

SHIRE OF WEST ARTHUR



Ordinary Council Meeting 20 October 2020 Minutes

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ORDINARY COUNCIL MEETING MINUTES

1. **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
Cr Kevin King, Chairperson, declared the meeting open at 6.15 pm.
2. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
Nil.
3. **PUBLIC QUESTION TIME**
Nil.
4. **RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE**

Cr Kevin King	Shire President
Cr Neil Morrell	Deputy Shire President
Cr Adam Squires	
Cr Marie Lloyd	
Cr Julie McFall	
Cr Graeme Peirce	
Nicole Wasmann	Chief Executive Officer
Bill Owen	Works Manager

Apologies
Cr Neil Manuel

Leave of Absence
Nil.
5. **PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**
Nil.
6. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
6.1 Ordinary Meeting of Council held 15 September 2020.

COUNCIL DECISION – ITEM 6.1

Moved: Cr Neil Morrell

Seconded: Cr Graeme Peirce

The minutes of the Ordinary Meeting of the Shire of West Arthur held in the Council Chambers 15 September 2020 be confirmed.

CARRIED 6/0

7. **ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**
Nil.
8. **REPORTS**

8.1 OFFICER REPORTS**ITEM 8.1.1– FINANCIAL REPORT SEPTEMBER 2020**

LOCATION/ADDRESS: N/A
NAME OF APPLICANT: N/A
FILE REFERENCE: N/A
DISCLOSURE OF INTEREST: N/A
DATE OF REPORT: 15 October 2020

SUMMARY:

Consideration of the financial reports for the period ending 30 September 2020.

BACKGROUND:

The financial reports for the periods ending 30 September 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

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.1

Moved: Cr Adam Squires

Seconded: Cr Neil Morrell

That the financial report for the period ending 30 September 2020 as presented be accepted.

CARRIED 6/0

ATTACHMENTS:

- Financial Reports – 30 September 2020.

SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 September 2020

	Note	Annual Budget 2020/2021	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Opening Funding Surplus (Deficit)	2	1,199,648	1,199,648	1,199,648	0	0%
Revenue from operating activities						
Rates		1,727,022	1,727,022	1,727,085	63	0%
Operating Grants, Subsidies and Contributions	6	625,608	251,033	255,090	4,057	2%
Fees and Charges		273,365	102,166	106,173	4,007	4%
Interest Earnings		56,364	3,667	3,885	218	6%
Other Revenue		169,739	2,376	2,976	600	25%
Profit on Disposal of Assets		19,137	0	0		
		2,871,235	2,086,265	2,095,209		
Expenditure from operating activities						
Employee Costs		(1,714,206)	(455,664)	(432,131)	(23,533)	5%
Less Allocated to Capital			4,200	4,000		
Materials and Contracts		(765,845)	(210,333)	(210,736)	403	(0%)
Less Plant Allocations to Capital			3,011	2,868		
Utility Charges		(91,700)	(15,283)	(11,773)	(3,510)	23%
Depreciation on Non-Current Assets		(2,137,367)	(129,459)	(130,795)	1,336	(1%)
Interest Expenses		(30,457)	0	0	0	
Insurance Expenses		(93,484)	(93,484)	(93,484)	0	0%
Other Expenditure		(36,000)	0	(110)	110	
Loss on Disposal of Assets		(18,307)	0	0	0	
		(4,887,366)	(897,012)	(872,161)	(24,851)	
Operating activities excluded from budget						
Add back Depreciation		2,137,367	129,459	130,795	1,336	1%
Adjust (Profit)/Loss on Asset Disposal		(830)	0	0	0	
Adjust Provisions and Accruals		0	0	(23,137)		
Amount attributable to operating activities		120,406	1,318,712	1,330,706		
Investing activities						
Grants, Subsidies and Contributions	6	1,246,368	10,000	10,470	470	5%
Proceeds from Disposal of Assets		52,000	0	0	0	
Land and Buildings	7	(225,000)	0	(726)	(726)	
Infrastructure Assets - Roads	7	(1,253,908)	(18,000)	(17,670)	330	2%
Infrastructure Assets - Other	7	(651,307)	0	0	0	
Plant and Equipment	7	(532,000)	0	0	0	
Furniture and Equipment	7	0	0	0	0	
Amount attributable to investing activities		(1,363,847)	(8,000)	(7,926)		
Financing Activities						
Proceeds from Self Supporting Loan - repayments		27,174	6,709	6,709	0	0%
Transfer from Reserves	5	797,089	0	0	0	
Repayment of Debentures		(95,630)	0	0	0	
Transfer to Reserves	5	(684,840)	0	(162)	(162)	
Amount attributable to financing activities		43,793	6,709	6,547		
Closing Funding Surplus (Deficit)	2	0	2,517,069	2,528,975	11,906	0%

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 30 September 2020

Note 1: Explanation of Material Variances

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

The material variance adopted by Council for the 2020/21 year is \$10,000 or 10% whichever is the greater.

Employee Costs

Employee costs are below budget (23,533)

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2020	30 Sep 2020
		\$	\$
Current Assets			
Cash Unrestricted	3	1,170,147	2,469,636
Cash Restricted	5	2,403,335	2,403,497
Receivables - Rates	4	116,050	455,608
Receivables - Other	4	42,915	19,251
Inventories		22,531	22,531
		3,823,985	5,370,523
Less: Current Liabilities			
Payables		(151,995)	(133,829)
Unspent reimbursements (insurance)		0	(99,290)
Unspent grants, contributions		(69,007)	(204,932)
		(221,002)	(438,051)
Less: Cash Reserves	5	(2,403,335)	(2,403,497)
Net Current Funding Position		1,199,648	2,528,975

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2020

Note 3: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	149,641			149,641	NAB	0.01%	At Call
Municipal Bank - Bendigo	312,064			312,064	Bendigo	0.05%	At Call
Municipal Cash Maximiser	400,000			400,000	NAB	0.05%	At Call
Bendigo Cash Maximiser	7,531			7,531	Bendigo	0.05%	At Call
Trust Bank Account			5,728	5,728	NAB	0.05%	At Call
Trust Cash Maximiser			8,114	8,114	NAB	0.05%	At Call
Trust - Bendigo			1,781	1,781	Bendigo	0.05%	At Call
Reserve Cash Maximiser		146		146	NAB	0.05%	At Call
Bendigo Reserve		16		16	Bendigo	0.05%	At Call
(b) Term Deposits							
Municipal term deposit	300,000			300,000	NAB	0.80%	27/04/2021
Municipal term deposit	1,000,000				Bendigo	0.75%	24/04/2021
Municipal term deposit	300,000				Bendigo	0.60%	23/12/2020
Reserve term deposit		803,335		803,335	NAB	0.92%	29/06/2021
Reserve term deposit		1,600,000		1,600,000	Bendigo	0.95%	29/06/2021
Trust term deposit			60,000	60,000	NAB	0.80%	27/04/2021
Total	2,469,236	2,403,497	75,623	3,588,356			

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2020

Note 4: Receivables

Receivables - Rates Receivable	30 Sep 2020	30 June 2020	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	199,932	181,873	Receivables - General	17,096	0	67	2,088	19,251
Levied this year (incl rubbish & ESL)	1,823,745	1,799,818						
Less Collections to date	(1,484,187)	(1,781,759)	Balance per Trial Balance					
Equals Current Outstanding	539,490	199,932	Sundry Debtors					0
			Receivables - Other					0
Net Rates Collectable	539,490	199,932	Total Receivables General Outstanding					19,251
% Collected	73.34%	90.05%						
Less Recognised as doubtful	(83,882)	(83,882)						

Amounts shown above include GST (where applicable)

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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	208,619	1,878	14	0	0	0	0	210,497	208,633
Plant Reserve	319,812	2,878	22	313,801	0	(480,000)	0	156,491	319,834
Building Reserve	691,332	6,222	47	60,109	0	(130,000)	0	627,663	691,379
Town Development Reserve	70,672	636	5	0	0	(70,000)	0	1,308	70,677
Recreation Reserve	121,685	1,095	8	40,000	0	0	0	162,780	121,693
Heritage Reserve	5,343	48	0	300	0	0	0	5,691	5,343
Community Housing Reserve	131,406	1,183	9	20,000	0	(25,000)	0	127,589	131,415
Waste Management Reserve	121,282	1,092	8	0	0	(60,000)	0	62,374	121,290
Darkan Swimming Pool Reserve	38,734	349	3	5,000	0	0	0	44,083	38,737
Information Technology Reserve	46,885	422	3	3,000	0	0	0	50,307	46,888
Darkan Sport and Community Centre Reserve	257,208	2,315	17	30,000	0	0	0	289,523	257,225
Arthur River Country Club Renewal Reserve	27,795	250	2	6,000	0	0	0	34,045	27,797
Museum Reserve	128,102	1,153	9	0	0	(5,000)	0	124,255	128,111
Moodiarrup Sports Club Reserve	9,475	85	1	5,000	0	0	0	14,560	9,476
Landcare Reserve	42,763	385	3	0	0	(27,089)	0	16,059	42,766
Corporate Planning and Valuation Reserve	34,526	311	2	0	0	0	0	34,837	34,528
Kids Central Members Reserve	670	6	0	0	0	0	0	676	670
The Shed Reserve	11,550	104	1	0	0	0	0	11,654	11,551
Recreation Trails Reserve	1,203	11	0	0	0	0	0	1,214	1,203
Community Gym Reserve	8,367	75	1	0	0	0	0	8,442	8,368
Economic Development Reserve	43,229	389	3	40,000	0	0	0	83,618	43,232
Road Reserve	82,677	743	6	150,000	0	0	0	233,420	82,683
	2,403,335	21,630	162	673,210	0	(797,089)	0	2,301,086	2,403,497

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 30 September 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 - General Purpose Grant	Operating	0	226,526	0	59,628	0	0	Final allocations will be \$238,526, \$11,986 above budget.
Grants Commission - Roads	WALGGC - Local Roads Grant	Operating	0	229,428	0	58,409	0	0	Final allocations will be \$233,637, \$4,209 more than budget.
Federal Road & Community Infrastructure	Dept. of Infrastructure (Fed)	Non-operating	0	0	253,187	0	0	0	
Law, Order and Public Safety									
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Services	Operating - Tied	0	39,479	0	9,870	(9,870)	0	
Education and Welfare									
Age Friendly and Dementia Community Awareness	Department of Communities	Operating - Tied	0	3,620	0	3,620	0	3,620	Carried forward from prior year
Recreation and Culture									
Redevelopment of play and youth area	Lotterywest	Non-operating	0	0	30,000	0	0	0	Darkan Railway Reserve
Transport									
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	329,877	0	0	0	
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	65,387	65,387	(9,085)	56,302	Carried forward from prior year
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	365,987	146,395	(1,385)	145,010	Shown as a liability until spent, then recognised as income
Federal Road & Community Infrastructure	Dept. of Infrastructure, Transport, Regional	Non-operating	0	0	113,507	0	0	0	
Direct Grant	Development and Communications	Non-operating	0	0	113,507	0	0	0	
	Main Roads - Direct Grant	Operating	0	127,175	0	127,175	0	0	
Economic Development									
Kylie Dam Project	Department of Water	Non-operating	0	0	88,423	0	0	0	Kylie Dam
TOTALS			0	626,228	1,246,368	470,484	(20,340)	204,932	
SUMMARY									
Operating	Operating Grants, Subsidies and Contributions		0	583,129	0	245,212	0	0	
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	43,099	0	13,490	(9,870)	3,620	
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	1,246,368	211,782	(10,470)	201,312	
TOTALS			0	626,228	1,246,368	470,484	(20,340)	204,932	

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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	
		\$	\$	\$	\$	\$	\$		
Buildings									
Housing									
	Renovations to existing joint venture community housing units		0	0	0	0	(25,000)	(25,000)	25,000
Community Amenities									
	Chalet		0	(726)	(726)	(20,000)	(110,000)	(130,000)	129,274
Other Property & Services									
	Staff Housing		0	0	0	(20,000)	(50,000)	(70,000)	70,000
	Buildings Total		0	(726)	(726)	(40,000)	(185,000)	(225,000)	224,274
Infrastructure									
General Purpose Funding									
	Community Infrastructure Other		0	0	0	0	(253,187)	(253,187)	253,187
Community Amenities									
	Darkan Refuse Site		0	0	0	(20,000)	(100,000)	(120,000)	120,000
Recreation And Culture									
	Darkan Railway Reserve Community Space		0	0	0	(15,000)	(150,000)	(165,000)	165,000
Economic Development									
	Kylie Dam Water Project		0	0	0	(12,608)	(100,512)	(113,120)	113,120
	Infrastructure Total		0	0	0	(47,608)	(603,699)	(651,307)	651,307
Plant , Equip. & Vehicles									
Transport									
	Prime Mover		0	0	0	0	(170,000)	(170,000)	170,000
	Side Tipping Trailer		0	0	0	0	(100,000)	(100,000)	100,000
	Large Vibe Roller		0	0	0	0	(150,000)	(150,000)	150,000
	Utes		0	0	0	0	(101,000)	(101,000)	101,000
	Mower		0	0	0	0	(11,000)	(11,000)	11,000
	Plant, Equip & Vehicles Total		0	0	0	0	(532,000)	(532,000)	532,000
Roads									
Regional Road Group									
	Boyup Brook Arthur Road		(51)	0	(51)	(142,075)	(159,300)	(301,375)	301,324
	Bowelling Duranillin Road		(742)	(1,284)	(2,026)	(117,508)	(140,175)	(257,683)	255,657
	Regional Road Group Total		(793)	(1,284)	(2,077)	(259,583)	(299,475)	(559,058)	556,981
Roads to Recovery									
	Darkan South Road - Slip Lane and Intersection		(43)	(238)	(281)	(81,264)	(27,790)	(109,054)	108,773
	Darkan South Road - Widening Corners		0	(1,100)	(1,100)	(74,308)	(28,040)	(102,348)	101,248
	Old Collie Road		0	0	0	(58,371)	(8,208)	(66,579)	66,579
	Bowelling McAlinden Road		0	(7,704)	(7,704)	(33,125)	(30,914)	(64,039)	56,335
	Bokal East Arthur Road		0	0	0	(26,408)	(39,300)	(65,708)	65,708
	Roads to Recovery Total		(43)	(9,042)	(9,085)	(273,476)	(134,252)	(407,728)	398,643

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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	
		\$	\$	\$	\$	\$	\$		
Road and Community Infrastructure Program									
	W Tree Gully Road	0	0	0	(19,261)	(58,357)	(77,618)	77,618	
	Lake Towerrinning Entrance and Car Park	0	0	0	(1,000)	(25,000)	(26,000)	26,000	
	Growden Place - Drainage, seal, reseal original section	(5,989)	(238)	(6,227)	(14,038)	(30,150)	(44,188)	37,961	
	Shire Funded Total	(5,989)	(238)	(6,227)	(34,299)	(113,507)	(147,806)	141,579	
Shire Funded									
	Growden Place - Intersection	(43)	0	(43)	(24,149)	(59,480)	(83,629)	83,586	
	Airlee Road	0	0	0	(510)	(8,000)	(8,510)	8,510	
	Collie South East Road	0	0	0	(510)	(5,000)	(5,510)	5,510	
	Jackson Road	0	(238)	(238)	(39,845)	(1,822)	(41,667)	41,429	
	Shire Funded Total	(43)	(238)	(281)	(65,014)	(74,302)	(139,316)	139,035	
	Roads Total	(6,868)	(10,802)	(17,670)	(632,372)	(621,536)	(1,253,908)	1,236,238	
	Capital Expenditure Total	(6,868)	(11,528)	(18,396)	(719,980)	(1,942,235)	(2,662,215)	2,643,819	

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:	15 October 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

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.2

Moved: Cr Marie Lloyd

Seconded: Cr Adam Squires

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 cheque 19, Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling \$228,997.59 listed (attached) be noted as approved for payment.

CARRIED 6/0

ATTACHMENTS:

- Cheque Listing

Date	Num	Name	Amount
09/09/2020	09092020.1	AIR LIQUIDE	229.64
		FEES ON OXY GAS CYLINDERS	
09/09/2020	09092020.2	CAROL STANDISH	353.76
		GOODS FOR SENIOR MEALS	
09/09/2020	09092020.3	CLAW ENVIRONMENTAL	2,423.12
		COLLECT AND PROCESS DRUMS	
09/09/2020	09092020.4	DARKAN AGRI SERVICES	855.89
		AUGUST ACCOUNT VARIOUS MATERIALS FOR MAINTENANCE	
09/09/2020	09092020.5	DARREN FLEAY	150.00
		REIMBURSE WORK BOOTS	
09/09/2020	09092020.6	EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD	3,446.19
		SALARY SACRIFICE PAYMENTS	
09/09/2020	09092020.7	FLEAYS STORE	38.00
		MILK AND COFFEE	
09/09/2020	09092020.8	GARY KING	141.60
		REIMBURSE WORK BOOTS	
09/09/2020	09092020.9	JASON SIGNMAKERS	294.71
		STANDPIPE SIGNAGE	
09/09/2020	09092020.10	LANDGATE	40.60
		UV REVALUATION	
09/09/2020	09102020.11	LUSH FIRE & PLANNING	250.25
		PLANNING ADVICE	
09/09/2020	09102020.12	MIDALIA STEEL PTY LTD	150.92
		FENCING FOR 15 NANGIP CRESCENT	
09/09/2020	09092020.13	OFFICEWORKS	104.41
		ART AND CRAFT ITEMS FOR CULTURAL EVENTS	
09/09/2020	09092020.14	RAREBITS ON BURROWES	395.00
		MEAL COUNCIL MEETING & CATERING FIRE COURSE	
09/09/2020	09092020.15	SOS OFFICE EQUIPMENT	566.06
		PRINTING MAINTENANCE - BASED ON PER PRINT EACH MONTH	
09/09/2020	09092020.16	STARTRACK EXPRESS	62.41
		FREIGHT ON PARTS	
09/09/2020	09092020.17	WARREN BLACKWOOD WASTE	2,415.60
		WASTE SERVICE FOR AUGUST	
09/09/2020	09092020.18	WEST ARTHUR COMMUNITY RESOURCE CENTRE	618.50
		MEDICAL RECEPTION FOR AUGUST	
15/09/2020	15092020.1	AL ANTZ ELECTRICAL	2,247.76
		REMOVE & REPLACE METRE BOX AT MOODIARRUP SPORTS CLUB	
15/09/2020	15092020.2	AUBREY COLES	500.00
		COMMUNITY CULTURAL ACTIVITIES	
15/09/2020	15092020.3	AUSTRALIA POST	676.54
		5 BOXES OF REFLEX PAPER	
15/09/2020	15092020.4	BILL SLOAN	150.00
		REIMBURSE WORK BOOTS	
15/09/2020	15092020.5	CJD EQUIPMENT PTY LTD	533.34
		SERVICE KITS FOR LOADER & DOOR LOCK BARREL	
15/09/2020	15092020.6	KOJONUP AUTO ELECTRICS	545.60
		REPAIRS TO ROLLER	

Date	Num	Name	Amount
15/09/2020	15092020.7	LIBERTY OIL AUSTRALIA PTY LTD	13,270.00
		DIESEL & UNLEADED FUEL	
15/09/2020	15092020.8	SHERIDAN'S FOR BADGES	380.05
		SPORTS CLUBS & AMENITIES	
15/09/2020	15092020.9	WEST ARTHUR COMMUNITY RESOURCE CENTRE	30.00
		MEMBERSHIP-CLUB 2020/2021 - KIDS CENTRAL KIDS ACTIVITIES	
15/09/2020	15092020.10	WESTRAC BUNBURY	2,142.59
		REPAIRS GRADER	
17/09/2020	EFT	SALARIES & WAGES	44,845.33
		PAYROLL	
22/09/2020	22092020.1	ACCESS INDUSTRIAL TYRES	2,010.80
		MULTI ROLLER TYRES	
22/09/2020	22092020.2	ASTROTOURISM WA PTY LTD	3,300.00
		ASTROTOURISM TOWNS MEMBERSHIP 20/21	
22/09/2020	22092020.3	BLACKWOOD BASIN GROUP (INC)	1,293.60
		LANDCARE SUPPORT AUGUST	
22/09/2020	22092020.4	BW TRUCK PARTS	1,292.20
		5X UHF VEHICLE CB RADIOS & BUSHES	
22/09/2020	22092020.5	CAROL STANDISH	233.88
		GOODS FOR SENIOR MEALS	
22/09/2020	22092020.6	COALFIELDS WEARPARTS	6,090.48
		GRADER BLADES, BOLTS & NUTS	
22/09/2020	22092020.7	DATALINE VISUAL LINK PTY LTD	297.00
		TRANSFER INSIGHT SOFTWARE	
22/09/2020	22092020.8	ENVIRONMENTAL ECOPLAN CONSULTANTS	600.00
		TRAVEL, SITE VISIT FOR CHALET	
22/09/2020	22092020.9	MOTORPASS	5.50
		FEES FOR ARTHUR RIVER FUEL CARD	
22/09/2020	22092020.10	PUTLAND MOTORS	4,252.55
		HYDRAULIC OIL, 15W40, FILTERS, CHAINSAW PARTS, TYRES FOR UTE, GREASE	
1/10/2020	EFT	SALARIES & WAGES	43,623.07
		PAYROLL	
05/10/2020	05102020.1	AIR LIQUIDE	176.22
		1 BOTTLE OXY & ACETYLENE	
05/10/2020	05102020.2	AVON CIVIL ENGINEERING	4,950.00
		STRUCTURAL ASSESSMENT OF LAKE TOWERRINNING JETTIES	
05/10/2020	05102020.3	BAXTER ZANTHE	378.17
		GOODS FOR SENIOR MEALS	
05/10/2020	05102020.4	BODDINGTON MEDICAL CENTRE	1,235.00
		TRAVEL REIMBURSEMENT FOR DOCTOR	
05/10/2020	05102020.5	CAROL STANDISH	237.96
		REIMBURSE GOODS FOR SENIORS MEALS	
05/10/2020	05102020.6	CJD EQUIPMENT PTY LTD	487.92
		LOADER MIRROR ARM	
05/10/2020	05102020.7	COLLIE ELECTRICAL SERVICES	3,460.22
		REPAIRS TO ELECTRICAL SUPPLY FOR PUMP AT LAKE	
05/10/2020	05102020.8	CORUM HEALTH SERVICES	700.59
		LOTS PBS ONLINE SOFTWARE MAINTENANCE	

Date	Num	Name	Amount
05/10/2020	05102020.9	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	1,932.00
		ESL PAYMENT	
05/10/2020	05102020.10	EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD	3,446.19
		SALARY SACRIFICE PAYMENTS	
05/10/2020	05102020.11	ELITE COMPLIANCE	440.00
		CERTIFICATION OF PLANS FOR SHED 20 ARTHUR STREET	
05/10/2020	05102020.12	EXPRESS PRINT	330.00
		ENVELOPES	
05/10/2020	05102020.13	KLEEN WEST DISTRIBUTERS	391.33
		CLEANING PRODUCTS	
05/10/2020	05102020.14	KOJONUP AUTO ELECTRICS	423.70
		REPAIRS TREESAW & LOADER	
05/10/2020	05102020.15	LUSH FIRE & PLANNING	429.00
		PLANNING ADVICE	
05/10/2020	05102020.16	MUSEUMS AUSTRALIA (AMAGA)	150.00
		MEMBERSHIP FOR MUSEUMS AUSTRALIA 2020	
05/10/2020	05102020.17	PFD FOOD SERVICES PTY LTD	191.40
		GOODS FOR SENIOR MEALS	
05/10/2020	05102020.18	PHOENIX GLASS	220.00
		GLASS BREAKAGE (INSURANCE)	
05/10/2020	05102020.19	RAREBITS ON BURROWES 1	320.00
		MEAL COUNCIL MEETING & CATERING GOODING	
05/10/2020	05102020.20	SOS OFFICE EQUIPMENT	304.33
		PRINTING MAINTENANCE - BASED ON PER PRINT EACH MONTH	
05/10/2020	05102020.21	SOUTHERN LOCK & SECURITY	140.43
		ALARM MONITORING FROM 01/07/2020 TO 30/09/2020	
05/10/2020	05102020.22	WA TREASURY CORPORATION	31,521.53
		CAPITAL REPAYMENT LOAN	
05/10/2020	05102020.23	WARREN BLACKWOOD WASTE	2,770.20
		WASTE SERVICE FOR SEPTEMBER	
05/10/2020	05102020.24	WEST ARTHUR COMMUNITY RESOURCE CENTRE	771.13
		DOCTORS RECEPTION FOR SEPTEMBER AND LAMINATING	
05/10/2020	05102020.25	WEST AUSTRALIAN LOCAL GOVERNMENT ASSOCIAT	180.00
		WALGA - BREAKFAST ELECTED MEMBERS	
5/10/2020	05102020.26	DEPARTMENT OF HUMAN SERVICES	441.48
		PAYROLL DEDUCTIONS-CHILD SUPPORT	
06/10/2020	B/PAY	SYNERGY	591.42
		ELECTRICITY	
09/09/2020	B/PAY	SYNERGY	1,465.29
		ELECTRICITY STREETLIGHTS	
09/09/2020	B/PAY	TELSTRA	352.59
		CRC PHONE	
09/09/2020	B/PAY	WATER CORPORATION	125.99
		CHALET BUILDING APPLICATION	
15/09/2020	B/PAY	TELSTRA	271.24
		MOBILE CALLS AND CHARGES	
15/09/2020	B/PAY	TELSTRA	565.53
		OFFICE CALLS AND CHARGES	

Date	Num	Name	Amount
22/09/2020	B/PAY	SYNERGY	669.57
		ELECTRICITY VARIOUS	
22/09/2020	B/PAY	WATER CORPORATION	1,610.62
		WATER USE AND SUPPLY CHARGE VARIOUS	
30/09/2020	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	600.00
		FEE ACCOUNT 086724 508314385 FEES	
30/09/2020	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	10.00
		FEE ACCOUNT 086724 508314385 FEES	
28/09/2020	DIRECTDEBIT	NATIONAL AUSTRALIA BANK	30.49
		BANK FEES	
15/09/2020	19	SHIRE OF WEST ARTHUR	294.50
		PETTY CASH SEPTEMBER 2020	
22/09/2020	B/PAY	ATO	17,752.00
		BAS AUGUST 2020	
		VOUCHERS	AMOUNT
MUNICIPAL FUND			
		09102020.1 - 09102020.16	12,536.66
		15102020.1 - 15102020.10	20,475.88
		22092020.1 - 22092020.10	19,376.01
		05102020.1 - 05102020.26	56,028.80
		CHEQUE 19	294.50
		EFT/DEBIT/BPAY	24,044.74
		SALARIES & WAGES	88,468.40
		LICENSING SEPTEMBER TRANSFERS	7,772.60
		TOTAL	228,997.59

ITEM 8.1.3 – DATES FOR 2020 COUNCIL MEETINGS

LOCATION/ADDRESS: N/A
 NAME OF APPLICANT: N/A
 FILE REFERENCE: N/A
 DISCLOSURE OF INTEREST: N/A
 DATE OF REPORT: 15 October 2020

SUMMARY:

Council to consider the dates and time for Ordinary Council Meetings in 2021.

BACKGROUND:

In accordance with Section 5.25 (g) of the Local Government (Administration) Regulations 1996, Council needs to set dates for Ordinary Meetings of Council for 2021.

Council Meetings are currently held on the third Tuesday of every month with adjustments made around public holidays. The July meeting is usually held later in the month to enable the budget to be prepared prior to the meeting.

Meetings currently commence at 6pm.

CONSULTATION:

Nil.

COMMENT:

It is not proposed to hold a meeting in the month of January 2021. A special meeting can be called if required.

The following dates are on the third Tuesday of the month, with the exception of July where it is proposed to hold the meeting on the last Tuesday and December where it is proposed to hold the meeting on the second Tuesday.

Tuesday 16 February	Tuesday 17 August
Tuesday 16 March	Tuesday 21 September
Tuesday 20 April	Tuesday 19 October
Tuesday 18 May	Tuesday 16 November
Tuesday 15 June	Tuesday 14 December
Tuesday 27 July	

STATUTORY ENVIRONMENT:

In accordance with the Local Government Act, at least once each year a local government is to give local public notice of the dates on which and the time and place at which –

- (a) the ordinary council meetings; and
- (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,

In accordance with Section 5.3. of the Local Government Act,

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.

POLICY IMPLICATIONS:

Not applicable

FINANCIAL IMPLICATIONS:

Not applicable

STRATEGIC IMPLICATIONS:

Not applicable

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.3

Moved: Cr Adam Squires

Seconded: Cr Marie Lloyd

That 2021 Ordinary Meetings of Council be held on the following dates commencing at 6pm:

Tuesday 16 February
 Tuesday 16 March
 Tuesday 20 April
 Tuesday 18 May
 Tuesday 15 June
 Tuesday 27 July

Tuesday 17 August
 Tuesday 21 September
 Tuesday 19 October
 Tuesday 16 November
 Tuesday 14 December

CARRIED 6/0**ATTACHMENT:**

Nil.

ITEM 8.1.4 – CCTV NETWORK POLICY

LOCATION/ADDRESS: N/A
 NAME OF APPLICANT: N/A
 FILE REFERENCE: N/A
 DISCLOSURE OF INTEREST: N/A
 DATE OF REPORT: 15 October 2020

SUMMARY:

Council to consider adoption of the draft CCTV Network Policy.

BACKGROUND:

The Shire of West Arthur currently provides an unmonitored CCTV system to:

- Provide a deterrent to offences against person or property and antisocial behaviour.
- Assist in the investigation of offences and the identification of offenders.
- Increase the safety and security of residents and visitors.

Two systems are currently located at the following locations:

- Shire Depot
- Darkan Swimming Pool

Other locations as determined by the Shire CEO and Council in the future may include Lake Towerrinning, other public buildings and facilities.

This policy will bring the current and future use of CCTV in line with the Surveillance Devices Act 1998 WA.

CONSULTATION:

Nil.

COMMENT:

This policy provides guidelines for the management of Council's CCTV Network.

This Policy does not apply to CCTV systems on private property, as they do not fall under the jurisdiction of the Shire.

The CCTV Network will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

STATUTORY ENVIRONMENT:

The use of CCTV is regulated by the Surveillance Devices Act 1998 WA and this legislation prohibits the recording of "private activity" as defined by Section 3 of the Act.

POLICY IMPLICATIONS:

Council does not have an existing policy relating to CCTV.

FINANCIAL IMPLICATIONS:

There are no financial implications.

STRATEGIC IMPLICATIONS:

Not applicable

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.4

Moved: Cr Adam Squires

Seconded: Cr Graeme Peirce

That Council adopt the CCTV Network Policy as attached.

CARRIED 6/0

ATTACHMENT:

- CCTV Network Policy



Council Policy

CCTV Network

Adopted

Amended [*dates and details of any amendments*]

1. Objective

This policy provides guidelines for the management of Council's CCTV Network.

This Policy does not apply to CCTV systems on private property, as they do not fall under the jurisdiction of the Shire.

The CCTV Network will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

2. Scope

This policy applies to all Council owned and managed unmonitored CCTV systems in the Shire of West Arthur.

3. Definitions

3.1 Authorised officer

Chief Executive Officer of the Shire of West Arthur (Shire CEO).

3.2 Authorised staff

Any staff member of the Shire of West Arthur or a Council appointed contractor who has been given approval by the Shire of West Arthur Authorised officer to undertake activities relating to the operation or management of the CCTV network.

3.3 CCTV

Closed Circuit Television – video transmission from camera looped to a monitor – rewrites after limited data is used. Recordings only available for a limited time.

3.4 Monitored installation

CCTV which provides real time observation of events so that real time responses can be initiated.

3.5 Unmonitored installation

CCTV which captures evidence of events which can be acted upon subsequently.

4. Policy Statement

The Shire of West Arthur provides an unmonitored CCTV system to:

- Provide a deterrent to offences against person or property and antisocial behaviour.
- Assist in the investigation of offences and the identification of offenders.
- Increase the safety and security of residents and visitors.

The CCTV is provided in the following locations:

- Shire Depot
- Darkan Swimming Pool
- Other locations as determined by the Shire CEO

4.1 Ownership and Control

The CCTV system is owned by and is the sole property of the Shire of West Arthur. The system is under the control of the Shire CEO and may be delegated to authorised staff and/or to a third party who Council may engage under contract to manage and maintain the system.

4.2 Management and Maintenance

Council may contract out the management and maintenance of the CCTV system under a management agreement that is consistent with the terms of this policy.

4.3 CCTV Operation

All staff operating the CCTV system must be duly authorised by the Shire CEO. Authorised staff must adhere to the guidelines outlined in this policy.

The network includes stand-alone camera systems connected to a recording device in the server control room on site. All images are recorded and retained for a limited time dependent on amount of data used before it records over itself. Images are not kept unless they are required in relation to the investigation of a crime or other circumstances provided by law. No sound will be recorded.

4.4 Locations

Unmonitored cameras are located:

- Shire depot (6)
- Darkan Swimming Pool (2)
- Any other location as directed by the Shire CEO

4.5 Access to CCTV

Only authorised officers and staff are permitted to have access to the CCTV system. Other persons viewing the CCTV must be authorised by the Shire CEO.

4.6 Use of Recorded Material

The Shire will ensure that CCTV systems are used ethically at all times and in accordance with all relevant legislation and guidelines. The use of CCTV is regulated by the Surveillance Devices Act 1998 WA and this legislation prohibits the recording of “private activity” as defined by Section 3 of the Act.

Recorded material will not be sold or used for commercial purposes or the provision of entertainment.

The showing of recorded material to the public will be allowed only in connection with the investigation of a crime or in any other circumstances provided by law.

Appropriate security measures will be taken against unauthorised access to, alteration, disclosure, accidental loss or destruction of recorded material.

4.7 Partnership with WA Police

The Shire of West Arthur will make available any footage and provide access to the members of the WA Police Service for the purposes of investigation of a crime or other circumstances provided by law.

4.8 Records

The details of all material, if recorded and kept for the purposes of investigation of a crime or in any other circumstances provided by law, from the CCTV network will be registered in accordance with the State Records Act 2000.

5. Legislative and Strategic Context

The use of CCTV is regulated by the Surveillance Devices Act 1998 WA and this legislation prohibits the recording of “private activity” as defined by Section 3 of the Act.

Placement and use of surveillance cameras should also have regard to –

<https://www.wa.gov.au/government/publications/registration-of-cctv-systems-premiers-circular-200905>

6. Review Position and Date

Council to review following October 2021 Elections.

7. Associated Documents

8.2 COMMITTEE REPORTS

Nil

8.3 REPORTS OF ELECTED MEMBERS

Cr Kevin King

- 25 September 2020 - WALGA AGM and Political Forum
- 13 October 2020 - Local Emergency Management Committee Meeting
- 17 September 2020 - Lorella Gooding Citizenship Ceremony.

Cr Neil Manuel

Nil

Cr Marie Lloyd

- 14 October 2020 - CRC Meeting

Cr Julie McFall

Nil

Cr Adam Squires

Nil

Cr Neil Morrell

- 25 September 2020 - WALGA AGM and Political Forum
- 13 October 2020 – Bush Fire Advisory Committee
- 13 October 2020 - Local Emergency Management Committee Meeting
- 17 September 2020 - Lorella Gooding Citizenship Ceremony.

Cr Graeme Peirce

- 17 September 2020 - Lorella Gooding Citizenship Ceremony.

9. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil.

11. CONFIDENTIAL ITEMS

Nil.

12. CLOSURE OF MEETING

Cr King declared the meeting closed at 6:35 pm.