	0	28,500	25,292
Museum Reserve	127,858	2,301	1,241	0	0	(25,620)	0	104,539	129,099
Moodiarrup Sports Club Reserve	7,879	142	76	4,000	0	0	0	12,021	7,955
Landcare Reserve	46,885	844	455	0	0	(27,089)	0	20,640	47,340
Corporate Planning and Valuation Reserve	34,000	612	330	0	0	0	0	34,612	34,330
Kids Central Members Reserve	429	8	4	0	0	0	0	437	433
The Shed Reserve	11,019	198	107	0	0	0	0	11,217	11,126
Recreation Trails Reserve	1,185	21	12	0	0	0	0	1,206	1,197
Community Gym Reserve	6,887	124	67	0	0	0	0	7,011	6,954
Economic Development Reserve	3,180	57	31	40,000	0	0	0	43,237	3,211
Road Reserve	0	0	0	82,677	0	0	0	82,677	0
	1,756,241	31,619	17,045	740,806	0	(393,059)	0	2,135,607	1,773,286

Note: Reserve transfers are generally completed at year end unless funds are required sooner.

SHIRE OF WEST ARTHUR									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 31 May 2020									
Note 7: Capital Acquisitions									
Assets	Account	YTD Actual			Budget			Variance	
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	Comment
		\$	\$	\$	\$	\$	\$	\$	
Buildings									
Governance									
	Shire office - solar power	0	(8,844)	(8,844)	0	(10,000)	(10,000)	1,156	Works completed.
Housing									
	Renovations to existing joint venture community housing units	0	0	0	0	(25,000)	(25,000)	25,000	No scheduled works.
Recreation & Culture									
	Football Changerooms Project	0	(8,140)	(8,140)	(2,000)	(22,625)	(24,625)	16,485	Some expenditure allocated to operating.
Community Amenities									
	Darkan Cemetery toilet	(18,468)	(5,377)	(23,845)	(20,000)	(10,000)	(30,000)	6,155	Scheduled to be completed in financial year.
	Challet	0	0	0	(46,900)	(80,000)	(126,900)	126,900	Carry forward project to following year.
Other Property & Services									
	Staff Housing	0	0	0	(5,000)	(50,000)	(55,000)	55,000	No scheduled works.
Buildings Total		(18,468)	(22,361)	(40,829)	(73,900)	(197,625)	(271,525)	230,696	
Infrastructure									
Recreation And Culture									
	Darkan Railway Reserve - redevelopment of play and youth area	0	0	0	(15,000)	(150,000)	(165,000)	165,000	Scheduled for late in the year. Will be budgeted for in 20/21.
Economic Development									
	Kylie Dam Water Project	0	0	0	(12,608)	(66,000)	(78,608)	78,608	Funding approved. Land tenure negotiations in progress. 20/21 expected
Infrastructure Total		0	0	0	(27,608)	(216,000)	(243,608)	243,608	
Furniture & Office Equip.									
Governance									
	Computer Server	0	(12,003)	(12,003)	0	(15,000)	(15,000)	2,997	Installed.
Recreation & Culture									
	Museum fit out	0	0	0	0	(70,000)	(70,000)	70,000	Expense to date shown in operating expenditure
Furniture & Office Equip. Total		0	(12,003)	(12,003)	0	(85,000)	(85,000)	72,997	
Plant , Equip. & Vehicles									
Transport									
	Administration vehicle	0	(52,164)	(52,164)	0	(52,000)	(52,000)	(164)	Purchased in April/paid May
	Works vehicle	0	(44,810)	(44,810)	0	(46,350)	(46,350)	1,540	Purchased in April/paid May
	Low loader	0	(81,818)	(81,818)	0	(100,000)	(100,000)	18,182	Purchased in November
Plant, Equip & Vehicles Total		0	(178,792)	(178,792)	0	(198,350)	(198,350)	19,558	
Roads									
Regional Road Group									
	Darkan Moodiarrup Road	(126,197)	(137,373)	(263,570)	(147,880)	(139,910)	(287,790)	24,220	Completed May
	Bowelling Duranillin Road	(145,754)	(116,542)	(262,296)	(139,915)	(119,780)	(259,695)	(2,601)	Completed May
	Trigwell Bridge Road (Commodity Route Funding)	(167,916)	(197,959)	(365,875)	(167,945)	(198,670)	(366,615)	740	Completed May
Regional Road Group Total		(439,867)	(451,874)	(891,741)	(455,740)	(458,360)	(914,100)	22,359	
Roads to Recovery									
	Boyup Brook Arthur Road	(57,988)	(20,683)	(78,671)	(85,255)	(33,130)	(118,385)	39,714	Completed May

SHIRE OF WEST ARTHUR									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 31 May 2020									
Note 7: Capital Acquisitions									
Assets	Account	YTD Actual			Budget			Variance	Comment
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	
		\$	\$	\$	\$	\$	\$	\$	
Eulin Crossing Road		(24,914)	(16,721)	(41,635)	(37,877)	(15,000)	(52,877)	11,242	Completed May
Rutherford Road		(13,705)	(15,085)	(28,790)	(20,000)	(15,000)	(35,000)	6,210	Completed May
Shields Road		(36,740)	(50)	(36,790)	(46,866)	(9,255)	(56,121)	19,331	
Boyup Brook Arthur Road		(22,449)	(54,268)	(76,717)	(37,841)	(39,670)	(77,511)	794	
Roads to Recovery Total		(155,796)	(106,807)	(262,603)	(227,839)	(112,055)	(339,894)	77,291	
Shire Funded									
Growden Place		(9,164)	(2,925)	(12,089)	(46,010)	(51,172)	(97,182)	85,093	June
Collie South East Road		(21,740)	(8,209)	(29,949)	(21,275)	(3,056)	(24,331)	(5,618)	
DustSuppressions		(14,727)	(5,925)	(20,652)	(16,305)	(3,816)	(20,121)	(531)	
Shire Funded Total		(45,631)	(17,059)	(62,690)	(83,590)	(58,044)	(141,634)	78,944	
Roads Total		(641,294)	(575,740)	(1,217,034)	(767,169)	(628,459)	(1,395,628)	178,594	
Capital Expenditure Total		(659,762)	(788,896)	(1,448,658)	(868,677)	(1,325,434)	(2,194,111)	745,453	

ITEM 8.1.2 – ACCOUNTS FOR PAYMENT

LOCATION/ADDRESS: N/A
NAME OF APPLICANT: N/A
FILE REFERENCE: N/A
DISCLOSURE OF INTEREST: N/A
DATE OF REPORT: 10 June 2020

SUMMARY:

Council to note payments of accounts as presented.

BACKGROUND:

The schedule of accounts is included as an attachment for Council information.

COMMENT:

If you have any questions regarding payments in the listing please contact the office prior to the Council meeting.

CONSULTATION:

There has been no consultation.

STATUTORY ENVIRONMENT:

Section 12 of the Local Government (Financial Management) Regulations 1996 states that

- 12 (1) A list of creditors is to be compiled for each month showing –
- (a) The payee's name;
 - (b) The amount of the payment;
 - (c) Sufficient information to identify to transaction; and
 - (d) The date of the meeting of the council to which the list is to be resented.

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

There are no financial implications.

STRATEGIC IMPLICATIONS:

No strategic implications.

VOTING REQUIREMENTS:

Simple majority

OFFICER RECOMMENDATION – ITEM 8.1.2

That in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, payment of Municipal Fund vouchers 12052020.1, 25052020.1 - 25052020.19, 05062020.1 - 05062020.20, Bendigo Cheque 15, Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling \$176,276.03 listed (attached) be noted as approved for payment.

ATTACHMENTS:

- Cheque Listing

Date	Num	Name	Original Amount
12/05/2020	12052020.1	ROUSE HILL TRACTORS	1,178.76
		RIM FOR JCB BACKHOE	
14/05/2020	EFT	SALARIES & WAGES	44,072.05
		PAYROLL	
25/05/2020	25052020.1	ARCHIVAL SURVIVAL	609.46
		FILING - ARCHIVE STORAGE BOXES	
25/05/2020	25052020.2	BODDINGTON MEDICAL CENTRE	25.00
		FLU VACCINE TO BE REIMBURSED BY LGIS	
25/05/2020	25052020.3	CAROL STANDISH	279.00
		REIMBURSE FOR SEAT COVERS FOR AW0 VEHICLE	
25/05/2020	25052020.4	COLLIE BETTA HOME LIVING	164.00
		ELECTRIC FRYPAN (HALL KITCHEN) & VAC CLEANER BAGS (OFFICE)	
25/05/2020	25052020.5	DARKAN AGRI SERVICES	1,126.15
		CEMENT, GAS BOTTLES, BUILDING SUPPLIES, FITTINGS, BROOMS, RAKE	
25/05/2020	25052020.6	DAVID STEDDY	200.00
		REFUND FOR CARAVAN PARK	
25/05/2020	25052020.7	FLEAYS STORE	470.79
		GOODS FOR SENIORS MEALS 11-18TH MAY 2020	
25/05/2020	25052020.8	FULTON HOGAN	9,029.57
		COLLIE SOUTH EAST ROAD 2019/20	
25/05/2020	25052020.9	KERRY CHIA	380.00
		REIMBURSEMENT WEAVING TAPESTRIES WEBINAR TRAINING SERIES	
25/05/2020	25052020.10	MOTORPASS	5.50
		FEES FOR FUEL CARD FOR FIRE TRUCK ARTHUR RIVER	
25/05/2020	25052020.11	P & S GRIGGS PLUMBING	1,641.76
		HOT WATER SYSTEM FOR STAFF HOUSING	
25/05/2020	25052020.12	PORT SHIPPING CONTAINERS	3,025.00
		1X 20FT USED SEA CONTAINER FOR STORAGE OF PUMPS AND EQUIP - WATER BOMBERS HILLMAN	
25/05/2020	25052020.13	PUTLAND MOTORS	5,068.42
		PARTS & REPAIRS MOWERS, VOLVO LOADER, GRAB RAKE, ROLLER & WORKSHOP CONSUMABLES	
25/05/2020	25052020.14	SEEK LIMITED	313.50
		ADVERTISEMENT FOR CONSTRUCTION GRADER	
25/05/2020	25052020.15	SHIRE OF WAGIN	66.00
		1/6 PORTION OD 4WDL EXECUTIVE OFFICERS HOURS	
25/05/2020	25052020.16	STEWART & HEATON CLOTHING CP. PTY LTD	931.17
		COVERALLS 112R & COVERALLS 94L	
25/05/2020	25052020.17	TM MARTIN	1,351.57
		REIMBURSE COSTS FOR DOT TRELIS TRAINING PAID BY DEPT TRANSPORT	
25/05/2020	25052020.18	WEST ARTHUR COMMUNITY RESOURCE CENTRE	4,840.00
		LIBRARY SERVICES FUNDING & MEDICAL SERVICES FUNDING 1 APRIL-30 JUNE 2020	
25/05/2020	25052020.19	WORK WEAR GROUP	378.20
		ADMINISTRATION UNIFORM	
28/05/2020	EFT	SALARIES & WAGES	46,296.60
		PAYROLL	
05/06/2020	05062020.1	CAROL STANDISH	1,044.78
		REIMBURSE GOODS & PFD CONTAINERS FOR SENIORS MEALS	
05/06/2020	05062020.2	DARKAN DISTRICTS SPORTS CLUB INC	287.08
		KIDS CENTRAL RENT FROM 1 JAN TO 19/01/2020 THEN TAKEN OVER BY REED	
05/06/2020	05062020.3	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	5,250.00
		2019/2020 ESL QUARTER 2 CONTRIBUTUION	
05/06/2020	05062020.4	FLEAYS STORE	223.55
		GOODS FOR SENIORS MEALS ON 21 MAY 2020	
05/06/2020	05062020.5	FUELS WEST PETROLEUM	10,707.18
		12,000L DIESEL	
05/06/2020	05062020.6	FULTON HOGAN	7,947.72
		1200 LITRES EMULSION & 30 TONNE PRE MIX	
05/06/2020	05062020.7	LUSH FIRE & PLANNING	679.25
		TOWN PLANNING SERVICES	
05/06/2020	05062020.8	PEDERICK ENGINEERING	1,276.00
		PARK ACCESS GATE - PRIVATE WORKS MAIN ROADS BOWELLING	

Date	Num	Name	Original Amount
05/06/2020	05062020.9	PHOENIX GLASS	150.00
		REPLACE BROKEN WINDOW GLASS - RAILWAY RESERVE TOILETS	
05/06/2020	05062020.10	PUTLAND MOTORS	586.00
		LED REAR COMBO LIGHT & SIDE MARKER LIGHTS PARTS FOR TIPPING TRAILER	
05/06/2020	05062020.11	RANGEVIEW GRAZING	3,080.00
		GRAVEL 1400 METRES	
05/06/2020	05062020.12	SAFEWA FIRE & SAFETY	1,369.50
		FIRE EXTINGUISHER SERVICE SITE FEES FOR SHIRE BUILDING AND FACILITIES	
05/06/2020	05062020.13	SHIRE OF BODDINGTON	7,375.12
		LONG SERVICE LEAVE ENTITLEMENTS PREVIOUS EMPLOYEE	
05/06/2020	05062020.14	SHIRE OF NARROGIN (SUPPLIER)	210.00
		HEALTH OFFICER 3.5 HOURS	
05/06/2020	05062020.15	SOS OFFICE EQUIPMENT	224.02
		METER READINGS FOR XEROX PRINTER	
05/06/2020	05062020.16	STATEWIDE BEARINGS	145.20
		PARTS & REPAIRS FOR GRADER	
05/06/2020	05062020.17	T-QUIP	661.00
		BLADES AND BOLT KIT FOR MOWER	
05/06/2020	05062020.18	TOLL TRANSPORT PTY LTD	42.30
		FREIGHT FROM WESTRAC & LAKE SAMPLES TO PATHWEST	
05/06/2020	05062020.19	WEST ARTHUR COMMUNITY RESOURCE CENTRE	97.72
		REPLACEMENT OF 7 AMP BATTERY 12V BACKUP INCLUDING FREIGHT	
05/06/2020	05062020.20	WESTRAC BUNBURY	39.71
		CAT WATER RECOVERY TANK FOR ROLLER R 10	
08/06/2020	B/PAY	WATER CORPORATION	2,036.05
		WATER USAGE FOR OVAL	
20/05/2020	B/PAY	SYNERGY	53.21
		ELECTRICITY SUPPLIED TO VACANT UNIT	
20/05/2020	B/PAY	TELSTRA	602.68
		VARIOUS CALLS, USAGE & SERVICE CHARGES	
20/05/2020	B/PAY	TELSTRA	307.54
		TELSTRA MOBILE AND DATA ACCOUNT VARIOUS USAGE & SERVICE CHARGES	
29/05/2020	B/PAY	SYNERGY	334.95
		ELECTRICITY USAGE AND SUPPLY CHARGE FOR THE CRC	
08/06/2020	B/PAY	SYNERGY	735.85
		VARIOUS ELECTRICITY USAGE AND SUPPLY CHARGES	
08/06/2020	B/PAY	DEPARTMENT OF HUMAN SERVICES	441.48
		CHILD SUPPORT DEDUCTIONS	
15/05/2020	DEBIT	NATIONAL AUSTRALIA BANK	41.74
		NAB CONNECT FEE ACCESS AND USAGE	
29/05/2020	DEBIT	NATIONAL AUSTRALIA BANK	40.90
		END OF MONTH BANK FEES	
20/05/2020	15	BENDIGO BANK CHEQUE - 15 (PETTY CASH OFFICE)	289.85
		JETTY RENEWAL LICENCE, MILK, PLATE CHANGES, COFFEE, EASTER EGGS FOR SENIORS	
		VOUCHERS	AMOUNT
MUNICIPAL FUND			
		12052020.1	1,178.76
		25052020.1 - 25052020.19	29,905.09
		05062020.1 - 05062020.20	41,396.13
		BENDIGO CHEQUES - 15	289.85
		EFT/DEBIT/BPAY	4,594.40
		SALARIES & WAGES	90,368.65
		LICENSING MAY 2020 TRANSFERS	8,543.15
		TOTAL	176,276.03

ITEM 8.1.3 - SIGNIFICANT ACCOUNTING POLICIES

LOCATION/ADDRESS: N/A
NAME OF APPLICANT: N/A
FILE REFERENCE:
DISCLOSURE OF INTEREST: N/A
DATE OF REPORT: 11 June 2020

SUMMARY:

Council to review their significant accounting policies.

BACKGROUND:

Each financial year Council is required to adopt a percentage and/or value in accordance with AAS 5, to be used in the Statement of Financial Activity for reporting variances.

The significant accounting policies of the Shire are included in the Annual Financial Report each year. These policies are reviewed annually and were last adopted by Council in 2019. The policy reflects those in the Local Government Accounting Manual.

CONSULTATION:

There have not been any changes recommended through any financial management reporting workshops.

STATUTORY ENVIRONMENT:

Local Government Act 1995 (As Amended) – Section 6.10.
Australian Accounting Standards
Financial Management Regulations 1996

POLICY IMPLICATIONS:

If adopted, the policy will replace the Significant Accounting Policy adopted in 2019.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with adopting the policy other than potential changes to depreciation rates.

STRATEGIC IMPLICATIONS:

Adoption of the proposed percentage and value will become Council policy to guide the preparation of monthly statements.

The adoption of the Asset Threshold will mean that all non-current asset purchases under the threshold amounts will be treated as an expense and not be included in the asset register.

COMMENT:

The review of the reportable material variance is to be conducted on an annual basis. Currently the variance reported in monthly statements is +/- 10% and +/- \$10,000.

It is proposed to retain the capitalisation threshold amount for all asset classes at \$5,000. Changes to the Financial Management regulations required assets with a purchase price of \$5,000 or below to be written off prior to 30 June 2019. This was implemented in the previous financial year.

Bridges have been included in the revised policy and the capitalisation threshold is consistent with all asset classes as \$5,000 with a useful life of 60 – 90 years. The capitalisation threshold has also been altered to \$5,000 for land (land is not depreciated). The useful life of gravel sheeting is recognised as ten to fifteen years.

VOTING REQUIREMENTS:

Simple majority

OFFICER RECOMMENDATION – ITEM 8.1.3

That following review of existing Significant Accounting Policy 2.4, that the revised Significant Accounting Policy is adopted including:

- The capitalisation threshold for all classes of assets is \$5,000.
- Report material variances of +/- 10% and +/- \$10,000 from the budget figure and report these variances by way of supporting note to the 'Monthly Statement of Financial Activity'.

ATTACHMENTS:

- Significant Accounting Policy 2.4



Council Policy

2.4 Accounting

1. Objective

To provide policy direction for the management of accounts and financial reporting for the Shire that is clear, transparent, consistent, and complies with statutory obligations and requisite Australian Accounting Standards.

2. Scope

3. Definitions

Asset	A resource controlled by a local government as a result of past events and from which future economic benefits are expected to flow to the local government.
Non Current Assets	Land, buildings, plant and equipment, and furniture and equipment purchased over the Capitalisation Threshold values.
Infrastructure Assets	Roads, footpaths, drainage, crossovers, car parks, street lights, parks and ovals purchased over the Capitalisation Threshold.
Capitalisation Threshold	The minimum threshold amount for the recognition of a Non Current Asset and Infrastructure Asset to be taken up onto the Asset Register.
Asset Register	A record of asset information considered worthy of separate identification.
Variance	

4. Policy Statement

4.1 Reporting of Material Variances for Monthly Financial Statements

Material variances of +/- 10% and +/- \$10,000 from the budget figure shall be reported by way of a supporting note to the 'Monthly Statement of Financial Activity'.

Initial Adopted	April 2009
Last Reviewed	18 June 2019
Legal (Parent)	
Legal (Subsidiary)	Financial Man. Reg. 34
Chief Executive Instruction	Nil

4.2 Fixed Assets

4.2.1 Land Under Roads

Council does not recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16 (a)(i) prohibits local governments from recognising such land as an asset.

Last Reviewed	June 2019
Legal (Parent)	AASB 1051; LGA
Legal (Subsidiary)	Financial Man. Reg. 16 and 4 (2)
Chief Executive Instruction	Nil

4.2.2 Depreciation of Non-Current Assets

Depreciation is recognised on a straight-line basis, using the following rates:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets formation	not depreciated
pavement	70 years
seal bituminous seals	15-25 years
asphalt surfaces	15-25 years
Gravel roads formation	not depreciated
Pavement	50 years
Gravel sheeting	10-15 years
Formed Roads formation	<i>Not depreciated</i>
pavement	50 years
Foot paths – slab	20 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years
Bridges	60 to 90 years

4.2.3 Capitalisation Threshold

Capitalisation of Thresholds for Non Current Assets are:

Land	\$5,000
Buildings	\$5,000
Plant and Equipment	\$5,000
Furniture and Equipment	\$5,000
Infrastructure (all classes)	\$5,000
Bridges	\$5,000

5. Legislative and Strategic Context

Local Government Act 1995 (WA)

6. Review Position and Date

Manager of Financial Reporting to review on or before 30/06/2021

7. Associated Documents

ITEM 8.1.4 – AMENDMENT TO THE 2019/2020 FEES AND CHARGES

LOCATION/ADDRESS:	Whole of Shire
NAME OF APPLICANT:	Not applicable
FILE REFERENCE:	
DISCLOSURE OF INTEREST:	Nil.
DATE OF REPORT:	10 June 2020

SUMMARY:

To enable the 2020/21 Fees and Charges to commence at 1 July 2020 and prior to the adoption of the 2020/21 Budget, it is proposed that Council adopt any proposed changes in the 2020/21 financial year as amendments to the 2019/20 Fees and Charges.

BACKGROUND:

A local government has the power to impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed. Fees and charges are to be imposed when adopting the Annual Budget but may also be imposed during a financial year or amended from time to time during a financial year.

In previous years, Council has only adopted the Schedule of Fees and Charges at the time of Budget adoption. This has meant that the fees have not been amended until the end of July. As memberships of the Gym, Kids Central and The Shed are now based on financial years, amending the Schedule of Fees and Charges to enable commencement on 1 July will result in the memberships being due and payable prior to use. It will also result in consistent application of all fees through the whole financial year.

CONSULTATION:

Member representatives have been consulted and have determined their own fees for the Shed, Kids Central and the Gym as these activities are self-funded.

Users of the Duranillin water supply have been consulted and are aware that they will have an increase in fees.

STATUTORY ENVIRONMENT:

In accordance with the Local Government Act 1995 S6.16, a local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide.

The adopted Fees and Charges are to be advertised in accordance with Section 6.19 of the Local Government Act 1995.

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

The amended Fees and Charges will not come into effect until 1 July 2020. There will be no impact on the current 2019/20 Budget. Any increases resulting from the amendment will be recognised in the Budget for 2020/2021.

The Duranillin water supply will run at a loss. The current cost to the Shire is \$12 to \$15 per kl freighted from Darkan. There are three users.

STRATEGIC IMPLICATIONS:

This item aligns with the strategy that "Financial management and decision making will be transparent, accountable and in an accessible format for the public".

COMMENT:

The fees proposed to be amended in the 2020/21 Fees and Charges that will come into effect from 1 July include:

Penalty interest on rates	8%
---------------------------	----

Group-managed memberships

Kids Central membership	\$50 per annum
Gym – single	\$60 per annum
Gym family	\$100 per annum
Gym concession	\$30 per annum
The Shed membership	\$60 per annum
The Shed concession	\$40 per annum
The Shed locker	\$10 per annum
The Shed hourly	\$30 per hour
The Shed Social only	\$5 per annum

Duranillin water supply (usage increased from \$1.50kl)

Service Charge	\$120 per annum
Water Usage (first 100kl)	\$3.50kl
Water Usage (next 300kl)	\$5.00kl
Water Usage (above 400kl)	\$8.00kl

Previously the Duranillin water supply was shandied with bore water.

Rent for the GROH houses was amended in November 2019.

No change is proposed to other housing rent, hall hire, private work, swimming pool, caravan park, waste collection and standpipes

No changes have been made to statutory fees in the amendments as no advice of changes had been received at the time of preparing this report

It should be noted that the officer's recommendation is to amend the adopted 2019/20 Schedule of Fees and Charges. It will still be necessary for Council to adopt a new Schedule for the 2020/21 financial year in conjunction with adoption of the Budget for that year.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION – ITEM 8.1.4

That Council adopt the following amended Fees and Charges, to be included in the 2020/21 Draft Budget and to commence on the 1 July 2020.

Penalty interest on rates 8%

Group-managed memberships

Kids Central membership	\$50 per annum
Gym – single	\$60 per annum
Gym family	\$100 per annum
Gym concession	\$30 per annum
The Shed membership	\$60 per annum
The Shed concession	\$40 per annum
The Shed locker	\$10 per annum
The Shed hourly	\$30 per hour
The Shed Social only	\$5 per annum

Duranillin water supply (usage increased from \$1.50kl)

Service Charge	\$120 per annum
Water Usage (first 100kl)	\$3.50kl
Water Usage (next 300kl)	\$5.00kl
Water Usage (above 400kl)	\$8.00kl

ATTACHMENTS

- Full Schedule of Fees and Charges

SHIRE OF WEST ARTHUR SCHEDULE OF FEES AND CHARGES 2020/21						
		Legislation	Details	GST (excl) \$	GST \$	Fee
GENERAL PURPOSE FUNDING						
	<u>Rates</u>					
I031714	Instalment Fee - per instalment	LG Act 1995 S6.45	instalment > first	5	exempt	5
I031732	Rate enquiry fee (Account enquiry fee for amounts only) Full orders and requisitions - see planning	LG Act 1995 S6.16	per enquiry	50	exempt	50
I033020	Surcharge for payment of rates, ESL or rubbish charge by credit card		payment amount * 0.75%	0.682%	0.068%	0.75%
	Penalty Interest			8%		
	Instalment Interest (depending on whether Council adopts hardship policy)			3% (Based on no hardship policy)		
GOVERNANCE						
	<u>Photocopying</u>					
I043003	Photocopy (black and white) A4	LG Act 1995 S6.16	per copy	0.45	0.05	0.50
	Photocopy (colour) A4		per copy	0.86	0.09	0.95
	Photocopy (black and white) A3		per copy	0.86	0.09	0.95
	Photocopy (colour) A3		per copy	1.73	0.17	1.90
	(Copy of Shire documents only. General photocopying service available at CRC)					
	<u>Postage</u>		actual cost	various		
	<u>Freedom of Information</u>					
	Application fee for non personal information	WA FOI Act 1992		30	exempt	30
	Application fee for personal information		no fee			
	FOI photocopying		per copy	0.20	exempt	0.20
	Staff time (search and discovery of documents)		per hour	30	exempt	30
LAW, ORDER AND PUBLIC SAFETY						
I051115	Fire Maps	LG Act 1995 S6.16	per map	16.36	1.64	18
I052110	<u>Dogs</u>					
	Kennel license	Dog Regs 2013 R17	per annum	200	exempt	200
	Impounding fee and sustenance		as per regs	as per regs	exempt	as per regs
I052120	<u>Dog Registration</u>					
	Unsterilised - 1 year	Dog Regs 2013 R17	per dog	50	exempt	50
	Unsterilised - 3 year		per dog	120	exempt	120
	Unsterilised - lifetime		per dog	250	exempt	250
	Sterilised - 1 year		per dog	20	exempt	20
	Sterilised - 3 year		per dog	42.50	exempt	42.50
	Sterilised - lifetime		per dog	100	exempt	100
	(Dogs owned by pensioner - 50% of fee; Droving dogs - 25% of fee)					
	<u>Cats</u>					
I052110	Impound fees	Cat Regs 2012 Sch 3	As per regs	as per regs	exempt	as per regs
I052130	<u>Cat Registration</u>	Cat Regs 2012 Sch 3				
	1 year		per cat	20	exempt	20
	3 years		per cat	42.5	exempt	42.5
	Lifetime		per cat	100	exempt	100
	(Cat owned by pensioner 50% of fee)					
I052110	Infringements and Penalties	Cat Act 2011, Dog Act 1976, Local Laws				as per legislation
HEALTH						
I07115	Septic tank application	Health Act 1911		118	exempt	118
I07115	Caravan Park Licence	Car and Camp Regs Sech 3 Div 1		200	exempt	200
	Offensive Trade Licences	Refer to Health Dept Scale of Fees				
	<u>Food Business Vendor Licence</u>					
	Commercial in residential kitchen - initial registration			50	exempt	50
	Low Risk			60	exempt	60
	Medium risk			195	exempt	195
	Very low risk or charitable			free	exempt	free
EDUCATION AND WELFARE						
	<u>Kids Central Membership</u>					
I064010	Kid's Central yearly family membership	LG Act 1995 S6.16	per membership	45.45	4.55	50
	Electric Swipe Key (Authorised for Kids Central)		per key	18.18	1.82	20
	<u>Meals Service</u>					
I061011	Main meal			7	exempt	7
	Dessert	LG Act 1995 S6.16		3	exempt	3
I063015	Bus Service to Bunbury	LG Act 1995 S6.16		13.64	1.36	15
HOUSING						
I091110	<u>Community Housing</u>					
	Unit 1/10 Hillman St	LG Act 1995 S6.16	per week	130	exempt	130
	Unit 2/10 Hillman St		per week	145	exempt	145
	Unit 3/12 Hillman St		per week	145	exempt	145
	Unit 4/12 Hillman St		per week	130	exempt	130
	25 Nangip Crescent		per week	150	exempt	150
	18 Gibbs Street		per week	150	exempt	150
I091111	<u>Use of Staff Housing by Non Staff</u>					
	52 Hillman Street	LG Act 1995 S6.16	per week	187	exempt	187
	10 Gibbs Street		per week	187	exempt	187
	31 Arthur Street		per week	153	exempt	153
	7 Hillman Street		per week	128	exempt	128
	8 Hillman Street		per week	163	exempt	163

SHIRE OF WEST ARTHUR SCHEDULE OF FEES AND CHARGES 2020/21						
		Legislation	Details	GST (excl) \$	GST \$	Fee
I091105	GROH Housing 11 King Street 6 Hillman Street	LG Act 1995 S6.16 Lease agreement	per week per week	550 550	exempt exempt	550 550
COMMUNITY AMENITIES						
I102160	Asbestos Disposal (plus cost of staff time and equipment)	LG Act 1995 S6.16	cubic metre	50	5	55
	<u>Rubbish Rates</u>					
I101110	Rubbish Collection Recycle bin - non service areas	LG Act 1995 S6.16	per service - refuse and recycle 64.00	205	exempt	205
I107140	<u>Cemetery Fees</u> Internments Re-opening of grave for exhumation (Where contractors used - cost) Re-internment after exhumation (Where contractors used - cost) Permission to erect a headstone, a monument to enclose with, kerb any grave, to erect a nameplate Grave Reservation Fee Niche Wall - includes reservation fee - single Niche Wall - includes reservation fee double (Cost of Niche Wall plaque additional)	LG Act 1995 S6.16		518 518 518 27 45 27.27 54.55	52 52 52 3 5 3 5	570 570 570 30 50 30 60
I106390	<u>Town Planning Application Fees</u> Less than \$50,000 More than \$50,000 but not more than \$500,000 More than \$500 000 but not more than \$2.5 million More than \$2.5 million but not more than \$5 million More than \$5 million but not more than \$21.5 million More than \$21.5 million Change of Use Extractive industry Home business, home occupation, Cottage industry Advertising Development application fees to do not apply to not for profit community groups Development Applications in Wellington Catchment that would not otherwise require Development Approval in other areas of the Shire will not be charged a fee. All other planning fees maximum fee allowed by Department of Planning	PD Regs 2009	0.32% of estimated development cost \$1,700, + 0.257% for every \$1 in excess of \$500,000 \$7,161 + 0.206% for every \$1 in excess of \$2.5 million \$12,633 + 0.123% for every \$1 in excess of \$5 million at cost	147 as per schedule as per schedule as per schedule as per schedule 34196 295 369 222	exempt exempt exempt exempt exempt exempt exempt applicable	147 as per schedule as per schedule as per schedule as per schedule 34196 295 369 222
RECREATION AND CULTURE						
I111110	<u>Darkan Town Hall</u> Functions including kitchen and at least one hall Meetings including use of kitchen Meetings not including use of kitchen (using one area of hall) Community activities A bond of \$200 is applicable on all function bookings. <i>Local community and not for profit groups have free use of the Darkan Town Hall.</i>	LG Act 1995 S6.16	per use per use per use per use	100 70 40 20	10 7 4 2	110 77 44 22
I112110	<u>Darkan Swimming Pool</u> Single Membership Family Membership Student Membership (between the age of 18 and 23) Visitors - Adults Visitors - Children Group course fees Individual course fees Baby swim classes - Pool Member Baby swim classes - Non-Pool Member Swipe Key (Authorised for Darkan Swimming Pool) Swim coaching Swim club - pool member Swim club - non pool member		per annum per annum per annum per visit per visit per person per person per person per student per student per key at cost	64 91 18 2.73 1.82 15 45 7 10 18 5 6	6 9 2 0.27 0.18 1.50 4.50 0.73 1 1.82 0.45 0.64	70 100 20 3 2 16.5 49.5 8 11 20 5 7
I113140	<u>Community Gym Membership to 30 June 2020</u> Single Family Concession <u>Equipment Hire</u> Hire of Chairs (only the old orange style hall chairs)			59.09 90.91 27.27 0.30	5.91 9.09 2.73 0.03	65 100 30.00 0.33
I116110	<u>History Books</u> Hard Cover Paperback (Postage extra)			25.00 17.27 cost	2.50 1.73	27.50 19.00
I147120	<u>The Shed to 30 June 2021</u> Membership - Yearly Membership - Pensioner/Seniors Concession Locker Hire Hourly Rate Social membership			54.55 36.36 9.09 27.27 4.55	5.45 3.64 0.91 2.73 0.45	60.00 40.00 10.00 30.00 5.00
ECONOMIC SERVICES						
I134130	<u>Scheme Standpipe Water</u> Community standpipe water Commercial standpipe water - per kilolitre	LG Act S6.16 LG Act S6.16	per kilolitre per kilolitre	2.50 10.00	exempt exempt	2.50 10.00
I136110	<u>Duranillin Water Supply</u> Annual service charge		Per annum	120	exempt	120
I134120	Water Usage (first 100kl) Water Usage (next 300kl)		Per kilolitre Per kilolitre	3.50 5.00	exempt exempt	3.50 5.00

SHIRE OF WEST ARTHUR SCHEDULE OF FEES AND CHARGES 2020/21						
	Legislation	Details	GST (excl) \$	GST \$	Fee	
		Water Usage (above 400kl)	Per kilolitre	8.00	exempt 8.00	
1133110	Building Permit Fees					
		Uncertified application for a building or demolition permit (minimum fee) The fee is 0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$105.00	per permit			
		Certified application (minimum fee)	Building Regs S16 (1)			
		For building work for a Class 1 or Class 10 Building or incidental structure the fee is 0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$105.00				
		Certified application for building permit for Class 2 to 9 buildings	Building Reg 2012 Reg 12		0.09%	
		Application for demolition permit Class 1 or 10 buildings	Building Reg 2012 Reg 14		105.00	
		Application for demolition permit Class 2 to 9 buildings	Building Reg 2012 Reg 15		105.00	
		Application to extend Demolition permit I	Building Reg 2012 Reg 16		105.00	
		Application for occupancy permit	Building Reg 2012 Reg 17		105.00	
		Application for temporary occupancy permit	Building Reg 2012 Reg 18		105.00	
		Application for the modification of an occupancy permit for additional use on a temporary basis	Building Reg 2012 Reg 19		105.00	
		Application for a replacement occupancy permit for permanent change of the buildings use classification	Building Reg 2012 Reg 20		105.00	
		Application for occupancy permit for a building in respect of which unauthorised work has been done	Building Reg 2012 Reg 22		0.18%	
		Application for building approval certificate for a building in respect to which unauthorised works has been done.	Building Reg 2012 Reg 23		0.38%	
		Application for a building approval certificate for an existing building where unauthorised works have been done	Building Reg 2012 Reg 25		105.00	
		Swimming Pool Inspection Fee (one off)	Building Reg 2012		58.50	
1132040	Darkan Caravan Park					
		Site (2 people)	Per night	18.18	1.82 20	
		Extra person (each)/Use of shower only	Per night	4.55	0.45 5	
		Site (2 people)	Per week	109.09	10.91 120	
		Extra person (each)	Per week	27.27	2.73 30	
		Chalet (2 people) - staying one night only	Per night	145.45	14.55 160	
		Chalet (2 people) - two or more nights	Per night	118.18	11.82 130	
		Chalet - extra person per night	Per night	13.64	1.36 15	
		Washing Machine	Per cycle	2.73	0.27 3	
		Dryer	Per cycle	0.91	0.09 1	
OTHER PROPERTY AND SERVICES						
		Private Works				
1141110						
		Graders	Per Hour	196.36	19.64 216	
		Prime Mover only		140.00	14.00 154	
		Prime Mover with one trailer		187.27	18.73 206	
		Truck - 5 Tonne		117.27	11.73 129	
		Truck - 10 Tonne		140.00	14.00 154	
		JCB Backhoe		145.45	14.55 160	
		Dozer		215.45	21.55 237	
		Loader		196.36	19.64 216	
		Rollers		150.00	15.00 165	
		Tractor		80.00	8.00 88	
		Tractor with implement		107.27	10.73 118	
		Bobcat		107.27	10.73 118	
		Squirrel (one operator included)		80.00	8.00 88	
		Road Broom (ute and one operator included)		102.73	10.27 113	
		Tree Saw (Includes loader and one operator)		234.55	23.45 258	
		Labour (Labourer/operator)		53.64	5.36 59	
		Works manager		100.00	10.00 110	
		Labour (time & 1/2)		70.00	7.00 77	
		Labour (double time)		84.55	8.45 93	
		(All plant above includes operator)				
		Ute	Per km	0.85	0.08 0.93	
		Compactor	Per day	58.18	5.82 64	
			Per m3			
		*Sand (non ratepayer) - per cubic metre	9.00	8.18	0.82 9	
		*Gravel (non ratepayer) - per cubic metre	9.00	100.00	10.00 9	
		* Gravel or sand supplied to ratepayers will be at cost plus plant and labour				
		Second Hand Grader Blades (or sold with scrap metal)	5.50	5.00	0.50 5.50	
			Per Tonne			
		Blue Metal - seconds (per tonne)	30.00	27.27	2.73 30	
		Blue Metal - not seconds (per tonne)	50.00	45.45	4.55 50	
		Staff Housing				
		(Rental by non Shire staff will be 200% of the applicable charge)				
		15 Nangip Crescent			as per contract	
		52 Hillman Street		93.50	exempt 93.50	
		10 Gibbs Street		93.50	exempt 93.50	
		22 Hillman Street			exempt as per contract	
		31 Arthur Street		76.50	exempt 76.50	
		7 Hillman Street		64.00	exempt 64.00	
		8 Hillman Street		81.50	exempt 81.50	
1141035	Special Series - AW Number Plates					
		DPI Fee	cost	exempt	cost	
		Shire additional fee	45.45	4.55	50	

ITEM 8.1.5 – WASTE & RECYCLING SERVICES CONTRACT

LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	12 June 2020

SUMMARY:

Council to consider accepting Warren Blackwood Waste's quote for the provision of waste and recycling services for a period of five years, with the option of two 12 month extensions.

BACKGROUND:

In December 2014, Council accepted a quote from Great Southern Waste Disposal (GSWD) for waste and recycling services for a period of three years. This contract has since expired.

To comply with the Shire's Purchasing Policy, quotes for waste and recycling services have been requested from suppliers registered on the WALGA Preferred Supply Panel.

A summary of the waste and recycling service request is as follows:

Recycling

A recyclable 240 litre bin pick-up service, once per fortnight. The Shire owns the recycling bins. Bins are located at residential and commercial properties in Darkan and Duranillin, at the Moodiarrup Sports Complex, and at central drop off locations in Darkan and Arthur River. There are also a number of rural property owners with recycling bins on the Coalfields Highway east of Darkan on the road to Arthur River and west of Darkan to the turn off to the Darkan refuse site.

Rural land holders have an opportunity to take a recycling bin home and return and swap once full. These recycling bins are located in the Shire depot.

The total number of recycling bins currently emptied is approximately 209, however this can vary slightly and an audit will be conducted upon commencement of the new contract.

General Waste Collection

A general waste 240 litre bin pick up service, once per week. The total number of waste bins currently emptied is approximately 194. An audit of all waste services will be conducted upon commencement to confirm this value for invoicing. The Shire currently does not own any of its waste bins.

General waste and recycling kerbside bins are located in residential and commercial properties in Darkan, Duranillin, Arthur River and at the Moodiarrup Sports Complex and Lake Towerrinning. There are also a number of rural property owners on the Coalfields Highway with general waste bins, east of Darkan on the road to Arthur River and west of Darkan to the turn off to the Darkan Refuse Site.

The Darkan Refuse Site is the designated disposal location for all general waste collected, as well as contamination from recycling processing. The refuse site is located west of Darkan near Gibbs Siding Road.

CONSULTATION:

A request for quote was placed on WALGA's Vendor Panel on 21 May 2020, closing on the 8 June. Seven suppliers were notified of the request. A summary of quotes received and their evaluation is included as a confidential attachment.

STATUTORY ENVIRONMENT:

Regulation 11(2) of the Local Government (Functions and General) Regulations provides the legislative basis for WALGA establishing Preferred Supply Panels under which provisions; Local Governments are permitted to purchase any value of goods and services over any time period through WALGA Panels without going to tender. This is based on the fact that WALGA has already undertaken a fully compliant public procurement process on behalf of the whole sector.

POLICY IMPLICATIONS:

Council's policy regarding local purchasing only relates to businesses based in the Shire of West Arthur. There is no policy regarding businesses based within our region.

FINANCIAL IMPLICATIONS:

Compared to the existing contractor the recommended supplier is approximately 40% lower than the current service fee, which would amount to a saving of approximately \$19,000, per annum. An annual CPI increase will apply to these prices quoted. Additionally the Shire has removed the street bins from the contract which will save \$2,730.

STRATEGIC IMPLICATIONS:

There are no strategic implications.

COMMENT:

WBW is the recommended supplier based on the following;

- Competitively priced,
- Accept a larger range of items for recycling,
- Provide recycling education support, bin notices, monthly contaminant audits and reporting,
- Trucks are equipped for bin counting, noise reduction and emissions reduction, and
- Office and Material Recovery Facility (recycling processing) located in Kojonup.

Council should consider that WBW have requested that services are moved from the current Thursday collection day, to a Wednesday collection day. WBW will assist the Shire in communicating this to residents.

As the Shire doesn't own its general waste bins, WBW will enter into negotiations with the current contractor to purchase the existing aged bins, or investigate other options. This will determine the contract commencement date. The new waste contract includes a condition that the general waste bins will become the property of the Shire at the end of the contract term, to ensure this isn't an issue in future negotiations.

VOTING REQUIREMENTS:

Simple majority

OFFICER RECOMMENDATION – ITEM 8.1.5

That the Shire of West Arthur accepts the quote from Warren Blackwood Waste for the provision of waste and recycling services for a period of five years, with the option of two 12 month extensions.

ATTACHMENTS

- Confidential (commercial in confidence).

ITEM 8.1.6 – APPLICATION FOR APPROVAL FOR FENCE

LOCATION/ADDRESS:	6-8 Gibbs Street Darkan
NAME OF APPLICANT:	Jim Wisniewski and Rebecca South
FILE REFERENCE:	Property file – Assessment 770
DISCLOSURE OF INTEREST:	One of the applicants is an employee of the Shire.
DATE OF REPORT:	11 June 2020

SUMMARY:

Council to consider the objection to the decision to not approve a 1.6m high fence at 8 Gibbs Street Darkan.

Legal advice has been received that the Shire's existing Fencing Local Law prohibits fences above 1m in height within 7.6m of a street alignment with no discretion for Council to issue approval. It is recommended that the objection be dismissed. Council may choose to take no further action in relation to the matter, request an infringement be issued, or give notice of prosecution if the fence is not removed or modified.

As a number of existing fences are in breach of the Fencing Local Law a review of the Local Law is also recommended.

BACKGROUND:

In March 2020, Council considered and did not approve an application for a 1.6m high steel and chain mesh fence at 6-8 Gibbs Street Darkan. An objection to Council's decision was received.

At the last Ordinary Meeting of Council, the objection was considered and Council resolved to lay the matter on the table to enable options to be explored for a greater fine.

CONSULTATION:

McLeods Barristers & Solicitors have reviewed the matter and advised

(1) the person who installed the fence without approval would be in breach of clause 9.1 of the Shire's Fencing Local Law;

(2) if the Shire did not wish to institute a prosecution under clause 9.1, a modified penalty of \$100 may be imposed by way of an infringement notice (under clause 10.2);

(3) there is no provision, under the Fencing Local Law, or any other law, for a higher (or lower) modified penalty to be imposed; and

(4) the Council itself could not impose the modified penalty. This would need to be imposed by an infringement notice given by an authorised person to the alleged offender under section 9.16 of the Local Government Act 1995.

McLeods Barristers & Solicitors were also asked to review whether the Shire could approve the fence and they advised that

Clause 3.1 of the Fencing Local Law provides for –

(1) an absolute prohibition, without any exceptions or any discretion to relax the prohibition, in respect of a fence exceeding 1m in height abutting or within 7.6m of a street alignment (as set out in paragraph (a) of clause 3.1; and

(2) a prohibition in respect of a fence that exceeds 1.8m in height on the remainder of any lot boundary or adjacent thereto – but also for a mechanism and discretion for the local government to approve a fence of that type that exceeds that height.

Unless and until clause 3.1 is amended, the Council should proceed on the basis that it has no power, under clause 3.1 of the Fencing Local Law or otherwise, to approve a fence above 1m in height where that fence is abutting or within 7.6 metres of a street alignment.

STATUTORY ENVIRONMENT:

In accordance with S9.7 of the Local Government Act, an affected person may apply to the State Administrative Tribunal for a review of the decision within 42 days after the objection was decided.

Prosecution proceedings can be commenced within two years after offence was committed (LGA S9.25).

An infringement notice can be issued within 28 days the alleged offence is believed to have been committed by the alleged offender (LGA S9.16).

In accordance with S3.16 of the Local Government Act, the local law review process will include local public notice of the review with a six week period for submissions. After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council. When its council has considered the report, the local government may determine whether or not it considers that the local law should be repealed or amended.

The procedure for making a local law, which includes making a local law to amend the text of, or repeal, a local law, is included in S3.12 of the Local Government Act.

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

A review of the Local Law will include costs associated with advertising and may include costs for consultants if the review is not carried out by Shire staff. Staff time will also be required.

Should Council choose to prosecute, legal costs would apply and staff resources would be required.

STRATEGIC IMPLICATIONS:

The Shire's Corporate Plan includes the strategy "Compliance with regulations and best practice standards will drive good decision making by staff and council" and the specific action "Develop new local laws as required and review and amend existing local laws as required and in accordance with legislation."

COMMENT

A number of fences, which exceed 1m in height, are built within 7.6m of a street alignment in the Shire of West Arthur including side fences on corner residential properties and front and side fences on commercial and industrial properties. Given these fences are in breach of the existing Fencing Local Law, the Law may be considered unreasonable and a review is recommended.

As Council is unable to approve the fence, the objection must be dismissed. The applicant may choose to apply to SAT.

Council may choose to

- a) Take no further action in relation to the matter;
- b) Request an infringement notice be issued for the modified penalty; or
- c) Issue notice for the removal of the fence and if the fence is not removed instigate prosecution.

Other matters for consideration include:

- Whether all existing fences should be audited (information gathered through this process may assist in informing the Local Law review).
- Whether enforcement notices should be issued to any other properties (noting that prosecution can only be commenced within 2 years after an offence was committed).
- The likely outcome of the Local Law review i.e. what will be acceptable under the new Local Law.
- Whether Council wishes to suspend enforcement action on the current matter until the Local Law review has been completed.

VOTING REQUIREMENTS:

Simple majority

OFFICER RECOMMENDATION – ITEM 8.1.6
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That Council

- Commence a review of the Fencing Local Law;
- Dismiss the objection to the decision "that approval not be given for a 1.6m high fence at 8 Gibbs Street Darkan"; and
- Either
 - take no further action in relation to this matter;
 - request an infringement notice be issued for the modified penalty; or
 - Issue notice for the removal of the fence and if the fence is not removed instigate prosecution.

ATTACHMENTS

- Nil

ITEM 8.1.7 – ST JOHN AMBULANCE PRIVATE WORKS REQUEST

LOCATION/ADDRESS: Darkan
 NAME OF APPLICANT: Darkan St John Ambulance
 FILE REFERENCE:
 DISCLOSURE OF INTEREST: CEO is a Volunteer
 DATE OF REPORT: 4 June 2020

SUMMARY:

Council to consider a donation of works to St John Ambulance for electrical testing and tagging at the Darkan sub-centre building. Council could also consider the option of charging staff time at cost.

BACKGROUND:

Authorised Shire staff can test and tag electrical equipment. Community groups may apply to the Shire for donated works. The CEO is delegated to approve up to four hours per annum for each community group. Darkan St John Ambulance Sub Centre has requested Shire support for the testing and tagging of electrical equipment. Staff have completed the works, taking two hours.

CONSULTATION:

Staff have consulted with volunteers of the sub-centre and have advised two hours would be required.

STATUTORY ENVIRONMENT:

The CEO has delegated authority to approve, however as a volunteer of the sub-centre there may be a perceived conflict of interest and therefore Council approval is requested.

POLICY IMPLICATIONS:

The Council Policy includes that

4.4 Donated Works

On submission of an application, the Shire will consider the request for in-kind works by Shire employees or use of Shire plant where a Shire plant operator has agreed to operate the plant in their own time free of charge.

Applications for less than four hours labour works or 20 hours plant use where a Shire operator is donating their time, may be approved by the Shire's Chief Executive Officer where no other application has been approved for the applicant in the current financial year. All other applications must be considered by the Council.

FINANCIAL IMPLICATIONS:

Two hours staff time equating to \$109.58.

STRATEGIC IMPLICATIONS:

Included in Council's corporate plan:

St John Ambulance - Maintain regular communications and assistance where required to Darkan St Johns Ambulance Sub centre.

COMMENT

As the CEO is a volunteer, the request has not been considered under delegation.

VOTING REQUIREMENTS:

Simple majority

OFFICER RECOMMENDATION – ITEM 8.1.7

That the Shire of West Arthur donates two hours of authorised staff time to test and tag electrical equipment at the St John Ambulance Sub-centre in Darkan free of charge.

ATTACHMENTS

- Nil

8.2 COMMITTEE REPORTS

Nil.

8.3 ELECTED MEMBER REPORTS**9. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**11. CONFIDENTIAL ITEMS****OFFICER RECOMMENDATION – ITEM 11.1.1 and 11.1.2**

That in accordance with section 5.23 (2) of the Local Government Act 1995, the meeting is closed to the members of the public for these items as the following sub-section applied:

(b) the personal affairs of any person;

VOTING REQUIREMENTS:

Simple majority

ITEM 11.1.1 – CONFIDENTIAL ITEM – CHIEF EXECUTIVE OFFICER LEAVE

LOCATION/ADDRESS:	Not applicable
NAME OF APPLICANT:	Not applicable
FILE REFERENCE:	2.15
DISCLOSURE OF INTEREST:	The information provided is in relation to the CEOs leave.
DATE OF REPORT:	10 June 2020

ITEM 11.1.2 – CEO PERFORMANCE REVIEW PROCESS

LOCATION/ADDRESS:	Not applicable
NAME OF APPLICANT:	CEO
FILE REFERENCE:	2.15
DISCLOSURE OF INTEREST:	The report is in relation to the CEOs performance review process
DATE OF REPORT:	10 June 2020

OFFICER RECOMMENDATION

That in accordance with section 5.23 (2) of the Local Government Act 1995, Council reopens the meeting to the members of the public.

12. CLOSURE OF MEETING