



*'The Council and Staff of the Shire of Boddington, in partnership with the community,
are committed to operating effectively and efficiently to provide quality lifestyle
opportunities
that encourage population growth and development'*

MINUTES

For The
Ordinary Meeting of Council
To Be Held At

5PM, TUESDAY 20 SEPTEMBER 2016

Council Chambers
39 Bannister Rd, Boddington

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Minutes

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1. DECLARATION OF OPENING:

The Shire President, Cr Allert declared the meeting open at 5:00 pm.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

2.1.1 Attendance

Cr J Allert	President
Cr M Glynn	Deputy Shire President
Cr N Crilly	
Cr E Hoek	
Cr T Collins	
Cr S Manez	
Cr D Smart	
Mr C Littlemore	Chief Executive Officer
Mr G Bartle	Director of Corporate & Community Services
Mr J Rendell	Manager Financial Services
Ms T Bryant	Executive Assistant
Ms T Hodder	Acting Executive Assistant

7 members of the public attended the meeting.

2.1.2 Apologies

Nil

2.1.3 Leave of Absence

Nil

3. DISCLOSURE OF FINANCIAL INTEREST:

Cr Manez declared an Interest affecting Impartiality in Item 8.6.3 as her son, Sam, runs the social basketball and soccer until the end of the year.

Cr Hoek declared a Financial Interest in Item 11.1.1 as she is the Manager of Boddington Community & Resource Centre.

Cr Collins declared an Interest affecting Impartiality in Item 11.1.1 as she is a member of the Boddington Community Resource Centre.

4. PUBLIC QUESTION TIME:

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Nil

4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil

4.3 PUBLIC QUESTIONS FROM THE GALLERY:

Nil

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

Nil

6. CONFIRMATION OF MINUTES:

6.1.1 Ordinary Meeting of Council held on Tuesday 16 August 2016

COUNCIL RESOLUTION	70/16	Moved Cr Collins
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That the minutes of the Ordinary Meeting of Council held on Tuesday 16 August 2016 be confirmed as a true record of proceedings.

Seconded	Cr Smart	Carried	7/0
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**7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT
DISCUSSION:**

Nil

8. REPORTS OF OFFICERS AND COMMITTEES:

8.1 PLANNING CONSULTANT:

Nil

8.2 MANAGER FINANCIAL SERVICES:

8.2.1 Monthly Financial Statements – August 2016

Disclosure of Interest: Nil
Date: 8 September 2016
Author: J Rendell – Manager Financial Services
Attachments: 8.2.1A Financial Statements – August 2016

Summary

Council is to consider Monthly Financial Reports for August 2016

Background

In accordance with Local Government (Financial Management) Regulations 1996 Council is to adopt Monthly Financial Report including the Operating Statement, Statement of Financial Position at the end of each month. Council has also wishes to consider a summary of financial reconciliations on a monthly basis.

Councillors have the opportunity to query financials before the meeting to satisfy themselves before the item comes before Council.

Comment

The Operating Statement, Statement of Financial Position, Statement of Cash flow, Statement of Financial Activity and Summary of Reconciliations are submitted for the month of August 2016

FINANCIAL SUMMARY YEAR TO DATE

The following is provided to assist in the understanding of Councils financial position. It is emphasised that the comparatives and comments are relative to the approved budget. The Shire of Boddington's financial position for year ended 30th June 2016 (unaudited) has been incorporated into the reports to provide comparatives and assist in reconciliations where relevant.

OPERATING RESULT

REVENUE

Revenue is 2.4% or \$115k unfavourable to budget. Within the main items the following is noted:-

- **Operating Grants** is 34% or \$83k unfavourable to budget:-
 - \$149k unfavourable in relation to Bushfire Management Planning Co-ordinator (this will be corrected in the revised budget whereby some of the

- funds received in 2015/16 were unspent and will be funded from the restricted reserves and not income
 - \$20k favourable for the Road safety alliance (this represents a timing difference only)
 - \$48k favourable for the Mainroads Direct Road Grant (this represents a timing difference only)
- **Fees & Charges** is 8.9% or \$31k unfavourable to budget.
- **Interest Earnings** is 5.9% or \$1k unfavourable to budget.
- **Other Revenue** is 111% or \$23k favourable to budget, primarily due to reimbursement from insurance items of \$19k.
- **Profit from Asset sales** it is noted that there is not expected to be any profit from asset sales.

EXPENDITURE

Expenditure is 3.9% or \$42k favourable to budget. Within the main items the following is noted:-

- **Employee costs** are only 11% or \$47k favourable to budget.
- **Materials and contracts** are collectively 15% or \$38k favourable to budget, it is too early in the year and the variance is considered as only timing.
- **Utility charges** are 17% or \$10k favourable to budget.
- **Depreciation** is 15% or \$34k favourable to budget.
- **Interest expense** is 35% or \$3k unfavourable to budget, mainly due to a deferral of reversing end of year interest expense accrual, this will be undertaken and reflected in the next month's financial report.
- **Other expenditure** is 14% or \$3k unfavourable to budget.

NET RESULT

The net result shows a 2% or \$72k unfavourable result to budget, due to total revenue being \$114k unfavourable and expenditure being \$42k favourable to budget.

CAPITAL ITEMS

Capital revenue is 468% or \$473k favourable to budget, due to:-

- \$152k favourable from the Recreation Centre grant, which was not budgeted in 2016/17, but will be corrected in the revised budget position.
- \$61k favourable from Regional Road Group grant, which was received earlier than anticipated.
- \$300k favourable from the Independent Care Living grant, which was not budgeted in 2016/17, but will be corrected in the revised budget position
- These are partially offset by Roads to Recovery grant of \$50k being unfavourable, which is only a timing issue.

Capital expenditure is 105% or \$197k unfavourable to budget, mainly due to the Recreation Centre & Visitor Information Centre both being unbudgeted items in 2016/17, these will be addressed in the Revised Budget.

FUNDING ITEMS

Repayment of loan principal; is in line with budget.

RESERVE ITEMS

It is noted that this line item has been allocated at year end, the significant reserve movement is as a result of significant under expenditure in respect of capital expenditure for land and buildings. This will form a significant part of the restricted funds at year end.

CASH & INVESTMENTS

Cash and investments sits at \$10.3M, this represents an increase of \$2.8M from the previous month, mainly due to cash receipts being higher, mainly due to receipt of rates and outlays being lower. It is emphasised however that the majority of funds is tagged as "restricted" and therefore cannot form part of Council's unrestricted or free cash. Council free cash at year end is \$418k.

SUMMARY

The financial result is on budget.

Statutory Environment - Local Government (Financial Management) Regulations 1996

OFFICER'S RECOMMENDATION – 8.2.1

COUNCIL RESOLUTION

71/16

Moved Cr Smart

That Council adopt the:

1. monthly financial statements for the period ending August 2016; and
2. summary of reconciliations for the period ending August 2016

Seconded

Cr Collins

Carried

7/0

SHIRE OF BODDINGTON

Financial Reports for the period ended

31-Aug-16

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Comprehensive Income Statement by Programme	3
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Loan Repayments & Net Current Asset Position	6
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SHIRE OF BODDINGTON
SUMMARY OF FINANCIAL ACTIVITY by Nature or Type
For the period ended

31-Aug-16

	2016/17 Budget			Actual	Variance	% Variance
	Approved	Current	YTD	YTD	YTD	YTD
Opening Funding Surplus (Deficit)	-	-	-	166,976	166,976	
Revenue						
Rates	4,106,113	4,106,113	4,106,113	4,084,430	21,683	-0.5%
Operating Grants, Subsidies and Contributions	736,081	736,081	244,698	161,455	83,243	-34.0%
Fees and Charges	1,050,142	1,050,142	351,508	320,357	31,151	-8.9%
Interest Earnings	131,797	131,797	21,964	20,671	1,293	-5.9%
Other Revenue	173,487	173,487	20,444	43,119	22,675	110.9%
Profit from Asset Sales	-	-	-	-	-	
OPERATING INCOME	6,197,620	6,197,620	4,744,727	4,630,032	114,695	-2.4%
Expenses						
Employee Costs	- 2,518,897	- 2,518,897	- 408,765	- 361,581	47,184	11.5%
Materials and Contracts	- 1,532,789	- 1,532,789	- 254,842	- 216,824	38,018	14.9%
Utility Charges	- 313,669	- 313,669	- 58,103	- 48,303	9,800	16.9%
Depreciation on Non-Current Assets	- 1,378,259	- 1,378,259	- 229,702	- 263,208	33,506	-14.6%
Interest Expenses	- 121,119	- 121,119	- 9,712	- 13,108	3,396	-35.0%
Insurance Expenses	- 208,943	- 208,943	- 104,482	- 116,949	12,467	-11.9%
Loss on Asset Sales	-	-	-	-	-	
Other Expenditure	- 150,315	- 150,315	- 24,184	- 27,491	3,307	-13.7%
OPERATING EXPENDITURE	- 6,223,991	- 6,223,991	- 1,089,790	- 1,047,464	42,326	3.9%
Net Result	- 26,370	- 26,370	3,654,937	3,749,543	94,606	2.6%
Adjustments for Non-Cash Items						
Depreciation	1,378,259	1,378,259	229,702	263,208	33,506	14.6%
Loss on Asset Disposals	-	-	-	-	-	
(Profit) on Asset Disposals	-	-	-	-	-	
Provisions and Accruals	-	-	-	-	-	
	1,378,259	1,378,259	229,702	263,208	33,506	14.6%
Net Result before funding and Capex items	1,351,888	1,351,888	3,884,639	4,012,752	128,113	3.3%
Capital Income and Expenditure						
Non-operating Grants & contributions	762,767	762,767	100,930	573,700	472,770	-468.4%
Purchase Land & Buildings	- 404,641	- 404,641	- 17,444	- 371,776	354,332	-2031.3%
Purchase Plant & Equipment	- 322,344	- 322,344	- 61,916	-	61,916	100.0%
Purchase Roads, Streets & Bridges	- 1,029,551	- 1,029,551	- 81,782	- 2,136	79,646	97.4%
Purchase Other Infrastructure	- 156,569	- 156,569	- 26,094	- 10,328	15,766	60.4%
Proceeds from Asset Sales	384,000	384,000	-	-	-	
Net Capital Items	- 766,338	- 766,338	- 86,306	189,460	275,766	319.5%
Funding Items						
Proceeds from New loans	-	-	-	-	-	
Repayment of Loan Principal	- 301,130	- 301,130	- 25,094.17	- 29,935	4,841	
Self Supporting Loan Principal Income	-	-	-	-	-	
Total Funding Items	- 301,130	- 301,130	- 25,094	- 29,935	4,841	
Reserve Items						
Transfers to Reserves	- 56,109	- 56,109	-	-	-	
Transfers from Reserves	-	-	-	-	-	
Net Reserve movement	- 56,109	- 56,109	-	-	-	
Closing Funding Surplus (Deficit)	228,311	228,311	3,773,239	4,172,277	399,038	10.6%

SHIRE OF BODDINGTON							
STATEMENT OF COMPREHENSIVE INCOME BY NATURE/TYPE							
For the period ended							
31-Aug-16							
	2016/17 Budget			Actual	Variance	% Variance	
	Approved	Current	YTD	YTD	YTD	YTD	
Revenue							
Rates	4,106,113	4,106,113	4,106,113	4,084,430	- 21,683	-0.5%	
Operating Grants, Subsidies and Contributions	736,081	736,081	244,698	161,455	- 83,243	-34.0%	
Fees and Charges	1,050,142	1,050,142	351,508	320,357	- 31,151	-8.9%	
Interest Earnings	131,797	131,797	21,964	20,671	- 1,293	-5.9%	
Other Revenue	173,487	173,487	20,444	43,119	22,675	110.9%	
OPERATING INCOME	6,197,620	6,197,620	4,744,727	4,630,032	- 114,695	-2.4%	
Expenses							
Employee Costs	- 2,518,897	- 2,518,897	- 408,765	- 361,581	47,184	11.5%	
Materials and Contracts	- 1,532,789	- 1,532,789	- 254,842	- 216,824	38,018	14.9%	
Utility Charges	- 313,669	- 313,669	- 58,103	- 48,303	9,800	16.9%	
Depreciation on Non-Current Assets	- 1,378,259	- 1,378,259	- 229,702	- 263,208	- 222	-0.1%	
Interest Expenses	- 121,119	- 121,119	- 9,712	- 13,108	- 3,396	-35.0%	
Insurance Expenses	- 208,943	- 208,943	- 104,482	- 116,949	- 12,467	-11.9%	
Other Expenditure	- 150,315	- 150,315	- 24,184	- 27,493	- 3,309	-13.7%	
OPERATING EXPENDITURE	- 6,223,991	- 6,223,991	- 1,089,790	- 1,047,466	42,324	3.9%	
Net Result before Capital Income	- 26,370	- 26,370	3,654,937	3,582,565	- 72,372	-2.0%	
Non-Op. Grants, Subsidies and Contributions	762,767	762,767	100,930	573,700	472,770	468.4%	
Profit on Asset Disposals	-	-	-	-	-		
Loss on Asset Disposals	-	-	-	-	-	#DIV/0!	
OTHER	762,767	762,767	100,930	573,700	472,770	468.4%	
NET RESULT	736,397	736,397	3,755,867	4,156,265	400,398	10.7%	
Other Comprehensive Income							
Changes on Revaluation of Non-Current Assets	- 64,500	- 64,500	-	-	-		
Total Other Comprehensive Income	- 64,500	- 64,500	-	-	-		
TOTAL COMPREHENSIVE INCOME	671,897	671,897	3,755,867	4,156,265	400,398	10.7%	

STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM
For the period ended

31-Aug-16

	2016/17 Budget			Actual	Variance	% Variance
	Approved	Current	YTD	YTD	YTD	YTD
Revenue						
Governance	4,554,904	4,554,904	4,208,725	4,202,599	-	-0.1%
General Purpose Funding	71,905	71,905	10,012	25,870	15,858	158.4%
Law, Order, Public Safety	291,921	291,921	159,318	882	-158,436	-99.4%
Health	29,770	29,770	4,958	2,748	-2,210	-44.6%
Education and Welfare	410,949	410,949	66,620	49,373	-17,247	-25.9%
Housing	20,073	20,073	3,342	8,223	4,881	146.0%
Community Amenities	286,608	286,608	229,106	228,879	-	-0.1%
Recreation and Culture	79,548	79,548	6,060	9,790	3,730	61.5%
Transport	103,961	103,961	52	68,100	68,048	130861.5%
Economic Services	268,758	268,758	43,332	28,569	-14,763	-34.1%
Other Property and Services	79,225	79,225	13,202	4,999	-8,203	-62.1%
	6,197,620	6,197,620	4,744,727	4,630,032	-114,695	-2.4%
Expenses excluding Finance Costs						
Governance	40,376	40,376	-	2,147	24,722	92.0%
General Purpose Funding	2,638	2,638	438	11,190	10,752	-2454.8%
Law, Order, Public Safety	515,359	515,359	87,535	91,475	3,940	-4.5%
Health	232,341	232,341	40,673	44,936	4,263	-10.5%
Education and Welfare	625,073	625,073	104,327	83,271	21,056	20.2%
Housing	35,387.67	35,387.67	2,834.00	4,200.00	1,366	-48.2%
Community Amenities	688,702	688,702	113,753	112,346	1,407	1.2%
Recreation and Culture	1,191,045	1,191,045	206,408	195,319	11,089	5.4%
Transport	2,520,350.40	2,520,350.40	416,689.00	434,620.14	17,931	-4.3%
Economic Services	425,782	425,782	73,240	106,730	33,490	-45.7%
Other Property and Services	22,656	22,656	12,980	43,476	56,456	434.9%
	6,102,871	6,102,871	1,080,078	1,034,359	45,719	4.2%
Finance Costs						
Governance	40,510	40,510	6,750	3,597	3,153	46.7%
General Purpose Funding	-	-	-	-	-	
Law, Order, Public Safety	-	-	-	-	-	
Health	-	-	-	-	-	
Education and Welfare	11,067	11,067	-	599	599	#DIV/0!
Housing	35,389	35,389	2,107	4,200	2,093	-99.3%
Community Amenities	-	-	-	-	-	
Recreation and Culture	33,106	33,106	855	4,484	3,629	-424.4%
Transport	1,048	1,048	-	227	227	#DIV/0!
Economic Services	-	-	-	-	-	
Other Property and Services	-	-	-	-	-	
	121,119	121,119	9,712	13,108	3,396	-35.0%
Net Result before Capital Income	26,370	26,370	3,654,937	3,582,565	65,580	
Non Operating Grants, Subsidies and Contributions						
Law, Order, Public Safety	-	-	-	-	-	
Education and Welfare	-	-	-	300,000	300,000	#DIV/0!
Recreation and Culture	30,000	30,000	-	152,500	152,500	
Transport	732,767	732,767	100,930	121,200	20,270	20.1%
Economic Services	-	-	-	-	-	#DIV/0!
Other Property and Services	-	-	-	-	-	
	762,767	762,767	100,930	573,700	472,770	468.4%
Other Comprehensive Income						
Changes on Revaluation of Non-Current Assets	64,500	64,500	-	-	-	
TOTAL COMPREHENSIVE INCOME	671,897	671,897	3,755,867	4,156,265	400,398	10.7%

SHIRE OF BODDINGTON RATE SETTING STATEMENT For the period ended							31-Aug-16
	Approved	2016/17 Budget Current	YTD	Actual YTD	Variance YTD	% Variance YTD	
Revenue							
Operating Grants, Subsidies and Contributions	736,081	736,081	244,698	161,455 -	83,243	-34.0%	
Fees and Charges	1,050,142	1,050,142	351,508	320,357 -	31,151	-8.9%	
Interest Earnings	131,797	131,797	21,964	20,671 -	1,293	-5.9%	
Other Revenue	173,487	173,487	20,444	43,119	22,675	110.9%	
Profit from Asset Sales	-	-	-	-	-	-	
Total Operating Revenue excluding Rates	2,091,507	2,091,507	638,614	545,603 -	93,012	-14.6%	
Expenses							
Employee Costs	- 2,518,897 -	- 2,518,897 -	- 408,765 -	- 361,581 -	- 47,184 -	- 11.5%	
Materials and Contracts	- 1,532,789 -	- 1,532,789 -	- 254,842 -	- 216,824 -	- 38,018 -	- 14.9%	
Utility Charges	- 313,669 -	- 313,669 -	- 58,103 -	- 48,303 -	- 9,800 -	- 16.9%	
Depreciation on Non-Current Assets	- 1,378,259 -	- 1,378,259 -	- 229,702 -	- 263,208 -	- 33,506 -	- 14.6%	
Interest Expenses	- 121,119 -	- 121,119 -	- 9,712 -	- 13,108 -	- 3,396 -	- 35.0%	
Insurance Expenses	- 208,943 -	- 208,943 -	- 104,482 -	- 116,949 -	- 12,467 -	- 11.9%	
Loss on Asset Sales	-	-	-	-	-	-	
Other Expenditure	- 150,315 -	- 150,315 -	- 24,184 -	- 27,491 -	- 3,307 -	- 13.7%	
Operating Expenditure	- 6,223,991 -	- 6,223,991 -	- 1,089,790 -	- 1,047,464 -	- 42,326 -	- 3.9%	
Operating Result Excluding Rates Income	- 4,132,483 -	- 4,132,483 -	- 451,176 -	- 501,861 -	- 50,686 -	- 11%	
Adjustments for Non-Cash Items							
Depreciation	1,378,259	1,378,259	229,702	263,208	33,506	-14.6%	
(Profit)/Loss on Asset Disposals	-	-	-	-	-	-	
Provisions & Accruals	-	-	-	-	-	-	
	1,378,259	1,378,259	229,702	263,208	33,506	-14.6%	
Capital Income and Expenditure							
Purchase of Capital Expenditure	- 1,913,105 -	- 1,913,105 -	- 187,236 -	- 384,240 -	- 197,004 -	- 105.2%	
Non-operating Grants & contributions	762,767	762,767	100,930	573,700	472,770	-468.4%	
Proceeds from Asset Sales	384,000	384,000	-	-	-	-	
	- 766,338 -	- 766,338 -	- 86,306 -	- 189,460 -	- 275,766 -	- 319.5%	
Funding & Reserve Items							
Proceeds from New loans	-	-	-	-	-	-	
Repayment of Loan Principal	- 301,130 -	- 301,130 -	- 25,094 -	- 29,936 -	- 4,842 -	- 19.3%	
Self Supporting Loan Principal Income	-	-	-	-	-	-	
Transfers to Reserves	- 56,109 -	- 56,109 -	-	-	-	-	
Transfers from Reserves	-	-	-	-	-	-	
	- 357,239 -	- 357,239 -	- 25,094 -	- 29,936 -	- 4,842 -	- 19.3%	
Estimated Surplus/(Deficit) July 1 B/Fd.	-	-	-	166,976 -	166,976	-	
Estimated Surplus/(Deficit) June 30 C/Fd.	228,312	228,312	3,773,239	4,172,277 -	399,038	-	
Amount required from General Rate	- 4,106,114 -	- 4,106,114 -	- 4,106,113 -	- 4,084,430 -	- 21,683 -	- 0.5%	

SHIRE OF BODDINGTON	
STATEMENT OF FINANCIAL POSITION	
For the period ended	31-Aug-16
CURRENT ASSETS	YTD Actual
Cash and Cash Equivalents	\$10,318,130.52
Equity Reserve Investments	\$0
Trade & Other Receivables	\$1,530,417
Inventories	\$2,044
TOTAL CURRENT ASSETS	\$11,850,591
NON CURRENT ASSETS	
Property Plant & Equipment	\$21,588,036
Land Held for Resale	\$272,539
Infrastructure	\$46,015,286
TOTAL NON CURRENT ASSETS	\$67,875,861
TOTAL ASSETS	\$79,726,453
CURRENT LIABILITIES	
Trade & Other Payables	\$189,718
Employee Provisions	\$314,224
Borrowings	\$271,196
Trusts	\$204,327
TOTAL CURRENT LIABILITIES	\$979,464
NON CURRENT LIABILITIES	
Trade & Other Payables - Specific	\$300,000
Borrowings	\$2,505,439
Employee Provisions	\$62,352
TOTAL NON CURRENT LIABILITIES	\$2,867,790
TOTAL LIABILITIES	\$3,847,255
EQUITY	
Retained Earnings	\$28,792,338
Reserves Cash Backed	\$6,800,153
Revaluation Reserve	\$40,286,707
TOTAL EQUITY	\$75,879,198
TOTAL LIABILITIES & EQUITY	\$79,726,453
BALANCE SHEET VARIANCE	\$0.00

LOAN PRINCIPAL REPAYMENTS

COA	Description	IE Summary	Inc/Exp Analysis Summary	Original Budget	Current Budget	YTD Budget	YTD Actual
3042460	PRINCIPAL ON LOAN 105	71	Other Expenses	\$112,455.50	\$112,455.50	\$0.00	\$0.00
2113200	LOAN 106 - REC CENTRE	71	Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00
3074200	PRINCIPAL LOAN 83	71	Other Expenses	\$9,367.50	\$9,367.50	\$0.00	\$4,608.20
3083000	PRINCIPAL ON LOAN 100	71	Other Expenses	\$12,997.00	\$12,997.00	\$0.00	\$0.00
3091402	PRINCIPAL ON LOAN 91	71	Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00
3091460	PRINCIPAL ON LOAN 94	71	Other Expenses	\$11,107.00	\$11,107.00	\$0.00	\$0.00
3091470	PRINCIPAL ON LOAN 97	71	Other Expenses	\$11,264.00	\$11,264.00	\$0.00	\$0.00
3113046	PRINCIPAL - LOAN 103	71	Other Expenses	\$51,216.00	\$51,216.00	\$0.00	\$25,326.79
3113048	PRINCIPAL - LOAN 106 REC CENTRE	71	Other Expenses	\$54,025.00	\$54,025.00	\$0.00	\$0.00
3121100	PRINCIPAL LOAN 102	71	Other Expenses	\$38,698.00	\$38,698.00	\$0.00	\$0.00
TOTAL				\$301,130.00	\$301,130.00	\$0.00	\$29,934.99

NET CURRENT ASSET POSITION - RECONCILIATION

	2016/17 Budget		Actual
	Approved	Current	YTD
NCA Items from Statement of Financial Activity			
Current Assets	3,156,683	3,156,683	3,945,688
Less: Current Liabilities	-	819,828	59,611
Net Current Assets	2,336,855	2,336,855	4,005,299
REPRESENTED BY - (From Financial Position) Movement			
Net Current Assets			4,005,299
REPRESENTED BY - (From Rate Setting Statement) Movement			
Opening Surplus Position			166,976
Closing Surplus Position			4,172,275
Net Current Assets			4,005,299

SHIRE OF BODDINGTON

Printed : at 2:46 PM on 6/09/2016

SHIRE OF BODDINGTON						
CAPITAL EXPENDITURE BY ASSET CLASS						
For the period ended						
COA	Description	Asset Type	Original Budget	Current Budget	YTD Budget	YTD Actual
31-Aug-16						
3042202	EXISTING BUILDINGS 16/17	Land & Buildings	104,641	104,641	17,444	-
3113200	RECREATION CENTRE	Land & Buildings	-	-	-	358,396
3135202	LAND PURCHASE	Land & Buildings	300,000	300,000	-	-
3132008	VISITOR CENTRE	Land & Buildings	-	-	-	13,380
		Land & Buildings Total	404,641	404,641	17,444	371,776
3102201	NEW REFUSE SITE	Other Infrastructure	31,000	31,000	5,166	9,871
3105050	OVALS PARKS & CEMETERIES	Other Infrastructure	83,713	83,713	13,952	457
3053025	INFRASTRUCTURE OTHER	Other Infrastructure	41,856	41,856	6,976	-
		Other Infrastructure Total	156,569	156,569	26,094	10,328
3042209	COMPUTER EQUIPMENT	Plant & Equip	62,785	62,785	41,438	-
3042208	OFFICE EQUIPMENT	Plant & Equip	20,928	20,928	13,812	-
3123466	PNEUMATIC TYRED ROLLER	Plant & Equip	162,237	162,237	-	-
3127025	WATER TANKS - PLANT & EQUIPMENT	Plant & Equip	7,773	7,773	-	-
3121066	TORO RIDE ON MOWER	Plant & Equip	28,621	28,621	-	-
3139302	MINOR CAPITAL ITEMS	Plant & Equip	40,000	40,000	6,666	-
		Plant & Equip Total	322,344	322,344	61,916	-
3121086	Main Roads Bridge Program	Roads Infrastructure	42,500	42,500	-	-
3121090	ROADS TO RECOVERY	Roads Infrastructure	302,582	302,582	50,430	-
3121705	MAIN STREET UPGRADE	Roads Infrastructure	132,563	132,563	22,094	-
3121700	COMMODITY GRANT CAPITAL EXPENSE	Roads Infrastructure	55,550	55,550	9,258	-
3121800	ROAD CONST. - RRG	Roads Infrastructure	454,500	454,500	-	2,136
3121803	FOOTPATHS	Roads Infrastructure	41,856	41,856	-	-
		Roads Infrastructure Total	1,029,551	1,029,551	81,782	2,136
	Grand Total		1,913,105	1,913,105	187,236	384,240

CAPITAL EXPENDITURE - EXISTING BUILDINGS - By JOBS

31/08/2016

Job	Description	Original Budget	Current Budget	YTD Budget	YTD Actual
BAC1999	Bannister Road Shire Office - Capital	2,100	2,100	350	-
BCC1028	Pollard Street Child Care Centre - Capital	8,700	8,700	1,450	-
BCC1029	Johnstone Street Community Newspaper - Capital	4,650	4,650	776	-
BCC2999	Bannister Road - Caravan Park Caretaker Residence - Capital	3,900	3,900	650	-
BDC1015	Farmer Ave - Depot Lunch Room - Capital	600	600	100	-
BFC1039	Wurraming Ave - Foreshore Toilet Block - Capital	2,100	2,100	350	-
BIC1024	Hotham Street Ic Unit 1 - Capital	1,331	1,331	222	-
BIC2024	Hotham Street Ic Unit 2 - Capital	1,331	1,331	222	-
BIC3024	Hotham Street Ic Unit 3 - Capital	1,331	1,331	222	-
BIC4024	Hotham Street Ic Unit 4 - Capital	1,332	1,332	222	-
BMC1024	Hotham Street Medical Centre - Capital	1,500	1,500	250	-
BOC1025	Forrest Street Old School - Main Classroom - Capital	1,500	1,500	250	-
BOC4025	Forrest Street Old School Toilets - Capital	16,000	16,000	2,666	-
BPC1999	Bannister Road Public Toilets - Capital	900	900	150	-
BRC1025	Forrest Street Retirement Unit 1 - Capital	225	225	38	-
BRC2025	Forrest Street Retirement Unit 2 - Capital	225	225	38	-
BRC3025	Forrest Street Retirement Unit 3 - Capital	225	225	38	-
BRC4025	Forrest Street Retirement Unit 4 - Capital	225	225	38	-
BSC1027	27 Hill Street (Staff Housing) - Capital	1,370	1,370	228	-
BSC1028	Pollard Street Swimming Pool Ablutions - Capital	900	900	150	-
BSC1029	Johnstone Street 25 (Staff Housing) - Capital	12,990	12,990	2,166	-
BSC1045	Pecan Place 3 (Staff Housing) - Capital	900	900	150	-
BSC1050	Prussian Way 20 (Staff Housing) - Capital	4,300	4,300	716	-
BSC1054	Blue Gum Close 16 (Staff Housing) - Capital	3,900	3,900	650	-
BSC1063	Club Drive Sporting Complex - Capital	1,500	1,500	250	-
BSC2029	Johnstone Street 46 (Staff Housing) - Capital	900	900	150	-
BSC2054	Blue Gum Close 16 (Staff Housing) - Capital	7,300	7,300	1,216	-
BSC3028	Pollard Street Swimming Pool Kiosk/Pump Room - Capital	4,675	4,675	780	-
BTC1029	Johnstone Street Town Hall - Capital	16,200	16,200	2,700	-
BWC1013	Robins Road Waste Site Office - Capital	600	600	100	-
BYC1999	Bannister Road Youth Centre - Capital	931	931	156	-
TOTAL EXISTING BUILDINGS		\$104,641.00	\$104,641.00	\$17,444.00	\$0.00

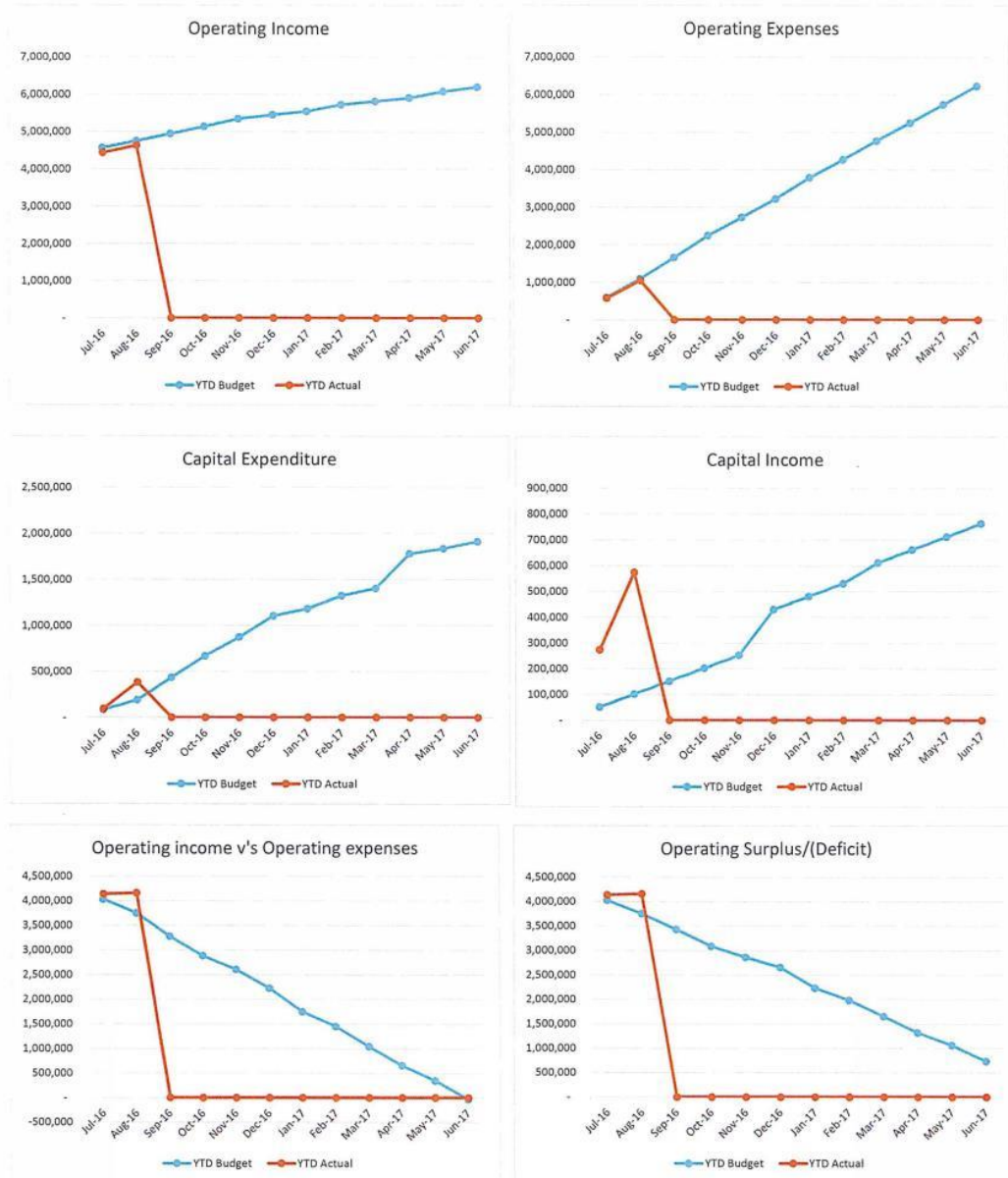
REPRESENTED BY:

COA

3042022 EXISTING BUILDINGS 16/17	104,641	104,641	17,444	-
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SHIRE OF BODDINGTON
GRAPHICAL DISCLOSURE OF FINANCIAL PERFORMANCE
For the period ended

31-Aug-16



8.2.2 List of Payments – August 2016

Disclosure of Interest: Nil
Date: 13 September 2016
Author: J Rendell
Attachments: 8.5.1A List of Payments

Summary

The Local Government (Financial Management) Regulations 1996 require the preparation of a List of Payments made from the Council's bank accounts.

Background

A list of the payments made in each month is to be prepared and presented to a meeting of Council in the following month.

This list of payments is to be reviewed by Council separately from the monthly financial statements. This will ensure that the requirement of the Financial Regulations for the list of payments made in one month to be presented to the Council meeting in the following month, will be met even if the financial statements are not presented to that meeting.

Councillors have the opportunity to query or inspect invoices before the meeting to satisfy themselves before the item comes before Council.

Comment

The List of Payments for the month of August 2016 is presented in Attachment 8.2.2A.

Statutory Environment

Local Government (Financial Management) Regulations 1996

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –
 - (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing –
 - (a) for each account which requires council authorisation in that month –
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under subregulation (1) or (2) is to be –
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Policy Implications - Nil

OFFICER'S RECOMMENDATION – 8.2.2

COUNCIL RESOLUTION

72/16

Moved Cr Collins

That Council adopts the list of payments for the period ending August 2016; at Attachment 8.2.2A

Seconded

Cr Crilly

Carried

7/0

LIST OF PAYMENTS - AUGUST 2016				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
1128	10-08-2016	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY JULY 2016	61.75
1129	10-08-2016	SHIRE OF BODDINGTON	BRB LEVY JULY 2016	53.25
1130	10-08-2016	BUILDERS REGISTRATION BOARD OF WA	BRB LEVY JULY 2016	5,752.99
TOTAL TRUST				5,867.99
EFT16424	01-08-2016	MOORE CONSTRUCTIONS (WA) PTY LTD	PROGRESS CLAIM 1 - BODDINGTON RECREATION CENTRE	384,178.62
EFT16425	03-08-2016	CROSSMAN HOT WATER & PLUMBING	NEW HWS - CARAVAN PARK	3,778.50
EFT16426	03-08-2016	BODDINGTON TYRE SERVICE	INNER TUBE - ROLLER BT005	25.00
EFT16427	03-08-2016	CATHERINE FRANCES WILLIAMS	STAFF REIMBURSEMENT	52.60
EFT16428	03-08-2016	COURIER AUSTRALIA TOLL IPEC	COURIER CHARGES	312.79
EFT16429	03-08-2016	PACIFIC BRANDS WORKWEAR GROUP	STAFF UNIFORMS - D. TAYLOR	564.30
EFT16430	03-08-2016	COUNTRY SPARKY SERVICES	REPAIRS - FORESHORE LIGHTS	3,719.87
EFT16431	03-08-2016	COALCLIFF PLANT HIRE & CIVIL CONTRACTING	HIRE ROLLER - HARVEY QUINDANNING ROAD	544.50
EFT16432	03-08-2016	WATERLOGIC AUSTRALIA PTY LTD	WATER UNITS RENTAL	352.00
EFT16433	03-08-2016	KATRINA FAY & NEIL ROSS DYSON	STAFF REIMBURSEMENT	161.02
EFT16434	03-08-2016	PERTH SAFETY PRODUCTS PTY LTD	PVC GUIDE POSTS	5,500.00
EFT16435	03-08-2016	TODAY'S BUILDING SERVICES PTY LTD	50% PAYMENT - PROPOSED VISITOR CENTRE	990.00
EFT16436	03-08-2016	JULIE HIMING	STAFF REIMBURSEMENT	52.60

LIST OF PAYMENTS - AUGUST 2016				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16437	03-08-2016	KATHRYN JANE BARR	STAFF REIMBURSEMENT	135.60
EFT16438	03-08-2016	AVON WASTE	RUBBISH BIN COLLECTION SERVICE	5,592.68
EFT16439	11-08-2016	T-QUIP	BLADES - TORO MOWER 1DFN696	299.25
EFT16440	11-08-2016	AUSTRALIA POST ACCOUNTS RECEIVABLE	MONTHLY POSTAGE CHARGES ON ACCOUNT	1,185.49
EFT16441	11-08-2016	ALLAN PETER ROBINSON	FREIGHT CHARGES	231.00
EFT16442	11-08-2016	BODDINGTON TYRE SERVICE	NEW TYRE - ROLLER BT005	1,051.00
EFT16443	11-08-2016	ABCO PRODUCTS PTY LTD	COMMERCIAL CLEANING SUPPLIES	439.80
EFT16444	11-08-2016	BODDINGTON HARDWARE & NEWSAGENCY	LMBG BETTER GROW NPK - PARKS & GARDENS	2,532.42
EFT16445	11-08-2016	PAUL WATSON PATRICK	SERVICE - JD RIDE ON MOWER	282.70
EFT16446	11-08-2016	BODDINGTON IGA	MONTHLY ACCOUNT - SHIRE	248.83
EFT16447	11-08-2016	COURIER AUSTRALIA TOLL IPEC	COURIER CHARGES	10.30
EFT16448	11-08-2016	PACIFIC BRANDS WORKWEAR GROUP	STAFF UNIFORM - P. LANGAN	392.70
EFT16449	11-08-2016	ARCHIVEWISE RECORDS MANAGEMENT	MONTHLY ARCHIVE STORAGE FEES	147.82
EFT16450	11-08-2016	SPYKER TECHNOLOGIES PTY LTD	CCTV MAINTENANCE SERVICE	1,244.87
EFT16451	11-08-2016	WATERMAN IRRIGATION AUSTRALIA	STANDPIPE REMOTE ACCESS CHARGES	125.40
EFT16452	11-08-2016	EMISSION ASSESSMENTS PTY LTD	SAMPLE ANALYSIS - OLD SCHOOL FLOORING	33.00
EFT16453	11-08-2016	BODDINGTON IGA - ELC ACCOUNT	MONTHLY ACCOUNT - ELC	186.81
EFT16455	11-08-2016	BEN PIKE CARPENTRY	FINAL 25% PAYMENT DEMOLITION WORKS - DIALYSIS ROOM	3,556.85
EFT16456	11-08-2016	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT COLLECTION FEES	2,430.66
EFT16457	11-08-2016	PETER CUPITT	STAFF REIMBURSEMENT	80.89

LIST OF PAYMENTS - AUGUST 2016				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16458	11-08-2016	PRO-MET EXPRESS	DELIVERY CHARGES - LIBRARY	64.35
EFT16459	11-08-2016	GREG DAY MOTORS	MONTHLY FUEL ACCOUNT	7,272.30
EFT16460	11-08-2016	G B GILLESPIE & SONS PTY LTD	STEEL COLUMNS - VISITOR CENTRE	4,833.40
EFT16461	11-08-2016	HEALTH AUTH. ANALYTICAL COMMITTEE	ANALYTICAL SERVICES	624.03
EFT16462	11-08-2016	CEMETERIES & CREMATORIA ASSOC. WA	ANNUAL MEMBERSHIP RENEWAL	115.00
EFT16463	11-08-2016	BODDINGTON STORE	MONTHLY STATIONERY ACCOUNT	258.45
EFT16464	26-08-2016	P & D SULLIVAN	HIRE OF SEMI TRAILER SIDE TIPPER AT REFUSE SITE	8,294.00
EFT16465	26-08-2016	BODDINGTON MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL REPORT K. O'CALLAGHAN 13/07/2016	224.80
EFT16466	26-08-2016	LOCAL GOVERNMENT MANAGERS AUSTRALIA (LGMA)	LGMA SUBSCRIPTION 2016/17 FOR CEO	513.00
EFT16467	26-08-2016	OFFICEWORKS BUSINESS DIRECT	CONTACT SELF ADHESIVE COVERING 450MM X 15M	53.51
EFT16468	26-08-2016	ADVANTAGE PEST CONTROL	ALL COUNCIL BUILDINGS - SPIDER SPRAY	7,653.80
EFT16469	26-08-2016	EDGE PLANNING & PROPERTY	TOWN PLANNING SERVICES FEE	3,510.37
EFT16470	26-08-2016	PORTER CONSULTING ENGINEERS	RANFORD WATER CONSULTING.	2,750.00
EFT16471	26-08-2016	WA RANGERS ASSOCIATION INC	WA RANGERS ASSOCIATION CONFERENCE 2016 - LEE LEWIS	470.00
EFT16472	26-08-2016	BAILEYS FERTILISERS	PALLET OF 50 BAG 20 KG GRANULATED FERTILISER 3.1.1	2,332.00
EFT16473	26-08-2016	ALINTA SALES	ELECTRICITY CHARGES CARAVAN PARK	1,972.81
EFT16474	26-08-2016	COURIER AUSTRALIA TOLL IPEC	COURIER CHARGES ABCO 18/08/2016 CLEANING SUPPLIES PO#6234	29.56
EFT16475	26-08-2016	PACIFIC BRANDS WORKWEAR GROUP	STAFF UNIFORMS - N. BLAIR	63.80
EFT16476	26-08-2016	BODDINGTON MOTEL	ACCOMMODATION TEMP MANAGER FINANCIAL.	990.00

LIST OF PAYMENTS - AUGUST 2016				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16477	26-08-2016	STATE LIBRARY OF WESTERN AUSTRALIA	LOST & DAMAGED BOOKS PROCESS 2016/17	346.50
EFT16478	26-08-2016	BODDINGTON MINI SKIPS	293 X STREET BIN COLLECTION SERVICE JULY 2016	3,361.64
EFT16479	26-08-2016	SIMON'S MARKET CAFE	LUNCH FOR 18 PEOPLE FOR THE DFES GROUND CONTROL COURSE 19/08/2016	170.00
EFT16480	26-08-2016	LITTLE ENVY CAFE	VENUE HIRE AND CATERING FOR MARKETING WORKSHOP 11/08/2016	300.00
EFT16481	26-08-2016	HOTHAM WILLIAMS ECONOMIC DEVELOPMENT ALLIANCE INC	SEED FUNDING 1/3RD CONTRIB FOR SELF-DRIVE TRAIL PROJECT	5,000.00
EFT16482	26-08-2016	CLARKEYS CARPENTRY	EXTEND DOWN PIPE UNIT 2 IC UNITS	126.50
EFT16483	26-08-2016	EARLY CHILDHOOD AUSTRALIA	PD BOOKS WITH LDCPDF	1,071.60
EFT16484	26-08-2016	MARKETFORCE PTY LTD	ADVERT FOR SALE OF 25 JOHNSTONE ST IN WEST AUSTRALIAN 20/07/16	268.96
EFT16485	26-08-2016	MICHAEL PAGE INTERNATIONAL	RELIEF MANAGER FINANCIAL SERVICES.	6,293.64
EFT16486	26-08-2016	DMC CLEANING CORPORATION PTY LTD	MONTHLY CLEANING ADMIN OFFICE 35% FOR JULY 2016	12,135.38
EFT16487	26-08-2016	RISE 365	DELIVERY MARKETING WORKSHOP AT LITTLE ENVY CAFÉ.	2,200.00
EFT16488	26-08-2016	CREATIVE SPACES	PHASE 1 & PHASE 2 VISITOR CTR (GRANT FUNDING - \$46K)	3,634.40
EFT16489	26-08-2016	JOHN ROBERT ALLERT (RENTAL PROPERTY)	MONTHLY RENT FOR 26A HOTHAM AVE FOR SEP 2016	1,083.33
EFT16490	26-08-2016	ANTHONY THOMAS KIRKBY	BLACK COCKATOO HABITAT SURVEY AT PROPOSED WATER PIPELINE, RANFORD TO BODDINGTON.	1,155.05
EFT16491	26-08-2016	TAMSIN HODDER	REIMBURSE FOR MEALS TRELIS TRAINING 07 - 12/08/2016	365.88
EFT16492	26-08-2016	JULIE MCNAMARA	REIMBURSE FOR WORKING WITH CHILDREN CARD J. MCNAMARA 12/07/2016	83.00
EFT16493	26-08-2016	RAMM SOFTWARE PTY LTD	ANNUAL ROMANS II SUBSCRIPTION FEE 01/07/2016 TO 30/06/2017	6,046.45
EFT16494	26-08-2016	AVON WASTE	823 X RECYCLE BIN COLLECTION FOR 02 AUG 2016	5,605.34

LIST OF PAYMENTS - AUGUST 2016				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16495	26-08-2016	GREG DAY MOTORS	RELOCATE ABANDONED VEHICLES AT NBG INTO COMPOUND PENDING SALE OR RETURN	640.00
EFT16496	26-08-2016	IT VISION	ANNUAL LICENCE FEE 2016/17 FOR IT VISION SOFTWARE SYSTEM FOR 15 USERS & SYNERGYSOFT DATABASE WORKGROUP EDITION	34,337.33
EFT16497	26-08-2016	JASON SIGN MAKERS	RED COLOURED CRAKBAK METAL DELINEATORS (100mm X 50mm)	880.00
EFT16498	26-08-2016	WILSONS SIGN SOLUTIONS	SUPPLY GOLD LETTERING FOR HONOURBOARD	222.75
EFT16499	26-08-2016	AUSTRALIAN TAXATION OFFICE	BAS JULY 2016	46,769.00
EFT16500	26-08-2016	SHIRE OF MURRAY	CONTRIBUTION TO UPGRADE WHEELER AIRPORT FOR FIRE OPERATIONS ACCESS	11,000.00
17545	03-08-2016	SHIRE OF BODDINGTON	BUILDING FEES - VISITOR CENTRE	760.00
17546	05-08-2016	WATER CORPORATION	RATES REFUND FOR ASSESSMENT A25 95 GOLD MINE (SOLDIERS) ROAD BODDINGTON 6390	1,128.15
17547	26-08-2016	DAVID RAYMOND DADD	REFUND DOG REGISTRATION FEE FOR MUNCHKIN MAGNOLIA TAG 18036AS PER DCCS. ADVISED DOG IS DECEASED ON 23/03/2016	40.00
17548	26-08-2016	AUSTRALIAN COMM. & MEDIA AUTHORITY	LICENCE RENEWAL FEE FOR LICENCE #1188526/1 BROADCASTING/RETRANSMISSION AT MT PLEASANT TO 20/08/2017	43.00
17549	26-08-2016	BRETT LEONARD KEEFE	CROSSOVER CONTRIBUTION FOR 17A BANNISTER RD B & E KEEFE	630.00
DD9161.1	01-08-2016	KLEENHEAT GAS	BULK GAS - CARAVAN PARK	654.06
DD9161.2	01-08-2016	SYNERGY	ELECTRICITY CHARGES - TV TOWER	414.80
DD9161.3	01-08-2016	TELSTRA	MOBILE PHONE CHARGES - SES	131.78
DD9161.4	01-08-2016	WATER CORPORATION	WATER CHARGES - 25 JOHNSTONE STREET	1,900.90
DD9161.5	01-08-2016	WESTNET	INTERNET CHARGES - MEDICAL CENTRE	39.95
DD9165.1	01-08-2016	NAB BUSINESS VISA	CREDIT CARD PURCHASES JULY 2016	3,928.34
DD9169.1	03-08-2016	SYNERGY	ELECTRICITY CHARGES - BMO SHED	17.40

LIST OF PAYMENTS - AUGUST 2016				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD9169.2	03-08-2016	PRINTSYNC BUSINESS SOLUTIONS	COPIER CHARGES - RECEPTION	1,838.25
DD9169.3	03-08-2016	WATER CORPORATION	WATER CHARGES - TOWN HALL	6,919.52
DD9171.1	04-08-2016	WESTNET	INTERNET CHARGES - POOL & SHIRE	169.90
DD9171.2	04-08-2016	SYNERGY	ELECTRICITY CHARGES - SHIRE OFFICE	1,875.20
DD9171.3	04-08-2016	WATER CORPORATION	WATER CHARGES - CEMENT WORKS	498.19
DD9174.1	05-08-2016	MOTORPLAN PTY LTD	CEO VEHICLE LEASE 1EXP571	1,885.66
DD9177.1	08-08-2016	TELSTRA	MOBILE PHONE CHARGES - SHIRE	650.55
DD9177.2	08-08-2016	WATER CORPORATION	TRADE WASTE WATER - CARAVAN PARK	688.38
DD9182.1	14-08-2016	WA LOCAL GOVERNMENT SUPER	Superannuation contributions	11,296.68
DD9182.2	14-08-2016	WILLIAM KELVIN WALDOCK	Superannuation contributions	865.17
DD9182.3	14-08-2016	REST SUPERANNUATION FUND	Superannuation contributions	285.51
DD9182.4	14-08-2016	AMP RETIREMENT SAVINGS ACCOUNT	Superannuation contributions	128.14
DD9182.5	14-08-2016	AUSTRALIAN SUPER (WESTSCHEME)	Superannuation contributions	964.76
DD9182.6	14-08-2016	PRIME SUPER PTY LTD	Superannuation contributions	194.99
DD9182.7	14-08-2016	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	215.21
DD9182.8	14-08-2016	POLARIS HEIGHTS INDIA BLUE SUPER FUND	Superannuation contributions	104.11
DD9182.9	14-08-2016	BT SUPER FOR LIFE	Superannuation contributions	118.60
DD9184.1	15-08-2016	CANON FINANCE	KYOCERA TA3501i MONTHLY LEASE	157.30
DD9184.2	17-08-2016	TELSTRA	PHONE CHARGES - SES LANDLINES	236.07
DD9186.1	22-08-2016	BOC GASES - BOC ACCOUNT PROCESSING	GAS CONTAINER FEES	22.31
DD9186.2	22-08-2016	SYNERGY	ELECTRICITY CHARGES - STREET LIGHTS	3,081.00

LIST OF PAYMENTS - AUGUST 2016				
CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD9186.3	22-08-2016	TELSTRA	PHONE CHARGES - EHO RESIDENCE	41.54
DD9189.1	24-08-2016	TELSTRA	PHONE CHARGES - SHIRE ADMIN	1,620.17
DD9191.1	25-08-2016	TELSTRA	PHONE CHARGES - LICENSING	24.95
DD9194.1	28-08-2016	WA LOCAL GOVERNMENT SUPER	Superannuation contributions	11,530.01
DD9194.2	28-08-2016	WILLIAM KELVIN WALDOCK	Superannuation contributions	865.17
DD9194.3	28-08-2016	REST SUPERANNUATION FUND	Superannuation contributions	296.06
DD9194.4	28-08-2016	AMP RETIREMENT SAVINGS ACCOUNT	Superannuation contributions	128.14
DD9194.5	28-08-2016	AUSTRALIAN SUPER (WESTSCHEME)	Superannuation contributions	953.58
DD9194.6	28-08-2016	PRIME SUPER PTY LTD	Superannuation contributions	194.99
DD9194.7	28-08-2016	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	215.21
DD9194.8	28-08-2016	POLARIS HEIGHTS INDIA BLUE SUPER FUND	Superannuation contributions	106.78
DD9194.9	28-08-2016	BT SUPER FOR LIFE	Superannuation contributions	87.39
DD9196.1	29-08-2016	TELSTRA	STREET WI-FI	135.00
DD9198.1	30-08-2016	KLEENHEAT GAS	CYLINDER SERVICE FEE - 4/3 FORREST ST	69.30
DD9198.2	30-08-2016	SYNERGY	ELECTRICITY CHARGES - CENTRAL PARK	15.20
DD9200.1	31-08-2016	TELSTRA	MOBILE PHONE CHARGES - SES	129.90
DD9200.2	31-08-2016	NAB BUSINESS VISA	CREDIT CARD PURCHASES	5,856.11
TOTAL MUNICIPAL				669,890.39
TOTAL PAYMENTS				675,758.38

8.2.3 Depreciation Rates

File Ref. No: ADM 0104
Disclosure of Interest: Nil
Date: 12th September 2016
Author: James Rendell
Attachments: 8.2.3A Depreciation Policy

Summary

Council's policy on depreciation rates requires amendment to reflect the prevailing situation and is presented for endorsement.

Background

Council endorses many policies during a year. In some instances, policies need to be altered to reflect the prevailing situation. The current depreciation rates policy does not fully comply with the Australian Accounting Standards and is out of date particularly in light of the fair value regime and components of assets. There are a number of changes that need to be endorsed by Council that are based around expected lives of long lived assets. These depreciation rates have been applied in the annual financial accounts for year ended 30 June 2016 as submitted to the auditors and in the 2016/17 Budget.

Comment

The current depreciation policy for land and buildings, infrastructure and roads does not reflect the asset component lives in accordance with the Australian Accounting Standards. The revised rates have been applied in the 2016/17 budget and the annual accounts year ended June 2016, these are outlined below:

- Buildings – the policy needs to reflect componentisation of the building assets into components whereby the asset lives of those components differ and an average life of the building distorts the consumption or depreciation of the asset. The building assets have therefore been identified into four main components being:
 - External Structure which has a very long depreciable life has been written off over 100 years with a depreciation rate of 1% annually
 - Fit out which comprises of floor coverings, blinds etc. has only a life of 10 years and therefore a depreciation rate of 10% annually
 - Mechanicals which comprises of air conditioning units and whitegoods such as stoves, hot water services and the like has an expected life of 12 years and therefore a depreciation rate of 8.25% annually
 - External roofing structure which comprises of roof surface including roof supporting structure has an expected life of 20 years and therefore a depreciation rate of 5% annually.

It is further advised that as the fair value regime progresses (requires revaluation again during the 2016/17 year), further refinement to building assets is expected, and this may cause future depreciation policy changes, especially as Council embarks on an effective asset management program.

- Roads infrastructure – the policy needs to reflect componentisation of the road assets into components whereby the asset lives of those components differ and an

average life of the asset distorts the consumption or depreciation of the asset. The road assets have therefore been identified into the following:

- Sealed Roads, with formation pavement and surface components
- Unsealed Roads, with formation and surface components

The depreciation policy needs to reflect the prevailing circumstances that may arise so that the true depreciated position is reflected in the accounts and 2015/16 Annual Report.

The proposed depreciation rates policy is at Attachment 8.2.4A with text to be deleted in strikethrough and recommended adjustment in red. The amendment only refers to plant and equipment.

Strategic Implications

Policy provides direction to staff from Council on the handling and dealing with many issues rather than Council direction on individual matters being required.

Statutory Environment – Nil

Policy Implications

At the Ordinary meeting of September 2014, Council adopted the current policy (resolution 126/14) as per attachment 10.1.2A.

09.2 DEPRECIATION RATES

Policy Statement:

That Council adopt the following depreciation rates:

- Buildings 40-50 years
- Furniture and Equipment ~~5~~1-12 years
- Plant & Equipment ~~5~~1-15 years
- Sealed Roads and Streets
 - Clearing and earthworksNot depreciated
 - Construction/Road Base 50 Years
 - Original surfacing and major re-surfacing
 - Bituminous seals 12 Years
 - Asphalt surfaces 20 years
- Gravel Roads
 - Clearing and earthworksNot depreciated
 - Construction/Road Base 50 Years
 - Gravel Sheet 7 Years
- Formed Roads
 - Clearing and earthworksNot depreciated
 - Construction/Road Base 50 Years.
- Footpaths – Slab 20 Years
- Sewerage Piping 75 Years
- Water Supply Piping and Drainage systems75 years

That Council only capitalises assets with the following values:

- Buildings \$3,000

• Plant & Equipment	\$3,000
• Office Furniture	\$1,000
• Office Equipment	\$1,000
• Tools	\$1,000
• Drainage systems	\$3,000
• Dual Use Paths	\$3,000

Objective:

To establish depreciation rates for determining depreciation values for inclusion in the Annual Statements.

Financial Implications - Nil

Economic Implications - Nil

Social Implications - Nil

Environmental Considerations - Nil

Consultation - Nil

Options

Council can resolve to:

1. Accept the Officer's recommendation; or
2. Not accept the Officer's recommendation, giving reasons.

Voting Requirements - Simple Majority

OFFICER RECOMMENDATION – ITEM 8.2.3

COUNCIL RESOLUTION

73/16

Moved Cr Crilly

That Council adopt the Depreciation Rates Policy included as Attachment 8.2.3A

Seconded

Cr Smart

Carried

7/0

09.2 DEPRECIATION RATES

Policy Statement:

That Council adopt the following depreciation rates:

- Buildings
 - Buildings – external structure 100 years
 - Buildings – roof structure 25 years
 - Buildings – fit out 10 years
 - Buildings – mechanicals 12 years
- Furniture and Equipment 1-12 years
- Plant & Equipment 1-15 years
- Sealed Roads
 - Formation Not depreciated
 - Pavement 75 Years
 - Sealed surface (depending on remaining life) 10 to 30 Years
- Gravel Roads
 - Formation Not depreciated
 - Gravel Surface 6 to 15 Years
- Footpaths – Slab 30 Years
- Sewerage Piping (depending on remaining life) 25 to 75 Years
- Water Supply Drainage (depending on remaining life) 25 to 75 Years

That Council only capitalises assets with the following values:

- Buildings \$3,000
- Plant & Equipment \$3,000
- Office Furniture \$1,000
- Office Equipment \$1,000
- Drainage system \$3,000
- Dual Use Paths \$3,000

Objective:

To establish depreciation rates for determining depreciation values for inclusion in the Annual Statements.

8.3 PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/ BUILDING SURVEYOR:

Nil

8.4 MANAGER WORKS & SERVICES:

Nil

8.5 DIRECTOR CORPORATE & COMMUNITY SERVICES:

8.5.1	Freedom of Information Statement
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File Ref. No:	ADM0113
Disclosure of Interest:	Nil
Date:	5 September 2016
Author:	Grant Bartle
Attachments:	8.5.1A Freedom of Information Statement

Summary

Council is to consider a revised Freedom of Information Statement.

Background

Under the requirements of the *Freedom of Information Act 1992* the Shire of Boddington adopted a Freedom of Information (FOI) Information Statement dated 2013.

Local Governments are required to have an information statement made available for inspection or purchase by members of the public. Some agencies have elected to publish their information statement electronically on their website. Others have elected to have both a hard copy and a copy available on their website. Another option is to have hard copy version incorporated in the agency's annual report. Whichever manner the agency chooses to publish its information statement in, it is required to provide a copy to the Information Commissioner. Given the extended period from its last revision this document is now out of date.

Information statements are an important part of FOI legislation. They assist members of the public to exercise their rights under the FOI Act, by describing the information and records available, together with a summary of the responsibilities and functions carried out by each agency. The provisions in the FOI Act concerning information statements require that subsequent republishing of the information statement occurs at intervals of not more than 12 months.

Comment

An updated draft Information Statement has been prepared and is included at Attachment 8.5.1A. The preparation of the draft Information Statement has been completed with the assistance of the Office of the Information Commissioner.

A final, adopted Information Statement will be available on the Council website and from the Shire Administration Office.

Strategic Implications

Shire of Boddington Strategic Community Plan

Goal 5: Good governance and an effective and efficient organisation.

Scope: Governance, corporate and administrative services, statutory compliance and customer services.

Outcome 5.2: Effective and efficient corporate and administrative services.

Strategy 5.2.4: Ensure compliance with statutory obligations.

Statutory Environment

Part 5 — Publication of information about agencies

94. Term used: information statement

A reference in this Act to an **information statement**, in relation to an agency, is a reference to a statement that contains —

- (a) a statement of the structure and functions of the agency;
- (b) a description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;
- (c) a description of any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the performance of the agency's functions;
- (d) a description of the kinds of documents that are usually held by the agency including —
 - (i) which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge); and
 - (ii) which kinds of documents can be purchased; and
 - (iii) which kinds of documents can be obtained free of charge;
- (e) a description of the agency's arrangements for giving members of the public access to documents mentioned in paragraph (d)(i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;
- (f) a description of the agency's procedures for giving members of the public access to the documents of the agency under Part 2 including —
 - (i) the designation of the officer or officers to whom initial inquiries as to access to documents can be made; and
 - (ii) the address or addresses at which access applications can be lodged;
- (g) a description of the agency's procedures for amending personal information in the documents of the agency under Part 3 including —
 - (i) the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and
 - (ii) the address or addresses at which applications for amendment of personal information can be lodged.

95. Term used: internal manual

A reference in this Act to an **internal manual**, in relation to an agency, is a reference to —

- (a) a document containing interpretations, rules, guidelines, statements of policy, practices or precedents; or
- (b) a document containing particulars of any administrative scheme; or

- (c) a document containing a statement of the manner, or intended manner, of administration of any written law or administrative scheme; or
- (d) a document describing the procedures to be followed in investigating any contravention or possible contravention of any written law or administrative scheme; or
- (e) any other document of a similar kind, (other than a written law) that is used by the agency in connection with the performance of such of its functions as affect or are likely to affect rights, privileges or other benefits, or obligations, penalties or other detriments, to which members of the public are or may become entitled, eligible, liable or subject.

96. Information statement, each agency to publish annually

- (1) An agency (other than a Minister or an exempt agency) has to cause an up-to-date information statement about the agency to be published in a manner approved by the Minister administering this Act —
 - (a) within 12 months after the commencement of this Act; and
 - (b) at subsequent intervals of not more than 12 months.
- (2) In giving approval under subsection (1) the Minister has to have regard, amongst other things, to the need to assist members of the public to exercise their rights under this Act effectively.
- (3) In the case of an agency that comes into existence after the commencement of this Act the reference in subsection (1)(a) to the commencement of this Act is to be read as a reference to the time when the agency commences its operations.
- (4) A subcontractor does not have to comply with subsection (1) if the relevant contractor has complied with that subsection on behalf of the subcontractor.

[Section 96 amended by No. 47 of 1999 s. 13.]

97. Information statement and internal manual, each agency to make available etc.

- (1) An agency (other than a Minister or an exempt agency) has to cause copies of —
 - (a) its most up-to-date information statement; and
 - (b) each of its internal manuals,
 to be made available for inspection and purchase by members of the public but may delete any exempt matter from those copies.
- (2) An agency has to provide a copy of its information statement to the Commissioner as soon as is practicable after the statement is published under section 96.
- (3) A subcontractor does not have to comply with subsections (1) and (2) if the relevant contractor has complied with those subsections on behalf of the subcontractor.

[Section 97 amended by No. 47 of 1999 s. 14.]

Policy Implications – Nil at this time

Financial Implications – Nil at this time

Economic Implications – Nil at this time

Social Implications – Nil at this time

Environmental Considerations – Nil at this time

Consultation

Office of the Information Commissioner.

Options

Council can resolve:

1. the Officer's Recommendation; or
2. to adopt an amended draft Information Statement; or
3. to not adopt the amended draft Information Statement, giving reasons.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.5.1

COUNCIL RESOLUTION

Moved Cr Collins

That Council adopt the Draft Freedom of Information Statement included at Attachment 8.5.1A.

Seconded

Cr Crilly

Carried

MOTION

Moved Cr Glynn

MOVED a motion that Item 8.5.1 be held over until Item 11.1.1 has been heard.

Seconded

Cr Collins

Carried

7/0



FREEDOM OF INFORMATION STATEMENT
2016

This Information Statement is published by the Council in accordance with the requirements of Section 96 of the Freedom of Information Act 1992 (Western Australia).

The Council is pleased to comply with the legislation and welcomes enquiries.

An updated Information Statement will be published at least every 12 months.

Date of Adoption: Resolution 78/16
Date 20 September 2016

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1. MISSION STATEMENT

The Shire of Boddington operates in a relatively stable environment in which the expectations and requirements of the community and government, as well as environmental and economic factors impact on its activities and overall performance.

Council is committed to improve the quality of life of the residents of Boddington through services based on the principles of quality, equity, value and responsiveness and to ensure operations of the Shire are conducted in a cost efficient and effective manner as not to unfairly impose upon its ratepayers and residents.

The objectives of Council is to ensure that Boddington:

1. is a strong, healthy and safe community
2. is a clean, green and sustainable environment.
3. is a built environment and infrastructure that supports a growing community.
4. is a thriving and diverse economy.
5. has good governance and is an effective and efficient organisation.

By these means, the community confidence in the Shire as an efficient provider of services and an effective manager of its resources will be gained.

2. DETAILS OF LEGISLATION ADMINISTERED

Including, yet not limited to:

- Local Government Act 1995;
- Freedom of Information Act 1992;
- Dog Act 1976;
- Planning and Development Act 2005; and
- all other legislation relevant to Local Government functions

3. COUNCIL STRUCTURE

The Shire of Boddington consists of seven (7) Councillors including the Shire President. Councillors are elected for a four year term with four members retiring in one election and the balance (three) retiring at the next. Local Government Elections are held in October of every second year. The President of the Council is elected by the Councillors at the first meeting following each ordinary election. Extraordinary elections are held to fill any vacancies which may have occurred during the year.

Council is the decision making body of all policy matters.

The Chief Executive Officer reports to Council and the present Shire organisational structure is shown in Figure 1 (attached).

4. DETAIL OF DECISION MAKING PROCESS

Ordinary meetings of full Council are generally held on the third Tuesday of every month and commence at 5:00pm. Members of the public are welcome to attend and Public Question Time is an early item of business.

The main business of the meeting is to consider and make resolutions.

Correspondence and applications on any matters to be considered by Council must be received at the Council office at least one week prior to the week of the Council meeting if they are to be guaranteed of being dealt with at this meeting.

4.1 Minutes

Minutes of Full Council are placed on display in Council's Library and on its website within 10 days after Ordinary Council Meeting.

5. SHIRE OF BODDINGTON SHIRE COUNCILORS

Councillor JA (John) Allert	President	Term expires October 2017
Councillor M (Martin) Glynn	Deputy President	Term expires October 2019
Councillor EK (Elizabeth) Hoek		Term expires October 2017
Councillor D (David) Smart		Term expires October 2019
Councillor N (Neville) Crilly		Term expires October 2017
Councillor T (Toni) Collins		Term expires October 2017
Councillor S (Sharan) Manez		Term expires October 2019

No.	Committee/Organisation	Delegate	Proxy Delegate
1	Shire of Boddington Audit Committee	All Councillors	
2	Shire of Boddington Cemeteries Advisory Committee	Cr E Hoek	Cr Smart
3	Local Emergency Management Committee	Cr N Crilly, Cr J Allert Principal Environmental Health Officer (PEHO)	Cr Glynn
4	Peel Regional Leaders Forum	Shire President Cr Allert Chief Executive Officer (CEO)	Shire Deputy President, Cr Glynn Director Corporate & Community Services (DCCS)
5	Peel Zone of WALGA Delegate	Shire President, Cr Allert Shire Deputy President	Cr Smart CEO
6	Hotham William Economic Development Alliance	Cr Glynn Local Business Rep	Cr Crilly CEO
7	South West Regional Road Group	Cr Crilly	Manager Works (MWS)
8	Bushfire Advisory Committee	DCCS, Cr Crilly	CEO
9	Boddington Local Health Advisory Group	Cr Allert, Cr Hoek DCCS	Cr Glynn, Cr Manez CEO

10	Recreation Centre Committee	Cr Manez	CEO
11	South 32 Community Liaison Committee	Cr Collins	Cr Glynn
12	Hotham Williams Catchment Environmental Alliance	Cr Allert DCCS	Cr Glynn CEO
13	Industry Roads Safety Alliance	DCCS	CEO
No.	Committee/Organisation	Delegate	Proxy Delegate
14	Peel Community Development Group	Cr Hoek	Cr Smart
15	Boddington Tidy Town/Townscape Committee	Cr Hoek	CEO
16	Rail Heritage Foundation of WA	Mr Jim Nelson	Nil
17	Boddington Youth Centre Advisory Committee	Cr Manez	Cr Glynn

6. DELEGATIONS

The Chief Executive Officer has the delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in Council's Delegation Register and are reviewed by Council annually. The Chief Executive Officer has the power under the Local Government Act 1995 to sub-delegate these Authorities.

In keeping with the legislative requirements:

- to determine policies to be applied by the Council in exercising its discretionary powers;
- to determine the type, range and scope of projects to be undertaken by the Council; and
- to develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of the Council

the Council makes decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the allocation of resources to works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications from residents for various forms of development.

7. SERVICES FOR THE COMMUNITY

Full Council makes decisions on policy issues relating to services that are provided for members of the public.

These services currently include, but one not limited to:

Roads/Footpaths/Kerbing
 Traffic Control Devices
 Street Tree Planting
 Public Toilets
 Aged Persons Accommodation
 Dog /Cat Control
 Environmental Health Matters
 Town Planning
 Community Information
 Building Control

Stormwater Drainage
 Street Lighting; Waste Disposal
 Refuse Collection Control
 Public Library
 cemeteries, Parks and Reserves
 Planning Controls
 Pest Controls
 Occupational Health and Safety
 Noxious Weed Controls
 Citizenship Ceremonies

8. PUBLIC PARTICIPATION

8.1 Council Meetings

Members of the public have a number of opportunities to put forward their views on particular issues before Council.

These are:

1. Deputations - With the permission of the Presiding Officer or President, a member of the public can address a Committee or Council personally or on behalf of a group of residents for a period of time determined by the Committee and/or Council on any issue relevant to Council;
2. Presentation to Council with prior notification, approval and arrangement with Council, a member of the public can address Council on any issue relevant to Council;
3. Petitions - Written petitions can be addressed to the Council on any issue within the Council's jurisdiction;
4. Written Requests - A member of the public can write to the Council on any Council policy, activity or service; and
5. Elected Members - Member of the Public can contact their Elected Members of Council, to discuss any issue relevant to Council

8.2 Community Consultation

The Council consults with local residents on particular issues that affect their neighbourhood as per the following examples:

1. Electors are invited to attend the annual general meeting of electors to discuss any specific issues over a large range of topics. All residents may attend, but only electors on the Council Electoral roll, are eligible to vote
2. Working Party/Sub-Committee - Local residents are invited to work with Members of Council and staff, to develop strategies to address various matters as they may arise

9. ACCESS TO DOCUMENTS

9.1 Documents Available for Inspection

The following documents are available for public inspection at the Council Office free of charge.

Members of the public may purchase printed copies of these documents and the charges are shown below:

Document	Fee
Council Agenda	
Council Minutes	\$41.65
Policy Manual	at the set photocopying rate
Council Budget	at the set photocopying rate
Council Annual Financial Statements	at the set photocopying rate
Council Local Laws	at the set photocopying rate
Planning/Building Application Register	at the set photocopying rate
Principal Activities Plan	at the set photocopying rate
Rates Assessment Book	at the set photocopying rate
Delegation Register	at the set photocopying rate
Building Plans	at the set photocopying rate
Council Town Planning Scheme No. 2	\$95.00
Consolidated Roll	\$ at the set photocopying rate
Owner & Occupier Roll	\$ at the set photocopying rate

10. OTHER INFORMATION REQUESTS

10.1 FOI Operations:

It is the aim of the agency to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the agency and to enable the public to ensure that personal information in the document is accurate, complete, up to date and not misleading.

10.2 Freedom of Information Applications:

Access applications have to:

- be in writing,
- give enough information so that the documentation requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator:-

Postal Address:

Shire of Shire of Boddington
PO Box 4
BODDINGTON WA 6390

In Person:

39 Bannister Road
BODDINGTON WA 6390

An application will be acknowledged in writing and the applicant will be notified of the decision within 45 (calendar) days.

10.3 Freedom of Information Charges

A scale of fees and charges are set under the Freedom of Information Regulations 1993. Apart from the application fee for non – personal information all charges are discretionary. The charges are as follows:-

1.	<u>Type of Fee</u>	
	Personal information about the applicant	No Fee
	Application fee (for non-personal information)	\$30
2.	<u>Type of Charge</u>	
	Charge for time dealing with application (per hour, or pro rata) time supervised by staff (per hour, or pro rata)	\$30
	Photocopying staff time (per hour, or pro rata)	\$30
	Per photocopy (Black & White)	0.20
	Transcribing from tape, film or computer (per hour, or pro rata)	\$30
	Duplicating a tape, film or computer information	Actual Cost
	Delivery, packaging and postage	Actual Cost
3.	<u>Deposits</u>	
	Advance deposit may be required of the estimated charges	25%
	Further advance deposit may be required to meet the charges for dealing with the application.	75%

11. ACCESS ARRANGEMENTS

Access to documents can be granted by way of inspection of a document, a copy of a computer disk or USB drive.

12. NOTICE OF DECISION

As soon as possible, but in any case within 45 days, the applicant will be provided with a notice of decision which will include details such as –

- the date the decision was made;
- the name and designation of the officer who made the decision;
- if the document is an exempt document the reasons for classifying the matter exempt or the fact that access is given to an edited document;
- information on the right to review and the procedures to be followed to exercise those rights.

13. Refusal of Access

Applicants who are dissatisfied with a decision of the agency are entitled to ask for an internal review by the agency. Applications should be made in writing within 30 days of receiving the notice of decision.

Applicants will be notified of the outcome of the review within 15 days.

If the applicant disagrees with the result the applicant can apply to the Information Commissioner for an external review, and details would be advised to applicants when the internal review is issued.

14. ATTACHMENTS

Attachment 1 - Application for Access to Documents.

Figure 1 – Shire of Boddington Organisational Structure at 5th September 2016.

Attachment 1 - Application for Access to Documents

SHIRE OF BODDINGTON
 Po Box 4 Boddington WA 6390
 Phone: 08 9883 4999 Fax: 08 9883 8347
 Email: shire@boddington.wa.gov.au

APPLICATION FOR ACCESS TO DOCUMENTS
 (Under Freedom of Information Act 1992, S.12)

Details of Applicant:

Given Names:

Australian Postal Address:

Postcode:

Phone:

Mobile:

If application is on behalf of an organisation:

Name of Organisation/Business:

Details of Request: (please tick)

☐

Personal documents

☐

Non-personal documents

I am applying for access to document(s) concerning:

Form of Access (please tick appropriate box)

I wish to inspect the document(s)

☐

Yes

☐

No

I require a copy of the document(s)

☐

Yes

☐

No

I require access to another form

☐

Yes

☐

No

(Specify)

Fees and Charges:

Attached is a cheque/cash to the amount of \$_____to cover the application fee.

I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

Applicants Signature:

Date

NOTES

Freedom of Information Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The Shire of Boddington may request proof of your identity.
- If you are seeking access to a document(s) on behalf of another person, the agency will require authorisation, usually in writing.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the Office of the Information Commissioner. The Freedom of Information Act is available for purchase from the State Law Publisher, sales@dpc.wa.gov.au (Telephone: 6552 6000)

Forms of Access

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded document or of works recorded in shorthand or encoded form, or a written document in the cost of a document from which words can be reproduced in written form.

Where the agency is unable to grant access in the form requested, access may be given in a different form.

Lodgement of Applications

Applications may be lodged by post or in person at:-

Shire of Boddington
PO Box 4
BODDINGTON WA 6390

(Office Use Only)

FOI Reference Number:

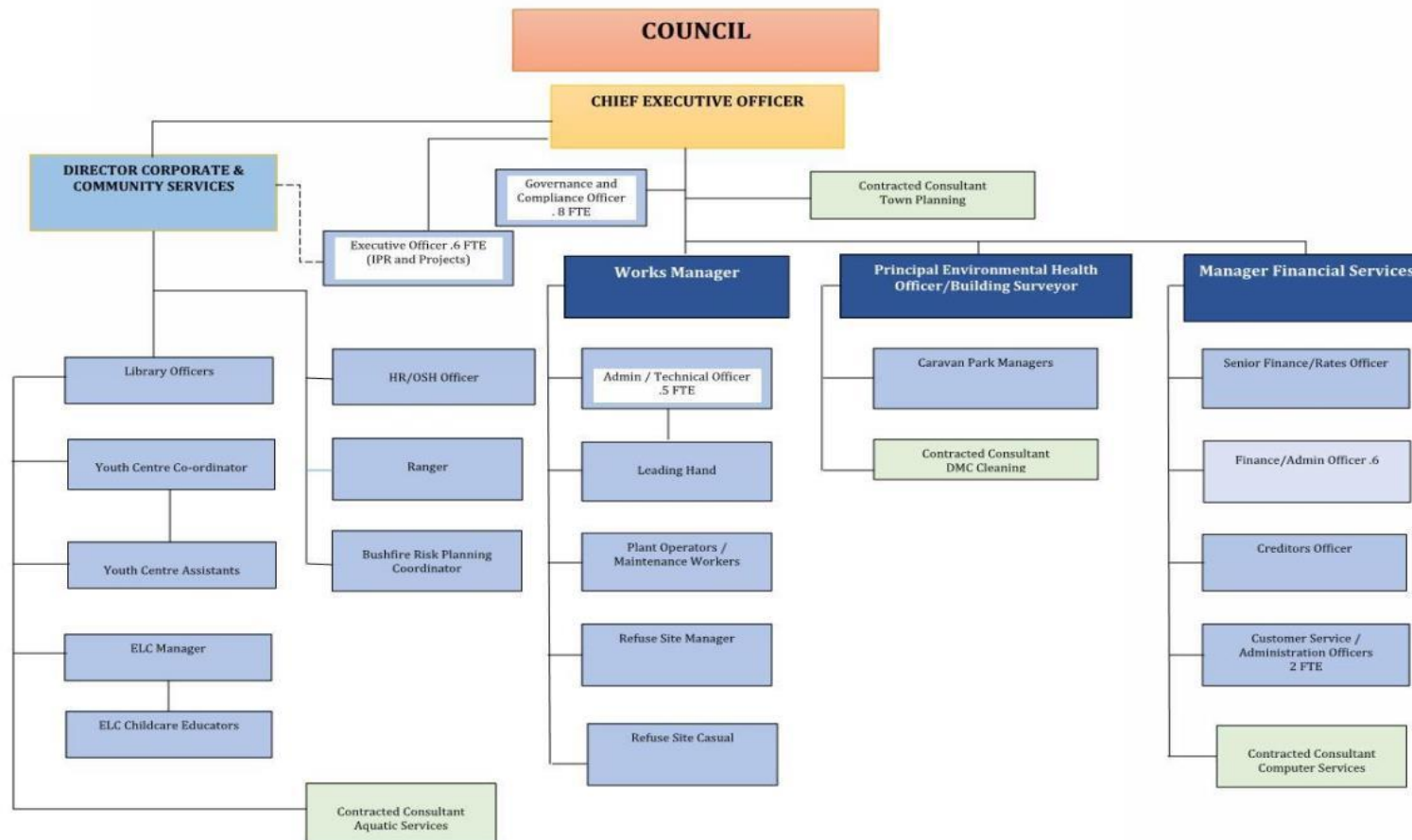
Received on: _____ Deadline for response _____

Acknowledgement sent on: _____

Proof of Identity (if applicable)

Type _____ Sighted _____

Organisational Structure September 2016



8.5.2 Appointments to Cemeteries Advisory Committee

File Ref. No: ADM 0686
Disclosure of Interest: Secretary of group
Date: 9 September 2016
Author: Grant Bartle

Summary

Council is to consider appointments to the Cemeteries Advisory Committee (CAC) to which Council has representation.

Background

The aim of this committee is to provide a more strategic approach to the management of the Shire of Boddington's 3 cemeteries, including advice to Council on matters relating to the Boddington Cemetery, the Marradong Cemetery, the Quindanning Cemetery, lonely and heritage graves, niche facilities, the Shire of Boddington Cemeteries Local Law generally, including but not limited to:

- Fees and charges;
- Maintenance quality, practices and procedures;
- Infrastructure requirements;
- Design elements;
- Relevant and required Policies;
- Availability of supply; and
- Trends in cemetery management and community expectations and needs.

The Committee would promote and identify opportunities for development and enhancement of cemeteries, remembrance gardens and niche facilities.

Comment

The 2 year term of the Cemeteries Advisory Committee has expired and Shire staff have advertised in three editions of the BoddNews for community members to join this committee.

The following community members have expressed an interest in becoming members of this committee:

- Trudy Bryant
- Marlene Waldock
- Kay Morgan
- Mereana Lewis
- Ainslie Batt
- Kevin Noonan

Membership of the Committee comprises a total of 7 members consisting of 1 Councillor appointed by Council from time to time and 6 Community Representatives.

Strategic Implications

GOAL 3: A BUILT ENVIRONMENT AND INFRASTRUCTURE THAT SUPPORTS A GROWING COMMUNITY.

Scope: Provision of planning services, assets and infrastructure, parks, gardens and open spaces for community use.

Outcome 3.3: Sustainable asset and infrastructure base.

Strategy 3.3.4: Ensure Council buildings, facilities and public amenities are provided and maintained at an appropriate standard.

Strategy 3.3.5: Provide and maintain the community's cemeteries.

Statutory Environment

Local Government Act (1995)

5.8. Establishment of 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.

**Absolute majority required*

5.10. Appointment of committee members

(1) A committee is to have as its members -

- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).

**Absolute majority required.*

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish -

(a) to be a member of the committee; or

(b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

5.11. Tenure of committee membership

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until -
 - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;
 - (b) the person resigns from membership of the committee;
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day, whichever happens first.
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until -
 - (a) the term of the person's appointment as a committee member expires;
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day, whichever happens first

Policy Implications – Nil at this time

Economic Implications – Nil at this time

Environmental Considerations – Nil at this time

Consultation – Nil at this time.

Financial Implications

The CAC would advise Council on budget priorities for Council's cemeteries.

Social Implications

Cemeteries are community facilities highly valued by local communities and are closely linked to local heritage and community.

Options

Council can resolve:

1. the Officer's Recommendation;
2. not support the Officer's Recommendation, giving reasons.

Voting Requirements – Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 8.5.2

COUNCIL RESOLUTION

74/16

Moved Cr Smart

That Council appoint the following community members to the Cemetery Committee:

- Trudy Bryant
- Marlene Waldock
- Kay Morgan
- Mereana Lewis
- Ainslie Batt
- Kevin Noonan

Seconded

Cr Collins

Carried

7/0

8.6 CHIEF EXECUTIVE OFFICER:

8.6.1 Action Sheet

Disclosure of Interest: Nil
Date: 6 September 2016
Author: Chris Littlemore

Purpose of Report

To bring forward Councillors information the Action Report with actions taken on previous Council resolutions.

Meeting Date	Resolution Number	Responsible Officer	Subject	Date Completed	Comments Current Status
16/08/16	60/16	TPC	Development Application for Bauxite Mining: Lots 66, 137, 159 & 230 Farmers Avenue and Robbins Road.	18/08/16	
16/08/16	64/16	DCCS	LOAF –Boddington Golf Club	24/08/16	
16/08/16	65/16	DCCS	LOAF – Quindanning Picnic Race Day	24/08/16	
16/08/16	66/16	DCCS	LOAF – Boddington Ride on Racing Mower Club	24/08/16	
16/08/16	67/16	DCCS	LOAF – Boddington Swimming Club	24/08/16	
16/08/16	68/16	DCCS	Assisting Local Sportsmen and Women –Nyah Mils	8/09/16	

For information only.

8.6.2 Delegations Review

File Ref. No: ADM0144
Disclosure of Interest: Nil
Date: 11 September 2016
Author: Chris Littlemore
Attachments: 8.6.2A Delegations

Summary

Council is to review and confirm new Delegations due to staff appointments.

Background

Section 5.46 of the Local Government Act 1995 requires that the Chief Executive Officer is to keep a register of the delegations made under the Act to the Chief Executive Officer and to employees and is to review delegations at least once every financial year.

Council last reviewed their delegations on 16 June 2015.

Comment

Attached are revised Council delegations with new additions included in red and deletions struck out.

Council should note that under section 5.44 of the Local Government Act, the Chief Executive Officer is only able to delegate to Council employees. Therefore, independent consultants or contractors, such as Council's Town Planning Consultant are not able to receive delegated authority.

In a similar manner, Council can only delegate to the Chief Executive Officer, and the Chief Executive Officer then delegates to appropriate staff in accordance with the Local Government Act.

Strategic Implications - Nil

Statutory Environment

Local Government Act 1996

5.42. Delegation of some powers and duties to Chief Executive Officer

- (1) A local government may delegate* to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

* Absolute majority required.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.43. Limits on delegations to Chief Executive Officers

A local government cannot delegate to a Chief Executive Officer any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;

- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

5.44 Chief Executive Officer may delegate powers and duties to other employees

- (1) A Chief Executive Officer may delegate to any employee of the local government the exercise of any of the Chief Executive Officer's powers or the discharge of any of the Chief Executive Officer's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the Chief Executive Officer under section 5.42, but in the case of such a power or duty —
 - (a) the Chief Executive Officer's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the Chief Executive Officer's delegate, are subject to any conditions imposed by the local government on its delegation to the Chief Executive Officer.
- (4) Subsection (3)(b) does not limit the Chief Executive Officer's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) —
"conditions" includes qualifications, limitations or exceptions.

5.46. Register of, and records relevant to, delegations to Chief Executive Officer's and employees

- (1) The Chief Executive Officer is to keep a register of the delegations made under this Division to the Chief Executive Officer and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Policy Implications - Nil

Financial Implications - Nil

Economic Implications - Nil

Social Implications - Nil

Environmental Considerations - Nil

Consultation – Nil

Options

Council has the option of adding to, amending or deleting any of the delegations shown in the attached draft delegations.

Voting Requirements - Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.2

COUNCIL RESOLUTION

Moved Cr Collins

That Council endorses the Delegations included at Attachment 8.6.2A as amended.

Seconded

Cr Smart

MOTION

Moved Cr Collins

Moved that Item 8.6.2 lay on the table.

Seconded

Cr Hoek

Lost 5/2

COUNCIL RESOLUTION

75/16

That Council endorses the Delegations included at Attachment 8.6.2A as amended.

Carried

6/1



DELEGATIONS REGISTER

(Adopted 20 September- 2016)

Attachment 8.6.2A

REVIEW		
Reviewed By	Outcome	Date Approved Date of Adoption /Resolution Number
Council	Review of authority delegated by Council	16 June 2015 73/15
Council	Review of authority delegated by Council	20 September 2016 75/16

ADMINISTRATIVE DELEGATIONS

DELEGATION NUMBER	A-1
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LEGISLATIVE POWER	LGA 1995 Section 5.42
DELEGATION SUBJECT	Disputes, Arbitration and Industrial
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to provide Shire's Industrial Relations Service supplier with consent to act on the Shire's behalf in any matter regarding disputes with employees of the Shire of Boddington.

GUIDELINES	Nil
ON DELEGATION	Nil

DELEGATION NUMBER	A-2
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LEGISLATIVE POWER	LGA 1995 Section 5.42
DELEGATION SUBJECT	Legal Advice
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to obtain from an appropriate solicitor, such legal advice, assistance and opinions as the Chief Executive Officer deems necessary in the exercise of the management of the Shire of Boddington.

GUIDELINES	This delegation is subject to sufficient provision having been made in the Shire's budget for any expenses to be incurred.
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ON DELEGATION	Nil
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DELEGATION NUMBER	A-3
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LEGISLATIVE POWER	LGA 1995 Section 5.42
DELEGATION SUBJECT	Appointment of Staff
DELEGATE	Chief Executive Officer

The appointment and termination of Shire Employees can only be confirmed by:

<u>Position</u>	<u>Office</u>
Chief Executive Officer	Council
Director Corporate and Community Services	Chief Executive Officer on recommendation to Council

GUIDELINES	All appointments and resignations will be advised to Council at the first opportunity.
ON DELEGATION	Nil

ADMINISTRATIVE DELEGATIONS

DELEGATION	A-4
LEGISLATIVE POWER	LGA 1995 Section 5.42
DELEGATION SUBJECT	Authorisation to Appoint Acting Chief Executive Officer
DELEGATE	Chief Executive Officer
<p>That the Chief Executive Officer be authorised to appoint any of the Senior Executive Managers to be Acting Chief Executive Officer during the absence of the Chief Executive Officer as and when required subject to the Council being provided with prior notice when possible, or as soon as practicable.</p>	
GUIDELINES	<p>In the event that the Chief Executive Officer cannot delegate the appointment of the Acting Chief Executive Officer position, Council will authorise the appointment.</p> <p>The appointment by the Chief Executive Officer or Council is to be in writing.</p>
ON DELEGATION	Nil

DELEGATION	A-5
LEGISLATIVE POWER	LGA 1995 Section 5.42, Section 9.10
DELEGATION SUBJECT	Enforcement and Legal Proceedings
DELEGATE	Chief Executive Officer
<p>The Chief Executive Officer is delegated authority to:</p> <ol style="list-style-type: none">1. Appoint persons to initiate prosecutions on behalf of Council under the:<ul style="list-style-type: none">• Building Regulations (1989);• Bush Fires Act 1954;• Caravan Parks and Camping Grounds Act (1995);• Council's Local Laws;• Dog Act 1976;• Cat Act 2011;• Health Act (1911) and regulations promulgated thereunder;• Food Standards Code;• Local Government Act (1995); and• Local Government (Miscellaneous Provisions) Act (1960);2. Appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer. The appointments being those referred to in Section 9.10 of the Local Government Act 1995.	
GUIDELINES	Nil
ON DELEGATION	Nil

ADMINISTRATIVE DELEGATIONS

DELEGATION NUMBER	A-6
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LEGISLATIVE POWER	LGA 1995 Section 5.42
DELEGATION SUBJECT	Signing Documents
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to:

1. Execute a document on behalf of the Shire where there is a requirement for the document to be executed as a deed, pursuant to s9.49A (5) of the Act.
2. Affix the Council's Common Seal to documents, pursuant to s9.49A(2) of the Act; and
3. Sign documents on behalf of the local government for all matters arising under delegated authority given by the Council under s5.42 and s9.49A(4) of the Act and generally as is necessary or appropriate in reasonably carrying out his or her function under the Act or under any written law.

GUIDELINES	Nil.
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ON DELEGATION	In accordance with Section 5.43(ha) of the Act the Chief Executive Officer, or Acting Chief Executive Officer, appointed in writing, is NOT authorised to delegate this function.
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DELEGATION	A-7
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LEGISLATIVE POWER	LGA 1995 Section 5.42, Section 3.39 -3.48
DELEGATION SUBJECT	Impounding Goods
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the powers contained in Section 3.39 to 3.48 inclusive of the Local Government Act 1995.

GUIDELINES	Nil
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ON DELEGATION	Director Corporate and Community Services, Principal Environmental Health Officer/ Building Surveyor, Works Manager and Ranger
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BUILDING DELEGATIONS

DELEGATION NUMBER	B-1
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LEGISLATIVE POWER	Building Act 2011 Sections 20, 22, 127
DELEGATION SUBJECT	Building Permit
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to approve or refuse plans and specifications submitted under Section 20 of the Building Act.

GUIDELINES	Nil
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ON DELEGATION	Principal Environmental Health Officer/Building Surveyor
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DELEGATION NUMBER	B-2
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LEGISLATIVE POWER	Building Act 2011 Sections 110, 117, 127
DELEGATION SUBJECT	Building Orders
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to:

1. Make building orders pursuant to Section 110 of the Building Act 2011 in relation to:
 - a. Building work;
 - b. Demolition work; or
 - c. An existing building or incidental structure; and
2. revoke building orders pursuant to Section 117 of the Building Act 2011

GUIDELINES	Nil
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ON DELEGATION	Principal Environmental Health Officer/Building Surveyor
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DELEGATION NUMBER	B-3
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LEGISLATIVE POWER	Building Act 2011 Sections 65, 127
DELEGATION SUBJECT	Extension of Period of Duration of Occupancy Permit or Building Approval Certificate
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to approve or refuse to approve applications submitted under Section 65 of the Building Act.

GUIDELINES	Nil
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ON DELEGATION	Principal Environmental Health Officer/Building Surveyor
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BUILDING DELEGATIONS

DELEGATION NUMBER	B-4
LEGISLATIVE POWER	Building Act 2011 Sections 58, 127
DELEGATION SUBJECT	Grant of Occupancy Permit, Building Approval Certificate
DELEGATE	Chief Executive Officer
<p>The Chief Executive Officer is delegated authority to approve or refuse plans and specifications submitted under Section 58 of the Building Act 2011.</p>	
GUIDELINES	Nil
ON DELEGATION	Principal Environmental Health Officer/Building Surveyor

DELEGATION NUMBER	B-5
LEGISLATIVE POWER	LGA 1995 Section 5.42
DELEGATION SUBJECT	Residing in Existing Dwelling
DELEGATE	Chief Executive Officer
<p>That the Chief Executive Officer is delegated power to approve the construction of a new dwelling on the same lot as an existing dwelling while the applicant resides in the existing dwelling subject to:</p>	
<ol style="list-style-type: none">1. the existing dwelling being completely demolished within three months upon completion of the new dwelling; and2. the applicants signing a statutory declaration to this effect which is to be lodged with the Shire when applying for a building permit.	
GUIDELINES	Nil
ON DELEGATION	Principal Environmental Health Officer/Building Surveyor

BUSHFIRE DELEGATIONS

DELEGATION NUMBER	BF-1
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LEGISLATIVE POWER	Bush Fires Act 1954 Sections 17 and 18
DELEGATION SUBJECT	Burning, Prohibited and Restricted Times (Variations)
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to vary the prohibited and restricted burning periods as permitted by the Bush Fires Act 1954.

GUIDELINES	The approval of the Shire of Boddington's Chief Bush Fire Control Officer should be obtained prior to the exercising of any aspect of this delegation.
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ON DELEGATION	Nil
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The Bush Fires Act does not permit this delegation to be delegated to anyone other than the Chief Executive Officer or on-delegated by the Chief Executive Officer.

DELEGATION NUMBER	BF-2
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LEGISLATIVE POWER	Bush Fires Act 1954 Sections 13(4)
DELEGATION SUBJECT	Transfer of Control of Bushfires to Department of Fire and Emergency Services (DFES)
DELEGATE	Chief Executive Officer

Under provisions of the Bush Fires Act (1954) Council delegates the Chief Executive Officer, where Shire volunteer bush fire brigades believe they cannot effectively or safely manage a bush fire incident to transfer control of that incident to DFES. The Shire will support DFES's management of any incident with:

- at least one and preferably more, senior Shire bushfire control officers will be a member of the Incident Management Team to provide local knowledge and facilitate effective liaison with local firefighting resources.
- Shire bush firefighting resources, including appliances and volunteers, remain at the incident and assist in suppression activities as determined by the Incident Controller.

GUIDELINES	Nil
ON DELEGATION	Nil

The Bush Fires Act does not permit this delegation to be delegated to anyone other than the Chief Executive Officer or on-delegated by the Chief Executive Officer.

BUSHFIRE DELEGATIONS

DELEGATION NUMBER	BF-3
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LEGISLATIVE POWER
DELEGATION SUBJECT
DELEGATE

Bush Fires Act 1954 Sections
Exemptions for Bush Fires Act
Chief Executive Officer

The Chief Executive Officer is delegated authority for providing Local Government approval or refusal to exemptions sought through Department of Fire and Emergency Services (DFES) by local residents, businesses and property owners under the Bush Fires Act 1954.

This delegation of this authority also includes:

1. Requesting to DFES that additional conditions be included in any exemption being sought from DFES; or
2. Requesting to DFES that proposed conditions be excluded from any exemption being sought from DFES;

prior to the exercising of this delegated authority.

Despite other indications in this delegation, where the proposed exemption is considered by the Chief Executive Officer to be of a contentious nature, a decision on a proposed exemption is to be determined by the Council.

GUIDELINES

The approval of the Shire of Boddington Chief Bush Fire Control Officer should be obtained prior to exercising of any aspect of this delegation.

The local volunteer bush fire brigade, relevant to the locality where the exemption being sought is to provide comment on any exemption prior to the exercising of this delegation.

ON DELEGATION

Nil

FINANCE DELEGATIONS

DELEGATION NUMBER	F-1
LEGISLATIVE POWER	LGA 1995 Section 6.10; Financial Management Regulation 12 and 13
DELEGATION SUBJECT	Payment Creditors and Financial Transfers
DELEGATE	Chief Executive Officer
<p>The Chief Executive Officer is delegated authority to make payments from all of the Shire's Bank accounts.</p>	
GUIDELINES	<p>Each payment is to be authorised by two members of staff including:</p> <ul style="list-style-type: none">• one or both of the Chief Executive Officer, Director Corporate and Community Services, Manager Financial Services or/and• Principal Environmental Health Officer/Building Surveyor <p>Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing –</p> <ol style="list-style-type: none">a) the payee's name;b) the amount of the payment;c) the date of the payment; andd) sufficient information to identify the transaction.
ON DELEGATION	Director Corporate and Community Services, Manager Finance, Principal Environmental Health Officer/Building Surveyor

DELEGATION NUMBER	F-2
LEGISLATIVE POWER	LGA 1995 Section 5.42
DELEGATION SUBJECT	Rate Book
DELEGATE	Chief Executive Officer

The Chief Executive Officer is hereby delegated the performance of the following functions of the Shire.

1. Compile the necessary rate records as specified in Sections 6.39(1) and 6.39(2) of the Local Government Act 1995 and reassess rates payable in accordance with Section 6.40.
2. The service of Notice of Valuation and Rates referred to in Section 6.41 of the Local Government Act 1995.
3. Determine the date that a rate or service charge becomes due and payable in accordance with Section 6.50 of the Local Government Act 1995.
4. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book 6.76(4) of the Local Government Act 1995.
5. The recovery of rates and service charges pursuant to the provisions of Sections 6.54 to 6.62 of the Local Government Act 1995.

FINANCE DELEGATIONS

6. Entering into a written agreement in accordance with 6.49 of the Local Government Act 1995 for the payment of rates and service charges.
7. Lodge caveats on land where the rates are in arrears and it is considered that the interests of the Council should be protected and the subsequent withdrawal of caveats once arrears of rates have been settled in accordance with 6.64(3) of the Local Government Act 1995.
8. Allow or disallow in accordance with Section 6.76(5) any objection to the rate record lodged under Section 6.76(1) and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection in accordance with Section 6.76(6).
9. Extend the period of time for receipt of a notice under Section 6.77 and to refer notices received under Sections 6.77 and 6.78 to the State Administrative (Section 6.79).

GUIDELINES Nil

ON DELEGATION Nil

DELEGATION NUMBER	F-3
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LEGISLATIVE POWER	LGA 1995 Section 5.42
DELEGATION SUBJECT	Insurance – Public Liability Claims
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to consider claims against the Shire for property damage that does not exceed the insurance policy excess levels, and to accept or deny liability on behalf of the Shire.

GUIDELINES In cases where liability is accepted, payment may only be made up to the value of Council's relevant insurance excess amount and then only upon receipt of a release form.

ON DELEGATION Nil

DELEGATION NUMBER	F-4
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LEGISLATIVE POWER	LGA 1995 Section 5.42
DELEGATION SUBJECT	Disposal of Surplus Equipment, Materials, Tools
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to sell by holding of a surplus goods sale at Depot or any other fair means, items of surplus equipment, materials, tools which are no longer required, are outmoded, or are no longer serviceable. This delegation applies only to items with an estimated value less than \$2,000.

GUIDELINES Nil

ON DELEGATION Nil

FINANCE DELEGATIONS

DELEGATION NUMBER		F-5
LEGISLATIVE POWER		LGA 1995 Section 5.42
DELEGATION SUBJECT		Recovery of Fees & Charges
DELEGATE		Chief Executive Officer
<p>For the purposes of Section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated the power to recover those fees and charges payable and in arrears, in accordance with Council Policy.</p>		
GUIDELINES		Nil
ON DELEGATION		Nil

DELEGATION NUMBER		F-6
LEGISLATIVE POWER		LGA 1995 Section 5.42
DELEGATION SUBJECT		Issuing Purchase Orders
DELEGATE		Chief Executive Officer
<p>The Chief Executive Officer is delegated authority to issue Purchase Orders for goods or services on behalf of the Shire of Boddington.</p>		
GUIDELINES		Issuing of a Shire Order is only permitted where sufficient funds have been allocated in Council's budget and the mode of purchase is in accordance with Council's Purchasing Policies.
ON DELEGATION		To the following officers in the following manner: Director Corporate and Community Services Unrestricted Principal Environmental Health Officer/Building Surveyor \$10,000 Manager Works and Services \$10,000 Manager Financial Services \$10,000

DELEGATION NUMBER		F-7
LEGISLATIVE POWER		LGA 1995 Section 5.42, 3.57(1), Local Government (Functions and General) Regulations reg.14
DELEGATION SUBJECT		Authorisation to call Tenders
DELEGATE		Chief Executive Officer
<p>The Chief Executive Officer is authorised to call tenders on the Shire's behalf for all budgeted expenditure. The Chief Executive Officer is authorised to exercise all of the powers and duties of the local government in respect to the powers contained in Regulation 14 of the Local Government (Functions and General) Regulations.</p>		
GUIDELINES		Nil
ON DELEGATION		Nil

FINANCE DELEGATIONS

DELEGATION NUMBER

F-8

LEGISLATIVE POWER

LGA 1995 Section 5.42

DELEGATION SUBJECT

Disposal of Impounded and Abandoned Vehicles

DELEGATE

Chief Executive Officer

The Chief Executive Officer is delegated authority to sell impounded or abandoned vehicles with an estimated value less than \$20,000.

GUIDELINES

The sale of the vehicles impounded or abandoned will be conducted in the following manner.

Estimated Mark Value	Method of Advertising	Action
\$1 - \$500	Notices seeking offers for purchases shall be displayed on the Shire of Boddington's notice boards and on website	Any vehicle not purchased will be disposed of at Boddington Refuse Tip
\$501 - \$5,000	Notice seeking offers for purchases shall be advertised with local public notice and displayed on the Shire of Boddington's notice boards and on the website	Any vehicle not purchased will be disposed of at Boddington Refuse Tip
\$5,001 +	Items shall be tendered as per the requirements of Section 5.42 of the Local Government Act 1995	Any vehicle not purchased will be disposed of at Boddington Refuse Tip

All tenders/offers received shall be opened in accordance with approved tender opening procedures.

The Acceptance of Tenders/Offers by the Chief Executive Officer will be according to:

1. The highest tender/offer shall be accepted for any item.
2. Where two or more tenders/offer shall be determined by a lottery.
3. If for any reason it is deemed necessary to vary from (a) or (b), then the matter must be referred to Council for its consideration.

ON DELEGATION

Nil

FINANCE DELEGATIONS

DELEGATION NUMBER F-9	
LEGISLATIVE POWER	LGA 1995 Section 5.42, 6.12
DELEGATION SUBJECT	Waiver and Write-offs
DELEGATE	Chief Executive Officer
<p>The Chief Executive Officer is authorised to exercise all of the powers and duties of the local government in respect to the powers contained in Section 6.12 of the Local Government Act 1995.</p>	
GUIDELINES	Not exceed the value of \$20 in any one instance.
ON DELEGATION	Nil

DELEGATION NUMBER F-10	
LEGISLATIVE POWER	LGA 1995 Section 5.42, 6.14
DELEGATION SUBJECT	Investment of Surplus Funds
DELEGATE	Chief Executive Officer
<p>The Chief Executive Officer is authorised to exercise all of the powers and duties of the local government in respect to the powers contained in Section 6.14 of the Local Government Act 1995.</p>	
GUIDELINES	Investments must be made in accordance with Council's Investment Policy
ON DELEGATION	Nil

HEALTH DELEGATIONS

DELEGATION NUMBER		H-1
LEGISLATIVE POWER		Health Act 1911
DELEGATION SUBJECT		Notices and Directions
DELEGATE		Chief Executive Officer
<p>Chief Executive Officer is delegated authority to issue notices, serve direction and take actions on behalf of the Shire, which is authorised by the Health Act 1911 or its subordinate legislation, and is conditional upon such action being reported to Council at its next held full meeting.</p>		
GUIDELINES		Nil
ON DELEGATION		Principal Environmental Health Officer/ Building Surveyor

DELEGATION NUMBER		H-2
LEGISLATIVE POWER		Health Act 1911 Section 107(2)(a)
DELEGATION SUBJECT		Approval of Apparatus for the Treatment of Sewage and Disposal of Effluent and Liquid Waste
DELEGATE		Chief Executive Officer
<p>That the Chief Executive Officer is delegated authority to approve septic tanks and other apparatus for the treatment of sewage and disposal of effluent and liquid waste.</p>		
GUIDELINES		Nil
ON DELEGATION		Principal Environmental Health Officer/ Building Surveyor

LAND DELEGATIONS

DELEGATION NUMBER	L-1
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LEGISLATIVE POWER	LGA 1995 Sections 3.24 -3.27
DELEGATION SUBJECT	Certain Provisions about Land
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the powers contained in Section 3.24 to 3.27 inclusive of the Local Government Act 1995.

GUIDELINES	Nil
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ON DELEGATION	Nil
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DELEGATION NUMBER	L-2
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LEGISLATIVE POWER	LGA 1995 Section 5.42
DELEGATION SUBJECT	Clearing Permits
DELEGATE	Chief Executive Officer

That the Chief Executive Officer be delegated authority to grant approval for Applications for a Clearing Permit by local mining companies, other than reserves over which Council has a Management Order, providing the area for clearance is five hectares or less.

GUIDELINES	Nil
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ON DELEGATION	Nil
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DELEGATION NUMBER	L-3
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LEGISLATIVE POWER	LGA 1995 Section 3.24
DELEGATION SUBJECT	Clearing Permits
DELEGATE	Chief Executive Officer

That the Chief Executive Officer be delegated authority to grant approval for Applications for a Clearing Permit by local landowners seeking to construct a fence between the Shire's reserves and their property.

GUIDELINES	Such approval will only be permitted to the extent permitted by Land Clearing Regulations.
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ON DELEGATION	Nil
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LAND DELEGATIONS

DELEGATION NUMBER	L-4
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LEGISLATIVE POWER	LGA 1995 Sections 3.28 TO 3.36
DELEGATION SUBJECT	Power to Entry
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the powers of entry upon land as contained in Section 3.28 to 3.36 inclusive of the Local Government Act 1995.

GUIDELINES	Nil
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ON DELEGATION	Principal Environmental Health Officer/ Building Surveyor and Ranger
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DELEGATION NUMBER	L-5
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LEGISLATIVE POWER	Caravan Parks and Camping Grounds Regulations, Regulation 11
DELEGATION SUBJECT	Camping on Land
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to approve camping on land for as per requirements of Regulation 11 of the Caravan Parks and Camping Grounds Regulations 1997, in accordance with Council Policy.

GUIDELINES	Nil
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DELEGATE	Chief Executive Officer
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ON DELEGATION	Principal Environmental Health Officer/ Building Surveyor
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PLANNING DELEGATIONS

DELEGATION NUMBER	P-1
LEGISLATIVE POWER	LGA 1995 Section 5.42 AND Planning and Development Act 2005 Section 72
DELEGATION SUBJECT	Town Planning
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority for:

1. Requirements for Public Notice

- 1.1 Making a determination on the form or forms of public notice to be given of a proposed development, scheme amendment, road closure or other proposal where the local Planning Scheme or other legislation requires that such public notice be given and give such notice.
- 1.2 Making a determination to require that public notice of a development to be given in accordance with Local Planning Scheme where such notice is considered to be in the public interest.

2. Approval of Permitted "P", Discretionary "AA" and Incidental "IP" Uses

Making a determination on all "P", "AA" and "IP" uses where a proposed development is generally in accordance with the Local Planning Scheme, Local Planning Strategy, Local Planning Policies and is consistent with guiding precedent approvals.

3. Residential Design Code Matters

Making a determination on any matter required to be determined under the Residential Design Codes including where an exercise of discretion is required, provided that appropriate notice of the proposed development is given to adjoining properties where it is required or is considered to have the potential to adversely affect the amenity of an adjoining property.

4. Planning Approval where Public Notice has been given

Making a determination of "SA" uses in accordance with the Local Planning Scheme, Local Planning Strategy, Local Planning Policies and established precedent on any Planning Application that has been the subject of Public Notice. This includes determining applications involving:

- (A) The variation of Scheme provisions, Local Planning Policy or provisions of the Residential Design Codes; or
- (B) The exercise of discretion under the Scheme, Local Planning Policy or the Residential Design Codes.

The above is provided the application has not been the subject of objection or if the matter has become contentious in any way.

5. Minor Modification of Planning Determinations

Making modifications to planning approvals where:

- (A) The modification conforms to the relevant Local Planning Scheme objectives and Local Planning Policies;

- (B) The modification does not have a detrimental effect on the amenity of the locality;
and
- (C) The extension to a development approval is to a maximum of 2 years

NOTES:

- Where consent of abutting landowners was required for the original application, then the modification should also be referred to abutting landowners for comment where the modification requires a substantial variation from the original application.
- Where the original application was required to be the subject of public notice under the relevant Local Planning Scheme or the Residential Design Codes, the (if the modification is considered substantial) the modification will need a new public notice readvertised in accordance with the Local Planning Scheme or the Residential Design Codes,

6. Signs

Approval of applications where consistent with Local Planning Policy No. 14 Signs and Advertisements.

7. Dealing with Subdivisions

Making recommendations to the Western Australian Planning Commission in respect of applications or other matters relating to Subdivision, Boundary Adjustment, Amalgamation and Strata Titling where such matters are in accordance with the Local Planning Scheme, Local Planning Strategy, Local Planning Policies and established precedent, including minor variation to approved subdivisions and clearance of conditions provided appropriate Consultation with other Shire administration officer's is carried out.

8. Dealing with Scheme Amendments

- 8.1 Requiring modifications to Local Planning Scheme Amendment documents to ensure that all documents are maintained at a consistent high quality and the information contained within the document addresses all issues considered relevant and will enable the public and referral agencies to fully understand the Amendment.
- 8.2 Accepting modifications to Local Planning Scheme Amendment documents required by the Western Australian Planning Commission or the Minister for Planning at any stage throughout the Scheme Amendment process.
- 8.3 Respond in writing to scheme amendment request. Based on Council resolution, the CEO to set out that support for scheme amendment request should cover multiple lots or a precinct compared to an individual lot, unless the site subject to the scheme amendment request is a considerable area or the applicant provides suitable justification for the proposal to the satisfaction of the Council.

9. Legal Proceedings

- 9.1 Taking all necessary action against owners or occupiers of properties to cease illegal uses, comply with the Local Planning Scheme and/or comply with conditions of Development Approval, including instituting prosecution proceedings under the Planning and Development Act, in the Court in its summary jurisdiction.
- 9.2 Represent Council, or appoint appropriate representatives, where necessary at prosecutions, rights of review and enquiries pertaining to the enforcement of the provisions of the Planning and Development Act and the implementation of Council's Local Planning Scheme.

10. Miscellaneous Matters

- 10.1 Electing to return or defer consideration of incomplete and unsatisfactory applications for planning consent.
- 10.2 Granting variations to relevant Local Planning Policies and provisions of the Residential Design Codes on Building Permit applications (where the application is exempt from the requirement to gain planning approval under the residential Design Codes and/or the Local Planning Scheme).
- 10.3 Approve the use of street names where an approved street names list exists.
- 10.4 Provision of written and verbal responses to rights of review, mediated settlements resulting from rights of review and Western Australian Planning Commission requests for reconsideration.
- 10.5 Prepare submissions and correspondence to government agencies and other organisations where consistent with the Local Planning Scheme, Local Planning Strategy, Local Planning Policies and guiding precedent approvals.
- 10.6 Respond to referrals and correspondence from State Government agencies, servicing agencies and other organisations on matters including planning, land management, natural resource management and servicing where consistent with the Local Planning Scheme, Local Planning Strategy, Local Planning Policies and Council adopted documents.

11. Right to have matter heard by Council

Where an applicant disputes or has issue with a planning determination made in accordance with this delegation, it will be a matter of right for the applicant to request that the matter be reconsidered by Council, provided the exercise of such right does limit any other right of appeal that exist in Law.

12. Matters that may be of significant financial interest to Council

Despite other indications in this delegation, it is required that any planning matter that may have significant impact on Council infrastructure is to be determined by the Council.

GUIDELINES

Nil

ON DELEGATION

Principal Environmental Health Officer/
Building Surveyor for Residential Design Code
Matters

RECREATION DELEGATIONS

DELEGATION NUMBER	R-1
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LEGISLATIVE POWER	Liquor Control Act 1988 Section 59(1)
DELEGATION SUBJECT	Liquor, Sale on Council Property
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to approve applications;

1. For the sale of liquor from property under the care, control and management of the Shire;
and
2. To consume liquor on property under the care, control and management of the Shire

GUIDELINES	Nil
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ON DELEGATION	Director Corporate and Community Services
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DELEGATION NUMBER	R-2
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LEGISLATIVE POWER	Shire of Boddington – Property Local Law 3.3
DELEGATION SUBJECT	Permission to Conduct Activities on Council Property
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to grant permission to conduct activities on Shire property.

GUIDELINES	Applications must be in writing addressed to the Chief Executive Officer at least seven (7) days prior to the proposed function, event etc and comply with all statutory and other requirements. Applications that require Council approval should be submitted prior to the Council meeting preceding the activity.
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The application should detail all relevant information as to date, place, time, responsible organisation/person, control measures, public liability insurance cover, etc.

ON DELEGATION	Director Corporate and Community Services
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Attachment 8.6.2A

DELEGATION NUMBER	T-1
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LEGISLATIVE POWER	LGA 1995 Section 5.42
DELEGATION SUBJECT	Street Appeals
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to determine all applications for street appeals.

GUIDELINES	The Chief Executive Officer shall have regard to any Council Policy relating to street appeals.
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ON DELEGATION	Nil
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DELEGATION NUMBER	T-2
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LEGISLATIVE POWER	LGA 1995 Section 5.42 AND Planning and Development Act 2005 Section 72
DELEGATION SUBJECT	Town Planning
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority (Executive Function S3.18) to temporarily close a street or a portion of a street to traffic generally or traffic of any particular class for a period not exceeding 28 days if the Chief Executive Officer is of the opinion that conditions require such.

GUIDELINES	Nil
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ON DELEGATION	Nil
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DELEGATION NUMBER	T-3
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LEGISLATIVE POWER	LGA 1995 Section 5.42
DELEGATION SUBJECT	Events on Roads
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to determine application for the temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulation 1991.

GUIDELINES	The Chief Executive Officer shall have regard to Section 3.50 of the LGA 1995
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ON DELEGATION	Nil
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Attachment 8.6.2A

DELEGATION NUMBER	T-4
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LEGISLATIVE POWER	LGA 1995 Section 5.42
DELEGATION SUBJECT	Access for Restricted Access Vehicles
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to provide Shire approval for access of Restricted Access Vehicles to roads within the Shire of Boddington.

GUIDELINES	Council Policy 10.5 – Permits for Restricted Access
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ON DELEGATION	Manager Works and Services
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DELEGATION NUMBER	T-5
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LEGISLATIVE POWER	LGA 1995 Section 3.50 -3.52
DELEGATION SUBJECT	Closing certain thoroughfares to vehicles
DELEGATE	Chief Executive Officer

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the powers contained in Section 3.50 to 3.52 inclusive of the Local Government Act 1995.

GUIDELINES	Nil
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ON DELEGATION	Director Corporate and Community Services, Principal Environmental Health Officer/ Building Surveyor, Manager Works and Services
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Cr Manez declared an Interest affecting Impartiality in Item 8.6.3 as her son, Sam, runs the social basketball and soccer until the end of the year.

8.6.3	Formation of Boddington Sport and Recreation Centre Advisory Committee
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File Ref. No:
Disclosure of Interest: Nil
Date: 3 November 2016
Author: Chris Littlemore
Attachments: 8.6.3A Terms of Reference

Summary

Council is to consider formation of the Boddington Sport and Recreation Centre Advisory Committee.

Background

Council considered the creation of a formal Council Committee in October 2014. At the time it was moved that the motion lay on the table.

Part of the report to Council read;

Background

"The planning and design of the proposed Indoor Recreation and Community Centre (RCC) has been overseen by a voluntary community-based Committee since November 2005. The Committee was originally named the Greater Sports Committee, but has more recently been referred to as the Recreation Centre Committee. Prior to this committee, the project was overseen by the Boddington Recreation Advisory Committee but this Committee 'petered out' several years earlier.

The Greater Sports Committee (Recreation Centre Committee) was comprised of members of the community who were involved in various sports, and a senior officer of the Council attended meetings in an advisory role, and undertook the administration tasks. Currently this work is done by the Director Special Projects. The Council's Chief Executive Officer also attended.

Comment

Now that the design phase is practically complete, and construction may commence shortly, Council is desirous of creating a formal Committee pursuant to the Local Government Act to assist it in overseeing construction, and the use of, the RCC.

Councillors provided guidance at the Information meeting on 7 October that such a Committee could comprise three Councillors and two community members, with staff attending as and when necessary. Administration support will need to be provided by a member of staff.

The proposed Committee was considered by the existing Recreation & Community Centre Committee at a meeting on 14 October 2014. The Committee did not support the proposal and resolved to advise Council and propose an alternative suggestion."

Comment

In the two years since that time, much has occurred including the debate over which side of the oval to build the Rec Centre and now construction has commenced.

The current delegates to the publicly formed Rec Centre Committee are Cr Manez and the CEO, although this committee does not appear to have met since October 2014.

Cr Smart has volunteered to assist Cr Manez in the formation of a Council Committee. To this end, the two Councillors have met and discussed the formation of the committee.

There are benefits to having this as a committee of Council such as:

- Recording of meetings
- Regularity of meetings
- Council set Terms of Reference
- Established meeting procedures

The Committee would promote and identify opportunities for development and enhancement of the Recreation Centre facilities, including policy on usage and fees for use by sporting groups and recreational users.

Strategic Implications –

GOAL 3: A BUILT ENVIRONMENT AND INFRASTRUCTURE THAT SUPPORTS A GROWING COMMUNITY.

Scope: Provision of planning services, assets and infrastructure, parks, gardens and open spaces for community use.

Outcome 3.3: Sustainable asset and infrastructure base.

Strategy 3.3.4: Ensure Council buildings, facilities and public amenities are provided and maintained at an appropriate standard.

Statutory Environment

Local Government Act 1996

5.8. Establishment of 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.

** Absolute majority required.*

Policy Implications - It would be anticipated that the Boddington Sport and Recreation Centre Advisory Committee would advise Council on strategic policy for the Centre.

Financial Implications - It would be anticipated that the Boddington Sport and Recreation Centre Advisory Committee would advise Council on budget priorities for the Centre.

Economic Implications - Nil
Social Implications - Nil
Environmental Considerations - Nil
Consultation – Councillors

Options

Council can resolve to:

1. adopt the recommendation/s;
2. adopt the recommendation/s with further amendments; or
3. not accept the recommendation/s, giving reasons.

Voting Requirements - Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.3

COUNCIL RESOLUTION	76/16	Moved Cr Manez
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That Council resolves:

1. To form the Boddington Sport and Recreation Centre Advisory Committee as a committee of Council;
2. To adopt the Sport and Recreation Centre Advisory Committee Terms of Reference per attachment 8.6.3A; and
3. The incorporated sporting bodies, Boddington District School and the unincorporated soccer/basket social group shall nominate one of their executive/staff/convenor respectively to represent that group and a proxy member to act in their absence, for Council approval.

Seconded	Cr Smart	Carried	7/0
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Sport and Recreation Centre Advisory Committee Terms of Reference

Shire of Boddington Vision:

A vibrant and connected community, providing employment and lifestyle opportunities, a beautiful environment, and easy access to the city.

Shire of Boddington Mission:

To provide the leadership, facilities, infrastructure and services that will serve the needs of our community.

It is the Council's Vision for Boddington, and its Mission in achieving this vision which provide the overarching focus for the Boddington Sport and Recreation Centre Advisory Committee.

Purpose

The BSRC Advisory Committee is a vibrant and focused committee providing Council with strategic direction and advice on all matters pertaining to organised sport & recreational pursuits at the Boddington Sport and Recreation Centre.

Membership

Members of the Committee will need:

- An ability to constructively participate in an advisory capacity;
- An ability to represent a broad range of views that reflect the diversity of the community;
- A strong understanding of the local community and its social, environmental and economic influences;
- Good knowledge and understanding of the local issues that are relevant to sports and recreation;
- A willingness to contribute positively to meetings in a fair and unbiased manner;
- An ability to look beyond personal interests for the benefit of the community and residents of the Boddington;
- An ability and willingness to encourage participation from and provide feedback to the community regarding sports and recreation;

To this end, the incorporated sporting bodies, Boddington District School and the unincorporated soccer/basketball social group shall nominate one of their executive to represent that group and one of their executive as a proxy member to act in their absence.

In the event that the nominee no longer holds a position with the club, their membership of the committee will become vacant.

Council may reject any nomination and request the body to nominate another person to fill that position.

Formation, Meetings and General Procedures

The formation and conduct of the Boddington Sport and Recreation Centre Advisory Committee is to be as determined by the Shire of Boddington in accordance with the requirements of the Local Government Act 1995 and any other statutory requirements e.g. Shire of Boddington Standing Orders Local Law.

The Committee will

1. Appoint a Councillor as the Presiding Member to enable more effective reporting back to Council in relation to Committee items and recommendations.
2. Provide Minutes to Council for noting with a separate report being provided on all items requiring a resolution of Council.
3. Make agendas available on the Council's website and distributed to all Councillors prior to each meeting.
4. Review of their terms of reference in March of each election year to enable a complete review of the operations to be completed prior to the next Ordinary Elections.

Term of Office

The term of membership on the committee shall be up to a two year period with membership becoming vacant and reviewed following the biennial Local Government Elections.

Members of the public left Chambers at 5:30pm.

9. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS MOTION HAS BEEN GIVEN:

Nil

10. URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:

Nil

11. CONFIDENTIAL ITEM:

Cr Hoek declared a Financial Interest in Item 11.1.1 as she is the Manager of Boddington Community & Resource Centre.

Cr Collins declared an Interest affecting Impartiality in Item 11.1.1 as she is a member of the Boddington Community Resource Centre.

11.1.1	Organisational Structural Review
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File Ref. No:	ADM 0534
Disclosure of Interest:	Nil
Date:	14 September 2016
Author:	Chris Littlemore
Attachment	11.1.1 A Organisational Structure Review 2016

Summary

Council to approve review of organisational structure.

Background

The council of a local government is to ensure that there is an appropriate structure for administering the local government.

Comment

Senior council officers recently met with Marg Helmsley to discuss some of the challenges with Council's current organisational structure.

Concerns have also become apparent about the efficiency and effectiveness of Council's community development role given the duplication, at times, of efforts between Council and the Boddington Community Resource Centre.

There have also been concerns raised about the efficiency of project management and grant writing, with a large share falling to the CEO to complete.

Council is also facing changes in asset management requirements and will shortly need to commence a quadrennial review of key integrated planning and reporting documents. Keeping this work in-house will give much better ownership of the documents produced.

Council providing funding to the BCRC may enable them to leverage further funding from other sources, something Council cannot do. The Manager, Mrs Elizabeth Hoek, while not committing the Board, was positively disposed toward the confidential discussion with the Director Corporate and Community Services and myself about the concept and likely funding model.

Any financial support to the BCRC would be in the form of an annual grant, dependent on outcomes and imposing the least onerous reporting requirements, while still assuring Council that the funds were being used for increased community development.

The report "Organisational Structure Review 2016" provides more detail and background.

Policy Implications – Nil

Statutory Environment - Local Government Act 1995 s 5.2

Financial Implications - The objective is for the change in the community services area to be cost neutral. The additional support required via a Technical Officer position will provide roads and infrastructure asset management and development of a sound asset management plan, will result in a net expense of about \$8,000 in the first year. Containing this net increase is possible through savings in salaries on new employees compared to those leaving.

Economic Implications – Nil

Social Implications – Has the opportunity to produce better outcomes for the community with the same resources.

Environmental Considerations – N/A

Consultation Manager and Committee Member Boddington CRC, Marg Helmsley LG People, Director Corporate and Community Services.

Options

Council can:

1. Accept the Officer's Recommendation;
2. Amend the Officer's Recommendation; or
3. Not accept the Officer's Recommendation giving reasons.

Voting Requirements – Simple Majority

OFFICER RECOMMENDATION – ITEM 11.1.1

COUNCIL RESOLUTION

77/16

Moved Cr Collins

That Council:

1. Approve the proposed organisational structure as per attachment 11.1.1A;
2. Authorise the CEO to negotiate a funding agreement with the Boddington Community Resource Centre up to \$20,000 to 30 June 2017

Seconded

Cr Crilly

Carried

6/0



ORGANISATIONAL STRUCTURE REVIEW 2016



Shire of Boddington Organisational Structure Review.

The Shire workforce has been through periods of growth and decline over the past few years as the Super Town funding was received that enabled a period of high project activity which has now been completed. The mining and resources boom and subsequent downturn has also impacted on local population and on staff turnover in the Shire. The Shire is now at a point where it has stabilised and there is a need to determine the workforce skills and capacity to deliver business as usual in the most effective manner. The current structure was reviewed with the CEO and the Director Corporate and Community Services in the context staff turnover, and the strategies outlined in the Shire's 2013- 2017 Workforce Plan. The current organisational structure diagram is found on page three of this document.

Key drivers for change in the Organisational Structure and Roles.

- The impending retirement of the Executive Assistant offers the opportunity to review the role and implement Strategy 6.3.4 and 7.2.10 of the 2013- 2017 Workforce Plan to increase governance and compliance support that will meet Goal 5 of the Strategic Community Plan.
- Integrated Planning and Reporting resources as proposed in the 2013 _ 17 Workforce Plan
- Review of current services as per Workforce Plan Strategy 7.2.12
- The return from unpaid maternity leave of one of the Customer Services Officers
- Replacement of Senior Finance / Rates / Economic Development Officer (EDO)
- Duplication of effort with the local Community Resources Centre in current community services activities and funding applications.
- A shortfall in skills and capacity in asset management, particularly in populating the Romans Asset Management Database.

Proposed changes to the workforce and structure

The changes outlined in the table below will improve efficiency and effectiveness as well as add additional resources for Council support, governance, legislative compliance and integrated planning and reporting. Community development resources will be outsourced, but with an increased focus on grant writing and economic development, there will be more opportunity to enhance community resources and services than exists at the moment. The proposed draft structure is found on Page Four.

Current Role	New Roles	Rational	Benefits	2016_17 Budget Implications
Executive Officer .8 FTE	Governance and Compliance	General compliance minutes, correspondence duties with increased support for the CEO and Council in the governance area	Increases the focus on governance, compliance and reporting in this role	Saving of approx. \$3,643 PA due to long serving staff member leaving
Community Services Officers 1.1FTE	These roles will be discontinued with some of the current funding (TBD) granted to the BCRC to allow them to employ additional resource to support	Current roles perform as community development officers which conflicts with the services offered by the BCRC. Do not add value to the Council delivery of community services.	The Shire only participates in relevant community service delivery, and portion of current costs used to improve skills in ED and grant writing to improve outcomes for Community / Local Business.	Current Costs \$51,090 Annually reviewed BCRC Grant for \$16,500 Contribution to EO-IPR&G

Attachment 11.11.1

	enhanced resources for the community			\$28,948 Redundancy pay \$5,493
New Role	Executive Officer .6 FTE	Will provide IPR, grant writing and project support to the executive team.	Reduced outsourcing in IPR, more focus on obtaining grant funding. More support for the Executive to reduce their compliance, report and grant writing workload.	New role costs \$28,948
New Role	Admin/ Tech Assistant	Provides resource for roads and infrastructure asset management in (Romans Database) and development of asset infrastructure management plan Supports procurement compliance	Improved infrastructure data for capital works planning and budget forecasts. Increased efficiency in procurement processes	New role (.5 FTE) \$14,205 Proposed from Feb 2017

Key Success Factors

These key changes need to be implemented in a consultative change management manner to ensure the workplace morale is maintained in relation to job security and negotiating changes to roles and tasks.

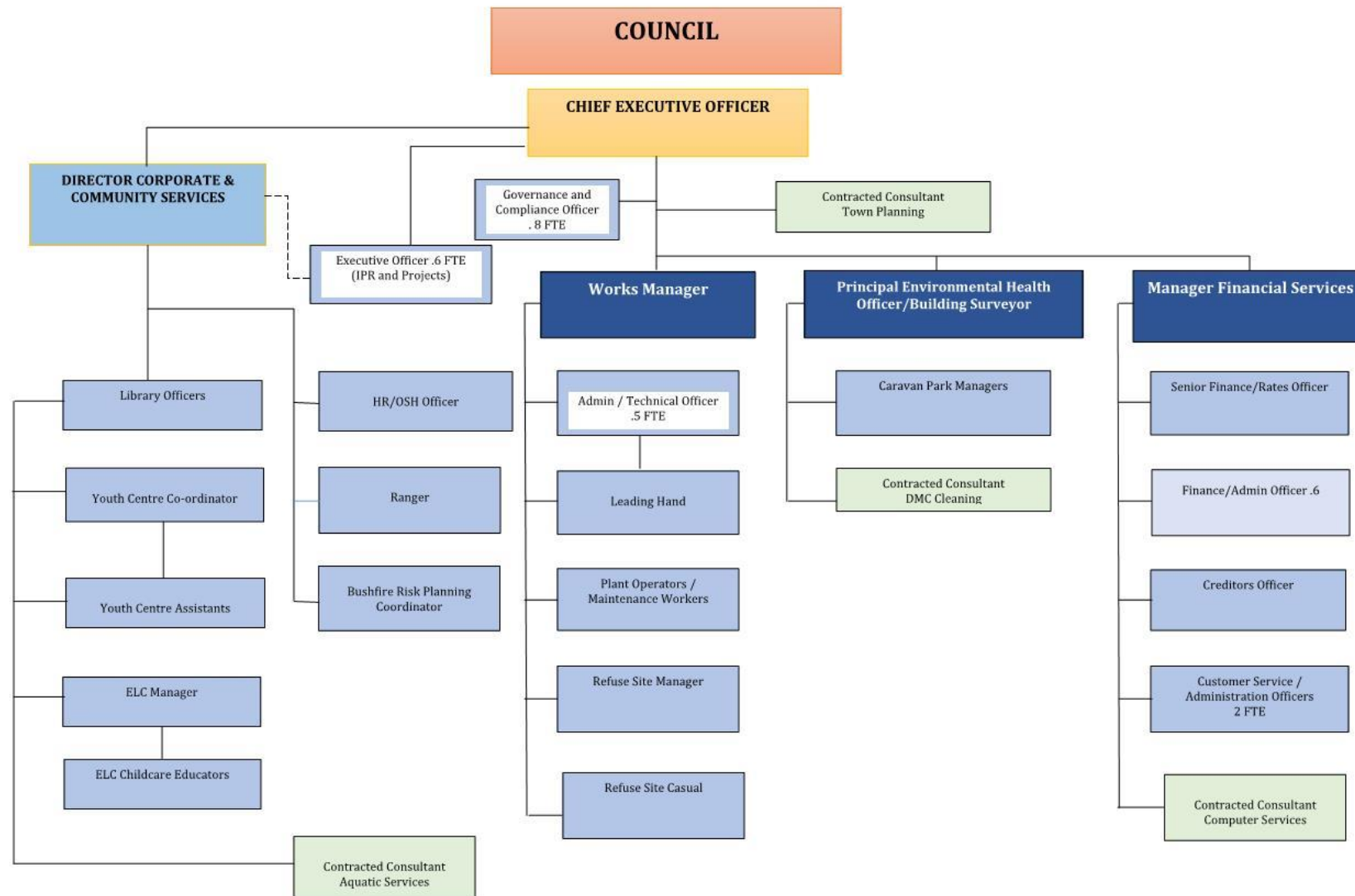
This would include reviewing roles and tasks of current staff members, determining required changes, updating current position descriptions and creating position descriptions for new roles.

Where possible, the roles should be internally advertised initially and then externally if the skills and knowledge are not available in house. This will demonstrate the Shire's strategy of ongoing workforce development. (WFP 7.2.12)

Ensuring there is an appropriate implementation and communication plan to ensure a timely transition to the proposed structure that prioritises communication and engagement to minimise potential harm to individual staff affected by these changes; and reduces the potential for industrial action or stress claims.

Margaret Hemsley
Principal Consultant
LG People and RiskID
0403369295
www.lgpeople.com

Proposed Organisational Structure September 2016



8.5.1 Freedom of Information Statement
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COUNCIL RESOLUTION

Moved Cr Collins

That Council adopt the Draft Freedom of Information Statement included at Attachment 8.5.1A.

Seconded

Cr Crilly

MOTION

Moved Cr Glynn

Moved a motion that Item 8.5.1 be held over until the Confidential Item 11.1.1 has been heard.

Seconded

Cr Collins

Carried

7/0

MOVED

Cr Hoek

Moved a motion that Item 8.5.1 be heard

Seconded

Cr Crilly

COUNCIL RESOLUTION

78/16

Moved Cr Collins

That Council adopt the Draft Freedom of Information Statement included at Attachment 8.5.1A.

Seconded

Cr Crilly

Carried

7/0

12. CLOSURE OF MEETING:

With no further business to discuss the Shire President, Cr Allert, closed the meeting at 6:10pm.

These minutes were confirmed by the Council as a true and accurate record at the Ordinary Council Meeting held on Tuesday 18 October 2016

.....
J R ALLERT
(President)