

# SHIRE OF WEST ARTHUR



## Ordinary Council Meeting 19 September 2017 Minutes

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**ORDINARY COUNCIL MEETING MINUTES****1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Cr Ray Harrington, Chairperson, declared the meeting open at 6.01 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 Raymond Harrington

Shire President

Cr Kevin King

Deputy Shire President

Cr Rodney Hulse

Cr Michael Meredith

Cr Karlene Goss

Nicole Wasmann

Chief Executive Officer

**Visitors (from 6.01pm to 7.04pm)**

Annabelle Garratt

Wagin Woodanilling Landcare Zone

Sheila Howat

Blackwood Biosecurity

Barry Davies

Department of Primary Industries and Regional  
Development

Adrian South

Farmer representative biosecurity

**Gallery**

Julie McFall

Marie Lloyd

Alan Blencowe

**Apologies**

Cr Neil Manuel

Cr Andrew Clarke

**Leave of Absence**

Nil.

**5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Annabelle Garratt, Barry Davies, Sheila Howat and Adrian South made a presentation to Council about recognised biosecurity groups and the outcome of recent community consultation.

Councillors indicated support for the West Arthur Shire joining Blackwood Biosecurity and requested further information be provided to the community.

**6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

6.1 Ordinary Meeting of Council held 22 August 2017

**COUNCIL DECISION – ITEM 6.1**

Moved: Cr Kevin King

Seconded: Cr Rodney Hulse

The minutes of the Ordinary Meeting of the Shire of West Arthur held in the Council Chambers on 22 August 2017 be confirmed.

**CARRIED 5/0**

**7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION****8. REPORTS****8.1 OFFICER REPORTS****ITEM 8.1.1– FINANCIAL REPORT AUGUST 2017**

LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	N/A
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	14 September 2017
AUTHOR:	Melinda King

**SUMMARY:**

Consideration of the financial reports for the period ending 31 August 2017.

**BACKGROUND:**

The August 2017 financial reports are included as attachments.

**COMMENT:**

If you have any questions regarding details in the financial reports, please contact the office prior to the 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 Rodney Hulse

Seconded: Cr Karlene Goss

That the financial reports for the period ending 31 August 2017 as presented be accepted.

**CARRIED 5/0**

**ATTACHMENTS**

- Financial Reports – 31 August 2017

**SHIRE OF WEST ARTHUR**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 August 2017**

	Note	Annual Budget 2017/2018 \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
<b>Opening Funding Surplus (Deficit)</b>	2	1,785,813	1,785,813	<b>1,785,813</b>	0	0%	
<b>Revenue from operating activities</b>							
Rates		1,610,369	1,666,369	<b>1,661,727</b>	(4,642)	(0%)	
Operating Grants, Subsidies and Contributions	6	836,327	242,895	<b>317,622</b>	74,727	31%	▲
Fees and Charges		316,950	89,492	<b>93,625</b>	4,133	5%	
Interest Earnings		103,034	7,820	<b>4,326</b>	(3,494)	(45%)	
Other Revenue		16,560	800	<b>2,297</b>	1,497	187%	
Profit on Disposal of Assets		27,393	0	<b>0</b>			
		<b>2,910,633</b>	<b>2,007,375</b>	<b>2,079,597</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(1,615,693)	(339,377)	<b>(346,010)</b>	(6,633)	(2%)	
Less overhead and wage allocations			19,500	<b>19,477</b>			
Materials and Contracts		(1,171,421)	(133,181)	<b>(133,260)</b>	(79)	(0%)	
less Pdepn and POC allocations			4,000	<b>3,796</b>			
Utility Charges		(71,850)	(8,975)	<b>(5,908)</b>	3,067	34%	▲
Depreciation on Non-Current Assets		(1,806,586)	(98,326)	<b>(93,809)</b>	4,517	5%	
Interest Expenses		(44,438)	0	<b>0</b>	0		
Insurance Expenses		(111,461)	(86,461)	<b>(80,303)</b>	6,158	7%	
Other Expenditure		(16,425)	0	<b>0</b>	0		
Loss on Disposal of Assets		(5,909)	0	<b>0</b>			
		<b>(4,843,783)</b>	<b>(642,819)</b>	<b>(636,017)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,806,586	98,326	<b>93,809</b>	(4,517)	(5%)	
Adjust (Profit)/Loss on Asset Disposal		(21,484)	0	<b>0</b>	0		
Adjust Provisions and Accruals			0	<b>(10,368)</b>			
<b>Amount attributable to operating activities</b>		<b>(148,048)</b>	<b>1,462,882</b>	<b>1,527,021</b>			
<b>Investing activities</b>							
Grants, Subsidies and Contributions	6	1,073,555	136,915	<b>136,915</b>	0	0%	
Proceeds from Disposal of Assets		396,000	57,000	<b>54,795</b>	(2,205)	(4%)	
Land and Buildings	7	(1,374,916)	(25,000)	<b>(20,273)</b>	4,727	19%	▲
Infrastructure Assets - Roads	7	(1,286,258)	(10,000)	<b>(10,028)</b>	(28)	(0%)	
Infrastructure Assets - Other	7	(423,393)	(2,500)	<b>(2,256)</b>	244	10%	
Plant and Equipment	7	(570,000)	0	<b>0</b>	0		
Furniture and Equipment	7	(15,000)	0	<b>0</b>	0		
<b>Amount attributable to investing activities</b>		<b>(2,200,012)</b>	<b>156,415</b>	<b>159,153</b>			
<b>Financing Activities</b>							
Proceeds from Self Supporting Loan - repayments		24,608	0	<b>0</b>	0		
Transfer from Reserves	5	1,613,378	0	<b>0</b>	0		
Repayment of Debentures		(81,648)	0	<b>0</b>	0		
Transfer to Reserves	5	(994,091)	0	<b>(2,448)</b>	(2,448)		
<b>Amount attributable to financing activities</b>		<b>562,247</b>	<b>0</b>	<b>(2,448)</b>			
<b>Closing Funding Surplus (Deficit)</b>	2	<b>0</b>	<b>3,405,110</b>	<b>3,469,539</b>	<b>64,430</b>	<b>2%</b>	

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 August 2017**

**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 2016/17 year is \$10,000 or 10% whichever is the greater.

Operating Grants,  
Subsidies and  
Contributions

129000  
**-54273**

WA Grants Commission Special Project Bridge Money - not budgeted  
Direct Road Grants below budget

permanent variance  
permanent variance

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

**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 2016/17 year is \$10,000 or 10% whichever is the greater.

**Note 2: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2017	31 Aug 2017
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	3	1,225,636	726,117
Cash Restricted - Conditions over Grants	6	727,541	967,500
Cash Restricted	5	2,009,096	2,011,544
Receivables - Rates	4	137,259	1,687,787
Receivables - Other	4	127,660	194,371
Inventories		13,293	13,293
		4,240,485	5,600,612
<b>Less: Current Liabilities</b>			
Payables		(445,576)	(119,529)
		(445,576)	(119,529)
Less: Cash Reserves	5	(2,009,096)	(2,011,544)
<b>Net Current Funding Position</b>		<b>1,785,813</b>	<b>3,469,539</b>

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

**Note 3: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
Municipal Bank Account	158,017			158,017	NAB	0.05%	At Call
Municipal Cash Maximiser	335,000			335,000	NAB	0.60%	At Call
Trust Bank Account			22,201	22,201	NAB	0.05%	At Call
Trust Cash Maximiser			310	310	NAB	0.60%	At Call
Reserve Cash Maximiser		3,460		3,460	NAB	0.06%	At Call
Reserve 11am				0	Bendigo	1.50%	At Call
				0			
<b>(b) Term Deposits</b>							
<b>Reserve</b>		1,738,084		1,738,084	Bendigo	2.7	1/02/18
<b>Reserve</b>		270,000		270,000	NAB	2.52	22/03/18
<b>Municipal</b>	300,000			300,000	NAB	2.48	22/12/17
<b>Municipal</b>	400,000			400,000	NAB	1.85	25/09/17
<b>Municipal</b>	500,000			500,000	NAB	2.52	22/03/18
<b>Trust</b>			180,000	180,000	NAB	2.51	20/02/18
<b>Total</b>	<b>1,693,017</b>	<b>2,011,544</b>	<b>202,511</b>	<b>3,907,072</b>			

**Comments/Notes - Investments**

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

**Note 4: Receivables**

<b>Receivables - Rates Receivable</b>	<b>31 Aug 2017</b>	<b>30 June 2017</b>	<b>Receivables - General</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>90+Days</b>
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	194,904	260,498	Receivables - General	153,946	0	84,847	13,223	252,016
Levied this year	1,661,727	1,566,941						
Less Collections to date	(168,844)	(1,632,535)	<b>Balance per Trial Balance</b>					
Equals Current Outstanding	<b>1,687,787</b>	<b>194,904</b>	Sundry Debtors					0
			Receivables - Other					0
<b>Net Rates Collectable</b>	<b>1,687,787</b>	<b>194,904</b>	<b>Total Receivables General Outstanding</b>					<b>252,016</b>
% Collected	9.09%	89.33%						
Less Recognised as doubtful	(57,645)	(57,645)						

**Amounts shown above include GST (where applicable)**



**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

**Note 5: Cash Backed Reserve**

Name	Opening Balance	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual YTD
		Interest Earned	Interest Earned	Transfers In (+)	Transfers In (+)	Transfers Out (-)	Transfers Out (-)	Closing Balance	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave Reserve	129,924	3,244	158	0	0	0	0	133,168	130,082
Plant Reserve	85,403	2,125	104	360,000	0	(404,000)	0	43,528	85,507
Building Reserve	419,344	10,334	511	546,057	0	(345,000)	0	630,735	419,855
Town Development Reserve	59,844	1,494	73	0	0	(55,000)	0	6,338	59,917
Recreation Reserve	52,658	1,315	64	0	0	(17,000)	0	36,973	52,722
Heritage Reserve	4,321	108	5	300	0	0	0	4,729	4,326
Community Housing Reserve	108,237	2,700	132	0	0	0	0	110,937	108,369
Waste Management Reserve	76,734	1,915	93	0	0	0	0	78,649	76,827
Darkan Swimming Pool Reserve	31,309	782	38	0		0	0	32,091	31,347
Information Technology Reserve	55,316	1,381	67	0		(15,000)	0	41,697	55,383
Darkan Sport and Community Centre Reserve	159,208	3,976	194	30,000	0	0	0	193,184	159,402
Health and Resource Centre Reserve	753,897	17,526	919	0	0	(771,378)	0	45	754,816
Arthur River Country Club Renewal Reserve	14,901	383	18	6,000	0	(3,000)	0	18,284	14,919
Museum	55,000	75	67	0	0	0	0	55,075	55,067
Moodiarrup Sports Club Reserve	3,000	1,376	4	3,000	0	(3,000)	0	4,376	3,004
	<b>2,009,096</b>	<b>48,734</b>	<b>2,448</b>	<b>945,357</b>	<b>0</b>	<b>(1,613,378)</b>	<b>0</b>	<b>1,389,809</b>	<b>2,011,544</b>

0

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

Note 6: Grants and Contributions	Grant Provider	Type	Opening	Budget		Expected (b)+(c)+(d)	YTD Actual		Unspent Grant (a)+(f)+(g)
			Balance (a)	Operating (b)	Capital (c)		Revenue (f)	(Expended) (g)	
<b>General Purpose Funding</b>				\$	\$		\$	\$	\$
Grants Commission - General	WALGGC	Operating	0	218,454	0	218,454	52,823	0	0
Grants Commission - Roads	WALGGC	Operating	0	275,261	0	275,261	58,115	0	0
Grants Commission - Bridges	WALGGC	Operating - Tied	320,000	0	0	0	129,000	0	449,000
<b>Law, Order and Public Safety</b>									
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Ser	Operating - Tied	0	28,370	0	28,370	7,875	(7,875)	0
<b>Education and Welfare</b>									
Youth Week	Dept. Local Govt. and Comm.	Operating - Tied	0	1,000	0	1,000	0	0	0
Kids Central Quarterly Grant	Federal DEEWR	Operating - Tied	0	30,666	0	30,666	0	0	0
CLGF Youth Development Scholarship	Dept. Local Govt. and Comm.	Operating - Tied	9,300	0	0	0	0	0	9,300
<b>Community Amenities</b>									
Strategic Ground Works	South West Catchment Counc	Operating - Tied	45,366	50,000	0	0	0	0	45,366
<b>Recreation and Culture</b>									
CRC Funding Health and Resource Centre expansio	Dept. of Regional Developmer	Non-operating	124,100	0	0	0	0	(19,588)	104,512
Health and Resource Centre expansion	Estate of E Brown	Non-operating	80,000	0	0	0	0	0	80,000
Museum	Estate of E Brown	Operating - Tied	70,000	0	0	0	0	0	70,000
Darkan Swimming Pool	Dept. of Sport and Recreation	Operating - Tied	0	32,000	0	32,000	0	0	0
Nature Play Facility	LotteryWest	Non-operating	0	0	65,000	65,000	0	0	0
Mens Shed (Darkan, Dumbleyung, Lake Grace)	Dept. Local Govt. and Comm.	Operating - Tied	16,630	0	0	0	0	0	16,630
<b>Transport</b>									
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	54,145	0	598,040	598,040	0	(67)	54,078
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	342,286	342,286	136,915	0	136,915
Storm Damage	Main Roads	Operating	0	12,487	0	12,487	0	0	0
Direct Grant	Main Roads	Operating	0	123,500	0	123,500	69,227	0	0
<b>Economic Development</b>									
Information Bay	Tourism Group Cont	Non-operating	0	0	3,000	3,000	0	0	0
Kylie Dam Project	Department of Water	Non-operating	0	0	53,911	53,911	0	0	0
Kylie Dam Project	Landcare (trust)	Non-operating	0	0	11,318	11,318	0	0	0
<b>Other Property &amp; Services</b>									
Youth Development	Dept. Local Govt. and Comm.	Operating - Tied	8,000	0	0	0	0	(6,301)	1,699
<b>TOTALS</b>			<b>727,541</b>	<b>771,738</b>	<b>1,073,555</b>	<b>1,795,293</b>	<b>453,955</b>	<b>(33,831)</b>	<b>967,500</b>
<b>SUMMARY</b>									
Operating	Operating Grants, Subsidies ar		0	629,702	0	629,702	180,165	0	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributor		469,296	142,036	0	92,036	136,875	(14,176)	591,995
Non-operating	Non-operating Grants, Subsidies and Contributions		258,245	0	1,073,555	1,073,555	136,915	(19,655)	375,505
<b>TOTALS</b>			<b>727,541</b>	<b>771,738</b>	<b>1,073,555</b>	<b>1,795,293</b>	<b>453,955</b>	<b>(33,831)</b>	<b>967,500</b>

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

**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	
		\$	\$	\$	\$	\$	\$		
<b>Buildings</b>									
<b>Housing</b>									
Staff housing	E168486	0	0	0	0	(40,000)	(40,000)	40,000	
Land for staff house	E168487	0	0	0	0	(55,000)	(55,000)	55,000	
	<b>Housing Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(95,000)</b>	<b>(95,000)</b>	<b>95,000</b>	
<b>Recreation And Culture</b>									
Health and Resource Centre Expansion	E168485	(685)	(19,588)	(20,273)	(25,000)	(1,237,916)	1,693,017	(1,713,290)	
	<b>Recreation And Culture Total</b>	<b>(685)</b>	<b>(19,588)</b>	<b>(20,273)</b>	<b>(25,000)</b>	<b>(1,237,916)</b>	<b>202,440</b>	<b>(1,713,290)</b>	
<b>Transport</b>									
Depot Shed Construction and Power Upgrade	E168488	0	0	0	(7,000)	(10,000)	1,906,766	(1,906,766)	
	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(7,000)</b>	<b>(10,000)</b>	<b>1,906,766</b>	<b>(1,906,766)</b>	
	<b>Buildings Total</b>	<b>(685)</b>	<b>(19,588)</b>	<b>(20,273)</b>	<b>(32,000)</b>	<b>(1,342,916)</b>	<b>2,014,206</b>	<b>(3,525,056)</b>	
<b>Infrastructure</b>									
<b>Recreation And Culture</b>									
Car park and landscaping for Health and Resource Centre	E167907	0	0	0	(20,300)	(108,968)	(129,268)	129,268	
Darkan Tourist Info Bay - Signage	E167909	0	0	0	(800)	(11,000)	(11,800)	11,800	
Path at Cemetery	E167910	0	0	0	(6,927)	(2,469)	(9,396)	9,396	
Rail Trail - signage	E167911	0	0	0	(2,350)	(17,000)	5,515	(5,515)	
Youth Area/Parks Gardens and Public Open Spaces	E167912	0	0	0	0	(120,000)	(120,000)	120,000	
	<b>Recreation And Culture Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(30,377)</b>	<b>(259,437)</b>	<b>202,440</b>	<b>264,949</b>	
							<b>5,140</b>		
<b>Transport</b>									
Footpath extension Burrowes Street	E167905	(2,256)	0	(2,256)	0	(9,500)	46,052	(48,308)	
Seal back lane Burrowes St - Gibbs to Butler	E167906	0	0	0	(32,247)	(18,370)	(50,617)	50,617	
	<b>Transport Total</b>	<b>(2,256)</b>	<b>0</b>	<b>(2,256)</b>	<b>(32,247)</b>	<b>(27,870)</b>	<b>(4,565)</b>	<b>2,309</b>	
<b>Economic Development</b>									
Kylie Dam Waer Project	E167908	0	0	0	(8,233)	(65,229)	(73,462)	73,462	
	<b>Economic Development Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(8,233)</b>	<b>(65,229)</b>	<b>(73,462)</b>	<b>73,462</b>	
	<b>Infrastructure Total</b>	<b>(2,256)</b>	<b>0</b>	<b>(2,256)</b>	<b>(70,857)</b>	<b>(352,536)</b>	<b>124,413</b>	<b>267,258</b>	
<b>Furniture &amp; Office Equip.</b>									
<b>Governance</b>									
Computer Hardware Upgrade/New	E167701	0	0	0	0	(9,000)	(9,000)	9,000	
	<b>Governance Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(9,000)</b>	<b>(9,000)</b>	<b>9,000</b>	
<b>Recreation And Culture</b>									
Furniture and Equipment Other	E167701	0	0	0	0	(6,000)	(6,000)	6,000	
	<b>Recreation And Culture Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(6,000)</b>	<b>(6,000)</b>	<b>6,000</b>	
	<b>Furniture &amp; Office Equip. Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>15,000</b>	

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

**Note 7: Capital Acquisitions**

Assets	Account	YTD Actual			Budget			Variance	Comment
		Wages and	Materials and	Total YTD	Wages and	Materials and	Total Budget	Total YTD to	
		Plant	Contractors		Plant	Contractors		Budget	
		\$	\$	\$	\$	\$	\$		
<b>Plant , Equip. &amp; Vehicles</b>									
<b>Transport</b>									
Works Manager Ute	E167804	0	0	0	0	(45,000)	(45,000)	45,000	
Bobcat	E167805	0	0	0	0	(50,000)	(50,000)	50,000	
Grader	E167805	0	0	0	0	(370,000)	(370,000)	370,000	
Pad Foot Roller	E167805	0	0	0	0	(100,000)	(100,000)	100,000	
Sundry Plant	E167806	0	0	0	0	(5,000)	(5,000)	5,000	
	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(570,000)</b>	<b>(570,000)</b>	<b>570,000</b>	
<b>Plant , Equip. &amp; Vehicles Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(570,000)</b>	<b>(570,000)</b>	<b>570,000</b>	
<b>Roads</b>									
<b>Regional Road Group</b>									
Bowelling - Duranillin Road	E168832	0	0	0	(135,426)	(58,568)	(193,994)	193,994	
Darkan Moodiarrup Road	E168833	0	0	0	(143,658)	(83,269)	(226,927)	226,927	
Moodiarrup Changerup Road	E168834	0	0	0	(56,808)	(51,356)	(108,164)	108,164	
	<b>Regional Road Group Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(335,892)</b>	<b>(193,193)</b>	<b>(529,085)</b>	<b>529,085</b>	
<b>Roads to Recovery</b>									
Cordering North Road	E168835	0	(67)	(67)	(19,647)	(4,262)	(23,909)	23,842	
Extension of Growden Place	E168836	0	0	0	(79,955)	(29,574)	(109,529)	109,529	
Arthur Dinninup Road	E168837	0	0	0	(23,841)	(17,956)	(41,797)	41,797	
Farrell Road	E168838	0	0	0	(25,331)	(8,252)	(33,583)	33,583	
Bowelling McAlinden Road	E168839	0	0	0	(57,542)	(15,904)	(73,446)	73,446	
Howie Road	E168840	0	0	0	(89,253)	(5,300)	(94,553)	94,553	
Carymunna Road	E168841	0	0	0	(22,973)	(5,576)	(28,549)	28,549	
Bowelling Duranillin - Reseal	E168842	0	0	0	0	(120,770)	(120,770)	120,770	
Darkan South Road	E168843	0	0	0	0	(101,687)	(101,687)	101,687	
Carymunna Road	E168844	0	0	0	(23,676)	(6,000)	(29,676)	29,676	
	<b>Roads to Recovery Total</b>	<b>0</b>	<b>(67)</b>	<b>(67)</b>	<b>(342,218)</b>	<b>(315,281)</b>	<b>(657,499)</b>	<b>657,432</b>	
<b>Shire Funded</b>									
Rajander Road	E168845	(9,961)	0	(9,961)	(19,489)	(720)	(20,209)	10,248	
Dardadine South Road	E168846	0	0	0	(17,193)	(1,300)	(18,493)	18,493	
Cordering South Road	E168847	0	0	0	(15,167)	(4,262)	(19,429)	19,429	
Darling Road	E168848	0	0	0	(15,803)	(650)	(16,453)	16,453	
Dust Suppression - to be decided	E168849	0	0	0	(12,547)	(6,172)	(18,719)	18,719	
Dust Suppression - extend Bunce	E168850	0	0	0	(4,827)	(1,544)	(6,371)	6,371	
	<b>Shire Funded Total</b>	<b>(9,961)</b>	<b>0</b>	<b>(9,961)</b>	<b>(85,026)</b>	<b>(14,648)</b>	<b>(99,674)</b>	<b>48,170</b>	
<b>Roads Total</b>		<b>(9,961)</b>	<b>(67)</b>	<b>(10,028)</b>	<b>(763,136)</b>	<b>(523,122)</b>	<b>(1,286,258)</b>	<b>1,234,687</b>	
<b>Capital Expenditure Total</b>		<b>(12,902)</b>	<b>(19,655)</b>	<b>(32,557)</b>	<b>(865,993)</b>	<b>(2,803,574)</b>	<b>267,361</b>	<b>(1,438,111)</b>	

**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: 5 September 2017  
 AUTHOR: Belinda Hawker

**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 Michael Meredith

Seconded: Cr Kevin King

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 240817.1 – 240817.15, 050917.1 – 050917.21, 3425 - 3432, Licensing, Salaries and Wages and EFT Transfers, Direct Debit and Trust totalling \$180,966.32 listed (attached) be noted as approved for payment.

**CARRIED 5/0**

**ATTACHMENT**

- Cheque Listing

Date	Num	Name	Original Amount
24/08/2017	EFT	<b>SALARIES &amp; WAGES</b>	<b>52,667.62</b>
		STAFF WAGES	
24/08/2017	240817.1	<b>BILL OWEN</b>	<b>75.00</b>
		REIMBURSEMENT - WHEEL ALIGNMENT	
24/08/2017	240817.2	<b>CENTRAL REGIONAL TAFE</b>	<b>388.63</b>
		ENROLMENTS FOR TRAINEESHIP	
24/08/2017	240817.3	<b>COALCLIFF PLANT HIRE</b>	<b>453.75</b>
		PADFOOT MOBILISATION HIRE	
24/08/2017	240817.4	<b>DARKAN AGRI SERVICES</b>	<b>1,504.46</b>
		SPRAY PAINT, GAP FILLER, NUTS, BOLTS, PAINT, CEMENT & MOTOR	
24/08/2017	240817.5	<b>DEPARTMENT OF HUMAN SERVICES</b>	<b>548.34</b>
		CHILD SUPPORT PAYMENTS - JULY 2017	
24/08/2017	240817.6	<b>EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD</b>	<b>2,986.29</b>
		SALARY SACRIFICE PAYMENT - AUGUST 2017	
24/08/2017	240817.7	<b>IN2BALANCE PTY LTD</b>	<b>29,535.00</b>
		ANNUAL LICENCE MAINTENANCE AND SUPPORT FEES	
24/08/2017	240817.8	<b>KYM HARRINGTON</b>	<b>110.00</b>
		GYM MEMBERSHIP FUNDS - FITNESS MATS & ROPES	
24/08/2017	240817.9	<b>MODERN TEACHING AIDS PTY LTD</b>	<b>119.98</b>
		CRAFT/ACTIVITY SUPPLIES - KIDS CENTRAL	
24/08/2017	240817.10	<b>ORBIT HEALTH &amp; FITNESS SOLUTIONS</b>	<b>3,803.00</b>
		GYM MEMBERSHIP FUNDS - GYM EQUIPMENT	
24/08/2017	240817.11	<b>PUTLAND MOTORS</b>	<b>5,167.51</b>
		GREASE CARTRIDGE, AIR FILTER, EXHAUST PIPE, WINDSCREEN, TYRES	
24/08/2017	240817.12	<b>SHIRE OF CORRIGIN</b>	<b>100.00</b>
		CHAIRPERSON HONORARIUM	
24/08/2017	240817.13	<b>WEST ARTHUR COMMUNITY RESOURCE CENTRE</b>	<b>4,565.00</b>
		LIBRARY & MEDICAL SERVICES FUNDING	
24/08/2017	240817.14	<b>WEST AUSTRALIAN LOCAL GOVERNMENT ASSOCIAT</b>	<b>55.00</b>
		COUNCIL CONNECT - PAYMENT FOR WESTARTHUR.WA.GOV.AU DOMAIN	
24/08/2017	240817.15	<b>WHITE BUILDING CO PTY LTD1</b>	<b>21,546.67</b>
		PROGRESS PAYMENT FOR WORKS COMPLETED AT THE HRC	
05/09/2017	050917.1	<b>AIR LIQUIDE</b>	<b>218.92</b>
		FACILITY FEES	
05/09/2017	050917.2	<b>BURGESS RAWSON</b>	<b>67.00</b>
		WATER CONSUMPTION FOR THE ROSE GARDEN, RESERVE & WAR MEMORIAL	
05/09/2017	050917.3	<b>CJD EQUIPMENT PTY LTD</b>	<b>5,267.91</b>
		PARTS & REPAIRS FOR T14	
05/09/2017	050917.4	<b>COALFIELDS WEARPARTS</b>	<b>5,517.60</b>
		GRADER BLADES, NUTS & BOLTS	
05/09/2017	050917.5	<b>COURIER AUSTRALIA</b>	<b>31.06</b>
		VARIOUS FREIGHT	
05/09/2017	050917.6	<b>CR K GOSS</b>	<b>551.00</b>
		4TH QTR MEETING FEES	
05/09/2017	050917.7	<b>CR K J KING</b>	<b>626.25</b>
		4TH QTR MEETING FEES	
05/09/2017	050917.8	<b>CR M O MEREDITH</b>	<b>593.60</b>
		4TH QTR MEETING FEES	
05/09/2017	050917.9	<b>CREATIVE SPACES</b>	<b>2,607.00</b>
		50% PAYMENT FOR SIGNAGE	
05/09/2017	050917.10	<b>DARKAN EARTHMOVING</b>	<b>1,100.00</b>
		REMOVE TREE ON BOYUP BROOK ARTHUR ROAD	
05/09/2017	050917.11	<b>DEPARTMENT OF FIRE AND EMERGENCY SERVICES</b>	<b>14,085.00</b>
		ESL 1ST QTR CONTRIBUTION 2017/18	
05/09/2017	050917.12	<b>KYM HARRINGTON</b>	<b>165.00</b>
		CHILD AUSTRALIA TRAINING FOR KIDS CENTRAL STAFF	
05/09/2017	050917.13	<b>LANDGATE</b>	<b>65.50</b>
		MINIMUM CHARGE - RATES	

Date	Num	Name	Original Amount
05/09/2017	050917.14	MUSEUMS GALLERIES AUSTRALIA	154.00
		MEMBERSHIP	
05/09/2017	050917.15	PEDERICK ENGINEERING	475.20
		FRAME FOR TOWN DRAINAGE	
05/09/2017	050917.16	POWERTEC	1,152.80
		CEL-FI GO REPEATER TO IMPROVE MOBILE COVERAGE IN WORKS VEHICLE	
05/09/2017	050917.17	SOS OFFICE EQUIPMENT	298.73
		METER READINGS FOR THE XEROX PRINTER	
05/09/2017	050917.18	STARTRACK EXPRESS	218.99
		FREIGHT FOR SIGNAGE	
05/09/2017	050917.19	TRADELINK BUNBURY	365.31
		PILLAR COCK GALVIN EZY-PUSH TIMEFLOW	
05/09/2017	050917.20	WOOD & GRIEVE ENGINEERS	594.00
		CONSULTING ENGINEERING WORK FOR HRC EXPANSION	
05/09/2017	050917.21	ZURICH FINANCIAL SERVICES AUSTRALIA.	300.00
		EXCESS ON CLAIM 63019283F	
16/08/2017	DEBIT	NATIONAL AUSTRALIA BANK	57.49
		NAB CONNECT FEE ACCESS AND USAGE	
31/08/2017	DEBIT	NATIONAL AUSTRALIA BANK	201.68
		MERCHANT FEES	
31/08/2017	DEBIT	NATIONAL AUSTRALIA BANK	59.90
		END OF MONTH BANK FEES	
31/08/2017	DEBIT	NATIONAL AUSTRALIA BANK	21.20
		END OF MONTH BANK FEES	
24/08/2017	3425	SYNERGY	5,053.75
		VARIOUS ELECTRICITY ACCOUNTS	
24/08/2017	3426	TELSTRA	984.27
		TELEPHONE CALLS & CHARGES	
05/09/2017	3427	CR R A HULSE	468.80
		4TH QTR MEETING FEES	
05/09/2017	3428	CR RAY HARRINGTON	1,185.00
		4TH QTR MEETING FEES	
05/09/2017	3429	MURRAY STEDDY	61.60
		SHED FUNDS - REIMBURSEMENT FOR BANDSAW BLADE SHARPENING	
05/09/2017	3430	SYNERGY	1,300.20
		ELECTRICITY ACCOUNTS	
05/09/2017	3431	TELSTRA	312.14
		TELEPHONE CALLS & CHARGES	
05/09/2017	3432	WATER CORPORATION	2,036.87
		WATER USAGE ACCOUNTS	
FUND		VOUCHERS	AMOUNT
MUNICIPAL			
		240817.1 - 240817.15	70,958.63
		050917.1 - 050917.21	34,454.87
		3425 - 3432	11,402.63
		DIRECT DEBIT	340.27
		EFT SALARIES AND WAGES	52,667.62
		LICENSING TOTAL TRANSFERS AUGUST	11,142.30
		TOTAL	180,966.32

**ITEM 8.1.3 – HUMAN RESOURCES POLICY REVIEW**

LOCATION/ADDRESS: N/A  
 NAME OF APPLICANT: N/A  
 FILE REFERENCE: 2.15  
 DISCLOSURE OF INTEREST: Nil  
 DATE OF REPORT: 4 September 2017  
 AUTHOR: Nicole Wasmann

**SUMMARY:**

Council to consider the proposed changes to the Human Resources Policy which includes a change to the staffing organisation structure, removing the position of Deputy CEO and increasing the number of support staff.

**BACKGROUND:**

The Human Resources Policy currently states the Shire's structure will include the following (subject to budget constraints):

- Deputy CEO
- 3.5 Support staff (LGI Award - level 1-11)
- 0.39 FTE (15hrs) Natural Resource Management /Sustainable Agriculture Officer funded by the Shire; and additional hours as funded by external funding
- 0.1 FTE Senior Support Person
- 0.1 FTE Youth Support Officer
- Additional project officers as approved through the budget process or otherwise by Council.

The Deputy CEO role is currently job shared between two officers whose contracts have expired. The Shire also employs a project officer (0.4 full time equivalent and included in the support staff) who manages a number of community functions of the Shire and is on a similar remuneration level.

**COMMENT**

It is proposed to restructure the Deputy CEO position to two independent positions, i.e. not job shared. The two existing Deputy CEOs and the project officer will be engaged as managers, although the exact wording has not been finalised for position titles, and the current total hours employed may be slightly reduced from 1.4 full time equivalent to 1.32 full time equivalent.

Other changes proposed in the Organisation Structure include removal of the Community Emergency Services Manager (CESM) and Natural Resource Management (NRM) /Sustainable Agriculture Officer. The CESM position expired at 30 June 2017 and the NRM position is currently outsourced.

The Housing section has been altered, proposing that a lower rent may be charged on staff and community housing for short term or temporary staff. Generally, the Shire is required to provide accommodation for temporary staff.

**CONSULTATION:**

The changes to the organisation structure were discussed with the Senior Staff Committee and the two Deputy CEOs and project officer have been advised of the proposed changes.



**STATUTORY ENVIRONMENT:**

The current Policy includes that for the purpose of section 5.37 of the Local Government Act 1995, the positions of Works Manager and Deputy Chief Executive Officer are designated Senior Staff Officer positions. In accordance with the Local Government Act, the CEO must inform the council of each proposal to employ or dismiss a senior employee. If the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed (Local Government Act, S5.37).

**POLICY IMPLICATIONS:**

Proposed changes to the policy are highlighted yellow in the attachment and include:

- 4.6 Removal of the Deputy CEO position as a designated Senior Staff position.
- 4.7 Removal of Deputy CEO, increase to the number of administrative support staff and removal of CESM and NRM positions.
- 4.10 Changes to the Service Pay End of Year Bonus to remove the changed positions (the three new 'managers' will now receive the service pay).
- 4.11 Alterations to the housing section to enable a reduced rental to be charged for temporary staff.
- 4.12 Minor change to clarify when additional public holidays may be taken.
- 4.17 Removal of irrelevant words regarding staff using plant after hours.

**FINANCIAL IMPLICATIONS:**

The cost of wages may be slightly reduced by the restructure.

**STRATEGIC IMPLICATIONS:**

The revised structure will enable the Shire to meet the needs of the Corporate and Community Plan and retain the skills of three experienced officers.

**VOTING REQUIREMENTS:**

Simple majority

**COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.3**

Moved: Cr Rodney Hulse

Seconded: Cr Kevin King

That the following changes be made to the Human Resources Policy

- 4.6 Removal of the Deputy CEO position as a designated Senior Staff position.
- 4.7 Removal of Deputy CEO position and increase to the number of administrative support staff from 3.5 to 4.5 and removal of Community Emergency Services Manager and Natural Resource Manager positions.
- 4.10 Changes to the Service Pay End of Year Bonus to remove the irrelevant positions.
- 4.11 Alterations to the housing section to enable a reduced rental to be charged for temporary staff.
- 4.12 Minor change to clarify when additional public holidays may be taken.
- 4.17 Removal of irrelevant words regarding staff using plant after hours.

**CARRIED 5/0**

**ATTACHMENT**

- Draft Policy

Policy Register Reference 3.1



Council Policy

# Human Resources

Adopted July 2009

Amended Dec 2009

Amended June 2010 ITEM 9.2.3

Amended July 2010 ITEM 9.1.4

Amended Dec 2010 ITEM 9.1.4

Amended Mar 2011 ITEM 9.1.7

Amended Apr 2012 ITEM 9.1.6

Amended Aug 2013 ITEM 9.1.3

Amended Nov 2014 ITEM 8.1.4

Amended June 2015 Item 8.1.3

Amended July 2016 Item 8.1.4

Amended September 2017 Item 8.1.4

## 1. Objective

- To maintain a competitive position in the labour market place.
- To define the organisational structure and mode of governance to be used in achieving strategic objectives.
- To provide a comfortable safe, and attractive working environment for Shire personnel.
- To ensure equitable and uniform application of the provision of remuneration, benefits and assistance to Shire of West Arthur (Shire) personnel.

## 2. Scope

The Shire of West Arthur will develop human resource guidelines and procedures that focus on the areas of recruitment, induction, performance management, performance appraisal, organisational development and occupational health and safety. The WALGA Employee Relations Human Resource Manual will be used as a guide in the preparation of these procedures.

To assist with the development and implementation of these guidelines and procedures the following policy statement provides direction and sanction in terms of the delivery of remuneration, benefits, and assistance to Shire personnel.

Definition of delegation to the Chief Executive Officer in terms of demarcation of senior staff, organisational structure, strategic development and mode of governance is also provided for in this policy.

## 3. Definitions

**Senior Staff** Those employees or persons belonging to a class of employee designated to be senior employees by the local government. The CEO must inform the council of each proposal to employ or dismiss a senior employee. If the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed (Local Government Act, S5.37).

**Works Staff** Includes operational staff engaged in the operation of plant, road maintenance, and maintenance of public facility grounds. It excludes those engaged only for cleaning and part time pool attendants.

## 4. Policy Statement

### 4.1 Conference and Training Expenses

Approval of employees attendance at conferences, seminars and other training by the CEO shall be within budget provisions.

All reasonable travel and accommodation expenses will be provided for staff attending approved conference and training seminars subject to the following:

- A daily meal allowance of up to \$65 per day;
- A daily allowance of \$75 per day for staff choosing not to stay in hotel/motel accommodation;
- Travel costs for private vehicle usage based on award. Use of Shire vehicles is preferred if available.

### 4.2 Tertiary/TAFE Qualifications and Licenses

Assistance will be provided to staff wishing to pursue qualifications or attain licences on the following basis:

- The course must be relevant to and assist in achieving the objectives and key responsibility areas of the position description.
- Assistance may be provided for recoup of fees, textbooks, and compulsory course requirements at the discretion of the CEO. Staff will be provided with time off for the duration of the examination and related travel time.

### 4.3 Uniform and Projective Clothing

The CEO will decide upon the scope and style of the corporate uniform for administration after consultation with staff. The Shire will pay full time employees 100% of the cost up to a maximum of \$ 450 per annum, on proof of purchase.

The CEO will decide upon the scope and style of the works uniform after consultation with staff. The Shire will provide boots and hats on an as required basis and the following on an annual basis:

- 3 x pants or shorts
- 3 x shirts
- 2 x jumpers
- 1 x jacket

Uniform polo shirts will be made available for staff working at Kids Central.

The CEO will have discretion in relation to amounts available for part time and casual employees, depending on the number of hours worked and the likely length of employment.

### (4.4 Amalgamated with 4.3)

### 4.5 Relocation Expenses

Relocation expenses may be reimbursed to new staff as follows:

- Being limited to removal expenses only
- Being supported by proof of expenditure
- Limit of \$3,500
- Repayable in full if resignation occurs within 2 years of appointment.

#### 4.6 Senior Staff

For the purpose of section 5.37 of the Local Government Act 1995, the positions of Works Manager and ~~Deputy Chief Executive Officer~~ are designated as Senior Staff positions.

#### 4.7 Strategic Functions/Organisation Structure

The Shire's organisational structure comprises the following:

Chief Executive Officer

Finance, Administration and Community Support Services

~~Deputy CEO~~

34.5 Support staff (LGI Award - level 1-11)

~~0.39 FTE (15hrs) Natural Resource Management /Sustainable Agriculture Officer funded by the Shire; and additional hours as funded by external funding~~

0.1 FTE Senior Support Person

~~1 FTE Community Emergency Services Manager (shared with neighbouring local governments)~~

0.1 FTE Youth Support Officer

Additional project officers as approved through the budget process or otherwise by Council.

Swim instructors for inductions and lessons (generally self funded)

Operational Services

Works Manager 16.5 FTE support staff including supervisors, operators, mechanic, and gardeners. *[(LGI Level 1-8)]*

Builder

1.3 FTE Cleaning staff

Overtime of operational services to be considered as part of budget considerations each year. The overtime budget may be used for casuals if necessary.

Kids Central Childcare

Centre Coordinator

Childcare Support Staff as required (depending on enrolments and regulatory requirements)

Relief staff may be employed when an employee is on long service leave (LSL) and the LSL payment is paid from the LSL reserve.

Other staff may be employed where the position is externally funded.

Acting within this structure, the Chief Executive Officer shall establish positions to enable achievement of the strategic objectives of the Council as provided for in the Shire of West Arthur Corporate Plan – or any other strategic document as Council so decides subject to:

- Resources to meet these objectives being provided by Council in its annual budget deliberations and strict compliance being observed with those budgets.
- The maintenance and observance of any long-term financial plans that Council may choose to adopt from time to time.

- The observance of policy and delegation constraints as adopted by the Council from time to time.
- The observance of all relevant statute, regulations, ordinances, and industrial awards.
- The observance of advice received from the Shire's workplace relations advisers.

**4.8 Use of Council Motor Vehicles**

The private use of Shire motor vehicles is subject to users maintaining the vehicle in a clean and orderly manner and adherence at all times to insurance policy requirements. Misuse, abuse, or neglect of vehicles or non-compliance with insurance conditions may result in private use rights being withdrawn.

The extent of private use of motor vehicle for the Chief Executive Officer shall be negotiated with Council as part of contract negotiations. The Chief Executive Officer may negotiate the extent of private use for other staff including the works manager, landcare officer, and operational employees.

Where private use is permitted during periods of leave, staff are to provide for their own fuel.

**4.9 Use of Council Mobile Phones**

Shire mobile phones may be used for occasional personal purposes provided the use does not interfere with the employees' work obligations

**4.10 Service Pay End of Year Bonus**

For all permanent staff, excluding Chief Executive Officer and Works Manager senior staff and Community Emergency Services Manager

After 2 yrs	\$7 per week	\$364per annum
After 5 yrs	\$10 per week	\$520 per annum
After 10yrs	\$15 per week	\$780 per annum
After 15yrs	\$20 per week	\$1040 per annum

Pro-rata for part time employees.

**4.11 Staff Housing**

Where Shire staff rent shire staff housing accommodation, the rental shall be 50% of the market rental as determined by Council annually.

Shire properties which are not designated as staff housing will not be subsidised i.e. community housing units.

A lesser rent on Shire housing or community housing units may be negotiated for short term or temporary staff in lieu of the Shire providing accommodation.

Rent may be paid as salary sacrifice (pre tax).

The rent for accommodation for senior staff shall be negotiated at the time of remuneration package review. A 100% rental subsidy may be negotiated where an arrangement is made for a contribution to running costs of a motor vehicle which is provided for private use, due to the FBT benefits to the Shire for this arrangement.

#### **4.12 Over Award Payments**

- a) Over award allowances are authorised as follows:
- i. of up to \$20,000 per annum to the base salary of the road supervisor/leading hand, construction grader operator, builder, town/public areas coordinator and mechanic; subject to budget constraints, skills, performance and the pay of persons employed in similar positions in comparative local governments.
- b) Full-time permanent employees who do not rent Shire subsidised staff accommodation shall be paid an allowance of \$ 60 per week. The CEO has discretion to pay part-time staff the housing allowance where staff average more than 30 hrs per week.
- c) Works staff not paid an over award allowance under 4.12 (a) may be paid an additional allowance of up to \$40 per week (full time equivalent).
- d) Employees employed under the LGIA shall be paid an additional 15% of the base award rate of the LGIA for employees with less than twelve months continuous service in a permanent role and an additional 25% of the LGIA of the base award rate for over twelve months service. (Excludes senior staff and those included in 4.12 a). Casual staff shall be paid 10% over award.
- e) For employees employed under the LGIA, on the working day after New Years Day holiday and Easter Tuesday each year an employee who is scheduled to work on those days or is on paid leave shall become entitled to a day's paid absence in lieu for each of the two holidays previously observed. The days in lieu are to be taken in the **financial** year when they fall due and at the convenience of the Shire.
- f) Short term staff employed to fill gaps in the workforce due to staff leave or the absence of any suitably employed staff may be paid at a higher negotiated rate within budget provisions i.e. project manager for a particular project, specialist plant operator.

#### **4.13 Superannuation Contributions**

In accordance with Superannuation Guarantee requirements (currently 9.50%) and 1.5% additional for employees who contribute a minimum of 5%.

#### **4.14 Sponsorship of Overseas Employees**

Employment of people through 457 Business Sponsorship requires approval of Council. Conditions of employment will be considered at the time of consideration of request.

#### **4.15 Remuneration Packaging**

Arrangements may be made with permanent employees to allow employees to salary sacrifice payments. Examples of items which may be salary sacrificed include superannuation, motor vehicles, rent and lap top computers. In all cases the employee is to be responsible for meeting all costs including FBT payable as a result of the benefit.

It is up to the employee to seek appropriate financial advice. The Shire will not provide financial advice and will not accept responsibility for any liability incurred by the employee for such advice, or for the consequences of any salary packaging decisions made by them.

#### **4.16 Emergency Services Leave**

Leave for emergency services training or attendance at emergencies is permitted at the discretion of the Chief Executive Officer. Paid leave in excess of 38 hours per annum (pro rata for part time staff) per employee will only be considered if there is a significant local incident.

#### **4.17 Plant – Staff Use**

~~In recognition of its interest in the welfare of its employees~~ After hours usage of plant to employees may be considered, subject to the following;

- Usage will be permitted for the personal use of the employee only,
- Only operators who are conversant with the operating capabilities of the particular plant that they propose to use will be permitted to drive the plant,
- Approval is subject to their agreement to accept full responsibility for any loss or damage caused by negligence to that plant.

#### **4.18 Gratuity Gifts and Payments**

Pursuant to the provision of s5.50 of the Local Government Act 1995, the following guidelines shall apply with respect to payment of gratuities to staff who are leaving the organisation.

The Shire will provide a gift to the value stipulated in the table below to all departing permanent employees who have served a continuous period of employment with the organisation.

A gratuity gift will not be provided to an employee who has been dismissed by the local government for any reason other than redundancy. A gratuity gift will not be provided to a casual or other non-permanent employee.



**Prescribed Amounts for Gratuity Payments**

<b>Number of Years Service</b>	<b>Value of Gratuity Gift</b>
Continuous service less than 2 years	Nil.
Continuous service greater than 2 years and up to 3 years	A gift, or contribution towards a gift, to the value of \$50
Continuous service greater than 3 years and up to 5 years	A gift, or contribution towards a gift, to the value of \$100
Continuous service greater than 5 years and up to 8 years	A gift, or contribution towards a gift, to the value of \$150
Continuous service greater than 8 years and up to 10 years	A gift, or contribution towards a gift, to the value of \$200.
10 to a maximum of 15 Years Continuous Service	A gift, or contribution towards a gift, to the value of \$250
15 to a maximum of 20 Years Continuous Service	A gift, or contribution towards a gift, to the value of \$350
Above 20 Years Service	A gift, or contribution towards a gift, to the value of \$500.

Light refreshments and drinks for a function up to the value set out in the following table may be provided, where appropriate.

<b>Number of Years Service</b>	<b>Value of Refreshments and Drinks</b>
Continuous service less than 1 years	Nil.
Continuous service greater than 1 years and up to 3 years	\$50.
Continuous service greater than 3 years and up to 5 years	\$90
Continuous service greater than 5 years and up to 10 years	\$120
10 to a maximum of 15 Years Continuous Service	\$200
15 to a maximum of 20 Years Continuous Service	\$350
Above 20 Years Service	\$700

**4.19 Flexible working hours – rostered days off**

A rostered day off system or flexible working hours may be considered to which best suit the needs of the Shire whilst making the organisation an attractive place to work.

**4.20 Recognition**

Up to \$1,500 per annum may be expended for gifts and refreshments (ie beverages/sausage sizzle, gift vouchers for local businesses) in recognition of performance and commitment for employees (ie Christmas, end of construction program – when extra effort put in).

**4.21 CEO Contract – Matters Which May be Approved by the President**

The President may approve the following, as included in the CEO's contract of employment, without the requirement for the matter to be considered by Council:

- 8 (1) Reimbursement of reasonable expenses incurred by the CEO in performing functions, subject to the provision of documentary evidence;
- 9 (1) When leave may be taken by the CEO; and
- 9 (7) Study leave to be taken by the CEO.

**5. Legislative and Strategic Context**

Local Government Act 1995 (WA)  
 Workplace Relations Act 1996 (Cwth)  
 Superannuation Guarantee (Administration) Act 1992 (Cwth)  
 Race Discrimination Act 1975 (Cwth)  
 Disability Discrimination Act 1992 (Cwth)  
 Human Rights and Equal Opportunity Act 1986 (Cwth)  
 Equal Opportunity for Women in the Workplace Act 1999 (Cwth)  
 Age Discrimination Act 2004 (Cwth)  
 Industrial Relations Act 1979 (WA)  
 Minimum Conditions of Employment Act 1993 (WA)  
 Long Service Leave Act 1958 (WA)  
 Workers Compensation and Injury Management Act 1981(WA)  
 Industrial Training Act 1979 (WA)  
 Occupation Safety and Health Act 1984 (WA)  
 Equal Opportunity Act 1984 (WA)  
 Migration Act 1958

**6. Review Position and Date**

Payroll Officer to review in conjunction with the Chief Executive Officer on or before **31/7/17 31/12/18.**

**7. Associated Documents**

Workforce Plan

**ITEM 8.1.4 - DEDICATION OF LAND AND ROAD CLOSURE FOR COALFIELDS ROAD AND ALBANY HIGHWAY INTERSECTION REALIGNMENT**

LOCATION/ADDRESS: Coalfield Road and Albany Highway Intersection  
 NAME OF APPLICANT: Main Roads WA(MRWA)  
 FILE REFERENCE: 7.3.3  
 DISCLOSURE OF INTEREST: N/A  
 AUTHOR: Nicole Wasmann  
 DATE OF REPORT: 15 September 2017

**SUMMARY:**

To enable the Coalfields Road Albany Highway intersection project to be finalised, Council is required to resolve to close the redundant portion of road reserve and dedicate the new section of road.

**BACKGROUND:**

Main Roads has recently completed the realignment of a section of Coalfields Road at the intersection of Albany Highway in Arthur River.

To formalise the road realignment Council is required to pass two resolutions, 1) for the closure of the redundant road reserve and 2) to dedicate the new road. Main Roads has entered into an agreement with adjoining land owner to amalgamate the redundant road into the adjoining property.

**CONSULTATION:**

In July, Main Roads wrote to the Shire seeking a Council resolution in relation to the road closures and dedications required for the realignment of Coalfields Road intersection with Albany Highway.

Alinta Gas, Western Power, Telstra, Water Corporation, Department of Fire and Emergency Services and Department of Parks and Wildlife were advised of the proposed road dedications and closures. No objections were received.

The closure was advertised on the Shire notice board, Shire website and Bleat for public comment and no responses were received.

**STATUTORY ENVIRONMENT:**

Road closures and dedications are included in the Land Administration Act 1997, sections 56 and 58. To dedicate land as a road, the local government must resolve to make a request to the Minister. To permanently close a road, a local government must resolve to make a request to the Minister following publication in a newspaper circulating in the district.

**POLICY IMPLICATIONS:**

There are no policy implications.

**FINANCIAL IMPLICATIONS:**

There are no financial implications

**STRATEGIC IMPLICATIONS:**

The dedication of the land will allow for the realignment of the Coalfields Road, improving road safety.

**VOTING REQUIREMENTS:**

Simple majority.

<b>COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.4</b>
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Moved: Cr Michael Meredith

Seconded: Cr Karlene Goss

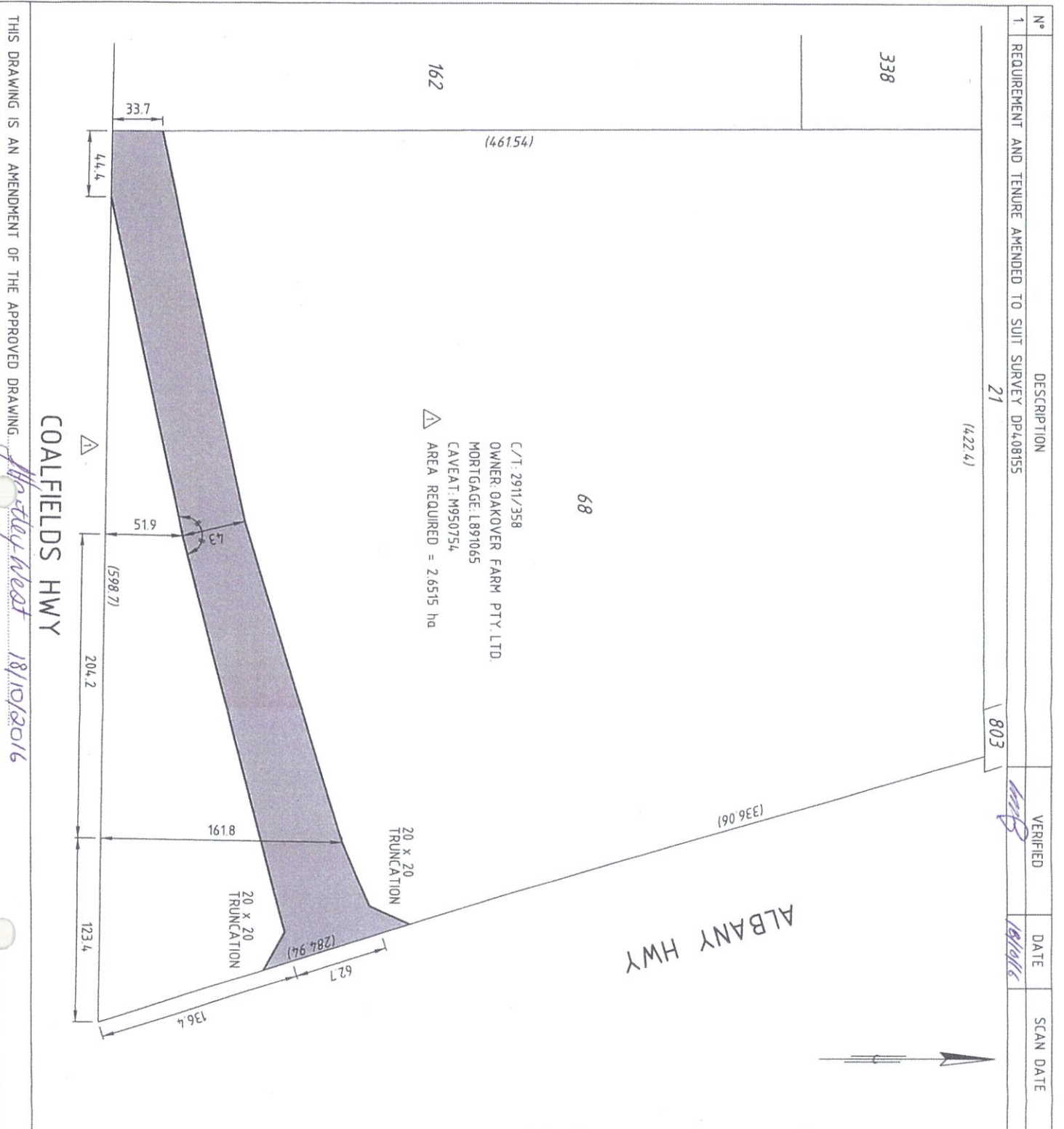
That Council concur to

1. the dedication of the land, the subject of Main Roads Drawings 1660-104-1, 1660-105-1 and 1660-142-1, as road under section 56 of the Land Administration Act.;
2. the closure of road reserve, the subject of Main Roads drawings 1660-142-1.

**CARRIED 5/0**

**ATTACHMENTS:**

- Plans



N°	DESCRIPTION	VERIFIED	DATE	SCAN DATE
1	REQUIREMENT AND TENURE AMENDED TO SUIT SURVEY DP4,08155 21	<i>[Signature]</i>	18/10/16	

C/T: 2911/358  
OWNER: GAKOVER FARM PTY. LTD.  
MORTGAGE: L891065  
CAVEAT: M950754  
AREA REQUIRED = 2.6515 ha

THIS DRAWING IS AN AMENDMENT OF THE APPROVED DRAWING.

*[Signature]* 18/10/2016

COALFIELDS HWY

ALBANY HWY

**LEGEND**

- LAND REQUIRED FOR ROAD PURPOSES
- BOUNDARY TO BE SURVEYED

**NOTES**

- 1 DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY
- 2 SLK IS A M.R. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY
- 3 HORIZONTAL DATUM IS MGA 94.

**PLANNING & TECHNICAL SERVICES**

APPROVED FOR IMPLEMENTATION		
FILE NUMBER	FOLD	DATE
AUTHORISED	C. JELLAH	15/6/16
APPROVED	J. HARTLEY - WEST	22/6/16



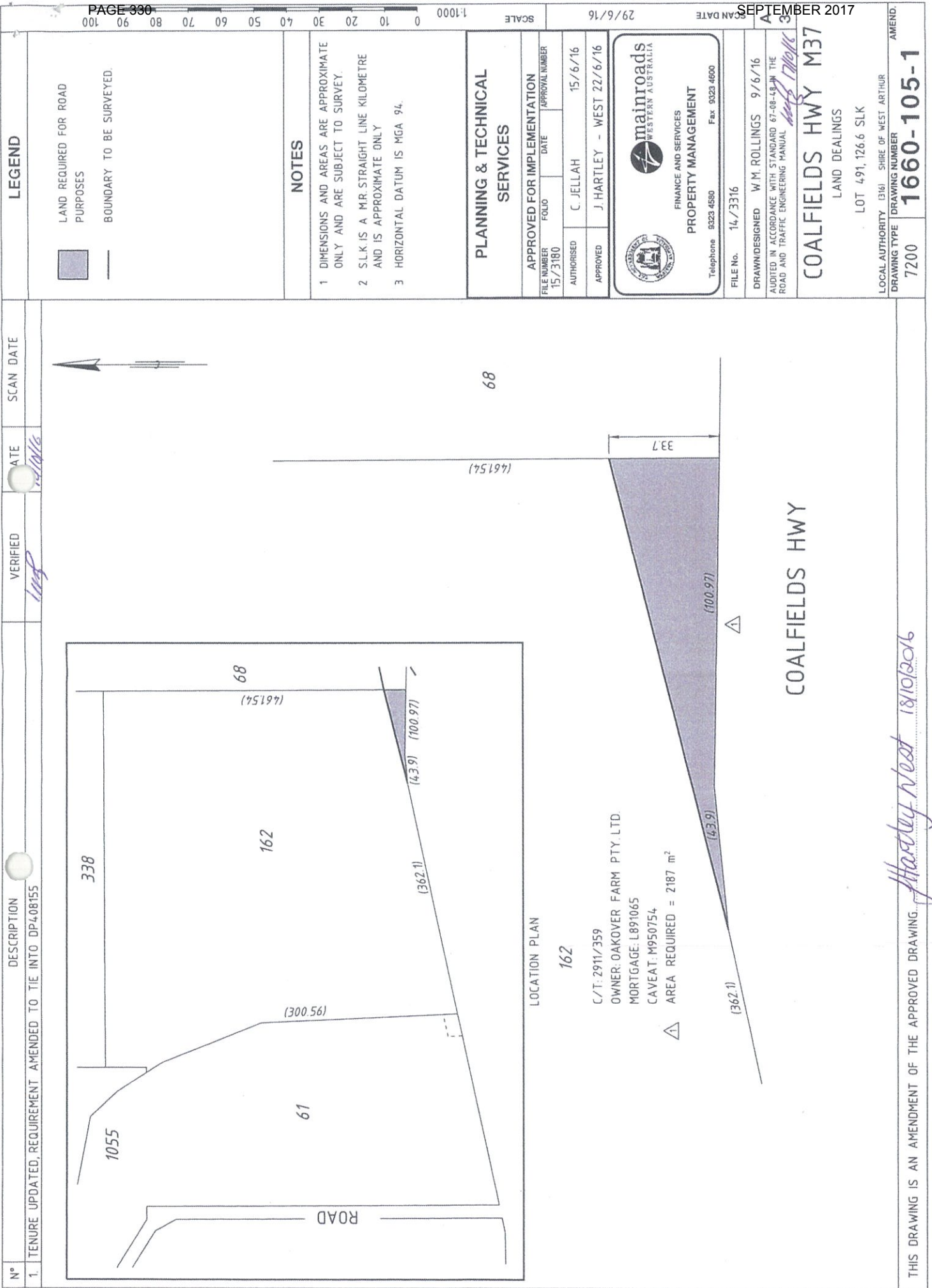
**mainroads**  
WESTERN AUSTRALIA

FINANCE AND SERVICES  
PROPERTY MANAGEMENT

Telephone 9323 4590 Fax 9323 4600

FILE No. 14/3316  
DRAWN/DESIGNED W.M. ROLLINGS 9/6/16  
AUDITED IN ACCORDANCE WITH STANDARD 67-08-4.8 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL  
LOCAL AUTHORITY (316) SHIRE OF WEST ARTHUR  
DRAWING TYPE DRAWING NUMBER 7200  
AMEND. 1660-104-1

COALFIELDS HWY M37  
LAND DEALINGS  
LOT 253, 127 SLK



DESCRIPTION	VERIFIED	DATE	SCAN DATE
1. TENURE UPDATED, REQUIREMENT AMENDED TO TIE INTO DP408155	<i>[Signature]</i>	<i>14/10/16</i>	<i>14/10/16</i>

**LEGEND**

- LAND REQUIRED FOR ROAD PURPOSES
- BOUNDARY TO BE SURVEYED.

**NOTES**

- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
- S.L.K IS A M.R. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY
- HORIZONTAL DATUM IS MGA 94.

**PLANNING & TECHNICAL SERVICES**

APPROVED FOR IMPLEMENTATION

FILE NUMBER	FOLIO	DATE	APPROVAL NUMBER
15/3180			
AUTHORISED	C. JELLAH 15/6/16		
APPROVED	J. HARTLEY - WEST 22/6/16		

**mainroads**  
WESTERN AUSTRALIA

FINANCE AND SERVICES  
PROPERTY MANAGEMENT

Telephone 9323 4580 Fax 9323 4600

FILE No. 14/3316

DRAWN/DESIGNED W.M. ROLLINGS 9/6/16

AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL

**COALFIELDS HWY M37**  
LAND DEALINGS  
LOT 491, 126.6 SLK

LOCAL AUTHORITY (316) SHIRE OF WEST ARTHUR  
DRAWING TYPE DRAWING NUMBER  
7200 **1660-105-1**

AMEND.

LOCATION PLAN

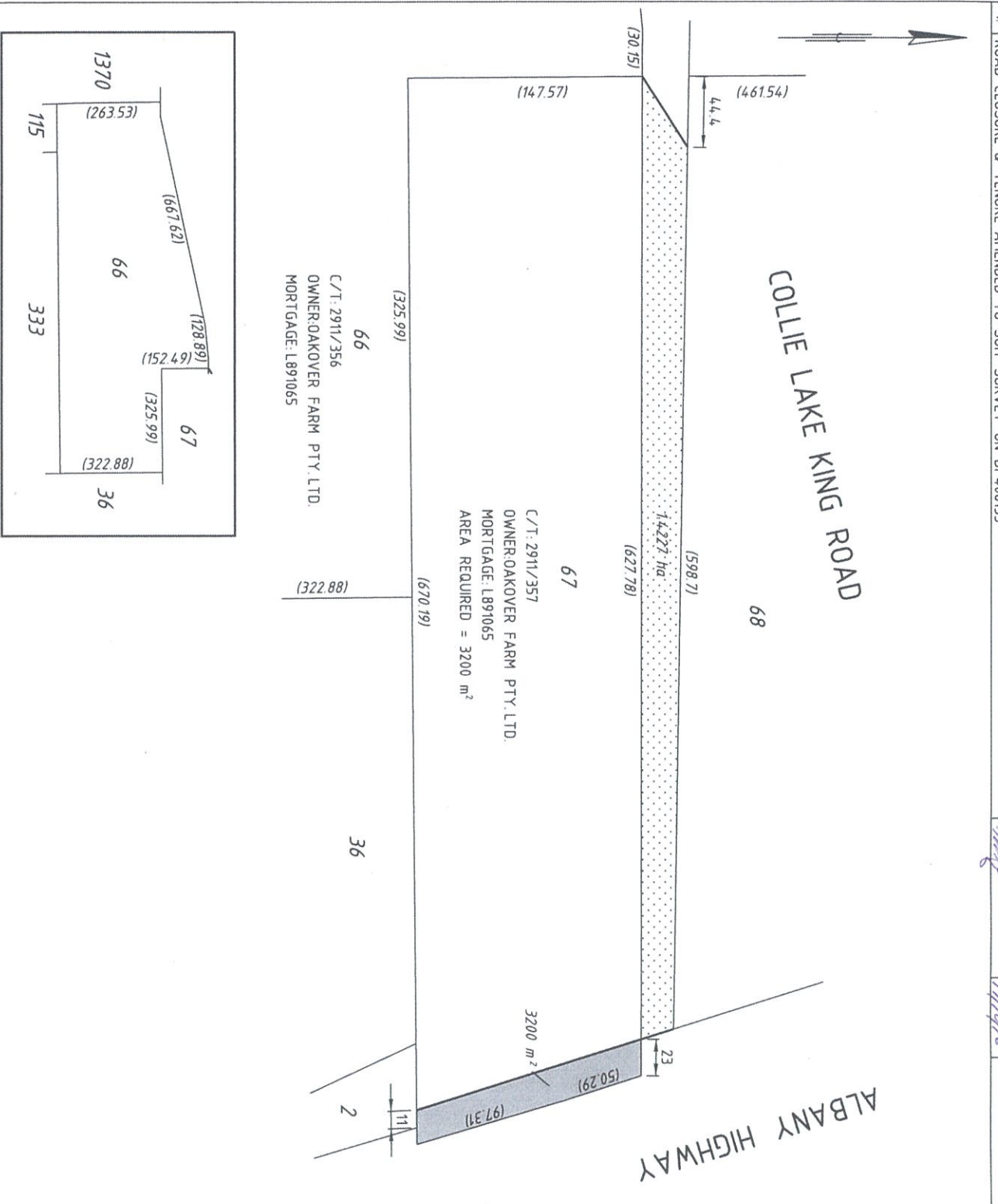
162

C/T: 2911/359  
OWNER: OAKOVER FARM PTY. LTD.  
MORTGAGE: L891065  
CAVEAT: M950754  
AREA REQUIRED = 2187 m<sup>2</sup>

*[Signature]*



No	DESCRIPTION	VERIFIED	DATE	SCAN DATE
1.	ROAD CLOSURE & TENURE AMENDED TO SUIT SURVEY ON DP4,08155	<i>M.P.</i>	14/10/16	



THIS DRAWING IS AN AMENDMENT OF THE APPROVED DRAWING.

LEGEND
LAND REQUIRED FOR ROAD PURPOSES
ROAD TO BE CLOSED & AMALGAMATED WITH LOT 67
BOUNDARY TO BE SURVEYED

- NOTES**
- 1 DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
  - 2 SLK IS A MR STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY
  - 3 HORIZONTAL DATUM IS MGA 94.

**PLANNING & TECHNICAL SERVICES**

APPROVED FOR IMPLEMENTATION

FILE NUMBER	FOLD	DATE	APPROVAL NUMBER
AUTHORISED	C. JALLEH	11/7/16	
APPROVED	C. MANTON	20/7/16	

FINANCE AND SERVICES  
**mainroads**  
WESTERN AUSTRALIA

Telephone 9323 4590 Fax 9323 4600

File No. 10/3663

DRAWN/DESIGNED W.M. ROLLINGS 6/7/16

AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING HANDBOOK

**COLLIE LAKE KING RD M37**  
LAND DEALINGS

LOTS 501 & 800, 125.7 - 127.3 SLK

LOCAL AUTHORITY (316) SHIRE OF WEST ARTHUR

DRAWING TYPE 7200 DRAWING NUMBER 1660-142-1

AMEND. 3

**ITEM 8.1.5 - LOCAL LAW REVIEW**

LOCATION/ADDRESS:	Not applicable.
NAME OF APPLICANT:	Not applicable.
FILE REFERENCE:	
DISCLOSURE OF INTEREST:	Not applicable.
DATE OF REPORT:	21 August 2017
AUTHOR:	Maxine McKenzie

**SUMMARY:**

Council to review the Shire of West Arthur's local laws and to consider whether any changes are required. It is proposed to only change the Dogs Local Law.

**BACKGROUND:**

A local government is required to carry out a review of its local laws every eight years. The last review was conducted in 2008, at which time the Shire of West Arthur repealed 28 of its existing 34 local laws and retained six local laws, which are now subject to the review process:

- Parking and Use of Vehicles, published in the *Government Gazette* of 24 June 1997;
- Activities on Thoroughfares and Trading in Thoroughfares and Public Places, published in the *Government Gazette* of 19 April 2000;
- Dogs, published in the *Government Gazette* of 19 April 2000;
- Fencing, published in the *Government Gazette* of 19 April 2000;
- Local Government Property, published in the *Government Gazette* of 19 April 2000;
- Standing Orders, published in the *Government Gazette* of 29 November 2002;

**CONSULTATION:**

The Western Australian Local Government Association and the Department of Local Government have been consulted on the review process.

On Wednesday 3 May 2017 state-wide and local notice was given that the Shire of West Arthur was undertaking a periodic review of its local laws. Copies of the local laws were made available for inspection at the Shire Office, the West Arthur Health and Resource Centre and on the Shire website. Submissions were invited up and until 20 June 2017. No submission was received.

**STATUTORY ENVIRONMENT:**

The purpose of the review of local laws is for the local government to determine whether or not it considers that each local law should remain unchanged, be repealed or amended. If a council resolves not to change any local law no further action is required and the review process is complete. Any changes to local laws require a resolution of Council by absolute majority.

Section 3.16 of the Local Government Act 1995 provides for reviewing the currency and suitability of gazetted local laws. When the outcome of the review finds that it is necessary to change an outdated aspect of the law or that the subsidiary legislation has become defunct or obsolete, the local government must then commence the process outlined in Section 3.12 of the Act to implement any changes.

Under Section 3.8 a local government may adopt the text of a local law of any other local government. The text may be adopted wholly or in part; as modified by the local law; or as it exists at a particular date of, except if the text of a model law is being adopted, as amended from time to time. The adoption may be direct, by reference made in the local law or by indirect reference made in any text that itself directly or indirectly adopted.



**POLICY IMPLICATIONS:**

Not applicable.

**FINANCIAL IMPLICATIONS:**

Potential printing costs in the Government Gazette of any new or changed local laws and staff resourcing for changes.

**STRATEGIC IMPLICATIONS:**

Not applicable.

**COMMENT:**

The review process has involved a comparison of the Shire of West Arthur's existing local laws with the current model local laws and local laws adopted by other local governments.

A report of the local law review is attached for Council consideration. Whilst it is noted that several local laws require updating; they are adequate for purpose and it is recommended that they be left unchanged at this time. The only exception is the Dogs Local Law, as the current local law currently restricts where dogs may be exercised; and this control provision has now been removed from legislation.

**VOTING REQUIREMENTS:**

Absolute majority.

**COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.5**

Moved: Cr Kevin King

Seconded: Cr Karlene Goss

That following a review of its local laws, that Council resolves:

- a) that the Dogs Local Law, published in the *Government Gazette* of 19 April 2000, is amended in accordance with Section 3.12 of the Local Government Act 1995, to delete the “place control provisions” that were removed by the Dog Amendment Act 2013 and to take account for minor amendments in legislation and better practices, including updated modified penalties; and
- b) to not change the following local laws:
  - Parking and Use of Vehicles Local Law, published in the *Government Gazette* of 24 June 1997;
  - Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law, published in the *Government Gazette* of 19 April 2000;
  - Fencing Local Law, published in the *Government Gazette* of 19 April 2000;
  - Standing Orders Local Law, published in the *Government Gazette* of 29 November 2002.
  - Local Government Property, published in the *Government Gazette* of 19 April 2000;

**CARRIED 5/0**

**ATTACHMENTS:**

- 2017 LOCAL LAW REVIEW REPORT

**REPORT ON REVIEW OF LOCAL LAWS 2017****1. PARKING AND USE OF VEHICLES LOCAL LAW**

The purpose of the Parking and Use of Vehicles Local Law is to constitute a parking region, so as to enable a local government to regulate the parking of vehicles, with the effect that a person parking a vehicle within the parking region is to comply with the provision of the local law and any signs regulating the parking of a vehicle.

**Officer comment**

The Shire of West Arthur's Parking and Use of Vehicles Local Law 1997 contains outdated references, for example "Parking Inspector" instead of "authorised officer" and outdated forms. Since the Shire's Local Law was adopted, a new model law which contains current terminology, additional clauses, forms and modified penalties has been published. The existing Local Law is adequate for the Shire's purposes at this time.

**Officer Recommendation**

That Council makes no change to the Parking and Use of Vehicles Local Law at this time.

**2. ACTIVITIES ON THOROUGHFARES AND TRADING IN THOROUGHFARES AND PUBLIC PLACES LOCAL LAW**

This local law relates to activities in thoroughfares and trading in thoroughfares and public places. The effect is that some activities are prohibited and some activities are permitted only under permit.

**Officer comment**

Since the last review in 2008 a new model local law has been published. Not all of the new clauses contained in the model laws are relevant to West Arthur, however several are, including clauses relating to vehicle crossings, verge treatments, fencing and items unlawfully placed on thoroughfares.

The existing Local Law is adequate for the Shire's purposes at this time.

**Officer Recommendation.**

That Council makes no change to the Parking and Use of Vehicles Local Law at this time.

**3. DOGS LOCAL LAW**

This local law provides statutory means to effectively control issues around the keeping of dogs.

**Officer comment**

The Local Law is approximately 17 years old. Since the last review in 2008 an amendment of the Dog Regulations has been made to "place control provision", which provides for Council to set designated dog exercise areas, outside of the local law process. This would require the deletion of sections "5.1 Places where dogs are prohibited absolutely" and "5.2 Places which are dog exercise areas" from the current local law. Also the existing section on definitions should be updated to "Interpretation" with expanding definitions.

**Officer Recommendation.**

To amend the Dog Local Law to delete the "place control provisions" that removed by the Dog Amendment Act 2013 and to take account for some minor amendments in legislation and better practices, including updated modified penalties.

**4. FENCING LOCAL LAW**

The Fencing Local Law is to provide guidance on determining a sufficient fence for the purposes of the Dividing Fences Act 1961 and to state the materials to be used and safety measures to be taken for some types of fencing.

**Officer comment**

The Model Fencing Local Law contains additional clauses. These include expanded definitions, sections on fences within front setback areas, electrified and razor wire fences.

**Officer Recommendation**

That Council makes no change to the Fencing Local Law at this time.

**5. LOCAL GOVERNMENT PROPERTY LOCAL LAW**

The purpose of the Local Government Property Local Law is to regulate the care, control and management of all property of the local government except thoroughfares. Some activities are permitted only under a permit or under a determination and some activities are restricted or prohibited. Offences are created for inappropriate behaviour in or on local government property.

**Officer comment**

The Shire of West Arthur Local Government Property Local Law is consistent with the Model Law with the exception that additional clauses are contained in the Model Law which relate to jetties and modified penalties are generally higher.

**Officer Recommendation**

That Council makes no change to the existing Local Government Property Local Law at this time.

**6. STANDING ORDERS LOCAL LAW**

These local laws provide rules and guidelines which apply to the conduct of meetings of the Council and its committees and to meetings of electors. Standing Orders were adopted by council in 2002. Since the last review in 2008, WALGA has prepared a new model set of standing orders which have been renamed "Local Government (Council Meetings) Local Law".

**Officer comment**

The new Model Laws are different in content order and terminology, however in general are largely saying the same thing. The model local now refers to the Local Government Act where appropriate; leaving procedural matters to be dealt with in the local law. It is normal practice for Council to suspend local laws (relating to procedure) until such time they are required which is rare.

The existing Local Law is adequate for the Shire's purposes.

**Officer Recommendation**

That Council makes no change to the existing Standing Orders Local Law 2008 at this time.

It is noted that that the Fencing Bylaws published in the Government Gazette of 8 February 1991; and which Council gave notice to repeal on 26 June 2008 as part of its resolution to make the Shire of West Arthur Repeal Local Law 2008 has not in fact been repealed. It was not gazetted and it is still listed on the current database of local laws on the Department of Local Government website. Steps will be taken to fix this gazetting any amended local laws.

**8.2 COMMITTEE REPORTS**

Nil.

**8.3 ELECTED MEMBER REPORTS**

Cr Goss reported on a West Arthur Cottage Homes Committee advised that there were discussions about some potential changes to the showers in the new bathrooms.  
Cr Kevin King reported on the Swimming Pool meeting and works completed since last season.

Cr Hulse reported on a West Arthur Community Resource Centre Committee meeting. The Committee discussed a funding application for fit out of the building.

Cr Harrington reported on Regional Biosecurity meetings that he attended.

Cr Meredith reported on a meeting that he had attended regarding the Beaufort paleo channel.

**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**

**COUNCIL DECISION - MEETING CLOSED TO THE PUBLIC**

Moved: Cr Kevin King

Seconded: Cr Michael Meredith

That the meeting be closed to members of the public in accordance with section 5.23 of the Local Government Act 1995 to allow Council to discuss a staff matter.

**CARRIED 5/0**

7.46pm Members of the gallery left the meeting.

**ITEM 11.1.1 – CEO CONTRACT RENEWAL**

LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	2.15
DISCLOSURE OF INTEREST:	The report is in relation to the officer’s contract of employment
DATE OF REPORT:	15 August 2017
AUTHOR:	Nicole Wasmann

**SUMMARY:**

Consideration of renewal of contract of employment for the Chief Executive Officer

**BACKGROUND:**

The term for the existing contract of employment will expire in February 2018. The CEO is seeking a renewal of contract for a period of four years.

**CONSULTATION:**

Nil.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Fair Work Act 2009 Cth

Section 2.2 Extension of Term of the contract states that “In accordance with section 5.39(4) of the Act, this Contract is renewable, and the Term may be extended, by agreement between the parties.

Neither the Shire nor You has any obligation to agree to this Contract being renewed or to the Term being extended.

You must not later than 9 months before the expiry of the Term, notify the Council in writing whether or not You seek a renewal of this Contract and, if so, for what term.

Within 2 months of the Council receiving the notification, the Council must advise You in writing of the Shire’s intention to either advertise the Position or to offer you a renewal of this Contract and, if so, on what terms.

If the Council and You agree to an extension of the Term, then, subject to that agreement –

- a) This Contract will continue to apply unless amended in writing by the parties; and
- b) Clause 2.1 is to be read as though it refers to the extended Term.

**POLICY IMPLICATIONS:**

There are no policy implications.

**FINANCIAL IMPLICATIONS:**

The existing remuneration package would continue until the next remuneration review.

**STRATEGIC IMPLICATIONS:**

Not applicable.

**VOTING REQUIREMENTS:**

Simple majority

**COUNCIL DECISION (COMMITTEE RECOMMENDATION) – ITEM 11.1.1**

Moved: Cr Michael Meredith

Seconded: Cr Kevin King

That the existing contract of employment for the CEO be extended by a period of four years from 1 February 2018.

**CARRIED 5/0**

**COUNCIL DECISION - MEETING OPEN TO PUBLIC**

Moved: Cr Michael Meredith

Seconded: Cr Karlene Goss

That the meeting be open to the public again

**CARRIED 5/0**

**12. CLOSURE OF MEETING**

Cr Harrington thanked Councillors Goss and Hulse individually for their services to the Council of the Shire of West Arthur and acknowledged the contribution of Cr Clarke.

Cr Harrington declared the meeting closed at 7.54 pm.