



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

MINUTES

For The
Ordinary Meeting of Council
Held At

5PM, TUESDAY

23 OCTOBER 2018

Council Chambers
39 Bannister Rd, Boddington

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Boddington for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Boddington disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

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.

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1. DECLARATION OF OPENING:

The Shire President, Cr Glynn declared the meeting open at 5:16 pm.

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

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

2.1.1 Attendance

Cr M Glynn	Shire President
Cr D Smart	Deputy Shire President
Cr S Manez	
Cr R McSwain	
Cr J Hoffman	
Cr W McGrath	
Cr G Ventris	
Mr C Littlemore	Chief Executive Officer
Mr G Stanley	Director of Corporate & Community Services (Entered Chambers at 5:30pm)
Mr J Rendell	Manager Financial Services
Ms T Bryant	Acting Executive Assistant

Five members of the public attended the meeting.

2.1.2 Apologies

Nil

2.1.3 Leave of Absence

Nil

3. DISCLOSURE OF FINANCIAL INTEREST:

Nil

4. PUBLIC QUESTION TIME:

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Nil

7. **ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION:**

Nil

8. **REPORTS OF OFFICERS AND COMMITTEES:**

8.1 **PLANNING CONSULTANT:**

Nil

8.2 **MANAGER FINANCIAL SERVICES:**

8.2.1 Monthly Financial Statements – September 2018

Disclosure of Interest: Nil
Date: 15 October 2018
Author: J Rendell – Manager Financial Services
Attachments: 8.2.1A Financial Statements – September 2018

Summary

Council is to consider Monthly Financial Reports for September 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 September 2018.

FINANCIAL SUMMARY YEAR TO DATE SEPTEMBER 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. It is acknowledged that there will be minor changes in the actual financial; result after all of the end-of-year processes have been undertaken. Once we have audit sign off, the Annual financial accounts for year ended 30 June 2018 will be presented to Council.

The year to date financial result as at September 2018 is very early into this financial year and most of the commentary will be based around timing differences only at this stage. Where material differences have been identified in this year's budget comment will be made, it is acknowledged that these items will be adjusted for in the mid-year budget review.

OPERATING RESULT

REVENUE

Revenue is 5.4% or \$298k unfavourable to budget. Within the main items, the following is noted:-

- **Operating Grants** is 37.6% or \$160k 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 \$20k, or 4.7% favourable to budget.
- **Fees & Charges** is 19.4% or \$94k unfavourable to budget.
- **Interest Earnings** is 13.0% or \$4k unfavourable to budget.
- **Other Revenue** is 63.7% or \$11k unfavourable to budget.
- **Profit from Asset sales**, it is noted that there is not expected to be any profit from asset sales.

EXPENDITURE

Expenditure is 5.8% or \$110k favourable to budget, within the main items, the following is noted:-

- **Employee costs** are 4.7% or \$29k unfavourable to budget.
- **Materials and contracts** are collectively 11.6% or \$55k favourable to budget.
- **Utility charges** are 1.5% or \$1k favourable to budget.
- **Insurance expenses** is 2.3% or \$3k favourable to budget.
- **Other expenditure** is 55.6% or \$18k favourable to budget.

NET RESULT

The net result is 5.2% or \$188k unfavourable result to budget, due to total revenue being \$298k unfavourable and expenditure being \$110k favourable to budget.

FINANCIAL SUMMARY YEAR TO DATE SEPTEMBER 2018

CAPITAL ITEMS

Capital revenue is in line with YTD budget.

Capital expenditure is 40.1% or \$177k 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 \$1.4Mk for Councillor New Initiatives in accord with items contained in the Strategic Community Plan.

FUNDING ITEMS

Repayment of loan principal is on budget.

CASH & INVESTMENTS

Cash and investments sits at \$7.85M, this represents a decrease of \$3.9M 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 \$850k a reduction of almost \$3.9M on the previous month.

SUMMARY

The overall financial result 1.0% or \$50k unfavourable 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

COUNCIL RESOLUTION	100/18	Moved Cr McSwain
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That Council adopt the:

1. monthly financial statements for the period ending 30th September 2018; and
2. summary of reconciliations for the period ending 30th September 2018.

Seconded	Cr Hoffman	Carried	7/0
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ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON

Interim - Financial Reports for the period ended

30-Sep-18

Report Type	Page No.
Summary of Financial Activity	1
Comprehensive Income Statement by Nature/type	2
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ATTACHMENT 8.2.1A

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

30-Sep-18

	2018/19 Budget			Actual YTD	Variance YTD	% Variance YTD
	Approved	Amended	YTD Budget			
Opening Funding Surplus (Deficit)	325,138	325,138	325,138	369,622	44,484	
Revenue						
Rates	4,501,927	4,501,927	4,501,927	4,481,707	20,220	-0.4%
Operating Grants, Subsidies and Contributions	890,326	890,326	425,223	265,519	159,704	-37.6%
Fees and Charges	1,149,798	1,149,798	486,207	391,979	94,228	-19.4%
Interest Earnings	112,290	112,290	29,277	25,467	3,810	-13.0%
Other Revenue	139,037	139,037	30,972	11,227	19,745	-63.7%
Profit from Asset Sales	-	-	-	-	-	
OPERATING INCOME	6,793,378	6,793,378	5,473,606	5,175,899	297,707	-5.4%
Expenses						
Employee Costs	- 2,693,358	- 2,693,358	- 622,109	- 651,515	29,406	-4.7%
Materials and Contracts	- 1,803,159	- 1,803,159	- 470,560	- 415,742	54,818	11.6%
Utility Charges	- 339,419	- 339,419	- 89,521	- 88,206	1,315	1.5%
Depreciation on Non-Current Assets	- 2,024,409	- 2,024,409	- 506,076	- 443,570	62,506	12.4%
Interest Expenses	- 99,271	- 99,271	- 19,953	- 20,392	439	-2.2%
Insurance Expenses	- 224,844	- 224,844	- 140,781	- 137,535	3,246	2.3%
Loss on Asset Sales	-	-	-	-	-	
Other Expenditure	- 158,883	- 158,883	- 32,244	- 14,322	17,922	55.6%
OPERATING EXPENDITURE	- 7,343,343	- 7,343,343	- 1,881,244	- 1,771,282	109,962	5.8%
Net Result (incl. c/f surplus position)	- 224,827	- 224,827	3,917,500	3,774,239	143,261	-3.7%
Adjustments for Non-Cash Items						
Depreciation	2,024,409	2,024,409	506,076	443,570	62,506	-12.4%
Loss on Asset Disposals	-	-	-	-	-	
(Profit) on Asset Disposals	-	-	-	-	-	
Provisions and Accruals	-	-	-	-	-	
	2,024,409	2,024,409	506,076	443,570	62,506	-12.4%
Net Result before funding and Capex items	1,799,582	1,799,582	4,423,576	4,217,808	205,768	-4.7%
Capital Income and Expenditure						
Non-operating Grants & contributions	978,650	978,650	24,500	24,512	12	0.1%
Purchase Land & Buildings	- 338,000	- 338,000	- 188,000	- 146,712	41,288	22.0%
Purchase Plant & Equipment	- 416,406	- 416,406	- 52,499	- 28,648	23,851	45.4%
Purchase Roads, Streets & Bridges	- 922,940	- 922,940	- 134,388	- 54,464	79,924	59.5%
Purchase Other Infrastructure	- 100,000	- 100,000	- 6,250	- 11,463	5,213	-83.4%
New Initiatives	- 1,364,105	- 1,364,105	- 59,214	- 22,395	36,819	62.2%
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	655,675	809,331	153,656	-23.4%
Funding Items						
Proceeds from New loans	-	-	-	-	-	
Repayment of Loan Principal	- 230,305	- 230,305	- 41,579	- 39,752	1,826	4.4%
Self Supporting Loan Principal Income	-	-	-	-	-	
Total Funding Items	- 230,305	- 230,305	- 41,579	- 39,752	1,826	4.4%
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	5,037,673	4,987,387	50,286	-1.0%

ATTACHMENT 8.2.1A

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

30-Sep-18

	2018/19 Budget			Actual YTD	Variance YTD	% Variance YTD
	Approved	Amended	YTD Budget			
Revenue						
Rates	4,501,927	4,501,927	4,501,927	4,481,707	- 20,220	-0.4%
Operating Grants, Subsidies and Contributions	890,326	890,326	425,223	265,519	- 159,704	-37.6%
Fees and Charges	1,149,798	1,149,798	486,207	391,979	- 94,228	-19.4%
Interest Earnings	112,290	112,290	29,277	25,467	- 3,810	-13.0%
Other Revenue	139,037	139,037	30,972	11,227	- 19,745	-63.7%
OPERATING INCOME	6,793,378	6,793,378	5,473,606	5,175,899	- 297,707	-5.4%
Expenses						
Employee Costs	- 2,693,358	- 2,693,358	- 622,109	- 651,515	- 29,406	-4.7%
Materials and Contracts	- 1,803,159	- 1,803,159	- 470,560	- 415,742	54,818	11.6%
Utility Charges	- 339,419	- 339,419	- 89,521	- 88,206	1,315	1.5%
Depreciation on Non-Current Assets	- 2,024,409	- 2,024,409	- 506,076	- 443,570	62,506	12.4%
Interest Expenses	- 99,271	- 99,271	- 19,953	- 20,392	439	-2.2%
Insurance Expenses	- 224,844	- 224,844	- 140,781	- 137,535	3,246	2.3%
Other Expenditure	- 158,883	- 158,883	- 32,244	- 14,322	17,922	55.6%
OPERATING EXPENDITURE	- 7,343,343	- 7,343,343	- 1,881,244	- 1,771,282	109,962	5.8%
Net Result before Capital Income	- 549,965	- 549,965	3,592,362	3,404,617	- 187,745	-5.2%
Non-Op. Grants, Subsidies and Contributions	978,650	978,650	24,500	24,512	12	0.1%
Profit on Asset Disposals	-	-	-	-	-	-
Loss on Asset Disposals	-	-	-	-	-	-
OTHER	978,650	978,650	24,500	24,512	12	0.1%
NET RESULT	428,685	428,685	3,616,862	3,429,129	- 187,733	-5.2%
Other Comprehensive Income						
Changes on Revaluation of Non-Current Asset	-	-	-	-	-	-
Total Other Comprehensive Income	-	-	-	-	-	-
TOTAL COMPREHENSIVE INCOME	428,685	428,685	3,616,862	3,429,129	- 187,733	-5.2%

ATTACHMENT 8.2.1A

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

30-Sep-18

	2018/19 Budget			Actual YTD	Variance YTD	% Variance YTD
	Approved	Amended	YTD Budget			
Revenue						
Governance	5,012,549	5,012,549	4,630,783	4,554,300	- 76,483	-1.7%
General Purpose Funding	68,650	68,650	15,487	17,381	1,894	12.2%
Law, Order, Public Safety	291,273	291,273	194,617	174,640	- 19,977	-10.3%
Health	24,538	24,538	20,487	10,931	- 9,556	-46.6%
Education and Welfare	563,719	563,719	184,427	100,650	- 83,777	-45.4%
Housing	10,811	10,811	2,700	1,774	- 926	-34.3%
Community Amenities	305,426	305,426	252,824	239,083	- 13,741	-5.4%
Recreation and Culture	83,240	83,240	24,999	5,470	- 19,529	-78.1%
Transport	115,755	115,755	50,410	21,000	- 29,410	-58.3%
Economic Services	301,169	301,169	93,563	50,671	- 42,892	-45.8%
Other Property and Services	16,248	16,248	3,309	-	- 3,309	-100.0%
	6,793,378	6,793,378	5,473,606	5,175,899	- 297,707	-5.4%
Expenses excluding Finance Costs						
Governance	31,217	31,217	18,349	0	18,349	100.0%
General Purpose Funding	- 32,815	- 32,815	- 5,661	132	5,529	97.7%
Law, Order, Public Safety	- 645,868	- 645,868	- 170,775	- 148,509	22,266	13.0%
Health	- 258,192	- 258,192	- 64,879	- 60,954	3,925	6.0%
Education and Welfare	- 720,682	- 720,682	- 173,937	- 178,278	4,341	-2.5%
Housing	31,067	31,067	7,737	1,524	6,213	80.3%
Community Amenities	- 681,516	- 681,516	- 167,806	- 172,396	4,590	-2.7%
Recreation and Culture	- 1,590,923	- 1,590,923	- 380,895	- 375,890	5,005	1.3%
Transport	- 2,701,086	- 2,701,086	- 672,972	- 653,987	18,985	2.8%
Economic Services	- 691,147	- 691,147	- 212,325	- 169,546	42,779	20.1%
Other Property and Services	15,874	15,874	1,429	7,278	8,707	609.3%
	- 7,244,072	- 7,244,072	- 1,861,291	- 1,750,890	110,401	5.9%
Finance Costs						
Governance	- 31,216	- 31,216	-	-	-	
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	- 1,461	- 1,524	63	-4.3%
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	- 19,953	- 20,392	439	-2.2%
Net Result before Capital Income	- 549,965	- 549,965	3,592,362	3,404,617	- 186,866	
Non Operating Grants, Subsidies and Contributions						
General Purpose Funding	98,000	98,000	24,500	24,512	12	
Law, Order, Public Safety	-	-	-	-	-	
Education and Welfare	-	-	-	-	-	
Recreation and Culture	490,000	490,000	-	-	-	
Transport	340,650	340,650	-	-	-	
Economic Services	50,000	50,000	-	-	-	
Other Property and Services	-	-	-	-	-	
	978,650	978,650	24,500	24,512	12	
Other Comprehensive Income						
Changes on Revaluation of Non-Current Asset:	-	-	-	-	-	
TOTAL COMPREHENSIVE INCOME	428,685	428,685	3,616,862	3,429,129	- 187,733	-5.2%

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON RATE SETTING STATEMENT For the period ended							30-Sep-18
	2018/19 Budget			Actual	Variance	% Variance	
	Approved	Amended	YTD Budget	YTD	YTD	YTD	
Revenue							
Operating Grants, Subsidies and Contributions	890,326	890,326	425,223	265,519 -	159,704	-37.6%	
Fees and Charges	1,149,798	1,149,798	486,207	391,979 -	94,228	-19.4%	
Interest Earnings	112,290	112,290	29,277	25,467 -	3,810	-13.0%	
Other Revenue	139,037	139,037	30,972	11,227 -	19,745	-63.7%	
Profit from Asset Sales	-	-	-	-	-		
Total Operating Revenue excluding Rates	2,291,451	2,291,451	971,679	694,193 -	277,487	-28.6%	
Expenses							
Employee Costs	- 2,693,358 -	- 2,693,358 -	- 622,109 -	- 651,515 -	- 29,406	-4.7%	
Materials and Contracts	- 1,803,159 -	- 1,803,159 -	- 470,560 -	- 415,742	- 54,818	11.6%	
Utility Charges	- 339,419 -	- 339,419 -	- 89,521 -	- 88,206	- 1,315	1.5%	
Depreciation on Non-Current Assets	- 2,024,409 -	- 2,024,409 -	- 506,076 -	- 443,570	- 62,506	12.4%	
Interest Expenses	- 99,271 -	- 99,271 -	- 19,953 -	- 20,392 -	- 439	-2.2%	
Insurance Expenses	- 224,844 -	- 224,844 -	- 140,781 -	- 137,535	- 3,246	2.3%	
Loss on Asset Sales	-	-	-	-	-		
Other Expenditure	- 158,883 -	- 158,883 -	- 32,244 -	- 14,322	- 17,922	55.6%	
Operating Expenditure	- 7,343,343 -	- 7,343,343 -	- 1,881,244 -	- 1,771,282	- 109,962	5.8%	
Operating Result Excluding Rates Income	- 5,051,892 -	- 5,051,892 -	- 909,565 -	- 1,077,089 -	- 167,525	-18%	
Adjustments for Non-Cash Items							
Depreciation	2,024,409	2,024,409	506,076	443,570 -	62,506	12.4%	
(Profit)/Loss on Asset Disposals	-	-	-	-	-		
Provisions & Accruals	-	-	-	-	-		
	2,024,409	2,024,409	506,076	443,570 -	62,506	12.4%	
Capital Income and Expenditure							
Purchase of Capital Expenditure	- 3,141,451 -	- 3,141,451 -	- 440,351 -	- 263,682	- 176,669	40.1%	
Non-operating Grants & contributions	978,650	978,650	24,500	24,512	12	-0.1%	
Proceeds from Asset Sales	1,435,524	1,435,524	1,071,526	1,048,500 -	23,026	2.1%	
	- 727,277 -	- 727,277	655,675	809,331	153,656	-23.4%	
Funding & Reserve Items							
Proceeds from New loans	-	-	-	-	-		
Repayment of Loan Principal	- 230,305 -	- 230,305 -	- 41,579 -	- 39,752	- 1,826	4.4%	
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 -	- 41,579 -	- 39,752	- 1,826	4.4%	
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	5,037,673	4,987,387	50,286	-1.0%	
Amount required from General Rate	- 4,501,927 -	- 4,501,927 -	- 4,501,927 -	- 4,481,707 -	- 20,220	-0.4%	

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON STATEMENT OF FINANCIAL POSITION For the period ended

	30-Jun-17 Audited	30-Sep-18 YTD Actual
CURRENT ASSETS		
Cash and Cash Equivalents	4,974,732	7,848,648
Equity Reserve Investments	-	-
Trade & Other Receivables	338,977	987,246
Inventories	2,044	-
TOTAL CURRENT ASSETS	5,315,753	8,835,894
NON CURRENT ASSETS		
Property Plant & Equipment	27,432,220	30,444,045
Land Held for Resale	272,538	272,539
Infrastructure	46,816,094	53,307,081
TOTAL NON CURRENT ASSETS	74,520,852	84,023,665
TOTAL ASSETS	79,836,605	92,859,559
CURRENT LIABILITIES		
Trade & Other Payables	503,379	507,270
Employee Provisions	308,448	277,641
Borrowings	220,541	190,553
Trusts	-	85,633
TOTAL CURRENT LIABILITIES	1,032,368	1,061,097
NON CURRENT LIABILITIES		
Trade & Other Payables - Specific	300,000	300,000
Borrowings	2,284,898	2,054,593
Employee Provisions	47,369	66,065
TOTAL NON CURRENT LIABILITIES	2,632,267	2,420,658
TOTAL LIABILITIES	3,664,635	3,481,755
EQUITY		
Retained Earnings	30,813,402	37,585,916
Reserves Cash Backed	3,767,393	2,974,251
Revaluation Reserve	41,591,174	48,817,637
TOTAL EQUITY	76,171,970	89,377,804
TOTAL LIABILITIES & EQUITY	79,836,605	92,859,559
BALANCE SHEET VARIANCE	\$0.00	\$0.00

ATTACHMENT 8.2.1A

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	\$0	\$0
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	\$0	\$0
3091470	PRINCIPAL ON LOAN 97	71	Other Expenses	\$12,789	\$12,789	\$0	\$0
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	\$41,579	\$39,752

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	8,835,271
Less: Current Liabilities	- 412,044	- 412,044	- 873,633
Add: Restricted Assets/Principal Repayment	- 2,946,301	- 2,946,301	- 2,974,251
Net Current Assets	288,823	288,823	4,987,387
REPRESENTED BY - (From Financial Position) Movement			
Net Current Assets	288,823	288,823	4,987,387
REPRESENTED BY - (From Rate Setting Statement) Movement			
Closing Surplus Position	288,963	288,963	4,987,387
Net Current Assets	288,963	288,963	4,987,387

ATTACHMENT 8.2.1A

SHIRE OF BODDINGTON
Printed : at 1:22 PM on 16/10/2018

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

30-Sep-18

COA	Description	Asset Type	Budget	Amended	YTD Budget	YTD Actual
3042202	EXISTING BUILDINGS 17/18	Land & Buildings	200,000	200,000	50,000	1,031
3042212	CEO RESIDENCE	Land & Buildings	138,000	138,000	138,000	132,415
3053025	OLD POLICE STATION REFURBISHMENT	Land & Buildings	-	-	-	6,800
3082090	AGED CARE COMPLEX	Land & Buildings	-	-	-	1,078
3113200	RECREATION CENTRE	Land & Buildings	-	-	-	511
3135202	LAND PURCHASE	Land & Buildings	-	-	-	-
3132008	VISITOR CENTRE	Land & Buildings	-	-	-	4,877
		Land & Buildings Total	338,000	338,000	188,000	146,712
3102201	REFUSE SITE	Other Infrastructure	60,000	60,000	-	-
3105050	OVALS PARKS & CEMETERIES	Other Infrastructure	25,000	25,000	6,250	-
3112208	LIGHTING - SPORTS OVAL	Other Infrastructure	-	-	-	-
3112213	SWIMMING POOL - INFRASTRUCTURE	Other Infrastructure	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	-	-	-	11,463
		Other Infrastructure Total	100,000	100,000	6,250	11,463
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	TRACTOR	Plant & Equip	316,406	316,406	-	-
3121066	REACH MOWER	Plant & Equip	-	-	-	-
3139302	MINOR CAPITAL ITEMS	Plant & Equip	40,000	40,000	9,999	-
		Plant & Equip Total	416,406	416,406	52,499	28,648
3121086	Main Roads Bridge Program	Roads Infrastructure	167,000	167,000	-	-
3112220	CULVERTS & DRAINAGE	Roads Infrastructure	98,970	98,970	24,744	-
3121090	ROADS TO RECOVERY	Roads Infrastructure	91,650	91,650	91,650	-
3121704	RESEALS - MUNI	Roads Infrastructure	193,350	193,350	-	-
3121705	MAIN STREET UPGRADE	Roads Infrastructure	-	-	-	23,121
3121706	CAR PARKS - SHIRE FACILITIES	Roads Infrastructure	-	-	-	-
3121700	COMMODITY GRANT CAPITAL EXPENSE	Roads Infrastructure	-	-	-	-
3121800	ROAD CONST. - RRG	Roads Infrastructure	300,000	300,000	-	31,343
3121803	FOOTPATHS	Roads Infrastructure	71,970	71,970	17,994	-
		Roads Infrastructure Total	922,940	922,940	134,388	54,464
3105225	BODDINGTON CEMETERY	Councillor New Initiatives	22,500	22,500	5,625	-
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	-	14,575
3113010	LOVING RANFOIRD	Councillor New Initiatives	30,000	30,000	-	-
3113005	RANFORD POOL INFO BAY/ENTRY STATEMENTS	Councillor New Initiatives	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	8,088	-
3146203	ENTRY STATEMENTS & PUBLIC ART	Councillor New Initiatives	110,000	110,000	27,501	-
		Councillor New Initiatives Total	1,364,105	1,364,105	59,214	22,395
		Grand Total	3,141,451	3,141,451	440,351	263,682

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16/10/2018Financials Format Sep 2018Capital Expenditure

ATTACHMENT 8.2.1A

CAPITAL EXPENDITURE - EXISTING BUILDINGS - By JOBS

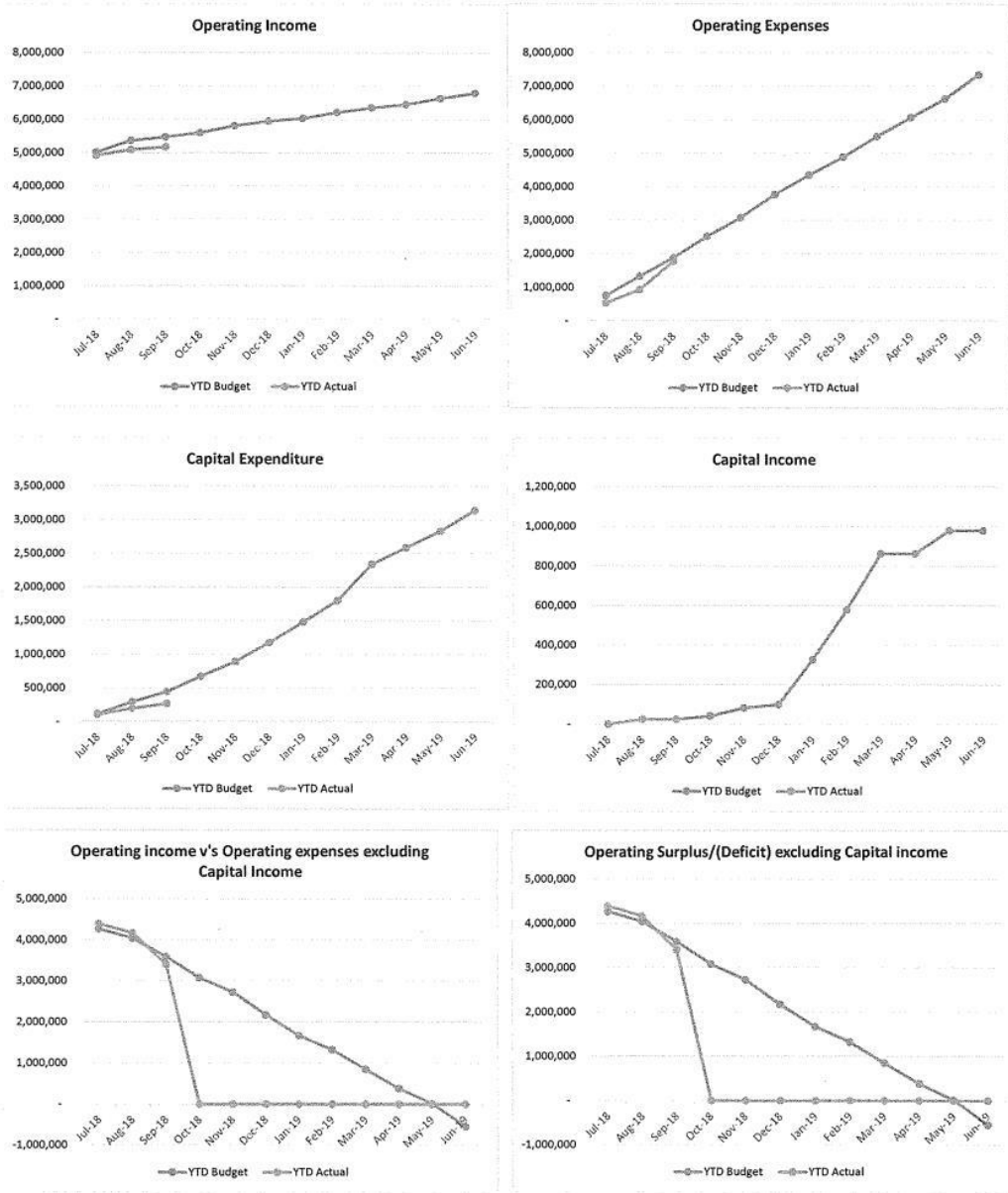
30-Sep-18

Job	Description	Original Budget	Amended	YTD Budget	YTD Actual
BAC1999	Bannister Road Shire Office - Capital	-	-	-	-
BCC1028	Pollard Street Child Care Centre - Capital	-	-	-	-
BCC1029	Johnstone Street Community Newspaper - Capital	-	-	-	-
BCC1999	Bannister Road - Caravan Park Caretaker Residence - Capital	-	-	-	188
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	-	-	-	-
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	-	-	-	844
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	-	-	-	-
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	-	-	-	-
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		\$0	\$0	\$0	\$1,031
REPRESENTED BY:					
COA					
3042202 EXISTING BUILDINGS 17/18		200,000	200,000	50,000	1,031

ATTACHMENT 8.2.1A

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

30-Sep-18



16/10/2018S:\Corporate Services\Manager Finance\Financial Reports\Council\2018-19\Sep 2018\Data for Graphs

8.2.2 List of Payments – September 2018

Disclosure of Interest:	Nil
Date:	15 October 2018
Author:	J Rendell
Attachments:	8.2.2A List of Payments – September 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 September 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 subregulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Policy Implications - Nil

OFFICER'S RECOMMENDATION – 8.2.2

COUNCIL RESOLUTION	101/18	Moved Cr Manez
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That Council adopts the list of payments for the period ending 30th September 2018; at Attachment 8.2.2A.

Seconded	Cr Hoffman	Carried	7/0
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**8.3 PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/
BUILDING SURVEYOR:**

Nil

8.4 MANAGER WORKS & SERVICES:

Nil

8.5 DIRECTOR CORPORATE & COMMUNITY SERVICES:

8.5.1	Lease of 43 Farmers Avenue to Boddington Concrete
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File Ref. No:	ADM0419
Disclosure of Interest:	Nil
Date:	12 December 2018
Author:	Graham Stanley – Director Corporate & Community Services
Attachment:	Nil

Summary

Council is to consider authorising the Chief Executive Officer to enter into a 5 year lease for 43 Farmers Avenue Boddington with the ability for two 5 year extensions with the current Lessee, Boddington Concrete, with consideration being based on current market valuations obtained in the 12 month period prior to the lease renewal.

Background

Following the departure of Pioneer Concrete from Boddington, the Council sought and was gifted the concrete batching plant located at 43 Farmers Avenue. Expressions of Interest were called for and S & K Patten were successful in being awarded a 3 year lease from 1

December 2002 to 30 November 2005 with the option of a further 3 year lease to 30 November 2008. The extension was applied for and granted.

In May 2007 S & K Patten, trading as Boddington Concrete, requested a new 5 year lease with the option of a further 5 years with the new lease to commence 30 November 2008 at an increased rental with Boddington Concrete to become responsible for all maintenance of the batching plant. In response the Council agreed on a new lease to expire on 31 May 2014 and with the option of a 5 year extension ending 31 May 2019 with the lease to be based on a market valuation as at 31 May 2007 and revalued every 3 years. This was done in 2010, 2013 and 2016 and will be due again at 31 May 2019. In 2009 S & K Patten sought and Council agreed to the lease being transferred into the name of Boddington Concrete Pty Ltd.

Mr Steve Patten wrote to the Council seeking for Council to grant a new 5 year lease from 31 May 2019 with options for two 5 year extensions ending 30 May 2034 with rent reviews to coincide with the lease renewals. He explained that granting such an extension would enable the tenant to make a substantial investment, approximately \$50,000 in maintenance and repairs to the fixed plant.

In July 2018 the Council agreed to enter into such an arrangement, subject to Local Government Act requirements, with the rent being based on a market valuation to be obtained and authorised the CEO to advertise Council's intention, seeking public submissions in accordance with the requirements of the Local Government Act and Regulations.

Comment

The granting of any new lease is deemed by the Local Government Act 1995 as being a disposal of property and this is covered under Section 3.58 of the Local Government Act. Under Section 3.58 unless the property is disposed of by way of Public Auction or Public Tender then it must give Local Public Notice of its intention to dispose of the property giving details including the property description, market valuation, consideration being received and names of the parties involved. It must allow a minimum of two weeks for public submissions and consider any submissions prior to making its decision and give reasons for its decision.

A valuation report was obtained from Opteon, a firm of licensed valuers, and it came up with a market valuation of \$12,500 per annum which is in line with the previous valuation. Advertising for public submissions closed 17 October 2017 and no submissions were received. A copy of the valuation report will be tabled at the meeting.

Strategic Implications – Consistent with one of the aims of the Community Strategic Plan to have a thriving and diverse economy.

Statutory Environment – Local Government Act 1995 Section 3.58 – Disposing of Property

- (1) In this section –
 - dispose* includes to sell, lease, or otherwise dispose of, whether absolutely or not;
 - property* includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to –
 - (a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property –

(a) it gives local public notice of the proposed disposition –

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include –

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition –

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

(5) This section does not apply to –

(a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or

(b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or

(c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or

(d) any other disposition that is excluded by regulations from the application of this section.

Policy Implications – Nil

Financial Implications – Annual rental to be received of \$12,500 per annum plus GST

Economic Implications – Ongoing revenue source for the Shire of Boddington; provision of a valuable service to industry and the community within the Boddington Shire.

Social Implications – Nil

Environmental Considerations – Nil

Consultation – Steve Patten, Boddington Concrete; Chris Littlemore, CEO Shire of Boddington; Councillors, Opteon Pty Ltd

Options

Council can resolve to:

1. adopt the recommendation;

8.6.2	Actions Performed Under Delegated Authority for The Month Of September 2018
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File Ref No. ADM 0686
 Disclosure of Interest: Nil
 Date: 17 October 2018
 Author: Chief Executive Officer
 Attachments: Nil

Summary

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

Background

There is no specific requirement to report on actions performed under delegated authority. However, to increase transparency, this report has been prepared for Council and includes all actions performed under delegated authority for the month of September 2018.

Affixing of Common Seal

One off delegations to the Chief Executive Officer;
 Authorisation to call Tenders;
 Building Permits issued;
 Health Approvals issued;
 Development Approvals issued;
 Subdivision Approvals Issued;
 Land Administration Approvals Issued.

Comment

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

Common Seal	
Date Affixed	Documentation
Nil	

One off delegations to the CEO	
Date	Action
Nil	
Authorisation to call Tenders	
Date	Action
Nil	

Peter Haas - PEHO			
Building Applications July & September *August was passed			
Application No.	Applicant	Lot & Street	Type of Building Work
July			
3208	M Clarke PO Box 249 Boddington	Lot 15 No 4 Christie Street Ranford	Patio
3209	Red Ink Homes Pty Ltd 16 Frobisher Street Osborne Park	Lot 8 No 3 Illyarrie Crescent Boddington	Dwelling
September			
3213	Milford Homes Pty Ltd 11 O'Connor Way Wangara	Lot 306 River Road (No 125 Forrest Street) Ranford	Dwelling
3214	P Swift 4/14Hotham avenue Boddington	Lot 204 Unit 4 14 Hotham Avenue Boddington	Carport
3215	Stratco Bunbury 30 McCombe Road Bunbury	Lot 14 No 29 Bannister road Boddington	Shed
3216	Akron Pty Ltd PO Box 910 Northam	Lot 11 No 6364 Albany Highway North Bannister	Shed
3136E	N & K Dyson 46 Fraser road Boddington	Lot 10 No 46 Fraser Road Boddington	Building Permit extension dwelling
Health			
Nil			

Steve Thompson - Town Planning Consultant			
Development Approvals			
Application No.	Applicant	Lot & Street	Type of Approval
A428	RC Civil Construction	6/9/18: Lot 14, No 29 Bannister Road	Colourbond Storage Outbuilding
Subdivision Applications			
Application No.	Applicant	Lot & Street	Action
Nil			
Land Administration			
Application No.	Applicant	Lot & Street	Action
Nil			

Strategic Implications – Nil

Statutory Environment

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

Policy Implications - Nil

Financial Implications - Nil

Economic Implications – Nil

Social Implications - Nil

Environmental Considerations – Nil

Consultation - Nil

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.2

COUNCIL RESOLUTION	103/18	Moved Cr Hoffman
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That Council accept the report outlining the actions performed under delegated authority for the month of September 2018.

Seconded	Cr Glynn	Carried	7/0
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8.6.3 Delegations Review

File Ref. No: ADM0144
Disclosure of Interest: Nil
Date: 17 October 2016
Author: Chris Littlemore
Attachments: 8.6.3A Delegations Register (separate attachment)

Summary

Council is to review existing delegations and confirm new delegations.

Background

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

Council last reviewed their delegations on 20 September 2016.

Comment

The only proposed change is the additional delegation as follows:

DELEGATION NUMBER

F-11

LEGISLATIVE POWER
DELEGATION SUBJECT
DELEGATE

Local Government Act Section 5.42
Donations
Chief Executive Officer

The Chief Executive Officer is delegated authority to make donations on behalf of Council to not-for-profit organisations from the Boddington Community which hire Council facilities.

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

GUIDELINES

Nil

RESTRICTIONS

This delegation only applies where a Boddington not-for-profit hires a council facility and pays the hire fee.

ON DELEGATION

Nil

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

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

Strategic Implications - Nil

Statutory Environment

Local Government Act 1996

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

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

* Absolute majority required.

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

5.43. Limits on delegations to Chief Executive Officers

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

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

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

(1) A Chief Executive Officer may delegate to any employee of the local government the exercise of any of the Chief Executive Officer's powers or the discharge of any of the Chief Executive Officer's duties under this Act other than this power of delegation.

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

(3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the Chief Executive Officer under section 5.42, but in the case of such a power or duty –

- (a) the Chief Executive Officer's power under this section to delegate the exercise of that power or the discharge of that duty; and
- (b) the exercise of that power or the discharge of that duty by the Chief Executive Officer's delegate, are subject to any conditions imposed by the local government on its delegation to the Chief Executive Officer.

(4) Subsection (3)(b) does not limit the Chief Executive Officer's power to impose conditions or further conditions on a delegation under this section.

- (5) In subsections (3) and (4) –
 “conditions” includes qualifications, limitations or exceptions.

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

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

Policy Implications - Nil

Financial Implications - Nil

Economic Implications - Nil

Social Implications - Nil

Environmental Considerations - Nil

Consultation – Councillors

Options

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

Voting Requirements - Absolute Majority

OFFICER’S RECOMMENDATION – ITEM 8.6.3

COUNCIL RESOLUTION	104/18	Moved Cr Ventris
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That Council endorses the Delegations included at Attachment 8.6.3A as amended.

Seconded	Cr McSwain	Carried	7/0
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8.6.4 Amendment to Fees and Charges
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Disclosure of Interest:	Nil.
Date:	16 October 2018
Author:	Chris Littlemore CEO
Attachment	Nil.

Summary

Council is to consider amending fees for Monumental Work.

Background

Council sets its fees and charges each year when it adopts the budget.

Comment

It has been brought to Council's attention that the current annual fee for a Monument Masons Licence is quite high given the likelihood of work at Boddington cemeteries throughout the year for any individual Mason.

Council's local laws provide that a Monumental Mason shall be licensed and that such a licence is valid until 30 June next following.

The current fees are

Monumental Work

Permission to erect headstone	\$52
Permit	\$346.30

It is proposed that these be amended to

Monumental Work

Permission to erect headstone	\$175
Monumental Mason Licence	\$25

Statutory implications:

Local Government Act

6.16. Imposition of fees and charges

(1)

(2)

(3) Fees and charges are to be imposed when adopting the annual budget but may be –

(a) imposed* during a financial year; and

(b) amended* from time to time during a financial year.

* Absolute majority required.

Strategic Implications - Nil.

Policy Implications - Nil

Financial Implications - Changing the fee is not likely to have a significant financial impact on Council's budget.

Economic Implications - Nil.

Social Implications - As outlined in the report.

Environmental Considerations - Nil.

Consultation - Nil

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 - Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.4

COUNCIL RESOLUTION

105/18

Moved Cr J Hoffman

That Council advertise its intention to modify fees for Monumental Work by

1. deleting the words

Monumental Work

Permission to erect headstone	\$52
Permit	\$346.30

2. Replacing with the words

Monumental Work

Permission to erect headstone	\$175
Monumental Mason Licence	\$25

Seconded

Cr McSwain

Carried

7/0

8.6.5 Business Assistance Grant BAG

Date:	16 October 2018
Author:	Chris Littlemore CEO
Attachment:	8.6.5A Draft Guidelines
Disclosure of Interest	Nil

Summary

Council is to consider approving a new policy.

Background

Just as Council makes available LOAF funding, Council may be able to assist small businesses in Boddington improve their business prospects with small grants to assist them.

Comment

Council has for many years made assistance available to local not-for-profit groups and sporting bodies.

In a period when businesses are doing it particularly tough, Council could consider offering assistance to locally based small businesses.

Policy No: xx.x

Policy Subject: BUSINESS ASSISTANCE FUND

Policy Statement:

Council will set aside funds in its Annual Budget to provide assistance for local businesses.

Funding will only be provided to support initiatives that provide the applicant business with improved business prospects.

Financial support to local businesses under the Business Assistance Fund shall be on a 50/50 basis with Council contributing either:

1. up to \$500 for business improvement initiatives, or
2. in the case of shop front enhancement initiatives up to \$1500

Applicants for assistance from the Fund shall complete the Financial Assistance Application Form and submit the application to Council for consideration.

Applications for assistance from the Business Assistance Fund can be submitted at any time during the year.

Applications seeking less than \$150 may be approved by the Corporate and Community Services Department. Applications seeking a grant higher than \$150 will be submitted to Council for review.

Objective:

To establish a policy for providing financial assistance to local businesses.

Resolution No: 106/18

Resolution Date: 23/10/2018

Statutory implications - Nil

Strategic Implications - Growing and improving local businesses will ensure Boddington as a great place to live and a destination for tourism.

Policy Implications - As discussed

Financial Implications - Council could make funds available in the next budget review.

Economic Implications - Thriving local business is essential for a healthy local economy.

Social Implications - Nil.

Environmental Considerations - Nil.

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

COUNCIL RESOLUTION	106/18	Moved Cr Manez	
That Council adopt the Business Assistance Fund Policy and Guidelines			
Seconded	Cr Glynn	Carried	7/0

Attachment 8.6.5A

Business Assistance Grant

Who is eligible?

- Businesses based primarily in Boddington Shire with an ABN.

Who is not eligible?

- Individuals
- Not-for-profit organisations, and
- government bodies

Funding may be available for

- Training in social media
- Website design or enhancement
- Customer service training
- Business coaching or mentoring
- Seminars
- Shop front enhancement
- Commissioning and acquisition of appropriate sculptures

Funding is not available for

- Salaries
- consumables
- disposable items, and
- retrospective funding

Funding will only be provided to support initiatives that provide the applicant business with improved business prospects. Applicants are encouraged to contact the Shire to discuss project eligibility.

GRANT CONDITIONS

- The grant is to be used solely for the specified purpose approved by the Council in accordance with the grant application
- any part of the funds not used in accordance with these Grant Conditions must be repaid to the Shire unless written approval is obtained
- the Applicant must comply with all Shire Policies, conditions and local laws relating to the project
- applications will not be considered where costs are fully reimbursed by another body
- the amount funded will be dependent on total project budget and the amount of funds set aside in the Shire's annual budget for the program.
- grants will be prioritized against other applications
- grant applications must include a project commencement and anticipated completion date
- if the application is deemed to be in breach of any of the abovementioned Grant Conditions or Policies, the Shire reserves the right to terminate the application without prior notice

To fairly evaluate applications the below Selection Criteria along with the Project Evaluation Rating will be used to assess eligibility.

Attachment 8.6.5A

SELECTION CRITERIA

The application demonstrates,

1. How the proposal will improve business prospects
2. Capacity to fund 50% of the cash required.
3. Whether the proposal will proceed if less than the full amount is granted.
4. Previous acquittals have been completed in full to a satisfactory standard.

The applicant demonstrates that it

1. supports community projects and/or events
2. if applicable, previous funding has been satisfactorily acquitted
3. meets all Grant Conditions of the funding program

PROJECT EVALUATION RATING

The Selection Criteria is the basis for the project rating and would be assessed as follows

High recommendation	meets a minimum of 4 of the selection criteria	100% of funds requested are allocated
Medium/high recommendation	meets 3 of the selection criteria	75% of funds requested are allocated
Medium recommendation	meets 2 of the 8 selection criteria	50% of funds requested are allocated
Not recommended	meets less than 5 of the 8 selection criteria	0% of funds requested are allocated

Note: Council reserves the right to make the final allocation of funds.

GRANT PROCESS

Assistance from the Shire

The Shire will endeavour to work with Applicants to assist in making their applications eligible. Organisations are encouraged to partner with others, capitalising on resources in efforts to maximise benefits.

Application times

BAG applications can be made at any time throughout the year.

BAG Amounts

BAG grants are capped at 50% of the total cost of a proposal, this cannot exceed \$500. Shop front enhancement and sculpture projects may apply for up to \$1500. A minimum of 50% cash contribution is required from the applicant. The total amount funded will be dependent on the number of Selection Criteria met and the number BAG applications the Shire receives at each intake.

Attachment 8.6.5A

Application process

Application forms must be completed and can be obtained online at www.boddington.wa.gov.au or through the contact details provided at the end of this document. Along with the Application form, you will be required to provide additional information in relation to your proposal.

How are grants assessed?

The Shire's Corporate and Community Services Department will coordinate the assessment of the application based on the Selection Criteria outlined in this Guideline. Applications seeking less than \$150 may be approved by the Department. Applications seeking a grant higher than \$150 will be submitted to Council for review.

How long is the process?

The process takes up to 8 weeks from the BAG application to the recommendation and endorsement made by Council.

GRANT RECIPIENT INFORMATION

If your application is approved the applying organisation will receive a grant approval letter advising,

- what has been approved
- how your grant will be paid, and
- any special Grant Conditions

BAG Payment and Acquittal

Grant recipients will not be paid until proposal has concluded and the applicant has submitted an acquittal. An invoice and a completed acquittal must be submitted within 3 months of proposal completion. Acquittal forms will be provided by the Shire via the Grant Recipient Information advice.

Definitions:

Retrospective means an expense that has been incurred before the BAG application has been lodged.

Cash contribution can include up to \$150 value in applicant transport to a venue outside Boddington for the purposes of the application e.g. travel to Perth or Mandurah to attend a seminar.

8.6.6 Write-off fees for A310

Disclosure of Interest: Nil.
Date: 16 October 2018
Author: Chris Littlemore CEO
Attachment Nil.

Summary

Council is to consider writing off unrecoverable fines and incorrectly levied interest.

Background

Ratepayer A was an incorporated company which owned property and which went into liquidation in 2013. The mortgagee offered to pay the outstanding rates at the time but on advice from ASIC, Council refused payment. The property was vacant and the mortgagee did not enter into possession of the property.

Comment

During the period from where the company went into liquidation and the mortgagee entered into possession, the property attracted \$3000 in bushfire infringement notice penalties. These are not recoverable as a debt against the property.

During the period since the company went into liquidation the growing amount of outstanding rates has attracted interest of \$2560.09. This should not have been raised as the mortgagee offered to pay the rates at the time.

Strategic Implications - Nil

Statutory Environment - Nil

Policy Implications - Nil

Financial Implications

Council has a Provision for Doubtful Debts. Therefore, there will be no financial impact on the Council's 2018/19 operating result.

Economic Implications - Nil.

Social Implications - Nil

Environmental Considerations - Nil

Consultation - Nil

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

