



*'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  
19<sup>th</sup> MARCH 2019

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.

# Agenda

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1. DECLARATION OF OPENING:

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

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

2.1.1	Attendance
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2.1.2	Apologies
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2.1.3	Leave of Absence
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3. DISCLOSURE OF FINANCIAL INTEREST:

4. PUBLIC QUESTION TIME:

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

4.3 PUBLIC QUESTIONS FROM THE GALLERY:

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/  
SUBMISSIONS:

6. CONFIRMATION OF MINUTES:

6.1.1	Ordinary Meeting of Council held on Tuesday 19 <sup>th</sup> February 2019
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That the minutes of the Ordinary Meeting of Council held on Tuesday 19<sup>th</sup> February 2019 be confirmed as a true record of proceedings

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION:

## 8. REPORTS OF OFFICERS AND COMMITTEES:

### 8.1 PLANNING CONSULTANT:

Nil

### 8.2 MANAGER FINANCIAL SERVICES:

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

#### Summary

**Council is to consider Monthly Financial Reports for February 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 February 2019.

### FINANCIAL SUMMARY YEAR TO DATE FEBRUARY 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 February 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 4.9% or \$305k unfavourable to budget. Within the main items, the following is noted:-

- **Operating Grants** is 29.6% or \$203k 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 \$23k, or 3.2% unfavourable to budget.
- **Fees & Charges** is 7.5% or \$64k unfavourable to budget.
- **Interest Earnings** is 25.7% or \$21k favourable to budget.
- **Other Revenue** is 49.8% or \$47k unfavourable to budget.
- **Profit from Asset sales**, it is noted that there is not expected to be any profit from asset sales.

### EXPENDITURE

Expenditure is 1.5% or \$74k favourable to budget, however the main items are noted:-

- **Employee costs** are 2.0% or \$35k favourable to budget.
- **Materials and contracts** are collectively 3.5% or \$43k favourable to budget.
- **Utility charges** are 2.3% or \$5k 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 3.8% or \$3k unfavourable to budget.

### NET RESULT

The net result is 17.7% or \$231k unfavourable result to budget, due to total revenue being \$305k unfavourable and expenditure being \$74k favourable to budget.

### CAPITAL ITEMS

Capital revenue is 47.5% or \$275k unfavourable to budget.

Capital expenditure is 50.4% or \$847k 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 unfavourable to budget.

## CASH & INVESTMENTS

Cash and investments sits at \$6.7M, this represents an increase of \$0.1M from the previous month, primarily due to the receipt of almost 90% 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 \$459k a reduction of almost \$34k on the previous month.

## SUMMARY

The overall financial result 13.1% or \$369k 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
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That Council adopt the:

1. monthly financial statements for the period ending 28 February 2019 and
2. summary of reconciliations for the period ending 28 February 2019.



Attachment 8.2.1A  
Financial Statements – February 2019

SHIRE OF BODDINGTON

Interim - Financial Reports for the period ended

28-Feb-19

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Attachment 8.2.1A  
Financial Statements – February 2019

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

28-Feb-19

	2018/19 Budget			Actual YTD	Variance YTD	% Variance YTD
	Approved	Amended	YTD Budget			
<b>Opening Funding Surplus (Deficit)</b>	325,138	325,138	325,138	369,622	44,484	13.7%
<b>Revenue</b>						
Rates	4,501,927	4,501,927	4,501,927	4,489,732	- 12,195	-0.3%
Operating Grants, Subsidies and Contributions	890,326	890,326	686,368	483,515	- 202,853	-29.6%
Fees and Charges	1,149,798	1,149,798	846,154	782,375	- 63,779	-7.5%
Interest Earnings	112,290	112,290	82,603	103,836	21,233	25.7%
Other Revenue	139,037	139,037	94,670	47,525	- 47,145	-49.8%
Profit from Asset Sales	-	-	-	-	-	-
<b>OPERATING INCOME</b>	<b>6,793,378</b>	<b>6,793,378</b>	<b>6,211,722</b>	<b>5,906,983</b>	<b>- 304,739</b>	<b>-4.9%</b>
<b>Expenses</b>						
Employee Costs	- 2,693,358	- 2,693,358	- 1,760,756	- 1,725,717	35,039	2.0%
Materials and Contracts	- 1,803,159	- 1,803,159	- 1,223,156	- 1,180,257	42,899	3.5%
Utility Charges	- 339,419	- 339,419	- 226,212	- 220,948	5,264	2.3%
Depreciation on Non-Current Assets	- 2,024,409	- 2,024,409	- 1,349,536	- 1,348,083	1,453	0.1%
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	- 68,390	- 70,992	- 2,602	-3.8%
<b>OPERATING EXPENDITURE</b>	<b>- 7,343,343</b>	<b>- 7,343,343</b>	<b>- 4,903,970</b>	<b>- 4,830,220</b>	<b>73,750</b>	<b>1.5%</b>
<b>Net Result (incl. c/f surplus position)</b>	<b>- 224,827</b>	<b>- 224,827</b>	<b>1,632,890</b>	<b>1,446,386</b>	<b>- 186,504</b>	<b>-11.4%</b>
<b>Adjustments for Non-Cash Items</b>						
Depreciation	2,024,409	2,024,409	1,349,536	1,348,083	- 1,453	-0.1%
Loss on Asset Disposals	-	-	-	-	-	-
(Profit) on Asset Disposals	-	-	-	-	-	-
Provisions and Accruals	-	-	-	-	-	-
	<b>2,024,409</b>	<b>2,024,409</b>	<b>1,349,536</b>	<b>1,348,083</b>	<b>- 1,453</b>	<b>-0.1%</b>
<b>Net Result before funding and Capex items</b>	<b>1,799,582</b>	<b>1,799,582</b>	<b>2,982,426</b>	<b>2,794,468</b>	<b>- 187,958</b>	<b>-6.3%</b>
<b>Capital Income and Expenditure</b>						
Non-operating Grants & contributions	978,650	978,650	578,900	303,666	- 275,234	-47.5%
Purchase Land & Buildings	- 338,000	- 338,000	- 238,000	- 217,667	20,333	8.5%
Purchase Plant & Equipment	- 416,406	- 416,406	- 403,070	- 35,571	367,499	91.2%
Purchase Roads, Streets & Bridges	- 922,940	- 922,940	- 500,070	- 472,912	27,158	5.4%
Purchase Other Infrastructure	- 100,000	- 100,000	- 67,100	- 43,122	23,978	35.7%
New Initiatives	- 1,364,105	- 1,364,105	- 495,180	- 77,398	417,782	84.4%
Proceeds from Asset Sales	<b>1,435,524</b>	<b>1,435,524</b>	<b>1,071,526</b>	<b>1,048,500</b>	<b>- 23,026</b>	<b>2.1%</b>
<b>Net Capital Items</b>	<b>- 727,277</b>	<b>- 727,277</b>	<b>- 52,994</b>	<b>505,496</b>	<b>558,490</b>	<b>1053.9%</b>
<b>Funding Items</b>						
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	-	-	-	-	-	-
<b>Total Funding Items</b>	<b>- 230,305</b>	<b>- 230,305</b>	<b>- 115,153</b>	<b>- 116,754</b>	<b>- 1,601</b>	<b>-1.4%</b>
<b>Reserve Items</b>						
Transfers to Reserves	- 1,164,069	- 1,164,069	-	-	-	#DIV/0!
Transfers from Reserves	611,033	611,033	-	-	-	#DIV/0!
<b>Net Reserve movement</b>	<b>- 553,036</b>	<b>- 553,036</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Closing Funding Surplus (Deficit)</b>	<b>288,963</b>	<b>288,963</b>	<b>2,814,280</b>	<b>3,183,210</b>	<b>368,931</b>	<b>13.1%</b>

Attachment 8.2.1A  
Financial Statements – February 2019

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

28-Feb-19

	2018/19 Budget			Actual YTD	Variance YTD	% Variance YTD
	Approved	Amended	YTD Budget			
<b>Revenue</b>						
Rates	4,501,927	4,501,927	4,501,927	4,489,732 -	12,195	-0.3%
Operating Grants, Subsidies and Contributions	890,326	890,326	686,368	483,515 -	202,853	-29.6%
Fees and Charges	1,149,798	1,149,798	846,154	782,375 -	63,779	-7.5%
Interest Earnings	112,290	112,290	82,603	103,836	21,233	25.7%
Other Revenue	139,037	139,037	94,670	47,525 -	47,145	-49.8%
<b>OPERATING INCOME</b>	<b>6,793,378</b>	<b>6,793,378</b>	<b>6,211,722</b>	<b>5,906,983 -</b>	<b>304,739</b>	<b>-4.9%</b>
<b>Expenses</b>						
Employee Costs	- 2,693,358 -	- 2,693,358 -	- 1,760,756 -	- 1,725,717	35,039	2.0%
Materials and Contracts	- 1,803,159 -	- 1,803,159 -	- 1,223,156 -	- 1,180,257	42,899	3.5%
Utility Charges	- 339,419 -	- 339,419 -	- 226,212 -	- 220,948	5,264	2.3%
Depreciation on Non-Current Assets	- 2,024,409 -	- 2,024,409 -	- 1,349,536 -	- 1,348,083	1,453	0.1%
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 -	- 68,390 -	- 70,992 -	2,602	-3.8%
<b>OPERATING EXPENDITURE</b>	<b>- 7,343,343 -</b>	<b>- 7,343,343 -</b>	<b>- 4,903,970 -</b>	<b>- 4,830,220</b>	<b>73,750</b>	<b>1.5%</b>
Net Result before Capital Income	- 549,965 -	- 549,965	1,307,752	1,076,764 -	230,988	-17.7%
Non-Op. Grants, Subsidies and Contributions	978,650	978,650	578,900	303,666 -	275,234	-47.5%
Profit on Asset Disposals	-	-	-	-	-	-
Loss on Asset Disposals	-	-	-	-	-	-
<b>OTHER</b>	<b>978,650</b>	<b>978,650</b>	<b>578,900</b>	<b>303,666 -</b>	<b>275,234</b>	<b>-47.5%</b>
<b>NET RESULT</b>	<b>428,685</b>	<b>428,685</b>	<b>1,886,652</b>	<b>1,380,430 -</b>	<b>506,222</b>	<b>-26.8%</b>
<b>Other Comprehensive Income</b>						
Changes on Revaluation of Non-Current Assets	-	-	-	-	-	-
<b>Total Other Comprehensive Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>428,685</b>	<b>428,685</b>	<b>1,886,652</b>	<b>1,380,430 -</b>	<b>506,222</b>	<b>-26.8%</b>

**Attachment 8.2.1A**  
**Financial Statements – February 2019**

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

28-Feb-19

	2018/19 Budget		YTD Budget	Actual YTD	Variance YTD	% Variance YTD
	Approved	Amended				
<b>Revenue</b>						
Governance	5,012,549	5,012,549	4,879,852	4,711,260	- 168,592	-3.5%
General Purpose Funding	68,650	68,650	48,812	39,052	- 9,760	-20.0%
Law, Order, Public Safety	291,273	291,273	240,225	238,112	- 2,113	-0.9%
Health	24,538	24,538	22,013	18,605	- 3,408	-15.5%
Education and Welfare	563,719	563,719	369,734	324,326	- 45,408	-12.3%
Housing	10,811	10,811	7,200	7,471	271	3.8%
Community Amenities	305,426	305,426	282,034	284,739	2,705	1.0%
Recreation and Culture	83,240	83,240	47,121	27,859	- 19,262	-40.9%
Transport	115,755	115,755	86,710	65,914	- 20,796	-24.0%
Economic Services	301,169	301,169	219,197	184,559	- 34,638	-15.8%
Other Property and Services	16,248	16,248	8,824	5,086	- 3,738	-42.4%
	<b>6,793,378</b>	<b>6,793,378</b>	<b>6,211,722</b>	<b>5,906,983</b>	<b>- 304,739</b>	<b>-4.9%</b>
<b>Expenses excluding Finance Costs</b>						
Governance	31,217	31,217	9,055	17,397	8,342	-92.1%
General Purpose Funding	- 32,815	- 32,815	- 15,096	- 455	14,642	97.0%
Law, Order, Public Safety	- 645,868	- 645,868	- 425,748	- 393,193	32,555	7.6%
Health	- 258,192	- 258,192	- 173,106	- 162,871	10,235	5.9%
Education and Welfare	- 720,682	- 720,682	- 477,109	- 471,515	5,594	1.2%
Housing	31,067	31,067	20,174	17,151	- 3,023	15.0%
Community Amenities	- 681,516	- 681,516	- 450,388	- 462,779	12,391	-2.8%
Recreation and Culture	- 1,590,923	- 1,590,923	- 1,076,918	- 1,131,088	54,170	-5.0%
Transport	- 2,701,086	- 2,701,086	- 1,808,032	- 1,730,710	77,322	4.3%
Economic Services	- 691,147	- 691,147	- 458,695	- 465,758	7,063	-1.5%
Other Property and Services	15,874	15,874	2,985	7,016	4,031	-135.1%
	<b>- 7,244,072</b>	<b>- 7,244,072</b>	<b>- 4,852,878</b>	<b>- 4,776,803</b>	<b>76,075</b>	<b>1.6%</b>
<b>Finance Costs</b>						
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	- 16,993	- 17,151	158	-0.9%
Community Amenities	-	-	-	-	-	
Recreation and Culture	- 27,671	- 27,671	- 13,835	- 13,650	185	
Transport	-	-	-	-	-	
Economic Services	-	-	-	-	-	
Other Property and Services	-	-	-	-	-	
	<b>- 99,271</b>	<b>- 99,271</b>	<b>- 51,092</b>	<b>- 53,416</b>	<b>2,324</b>	<b>-4.5%</b>
<b>Net Result before Capital Income</b>	<b>- 549,965</b>	<b>- 549,965</b>	<b>1,307,752</b>	<b>1,076,764</b>	<b>- 226,340</b>	
<b>Non Operating Grants, Subsidies and Contributions</b>						
General Purpose Funding	98,000	98,000	73,500	73,466	- 34	
Law, Order, Public Safety	-	-	-	-	-	
Education and Welfare	-	-	-	-	-	
Recreation and Culture	490,000	490,000	323,400	20,000	- 343,400	
Transport	340,650	340,650	132,000	250,200	118,200	
Economic Services	50,000	50,000	50,000	-	50,000	
Other Property and Services	-	-	-	-	-	
	<b>978,650</b>	<b>978,650</b>	<b>578,900</b>	<b>303,666</b>	<b>- 275,234</b>	
<b>Other Comprehensive Income</b>						
Changes on Revaluation of Non-Current Assets	-	-	-	-	-	
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>428,685</b>	<b>428,685</b>	<b>1,886,652</b>	<b>1,380,430</b>	<b>- 506,222</b>	<b>-26.8%</b>

Attachment 8.2.1A  
Financial Statements – February 2019

SHIRE OF BODDINGTON RATE SETTING STATEMENT For the period ended							28-Feb-19
	2018/19 Budget			Actual	Variance	% Variance	
	Approved	Amended	YTD Budget	YTD	YTD	YTD	
<b>Revenue</b>							
Operating Grants, Subsidies and Contributions	890,326	890,326	686,368	483,515 -	202,853	-29.6%	
Fees and Charges	1,149,798	1,149,798	846,154	782,375 -	63,779	-7.5%	
Interest Earnings	112,290	112,290	82,603	103,836	21,233	25.7%	
Other Revenue	139,037	139,037	94,670	47,525 -	47,145	-49.8%	
Profit from Asset Sales	-	-	-	-	-		
<b>Total Operating Revenue excluding Rates</b>	<b>2,291,451</b>	<b>2,291,451</b>	<b>1,709,795</b>	<b>1,417,253 -</b>	<b>292,544</b>	<b>-17.1%</b>	
<b>Expenses</b>							
Employee Costs	- 2,693,358 -	- 2,693,358 -	- 1,760,756 -	- 1,725,717	35,039	2.0%	
Materials and Contracts	- 1,803,159 -	- 1,803,159 -	- 1,223,156 -	- 1,180,257	42,899	3.5%	
Utility Charges	- 339,419 -	- 339,419 -	- 226,212 -	- 220,948	5,264	2.3%	
Depreciation on Non-Current Assets	- 2,024,409 -	- 2,024,409 -	- 1,349,536 -	- 1,348,083	1,453	0.1%	
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 -	- 68,390 -	- 70,992 -	2,602	-3.8%	
<b>Operating Expenditure</b>	<b>- 7,343,343 -</b>	<b>- 7,343,343 -</b>	<b>- 4,903,970 -</b>	<b>- 4,830,220</b>	<b>73,750</b>	<b>1.5%</b>	
<b>Operating Result Excluding Rates Income</b>	<b>- 5,051,892 -</b>	<b>- 5,051,892 -</b>	<b>- 3,194,175 -</b>	<b>- 3,412,967 -</b>	<b>218,793</b>	<b>-7%</b>	
<b>Adjustments for Non-Cash Items</b>							
Depreciation	2,024,409	2,024,409	1,349,536	1,348,083 -	1,453	0.1%	
(Profit)/Loss on Asset Disposals	-	-	-	-	-		
Provisions & Accruals	-	-	-	-	-		
	<b>2,024,409</b>	<b>2,024,409</b>	<b>1,349,536</b>	<b>1,348,083 -</b>	<b>1,453</b>	<b>0.1%</b>	
<b>Capital Income and Expenditure</b>							
Purchase of Capital Expenditure	- 3,141,451 -	- 3,141,451 -	- 1,703,420 -	- 846,670	856,750	50.3%	
Non-operating Grants & contributions	978,650	978,650	578,900	303,666 -	275,234	47.5%	
Proceeds from Asset Sales	1,435,524	1,435,524	1,071,526	1,048,500 -	23,026	2.1%	
	<b>- 727,277 -</b>	<b>- 727,277 -</b>	<b>- 52,994</b>	<b>505,496</b>	<b>558,490</b>	<b>1053.9%</b>	
<b>Funding &amp; Reserve Items</b>							
Proceeds from New loans	-	-	-	-	-		
Repayment of Loan Principal	- 230,305 -	- 230,305 -	- 115,153 -	- 116,754 -	1,601	-1.4%	
Transfers to Reserves	- 1,164,069 -	- 1,164,069	-	-	-		
Transfers from Reserves	611,033	611,033	-	-	-	#DIV/0!	
	<b>- 783,341 -</b>	<b>- 783,341 -</b>	<b>- 115,153 -</b>	<b>- 116,754 -</b>	<b>1,601</b>	<b>-1.4%</b>	
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	2,814,280	3,183,210 -	368,931	13.1%	
<b>Amount required from General Rate</b>	<b>- 4,501,927 -</b>	<b>- 4,501,927 -</b>	<b>- 4,501,926 -</b>	<b>- 4,489,732 -</b>	<b>12,194</b>	<b>-0.3%</b>	

Attachment 8.2.1A  
Financial Statements – February 2019

SHIRE OF BODDINGTON STATEMENT OF FINANCIAL POSITION For the period ended		
	30-Jun-18	28-Feb-19
	<b>Audited</b>	<b>YTD Actual</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	3,892,183	5,747,004
Equity Reserve Investments	-	-
Trade & Other Receivables	386,160	940,805
Inventories	-	-
<b>TOTAL CURRENT ASSETS</b>	<b>4,278,343</b>	<b>6,687,809</b>
<b>NON CURRENT ASSETS</b>		
Trade and Other Receivables	168	-
Property Plant & Equipment	30,442,554	30,225,122
Land Held for Resale	272,538	272,539
Infrastructure	54,536,959	53,204,479
<b>TOTAL NON CURRENT ASSETS</b>	<b>85,252,219</b>	<b>83,702,140</b>
<b>TOTAL ASSETS</b>	<b>89,530,562</b>	<b>90,389,949</b>
<b>CURRENT LIABILITIES</b>		
Trade & Other Payables	618,308	157,111
Employee Provisions	312,619	277,641
Borrowings	230,305	113,552
Trusts	-	91,883
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,161,229</b>	<b>640,186</b>
<b>NON CURRENT LIABILITIES</b>		
Trade & Other Payables - Specific	300,000	300,000
Borrowings	2,054,593	2,054,593
Employee Provisions	66,065	66,065
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>2,420,658</b>	<b>2,420,658</b>
<b>TOTAL LIABILITIES</b>	<b>3,581,887</b>	<b>3,060,844</b>
<b>EQUITY</b>		
Retained Earnings	34,156,787	35,537,217
Reserves Cash Backed	2,974,251	2,974,251
Revaluation Reserve	48,817,637	48,817,637
<b>TOTAL EQUITY</b>	<b>85,948,675</b>	<b>87,329,105</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>89,530,562</b>	<b>90,389,949</b>
<b>BALANCE SHEET VARIANCE</b>	<b>\$0.00</b>	<b>\$0.00</b>

Attachment 8.2.1A  
Financial Statements – February 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
<b>TOTAL</b>				<b>\$230,305</b>	<b>\$230,305</b>	<b>\$115,153</b>	<b>\$116,754</b>

**MOVEMENT NET CURRENT ASSET POSITION - RECONCILIATION**

	2018/19 Budget		Actual YTD
	Approved	Forecast	
<b>NCA items from Statement of Financial Activity</b>			
Current Assets	3,647,169	3,647,169	6,691,108
Less: Current Liabilities	- 412,044	- 412,044	- 533,646
Add: Restricted Assets/Principal Repayment	- 2,946,301	- 2,946,301	- 2,974,251
<b>Net Current Assets</b>	<b>288,823</b>	<b>288,823</b>	<b>3,183,210</b>
<b>REPRESENTED BY - (From Financial Position) Movement</b>			
<b>Net Current Assets</b>	<b>288,823</b>	<b>288,823</b>	<b>3,183,210</b>
<b>REPRESENTED BY - (From Rate Setting Statement) Movement</b>			
Closing Surplus Position	288,963	288,963	3,183,210
<b>Net Current Assets</b>	<b>288,963</b>	<b>288,963</b>	<b>3,183,210</b>

Attachment 8.2.1A  
Financial Statements – February 2019

SHIRE OF BODDINGTON  
Printed : at 10:18 AM on 5/03/2019

SHIRE OF BODDINGTON  
CAPITAL EXPENDITURE BY ASSET CLASS

		For the period ended			28-Feb-19	
COA	Description	Asset Type	Budget	Amended	YTD Budget	YTD Actual
3042202	EXISTING BUILDINGS 17/18	Land & Buildings	200,000	200,000	100,000	73,169
3042212	CEO RESIDENCE	Land & Buildings	138,000	138,000	138,000	132,528
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
	<b>Land &amp; Buildings Total</b>		<b>338,000</b>	<b>338,000</b>	<b>238,000</b>	<b>217,667</b>
3102201	REFUSE SITE	Other Infrastructure	60,000	60,000	39,600	-
3105050	OVALS PARKS & CEMETERIES	Other Infrastructure	25,000	25,000	12,500	3,091
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	-	-	-	40,031
	<b>Other Infrastructure Total</b>		<b>100,000</b>	<b>100,000</b>	<b>67,100</b>	<b>43,122</b>
3042209	COMPUTER EQUIPMENT	Plant & Equip	25,000	25,000	25,000	28,648
3042208	OFFICE EQUIPMENT	Plant & Equip	35,000	35,000	35,000	4,339
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	26,664	2,585
	<b>Plant &amp; Equip Total</b>		<b>416,406</b>	<b>416,406</b>	<b>403,070</b>	<b>35,571</b>
3121086	Main Roads Bridge Program	Roads Infrastructure	167,000	167,000	-	-
3112220	CULVERTS & DRAINAGE	Roads Infrastructure	98,970	98,970	65,984	8,526
3121090	ROADS TO RECOVERY	Roads Infrastructure	91,650	91,650	60,490	45,700
3121704	RESEALS - MUNI	Roads Infrastructure	193,350	193,350	127,612	14,150
3121705	MAIN STREET UPGRADE	Roads Infrastructure	-	-	-	91,690
3121706	CAR PARKS - SHIRE FACILITIES	Roads Infrastructure	-	-	-	-
3121700	COMMODITY GRANT CAPITAL EXPENSE	Roads Infrastructure	-	-	-	-
3121800	ROAD CONST. - RRG	Roads Infrastructure	300,000	300,000	198,000	312,845
3121803	FOOTPATHS	Roads Infrastructure	71,970	71,970	47,984	-
	<b>Roads Infrastructure Total</b>		<b>922,940</b>	<b>922,940</b>	<b>500,070</b>	<b>472,912</b>
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	311,026	57,135
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	21,568	5,273
3146203	ENTRY STATEMENTS & PUBLIC ART	Councillor New Initiatives	110,000	110,000	73,336	7,170
	<b>Councillor New Initiatives Total</b>		<b>1,364,105</b>	<b>1,364,105</b>	<b>495,180</b>	<b>77,398</b>
	<b>Grand Total</b>		<b>3,141,451</b>	<b>3,141,451</b>	<b>1,703,420</b>	<b>846,670</b>

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5/03/2019 Financials Format Feb 2019 Capital Expenditure



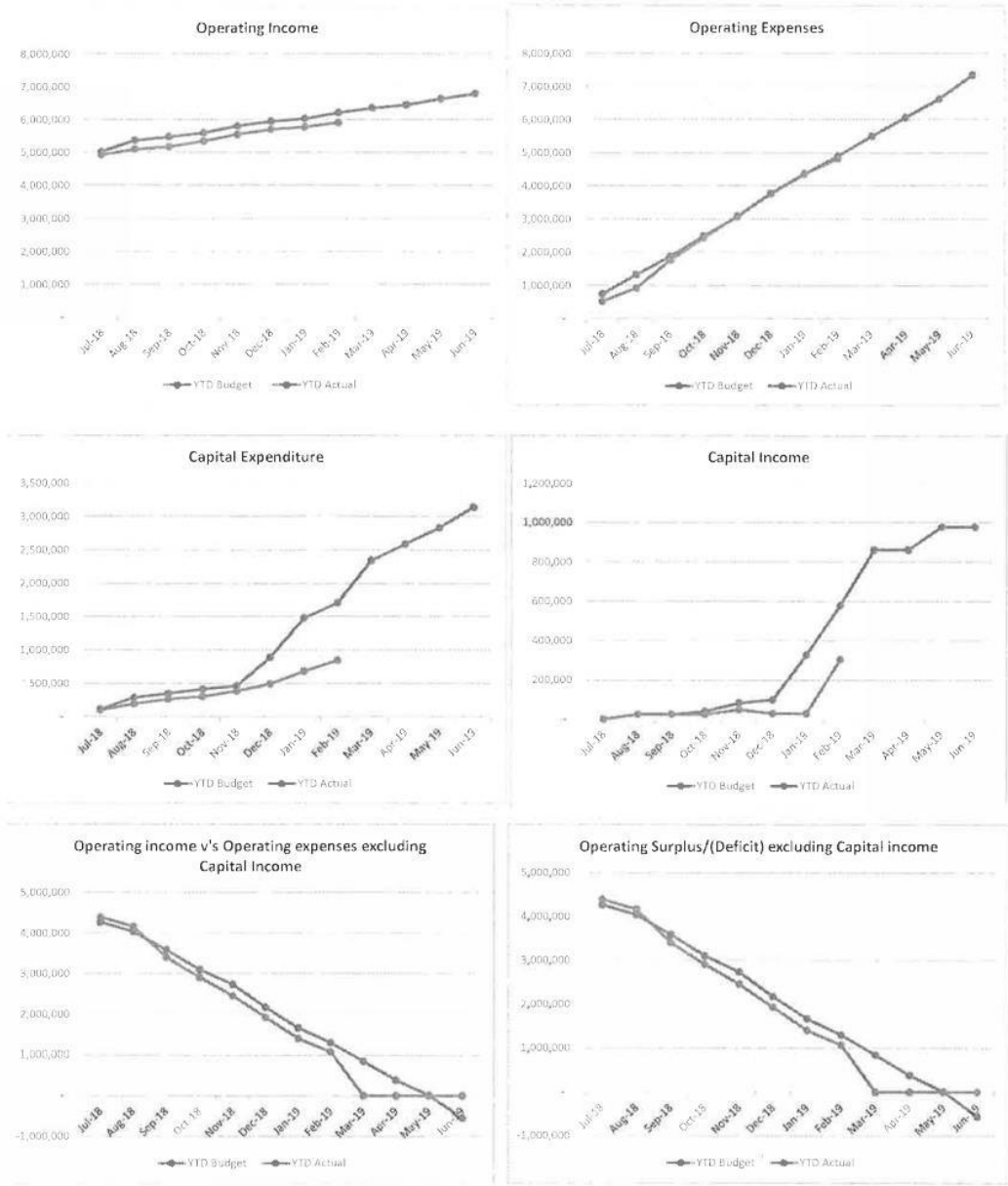
Attachment 8.2.1A  
Financial Statements – February 2019

CAPITAL EXPENDITURE - EXISTING BUILDINGS - By JOBS					28-Feb-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	-	-	-	6,865
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	-	-	-	6,215
BIC2024	Hotham Street Ic Unit 2 - Capital	-	-	-	1,947
BIC3024	Hotham Street Ic Unit 3 - Capital	-	-	-	-
BIC4024	Hotham Street Ic Unit 4 - Capital	-	-	-	4,123
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	Community Hub Visitor Ctr - Capital	-	-	-	5,454
BVC1039	Johnstone Street Town Hall - Capital	-	-	-	35,500
BWC1013	Robins Road Waste Site Office - Capital	-	-	-	-
BYC1999	Bannister Road Youth Centre - Capital	-	-	-	-
<b>TOTAL EXISTING BUILDINGS</b>		-	-	-	<b>73,169</b>
<b>REPRESENTED BY:</b>					
COA					
<b>3042202 EXISTING BUILDINGS 17/18</b>		<b>200,000</b>	<b>200,000</b>	<b>100,000</b>	<b>73,169</b>

# Attachment 8.2.1A Financial Statements – February 2019

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

28-Feb-19



S:\03\2019S\Corporate Services\Manager Finance\Financial Reports\Council\2018-19\Feb 2019\Data for Graphs

## 8.2.2 List of Payments – February 2019

Disclosure of Interest: Nil  
Date:  
Author: James Rendell – Manager Financial Services  
Attachments: 8.2.2A List of Payments- February 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 February 2019 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
----------------------------------

That Council adopts the list of payments for the period ending 28 February 2019; at Attachment 8.2.2A.

## 8.2.3 Annual Budget Review 2018/19

File Ref. No:	ADM0314
Disclosure of Interest:	Nil
Date:	14 March 2019
Author:	James Rendell Manager Financial Services
Attachments:	8.2.3A - Revised Statutory Budget 2018-2019 (Separate Attachment)

### Summary

This report presents, pursuant to Regulation 33A of the Local Government (*Financial Management*) Regulations, the Review of the 2018/19 Annual Budget based on actuals and commitments for the first 7 months of the year, and forecasts for the remainder of the financial year:

This report recommends that the recommendation of the Council Audit Committee recommendation that Council endorse the *Revised Budget for the period ended 30<sup>th</sup> June 2019*, be adopted.

### Background

Council's Audit Committee considered the Revised Budget for the period ended 30<sup>th</sup> June 2019, at a meeting convened on 19 March 2019. Notes from the report appear below.

A budget review was undertaken, during February, based on financial performance up to 31<sup>st</sup> January 2019 and the financial position as at that date. The review is a comparison of adopted budget, current budget and the annual forecast for the whole financial year. The forecasts are made based on the financial results as at 31<sup>st</sup> January and are a combined effort by the SoB - Executive Management Team (EMT) in the form of the Revised Budget workshop held during February and March 2019. All comparatives and changes in this summary are against the adopted budget. A separate report "Boddington Shire Council Revised Budget" has been provided to disclose changes from the adopted budget, this report will also be sent to the Department as required within the Act.

### Comment

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

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

The above three requirements are discussed, below:

1. Financial performance for the period from 1<sup>st</sup> July 2017 to 31<sup>st</sup> January 2019 has been submitted monthly to Council meetings in the form of a:
  - Summary of Financial Activity
  - Statement of Comprehensive Income (by nature/type)
  - Statement of Rate setting

- Capital Expenditure report.

Council has therefore considered the financial performance for the 7 months to 31<sup>st</sup> January 2019 and adopted those accounts as reflecting the Shire's performance for that period. Therefore, it is considered that the requirement (a) of the Regulation 33A relating to the consideration of the financial performance during the relevant period has already been complied with.

2. Financial position as at 31<sup>st</sup> January 2019:

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

3. Outcome of the Budget Review

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

Attached to this report, is the Review of Budget for the period ended 30<sup>th</sup> June 2019.

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

Strategic Implications

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

Statutory Environment

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

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

Policy Implications - Nil.

Financial Implications

The 2018/19 Review of Budget is presented as an attachment in this report, showing a slightly worse off unrestricted (free) cash position of \$50k compared to adopted budget.

Economic Implications - Nil

Social Implications - Nil

Environmental Considerations - Nil

Consultation

Executive Management Team

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 8.2.3
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That Council accept the recommendation of the Audit Committee that it adopt the Revised Budget for the period ended 30<sup>th</sup> June 2019 and submit the Revised Budget to the Department within 30 days.

**8.3      PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/  
BUILDING SURVEYOR:**

Nil

**8.4      MANAGER WORKS & SERVICES:**

Nil

## 8.5 DIRECTOR CORPORATE & COMMUNITY SERVICES:

### 8.5.1 Waste Management – Shire of Williams

File Ref. No: ADM0170  
Disclosure of Interest: Nil  
Date: 15 March 2019  
Authors: Peter Haas \_Principal Environmental Health Officer/Building Surveyor (PEHO/BS)  
& Graham Stanley – Acting Chief Executive Officer

Attachments: 8.5.1A Email from Shire of Williams  
8.5.1B Extract from Shire of Williams Schedule of Fees & Charges  
8.5.1C Extract from Shire of Boddington Schedule of Fees & Charges  
8.5.1D Letter from Shire of Williams

#### Summary

The Shire of Williams has approached the Shire of Boddington to determine our willingness to accept waste from them on a commercial basis as their waste facility is reaching the end of its useful life. Council is requested to confirm its willingness or otherwise and indicate the likely cost to Williams.

#### Background

We have been approached by the Shire of Williams ascertaining the possibility of receiving waste from them, due to their refuse site nearing its capacity. Initially, they would wish to have the rubbish received by their kerbside pickup to be disposed of at our refuse site, with a view of eventually all of their waste being disposed of at our refuse site.

The CEO, Works Manager and PEHO/BS had a meeting with the Seonaid Leslie the Shire of Williams Waste Management Officer in this regards. At the meeting, it was revealed that the kerbside waste collection in Williams generated 16M<sup>3</sup> (4.76 Tonnes using Avon Waste Kerbside Volume Estimate = 0.3 tonnes per m<sup>3</sup>) from 280 services and they would like to know how much it would cost to dispose of this amount at our site (see email attached). Eventually the Shire of Williams would dispose of all waste at our refuse site which on figures provided in the e-mail (attached) are approximately 32m<sup>3</sup>. They would still take construction & demolition waste, green waste, steel and other recyclables at their site.

As per our fees and charges (attached) we are currently charging \$25 per m<sup>3</sup> for waste to landfill. Using this charge, it would cost the Shire of Williams \$400 per week (\$25 x 16m<sup>3</sup>) which equates to \$20800 per annum (\$400 x 52).

During the meeting, Ms Leslie mentioned that Suez at North Bannister is charging \$71 per tonne for disposal which is \$337.96 per week (4.76 tonnes x \$71) which equates to \$17573.92 per annum. It should be noted that this is for disposal of the waste at the Suez site and does not factor in transport costs to the Suez site from Williams that would be charged by the Kerb side Collection Contractor.

The PEHO/BS has spoken to the Owner of Avon Waste, Ashley Fisher, who provides the kerbside collection for both Shires and feels that the disposal at our site would be ideal. They could service Williams and then drive from Williams along the Pinjarra-Williams Road and service the Quindanning area and the kerbside services along the Pinjarra-Williams Road into Boddington. This may mean that these services along this route may get picked up



earlier. Further, he estimated that this would fill the rubbish truck which, in turn, would help with the compaction of the rubbish collected. He also expected that the truck would arrive at our refuse site at 10.00am -10.30am which means we could open the refuse site as normal on a Tuesday morning, although he could not be definite until the run had been made. He also, as an aside, revealed that the Wandering Shire may also be interested in disposal of waste at our site which would certainly help with the logistics of waste collection for Avon Waste.

### Comment

We have capacity at our current refuse site to take the extra from Williams which would equate to 1 extra rubbish truck a week (kerbside collection only). It is estimated that we would have at least 15-20 years left before we would need to move another landfill. Over this period, waste management will have changed and alternative means to deal with waste would have been instituted. Also, by the time we run out of space at the current site, we may have developed the industrial park at North Bannister.

With regards to what we would charge the Williams Shire it is recommended that we do not charge any less than what we are charging our own ratepayers and residents to dispose of waste i.e \$25 per cubic metre.

Strategic Implications – Nil

### Statutory Environment

#### ***Local Government Act 1995***

- |                |  |
|----------------|--|
| Section 2.7(2) | Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and      |
| Section 3.1    | Provides that the general function of the local government is to provide for the good government of persons in its district.                           |
| Section 6.2    | Provides that the Local Government is to prepare and adopt an Annual Budget that includes a detailed estimate of the expenditure for the current year. |

Policy Implications – Nil

Financial Implications – Potential for increased revenue from waste disposal fees.

Economic Implications – Nil

Social Implications – Improved relations with neighbouring shire by undertaking a resource sharing opportunity.

Environmental Considerations – Improved environmental outcome as Shire of Williams would not need to develop a new landfill facility.

Consultation – Discussions held with Boddington CEO, Williams CEO, Williams Waste Management Officer, Boddington Manager of Works, Boddington PEHO/BS, Avon Waste, discussed by Council at March Councillor Info session.

## Options

Council can resolve to:

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

## Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.5.1
---------------------------------------

That Council indicates to the Shire of Williams that it is prepared to enter into an agreement to accept the kerbside waste collection from the Williams Shire for a charge of \$25 per cubic metre GST inclusive and at some time in the future accept other landfill waste from the Williams Shire at a price to be negotiated at the time.

**Chris Littlemore**

**From:** Seonaid Leslie <projects@williams.wa.gov.au>  
**Sent:** Thursday, February 28, 2019 8:45 AM  
**To:** Chris Littlemore  
**Subject:** Shire of Williams Waste Discussions

Good Morning Chris

I look forward to meeting you today.

I thought I would send through my calculations behind the estimated volume of 1664m3 of putrescible waste we are hoping to bring to your landfill.

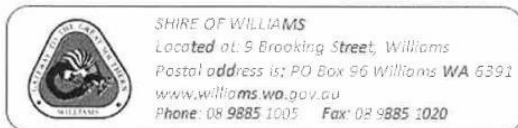
	Kerbside Waste (ex Quindanning including public bins?) Weekly	Transfer Station Bulk Bins Weekly	Public Bins Weekly	Totals Weekly	Totals Annually
Tonnes (t)	4.76	4.76	??	9.52	495.04t
Volume (m <sup>3</sup> )	16	16	??	32	1664m3
	<i>Data from Avon Waste                      - Trucks only start achieving compaction at a high level once they get over half full.                      -Avon Waste Currently use a 22m3 capacity truck which is only just over half filled                      -4.76t based on 280bins @ 17kg each</i>	<i>Estimate from Shire Transfer Station attendant. Visual estimate that quantities brought directly to Williams Landfill by residents is about the kerbside collections volumes again.</i>			

Avon Waste Kerbside Volume Estimate = 0.3 tonnes per m3 (Current poor compaction rate).

Thanks,

Seonaid Leslie  
 Waste Management Officer

Available Tuesday & Thursday 8am to 4:30pm



Attachment 8.5.1B



**SHIRE OF WILLIAMS**  
**Proposed FEES and CHARGES 2018/2019**

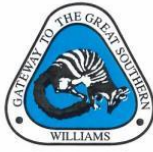
Refuse Site Charges (Refuse site opens 9am to 3pm Wed, Sat & Sun)		\$	GST	GST	Charge
		GST Incl	Y/N	Code	Account
<b>General Waste</b>					
Cars, utes, trailers 1.8m x 1.2m x 0.5 (or 1 cubic metre)		\$ 24.00	Y	GST	I101111
1 Sulo bin (one third of a cubic metre)		\$ 12.00	Y	GST	I101111
2 Sulo bins (two thirds of a cubic metre)		\$ 17.00	Y	GST	I101111
Garden Waste - Ute or trailer		\$ 14.00	Y	GST	I101111
Garden Waste - Truck 3 tonnes or more		\$ 21.00	Y	GST	I101111
Vehicle Body - Car belonging to ratepayer		\$ 53.00	Y	GST	I101111
Vehicle Body - Car by non ratepayer		\$ 303.00	Y	GST	I101111
Vehicle Body - Truck belonging to ratepayer		\$ 102.00	Y	GST	I101111
Vehicle Body - Truck by non ratepayer		\$ 604.00	Y	GST	I101111
Asbestos waste	per m <sup>3</sup>	\$ 56.00	Y	GST	I101111
Tyres - Small (car etc.)	each	\$ 8.00	Y	GST	I101111
Tyres - Small truck	each	\$ 11.00	Y	GST	I101111
Tyres - Large truck or tractor	each	\$ 18.00	Y	GST	I101111
Animal Carcasses - Small animals (dogs, cats, sheep)	each	\$ 11.00	Y	GST	I101111
Animals Carcasses - Large animals (horses, cattle)	each	\$ 23.00	Y	GST	I101111
Building rubble	per m <sup>3</sup>	\$ 27.00	Y	GST	I101111
Rural Household Pass (unlimited household waste)		\$ 227.00	Y	GST	I101111
Scrap metal and batteries from ratepayer		\$ -	Y	GST	I101111
New/Replacement Bins		\$ 105.00	Y	GST	I101111

Kerbside Rubbish Collection		\$	GST	GST	Charge
		GST Incl	Y/N	Code	Account
240lt General Waste & 240lt Recycling pickup		\$ 328.50	N	O05	I101105
Commercial Bulk Recycling Bin - 3.0m3		\$ 760.00	N	O05	I101107
Commercial Bulk Recycling Bin - 4.5m3		\$ 1,015.00	N	O05	I101107
Commercial General Waste 240lt (No Recycling)		\$ 244.00	N	O05	I101107

Private Works		\$	GST	GST	Charge
		GST Incl	Y/N	Code	Account
<i>Charges are for normal working hours (Monday – Friday 7am – 4.30pm)</i>					
<i>Outside normal working hours will incur overtime rates on the labour component..</i>					
<b>Plant (Including Operator) cost per hour</b>					
Truck (6 wheel)		\$ 147.50	Y	GST	I141005
Truck (6 wheel) + pig trailer		\$ 160.00	Y	GST	I141005
Mercedes Prime Mover/Tipper		\$ 160.00	Y	GST	I141005
Case Loader		\$ 147.50	Y	GST	I141005
Volvo EC210 Excavator		\$ 180.00	Y	GST	I141005
Cat 12M Grader		\$ 175.00	Y	GST	I141005
Cat 12M Grader		\$ 175.00	Y	GST	I141005
JCB Backhoe		\$ 147.50	Y	GST	I141005
Vibromax Roller		\$ 135.00	Y	GST	I141005
Multi-tyred Roller		\$ 118.00	Y	GST	I141005
Skid Steer		\$ 95.00	Y	GST	I141005
Road Broom		\$ 55.25	Y	GST	I141005
Labour or Operator (Normal Hours)		\$ 66.00	Y	GST	I141005
* Large jobs where economies of scale are reached will be quoted on a daily rate.					

## Shire of Boddington - Fees &amp; Charges

<b>Refuse Charges</b>		
	<b>Kerbside Refuse &amp; Recycling Charges (No GST)</b>	<b>2018/19</b>
	Kerbside Refuse & Recycling Collection on rate notice	\$317.20
	Additional Kerbside Refuse Bin & additional recycling bin service cost (Bins included in price)	\$317.20
	Domestic/Commercial Refuse WITHOUT kerbside recycling collection	\$249.60
	Additional Refuse Bin service only (Bins included in price)	\$249.60
	Kerbside Recycling Bin service only Domestic or Commercial	\$78.00
	Additional Kerbside Recycling Bin service only Domestic or Commercial	\$78.00
	<b>Eligible Pensioners</b>	
	Kerbside Refuse & Recycling Collection on rate notice	\$176.80
	Additional Kerbside Refuse Bin & additional recycling bin service cost (Bins included in price)	\$317.20
	Domestic/Commercial Refuse WITHOUT kerbside recycling collection	\$124.80
	Additional Refuse Bin service only (Bins included in price)	\$249.60
	Kerbside Recycling Bin service only Domestic or Commercial	\$78.00
	Additional Kerbside Recycling Bin service only Domestic or Commercial	\$78.00
	Lost/Stolen/Damaged bins will be charged to the ratepayer at cost	
<b>Refuse Charges</b>		
	<b>Refuse site tipping fees</b>	<b>2018/19</b>
	Each ticket = disposal of 1m <sup>3</sup> of any type of waste	\$25.00
	Each wheely bin ticket = 0.230m <sup>3</sup> of any waste	\$6.25
	Clean Green Waste - Domestic	FREE
	Clean Green Waste - Commercial per 1m <sup>3</sup>	\$5.75
	Clean Green Waste - Commercial mulched	FREE
	If green waste is unable to be mulched per 1m <sup>3</sup>	\$25.00
	Asbestos burial per m <sup>3</sup>	\$166.40
	Septage per litre (cents)	\$ 0.07
	Vehicle bodies - car 3 tickets	\$75.00
	Vehicle bodies - truck 6 tickets	\$150.00
	Out of hours supervision refuse site access by prior appointment - minimum 1 hour plus hourly charge increments	\$85.30
Any refuse without a ticket will incur a \$10 surcharge if not settled within a week		



## SHIRE OF WILLIAMS

BROOKING STREET, WILLIAMS, WESTERN AUSTRALIA.

OFFICE HOURS: MONDAY TO FRIDAY: 8.30 a.m. to 5.00 p.m.

TELEPHONE (08) 9885 1005 FACSIMILE (08) 9885 1020 EMAIL [shire@williams.wa.gov.au](mailto:shire@williams.wa.gov.au)

All communications to be addressed to the Chief Executive Officer, P.O. Box 96, Williams, W.A. 6391.

Your Ref:

Our Ref: 10.10.30

Mr Chris Littlemore  
Chief Executive Officer  
Shire of Boddington  
39 Bannister Road  
BODDINGTON WA 6390

28 February 2019

Dear Chris,

**RE: Regional Waste Site – Shire of Boddington Enquiry**

The Shire of Williams would like to formally enquire about resource sharing with the Shire of Boddington. The Shire of Williams wishes to dispose of its municipal waste at an alternative landfill from the earliest date possible.

In late December 2018 the Shire of Williams contained a landfill fire. Great care was taken to extinguish the fire and as a result a large volume of airspace was lost to a thick layer of soil. The Shire was already planning the closure of its registered rural landfill, but this event placed an urgency on finding a permanent alternative site.

The Shire of Williams has existing infrastructure at its landfill to become a transfer station but volumes and frequencies of disposals can only be guessed. The Shire proposes that initially only kerbside municipal waste be disposed of at the alternative landfill, and at a later date municipal waste from the transfer station be brought across.

The Shire of Williams is currently serviced by Avon Waste, who collect the townsites' kerbside municipal waste. Approximately 4.76 tonnes a week is disposed of at the Shire's landfill, with a compaction rate of 0.3 tonnes per m<sup>3</sup>. The annual expected volume from kerbside collections is approximately 832m<sup>3</sup>. From visual estimates it is assumed that a similar volume of waste will be generated by the future transfer station.

The Shire of Williams aims to enter into a contract or Memorandum of Understanding with an alternative landfill to finalise waste disposal gate fees, dates and times of disposals and any other particulars. The Shire hopes to work collaboratively to achieve regional long-term waste management solutions.

If you would like to discuss this further please contact me on 98851005 or via email at [ceo@williams.wa.gov.au](mailto:ceo@williams.wa.gov.au)

Yours faithfully,

  
Geoff McKeown  
Chief Executive Officer

## 8.5.2 Compliance Audit Return 2018

File Ref. No: ADM 0084  
Disclosure of Interest: Nil  
Date: 15 March 2018  
Author: Graham Stanley  
Attachments: 8.5.2A Compliance Audit Return 2018

### Summary

The Department of Local Government, Sport and Cultural Industries require the Compliance Audit Return for the period 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018 to be completed, endorsed and included within an Ordinary Meeting Agenda papers.

### Background

The Compliance Audit Return (CAR) is a Department of Local Government, Sport and Cultural Industries prepared checklist of some of the statutory requirements for Local Governments in the twelve months to 31<sup>st</sup> December 2018.

The Statutory Compliance Audit Return is to be:

1. presented to the Audit Committee for consideration at a meeting of the Audit Committee; by Council;
2. recommended for Adoption by Council at an Audit Committee Meeting;
3. presented to the Council at a meeting of Council;
4. adopted by the Council; and
5. the adoption recorded in the minutes of the meeting at which it is adopted.

After the Compliance Audit Return has been presented to Council, a certified copy of the return, along with the relevant section of the minutes and any additional information explaining or qualifying the compliance audit is to be submitted to the Director General, Department of Local Government, Sport and Cultural Industries by 31 March 2019.

### Comment

Council's Audit Committee considered the Compliance Audit Return at their meeting held on Tuesday 19<sup>th</sup> March 2019. It is anticipated, although not certain, that the Committee's recommendation will be that which is included in the Committee's Recommendation section at the end of this report. The Compliance Audit Return 2018 is included at Attachment 8.5.2A.

The 2018 CAR continues in a reduced format with questions focused on high-risk areas of compliance and statutory reporting as prescribed in Regulation 13 of the Local Government (Audit) Regulations 1996.

Some additional questions seeking input into Integrated Planning and Reporting have also been added and although optional, I have completed them.

In completing the Compliance Audit Return there were three areas identified where Council did not complete its statutory requirements or where there could be confusion about this fact. Two of them relate to the submission by elected members and designated senior staff

of their Annual Financial Returns by 31 August 2018. Unfortunately due to an administrative oversight the Annual Financial Return documentation wasn't distributed to members and designated senior staff until after the 31 August 2018 deadline. As soon as this was realized in early September the documentation was distributed. All returns were received from designated senior staff by 17 September 2018 and from all elected members by 18 September 2018. To ensure that this oversight doesn't occur again reminders have been placed in not only the calendar of the officer who oversees the Annual Financial Returns but also in the calendars of a number of Senior Officers.

The third area of non-compliance is in relation to one of the optional questions relating to the Corporate Business Plan. Council's Corporate Business Plan is currently out of date and it should be reviewed every year. Council's Integrated Planning and Reporting Officer is currently working on a new Corporate Business Plan which will be presented to Council later this year.

Strategic Implications - There appear no further implications in this regard.

### Statutory Environment

Local Government Act 1995

7.13. Regulations as to audits

- (1) Regulations may make provision –
  - (aa) as to the functions of the CEO and the audit committee in relation to audits carried out under this Part and reports made on those audits;
  - (ab) as to the functions of audit committees, including the selection and recommendation of an auditor;
  - (ac) as to the procedure to be followed in selecting an auditor;
  - (ad) as to the contents of the annual report to be prepared by an audit committee;
  - (ae) as to monitoring action taken in respect of any matters raised in a report by an auditor;
    - (a) with respect to matters to be included in agreements between local governments and auditors;
    - (b) for notifications and reports to be given in relation to agreements between local governments and auditors, including any variations to, or termination of such agreements;
  - (ba) as to the copies of agreements between local governments and auditors being provided to the Department;
  - (c) as to the manner in which an application may be made to the Minister for approval as an auditor;
  - (d) in relation to approved auditors, for –
    - (i) reviews of, and reports on, the quality of audits conducted;
    - (ii) the withdrawal by the Minister of approval as an auditor;
    - (iii) applications to the State Administrative Tribunal for the review of decisions to withdraw approval;
  - (e) for the exercise or performance by auditors of their powers and duties under this Part;
  - (f) as to the matters to be addressed by auditors in their reports;
  - (g) requiring auditors to provide the Minister with such information as to audits carried out by them under this Part as is prescribed;
  - (h) prescribing the circumstances in which an auditor is to be considered to have a conflict of interest and requiring auditors to disclose in their reports such information as to a possible conflict of interest as is prescribed;



- (i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are –
- (i) of a financial nature or not; or
- (ii) under this Act or another written law.
- (2) Regulations may also make any provision about audit committees that may be made under section 5.25 in relation to committees.

#### Local Government (Audit) Regulations 1996

13. Prescribed statutory requirements for which compliance audit needed (Act s. 7.13(1)(i))  
For the purposes of section 7.13(1)(i) the statutory requirements set forth in the Table to this regulation are prescribed.

Table

<b>Local Government Act 1995</b>		
s. 3.57	s. 3.58(3) and (4)	s. 3.59(2), (4) and (5)
s. 5.16	s. 5.17	s. 5.18
s. 5.36(4)	s. 5.37(2) and (3)	s. 5.42
s. 5.43	s. 5.44(2)	s. 5.45(1)(b)
s. 5.46	s. 5.67	s. 5.68(2)
s. 5.70	s. 5.73	s. 5.75
s. 5.76	s. 5.77	s. 5.88
s. 5.89A	s. 5.103	s. 5.120
s. 5.121	s. 7.1A	s. 7.1B
s. 7.3	s. 7.6(3)	s. 7.9(1)
s. 7.12A		
<b>Local Government (Administration) Regulations 1996</b>		
r. 18A	r. 18C	r. 18E
r. 18F	r. 18G	r. 19
r.19C	r.19DA	r. 22
r. 23	r. 28	r. 34B
r. 34C		
<b>Local Government (Audit) Regulations 1996</b>		
r. 7	r. 10	
<b>Local Government (Elections) Regulations 1997</b>		
r. 30G		
<b>Local Government (Functions and General) Regulations 1996</b>		
r. 7	r. 9	r. 10
r. 11A	r. 11	r. 12
r. 14(1), (3) and (5)	r. 15	r. 16
r. 17	r. 18(1) and (4)	r. 19
r. 21	r. 22	r. 23
r. 24	r. 24E	r. 24F
r.24 AD(2), (4), (6)	r. 24AE	r.24 AF

r. 24 AG	r. 24 AH (1), (3)	r.24 AI
<i>Local Government (Rules of Conduct) Regulations 2007</i>		
r.11		

[Regulation 13 inserted: Gazette 23 Apr 1999 p. 1722 4; amended: Gazette 1 Jun 2004 p. 1917; 31 Mar 2005 p. 1042 3; 30 Sep 2005 p. 4418-20; 21 Dec 2010 p. 6758-61; 30 Dec 2011 p. 5579-80; 18 Sep 2015 p. 3813; 26 Jun 2018 p. 2386.]

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be –
  - (a) presented to the council at a meeting of the council; and
  - (b) adopted by the council; and
  - (c) recorded in the minutes of the meeting at which it is adopted.

[Regulation 14 inserted in Gazette 23 Apr 1999 p. 1724-5; amended in Gazette 30 Dec 2011 p. 5580-1.]

15. Compliance audit return, certified copy of etc. to be given to Director General

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with –
  - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
  - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Director General by 31 March next following the period to which the return relates.
- (2) In this regulation –
 

**certified** in relation to a compliance audit return means signed by –

  - (a) the mayor or president; and
  - (b) the CEO.

[Regulation 15 inserted in Gazette 23 Apr 1999 p. 1725.]

Policy Implications - There appear no further implications in this regard.

Financial Implications - There appear no further implications in this regard.

Economic Implications - There appear no further implications in this regard.

Social Implications - There appear no further implications in this regard.

Environmental Considerations - There appear no further implications in this regard.

Consultation

The Shire of Boddington Audit Committee considered this matter in making the recommendation to Council.

Options

Council can approve the Audit Committee's Recommendation or not.

OFFICER'S RECOMMENDATION – ITEM 8.5.2
---------------------------------------

That Council accepts the recommendation of the Audit Committee that the Compliance Audit Return, included at Attachment 8.5.2A Compliance Audit Return 2018, for the period 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018, as completed by the President and Chief Executive Officer, be endorsed and duly signed accordingly.

## Attachment 8.5.2A

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
**Local Government, Sport  
and Cultural Industries**

### **Boddington - Compliance Audit Return 2018**

#### **Certified Copy of Return**

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

<b>Commercial Enterprises by Local Governments</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2018.	N/A		Graham Stanley
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2018.	N/A		Graham Stanley
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2018.	N/A		Graham Stanley
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2018.	N/A		Graham Stanley
5	s3.59(5)	Did the Council, during 2018, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Graham Stanley

1 of 11

## Attachment 8.5.2A

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



<b>Delegation of Power / Duty</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Graham Stanley
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Graham Stanley
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Graham Stanley
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Graham Stanley
5	s5.18	Has Council reviewed delegations to its committees in the 2017/2018 financial year.	N/A		Graham Stanley
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Graham Stanley
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Graham Stanley
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Graham Stanley
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Graham Stanley
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	N/A		Graham Stanley
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Graham Stanley
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2017/2018 financial year.	Yes		Graham Stanley
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Graham Stanley

<b>Disclosure of Interest</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Graham Stanley
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A		Graham Stanley

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## Attachment 8.5.2A

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
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No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Graham Stanley
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A		Graham Stanley
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Graham Stanley
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2018.	No	Due to an administrative oversight Annual Return documentation was not distributed to members until after 31 August 2018. When the oversight was discovered in early September 2018 the documentation was distributed immediately and all returns were received by 18 September 2018.	Graham Stanley
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2018.	No	Due to an administrative oversight Annual Return documentation was not distributed to designated employees until after 31 August 2018. When the oversight was discovered in early September 2018 the documentation was distributed immediately and all returns were received by 17 September 2018.	Graham Stanley
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Graham Stanley
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Graham Stanley
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Graham Stanley
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Graham Stanley
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Graham Stanley

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## Attachment 8.5.2A

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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No	Reference	Question	Response	Comments	Respondent
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Graham Stanley
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Graham Stanley
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	N/A		Graham Stanley
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Graham Stanley

### Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes		Graham Stanley
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Graham Stanley

### Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Graham Stanley
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Graham Stanley
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Graham Stanley
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Graham Stanley

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## Attachment 8.5.2A

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government within 30 days of completion of the audit.	Yes		Graham Stanley
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government by 31 December 2018.	Yes		Graham Stanley
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Graham Stanley
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Graham Stanley
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Graham Stanley
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Graham Stanley
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Graham Stanley
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Graham Stanley
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Graham Stanley
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Graham Stanley
15	Audit Reg 17	Has the CEO reviewed the appropriateness and effectiveness of the local government's systems and procedures in accordance with regulation 17 of the Local Government (Audit) Regulations 1996.	Yes		Graham Stanley

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## Attachment 8.5.2A

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of  
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No	Reference	Question	Response	Comments	Respondent
16	Audit Reg 17	If the CEO has not undertaken a review in accordance with regulation 17 of the Local Government (Audit) Regulations 1996, is a review proposed and when.	N/A		Graham Stanley

### Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	15/10/2013	Graham Stanley
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	No		Graham Stanley
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	08/08/2017	Graham Stanley
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	No		Graham Stanley
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	November 2018; Adopted 18/12/2018	Graham Stanley
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	2018/19-2027/28 Adopted 17/07/2018	Graham Stanley
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	16/07/2012	Graham Stanley

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## Attachment 8.5.2A

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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<b>Local Government Employees</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Graham Stanley
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes		Graham Stanley
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Graham Stanley
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Graham Stanley
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes		Graham Stanley

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## Attachment 8.5.2A

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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<b>Official Conduct</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Graham Stanley
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Graham Stanley
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Graham Stanley
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Graham Stanley
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Graham Stanley
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Graham Stanley

<b>Tenders for Providing Goods and Services</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Graham Stanley
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Graham Stanley
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Graham Stanley
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Graham Stanley

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## Attachment 8.5.2A

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Graham Stanley
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Graham Stanley
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Graham Stanley
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Graham Stanley
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Graham Stanley
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Graham Stanley
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Graham Stanley
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Graham Stanley
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Graham Stanley
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Graham Stanley
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A		Graham Stanley
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Graham Stanley

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## Attachment 8.5.2A

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Graham Stanley
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Graham Stanley
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Graham Stanley
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Graham Stanley
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Graham Stanley
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Graham Stanley
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Graham Stanley
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	Yes		Graham Stanley
25	F&G Reg 11A	Does the local government have a current 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, \$150,000 or less.	Yes		Graham Stanley

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## Attachment 8.5.2A

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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I certify this Compliance Audit return has been adopted by Council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor / President, Boddington

\_\_\_\_\_  
Signed CEO, Boddington

## 8.6 CHIEF EXECUTIVE OFFICER:

### 8.6.1 Action Sheet

Disclosure of Interest: Nil  
 Date: 6 March 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
19/2/19	2/19	TPC	Development Application for Composting Facility- Richgro 6364 Albany Highway	Letters sent to submitters and to DWER	complete
19/2/19	7/19	DCCS	Freedom of Information Statement	on website	complete
19/2/19	9/19	CEO	Adoption of Revised Purchasing Policy	Item Lay on Table – to go to 19 March Meeting	
19/2/19	10/19	CEO	2019 Council Meeting Schedule (remainder for 2019)	19/2/19	Placed on website
19/2/19	11/19	CEO	Boddington RSL Floor Refurbishment Project	20/2/19	Payment to RSL
19/2/19	13/19	DCCS	Assignment of Boddington Concrete Lease 43 Farmers Ave	Lease completed	complete

For information only.

8.6.2	Actions Performed Under Delegated Authority for the Month of February 2019
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File Ref. No: ADM0686  
 Disclosure of Interest: Nil  
 Date: 14 march 2019  
 Author: Chief Executive Officer  
 Attachments: Nil

Summary

To report back to Council actions performed under delegated authority for the month of February 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 February 2019.

- Common Seal
- One off Delegation
- Tenders
- Building Permits issued;
- Development Approvals issued
- Health Approvals issued;
- Affixing of Common Seal

Comment

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

Common Seal	
Date Affixed	Documentation
7/2/19	Lease 43 Farmers Avenue, Boddington Concrete 2014 to 31/5/19 (lease extension had not been issued)
25/2/19	Deed of Assignment of Lease Lot 11, No.43 Farmers Ave from Boddington Concrete Pty Ltd to Paul and Dianne Sullivan
6/11/18	Local Planning Strategy - signed under seal - advised to do by WA Planning Commission

One off Delegation	
Date	Documentation
25/2/19	Delegated authority to Graham Stanley advising of Acting CEO status 7-16 March 2019 inclusive

Authorisation to call Tenders	
Date	Action
Peter Haas - PEHO	



Building Applications			
Application No.	Applicant	Lot & Street	Type of Building Work
Health			

Steve Thompson - Town Planning Consultant			
Development Approvals			
Application No.	Applicant	Lot & Street	Type of Approval
A360	J Hall	No 4 Hill Street	Proposed Outbuilding
A1041	Ian MacPherson	Lot 13 Gold Mine Road	Change of Use from Outbuilding to Dwelling
A1750	Damien Batt/Phoenix Sheds	Lot 2 Pinjarra Williams Road	Shed Delivery & Installation
A1674	Richgro	6364 Albany Hwy Bannister	Composting facility
Subdivision Applications			
Application No.	Applicant	Lot & Street	Action
Land Administration			
Application No.	Applicant	Lot & Street	Action

Strategic Implications – Nil

Statutory Environment

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

Policy Implications - Nil

Financial Implications - Nil

Economic Implications – Nil

Social Implications - Nil

Environmental Considerations – Nil

Consultation - Nil

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.2
---------------------------------------

That Council accept the report outlining the actions performed under delegated authority for the month of February 2019.

### 8.6.3 Adoption of Revised Purchasing Policy

File Ref. No: ADM104  
Disclosure of Interest: Nil  
Date: 06 March 2019  
Author: Chris Littlemore CEO  
Attachment: 8.6.3A Revised Purchasing Policy

#### Summary

**Council is to consider approving a revised Purchasing Policy.**

#### Background

At the February 2019 meeting a report to Council on approving a revised purchasing policy was put to Council. The meeting decided to let the matter lay on the table as the Council wished to discuss the policy further and make some additions to the policy. The policy was discussed at the Councillor Information session on 5/03/2019 and the revised policy with the requested changes is now submitted for Council's endorsement.

#### 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.

An additional clause has been inserted requiring staff to provide suppliers who have quoted to be notified promptly of the outcome and providing feedback where appropriate.

#### 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 – Amendment of an existing policy

Financial Implications – Accepting 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 8.6.3
---------------------------------------

That Council resolves to adopt the Purchasing Policy in Attachment 8.6.3.

### 13.3 PURCHASING OF GOODS AND SERVICES

Policy Statement:

This policy will be read in conjunction with Council Policy 13.1 BUY LOCAL POLICY (REGIONAL BUSINESS AND REGIONAL PRICE PREFERENCE)

Amount of Purchase	Policy
<del>Up to \$2,000</del> Up to \$5,000	Goods and services may be purchased with a single verbal quotation.  Quotations will be documented.
<del>\$2,001 - \$20,000</del> \$5,001 - \$50,000	Obtain 3 <del>verbal or</del> written quotations from 3 alternative suppliers.  If the officer is unable to obtain 3 quotes this should be documented and purchase approved by a <del>superior officer or</del> the CEO.  Where the CEO has sought the quotations and is unable to obtain 3 quotes this should be documented and the purchase approved by the Shire President.  All quotations will be documented.
<del>\$20,001 - \$149,999</del> \$50,001- Dollar value specified by Local Government (Functions and General) Regulations 1996 Clause 11	Obtain 3 written quotations from alternative suppliers, with the following conditions applying: <ul style="list-style-type: none"> <li>• 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.</li> <li>• The request for quotation should include as a minimum the following:               <ul style="list-style-type: none"> <li>○ Written specification</li> <li>○ Price schedule</li> <li>○ Conditions of responding</li> <li>○ Validity period of offer.</li> </ul> </li> <li>• Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.</li> <li>• Respondents should be advised by writing as soon as possible after the final determination is made approved.</li> <li>• If officer unable to obtain 3 written quotes this should be documented and the purchase approved by the CEO.</li> <li>• Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the <del>\$150,000</del> this threshold.</li> </ul>
<del>\$150,000 and above</del> Dollar value specified by Local Government	Conduct a public tender process in accordance with the provisions for the Local Government (Functions and General) Regulations 1996.

Attachment 8.6.3A

Amount of Purchase	Policy
(Functions and General) Regulations 1996 Clause 11	<p>Council will also enforce the following additional requirements:</p> <ul style="list-style-type: none"> <li>• Acceptance of a tender for construction projects will be subject to the execution of a contract based on the standard contract supplied by the Master Builders' Association; and</li> <li>• 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.</li> </ul>

Staff engaged in procurement should seek quotations from local suppliers and contractors in the first instance.

Where a written quotation is supplied, the supplier will be promptly notified of the outcome once a decision to purchase or not proceed as the case may be. If appropriate, feedback will be supplied to assist the supplier in assessing why they were unsuccessful.

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

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

Nil

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

Nil at this time.

11. CONFIDENTIAL ITEM:

Nil

12. CLOSURE OF MEETING: