



*'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
Held At

5PM, TUESDAY 19 DECEMBER 2017

Council Chambers
39 Bannister Rd, Boddington

DISCLAIMER

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In particular and with derogating in any way from the broad disclaimer above, in any discussion regarding any development application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Boddington during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Boddington. The Shire of Boddington warns that anyone who has an application lodged with the Shire of Boddington must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of that application and any conditions attaching to the decision made by the Shire of Boddington in respect of the application.

Minutes

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1. DECLARATION OF OPENING:

The Shire President, Martin Glynn, declared the meeting open at 5:01pm.

"I would like to acknowledge the traditional custodians of the land, the Nyoongar People, and pay my respects to Elders, past and present".

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

2.1.1 Attendance

Cr M. Glynn	Shire President
Cr D Smart	Shire Deputy President
Cr J Hoffman	
Cr W McGrath	Arrived at 5:03pm
Cr R McSwain	
Cr G Ventris	
Mr C Littlemore	Chief Executive Officer (minute taker)
Mr G Bartle	Director of Corporate & Community Services
Mr P Haas	Principal Environmental Health Officer/Building
Mr J Rendell	Manager Financial Services
Ms T Hodder	Executive Officer (Minutes)

2.1.2 Apologies

Nil.

2.1.3 Leave of Absence

Cr Manez

3. DISCLOSURE OF FINANCIAL INTEREST:

Nil.

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 21 November 2017 and the Special Meeting on Tuesday 5 December 2017
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COUNCIL RESOLUTION

158/17

Moved Cr McSwain

That the minutes of the Ordinary Meeting of Council held on Tuesday 21 November 2017 be confirmed as a true record of proceedings.

That the minutes of the Special Meeting of Council held on Tuesday 5 December 2017 be confirmed as a true record of proceedings.

Seconded

Cr Hoffman

Carried: 5/0

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT
DISCUSSION:

Nil.

The Shire President deferred Item 8.1.1 to give the interested parties time to arrive and participate.

8. REPORTS OF OFFICERS AND COMMITTEES:

8.1 PLANNING CONSULTANT:

8.1.1	Development Application for Industry – Extractive (Gravel Pit): Lot 7 Harvey-Quindanning road, Lower Hotham
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Location:	Lot 7 on Plan 14884 (No. 5954) Harvey-Quindanning Road, Lower Hotham
Applicant:	Russell Reynolds
File Ref. No:	A1751
Disclosure of Interest:	Nil
Date:	29 November 2017
Author:	Steve Thompson
Attachments:	8.1.1A Location plan (separate attachment) 8.1.1B Details originally submitted by applicant (separate attachment) 8.1.1C Submissions (separate attachment) 8.1.1D Applicant response to submissions, updated site plan, photos (separate attachment)

Summary

A Development Application seeking approval for an industry – extractive use (gravel pit) at Lot 7 (No. 5954) Harvey-Quindanning Road, Lower Hotham is recommended for conditional approval for a five year period.

Background

The applicant seeks development approval for an industry - extractive use (gravel pit) on the site shown in Attachment 8.1.1A. Details originally submitted by the applicant are set out in Attachment 8.1.1B. The application seeks approval to extract gravel for an area of approximately 3 hectares to an average depth of 1.5 metres. The approval is sought for a 5 year period.

The property is 92.2 hectares in area, is largely cleared with remaining vegetation focused near waterways. The site contains minor waterways and drainage lines which flow into the Hotham River. There is a dwelling, sheds and various dams.

Advertising the Development Application

The Shire administration invited public comment on the Development Application for a 6 week period through writing to adjoining/nearby landowners, community groups, other stakeholders and wide ranging State Government agencies and having details on the Shire website.

The Shire received 12 submissions on the Development Application and these are provided in Attachment 8.1.1C. 4 submissions raised no objection, 5 submissions provided advice or raised issues and 3 submissions objected to the application. The main issues and objections raised in the submissions relate to:

- impacts on human health particularly dust and noise;
- impacts on quality of life including matters relating to Mr and Mrs Marwick's son;
- impact on livestock health;
- environmental impacts particularly waterways along with weed management;

- traffic impacts including the number of trucks, safety with school buses and the use of Boundary Road;
- visual impacts;
- bushfire risks;
- impacts on property values;
- there is a nearby gravel pit on Lower Hotham Road; and
- the gravel pit previously operated without Shire development (planning) approval.

In accordance with established practice, the Shire administration has liaised with the applicant since the receipt of submissions. In response to the submissions, the applicant has provided a letter, an updated site plan and some photographs (see Attachment 8.1.1D). **The revised site plan replaces the original site plan. The revised site plan, set out in Attachment 8.1.1D, is the plan being assessed in this report by the Shire administration and the Council.**

Planning context

The site is zoned "Rural" in the *Shire of Boddington Local Planning Scheme No. 2 (LPS2)* and the proposed use is described as "Industry- Extractive" which is a "SA" use in the Rural Zone (means that the use is not permitted unless the Council has granted development approval after advertising the application for comment). "Industry – Extractive" is defined in LPS2 as:

"Industry - Extractive: - means an industry which involves:

- a. the extraction of sand, gravel, clay, turf, soil, rock, stone, minerals, or similar substance from the land, and also includes the management of products from any of those materials when the manufacture is carried out on the land from which any of the materials so used is extracted, or on land adjacent thereto, and the storage of such materials or products;
- b. the production of salt by the evaporation of salt water."

The site is located within the Lower Valley Precinct of the *Shire of Boddington Local Planning Strategy (LPS)* and is classified as "Rural". Landscape and natural resource management considerations are set out for this precinct. The LPS provides guidance relating to managing bauxite resources but limited guidance for basic raw materials such as extracting gravel resources. Page 14 of the LPS states "There are scattered occurrences of basic raw materials suitable for road construction purposes in the Shire. This can lead to pressure for access to Crown Reserves for extraction purposes."

The Shire has no guidelines or local laws on extractive industries. There are however various Council policies that relate to the application including *07.8 Rehabilitation of Gravel Pits*, *10.5 Permits for Heavy Vehicles*, *Local Planning Policy No. 5 - Developer and Subdivider Contributions* and *Local Planning Policy No. 9 Car Parking and Vehicular Access*.

There are various planning policies and environmental documents relevant to the application including the draft *Shire of Boddington Local Planning Scheme No. 3*, draft *Shire of Boddington Local Planning Strategy*, Western Australian Planning Commission (WAPC) *State Planning Policy 4.1 State Industrial Buffer Policy*, WAPC *Basic Raw Materials Applicants' Manual* Environmental Protection Authority (EPA) *Guidance Statement No. 3 Separation Distances between Industrial and Sensitive Land Uses*, and EPA *Guidance Statement No. 33 - Environmental Guidance for Planning and Development*.

EPA Guidance Statement No. 3 *Separation Distances between Industrial and Sensitive Land Uses* recommends a generic buffer distance for sand/limestone extraction (where there are no grinding or milling works) of 300 – 500 metres from “sensitive” uses (e.g. dwellings) depending on the size of the operation.

Comment

A) Overview

It is recommended that Council approve the Development Application subject to conditions. This follows assessment against LPS2, the LPS, relevant State Government documents, considering the views of the submitters and other available information. It is noted, for instance, that:

- no clearing of native vegetation is proposed;
- no blasting is proposed;
- there are suitable buffers to off-site dwellings which comply with EPA setback requirements;
- the revised proposal, with no access to and from the pit onto Boundary Road, is supported given it will lessen dust impacts and enhance safety for motorists;
- the proposed access from the site onto the Harvey-Quindanning Road has appropriate vehicular sight distances;
- the pit is only likely to be used infrequently, most likely on a 2 year cycle, associated with the sealing of the Harvey-Quindanning Road;
- mining is a well-established use in the area;
- the area is and will remain rural for the long-term - there are no proposals for the site or area to be changed to rural smallholding or rural residential;
- appropriate gravel resources are critical to the district and will support the sealing of the Harvey-Quindanning Road;
- State Government agencies raise no objection to the application – including relating to environmental impact and water quality; and
- bauxite resources appear not to be impacted - no objection was raised by the Department of Mines, Industry Regulation and Safety and no response was received from the Department of Jobs, Tourism, Science and Innovation, Worsley or Alcoa.

It is accordingly recommended that the industry-extractive use is conditionally appropriate for this site. It is suggested that if the operation is suitably managed and development conditions are met, that environmental considerations and site restoration can be appropriately addressed.

While noting the above, there are various issues associated with the industry-extractive use, which should be considered by the Council in determining the Development Application. Some of these issues are outlined below.

B) Drainage and water quality

The gravel pit is near a watercourse. Accordingly, there is a need to minimise or prevent environmental harm through ensuring drainage/run-off is appropriately designed and controlled. This can be achieved through various measures including drainage control and replanting. Some of these matters are proposed to be addressed by the applicant as outlined in Attachment 8.1.1B.

It is recommended, as a condition of the development approval, that the applicant submits an appropriate Drainage Management Plan to the satisfaction of the Shire. This is required to manage stormwater and surface water through effectively removing sediment and minimising turbidity. Amongst matters, there is a need to provide a settling pit/s and bypass drains/earth bunds. The settling pit/s should be designed and maintained to provide storage for a minimum of two hours' run-off resulting from a 10-year average recurrence interval storm event. Stormwater run-off during high-rainfall events should be minimised by using vegetated or armoured drainage paths and buffers. Over-land stormwater flows from outside the extraction area should be diverted via bypass drains or earth bunds around disturbed surfaces and stockpiles.

All stockpiled materials, including topsoil overburden, awaiting transport or held for rehabilitation should be located upstream in the catchment of turbidity control facilities.

Given the proximity of the watercourse, it is suggested that the applicant prepare a Weed Management Plan.

C) Traffic impacts

As mentioned, the revised plans now propose access to and from the pit via Harvey-Quindanning Road with no access associated with the gravel pit via Boundary Road.

Harvey-Quindanning Road is sealed adjoining the site and there is an existing unsealed crossover. The crossover should be sealed and as necessary upgraded based on Council policy.

It is expected that most traffic associated with the pit will be westwards with the on-going sealing of the Harvey-Quindanning Road.

To minimise the potential for conflict between heavy haulage vehicles and school buses, it is common practice for the extractive industry operators to liaise with school bus operators to commence a dialogue and establish a schedule to avoid potential conflict.

D) Hours of operation

The applicant proposes operating during daylight hours Monday to Saturday. To increase certainty and assist in reducing impact, the suggested hours are between 7.00am – 6.00pm Monday to Saturday. Any work on the site is subject to ongoing compliance with the *Environmental Protection (Noise) Regulations 1997*.

E) On-going management and safety

The applicant and any sub-contractors will need to address on-going management and safety. This includes restricting access to unauthorised persons during the extraction and rehabilitation of the area through fencing, gates and signage.

Strategic Implications

Gravel is an important resource within the district. Should the Council approve the Development Application, the gravel resource should assist in providing a supply of gravel for use within the district which is of importance to the locality and the economy.

Statutory Environment

Planning and Development Act, Environmental Protection Act and LPS2.

Extractive industry operators are bound to comply with various levels of State Government and local government legislation and self-auditing of operations and review of environmental monitoring is paramount.

Policy Implications

There are no planning policy implications at this stage. In time, subject to required need, a Local Planning Policy could be prepared relating to industry extractive uses and accessing basic raw materials.

Financial Implications

The applicant has paid the Development Application fee.

Economic Implications

The gravel pit assists in the development of the district in providing a convenient supply of gravel. Approval of the development will increase certainty for the landowner, operators and the Shire, it provides direct and indirect employment and it can assist to increase monies spent locally.

Social Implications

Three nearby landowners objected to the application and have wide-ranging concerns.

Environmental Considerations

The gravel pit is close to a waterway. Risks can be minimised if the operator complies on an on-going basis with the development conditions and other legislation/regulations. Standard best management practices should be used by the operator such as dust suppression, drainage and rehabilitation.

Consultation

Consultation was recently undertaken by the Shire administration seeking landowner and stakeholder comment.

Options

The Council can:

1. approve the Development Application with no conditions;
2. approve the Development Application with conditions;
3. refuse the Development Application (giving reasons); or
4. defer and request additional information.

Voting Requirements

Simple Majority.

OFFICER RECOMMENDATION – ITEM 8.1.1

MOTION

/17

Moved: Cr McGrath

That Council approve the Development Application for an industry-extractive use (gravel pit) at Lot 7 on Plan 14884 (No. 5954) Harvey-Quindanning Road, Lower Hotham, subject to the following conditions:

General

1. The development hereby approved must be carried out in accordance with the revised plan (outlined in Attachment 8.1.1D), addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. This development approval is valid until 31 December 2022 after which date the use shall cease unless prior to that date a new Development Application has been submitted to and approved by the local government for the continuation of the use for an extended period.

Pit operation

3. No excavation slope, with the exception of the working face, is to exceed a ratio of 1 measure vertical to 3 horizontal.
4. When not in use, the excavation face shall be graded to a maximum of 1 measure vertical to 3 horizontal.
5. The hours of operation of the industry-extractive use are limited to between 7.00am and 6.00pm Monday to Saturday, other than when there is a Total Vehicle Movement Ban.

Crossover and safety of road users

6. The vehicular crossover between the subject land and Harvey-Quindanning Road is to be located, designed, constructed (sealed) and drained to the satisfaction of the local government prior to the commencement of operations.
7. No vehicular access, associated with the gravel pit operations, is permitted to use Boundary Road.
8. The applicant shall install and maintain road signs along transport routes warning other road users of trucks entering and using the public road system. Signs are to be to specification of the local government in locations approved in writing by the local government.

Safety on site

9. The site shall be fenced, gated and sign-posted against unauthorised entry, and such features shall thereafter be permanently maintained to the satisfaction of the local government.

Environmental management

10. Measures shall be taken to minimise the amount of dust pollution associated with the operation, such as by watering and covering truckloads and watering access roads where necessary to the specification and satisfaction of the local government.
11. The applicant to submit a Weed Management Plan to the satisfaction of the local government prior to the commencement of operations. The Weed Management Plan is to be suitably implemented to the satisfaction of the local government.
12. Any major environmental incidents shall be immediately reported to the local government and will require remediation to the local government's acceptance prior to further gravel extraction.

Stormwater management

13. The applicant shall prepare and submit a Drainage Management Plan prior to the commencement of operations to the specification and satisfaction of the local government which sets out, amongst matters:
 - (a) proposed earthworks, attenuation measures and drains;
 - (b) detention and sedimentation/settling basins and other measures to enhance water quality and limit off-site impacts;
 - (c) overland stormwater flows outside of the excavation area via adequate bypass drains/earth bunds around disturbed surfaces and stockpiled matter;
 - (d) proposed revegetation; and
 - (e) addressing erosion control.

Rehabilitation

14. The applicant shall prepare and submit a Rehabilitation Plan by 31 December 2018 to the specification and satisfaction of the local government which sets out, amongst matters:
 - (a) the site subject to the extractive-industry use is to be graded to an even surface, with slopes/embankments not steeper than 1 measure vertical to 4 horizontal;
 - (b) contour ripping on the bottom and sides of the pit area;
 - (c) topsoil to be stockpiled;
 - (d) spreading of stockpiled topsoil is to be replaced;
 - (e) the site is to be stabilised (through grass sowing, tree planting etc.) to reduce soil erosion;
 - (f) seeding with the appropriate agricultural seed mix or other re-vegetation of the land;
 - (g) fencing to exclude grazing stock if applicable;

- (h) planting native species of trees, shrubs and ground covers;
 - (i) staging of rehabilitation process; and
 - (j) removal of equipment, waste and final site clean up.
15. The excavation site is to be rehabilitated in accordance with the approved Rehabilitation Plan to the satisfaction of the local government prior to 31 December 2022.

Public liability insurance

16. The applicant is to retain appropriate Public Liability Insurance to cover the entire area the subject of this approval to the satisfaction of the local government.

Advice

- A) The issue of the approval shall not, in any way, render the Shire of Boddington liable for damage or injury of any kind to any member of the public and/or the operators such liability shall be the sole responsibility of the applicant/operator.
- B) In relation to Condition 11, weeds should be appropriately controlled in accordance with Department of Primary Industries and Regional Development guidelines. This in part should address the management of declared weeds under the *Biosecurity and Agriculture Management Act 2007* and the *Biosecurity and Agriculture Management Regulations 2013*.
- C) The applicant should undertake the operations in accordance with a Works Safety Plan and adopt appropriate dieback management protocols.
- D) The applicant should liaise with school bus operators to establish a traffic schedule to avoid potential conflict with school bus operations.
- E) The applicant should ensure that its heavy vehicle operators drive responsibly on roads in the Shire of Boddington.
- F) The applicant is encouraged to advise neighbours in advance of significant gravel pit operating periods.
- G) Measures should be taken to prevent spillage or disposal of machinery fuel, oil or grease products into the ground.
- H) Part 14 of the *Planning and Development Act 2005* provides the right to apply to the State Administrative Tribunal for review of some planning decisions and you may wish to take professional advice to determine whether or not such a right exists in the present instance. The *State Administrative Tribunal Rules 2004* require that any such applications for review be lodged with the Tribunal within 28 days of the date on which notice of the decision is given.

Seconded:

Cr Glynn

AMENDMENT

Moved: Cr Hoffman

That:

the following condition be added to the resolution:

Limited Operating Periods

17. The gravel pit is limited to operate for a maximum of 60 days, each calendar year, through to 31 December 2022. The applicant is to retain records of operating days, for the duration of the approval, and provide these on request to the local government.

Seconded:

Cr Smart

Carried: 6/0

SECOND AMENDMENT

Move: Cr Hoffman

That:

1. The days of operation are changed to Monday to Friday at point 5.

Seconder:

Cr McSwain

Carried: 5/1

The AMENDMENTS become the MOTION

COUNCIL RESOLUTION:

161/17

Moved: McGrath

That Council approve the Development Application for an industry-extractive use (gravel pit) at Lot 7 on Plan 14884 (No. 5954) Harvey-Quindanning Road, Lower Hotham, subject to the following conditions:

General

1. The development hereby approved must be carried out in accordance with the revised plan (outlined in Attachment 8.1.1D), addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. This development approval is valid until 31 December 2022 after which date the use shall cease unless prior to that date a new Development Application has been submitted to and approved by the local government for the continuation of the use for an extended period.

Pit operation

3. No excavation slope, with the exception of the working face, is to exceed a ratio of 1 measure vertical to 3 horizontal.
4. When not in use, the excavation face shall be graded to a maximum of 1 measure vertical to 3 horizontal.
5. The hours of operation of the industry-extractive use are limited to between 7.00am and 6.00pm Monday to Friday, other than when there is a Total Vehicle Movement Ban.

Crossover and safety of road users

6. The vehicular crossover between the subject land and Harvey-Quindanning Road is to be located, designed, constructed (sealed) and drained to the satisfaction of the local government prior to the commencement of operations.
7. No vehicular access, associated with the gravel pit operations, is permitted to use Boundary Road.
8. The applicant shall install and maintain road signs along transport routes warning other road users of trucks entering and using the public road system. Signs are to be to specification of the local government in locations approved in writing by the local government.

Safety on site

9. The site shall be fenced, gated and sign-posted against unauthorised entry, and such features shall thereafter be permanently maintained to the satisfaction of the local government.

Environmental management

10. Measures shall be taken to minimise the amount of dust pollution associated with the operation, such as by watering and covering truckloads and watering access roads where necessary to the specification and satisfaction of the local government.
11. The applicant to submit a Weed Management Plan to the satisfaction of the local government prior to the commencement of operations. The Weed Management Plan is to be suitably implemented to the satisfaction of the local government.
12. Any major environmental incidents shall be immediately reported to the local government and will require remediation to the local government's acceptance prior to further gravel extraction.

Stormwater management

13. The applicant shall prepare and submit a Drainage Management Plan prior to the commencement of operations to the specification and satisfaction of the local government which sets out, amongst matters:

- (a) proposed earthworks, attenuation measures and drains;
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- (c) overland stormwater flows outside of the excavation area via adequate bypass drains/earth bunds around disturbed surfaces and stockpiled matter;
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- (e) addressing erosion control.

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 - (a) the site subject to the extractive-industry use is to be graded to an even surface, with slopes/embankments not steeper than 1 measure vertical to 4 horizontal;
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 - (c) topsoil to be stockpiled;
 - (d) spreading of stockpiled topsoil is to be replaced;
 - (e) the site is to be stabilised (through grass sowing, tree planting etc.) to reduce soil erosion;
 - (f) seeding with the appropriate agricultural seed mix or other re-vegetation of the land;
 - (g) fencing to exclude grazing stock if applicable;
 - (h) planting native species of trees, shrubs and ground covers;
 - (i) staging of rehabilitation process; and
 - (j) removal of equipment, waste and final site clean up.
15. The excavation site is to be rehabilitated in accordance with the approved Rehabilitation Plan to the satisfaction of the local government prior to 31 December 2022.

Public liability insurance

16. The applicant is to retain appropriate Public Liability Insurance to cover the entire area the subject of this approval to the satisfaction of the local government.

Limited Operating Periods

17. The gravel pit is limited to operate for a maximum of 60 days, each calendar year, through to 31 December 2022. The applicant is to retain records of operating days, for the duration of the approval, and provide these on request to the local government.

Advice

- A) The issue of the approval shall not, in any way, render the Shire of Boddington liable for damage or injury of any kind to any member of the public and/or the operators such liability shall be the sole responsibility of the applicant/operator.

- B) In relation to Condition 11, weeds should be appropriately controlled in accordance with Department of Primary Industries and Regional Development guidelines. This in part should address the management of declared weeds under the *Biosecurity and Agriculture Management Act 2007* and the *Biosecurity and Agriculture Management Regulations 2013*.
- C) The applicant should undertake the operations in accordance with a Works Safety Plan and adopt appropriate dieback management protocols.
- D) The applicant should liaise with school bus operators to establish a traffic schedule to avoid potential conflict with school bus operations.
- E) The applicant should ensure that its heavy vehicle operators drive responsibly on roads in the Shire of Boddington.
- F) The applicant is encouraged to advise neighbours in advance of significant gravel pit operating periods.
- G) Measures should be taken to prevent spillage or disposal of machinery fuel, oil or grease products into the ground.
- H) Part 14 of the *Planning and Development Act 2005* provides the right to apply to the State Administrative Tribunal for review of some planning decisions and you may wish to take professional advice to determine whether or not such a right exists in the present instance. The *State Administrative Tribunal Rules 2004* require that any such applications for review be lodged with the Tribunal within 28 days of the date on which notice of the decision is given.

Seconded:

Cr Glynn

Carried: 6/0

8.2 MANAGER FINANCIAL SERVICES:

8.2.1 Monthly Financial Statements – November 2017

Disclosure of Interest: Nil
Date: 5 December 2017
Author: J Rendell – Manager Financial Services
Attachments: 8.2.1A Financial Statements – November 2017

Summary

Council is to consider **Monthly Financial Reports for November 2017.**

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 November 2017.

FINANCIAL SUMMARY YEAR TO DATE NOVEMBER 2017

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 YTD revised budget. The Shire of Boddington's financial position for year ended 30th June 2017, as signed off by audit has been incorporated into the reports to provide comparatives and assist in reconciliations where relevant.

OPERATING RESULT

REVENUE

Revenue is now 2.5% or \$136k favourable to budget. Within the main items, the following is noted:-

- **Operating Grants** is 82.9% or \$226k favourable to budget.
- **Fees & Charges** is 8.9% or \$56k unfavourable to budget, an analysis of this item has revealed that most of this variance is permanent and there is corresponding savings in related expenditure items.
- **Interest Earnings** is 47.6% or \$17k favourable to budget.
- **Other Revenue** is 59.8% or \$47k unfavourable to budget.
- **Profit from Asset sales** it is noted that there is not expected to be any profit from asset sales.

EXPENDITURE

Expenditure is 5.6% or \$160k favourable to budget, within the main items the following is noted:-

- Employee costs are 4.5% or \$43k favourable to budget.
- Materials and contracts are collectively 20.8% or \$159k favourable to budget.
- Utility charges are 9.2% or \$13k favourable to budget.
- Depreciation expense is 13.2% or \$91k unfavourable to budget.
- Insurance expenses is 4.2% or \$9k favourable to budget.
- Other expenditure is 40.3% or \$28k favourable to budget.

NET RESULT

The net result is 9.0% or \$296k favourable result to budget, due to total revenue being \$136k favourable and expenditure being \$160k favourable to budget.

CAPITAL ITEMS

Capital revenue is 50.9% or \$607k favourable to budget, this is considered as a timing difference at this stage, amounts received or brought to account thus far:-

- \$166k for Regional Roads Group
- \$56k for Visitor Centre Grant
- \$508k for DFES plant (not budgeted)
- \$1,030k for independent living complex
- \$20k outdoor exercise equipment
- \$20k dam water project

Making a total of \$1.8M being brought to account as capital income..

FINANCIAL SUMMARY YEAR TO DATE NOVEMBER 2017

Capital expenditure is 8% or \$210k unfavourable to budget. For a more detailed understanding refer to the Capital Expenditure by Asset Class report. In some cases there is a direct relationship between Capital income and Capital expenditure. Included within this year is an amount of \$570k for Councillor New Initiatives in accord with items contained in the Strategic Community Plan, to date only \$12k has been spent.

FUNDING ITEMS

Repayment of loan principal is favourable to budget, but this is only a timing issue.

RESERVE ITEMS

This will form a significant part of the restricted funds at year-end.

CASH & INVESTMENTS

Cash and investments sits at \$6.8M, this represents an increase of \$0.7M from the previous month, mainly due to revenue being higher, capital and operating expenses 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. It is noted that Council has already collected 86% of its rates income and only has outstanding \$587k as at November 2017.

SUMMARY

The overall financial result 32.2% or \$805k better than budget, this is expected to decrease once capital expenditure and capital income comes in line with budget.

Statutory Environment - Local Government (Financial Management) Regulations 1996

OFFICER'S RECOMMENDATION – 8.2.1

COUNCIL RESOLUTION

159/17

Moved: Cr Hoffman

That Council adopt the:

1. monthly financial statements for the period ending 30 November 2017; and
2. summary of reconciliations for the period ending 30 November 2017.

Seconded:

Cr Smart

Carried: 6/0

Attachment 8.2.1A

SHIRE OF BODDINGTON

Financial Reports for the period ended

30-Nov-17

Report Type	Page No.
Summary of Financial Activity	1
Comprehensive Income Statement by Nature/type	2
Comprehensive Income Statement by Programme	3
Rate Setting Statement	4
Statement of Financial Position	5
Loan Repayments & Net Current Asset Position	6
Capital Expenditure by Asset type	7
Existing Buildings Capital Expenditure by Jobs	8
Financial Graphs	9

Attachment 8.2.1A

SHIRE OF BODDINGTON SUMMARY OF FINANCIAL ACTIVITY by Nature or Type For the period ended

30-Nov-17

	2017/18 Budget			Actual	Variance	% Variance
	Approved	Current	YTD	YTD	YTD	YTD
Opening Funding Surplus (Deficit)	751,517	751,517	751,517	751,517	-	
Revenue						
Rates	4,386,000	4,386,000	4,375,967	4,370,782	- 5,185	-0.1%
Operating Grants, Subsidies and Contributions	572,602	572,602	272,968	499,219	226,251	82.9%
Fees and Charges	1,122,738	1,122,738	631,472	575,179	- 56,293	-8.9%
Interest Earnings	88,428	88,428	36,327	53,631	17,304	47.6%
Other Revenue	186,739	186,739	77,765	31,232	- 46,533	-59.8%
Profit from Asset Sales	-	-	-	-	-	
OPERATING INCOME	6,356,508	6,356,508	5,394,499	5,530,042	135,543	2.5%
Expenses						
Employee Costs	- 2,472,047	- 2,472,047	- 952,545	- 909,327	43,218	4.5%
Materials and Contracts	- 1,705,430	- 1,705,430	- 763,440	- 604,312	159,128	20.8%
Utility Charges	- 335,238	- 335,238	- 139,460	- 126,567	12,893	9.2%
Depreciation on Non-Current Assets	- 1,655,576	- 1,655,576	- 689,765	- 780,780	91,015	-13.2%
Interest Expenses	- 109,035	- 109,035	- 36,537	- 37,123	586	-1.6%
Insurance Expenses	- 202,424	- 202,424	- 202,382	- 193,806	8,576	4.2%
Loss on Asset Sales	-	-	-	-	-	
Other Expenditure	- 183,407	- 183,407	- 68,780	- 41,034	27,746	40.3%
OPERATING EXPENDITURE	- 6,663,157	- 6,663,157	- 2,852,909	- 2,692,949	159,960	5.6%
Net Result (incl. c/f surplus position)	444,868	444,868	3,293,107	3,588,611	295,504	9.0%
Adjustments for Non-Cash Items						
Depreciation	1,655,576	1,655,576	689,765	780,780	91,015	13.2%
Loss on Asset Disposals	-	-	-	-	-	
(Profit) on Asset Disposals	-	-	-	-	-	
Provisions and Accruals	-	-	-	-	-	
	1,655,576	1,655,576	689,765	780,780	91,015	13.2%
Net Result before funding and Capex items	2,100,444	2,100,444	3,982,872	4,369,391	386,519	9.7%
Capital Income and Expenditure						
Non-operating Grants & contributions	2,477,670	2,477,670	1,193,198	1,800,094	606,896	50.9%
Purchase Land & Buildings	- 3,223,666	- 3,223,666	- 1,467,111	- 1,931,717	464,606	-31.7%
Purchase Plant & Equipment	- 205,000	- 205,000	- 163,750	- 621,351	457,601	-279.5%
Purchase Roads, Streets & Bridges	- 1,157,491	- 1,157,491	- 527,437	- 164,041	363,396	68.9%
Purchase Other Infrastructure	- 665,019	- 665,019	- 369,764	- 80,205	289,559	78.3%
New Initiatives	- 569,500	- 569,500	- 71,000	- 12,333	58,667	82.6%
Proceeds from Asset Sales	300,000	300,000	-	-	-	
Net Capital Items	- 3,043,006	- 3,043,006	- 1,405,864	- 1,009,553	396,311	28.2%
Funding Items						
Proceeds from New loans	-	-	-	-	-	
Repayment of Loan Principal	- 220,541	- 220,541	- 73,514	- 51,153	22,360	30.4%
Self Supporting Loan Principal Income	-	-	-	-	-	
Total Funding Items	- 220,541	- 220,541	- 73,514	- 51,153	22,360	30.4%
Reserve Items						
Transfers to Reserves (interest)	- 630,900	- 630,900	-	-	-	#DIV/0!
Transfers Reserves movement nett.	2,169,052	2,169,052	-	-	-	#DIV/0!
Net Reserve movement	1,538,152	1,538,152	-	-	-	#DIV/0!
Closing Funding Surplus (Deficit)	375,048	375,048	2,503,494	3,308,686	805,191	32.2%

Attachment 8.2.1A

SHIRE OF BODDINGTON STATEMENT OF COMPREHENSIVE INCOME BY NATURE/TYPE For the period ended							30-Nov-17
	2017/18 Budget			Actual	Variance	% Variance	
	Approved	Current	YTD	YTD	YTD	YTD	
Revenue							
Rates	4,386,000	4,386,000	4,375,967	4,370,782 -	5,185		-0.1%
Operating Grants, Subsidies and Contributions	572,602	572,602	272,968	499,219	226,251		82.9%
Fees and Charges	1,122,738	1,122,738	631,472	575,179 -	56,293		-8.9%
Interest Earnings	88,428	88,428	36,327	53,631	17,304		47.6%
Other Revenue	186,739	186,739	77,765	31,232 -	46,533		-59.8%
OPERATING INCOME	6,356,508	6,356,508	5,394,499	5,530,042	135,543		2.5%
Expenses							
Employee Costs	- 2,472,047 -	- 2,472,047 -	952,545 -	909,327	43,218		4.5%
Materials and Contracts	- 1,705,430 -	- 1,705,430 -	763,440 -	604,312	159,128		20.8%
Utility Charges	- 335,238 -	- 335,238 -	139,460 -	126,567	12,893		9.2%
Depreciation on Non-Current Assets	- 1,655,576 -	- 1,655,576 -	689,765 -	780,780 -	91,015		-13.2%
Interest Expenses	- 109,035 -	- 109,035 -	36,537 -	37,123 -	586		-1.6%
Insurance Expenses	- 202,424 -	- 202,424 -	202,382 -	193,806	8,576		4.2%
Other Expenditure	- 183,407 -	- 183,407 -	68,780 -	41,034	27,746		40.3%
OPERATING EXPENDITURE	- 6,663,157 -	- 6,663,157 -	- 2,852,909 -	- 2,692,949	159,960		5.6%
Net Result before Capital Income	- 306,649 -	- 306,649	2,541,590	2,837,094	295,504		11.6%
Non-Op. Grants, Subsidies and Contributions	2,477,670	2,477,670	1,193,198	1,800,094	606,896		50.9%
Profit on Asset Disposals	-	-	-	-	-		
Loss on Asset Disposals	-	-	-	-	-		
OTHER	2,477,670	2,477,670	1,193,198	1,800,094	606,896		50.9%
NET RESULT	2,171,021	2,171,021	3,734,788	4,637,188	902,400		24.2%
Other Comprehensive Income							
Changes on Revaluation of Non-Current Assets	-	-	-	-	-		
Total Other Comprehensive Income	-	-	-	-	-		
TOTAL COMPREHENSIVE INCOME	2,171,021	2,171,021	3,734,788	4,637,188	902,400		24.2%

Attachment 8.2.1A

SHIRE OF BODDINGTON STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM For the period ended						
30-Nov-17						
	2017/18 Budget Approved	Current	YTD	Actual YTD	Variance YTD	% Variance YTD
Revenue						
Governance	4,666,593	4,666,593	4,505,117	4,599,847	94,730	2.1%
General Purpose Funding	106,484	106,484	44,345	27,236	17,109	-38.6%
Law, Order, Public Safety	211,411	211,411	80,918	203,819	122,901	151.9%
Health	26,429	26,429	9,835	14,234	4,399	44.7%
Education and Welfare	499,648	499,648	208,760	151,218	57,542	-27.6%
Housing	20,402	20,402	8,500	4,411	4,089	-48.1%
Community Amenities	295,078	295,078	263,298	271,463	8,165	3.1%
Recreation and Culture	133,690	133,690	92,091	96,584	4,493	4.9%
Transport	106,887	106,887	36,516	65,567	29,051	79.6%
Economic Services	244,045	244,045	126,024	91,227	34,797	-27.6%
Other Property and Services	45,840	45,840	19,095	4,436	14,659	-76.8%
	6,356,508	6,356,508	5,394,499	5,530,042	135,543	2.5%
Expenses excluding Finance Costs						
Governance	- 28,660	- 28,660	- 83,853	- 0	83,853	100.0%
General Purpose Funding	- 25,684	- 25,684	- 10,700	- 661	10,039	93.8%
Law, Order, Public Safety	- 615,523	- 615,523	- 256,434	- 234,769	21,665	8.4%
Health	- 269,876	- 269,876	- 113,829	- 111,751	2,078	1.8%
Education and Welfare	- 621,700	- 621,700	- 249,065	- 211,236	37,829	15.2%
Housing	- 47,162	- 47,162	- 19,084	- 16,890	2,194	11.5%
Community Amenities	- 688,064	- 688,064	- 283,432	- 246,921	36,511	12.9%
Recreation and Culture	- 1,505,093.42	- 1,505,093	- 645,640	- 605,133	40,507	6.3%
Transport	- 2,422,088	- 2,422,088	- 990,248	- 1,089,666	99,418	-10.0%
Economic Services	- 422,281	- 422,281	- 197,620	- 182,441	15,179	7.7%
Other Property and Services	- 2,314	- 2,314	- 4,635	- 9,864	14,499	312.8%
	- 6,554,122	- 6,554,122	- 2,816,372	- 2,655,825	160,547	5.7%
Finance Costs						
Governance	- 35,955	- 35,955	-	-	-	
General Purpose Funding	-	-	-	-	-	
Law, Order, Public Safety	-	-	-	-	-	
Health	-	-	-	-	-	
Education and Welfare	- 10,219	- 10,219	- 5,109	- 5,219	110	-2.1%
Housing	- 33,297	- 33,297	- 16,647	- 16,890	243	-1.5%
Community Amenities	-	-	-	-	-	
Recreation and Culture	- 29,564	- 29,564	- 14,781	- 15,015	234	-1.6%
Transport	-	-	-	-	-	
Economic Services	-	-	-	-	-	#DIV/0!
Other Property and Services	-	-	-	-	-	
	- 109,035	- 109,035	- 36,537	- 37,123	586	-1.6%
Net Result before Capital Income	- 306,649	- 306,649	- 2,541,590	- 2,837,094	296,676	
Non Operating Grants, Subsidies and Contributions						
Law, Order, Public Safety	-	-	-	508,819	508,819	
Education and Welfare	1,409,500	1,409,500	845,700	1,029,500	183,800	
Recreation and Culture	373,569	373,569	32,000	40,000	8,000	
Transport	594,601	594,601	249,498	166,000	83,498	-33.5%
Economic Services	100,000	100,000	66,000	55,775	10,225	
Other Property and Services	-	-	-	-	-	
	2,477,670	2,477,670	1,193,198	1,800,094	606,896	50.9%
Other Comprehensive Income						
Changes on Revaluation of Non-Current Assets	-	-	-	-	-	#DIV/0!
TOTAL COMPREHENSIVE INCOME	2,171,021	2,171,021	3,734,788	4,637,188	902,400	24.2%

Attachment 8.2.1A

SHIRE OF BODDINGTON RATE SETTING STATEMENT For the period ended 30-Nov-17						
	Approved	2017/18 Budget Current	YTD	Actual YTD	Variance YTD	% Variance YTD
Revenue						
Operating Grants, Subsidies and Contributions	572,602	572,602	272,968	499,219	226,251	82.9%
Fees and Charges	1,122,738	1,122,738	631,472	575,179	56,293	-8.9%
Interest Earnings	88,428	88,428	36,327	53,631	17,304	47.6%
Other Revenue	186,739	186,739	77,765	31,232	46,533	-59.8%
Profit from Asset Sales	-	-	-	-	-	-
Total Operating Revenue excluding Rates	1,970,508	1,970,508	1,018,532	1,159,262	140,729	13.8%
Expenses						
Employee Costs	- 2,472,047	- 2,472,047	- 952,545	- 909,327	43,218	4.5%
Materials and Contracts	- 1,705,430	- 1,705,430	- 763,440	- 604,312	159,128	20.8%
Utility Charges	- 335,238	- 335,238	- 139,460	- 126,567	12,893	9.2%
Depreciation on Non-Current Assets	- 1,655,576	- 1,655,576	- 689,765	- 780,780	91,015	-13.2%
Interest Expenses	- 109,035	- 109,035	- 36,537	- 37,123	586	-1.6%
Insurance Expenses	- 202,424	- 202,424	- 202,382	- 193,806	8,576	4.2%
Loss on Asset Sales	-	-	-	-	-	-
Other Expenditure	- 183,407	- 183,407	- 68,780	- 41,034	27,746	40.3%
Operating Expenditure	- 6,663,157	- 6,663,157	- 2,852,909	- 2,692,949	159,960	5.6%
Operating Result Excluding Rates Income	- 4,692,649	- 4,692,649	- 1,834,377	- 1,533,687	300,689	16%
Adjustments for Non-Cash Items						
Depreciation	1,655,576	1,655,576	689,765	780,780	91,015	-13.2%
(Profit)/Loss on Asset Disposals	-	-	-	-	-	-
Provisions & Accruals	-	-	-	-	-	-
	1,655,576	1,655,576	689,765	780,780	91,015	-13.2%
Capital Income and Expenditure						
Purchase of Capital Expenditure	- 5,820,676	- 5,820,676	- 2,599,062	- 2,809,647	210,585	-8.1%
Non-operating Grants & contributions	2,477,670	2,477,670	1,193,198	1,800,094	606,896	-50.9%
Proceeds from Asset Sales	300,000	300,000	-	-	-	#DIV/0!
	- 3,043,006	- 3,043,006	- 1,405,864	- 1,009,553	396,311	28.2%
Funding & Reserve Items						
Proceeds from New loans	-	-	-	-	-	-
Repayment of Loan Principal	- 220,541	- 220,541	- 73,514	- 51,153	22,360	30.4%
Self Supporting Loan Principal Income	-	-	-	-	-	-
Transfers to Reserves	- 630,900	- 630,900	-	-	-	-
Transfers from Reserves	2,169,052	2,169,052	-	-	-	#DIV/0!
	1,317,611	1,317,611	- 73,514	- 51,153	22,360	30.4%
Estimated Surplus/(Deficit) July 1 B/Fd.	751,517	751,517	751,517	751,517	-	-
Estimated Surplus/(Deficit) C/F or YTD.	375,048	375,048	2,503,494	3,308,686	805,192	32.2%
Amount required from General Rate	- 4,386,000	- 4,386,000	- 4,375,967	- 4,370,782	5,185	-0.1%

Attachment 8.2.1A

SHIRE OF BODDINGTON STATEMENT OF FINANCIAL POSITION For the period ended		
	30-Jun-17 Audited	30-Nov-17 YTD Actual
CURRENT ASSETS		
Cash and Cash Equivalents	4,974,732	6,784,088
Equity Reserve Investments	-	-
Trade & Other Receivables	338,977	734,916
Inventories	2,044	2,044
TOTAL CURRENT ASSETS	5,315,753	7,521,047
NON CURRENT ASSETS		
Property Plant & Equipment	27,432,220	29,706,789
Land Held for Resale	272,538	272,539
Infrastructure	46,816,094	46,570,390
TOTAL NON CURRENT ASSETS	74,520,852	76,549,718
TOTAL ASSETS	79,836,605	84,070,765
CURRENT LIABILITIES		
Trade & Other Payables	503,379	74,727
Employee Provisions	308,448	308,448
Borrowings	220,541	169,388
Trusts	-	76,778
TOTAL CURRENT LIABILITIES	1,032,368	629,340
NON CURRENT LIABILITIES		
Trade & Other Payables - Specific	300,000	300,000
Borrowings	2,284,898	2,284,898
Employee Provisions	47,369	47,369
TOTAL NON CURRENT LIABILITIES	2,632,267	2,632,267
TOTAL LIABILITIES	3,664,635	3,261,608
EQUITY		
Retained Earnings	30,813,402	35,450,590
Reserves Cash Backed	3,767,393	3,767,393
Revaluation Reserve	41,591,174	41,591,175
TOTAL EQUITY	76,171,969	80,809,157
TOTAL LIABILITIES & EQUITY	79,836,605	84,070,765
BALANCE SHEET VARIANCE	\$1.00	\$0.00

Attachment 8.2.1A

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	\$117,011	\$117,011	\$39,004	\$0
2113200	LOAN 106 - REC CENTRE	71	Other Expenses	\$0	\$0	\$0	\$0
3074200	PRINCIPAL LOAN 83	71	Other Expenses	\$9,993	\$9,993	\$3,331	\$4,916
3083000	PRINCIPAL ON LOAN 100	71	Other Expenses	\$13,845	\$13,845	\$4,615	\$6,813
3091402	PRINCIPAL ON LOAN 91	71	Other Expenses	\$0	\$0	\$0	\$0
3091460	PRINCIPAL ON LOAN 94	71	Other Expenses	\$11,835	\$11,835	\$3,945	\$5,824
3091470	PRINCIPAL ON LOAN 97	71	Other Expenses	\$12,002	\$12,002	\$4,001	\$5,906
3113046	PRINCIPAL - LOAN 103	71	Other Expenses	\$0	\$0	\$0	\$0
3113048	PRINCIPAL - LOAN 106 REC CENTRE	71	Other Expenses	\$55,855	\$55,855	\$18,618	\$27,695
3121100	PRINCIPAL LOAN 102	71	Other Expenses	\$0	\$0	\$0	\$0
TOTAL				\$220,541	\$220,541	\$73,514	\$51,153

MOVEMENT NET CURRENT ASSET POSITION - RECONCILIATION

	2016/17 Budget			Actual
	Approved	Current	YTD	YTD
NCA items from Statement of Financial Activity				
Current Assets	3,016,332	3,016,332		7,523,734
Less: Current Liabilities	- 412,044	- 412,044	-	447,655
Add: Restricted Assets/Principal Repayment	- 2,229,239	- 2,229,239	-	3,767,393
Net Current Assets	375,048	375,048		3,308,686
REPRESENTED BY - (From Financial Position) Movement				
Net Current Assets	375,048	375,048		3,308,686
REPRESENTED BY - (From Rate Setting Statement) Movement				
Closing Surplus Position	375,048	375,048		3,308,686
Net Current Assets	375,048	375,048		3,308,686

Attachment 8.2.1A

SHIRE OF BODDINGTON
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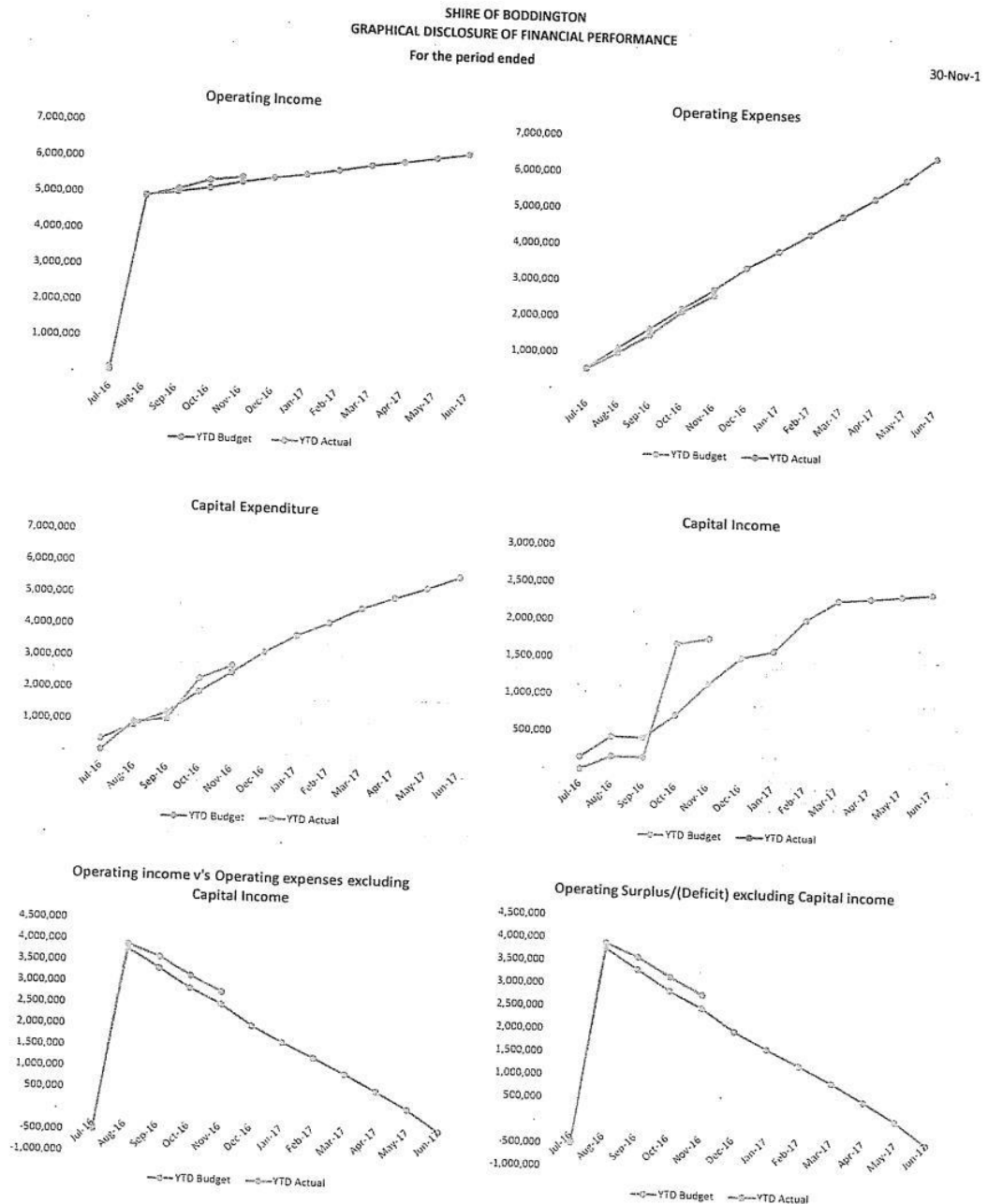
SHIRE OF BODDINGTON CAPITAL EXPENDITURE BY ASSET CLASS

For the period ended			30-Nov-17			
COA	Description	Asset Type	Original Budget	Current Budget	YTD Budget	YTD Actual
3042202	EXISTING BUILDINGS 16/17	Land & Buildings	111,759	111,759	73,345	45,268
3042212	CEO RESIDENCE	Land & Buildings	350,000	350,000	119,000	5
3053025	OLD POLICE STATION REFURBISHMENT	Land & Buildings	65,000	65,000	65,000	58,315
3082090	AGED CARE COMPLEX	Land & Buildings	2,549,381	2,549,381	1,062,240	1,722,633
3113200	RECREATION CENTRE	Land & Buildings	22,526	22,526	22,526	39,454
3135202	LAND PURCHASE	Land & Buildings	-	-	-	-
3132008	VISITOR CENTRE	Land & Buildings	125,000	125,000	125,000	66,042
	Land & Buildings Total		3,223,666	3,223,666	1,467,111	1,931,717
3102201	REFUSE SITE	Other Infrastructure	30,000	30,000	7,500	-
3105050	OVALS PARKS & CEMETERIES	Other Infrastructure	-	-	-	6,443
3112208	LIGHTING - SPORTS OVAL	Other Infrastructure	112,121	112,121	-	-
3112213	SWIMMING POOL - INFRASTRUCTURE	Other Infrastructure	32,000	32,000	8,000	15,162
3132030	WATER TO RANFORD CAPEX	Other Infrastructure	256,670	256,670	256,669	50,693
3113082	DAM IMPROVEMENTS - WATER TO OVAL	Other Infrastructure	234,228	234,228	97,595	7,908
	Other Infrastructure Total		665,019	665,019	369,764	80,205
3042209	COMPUTER EQUIPMENT	Plant & Equip	15,000	15,000	3,750	18,997
3042208	OFFICE EQUIPMENT	Plant & Equip	20,000	20,000	20,000	14,557
3042219	VEHICLE COST UPGRADE	Plant & Equip	-	-	-	-
3051220	Fire Tender Boddington	Plant & Equip	-	-	-	508,819
3121096	TRACTOR	Plant & Equip	55,000	55,000	55,000	78,977
3121066	FLAIL MOWER	Plant & Equip	75,000	75,000	75,000	-
3139302	MINOR CAPITAL ITEMS	Plant & Equip	40,000	40,000	10,000	-
	Plant & Equip Total		205,000	205,000	163,750	621,351
3121086	Main Roads Bridge Program	Roads Infrastructure	42,500	42,500	-	-
3121090	ROADS TO RECOVERY	Roads Infrastructure	96,358	96,358	63,596	1,477
3121704	RESEALS - MUNI	Roads Infrastructure	163,642	163,642	-	-
3121705	MAIN STREET UPGRADE	Roads Infrastructure	111,635	111,635	-	1,446
3121706	CAR PARKS - SHIRE FACILITIES	Roads Infrastructure	100,000	100,000	25,000	4,562
3121700	COMMODITY GRANT CAPITAL EXPENSE	Roads Infrastructure	-	-	-	-
3121800	ROAD CONST. - RRG	Roads Infrastructure	601,500	601,500	396,986	115,884
3121803	FOOTPATHS	Roads Infrastructure	41,856	41,856	41,855	40,673
	Roads Infrastructure Total		1,157,491	1,157,491	527,437	164,041
3113207	DRINKING FOUNTAINS	Councillor New Initiatives	12,000	12,000	-	-
3112100	SKATEPARK	Councillor New Initiatives	150,000	150,000	-	8,800
3112205	PUMP TRACK	Councillor New Initiatives	140,000	140,000	-	-
3105250	NATURE PLAYGROUND	Councillor New Initiatives	100,000	100,000	-	-
3105500	FORESHORE LANDSCAPE/DESIGN	Councillor New Initiatives	50,000	50,000	33,000	1,560
3105211	DOG PARK - FENCING	Councillor New Initiatives	7,500	7,500	-	-
3105052	FLYING FOX	Councillor New Initiatives	20,000	20,000	-	-
3112210	OUTDOOR EXERCISE FACILITIES	Councillor New Initiatives	40,000	40,000	26,400	-
3082450	DEMENTIA HOUSE MODIFICATIONS	Councillor New Initiatives	10,000	10,000	-	-
3105203	COMMUNITY CLUB MODIFICATIONS	Councillor New Initiatives	25,000	25,000	-	1,973
3112000	VOLLEYBALL COURT (REC CTR.)	Councillor New Initiatives	5,000	5,000	5,000	-
3146203	ART SHOWCASE (VISITOR CTR.)	Councillor New Initiatives	10,000	10,000	6,600	-
	Councillor New Initiatives Total		569,500	569,500	71,000	12,333
	Grand Total		5,820,676	5,820,676	2,599,062	2,809,647

Attachment 8.2.1A

CAPITAL EXPENDITURE - EXISTING BUILDINGS - By JOBS					30-Nov-17
Job	Description	Original Budget	Current Budget	YTD Budget	YTD Actual
BAC1999	Bannister Road Shire Office - Capital	33,000	33,000	33,000	29,990
BCC1028	Pollard Street Child Care Centre - Capital	1,000	1,000	415	-
BCC1029	Johnstone Street Community Newspaper - Capital	9,000	9,000	-	1,270
BCC1999	Bannister Road - Caravan Park Caretaker Residence - Capital	1,000	1,000	415	-
BCC3999	Bannister Road - Caravan Park Caretaker Residence - Capital	-	-	-	1,955
BDC1015	Farmer Ave - Depot Lunch Room - Capital	1,000	1,000	415	-
BDC2015	Farmer Ave - Depot Lunch Room - Capital	-	-	-	4,527
BEC1029	Johnstone Street Emergency Services Shed - Capital	1,000	1,000	415	-
BFC1039	Wurraming Ave - Foreshore Toilet Block - Capital	1,000	1,000	415	-
BIC1024	Hotham Street Ic Unit 1 - Capital	1,000	1,000	415	-
BIC2024	Hotham Street Ic Unit 2 - Capital	1,000	1,000	415	-
BIC3024	Hotham Street Ic Unit 3 - Capital	1,000	1,000	415	-
BIC4024	Hotham Street Ic Unit 4 - Capital	1,000	1,000	415	1,089
BMC1024	Hotham Street Medical Centre - Capital	1,000	1,000	415	-
BOC1025	Forrest Street Old School - Main Classroom - Capital	1,000	1,000	415	-
BOC3025	Forrest Street Old School Storeroom - Capital	-	-	-	-
BOC4025	Forrest Street Old School - Main Classroom - Capital	1,000	1,000	415	-
BPC1999	Bannister Road Public Toilets - Capital	1,000	1,000	415	-
BRC1025	Forrest Street Retirement Unit 1 - Capital	1,000	1,000	415	-
BRC2025	Forrest Street Retirement Unit 2 - Capital	1,000	1,000	415	-
BRC3025	Forrest Street Retirement Unit 3 - Capital	1,000	1,000	415	-
BRC4025	Forrest Street Retirement Unit 4 - Capital	1,000	1,000	415	-
BRC1999	Forrest Street Retirement Unit 4 - Capital	-	-	-	137
BSC1027	Hill Street 34 (Staff Housing) - Capital	1,000	1,000	415	-
BSC1028	Pollard Street Swimming Pool Ablutions - Capital	1,000	1,000	415	-
BSC1045	Pecan Place 3 (Staff Housing) - Capital	1,000	1,000	415	-
BSC1050	Prussian Way 20 (Staff Housing) - Capital	5,000	5,000	3,300	4,510
BSC1054	Blue Gum Close 15 (Staff Housing) - Capital	10,000	10,000	6,600	-
BSC1063	Club Drive Sporting Complex - Capital	1,000	1,000	415	-
BSC2029	Johnstone Street 46 (Staff Housing) - Capital	6,000	6,000	-	-
BSC2054	Blue Gum Close 16 (Staff Housing) - Capital	5,000	5,000	-	-
BSC3028	Pollard Street Swimming Pool Kiosk/Pump Room - Capital	21,000	21,000	21,000	1,790
BTC1029	Johnstone Street Town Hall - Capital	1,000	1,000	415	-
BWC1013	Robins Road Waste Site Office - Capital	759	759	315	-
BYC1999	Bannister Road Youth Centre - Capital	-	-	-	-
TOTAL EXISTING BUILDINGS		\$111,759	\$111,759	\$73,345	\$45,268
REPRESENTED BY:					
COA					
3042202 EXISTING BUILDINGS 16/17		111,759	111,759	73,345	45,268

Attachment 8.2.1A



4/12/20175:Corporate Services\Manager Finance\Financial Reports\Council\2017-18\Nov 2017\Data for Graphs

8.2.2 List of Payments – November 2017

Disclosure of Interest: Nil
Date: 5 December 2017
Author: J Rendell
Attachments: 8.2.2A List of Payments (Confidential)

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 November 2017 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

160/17

Moved: Cr McSwain

That Council adopts the list of payments for the period ending 30 November 2017; at Attachment 8.2.2A.

Seconded:

Cr Glynn

Carried: 6/0

8.3 PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/ BUILDING SURVEYOR:

8.3.1 Local Emergency Management Arrangements 2018
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Disclosure of Interest:	Nil
Date:	7 December 2017
Author:	Peter Haas – PEHO/BS
Attachments:	8.3.1 A – Local Emergency Management Arrangements 2018 - (Confidential Separate Attachment)

Summary

To seek Council's endorsement of the Local Emergency Management Arrangements 2018.

Background

Over the past year, the current Local Emergency Management Arrangements (LEMAs) have been revised. It is a requirement and good practice to revise the arrangements on a regular basis because of changes that occur.

Input into the revision has been sought and acted upon by members of the Local Emergency Management Committee and I would like to thank them for their input.

This matter was discussed at the last Council Information Session on 5 December 2017. The Arrangements have been provided to Council under confidential cover because there are phone contacts contained therein that are not for general release to the public and these contact details will be removed from the copy of the arrangements put on Council's web site.

Comment

Note that attachment is confidential as it contains personal details of contacts. Once Council has endorsed the Arrangements, they will be sent to the District Emergency Management Committee for comment. Should they be satisfied the Arrangements will then be sent to the State Emergency Management Committee.

Council should be mindful that the LEMAs is a dynamic document which is constantly being reviewed and tweaked in minor ways and I have endeavoured to make sure that members

of the Local Emergency Management Committee are given any changes to the LEMAs as soon as they are made.

Council should also be made aware that there are a whole raft of plans that have been drafted by other agencies, that support the Arrangements as well as maps, contact lists, resources lists etc.

Strategic Implications

Local Emergency Management Arrangements is a document that sets broad plans in place at a local level for any emergency. There are other plans made by other agencies that supports the Arrangements.

Statutory Environment

It is a requirement of Section 36 of the Emergency Services Act 2005 that Council has Local Emergency Management Arrangements.

Policy Implications - Nil

Financial Implications – Nil

Economic Implications -Nil

Social Implications - Nil

Environmental Considerations –Nil

Consultation

Consulted with the Local Emergency Management Committee.
Council via the Councillor Information Session 5 December 2017.

Options

Endorse the Local Emergency Management Arrangements 2018; or
Not endorse the Local Emergency Management Arrangements 2018, giving reasons.

Voting Requirements

Simple Majority.

OFFICER'S RECOMMENDATION – ITEM 8.3.1

COUNCIL RESOLUTION

162/17

Moved: Cr Glynn

That Council endorse the Local Emergency Management Arrangements 2018 at confidential attachment 8.3.1A.

Seconded:

Cr Smart

Carried:

6/0

8.4 MANAGER WORKS & SERVICES:

Nil.

8.5 DIRECTOR CORPORATE & COMMUNITY SERVICES:

8.5.1 LOAF – Portable P.A. System

Applicant: Boddington Community Resource Centre Inc.
File Ref. No: ADM0261
Disclosure of Interest: Nil
Date: 29 November 2017
Author: Grant Bartle – Director Corporate & Community Services
Attachments: Nil

Summary

The Boddington Community Resource Centre (BCRC) have applied for LOAF to purchase a portable P.A. System. The total project cost has been estimated at \$4,918 and the BCRC have requested \$1500.00 from the LOAF program.

Background

The BCRC has evolved into a vibrant community hub from its commencement in May 2003. Incumbent projects include but are not limited to the Act-Belong-Commit Music Festival, Friday Night Festival & Rodeo Street Parade, Christmas extravaganza, BIAS Business Expo, Welcome to Boddington Morning Tea's and the International Women's Day Dinner.

Comment

The project will not only benefit the BCRC but BCRC Sponsors as well as community groups that require a PA system and all attendees at BCRC events.

The Shire of Boddington will be acknowledged for their contribution via promotional material and verbally over the p.a. system at events.

The BCRC no longer has a working system, which severely impacts on their programs.

PROJECT RATING - The selection criteria is the basis for the project rating and would be assessed as follows.

high recommendation	meets a minimum of 7 of the 8 selection criteria	100% of funds requested are allocated
medium/high recommendation	meets a minimum of 6 of the 8 selection criteria	75% of funds requested are allocated
medium recommendation	meets a minimum of 5 of the 8 selection criteria	50% of funds requested are allocated
not recommended	meets less than 4 of the 8 selection criteria	0% of funds requested are allocated

Criteria met	1. Strongly supports the strategic and community development plan for the Shire <ul style="list-style-type: none"> • support community initiated and owned projects • support community events and activities • develop new recreation and leisure opportunities, and • work in partnership with community groups
Criteria met	2. Meets one third of total funds basis as LOAF will supply up to one third of the project, with community groups/organisations supplying at least a third of the cash required and the other third to be made of cash or in-kind donation.
Criteria met	3. Is a new initiative or innovative idea for one-off establishment grants or the purchase of new minor equipment to support an existing service; and the project will enhance the provision of new or enhanced local facilities.
Criteria met	4. Sustainable project and sustainable benefits for the community.
Not applicable	5. Originates from an organisation that has not received previous funding through the LOAF program.
Criteria met	6. Previous funding has been satisfactorily acquitted.
Criteria met	7. Project meets general grant conditions and those specific to their funding program.
Criteria met	8. Relevant grant application form has been satisfactorily completed.

SELECTION CRITERIA

Strategic Implications

The Shire's Strategic Plan highlights the importance of building an inclusive and supportive community.

Statutory Environment - Nil

Policy Implications

Policy 9.8 – Local Organisation Assistance Fund ("LOAF") provides funds to projects conducted by local organisations in the proportion of one third council contribution and two thirds applicant contribution, up to a maximum of \$1500 contributed by Council. The application falls within Policy guidelines.

Financial Implications

Funding will be provided via the LOAF program, income generated from the event and applicant contributions.

Economic Implications – Nil

Social Implications

The social benefits of this project support the Shire's strategic vision of inclusion.

Environmental Considerations - Nil

Consultation

A Densham –BCRC Assistant Manager

Options

Council may:

1. Approve the funding of \$1,500.00;
2. Approve the funding at a lesser amount; or
3. Not approve the funding, giving reasons

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.5.1

MOTION /17 Moved: Cr Hoffman

It is recommended that \$1,500.00 Loaf funding be approved for the Boddington Community Resource Centre to purchase a new portable P.A. System.

Seconded: Cr Glynn Carried:

AMENDMENT Moved: Cr Glynn

It is recommended that \$1,500.00 Loaf funding be approved for the Boddington Community Resource Centre to purchase a new portable P.A. System, subject to

1. The Department of Primary Industries & Regional Development approves at least a 12 month extension for the Boddington Community Resource Centre; and
2. The contract to be approved no later than the 31st March 2018.

Seconded: Cr Smart Carried: 5/1

AMENDMENT become the MOTION

COUNCIL RESOLUTION: 163/17

Moved: Cr Hoffman

It is recommended that \$1,500.00 Loaf funding be approved for the Boddington Community Resource Centre to purchase a new portable P.A. System, subject to

1. The Department of Primary Industries & Regional Development approves at least a 12 month extension for the Boddington Community Resource Centre; and
2. The contract to be approved no later than the 31st March 2018.

Seconded:

Cr Glynn

Carried: 5/1

8.5.2 Rates Prize Eligibility Policy

File Ref. No:	ADM
Author:	Grant Bartle
Disclosure of Interest:	Nil
Date:	6 th December 2017
Attachment	Nil

Summary

That Council adopt a Rates Prize Eligibility Policy.

Background

In the 2017/18 annual budget, Council provided for an incentive prize for payment in full of rates prior to the due date.

Comment

Given the success of this incentive, there is every likelihood that Council may wish to consider such an incentive in future budgets.

Guidelines in the policy will provide consistent direction for the CEO.

In future budgets, Council may consider providing an incentive prize for payment of rates prior to the closing date.

The objective is to establish guidelines for considering eligibility and the process to select a recipient of an incentive prize.

Strategic Implications - Nil

Statutory Environment

Local Government Act (1995)

Consultation - Nil

Economic Implications - Nil

Social Implications - Nil

Environmental Considerations - Nil
Strategic Implications – Nil

Policy Implications - New policy recommendation

Financial Implications –

Incentive prize to be included in the applicable annual budget process, approved by Council.

Options

Council can resolve to:

1. Accept the Officer's Recommendation;
2. amend the Officer's Recommendation; or
3. not accept the Officers Recommendation, giving reasons.

Voting Requirement - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.5.2

COUNCIL RESOLUTION

164/17

Moved: Cr Smart

That Council adopt the Rates Prize Eligibility Policy Statement as shown below;

Policy Statement

That in future budgets, Council may consider providing an incentive prize for payment of rates prior to the closing date.

Guidelines

1. In order to qualify for the rates incentive prize(s), payment in full of rates must be processed prior to close of business hours on the due date;
2. Entry to the prize draw will not be allowed after this time and date under any circumstances;
3. The monetary value of the rates incentive prize(s) offered are to be determined in the relevant Budget; and
4. The prize(s) are to be drawn by random computer program within 2 weeks of the due date.

Objective

To establish guidelines for considering eligibility and the process to select a recipient of an incentive prize.

Resolution No: xx/17

Resolution Date: 19/12/2017

Seconded:

Cr McSwain

Carried: 6/0

8.5.3 Elected Members Records – Capture and Management Policy

File Ref. No: ADM0013
Disclosure of Interest: Nil
Date: 6 December 2017
Author: Grant Bartle – Director Corporate & Community Services
Attachments: Nil

Summary

That Council adopt an Elected Members Records - Capture and Management Policy.

Background

The State Records Office, under the State Records Act, imposes obligations on elected members and the organisation, per advice on 30 July 2009-

In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council.

Comment

In effect, any form of record which may affect accountability or contribute to a decision or action made as an elected member must be retained. These records may be –

- physical – a letter, a handwritten note, a photo someone sends to an elected member in explanation / complaint, an agenda where you have made notes on various items, etc
- electronic – an email or document sent as an attachment to an email, digital photo, an e-file that is sent for review or comment
- audio – message left on your answering machine, although this is likely to be unusual, since rarely are many details left in a message, but it is a record.

The records are not only those you receive, but also those that you create, such as –

- a note of a conversation where someone asked you to pursue a particular matter,
- a letter that you write in the capacity of elected member,
- an email you send as an elected member.

The records only need to be relating to those “affecting the accountability of the Council and the discharge of its business, up to and including the decision making processes of Council”.

It is the elected members decision and judgement as to what extent this applies, and it is suggested that this not be further defined. The principles of relevance and ephemerality apply, for example –

- a note to remind you to phone a person is ephemeral, but notes of the conversation may not be,
- a copy of an agenda that has no notes made is irrelevant, as the document can be reproduced by the Shire at any time,
- a promotional brochure or conference information is not relevant.

Statutory Environment

State Records Act 2000

Freedom of Information Act 1992

Local Government Act 1995

Policy Implications-this is a new policy.

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;
2. amend the Officer's Recommendation; or
3. not accept the Officers Recommendation, giving reasons.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.5.3

COUNCIL RESOLUTION

165/17

Moved: Cr Hoffman

That Council adopt the Elected Members Records – Capture and Management Policy Statement as shown below;

Policy Statement

This policy outlines the requirements for Elected Members to Capture and Manage Records in accordance with legislated requirements, amended from time to time.

Guidelines

1. Each elected member is responsible for determining which records are required for capture, management and submission of the record to the CEO, for storage.
2. The Shire as an organisation, in meeting its obligations to facilitate the capture and management of elected member records will:

- provide a collection point readily accessible to each elected member to deposit the required material;
 - material collected will be separated according to elected member and financial year of deposit;
 - for electronic records (emails, digital photos etc.), a CD suitable for backup of all electronic records will be provided at least once per year;
 - the CD then to be deposited with other required materials; and
 - where a copy of the record is to be retained by the elected member, photocopying or other duplicate as necessary, will be provided without charge.
3. Access to the records created may be required, and is to be facilitated by the CEO:
- as permitted under various legislation such as the Local Government Act, the Freedom of Information Act etc.;
 - by order of an authorised body such as the Standards Panel or a Court of law; or
 - by a representative of an authorised body such as the Ombudsman or Crime and Corruption Commission.

Resolution No: xx/17
Resolution Date: 19/12/2017

Seconded: Cr Glynn Carried: 6/0

8.5.4 Elected Members Information Sessions Policy

File Ref. No: ADM 0104
Disclosure of Interest: Nil
Date: 8 December 2017
Author: Grant Bartle – Director Corporate & Community Services
Attachments: Nil

Summary

Council is to consider adoption of an Elected Members Information Sessions Policy.

Background

The Local Government Act 1995 provides for Briefing sessions to be undertaken. The Shire of Boddington Councillors and Officers refer to them as Information sessions.

Comment

These sessions are held to exchange information between elected members, senior staff, management staff and committees.

They are currently held on the 1st Tuesday of each month excepting January, or when called by the President or CEO, as necessary.

Information Sessions are closed to the general public.

Statutory Environment

Local Government Act 1995

Policy Implications- this is a new policy.

Financial Implications - Nil

Economic Implications – Nil

Social Implications -Nil

Environmental Considerations – Nil

Consultation

DLGC Operational Guidelines No. 5.

WALGA – T Brown

Options

Council can resolve to:

1. Accept the Officer's Recommendation;
2. amend the Officer's Recommendation; or
3. not accept the Officers Recommendation, giving reasons.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.5.4

COUNCIL RESOLUTION

166/17

Moved: Cr Glynn

That Council adopt the following Elected Members Information Session Policy Statement:

Policy Statement

This policy outlines the requirements for conducting Information sessions.

Guidelines

1. The purpose of Information Sessions is to –
 - a) provide an opportunity for elected members to request information, ask questions or make comment on specific issues, or on issues in general,
 - b) discuss conceptual issues as considered appropriate by elected members or staff,
 - c) disseminate information from staff to elected members,
 - d) coordinate questions from elected members to staff.
2. Information session Information Paper –
 - a) the CEO is to prepare an Information Paper for each Information session

- b) the Information session Information Paper is to be distributed a minimum 3 days prior to the meeting,
 - c) Elected members shall advise the CEO of items they want to raise 6 days prior in order they can be included into the Information paper.
3. Financial, proximity and impartiality interests –
- a) Elected members, employees, consultants and other participants shall disclose their interests in matters to be discussed
 - b) Interests are to be disclosed in accordance with the provisions of the Act and associated regulations at the time information is provided or discussion commences on an issue.
4. Conduct of Information Session –
- a) the President or other person nominated by the President is to be the Presiding Member for Information Session, or in the President's absence another elected member.
 - b) All questions and discussions are to be directed through the Presiding Member.
 - c) Being outside the statutory decision making framework, elected members at a Information Session must not vote, indicate their voting intentions, make or imply any collective or collaborative decision is to be made, other than the CEO may agree to take an action that is of an administrative nature
 - d) Proposals under a Planning Scheme are not to be discussed.
 - e) Any additional written information not included with the Information paper is only to be distributed to the meeting at the discretion of the Presiding Member.
 - f) Any discussion of items not on the Information paper shall only be permitted at the discretion of the Presiding Member.

Resolution No: xx/17
Resolution Date: 19/12/2017

Seconded:

Cr Ventris

Carried: 6/0

8.6 CHIEF EXECUTIVE OFFICER:

8.6.1 Action Sheet

Disclosure of Interest: Nil
Date: 12 December 2018
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
21/11/17	134/17	MFS	Audit Report 2017	22/11/17	Completed.
21/11/17	135/17	MFS	Amended Budget 2017/18	22/11/17	Completed
21/11/17	136/17	PEHO	Stall Holder –Toni Gellissen	22/11/17	Letter sent
21/11/17	137/17	DCCS	Policy Review	22/11/17	Completed
21/11/17	138/17	DCCS	Codes of Conduct – Elected Members and Staff	22/11/17	Completed
21/11/17	139/17	DCCS	Freedom of Information Statement	22/11/17	Sent to Commissioner
21/11/17	140/17	DCCS	Boddington In-School Swimming Lessons Request	22/11/17	Email BDHS
21/11/17	142/17	CEO	PHCC MOU and Funding Commitment	23/11/17	Letter sent
21/11/17	143/17	CEO	WALGA Peel zone Committee Representation	22/11/17	Advised
21/11/17	144/17	CEO	Peel Development Commission	22/11/17	Advised
21/11/17	145/17	CEO	Peel Harvey Catchment Council	22/11/17	Advised
21/11/17	147/17	DCCS	Boddington Health Centre – Lease Agreement – Erasmed Pty Ltd	22/11/17	Email sent

For information only.

8.6.2	Actions Performed Under Delegated Authority For The Month Of November 2017
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File Ref. No:	ADM0686
Disclosure of Interest:	Nil
Date:	11 December 2017
Author:	Chief Executive Officer
Attachments:	Nil

Summary

To report back to Council actions performed under delegated authority for the month of November, 2017.

Background

There is no specific requirement to report on actions performed under delegated authority. But to increase transparency this report has been prepared for Council and includes all actions performed under delegated authority for the month of November 2017.

Development Approvals issued

Building Permits issued;

Health Approvals issued;

One off delegations to the Chief Executive Officer;

Affixing of Common Seal

Comment

The following tables outline the action performed within the organization relative to delegated authority for the month of November, 2017 and are submitted to Council for information.

Common Seal	
Date Affixed	Documentation
5/12/17	Lease Erasmed Pty Ltd.

Authorisation to call Tenders	
Date	Action
Nil	

Peter Haas - PEHO			
Building Applications			
Application No.	Applicant	Lot & Street	Type of Building Work
3184	Cadgodan Estates (Australia) Pty Ltd 1055 Marradong Road Williams	Lot 25 Marradong Road Marradong	Dwelling
3186	D & G Christensen 13 Cormorant Key Wananup	Lot 59 No 74 Sherry Close Ranford	Building Approval Certificate
3187	R & B James 38 Crane Rise Crossman	Lot 5 No 38 Crane Rise Crossman	Hay shed extension
3188	C Reid 60 Greys Road Boddington	Lot 101 No 60 Greys Road Boddington	Swimming Pool
Health			
Nil.			

Steve Thompson - Town Planning Consultant			
Development Approvals			
Application No.	Applicant	Lot & Street	Type of Approval
A814	P Rayner	31 Mahogany Court	Outbuilding
Subdivision Applications			
Application No.	Applicant	Lot & Street	Action
Nil			
Land Administration			
Application No.	Applicant	Lot & Street	Action
Nil			

Strategic Implications – Nil

Statutory Environment

Regulation 19 of the *Local Government (Administration) Regulations 1996* requires delegates to keep a record of each occasion on which they exercise the powers or discharge the duties delegated to them.

Policy Implications - Nil

Financial Implications - Nil

Economic Implications – Nil

Social Implications - Nil

Environmental Considerations – Nil

Consultation - Nil

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.2

COUNCIL RESOLUTION

167/17

Moved: Cr McSwain

That Council accept the report outlining the actions performed under delegated authority for the month of November 2017.

Seconded:

Cr Glynn

Carried: 6/0

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:

Nil.

12. CLOSURE OF MEETING:

Martin Glynn, Shire President, declared the meeting closed at 5:34pm.

These minutes were confirmed by the Council as a true and accurate record at the Ordinary Council Meeting on 16 January 2017.

..... Martin Glynn (Shire President)
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