



*'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'*

AGENDA

For The
Ordinary Meeting of Council
To Be Held At

5PM, TUESDAY 20 MARCH 2018

Council Chambers
39 Bannister Rd, Boddington

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1. DECLARATION OF OPENING:

"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
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2.1.2	Apologies
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2.1.3	Leave of Absence
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Request for Leave of Absence by Cr D Smart for 17 April 2018.

3. DISCLOSURE OF FINANCIAL INTEREST:

4. PUBLIC QUESTION TIME:

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

4.3 PUBLIC QUESTIONS FROM THE GALLERY:

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/
SUBMISSIONS:

6. CONFIRMATION OF MINUTES:

6.1.1	Ordinary Meeting of Council held on Tuesday 20 February 2018
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That the minutes of the Ordinary Meeting of Council held on Tuesday 20th February 2018 be confirmed as a true record of proceedings

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT
DISCUSSION:

8. REPORTS OF OFFICERS AND COMMITTEES:

8.1 PLANNING CONSULTANT:

Nil at this time.

8.2 MANAGER FINANCIAL SERVICES:

8.2.1 Monthly Financial Statements – February 2018

Disclosure of Interest: Nil
Date: 6 March 2018
Author: J Rendell – Manager Financial Services
Attachments: 8.2.1A Financial Statements – February 2018

Summary

Council is to consider Monthly Financial Reports for February 2018.

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 February 2018

FINANCIAL SUMMARY YEAR TO DATE FEBRUARY 2018

The following is provided to assist in the understanding of Council's financial position. It is emphasised that the comparatives and comments are relative to the YTD budget. Included this month, is a forecast position that will form the basis of a budget review, scheduled for the month of March; YTD comparatives to budget are applied against the approved budget.

OPERATING RESULT

REVENUE

Revenue is now 1.4%, or \$81k unfavourable to budget. Within the main items, the following is noted:-

- **Operating Grants** is 16.6% or \$70k favourable to budget.
- **Fees & Charges** is 13.0% or \$107k 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 48.4% or \$30k favourable to budget.
- **Other Revenue** is 51.2% or \$64k 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 1.9% or \$84k favourable to budget, within the main items, the following is noted:-

- Employee costs are 3.8%, or \$62k favourable to budget.
- Materials and contracts are collectively 12.4%, or \$138k favourable to budget.
- Utility charges are 11.0%, or \$25k favourable to budget.
- Depreciation expense is 15.2%, or \$168k unfavourable to budget.
- Insurance expenses is 4.2%, or \$9k favourable to budget.
- Other expenditure is 20.8%, or \$20k favourable to budget.

NET RESULT

The net result is 0.1% or \$3k favourable result to budget, due to total revenue being \$81k unfavourable and expenditure being \$84k favourable to budget.

CAPITAL ITEMS

Capital revenue is now 8.2% or \$176k unfavourable to budget, this is considered as a timing difference at this stage, amounts received or brought to account thus far:-

- \$174k for Regional Roads Group
- \$141k for Bridge funding from WA Grants commission and Mainroads WA (unbudgeted)
- \$56k for Visitor Centre Grant
- \$508k for DFES plant (not budgeted)
- \$1,030k for independent living complex
- \$20k outdoor exercise equipment
- \$21k for Sporting oval lights project
- \$20k dam water project

Making a total of \$1.97M has brought to account as capital income.

FINANCIAL SUMMARY YEAR TO DATE FEBRUARY 2018

Capital expenditure is only 15.7% or \$729k favourable 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 \$16k has been spent.

FUNDING ITEMS

Repayment of loan principal is in line with budget.

RESERVE ITEMS

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

CASH & INVESTMENTS

Cash and investments sits at \$5.5M. 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 92% of its rates income and only has outstanding \$344k, as at February 2018.

SUMMARY

The overall financial result 121.0%, or \$739k better than budget; this is expected to decrease, once capital expenditure and capital income comes in line with budget.

The result is pleasing, in that the Shire of Boddington finances are in line with both the annual budget and long term financial plan, and augers well for the financial sustainability. Additionally, it indicates that the financial reform undertaken over the last 3 years is bringing favourable as anticipated results.

There will be a mid-year budget review that is required to be undertaken, in accordance with the Local Government Act WA; this will be discussed with Council in a March Revised Budget workshop and will be based on year to date position, as at 31 January 2018.

Statutory Environment - Local Government (Financial Management) Regulations 1996

OFFICER’S RECOMMENDATION – 8.2.1

That Council adopt the:

1. monthly financial statements for the period ending 28 February 2018; and
2. summary of reconciliations for the period ending 28 February 2018.

ATTACHMENT 8.2.1A

Financial Reports for the period ended

28-Feb-18

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
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ATTACHMENT 8.2.1A

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

28-Feb-18

	2017/18 Budget			Actual	Variance	% Variance
	Approved	Forecast	YTD Budget	YTD	YTD	YTD
Opening Funding Surplus (Deficit)	751,517	751,517	751,517	751,517	-	
Revenue						
Rates	4,386,000	4,386,000	4,380,263	4,370,457	9,806	-0.2%
Operating Grants, Subsidies and Contributions	572,602	710,559	423,785	494,119	70,334	16.6%
Fees and Charges	1,122,738	1,133,338	824,244	716,736	107,508	-13.0%
Interest Earnings	88,428	128,428	61,409	91,134	29,725	48.4%
Other Revenue	186,739	186,739	124,424	60,748	63,676	-51.2%
Profit from Asset Sales	-	-	-	-	-	
OPERATING INCOME	6,356,508	6,545,065	5,814,125	5,733,193	80,932	-1.4%
Expenses						
Employee Costs	- 2,472,047	- 2,423,047	- 1,617,433	- 1,555,683	61,749	3.8%
Materials and Contracts	- 1,705,430	- 1,795,666	- 1,110,957	- 972,748	138,208	12.4%
Utility Charges	- 335,238	- 325,238	- 223,139	- 198,569	24,570	11.0%
Depreciation on Non-Current Assets	- 1,655,576	- 1,889,629	- 1,103,733	- 1,271,895	168,163	-15.2%
Interest Expenses	- 109,035	- 109,035	- 56,309	- 57,370	1,061	-1.9%
Insurance Expenses	- 202,424	- 202,424	- 202,382	- 193,806	8,576	4.2%
Loss on Asset Sales	-	-	-	-	-	
Other Expenditure	- 183,407	- 180,851	- 96,202	- 76,147	20,055	20.8%
OPERATING EXPENDITURE	- 6,663,157	- 6,925,890	- 4,410,154	- 4,326,218	83,935	1.9%
Net Result (incl. c/f surplus position)	444,868	370,692	2,155,488	2,158,492	3,004	0.1%
Adjustments for Non-Cash Items						
Depreciation	1,655,576	1,889,629	1,103,733	1,271,895	168,163	15.2%
Loss on Asset Disposals	-	-	-	-	-	
(Profit) on Asset Disposals	-	-	-	-	-	
Provisions and Accruals	-	-	-	-	-	
	1,655,576	1,889,629	1,103,733	1,271,895	168,163	15.2%
Net Result before funding and Capex items	2,100,444	2,260,321	3,259,221	3,430,388	171,167	5.3%
Capital Income and Expenditure						
Non-operating Grants & contributions	2,477,670	3,055,389	2,146,084	1,970,404	175,680	-8.2%
Purchase Land & Buildings	- 3,223,666	- 3,028,666	- 2,781,919	- 2,535,680	246,240	8.9%
Purchase Plant & Equipment	- 205,000	- 718,819	- 174,500	- 645,965	471,465	-270.2%
Purchase Roads, Streets & Bridges	- 1,157,491	- 1,396,991	- 971,387	- 656,401	314,986	32.4%
Purchase Other Infrastructure	- 665,019	- 755,819	- 541,060	- 82,371	458,688	84.8%
New Initiatives	- 569,500	- 569,500	- 197,070	- 16,263	180,807	91.7%
Proceeds from Asset Sales	300,000	300,000	-	-	-	
Net Capital Items	- 3,043,006	- 3,114,406	- 2,519,852	- 1,966,276	553,576	22.0%
Funding Items						
Proceeds from New loans	-	-	-	-	-	
Repayment of Loan Principal	- 220,541	- 220,541	- 128,649	- 114,155	14,494	11.3%
Self Supporting Loan Principal Income	-	-	-	-	-	
Total Funding Items	- 220,541	- 220,541	- 128,649	- 114,155	14,494	11.3%
Reserve Items						
Transfers to Reserves	- 630,900	- 769,377	-	-	-	#DIV/0!
Transfers from Reserves	2,169,052	2,169,052	-	-	-	#DIV/0!
Net Reserve movement	1,538,152	1,399,675	-	-	-	#DIV/0!
Closing Funding Surplus (Deficit)	375,048	325,048	610,720	1,349,957	739,236	121.0%

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON STATEMENT OF COMPREHENSIVE INCOME BY NATURE/TYPE For the period ended

28-Feb-18

	2017/18 Budget					
	Approved	Forecast	YTD Budget	Actual YTD	Variance YTD	% Variance YTD
Revenue						
Rates	4,386,000	4,386,000	4,380,263	4,370,457	- 9,806	-0.2%
Operating Grants, Subsidies and Contributions	572,602	710,559	423,785	494,119	70,334	16.6%
Fees and Charges	1,122,738	1,133,338	824,244	716,736	- 107,508	-13.0%
Interest Earnings	88,428	128,428	61,409	91,134	29,725	48.4%
Other Revenue	186,739	186,739	124,424	60,748	- 63,676	-51.2%
OPERATING INCOME	6,356,508	6,545,065	5,814,125	5,733,193	- 80,932	-1.4%
Expenses						
Employee Costs	- 2,472,047	- 2,423,047	- 1,617,433	- 1,555,683	61,749	3.8%
Materials and Contracts	- 1,705,430	- 1,795,666	- 1,110,957	- 972,748	138,208	12.4%
Utility Charges	- 335,238	- 325,238	- 223,139	- 198,569	24,570	11.0%
Depreciation on Non-Current Assets	- 1,655,576	- 1,889,629	- 1,103,733	- 1,271,895	168,163	-15.2%
Interest Expenses	- 109,035	- 109,035	- 56,309	- 57,370	1,061	-1.9%
Insurance Expenses	- 202,424	- 202,424	- 202,382	- 193,806	8,576	4.2%
Other Expenditure	- 183,407	- 180,851	- 96,202	- 76,147	20,055	20.8%
OPERATING EXPENDITURE	- 6,663,157	- 6,925,890	- 4,410,154	- 4,326,218	83,935	1.9%
Net Result before Capital Income	- 306,649	- 380,825	1,403,971	1,406,975	3,004	0.2%
Non-Op. Grants, Subsidies and Contributions	2,477,670	3,055,389	2,146,084	1,970,404	- 175,680	-8.2%
Profit on Asset Disposals	-	-	-	-	-	-
Loss on Asset Disposals	-	-	-	-	-	-
OTHER	2,477,670	3,055,389	2,146,084	1,970,404	- 175,680	-8.2%
NET RESULT	2,171,021	2,674,564	3,550,055	3,377,379	- 172,676	-4.9%
Other Comprehensive Income						
Changes on Revaluation of Non-Current Assets	-	-	-	-	-	-
Total Other Comprehensive Income	-	-	-	-	-	-
TOTAL COMPREHENSIVE INCOME	2,171,021	2,674,564	3,550,055	3,377,379	- 172,676	-4.9%

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM For the period ended

28-Feb-18

	2017/18 Budget			Actual	Variance	% Variance
	Approved	Forecast	YTD Budget	YTD	YTD	YTD
Revenue						
Governance	4,666,593	4,680,593	4,580,812	4,578,194 -	2,617	-0.1%
General Purpose Funding	106,484	106,484	70,952	44,416 -	26,536	-37.4%
Law, Order, Public Safety	211,411	341,368	164,593	268,535	103,942	63.2%
Health	26,429	26,429	15,736	19,089	3,353	21.3%
Education and Welfare	499,648	450,648	333,418	219,122 -	114,296	-34.3%
Housing	20,402	20,402	13,600	8,035 -	5,565	-40.9%
Community Amenities	295,078	310,078	272,861	287,980	15,119	5.5%
Recreation and Culture	133,690	173,290	101,661	102,508	847	0.8%
Transport	106,887	140,887	57,349	65,567	8,217	14.3%
Economic Services	244,045	249,045	172,591	129,967 -	42,623	-24.7%
Other Property and Services	45,840	45,840	30,552	9,781 -	20,771	-68.0%
	6,356,508	6,545,065	5,814,125	5,733,193 -	80,931	-1.4%
Expenses excluding Finance Costs						
Governance	- 28,660 -	36,042 -	40,014	18,558	58,572	146.4%
General Purpose Funding	- 25,684 -	25,684 -	17,120 -	889	16,231	94.8%
Law, Order, Public Safety	- 615,523 -	674,250 -	405,727 -	384,706	21,021	5.2%
Health	- 269,876 -	255,952 -	180,948 -	176,531	4,417	2.4%
Education and Welfare	- 621,700 -	587,732 -	410,843.33 -	354,987	55,856	13.6%
Housing	- 47,162 -	18,143	30,931.00	18,578 -	12,353	39.9%
Community Amenities	- 688,064 -	677,663 -	457,353 -	419,747	37,606	8.2%
Recreation and Culture	- 1,505,093 -	1,572,047 -	976,381 -	992,299 -	15,918	-1.6%
Transport	- 2,422,088 -	2,542,538 -	1,595,094 -	1,706,119 -	111,025	-7.0%
Economic Services	- 422,281 -	476,377 -	295,687 -	300,407 -	4,720	-1.6%
Other Property and Services	- 2,314 -	13,286 -	5,609	29,700	35,309	629.5%
	- 6,554,122 -	6,816,855 -	4,353,845 -	4,268,849	84,996	2.0%
Finance Costs						
Governance	- 35,955 -	35,955 -	17,977 -	18,558	581	
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 -	18,442 -	18,578	136	-0.7%
Community Amenities	- -	-	-	-	-	
Recreation and Culture	- 29,564 -	29,564 -	14,781 -	15,015	234	-1.6%
Transport	- -	-	-	-	-	#DIV/0!
Economic Services	- -	-	-	-	-	
Other Property and Services	- -	-	-	-	-	
	- 109,035 -	109,035 -	56,309 -	57,370	1,061	-1.9%
Net Result before Capital Income	- 306,649 -	380,825	1,403,971	1,406,975	5,125	
Non Operating Grants, Subsidies and Contributions						
General Purpose Funding	-	188,000	47,000	141,000	94,000	200.0%
Law, Order, Public Safety	-	508,819	-	508,819	508,819	#DIV/0!
Education and Welfare	1,409,500	1,129,500	1,409,500	1,029,500 -	380,000	-27.0%
Recreation and Culture	373,569	440,469	190,938	40,000 -	150,938	-79.1%
Transport	594,601	688,601	398,646	195,309 -	203,337	-51.0%
Economic Services	100,000	100,000	100,000	55,775 -	44,225	-44.2%
Other Property and Services	-	-	-	-	-	
	2,477,670	3,055,389	2,146,084	1,970,404 -	175,680	-8.2%
Other Comprehensive Income						
Changes on Revaluation of Non-Current Assets	-	-	-	-	-	#DIV/0!
TOTAL COMPREHENSIVE INCOME	2,171,021	2,674,564	3,550,055	3,377,379 -	172,676	-4.9%

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON RATE SETTING STATEMENT For the period ended						
						28-Feb-18
	2017/18 Budget Approved	2017/18 Budget Forecast	YTD Budget	Actual YTD	Variance YTD	% Variance YTD
Revenue						
Operating Grants, Subsidies and Contributions	572,602	710,559	423,785	494,119	70,334	16.6%
Fees and Charges	1,122,738	1,133,338	824,244	716,736 -	107,508	-13.0%
Interest Earnings	88,428	128,428	61,409	91,134	29,725	48.4%
Other Revenue	186,739	186,739	124,424	60,748 -	63,676	-51.2%
Profit from Asset Sales	-	-	-	-	-	-
Total Operating Revenue excluding Rates	1,970,508	2,159,065	1,433,862	1,362,737 -	71,126	-5.0%
Expenses						
Employee Costs	- 2,472,047 -	2,423,047 -	1,617,433 -	1,555,683	61,749	3.8%
Materials and Contracts	- 1,705,430 -	1,795,666 -	1,110,957 -	972,748	138,208	12.4%
Utility Charges	- 335,238 -	325,238 -	223,139 -	198,569	24,570	11.0%
Depreciation on Non-Current Assets	- 1,655,576 -	1,889,629 -	1,103,733 -	1,271,895 -	168,163	-15.2%
Interest Expenses	- 109,035 -	109,035 -	56,309 -	57,370 -	1,061	-1.9%
Insurance Expenses	- 202,424 -	202,424 -	202,382 -	193,806	8,576	4.2%
Loss on Asset Sales	-	-	-	-	-	-
Other Expenditure	- 183,407 -	180,851 -	96,202 -	76,147	20,055	20.8%
Operating Expenditure	- 6,663,157 -	6,925,890 -	4,410,154 -	4,326,218	83,935	1.9%
Operating Result Excluding Rates Income	- 4,692,649 -	4,766,825 -	2,976,292 -	2,963,481	12,809	0%
Adjustments for Non-Cash Items						
Depreciation	1,655,576	1,889,629	1,103,733	1,271,895	168,163	-15.2%
(Profit)/Loss on Asset Disposals	-	-	-	-	-	-
Provisions & Accruals	-	-	-	-	-	-
	1,655,576	1,889,629	1,103,733	1,271,895	168,163	-15.2%
Capital Income and Expenditure						
Purchase of Capital Expenditure	- 5,820,676 -	6,469,795 -	4,665,936 -	3,936,680	729,256	15.6%
Non-operating Grants & contributions	2,477,670	3,055,389	2,146,084	1,970,404 -	175,680	8.2%
Proceeds from Asset Sales	300,000	300,000	-	-	-	#DIV/0!
	- 3,043,006 -	3,114,406 -	2,519,852 -	1,966,276	553,576	22.0%
Funding & Reserve Items						
Proceeds from New loans	-	-	-	-	-	-
Repayment of Loan Principal	- 220,541 -	220,541 -	128,649 -	114,155	14,494	11.3%
Self Supporting Loan Principal Income	-	-	-	-	-	-
Transfers to Reserves	- 630,900 -	769,377	-	-	-	-
Transfers from Reserves	2,169,052	2,169,052	-	-	-	#DIV/0!
	1,317,611	1,179,134 -	128,649 -	114,155	14,494	11.3%
Estimated Surplus/(Deficit) July 1 B/Fd.	751,517	751,517	751,517	751,517	-	-
Estimated Surplus/(Deficit) C/F or YTD.	375,048	325,048	610,720	1,349,957 -	739,237	121.0%
Amount required from General Rate	- 4,386,000 -	4,386,000 -	4,380,263 -	4,370,457 -	9,806	-0.2%

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON STATEMENT OF FINANCIAL POSITION For the period ended		
	30-Jun-17 Audited	28-Feb-18 YTD Actual
CURRENT ASSETS		
Cash and Cash Equivalents	4,974,732	5,070,507
Equity Reserve Investments	-	-
Trade & Other Receivables	338,977	457,492
Inventories	2,044	2,044
TOTAL CURRENT ASSETS	5,315,753	5,530,043
NON CURRENT ASSETS		
Property Plant & Equipment	27,432,220	30,152,428
Land Held for Resale	272,538	272,539
Infrastructure	46,816,094	46,760,668
TOTAL NON CURRENT ASSETS	74,520,852	77,185,635
TOTAL ASSETS	79,836,605	82,715,678
CURRENT LIABILITIES		
Trade & Other Payables	503,379	40,208
Employee Provisions	308,448	308,448
Borrowings	220,541	106,386
Trusts	-	76,871
TOTAL CURRENT LIABILITIES	1,032,368	531,913
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	3,164,180
EQUITY		
Retained Earnings	30,813,402	34,192,930
Reserves Cash Backed	3,767,393	3,767,393
Revaluation Reserve	41,591,174	41,591,175
TOTAL EQUITY	76,171,970	79,551,498
TOTAL LIABILITIES & EQUITY	79,836,605	82,715,678
BALANCE SHEET VARIANCE	\$0.00	\$0.00

ATTACHMENT 8.2.1A

LOAN PRINCIPAL REPAYMENTS

COA	Description	IE Summary	Inc/Exp Analysis Summary	Original Budget	Forecast	YTD Budget	YTD Actual
3042460	PRINCIPAL ON LOAN 105	71	Other Expenses	\$117,011	\$117,011	\$68,256	\$57,925
2113200	LOAN 106 - REC CENTRE	71	Other Expenses	\$0	\$0	\$0	\$0
3074200	PRINCIPAL LOAN 83	71	Other Expenses	\$9,993	\$9,993	\$5,829	\$9,993
3083000	PRINCIPAL ON LOAN 100	71	Other Expenses	\$13,845	\$13,845	\$8,076	\$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	\$6,904	\$5,824
3091470	PRINCIPAL ON LOAN 97	71	Other Expenses	\$12,002	\$12,002	\$7,001	\$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	\$32,582	\$27,695
3121100	PRINCIPAL LOAN 102	71	Other Expenses	\$0	\$0	\$0	\$0
TOTAL				\$220,541	\$220,541	\$128,649	\$114,155

MOVEMENT NET CURRENT ASSET POSITION - RECONCILIATION

	2017/18 Budget		YTD	Actual YTD
	Approved	Forecast		
NCA items from Statement of Financial Activity				
Current Assets	3,016,332	3,016,332		5,530,418
Less: Current Liabilities	- 412,044	- 412,044	-	413,067
Add: Restricted Assets/Principal Repayment	- 2,229,239	- 2,229,239	-	3,767,393
Net Current Assets	375,048	375,048		1,349,957
REPRESENTED BY - (From Financial Position) Movement				
Net Current Assets	375,048	375,048		1,349,957
REPRESENTED BY - (From Rate Setting Statement) Movement				
Closing Surplus Position	375,047	325,047		1,349,957
Net Current Assets	375,047	325,047		1,349,957

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON
Printed : at 9:21 AM on 2/03/2018

SHIRE OF BODDINGTON CAPITAL EXPENDITURE BY ASSET CLASS For the period ended

28-Feb-18

COA	Description	Asset Type	Budget	Forecast	YTD Budget	YTD Actual
3042202	EXISTING BUILDINGS 16/17	Land & Buildings	111,759	111,759	93,352	54,886
3042212	CEO RESIDENCE	Land & Buildings	350,000	350,000	350,000	21,405
3053025	OLD POLICE STATION REFURBISHMENT	Land & Buildings	65,000	65,000	65,000	61,402
3082090	AGED CARE COMPLEX	Land & Buildings	2,549,381	2,334,381	2,126,047	2,244,209
3113200	RECREATION CENTRE	Land & Buildings	22,526	42,526	22,521	55,676
3135202	LAND PURCHASE	Land & Buildings	-	-	-	-
3132008	VISITOR CENTRE	Land & Buildings	125,000	125,000	125,000	98,102
		Land & Buildings Total	3,223,666	3,028,666	2,781,919	2,535,680
3102201	REFUSE SITE	Other Infrastructure	30,000	30,000	15,000	-
3105050	OVALS PARKS & CEMETERIES	Other Infrastructure	-	10,000	3,300	6,443
3112208	LIGHTING - SPORTS OVAL	Other Infrastructure	112,121	112,121	73,998	2,166
3112213	SWIMMING POOL - INFRASTRUCTURE	Other Infrastructure	32,000	15,000	3,667	15,162
3132030	WATER TO RANFORD CAPEX	Other Infrastructure	256,670	256,670	256,669	50,693
3113205	RODEO SHADE FACILITIES	Other Infrastructure	-	97,800	32,274	-
3113082	DAM IMPROVEMENTS - WATER TO OVAL	Other Infrastructure	234,228	234,228	156,152	7,908
		Other Infrastructure Total	665,019	755,819	541,060	82,371
3042209	COMPUTER EQUIPMENT	Plant & Equip	15,000	25,000	5,833	31,874
3042208	OFFICE EQUIPMENT	Plant & Equip	20,000	15,000	11,667	14,557
3042219	VEHICLE COST UPGRADE	Plant & Equip	-	-	-	-
3051220	Fire Tender Boddington	Plant & Equip	-	508,819	-	508,819
3121096	TRACTOR	Plant & Equip	55,000	79,000	79,000	78,977
3121066	FLAIL MOWER	Plant & Equip	75,000	65,000	65,000	-
3139302	MINOR CAPITAL ITEMS	Plant & Equip	40,000	26,000	13,000	11,737
		Plant & Equip Total	205,000	718,819	174,500	645,965
3121086	Main Roads Bridge Program	Roads Infrastructure	42,500	282,000	-	-
3121090	ROADS TO RECOVERY	Roads Infrastructure	96,358	96,358	96,357	1,477
3121704	RESEALS - MUNI	Roads Infrastructure	163,642	163,642	108,002	-
3121705	MAIN STREET UPGRADE	Roads Infrastructure	111,635	111,635	73,678	3,486
3121706	CAR PARKS - SHIRE FACILITIES	Roads Infrastructure	100,000	100,000	50,000	127,733
3121700	COMMODITY GRANT CAPITAL EXPENSE	Roads Infrastructure	-	-	-	-
3121800	ROAD CONST. - RRG	Roads Infrastructure	601,500	601,500	601,495	483,206
3121803	FOOTPATHS	Roads Infrastructure	41,856	41,856	41,855	40,500
		Roads Infrastructure Total	1,157,491	1,396,991	971,387	656,401
3113207	DRINKING FOUNTAINS	Councillor New Initiatives	12,000	12,000	7,920	-
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	66,000	-
3105500	FORESHORE LANDSCAPE/DESIGN	Councillor New Initiatives	50,000	50,000	50,000	5,490
3105211	DOG PARK - FENCING	Councillor New Initiatives	7,500	7,500	4,950	-
3105052	FLYING FOX	Councillor New Initiatives	20,000	20,000	13,200	-
3112210	OUTDOOR EXERCISE FACILITIES	Councillor New Initiatives	40,000	40,000	40,000	-
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	10,000	-
		Councillor New Initiatives Total	569,500	569,500	197,070	16,263
		Grand Total	5,820,676	6,469,795	4,665,936	3,936,680

ATTACHMENT 8.2.1A

CAPITAL EXPENDITURE - EXISTING BUILDINGS - By JOBS

28-Feb-18

Job	Description	Original Budget	Forecast	YTD Budget	YTD Actual
BAC1999	Bannister Road Shire Office - Capital	33,000	33,000	33,000	30,982
BCC1028	Pollard Street Child Care Centre - Capital	1,000	1,000	664	-
BCC1029	Johnstone Street Community Newspaper - Capital	9,000	9,000	5,940	1,270
BCC1999	Bannister Road - Caravan Park Caretaker Residence - Capital	1,000	1,000	664	-
BCC3999	Bannister Road - Caravan Park Caretaker Residence - Capital	-	-	-	2,853
BDC1015	Farmer Ave - Depot Lunch Room - Capital	1,000	1,000	664	758
BDC2015	Farmer Ave - Depot Lunch Room - Capital	-	-	-	9,609
BEC1029	Johnstone Street Emergency Services Shed - Capital	1,000	1,000	664	-
BFC1039	Wurraming Ave - Foreshore Toilet Block - Capital	1,000	1,000	664	-
BIC1024	Hotham Street Ic Unit 1 - Capital	1,000	1,000	664	-
BIC2024	Hotham Street Ic Unit 2 - Capital	1,000	1,000	664	-
BIC3024	Hotham Street Ic Unit 3 - Capital	1,000	1,000	664	-
BIC4024	Hotham Street Ic Unit 4 - Capital	1,000	1,000	664	1,089
BMC1024	Hotham Street Medical Centre - Capital	1,000	1,000	664	1,990
BOC1025	Forrest Street Old School - Main Classroom - Capital	1,000	1,000	664	-
BOC3025	Forrest Street Old School Storeroom - Capital	-	-	-	-
BOC4025	Forrest Street Old School - Main Classroom - Capital	1,000	1,000	664	-
BPC1999	Bannister Road Public Toilets - Capital	1,000	1,000	664	-
BRC1025	Forrest Street Retirement Unit 1 - Capital	1,000	1,000	664	-
BRC2025	Forrest Street Retirement Unit 2 - Capital	1,000	1,000	664	-
BRC3025	Forrest Street Retirement Unit 3 - Capital	1,000	1,000	664	-
BRC4025	Forrest Street Retirement Unit 4 - Capital	1,000	1,000	664	-
BRC1999	Bannister Road Recreation Centre - Capital	-	-	-	-
BSC1027	Hill Street 34 (Staff Housing) - Capital	1,000	1,000	664	-
BSC1028	Pollard Street Swimming Pool Ablutions - Capital	1,000	1,000	664	-
BSC1045	Pecan Place 3 (Staff Housing) - Capital	1,000	1,000	664	-
BSC1050	Prussian Way 20 (Staff Housing) - Capital	5,000	5,000	5,000	4,510
BSC1054	Blue Gum Close 15 (Staff Housing) - Capital	10,000	10,000	10,000	-
BSC1063	Club Drive Sporting Complex - Capital	1,000	1,000	664	-
BSC2029	Johnstone Street 46 (Staff Housing) - Capital	6,000	6,000	-	35
BSC2054	Blue Gum Close 16 (Staff Housing) - Capital	5,000	5,000	3,300	-
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	664	-
BWC1013	Robins Road Waste Site Office - Capital	759	759	504	-
BYC1999	Bannister Road Youth Centre - Capital	-	-	-	-
TOTAL EXISTING BUILDINGS		\$111,759	\$111,759	\$93,352	\$54,886

REPRESENTED BY:

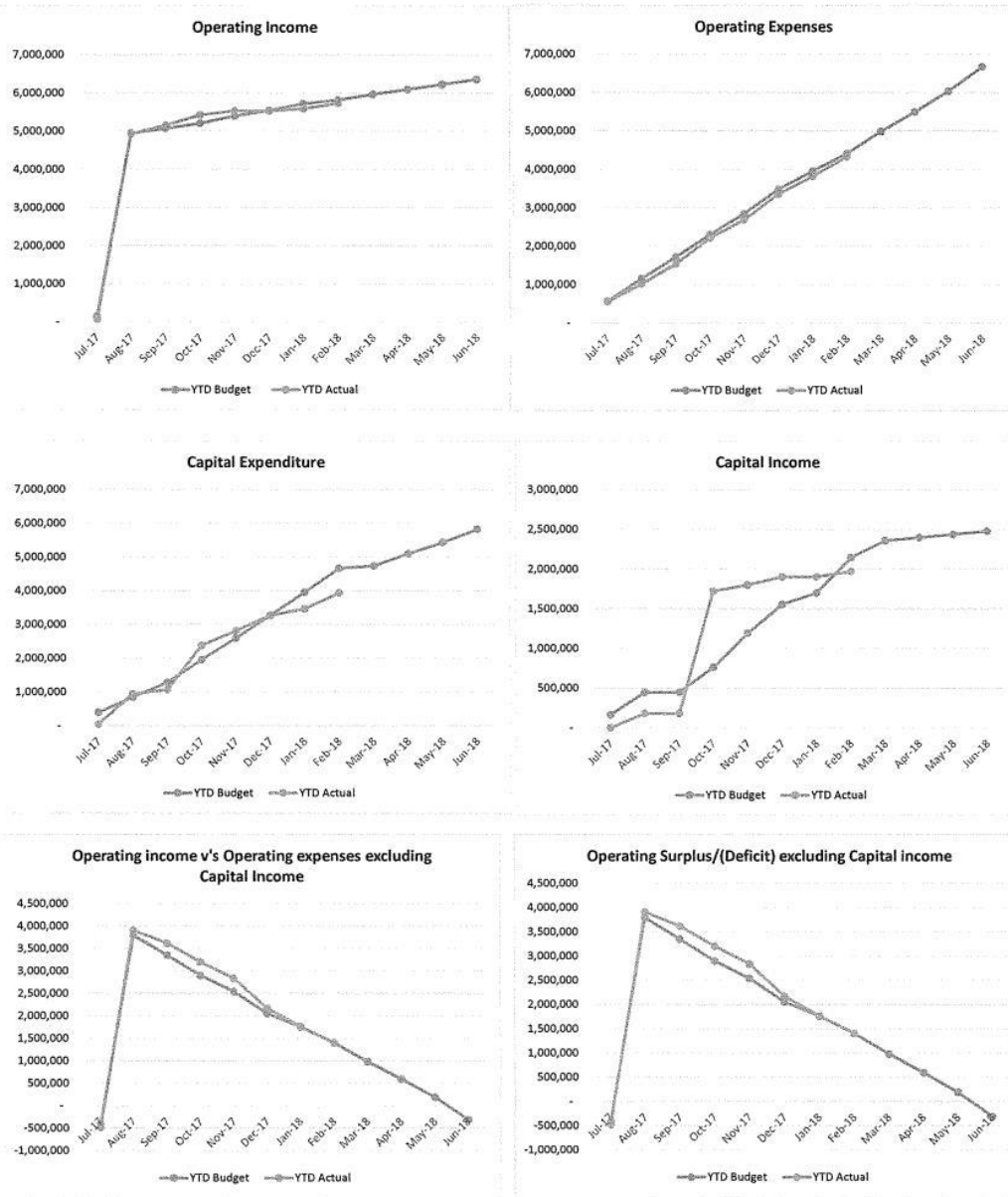
COA

3042202 EXISTING BUILDINGS 16/17	111,759	111,759	93,352	54,886
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ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON GRAPHICAL DISCLOSURE OF FINANCIAL PERFORMANCE For the period ended

28-Feb-18



2/03/2018S:\Corporate Services\Manager Finance\Financial Reports\Council\2017-18\Feb 2018\Data for Graphs

Attachment 8.2.2A

8.2.2	List of Payments – February 2018
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Disclosure of Interest: Nil
Date: 6 March 2018
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 February 2018 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.

Attachment 8.2.2A

- (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

That Council adopts the list of payments for the period ending 28 February 2018; at Attachment 8.2.2A.

8.2.3 Write-off fees for 6 clients Boddington ELC

Disclosure of Interest: Nil
Date: 8 March 2018
Author: J Rendell – Manager Financial Services
Attachment: Nil

Summary

Council has delinquent debt in outstanding fees owing to the Boddington Early Learning Centre that are very old, dating back to 2015, where all attempts to pursue have been undertaken, (where considered of material debt), but recovery is highly unlikely.

Background

Council provides a childcare facility (ELC) and charges parents using the facility a fee for use. In some cases, the debt remains unpaid. In the case of these clients considered recalcitrant, the amount of fees outstanding is approximately \$10k. In all cases, the debtor is not currently using this facility and in most cases has left the Shire or region altogether. Attempts have been undertaken to recover the debt, but to no avail.

The listing below shows the clients involved and provides a brief summary for Councillor information.

- Client (1) owes \$4,561 in outstanding fees, including \$882 in debt collection fees). This client last used the facility in April 2015. There have been various attempts to recover the fees, but to no avail.
- Client (2) owes \$2,124 in outstanding fees, including \$1,061 in debt collection fees). This client last used the facility in February 2015. There have been various attempts to recover the fees, but to no avail.
- Client (3) owes \$766 in outstanding fees, including \$40 in debt collection fees). This client last used the facility in October 2016. There have been various attempts to recover the fees, but to no avail.
- Client (4) owes \$286 in outstanding fees. This client last used the facility in October 2016. This client has not been referred to our debt collection agent.
- Client (5) owes \$970 in outstanding fees. This client last used the facility in October 2016. This client has not been referred to our debt collection agent.
- Client (6) owes \$1,091 in outstanding fees. This client last used the facility in October 2015. This client has not been referred to our debt collection agent.

Comment

Debt collection is a very costly and time-consuming task which Council staff only resort to after all other avenues have been exhausted.

Further, it is noted, that these outstanding amounts are very old (back to 2015) and that Council is now more proactive in monitoring debt. It is further noted that the recalcitrant debt equates to almost 45% of ELC fees owing.

Strategic Implications - Nil
Statutory Environment - Nil
Policy Implications - Nil

Financial Implications

If council agrees to write off the fees, then the net cost to Council would be approximately \$9,798, which was placed into a Provision for Doubtful Debt at year-end June 30 2017. Therefore, there will be no financial impact on the Council's 2017/18 operating result.

Economic Implications - Nil.

Social Implications - Nil

Environmental Considerations- Nil

Consultation - Nil

Council has been briefed on this issue at the last (March 2018) Councillor Information Session.

OFFICER'S RECOMMENDATION – 8.2.3

That Council endorses the request to write-off the \$9,798 in outstanding ELC fees.

8.2.4 Annual Budget Review 2017/18

File Ref. No:	ADM0314
Disclosure of Interest:	Nil
Date:	14 March 2018
Author:	James Rendell Manager Financial Services
	8.2.4A Summary of Financial Activity
Attachments:	8.2.4B Revised Statutory Budget end June 2018 (Separate Attachment)

Summary

This report presents, pursuant to Regulation 33A of the Local Government (*Financial Management*) Regulations, the Review of the 2017/18 Annual Budget based on actuals and commitments for the first 7 months of the year, and forecasts for the remainder of the financial year:

This report recommends that the recommendation of the Council Audit Committee recommendation that Council endorse the *Revised Budget for the period ended 30th June 2018*, be adopted.

Background

Council's Audit Committee considered the Revised Budget for the period ended 30th June 2018, at a meeting convened on 20 March 2018. Notes from the report appear below.

A budget review was undertaken, during February, based on financial performance up to 31st January 2018 and the financial position as at that date. The review is a comparison of adopted budget, current budget and the annual forecast for the whole 2017/18 financial year. The forecasts are made based on the financial results as at 31st January 2017 and are a combined effort by the SoB - Executive Management Team (EMT) and Council in the form of the 2017/18 Revised Budget workshop held on 13 March 2018. All comparatives and changes in this summary are against the adopted budget. A separate report "Boddington Shire Council Revised Budget 2017/18" has been provided to disclose changes from the adopted budget, this report will also be sent to the Department as required within the Act.

Comment

Regulation 33A(2A) of the Financial Management Regulations requires every local government to address the following items, as part of the mandatory annual budget review:

1. consider the local government's financial performance in the period beginning on 1st July and ending no earlier than 31st December in that financial year and no later than 31st March in that financial year;
2. consider the Local Government's financial position as at the date of the review; and
3. review the outcomes for the end of that financial year that are forecast in the budget.

The above three requirements are discussed, below:

1. Financial performance for the period from 1st July 2017 to 31st January 2018 has been submitted monthly to Council meetings in the form of a:
 - Summary of Financial Activity
 - Statement of Comprehensive Income (by nature/type)

- Statement of Rate setting
- Capital Expenditure report.

Council has therefore considered the financial performance for the 7 months to 31st January 2018 and adopted those accounts as reflecting the Shire's performance for that period. Therefore, it is considered that the requirement (a) of the Regulation 33A relating to the consideration of the financial performance during the relevant period has already been complied with.

2. Financial position as at 31st January 2018:

The monthly management accounts, referred to in (a) above contained a Balance Sheet providing information on the Shire's financial position as at the relevant date. Therefore, it is considered that the requirement (b) of the Regulation 33A relating to the consideration of the financial position as at the date of the review has also been complied with.

3. Outcome of the Budget Review

Prudent implementation of the budget by management as well as Regulatory requirements dictate the need for a formalised, management review of the progress, at least half way through the year.

Attached to this report, is the Review of Budget for the period ended 30 June 2018.

The report has been prepared from estimates provided by the Senior Executive Management Team having regard to likely carry forward works, including associated incomes, and significant "unders and overs." The report's focus is the financial position of the Shire in a governance context. Councillors with specific information needs about particular costs or incomes are welcome to approach the CEO separately about these matters at any time.

Strategic Implications

"Good governance and strategic leadership," coupled with "effective and efficient corporate and administrative services," are the Council's identified Strategic Plan Framework outcomes required.

Statutory Environment

Regulation 33A of the Local Government Financial Management Regulations states:

1. *Between 1st January and 31st March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must (a) consider the local government's financial performance in the period beginning on 1st July and ending no earlier the 31st December in that financial year; and*
 - (b) *consider the local government's financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
2. *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.*
3. *A Council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required*

4. *Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department.*

Policy Implications - Nil.

Financial Implications

The 2017/18 Review of Budget is presented as an attachment in this report, showing a slightly worse off unrestricted (free) cash position of \$50k compared to adopted budget.

Economic Implications - Nil

Social Implications - Nil

Environmental Considerations - Nil

Consultation

Executive Management Team & Councillors

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 8.2.4

That Council accept the recommendation of the Audit Committee that it adopt the Revised Budget for the period ended 30th June 2018 and submit the Revised Budget to the Department within 30 days.

ATTACHMENT 8.2.4 A SUMMARY OF FINANCIAL ACTIVITY

SHIRE OF BODDINGTON SUMMARY OF FINANCIAL ACTIVITY by Nature or Type

	2017/18 Budget			Actual	MAIN COMMENTS
	Approved	Amended	YTD Budget	YTD	
Opening Funding Surplus (Deficit)	751,517	751,517	751,517	751,517	
Revenue					
Rates	4,386,000	4,386,000	4,381,695	4,370,457	
Operating Grants, Subsidies and Contributions	572,602	710,559	496,820	496,366	Increase in BMPC, Bushfire Mitigation & Disaster relief
Fees and Charges	1,122,738	1,133,338	912,558	746,666	Increase in Town Planning & Library
Interest Earnings	88,428	128,428	74,511	91,146	Higher funds retention in first 9 months
Other Revenue	186,739	186,739	139,977	61,425	
Profit from Asset Sales	-	-	-	-	
OPERATING INCOME	6,356,508	6,545,065	6,005,561	5,766,061	
Expenses					
Employee Costs	- 2,472,047	- 2,423,047	- 1,804,174	- 1,555,667	Decrease in Library Staff & Asset Mgt Officer costs
Materials and Contracts	- 1,705,430	- 1,795,666	- 1,265,823	- 975,048	Inc. in EDQ/Tourism, Bushfire Mitigation & bridge maint
Utility Charges	- 335,238	- 325,238	- 250,198	- 198,858	Savings in Rec ctr utilities
Depreciation on Non-Current Assets	- 1,655,576	- 1,889,629	- 1,261,204	- 1,271,895	Increase as per fair value Land & Buildings
Interest Expenses	- 109,035	- 109,035	- 76,199	- 62,370	
Insurance Expenses	- 202,424	- 202,424	- 202,382	- 193,806	
Loss on Asset Sales	-	-	-	-	
Other Expenditure	- 183,407	- 180,851	- 110,936	- 76,148	Minor savings
OPERATING EXPENDITURE	- 6,663,157	- 6,925,888	- 4,970,915	- 4,333,793	
Net Result (incl. c/f surplus position)	444,868	370,695	1,786,163	2,183,785	
Adjustments for Non-Cash Items					
Depreciation	1,655,576	1,889,629	1,261,204	1,271,895	Increase as per fair value Land & Buildings
Loss on Asset Disposals	-	-	-	-	
(Profit) on Asset Disposals	-	-	-	-	
Provisions and Accruals	-	-	-	-	
	1,655,576	1,889,629	1,261,204	1,271,895	
Net Result before funding and Capex items	2,100,444	2,260,324	3,047,367	3,455,681	
Capital Income and Expenditure					
Non-operating Grants & contributions	2,477,670	2,841,389	2,444,196	1,970,404	Increase in DFES & bridges lower in New Initiatives
Purchase Land & Buildings	- 3,223,666	- 2,842,166	- 2,855,234	- 2,535,680	Lower in ILU as per GST impact & New CEO house
Purchase Plant & Equipment	- 205,000	- 728,819	- 187,250	- 645,965	Higher due to DFES plant
Purchase Roads, Streets & Bridges	- 1,157,491	- 1,396,991	- 1,185,860	- 656,401	Higher due to Bridge Capital Works
Purchase Other Infrastructure	- 665,019	- 755,819	- 642,852	- 82,371	Increase due to Rodeo Shade facilities
New Initiatives	- 569,500	- 141,500	- 244,500	- 16,263	Decrease as per Schedule provided
Proceeds from Asset Sales	300,000	-	-	-	Decrease due to inactivity & delay in house sale.
Net Capital Items	- 3,043,006	- 3,023,906	- 2,671,500	- 1,966,276	
Funding Items					
Proceeds from New loans	-	-	-	-	
Repayment of Loan Principal	- 220,541	- 220,541	- 128,649	- 121,187	
Self Supporting Loan Principal Income	-	-	-	-	
Total Funding Items	- 220,541	- 220,541	- 128,649	- 121,187	
Reserve Items					
Transfers to Reserves	- 630,900	- 825,900	-	-	Inc to fund New Initiatives in future years
Transfers from Reserves	2,169,052	2,135,027	-	-	Inc. from DLG grants retention, lower F/shore cost POS
Net Reserve movement	1,538,152	1,309,127	-	-	
Closing Funding Surplus (Deficit)	375,048	325,000	247,218	1,368,219	

8.3 PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/ BUILDING SURVEYOR:

Nil at this time.

8.4 MANAGER WORKS & SERVICES:

Nil at this time.

8.5 DIRECTOR CORPORATE & COMMUNITY SERVICES:

8.5.1	New Policy – Management of Elected Member Tablets
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File Ref. No:	ADM0104
Disclosure of Interest:	Nil
Date:	16 March 2018
Author:	Graham Stanley – Director Corporate & Community Services
Attachment:	8.5.1A

Summary

Council is to consider the adoption of a new policy concerned with the management of Tablets issued by the Shire to Elected Members.

Background

Recently all current Elected Members were issued with new Tablets to be used for Council purposes to manage their agendas, minutes and other documentation related to their roles as elected members. Replacement Tablets will be issued every 4 years at the swearing-in meeting following the October elections, commencing with the election in 2021. It is desirable that a policy be set with guidelines for the management of the Tablets, so that both Elected Members and staff clearly understand the processes relating to the issue, use, management and replacement of Tablets.

Comment

A draft policy covering points such as the timeframe for the issue of new iPads, ownership, disposal, installation of software and applications, restrictions on accessing websites and content downloaded or stored on the iPads, confidentiality, records matters and security.

Strategic Implications

Shire of Boddington Strategic Community Plan 2017-2027 Governance and Organisation

- Good governance and an effective and efficient organisation.
- Effective and efficient corporate and administrative services.

Statutory Environment -

Local Government Act 1996

2.7. Role of council

- (1) The council –
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to –
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

Policy Implications – formation of a new policy.

Financial Implications – Nil.

Economic Implications - Nil

Social Implications – Nil.

Environmental Considerations – Nil

Consultation – Discussed at Councillor Information session held 06 March 2018.

Options

Council can resolve to:

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

Voting Requirements - Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 8.5.1

That Council adopts the draft policy 05.14 "Management of Elected Member Tablets" as included in Attachment 8.5.1

ATTACHMENT 8.5.1A

05.14 MANAGEMENT OF ELECTED MEMBER TABLETS

Policy Statement:

All Elected Members shall be issued with Tablets for the purpose of managing agendas, minutes and documentation related to their roles as elected members.

Guidelines

The Tablets remain the property of the Shire of Boddington until time of disposal.

To ensure consistency of software and keep the technology current new Tablets will be issued every 4 years, which is considered to be the maximum reliable life span. If an Elected Member retires or is not re-elected within the 4-year period then they will hand back the Tablet for it to be reissued to the incoming Elected Member. The issuing of new Tablets occurred during February and March 2018 and the issuing of replacement Tablets is to take place at the swearing-in meeting every 4 years with the first replacement to occur after the October 2021 election.

Disposal of Old Tablets: At the time of replacement, the Elected Member who is in possession of the old Tablet will be given the option to purchase the old Tablet for their own personal purposes for the sum of \$50. Any Tablets not purchased by the respective Elected Members will then be offered for public sale for \$50 each after all Council documentation has been removed.

Installation of software and apps: All software and applications installed on the Tablets is to be approved first before installation by Council's IT Support provider.

Restrictions on accessing websites: While it expected that Elected Members may use the Tablets to conduct research, communicate with people, store relevant documentation and photographs Elected Members are forbidden from using their Council issued Tablets to access pornographic websites, access the dark-web, download or store pirated material or store pornographic or other images that may reflect badly on the Shire or use the Tablet for any purpose that may be illegal or reflect badly on the Shire.

Maintenance: All maintenance on the Tablets shall be the responsibility of the Shire of Boddington and only be performed by its appointed contractors. Elected members are to report maintenance & technical issues to senior administration staff of the Shire who will then refer the matters to Councils designated IT staff or contractors for resolution.

Confidentiality: It is a requirement that Tablets be password protected in an attempt to prevent unauthorised access. Elected members are not to make their Tablet available to anyone else to use and shall not divulge their password to anyone. Forwarding, sharing, or allowing viewing of any confidential material contained on the Tablets to anyone is not permitted.

Records: Elected Members must acknowledge that all information and documents contained at any time on the Tablets remains the property of the Shire of Boddington and at any time may be the subject of a Freedom of Information (FOI), Police, Crime and Corruption Commission or other competent authority inquiry and as such may be made available to any of these investigating bodies. In addition all documents, images, sound recordings, and emails are subject to the State Records Act 2000 and as such form part of

ATTACHMENT 8.5.1A

the official record of the Shire of Boddington and therefore must be maintained in accordance with the Act.

Security: Elected Members are wholly responsible for the security of their Council issued Tablets and must make every effort to keep their Tablets secure at all times. In the event that a Tablet is misplaced, lost or stolen, the Elected Member must advise a senior officer of the Council Administration immediately so that appropriate steps can be taken.

Objective:

To establish Guidelines for the management and use of Tablets issued to Elected Members for their use in their role as an Elected Member of the Shire of Boddington.

Resolution No:

Resolution Date:

8.5.2	Rents for Boddington Independent Living Units and Boddington Retirement Village
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File Ref. No:	ADM0793, ADM0705, ADM0706
Disclosure of Interest:	Nil
Date:	16 March 2018
Author:	Graham Stanley – Director Corporate & Community Services
Attachment:	Nil

Summary

Council is to consider the setting of rents for the new Boddington Independent Living Units and a reduction in rents for the Boddington Retirement Village.

Background

The new independent living units will soon be available to be tenanted and, as a result, a call for expressions of interest from community members interested in renting a unit has been placed in the Bodd News and on the Shire website. Initial applications will close for assessment and consideration on Monday 19 March 2018. 7 two bedroom units are available and from discussions with local real estate agents it is suggested that rents be set at \$240 per week. Feedback following a recent visit to the units by people from Home & Community Care (HACC) suggested that \$230 per week would be a likely upper limit that could be reasonably achieved. Currently, we also have two units at the nearby Boddington Retirement Village that have been vacant for some time and a reduction in rent is recommended in an attempt to make them more attractive to potential tenants.

Comment

The new independent living units have been funded to be rented out under the requirements of the Residential Tenancies Act 1991, which is much more flexible than the requirements of the Retirement Villages Act 1992 and the Fair Trading (Retirement Villages Code) Regulations 2015, which govern the Retirement Village units. Apart from the disincentive of the relatively high rent being charged for the Retirement Village units, there is a further barrier with and "Admin Fee" of \$1,265 being charged up front to prepare the complicated lease that is required under previously mentioned legislation. The fact that the two units have been unoccupied for around two years suggests that the combination of the rent level, Admin fee and complicated nature of the tenancy requirements, is acting as a deterrent to attracting suitable tenants. It is suggested that consideration be given to reducing the rents charged for the two units by \$25 per week to \$210 and \$240 and abolishing the Admin Fee of \$1,286 in attempt to attract tenants and start receiving income again for these units.

The setting of the new rents and changes to existing fees will require local public notice.

Strategic Implications – Nil

Statutory Environment -

Local Government Act 1995

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

** Absolute majority required.*

- (2) A fee or charge may be imposed for the following –
 - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (3) Fees and charges are to be imposed when adopting the annual budget but may be –
 - (a) imposed* during a financial year; and
 - (b) amended* from time to time during a financial year.

** Absolute majority required.*

6.17. Setting level of fees and charges

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors –
 - (a) the cost to the local government of providing the service or goods; and
 - (b) the importance of the service or goods to the community; and
 - (c) the price at which the service or goods could be provided by an alternative provider.
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service –
 - (a) under section 5.96; or
 - (b) under section 6.16(2)(d); or
 - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of –

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

Policy Implications – Nil

Financial Implications

Currently the two retirement village units are vacant and therefore not earning income. Even though making these changes will mean that the Shire covers the cost of lease preparation, this will be offset by the income that will be earned if we can get them tenanted sooner.

Economic Implications - Nil

Social Implications

Having affordable retirement housing available should help to retain elderly residents in our community.

Environmental Considerations – Nil

Consultation – Discussed at Councillor Information session held 06 March 2018.

Options

Council can resolve to:

4. adopt the recommendation;
5. adopt the recommendation with amendments; or
6. not accept the recommendation, giving reasons.

Voting Requirements - Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 8.5.2

That Council:

1. Sets the weekly rental on the new Boddington Independent Living Units at \$230 per week per unit.
2. Agrees to reduce the weekly rentals on the Boddington Retirement Village units from \$265 per week for a three bedroom unit to \$240 per week and from \$265 per week for a two bedroom unit to \$210 per week; and
3. Abolishes the Administration Fee of \$1,265 for the establishment of a lease for a unit at the Boddington Retirement Village.
4. Gives local public notice of the new rents and fee changes in the Bodd News.

8.6 CHIEF EXECUTIVE OFFICER:

8.6.1 Action Sheet

Disclosure of Interest: Nil
Date: 12 March 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
20/2/18	12/18	DCCS	Boddington Sport & Recreation Centre Hire Fees	21/2/18	Completed
20/2/18	14/18	CEO	Review of Council Policy 06.14 Exclusive Use of Boddington Swimming Pool	21/2/18	Applicant advised
20/2/18	15/18	CEO	Review of Council Policy 06.7 Intraschool Swimming Carnivals	21/2/18	Applicant advised
20/2/18	16/18	CEO	Compliance Audit Return	26/2/18	Completed

For information only.

8.6.2	Actions Performed Under Delegated Authority For The Month Of February 2018
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File Ref. No:	ADM0686
Disclosure of Interest:	Nil
Date:	12 March 2018
Author:	Chief Executive Officer
Attachments:	Nil

Summary

To report back to Council actions performed under delegated authority for the month of February 2018.

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 February 2018.

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 February 2018 and are submitted to Council for information.

Common Seal	
Date Affixed	Documentation
15/2/17	Deed Of Variation Of Licence – Boddington District High School Recreation Courts, Hardcourts & Oval

Authorisation to call Tenders	
Date	Action
Nil	

Peter Haas - PEHO			
Building Applications			
Application No.	Applicant	Lot & Street	Type of Building Work
3192	C McEwan 19 Johnstone Street Boddington	Lot 7 No 19 Johnstone Street Boddington	Swimming Pool & Enclosure
3195	I Tomlinson 43 Johnstone Street Boddington	Lot 44 No 43 Johnstone Street Boddington	Deck under existing patio
3196	Shire of Boddington 39 Bannister Road Boddington	Lot 60 No 20 Pollard Street Boddington	Dwelling
Health			
Nil.			

Steve Thompson - Town Planning Consultant			
Development Approvals			
Application No.	Applicant	Lot & Street	Type of Approval
A985	R Howard		Shed
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

That Council accept the report outlining the actions performed under delegated authority for the month of February 2018.

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

9.1.1 Notice Of Motion Amendment Council Resolution: 163/17

File Ref. No: ADM
Disclosure of Interest: Nil
Date: 15 March 2018
Author: C Littlemore

Summary

Council is to consider a notice of motion to amend a previous resolution.

Background

Council passed the following resolution in December 2017.

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.

Council subsequently received a Notice of Motion to amend the motion as follows:

That Resolution 163/17 be amended by deleting the words
"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."

Comment

Subsequent to the resolution the BCRC received notification that funding was secured for 9 months to 30 September 2018, with further extensions at the absolute option of the State which could total a further 21 months if granted.

This forms the basis of the reason for the Notice of Motion.

Statutory Environment

Council Standing Orders

14.19.1 If a decision has been made at a council meeting, then any motion to revoke or change the decision must be supported:

- (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or

(b) in any other case, by at least one third of (whether vacant or not) members of the council.

Local Government (Administration) Regulations 1996

- (1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least $\frac{1}{3}$ of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made –
- (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
- (b) in any other case, by an absolute majority.
- (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

Consultation – Nil

Policy Implications – Nil

Financial Implications

\$1,500

Economic Implications - Nil

Social Implications - Nil

Environmental Considerations - Nil

Strategic Implications - Nil

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 Requirement - Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 9.1.1

That Council resolves amend Resolution 163/17 by deleting the words "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."

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

Nil at this time.

11. CONFIDENTIAL ITEM:

Nil at this time.

12. CLOSURE OF MEETING: