



*'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

5:00PM

TUESDAY 28th May 2019

Council Chambers
39 Bannister Rd, Boddington

DISCLAIMER

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

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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

2.1.2 Apologies

Nil at this time.

2.1.3 Leave of Absence

Nil at this time.

3. DISCLOSURE OF FINANCIAL INTEREST:

Nil at this time.

4. PUBLIC QUESTION TIME:

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Nil at this time.

4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil at this time,

4.3 PUBLIC QUESTIONS FROM THE GALLERY:

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/
SUBMISSIONS:

Nil at this time.

6. CONFIRMATION OF MINUTES:

6.1.1	Ordinary Meeting of Council held on Tuesday 16 April 2019 and Special Meeting of Council held on Tuesday 7 May 2019
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That the minutes of the Ordinary Meeting of Council held on Tuesday 16th April 2019 be confirmed as a true record of proceedings.

That the minutes of the Special Meeting of Council held on Tuesday 7th May 2019 be confirmed as a true record of proceedings.

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT
DISCUSSION:

Nil at this time.

8. REPORTS OF OFFICERS AND COMMITTEES:

8.1 PLANNING CONSULTANT:

8.1.1 Boddington District Water Management Strategy: Submitted for endorsement
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Location:	Applies to the Boddington and Ranford townsites and surrounding areas (development footprint established by the Local Planning Strategy 2018)
File Ref. No:	ADM 0719
Disclosure of Interest:	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the Local Government Act 1995)
Date:	22 May 2019
Author:	Steve Thompson
Attachments:	8.1.1A Boddington District Water Management Strategy (Separate attachment)

Summary

To seek Council endorsement of the Boddington District Water Management Strategy.

Background

The requirement for the District Water Management Strategy (DWMS) is set in State Government policies, along with the *Boddington SuperTown Growth Plan* and in former Strategic Community Plans.

Work commenced on the DWMS years ago to support the review of the Local Planning Strategy and the preparation of Local Planning Scheme No. 3. The Shire worked closely with the Department of Water and Environmental Regulation (DWER) in formulating the DWMS. DWER are now supportive of the DWMS.

The DWMS seeks to guide land use and development and to conserve and manage water resources in and around the Boddington townsite. The DWMS provides a broad framework to coordinate water management and land use planning. It will also guide local water management strategies and urban water management plans that the Western Australian Planning Commission require to support structure plans, rezoning and larger urban subdivisions.

In early 2019, Councillors were provided with a draft DWMS to review. Since then, relatively minor modifications have been undertaken to address DWER requirements including new and updated mapping.

Comment

Given the support of DWER, it is suggested that the Council is now in a position to endorse the DWMS as set out in Attachment 8.1.1A.

Strategic Implications

The DWMS is consistent with the *Shire of Boddington Strategic Community Plan 2017 – 2027* including the vision of 'a beautiful environment' and the strategic objective of 'water resources sustainability'.

Statutory and Policy Environment

Planning and Development Act 2005 and *Shire of Boddington Local Planning Scheme No. 2*. There are several State Government policies (including *State Planning Policy 2.9 Water Resources* and *Better Urban Water Management* and) and local planning policies (including *LPP6 Development in Flood Affected Areas* and *LPP17 Stormwater Management*) that complement the DWMS.

Policy Implications

Nil at this stage.

Financial Implications - Nil

Economic Implications

There are costs to developers in formulating local water management strategies and urban water management plans as required to support structure plans, rezoning and larger urban subdivisions.

Social Implications - Nil

Environmental Considerations

The DWMS will assist to conserve and enhance the area's water resources.

Consultation

The Shire liaised closely with DWER in formulating the DWMS and undertook internal consultation. Unlike the review of the Local Planning Strategy and the preparation of Local Planning Scheme No. 3, there is no statutory requirement to advertise a DWMS.

Options

The Council can:

- a) endorse the DWMS without modifications;
- b) endorse the DWMS with modifications;
- c) defer consideration of the matter and require additional information;
- d) require that the DWMS is advertised for community and stakeholder comment; or
- e) not agree to endorse the DWMS.

Voting Requirements - Simple Majority

That Council:

1. Endorse the *Boddington District Water Management Strategy* as set out in Attachment 8.1.1A.
2. Advise the Department of Water and Environmental Regulation regarding the above and thank them for their assistance in reviewing the Strategy.

8.2 MANAGER FINANCIAL SERVICES:

8.2.1 Monthly Financial Statements – April 2019

Disclosure of Interest: Nil
Date: 9 May 2019
Author: J Rendell – Manager Financial Services
Attachments: 8.2.1A Financial Statements – April 2019

Summary

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

FINANCIAL SUMMARY YEAR TO DATE APRIL 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 year to date financial result as at April 2019 is at the three quarter mark of this financial year and most of the commentary will be based around timing differences only at this stage, except where noted. The revised budget has been updated and is reflecting the mid-year budget review, all comparatives are against the Revised Budget. YTD result is tracking better than budget.

OPERATING RESULT

REVENUE

Revenue is 0.9% or \$57k unfavourable to budget. Within the main items, the following is noted:-

- **Operating Grants** is 6.9% or \$42k unfavourable to budget.
- **Fees & Charges** is 0.9% or \$9k favourable to budget.
- **Interest Earnings** is 4.0% or \$5k unfavourable to budget.
- **Other Revenue** is 8.7% or \$6k 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 4.9% or \$306k favourable to budget, the main items are noted:-

- **Employee costs** are 0.4% or \$8k favourable to budget.
- **Materials and contracts** are collectively 16.8% or \$287k favourable to budget.
- **Utility charges** are 2.9% or \$8k favourable to budget.
- **Insurance expenses** is 3.1% or \$7k favourable to budget.
- **Other expenditure** is 26.6% or \$31k unfavourable to budget.

NET RESULT

The net result is 58.3% or \$249k favourable result to budget, due to total revenue being \$57k unfavourable and expenditure being \$306k favourable to budget.

FINANCIAL SUMMARY YEAR TO DATE APRIL 2019

CAPITAL ITEMS

Capital revenue is 52.8% or \$340k unfavourable to budget.

Capital expenditure is 49.8% or \$1.2M favourable to budget. For a more detailed understanding, refer to the Capital Expenditure by Asset Class report. In some cases there is a direct relationship between Capital income and Capital expenditure. Included within this year is an amount of \$1.4M for Councillor New Initiatives in accord with items contained in the Strategic Community Plan.

FUNDING ITEMS

Repayment of loan principal is slightly favourable to budget.

CASH & INVESTMENTS

Cash and investments sits at \$4.6M, this represents a decrease of \$1.0M from the previous month, primarily due to the receipt of almost 93% 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 \$341k a reduction of almost \$85k on the previous month.

SUMMARY

The overall financial result 89.9% or \$1.1M favourable to budget.

The result is pleasing in that the Shire of Boddington finances are in line with both the annual budget and long term financial plan, and augers well for the financial sustainability,

additionally it indicates that the financial reform undertaken over the last 3 years is bringing favourable as anticipated results.

Statutory Environment - Local Government (Financial Management) Regulations 1996

OFFICER'S RECOMMENDATION – 8.2.1

That Council adopt the:

1. monthly financial statements for the period ending 30 April 2019; and
2. summary of reconciliations for the period ending 30 April 2019.

ATTACHMENT 8.2.1

SHIRE OF BODDINGTON

Interim - Financial Reports for the period ended

30-Apr-19

Report Type	Page No.
Summary of Financial Activity	1
Comprehensive Income Statement by Nature/type	2
Comprehensive Income Statement by Programme	3
Rate Setting Statement	4
Statement of Financial Position	5
Loan Repayments & Net Current Asset Position	6
Capital Expenditure by Asset type	7
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ATTACHMENT 8.2.1

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

30-Apr-19

	2018/19 Budget			Actual YTD	Variance YTD	% Variance YTD
	Approved	Amended	YTD Budget			
Opening Funding Surplus (Deficit)	325,138	369,622	369,622	369,622	-	0.0%
Revenue						
Rates	4,501,927	4,501,927	4,501,927	4,489,666	- 12,261	-0.3%
Operating Grants, Subsidies and Contributions	890,326	702,595	610,816	568,743	- 42,073	-6.9%
Fees and Charges	1,149,798	1,185,309	988,621	997,200	8,579	0.9%
Interest Earnings	112,290	150,769	133,595	128,290	- 5,305	-4.0%
Other Revenue	139,037	75,729	64,961	59,297	- 5,664	-8.7%
Profit from Asset Sales	-	-	-	-	-	-
OPERATING INCOME	6,793,378	6,616,328	6,299,920	6,243,196	- 56,724	-0.9%
Expenses						
Employee Costs	- 2,693,358	- 2,639,850	- 2,139,069	- 2,131,010	8,059	0.4%
Materials and Contracts	- 1,806,963	- 2,004,062	- 1,705,589	- 1,418,850	286,739	16.8%
Utility Charges	- 339,419	- 341,324	- 288,164	- 279,669	8,495	2.9%
Depreciation on Non-Current Assets	- 2,024,409	- 2,021,187	- 1,684,320	- 1,716,345	- 32,025	-1.9%
Interest Expenses	- 99,271	- 99,271	- 69,584	- 72,966	- 3,382	-4.9%
Insurance Expenses	- 224,897	- 238,157	- 238,150	- 230,807	7,343	3.1%
Loss on Asset Sales	-	-	-	-	-	-
Other Expenditure	- 158,883	- 138,784	- 116,427	- 85,470	30,957	26.6%
OPERATING EXPENDITURE	- 7,347,199	- 7,482,634	- 6,241,303	- 5,935,118	306,185	4.9%
Net Result (incl. c/f surplus position)	- 228,684	- 496,684	428,239	677,701	249,462	58.3%
Adjustments for Non-Cash Items						
Depreciation	2,024,409	2,021,188	1,684,320	1,716,345	32,025	1.9%
Loss on Asset Disposals	-	-	-	-	-	-
(Profit) on Asset Disposals	-	-	-	-	-	-
Provisions and Accruals	-	-	-	-	-	-
	2,024,409	2,021,188	1,684,320	1,716,345	32,025	1.9%
Net Result before funding and Capex items	1,795,725	1,524,504	2,112,559	2,394,046	281,487	13.3%
Capital Income and Expenditure						
Non-operating Grants & contributions	978,650	759,983	643,833	303,666	- 340,167	-52.8%
Purchase Land & Buildings	- 338,000	- 331,552	- 284,471	- 226,471	58,000	20.4%
Purchase Plant & Equipment	- 416,406	- 383,406	- 377,236	- 45,779	331,457	87.9%
Purchase Roads, Streets & Bridges	- 922,940	- 1,097,892	- 1,069,411	- 800,698	268,713	25.1%
Purchase Other Infrastructure	- 100,000	- 186,631	- 186,630	- 45,072	141,558	75.8%
New Initiatives	- 1,364,105	- 722,855	- 499,710	- 94,945	404,765	81.0%
Proceeds from Asset Sales	1,435,524	1,450,500	1,071,526	1,048,500	- 23,026	-2.1%
Net Capital Items	- 727,277	- 511,853	- 702,099	139,201	841,300	119.8%
Funding Items						
Proceeds from New loans	-	-	-	-	-	-
Repayment of Loan Principal	- 230,305	- 230,305	- 156,731	- 151,946	4,785	3.1%
Self Supporting Loan Principal Income	-	-	-	-	-	-
Total Funding Items	- 230,305	- 230,305	- 156,731	- 151,946	4,785	3.1%
Reserve Items						
Transfers to Reserves	- 1,164,069	- 1,569,069	-	-	-	#DIV/0!
Transfers from Reserves	611,033	1,054,138	-	-	-	#DIV/0!
Net Reserve movement	- 553,036	- 514,931	-	-	-	#DIV/0!
Closing Funding Surplus (Deficit)	285,106	267,414	1,253,729	2,381,301	1,127,572	89.9%

ATTACHMENT 8.2.1

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

30-Apr-19

	2018/19 Budget			Actual YTD	Variance YTD	% Variance YTD
	Approved	Amended	YTD Budget			
Revenue						
Rates	4,501,927	4,501,927	4,501,927	4,489,666 -	12,261	-0.3%
Operating Grants, Subsidies and Contributions	890,326	702,595	610,816	568,743 -	42,073	-6.9%
Fees and Charges	1,149,798	1,185,309	988,621	997,200	8,579	0.9%
Interest Earnings	112,290	150,769	133,595	128,290 -	5,305	-4.0%
Other Revenue	139,037	75,729	64,961	59,297 -	5,664	-8.7%
OPERATING INCOME	6,793,378	6,616,329	6,299,920	6,243,196 -	56,724	-0.9%
Expenses						
Employee Costs	- 2,693,358 -	- 2,639,850 -	- 2,139,069 -	- 2,131,010	8,059	0.4%
Materials and Contracts	- 1,806,963 -	- 2,004,062 -	- 1,705,589 -	- 1,418,850	286,739	16.8%
Utility Charges	- 339,419 -	- 341,324 -	- 288,164 -	- 279,669	8,495	2.9%
Depreciation on Non-Current Assets	- 2,024,409 -	- 2,021,187 -	- 1,684,320 -	- 1,716,345 -	32,025	-1.9%
Interest Expenses	- 99,271 -	- 99,271 -	- 69,584 -	- 72,966 -	3,382	-4.9%
Insurance Expenses	- 224,897 -	- 238,157 -	- 238,150 -	- 230,807	7,343	3.1%
Other Expenditure	- 158,883 -	- 138,784 -	- 116,427 -	- 85,470	30,957	26.6%
OPERATING EXPENDITURE	- 7,347,199 -	- 7,482,635 -	- 6,241,303 -	- 5,935,118	306,185	4.9%
Net Result before Capital Income	- 553,822 -	- 866,306	58,617	308,079	249,462	425.6%
Non-Op. Grants, Subsidies and Contributions	978,650	759,983	643,833	303,666 -	340,167	-52.8%
Profit on Asset Disposals	-	-	-	-	-	-
Loss on Asset Disposals	-	-	-	-	-	-
OTHER	978,650	759,983	643,833	303,666 -	340,167	-52.8%
NET RESULT	424,828 -	106,323	702,450	611,745 -	90,705	-12.9%
Other Comprehensive Income						
Changes on Revaluation of Non-Current Assets	-	-	-	-	-	-
Total Other Comprehensive Income	-	-	-	-	-	-
TOTAL COMPREHENSIVE INCOME	424,828 -	106,323	702,450	611,745 -	90,705	-12.9%

ATTACHMENT 8.2.1

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

30-Apr-19

	2018/19 Budget		YTD Budget	Actual YTD	Variance YTD	% Variance YTD	
	Approved	Amended					
Revenue							
Governance	5,012,549	4,807,207	4,752,537	4,735,715 -	16,822	-0.4%	
General Purpose Funding	68,650	52,543	44,801	46,825	2,024	4.5%	
Law, Order, Public Safety	291,273	290,372	266,886	274,456	7,570	2.8%	
Health	24,538	27,408	25,459	21,220 -	4,239	-16.6%	
Education and Welfare	563,719	574,890	475,855	440,437 -	35,418	-7.4%	
Housing	10,811	6,812	5,670	9,233	3,563	62.8%	
Community Amenities	305,426	295,322	285,318	296,429	11,111	3.9%	
Recreation and Culture	83,240	77,560	49,005	45,173 -	3,832	-7.8%	
Transport	115,755	119,500	107,540	88,164 -	19,376	-18.0%	
Economic Services	301,169	298,015	260,959	228,183 -	32,776	-12.6%	
Other Property and Services	16,248	66,700	25,890	57,362	31,472	121.6%	
	6,793,378	6,616,329	6,299,920	6,243,196 -	56,724	-0.9%	
Expenses excluding Finance Costs							
Governance	31,217	174,237	143,132	17,397 -	125,735	87.8%	
General Purpose Funding	-	32,815 -	10,165 -	455 -	455	#DIV/0!	
Law, Order, Public Safety	-	645,868 -	666,196 -	555,928 -	83,842	15.1%	
Health	-	258,192 -	251,750 -	209,279 -	195,739	13,540	6.5%
Education and Welfare	-	720,682 -	721,931 -	592,148 -	574,719	17,429	2.9%
Housing	-	31,067 -	29,962 -	23,214 -	17,151 -	6,063	26.1%
Community Amenities	-	685,361 -	714,046 -	592,816 -	567,180	25,636	4.3%
Recreation and Culture	-	1,590,935 -	1,687,858 -	1,415,466 -	1,388,827	26,639	1.9%
Transport	-	2,701,086 -	2,689,351 -	2,246,798 -	2,123,367	123,431	5.5%
Economic Services	-	691,147 -	750,399 -	629,572 -	549,122	80,450	12.8%
Other Property and Services	-	15,874 -	95,866 -	96,058 -	25,205	70,853	73.8%
	-	7,247,929 -	7,383,364 -	6,171,719 -	5,862,152	309,567	5.0%
Finance Costs							
Governance	-	31,216 -	31,216 -	15,607 -	17,397	1,790	
General Purpose Funding	-	-	-	-	-	-	
Law, Order, Public Safety	-	-	-	-	-	-	
Health	-	-	-	-	-	-	
Education and Welfare	-	9,316 -	9,316 -	9,314 -	10,219	905	
Housing	-	31,068 -	31,068 -	16,993 -	17,151	158	-0.9%
Community Amenities	-	-	-	-	-	-	
Recreation and Culture	-	27,671 -	27,671 -	27,670 -	28,199	529	
Transport	-	-	-	-	-	-	
Economic Services	-	-	-	-	-	-	
Other Property and Services	-	-	-	-	-	-	
	-	99,271 -	99,271 -	69,584 -	72,966	3,382	-4.9%
Net Result before Capital Income	-	553,822 -	866,306	58,617	308,079	256,225	
Non Operating Grants, Subsidies and Contributions							
General Purpose Funding	98,000	98,000	73,500	73,466 -	34		
Law, Order, Public Safety	-	-	-	-	-	-	
Education and Welfare	-	-	-	-	-	-	
Recreation and Culture	490,000	230,000	230,000 -	20,000 -	250,000		
Transport	340,650	431,983	340,333	250,200 -	90,133		
Economic Services	50,000	-	-	-	-	-	
Other Property and Services	-	-	-	-	-	-	
	978,650	759,983	643,833	303,666 -	340,167		
Other Comprehensive Income							
Changes on Revaluation of Non-Current Assets	-	-	-	-	-	-	
TOTAL COMPREHENSIVE INCOME	424,828 -	106,323	702,450	611,745 -	90,705	-12.9%	

ATTACHMENT 8.2.1

SHIRE OF BODDINGTON RATE SETTING STATEMENT							
For the period ended							30-Apr-19
	2018/19 Budget			Actual	Variance	% Variance	
	Approved	Amended	YTD Budget	YTD	YTD	YTD	YTD
Revenue							
Operating Grants, Subsidies and Contributions	890,326	702,595	610,816	568,743 -	42,073		-6.9%
Fees and Charges	1,149,798	1,185,309	988,621	997,200	8,579		0.9%
Interest Earnings	112,290	150,769	133,595	128,290 -	5,305		-4.0%
Other Revenue	139,037	75,729	64,961	59,297 -	5,664		-8.7%
Profit from Asset Sales	-	-	-	-	-		
Total Operating Revenue excluding Rates	2,291,451	2,114,402	1,797,993	1,753,531 -	44,463		-2.5%
Expenses							
Employee Costs	- 2,693,358 -	- 2,639,850 -	- 2,139,069 -	- 2,131,010	8,059		0.4%
Materials and Contracts	- 1,806,963 -	- 2,004,062 -	- 1,705,589 -	- 1,418,850	286,739		16.8%
Utility Charges	- 339,419 -	- 341,324 -	- 288,164 -	- 279,669	8,495		2.9%
Depreciation on Non-Current Assets	- 2,024,409 -	- 2,021,187 -	- 1,684,320 -	- 1,716,345 -	32,025		-1.9%
Interest Expenses	- 99,271 -	- 99,271 -	- 69,584 -	- 72,966 -	3,382		-4.9%
Insurance Expenses	- 224,897 -	- 238,157 -	- 238,150 -	- 230,807	7,343		3.1%
Loss on Asset Sales	-	-	-	-	-		
Other Expenditure	- 158,883 -	- 138,784 -	- 116,427 -	- 85,470	30,957		26.6%
Operating Expenditure	- 7,347,199 -	- 7,482,635 -	- 6,241,303 -	- 5,935,118	306,185		4.9%
Operating Result Excluding Rates Income	- 5,055,749 -	- 5,368,233 -	- 4,443,310 -	- 4,181,586	261,723		6%
Adjustments for Non-Cash Items							
Depreciation	2,024,409	2,021,188	1,684,320	1,716,345	32,025		-1.9%
(Profit)/Loss on Asset Disposals	-	-	-	-	-		
Provisions & Accruals	-	-	-	-	-		
	2,024,409	2,021,188	1,684,320	1,716,345	32,025		-1.9%
Capital Income and Expenditure							
Purchase of Capital Expenditure	- 3,141,451 -	- 2,722,336 -	- 2,417,458 -	- 1,212,965	1,204,493		49.8%
Non-operating Grants & contributions	978,650	759,983	643,833	303,666 -	340,167		52.8%
Proceeds from Asset Sales	1,435,524	1,450,500	1,071,526	1,048,500 -	23,026		2.1%
	- 727,277 -	- 511,853 -	- 702,099	139,201	841,300		119.8%
Funding & Reserve Items							
Proceeds from New loans	-	-	-	-	-		
Repayment of Loan Principal	- 230,305 -	- 230,305 -	- 156,731 -	- 151,946	4,785		3.1%
Transfers to Reserves	- 1,164,069 -	- 1,569,069	-	-	-		
Transfers from Reserves	611,033	1,054,138	-	-	-		#DIV/0!
	- 783,341 -	- 745,236 -	- 156,731 -	- 151,946	4,785		3.1%
Estimated Surplus/(Deficit) July 1 B/Fd.	325,138	369,622	369,622	369,622	-		
Estimated Surplus/(Deficit) C/F or YTD.	285,106	267,414	1,253,729	2,381,301 -	1,127,572		89.9%
Amount required from General Rate	- 4,501,927 -	- 4,501,927 -	- 4,501,927 -	- 4,489,666 -	12,261		-0.3%

ATTACHMENT 8.2.1

SHIRE OF BODDINGTON STATEMENT OF FINANCIAL POSITION For the period ended		
	30-Jun-18	30-Apr-19
	Audited	YTD Actual
CURRENT ASSETS		
Cash and Cash Equivalents	3,892,183	5,236,900
Equity Reserve Investments	-	-
Trade & Other Receivables	386,160	651,425
Inventories	-	-
TOTAL CURRENT ASSETS	4,278,343	5,888,325
NON CURRENT ASSETS		
Trade and Other Receivables	168	-
Property Plant & Equipment	30,442,554	30,124,053
Land Held for Resale	272,538	272,539
Infrastructure	54,536,959	53,303,581
TOTAL NON CURRENT ASSETS	85,252,219	83,700,173
TOTAL ASSETS	89,530,562	89,588,498
CURRENT LIABILITIES		
Trade & Other Payables	618,308	156,543
Employee Provisions	312,619	277,641
Borrowings	230,305	78,360
Trusts	-	94,876
TOTAL CURRENT LIABILITIES	1,161,229	607,420
NON CURRENT LIABILITIES		
Trade & Other Payables - Specific	300,000	300,000
Borrowings	2,054,593	2,054,593
Employee Provisions	66,065	66,065
TOTAL NON CURRENT LIABILITIES	2,420,658	2,420,658
TOTAL LIABILITIES	3,581,887	3,028,078
EQUITY		
Retained Earnings	34,156,787	34,768,532
Reserves Cash Backed	2,974,251	2,974,251
Revaluation Reserve	48,817,637	48,817,637
TOTAL EQUITY	85,948,675	86,560,420
TOTAL LIABILITIES & EQUITY	89,530,562	89,588,498
BALANCE SHEET VARIANCE	\$0.00	\$0.00

ATTACHMENT 8.2.1

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	\$10,661	\$10,661
3083000	PRINCIPAL ON LOAN 100	71	Other Expenses	\$14,748	\$14,748	\$14,748	\$13,845
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	\$57,748	\$55,855
3121100	PRINCIPAL LOAN 102	71	Other Expenses	\$0	\$0	\$0	\$0
TOTAL				\$230,305	\$230,305	\$156,731	\$151,946

MOVEMENT NET CURRENT ASSET POSITION - RECONCILIATION			
	2018/19 Budget		Actual YTD
	Approved	Forecast	
NCA items from Statement of Financial Activity			
Current Assets	3,647,169	3,647,169	5,892,379
Less: Current Liabilities	- 412,044	- 412,044	- 536,828
Add: Restricted Assets/Principal Repayment	- 2,946,301	- 2,946,301	- 2,974,251
Net Current Assets	288,823	288,823	2,381,301
REPRESENTED BY - (From Financial Position) Movement			
Net Current Assets	288,823	288,823	2,381,301
REPRESENTED BY - (From Rate Setting Statement) Movement			
Closing Surplus Position	285,106	267,414	2,381,301
Net Current Assets	285,106	267,414	2,381,301

ATTACHMENT 8.2.1

SHIRE OF BODDINGTON
Printed : at 10:26 AM on 9/05/2019

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

30-Apr-19

COA	Description	Asset Type	Budget	Amended	YTD Budget	YTD Actual
3042202	EXISTING BUILDINGS 17/18	Land & Buildings	200,000	188,323	141,243	77,642
3042212	CEO RESIDENCE	Land & Buildings	138,000	131,552	131,552	133,158
3053025	OLD POLICE STATION REFURBISHMENT	Land & Buildings	-	6,800	6,800	6,800
3082090	AGED CARE COMPLEX	Land & Buildings	-	-	-	3,993
3113200	RECREATION CENTRE	Land & Buildings	-	-	-	-
3135202	LAND PURCHASE	Land & Buildings	-	-	-	-
3132008	VISITOR CENTRE	Land & Buildings	-	4,877	4,876	4,877
	Land & Buildings Total		338,000	331,552	284,471	226,471
3102201	REFUSE SITE	Other Infrastructure	60,000	60,000	60,000	-
3105050	OVALS PARKS & CEMETERIES	Other Infrastructure	25,000	7,000	7,000	3,091
3112208	LIGHTING - SPORTS OVAL	Other Infrastructure	-	-	-	-
3112213	SWIMMING POOL - INFRASTRUCTURE	Other Infrastructure	15,000	-	-	-
3132030	WATER TO RANFORD CAPEX	Other Infrastructure	-	-	-	-
3113205	RODEO SHADE FACILITIES	Other Infrastructure	-	-	-	-
3113082	DAM IMPROVEMENTS - WATER TO OVAL	Other Infrastructure	-	119,631	119,630	41,981
	Other Infrastructure Total		100,000	186,631	186,630	45,072
3042209	COMPUTER EQUIPMENT	Plant & Equip	25,000	30,000	30,000	28,648
3042208	OFFICE EQUIPMENT	Plant & Equip	35,000	30,000	30,000	4,339
3042219	VEHICLE COST UPGRADE	Plant & Equip	-	-	-	-
3051220	Fire Tender Boddington	Plant & Equip	-	-	-	9,091
3121096	LOADER	Plant & Equip	316,406	286,406	286,406	-
3121066	REACH MOWER	Plant & Equip	-	-	-	-
3139302	MINOR CAPITAL ITEMS	Plant & Equip	40,000	37,000	30,830	3,702
	Plant & Equip Total		416,406	383,406	377,236	45,779
3121086	Main Roads Bridge Program	Roads Infrastructure	167,000	97,500	97,500	-
3112220	CULVERTS & DRAINAGE	Roads Infrastructure	98,970	98,970	82,480	18,367
3121090	ROADS TO RECOVERY	Roads Infrastructure	91,650	91,650	91,650	96,907
3121704	RESEALS - MUNI	Roads Infrastructure	193,350	193,350	193,350	53,669
3121705	MAIN STREET UPGRADE	Roads Infrastructure	-	107,452	107,452	130,915
3121706	CAR PARKS - SHIRE FACILITIES	Roads Infrastructure	-	-	-	-
3121700	COMMODITY GRANT CAPITAL EXPENSE	Roads Infrastructure	-	-	-	-
3121800	ROAD CONST. - RRG	Roads Infrastructure	300,000	437,000	436,999	500,841
3121803	FOOTPATHS	Roads Infrastructure	71,970	71,970	59,980	-
	Roads Infrastructure Total		922,940	1,097,892	1,069,411	800,698
3105225	BODDINGTON CEMETERY	Councillor New Initiatives	22,500	22,500	22,500	-
3112100	SKATEPARK	Councillor New Initiatives	350,000	175,000	57,750	-
3112205	PUMP TRACK	Councillor New Initiatives	100,000	50,000	16,500	-
3105250	NATURE PLAYGROUND	Councillor New Initiatives	200,000	100,000	33,000	-
3105500	FORESHORE LANDSCAPE/DESIGN	Councillor New Initiatives	471,250	235,000	235,000	58,135
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	8,658
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	26,960	5,273
3146203	ENTRY STATEMENTS & PUBLIC ART	Councillor New Initiatives	110,000	30,000	30,000	15,060
	Councillor New Initiatives Total		1,364,105	722,855	499,710	94,945
	Grand Total		3,141,451	2,722,336	2,417,458	1,212,965

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9/05/2019Financials Format Apr 2019Capital Expenditure

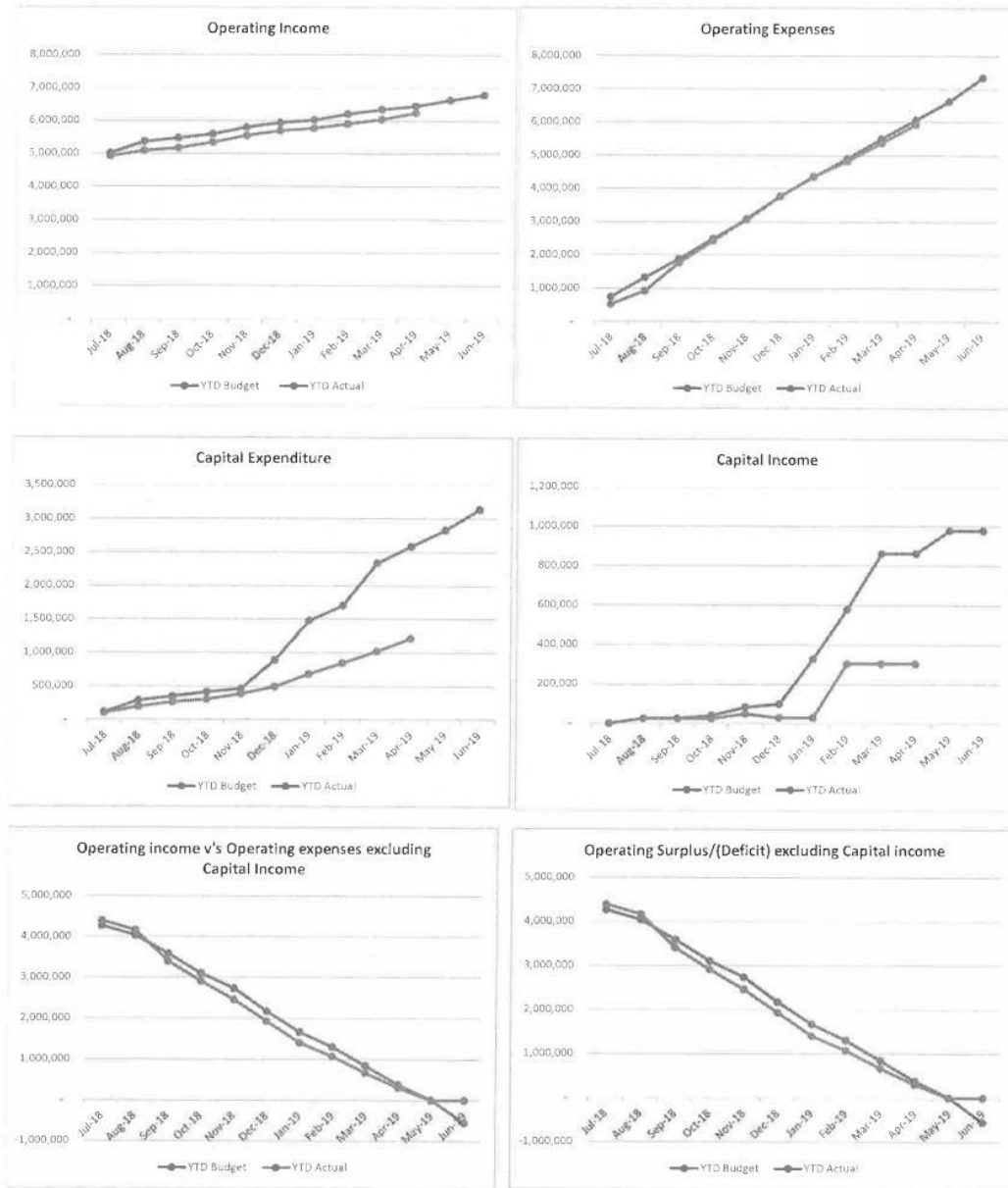
ATTACHMENT 8.2.1

CAPITAL EXPENDITURE - EXISTING BUILDINGS - By JOBS					30-Apr-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	-	-	-	2,474
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	-	-	-	3,842
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	-	-	-	-
TOTAL EXISTING BUILDINGS		-	-	-	77,642
REPRESENTED BY:					
COA					
3042202 EXISTING BUILDINGS 17/18		200,000	188,323	141,243	77,642

ATTACHMENT 8.2.1

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

30-Apr-19



9/05/2019:5:\Corporate Services\Manager Finance\Financial Reports\Council\2018-19\Feb 2019\Data for Graphs

8.2.2 List of Payments – April 2019

Disclosure of Interest: Nil
Date: 9 May 2019
Author: J Rendell
Attachment: 8.2.2A List of Payments- April 2019

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 April 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 sub regulation (1) or (2) is to be –
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Policy Implications - Nil

OFFICER'S RECOMMENDATION – 8.2.2

That Council adopts the list of payments for the period ending 30 April 2019; at Attachment 8.2.2A.

8.3 PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/ BUILDING SURVEYOR:

Nil at this time.

8.4 MANAGER WORKS & SERVICES:

8.4.1	Boddington Cemetery Niche Wall
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Date:	23 May 2019
Authors:	Craig Browne – Manager Works & Services; Graham Stanley Director Corporate & Community Services
Attachment:	Nil

Summary

The purpose of this report is to seek Council approval to adopt a policy to exclude the erection of photographs and other imagery on Cemetery Niche Walls.

Background

Relatives have requested to install a coaster sized photograph of the passed family members next to a plaque that honours them on the wall.

This request is the first of its kind for the wall and poses questions as to the wall's overall appearance, currently and into the future. Many materials deteriorate and become unsightly when exposed to the elements especially plastics and other materials that photographs may be printed on. The possible growth in popularity amongst other families wanting to affix images or other commemorative items may result in the Niche wall becoming cluttered and unsightly.

Discussion at the previous council information session concluded to amend the current Cemeteries Local Law to prohibit the installation photographs and other imagery on a cemetery niche wall. Unfortunately, the process to amend an existing Local Law is virtually the same as the process to adopt a new Local Law. This is a quite complicated process with a relatively long timeframe and therefore it is recommended as an interim measure for Council to adopt a policy to give immediate coverage.

Statutory Environment

Shire of Boddington Cemeteries Local Law section 7.13 – Requirements of a Memorial Plaque

7.13 Requirements of a Memorial Plaque

(1) All memorial plaques placed in a memorial plaque section of a cemetery shall:

(a) be made of admiralty bronze or any other material approved by the Board; and

- (b) *not be less than the dimensions 380mm x 280mm, nor more than 560mm x 305mm; and*
- (2) *All memorial plaques made of admiralty bronze shall:*
 - (a) *not exceed 20mm in thickness; and*
 - (b) *be placed upon a base mounting approved by the Board.*
- (3) *All memorial plaques made of stone shall:*
 - (a) *not exceed 50mm in thickness placed upon a base mounting approved by the Board; or*
 - (b) *not be less than 100mm in thickness if it is not to be placed upon a base mounting.*

Section 3.12 of the Local Government Act 1995 outlines the process for making Local Laws. Section 3.16 of the Act requires that Local Laws are reviewed every 8 years and Boddington's Local Laws are due to be reviewed. It is proposed that funds are included in the 2019/20 Budget to review the Shire's Local Laws including the Cemeteries Local Law. It is suggested that this take place after the October 2019 Local Government elections so that the new Council has input into the Local Laws going forward for the next 8 years. It would make sense that the amendment to the Cemeteries Local Law be included as part of the review process and a policy to the same effect be adopted by Council as an interim measure.

Comment

It is suggested that council approve the following policy which would eventually be incorporated as an additional clause to the Shire of Boddington Cemeteries Local Law section 7.13 – Requirements of a Memorial Plaque, to specifically prohibit the installation of photographic or other imagery on a cemetery niche, as part of the review of the Cemeteries Local Law:

06.15 CEMETERIES – NICHE WALLS

Policy Statement:

One Memorial Plaque per niche is permitted and shall conform to clauses (1), (2) and (3) of section 7.13. of the Shire of Boddington Cemeteries Local Law and:

- (a) *Portrait imagery may be etched into approved plaque material.*
- (b) *Reproduced media imagery (photographic and otherwise) or other memorial items other than approved plaques are not permitted to be installed on a niche wall.*

Objective:

To establish guidelines to prevent the affixing of photographs and other tokens other than approved plaques to the niche walls at Shire of Boddington Cemeteries.

Strategic Implications – Nil

Policy Implications – Nil

Financial Implications – Nil

Environmental Implications – Nil

Social Implications

The niche wall can be considered a personal space situated in a public place. It is important not to oppress the individual's need to express grief or hold memories while simultaneously protecting the collective rights of cemetery users to pay their respects in visually peaceful surrounds.

OFFICER'S RECOMMENDATION – ITEM 8.4.1

That Council:

1. Adopt the following policy in relation to niche walls at cemeteries within the Boddington Shire:

06.15 CEMETERIES – NICHE WALLS

Policy Statement:

One Memorial Plaque per niche is permitted and shall conform to clauses (1), (2) and (3) of section 7.13. of the Shire of Boddington Cemeteries Local Law and:

- (a) Portrait imagery may be etched into approved plaque material.*
- (b) Reproduced media imagery (photographic and otherwise) or other memorial tokens other than approved plaques are not permitted to be installed on a niche wall.*

Objective:

To establish guidelines to prevent the affixing of photographs and other tokens other than approved plaques to the niche walls at Shire of Boddington Cemeteries.

2. Recommend the inclusion of a similar requirement as clause (4) of section 7.13 of the Shire of Boddington Cemeteries Local Law when the Local Law is next reviewed.

8.5 DIRECTOR CORPORATE & COMMUNITY SERVICES:

8.5.1 Request for Reduction in Town Hall Hire Fees

File Ref. No: ADM0550
Disclosure of Interest: Nil
Date: 21 May 2019
Author: Graham Stanley – Director Corporate & Community Services
Attachment: Nil

Summary

Council is to consider a request for a reduction in the fees charged to a potential new user of the Boddington Town Hall

Background

Mr Patrick Burke, who is interested in establishing a martial arts club that would operate out of the Town Hall, has written to Council seeking a reduction in town hall hire fees. Mr Burke, a Police Constable, is a qualified Tae Kwan Do trainer and would like to hire the hall for approximately 1.5 to 2 hours per session, twice per week to conduct Tae Kwan Do training. At this stage, he is proposing the sessions would be on a Tuesday & Thursday afternoon. He indicates that training would be aimed particularly at attracting the youth of Boddington to engage. Mr Burke is seeking a reduction in the hall hire fees to keep costs down and make it more affordable for families to participate. Mr Burke is asking Council to consider a weekly charge of \$50 for the use of the hall.

Comment

Currently the hourly hall hire fee to an individual is \$26 per hour. As Mr Burke is proposing to hire the hall for approximately 3 to 4 hours per week the normal hire fee would be between \$78 and \$104 per week. A \$50 fee would be a substantial savings to Mr Burke and make it much more affordable to him, especially in the early stages, whilst he is trying to get the sessions established. The Shire has a reduced hourly fee for local Clubs & Local Community Groups of \$11.45 per hour and if a Tae Kwan Do or Martial Arts Club were established, then they would actually pay less than \$50 per week for 4 hours per week.

Mr Burke makes the point in his letter that *"the hall seems to be underutilised"*. Obviously his proposal would see increased utilisation of the hall which is a good thing as would the establishment of a martial arts club. It would provide additional activities in Boddington, which is of benefit to the community, especially if he is successful in attracting youth, giving them a constructive outlet for their energies.

Mr Burke has provided a copy of a certificate of Currency for Professional Indemnity and Public Liability that is valid until 21 May 2020.

Strategic Implications – Nil

Statutory Environment

Local Government Act 1996

6.12. Power to defer, grant discounts, waive or write off debts.

A local government may - 1(b) "waive or grant concessions in relation to any amount of money;

(3) The grant of a concession under 1(b) may be subject to any conditions determined by the local government.

Policy Implications - Nil.

Financial Implications

If Mr Burke proceeds with his intention to conduct classes at the hall, it would see increased utilisation of the hall and increased revenue, although it would be less than it otherwise would be if he were to pay full fees.

Economic Implications – Nil

Social Implications

Provision of Tae Kwan Do classes at the hall will provide a new activity to the community of Boddington. It will allow for greater engagement with our youth and provide them an outlet to direct their energies in a positive way. Martial Arts training will also instil greater discipline in the participants which is of benefit to our society.

Environmental Considerations – Nil

Consultation

Discussed at Councillor Information session held 07 May 2019.

Options

Council can resolve to:

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

Voting Requirements - Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 8.5.1

That Council resolves:

1. To grant a reduction of fees to Mr Patrick Burke to conduct Tae Kwan Do training at the Boddington Town Hall for 2 x 2 hourly sessions per week for a total charge of \$50 per week
2. That the concession be subject to Mr Burke providing a copy of his qualifications and maintaining his Public Liability and Professional Indemnity Insurance whilst he is hiring the hall.
3. That Council reserves the right to withdraw the concession at any time in the future, providing 4 weeks' written notice.

8.6 CHIEF EXECUTIVE OFFICER:

8.6.1 Action Sheet

Disclosure of Interest: Nil
Date: 22 May 2019
Author: Chris Littlemore

Purpose of Report

To bring forward Councillor's information the Action Report with actions taken on previous Council resolutions.

Meeting Date	Resolution Number	Responsible Officer	Subject	Date Completed	Comments Current Status
16/4/19	24/19	TPC	Modifications to Local Planning Policy No 9 – car parking & vehicular access	18/4/19	Advertised in Narrogin Observer
16/4/19	25/19	TPC	Modifications to Local Planning Policy No 14 – signs & advertisements	18/4/19	Advertised in the Narrogin Observer
16/4/19	N/A	TPC	Proposed Family Day Care – Lot 95 Hill St	N/A	Lay on the Table
16/4/19	29/19	MWS	Cockatoo Signage	Pending	Temporary Signage pending
16/4/19	32/19	PEHO	Rodeo Ground Toilets	Pending	Supplier contracted to build & install

For information only.

8.6.2	Actions Performed Under Delegated Authority For The Month Of April 2019
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File Ref. No: ADM0686
 Disclosure of Interest: Nil
 Date: 21 May 2019
 Author: Chief Executive Officer
 Attachments: Nil

Summary

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

Affixing of Common Seal

One off delegations to the Chief Executive Officer;

Authorisation to call Tenders

Building Permits issued;

Health Approvals issued;

Development Approvals issued

Subdivision Applications

Land Administration

Comment

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

Common Seal	
Date Affixed	Documentation
Nil	

One off Delegations to the CEO	
Date	Documentation
3/4/19	Permission for Boddington Football Club to apply for Occasional Liquor Licence for 12/4/19 at Recreation Centre.
23/4/19	Permission for Boddington Football Club to apply for Occasional liquor licence for 5/5/19; 26/5/19 & 2/6/19 at the Recreation Centre

Authorisation to call Tenders	
Date	Action
Nil	

Peter Haas - PEHO			
Building Applications for April 2019			
Application No.	Applicant	Lot & Street	Type of Building Work
3244	I & S McPherson 14 Nanven Place Rivervale	Lot 13 No 20 Gold Mine Road Bannister	Water tank 25000L
3245	A Cooper 3 Illyarrie Crescent Boddington	Lot 8 No 3 Illyarrie Crescent Boddington	Retaining Walls
3246	J & T Wiggins 42 Holland Street Wembley	Lot 1228 (500) No 8820 Pinjarra-Williams Road Quindanning	Farm Building (implement Shed)
3247	B Olman 32 Fraser Road Boddington	Lot 314 No 32 Fraser Road Boddington	Water tank 70000 litres
3249	M Jack 8 Valour Bend Baldivis	Lot 12 No 127B Twin Bridges Place Crossman	Conversion of shed to dwelling & verandahs
3250	C Moynihan 111 Kalimna Way Bannister	Lot3 No. 111 Kalimna Way Bannister	Swimming Pool & barrier – Certified Application
3251	A Passmore 6 Knutsford Street Swanbourne	Lot 5 No 101 Reserve Road Boddington	Partial Demolition Nissan Hut and back extension
Health			
Nil			

Steve Thompson - Town Planning Consultant			
Development Approvals			
Application No.	Applicant	Lot & Street	Type of Approval
A101	Wespine Industries Pty Ltd	Lot 15032, No 53 Tyler Road (Cr Newmarket Road)	Establishment of Radiata Pine Plantation.
A100	RC Civil	Lot 28 on Plan 16052 (No. 49 - 53) Crossman Road, Boddington	Proposed Sea Containers for Home Business and for Personal/Domestic Storage Purposes -
Subdivision Applications			
Application No.	Applicant	Lot & Street	Action
Nil			
Land Administration			
Application No.	Applicant	Lot & Street	Action
Nil			

Strategic Implications – Nil

Statutory Environment

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

Policy Implications - Nil

Financial Implications - Nil

Economic Implications – Nil

Social Implications - Nil

Environmental Considerations – Nil

Consultation - Nil

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.2
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That Council accept the report outlining the actions performed under delegated authority for the month of April 2019.

8.6.3 Adoption of New Policies: Disciplinary Policy and Grievances, Investigations & Resolution Policy

File Ref. No: ADM 0104
Disclosure of Interest: Nil
Date: 22May 2019
Author: Chris Littlemore, Chief Executive Officer
Attachments: 8.6.3A Disciplinary Policy
8.6.3B Grievances, Investigations & Resolution Policy

Summary

For Council to consider adopting two new policies.

Background

Council's auditors have suggested Council should formalise its Disciplinary Policy and its Grievances, Investigations & Resolution Policy.

Comment

The attached policies have been considered by the staff and Councillors and are based upon templates supplied by WALGA.

Strategic Implications

Formalising the policies is sound business practice.

Statutory Environment - Nil

Policy Implications

These policies add to Council's suite of policies.

Financial - Nil.

Economic Implications - Nil

Social Implications – Nil

Environmental Considerations – Nil

Consultation

Staff and Councillors.

Options

Council can:

1. Accept the Officer's Recommendation;
2. Amend the Officer's Recommendation; or
3. Not accept the Officer's Recommendation giving reasons.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.3

That Council

1. adopt the Disciplinary Policy in attachment 8.6.3A
2. adopt the Grievances, Investigations & Resolution Policy in attachment 8.6.3B

Attachment 8.6.3 A – Disciplinary Policy

Policy Statement

The Shire of Boddington may from time to time consider that issues of employee behaviour, misconduct or unacceptable performance levels require disciplinary action.

Application

This policy applies to all employees who work at Shire of Boddington including contractors, volunteers and any person performing work for or with the Shire of Boddington in any capacity.

Commitment

The Shire of Boddington is committed to providing the best possible service and ensuring its employees perform and conduct themselves in accordance with Shire of Boddington policies, procedures and guidelines (Policies). Any disciplinary procedure will be applied in a consistent, fair and objective manner, and it will ensure that, where reasonable, employees are given an opportunity and assistance to improve.

Authority to take Disciplinary Action

Disciplinary action may only be taken when authorised by the Chief Executive Officer or Director of Corporate and Community Services, or Manager Works and Services. The authorising officer may only approve disciplinary action after consultation with Human Resources.

When the Disciplinary Policy Applies

Some examples of when this policy may be invoked include breaches of Shire of Boddington policy and procedures including, but not limited to:

- breaches of the Code of Conduct such as failing to disclose a conflict of interest, or accepting a prohibited gift; or
- poor performance such as frequently attending for work late or producing a poor quality or work; or

Attachment 8.6.3 A – Disciplinary Policy

- inappropriate personal behaviour such as theft, violating the Equal Opportunity in the Workplace Policy, or wilfully disobeying a lawful instruction.

General Disciplinary Principles

The following principles will apply to any disciplinary action taken.

- **Nature of allegation and investigation:** Before formal disciplinary action is taken against an employee, the nature of the allegations made against an employee will be put to the employee and an investigation may ensue, in accordance with the Grievances, Investigations & Resolution Policy and Procedure.
- **Right to a support person:** Where an employee is required to attend a formal meeting regarding a disciplinary matter or procedure, the employee may be accompanied by a support person where practicable. The role of a support person is not to advocate on behalf of anyone, but to simply provide emotional or other support and act as a witness on behalf of the person they are supporting.
- **Confidential:** All parties must keep matters related to a disciplinary process confidential.
- **Fair and impartial:** The Shire of Boddington strives to keep the disciplinary process fair and impartial, meaning that all parties involved will have an opportunity to put their case forward and be given an opportunity to respond.

Serious Misconduct

Serious misconduct as defined as behaviour that is dangerous or inappropriate which could damage the Local Government's operations or is inconsistent with the employee's employment contract.

Examples of serious misconduct can include, but is not limited to:

- (a) causing a serious and imminent safety risk
- (b) being under the influence of alcohol or drugs at work
- (c) assault or engaging in other criminal conduct at work
- (d) theft or fraud
- (e) damaging the reputation of the Local Government
- (f) refusing to carry out a lawful and reasonable direction

Attachment 8.6.3 A – Disciplinary Policy

If an employee engages in serious misconduct, disciplinary action that may be taken includes, but is not limited to, summary dismissal (termination of employment without notice).

Other Disciplinary Action

With the exception of serious misconduct, where an employee has engaged in an act or omission which is inconsistent with any of the Shire of Boddington's Policies, the employee could be disciplined as follows:

- **Verbal warning** – Where an employee engages in an act or omission which is inconsistent with the Policies, management has the discretion to issue the employee with a verbal warning. The verbal warning should be noted in a file note and placed on the employee's personnel file.
- **Written warning** – If the employee engages in a more serious act or omission, or acts in a manner which is inconsistent with the Policies, management has the discretion to issue the employee with a written warning. The employee must be given a copy of the written warning.
- **Termination of employment with notice** – In cases other than summary dismissal, an employee's employment may be terminated with notice or payment in lieu of notice provided the Shire of Boddington has a valid reason for terminating the employee's employment and the employee has an opportunity to respond to the reasons for termination.

Whenever an employee is required to attend a meeting regarding a disciplinary issue, the employee may have a support person present where practicable. The type of disciplinary action taken against an employee is at the Shire of Boddington's discretion and the type of disciplinary action will depend on the seriousness and frequency of any misconduct or performance issue.

Principles to be Applied

Where disciplinary action is taken, the principles of procedural fairness must prevail. These principles are expanded on in the Shire of Boddington's Grievances, Investigations, and Resolutions Procedure.

Attachment 8.6.3 A – Disciplinary Policy

Investigation Procedures for Alleged Misconduct

Investigations into alleged misconduct should follow the processes detailed in the Shire of Boddington's Grievances, Investigations, and Resolutions Policy and Procedure.

Reporting Obligations

If an officer or employee of the Shire of Boddington has reporting obligations pursuant to the *Corruption and Crime Commission Act 2003 (WA)* and suspects on reasonable grounds that a matter arises which concerns or may concern misconduct, the Corruption and Crime Commission must be notified of that matter as soon as reasonably practicable.

Employees must also be aware of and adhere to any obligations pursuant to the *Public Interest Disclosure Act 2003 (WA)*.

Variation to this Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

Related Corporate Documents

- Equal Opportunity in the Workplace Policy
- Grievances, Investigations, and Resolutions Policy
- Grievances, Investigations, and Resolutions Procedure
- Code of Conduct

Attachment 8.6.3 B – Grievances, Investigations & Resolution Policy

Policy Statement

All employees have a right to express any genuine grievances or complaints via an impartial internal process. All employees involved in a grievance process are expected to participate in good faith. For the purposes of this policy, the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Boddington in any capacity.

Roles

Complainant – A employee who raises a complaint about a matter regarding the workplace.

Respondent – An employee who is alleged to have acted in a manner which caused the complainant to raise a complaint.

Support Person – A Complainant and/or a Respondent may choose to bring a Support Person with them to a meeting, where practicable. The role of a support person is not to advocate on behalf of anyone, but to simply provide emotional or other support and act as a witness on behalf of the person they are supporting.

Witness – A person (including an employee) who is requested by the Local Government to assist the process by providing relevant information regarding the complaint.

What to do if you have a Complaint?

If an employee (Complainant) is the victim of behaviour of another employee (Respondent) which is inconsistent with the Local Government’s policies, procedures or guidelines (Policies), the Complainant should, where reasonable or practicable, first approach the Respondent for an informal discussion. If the nature of the complaint is deemed to be sufficiently serious, the complainant should contact their Manager or Human Resources directly.

If the inappropriate behaviour continues, the Complainant is encouraged to make a formal complaint to their direct manager. If the direct manager is the Respondent in the matter or if the employee feels uncomfortable approaching

Attachment 8.6.3 B – Grievances, Investigations & Resolution Policy

their manager, the Complainant should approach the Human Resources Manager.

The employee who receives the complaint must contact Human Resources and decide upon the most appropriate way to take the matter forward, whether it is an informal discussion with the Complainant and/or the Respondent, or the commencement of a formal investigation of the complaint.

Key Principles in the Complaint Resolution Process

The following principles are necessary for the fair investigation and resolution of a complaint:

- Confidential – Only the employees directly investigating or addressing the complaint will have access to the information about the complaint. The Chief Executive Officer may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential. Information will only be placed on an employee's personal file if they are disciplined as a result of the complaint;
- Impartial (fair/unbiased) – Both parties will have an opportunity to put their case forward. No assumptions are made and no action will be taken until available and relevant information has been collected and considered;
- Sensitive – The employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation;
- Timely – The Shire of Boddington aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements;
- Documented – All complaints and investigations must be documented. In formal grievance processes, records must be kept of all documents collected and/or drafted as part of that process. For more informal processes, a file note or note in a diary may be sufficient;
- Natural Justice – The principles of natural justice provide that:

Attachment 8.6.3 B – Grievances, Investigations & Resolution Policy

- A Respondent against whom allegations are made as part of a grievance process has the right to respond to the allegations before any determination is made;
- A Respondent against whom an allegation is made has the right to be told (where possible and appropriate) who made the allegation;
- anyone involved in the investigation should be unbiased and declare any conflict of interest;
- decisions must be based on objective considerations and substantiated facts; and
- the Complainant and the Respondent have the right to have a support person present at any meetings where practicable.
- Procedural Fairness – The principles of procedural fairness provide that:
 - the Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;
 - A Respondent is entitled to receive verbal or written communication from the Shire of Boddington of the potential consequences of given forms of conduct, as applicable to the situation;
 - The Respondent is given an opportunity to respond to any allegations made against them by a Complainant;
 - Any mitigating circumstances presented to the Shire of Boddington through the grievance process are investigated and considered;
 - the Respondent has the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
 - any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and

Attachment 8.6.3 B – Grievances, Investigations & Resolution Policy

- All interviews of witnesses are conducted separately and confidentially.

Outcome of Making a Complaint

If a complaint is substantiated, there are a number of possible outcomes. If the complaint involves a performance issue, the manager of the Respondent may commence a formal or informal performance management process with the Respondent or elect to discipline the Respondent in accordance with the Disciplinary Policy.

If the complaint involves a breach of a Policy or any other behaviour that is inconsistent with the employment relationship, the manager of the Respondent, in consultation with Human Resources, may elect to discipline the Respondent in accordance with the Disciplinary Policy.

Vexatious or Malicious Complaints

Where a Complainant has deliberately made a vexatious or malicious complaint, that Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

Victimisation of Complainant

A Complainant must not be victimised by the Respondent or any other employee of the Shire of Boddington for making a complaint. Anyone responsible for victimising a Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

Variation to This Policy

This policy may be cancelled or varied from time to time. All the Shire of Boddington's employees will be notified of any variation to this policy by the normal correspondence method.

Related Corporate Documents

- Equal Opportunity In The Workplace Policy
- Code of Conduct

8.6.4 Review of Purposes & Funding of Reserve Policy

File Ref. No: ADM 0104
Disclosure of Interest: The Author declares that they do not have any conflicts of interest in relation to this item.
Date: 22 May 2019
Author: Chris Littlemore, Chief Executive Officer
Attachments: 8.6.4A Purposes and Funding of Reserve Policy

Summary

For Council to consider rescinding the Purposes and Funding of Reserve Policy.

Background

Council's auditors have identified inconsistencies between the Purposes and Funding of Reserve Policy and what Council is doing in practice through its budget process and annual report process.

Research indicates the policy was adopted on or before 16/02/2000.

Comment

Consideration is given to movement in reserves by Council through its budget process and is reported on each year through the annual report process. The policy under consideration for rescinding is almost 20 years old.

Strategic Implications

Reducing opportunities for inconsistencies in documentation is sound business practice.

Statutory Environment - Nil

Policy Implications

Considered in the report.

Financial - Nil.

Economic Implications - Nil

Social Implications – Nil

Environmental Considerations – Nil

Consultation

Auditors and Councillors.

Options

Council can:

1. Accept the Officer's Recommendation;
2. Amend the Officer's Recommendation; or
3. Not accept the Officer's Recommendation giving reasons.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.4

That Council rescind the Purposes and Funding of Reserve Policy in attachment 8.6.4A

ATTACHMENT 8.6.4A PURPOSE & FUNDING OF RESERVE

09.13 PURPOSE & FUNDING OF RESERVE

Policy Statement:

The following Reserve Accounts shall be maintained by Council and shall be for the purpose indicated and funded as detailed:

PLANT REPLACEMENT RESERVE

PURPOSE: Purchase of new or second-hand plant and equipment as per Council's Plant Replacement Policy, subject to Council's current financial position and as detailed in the annual financial budget.

FUNDING: Transfer an amount at least equal to the previous financial year's depreciation of plant and vehicles with recognition of funding obligations in concert with Council's Long Term Financial Plan. Capital expenditure is met from the Reserve funds.

LEAVE RESERVE

PURPOSE: Funding of employees Annual & Long Service Leave entitlement.

FUNDING: Annual and Long Service Leave Liability is to be determined by Council's financial constraints with at least the long service leave liability to be cash backed. Transfers to effect this are to be carried out by 30 June each year.

LOCAL ORGANISATION ASSISTANCE (RESERVE) FUND (LOAF)

PURPOSE: Funding of local organisations projects with Council contributing one third of the total cost of the project up to a maximum of \$1,500.

FUNDING: Allocate applicable interest to the Reserve at the end of each financial year.

REFUSE SITE RESERVE FUND

PURPOSE: To establish a new Refuse Disposal Site and to rehabilitate the former Refuse Disposal Site.

FUNDING: Transfer from the Municipal Fund the net surplus of refuse site income less maintenance and capital expenditure. Allocate applicable interest to the Reserve at the end of each financial year.

AGED HOUSING RESERVE

PURPOSE: Funding of Aged Housing developments.

FUNDING: Transfer from the Municipal Fund the net surplus of rent invoices less maintenance expenditure. Allocate applicable interest to the Reserve at the end of each financial year. Additionally to be used as a holding fund for receipt of aged housing capital proceeds.

ATTACHMENT 8.6.4A PURPOSE & FUNDING OF RESERVE

BDHS RESOURCE SHARING RESERVE FUND

PURPOSE: This Reserve Fund accumulates funds in return for the Boddington District High School sharing the Netball/Basketball and Tennis Courts. The funds are to be used to resurface the courts, re-fence or repair the facilities.

FUNDING: Funds from the Education Department are deposited in this Reserve Fund each year. Council is required to match the Department's contribution.

RIVER CROSSING RESERVE FUND

PURPOSE: This Reserve Fund accumulates funds to allow the ongoing upgrading and refurbishment of River Crossings as decided by Council.

FUNDING: Allocate applicable interest to the Reserve at the end of each financial year.

BUILDING RESERVE

PURPOSE: To be used for the construction of buildings.

FUNDING: Allocate applicable interest to the Reserve at the end of each financial year.

SWIMMING POOL RESERVE:

PURPOSE: To assist in funding upgrading and maintaining the swimming pool.

FUNDING: Allocate applicable interest to the Reserve at the end of each financial year.

UNSPENT LOANS RESERVE:

PURPOSE: To provide a mechanism for restricting loan proceeds unspent for future expenditure, either operating or capital in nature.

FUNDING: Interest is not allocated to this Reserve at the end of each financial year.

PREPAID UNCONDITIONAL GRANTS RESERVE:

PURPOSE: To identify unconditional prepaid grants where the expenditure associated will be incurred in the next financial year. i.e. Financial Assistance Grants (FAGS) and local road grants.

FUNDING: Interest is not allocated to this Reserve at the end of each financial year.

UNSPENT CONDITIONAL GRANTS RESERVE

PURPOSE: To identify conditional unspent grants where the expenditure associated will be undertaken in future years, either operating or capital in nature.

FUNDING: Allocate applicable interest to the Reserve at the end of each financial year

ATTACHMENT 8.6.4A PURPOSE & FUNDING OF RESERVE

PUBLIC OPEN SPACE RESERVE

PURPOSE: For the upgrade and rationalisation of Council's Public Open Space and Parklands.

FUNDING: Interest is not allocated to this Reserve at the end of each financial year.

CAR PARK RESERVE

PURPOSE: For the construction of car parks at Council's buildings, parks and ovals.

FUNDING: Interest is not allocated to this Reserve at the end of each financial year.

Resolution No: 137/17
Resolution Date: 21/11/2017

8.6.5 CEO Employment and Performance Appraisal Policy

File Ref. No: ADM 0104
Disclosure of Interest: The Author declares that they have a conflict of interest in relation to this item.
Date: 22 May 2019
Author: Chris Littlemore, Chief Executive Officer
Attachment: 8.6.5A CEO Employment and Performance Appraisal Policy

Summary

For Council to consider adopting a CEO Employment and Performance Appraisal Policy.

Background

Council does not have a formal CEO Employment and Performance Appraisal Policy.

Comment

Adopting the proposed policy provides Council with certainty and transparency around the recruitment and performance appraisal process for the one employee that Council is responsible for.

A number of councils have gone down this path which provides the Council with professional assistance in both its recruitment and performance appraisal functions.

The proposed policy also provides clarity around responsibilities and timeframes.

Strategic Implications - Nil.

Statutory Environment - Nil

Policy Implications

The policy amendments reflect current business practice.

Financial - Nil.

Economic Implications - Nil

Social Implications – Nil

Environmental Considerations – Nil

Consultation

WALGA and Councillors.

Options

Council can:

1. Accept the Officer's Recommendation;
2. Amend the Officer's Recommendation; or
3. Not accept the Officer's Recommendation giving reasons.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.5

That Council adopt the CEO Employment and Performance Appraisal Policy in attachment 8.6.5A

ATTACHMENT 8.6.5A

01.1 CEO Employment and Performance Appraisal Policy

Objective:

To guide Council's recruitment, annual performance appraisal and remuneration review process for the Chief Executive Officer.

Policy Statement:

The Council shall establish a CEO Employment and Performance Appraisal Committee (the Committee) to have carriage and oversight of the CEO employment process and subsequent annual performance appraisals.

Guidelines:

1. The Committee

1.1 The Committee shall be appointed by resolution of Council for a two year term ending on the date of the next ordinary local government election.

1.2 The Committee shall comprise up to seven members, including the Shire President as Chairperson and at least two other Council Members.

1.3 The primary functions of the Committee are to:

- (a) Subject to clause 2.3 & 2.4, determine the scope of work to engage a consultant to assist with the conduct of the recruitment or review process;
- (b) Review quotations received from consultants;
- (c) Provide a recommendation to Council on the appointment of a suitable consultant;
- (d) Manage the consultant appointed by Council;
- (e) Review the results of the recruitment or performance review process and remuneration review and provide a recommendation to Council on the same; and
- (f) Discuss possible KPIs and measurements with the CEO for reporting to Council arising from the performance review process.

2. The Consultant

2.1 Unless otherwise determined by Council, the selected consultant shall be appointed for a two year term to coincide with the membership term of the Committee.

2.2 To ensure the review process is commenced in a timely manner, Council will make the decision to appoint a consultant by no later than one month before the CEO's 12 month anniversary date falls due.

2.3 The consultant appointed shall, as a minimum, undertake the following as part of the performance review process:

ATTACHMENT 8.6.5A

- (a) Prepare and distribute a questionnaire to all current Council Members on the extent to which the CEO is considered to have achieved the KPIs and measurements that applied during the review period;
 - (b) Provide all current Council Members with the opportunity to provide verbal feedback on:
 - (i) the extent to which the CEO is considered to have achieved the KPIs and measurements that applied during the review period;
 - (ii) the CEO's responsibilities during the review period; and
 - (iii) the organisation's performance during the review period.
 - (c) Conduct a review of the CEO's remuneration package;
 - (e) Convene and attend at least one meeting between the consultant and the CEO to discuss the feedback received;
 - (f) Convene and attend at least one meeting between the consultant and the Committee to discuss the feedback received;
 - (g) Convene and attend at least one meeting between the consultant, the Committee and the CEO to discuss the feedback received; and
 - (h) Provide to the Committee and the CEO an Annual Performance Review report incorporating the results of the review exercise.
 - (i) Conduct a review of the CEO's Key Performance Indicators (KPIs) and recommend draft KPIs and measurements for the upcoming review period in discussion with the CEO and the Committee.
- 2.4 The consultant appointed shall, as a minimum, undertake the following as part of the recruitment process:
- (a) In conjunction with the Committee establish appropriate selection criteria, important qualities, knowledge and skills the CEO will need to possess, in order to attain the most suitable candidate for the position of CEO.
 - (b) In conjunction with the Committee establish clear terms and conditions for the CEO's employment contract;

3. Roles & Responsibilities

3.1 The Shire President will be responsible for:

- (a) Coordinating the activities of the Committee throughout the review process; and
- (b) Two months prior to the completion of the KPI review year falling due, initiating the process to appoint a consultant.

3.2 The CEO shall, no later than six weeks following the completion of the KPI review year, provide to Council's appointed consultant a written self-assessment of the CEO's own performance against the KPIs and measurements that applied during the review period.

3.3 The Committee is responsible for overseeing the performance review process and ensuring that a final review report is presented to Council to conclude the process

ATTACHMENT 8.6.5A

within 3 months of the completion of the former KPI review period, unless otherwise determined in consultation with the CEO.

3.4 Where the Committee proposes to amend KPIs, draft KPIs and measurements agreed by the Committee and CEO shall be submitted to Council for determination within 3 months of the completion of the former KPI review period.

3.5 It is incumbent upon Council Members and CEO are to actively participate in the CEO Performance Review process and to provide feedback in accordance with the provisions of this policy.

BACKGROUND

Section 5.38 of the Local Government Act 1995 requires Council to review the performance of the Chief Executive Officer at least once each year. Conducting this review is an important function of Council because the CEO is Council's only employee and it is through this review process that Council can also review the performance of the organisation. At the same time, it is appropriate for Council to also conduct an annual review of the CEO's remuneration package.

The Salaries and Allowance Tribunal (SAT), established under the Salaries and Allowances Act 1975 (the Act), has responsibility for determining and recommending rates of remuneration for local government CEO's in accordance with sections 7A and 8 of that Act. Rather than determine a specific remuneration package amount, SAT sets the minimum and maximum Total Reward Package (TRP) to be paid or provided to local government CEOs depending on a 'Band' classification structure established by the SAT. The SAT has classified the Shire of Boddington as a Band 4 local government.

Resolution No: xx/19
Resolution Date: 28/05/2019

8.6.6 Proposed Rental of 46 Johnson Street

File Ref. No: A 374
Disclosure of Interest: Nil.
Date: 22 May 2019
Author: Chris Littlemore, Chief Executive Officer
Attachments: Nil

Summary

For Council to authorise rental of 46 Johnson Street Boddington.

Background

Council has requested investigation of the use of Council property at 46 Johnston Street Boddington for the purposes of family day care.

A valuation has been obtained of the likely rental, being in the range \$370-\$430 per week.

A rental where exclusive use is offered is known as a disposition.

Comment

Council is able to offer the property for rental and the Local Government Act requirements are;

It must give local public notice of the proposed disposition –

- (i) describing the property concerned; and
- (ii) giving details of the proposed disposition; and
- (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given.

Strategic Implications:

Given objections raised to the potential use of a property in Hill Street for a family day care, this potential solution could ensure the facilities made available for the residents of Boddington.

Statutory Environment

Local Government Act sec. 3.57;

- (1)...
- (2),...

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

- (a) it gives local public notice of the proposed disposition –
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and

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

- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include –
- (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition –
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition.

Policy Implications – Nil

Financial Implications-The disposition is an arm’s-length commercial transaction.

Economic Implications – Nil

Social Implications

This proposal has the opportunity to provide a service that does not exist at present in Boddington.

Environmental Considerations – Nil

Consultation

Local Real Estate Agent provided the rental valuation.

Options

Council can:

1. Accept the Officer’s Recommendation;
2. Amend the Officer’s Recommendation; or
3. Not accept the Officer’s Recommendation giving reasons.

Voting Requirements – Simple Majority

OFFICER’S RECOMMENDATION – ITEM 8.6.6

That Council authorises Chief Executive Officer:

1. To advertise its intention to enter into a lease agreement with Katrina and Neil Dyson for a period up to 2 years for initial rental of \$370 per week to be increased after 12 months to \$400 per week for the purposes of a family day care facility,
2. If no submissions are received in relation to the proposed lease, to execute the lease described in recommendation 1 above subject to the necessary approvals for a family day care business being obtained.

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

Nil at this time.

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

Nil at this time.

Item 11.1.1

Move that pursuant to S5.23 (2) (c) as Council is about to discuss a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and is about to discuss a contract entered into that the meeting be closed to members of the public.

Item 11.1.2

Move that pursuant to S5.23 (2) (b) as Council is about to discuss the personal affairs of a person that the meeting be closed to members of the public.

11. CONFIDENTIAL ITEM:

11.1.1 Plant Replacement – P12 – 2007 Volvo Wheel Loader.

OFFICER'S RECOMMENDATION – ITEM 11.1.1

11.1.2 Request to Revoke Dangerous Dog Declaration

OFFICER'S RECOMMENDATION – ITEM 11.1.2

That pursuant to S5.23 (2) (c) as Council has concluded discussion about a contract entered into and pursuant to S5.23 (2) (b) as Council has concluded discussion about the personal affairs of a person, that the meeting is now open to members of the public.

12. CLOSURE OF MEETING: