



*'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

19th FEBRUARY 2019

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 planning 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.

Agenda

1.	DECLARATION OF OPENING:	4
2.	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:	4
2.1.1	Attendance	4
2.1.2	Apologies	4
2.1.3	Leave of Absence	4
3.	DISCLOSURE OF FINANCIAL INTEREST:	4
4.	PUBLIC QUESTION TIME:	4
4.1	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:	4
4.2	WRITTEN QUESTIONS PROVIDED IN ADVANCE:	5
4.3	PUBLIC QUESTIONS FROM THE GALLERY:	5
5.	PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS:	5
6.	CONFIRMATION OF MINUTES:	5
6.1.1	Ordinary Meeting of Council held on Tuesday 18 December 2018	5
7.	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION:	5
8.	REPORTS OF OFFICERS AND COMMITTEES:	6
8.1	PLANNING CONSULTANT:	6
8.1.1	Development Application for Composting Facility - Lot 68 on Plan 36563 (No. 6364) Albany Highway, Bannister	6
8.2	MANAGER FINANCIAL SERVICES:	35
8.2.1	Monthly Financial Statements – December 2018	35
8.2.2	List of Payments – December 2018	48
8.2.3	Monthly Financial Statements – January 2019	49
8.2.4	List of Payments – January 2019	62
8.3	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/ BUILDING SURVEYOR:	64
8.4	MANAGER WORKS & SERVICES:	64
8.5	DIRECTOR CORPORATE & COMMUNITY SERVICES:	64
8.5.1	Freedom of Information Statement	64
8.6	CHIEF EXECUTIVE OFFICER:	80
8.6.1	Action Sheet	80
8.6.2	Actions Performed Under Delegated Authority For The Months Of December 2018 and January 2019	81
8.6.4	Adoption of Revised Purchasing Policy	84
8.6.5	2019 Council Meeting Schedule	88
8.6.5	Boddington RSL Floor Refurbishment Project	90
9.	ELECTED MEMBERS' MOTION OF WHICH PREVIOUS MOTION HAS BEEN GIVEN:	92
10.	URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:	92
11.	CONFIDENTIAL ITEM:	92
11.1.1	Assignment of Boddington Concrete Lease 43 Farmers Avenue	92
12.	CLOSURE OF MEETING:	92

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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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:

Nil at this time.

6. CONFIRMATION OF MINUTES:

6.1.1 Ordinary Meeting of Council held on Tuesday 18 December 2018

That the minutes of the Ordinary Meeting of Council held on Tuesday 18th December 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:

8.1.1	Development Application for Composting Facility - Lot 68 on Plan 36563 (No. 6364) Albany Highway, Bannister
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Location:	Lot 68 on Plan 36563 (No. 6364) Albany Highway, Bannister
Applicant:	Bowman & Associates for Richgro (A Richards Pty Ltd)
File Ref. No:	A1674
Disclosure of Interest:	Nil
Date:	13 February 2019
Author:	Steve Thompson
Attachments:	8.1.1A Location plan 8.1.1B Details submitted by applicant (separate attachment) 8.1.1C Fire Management Plan (separate attachment) 8.1.1D Submissions 8.1.1E Supplementary information from applicant and updated Main Roads WA advice 8.1.1F Extract from <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>

Summary

A Development Application for a composting facility is recommended for conditional approval at Lot 68 Albany Highway, Bannister.

Background

The applicant seeks development approval for a composting facility on the site shown in Attachment 8.1.1A. The site is approximately 30km north of the Boddington townsite, around 2.5km west of Albany Highway, approximately 3.8km from the Three Ways Roadhouse and is located east of the North Bannister Resource Recovery Park. The Bibbulmun Track runs along the northern boundary of Culford Farm. The track is around 300m from the northern edge of the proposed composting facility.

Lot 68, which is 258.2 hectares in area, forms part of the Culford Agri Industry Precinct at Bannister (commonly called "North Bannister"). The site has largely been previously cleared and has been used for grazing and tree plantations.

Details submitted by the applicant are set out in Attachment 8.1.1B, with a Fire Management Plan provided in Attachment 8.1.1C. This provides background information which is generally not repeated in this report. In summary, the applicant seeks approval to establish:

- a sealed hardstand of approximately 33,000m²;
- a leachate pond;
- stormwater pond;
- office complex; and
- supporting infrastructure.

The Richgro Composting Facility intends to compost any organic material, delivered to the facility, that is capable of being a feed stock for composting. This includes green waste, food waste, animal manures, biosolids and grease trap waste.

Subject to the Council's decision, the facility will be licenced by the Department of Water and Environmental Regulation (DWER) for liquid waste facility, solid waste facility and compost manufacturing and soil blending.

The operators have separately obtained approval from the Western Australian Planning Commission to create a long-term lease.

Advertising the Development Application

The Shire administration invited public comment on the Development Application for a six week period through:

- writing to 12 landowners;
- writing to 21 stakeholders including State Government agencies, the Shire of Boddington and other groups;
- writing to Councillors;
- placing a public notice multiple times in the Bodd News, placing a public notice in the Narrogin Observer and placing a public notice on the Shire notice board; and
- including details on the Shire website and on the Shire's Facebook page.

The Shire received 9 submissions which are provided in Attachment 8.1.1D. Typically, the submissions raise no objection to the application. The main issues raised in the submissions include stormwater management, traffic impacts, visual impacts, odour and noise.

In accordance with standard practice, the Shire administration provided the applicant with copies of the submissions in order to address concerns and issues where possible. The applicant's response is provided in Attachment 8.1.1E along with an updated response from Main Roads Western Australia (MRWA). The applicant also provided advice in response to the submission from the Bibbulmun Track Foundation.

No issues were raised from other sections of the Shire administration.

At the time of preparing this report, the Shire is awaiting a late submission from the Waste Authority. If received, the submission will be forwarded to Councillors.

Planning framework

There are various planning and associated documents relevant to the application including:

- *Shire of Boddington Local Planning Scheme No. 2 (LPS2);*
- *Shire of Boddington Local Planning Strategy;*
- various State Planning Policies (SPP) including *SPP 2 Environment and Natural Resources, SPP 2.5 Rural Planning, SPP 2.9 Water Resources, SPP 3.7 Planning in Bushfire Prone Areas and SPP 4.1 State Industrial Buffer Policy;*
- *Development Control Policy DC 4.2 – Planning for Hazards and Safety;*
- 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;*
- *Guidance Statement: Separation Distances (2015);*

- various local planning policies (LPP) including *LPP5 Developer and Subdivider Contributions*, *LPP7 Outbuildings*, *LPP8 Fire Protection Measures for New Development and Subdivision*, and *LPP9 Car Parking and Vehicular Access*;
- *Shire of Boddington Strategic Community Plan 2017 – 2027*: supports sustainable waste management, diversifying the local economy, investigating opportunities for tourism/education at the SUEZ site and addressing litter along Albany Highway;
- *Shire of Boddington Economic Development Strategy*; and
- *Peel Regional Investment Blueprint 2050*.

In summary, the documents require addressing relevant planning, environmental, risk/safety, servicing and landscape considerations and seeking to diversify the local economy.

The site is zoned “Rural” in LPS2. The composting facility is best described as “Industry-Noxious” which LPS2 defines as “an industry which is subject to licensing as “Prescribed Premises” under the *Environmental Protection Act 1986* (as amended).” Industry-Noxious 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). The Council has the legal power under LPS2 to approve the Development Application for the composting facility.

The *Shire of Boddington Local Planning Strategy* identifies the site as within a “Future Industry” classification. (see Attachment 8.1.1A). Subject to addressing relevant issues, the Local Planning Strategy supports industrial development for agribusinesses, freight, logistics and related uses. The composting facility is located outside of the bauxite mining buffer.

EPA Guidance Statement No. 3 Separation Distances between Industrial and Sensitive Land Uses (2005) recommends a generic buffer distance of 1000 metres between a composting facility (outdoor uncovered) and “sensitive” uses (e.g. dwellings). The key impacts to address are noise, odour and dust.

The closest off-site sensitive use (dwelling) is at the Three Ways Roadhouse which is approximately 3.8km from the proposed composting facility.

The development footprint for the composting facility is classified as a bushfire prone area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

Comment

1. Overview

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

- the site forms part of the Culford Agri Industry Precinct which is proposed to become a regionally significant industrial estate;
- the site is located well away from townsites and areas zoned “Rural Residential” or “Rural Smallholding”. It adjoins State Forest, large rural landholdings and industrial/waste management uses;
- the buffers to off-site dwellings and other “sensitive uses” exceed EPA guidelines;

- limited concerns were raised in the submissions and the issues raised can be addressed through development conditions and separately through the DWER works approval and licensing;
- traffic impacts are manageable; and
- the development supports diversifying the local economy and supports job creation.

It is accordingly recommended that the composting facility is conditionally appropriate for this site. It is suggested that if the operation is suitably designed and managed, development conditions are met and DWER conditions are met, that environmental, social and associated considerations can be appropriately addressed.

2. Key considerations

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

- environmental and social impacts - the separation distances between the composting facility and sensitive uses exceed reasonable planning standards. The northern edge of the proposed composting facility is approximately 300 metres from the Bibbulmun Track. Accordingly, it appears that the composting facility will have manageable environmental and social impacts including addressing noise, dust and odour impacts. This is subject to addressing development conditions and importantly the facility being designed, operated and meeting DWER conditions;
- drainage/stormwater management - the operator will implement a range of measures to minimise possible deterioration or contamination of surface water or groundwater;
- roadside litter – it is suggested there is a need for the operator to prepare and implement a Fugitive Roadside Litter Management Plan along Albany Highway. This is expected to complement the arrangements being undertaken by SUEZ;
- traffic impact – MRWA now raise no objection. The Traffic Impact Assessment concluded that the predicted traffic generation from the site will not adversely impact the operation of Albany Highway;
- visual impact – the Bibbulmun Track Foundation raise issues which are outlined in Attachment 8.1.1D. These issues are acknowledged. The proposed facility may be visible from the top of Boonerring Hill located to the west of the North Bannister Resource Recovery Park. It is suggested the facility will not be visible from the track immediately north of the facility given the 300m separation, landform and the required retention of some vegetation. The facility will not be visible from Albany Highway; and
- bushfire risks – these are acknowledged, with mitigation measures outlined in the Fire Management Plan and in required emergency evacuation procedures.

3. DWER Works Approval and Licence

Should the Council approve the Development Application, DWER will consider granting a Works Approval with associated conditions for the design and construction of the operations. The Works Approval will contain more detailed technical details relating to design and operational matters than set out in the Development Application. Following this, the proponent needs to apply to DWER for a Licence (for operation). Works Approvals and Licences are issued by DWER with legally binding conditions that apply to specific premises and are intended to prevent or minimise the potential for pollution.

DWER will be the primary public agency responsible for the day-to-day management and operation of the composting facility. It is recognised that issues and procedures under the *Environmental Protection Act 1986* fall outside the Shire's jurisdiction.

Strategic Implications

The proposal assists to diversify the local economy and assists to create jobs.

Statutory Environment

Planning and Development Act, Planning and Development (Local Planning Schemes) Regulations 2015, Environmental Protection Act, Environmental Protection Regulations 1987 and LPS2.

Attachment 8.1.1F sets out an extract from the *Planning and Development (Local Planning Schemes) Regulations 2015* relating to matters to be considered by the local government in determining Development Application. It is highlighted that the Council has the discretion to refuse the Development Application. Should it do so, the decision should be made on planning grounds.

Policy Implications - Nil

Financial Implications

All costs associated with the development will be borne by the proponent.

Should the applicant be aggrieved by Council's decision, the applicant may seek a review of that decision or conditions to the State Administrative Tribunal (SAT). If that occurred, the Shire is required to meet costs associated with defending the decision at SAT.

Economic Implications

Approval and implementation of the composting facility will create direct and indirect employment and assist to increase monies spent locally.

Social Implications

These are expected to be manageable.

Environmental Considerations

Risks can be minimised if the operator complies on an on-going basis with the development conditions and other legislation/regulations. The operational aspects of the proposal will be regulated by DWER.

Consultation

The Shire administration consulted widely for a six week period.

Options

The Council can:

1. approve the Development Application with no conditions (giving reasons);
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'S RECOMMENDATION – ITEM 8.1.1

That Council approve the Development Application for a composting facility, classified as "industry-noxious" in the *Shire of Boddington Local Planning Scheme No. 2*, at Lot 68 on Plan 36563 (No. 6364) Albany Highway, Bannister incorporating a sealed hardstand of approximately 33,000m², a leachate pond, stormwater pond, office complex and supporting infrastructure, subject to the following conditions:

1. The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plans and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. This approval shall expire and be of no further effect if the development hereby approved has not been substantially commenced within a period of three (3) years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by the local government. Where the development approval has lapsed, no further development is to be carried out.
3. The Fire Management Plan is to be implemented to the satisfaction of the local government prior to the commencement of operations. Following this, the Plan is implemented on an on-going basis to the satisfaction of the local government.
4. The Bushfire Emergency Evacuation Plan, prepared for the Culford Agri Industry precinct, is to be implemented prior to commencement of operations. Following this, measures in the approved Bushfire Emergency Evacuation Plan are to be maintained by the landowner/operator to the satisfaction of the local government.
5. Waste is to be contained on Lot 68 Albany Highway to the satisfaction of the local government.
6. Waste transport vehicles and trailers used to haul bulk loads and associated waste are to be fully enclosed and are to prevent the escape of liquids in order to minimise odour to the satisfaction of the local government.
7. Prior to the commencement of development, submit and gain approval to a Fugitive Roadside Litter Management Plan along Albany Highway to the satisfaction of the local government which is then appropriately implemented.

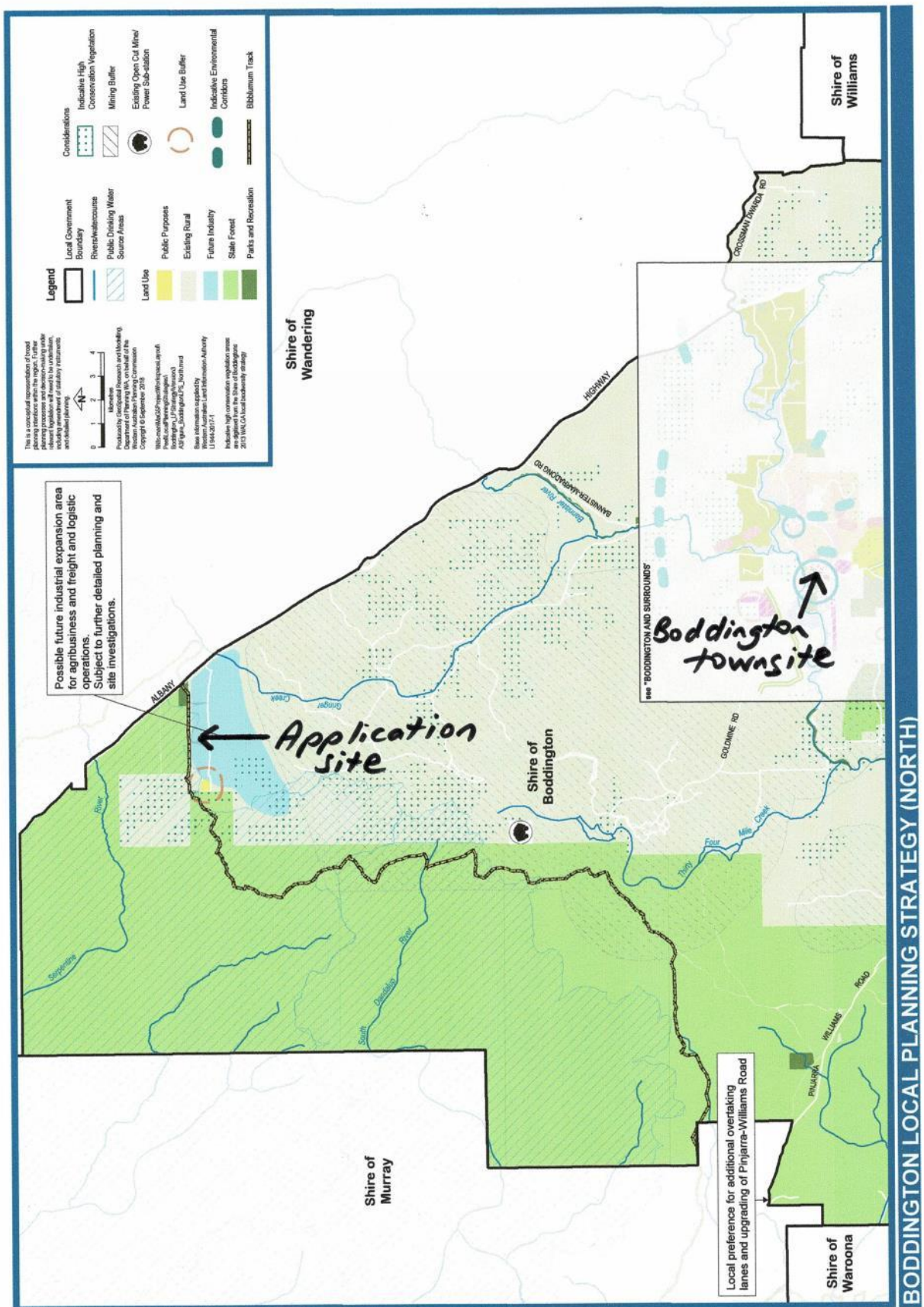
8. All waste materials and by-products of vehicle wash-down areas must be contained on site and directed to a suitable waste treatment facility to the satisfaction of the local government.
9. Dust control measures for site works and all operations are implemented to the satisfaction of the local government.
10. Prior to the commencement of the operations, the Leachate Management System, is implemented to the satisfaction of the local government.
11. The submission of a Stormwater Management Plan, prior to the commencement of site works, to the specification and satisfaction of the local government which is to be suitably implemented prior to occupation. Following this, the stormwater management measures are to be appropriately maintained. The Stormwater Management Plan is to address matters including:
 - (a) proposed earthworks, attenuation measures, bunds 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.
12. An adequate on-site potable water supply must be provided in accordance with the *Australian Drinking Water Guidelines* prior to occupation.
13. A Rodent, Vermin and Fly Management Plan is submitted and implemented to the satisfaction of the local government prior to occupation. Following this, the Plan is implemented on an on-going basis to the satisfaction of the local government.
14. A minimum 20 metre wide vegetated strip is retained on Lot 68 Albany Highway on or near the northern boundary.
15. Prior to occupation, the access easement is secured between Lot 68 and Albany Highway to the satisfaction of the local government.
16. 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.
17. Toxic and hazardous chemicals are to be stored within contained compounds on chemically resistant surfaces to the satisfaction of the local government.

Advice

- (a) The applicant is advised that this development approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.

- (b) With respect to the Fugitive Roadside Litter Management Plan, the local government will review the management regime to determine its effectiveness including the frequency of roadside collection of litter.
- (c) The composting facility is required to gain a Works Approval and an operating licence from the Department of Water and Environmental Regulation (DWER). The applicant/operator is required to also ensure that other legislative requirements are met.
- (d) The local government will require, prior to occupation, further information on the management of grease traps and biosolids.
- (e) Noise emissions must comply with the *Environmental Protection (Noise) Regulations 1997*.
- (f) The issue of the approval shall not, in any way, render the local government 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 operator. The operator shall ensure that they hold sufficient public liability insurance cover for any claim against them.
- (g) The local government encourages the operator to:
 - (i) seal the internal private vehicular access road and car parking areas;
 - (ii) ensure that all technical reports associated with the facility are maintained on the operator's website;
 - (iii) establish and maintain a complaints management system;
 - (iv) report any environmental incident promptly to DWER and to the local government;
 - (v) install groundwater monitoring bores, both upslope and downslope of the composting facility to the satisfaction of DWER and the local government prior to occupation. Monitoring information is to be provided in an agreed format and as required as set out in writing by DWER and/or the local government;
 - (vi) liaise and work with the Bibbulmun Track Foundation regarding the proposed composting facility and on-going management;
 - (vii) take into consideration the Department of Planning, Lands and Heritage's *Aboriginal Heritage Due Diligence Guidelines*; and
 - (viii) undertake operations in accordance with a Works Safety Plan.
- (h) If the applicant is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

ATTACHMENT 8.1.1A LOCATION PLAN



ATTACHMENT 8.1.1D
SUBMISSIONS



Enquiries: Janet Hartley-West
Our Ref: 04/9767-09
Your Ref: A1674 Richgro

22/11/2018

Graham Stanley
Acting Chief Executive Officer
Shire of Boddington
PO Box 4
BODDINGTON WA 6390

Dear Graham *Chris*

Development Application – Proposed Richgro Composting Facility – Lot 68 on Plan 36563 (No. 6364) Albany Highway, Bannister

Further to your correspondence of 14 November 2018 with regard to Development Application – Proposed Richgro Composting Facility.

Main Roads has examined the proposed development and from the information provided has identified that the documentation does not contain any detail on the number and type of vehicles that will be generated from the facility. There is no analysis on the existing traffic volumes and composition on Albany Highway.

Based on the limited information provided Main Roads is unable to determine if the proposal will impact negatively on the safety and efficiency of Albany Highway during operation, and therefore cannot provide meaningful comment.

We recommend that the applicant is requested to provide the traffic information before the application is considered further.

Yours sincerely

Janet Hartley-West
Janet Hartley-West
Network Manager

Main Roads Western Australia
Northam Office: PO Box 333, Northam WA 6401
Narrogin Office: PO Box 194, Narrogin WA 6312

mainroads.wa.gov.au
wheatbelt@mainroads.wa.gov.au
Northam: 08 9622 4777 | Narrogin: 08 9881 0566

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<input type="checkbox"/> MINS	<input checked="" type="checkbox"/> CEO			

File No A1674
Date _____
Initial _____

ATTACHMENT 8.1.1D
SUBMISSIONS

Tamsin Hodder

From: Malcolm Nairn <mal.nairn@gmail.com>
Sent: 14 November, 2018 4:47 PM
To: Tamsin Hodder
Subject: Re: Development Application - Proposed Richgro Composting Facility
Attachments: Boddington_c29173a3-c9dc-42c1-ba36-0ee05a60b9de.jpg

Looks good to me.

On Wed, Nov 14, 2018 at 2:52 PM Tamsin Hodder <ea@boddington.wa.gov.au> wrote:

Dear Mr Nairn

Please find letter attached for your consideration.

Kind Regards,

Tamsin Hodder

Executive Officer



T +61 8 9883 4999 F+61 8 9883 8347
E ea@boddington.wa.gov.au
39 Bannister Road PO Box 4 Boddington WA 6390
<http://www.boddington.wa.gov.au>

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Regards,

ATTACHMENT 8.1.1D
SUBMISSIONS

6



Department of Planning,
Lands and Heritage

SHIRE OF
BODDINGTON
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Dec 2018 16
14 JAN 2019

Distribution to:
☐ DCS ☐ DSP ☐ MWS
☐ PEHO ☐ PM ☐ CEO
☐ MWS ☒ IPC ☐ MCS

Your ref: A1674 Richgro
Our ref: DP/16/00069
Enquiries: Tim Reed

Mr Chris Littlemore
Chief Executive Officer
Shire of Boddington
PO Box 4
BODDINGTON WA 6390

File No A 1674
Date _____
Initial _____

TRANSMITTED VIA EMAIL ONLY TO Shire@boddington.wa.gov.au

Attention: Graham Stanley

Dear Mr Stanley

Proposed Richgro Composting Facility

Thank you for referring the development application for the proposed Richgro composting facility at Lot 68 (No. 6364) Albany Highway, Bannister, to the Department of Planning, Lands and Heritage (the Department) for comment.

The proposal is consistent with the recently endorsed *Shire of Boddington Local Planning Strategy* (2018) which identifies the site for future industrial expansion for agribusiness, freight and logistics, and constitutes a regional facility under State Planning Policy.

An issue related to the development arose in the WA Planning Commission's assessment of a lease application, such that the selected site needs to arrange legal access. This has not yet occurred, and seems also to be an issue for the development proposal.

If you would like to discuss further, please contact Tim Reed on 6551 9452.

Yours sincerely

Cath Meaghan
Director
Regional South

14 December 2018

Postal address: Locked Bag 2506 Perth WA 6001 Street address: 140 William Street Perth WA 6000
Tel: (08) 655 18002 Fax: (08) 655 19001 info@dph.wa.gov.au www.dph.wa.gov.au
ABN 68 565 723 484
wa.gov.au

ATTACHMENT 8.1.1D
SUBMISSIONS

2



Department of
Primary Industries and
Regional Development

SHIRE OF
BODDINGTON
RECEIVED

02 JAN 2019

Your reference: A1674 Richgro
Our reference: LUP 482 491
Enquiries: Leon van Wyk

Distribute to:

☐ DCS ☐ DSP ☐ MINS
☐ PEHO ☐ FM ☒ CEO
☐ MWS ☐ TPC ☐ MCS

Graham Stanley
Acting Chief Executive Officer
Shire of Boddington
PO Box 4
BODDINGTON WA 6390
shire@boddington.wa.gov.au

18 December 2018

File No. A1674 Richgro
Date
Initial

Dear Chris

**COMMENT: DEVELOPMENT APPLICATION – PROPOSED RICHGRO
COMPOSTING FACILITY – LOT 68 ON PLAN 36563 (No.6364) ALBANY HIGHWAY,
BANNISTER**

Thank you for the opportunity to comment on the proposed Richgro composting facility at Lot 68 Albany Highway, Bannister.

The Department of Primary Industries and Regional Development (DPIRD) does not object to the proposed Richgro composting facility at the abovementioned lot as it is a well buffered site that is surrounded by vegetation and there are no sensitive receptors within 1000 metres of the facility.

I trust these comments inform your decision on this matter. If you have any queries regarding the comments, please contact Leon van Wyk at (08) 9780 6171 or leon.vanwyk@dpiird.wa.gov.au.

Yours sincerely

Neil Guise
**DIRECTOR
BUSINESS DEVELOPMENT**

1 Verschuer Place, Bunbury WA 6230
PO Box 1231 Bunbury WA 6231
Telephone +61 (0)8 9780 6100 Facsimile +61 (0)8 9780 6136 enquiries@dpiird.wa.gov.au
dpiird.wa.gov.au
ABN: 18 951 343 745

ATTACHMENT 8.1.1D
SUBMISSIONS

3

Tamsin Hodder

From: Melanie Durack <melanie.durack@peel-harvey.org.au>
Sent: 7 January, 2019 8:44 AM
To: Steve Thompson
Cc: Jane O'Malley; Chris Littlemore; Tamsin Hodder; steve@edgeplanning.com.au
Subject: RE: Development Application for the proposed Richgro composting facility at Lot 68 on Plan 36563 (no. 6364) Albany Hwy, Bannister

Hi Steve

Thank you for the opportunity for Peel-Harvey Catchment Council (PHCC) to comment on the Development Application for the proposed Richgro composting facility at Lot 68 on Plan 36563 (no. 6364) Albany Hwy, Bannister. PHCC has no significant comments to make on the proposal. I have noted the below with regards to stormwater management, similar to comments made on the Culford Quarry application (emailed 18/12/2018).

It is noted the stormwater management within the facility will flow to a storm water pond which when it overflows will be into the surrounding blue gum plantations. The facility is within the catchment of the Gringer creek and best management practices should be followed to ensure no impact to this creek which is a tributary of the Hotham River. The Hotham River and its tributaries are within a proclaimed surface water area as set by the Department of Water and Environmental Regulation. Any proposed discharges into Gringer Creek would need to be assessed and approved by DWER.

An administrative note: Sections 4.3 through to the start of Section 5 are blacked out. There is a footnote at the bottom of the page stating Sections 6.3 and 6.4 are to remain confidential. Should this be Sections 4.3 and 4.4? The document also it states works are planned to commence in December 2018, I assume this is delayed until comments are received from community and approval pending from the Shire of Boddington?

Kind Regards,
Mel Durack
Program Manager, Hotham-Williams
My usual work days are Monday to Thursday

Peel-Harvey Catchment Council
M: 0455 166 780



Boddington Community Resource Centre (Room 11), Bannister Road, Boddington, Western Australia 6390
www.peel-harvey.org.au

*We acknowledge the Noongar people as Traditional Custodians
of this land and pay our respects to all Elders past and present*



SHIRE OF
BODDINGTON
RECEIVED

07 JAN 2019

DT 12 2018
☐ DCS ☐ DSP ☐ MINS
☐ PEHO ☐ FM ☒ CEO
☐ MWS ☒ TPC ☐ MCS

File No A16751

Date _____

Initial _____

ATTACHMENT 8.1.1D
SUBMISSIONS

4

**FRIENDS of the RESERVES
BODDINGTON (Inc)**



Preserving the reserves for future generations

SHIRE OF
BODDINGTON
RECEIVED

U S JAN 2019

FILE NO. 1010
☐ DCSS ☐ DSP ☐ MINS
☐ PEHO ☐ FM ☒ CEO
☐ MWS ☒ TPC ☐ MCS

7th January 2019

Shire of Boddington
39 Bannister Rd
BODDINGTON WA 6390

Att: Mr Chris Littlemore

Dear Chris

**Re: Development application - Proposed Richgro Composting Facility - Lot 68 on Plan 36563
(No. 6364) Albany Highway Bannister**

Friends of the Reserves have no objections to the proposed Richgro composting facility on the Culford property, provided adequate earthwork controls are incorporated to prevent compost leachate pond (or via any overflow to the stormwater drain) entering the Hotham River via Gringer Creek.

Signed *G. Marston*

Yours Sincerely
Greg Marston

For President, Robin Andersson

File No. A1674
Date _____
Initial _____

5

Boddington River Action Group

7th January 2019

Shire of Boddington
39 Bannister Rd
BODDINGTON WA 6390

Att: Mr Chris Littlemore

Dear Chris

**Re: Development application - Proposed Richgro Composting Facility - Lot 68 on Plan 36563
(No. 6364) Albany Highway Bannister**

Boddington River Action Group has no objection to the proposed Richgro composting facility on the Culford property, provided adequate earthwork controls are incorporated to prevent compost leachate pond (or via any overflow to the stormwater drain) entering the Hotham River via Gringer Creek.

Signed *G Marston*

Yours Sincerely
Greg Marston

SHIRE OF
BODDINGTON
RECEIVED

09 JAN 2019

☐ JCS ☐ DSP ☐ MMS
☐ PEHO ☐ FM ☒ CEO
☐ MWS ☒ TPC ☐ MCS

File No

Date 1674

Initial

ATTACHMENT 8.1.1D
SUBMISSIONS



OUR FILE REF: DER2018/0064-6
OUR REF: WA-01697

11 JAN 2019

Distribute to:

☒ OCS ☐ DSP ☐ MNS
☐ PEHO ☐ FM ☒ CEO
☐ MWS ☐ TPC ☐ MCS

Locked Bag 33
Cloisters Square, Perth WA 6850
Tel: 08 6364 6965
info@wasteauthority.wa.gov.au
www.wasteauthority.wa.gov.au

Mr Graham Stanley
Acting Chief Executive Officer
Shire of Boddington
PO Box 4
BODDINGTON WA 6390

File No A1674
Date _____
Initial _____

Dear Mr Stanley

**INVITATION FOR WASTE AUTHORITY TO PROVIDE COMMENT ON THE
DEVELOPMENT APPLICATION FOR THE PROPOSED RICHGRO COMPOSTING
FACILITY AT LOT 68 ON PLAN 36563 (NO. 6364) ALBANY HWY, BANNISTER**

Thank you for your letter of 14 November 2018 in which you invited the Waste Authority's comment on the Development Application for the proposed Richgro composting facility at Lot 68 on Plan 36563 (no. 6364) Albany Highway, Bannister.

The Waste Authority does not meet until 7 February 2019 where it will consider its response to the development application.

It would be appreciated if the Waste Authority could be granted an extension to 14 February 2019 to provide its comment on this matter.

Yours sincerely

Marcus Geisler
CHAIRMAN

7 January 2019

ATTACHMENT 8.1.1D
SUBMISSIONS

Bibbulmun Track Foundation
Perth YHA Building, 300 Wellington Street, Perth, Western Australia, 6000
Phone: + 61 (08) 9481 0551
Email: friends@bibbulmuntrack.org.au
Web: www.bibbulmuntrack.org.au

SHIRE OF
BODDINGTON
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Bibbulmun
TRACK
FOUNDATION

14 JAN 2019

Form 1000 (01)

☐ DCS ☐ DSP ☐ MINS
☐ PEHO ☐ FM ☐ CEO
☐ MWS ☒ TPC ☐ MCS

File No A1674
Date _____
Initial _____

Tuesday, 5 February 2019

Tamsin Hodder
Executive Officer
Shire of Boddington
PO Box 4
BODDINGTON WA 6390

Dear Ms Hodder

**RE: DEVELOPMENT APPLICATION – PROPOSED RICHGRO COMPOSTING FACILITY – LOT 68,
ALBANY HIGHWAY, NORTH BANNISTER**

Thank you for the opportunity to comment on the above proposed development.

As you are aware from the plans, the Bibbulmun Track runs parallel to the proposed site for approximately 4 kilometres and continues up Boonerring Hill.

Our major concerns would be

- visual impact from the Track – particularly from the top of Boonerring Hill;
- noise and odour when walking around the boundary.

We respectfully request that these issues be looked at more closely with regard to walkers as any impacts will be longer lasting and more obvious to walkers than to people driving along Albany Highway.

The Track, which brings thousands of visitors to the south west each year, is already compromised in this area due to the nearby mines. If this new facility creates new negative visual and audible impacts this section will become less attractive to walkers.

Kind regards



Linda Daniels
Executive Director

"Supporting the management of the Bibbulmun Track so that it becomes and remains a long distance walk trail of international significance and quality."
ABN: 17 097 317 481



Bowman & Associates Pty Ltd

Environmental Engineering
Consultants
Waste Management Specialists

Network Manager
Main Roads WA
PO Box 333
Northam, WA 6401

Tel: 0402 373 582
www.bowmanassociates.com.au
PO Box 2059, ROSSMOYNE WA 6148

Attention: Janet Hartley-West

January 5, 2019

Dear Janet,

MRWA Reference 04/9767-09
Application for Works Approval – A Richards Pty Ltd

Dear Janet,

We are in receipt of your letter to the Shire of Boddington dated November 22, 2018 regarding the proposed Richgro Composting Facility at Lot 68 Albany Highway, Bannister. This letter forms our response to your enquiry.

Intersection

The intersection at the Albany Highway located at 90.7 SLK was constructed in 2012. The intersection is a Main Roads WA Type C intersection. The construction of a Type C intersection was in consultation with the Main Roads WA. Refer **Attachment A** for several design drawings of the intersection.

There is a de-acceleration lane on the approach to the intersection from the northern direction. The sweep path on entry and exit from the northern direction were designed for 36.5 m long heavy vehicles. The approach from the southern side was designed for 27.5 m long heavy vehicles. The predominant traffic flow is from the northern direction.



Bowman & Associates Pty Ltd

Page 1

ATTACHMENT 8.1.1E
SUPPLEMENTARY INFORMATION SUBMITTED BY APPLICANT

Traffic Volume

The Main Roads WA traffic survey carried out on February 13, 2009 at site 15682 being north of Marradong Road had an Annual Average Daily Traffic (AADT) of 3,690 vehicles. The Main Roads WA *Wheatbelt Traffic Digest 2013/14 – 2018/19* shows that in the period 2013/14 the weekday AADT at this location was 2,990 vehicles with 24% being heavy vehicles. There is a reduction in traffic volume on this section of the Albany Highway over recent years.

Richgro Composting Facility Traffic Volumes

At full capacity the composting facility will be accepting 200,000 tpa of feedstock. There will be a ramp up over five years with the expected initial tonnage to be 70,000 tpa. The quantity of outgoing compost will be around 30-40% of the incoming feedstock. Class 2 pocket road train configuration heavy vehicles will be used for the transport of feedstock and processed compost. Class 2 pocket road trains have a carrying capacity of around 50 tonnes per load.

The processed compost will either, be loaded onto the feedstock vehicles that enter the facility and returned to Perth as a back load or, loaded on grain trucks returning empty from Perth to the rural areas. The additional number of heavy vehicles on Albany Highway will be feedstock delivery vehicles only. The following Table shows the expected additional truck movements on the Albany Highway over the next five years.

Year	Feedstock (tpa)	Working Days per Annum	Load Capacity (tonne)	Number of Vehicle Movements per Annum	Number of Vehicle Movements per Day (300 days per annum)	Percentage of AADT 2013/14 (2990 vehicles per day)
1	70,000	300	50	1,400	5	0.16%
2	100,000	300	50	2,000	7	0.22%
3	120,000	300	50	2,400	8	0.27%
4	160,000	300	50	3,200	11	0.36%
5	200,000	300	50	4,000	13	0.45%

We trust this letter provides further information required and should you have further queries please contact the undersigned or A Richards Pty Ltd.

Yours Sincerely,



Bruce Bowman
Director

Bowman & Associates Pty Ltd



Bowman & Associates Pty Ltd

Page 2

ATTACHMENT 8.1.1E
SUPPLEMENTARY INFORMATION SUBMITTED BY APPLICANT

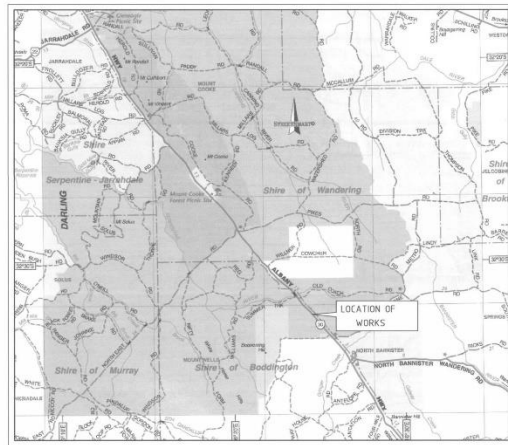
ATTACHMENT A – DRAWINGS OF INTERSECTION



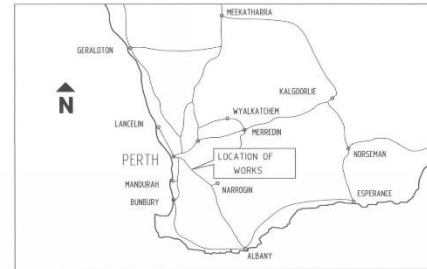
Bowman & Associates Pty Ltd

Page 3

ATTACHMENT 8.1.1E SUPPLEMENTARY INFORMATION SUBMITTED BY APPLICANT



LOCALITY PLAN
NOT TO SCALE



KEY PLAN
NOT TO SCALE

DRAWING INDEX

GENERAL DRAWINGS

201209-010 COVER SHEET
201209-011 LOCALITY PLAN & DRAWING INDEX

TYPICAL DRAWINGS

201209-012 TYPICAL CROSS SECTIONS
201209-013 MISCELLANEOUS DETAILS

PLAN AND PROFILE DRAWINGS

201209-014 PLAN AND PROFILE - MC00 - ALBANY HIGHWAY
201209-015 PLAN AND PROFILE - MC01 - ACCESS ROAD

INTERSECTION LAYOUT DRAWINGS

201209-016 INTERSECTION LAYOUT

CROSS SECTION DRAWINGS

201209-017 CROSS SECTIONS - MC00 - ALBANY HIGHWAY
201209-018 CROSS SECTIONS - MC00 - ALBANY HIGHWAY
201209-019 CROSS SECTIONS - MC01 - ACCESS ROAD

PAVEMENT MARKING & SIGNING DRAWINGS

201209-020 PAVEMENT MARKING & SIGNING
201209-021 PAVEMENT MARKING & SIGNING
201209-022 PAVEMENT MARKING & SIGNING

MRWA STANDARD DRAWINGS

CULVERTS

200131-061 R.C.P. CULVERT DETAILS
200131-062 R.C.P. BEDDING & BACKFILLING DETAILS
200131-063 R.C.P. SKEW CULVERT DETAILS
9531-0387 R.C.P. CULVERT ROCK PROTECTION DETAILS
200531-0010 TRAVERSABLE END TREATMENT DETAILS

FENCING

200331-096 AGRICULTURAL FENCING DETAILS
200331-101 TIMBER STRAINER AND POST DETAILS
200331-104 AGRICULTURAL GATE DETAILS

PAVEMENT MARKING DETAILS

9531-2011 PAVEMENT ARROWS - POSITIONING DETAILS
9931-0198 PAVEMENT MARKING LINE TYPES
201031-0026 RAISED PAVEMENT MARKERS - GENERAL APPLICATIONS
200331-183 PAVEMENT MARKINGS & RRPMS AT TYPE 'C' INTERSECTIONS

ROAD TRAFFIC SIGNS

8720-0657 POSTS FOR UNBRACED SIGNS: COMMON LENGTHS USED
8820-0257 TYPICAL MOUNTING FOR SINGLE SIDED & BACK TO BACK SIGNS
9020-0693 TYPICAL MOUNTING DETAIL, SINGLE SIDE & BACK TO BACK SIGNS
9220-0180 UNBRACED SIGNS BLANKS, BOLT HOLE LOCATIONS
9320-0316 TRAFFIC SIGN BRACKETS
9548-0106 LOCATION DETAILS FOR ONE POST SIGNS
0330-1689 SIGN FOOTING DETAILS

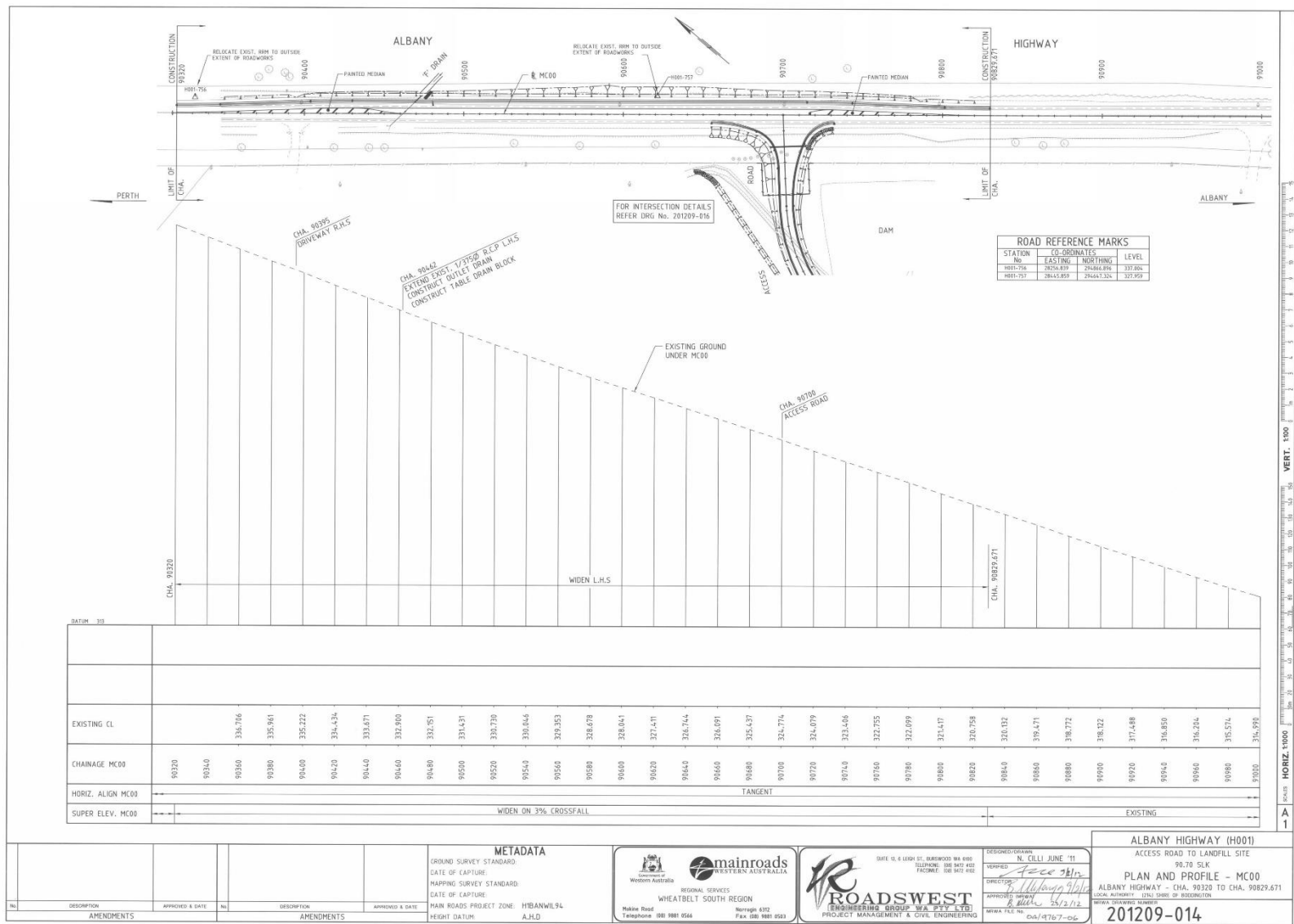
ALBANY HIGHWAY (H001)

ACCESS ROAD TO LANDFILL SITE
99.70 SLK
LOCALITY PLAN & DRAWING INDEX

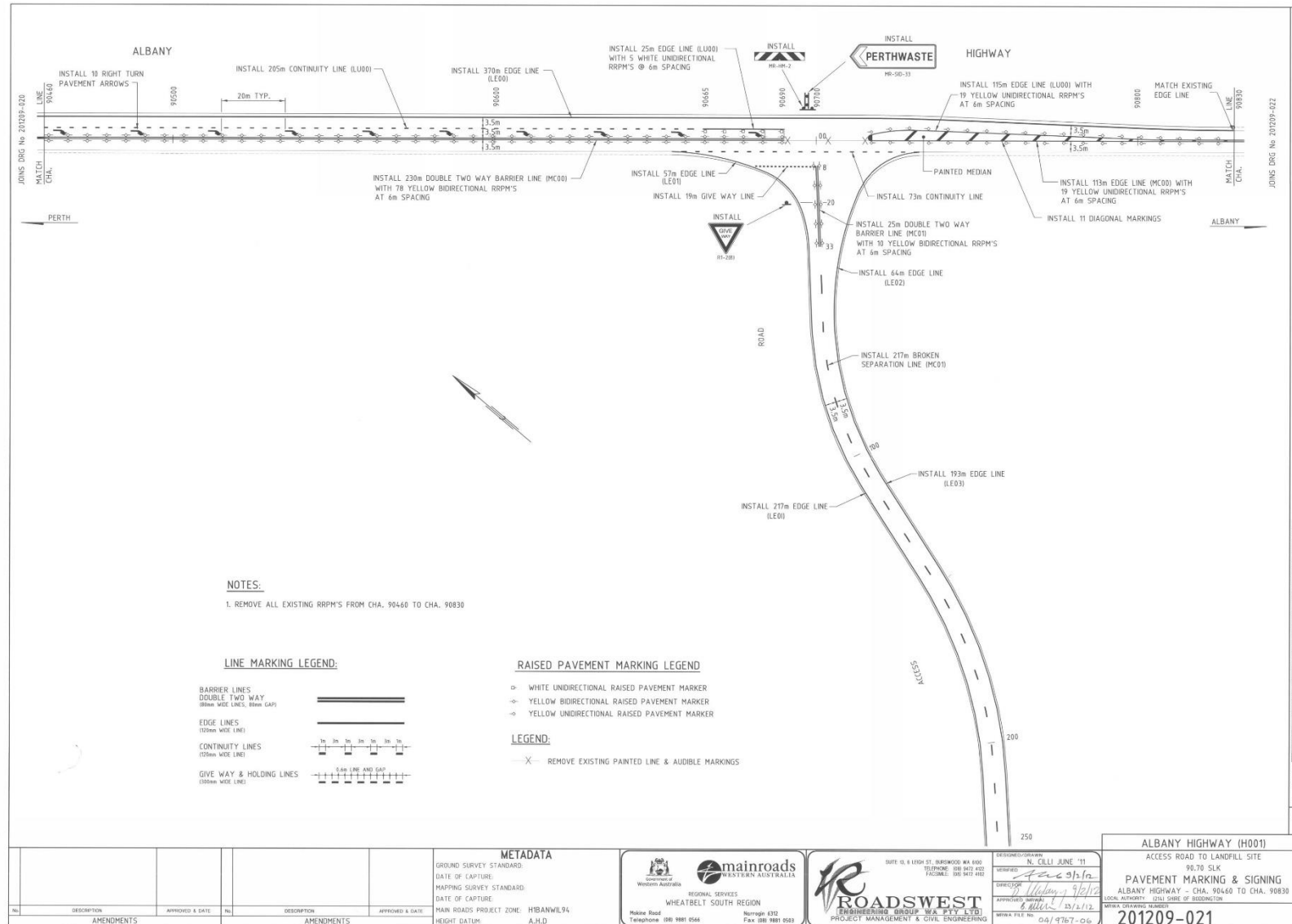
<div>METADATA</div>				<div><div><div><div><div></div><div>Western Australia</div></div><div><div></div><div>REGIONAL SERVICES WHEATBELT SOUTH REGION</div></div></div><div><div></div><div>ROADSWEST PROJECT MANAGEMENT & CIVIL ENGINEERING</div></div></div></div>				<div><div>DATE: 12.8.2018 DRAWN: 12.8.2018 CHECKED: 12.8.2018 PROJECT MANAGEMENT & CIVIL ENGINEERING</div><div>DESIGNED/DRAWN: N. CILLI JUNE '11 VERIFIED: 12.8.2018 APPROVED: 12.8.2018 MRWA FILE NO: 04/17167-06</div></div>				<div>ACCESS ROAD TO LANDFILL SITE 90.70 SLK LOCALITY PLAN & DRAWING INDEX</div>			
<div>GROUND SURVEY STANDARD: DATE OF CAPTURE: HAPPING SURVEY STANDARD: DATE OF CAPTURE: MAIN ROADS PROJECT ZONE: H001WIL94 HEIGHT DATUM: A.H.D.</div>				<div>DATE OF CAPTURE: Mackay Road Telephone: (08) 9881 0566 Nurrungin STS Fax: (08) 9881 9563</div>				<div>LOCAL AUTHORITY: SHIRE OF BODDINGTON DRAWING NUMBER: 201209-011</div>							
<div><div>NO.</div><div>DESCRIPTION</div><div>AMENDMENTS</div><div>APPROVED & DATE</div></div>				<div><div>NO.</div><div>DESCRIPTION</div><div>AMENDMENTS</div><div>APPROVED & DATE</div></div>											

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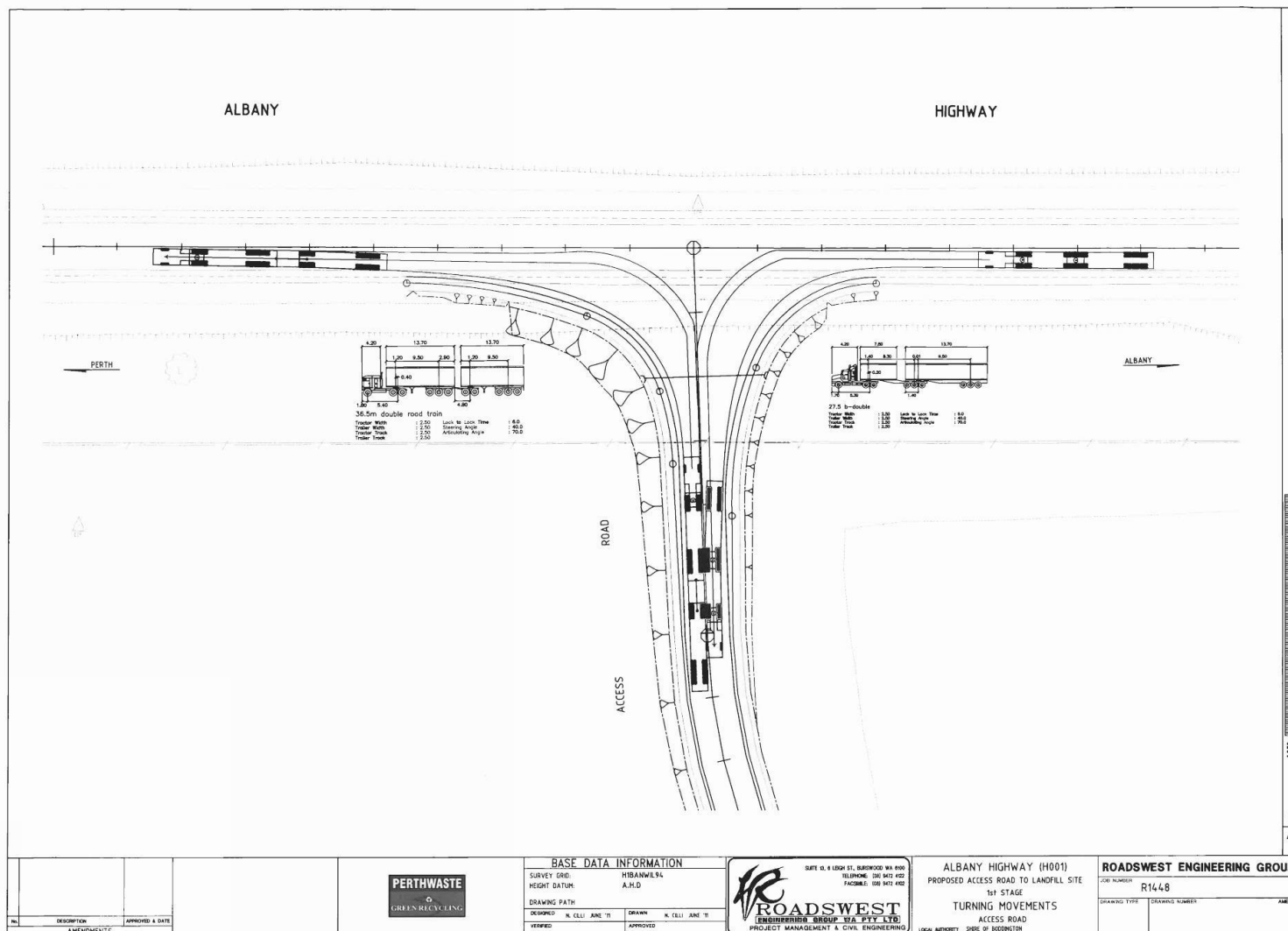
SUPPLEMENTARY INFORMATION SUBMITTED BY APPLICANT



ATTACHMENT 8.1.1E SUPPLEMENTARY INFORMATION SUBMITTED BY APPLICANT



ATTACHMENT 8.1.1E
SUPPLEMENTARY INFORMATION SUBMITTED BY APPLICANT



ATTACHMENT 8.1.1E
UPDATED MAIN ROADS WA LETTER



mainroads
WESTERN AUSTRALIA

Enquiries: Louise Adamson
Our Ref: 04/9767-09
Your Ref: A1674 Richgro

14 January 2019

Chris Littlemore
Chief Executive Officer
Shire of Boddington
PO Box 4
BODDINGTON WA 6390

SHIRE OF
BODDINGTON
RECEIVED

14 JAN 2019

☐ DCS ☐ DSP ☐ MINS
☐ PEHO ☐ FM ☐ CEO
☐ MWS ☒ IPC ☐ MCS

File No A1674
Date _____
Initial _____

Dear Chris

Development Application – Proposed Richgro Composting Facility – Lot 68 on Plan 36563 (No. 6364) Albany Highway, Bannister

Further to correspondence from the Shire of 7 January 2019 with regard to Development Application – Proposed Richgro Composting Facility.

Main Roads has examined the proposed development and additional information provided by the Applicant detailing the number and type of vehicles that will be generated from the facility, and provides the following comment;

- the quarry will be accessed from Albany Highway via the existing access to Culford Agri Industry which has been designed and built to an approved Main Roads design to accommodate multi combination vehicles up to 36.5 m in length
- the number of entry and exit manoeuvres per day will contribute less than 1% to the traffic volumes on Albany Highway

Based on this information Main Roads has determined that the proposal does not appear to result in any significant impacts to the Main Roads network during operation, and therefore has no objections relating to the proposed development.

Yours sincerely

Louise Adamson
Operations Manager

Main Roads Western Australia
Northam Office: PO Box 333, Northam WA 6401
Narrogin Office: PO Box 194, Narrogin WA 6312

mainroads.wa.gov.au
wheatbelt@mainroads.wa.gov.au
Northam: 08 9622 4777 | Narrogin: 08 9881 0566

67. Matters to be considered by local government

In considering an application for development approval the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —

- (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
- (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the *Planning and Development (Local Planning Schemes) Regulations 2015* or any other proposed planning instrument that the local government is seriously considering adopting or approving;
- (c) any approved State planning policy;
- (d) any environmental protection policy approved under the *Environmental Protection Act 1986* section 31(d);
- (e) any policy of the Commission;
- (f) any policy of the State;
- (g) any local planning policy for the Scheme area;
- (h) any structure plan, activity centre plan or local development plan that relates to the development;
- (i) any report of the review of the local planning scheme that has been published under the *Planning and Development (Local Planning Schemes) Regulations 2015*;
- (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;
- (k) the built heritage conservation of any place that is of cultural significance;
- (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;
- (m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;
- (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
- (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
- (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
- (r) the suitability of the land for the development taking into account the possible risk to human health or safety;

- (s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
- (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
- (u) the availability and adequacy for the development of the following —
 - (i) public transport services;
 - (ii) public utility services;
 - (iii) storage, management and collection of waste;
 - (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
 - (v) access by older people and people with disability;
- (v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;
- (w) the history of the site where the development is to be located;
- (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
- (y) any submissions received on the application;
- (za) the comments or submissions received from any authority consulted under clause 66;
- (zb) any other planning consideration the local government considers appropriate.

8.2 MANAGER FINANCIAL SERVICES:

8.2.1 Monthly Financial Statements – December 2018

Disclosure of Interest: Nil
Date: 12 February 2019
Author: J Rendell – Manager Financial Services
Attachments: 8.2.1A Financial Statements – December 2018

Summary

Council is to consider **Monthly Financial Reports for December 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 December 2018.

FINANCIAL SUMMARY YEAR TO DATE DECEMBER 2018

The following commentary is provided to assist in the understanding of Councils financial position. It is emphasised that the comparatives and comments are relative to the YTD budget and are against the revised budget. The Annual financial accounts for Year ended 30 June 2018 were recently adopted by Council and are reflected in the 'last years' information.

The year to date financial result as at December 2018 is now approaching the halfway mark of this financial year and most of the commentary will be based around timing differences only at this stage, except where noted. Material differences, that have been identified in this year's budget will be acknowledged and adjusted for in the mid-year budget review. Notwithstanding the YTD result is tracking well to budget.

OPERATING RESULT

REVENUE

Revenue is 4.1% or \$244k unfavourable to budget. Within the main items, the following is noted:-

- **Operating Grants** is 26.6% or \$154k unfavourable to budget, it is emphasised that Council received 50% or \$180k, of the 2018/19 FAG (Financial Assistance Grant) and untied road grant from the WA Grants commission in the year 2017/18. This will be

adjusted in the budget review, therefore the adjusted result would be \$26k, or 4.4% favourable to budget.

- **Fees & Charges** is 7.9% or \$58k unfavourable to budget.
- **Interest Earnings** is 25.0% or \$15k favourable to budget.
- **Other Revenue** is 46.4% or \$34k 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 in line with budget, however the main items are noted:-

- **Employee costs** are 2.7% or \$36k unfavourable to budget.
- **Materials and contracts** are collectively 0.7% or \$7k favourable to budget.
- **Utility charges** are 5.8% or \$10k favourable to budget.
- **Insurance expenses** is 2.7% or \$6k unfavourable to budget, this is a permanent difference in respect of bridge insurance and will be adjusted for in the revised budget.
- **Other expenditure** is 13.5% or \$8k favourable to budget.

NET RESULT

The net result is 11.2% or \$244k unfavourable result to budget, due to total revenue being \$244k unfavourable and expenditure being in line with budget.

CAPITAL ITEMS

Capital revenue is 70.7% or \$70k unfavourable to budget.

Capital expenditure is 56% or \$396k 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 \$1.4M for Councillor New Initiatives in accord with items contained in the Strategic Community Plan.

FUNDING ITEMS

Repayment of loan principal is slightly favourable to budget.

CASH & INVESTMENTS

Cash and investments sits at \$6.4M, this represents a decrease of \$1.3M from the previous month, primarily due to the receipt of almost 75% of the total revenue for rates and charges, along with revenue being lower, capital and operating expenses also both 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, this will be disclosed at final year end in the Annual financial statements embedded in the Annual Report.

Rates outstanding sits at only \$610k a reduction of almost \$30k on the previous month.

SUMMARY

The overall financial result 2.4% or \$87k favourable to 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.

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 31 December 2018; and
2. summary of reconciliations for the period ending 31 December 2018.

ATTACHMENT 8.2.1
Monthly Financial Statements end December 31 2018

SHIRE OF BODDINGTON

Interim - Financial Reports for the period ended

31-Dec-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
Existing Buildings Capital Expenditure by Jobs	8
Financial Graphs	9

ATTACHMENT 8.2.1

Monthly Financial Statements end December 31 2018

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

31-Dec-18

	2018/19 Budget			Actual	Variance	% Variance
	Approved	Amended	YTD Budget	YTD	YTD	YTD
Opening Funding Surplus (Deficit)	325,138	325,138	325,138	369,622	44,484	13.7%
Revenue						
Rates	4,501,927	4,501,927	4,501,927	4,488,922	- 13,005	-0.3%
Operating Grants, Subsidies and Contributions	890,326	890,326	580,246	425,892	- 154,354	-26.6%
Fees and Charges	1,149,798	1,149,798	727,897	670,061	- 57,836	-7.9%
Interest Earnings	112,290	112,290	61,877	77,324	15,447	25.0%
Other Revenue	139,037	139,037	74,022	39,647	- 34,375	-46.4%
Profit from Asset Sales	-	-	-	-	-	-
OPERATING INCOME	6,793,378	6,793,378	5,945,969	5,701,846	- 244,123	-4.1%
Expenses						
Employee Costs	- 2,693,358	- 2,693,358	- 1,313,171	- 1,348,952	- 35,781	-2.7%
Materials and Contracts	- 1,803,159	- 1,803,159	- 940,747	- 934,012	- 6,735	0.7%
Utility Charges	- 339,419	- 339,419	- 169,864	- 160,026	- 9,838	5.8%
Depreciation on Non-Current Assets	- 2,024,409	- 2,024,409	- 1,012,152	- 991,799	- 20,353	2.0%
Interest Expenses	- 99,271	- 99,271	- 49,631	- 52,062	- 2,431	-4.9%
Insurance Expenses	- 224,844	- 224,844	- 224,828	- 230,807	- 5,979	-2.7%
Loss on Asset Sales	-	-	-	-	-	-
Other Expenditure	- 158,883	- 158,883	- 57,132	- 49,411	- 7,721	13.5%
OPERATING EXPENDITURE	- 7,343,343	- 7,343,343	- 3,767,525	- 3,767,070	455	0.0%
Net Result (incl. c/f surplus position)	- 224,827	- 224,827	2,503,582	2,304,398	- 199,184	-8.0%
Adjustments for Non-Cash Items						
Depreciation	2,024,409	2,024,409	1,012,152	991,799	- 20,353	-2.0%
Loss on Asset Disposals	-	-	-	-	-	-
(Profit) on Asset Disposals	-	-	-	-	-	-
Provisions and Accruals	-	-	-	-	-	-
	2,024,409	2,024,409	1,012,152	991,799	- 20,353	-2.0%
Net Result before funding and Capex items	1,799,582	1,799,582	3,515,734	3,296,197	- 219,537	-6.2%
Capital Income and Expenditure						
Non-operating Grants & contributions	978,650	978,650	99,000	28,989	- 70,011	-70.7%
Purchase Land & Buildings	- 338,000	- 338,000	- 238,000	- 162,626	- 75,374	31.7%
Purchase Plant & Equipment	- 416,406	- 416,406	- 378,904	- 28,648	- 350,256	92.4%
Purchase Roads, Streets & Bridges	- 922,940	- 922,940	- 85,476	- 229,028	- 143,552	-167.9%
Purchase Other Infrastructure	- 100,000	- 100,000	- 27,500	- 22,450	- 5,050	18.4%
New Initiatives	- 1,364,105	- 1,364,105	- 160,428	- 51,455	- 108,973	67.9%
Proceeds from Asset Sales	1,435,524	1,435,524	1,071,526	1,048,500	- 23,026	2.1%
Net Capital Items	- 727,277	- 727,277	280,218	583,282	303,064	-108.2%
Funding Items						
Proceeds from New loans	-	-	-	-	-	-
Repayment of Loan Principal	- 230,305	- 230,305	- 115,153	- 111,337	- 3,815	3.3%
Self Supporting Loan Principal Income	-	-	-	-	-	-
Total Funding Items	- 230,305	- 230,305	- 115,153	- 111,337	3,815	3.3%
Reserve Items						
Transfers to Reserves	- 1,164,069	- 1,164,069	-	-	-	#DIV/0!
Transfers from Reserves	611,033	611,033	-	-	-	#DIV/0!
Net Reserve movement	- 553,036	- 553,036	-	-	-	#DIV/0!
Closing Funding Surplus (Deficit)	288,963	288,963	3,680,800	3,768,142	87,343	2.4%

ATTACHMENT 8.2.1

Monthly Financial Statements end December 31 2018

SHIRE OF BODDINGTON						
STATEMENT OF COMPREHENSIVE INCOME BY NATURE/TYPE						
For the period ended						
31-Dec-18						
	2018/19 Budget			Actual	Variance	% Variance
	Approved	Amended	YTD Budget	YTD	YTD	YTD
Revenue						
Rates	4,501,927	4,501,927	4,501,927	4,488,922	-	-0.3%
Operating Grants, Subsidies and Contributions	890,326	890,326	580,246	425,892	-	-26.6%
Fees and Charges	1,149,798	1,149,798	727,897	670,061	-	-7.9%
Interest Earnings	112,290	112,290	61,877	77,324	15,447	25.0%
Other Revenue	139,037	139,037	74,022	39,647	-	-46.4%
OPERATING INCOME	6,793,378	6,793,378	5,945,969	5,701,846	-	-4.1%
Expenses						
Employee Costs	-	2,693,358	-	1,348,952	-	-2.7%
Materials and Contracts	-	1,803,159	-	934,012	6,735	0.7%
Utility Charges	-	339,419	-	160,026	9,838	5.8%
Depreciation on Non-Current Assets	-	2,024,409	-	1,012,152	991,799	20.353
Interest Expenses	-	99,271	-	52,062	-	-4.9%
Insurance Expenses	-	224,844	-	230,807	-	-2.7%
Other Expenditure	-	158,883	-	49,411	7,721	13.5%
OPERATING EXPENDITURE	-	7,343,343	-	3,767,070	455	0.0%
Net Result before Capital Income	-	549,965	-	549,965	2,178,444	1,934,776
Non-Op. Grants, Subsidies and Contributions	978,650	978,650	99,000	28,989	-	70,011
Profit on Asset Disposals	-	-	-	-	-	-
Loss on Asset Disposals	-	-	-	-	-	-
OTHER	978,650	978,650	99,000	28,989	-	70,011
NET RESULT	428,685	428,685	2,277,444	1,963,765	-	313,679
Other Comprehensive Income						
Changes on Revaluation of Non-Current Assets	-	-	-	-	-	-
Total Other Comprehensive Income	-	-	-	-	-	-
TOTAL COMPREHENSIVE INCOME	428,685	428,685	2,277,444	1,963,765	-	313,679

ATTACHMENT 8.2.1

Monthly Financial Statements end December 31 2018

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

31-Dec-18

	2018/19 Budget			Actual	Variance	% Variance
	Approved	Amended	YTD Budget	YTD	YTD	YTD
Revenue						
Governance	5,012,549	5,012,549	4,762,962	4,648,329	114,633	-2.4%
General Purpose Funding	68,650	68,650	38,916	31,832	7,084	-18.2%
Law, Order, Public Safety	291,273	291,273	230,627	217,139	13,488	-5.8%
Health	24,538	24,538	21,833	17,457	4,376	-20.0%
Education and Welfare	563,719	563,719	318,854	284,998	33,856	-10.6%
Housing	10,811	10,811	5,400	7,071	1,671	31.0%
Community Amenities	305,426	305,426	270,350	254,907	15,443	-5.7%
Recreation and Culture	83,240	83,240	37,157	26,709	10,448	-28.1%
Transport	115,755	115,755	72,190	65,750	6,440	-8.9%
Economic Services	301,169	301,169	181,062	144,413	36,649	-20.2%
Other Property and Services	16,248	16,248	6,618	3,240	3,378	-51.0%
	6,793,378	6,793,378	5,945,969	5,701,846	244,123	-4.1%
Expenses excluding Finance Costs						
Governance	31,217	31,217	8,196	17,397	25,593	312.3%
General Purpose Funding	- 32,815	- 32,815	- 11,322	- 224	- 11,098	98.0%
Law, Order, Public Safety	- 645,868	- 645,868	- 326,503	- 313,785	- 12,718	3.9%
Health	- 258,192	- 258,192	- 131,412	- 128,258	- 3,154	2.4%
Education and Welfare	- 720,682	- 720,682	- 363,019	- 373,175	- 10,156	-2.8%
Housing	31,067	31,067	13,824	15,797	1,973	-14.3%
Community Amenities	- 681,516	- 681,516	- 337,204	- 360,802	- 23,598	-7.0%
Recreation and Culture	- 1,590,923	- 1,590,923	- 805,542	- 873,333	- 67,791	-8.4%
Transport	- 2,701,086	- 2,701,086	- 1,367,872	- 1,374,721	- 6,849	-0.5%
Economic Services	- 691,147	- 691,147	- 376,469	- 333,356	- 43,113	11.5%
Other Property and Services	15,874	15,874	4,179	9,452	13,631	326.2%
	- 7,244,072	- 7,244,072	- 3,717,894	- 3,715,008	2,886	0.1%
Finance Costs						
Governance	- 31,216	- 31,216	- 15,607	- 17,397	- 1,790	
General Purpose Funding	-	-	-	-	-	
Law, Order, Public Safety	-	-	-	-	-	
Health	-	-	-	-	-	
Education and Welfare	- 9,316	- 9,316	- 4,657	- 5,219	- 562	
Housing	- 31,068	- 31,068	- 15,532	- 15,797	- 265	-1.7%
Community Amenities	-	-	-	-	-	
Recreation and Culture	- 27,671	- 27,671	- 13,835	- 13,650	- 185	
Transport	-	-	-	-	-	
Economic Services	-	-	-	-	-	
Other Property and Services	-	-	-	-	-	
	- 99,271	- 99,271	- 49,631	- 52,062	- 2,431	-4.9%
Net Result before Capital Income	- 549,965	- 549,965	2,178,444	1,934,776	238,806	
Non Operating Grants, Subsidies and Contributions						
General Purpose Funding	98,000	98,000	49,000	48,989	11	
Law, Order, Public Safety	-	-	-	-	-	
Education and Welfare	-	-	-	-	-	
Recreation and Culture	490,000	490,000	-	20,000	20,000	
Transport	340,650	340,650	-	-	-	
Economic Services	50,000	50,000	50,000	-	50,000	
Other Property and Services	-	-	-	-	-	
	978,650	978,650	99,000	28,989	70,011	
Other Comprehensive Income						
Changes on Revaluation of Non-Current Assets	-	-	-	-	-	
TOTAL COMPREHENSIVE INCOME	428,685	428,685	2,277,444	1,963,765	313,679	-13.8%

ATTACHMENT 8.2.1

Monthly Financial Statements end December 31 2018

SHIRE OF BODDINGTON RATE SETTING STATEMENT For the period ended							31-Dec-18
	Approved	2018/19 Budget Amended	YTD Budget	Actual YTD	Variance YTD	% Variance YTD	
Revenue							
Operating Grants, Subsidies and Contributions	890,326	890,326	580,246	425,892 -	154,354	-26.6%	
Fees and Charges	1,149,798	1,149,798	727,897	670,061 -	57,836	-7.9%	
Interest Earnings	112,290	112,290	61,877	77,324	15,447	25.0%	
Other Revenue	139,037	139,037	74,022	39,647 -	34,375	-46.4%	
Profit from Asset Sales	-	-	-	-	-		
Total Operating Revenue excluding Rates	2,291,451	2,291,451	1,444,042	1,212,925 -	231,118	-16.0%	
Expenses							
Employee Costs	- 2,693,358 -	- 2,693,358 -	- 1,313,171 -	- 1,348,952 -	35,781	-2.7%	
Materials and Contracts	- 1,803,159 -	- 1,803,159 -	- 940,747 -	- 934,012	6,735	0.7%	
Utility Charges	- 339,419 -	- 339,419 -	- 169,864 -	- 160,026	9,838	5.8%	
Depreciation on Non-Current Assets	- 2,024,409 -	- 2,024,409 -	- 1,012,152 -	- 991,799	20,353	2.0%	
Interest Expenses	- 99,271 -	- 99,271 -	- 49,631 -	- 52,062 -	2,431	-4.9%	
Insurance Expenses	- 224,844 -	- 224,844 -	- 224,828 -	- 230,807 -	5,979	-2.7%	
Loss on Asset Sales	-	-	-	-	-		
Other Expenditure	- 158,883 -	- 158,883 -	- 57,132 -	- 49,411	7,721	13.5%	
Operating Expenditure	- 7,343,343 -	- 7,343,343 -	- 3,767,525 -	- 3,767,070	455	0.0%	
Operating Result Excluding Rates Income	- 5,051,892 -	- 5,051,892 -	- 2,323,483 -	- 2,554,145 -	230,663	-10%	
Adjustments for Non-Cash Items							
Depreciation	2,024,409	2,024,409	1,012,152	991,799 -	20,353	2.0%	
(Profit)/Loss on Asset Disposals	-	-	-	-	-		
Provisions & Accruals	-	-	-	-	-		
	2,024,409	2,024,409	1,012,152	991,799 -	20,353	2.0%	
Capital Income and Expenditure							
Purchase of Capital Expenditure	- 3,141,451 -	- 3,141,451 -	- 890,308 -	- 494,207	396,101	44.5%	
Non-operating Grants & contributions	978,650	978,650	99,000	28,989 -	70,011	70.7%	
Proceeds from Asset Sales	1,435,524	1,435,524	1,071,526	1,048,500 -	23,026	2.1%	
	- 727,277 -	- 727,277	280,218	583,282	303,064	-108.2%	
Funding& Reserve Items							
Proceeds from New loans	-	-	-	-	-		
Repayment of Loan Principal	- 230,305 -	- 230,305 -	- 115,153 -	- 111,337	3,815	3.3%	
Self Supporting Loan Principal Income	-	-	-	-	-		
Transfers to Reserves	- 1,164,069 -	- 1,164,069	-	-	-		
Transfers from Reserves	611,033	611,033	-	-	-	#DIV/0!	
	- 783,341 -	- 783,341 -	- 115,153 -	- 111,337	3,815	3.3%	
Estimated Surplus/(Deficit) July 1 B/Fd.	325,138	325,138	325,138	369,622 -	44,484		
Estimated Surplus/(Deficit) C/F or YTD.	288,963	288,963	3,680,800	3,768,142 -	87,343	2.4%	
Amount required from General Rate	- 4,501,927 -	- 4,501,927 -	- 4,501,926 -	- 4,488,922 -	13,004	-0.3%	

ATTACHMENT 8.2.1

Monthly Financial Statements end December 31 2018

SHIRE OF BODDINGTON		
STATEMENT OF FINANCIAL POSITION		
For the period ended		
	30-Jun-18	31-Dec-18
	Audited	YTD Actual
CURRENT ASSETS		
Cash and Cash Equivalents	3,892,183	6,358,454
Equity Reserve Investments	-	-
Trade & Other Receivables	386,160	892,622
Inventories	-	-
TOTAL CURRENT ASSETS	4,278,343	7,251,075
NON CURRENT ASSETS		
Trade and Other Receivables	168	-
Property Plant & Equipment	30,442,554	30,279,397
Land Held for Resale	272,538	272,539
Infrastructure	54,536,959	53,154,024
TOTAL NON CURRENT ASSETS	85,252,219	83,705,960
TOTAL ASSETS	89,530,562	90,957,035
CURRENT LIABILITIES		
Trade & Other Payables	618,308	139,058
Employee Provisions	312,619	277,641
Borrowings	230,305	118,968
Trusts	-	88,270
TOTAL CURRENT LIABILITIES	1,161,229	623,937
NON CURRENT LIABILITIES		
Trade & Other Payables - Specific	300,000	300,000
Borrowings	2,054,593	2,054,593
Employee Provisions	66,065	66,065
TOTAL NON CURRENT LIABILITIES	2,420,658	2,420,658
TOTAL LIABILITIES	3,581,887	3,044,595
EQUITY		
Retained Earnings	34,156,787	36,120,552
Reserves Cash Backed	2,974,251	2,974,251
Revaluation Reserve	48,817,637	48,817,637
TOTAL EQUITY	85,948,675	87,912,440
TOTAL LIABILITIES & EQUITY	89,530,562	90,957,035
BALANCE SHEET VARIANCE	\$0.00	\$0.00

ATTACHMENT 8.2.1 Monthly Financial Statements end December 31 2018

LOAN PRINCIPAL REPAYMENTS

COA	Description	IE Summary	Inc/Exp Analysis Summary	Original Budget	Amended	YTD Budget	YTD Actual
3042460	PRINCIPAL ON LOAN 105	71	Other Expenses	\$121,748	\$121,748	\$60,874	\$59,086
2113200	LOAN 106 - REC CENTRE	71	Other Expenses	\$0	\$0	\$0	\$0
3074200	PRINCIPAL LOAN 83	71	Other Expenses	\$10,661	\$10,661	\$5,331	\$5,244
3083000	PRINCIPAL ON LOAN 100	71	Other Expenses	\$14,748	\$14,748	\$7,374	\$6,813
3091402	PRINCIPAL ON LOAN 91	71	Other Expenses	\$0	\$0	\$0	\$0
3091460	PRINCIPAL ON LOAN 94	71	Other Expenses	\$12,611	\$12,611	\$6,306	\$6,206
3091470	PRINCIPAL ON LOAN 97	71	Other Expenses	\$12,789	\$12,789	\$6,395	\$6,293
3113046	PRINCIPAL - LOAN 103	71	Other Expenses	\$0	\$0	\$0	\$0
3113048	PRINCIPAL - LOAN 106 REC CENTRE	71	Other Expenses	\$57,748	\$57,748	\$28,874	\$27,695
3121100	PRINCIPAL LOAN 102	71	Other Expenses	\$0	\$0	\$0	\$0
TOTAL				\$230,305	\$230,305	\$115,153	\$111,337

MOVEMENT NET CURRENT ASSET POSITION - RECONCILIATION

	2018/19 Budget		Actual YTD
	Approved	Forecast	
NCA items from Statement of Financial Activity			
Current Assets	3,647,169	3,647,169	7,254,247
Less: Current Liabilities	- 412,044	- 412,044	- 511,853
Add: Restricted Assets/Principal Repayment	- 2,946,301	- 2,946,301	- 2,974,251
Net Current Assets	288,823	288,823	3,768,142
REPRESENTED BY - (From Financial Position) Movement			
Net Current Assets	288,823	288,823	3,768,142
REPRESENTED BY - (From Rate Setting Statement) Movement			
Closing Surplus Position	288,963	288,963	3,768,142
Net Current Assets	288,963	288,963	3,768,142

ATTACHMENT 8.2.1

Monthly Financial Statements end December 31 2018

SHIRE OF BODDINGTON

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SHIRE OF BODDINGTON

CAPITAL EXPENDITURE BY ASSET CLASS

For the period ended

31-Dec-18

COA	Description	Asset Type	Budget	Amended	YTD Budget	YTD Actual
3042202	EXISTING BUILDINGS 17/18	Land & Buildings	200,000	200,000	100,000	19,315
3042212	CEO RESIDENCE	Land & Buildings	138,000	138,000	138,000	131,634
3053025	OLD POLICE STATION REFURBISHMENT	Land & Buildings	-	-	-	6,800
3082090	AGED CARE COMPLEX	Land & Buildings	-	-	-	-
3113200	RECREATION CENTRE	Land & Buildings	-	-	-	-
3135202	LAND PURCHASE	Land & Buildings	-	-	-	-
3132008	VISITOR CENTRE	Land & Buildings	-	-	-	4,877
	Land & Buildings Total		338,000	338,000	238,000	162,626
3102201	REFUSE SITE	Other Infrastructure	60,000	60,000	-	-
3105050	OVALS PARKS & CEMETERIES	Other Infrastructure	25,000	25,000	12,500	-
3112208	LIGHTING - SPORTS OVAL	Other Infrastructure	-	-	-	-
3112213	SWIMMING POOL - INFRASTRUCTURE	Other Infrastructure	15,000	15,000	15,000	-
3132030	WATER TO RANFORD CAPEX	Other Infrastructure	-	-	-	-
3113205	RODEO SHADE FACILITIES	Other Infrastructure	-	-	-	-
3113082	DAM IMPROVEMENTS - WATER TO OVAL	Other Infrastructure	-	-	-	22,450
	Other Infrastructure Total		100,000	100,000	27,500	22,450
3042209	COMPUTER EQUIPMENT	Plant & Equip	25,000	25,000	25,000	28,648
3042208	OFFICE EQUIPMENT	Plant & Equip	35,000	35,000	17,500	-
3042219	VEHICLE COST UPGRADE	Plant & Equip	-	-	-	-
3051220	Fire Tender Boddington	Plant & Equip	-	-	-	-
3121096	LOADER	Plant & Equip	316,406	316,406	316,406	-
3121066	REACH MOWER	Plant & Equip	-	-	-	-
3139302	MINOR CAPITAL ITEMS	Plant & Equip	40,000	40,000	19,998	-
	Plant & Equip Total		416,406	416,406	378,904	28,648
3121086	Main Roads Bridge Program	Roads Infrastructure	167,000	167,000	-	-
3112220	CULVERTS & DRAINAGE	Roads Infrastructure	98,970	98,970	49,488	-
3121090	ROADS TO RECOVERY	Roads Infrastructure	91,650	91,650	-	402
3121704	RESEALS - MUNI	Roads Infrastructure	193,350	193,350	-	-
3121705	MAIN STREET UPGRADE	Roads Infrastructure	-	-	-	90,589
3121706	CAR PARKS - SHIRE FACILITIES	Roads Infrastructure	-	-	-	-
3121700	COMMODITY GRANT CAPITAL EXPENSE	Roads Infrastructure	-	-	-	-
3121800	ROAD CONST. - RRG	Roads Infrastructure	300,000	300,000	-	138,037
3121803	FOOTPATHS	Roads Infrastructure	71,970	71,970	35,988	-
	Roads Infrastructure Total		922,940	922,940	85,476	229,028
3105225	BODDINGTON CEMETERY	Councillor New Initiatives	22,500	22,500	11,250	-
3112100	SKATEPARK	Councillor New Initiatives	350,000	350,000	-	-
3112205	PUMP TRACK	Councillor New Initiatives	100,000	100,000	-	-
3105250	NATURE PLAYGROUND	Councillor New Initiatives	200,000	200,000	-	-
3105500	FORESHORE LANDSCAPE/DESIGN	Councillor New Initiatives	471,250	471,250	-	43,635
3113010	LOVING RANFORD	Councillor New Initiatives	30,000	30,000	30,000	-
3113005	RANFORD POOL INFO BAY/ENTRY STATEMENTS	Councillor New Initiatives	30,000	30,000	30,000	-
3112210	OUTDOOR EXERCISE FACILITIES	Councillor New Initiatives	-	-	-	-
3082450	DEMENTIA HOUSE MODIFICATIONS	Councillor New Initiatives	-	-	-	-
3105203	COMMUNITY CLUB MODIFICATIONS	Councillor New Initiatives	18,000	18,000	18,000	7,820
3113120	OTHER COUNCILLOR INITIATIVES	Councillor New Initiatives	32,355	32,355	16,176	-
3146203	ENTRY STATEMENTS & PUBLIC ART	Councillor New Initiatives	110,000	110,000	55,002	-
	Councillor New Initiatives Total		1,364,105	1,364,105	160,428	51,455
	Grand Total		3,141,451	3,141,451	890,308	494,207

Page 7

8/01/2019Financials Format Dec 2018Capital Expenditure

ATTACHMENT 8.2.1

Monthly Financial Statements end December 31 2018

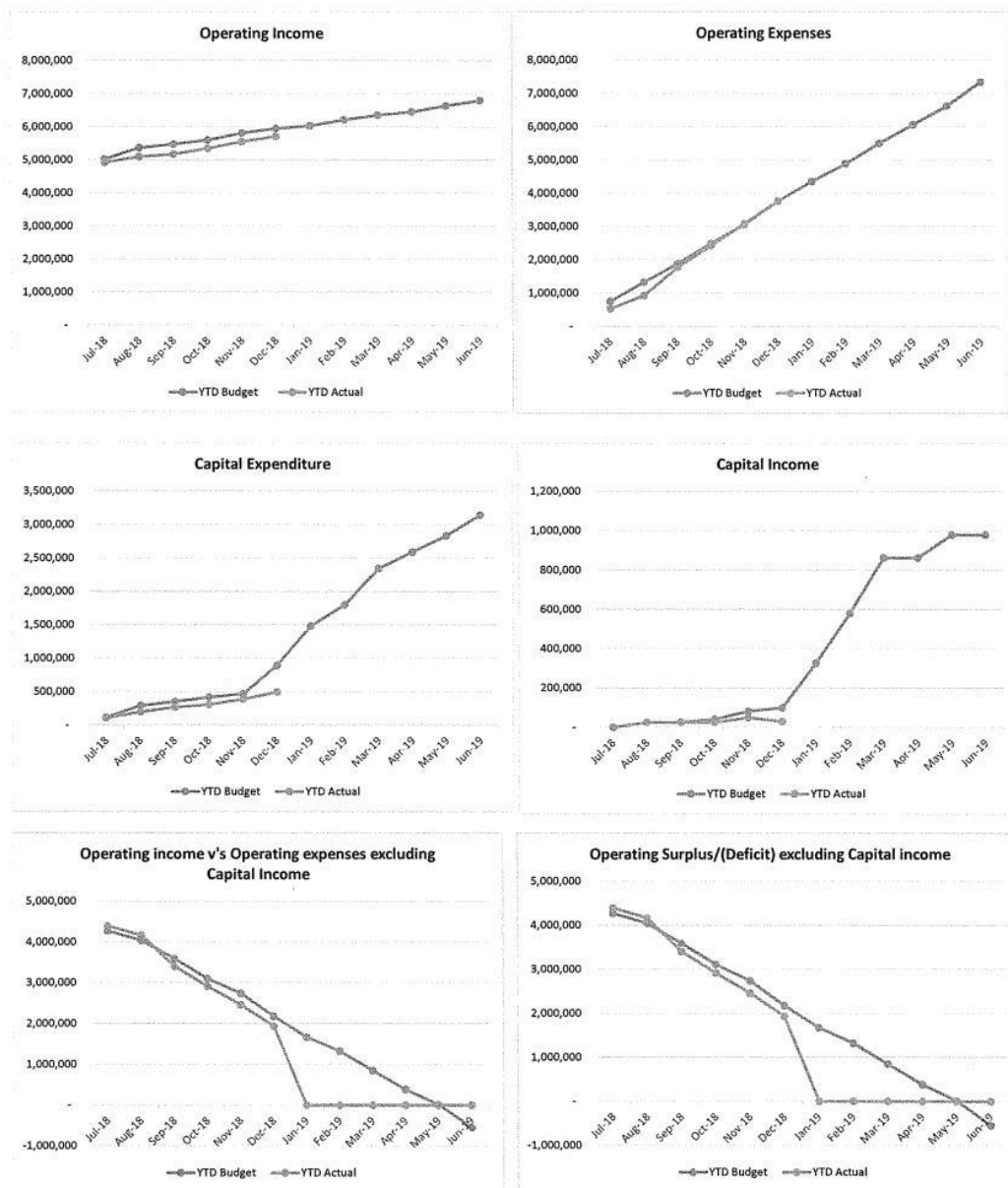
CAPITAL EXPENDITURE - EXISTING BUILDINGS - By JOBS					31-Dec-18
Job	Description	Original Budget	Amended	YTD Budget	YTD Actual
BAC1999	Bannister Road Shire Office - Capital	-	-	-	811
BCC1028	Pollard Street Child Care Centre - Capital	-	-	-	6,197
BCC1029	Johnstone Street Community Newspaper - Capital	-	-	-	2,555
BCC1999	Bannister Road - Caravan Park Caretaker Residence - Capital	-	-	-	4,273
BCC3999	Bannister Road - Caravan Park Caretaker Residence - Capital	-	-	-	-
BDC1015	Farmer Ave - Depot Lunch Room - Capital	-	-	-	-
BDC2015	Farmer Ave - Depot Lunch Room - Capital	-	-	-	-
BEC1029	Johnstone Street Emergency Services Shed - Capital	-	-	-	-
BFC1039	Wurraming Ave - Foreshore Toilet Block - Capital	-	-	-	-
BIC1024	Hotham Street Ic Unit 1 - Capital	-	-	-	-
BIC2024	Hotham Street Ic Unit 2 - Capital	-	-	-	-
BIC3024	Hotham Street Ic Unit 3 - Capital	-	-	-	-
BIC4024	Hotham Street Ic Unit 4 - Capital	-	-	-	1,978
BMC1024	Hotham Street Medical Centre - Capital	-	-	-	-
BOC1025	Forrest Street Old School - Main Classroom - Capital	-	-	-	-
BOC3025	Forrest Street Old School Storeroom - Capital	-	-	-	-
BOC4025	Forrest Street Old School - Main Classroom - Capital	-	-	-	-
BPC1999	Bannister Road Public Toilets - Capital	-	-	-	-
BRC1025	Forrest Street Retirement Unit 1 - Capital	-	-	-	-
BRC2025	Forrest Street Retirement Unit 2 - Capital	-	-	-	-
BRC3025	Forrest Street Retirement Unit 3 - Capital	-	-	-	-
BRC4025	Forrest Street Retirement Unit 4 - Capital	-	-	-	-
BRC1999	Bannister Road Recreation Centre - Capital	-	-	-	-
BSC1027	Hill Street 34 (Staff Housing) - Capital	-	-	-	-
BSC1028	Pollard Street Swimming Pool Ablutions - Capital	-	-	-	1,659
BSC1045	Pecan Place 3 (Staff Housing) - Capital	-	-	-	-
BSC1050	Prussian Way 20 (Staff Housing) - Capital	-	-	-	-
BSC1054	Blue Gum Close 15 (Staff Housing) - Capital	-	-	-	-
BSC1063	Club Drive Sporting Complex - Capital	-	-	-	-
BSC2029	Johnstone Street 46 (Staff Housing) - Capital	-	-	-	-
BSC2054	Blue Gum Close 16 (Staff Housing) - Capital	-	-	-	1,843
BSC3028	Pollard Street Swimming Pool Kiosk/Pump Room - Capital	-	-	-	-
BTC1029	Johnstone Street Town Hall - Capital	-	-	-	-
BWC1013	Robins Road Waste Site Office - Capital	-	-	-	-
BYC1999	Bannister Road Youth Centre - Capital	-	-	-	-
TOTAL EXISTING BUILDINGS		-	-	-	19,315
REPRESENTED BY:					
COA					
3042202	EXISTING BUILDINGS 17/18	200,000	200,000	100,000	19,315

ATTACHMENT 8.2.1

Monthly Financial Statements end December 31 2018

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

31-Dec-18



8/01/20195:\Corporate Services\Manager Finance\Financial Reports\Council\2018-19\Dec 2018\Data for Graphs

8.2.2 List of Payments – December 2018

Disclosure of Interest:	Nil
Date:	11 February 2019
Author:	James Rendell, Manager Financial Services
Attachments:	8.2.2A List of Payments December 2018 (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 December 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.

- (3) A list prepared under sub regulation (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 31 December 2018; at Attachment 8.2.2A.

8.2.3 Monthly Financial Statements – January 2019

Disclosure of Interest:	Nil
Date:	12 February 2019
Author:	J Rendell – Manager Financial Services
Attachments:	8.2.3A Financial Statements – January 2019

Summary

Council is to consider Monthly Financial Reports for January 2019

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 January 2019.

FINANCIAL SUMMARY YEAR TO DATE JANUARY 2019

The following commentary is provided to assist in the understanding of Councils financial position. It is emphasised that the comparatives and comments are relative to the YTD budget and are against the revised budget. The Annual financial accounts for Year ended 30 June 2018 were recently adopted by Council and are reflected in the 'last years' information.

The year to date financial result as at January 2019 is beyond halfway mark of this financial year and most of the commentary will be based around timing differences only at this stage, except where noted. Material differences, that have been identified in this year's budget will

be acknowledged and adjusted for in the mid-year budget review. Notwithstanding the YTD result is tracking well to budget.

OPERATING RESULT

REVENUE

Revenue is 4.1% or \$250k unfavourable to budget. Within the main items, the following is noted:-

- **Operating Grants** is 24.7% or \$145k unfavourable to budget, it is emphasised that Council received 50% or \$180k, of the 2018/19 FAG (Financial Assistance Grant) and untied road grant from the WA Grants commission in the year 2017/18. This will be adjusted in the budget review, therefore the adjusted result would be \$35k, or 4.4% favourable to budget.
- **Fees & Charges** is 8.7% or \$68k unfavourable to budget.
- **Interest Earnings** is 27.0% or \$19k favourable to budget.
- **Other Revenue** is 50.4% or \$43k 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 in line with budget, however the main items are noted:-

- **Employee costs** are 1.0% or \$16k favourable to budget.
- **Materials and contracts** are collectively 1.5% or \$16k unfavourable to budget.
- **Utility charges** are 0.7% or \$2k unfavourable to budget.
- **Insurance expenses** is 2.7% or \$6k unfavourable to budget, this is a permanent difference in respect of bridge insurance and will be adjusted for in the revised budget.
- **Other expenditure** is 2.2% or \$1k favourable to budget.

NET RESULT

The net result is 10.6% or \$244k unfavourable result to budget, due to total revenue being \$250k unfavourable and expenditure being \$6k unfavourable to budget.

CAPITAL ITEMS

Capital revenue is 91.1% or \$298k unfavourable to budget.

Capital expenditure is 47% or \$607k 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 \$1.4M for Councillor New Initiatives in accord with items contained in the Strategic Community Plan.

FUNDING ITEMS

Repayment of loan principal is slightly favourable to budget.

CASH & INVESTMENTS

Cash and investments sits at \$6.8M, this represents an increase of \$0.4M from the previous month, primarily due to the receipt of almost 75% of the total revenue for rates and charges, along with revenue being lower, capital and operating expenses also both 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, this will be disclosed at final year end in the Annual financial statements embedded in the Annual Report.

Rates outstanding sits at only \$493k a reduction of almost \$117k on the previous month.

SUMMARY

The overall financial result 2.3% or \$71k favourable to 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.

Statutory Environment - Local Government (Financial Management) Regulations 1996

OFFICER'S RECOMMENDATION – 8.2.3

That Council adopt the:

1. monthly financial statements for the period ending 31 January 2019; and
2. summary of reconciliations for the period ending 31 January 2019.

ATTACHMENT 8.2.3
MONTHLY FINANCIAL STATEMENTS END 31 JAN 2019

SHIRE OF BODDINGTON

Interim - Financial Reports for the period ended

31-Jan-19

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 8.2.3
MONTHLY FINANCIAL STATEMENTS END 31 JAN 2019

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

31-Jan-19

	2018/19 Budget			Actual	Variance	% Variance
	Approved	Amended	YTD Budget	YTD	YTD	YTD
Opening Funding Surplus (Deficit)	325,138	325,138	325,138	369,622	44,484	13.7%
Revenue						
Rates	4,501,927	4,501,927	4,501,927	4,488,922	- 13,005	-0.3%
Operating Grants, Subsidies and Contributions	890,326	890,326	588,640	443,292	- 145,348	-24.7%
Fees and Charges	1,149,798	1,149,798	779,808	711,651	- 68,157	-8.7%
Interest Earnings	112,290	112,290	72,240	91,732	19,492	27.0%
Other Revenue	139,037	139,037	84,346	41,804	- 42,542	-50.4%
Profit from Asset Sales	-	-	-	-	-	-
OPERATING INCOME	6,793,378	6,793,378	6,026,961	5,777,402	- 249,559	-4.1%
Expenses						
Employee Costs	- 2,693,358	- 2,693,358	- 1,553,605	- 1,537,369	16,236	1.0%
Materials and Contracts	- 1,803,159	- 1,803,159	- 1,082,964	- 1,098,973	- 16,009	-1.5%
Utility Charges	- 339,419	- 339,419	- 202,833	- 204,337	- 1,504	-0.7%
Depreciation on Non-Current Assets	- 2,024,409	- 2,024,409	- 1,180,844	- 1,179,026	1,818	0.2%
Interest Expenses	- 99,271	- 99,271	- 51,092	- 53,416	- 2,324	-4.5%
Insurance Expenses	- 224,844	- 224,844	- 224,828	- 230,807	- 5,979	-2.7%
Loss on Asset Sales	-	-	-	-	-	-
Other Expenditure	- 158,883	- 158,883	- 66,439	- 64,984	1,455	2.2%
OPERATING EXPENDITURE	- 7,343,343	- 7,343,343	- 4,362,605	- 4,368,913	- 6,308	-0.1%
Net Result (incl. c/f surplus position)	- 224,827	- 224,827	1,989,494	1,778,111	- 211,383	-10.6%
Adjustments for Non-Cash Items						
Depreciation	2,024,409	2,024,409	1,180,844	1,179,026	- 1,818	-0.2%
Loss on Asset Disposals	-	-	-	-	-	-
(Profit) on Asset Disposals	-	-	-	-	-	-
Provisions and Accruals	-	-	-	-	-	-
	2,024,409	2,024,409	1,180,844	1,179,026	- 1,818	-0.2%
Net Result before funding and Capex items	1,799,582	1,799,582	3,170,338	2,957,137	- 213,201	-6.7%
Capital Income and Expenditure						
Non-operating Grants & contributions	978,650	978,650	326,700	28,989	- 297,711	-91.1%
Purchase Land & Buildings	- 338,000	- 338,000	- 238,000	- 162,920	75,080	31.5%
Purchase Plant & Equipment	- 416,406	- 416,406	- 382,237	- 30,577	351,660	92.0%
Purchase Roads, Streets & Bridges	- 922,940	- 922,940	- 292,773	- 391,156	- 98,383	-33.6%
Purchase Other Infrastructure	- 100,000	- 100,000	- 47,300	- 39,631	7,669	16.2%
New Initiatives	- 1,364,105	- 1,364,105	- 327,804	- 56,755	271,049	82.7%
Proceeds from Asset Sales	1,435,524	1,435,524	1,071,526	1,048,500	- 23,026	2.1%
Net Capital Items	- 727,277	- 727,277	110,112	396,451	286,339	-260.0%
Funding Items						
Proceeds from New loans	-	-	-	-	-	-
Repayment of Loan Principal	- 230,305	- 230,305	- 115,153	- 116,754	- 1,601	-1.4%
Self Supporting Loan Principal Income	-	-	-	-	-	-
Total Funding Items	- 230,305	- 230,305	- 115,153	- 116,754	- 1,601	-1.4%
Reserve Items						
Transfers to Reserves	- 1,164,069	- 1,164,069	-	-	-	#DIV/0!
Transfers from Reserves	611,033	611,033	-	-	-	#DIV/0!
Net Reserve movement	- 553,036	- 553,036	-	-	-	#DIV/0!
Closing Funding Surplus (Deficit)	288,963	288,963	3,165,298	3,236,834	71,537	2.3%

ATTACHMENT 8.2.3
MONTHLY FINANCIAL STATEMENTS END 31 JAN 2019

SHIRE OF BODDINGTON						
STATEMENT OF COMPREHENSIVE INCOME BY NATURE/TYPE						
For the period ended						
	2018/19 Budget			Actual	Variance	% Variance
	Approved	Amended	YTD Budget	YTD	YTD	YTD
Revenue						
Rates	4,501,927	4,501,927	4,501,927	4,488,922	- 13,005	-0.3%
Operating Grants, Subsidies and Contributions	890,326	890,326	588,640	443,292	- 145,348	-24.7%
Fees and Charges	1,149,798	1,149,798	779,808	711,651	- 68,157	-8.7%
Interest Earnings	112,290	112,290	72,240	91,732	19,492	27.0%
Other Revenue	139,037	139,037	84,346	41,804	- 42,542	-50.4%
OPERATING INCOME	6,793,378	6,793,378	6,026,961	5,777,402	- 249,559	-4.1%
Expenses						
Employee Costs	- 2,693,358	- 2,693,358	- 1,553,605	- 1,537,369	16,236	1.0%
Materials and Contracts	- 1,803,159	- 1,803,159	- 1,082,964	- 1,098,973	16,009	-1.5%
Utility Charges	- 339,419	- 339,419	- 202,833	- 204,337	1,504	-0.7%
Depreciation on Non-Current Assets	- 2,024,409	- 2,024,409	- 1,180,844	- 1,179,026	1,818	0.2%
Interest Expenses	- 99,271	- 99,271	- 51,092	- 53,416	2,324	-4.5%
Insurance Expenses	- 224,844	- 224,844	- 224,828	- 230,807	5,979	-2.7%
Other Expenditure	- 158,883	- 158,883	- 66,439	- 64,984	1,455	2.2%
OPERATING EXPENDITURE	- 7,343,343	- 7,343,343	- 4,362,605	- 4,368,913	- 6,308	-0.1%
Net Result before Capital Income	- 549,965	- 549,965	1,664,356	1,408,489	- 255,867	-15.4%
Non-Op. Grants, Subsidies and Contributions	978,650	978,650	326,700	28,989	- 297,711	-91.1%
Profit on Asset Disposals	-	-	-	-	-	-
Loss on Asset Disposals	-	-	-	-	-	-
OTHER	978,650	978,650	326,700	28,989	- 297,711	-91.1%
NET RESULT	428,685	428,685	1,991,056	1,437,478	- 553,578	-27.8%
Other Comprehensive Income						
Changes on Revaluation of Non-Current Asset:	-	-	-	-	-	-
Total Other Comprehensive Income	-	-	-	-	-	-
TOTAL COMPREHENSIVE INCOME	428,685	428,685	1,991,056	1,437,478	- 553,578	-27.8%

ATTACHMENT 8.2.3
MONTHLY FINANCIAL STATEMENTS END 31 JAN 2019

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

31-Jan-19

	2018/19 Budget			Actual	Variance	% Variance
	Approved	Amended	YTD Budget	YTD	YTD	YTD
Revenue						
Governance	5,012,549	5,012,549	4,776,740	4,662,891 -	113,849	-2.4%
General Purpose Funding	68,650	68,650	43,864	32,722 -	11,142	-25.4%
Law, Order, Public Safety	291,273	291,273	236,676	237,266	590	0.2%
Health	24,538	24,538	21,923	17,583 -	4,340	-19.8%
Education and Welfare	563,719	563,719	332,294	301,708 -	30,586	-9.2%
Housing	10,811	10,811	6,300	7,271	971	15.4%
Community Amenities	305,426	305,426	276,192	258,406 -	17,786	-6.4%
Recreation and Culture	83,240	83,240	42,139	27,237 -	14,902	-35.4%
Transport	115,755	115,755	79,450	65,750 -	13,700	-17.2%
Economic Services	301,169	301,169	203,662	162,464 -	41,198	-20.2%
Other Property and Services	16,248	16,248	7,721	4,102 -	3,619	-46.9%
	6,793,378	6,793,378	6,026,961	5,777,402 -	249,559	-4.1%
Expenses excluding Finance Costs						
Governance	31,217	31,217 -	20,152	17,397	37,549	186.3%
General Purpose Funding	-	32,815 -	13,209 -	290	12,919	97.8%
Law, Order, Public Safety	-	645,868 -	377,631 -	358,614	19,017	5.0%
Health	-	258,192 -	152,259 -	150,023	2,236	1.5%
Education and Welfare	-	720,682 -	420,064 -	434,636 -	14,572	-3.5%
Housing	-	31,067	16,999	17,151	152	-0.9%
Community Amenities	-	681,516 -	394,527 -	419,911 -	25,384	-6.4%
Recreation and Culture	-	1,590,923 -	941,458 -	1,041,138 -	99,680	-10.6%
Transport	-	2,701,086 -	1,590,945 -	1,559,994	30,951	1.9%
Economic Services	-	691,147 -	417,670 -	382,984	34,686	8.3%
Other Property and Services	-	15,874	597 -	2,453 -	1,856	-310.9%
	- 7,244,072 -	- 7,244,072 -	- 4,311,513 -	- 4,315,496 -	- 3,983	-0.1%
Finance Costs						
Governance	-	31,216 -	15,607 -	17,397	1,790	
General Purpose Funding	-	-	-	-	-	
Law, Order, Public Safety	-	-	-	-	-	
Health	-	-	-	-	-	
Education and Welfare	-	9,316 -	4,657 -	5,219	562	
Housing	-	31,068 -	16,993 -	17,151	158	-0.9%
Community Amenities	-	-	-	-	-	
Recreation and Culture	-	27,671 -	13,835 -	13,650 -	185	
Transport	-	-	-	-	-	
Economic Services	-	-	-	-	-	
Other Property and Services	-	-	-	-	-	
	- 99,271 -	- 99,271 -	- 51,092 -	- 53,416	- 2,324	-4.5%
Net Result before Capital Income	- 549,965 -	- 549,965	1,664,356	1,408,489 -	251,218	
Non Operating Grants, Subsidies and Contributions						
General Purpose Funding	98,000	98,000	49,000	48,989 -	11	
Law, Order, Public Safety	-	-	-	-	-	
Education and Welfare	-	-	-	-	-	
Recreation and Culture	490,000	490,000	161,700 -	20,000 -	181,700	
Transport	340,650	340,650	66,000	-	66,000	
Economic Services	50,000	50,000	50,000	-	50,000	
Other Property and Services	-	-	-	-	-	
	978,650	978,650	326,700	28,989 -	297,711	
Other Comprehensive Income						
Changes on Revaluation of Non-Current Assets	-	-	-	-	-	
TOTAL COMPREHENSIVE INCOME	428,685	428,685	1,991,056	1,437,478 -	553,578	-27.8%

ATTACHMENT 8.2.3
MONTHLY FINANCIAL STATEMENTS END 31 JAN 2019

SHIRE OF BODDINGTON RATE SETTING STATEMENT For the period ended							31-Jan-19
	Approved	2018/19 Budget Amended	YTD Budget	Actual YTD	Variance YTD	% Variance YTD	
Revenue							
Operating Grants, Subsidies and Contributions	890,326	890,326	588,640	443,292 -	145,348	-24.7%	
Fees and Charges	1,149,798	1,149,798	779,808	711,651 -	68,157	-8.7%	
Interest Earnings	112,290	112,290	72,240	91,732	19,492	27.0%	
Other Revenue	139,037	139,037	84,346	41,804 -	42,542	-50.4%	
Profit from Asset Sales	-	-	-	-	-		
Total Operating Revenue excluding Rates	2,291,451	2,291,451	1,525,034	1,288,480 -	236,555	-15.5%	
Expenses							
Employee Costs	- 2,693,358 -	2,693,358 -	1,553,605 -	1,537,369	16,236	1.0%	
Materials and Contracts	- 1,803,159 -	1,803,159 -	1,082,964 -	1,098,973 -	16,009	-1.5%	
Utility Charges	- 339,419 -	339,419 -	202,833 -	204,337 -	1,504	-0.7%	
Depreciation on Non-Current Assets	- 2,024,409 -	2,024,409 -	1,180,844 -	1,179,026	1,818	0.2%	
Interest Expenses	- 99,271 -	99,271 -	51,092 -	53,416 -	2,324	-4.5%	
Insurance Expenses	- 224,844 -	224,844 -	224,828 -	230,807 -	5,979	-2.7%	
Loss on Asset Sales	-	-	-	-	-		
Other Expenditure	- 158,883 -	158,883 -	66,439 -	64,984	1,455	2.2%	
Operating Expenditure	- 7,343,343 -	7,343,343 -	4,362,605 -	4,368,913 -	6,308	-0.1%	
Operating Result Excluding Rates Income	- 5,051,892 -	5,051,892 -	2,837,571 -	3,080,432 -	242,862	-9%	
Adjustments for Non-Cash Items							
Depreciation	2,024,409	2,024,409	1,180,844	1,179,026 -	1,818	0.2%	
(Profit)/Loss on Asset Disposals	-	-	-	-	-		
Provisions & Accruals	-	-	-	-	-		
	2,024,409	2,024,409	1,180,844	1,179,026 -	1,818	0.2%	
Capital Income and Expenditure							
Purchase of Capital Expenditure	- 3,141,451 -	3,141,451 -	1,288,114 -	681,039	607,075	47.1%	
Non-operating Grants & contributions	978,650	978,650	326,700	28,989 -	297,711	91.1%	
Proceeds from Asset Sales	1,435,524	1,435,524	1,071,526	1,048,500 -	23,026	2.1%	
	- 727,277 -	727,277	110,112	396,451	286,339	-260.0%	
Funding & Reserve Items							
Proceeds from New loans	-	-	-	-	-		
Repayment of Loan Principal	- 230,305 -	230,305 -	115,153 -	116,754 -	1,601	-1.4%	
Self Supporting Loan Principal Income	-	-	-	-	-		
Transfers to Reserves	- 1,164,069 -	1,164,069	-	-	-		
Transfers from Reserves	611,033	611,033	-	-	-	#DIV/0!	
	- 783,341 -	783,341 -	115,153 -	116,754 -	1,601	-1.4%	
Estimated Surplus/(Deficit) July 1 B/Fd.	325,138	325,138	325,138	369,622 -	44,484		
Estimated Surplus/(Deficit) C/F or YTD.	288,963	288,963	3,165,298	3,236,834 -	71,537	2.3%	
Amount required from General Rate	- 4,501,927 -	4,501,927 -	4,501,926 -	4,488,922 -	13,004	-0.3%	

ATTACHMENT 8.2.3
MONTHLY FINANCIAL STATEMENTS END 31 JAN 2019

SHIRE OF BODDINGTON STATEMENT OF FINANCIAL POSITION For the period ended		
	30-Jun-18 Audited	31-Jan-19 YTD Actual
CURRENT ASSETS		
Cash and Cash Equivalents	3,892,183	6,071,719
Equity Reserve Investments	-	-
Trade & Other Receivables	386,160	703,818
Inventories	-	-
TOTAL CURRENT ASSETS	4,278,343	6,775,537
NON CURRENT ASSETS		
Trade and Other Receivables	168	-
Property Plant & Equipment	30,442,554	30,220,518
Land Held for Resale	272,538	272,539
Infrastructure	54,536,959	53,212,508
TOTAL NON CURRENT ASSETS	85,252,219	83,705,565
TOTAL ASSETS	89,530,562	90,481,102
CURRENT LIABILITIES		
Trade & Other Payables	618,308	193,851
Employee Provisions	312,619	277,641
Borrowings	230,305	113,552
Trusts	-	89,248
TOTAL CURRENT LIABILITIES	1,161,229	674,291
NON CURRENT LIABILITIES		
Trade & Other Payables - Specific	300,000	300,000
Borrowings	2,054,593	2,054,593
Employee Provisions	66,065	66,065
TOTAL NON CURRENT LIABILITIES	2,420,658	2,420,658
TOTAL LIABILITIES	3,581,887	3,094,949
EQUITY		
Retained Earnings	34,156,787	35,594,265
Reserves Cash Backed	2,974,251	2,974,251
Revaluation Reserve	48,817,637	48,817,637
TOTAL EQUITY	85,948,675	87,386,153
TOTAL LIABILITIES & EQUITY	89,530,562	90,481,102
BALANCE SHEET VARIANCE	\$0.00	\$0.00

ATTACHMENT 8.2.3
MONTHLY FINANCIAL STATEMENTS END 31 JAN 2019

LOAN PRINCIPAL REPAYMENTS

COA	Description	IE Summary	Inc/Exp Analysis Summary	Original Budget	Amended	YTD Budget	YTD Actual
3042460	PRINCIPAL ON LOAN 105	71	Other Expenses	\$121,748	\$121,748	\$60,874	\$59,086
2113200	LOAN 106 - REC CENTRE	71	Other Expenses	\$0	\$0	\$0	\$0
3074200	PRINCIPAL LOAN 83	71	Other Expenses	\$10,661	\$10,661	\$5,331	\$10,661
3083000	PRINCIPAL ON LOAN 100	71	Other Expenses	\$14,748	\$14,748	\$7,374	\$6,813
3091402	PRINCIPAL ON LOAN 91	71	Other Expenses	\$0	\$0	\$0	\$0
3091460	PRINCIPAL ON LOAN 94	71	Other Expenses	\$12,611	\$12,611	\$6,306	\$6,206
3091470	PRINCIPAL ON LOAN 97	71	Other Expenses	\$12,789	\$12,789	\$6,395	\$6,293
3113046	PRINCIPAL - LOAN 103	71	Other Expenses	\$0	\$0	\$0	\$0
3113048	PRINCIPAL - LOAN 106 REC CENTRE	71	Other Expenses	\$57,748	\$57,748	\$28,874	\$27,695
3121100	PRINCIPAL LOAN 102	71	Other Expenses	\$0	\$0	\$0	\$0
TOTAL				\$230,305	\$230,305	\$115,153	\$116,754

MOVEMENT NET CURRENT ASSET POSITION - RECONCILIATION

	2018/19 Budget		Actual
	Approved	Forecast	YTD
NCA items from Statement of Financial Activity			
Current Assets	3,647,169	3,647,169	6,775,057
Less: Current Liabilities	- 412,044	- 412,044	- 563,972
Add: Restricted Assets/Principal Repayment	- 2,946,301	- 2,946,301	- 2,974,251
Net Current Assets	288,823	288,823	3,236,834
REPRESENTED BY - (From Financial Position) Movement			
Net Current Assets	288,823	288,823	3,236,834
REPRESENTED BY - (From Rate Setting Statement) Movement			
Closing Surplus Position	288,963	288,963	3,236,834
Net Current Assets	288,963	288,963	3,236,834

ATTACHMENT 8.2.3 MONTHLY FINANCIAL STATEMENTS END 31 JAN 2019

SHIRE OF BODDINGTON
Printed : at 9:56 AM on 8/02/2019

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

31-Jan-19

COA	Description	Asset Type	Budget	Amended	YTD Budget	YTD Actual
3042202	EXISTING BUILDINGS 17/18	Land & Buildings	200,000	200,000	100,000	19,315
3042212	CEO RESIDENCE	Land & Buildings	138,000	138,000	138,000	131,634
3053025	OLD POLICE STATION REFURBISHMENT	Land & Buildings	-	-	-	6,800
3082090	AGED CARE COMPLEX	Land & Buildings	-	-	-	294
3113200	RECREATION CENTRE	Land & Buildings	-	-	-	-
3135202	LAND PURCHASE	Land & Buildings	-	-	-	-
3132008	VISITOR CENTRE	Land & Buildings	-	-	-	4,877
	Land & Buildings Total		338,000	338,000	238,000	162,920
3102201	REFUSE SITE	Other Infrastructure	60,000	60,000	19,800	-
3105050	OVALS PARKS & CEMETERIES	Other Infrastructure	25,000	25,000	12,500	-
3112208	LIGHTING - SPORTS OVAL	Other Infrastructure	-	-	-	-
3112213	SWIMMING POOL - INFRASTRUCTURE	Other Infrastructure	15,000	15,000	15,000	-
3132030	WATER TO RANFORD CAPEX	Other Infrastructure	-	-	-	-
3113205	RODEO SHADE FACILITIES	Other Infrastructure	-	-	-	-
3113082	DAM IMPROVEMENTS - WATER TO OVAL	Other Infrastructure	-	-	-	39,631
	Other Infrastructure Total		100,000	100,000	47,300	39,631
3042209	COMPUTER EQUIPMENT	Plant & Equip	25,000	25,000	25,000	28,648
3042208	OFFICE EQUIPMENT	Plant & Equip	35,000	35,000	17,500	-
3042219	VEHICLE COST UPGRADE	Plant & Equip	-	-	-	-
3051220	Fire Tender Boddington	Plant & Equip	-	-	-	-
3121096	LOADER	Plant & Equip	316,406	316,406	316,406	-
3121066	REACH MOWER	Plant & Equip	-	-	-	-
3139302	MINOR CAPITAL ITEMS	Plant & Equip	40,000	40,000	23,331	1,930
	Plant & Equip Total		416,406	416,406	382,237	30,577
3121086	Main Roads Bridge Program	Roads Infrastructure	167,000	167,000	-	-
3112220	CULVERTS & DRAINAGE	Roads Infrastructure	98,970	98,970	57,736	4,326
3121090	ROADS TO RECOVERY	Roads Infrastructure	91,650	91,650	30,245	59,850
3121704	RESEALS - MUNI	Roads Infrastructure	193,350	193,350	63,806	-
3121705	MAIN STREET UPGRADE	Roads Infrastructure	-	-	-	91,171
3121706	CAR PARKS - SHIRE FACILITIES	Roads Infrastructure	-	-	-	-
3121700	COMMODITY GRANT CAPITAL EXPENSE	Roads Infrastructure	-	-	-	-
3121800	ROAD CONST. - RRG	Roads Infrastructure	300,000	300,000	99,000	235,808
3121803	FOOTPATHS	Roads Infrastructure	71,970	71,970	41,986	-
	Roads Infrastructure Total		922,940	922,940	292,773	391,156
3105225	BODDINGTON CEMETERY	Councillor New Initiatives	22,500	22,500	11,250	-
3112100	SKATEPARK	Councillor New Initiatives	350,000	350,000	-	-
3112205	PUMP TRACK	Councillor New Initiatives	100,000	100,000	-	-
3105250	NATURE PLAYGROUND	Councillor New Initiatives	200,000	200,000	-	-
3105500	FORESHORE LANDSCAPE/DESIGN	Councillor New Initiatives	471,250	471,250	155,513	43,635
3113010	LOVING RANFORD	Councillor New Initiatives	30,000	30,000	30,000	-
3113005	RANFORD POOL INFO BAY/ENTRY STATEMENTS	Councillor New Initiatives	30,000	30,000	30,000	-
3112210	OUTDOOR EXERCISE FACILITIES	Councillor New Initiatives	-	-	-	-
3082450	DEMENTIA HOUSE MODIFICATIONS	Councillor New Initiatives	-	-	-	-
3105203	COMMUNITY CLUB MODIFICATIONS	Councillor New Initiatives	18,000	18,000	18,000	7,820
3113120	OTHER COUNCILLOR INITIATIVES	Councillor New Initiatives	32,355	32,355	18,872	5,273
3146203	ENTRY STATEMENTS & PUBLIC ART	Councillor New Initiatives	110,000	110,000	64,169	27
	Councillor New Initiatives Total		1,364,105	1,364,105	327,804	56,755
	Grand Total		3,141,451	3,141,451	1,288,114	681,039

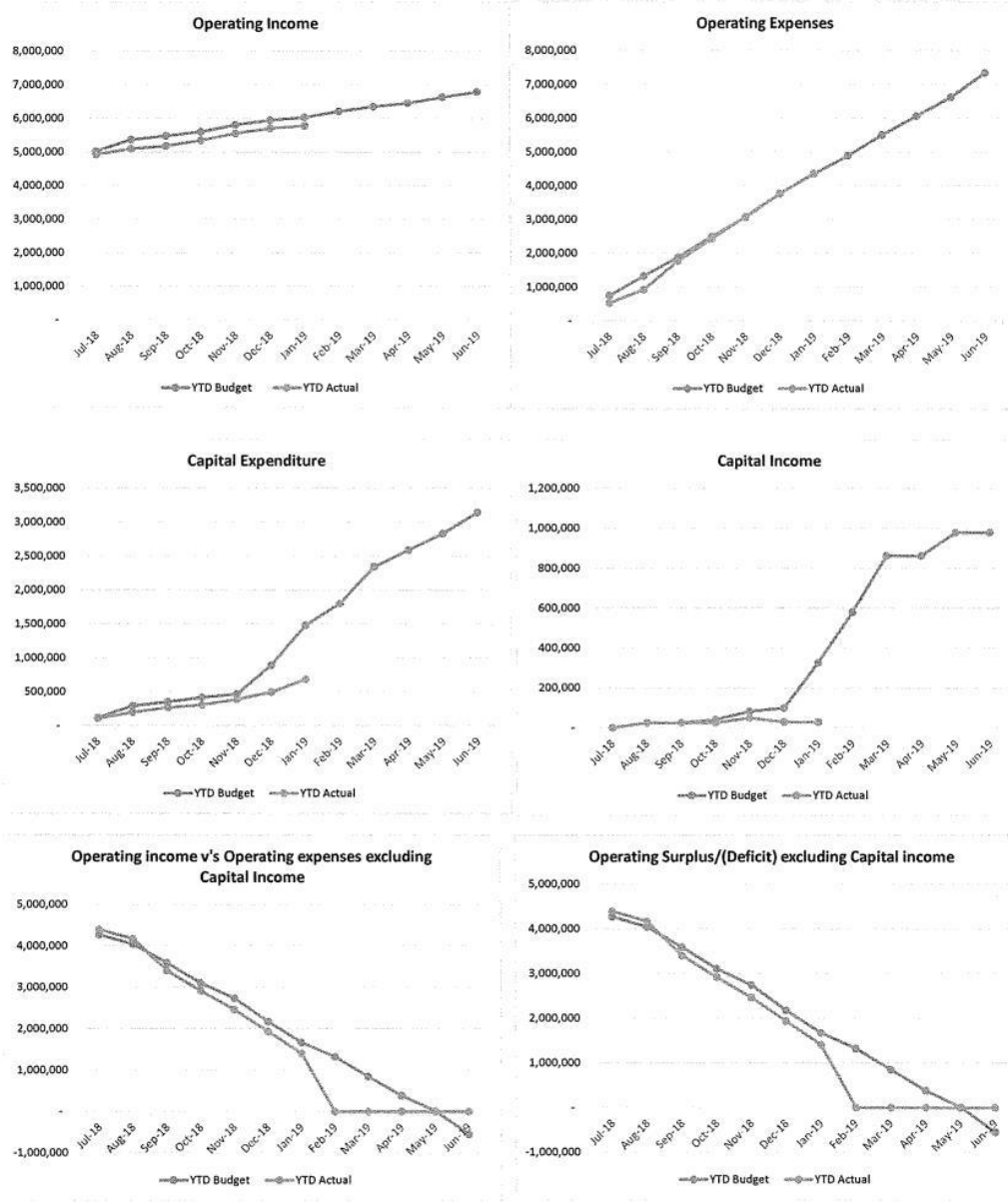
ATTACHMENT 8.2.3
MONTHLY FINANCIAL STATEMENTS END 31 JAN 2019

CAPITAL EXPENDITURE - EXISTING BUILDINGS - By JOBS					31-Jan-19
Job	Description	Original Budget	Amended	YTD Budget	YTD Actual
BAC1999	Bannister Road Shire Office - Capital	-	-	-	811
BCC1028	Pollard Street Child Care Centre - Capital	-	-	-	6,197
BCC1029	Johnstone Street Community Newspaper - Capital	-	-	-	2,555
BCC1999	Bannister Road - Caravan Park Caretaker Residence - Capital	-	-	-	4,273
BCC3999	Bannister Road - Caravan Park Caretaker Residence - Capital	-	-	-	-
BDC1015	Farmer Ave - Depot Lunch Room - Capital	-	-	-	-
BDC2015	Farmer Ave - Depot Lunch Room - Capital	-	-	-	-
BEC1029	Johnstone Street Emergency Services Shed - Capital	-	-	-	-
BFC1039	Wurraming Ave - Foreshore Toilet Block - Capital	-	-	-	-
BIC1024	Hotham Street Ic Unit 1 - Capital	-	-	-	-
BIC2024	Hotham Street Ic Unit 2 - Capital	-	-	-	-
BIC3024	Hotham Street Ic Unit 3 - Capital	-	-	-	-
BIC4024	Hotham Street Ic Unit 4 - Capital	-	-	-	1,978
BMC1024	Hotham Street Medical Centre - Capital	-	-	-	-
BOC1025	Forrest Street Old School - Main Classroom - Capital	-	-	-	-
BOC3025	Forrest Street Old School Storeroom - Capital	-	-	-	-
BOC4025	Forrest Street Old School - Main Classroom - Capital	-	-	-	-
BPC1999	Bannister Road Public Toilets - Capital	-	-	-	-
BRC1025	Forrest Street Retirement Unit 1 - Capital	-	-	-	-
BRC2025	Forrest Street Retirement Unit 2 - Capital	-	-	-	-
BRC3025	Forrest Street Retirement Unit 3 - Capital	-	-	-	-
BRC4025	Forrest Street Retirement Unit 4 - Capital	-	-	-	-
BRC1999	Bannister Road Recreation Centre - Capital	-	-	-	-
BSC1027	Hill Street 34 (Staff Housing) - Capital	-	-	-	-
BSC1028	Pollard Street Swimming Pool Ablutions - Capital	-	-	-	1,659
BSC1045	Pecan Place 3 (Staff Housing) - Capital	-	-	-	-
BSC1050	Prussian Way 20 (Staff Housing) - Capital	-	-	-	-
BSC1054	Blue Gum Close 15 (Staff Housing) - Capital	-	-	-	-
BSC1063	Club Drive Sporting Complex - Capital	-	-	-	-
BSC2029	Johnstone Street 46 (Staff Housing) - Capital	-	-	-	-
BSC2054	Blue Gum Close 16 (Staff Housing) - Capital	-	-	-	1,843
BSC3028	Pollard Street Swimming Pool Kiosk/Pump Room - Capital	-	-	-	-
BTC1029	Johnstone Street Town Hall - Capital	-	-	-	-
BWC1013	Robins Road Waste Site Office - Capital	-	-	-	-
BYC1999	Bannister Road Youth Centre - Capital	-	-	-	-
TOTAL EXISTING BUILDINGS		-	-	-	19,315
REPRESENTED BY:					
COA					
3042202	EXISTING BUILDINGS 17/18	200,000	200,000	100,000	19,315

ATTACHMENT 8.2.3 MONTHLY FINANCIAL STATEMENTS END 31 JAN 2019

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

31-Jan-19



8/02/2019S:\Corporate Services\Manager Finance\Financial Reports\Council\2018-19\Dec 2018\Data for Graphs

8.2.4 List of Payments – January 2019

Disclosure of Interest:	Nil
Date:	12 February 2019
Author:	J Rendell
Attachments:	8.2.4A List of Payments – January 2019 (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 January 2019 is presented in Attachment 8.2.4A

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 – 8.2.4

That Council adopts the list of payments for the period ending 31 January 2019; at Attachment 8.2.4A.

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 Freedom of Information Statement

File Ref. No:	ADM0113
Disclosure of Interest:	Nil
Date:	13 th February 2019
Author:	Graham Stanley – Director Corporate and Community Services
Attachments:	8.5.1A Freedom of Information Statement

Summary

Council is to consider a revised Freedom of Information Statement.

Background

Under the requirements of the *Freedom of Information Act 1992* the Shire of Boddington adopted a Freedom of Information (FOI) Information Statement dated November 2017.

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

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

Comment

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

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

Strategic Implications

Shire of Boddington Strategic Community Plan

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

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

Outcome 5.2: Effective and efficient corporate and administrative services.

Strategy 5.2.4: Ensure compliance with statutory obligations.

Statutory Environment

Part 5 – Publication of information about agencies

94. Term used: information statement

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

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

95. Term used: internal manual

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

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

96. Information statement, each agency to publish annually

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

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

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

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

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

Policy Implications – Nil at this time

Financial Implications – Nil at this time

Economic Implications – Nil at this time

Social Implications – Nil at this time

Environmental Considerations – Nil at this time

Consultation

Office of the Information Commissioner.

Options

Council can resolve:

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

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.5.1

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



FREEDOM OF INFORMATION STATEMENT
2019

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

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

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

Date of Adoption:

Resolution No:

Table of Contents

1.	MISSION STATEMENT	1
2.	DETAILS OF LEGISLATION ADMINISTERED	1
3.	COUNCIL STRUCTURE	1
4.	DETAIL OF DECISION MAKING PROCESS	1
4.1	MINUTES	2
5.	SHIRE OF BODDINGTON SHIRE COUNCILORS	2
6.	DELEGATIONS	3
7.	SERVICES FOR THE COMMUNITY	4
8.	PUBLIC PARTICIPATION	4
8.1	COUNCIL MEETINGS	4
8.2	COMMUNITY CONSULTATION	5
9.	ACCESS TO DOCUMENTS	5
9.1	DOCUMENTS AVAILABLE FOR INSPECTION	5
10.	OTHER INFORMATION REQUESTS	6
10.1	FOI OPERATIONS:	6
10.2	FREEDOM OF INFORMATION APPLICATIONS:	6
10.3	FREEDOM OF INFORMATION CHARGES	6
11.	ACCESS ARRANGEMENTS	7
12.	NOTICE OF DECISION	7
13.	REFUSAL OF ACCESS	7
14.	ATTACHMENTS	7
	ATTACHMENT 1 – APPLICATION FOR ACCESS TO DOCUMENTS	8
	FIGURE 1 - ORGANISATIONAL STRUCTURE FEBRUARY 2019	10

1. MISSION STATEMENT

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

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

The objectives of Council is to ensure that Boddington:

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

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

2. DETAILS OF LEGISLATION ADMINISTERED

Including, yet not limited to:

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

3. COUNCIL STRUCTURE

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

Council is the decision making body of all policy matters.

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

4. DETAIL OF DECISION MAKING PROCESS

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

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

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

4.1 Minutes

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

5. SHIRE OF BODDINGTON SHIRE COUNCILORS

Councillor M (Martin) Glynn	Term expires October 2019
Councillor D (David) Smart	Term expires October 2019
Councillor S (Sharan) Manez	Term expires October 2019
Councillor J (Jason) Hoffman	Term expires October 2021
Councillor W (William) McGrath	Term expires October 2021
Councillor R (Rod) McSwain	Term expires October 2021
Councillor G (Garry) Ventris	Term expires October 2021

No.	Committee/Organisation	Delegate	Proxy Delegate
1	Shire of Boddington Audit Committee	Shire President, M Glynn Shire Deputy President, D Smart Cr R McSwain	Cr J Hoffman Cr S Manez Cr W McGrath Cr G Ventris
2	Shire of Boddington Cemeteries Advisory Committee	Shire Deputy President, D Smart	Cr J Hoffman
3	Local Emergency Management Committee	Shire President, M Glynn Cr McGrath Principal Environmental Health Officer (PEHO)	Cr G Ventris
4	Peel Regional Leaders Forum	Shire President, M Glynn Chief Executive Officer (CEO)	Shire Deputy President, D Smart Director Corporate & Community Services (DCCS)
5	Peel Zone of WALGA Delegate	Shire President, M Glynn Shire Deputy President, D Smart	Cr R McSwain Chief Executive Officer (CEO)
6	Hotham William Economic Development Alliance	Cr R McSwain Local Business Rep Craig Barker Chief Executive Officer (CEO) Community & Economic Development Officer (CEDO)	Nil

No.	Committee/Organisation	Delegate	Proxy Delegate
7	South West Regional Road Group	Shire Deputy President, D Smart	Cr W McGrath Manager Works & Services (MWS)
8	Bushfire Advisory Committee	Shire President, M Glynn Director of Corporate & Community Services (DCCS)	Chief Executive Officer (CEO)
9	Boddington Local Health Advisory Group	Cr J Hoffman Cr G Ventris Community & Economic Development Officer (CEDO)	Cr S Manez Cr W McGrath Chief Executive Officer (CEO)
10	Recreation Centre Committee	Cr S Manez	Cr J Hoffman
11	Worsley Alumina Community Liaison Committee	Cr G Ventris Community & Economic Development Officer (CEDO)	Cr R McSwain
12	Hotham Williams Catchment Environmental Alliance	Cr S Manez Community & Economic Development Officer (CEDO)	Cr J Hoffman Chief Executive Officer (CEO)
13	Industry Roads Safety Alliance	Shire President M Glynn Manager Works & Services (MWS)	Director of Corporate & Community Services (DCCS)
14	Peel Community Development Group	Cr J Hoffman	Cr W McGrath
15	Boddington Tidy Town/Townscape Committee	Community Economic Development Officer (CEDO)	Chief Executive Officer (CEO)
16	Rail Heritage Foundation of WA	Cr R McSwain	Chief Executive Officer (CEO)
17	Boddington Youth Centre Advisory Committee	Cr S Manez	Cr W McGrath
18	Community Reference Group (Newmont)	Shire Deputy President, D Smart	Cr G Ventris
19	Boddington Community Resource Centre (BCRC)	Cr R McSwain, Vacant	

6. DELEGATIONS

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

In keeping with the legislative requirements:

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

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

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

7. SERVICES FOR THE COMMUNITY

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

These services currently include, but one not limited to:

Roads/Footpaths/Kerbing	Storm Water Drainage
Traffic Control Devices	Street Lighting; Waste Disposal
Street Tree Planting	Refuse Collection Control
Public Toilets	Public Library
Aged Persons Accommodation	Cemeteries, Parks and Reserves
Dog /Cat Control	Planning Controls
Environmental Health Matters	Pest Controls
Town Planning	Occupational Health and Safety
Community Information	Noxious Weed Controls
Building Control	Citizenship Ceremonies

8. PUBLIC PARTICIPATION

8.1 Council Meetings

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

These are:

1. Deputations - With the permission of the Presiding Officer or President, a member of

the public can address a Committee or Council personally or on behalf of a group of residents for a period of time determined by the Committee and/or Council on any issue relevant to Council;

2. Presentation to Council with prior notification, approval and arrangement with Council, a member of the public can address Council on any issue relevant to Council;
3. Petitions - Written petitions can be addressed to the Council on any issue within the Council's jurisdiction;
4. Written Requests - A member of the public can write to the Council on any Council policy, activity or service; and
5. Elected Members - Member of the Public can contact their Elected Members of Council, to discuss any issue relevant to Council.

8.2 Community Consultation

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

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

9. ACCESS TO DOCUMENTS

9.1 Documents Available for Inspection

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

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

Document	Fee
Council Agenda	
Council Minutes	\$44.00
Policy Manual	at the set photocopying rate
Council Budget	at the set photocopying rate
Council Annual Financial Statements	at the set photocopying rate
Council Local Laws	at the set photocopying rate
Planning/Building Application Register	at the set photocopying rate
Principal Activities Plan	at the set photocopying rate
Rates Assessment Book	at the set photocopying rate
Delegation Register	at the set photocopying rate
Building Plans	at the set photocopying rate
Council Town Planning Scheme No. 2	\$100.00
Consolidated Roll	\$ at the set photocopying rate
Owner & Occupier Roll	\$ at the set photocopying rate

10. OTHER INFORMATION REQUESTS

10.1 FOI Operations:

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

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

10.2 Freedom of Information Applications:

Access applications have to:

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

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

Postal Address:

Shire of Shire of Boddington
PO Box 4
BODDINGTON WA 6390

In Person:

39 Bannister Road
BODDINGTON WA 6390

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

10.3 Freedom of Information Charges

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

1.	<u>Type of Fee</u>	
	Personal information about the applicant	No Fee
	Application fee (for non-personal information)	\$30
2.	<u>Type of Charge</u>	
	Charge for time dealing with application (per hour, or pro rata) time supervised by staff (per hour, or pro rata)	\$30
	Photocopying staff time (per hour, or pro rata)	\$30
	Per photocopy (Black & White)	0.20
	Transcribing from tape, film or computer (per hour, or pro rata)	\$30
	Duplicating a tape, film or computer information	Actual Cost

	Delivery, packaging and postage	Actual Cost
3.	<u>Deposits</u>	
	Advance deposit may be required of the estimated charges	25%
	Further advance deposit may be required to meet the charges for dealing with the application.	75%

11. ACCESS ARRANGEMENTS

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

12. NOTICE OF DECISION

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

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

13. REFUSAL OF ACCESS

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

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

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

14. ATTACHMENTS

Attachment 1 - Application for Access to Documents.

Figure 1 – Shire of Boddington Organisational Structure at February 2019.

Attachment 1 - Application for Access to Documents

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

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

Details of Applicant:

Given Names:

Australian Postal Address:

Postcode:

Phone:

Mobile:

If application is on behalf of an organisation:

Name of Organisation/Business:

Details of Request: (please tick)

☐

Personal documents

☐

Non-personal documents

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

Form of Access (please tick appropriate box)

I wish to inspect the document(s)

☐

Yes

☐

No

I require a copy of the document(s)

☐

Yes

☐

No

I require access to another form

☐

Yes

☐

No

(Specify)

Fees and Charges:

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

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

Applicants Signature:

Date

NOTES

Freedom of Information Applications

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

Forms of Access

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

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

Lodgement of Applications

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

Shire of Boddington
PO Box 4
BODDINGTON WA 6390

(Office Use Only)

FOI Reference Number:

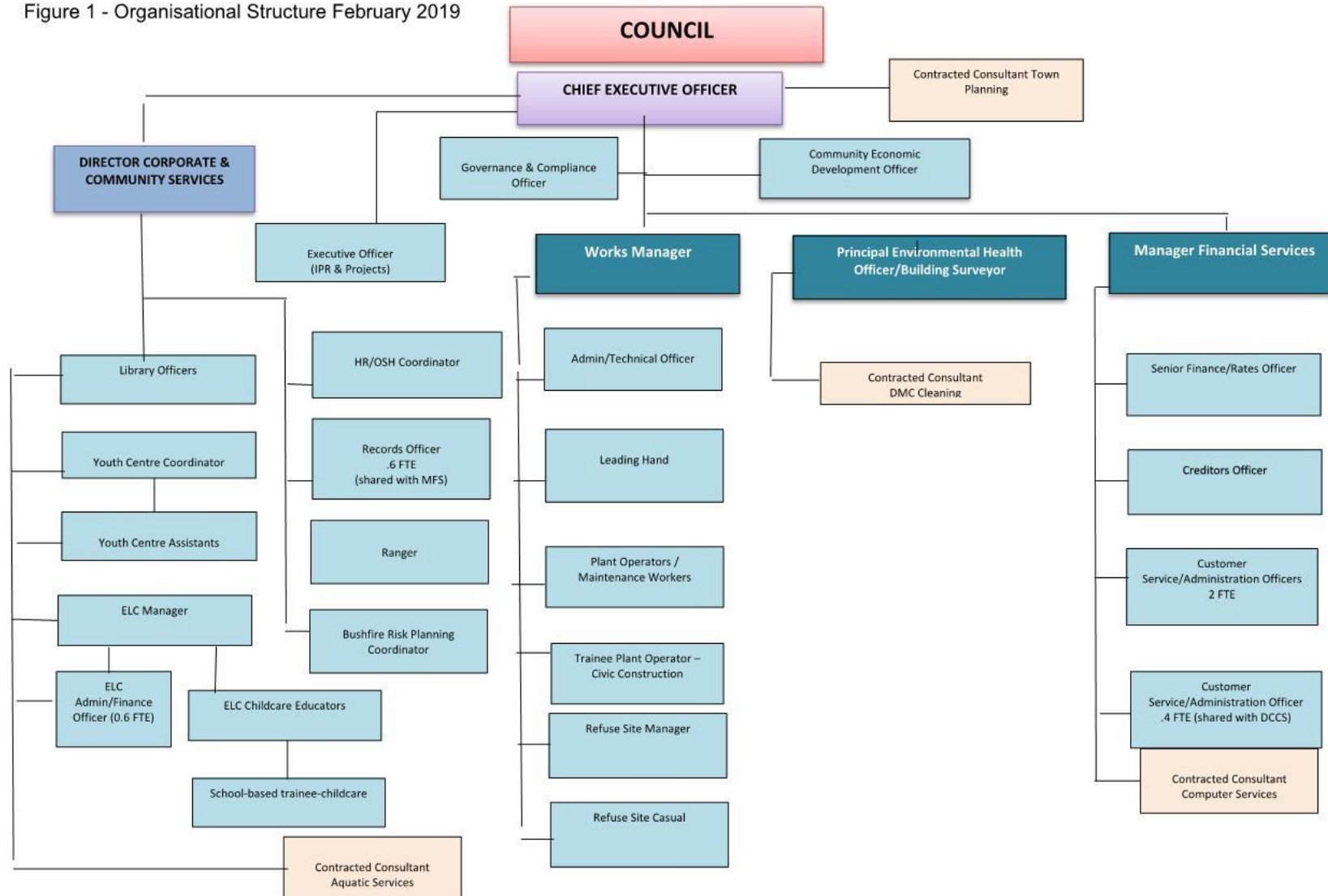
Received on: _____ Deadline for response _____

Acknowledgement sent on: _____

Proof of Identity (if applicable)

Type _____ Sighted _____

Figure 1 - Organisational Structure February 2019



8.6 CHIEF EXECUTIVE OFFICER:

8.6.1 Action Sheet

Disclosure of Interest: Nil
Date: 12 February 2019
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
18/12/18	131/18	MWS	Asset Management Planning – Bridge & Kerb & Channel	19/12/18	Completed. On website.
18/12/18	132/18	Peter Haas	Beekeeping	18/12/18	Letter sent
18/12/18	135/18	CEO	Change to Council Meeting Schedule	19/12/18	Placed on website and facebook

For information only.

8.6.2	Actions Performed Under Delegated Authority For The Months Of December 2018 and January 2019
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File Ref. No:	ADM0686
Disclosure of Interest:	Nil
Date:	11 February 2019
Author:	Chief Executive Officer
Attachments:	Nil

Summary

To report back to Council actions performed under delegated authority for the month of December 2018 and January 2019

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 December 2019 and January 2019

Affixing of Common Seal
Tenders
One off delegations
Building permits issued
Health
Development Approvals issued
Subdivision
Health Approvals issued;

Comment

The following tables outline the action performed within the organization relative to delegated authority for the month of December 2018 and January 2019 and are submitted to Council for information.

Common Seal	
Date Affixed	Documentation
Nil	

Authorisation to call Tenders	
Date	Action
Nil	

One off delegations	
Date	Action
7/11/18	Intermittent closure Siding and Gold Mine Roads

Peter Haas - PEHO			
Building Applications			
Application No.	Applicant	Lot & Street	Type of Building Work
December 2018			
3224	J & H Hoffman PO Box 84 Boddington	Lot 14 No 53 Fairway place Boddington	Swimming Pool above ground
3227	Suez Recycling & Recovery (North Bannister Pty Ltd) 116 Kurnall Road Welshpool	Lot 2 No 6364 Albany Highway North Bannister	Relocate shed
3228	G Thompson 7Assay Terrace Boddington	Lot 63 No 12 Farmers Avenue Boddington	Carport extension
3117E	J Gibbs 30A Johnstone Street Boddington	Lot 131 Unit 2 No 30 Johnstone Street Boddington	Building permit Extension
3230	S Kanter PO Box 73 Boddington	Lot 3 No 111 Kalimna Way Bannister	Garage & Carport
January 2019			
3231	J & R Severin 27 Reverie Mews Mandurah	Lot 512 No 671 Bannister-Marradong Road Bannister	Machinery Shed
3232	Shire of Boddington PO Box 4 Boddington	Lots 9 & 10 No 39 Bannister Road Boddington	Steel framed structure with louvered roof
3223	R Henderson 15 pollard Court Yangebup	Lot 115 No 82 Sherry Close Ranford	Dwelling
Health			
Nil			

Steve Thompson - Town Planning Consultant			
Development Approvals			
Application No.	Applicant	Lot & Street	Type of Approval
A1031	S Canters	Lot 3 No.111 Kalimna Way	Sea-container for storage
A1366	Culford	Lot 11 Albany Highway	Gravel Quarry Pit
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 months of December 2018 and January 2019.

8.6.4 Adoption of Revised Purchasing Policy

File Ref. No:	ADM 0104
Disclosure of Interest:	Nil
Date:	06 February 2019
Author:	Chris Littlemore CEO
Attachment	8.6.4A Revised Purchasing Policy

Summary

Council is to consider approving a revised Purchasing Policy.

Background

Council adopted its current purchasing policy on 15/12/2015. It is prudent for councils to revise their policies from time to time.

Comment

In recent times, Council has received feedback from local contractors that its purchasing policy was not enabling officers to award contracts locally.

The attached policy has been revised with the main changes being that officers will endeavour to use local contractors where possible and the threshold for requesting more than one quote will be raised from \$2000 to \$5000.

This will not preclude an officer from seeking further quotes if the first quote does not appear to represent good value for money.

Statutory Environment

Local Government (Functions and General) Regulations 1996

11A. Purchasing policies for local governments (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100 000 or less or worth \$100 000 or less.

Consultation

Councillors and Contractors

Policy Implications – Nil

Financial Implications

Obtaining only one quote for works up to \$5000 is not expected to have a significant impact on Council's budget.

Economic Implications

Endeavouring to place more contracts locally will be good for local suppliers and for the district generally.

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 - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.1

That Council resolves to adopt the Purchasing Policy in Attachment 8.6.4A

**ATTACHMENT 8.6.4A
REVISED PURCHASING POLICY**

13.3 PURCHASING OF GOODS AND SERVICES

Policy Statement:

Amount of Purchase	Policy
Up to \$2,000 Up to \$5,000	Goods and services may be purchased with a single verbal quotation. Quotations will be documented.
\$2,001 - \$20,000 \$5,001 - \$50,000	Obtain 3 verbal or written quotations from 3 alternative suppliers. If the officer is unable to obtain 3 quotes this should be documented and purchase approved by a superior officer or the CEO. All quotations will be documented.
\$20,001 - \$149,999 \$50,001- \$149,999	Obtain 3 written quotations from alternative suppliers, with the following conditions applying: <ul style="list-style-type: none"> • Staff will allow a minimum of 10 working days for a quote to be provided. If more than 10 working days is provided, all suppliers will be allowed the same time to respond. Shorter periods will only be permitted with CEO approval should circumstances require. • The request for quotation should include as a minimum the following: <ul style="list-style-type: none"> ○ Written specification ○ Price schedule ○ Conditions of responding ○ Validity period of offer. • Offer to all prospective suppliers at the same time any new information that is likely to change the requirements. • Respondents should be advised by writing as soon as possible after the final determination is made approved. • If officer unable to obtain 3 written quotes this should be documented and the purchase approved by the CEO. • Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold.
\$150,000 and above	Conduct a public tender process in accordance with the provisions for the Local Government (Functions and General) Regulations 1996. Council will also enforce the following additional requirements: <ul style="list-style-type: none"> • Acceptance of a tender for construction projects will be subject to the execution of a contract based on the

**ATTACHMENT 8.6.4A
REVISED PURCHASING POLICY**

Amount of Purchase	Policy
	<p>standard contract supplied by the Master Builders' Association; and</p> <ul style="list-style-type: none">Any decision not to call tenders for goods and services valued at more than \$150,000 because of one of the exceptions listed in Regulation 11(2) shall be by Council resolution.

Staff engaged in procurement should ensure that they obtain value for money and be accountable for their actions. If staff have any doubt about whether value for money is being obtained, additional quotes should be sought.

Where it is considered beneficial to the Shire of Boddington, the following may occur:

- ~~tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold;~~
- ~~written quotations may be called in lieu of seeking verbal quotations for purchases under the \$20,000 threshold; or~~
- more than one quotation or written quotation may be sought in lieu of seeking a single verbal quotation.
- Council may take advantage of the WALGA preferred supplier list, availing itself of the work in completing extensive due diligence that WALGA has undertaken on behalf of Councils.

Objective:

To deliver a best practice approach and procedures to internal purchasing for the Shire of Boddington.

Resolution No: 129/15
Resolution Date: 15/12/2015

8.6.5 2019 Council Meeting Schedule

File Ref. No: ADM 0096
Disclosure of Interest: Nil
Date: 7 February 2019

Summary

Council is to consider Ordinary Meeting dates, locations and starting time for the remainder of the 2019 year.

Background

It is a legislative requirement for the public in general to be advised in advance of all meeting dates, place and starting times to facilitate attendance or participation in Council Meetings. Unforeseen circumstances may dictate a change to this schedule and local advertising will inform Electors accordingly.

Comment

This current meeting schedule has Council's Ordinary meetings held on a regular monthly interval. It is considered appropriate that Council holds its meetings on the third week of each month, to fit with public holidays. The day on which the meeting would be held can be altered, but the draft schedule continues with Tuesday as the Ordinary Meeting day for Council.

The proposed meeting schedule is included below.

Tuesday 16 July 2019	Ordinary Meeting	5:00 PM	Council Chambers
Tuesday 20 August 2019	Ordinary Meeting	5:00 PM	Council Chambers
Tuesday 17 September 2019	Ordinary Meeting	5:00 PM	Council Chambers
Tuesday 15 October 2019	Ordinary Meeting	5:00 PM	Council Chambers
Tuesday 19 November 2019	Ordinary Meeting	5:00 PM	Council Chambers
Tuesday 17 December 2019	Ordinary Meeting	5:00 PM	Council Chambers

Separate to the monthly meeting schedule, it is anticipated that Councillors will still meet on occasions to review or workshop individual matters.

Statutory Environment

Local Government (Administration) Regulations 1996

12. Public notice of council or committee meetings — s. 5.25(1)(g)

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
- (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).
- (3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.

Consultation – Nil

Policy Implications – Nil

Financial Implications - Local advertising can be carried out at "nil" cost to Council

Economic Implications - Nil

Social Implications - Nil

Environmental Considerations - Nil

Strategic Implications - Nil

Options

Council can adopt:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments to times or venues; or
3. a different schedule of meetings, giving reasons for not accepting the Officer's Recommendation.

Voting Requirement - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.5

That Council adopt the following Schedule of Council Meetings for the remainder of 2019:

Tuesday 16 July 2019	Ordinary Meeting	5:00 PM	Council Chambers
Tuesday 20 August 2019	Ordinary Meeting	5:00 PM	Council Chambers
Tuesday 17 September 2019	Ordinary Meeting	5:00 PM	Council Chambers
Tuesday 15 October 2019	Ordinary Meeting	5:00 PM	Council Chambers
Tuesday 19 November 2019	Ordinary Meeting	5:00 PM	Council Chambers
Tuesday 17 December 2019	Ordinary Meeting	5:00 PM	Council Chambers

8.6.5 Boddington RSL Floor Refurbishment Project

File Ref. No: ADM 0197
Disclosure of Interest: Nil.
Date: 13 February 2019
Author: Chris Littlemore CEO

Summary

Council is to consider making a donation to the Boddington RSL Sub-branch.

Background

Council has received correspondence from the Boddington RSL Sub-branch seeking a donation of \$3000 towards refurbishment of the main floor in the RSL Hall.

Comment

The Boddington RSL Hall has suffered major termite damage necessitating the replacement of the floorboards.

The Sub-branch has worked hard to raise more than \$10,000 towards a project that will cost \$21,000.

Given the importance of the RSL and the facilities they provide in the form of the RSL Hall, Council could support such a project.

Advice has been received that RSLWA will provide \$3,000 towards the hall floor refurbishment project.

Statutory implications: Nil

Strategic Implications: Nil

Policy Implications: - Nil

Financial Implications

Council has funds it is donation budget for LOAF Funding.

Economic Implications: Nil.

Social Implications:

The RSL Hall is an important part of the social fabric of the Boddington District.

Environmental Considerations

The RSL Hall is an important part of Boddington Shire's built environment.

Consultation:

Councillors

Options

Council can:

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

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.5

That Council donate \$3000 to the Boddington RSL Sub-branch to assist with the hall floor refurbishment project from Budget 131130350 Loaf Funding.

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

Nil at this time.

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

Nil at this time.

Motion to close the meeting to the public to consider confidential matters in accordance with Section 5.23(2)(a) of the Local Government Act 1995

11. CONFIDENTIAL ITEM:

11.1.1	Assignment of Boddington Concrete Lease 43 Farmers Avenue
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OFFICER'S RECOMMENDATION – ITEM 11.1.1
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That Council declares the meeting open to members of the public as Council has concluded discussion of confidential matters in accordance with Section 5.23(2)(a) of the Local Government Act 1995

12. CLOSURE OF MEETING: