

SHIRE OF WEST ARTHUR



Ordinary Council Meeting 24 October 2017 Minutes

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ORDINARY COUNCIL MEETING MINUTES

Prior to the commencement of the meeting, newly elected and re-elected councillors made their declaration of office as an elected member.

1. **DECLARATION OF OPENING/ELECTION OF PRESIDENT AND DEPUTY PRESIDENT**

Nicole Wasmann, Chief Executive Officer, declared the meeting open at 6.02 pm and invited nominations for the position of President. Cr Michael Meredith nominated Cr Raymond Harrington in writing. Cr Harrington indicated his willingness to accept the nomination. There being no further nominations, Cr Harrington was duly elected as Shire President for a two year term.

Cr Harrington made his declaration of office as President and assumed the chair.

Cr Harrington invited nominations for the position of Deputy President.

Cr Manuel nominated Cr Kevin King in writing for the position of Deputy President. Cr King indicated his willingness to accept the nomination. There being no further nominations, Cr Kevin King was duly elected as Deputy Shire President for a two year term and made his declaration of office as Deputy President.

2. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

3. **PUBLIC QUESTION TIME**

Sue Blake advised that it was her understanding that there was a state law that restricted parking within 3m of a mail box. She was concerned about the limited parking in front of the post office on Burrowes Street and the impact this restriction had on available parking.

The Shire President thanked Mrs Blake for bringing the matter to the Shire's attention and advised that the matter would be investigated.

Sue Blake also raised concern about vehicles being parked on footpaths in residential streets.

4. **RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE**

Cr R Harrington	Shire President
Cr K King	Deputy Shire President
Cr M Meredith	
Cr N Manuel	
Cr J McFall	
Cr M Lloyd	
Cr A Blencowe	
Nicole Wasmann	Chief Executive Officer

Apologies

Nil.

Leave of Absence

Nil.

Gallery

Sue and Dennis Blake

Greg Lloyd

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 Ordinary Meeting of Council held 19 September 2017.

Moved: Cr Kevin King

Seconded: Cr Alan Blencowe

That the Minutes of the Ordinary Meeting of Council held 19 September 2017 be confirmed.

CARRIED 7/0

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

On behalf of Council, Cr Kevin King passed on condolences to Cr Harrington and his family on the passing of a Cr Harrington's father Brian who was a past councillor on the Shire of West Arthur from 1964 – 1967 and 1968 – 1974.

8. REPORTS**8.1 OFFICER REPORTS****ITEM 8.1.1 – FINANCIAL REPORT SEPTEMBER 2017**

LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	N/A
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	20 October 2017

SUMMARY:

Consideration of the financial reports for the period ending 30 September 2017.

BACKGROUND:

The September 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 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 Neil Manuel

Seconded: Cr Julie McFall

That the financial report for the period ending 30 September 2017 as presented be accepted.

CARRIED 7/0

ATTACHMENTS

- Financial Reports – 30 September 2017.

SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 September 2017

	Note	Annual Budget 2017/2018 \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
Opening Funding Surplus (Deficit)	2	1,785,813	1,785,813	1,785,813	0	0%	
Revenue from operating activities							
Rates		1,610,369	1,606,975	1,603,018	(3,957)	(0%)	
Operating Grants, Subsidies and Contributions	6	836,327	243,005	317,732	74,727	31%	▲
Fees and Charges		316,950	112,238	112,750	513	0%	
Interest Earnings		103,034	7,820	7,287	(533)	(7%)	
Other Revenue		16,560	800	3,643	2,843	355%	
Profit on Disposal of Assets		27,393	0	1,972			
		2,910,633	1,970,837	2,046,402			
Expenditure from operating activities							
Employee Costs		(1,615,693)	(501,933)	(511,859)	(9,926)	(2%)	
Less overhead and wage allocations			19,500	20,161			
Materials and Contracts		(1,171,421)	(189,192)	(186,526)	2,666	1%	
less Pdepn and POC allocations			4,000	4,030			
Utility Charges		(71,850)	(10,475)	(9,148)	1,327	13%	▲
Depreciation on Non-Current Assets		(1,806,586)	(147,489)	(139,200)	8,289	6%	
Interest Expenses		(44,438)	(7,607)	(7,607)	0	0%	
Insurance Expenses		(111,461)	(86,461)	(80,603)	5,858	7%	
Other Expenditure		(16,425)	0	0	0		
Loss on Disposal of Assets		(5,909)	0	0			
		(4,843,783)	(919,657)	(910,752)			
Operating activities excluded from budget							
Add back Depreciation		1,806,586	147,489	139,200	(8,289)	(6%)	
Adjust (Profit)/Loss on Asset Disposal		(21,484)	0	(1,972)	(1,972)		
Adjust Provisions and Accruals			0	(10,368)			
Amount attributable to operating activities		(148,048)	1,198,669	1,262,510			
Investing activities							
Grants, Subsidies and Contributions	6	1,073,555	136,915	136,915	0	0%	
Proceeds from Disposal of Assets		396,000	74,000	74,788	788	1%	
Land and Buildings	7	(1,374,916)	(160,000)	(156,186)	3,814	2%	
Infrastructure Assets - Roads	7	(1,286,258)	(10,500)	(10,324)	176	2%	
Infrastructure Assets - Other	7	(423,393)	(4,600)	(4,626)	(26)	(1%)	
Plant and Equipment	7	(570,000)	0	0	0		
Furniture and Equipment	7	(15,000)	0	0	0		
Amount attributable to investing activities		(2,200,012)	35,815	40,567			
Financing Activities							
Proceeds from Self Supporting Loan - repayments		24,608	0	0	0		
Transfer from Reserves	5	1,613,378	0	0	0		
Repayment of Debentures		(81,648)	(23,915)	(23,915)	0	0%	
Transfer to Reserves	5	(994,091)	(4,000)	(3,661)	339	8%	
Amount attributable to financing activities		562,247	(27,915)	(27,576)			
Closing Funding Surplus (Deficit)	2	0	2,992,382	3,061,314	68,932	2%	

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 2017

MINUTES
OCTOBER 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
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SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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	30 Sep 2017
		\$	\$
Current Assets			
Cash Unrestricted	3	1,225,636	1,828,514
Cash Restricted - Conditions over Grants	6	727,541	864,259
Cash Restricted	5	2,009,096	2,012,758
Receivables - Rates	4	137,259	405,476
Receivables - Other	4	127,660	61,662
Inventories		13,293	13,293
		4,240,485	5,185,962
Less: Current Liabilities			
Payables		(445,576)	(111,890)
		(445,576)	(111,890)
Less: Cash Reserves	5	(2,009,096)	(2,012,758)
Net Current Funding Position		1,785,813	3,061,314

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2017

Note 3: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	102,173			102,173	NAB	0.05%	At Call
Municipal Cash Maximiser	1,390,000			1,390,000	NAB	0.60%	At Call
Trust Bank Account			23,102	23,102	NAB	0.05%	At Call
Trust Cash Maximiser			310	310	NAB	0.60%	At Call
Reserve Cash Maximiser		4,674		4,674	NAB	0.06%	At Call
Reserve 11am		0		0	Bendigo	1.50%	At Call
				0			
(b) Term Deposits							
Reserve		1,738,084		1,738,084	Bendigo	2.7	1/02/18
Reserve		270,000		270,000	NAB	2.52	22/03/18
Municipal	300,000			300,000	NAB	2.48	22/12/17
Municipal	400,000			400,000	NAB	2.5	23/01/18
Municipal	500,000			500,000	NAB	2.52	22/03/18
Trust			180,000	180,000	NAB	2.51	20/02/18
Total	2,692,173	2,012,758	203,412	4,908,343			

Comments/Notes - Investments

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2017

Note 4: Receivables

Receivables - Rates Receivable	30 Sep 2017	30 June 2017	Receivables - General	Current	30 Days	60 Days	90+ Days	90+Days
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	194,904	260,498	Receivables - General	194	54,627	0	64,486	119,307
Levied this year	1,603,018	1,566,941						
Less Collections to date	(1,392,446)	(1,632,535)	Balance per Trial Balance					
Equals Current Outstanding	405,476	194,904	Sundry Debtors					0
			Receivables - Other					0
Net Rates Collectable	405,476	194,904	Total Receivables General Outstanding					119,307
% Collected	77.45%	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 30 September 2017

Note 5: Cash Backed Reserve

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave Reserve	129,924	3,244	237	0	0	0	0	133,168	130,161
Plant Reserve	85,403	2,125	156	360,000	0	(404,000)	0	43,528	85,559
Building Reserve	419,344	10,334	764	546,057	0	(345,000)	0	630,735	420,108
Town Development Reserve	59,844	1,494	109	0	0	(55,000)	0	6,338	59,953
Recreation Reserve	52,658	1,315	96	0	0	(17,000)	0	36,973	52,754
Heritage Reserve	4,321	108	8	300	0	0	0	4,729	4,329
Community Housing Reserve	108,237	2,700	197	0	0	0	0	110,937	108,434
Waste Management Reserve	76,734	1,915	140	0	0	0	0	78,649	76,874
Darkan Swimming Pool Reserve Information	31,309	782	57	0	0	0	0	32,091	31,366
Technology Reserve	55,316	1,381	101	0	0	(15,000)	0	41,697	55,417
Darkan Sport and Community Centre Reserve	159,208	3,976	290	30,000	0	0	0	193,184	159,498
Health and Resource Centre Reserve Arthur	753,897	17,526	1,374	0	0	(771,378)	0	45	755,271
River Country Club Renewal Reserve Museum	14,901	383	27	6,000	0	(3,000)	0	18,284	14,928
Moodiarrup Sports Club Reserve	55,000	75	100	0	0	0	0	55,075	55,100
	3,000	1,376	5	3,000	0	(3,000)	0	4,376	3,005
	2,009,096	48,734	3,662	945,357	0	(1,613,378)	0	1,389,809	2,012,758

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

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SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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)		
General Purpose Funding										
				\$	\$		\$	\$	\$	
	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
Law, Order and Public Safety										
	FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Ser	Operating - Tied	0	28,370	0	28,370	7,876	(7,876)	0
Education and Welfare										
	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	(1,667)	7,633
Community Amenities										
	Strategic Ground Works	South West Catchment Counc	Operating - Tied	45,366	50,000	0	0	0	0	45,366
Recreation and Culture										
	CRC Funding Health and Resource Centre expansio	Dept. of Regional Developme	Non-operating	124,100	0	0	0	0	(124,100)	0
	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	(286)	16,344
Transport										
	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	(77)	136,838
	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
Economic Development										
	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
Other Property & Services										
	Youth Development	Dept. Local Govt. and Comm.	Operating - Tied	8,000	0	0	0	0	(3,000)	5,000
TOTALS				727,541	771,738	1,073,555	1,795,293	453,956	(137,073)	864,259
SUMMARY										
	Operating	Operating Grants, Subsidies and Contributions		0	629,702	0	629,702	180,165	0	0
	Operating - Tied	Tied - Operating Grants, Subsidies and Contributio		469,296	142,036	0	92,036	136,876	(12,829)	593,343
	Non-operating	Non-operating Grants, Subsidies and Contribution:		258,245	0	1,073,555	1,073,555	136,915	(124,244)	270,916
TOTALS				727,541	771,738	1,073,555	1,795,293	453,956	(137,073)	864,259

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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	
		\$	\$	\$	\$	\$	\$		
Buildings									
Housing									
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	
Housing Total		0	0	0	0	(95,000)	(95,000)	95,000	
Recreation And Culture									
Health and Resource Centre Expansion	E168485	(1,310)	(154,876)	(156,186)	(25,000)	(1,237,916)	(1,262,916)	1,106,730	
Recreation And Culture Total		(1,310)	(154,876)	(156,186)	(25,000)	(1,237,916)	(1,262,916)	1,106,730	
Transport									
Depot Shed Construction and Power Upgrade	E168488	0	0	0	(7,000)	(10,000)	(17,000)	17,000	
Transport Total		0	0	0	(7,000)	(10,000)	(17,000)	17,000	
Buildings Total		(1,310)	(154,876)	(156,186)	(32,000)	(1,342,916)	(1,374,916)	1,218,730	
Infrastructure									
Recreation And Culture									
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	(2,370)	(2,370)	(2,350)	(17,000)	(19,350)	16,980	
Youth Area/Parks Gardens and Public Open Spaces	E167912	0	0	0	0	(120,000)	(120,000)	120,000	
Recreation And Culture Total		0	(2,370)	(2,370)	(30,377)	(259,437)	(289,814)	287,444	
Transport									
Footpath extension Burrowes Street	E167905	(2,256)	0	(2,256)	0	(9,500)	(9,500)	7,244	
Seal back lane Burrowes St - Gibbs to Butler	E167906	0	0	0	(32,247)	(18,370)	(50,617)	50,617	
Transport Total		(2,256)	0	(2,256)	(32,247)	(27,870)	(60,117)	57,861	
Economic Development									
Kylie Dam Waer Project	E167908	0	0	0	(8,233)	(65,229)	(73,462)	73,462	
Economic Development Total		0	0	0	(8,233)	(65,229)	(73,462)	73,462	
Infrastructure Total		(2,256)	(2,370)	(4,626)	(70,857)	(352,536)	(423,393)	345,305	
Furniture & Office Equip.									
Governance									
Computer Hardware Upgrade/New	E167701	0	0	0	0	(9,000)	(9,000)	9,000	
Governance Total		0	0	0	0	(9,000)	(9,000)	9,000	
Recreation And Culture									
Furniture and Equipment Other	E167701	0	0	0	0	(6,000)	(6,000)	6,000	
Recreation And Culture Total		0	0	0	0	(6,000)	(6,000)	6,000	
Furniture & Office Equip. Total		0	0	0	0	(15,000)	(15,000)	15,000	

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 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																															
		\$	\$	\$	\$	\$	\$	\$																															
Plant , Equip. & Vehicles																																							
Transport																																							
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																															
Transport Total		0	0	0	0	(570,000)	(570,000)	570,000																															
Plant , Equip. & Vehicles Total		0	0	0	0	(570,000)	(570,000)	570,000																															
Roads																																							
Regional Road Group																																							
Bowelling - Duranillin Road	E168832	0	0	0	(135,426)	(58,568)	(193,994)	193,994																															
Darkan Moodiarrup Road	E168833	(192)	0	(192)	(143,658)	(83,269)	(226,927)	226,735																															
Moodiarrup Changerup Road	E168834	0	0	0	(56,808)	(51,356)	(108,164)	108,164																															
Regional Road Group Total		(192)	0	(192)	(335,892)	(193,193)	(529,085)	528,893																															
Roads to Recovery																																							
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	(103)	0	(103)	(23,841)	(17,956)	(41,797)	41,694																															
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																															
Roads to Recovery Total		(103)	(67)	(170)	(342,218)	(315,281)	(657,499)	657,329																															
Shire Funded																																							
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																															
<table border="0" style="width: 100%;"> <tr> <td></td> <td></td> <td colspan="3" style="text-align: center;">YTD Actual</td> <td colspan="3" style="text-align: center;">Budget</td> <td style="text-align: center;">Variance</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Wages and Plant</td> <td style="text-align: center;">Materials and Contractors</td> <td style="text-align: center;">Total YTD</td> <td style="text-align: center;">Wages and Plant</td> <td style="text-align: center;">Materials and Contractors</td> <td style="text-align: center;">Total Budget</td> <td style="text-align: center;">Total YTD to Budget</td> <td style="text-align: center;">Comment</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td></td> </tr> </table>												YTD Actual			Budget			Variance				Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	Comment			\$	\$	\$	\$	\$	\$	\$	
		YTD Actual			Budget			Variance																															
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	Comment																														
		\$	\$	\$	\$	\$	\$	\$																															
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																															
Shire Funded Total		(9,961)	0	(9,961)	(85,026)	(14,648)	(99,674)	48,170																															
Roads Total		(10,256)	(67)	(10,323)	(368,136)	(523,122)	(1,286,258)	1,234,392																															
Capital Expenditure Total		(13,822)	(157,313)	(171,135)	(865,993)	(2,803,574)	(3,669,567)	3,383,427																															

CONFIRMED AS A TRUE AND CORRECT RECORD BY THE PRESIDENT

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: 18 October 2017

SUMMARY:

Council to note payments of accounts as presented.

BACKGROUND:

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

COMMENT:

Questions regarding payments in the listing should be directed to the office prior to the Council meeting to enable a response to be provided at the 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 Alan Blencowe

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 190917.1 – 190917.29, 260917.1, 181017.1 – 181017.44, 3433 – 3434, 3436-3445, 19970 - 19974, Licensing, Salaries and Wages and EFT Transfers, Direct Debit and Trust totalling \$741,658.13 listed (attached) be noted as approved for payment.

CARRIED 7/0

ATTACHMENT

- Cheque Listing

Date	Num	Name	Original Amount
07/09/2017	EFT	SALARIES & WAGES STAFF WAGES	61,315.90
19/09/2017	190917.1	AUSTRALIA POST POSTAGE OF RATES, STAMPS & POSTAGE GENERAL	612.53
19/09/2017	190917.2	CENTRAL REGIONAL TAFE DIPLOMA - KIDS CENTRAL	1,215.90
19/09/2017	190917.3	CJD EQUIPMENT PTY LTD PARTS	103.35
19/09/2017	190917.4	COATES HIRE HIRE EQUIPMENT	124.85
19/09/2017	190917.5	COLLIE ELECTRICAL SERVICES ELCTRICAL REPAIRS SHIRE UNITS	407.44
19/09/2017	190917.6	COURIER AUSTRALIA FRIEGHT OF PARTS	129.80
19/09/2017	190917.7	EASIFLEET MANAGEMENT MOUNTSVILLE PTY LTD SALARY SACRIFICE PAYMENT AUGUST 2017	2,546.09
19/09/2017	190917.8	G & M DETERGENTS CLEANING SUPPLIES	3,086.00
19/09/2017	190917.9	GEOFF BUNCE REIMBURSEMENT MATERIALS FOR UNITS	154.65
19/09/2017	190917.10	GREAT SOUTHERN FUEL SUPPLIES 14,000L OF DIESEL & 4,000L OF UNLEADED	20,018.90
19/09/2017	190917.11	GREAT SOUTHERN WASTE DISPOSAL REFUSE & RECYCLING COLLECTION	5,970.70
19/09/2017	190917.12	JH COMPUTERS SERVICE WEST NETWORK SERVER MAINTENANCE AGREEMENT MAINTENANCE FILE ACCESS	605.00
19/09/2017	190917.13	JR & A HERSEY PTY LTD BRUSHCUTTER CORD, CONSUMABLES & LED BEACON	802.45
19/09/2017	190917.14	KERRY CHIA REIMBURSEMENT FOR MUSEUM WORK	670.68
19/09/2017	190917.15	PEDERICK ENGINEERING 2X STARTER MOTORS	959.20
19/09/2017	190917.16	POOL & SPA MART BUNBURY INSTALL POOL BLANKETS	600.00
19/09/2017	190917.17	R.W ENGINEERING MANUFACTURE BAFFLE PLATE FOR WOOD HEATER 10 GIBBS STREET	173.85
19/09/2017	190917.18	RAREBITS ON BURROWES 1 THE SHED WORKSHOP MORNING TEA	380.00
19/09/2017	190917.19	ROAD SIGNS AUSTRALIA RED & WHITE DELINATORS	264.00
19/09/2017	190917.20	SHERIDAN'S FOR BADGES 2X PLAQUES CAST BRONZE PLAQUE'S (PAID BY CLIENT)	1,799.60
19/09/2017	190917.21	SHIRE OF COLLIE ASSISTANCE WITH WANDERING STOCK & DOGS	495.00
19/09/2017	190917.22	STARTRACK EXPRESS FREIGHT OF DELINEATORS	29.47
19/09/2017	190917.23	TRADELINK BUNBURY VANITY TANNAH GLOSS FOR U2/10 HILLMAN STREET	497.15
19/09/2017	190917.24	TRUCKLINE PARTS & REPAIRS	77.88
19/09/2017	190917.25	WA TOOL & TRADE WORKSHOP CONSUMABLES	507.66
19/09/2017	190917.26	WA TREASURY CORPORATION LOAN REPAYMENTS	31,521.53
19/09/2017	190917.27	WEST ARTHUR COMMUNITY RESOURCE CENTRE MEDICAL SERVICES DOCTORS HOURS	798.88
19/09/2017	190917.28	WHITE BUILDING CO PTY LTD1 HEATH & RESOURCE CENTRE	148,222.55
19/09/2017	190917.29	WILSONS MACHINERY WORKSHOP CONSUMABLES	2,596.00
21/09/2017	EFT	SALARIES & WAGES STAFF WAGES	50,631.34
26/09/2017	26092017.1	DEPARTMENT OF HUMAN SERVICES CHILD SUPPORT PAYMENT FOR AUG 2017	548.34
05/10/2017	EFT	SALARIES & WAGES STAFF WAGES	49,246.56
18/10/2017	18102017.1	AIR LIQUIDE CYLINDER FEE 'G' SIZE, 'D' SIZE & 'C' MED OXY	211.85
18/10/2017	18102017.2	AIR LIQUIDE POOL ACCOUNT 2X ALIGAL 2 'G' SIZE CYLINDER FEES	476.06
18/10/2017	18102017.3	AUSTRALIA POST STAMPS & REFLEX A4 PAPER	113.98
18/10/2017	18102017.4	BLACKWOOD BASIN GROUP (INC) LANDCARE SUPPORT JULY SEPT, SWCC GROUNDWORKS JULY SEPT, FAUNA CAMERA & HIRE OF SEEDLING PLANTER	19,402.61

Date	Num	Name	Original Amount
18/10/2017	18102017.5	BODDINGTON MEDICAL CENTRE FUEL REIMBURSEMENT	1,140.00
18/10/2017	18102017.6	BUNBURY MACHINERY MOWER BLADES FOR MOWER	283.51
18/10/2017	18102017.7	BUSH HERITAGE AUSTRALIA REDTAILED PHASCOGATE WORKSHOP (SWCC GROUNDWORKS FUNDED)	412.50
18/10/2017	18102017.8	CJD EQUIPMENT PTY LTD WORKSHOP CONSUMABLES	784.50
18/10/2017	18102017.9	CLAW ENVIRONMENTAL COLLECTION OF DRUMS FROM THE DARKAN REFUSE SITE	1,046.98
18/10/2017	18102017.10	COALCLIFF PLANT HIRE TRANSPORT ROLLER FROM GIBBS ROAD TO DEPOT & TRANSPORT OF PADFOOT ROLLER TO SITE	1,089.00
18/10/2017	18102017.11	COLLIE BETTA HOME LIVING FUJITSU AIR CONDITIONER REMOTE CONTROL	104.95
18/10/2017	18102017.12	COLLIE ELECTRICAL SERVICES DARKAN	594.00
18/10/2017	18102017.13	CORUM HEALTH SERVICES LOTS DISPENSE SOFTWARE MAINTENANCE	700.59
18/10/2017	18102017.14	COURIER AUSTRALIA VARIOUS FREIGHT	112.96
18/10/2017	18102017.15	CREATIVE IQ THE SHED COMMUNITY PROJECT	3,707.00
18/10/2017	18102017.16	DARKAN AGRI SERVICES GAS BOTTLES, CHEMICAL, CONSUMABLES	1,486.05
18/10/2017	18102017.17	DARKAN SAND SUPPLIES SUPPLY 15 TONNE OF SAND	200.00
18/10/2017	18102017.18	DATALINE VISUAL LINK PTY LTD ALARM MONITORING FOR THE HEALTH AND RESOURCE CENTRE	100.10
18/10/2017	18102017.19	DEPARTMENT OF FIRE AND EMERGENCY SERVICES ESL PAYMENT FOR SHIRE PROPERTY	1,800.00
18/10/2017	18102017.20	DEPARTMENT OF HUMAN SERVICES CHILD SUPPORT PAYMENT SEPT 2017	548.34
18/10/2017	18102017.21	DEPARTMENT OF PARKS AND WILDLIFE LAKE TOWERRINNING LEASE 1/10/1730/9/18	264.66
18/10/2017	18102017.22	EASIFLEET MANAGEMENT MOUNTSVILLE PTY LTD SALARY SACRIFICE PAYMENT SEPTEMBER 2017	2,546.09
18/10/2017	18102017.23	ECHELON AUSTRALIA PTY LTD OHS SERVICE	3,410.00
18/10/2017	18102017.24	FUELS WEST PETROLEUM 12,000L DIESEL	13,786.98
18/10/2017	18102017.25	GARY BATT & ASSOCIATES ARCHITECTURAL SERVICES FOR HEATH & RESOURCE CENTRE EXPANSION	3,652.00
18/10/2017	18102017.26	GREAT SOUTHERN WASTE DISPOSAL REFUSE & RECYCLING COLLECTION	4,401.64
18/10/2017	18102017.27	J S & M WUNNENBERG & CO REIMBURSEMENT OF OVERPAYMENT	3,090.48
18/10/2017	18102017.28	JH COMPUTERS SERVICE WEST UPDATE EMAIL ACCOUNTS & UPGRADE TO OFFICE 2016	264.00
18/10/2017	18102017.29	LANDGATE MINIMUM CHARGE RATES	38.35
18/10/2017	18102017.30	MALATESTA ROAD PAVING & HOTMIX 1000L OF COLLAS TAR EMULSHION MAINTENANCE OTHER SEALED ROADS	1,600.00
18/10/2017	18102017.31	MARKETFORCE EMPLOYMENT ADVERT KIDS CENTRAL	149.23
18/10/2017	18102017.32	NARROGIN FREIGHTLINES FRIEGHT OF SIGMA CHEMICALS	417.73
18/10/2017	18102017.33	PHOENIX GLASS REPLACE BROKEN WINDOW 4/12 HILLMAN ST	211.00
18/10/2017	18102017.34	PUTLAND MOTORS OIL FILTERS, TYRES, WORKSHOP CONSUMABLES, HEADLIGHT, WINDSCREENS	4,847.16
18/10/2017	18102017.35	SHERIDAN'S FOR BADGES NICHE WALL	496.10
18/10/2017	18102017.36	SHIRE OF COLLIE REIMBURSEMENT OF BUILDING SERVICES	77.00
18/10/2017	18102017.37	SOS OFFICE EQUIPMENT METER READINGS FOR THE XEROX PRINTER	98.97
18/10/2017	18102017.38	STARTRACK EXPRESS VARIOUS FREIGHT	29.50
18/10/2017	18102017.39	SWAN WEST BLINDS & WINDOW TREATMENTS NEW BLINDS FOR 52 HILLMAN STREET	1,605.00
18/10/2017	18102017.40	TG & VM MEDLEN SUPPLY AND LAY CONCRETE FOR BURROWES STREET FOOTPATH EXTENSION	10,237.48
18/10/2017	18102017.41	TRADELINK BUNBURY SURREY MIXER TAP	37.98
18/10/2017	18102017.42	WEST ARTHUR COMMUNITY RESOURCE CENTRE MEDICAL SERVICES, SIGNS & LAMINATING FOR POOL & GIFT VOUCHER	518.55

Date	Num	Name	Original Amount
18/10/2017	18102017.43	WESTRAC GRADER BLADE WEAR BITS G11	264.97
18/10/2017	18102017.44	WHITE BUILDING CO PTY LTD1 HEALTH & RESOURCE CENTRE EXPANSION (2017/18) PROGRESS CERTIFICATE 6	200,931.33
15/09/2017	DEBIT	National Australia Bank NAB CONNECT FEE ACCESS AND USAGE	55.49
29/09/2017	DEBIT	National Australia Bank START OF MONTH BANK FEES	1,936.40
30/09/2017	DEBIT	National Australia Bank END OF MONTH BANK FEES	705.10
03/10/2017	DEBIT	CLICK SUPER ASGARD SUPER	1,194.18
03/10/2017	DEBIT	CLICK SUPER AUSTRALIAN SUPER ADMINISTRATION	3,691.30
03/10/2017	DEBIT	CLICK SUPER HOSTPLUS SUPERANNUATION	2,285.16
03/10/2017	DEBIT	CLICK SUPER MACQUARIE SUPERANNUATION	392.94
03/10/2017	DEBIT	CLICK SUPER MLC SUPER FUND	2,412.59
03/10/2017	DEBIT	CLICK SUPER PRIME SUPER	666.61
03/10/2017	DEBIT	CLICK SUPER REST SUPERANNUATION	1,762.04
03/10/2017	DEBIT	CLICK SUPER SPECTRUM SUPER	281.12
03/10/2017	DEBIT	CLICK SUPER TWUSUPER	1,284.59
03/10/2017	DEBIT	CLICK SUPER WA SUPER	31,280.62
11/10/2017	2090	CR A E BLENCOWE REFUND OF DEPOSIT PAID FOR 2017 LOCAL GOVERNMENT ELECTIONS	80.00
11/10/2017	2091	CR N M MANUEL REFUND OF DEPOSIT PAID FOR 2017 LOCAL GOVERNMENT ELECTIONS	80.00
11/10/2017	2092	CR K J KING REFUND OF DEPOSIT PAID FOR 2017 LOCAL GOVERNMENT ELECTIONS	80.00
11/10/2017	2093	CR J M MCFALL REFUND OF DEPOSIT PAID FOR 2017 LOCAL GOVERNMENT ELECTIONS	80.00
11/10/2017	2094	CR M LLOYD REFUND OF DEPOSIT PAID FOR 2017 LOCAL GOVERNMENT ELECTIONS	80.00
14/09/2017	3433	CR N M MANUEL 4TH QTR MEETING ATT	257.00
14/09/2017	3434	CR A CLARKE 2ND, 3RD & 4TH QTR MEETING ATT	831.00
19/09/2017	3436	DARKAN ROADHOUSE DIESEL FOR TANKER & WORK UTE	354.94
19/09/2017	3437	FLEAYS STORE VARIOUS GROCERIES	63.80
19/09/2017	3438	SYNERGY DURANILLIN HALL & SCHOOL POWER	99.15
19/09/2017	3439	TELSTRA VARIOUS TELEPHONE CALLS & CHARGES	633.78
18/10/2017	3440	COLLIE TYREPOWER WHEEL ALIGNMENT	75.00
18/10/2017	3441	FLEAYS STORE VARIOUS GROCERIES	51.80
18/10/2017	3442	PHILIP HARRINGTON REIMBURSEMENT BELT SANDER, DRIVE BELT AND PLATES	91.80
18/10/2017	3443	SYNERGY VARIOUS ELECTRICITY ACCOUNT	1,928.10
18/10/2017	3444	TELSTRA VARIOUS TELEPHONE CALLS & CHARGES	1,964.97
18/10/2017	3445	WATER CORPORATION STANDPIPE WATER QUINDANNING ROAD STANDPIPE	60.58
12/09/2017	19970	SHIRE OF WEST ARTHUR PETTY CASH RECOUP - OFFICE	481.90
11/10/2017	19971	SHIRE OF WEST ARTHUR KIDS CENTRAL CASH RECOUP SEPT 2017	194.00
12/10/2017	19972	DEPARTMENT OF ENVIRONMENT REGULATION CLEARING PERMIT BOWELLING MCALINDEN ROAD & BOWELLING DURANILLIN ROAD	200.00
12/10/2017	19973	SHIRE OF WEST ARTHUR PLANT LICENSING T20	282.85
17/10/2017	19974	BOND ADMINISTRATOR SECURITY BOND FOR 2/10 HILLMAN STREET & U4/12 HILLMAN STREET	1,160.00

Date	Num	Name	Original Amount
FUND		VOUCHERS	AMOUNT
MUNICIPAL			
		190917.1 - 190917.29	225,371.11
		260917.1	548.34
		181017.1 - 181017.44	287,291.18
		3433 & 3434	1,088.00
		3436 - 3445	5,323.92
		19970 - 19974	2,318.75
		EFT	47,948.14
		SALARIES AND WAGES	161,193.80
		LICENSING TOTAL TRANSFERS SEPTEMBER	10,174.89
TRUST			
		2090 - 2094	400.00
		TOTAL	741,658.13

ITEM 8.1.3 – COMMITTEE MEMBERS

LOCATION/ADDRESS: N/A
 NAME OF APPLICANT: N/A
 FILE REFERENCE: 2.1.1
 DISCLOSURE OF INTEREST: N/A
 DATE OF REPORT: 18 October 2017

SUMMARY:

Following local government elections, Council is to make appointments to committees, regional and local bodies.

BACKGROUND:

In accordance with the Local Government Act, tenure of committee membership expires on the day of the ordinary election.

Council also needs to appoint delegates to regional and local organisations.

CONSULTATION:

Preliminary discussion was held with councillors and persons elected to Council unopposed, after the September 2017 Council Meeting.

STATUTORY ENVIRONMENT:

Section 5.8 of the Local Government Act 1995 allows for local governments to establish committees. *“A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.”*

All committee members must be appointed by Council. The term of appointment is usually until the next ordinary election day. Elections are held in October every two years (the next being in 2019).

It is a statutory requirement to have an audit committee.

POLICY IMPLICATIONS:

Not applicable

FINANCIAL IMPLICATIONS:

Councillors are entitled to claim travel and sitting fees for committee meetings and where they have been appointed to represent the local government at another meeting.

STRATEGIC IMPLICATIONS:

No strategic implications will occur by appointing committee members.

COMMENT:

It is proposed to discontinue the plant, building and aged persons housing committees and appoint elected members to portfolios where required. Initially it is proposed to appoint councillors Harrington and Meredith to the portfolio of plant and equipment.

Other committees appointed under the Local Government Act include:

2015		2017 (proposed)	
Audit Committee	Cr Harrington, Cr King and Cr Goss.	Audit Committee	Cr Harrington, Cr King and Cr McFall
Senior Staffing	Cr Harrington, Cr King, Cr Meredith	Executive Appraisal Committee	Cr Harrington, Cr King, Cr Meredith
Arthur River Development Group	Andrew Clark, Frances O'Callaghan, Heather McDougall, Lisa Saunders and Scott DeGaris, Kate Johnston	Arthur River Development Group	Frances O'Callaghan, Heather McDougall, Lisa Saunders, Scott DeGaris, John Pascoe and Neil Manuel
Tidy Towns Committee	Rebecca South, Lisa Saunders, Kate Johnston, Janice King, Barry and Caron Wade, Michelle Gooding, Kym Gibbs	Tidy Towns Committee	Kate Johnston, Kym Gibbs, Rebecca South, Janice King, and Kevin King.
Pool Committee	School Principal, School Sports Coordinator, Heather Gibbs, Beryl Harrington, two members of the School Parents and Citizens Association, Pool Caretaker, Pool Technical Officer, Shire Chief Executive Officer and Cr Kevin King	Pool Committee	School Principal, School Sports Coordinator, Heather Gibbs, Beryl Harrington, two members of the School Parents and Citizens Association, Pool Caretaker, Pool Technical Officer, Shire Chief Executive Officer and Cr Kevin King.
Westcare Committee	Maureen South, Pam Wales, Chris Buller, Fran Dawson and the Chief Executive Officer	Westcare Committee	Maureen South, Pam Wales, Chris Buller, Fran Dawson and the Chief Executive Officer
Roadwise Committee	OIC Williams Police, St John Ambulance representative, Shire CEO, Chief Bush Fire Control Officer, CESM, School Principal, Roadwise Officer	Roadwise Committee	OIC Williams Police, St John Ambulance representative, Shire CEO, Chief Bush Fire Control Officer, School Principal, Roadwise Officer

In addition to the Committees, elected members are to be appointed to the following roles:

Roles	Existing	Proposed
Bush Fire Advisory Committee	Cr Michael Meredith	Cr Michael Meredith
Collie to Darkan Rail Trail Group	Nicole Wasmann	No representative unless a councillor has a particular interest
Development Assessment Panels	Cr Ray Harrington, Cr Michael Meredith, Cr Kevin King (Proxy), Cr Andrew Clarke (Proxy)	Appointed for term of 3 years. Suggest only replace Cr Andrew Clarke with Cr Marie Lloyd
Central Zone WALGA	Cr Ray Harrington	Cr Ray Harrington All councillors listed as proxy
4WDL VROC	Cr Ray Harrington	Cr Ray Harrington Cr Julie McFall (Proxy)
Sporting Advisory	Cr Rod Hulse	Not required
CRC	Cr Rod Hulse	Cr Marie Lloyd
Cottage Homes	Cr Karlene Goss	Cr Julie McFall
Historical Society	Cr Karlene Goss	Not required
Regional Road Group	Cr Kevin King	Cr Kevin King
Community Housing Panel	Cr Neil Manual	Not required
Lake Towerrinning Strategic Reference Group Chair	Cr Ray Harrington	Cr Ray Harrington
Local Emergency Management	Shire President to Chair and Cr Kevin King	Shire President to Chair and Cr Alan Blencowe
Museum Reference		Cr Alan Blencowe

VOTING REQUIREMENTS:

Absolute majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.3

Moved: Cr Michael Meredith

Seconded: Cr Marie Lloyd

- 1) That Council appoints the following:
 - a) Cr Ray Harrington, Cr Kevin King and Cr Julie McFall to the audit committee
 - b) Cr Harrington, Cr King, Cr Meredith to the Executive Appraisal Committee
 - c) Frances O’Callaghan, Heather McDougall, Lisa Saunders, Scott DeGaris, John Pascoe and Cr Neil Manuel to the Arthur River Development Group
 - d) Kate Johnston, Kym Gibbs, Rebecca South, Janice King, and Cr Kevin King to the Tidy Towns Committee
 - e) School Principal, School Sports Coordinator, Heather Gibbs, Beryl Harrington, two members of the School Parents and Citizens Association, Pool Caretaker, Pool Technical Officer, Shire Chief Executive Officer and Cr Kevin King to the Pool Committee
 - f) Maureen South, Pam Wales, Chris Buller, Fran Dawson and the Chief Executive Officer, to the Westcare Committee
 - g) OIC (or representative) Williams Police, St John Ambulance representative, Shire CEO, Chief Bush Fire Control Officer, CESM, School Principal, and Roadwise Officer to the Roadwise Committee.
 - h) Cr Harrington and Meredith to the portfolio of plant and equipment to assist with researching plant replacement.

- 2) That council nominates
- a) Cr Michael Meredith to the Shire of West Arthur Bush Fire Advisory Committee.
 - b) Cr Marie Lloyd to be a proxy to the Development Assessment Panel to replace Andrew Clarke.
 - c) Cr Ray Harrington to the Central Country Zone of WALGA, with all councillors as proxy.
 - d) Cr Ray Harrington and Cr Julie McFall as proxy to 4WDL VROC.
 - e) Cr Marie Lloyd to the West Arthur Community Resource Centre Committee.
 - f) Cr Julie McFall to West Arthur Cottage Homes Committee.
 - g) Cr Kevin King to the Sub Group of the Regional Road Group.
 - h) Cr Ray Harrington to chair meetings of the Lake Towerrinning Strategic Plan Reference meetings.
 - i) The Shire President and Cr Alan Blencowe to the Local Emergency Management.
 - j) Cr Alan Blencowe to be Council's representative on the Museum Reference Group.

CARRIED 7/0**ATTACHMENT:**

Nil

ITEM 8.1.4 – PURCHASE OF MOTOR GRADER

LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	
DISCLOSURE OF INTEREST:	Nil.
DATE OF REPORT:	16 October 2017

SUMMARY:

Quotes are to be considered for the replacement of the Shire's Volvo grader. Three quotes were obtained and are included as an attachment. Following a selection process, it is recommended that the Shire purchase a John Deere 670G.

BACKGROUND:

The replacement of the Shire's Volvo grader is planned for the current financial year.

CONSULTATION:

Quotes were invited through the WALGA equotes system. Three quotes were received and are included in the separate attachment.

STATUTORY ENVIRONMENT:

The Local Government Act 1995 S 3.57 relates to tenders for the supply of goods and services. The Shire is not required to invite tenders for the supply of the grader where the supply is obtained through a WALGA preferred supplier (Local Government Functions and General Regulations 1996, S11 (2) (b)).

Disposals of property are included in S 3.58 of the Act. In accordance with the Local Government Functions and General Regulations 1996 S 30 (2a) (a) a disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been (a) put out to the highest bidder at public auction, in accordance with section 3.58(2)(a) of the Act, but either no bid is made or any bid made does not reach a reserve price fixed by the local government.

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

The 2017/18 budget includes a net amount of \$305,000 from the plant replacement reserve for the changeover of a grader.

STRATEGIC IMPLICATIONS:

The replacement of the grader is included in the plant replacement program.

COMMENT:

A trade price has been offered for the Volvo grader. It is proposed to list the grader for auction with a reserve price of the trade plus any applicable fees. If the reserve price is not reached, the traded price will be accepted.

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.4

Moved: Cr Michael Meredith

Seconded: Cr Neil Manuel

That the Shire of West Arthur accept the quote from Hitachi for the supply of a 670G John Deere Motor Grader and for the trade of the Volvo grader subject to the trade not reaching a higher price at auction.

CARRIED 7/0

ATTACHMENT:

- Summary of Grader quotes

GRADER QUOTES – CONFIDENTIAL ATTACHMENT

				<u>NEW</u>	<u>TRADE</u>	
<u>COMPANY</u>	<u>MODEL</u>	<u>ENGINE</u>	<u>Warranty</u>	<u>\$ ex</u> <u>GST</u>	<u>\$ ex</u> <u>GST</u>	<u>\$ ex</u> <u>GST</u>
Komatsu	GD555_5	Komatsu SAA6D107E-1 158HP/176HP/193HP	60m/6000hr	335500	76000	259500
Hitachi	670G	John Deere power tech plus 6090H cert tier 3 engine. 118kW - 157kW at 2100 rpm. 6 cylinder, 9.0 litre displacement	36m/6000 hr	317000	65000	252000
		\$5,000 discount for no trade.				
Westrac	Cat 12M	C7 with ACERT tech, diesel	36m/ unlimited hrs to Powertrain & hydraulics	324800	60000	264800

Pickles has valued the Volvo grader as \$68,182. Pickles fees are 2.7%.

ITEM 8.1.5 – PURCHASE OF A PAD FOOT ROLLER

LOCATION/ADDRESS: N/A
 NAME OF APPLICANT: N/A
 FILE REFERENCE: 7.8.5
 DISCLOSURE OF INTEREST: Nil
 DATE OF REPORT: 18 October 2017

SUMMARY:

Quotations for the supply of a pad roller to be considered. It is recommended that the Shire purchase a second hand Caterpillar CP76 Roller from Westrac for \$113,000 plus GST.

BACKGROUND:

The 2017/18 Budget includes the purchase of a pad foot roller. This is a new item of equipment for the Shire of West Arthur and it has been incorporated into the plant replacement program.

Over the previous two construction periods, the Shire has hired a roller at a cost of approximately \$250 per day. The total hire cost in the 2016/17 financial year was \$17,000 including transport.

CONSULTATION:

Quotes were invited through WALGA and machinery dealers have been contacted. A summary of the quotes received are included in the attachment.

The Works Manager and Shire President inspected some machines.

STATUTORY ENVIRONMENT:

The Shire is not required to invite tenders where the supply is less than \$150,000 (Local Government Functions and General Regulations 1996, S11 (1)).

POLICY IMPLICATIONS:

Council's purchasing policy requires at least two written quotations for this purchase.

FINANCIAL IMPLICATIONS:

The 2017/18 Budget includes \$100,000 for the purchase of a second hand roller to be funded from the plant replacement reserve fund.

Due to the grader being below budget, there will be sufficient funds in the budget and the plant replacement program to fund the amount above the budget.

STRATEGIC IMPLICATIONS:

Replacement of the pad foot roller is proposed on an as needs basis. As the machine works low hours, replacement of a relatively new machine would not be anticipated within the next ten years.

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.5

Moved: Cr Kevin King

Seconded: Cr Marie Lloyd

That the Shire of West Arthur purchase a second hand Caterpillar CP76 padfoot roller from Westrac for \$113,000.

CARRIED 7/0

ATTACHMENT:

- Roller Quotes

Roller Quotes

<u>COMPANY</u>	<u>MODEL</u>	<u>HRS</u>	<u>Warranty</u>	<u>\$ ex GST</u>	<u>Availability</u>
BT Equipment	2008 Bomag BW2165D4 – Ex Shire of Meekatharra	1500		\$55,000	4 Months
GCM Agencies	2017 MultiPac solid padfoot roller 115HP		24/2000	\$ 134,000	<i>3-4 Weeks</i>
GCM Agencies	2017 Multipac 113HP Smooth vibrating drum		24/2001	\$ 115,000	<i>1-2 weeks</i>
Semco Equipment Sales	Hamm 3414P		12/1000	\$ 147,041	<i>4-6 weeks</i>
NOT EQUOTES					
Westrac	2013 CAT CP76 – ex contractor Karratha	1111	12/500 powertrain and hydraulic	\$ 113,000	NOW
Smith Broughton	2011 CA602PD Dynapac	2346		\$ 82,000	NOW

ITEM 8.1.6 – 2017/18 SPRAYED SEAL WORKS

LOCATION/ADDRESS: Various
 NAME OF APPLICANT:
 FILE REFERENCE:
 DISCLOSURE OF INTEREST: Nil
 DATE OF REPORT: 16 October 2017

SUMMARY:

Council to consider quotes received for the supply of bituminous products for the 2017/18 road program. It is recommended that the quote from Fulton Hogan be accepted.

BACKGROUND:

The 2017/18 road program includes a significant amount of resealing and bitumen works.

CONSULTATION:

Suppliers from Western Australian Local Government Association's preferred suppliers list were invited to quote on a full service.

Quotations from four suppliers were received and a summary of quotes is included on a separate attachment.

STATUTORY ENVIRONMENT:

The Local Government Act 1995 S 3.57 relates to tenders for the supply of goods and services. The Shire is not required to invite tenders for the supply of the grader where the supply is obtained through a WALGA preferred supplier (Local Government Functions and General Regulations 1996, S11 (2) (b)).

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The quote from the recommended supplier is within budget estimates.

STRATEGIC IMPLICATIONS:

Nil.

COMMENT:**VOTING REQUIREMENTS:**

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.6

Moved: Cr Michael Meredith

Seconded: Cr Alan Blencowe

That Fulton Hogan be contracted to complete the 2017/18 bitumen sealing works in accordance with the quote supplied.

CARRIED 7/0

ATTACHMENTS:

- Summary of Quotations Received – Bitumen Sealing

ITEM 8.1.7 – POLICY 2.12 RELATED PARTY DISCLOSURES

LOCATION/ADDRESS:
 NAME OF APPLICANT:
 FILE REFERENCE:
 DISCLOSURE OF
 INTEREST:
 DATE OF REPORT:

SUMMARY:

Council to adopt a policy to provide guidance on the application of AASB 124 to the Shire of West Arthur's Annual Financial Statements.

BACKGROUND:

From 2016/17, local governments must disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements.

Related parties include elected members, chief executive officers, senior staff, their close family members and any entities that they control or jointly control. Any transactions between the Shire and these parties, whether monetary or not, may need to be identified and disclosed.

CONSULTATION:

The Department of Local Government, WALGA and Moore Stephens have provided information to assist local governments with the implementation of AASB 124.

STATUTORY ENVIRONMENT:

Effective for reporting periods beginning on or after 1 July 2016, local governments must disclose certain related party relationships and related party transactions together with information associated with those transactions in its annual financial report in order to comply with Australian Accounting Standard AASB 124 Related Party Disclosures.

This is a requirement specified by the Australian Accounting Standard and is different from the Disclosure of Interest and Gift and Travel Disclosure requirements that are imposed under the Local Government Act 1995 and associated regulations.

POLICY IMPLICATIONS:

A draft policy has been adopted to provide guidance on assessment of related party transactions. This includes information about Ordinary Citizen Transactions which do not need to be disclosed.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with adopting the policy.

STRATEGIC IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.7

Moved: Cr Neil Manuel

Seconded: Cr Alan Blencowe

That Council adopts Policy 2.12 Related Party Disclosures as attached.

CARRIED 7/0

ATTACHMENT:

- Policy Related Party Disclosure with AASB 124

Policy Register Reference 2.12



Council Policy

***RELATED PARTY
DISCLOSURES***

*Adopted [adoption date]
Amended [dates and details of any amendments]*

1. Objective

The objective of this policy is to provide guidance on the application of AASB 124 to the Shire of West Arthur's financial statements.

The objective of AASB 124 is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions and outstanding balances, including commitments, with such parties.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

This policy stipulates the information requested from related parties to enable an informed judgement to be made.

2. Scope

To identify parties and transactions, outstanding balances and disclosure requirements in line with AASB 124.

3. Definitions

AASB 124 - the Australian Accounting Standards Board - Related Party Disclosures Standard under Section 334 of the Corporations Act 2001

The Act - the Local Government Act 1995

Key Management Personnel see AASB 124.

Material (materiality) - means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements.

Ordinary Citizen Transaction - means a transaction that an ordinary citizen of the community would undertake in the ordinary course of business with Council.

Related Party – see AASB 124.

Related Party Transaction – see AASB 124.

Significant (significance) - means likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/taxpayer relationship.

Remuneration - means remuneration package and includes any money, consideration or benefit received or receivable by the person but excludes reimbursement of out-of-pocket expenses, including any amount received or receivable from a Related Party Transaction.

4. Policy Statement

AASB 124 provides that the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties include a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

The Shire has determined that the following persons as meeting the definition of a related party:

- An elected Council Member;
- The Chief Executive Officer and the Works Manager;
- Close family members of any person listed above in accordance with the definition provided in AASB 124; and
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members (includes companies, trusts, joint ventures, partnerships, and non-profit associations such as sporting clubs.)

A **related party transaction** is a transfer of resources, services or obligations between the Shire and the related party, regardless of whether a price is charged.

For the purpose of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying rates
- Fines
- Use of Shire/Town/City owned facilities such as [Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)]
- Attending council functions that are open to the public
- Employee compensation whether it is for KMP or close family members of KMP
- Application fees paid to the Shire/Town/City for licences, approvals or permits
- Lease agreements for housing rental (whether for a Shire/Town/City owned property or property sub-leased by the Shire/Town/City through a Real Estate Agent)
- Lease agreements for commercial properties
- Monetary and non-monetary transactions between the Shire/Town/City and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire/Town/City (trading arrangement)
- Sale or purchase of any property owned by the Shire/Town/City, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the Shire/Town/City
- Loan Arrangements
- Contracts and agreements for construction, consultancy or services.

Ordinary Citizen Transactions (OCT) are those transactions that an ordinary citizen would undertake with the Shire and where the Shire can determine that an OCT was provided at arms length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, **no disclosure** in the annual financial report will be required.

Council declares that in its opinion, based on the facts and circumstances, the following OCT (*that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make*), **no disclosure** in the annual *Related Party Disclosures - Declaration* form will be required for the following transactions:

- Paying rates;
- Fines;
- Application fees for licences, approvals or permits;
- Fees and charges for Shire services and membership such as childcare, gym membership, pool membership, and Kids Central membership;
- Use of Shire owned facilities such as halls, community centres, parks, ovals and other public open spaces (whether charged a fee or not); and
- Attending Council functions that are open to the public.
- Sale of gravel and sand at market rates for civil works i.e. road construction or building works.

Where these services were not provided at arms length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form about the nature of any discount or special terms received.

Disclosure Requirements

For the purposes of determining relevant transactions above, elected Council members and key management personnel as identified above, will be required to complete a *Related Party Disclosures - Declaration* form annually.

The Ordinary Citizen Transactions:

- a) **Non-material in Nature** - A KMP is not required to notify in a RPT Notification, and Council will not disclose in its financial statements, related party transactions that are ordinary citizen transactions assessed to be not material in nature
- b) **Material in Nature** - A KMP is required to notify in a RPT Notification, and Council will disclose in its financial statements related party transactions that are ordinary citizen transactions assessed to be material in nature.
- c) **Materiality Assessment** - The Chief Executive Officer will review and assess the materiality of the related party transactions' that are ordinary citizen transactions to determine whether the disclosure of such transactions are necessary for an understanding of the effects of the related party transactions on the financial statements, having regard to the criteria specified.

- d) **Information Extraction** - The Chief Executive Officer will identify and extract information specified in against each notified related party transaction that is an ordinary citizen transaction assessed as being material in nature in Council's business systems for the purpose of recording the related party transactions and associated information in a register of related party transactions.

As a general rule, Council will utilise \$5,000 as the threshold for materiality.

Register of Relation Party Transaction

1. Shire staff will maintain and keep up to date a register of related party transactions that captures and records the information for each existing or potential related party transaction (including ordinary citizen transaction assessed as being material in nature) during the financial year.
2. The contents of the register of related party transactions must detail:
 - a. The description of the related party transaction;
 - b. The name of the related party;
 - c. The nature of the related party's relationship with Council;
 - d. Whether the notified related party transaction is existing or potential
 - e. A description of the transactional documents the subject of the related party.

Procedures

The method for identifying the close members and associated entities of KMP will be by KMP self-assessment. KMPs have an ongoing responsibility to advise Council immediately of any Related Party Transactions.

The preferred method of reporting is for KMPs to provide details of Related Parties and Related Party Transactions to the Chief Executive Officer.

Information provided will be reviewed in accordance with the Council's operational requirements and held on a centralised register held within the Corporate Services area.

Should a KMP have any uncertainty as to whether a transaction may constitute a Related Party Transaction they should contact the Chief Executive Officer who will make a determination.

Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

5. Legislative and Strategic Context

AASB 124 Related Party Disclosures
Local Government Act 1995
Local Government (Financial Management) Regulations 1996
Related Party Disclosures – Disclosure Form

6. Review Position and Date

Chief Executive Officer to review on or before 30 June 2019.

7. Associated Documents

DRAFT

COMPARISON WITH IAS 24

AASB 124 *Related Party Disclosures* as amended incorporates IAS 24 *Related Party Disclosures* as issued and amended by the International Accounting Standards Board (IASB). Paragraphs that have been added to this Standard (and do not appear in the text of IAS 24) are identified with the prefix “Aus”, followed by the number of the preceding IASB paragraph and decimal numbering.

Entities that comply with AASB 124 as amended will simultaneously be in compliance with IAS 24 as amended, with the exception of entities preparing general purpose financial statements under Australian Accounting Standards – Reduced Disclosure Requirements.

AASB 124-compiled

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COMPARISON

ACCOUNTING STANDARD AASB 124

The Australian Accounting Standards Board made Accounting Standard AASB 124 *Related Party Disclosures* under section 334 of the *Corporations Act 2001* on 15 December 2009.

This compiled version of AASB 124 applies to annual reporting periods beginning on or after 1 July 2014. It incorporates relevant amendments contained in other AASB Standards made by the AASB up to and including 4 June 2014 (see Compilation Details).

ACCOUNTING STANDARD AASB 124

RELATED PARTY DISCLOSURES

Objective

- 1 The objective of this Standard is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

Aus1.1 [Deleted by the AASB]

Application

Aus1.2 This Standard applies to:

- (a) **each entity that is required to prepare financial reports in accordance with Part 2M.3 of the Corporations Act and that is a reporting entity;**
- (b) **general purpose financial statements of each other reporting entity; and**
- (c) **financial statements that are, or are held out to be, general purpose financial statements.**

Aus1.3 This Standard does not apply to general purpose financial statements of not-for-profit public sector entities.

Aus1.4 [Deleted by the AASB]

AASB 124-compiled

8

STANDARD

- Aus1.4.1 [Deleted by the AASB]
- Aus1.5 [Deleted by the AASB]
- Aus1.6 This Standard applies to annual reporting periods beginning on or after 1 January 2011.**
[Note: For application dates of paragraphs changed or added by an amending Standard, see Compilation Details.]
- Aus1.7 This Standard may be applied to annual reporting periods beginning on or after 1 January 2005 but before 1 January 2011. When an entity applies this Standard to such an annual reporting period, it shall disclose that fact and at the same time apply the amendments to AASB 8 *Operating Segments* as made by AASB 2009-12 *Amendments to Australian Accounting Standards*.**
- Aus1.8 [Deleted by the AASB]
- Aus1.9 [Deleted by the AASB]
- Aus1.10 When applied or operative, this Standard supersedes AASB 124 *Related Party Disclosures* issued in December 2005, as amended.**

Reduced Disclosure Requirements

- Aus1.11 The following do not apply to entities preparing general purpose financial statements under Australian Accounting Standards – Reduced Disclosure Requirements:**
- (a) paragraphs Aus13.1, 26 and 27;
 - (b) in paragraph 17, the text “and for each of ... (e) share-based payment”; and
 - (c) in paragraph 22, the text “(see paragraph 42 of AASB 119 (September 2011))”.
- Entities applying Australian Accounting Standards – Reduced Disclosure Requirements may elect to comply with some or all of these excluded requirements.**
- Aus1.12 The requirements that do not apply to entities preparing general purpose financial statements under Australian Accounting Standards – Reduced Disclosure Requirements are identified in this Standard by shading of the relevant text.

Scope

- 2 This Standard shall be applied in:
- (a) identifying related party relationships and transactions;
 - (b) identifying outstanding balances, including commitments, between an entity and its related parties;
 - (c) identifying the circumstances in which disclosure of the items in (a) and (b) is required; and
 - (d) determining the disclosures to be made about those items.
- 3 This Standard requires disclosure of related party relationships, transactions and outstanding balances, including commitments, in the consolidated and separate financial statements of a parent or investors with joint control of, or significant influence over, an investee presented in accordance with AASB 10 *Consolidated Financial Statements* or AASB 127 *Separate Financial Statements*. This Standard also applies to individual financial statements.
- 4 Related party transactions and outstanding balances with other entities in a group are disclosed in an entity's financial statements. Intragroup related party transactions and outstanding balances are eliminated, except for those between an investment entity and its subsidiaries measured at fair value through profit or loss, in the preparation of consolidated financial statements of the group.

Purpose of Related Party Disclosures

- 5 Related party relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries, joint ventures and associates. In those circumstances, the entity has the ability to affect the financial and operating policies of the investee through the presence of control, joint control or significant influence.
- 6 A related party relationship could have an effect on the profit or loss and financial position of an entity. Related parties may enter into transactions that unrelated parties would not. For example, an entity that sells goods to its parent at cost might not sell on those terms to another customer. Also, transactions between related parties may not be made at the same amounts as between unrelated parties.

- 7 The profit or loss and financial position of an entity may be affected by a related party relationship even if related party transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the entity with other parties. For example, a subsidiary may terminate relations with a trading partner on acquisition by the parent of a fellow subsidiary engaged in the same activity as the former trading partner. Alternatively, one party may refrain from acting because of the significant influence of another – for example, a subsidiary may be instructed by its parent not to engage in research and development.
- 8 For these reasons, knowledge of an entity's transactions, outstanding balances, including commitments, and relationships with related parties may affect assessments of its operations by users of financial statements, including assessments of the risks and opportunities facing the entity.

Definitions

- 9 **The following terms are used in this Standard with the meanings specified:**

A related party is a person or entity that is related to the entity that is preparing its financial statements (in this Standard referred to as the 'reporting entity').

- (a) **A person or a close member of that person's family is related to a reporting entity if that person:**
- (i) **has control or joint control of the reporting entity;**
 - (ii) **has significant influence over the reporting entity; or**
 - (iii) **is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.**
- (b) **An entity is related to a reporting entity if any of the following conditions applies:**
- (i) **The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).**

- (ii) **One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).**
- (iii) **Both entities are joint ventures of the same third party.**
- (iv) **One entity is a joint venture of a third entity and the other entity is an associate of the third entity.**
- (v) **The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.**
- (vi) **The entity is controlled or jointly controlled by a person identified in (a).**
- (vii) **A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).**
- (viii) **The entity, or any member of a group of which it is a part, provides key management personnel services to the reporting entity or to the parent of the reporting entity.**

***A related party transaction* is a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.**

***Close members of the family of a person* are those family members who may be expected to influence, or be influenced by, that person in their dealings with the entity and include:**

- (a) **that person's children and spouse or domestic partner;**
- (b) **children of that person's spouse or domestic partner; and**

- (c) dependants of that person or that person's spouse or domestic partner.

Compensation includes all employee benefits (as defined in AASB 119 *Employee Benefits*) including employee benefits to which AASB 2 *Share-based Payment* applies. Employee benefits are all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered to the entity. It also includes such consideration paid on behalf of a parent of the entity in respect of the entity. Compensation includes:

- (a) short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit-sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods or services) for current employees;
- (b) post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care;
- (c) other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit-sharing, bonuses and deferred compensation;
- (d) termination benefits; and
- (e) share-based payment.

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity.

Government refers to government, government agencies and similar bodies whether local, national or international.

A **government-related entity** is an entity that is controlled, jointly controlled or significantly influenced by a government.

The terms 'control' and 'investment entity', 'joint control' and 'significant influence' are defined in AASB 10, AASB 11 *Joint Arrangements* and AASB 128 *Investments in Associates and Joint*

***Ventures* respectively and are used in this Standard with the meanings specified in those Standards.**

Aus9.1 The following terms are also used in this Standard with the meaning specified.

***Director* means:**

- (a) a person who is a director under the Corporations Act; and**
- (b) in the case of entities governed by bodies not called a board of directors, a person who, regardless of the name that is given to the position, is appointed to the position of member of the governing body, council, commission or authority.**

***Disclosing entity* is defined in the Corporations Act.**

***Remuneration* is compensation as defined in this Standard.**

Aus9.1.1 Although the defined term 'compensation' is used in this Standard rather than the term '*remuneration*', both words refer to the same concept and all references in the Corporations Act to the remuneration of directors and executives is taken as referring to compensation as defined and explained in this Standard.

10 In considering each possible related party relationship, attention is directed to the substance of the relationship and not merely the legal form.

11 In the context of this Standard, the following are not related parties:

- (a) two entities simply because they have a director or other member of key management personnel in common or because a member of key management personnel of one entity has significant influence over the other entity.**
- (b) two joint venturers simply because they share joint control of a joint venture.**
- (c) (i) providers of finance,**
(ii) trade unions,
(iii) public utilities, and

- (iv) departments and agencies of a government that does not control, jointly control or significantly influence the reporting entity,

simply by virtue of their normal dealings with an entity (even though they may affect the freedom of action of an entity or participate in its decision-making process).
 - (d) a customer, supplier, franchisor, distributor or general agent with whom an entity transacts a significant volume of business, simply by virtue of the resulting economic dependence.
- 12 In the definition of a related party, an associate includes subsidiaries of the associate and a joint venture includes subsidiaries of the joint venture. Therefore, for example, an associate's subsidiary and the investor that has significant influence over the associate are related to each other.

Disclosures

All Entities

- 13 **Relationships between a parent and its subsidiaries shall be disclosed irrespective of whether there have been transactions between them. An entity shall disclose the name of its parent and, if different, the ultimate controlling party. If neither the entity's parent nor the ultimate controlling party produces consolidated financial statements available for public use, the name of the next most senior parent that does so shall also be disclosed.**

Aus13.1 When any of the parent entities and/or ultimate controlling parties named in accordance with paragraph 13 is incorporated or otherwise constituted outside Australia, an entity shall:

- (a) **identify which of those entities is incorporated overseas and where; and**
 - (b) **disclose the name of the ultimate controlling entity incorporated within Australia.**
- 14 To enable users of financial statements to form a view about the effects of related party relationships on an entity, it is appropriate to disclose the related party relationship when control exists, irrespective of whether there have been transactions between the related parties.

- 15 The requirement to disclose related party relationships between a parent and its subsidiaries is in addition to the disclosure requirements in AASB 127 and AASB 12 *Disclosure of Interests in Other Entities*.
- 16 Paragraph 13 refers to the next most senior parent. This is the first parent in the group above the immediate parent that produces consolidated financial statements available for public use.
- 17 **An entity shall disclose key management personnel compensation in total and for each of the following categories:**
- (a) short-term employee benefits;
 - (b) post-employment benefits;
 - (c) other long-term benefits;
 - (d) termination benefits; and
 - (e) share-based payment.
- 17A **If an entity obtains key management personnel services from another entity (the ‘management entity’), the entity is not required to apply the requirements in paragraph 17 to the compensation paid or payable by the management entity to the management entity’s employees or directors.**
- 18 **If an entity has had related party transactions during the periods covered by the financial statements, it shall disclose the nature of the related party relationship as well as information about those transactions and outstanding balances, including commitments, necessary for users to understand the potential effect of the relationship on the financial statements. These disclosure requirements are in addition to those in paragraph 17. At a minimum, disclosures shall include:**
- (a) the amount of the transactions;
 - (b) the amount of outstanding balances, including commitments, and:
 - (i) their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
 - (ii) details of any guarantees given or received;

- (c) **provisions for doubtful debts related to the amount of outstanding balances; and**
- (d) **the expense recognised during the period in respect of bad or doubtful debts due from related parties.**

18A Amounts incurred by the entity for the provision of key management personnel services that are provided by a separate management entity shall be disclosed.

19 The disclosures required by paragraph 18 shall be made separately for each of the following categories:

- (a) **the parent;**
- (b) **entities with joint control of, or significant influence over, the entity;**
- (c) **subsidiaries;**
- (d) **associates;**
- (e) **joint ventures in which the entity is a joint venturer;**
- (f) **key management personnel of the entity or its parent; and**
- (g) **other related parties.**

20 The classification of amounts payable to, and receivable from, related parties in the different categories as required in paragraph 19 is an extension of the disclosure requirement in AASB 101 *Presentation of Financial Statements* for information to be presented either in the statement of financial position or in the notes. The categories are extended to provide a more comprehensive analysis of related party balances and apply to related party transactions.

21 The following are examples of transactions that are disclosed if they are with a related party:

- (a) purchases or sales of goods (finished or unfinished);
- (b) purchases or sales of property and other assets;
- (c) rendering or receiving of services;
- (d) leases;

- (e) transfers of research and development;
 - (f) transfers under licence agreements;
 - (g) transfers under finance arrangements (including loans and equity contributions in cash or in kind);
 - (h) provision of guarantees or collateral;
 - (i) commitments to do something if a particular event occurs or does not occur in the future, including executory contracts¹ (recognised and unrecognised); and
 - (j) settlement of liabilities on behalf of the entity or by the entity on behalf of that related party.
- 22 Participation by a parent or subsidiary in a defined benefit plan that shares risks between group entities is a transaction between related parties (see paragraph 42 of AASB 119 (September 2011)).
- 23 Disclosures that related party transactions were made on terms equivalent to those that prevail in arm's length transactions are made only if such terms can be substantiated.
- 24 Items of a similar nature may be disclosed in aggregate except when separate disclosure is necessary for an understanding of the effects of related party transactions on the financial statements of the entity.**

Government-related Entities

- 25 A reporting entity is exempt from the disclosure requirements of paragraph 18 in relation to related party transactions and outstanding balances, including commitments, with:**
- (a) a government that has control or joint control of, or significant influence over, the reporting entity; and**
 - (b) another entity that is a related party because the same government has control or joint control of, or significant influence over, both the reporting entity and the other entity.**

¹ AASB 137 *Provisions, Contingent Liabilities and Contingent Assets* defines executory contracts as contracts under which neither party has performed any of its obligations or both parties have partially performed their obligations to an equal extent.

- 26 If a reporting entity applies the exemption in paragraph 25, it shall disclose the following about the transactions and related outstanding balances referred to in paragraph 25:**
- (a) the name of the government and the nature of its relationship with the reporting entity (i.e. control, joint control or significant influence);**
 - (b) the following information in sufficient detail to enable users of the entity's financial statements to understand the effect of related party transactions on its financial statements:**
 - (i) the nature and amount of each individually significant transaction; and**
 - (ii) for other transactions that are collectively, but not individually, significant, a qualitative or quantitative indication of their extent. Types of transactions include those listed in paragraph 21.**
- 27** In using its judgement to determine the level of detail to be disclosed in accordance with the requirements in paragraph 26(b), the reporting entity shall consider the closeness of the related party relationship and other factors relevant in establishing the level of significance of the transaction such as whether it is:
- (a) significant in terms of size;
 - (b) carried out on non-market terms;
 - (c) outside normal day-to-day business operations, such as the purchase and sale of businesses;
 - (d) disclosed to regulatory or supervisory authorities;
 - (e) reported to senior management;
 - (f) subject to shareholder approval.

Effective Date and Transition

- 28** An entity shall apply this Standard retrospectively for annual reporting periods beginning on or after 1 January 2011. Earlier application is permitted, either of the whole Standard or of the partial exemption in paragraphs 25 to 27 for government-related entities. If an entity

applies either the whole Standard or that partial exemption for a period beginning before 1 January 2011, it shall disclose that fact.

- 28A AASB 2011-7 *Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards*, issued in August 2011, amended paragraphs 3, 9, 11(b), 15, 19(b) and (e) and 25. An entity shall apply those amendments when it applies AASB 10, AASB 11 and AASB 12.
- 28B AASB 2013-5 *Amendments to Australian Accounting Standards – Investment Entities*, issued in August 2013, amended paragraphs 4 and 9. An entity shall apply those amendments for annual reporting periods beginning on or after 1 January 2014. Earlier application of AASB 2013-5 is permitted. If an entity applies those amendments earlier it shall also apply all amendments included in AASB 2013-5 at the same time.
- 28C AASB 2014-1 *Amendments to Australian Accounting Standards*, issued in June 2014, amended paragraph 9 and added paragraphs 17A and 18A. An entity shall apply that amendment for annual reporting periods beginning on or after 1 July 2014. Earlier application is permitted. If an entity applies that amendment for an earlier period it shall disclose that fact.

Withdrawal of IAS 24 (2003)

- 29 [Deleted by the AASB]

Disclosure Requirements when Exemption Applies (paragraph 26)

IE3 In Entity A's financial statements, an example of disclosure to comply with paragraph 26(b)(i) for **individually** significant transactions could be:

Example of disclosure for individually significant transaction carried out on non-market terms

On 15 January 20X1 Entity A, a utility company in which Government G indirectly owns 75 per cent of outstanding shares, sold a 10 hectare piece of land to another government-related utility company for CU5 million.¹ On 31 December 20X0 a plot of land in a similar location, of a similar size and with similar characteristics, was sold for CU3 million. There had not been any appreciation or depreciation of the land in the intervening period. See note X [of the financial statements] for disclosure of government assistance as required by AASB 120 *Accounting for Government Grants and Disclosure of Government Assistance* and notes Y and Z [of the financial statements] for compliance with other relevant Australian Accounting Standards.

Example of disclosure for individually significant transaction because of size of transaction

In the year ended December 20X1 Government G provided Entity A, a utility company in which Government G indirectly owns 75 per cent of outstanding shares, with a loan equivalent to 50 per cent of its funding requirement, repayable in quarterly instalments over the next five years. Interest is charged on the loan at a rate of 3 per cent, which is comparable to that charged on Entity A's bank loans.² See notes Y and Z [of the financial statements] for compliance with other relevant Australian Accounting Standards.

Example of disclosure of collectively significant transactions

In Entity A's financial statements, an example of disclosure to comply with paragraph 26(b)(ii) for **collectively** significant transactions could be:

Government G, indirectly, owns 75 per cent of Entity A's outstanding shares. Entity A's significant transactions with Government G and other entities controlled, jointly controlled or significantly influenced by Government G are [a large portion of its sales of goods and purchases of raw materials] or

1 In these examples monetary amounts are denominated in 'currency units (CU)'.
2 If the reporting entity had concluded that this transaction constituted government assistance it would have needed to consider the disclosure requirements in AASB 120.

<p>ITEM 8.1.8 – REQUEST FOR FINANCIAL ASSISTANCE – DARKAN ST JOHN AMBULANCE SUBCENTRE</p>
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LOCATION/ADDRESS: N/A
 NAME OF APPLICANT: St Johns
 FILE REFERENCE: N/A
 DISCLOSURE OF INTEREST: Nil
 DATE OF REPORT: 18 October 2017

SUMMARY:

Council to consider an application for financial assistance from Darkan St John Ambulance for the Shire to remove the trees from the rear of the Sub-centre. It is recommended the request be supported.

BACKGROUND:

A request has been received for the Shire to remove trees from the rear of the Darkan Sub-centre.

Members are happy to provide some voluntary labour if required. The Sub-centre committee would like the trees removed before they erect a new boundary fence on the western side of the block. It was also mentioned that trees would impede proposed extensions and or parking at the rear of the centre.

CONSULTATION:

Darkan St Johns Ambulance Sub-centre approached the Shire President via email and requested that the Shire assist with the removal of trees in the rear of the Sub-centre. The email was forwarded to the Shire Office.

The Sub Centre was offered the opportunity to have the works done at a cost, as per Council policy, or to make an application for financial assistance if they wanted to Shire to donate the works.

An application for financial assistance was submitted to the Shire.

STATUTORY ENVIRONMENT:

Not applicable.

POLICY IMPLICATIONS:

As stated in policy 7.1, the Shire will consider applications to donate works to a community organisation.

FINANCIAL IMPLICATIONS:

The cost of the plant and labour to complete the works will be approximately \$1692.24, based on 1 hour loader, 4 hours truck, 4 hours squirrel and 28 hours labour.

STRATEGIC IMPLICATIONS:

The Shire's Corporate Plan includes

Outcome	Strategy	Action
The Shire is a <i>SAFE</i> place to live, strives to reduce risks and is prepared for emergencies	Government agencies, Shire and community are prepared for and responsive to emergencies and volunteers are supported in their role.	St John Ambulance Maintain regular communications with St Johns Ambulance volunteers to ensure that the Shire is able to assist where required.

The long term benefits of the removal of trees means the Sub-centre can possibly extend the building or make room for parking.

COMMENT:

Darkan Sub-centre is a volunteer community service group providing essential services. The works requested can be completed within the next four months without an impact on the Shires existing works.

VOTING REQUIREMENTS:

Simple majority.

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.8

Moved: Cr Kevin King

Seconded: Cr Michael Meredith

That Council support the request from Darkan St John Ambulance Subcentre, for the Shire to remove the trees at the rear of the Subcentre at no charge.

CARRIED 7/0

ATTACHMENT:

Nil

ITEM 8.1.9 – DISCOUNTS ON RATES

LOCATION/ADDRESS: N/A
 NAME OF APPLICANT: N/A
 FILE REFERENCE: 1.9.1
 DISCLOSURE OF INTEREST: N/A
 DATE OF REPORT: 20 October 2017

SUMMARY:

Council is asked to consider approving the discount on the 2017/2018 rates for several assessments.

BACKGROUND:

Rates were due and were to be paid by 15 September to receive the discount.

A table follows showing the discount amount on assessments along with details of payment.

Assessment number	discount	Details
510	307.44	Stated that he did not receive the notice (postal address changed). Has always paid by the due date.
2578	34.93	Stated did not receive the notice (postal address change). Previously paid early.
888	24.04	Received in bank 18/9/17. Previously paid early.
29	293.72	Paid and did not go through bank. Has provided confirmation from the bank that it was a bank error and amount should have been received prior to the discount date
272	165.26	Paid and did not go through bank. Has provided confirmation from the bank that it was a bank error and amount should have been received prior to the discount date

797	30.75	Paid and did not go through bank. Has provided confirmation from the bank that it was a bank error and amount should have been received prior to the discount date
24	61.74	Paid and did not go through bank. Has provided confirmation from the bank that it was a bank error and amount should have been received prior to the discount date
85	44.28	Paid and did not go through bank. Has provided confirmation from the bank that it was a bank error and amount should have been received prior to the discount date
22	183.03	Paid and did not go through bank. Has provided confirmation from the bank that it was a bank error and amount should have been received prior to the discount date
67	490.47	Paid and did not go through bank. Has provided confirmation from the bank that it was a bank error and amount should have been received prior to the discount date
219	370.11	Unable to read postmarked date on envelope. Paid full amount, not discounted amount. Has previously always paid early and received the discount.
263	299.65	Unable to read postmarked date. Paid full amount, not discounted amount. Has previously always paid early and received the discount.
330	24.48	Unable to read postmarked date. Paid full amount, not discounted amount. Has previously always paid early and received the discount.
879	442.14	Postmarked 18/9/17 - paid discounted amount. Always paid early in previous years.
83	150.91	Postmarked 18/9/17 - paid discounted amount. Always paid early in previous years.
259	60.18	Postmarked 18/9/17 - paid full amount. Always paid early in previous years
331	32.43	Postmarked 18/9/17 - paid discounted amount. Always paid early in previous years.

CONSULTATION:

Not Applicable

STATUTORY ENVIRONMENT:

Local Government Act 1995 Part 6, Division 6, 6.46. Discounts. Subject to the Rates and Charges (Rebates and Deferrals) Act 1992, a local government may, when imposing a rate or service charge, resolve* to grant a discount or other incentive for the early payment of any rate or service charge.

POLICY IMPLICATIONS:

The granting of a discount on the payment of other than current rates within a specified time shall be determined by Council. However as a general guide no discount will be permitted on any back rates, irrespective of when the assessment is issued, and payment will be expected within 35 days of the service of notice.

If the envelope is postmarked prior to the discount closing date the discount is allowed.

FINANCIAL IMPLICATIONS:

If the discount is allowed (\$3,015.56) on all of these assessments the discount amount will be greater than the budgeted discount for the 2017/18 financial year by approximately \$3,957. The total amount budgeted for discount was \$66,000.

STRATEGIC IMPLICATIONS:

Not applicable

COMMENT

The majority of the assessments have previously always paid prior to the due date. If mail is put into post boxes after the post office has collected Friday's mail it will not be stamped until Monday (18th).

VOTING REQUIREMENTS:

Simple majority

OFFICER RECOMMENDATION – ITEM 8.1.9

That Council consider allowing the 5% discount on assessments 510, 2578, 888, 29, 272, 797, 24, 85, 22, 67, 219, 263, 330, 879, 83, 259, 83, 259, 331 for the 2017/2018.

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.9

Moved: Cr Michael Meredith

Seconded: Cr Neil Manuel

That Council allow the 5% discount on assessments 510, 2578, 29, 272, 797, 24, 85, 22, and 67, for the 2017/2018 financial year.

CARRIED 7/0**ATTACHMENTS:**

Nil

8.2 COMMITTEE REPORTS**8.3 ELECTED MEMBER REPORTS**

Cr Kevin King reported that he had attended the Tidy Towns Awards in Perth last Friday with five community members.

Cr Meredith advised that he had attended the BFAC meeting and that Arthur River will be receiving a larger fire truck this financial year.

Cr Harrington advised that he had attended a 4WDL meeting on 10 October and had also attended a meeting regarding housing loans for community members.

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 Harrington declared the meeting closed at 7.45 pm.