

# SHIRE OF WOODANILLING



ORDINARY MEETING  
OF COUNCIL  
Minutes  
20 March 2018

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*These Minutes of the meeting held 20 March 2018 are confirmed as a true and correct record of proceedings without amendment. Confirmed on 17 April 2018 by the Presiding Member, Cr HR Thomson.*

.....  
Cr HR Thomson Presiding Member

17 April 2018

# ORDINARY MEETING OF COUNCIL AGENDA

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Meeting opened 4.05pm

### 1.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Division 6 Subdivision 1 of the Local Government Act 1995 requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

#### DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the Local Government Act.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long standing personal friendship with the proponent). As a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

**The ACEO declared an impartial interest and a financial interest in item 10.1. The natures of the interests are the current working relationship with the CEO and is a consultant trainer with WALGA.**

## 2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

#### Present:

Cr HR Thomson	Shire President	Cr T Brown	
Cr T Young	Deputy Shire President	Cr M Trimming	
Cr D Douglas		Cr P Morrell	
Sean Fletcher	Acting CEO	Sue Dowson	Deputy CEO

#### Apologies:

Belinda Knight	Chief Executive Officer
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## 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

## 4. PUBLIC QUESTION TIME

Nil – Mr Murphy met with staff the previous Friday and received an update regarding his concerns and as a result felt it was no longer necessary to attend the Council meeting.

## 5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Mrs Margaret Cook attended the meeting to note some items that perhaps need attention and offered some constructive advice regarding RV owners visiting the town:

- Money box is painted white but not red as mentioned on the RV signage located at the entry to the camping area;
- She requested to know why is grey water not allowed to be dropped on the ground in the RV area;

- 24 hours is not long enough, Woodanilling should offer at least 48 hours;
- She suggested that the Shire should place friendlier signs on the entrance to town as well as dressing up the town;
- A market day once a month or every two months;
- There will be a CMCA rally to be held in Dumbleyung in 2019 Woodanilling could encourage chapters of the CMCA to stay in Woodanilling prior to the Rally;
- Mrs Cook also asked if she would be allowed to open her paddock for use to RV visitors during this time.

#### **6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

#### **7. CONFIRMATION OF MINUTES**

##### **ORDINARY MEETING OF COUNCIL MINUTES 20 FEBRUARY 2018**

Moved Cr Morrell seconded Cr Young that the Minutes of the Ordinary Meeting of Council held 20 February 2018 be confirmed as a true and correct record of proceedings without amendment.

**CARRIED 6/0**

#### **8. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT**

Cr Young reported on the Fox Shoot held in Woodanilling 18/03/2018 it was a successful event that saw the destruction of 124 foxes and 14 rabbits.

## 9. REPORTS OF COMMITTEES/FOCUS GROUPS

### 9.1. OUTCOMES – COMMUNITY DEVELOPMENT COMMITTEE

#### **RECEIVING THE OUTCOMES FROM THE COMMUNITY DEVELOPMENT COMMITTEE**

Moved Cr Young seconded Cr Brown that Council receives the Outcomes of the Community Development Committee Minutes held on 01/03/2018

**CARRIED 6/0**

#### **COMMITTEE RECOMMENDATION AND COUNCIL DECISION– ITEM 6.1 WOODANILLING TOWNSITE ENHANCEMENT PLAN**

Moved Cr Young and seconded Cr Morrell that Council agree that the Community Development Committee:

- Invites Mrs M Winstanley, Mr P Asplin and one resident from either Salmon Gums or Wattleville, to be part of the Town Enhancement Group; and
- Confirms that Cr Young, Cr Trimming and the DCEO also form part of the Town Enhancement Group.

#### **AMENDMENT MOVED TO BULLET POINT 1**

Moved Cr Douglas seconded Cr Brown:

- Invites one resident from the Community to be part of the Town Enhancement Group

**CARRIED 5/1**

#### **COUNCIL MOTION AS AMENDED ITEM 6.1**

Moved Cr Douglas seconded Cr Brown that council agree that the Community Development Committee:

- Invites one resident from the Community to be part of the Town Enhancement Group; and
- Confirms that Cr Young, Cr Trimming and the DCEO also form part of the Town Enhancement Group.

**CARRIED 5/1**

#### **REASONS FOR AMENDMENT.**

It was considered appropriate to make the invitation to be on the committee open to all members of the community.

**COMMITTEE RECOMMENDATION AND COUNCIL DECISION – ITEM 7.2 COMMUNITY’S FUTURE NEEDS**

Moved Cr Young seconded Cr Morrell that the Community Development Committee recommends to Council:

- 1) That a member from each of the local sporting and service clubs be invited to attend a Community Development Committee meeting twice a year to start a conversation and create a conduit with the youth of the town;
- 2) That it holds a workshop on the future needs of the Woodanilling community in August 2018, inviting people from each of the sporting and service clubs; and
- 3) That the CEO be instructed to engage a suitable facilitator to run the forum.

**AMENDMENT MOVED TO POINT 2**

Moved Cr Douglas seconded Cr Brown:

- 2) That it holds a workshop on the future needs of the Woodanilling community in August 2018, inviting people from the community.

**CARRIED 5/1**

**COUNCIL MOTION AS AMENDED ITEM 7.2**

Moved Cr Douglas seconded Cr Brown that the Community Development Committee recommends to Council:

- 1) That a member from each of the local sporting and service clubs be invited to attend a Community Development Committee meeting twice a year to start a conversation and create a conduit with the youth of the town;
- 2) That it holds a workshop on the future needs of the Woodanilling community in August 2018, inviting people from the community; and
- 3) That the CEO be instructed to engage a suitable facilitator to run the forum.

**CARRIED 5/1**

**REASONS FOR AMENDMENT**

It was considered appropriate to make the invitation to attend the workshop open to all members of the community and not just the sporting and service clubs.

**COMMITTEE RECOMMENDATION AND COUNCIL DECISION– ITEM 7.5 MENS SHED PROPOSAL OLD POST HOLE BORER**

Moved Cr Douglas seconded Cr Young that Council that the Town Enhancement Group be requested to consider this proposal as part of the Railway Gardens redevelopment.

**CARRIED 6/0**

**COMMITTEE RECOMMENDATION AND COUNCIL DECISION– ITEM 7.6 RAILWAY STATION BUILDING**

Moved Cr Douglas seconded Cr Young that Council agree to:

- 1) Agrees with the principle of moving the railway station building to another suitable site in the town;
- 2) Requests Town Enhancement Group to identify at least two potential sites; and
- 3) Instructs the CEO to ascertain if ARC will agree to the possible relocation or possible usage of the building.

**CARRIED 6/0**

**9.2. OUTCOMES – TRANSPORT PLANT & WORKS COMMITTEE****RECEIVING THE OUTCOMES FROM THE TRANSPORT PLANT & WORKS COMMITTEE**

Moved Cr Douglas seconded Cr Brown that Council receive the outcomes from the Transport Plant & Works Committee meeting held on 7/03/2018

**CARRIED 6/0**

**TPW COMMITTEE RECOMMENDATION AND COUNCIL DECISION – ITEM 5.1 TEN YEAR PLANT REPLACEMENT PROGRAM**

Moved Cr Morrell seconded Cr Trimming that Council:

- 1) Notes the adoption by council at its meeting on 19th December 2017 the timetable for the management of plant replacement for the Shire each year (Committee Recommendation - item 5.1 2017/18 Plant Replacement Program)
- 2) Seeks from Council at the March 2018 Council Meeting 2018 a business case prepared by the CEO regarding the purchase of semi side-tippers for consideration once it has addressed the following questions:
  - What are the specifications for the new truck/trailer combination;
  - How often will the new combination be changed over;
  - Is the lifecycle costing required as part of the trucks;
  - What is to happen with the remaining two trucks;
  - Is the loader capable of loading the new truck in an efficient and time effective manner; and
  - Does Council want a comparison with current fleet - eg loads per hour, turnaround time, loading time, and volumes of materials carted per day etc.

**CARRIED 5/1**

**TPW COMMITTEE RECOMMENDATION AND COUNCIL DECISION – ITEM 5.2 ROAD ASSET MANAGEMENT PLAN 2018**

Moved Cr Brown Secunder nil:

- 1) The Committee conducts a workshop by the end of March 2018 to complete the review of the draft Road Asset Management Plan 2018.
- 2) Presents the outcomes of the workshop in Point 1 to the Transport, Plant and Works Committee:
  - a) So that the draft Road Asset Management Plan 2018 can be finalised; and
  - b) The committee's recommendation regarding the adoption of the finalised draft Road Asset Management Plan is taken to the April 2018 Ordinary Council Meeting for consideration.

**MOTION LAPSED (failed to achieve a seconder)**

**TPW COMMITTEE RECOMMENDATION AND COUNCIL DECISION– ITEM 5.3 HALE ROAD – DIVERSION OF ROADS TO RECOVERY FUNDS**

Moved Cr Morrell seconded Cr Trimming that Council:

- 1) Advise Council that it has reviewed the matter regarding the reallocation of Roads to Recovery Funds from Ashwell Road to Hale Rd as per Council Decision - Item 13.2 Hale Rd - Diversion of Roads to Recovery Funds dated 20 Feb 2018 (Page 18 of the February Ordinary Council Meeting Minutes)
- 2) Recommends to Council that it:
  - a) Authorises the CEO to allocate the balance of the 2017/18 Roads to Recovery Funds, approximately
  - b) \$28,000 from Ashwell Rd to Kojonolokan Rd to address the impacts created through the recent additional carting on this road. This will include gravel re-sheeting and drainage improvements in accordance with the plan developed by the Works Supervisor. The accounts for both Ashwell Rd and Hale Rd will need to be adjusted accordingly;
  - c) Gravel sheeting is conducted on Hale Rd between the two delineators located after the corner and before the Worthington's Driveway for a cost of \$8000 to be funded from the Road Maintenance Budget providing funds are available.

**CARRIED 6/0**

**TPW COMMITTEE RECOMMENDATION AND COUNCIL DECISION– ITEM 5.4 RAV 4 NETWORK ASSESSMENT**

Moved Cr Morrell seconded Cr Trimming that Council:

- 1) Advise Council that it has reviewed the matter regarding Council Decision - Item 11.1 RAV4 Network Assessment Results (Page72 of the February Ordinary Council Meeting Minutes).
- 2) Recommends to Council that it adopts the outcomes of the RAV4 Road Assessments (resulting from the September 2016 submission by the Shire to upgrade 16 roads from RAV 2 to RAV 4) conducted; by Main Roads Western Australia as per the following attachment, recognising:
  - a) That the following roads are suitable providing the conditions to enable approval in column four (of the RAV 4 Road Assessments) are made by the Shire or the applicant as the case required regarding:
    - Griffiths Rd;
    - Fiegerts Rd;
    - Monger Rd;
    - Baxter Road and
    - Cavanagh Rd
  - b) That access may be permitted to the applicant under individual operator Restricted Local Access Permits, subject on the applicant as the case required regarding:
    - Clifden Road;
  - c) Warburton Road (temporary access only subject to the provision of a satisfactory Traffic Management Plan)
  - d) Requests the CEO to seek clarification from Main Roads on the reasons why the non-compliance/restrictions were imposed on the suitable assessments (column four, Conditions to enable approval)

**CARRIED 6/0**



## 10. ACTING CHIEF EXECUTIVE OFFICER'S REPORT

### 10.1.ADOPTION OF POLICY – CEO PERFORMANCE REVIEW

<b>Proponent</b>	Shire of Woodanilling
<b>Owner</b>	
<b>Location/Address</b>	
<b>Author of Report</b>	Sean Fletcher, ACEO
<b>Date of Meeting</b>	20/03/2018
<b>Previous Reports</b>	
<b>Disclosure of any Interest</b>	Impartial Interest regarding working relationship with current CEO and Indirect Financial Interest as a Consultant Trainer with WALGA
<b>File Reference</b>	4.2.24
<b>Attachments</b>	Draft Policy – CEO Performance Review (under separate cover)

#### BRIEF SUMMARY

Council is asked to consider the implementation of a policy to govern the CEO performance review process.

#### BACKGROUND

Under the Local Government Act, the Administration Regulations and the CEO's contract, the CEO's performance is required to be reviewed at least once in relation to every year of employment.

Under the Act, it is the CEO's responsibility to advise the CEO is required to have a performance review and it is Council's responsibility to prepare the performance review.

In hand with this, the application of good governance requires that the Council conducts such a process in a consistent, transparent and accountable process that incorporates the principles of natural justice (a fair hearing).

In order to meet these principles, the author has developed a policy to serve as clear guidelines to the Council and the CEO regarding the CEO performance review process.

#### STATUTORY/LEGAL IMPLICATIONS

*Local Government Act 1995:*

S2.7(2)(b) – Council determines the local government's policies.

S5.38 – The CEO's performance is to be reviewed at least once in relation to every year of employment.

S5.39 – The CEO's employment must be governed by a contract and the contract must include performance criteria set for the purpose of reviewing the CEO's performance.

*Local Government (Administration Regulations) 1996*

R18D – The local government is to consider each review of the CEO's performance.

#### POLICY IMPLICATIONS

##### Policy 88 – Policy Process

Prior to introducing, amending or repealing a policy of Council, the proposal will go through the following process:

- Comparisons with other Local Authorities.
- Likely effect on the residents - consultation if necessary.
- Cost impact.
- Need to include a sunset clause.
- Legal implications.

All recommendations affecting policy must be made available to Council prior to the relevant Council Meeting and may not be introduced as a late item.

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS****Theme 3 - Governance****VISION**

- To attract and retain quality Councillors and Staff
- To have Councillors who are trained and qualified in their roles and responsibilities

**OBJECTIVES**

- To promote continual improvement that is supported by efficient and effective governance structures and processes
- To ensure community consultation is carried out in a manner that bridges the gap between what the community expect and what the Council can deliver

**STRATEGIES**

- By ensuring legislation is used to effectively enable quality decision making

**GOALS****Short Term**

**GO.1** Implementation of Standing Orders Local Law

**GO.6** Preparation of relevant local laws as determined by community needs

**GO.8** Councillor resourcing to ensure high level of compliance, ethics, skills & knowledge

**GO.10** Implementation of community consultation process that link the Council and the community to ensure open and accountable government

**Medium Term**

**GO.3** Councillor for a Day program – support innovative ideas to encourage community participation in Council elections

**GO.7** Elected members training including consideration of Company Directors Course

**Long Term Aspirational**

**GO.2** Preparation of Land Use Strategies for town and rural areas

**Ongoing**

**GO.4** Financial management Plan – implementation and regular reporting on long term plan

**GO.9** Asset Management Plan

**GO.11** Corporate Risk Management Plan

**CONSULTATION/COMMUNICATION**

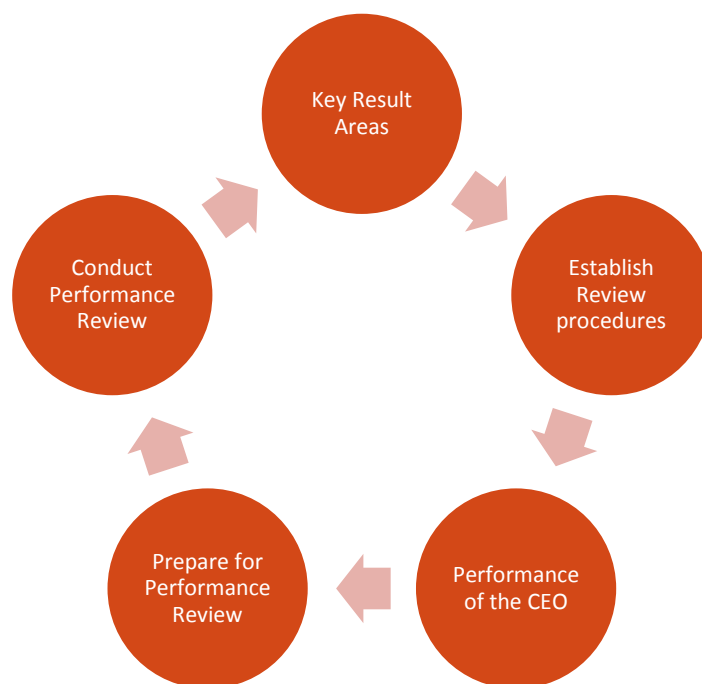
CEO – Belinda Knight;

Shire President;

Deputy Shire President

**COMMENT**

The CEO performance review process is very much a cyclic process. The process can be seen as follows:



**Diagram 1 – CEO Performance Review Cycle**

A summary of the policy and an explanation regarding the key sections is provided in Table One as follows:

SECTION	COMMENT
Objective	This part of the policy confirms that the CEO performance review process is consistent, transparent and accountable and it meets the requirements of the Act, the Regulations and the CEO's contract.
Collaborative Process	The review of the CEO's performance cannot be done in isolation i.e. without the CEO's knowledge or input. The findings of the Canning Inquiry reinforced this requirement.
Councillors	In order to participate in the performance review process of the CEO, councillors are required to have a basic skill set including the ability to be fair and objective, avoid bias (be open minded) and have negotiation skills.  It is suggested that councillors start to attend training to develop further their skills regarding undertaking the CEO Performance Review.
CEO	This section provides how the CEO is involved in the performance review process including the setting of the review date, the development of the Key Result Areas, providing feedback regarding their performance and being involved in the performance review interview itself.
Contract	The clause from the CEO's contract (which is based on the model developed by WALGA and Local Government Professionals) sets out the procedure to be followed regarding the review of the CEO's performance including the Key Result Areas (KRAs) and how the CEO updates the Council on the progress against the KRA's – clause 4.4.1
Steps of the Performance Review Process	Set out in detail are the steps to be followed to meet the procedure outline in the section regarding the performance review under the CEO's contract. The steps are:  1. Initial Key Result Areas: a. Council to confirm the CEO's contract does in fact contain KRAs.

	<ol style="list-style-type: none"> <li>2. Establish Review Procedures: <ol style="list-style-type: none"> <li>a. In conjunction with the CEO set the performance review date;</li> <li>b. Council to determine who will conduct the review process i.e. a review panel consisting of the President and the Deputy Shire President or whether it is all of council;</li> <li>c. Council to decide whether to use an external facilitator and must ask if the CEO agrees to the chosen facilitator;</li> <li>d. The external facilitator develops the performance review form (questionnaire).</li> </ol> </li> <li>3. Performance of the CEO. This section confirms that all councillors and the CEO are respondents to the performance review.</li> <li>4. Prepare for Performance Review. This includes scheduling of the review interview and the venue.</li> <li>5. Conduct Performance Review: <ol style="list-style-type: none"> <li>a. The questionnaire is distributed to the councillors and CEO;</li> <li>b. Responses are collated and submitted in the Feedback Report to the CEO and the Review Panel;</li> <li>c. The review is conducted. At the end, the new KRAs are identified together;</li> <li>d. The Review Panel must develop a report on the outcomes of the review of the CEO and consider any contractual matters, remuneration and if improvements are required to the review process.</li> </ol> </li> </ol>
Attachment One - Checklist	The checklist contains the key requirements that the Review Panel needs to follow and assist it to ensure all requirements regarding the performance review process has been met.

**Table One: Explanation of Policy**

Under the new policy it can be seen in Step 2 in Table One, that Council is required to invoke the process to undertake CEO's performance review. This will require an agenda item from the CEO regarding Step 2 and an explanation of what is required to meet each sub- step. Council will then need to resolve how the performance review is to be applied with regard to Step 2.

If an external facilitator is used, then the required level of quotes will be required. A list of the external facilitator's responsibilities will also need to be provided to the consultant in accordance with the new policy.

### **CEO'S COMMENTS**

The Acting CEO apologised to Council as it would appear that not all Councillors received a copy of the Draft Policy. Mr Fletcher then provided to the members a copy of the Draft Policy in its final form. This included the clarification regarding step two of the Performance Review process concerning the review panel. In particular it is now recommended that the review panel is shown to consist of the Shire President and the Deputy Shire President, to reflect consistency with previous reviews.

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION AND COUNCIL DECISION – ITEM 10.1 NEW POLICY – CEO PERFORMANCE REVIEW**

Moved Cr Douglas seconded Cr Morrell that Council adopts the CEO Performance Review Policy as provided in the attachment.

**CARRIED 6/0**

<b>POLICY TYPE:</b>	<b>CIVIC LEADERSHIP GOVERNANCE</b>
<b>DATE ADOPTED:</b>	20/03/2018

<b>POLICY NO:</b>	<b>NEW</b>
<b>DATE LAST REVIEWED:</b>	

<b>LEGAL (PARENT):</b>	<i>Local Government Act 1995, S5.38</i>
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<b>LEGAL (SUBSIDIARY):</b>	Local Government (Administration) Regulations 1996 – R18D
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<b>DELEGATION OF AUTHORITY APPLICABLE:</b>	
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<b>DELEGATION NO.</b>	
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<b>ADOPTED POLICY</b>	
<b>TITLE:</b>	CEO Performance Review
<b>OBJECTIVE:</b>	To provide a consistent, transparent and accountable process through the use of clear guidelines regarding the annual review of the CEO's performance in accordance with the Local Government Act, the Regulations and the CEO's Contract

### **POLICY STATEMENT**

Council will conduct the performance of the CEO at least once in relation to every year of employment. The performance review is a confidential process and will be conducted according to the process set out in this policy.

### **RATIONALE**

The principles applied regarding the conducting of the Shire of Woodanilling CEO performance review include:

#### **Collaborative Process**

The performance review process must be a collaborative and constructive process between the Council and the CEO that is designed to enhance performance and provide guidance for the ensuing twelve months, using the Shire's Community Strategic Plan.

#### **Councillors**

Councillors must be prepared to take a corporate view of this process. The performance review process should be regarded as an opportunity to build relationships and to increase the effectiveness of individuals, systems and processes which will improve the performance and the profile of the Shire of Woodanilling.

Councillors participating in the review process need to have the following skill set:

- An ability to be fair and objective;
- Good communication skills;
- Preparation and evaluation skills;
- Avoid bias;
- Able to concentrate on outcomes;
- Negotiation skills.

#### **Council**

It is Council that establishes and conducts the performance review procedures.

#### **CEO**

The CEO has a statutory responsibility to advise Council that the performance review is required.

The CEO is to have equal input regarding the performance review process. This includes involving the CEO in:

- The setting of the performance review date(s);
- The development and setting of the Key Result Areas;
- Providing feedback on performance through answering the performance review questionnaire (performance review form) or through providing separate notes;
- Whether a facilitator will be used or not to assist with the performance review process;
- Providing a copy of the compiled Feedback Report to the CEO;
- The performance review interview; and

- Any matters post the performance review interview including remuneration and contractual matters and whether the performance review process can be improved.

**External Facilitator**

The external facilitator, if used, is required to facilitate the performance review process regarding their responsibilities under this policy.

**The Review Panel**

The Review Panel is required to undertake its responsibilities under this policy and use the Checklist in Attachment One to assist it with the performance review process.

**Contract**

The CEO’s contract contains the procedure regarding the format of the performance review:

CLAUSE	CONTRACT
<b>4.4</b>	<b>4.4 Procedure</b>
	Any performance review conducted shall take the format of the following procedure:
	4.4.1 Agreed Key Result Areas shall be developed bi-annually and structured from Council’s adopted Strategic Community Plan.
	4.4.2 If performance in any of the Key Result Areas is considered unsatisfactory by either party, specific examples illustrating the performance gap must be identified.
	4.4.3 Key Result Areas should not be developed to cover all aspects of the position, only those which are most clearly linked to the achievement of the Council’s strategic objectives. It is important that these goals are tangible and measureable, and within the Chief Executive Officer’s area of control and authority.
	4.4.4 A report should be prepared describing the assessment developed during the performance review, changes to be made, special tasks to be done, or decisions to follow as a result of the evaluation.

**Note:**

1. This procedure can only be varied by agreement between the Council and the CEO.
2. Developed under 4.4.1 means the status of the Key Result Areas (KRAs) i.e. how have the KRAs progressed and whether changes to the KRAs are required.

**STEPS OF THE PERFORMANCE REVIEW PROCESS**

In order to meet the requirements of the procedure set out in the CEO’s contract, the following steps shall be conducted:

1. Initial Key Result Areas (KPIs):
  - (a) Council to confirm the CEO’s contract contains Key Result Areas (KRAs) and a review process. This has regard to the initial KRAs agreed by both Council and the CEO. The KRAs are then reviewed at the CEO’s first performance review, and subsequent reviews.
2. Establish Review Procedures:
  - (a) Council, in conjunction with the CEO, to set the date for the performance review.
  - (b) Council to confirm that the Review Panel (The Panel) is to consist of the Shire President and Deputy Shire President. The Shire President is the chair of the Panel.
  - (c) Council to determine if an external facilitator is used to provide assistance as per the responsibilities outlines in this policy. If so, then the CEO must be consulted on whether they agree to the proposed external facilitator.
  - (d) The external facilitator is to develop the review questionnaire (topics of discussion that make up the performance review form) and the rating method used and agreed by Council.
3. Performance of the CEO:
  - (a) All councillors must be provided with an opportunity for feedback using the questionnaire.
  - (b) The CEO is to provide a self-assessment report based on the questionnaire and/or provide additional information through the report.
  - (c) A “Feedback Report” compiling the responses from the councillors and the CEO must be prepared for the Panel’s and CEO’s consideration regarding the performance review interview. The

Feedback Report also forms part of the report on the outcomes of the review for Council's consideration.

4. Prepare for Performance Review.
  - (a) The performance review interview to be scheduled and all parties advised by the external facilitator.
  - (b) The performance review venue to be set up by the chair of the Review Panel.
5. Conduct Performance Review.
  - (a) The performance review interview conducted as follows:
    - i. Questionnaires distributed by the external facilitator to all councillors and the CEO:
      - Councillors complete questionnaire.
      - CEO completes questionnaire and/or provides further report.
    - ii. Responses are collated and a "Feedback Report" prepared by the external facilitator prior to the day of the performance review. The Feedback Report is then provided to the CEO and the Panel;
    - iii. Facilitator meets with CEO and conducts briefing on the process for the performance review interview.
    - iv. Facilitator meetings with Review Panel and briefs the members on the process for the performance review interview.
    - v. Performance review interview is conducted, facilitated by the external facilitator.
    - vi. The Key Result Areas (performance measures) for the next 12 months are discussed and agreed.
    - vii. If an external facilitator is not used, then the Shire President performs the functions allocated to the external facilitator.
  - (b) A report must be prepared by the Review Panel to Council on the performance review outcomes. This can also include the matters outlined in 5c and 5d.
  - (c) Subsequent remuneration and/or contractual matters are then scheduled for consideration by the Review Panel.
  - (d) The performance review process is to be reviewed by the Review Panel and improvements incorporated for subsequent reviews.
  - (e) The external facilitator can assist with 5b, 5c and 5d, if required.

## **SCOPE**

This policy applies to the conduct of CEO performance appraisals.

## **DEFINITIONS**

**CEO** means the CEO of the Shire of Woodanilling.

**Key Result Areas** also known as Key Performance Indicators (KPIs). These are both strategic (relate to more than one year) and tactical (generic or more immediate e.g. leadership and management capability) in nature and must refer to the Strategic Community Plan.

**Local Government** in this context means the Council at the Shire of Woodanilling, as it is the only body which can make a decision regarding the CEO's employment and performance.

## **LEGISLATIVE AND STRATEGIC CONTEXT**

**Local Government Act 1995:**

**S5.38. Annual review of certain employees' performances**

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of employment.

**S5.39(1), (2) and (3). Contracts for CEOs and Senior Employees**

These sub-sections of the Act mandate that the CEO must have their employment governed by a contract and

performance criteria set for the purpose of reviewing the CEO's performance.

***Local Government (Administration) Regulations 1996:***

***R18D. Performance review of CEO, local government's duties as to***

A local government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review

**ASSOCIATED DOCUMENTS**

- CEO's Contract of Employment regarding performance review matters.
- Policy 54 – Purchasing Policy regarding appointment of an external facilitator.

**ATTACHMENT**

A checklist to assist with the CEO Performance Review Process is provided in Attachment One

**REVIEW HISTORY**



**ATTACHMENT ONE – CEO PERFORMANCE REVIEW CHECKLIST**

ACTION	RESPONSIBILITY (Where Appointed)				Done (✓ or ✗)
	Council	CEO	Panel	Facilitator	
Does the CEO's contract contain performance measures and an appraisal process?	✓				
Has the commencement of the appraisal process been put in the diary?	✓	✓			
Council has determined who will conduct the appraisal process: Appointed Committee; or, all Elected Members	✓				
Will an external facilitator be used?	✓				
Does the CEO agree to the external facilitator?	✓	✓			
The appraisal questionnaire been prepared. A rating method has been agreed.	✓			✓	
Have all Elected Members been provided with opportunity to provide feedback?	✓		✓	✓	
Has the CEO provided a Self-Assessment report?		✓			
A working report/feedback report has been prepared	✓		✓	✓	
The appraisal interview has been scheduled and all parties have been advised.	✓		✓	✓	
The appraisal interview venue has been set up.	✓		✓	✓	
The appraisal interview has taken place	✓	✓	✓	✓	
Performance measures for the next 12 months have been discussed and agreed.	✓	✓	✓	✓	

ACTION	RESPONSIBILITY (Where Appointed)				Done (✓ or ✗)
	Council	CEO	Panel	Facilitator	
Subsequent remuneration and / or contractual matters have been scheduled for consideration	✓		✓	✓	
A report to Council on the appraisal outcome has been prepared	✓		✓	✓	
The appraisal process has been reviewed and improvements incorporated for subsequent appraisals.	✓	✓	✓	✓	

(Source: WALGA CEO Performance Appraisals – Elected Member Training 2016)

**10.2.POLICY MANUAL REVIEW – POLICIES TO BE REPEALED**

<b>Proponent</b>	Shire of Woodanilling
<b>Owner</b>	
<b>Location/Address</b>	
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	20/03/2018
<b>Previous Reports</b>	
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	4.2.24
<b>Attachments</b>	Nil

**BRIEF SUMMARY**

To repeal policies that are no longer current, or are a duplication of other documents.

**BACKGROUND**

<b>POLICY NUMBER</b>	<b>HEADING</b>	<b>REASON</b>
11	Bushfire Sustenance	Not required, purchases can be made via credit card or emergency provisions of LGA. If it is in budget then CEO has authority to commit.
63	Human Resource	All HR issues are a matter for the CEO to implement within budget.
83	Community Events Fund	Amalgamated into Policy 32 Community Financial Assistance Grants Program
87	Local Government Amalgamations	No longer relevant
90	E-Engagement	Amalgamated into Policy 84 Community Engagement
92	Training and Development	All HR issues are a matter for the CEO to implement within budget.
93	Contractor Management	Duplication of separate OSH Policy
94	Workplace Behaviour	Duplication of separate OSH Policy
95	Risk Management	Duplication of separate OSH Policy

**STATUTORY/LEGAL IMPLICATIONS**

*Local Government Act 1995 – S2.7(2)(b) plus other Acts and Regulations*

**POLICY IMPLICATIONS****Policy 88 – Policy Process**

Prior to introducing, amending or repealing a policy of Council, the proposal will go through the following process:

- Comparisons with other Local Authorities.
- Likely effect on the residents - consultation if necessary.
- Cost impact.
- Need to include a sunset clause.
- Legal implications.

All recommendations affecting policy must be made available to Council prior to the relevant Council Meeting and may not be introduced as a late item.

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS****Theme 3 - Governance**

**VISION**

- To attract and retain quality Councillors and Staff
- To have Councillors who are trained and qualified in their roles and responsibilities

**OBJECTIVES**

- To promote continual improvement that is supported by efficient and effective governance structures and processes
- To ensure community consultation is carried out in a manner that bridges the gap between what the community expect and what the Council can deliver

**STRATEGIES**

- By ensuring legislation is used to effectively enable quality decision making

**GOALS****Short Term**

**GO.1** Implementation of Standing Orders Local Law

**GO.6** Preparation of relevant local laws as determined by community needs

**GO.8** Councillor resourcing to ensure high level of compliance, ethics, skills & knowledge

**GO.10** Implementation of community consultation process that link the Council and the community to ensure open and accountable government

**Medium Term**

**GO.3** Councillor for a Day program – support innovative ideas to encourage community participation in Council elections

**GO.7** Elected members training including consideration of Company Directors Course

**Long Term Aspirational**

**GO.2** Preparation of Land Use Strategies for town and rural areas

**Ongoing**

**GO.4** Financial management Plan – implementation and regular reporting on long term plan

**GO.9** Asset Management Plan

**GO.11** Corporate Risk Management Plan

**CONSULTATION/COMMUNICATION**

Nil

**COMMENT**

Nothing further

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER'S RECOMMENDATION AND COUNCIL DECISION – ITEM 10.2 POLICY MANUAL REVIEW – POLICIES TO BE REPEALED**

Moved Cr Douglas seconded Cr Morrell that Council repeal Policies 11, 63, 83, 87, 90, 92, 93, 94, and 95.

**CARRIED 6/0**

**11. OTHER OFFICER'S REPORTS**

Nil

**12. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**13. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL**

**13.1.COUNCILLORS**

Nil

**13.2.OFFICERS**

Nil

## 14. ITEMS LISTED FOR INFORMATION

### 14.1.ADOPTION OF INFORMATION REPORTS

#### **RECOMMENDATION – INFORMATION REPORT 20/03/2018**

Cr Young seconded Cr Morrell that Council endorses the information contained in the following information report.

**CARRIED 6/0**

### 14.2.MONTHLY FINANCIAL REPORTS – FOR THE PERIOD 01/07/2016 – 09/03/2018

**SHIRE OF WOODANILLING  
STATEMENT OF COMPREHENSIVE INCOME  
BY PROGRAM**

	NOTE	30/06/2018 Budget \$	31/03/2018 Actual \$	Proportional Budget \$	Variance	Comment
<b>REVENUE</b>						
Governance		8,860	11,208	6,645	4,563	
General Purpose Funding		1,093,757	985,516	820,318	165,198	Rates & Grants Commission
Law, Order, Public Safety		81,435	111,354	61,076	50,278	Additional Fire Mitigation Works
Health		725	556	544	12	
Education and Welfare		99,610	76,796	74,708	2,089	
Housing		13,210	9,942	9,908	35	
Community Amenities		27,450	26,667	20,588	6,079	Refuse Rates raised in full
Recreation and Culture		4,985	1,295	3,739	(2,444)	
Transport		3,253,730	356,464	2,440,298	(2,083,833)	Includes WANDDRA
Economic Services		18,500	4,362	13,875	(9,513)	Standpipes charges yet to be raised
Other Property and Services		59,680	23,940	44,760	(20,820)	Private Works - School Oval
		4,661,942	1,608,100	3,496,457	(1,888,356)	
<b>EXPENSES (Including committed costs)</b>						
Governance		(193,630)	(149,578)	(145,223)	(4,356)	
General Purpose Funding		(18,700)	(8,046)	(14,025)	5,979	Expenses lower than expected ESL yet to be expended
Law, Order, Public Safety		(178,630)	(128,722)	(133,973)	5,250	MAF Funding to come out in May/June
Health		(43,570)	(30,196)	(32,678)	2,481	
Education and Welfare		(56,190)	(38,589)	(42,143)	3,554	
Housing		(44,434)	(36,255)	(33,326)	(2,930)	
Community Amenities		(138,645)	(92,733)	(103,984)	11,250	Town Planning & Recycling costs only 50% expended
Recreation & Culture		(212,290)	(154,744)	(159,218)	4,474	
Transport		(4,706,574)	(1,170,726)	(3,529,931)	2,359,205	Includes WANDDRA
Economic Services		(56,925)	(47,355)	(42,694)	(4,661)	
Other Property and Services		(52,000)	76,489	(39,000)	115,489	Plant Expenses lower than expected POC reallocations on budget
		(5,701,588)	(1,780,457)	(4,276,191)	2,495,734	
<b>NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>						
Health		6,700	6,620	6,700	(80)	R2R Payment 08/03/2018 not processed at time of report
Transport		688,695	102,133	516,521	(414,388)	RRG costs will be claimed on completion
		720,395	108,753	523,221	(414,469)	

**STATEMENT OF COMPREHENSIVE INCOME  
BY PROGRAM**

	NOTE	30/06/2018 Budget \$	31/03/2018 Actual \$	Proportional Budget \$	Variance	Comment
<b>PROFIT/(LOSS) ON</b>						
<b>DISPOSAL OF ASSETS (Refer Note 4)</b>						
Transport		0	0	0	0	
Economic Services		0	0	0	0	
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Other comprehensive income				0	0	
				<u>0</u>	<u>0</u>	
<b>NET RESULT</b>		<b>(319,251)</b>	<b>(63,604)</b> <sup>▼</sup>	<b>(256,513)</b>	<b>192,909</b>	

**Notes:**

All fair value adjustments relating to re-measurement of financial assets at fair value through profit or loss and (if any) changes on revaluation of non-current assets in accordance with the mandating of fair value measurement through Other Comprehensive Income, is impacted upon by external forces and is not able to be reliably estimated at the time of budget adoption.

Fair value adjustments relating to the re-measurement of financial assets at fair value through profit or loss will be assessed at the time they occur, with compensating budget amendments made as necessary.

It is anticipated, in all instances, any changes in revaluation of non-current assets will relate to non-cash transactions and as such, have no impact on this budget document.

Fair value adjustments will be assessed at the time they occur with compensating budget amendments made as necessary.

Note: the above figures include commitments to 09/03/2018 (outstanding purchase orders)

**SHIRE OF WOODANILLING**  
**SUPPORTING INFORMATION TO THE MONTHLY REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

	<b>30/06/2018 Budget</b>	<b>31/03/2018 Actual</b>
<b>CAPITAL BUDGET BY FUNCTION/ACTIVITY</b>	<b>\$</b>	<b>\$</b>
<b>GOVERNANCE</b>		
<u>FURNITURE &amp; EQUIPMENT</u>		
Office Equipment	\$3,000	\$272
<u>TOTAL FURNITURE &amp; EQUIPMENT</u>	<u>\$3,000</u>	<u>\$272</u>
<b>TOTAL GOVERNANCE</b>	<b>\$3,000</b>	<b>\$272</b>
<b>HEALTH/HOUSING</b>		
Aged Housing	\$10,400	\$10,415
<b>TOTAL HOUSING</b>	<b>\$10,400</b>	<b>\$10,415</b>
<b>TRANSPORT</b>		
Roads Construction	\$909,035	\$840,555
Footpath/Skate Park	\$0	\$0
Stormwater Harvesting	\$0	\$0
Royalties for Regions	\$0	\$0
<u>TOTAL INFRASTRUCTURE</u>	<u>\$909,035</u>	<u>\$840,555</u>
<b>TOTAL TRANSPORT</b>	<b>\$909,035</b>	<b>\$840,555</b>
<b>PLANT REPLACEMENT</b>		
<u>PLANT &amp; EQUIPMENT</u>		
Plant Purchases	\$38,000	\$28,475
<b>TOTAL PLANT REPLACEMENT</b>	<b>\$38,000</b>	<b>\$28,475</b>
<b><u>SUMMARY BY FUNCTION/ACTIVITY</u></b>		
Governance	\$3,000	\$272
Housing	\$10,400	\$10,415
Transport	\$947,035	\$869,030
<b>TOTAL</b>	<b>\$960,435</b>	<b>\$879,717</b>
<b><u>SUMMARY BY NATURE/TYPE</u></b>		
Land	\$0	\$0
Buildings	\$10,400	\$10,415
Furniture & Equipment	\$3,000	\$272
Plant & Equipment	\$38,000	\$28,475
Infrastructure	\$909,035	\$840,555
<b>TOTAL</b>	<b>\$960,435</b>	<b>\$879,717</b>



<b>DESCRIPTION</b>	<b>BALANCE AT 31-Mar-18</b>
<b>Current Assets</b>	
Municipal Cash at Bank	\$549,186
Reserve Cash at Bank	\$811,934
Debtors	\$324,034
Inventories	\$15,887
<b>TOTAL CURRENT ASSETS</b>	<b>\$1,701,041</b>
<b>Current Liabilities</b>	
Sundry Creditors	\$41,205
Employment Provisions	\$158,125
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$199,330</b>
<b>NET CURRENT ASSETS</b>	<b>\$1,501,712</b>
<b>Non Current Assets</b>	
Shares & Investments	\$87,576
Land & Buildings	\$5,971,986
Furniture & Equipment	\$34,690
Plant & Equipment	\$1,522,209
Infrastructure Assets	\$21,129,606
<b>TOTAL NON CURRENT ASSETS</b>	<b>\$28,746,067</b>
<b>Non Current Liabilities</b>	
Employment Provisions	\$22,116
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>\$22,116</b>
<b>NET NON CURRENT ASSETS</b>	<b>\$28,723,951</b>
<b>TOTAL NET ASSETS</b>	<b>\$30,225,662</b>
<b>EQUITY</b>	
Retained Surplus	\$15,120,047
Change in net assets from Operations	\$90,064
Transfer to/from Reserves	
<b>TOTAL ACCUMULATED SURPLUS</b>	<b>\$15,210,111</b>
<b>Cash Backed Reserves</b>	
Plant Replacement Reserve	\$404,563
Building Reserve	\$25,350
Affordable Housing Reserve	\$22,587
Office Equipment Reserve	\$17,968
Halls & Recreation Reserve	\$127,979
Road Construction Reserve	\$213,487
Restricted Asset Reserve	\$0
<b>TOTAL CASH BACKED RESERVES</b>	<b>\$811,934</b>
<b>Revaluation Reserves</b>	
Land & Buildings Revaluation Reserve	\$2,295,427
Plant & Equipment Revaluation Reserve	\$439,679
Roads Revaluation Reserve	\$11,468,511
<b>TOTAL REVALUATION RESERVES</b>	<b>\$14,203,617</b>
<b>TOTAL EQUITY</b>	<b>\$30,225,662</b>

**BANK RECONCILIATION**

Bank reconciliations not available for February due to Finance Officer being on leave.

**14.3.MONTHLY RATES REPORTS – FOR THE PERIOD ENDING – 28/02/2018**

<b>OUTSTANDING RATES</b>	<b>28/02/2018</b>
<b>Description</b>	<b>Balance</b>
Rates	\$ 29,196.30
Legal charges	\$ 2,077.46
Penalty charges	\$ 6,870.40
Other Charges	\$ -
Instalment admin Fee	\$ 64.65
Instalment interest	\$ 101.97
Fire breaks	\$ 1,784.00
ESL Penalty	\$ 623.41
<b>Sub total</b>	<b>\$ 40,718.19</b>
Rubbish removal	\$ 2,148.98
<b>Sub total</b>	<b>\$ 2,148.98</b>
ESL	\$ 2,963.75
<b>Sub total</b>	<b>\$ 2,963.75</b>
Rates paid in advance	-\$ 8,821.30
<b>Sub total</b>	<b>-\$ 8,821.30</b>
<b>Grand total</b>	<b>\$ 37,009.62</b>

**SUNDRY DEBTORS OUTSTANDING 90 DAYS OR GREATER**

<b>Client #</b>	<b>Details</b>	<b>Amount</b>
84	Wongi Advertising	\$60.00
67	Wongi advertising	\$30.00
79	Road funding	\$30022.70
80085	Reimbursement staff expenses	\$1921.42
86	Pound Fee	\$60.00
20384	Block Slashing as per firebreak notice	621.39
90498	Slashing & legal fees	\$2342.15
9	Block Slashing as per firebreak notice	172.90
57	Planning Fee	939.68
805	Wongi Advertising	123.21
	Under and overs	\$1.97
	<b>Total</b>	<b>\$36295.42</b>

**TOTAL SUNDRY DEBTORS OUTSTANDING**

<b>30 Days and less</b>	<b>60 Days</b>	<b>90 days or greater</b>	<b>Total</b>
\$282.68	\$635.23	\$36295.42	\$37213.33

**14.4.SCHEDULE OF ACCOUNTS PAID FOR THE PERIOD 01/02/2018 – 28/02/2018**

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
<b>EFT2648</b>	<b>02/02/18</b>	<b>Dwaine Cooper</b>			<b>-\$ 170.00</b>
	31/01/18		Payroll deductions	\$ 170.00	
<b>EFT2649</b>	<b>02/02/18</b>	<b>Major Motors</b>			<b>-\$ 322.71</b>
	17/01/18		Headlight	\$ 322.71	
<b>EFT2650</b>	<b>02/02/18</b>	<b>BW Truck Parts</b>			<b>-\$ 1,101.03</b>
	07/11/17		Filters	\$ 332.12	
	23/11/17		Parts	\$ 158.40	
	22/11/17		Filter	\$ 169.11	
	22/11/17		Parts	\$ 146.60	
	23/11/17		Filter	\$ 132.00	
	23/11/17		Parts	\$ 52.80	
	29/11/17		Spring brake	\$ 110.00	
<b>EFT2651</b>	<b>02/02/18</b>	<b>Lush Fire &amp; Planning</b>			<b>-\$ 1,144.00</b>
	25/01/18		Planning Services	\$ 1,144.00	
<b>EFT2652</b>	<b>02/02/18</b>	<b>Katanning Pathwest</b>			<b>-\$ 35.00</b>
	08/11/17		D&A Testing	\$ 35.00	
<b>EFT2653</b>	<b>02/02/18</b>	<b>Sandra Williamson</b>			<b>-\$ 525.00</b>
	20/01/18		Cleaning contract	\$ 525.00	
<b>EFT2654</b>	<b>02/02/18</b>	<b>LO-GO Appointments</b>			<b>-\$ 962.50</b>
	20/01/18		Health Consultant	\$ 962.50	
<b>EFT2655</b>	<b>02/02/18</b>	<b>Swags N Wags</b>			<b>-\$ 1,498.00</b>
	13/12/17		Car fridges	\$ 1,498.00	
<b>EFT2656</b>	<b>02/02/18</b>	<b>CJD Equipment</b>			<b>-\$ 261.30</b>
	17/01/18		Seal kit	\$ 261.30	
<b>EFT2657</b>	<b>02/02/18</b>	<b>Woodanilling Store</b>			<b>-\$ 175.35</b>
	31/12/17		Groceries & fuel	\$ 175.35	
<b>EFT2658</b>	<b>02/02/18</b>	<b>BKW Cooperative</b>			<b>-\$ 31.95</b>
	22/01/18		Materials	\$ 31.95	
<b>EFT2659</b>	<b>02/02/18</b>	<b>Blights Auto Electrics</b>			<b>-\$ 697.75</b>
	28/11/17		Air conditioner repairs	\$ 487.75	
	13/12/17		Reverse camera	\$ 210.00	
<b>EFT2660</b>	<b>02/02/18</b>	<b>Staff Lotto</b>			<b>-\$ 65.00</b>
	31/01/18		Payroll deductions	\$ 65.00	
<b>EFT2661</b>	<b>02/02/18</b>	<b>Edwards Motors</b>			<b>-\$ 163.65</b>
	19/12/17		Wheel align	\$ 163.65	
<b>EFT2662</b>	<b>02/02/18</b>	<b>Wagin Jewellers &amp; Giftware</b>			<b>-\$ 40.00</b>
	11/01/18		Engraving	\$ 40.00	
<b>EFT2663</b>	<b>02/02/18</b>	<b>Ray Ford Signs</b>			<b>-\$ 175.78</b>
	23/01/18		Refuse Site sign	\$ 175.78	
<b>EFT2664</b>	<b>02/02/18</b>	<b>Winc</b>			<b>-\$ 469.87</b>
	21/11/17		Stationary	\$ 146.25	
	15/01/18		Stationary	\$ 16.75	
	15/01/18		Stationary	\$ 306.87	
<b>EFT2665</b>	<b>02/02/18</b>	<b>PCS</b>			<b>-\$ 85.00</b>
	29/12/17		Disaster recovery	\$ 85.00	
<b>EFT2666</b>	<b>02/02/18</b>	<b>Department of Mines, Industry Regulation &amp; Safety</b>			<b>-\$ 77.20</b>
	22/01/18		BSL Return	\$ 77.20	
<b>EFT2667</b>	<b>02/02/18</b>	<b>Katanning McIntosh &amp; Son</b>			<b>-\$ 571.52</b>
	29/12/17		Service call out	\$ 571.52	
<b>EFT2668</b>	<b>02/02/18</b>	<b>Staff Christmas Club</b>			<b>-\$ 487.00</b>

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
	31/01/18		Payroll deductions	\$ 487.00	
<b>EFT2669</b>	<b>02/02/18</b>	<b>RSPCA WA</b>			<b>-\$ 5.00</b>
	31/01/18		Payroll deductions	\$ 5.00	
<b>EFT2670</b>	<b>02/02/18</b>	<b>Core Business Australia</b>			<b>-\$ 51,336.45</b>
	30/09/17		Project Management Fees	\$ 9,165.75	
	31/10/17		Project Management Fees	\$ 16,438.40	
	30/11/17		Project Management Fees	\$ 17,048.90	
	31/12/17		Project Management Fees	\$ 8,683.40	
<b>EFT2671</b>	<b>08/02/18</b>	<b>Wagin Truck Centre</b>			<b>-\$ 51.98</b>
	07/02/18		Hose	\$ 51.98	
<b>EFT2672</b>	<b>08/02/18</b>	<b>Dwainie Cooper</b>			<b>-\$ 170.00</b>
	07/02/18		Payroll deductions	\$ 170.00	
<b>EFT2673</b>	<b>08/02/18</b>	<b>Gerrard Hydraulics</b>			<b>-\$ 512.05</b>
	30/01/18		Diverter Valve	\$ 512.05	
<b>EFT2674</b>	<b>08/02/18</b>	<b>BW Truck Parts</b>			<b>-\$ 1,297.09</b>
	17/01/18		Filters	\$ 505.70	
	17/01/18		Repair kit	\$ 365.00	
	17/01/18		Filters	\$ 426.39	
<b>EFT2675</b>	<b>08/02/18</b>	<b>Asphalt in a Bag</b>			<b>-\$ 1,718.75</b>
	12/01/18		Asphalt	\$ 1,718.75	
<b>EFT2676</b>	<b>08/02/18</b>	<b>Garden Retic Services</b>			<b>-\$ 1,680.00</b>
	28/01/18		Connect rainwater tank	\$ 1,680.00	
<b>EFT2677</b>	<b>08/02/18</b>	<b>Sandra Williamson</b>			<b>-\$ 525.00</b>
	28/01/18		Cleaning contract	\$ 525.00	
<b>EFT2678</b>	<b>08/02/18</b>	<b>Forpark Australia</b>			<b>-\$ 100.10</b>
	06/02/18		Toddler swing seat	\$ 100.10	
<b>EFT2679</b>	<b>08/02/18</b>	<b>BKW Cooperative</b>			<b>-\$ 236.29</b>
	25/01/18		Catering	\$ 219.59	
	31/01/18		Plumbing parts	\$ 16.70	
<b>EFT2680</b>	<b>08/02/18</b>	<b>Courier Australia</b>			<b>-\$ 20.98</b>
	02/02/18		Freight	\$ 20.98	
<b>EFT2681</b>	<b>08/02/18</b>	<b>Staff Lotto</b>			<b>-\$ 65.00</b>
	07/02/18		Payroll deductions	\$ 65.00	
<b>EFT2682</b>	<b>08/02/18</b>	<b>Katanning Glazing &amp; Security</b>			<b>-\$ 220.00</b>
	31/01/18		Change security codes	\$ 220.00	
<b>EFT2683</b>	<b>08/02/18</b>	<b>GSFS</b>			<b>-\$ 10,588.12</b>
	31/01/18		Fuel card purchases	\$ 1,072.64	
	09/01/18		Bulk diesel	\$ 3,250.50	
	18/01/18		Bulk diesel	\$ 5,255.80	
	31/01/18		Vecton	\$ 1,009.18	
<b>EFT2684</b>	<b>08/02/18</b>	<b>Winc</b>			<b>-\$ 344.63</b>
	29/01/18		Utility trolley	\$ 344.63	
<b>EFT2685</b>	<b>08/02/18</b>	<b>PCS</b>			<b>-\$ 382.50</b>
	30/01/18		Software support	\$ 382.50	
<b>EFT2686</b>	<b>08/02/18</b>	<b>LGPA WA</b>			<b>-\$ 280.00</b>
	10/01/18		LGMA Training	\$ 280.00	
<b>EFT2687</b>	<b>08/02/18</b>	<b>Great Southern Toyota</b>			<b>-\$ 150.92</b>
	17/01/18		Parts	\$ 150.92	
<b>EFT2688</b>	<b>08/02/18</b>	<b>Hitachi</b>			<b>-\$ 2,314.32</b>
	04/12/17		Blower fan	-\$ 528.96	
	25/01/18		Service call out	\$ 2,843.28	
<b>EFT2689</b>	<b>08/02/18</b>	<b>Hanson Construction Material</b>			<b>-\$ 11,288.20</b>

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
	25/01/18		Aggregate	\$ 4,069.45	
	25/01/18		Aggregate	\$ 4,046.35	
	31/01/18		Aggregate	\$ 3,172.40	
<b>EFT2690</b>	<b>08/02/18</b>	<b>Katanning McIntosh &amp; Son</b>			<b>-\$ 162.69</b>
	12/12/17		Air filter	\$ 162.69	
<b>EFT2691</b>	<b>08/02/18</b>	<b>Staff Christmas Club</b>			<b>-\$ 487.00</b>
	07/02/18		Payroll deductions	\$ 487.00	
<b>EFT2692</b>	<b>08/02/18</b>	<b>Alexander Brown Contractors</b>			<b>-\$ 165.00</b>
	30/01/18		Block slashing	\$ 165.00	
<b>EFT2693</b>	<b>08/02/18</b>	<b>Nuturf</b>			<b>-\$ 528.00</b>
	12/01/18		Fertiliser	\$ 528.00	
<b>EFT2694</b>	<b>08/02/18</b>	<b>T &amp; S Freight</b>			<b>-\$ 516.80</b>
	31/01/18		Freight	\$ 516.80	
<b>EFT2695</b>	<b>15/02/18</b>	<b>Dwanie Cooper</b>			<b>-\$ 170.00</b>
	14/02/18		Payroll deductions	\$ 170.00	
<b>EFT2696</b>	<b>15/02/18</b>	<b>BW Truck Parts</b>			<b>-\$ 36.00</b>
	24/01/18		Freight	\$ 36.00	
<b>EFT2697</b>	<b>15/02/18</b>	<b>Alexander Galt &amp; Co</b>			<b>-\$ 157.50</b>
	18/01/18		Materials	\$ 157.50	
<b>EFT2698</b>	<b>15/02/18</b>	<b>Marketforce</b>			<b>-\$ 233.67</b>
	01/12/17		Advertising	-\$ 18.69	
	24/01/18		Advertising	\$ 252.36	
<b>EFT2699</b>	<b>15/02/18</b>	<b>Sandra Williamson</b>			<b>-\$ 525.00</b>
	04/02/18		Cleaning contract	\$ 525.00	
<b>EFT2700</b>	<b>15/02/18</b>	<b>LO-GO Appointments</b>			<b>-\$ 721.88</b>
	03/02/18		Health Consultant	\$ 721.88	
<b>EFT2701</b>	<b>15/02/18</b>	<b>QFH Multiparts</b>			<b>-\$ 443.96</b>
	18/01/18		Glyphosate	\$ 363.00	
	31/01/18		Tap	\$ 80.96	
<b>EFT2702</b>	<b>15/02/18</b>	<b>Walterscheid Australia</b>			<b>-\$ 301.65</b>
	13/02/18		Parts	\$ 301.65	
<b>EFT2703</b>	<b>15/02/18</b>	<b>ATO</b>			<b>-\$ 13,695.00</b>
	31/12/17		BAS - Dec 17	\$ 13,695.00	
<b>EFT2704</b>	<b>15/02/18</b>	<b>Synergy</b>			<b>-\$ 567.60</b>
	01/02/18		Street lighting	\$ 567.60	
<b>EFT2705</b>	<b>15/02/18</b>	<b>Staff Lotto</b>			<b>-\$ 65.00</b>
	14/02/18		Payroll deductions	\$ 65.00	
<b>EFT2706</b>	<b>15/02/18</b>	<b>Edwards Motors</b>			<b>-\$ 63.00</b>
	19/01/18		Cutt off blades	\$ 63.00	
<b>EFT2707</b>	<b>15/02/18</b>	<b>BOC Gases Australia</b>			<b>-\$ 24.24</b>
	29/01/18		Gases	\$ 24.24	
<b>EFT2708</b>	<b>15/02/18</b>	<b>Katanning Hardware</b>			<b>-\$ 152.00</b>
	19/01/18		Gas bottles	\$ 152.00	
<b>EFT2709</b>	<b>15/02/18</b>	<b>Staff Christmas Club</b>			<b>-\$ 487.00</b>
	14/02/18		Payroll deductions	\$ 487.00	
<b>EFT2710</b>	<b>16/02/18</b>	<b>Driveshafts Australia</b>			<b>-\$ 1,265.00</b>
	16/02/18		Drive shaft	\$ 1,265.00	
<b>EFT2711</b>	<b>22/02/18</b>	<b>Dwanie Cooper</b>			<b>-\$ 170.00</b>
	21/02/18		Payroll deductions	\$ 170.00	
<b>EFT2712</b>	<b>22/02/18</b>	<b>Major Motors</b>			<b>-\$ 681.70</b>
	12/02/18		Parts	\$ 681.70	
<b>EFT2713</b>	<b>22/02/18</b>	<b>West Australian Newspaper</b>			<b>-\$ 117.00</b>

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
	31/05/17		CREDIT NOTE	-\$ 320.00	
	31/05/17		Advertising	\$ 152.00	
	31/10/17		Advertising	\$ 120.00	
	31/01/18		Advertising	\$ 165.00	
<b>EFT2714</b>	<b>22/02/18</b>	<b>Moore Stephens</b>			<b>-\$ 770.00</b>
	09/02/18		WALGA Tax Webinars	\$ 770.00	
<b>EFT2715</b>	<b>22/02/18</b>	<b>South Regional TAFE</b>			<b>-\$ 251.90</b>
	29/01/18		First Aid Training	\$ 251.90	
<b>EFT2716</b>	<b>22/02/18</b>	<b>McLeods</b>			<b>-\$ 444.51</b>
	31/01/18		Debt recovery	\$ 444.51	
<b>EFT2717</b>	<b>22/02/18</b>	<b>Sandra Williamson</b>			<b>-\$ 525.00</b>
	11/02/18		Cleaning contract	\$ 525.00	
<b>EFT2718</b>	<b>22/02/18</b>	<b>Jila Riley</b>			<b>-\$ 1,928.52</b>
	09/02/18		Replace skylights	\$ 1,928.52	
<b>EFT2719</b>	<b>22/02/18</b>	<b>LO-GO Appointments</b>			<b>-\$ 1,443.75</b>
	10/02/18		Health Consultant	\$ 687.50	
	23/12/17		Health Consultant	\$ 756.25	
<b>EFT2720</b>	<b>22/02/18</b>	<b>Barefoot Clothing</b>			<b>-\$ 70.00</b>
	07/02/18		Councillor Shirts	\$ 70.00	
<b>EFT2721</b>	<b>22/02/18</b>	<b>Hempfield Small Motors</b>			<b>-\$ 97.85</b>
	31/01/18		Parts	\$ 97.85	
<b>EFT2722</b>	<b>22/02/18</b>	<b>Mervyn Frederick Hislop</b>			<b>-\$ 11,959.73</b>
	22/01/18		Gravel	\$ 11,959.73	
<b>EFT2723</b>	<b>22/02/18</b>	<b>Anthony George Bolt</b>			<b>-\$ 12,813.49</b>
	05/02/18		Gravel	\$ 12,813.49	
<b>EFT2724</b>	<b>22/02/18</b>	<b>Evan Hall</b>			<b>-\$ 2,200.00</b>
	21/02/18		Community Event Fund	\$ 2,200.00	
<b>EFT2725</b>	<b>22/02/18</b>	<b>ATO</b>			<b>-\$ 4,149.00</b>
	31/01/18		BAS - Jan 18	\$ 4,149.00	
<b>EFT2726</b>	<b>22/02/18</b>	<b>CJD Equipment</b>			<b>-\$ 929.43</b>
	08/02/18		Parts	\$ 785.95	
	16/02/18		Parts	\$ 143.48	
<b>EFT2727</b>	<b>22/02/18</b>	<b>Katanning Stock &amp; Trading</b>			<b>-\$ 59.85</b>
	07/02/18		Materials	\$ 59.85	
<b>EFT2728</b>	<b>22/02/18</b>	<b>Synergy</b>			<b>-\$ 2,455.95</b>
	13/02/18		Lot 374 Yairabin St	\$ 933.40	
	13/02/18		25 Carlton St	\$ 99.20	
	13/02/18		Mens Shed	\$ 80.20	
	13/02/18		U CS 3 Cardigan St	\$ 308.15	
	13/02/18		U CS 8 Cardigan St	\$ 35.80	
	13/02/18		Lot 118 Robinson Rd	\$ 24.00	
	13/02/18		Lot 86 Depot Rd	\$ 324.00	
	13/02/18		Loc 18060 Robinson Rd	\$ 651.20	
<b>EFT2729</b>	<b>22/02/18</b>	<b>Woodanilling Store</b>			<b>-\$ 226.65</b>
	31/01/18		Groceries & fuel	\$ 226.65	
<b>EFT2730</b>	<b>22/02/18</b>	<b>BKW Cooperative</b>			<b>-\$ 40.00</b>
	06/02/18		Bolts	\$ 40.00	
<b>EFT2731</b>	<b>22/02/18</b>	<b>Courier Australia</b>			<b>-\$ 96.14</b>
	16/02/18		Freight	\$ 96.14	
<b>EFT2732</b>	<b>22/02/18</b>	<b>Staff Lotto</b>			<b>-\$ 65.00</b>
	21/02/18		Payroll deductions	\$ 65.00	
<b>EFT2733</b>	<b>22/02/18</b>	<b>Cut-N-Cote</b>			<b>-\$ 277.22</b>

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
	19/01/18		Cutting discs	\$ 53.78	
	30/01/18		PVC cement	\$ 7.16	
	31/01/18		Materials	\$ 153.50	
	18/01/18		Materials	\$ 62.78	
<b>EFT2734</b>	<b>22/02/18</b>	<b>Beaurepaires Wagin</b>			<b>-\$ 1,789.32</b>
	30/01/18		Tyres	\$ 210.00	
	25/01/18		Tyres	\$ 1,579.32	
<b>EFT2735</b>	<b>22/02/18</b>	<b>Fulton Hogan</b>			<b>-\$ 6,947.42</b>
	20/12/17		Reseal stabilised patches	\$ 6,947.42	
<b>EFT2736</b>	<b>22/02/18</b>	<b>PCS</b>			<b>-\$ 637.50</b>
	08/02/18		Software support	\$ 297.50	
	20/02/18		Software support	\$ 340.00	
<b>EFT2737</b>	<b>22/02/18</b>	<b>Department of Planning, Lands and Heritage</b>			<b>-\$ 1.10</b>
	13/02/18		Licence over UCL lots	\$ 1.10	
<b>EFT2738</b>	<b>22/02/18</b>	<b>Hitachi</b>			<b>-\$ 2,512.90</b>
	09/02/18		Parts	\$ 835.57	
	14/02/18		Bearing	\$ 134.15	
	16/02/18		Fan blade	\$ 1,014.94	
	13/02/18		Light	\$ 406.74	
	12/02/18		Parts	\$ 121.50	
<b>EFT2739</b>	<b>22/02/18</b>	<b>BTW Spray Shop</b>			<b>-\$ 75.00</b>
	12/02/18		Materials	\$ 75.00	
<b>EFT2740</b>	<b>22/02/18</b>	<b>Hanson Construction Material</b>			<b>-\$ 4,086.78</b>
	01/02/18		Aggregate	\$ 4,086.78	
<b>EFT2741</b>	<b>22/02/18</b>	<b>Halanson Earthmoving</b>			<b>-\$152,495.20</b>
	01/02/18		AGRN743	\$152,495.20	
<b>EFT2742</b>	<b>22/02/18</b>	<b>Staff Christmas Club</b>			<b>-\$ 487.00</b>
	21/02/18		Payroll deductions	\$ 487.00	
<b>EFT2743</b>	<b>22/02/18</b>	<b>RSPCA WA</b>			<b>-\$ 15.00</b>
	07/02/18		Payroll deductions	\$ 5.00	
	14/02/18		Payroll deductions	\$ 5.00	
	21/02/18		Payroll deductions	\$ 5.00	
<b>EFT2744</b>	<b>22/02/18</b>	<b>Squire Patton Boggs</b>			<b>-\$ 186.96</b>
	22/12/17		SW Native Title Claim	\$ 186.96	
<b>15280</b>	<b>02/02/18</b>	<b>Department of Commerce, Bond Administration</b>			<b>-\$ 579.20</b>
	01/02/18		Bond - T Dancy	\$ 579.20	
<b>15281</b>	<b>02/02/18</b>	<b>BCITF</b>			<b>-\$ 111.75</b>
	31/12/17		BCITF return	\$ 111.75	
<b>15282</b>	<b>22/02/18</b>	<b>Donald Carter &amp; Co</b>			<b>-\$ 2,200.00</b>
	22/11/17		Gravel	\$ 2,200.00	
<b>DD1854.1</b>	<b>01/02/18</b>	<b>Westnet</b>			<b>-\$ 4.99</b>
	18/01/18		Monthly Hosting	\$ 4.99	
<b>DD1867.1</b>	<b>07/02/18</b>	<b>WA Super</b>			<b>-\$ 1,242.30</b>
	07/02/18		Superannuation contributions	\$ 946.77	
	07/02/18		Payroll deductions	\$ 42.60	
	07/02/18		Payroll deductions	\$ 178.70	
	07/02/18		Payroll deductions	\$ 24.23	
	07/02/18		Payroll deductions	\$ 50.00	
<b>DD1867.2</b>	<b>07/02/18</b>	<b>MLC Nominees</b>			<b>-\$ 34.13</b>
	07/02/18		Payroll deductions	\$ 14.84	
	07/02/18		Superannuation contributions	\$ 19.29	

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
<b>DD1867.3</b>	<b>07/02/18</b>	<b>Colonial First State</b>			<b>-\$ 199.50</b>
	07/02/18		Payroll deductions	\$ 47.50	
	07/02/18		Superannuation contributions	\$ 152.00	
<b>DD1867.4</b>	<b>07/02/18</b>	<b>Australian Superannuation</b>			<b>-\$ 559.58</b>
	07/02/18		Payroll deductions	\$ 69.67	
	07/02/18		Payroll deductions	\$ 10.00	
	07/02/18		Superannuation contributions	\$ 479.91	
<b>DD1867.5</b>	<b>07/02/18</b>	<b>CBUS Superannuation</b>			<b>-\$ 87.47</b>
	07/02/18		Superannuation contributions	\$ 87.47	
<b>DD1867.6</b>	<b>07/02/18</b>	<b>Hesta</b>			<b>-\$ 440.87</b>
	07/02/18		Payroll deductions	\$ 68.40	
	07/02/18		Payroll deductions	\$ 36.57	
	07/02/18		Superannuation contributions	\$ 335.90	
<b>DD1867.7</b>	<b>07/02/18</b>	<b>MLC Navigator Retirement Plan</b>			<b>-\$ 170.97</b>
	07/02/18		Payroll deductions	\$ 69.65	
	07/02/18		Superannuation contributions	\$ 101.32	
<b>DD1867.8</b>	<b>07/02/18</b>	<b>Colonial Select Personnel Super</b>			<b>-\$ 91.27</b>
	07/02/18		Superannuation contributions	\$ 91.27	
<b>DD1868.1</b>	<b>04/02/18</b>	<b>NAB - Credit Card</b>			<b>-\$ 691.29</b>
	08/01/18		Acrobat Pro subscription	\$ 21.99	
	15/01/18		IPad accessories	\$ 609.00	
	17/01/18		Groceries	\$ 51.30	
	29/01/18		Credit Card fee	\$ 9.00	
<b>DD1878.1</b>	<b>14/02/18</b>	<b>WA Super</b>			<b>-\$ 1,246.33</b>
	14/02/18		Superannuation contributions	\$ 950.80	
	14/02/18		Payroll deductions	\$ 42.60	
	14/02/18		Payroll deductions	\$ 178.70	
	14/02/18		Payroll deductions	\$ 24.23	
	14/02/18		Payroll deductions	\$ 50.00	
<b>DD1878.2</b>	<b>14/02/18</b>	<b>MLC Nominees</b>			<b>-\$ 113.42</b>
	14/02/18		Payroll deductions	\$ 20.29	
	14/02/18		Superannuation contributions	\$ 93.13	
<b>DD1878.3</b>	<b>14/02/18</b>	<b>Colonial First State</b>			<b>-\$ 199.50</b>
	14/02/18		Payroll deductions	\$ 47.50	
	14/02/18		Superannuation contributions	\$ 152.00	
<b>DD1878.4</b>	<b>14/02/18</b>	<b>Australian Superannuation</b>			<b>-\$ 666.46</b>
	14/02/18		Payroll deductions	\$ 69.67	
	14/02/18		Payroll deductions	\$ 10.00	
	14/02/18		Superannuation contributions	\$ 586.79	
<b>DD1878.5</b>	<b>14/02/18</b>	<b>CBUS Superannuation</b>			<b>-\$ 87.47</b>
	14/02/18		Superannuation contributions	\$ 87.47	
<b>DD1878.6</b>	<b>14/02/18</b>	<b>Hesta</b>			<b>-\$ 445.98</b>
	14/02/18		Payroll deductions	\$ 68.40	
	14/02/18		Payroll deductions	\$ 37.79	
	14/02/18		Superannuation contributions	\$ 339.79	
<b>DD1878.7</b>	<b>14/02/18</b>	<b>MLC Navigator Retirement Plan</b>			<b>-\$ 170.97</b>
	14/02/18		Payroll deductions	\$ 69.65	
	14/02/18		Superannuation contributions	\$ 101.32	
<b>DD1878.8</b>	<b>14/02/18</b>	<b>Colonial Select Personnel Super</b>			<b>-\$ 91.27</b>



Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
	14/02/18		Superannuation contributions	\$ 91.27	
<b>DD1889.1</b>	<b>21/02/18</b>	<b>WA Super</b>			<b>-\$ 1,246.65</b>
	21/02/18		Superannuation contributions	\$ 951.12	
	21/02/18		Payroll deductions	\$ 42.60	
	21/02/18		Payroll deductions	\$ 178.70	
	21/02/18		Payroll deductions	\$ 24.23	
	21/02/18		Payroll deductions	\$ 50.00	
<b>DD1889.2</b>	<b>21/02/18</b>	<b>MLC Nominees</b>			<b>-\$ 91.84</b>
	21/02/18		Payroll deductions	\$ 21.87	
	21/02/18		Superannuation contributions	\$ 69.97	
<b>DD1889.3</b>	<b>21/02/18</b>	<b>Colonial First State</b>			<b>-\$ 199.50</b>
	21/02/18		Payroll deductions	\$ 47.50	
	21/02/18		Superannuation contributions	\$ 152.00	
<b>DD1889.4</b>	<b>21/02/18</b>	<b>Australian Superannuation</b>			<b>-\$ 655.65</b>
	21/02/18		Payroll deductions	\$ 69.67	
	21/02/18		Payroll deductions	\$ 10.00	
	21/02/18		Superannuation contributions	\$ 575.98	
<b>DD1889.5</b>	<b>21/02/18</b>	<b>CBUS Superannuation</b>			<b>-\$ 87.47</b>
	21/02/18		Superannuation contributions	\$ 87.47	
<b>DD1889.6</b>	<b>21/02/18</b>	<b>Hesta</b>			<b>-\$ 481.82</b>
	21/02/18		Payroll deductions	\$ 68.40	
	21/02/18		Payroll deductions	\$ 46.32	
	21/02/18		Superannuation contributions	\$ 367.10	
<b>DD1889.7</b>	<b>21/02/18</b>	<b>MLC Navigator Retirement Plan</b>			<b>-\$ 170.97</b>
	21/02/18		Payroll deductions	\$ 69.65	
	21/02/18		Superannuation contributions	\$ 101.32	
<b>DD1889.8</b>	<b>21/02/18</b>	<b>Colonial Select Personnel Super</b>			<b>-\$ 91.27</b>
	21/02/18		Superannuation contributions	\$ 91.27	
<b>DD1892.3</b>	<b>20/02/18</b>	<b>SkyMesh</b>			<b>-\$ 124.95</b>
	20/02/18		Internet contract	\$ 124.95	
<b>DD1898.1</b>	<b>21/02/18</b>	<b>Australian Superannuation</b>			<b>-\$ 10.00</b>
	21/02/18		Payroll deductions	\$ 10.00	
<b>DD1899.1</b>	<b>28/02/18</b>	<b>WA Super</b>			<b>-\$ 1,245.42</b>
	28/02/18		Superannuation contributions	\$ 949.89	
	28/02/18		Payroll deductions	\$ 42.60	
	28/02/18		Payroll deductions	\$ 178.70	
	28/02/18		Payroll deductions	\$ 24.23	
	28/02/18		Payroll deductions	\$ 50.00	
<b>DD1899.2</b>	<b>28/02/18</b>	<b>MLC Nominees</b>			<b>-\$ 86.49</b>
	28/02/18		Payroll deductions	\$ 20.59	
	28/02/18		Superannuation contributions	\$ 65.90	
<b>DD1899.3</b>	<b>28/02/18</b>	<b>Colonial First State</b>			<b>-\$ 199.50</b>
	28/02/18		Payroll deductions	\$ 47.50	
	28/02/18		Superannuation contributions	\$ 152.00	
<b>DD1899.4</b>	<b>28/02/18</b>	<b>Australian Superannuation</b>			<b>-\$ 598.00</b>
	28/02/18		Payroll deductions	\$ 69.67	
	28/02/18		Payroll deductions	\$ 10.00	
	28/02/18		Superannuation contributions	\$ 518.33	
<b>DD1899.5</b>	<b>28/02/18</b>	<b>CBUS Superannuation</b>			<b>-\$ 87.47</b>
	28/02/18		Superannuation contributions	\$ 87.47	
<b>DD1899.6</b>	<b>28/02/18</b>	<b>Hesta</b>			<b>-\$ 481.82</b>

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
	28/02/18		Payroll deductions	\$ 68.40	
	28/02/18		Payroll deductions	\$ 46.32	
	28/02/18		Superannuation contributions	\$ 367.10	
<b>DD1899.7</b>	<b>28/02/18</b>	<b>MLC Navigator Retirement Plan</b>			<b>-\$ 186.52</b>
	28/02/18		Payroll deductions	\$ 75.99	
	28/02/18		Superannuation contributions	\$ 110.53	
<b>DD1899.8</b>	<b>28/02/18</b>	<b>Colonial Select Personnel Super</b>			<b>-\$ 80.46</b>
	28/02/18		Superannuation contributions	\$ 80.46	
				<b>Total</b>	<b>-\$339,682.37</b>

#### 14.5. BUILDING SURVEYOR'S REPORT – FEBRUARY 2018

#### SHIRE OF WOODANILLING - 158

#### BUILDING SURVEYOR

Month: **FEBRUARY**

DATE	DUTIES CARRIED OUT	From	To	Hrs	Kms
2/02/2018	Received a Building Permit application WD1718011, entered into the BSR and fee structure, received the receipt for the payment of fees, produced the CDC ready to be approved.	11:00	12:00	1	0
7/02/2018	Compiled the Building reports for the end of the month for December and January, sent them to the Shire and the Bureau of Statistics.	15:30	16:00	0.5	0
8/02/2018	Received the approved CDC for WD1718011, Produced and approved the Building Permit, produced the required copies emailed and mailed a copy to the Builder.	11:00	12:00	1	0
28/02/2018	Compiled the Building reports for the end of the month for February, sent them to the Shire and the Bureau of Statistics.	14:00	14:30	0.5	0
<b>TOTALS</b>				<b>3</b>	<b>0</b>

#### SHIRE OF WOODANILLING BUILDING ACTIVITY FOR THE MONTH OF FEBRUARY 2018

Permit type	Building permit number	Approval date	Unique property identifier	Site street number	Street Name	Suburb Name	Building Work	Owner's name	Builder's name
Building Permit	WD1718011	8/02/2018	A343	11	CARLTON STREET	WOODANILLING	NEW CARPORT	KEVIN BUCHANAN	KEVIN BUCHANAN

**14.6.CORRESPONDENCE & MINUTES FOR INFORMATION**

The following documents are available upon request.

<b>ID</b>	<b>Date</b>	<b>File</b>	<b>Description</b>	<b>From</b>
RA236	11/02/2018	A602	Request to purchase unconstructed Road Reserve from Shenton Rd to end of A602.	Ditchburn
FR81	23/02/2018	14.5.1C	Office of Emergency Management news	Office of Emergency Management
CI473	26/02/2018	12.1.5	Letter - requesting feedback - proposed National Party petition to lobby for road works - particularly Great Southern Highway Email to Josh Nyman expressing interest in petition.	Shire of Gnowangerup
CI480	27/02/2018	12.1.5	Proposed National Party petition to lobby for road works - particularly Great Southern Highway Providing information on issues within Shire of Woodanilling.	Shire of Gnowangerup

### 14.7.STATUS REPORT FROM PREVIOUS MEETINGS

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
16/08/2016 20/12/2016			Local Law - Woodanilling Cemetery (Reserve 356/1156)	<ol style="list-style-type: none"> <li>Review</li> <li>Update if applicable</li> <li>Repeal if deemed obsolete</li> </ol>	CEO dealing Repeal LL in due course.	
18/10/2016	10.1	4.1.39 IEM558	Integrated Planning – Infrastructure Assets	<p>That Council authorises the CEO to seek quotes for a full condition and data pick up survey of all Council Roads, and refers these to the November Council meeting.</p> <p><u>Previous Actions:</u> Agenda 21/03/2017 Deferred pending information session on 10/04/2017 Deferred until 2017/18 financial year Quotes sought 12/10/2017</p>	<p>CEO dealing</p> <p><b>CEO participating in NAMAFA (National Asset Management Assessment Framework) – further report to be presented to Council as part of the Integrated Planning reviews.</b></p>	<b>IQU73</b>
21/03/2017	10.2	12.1.3	Outcomes from road inspection	That Council directs the CEO to prepare a Draft 5 Year Road Program – 2018/19 – 2023/24 for adoption by Council no later than the <b>May</b> Council meeting.	<p>Draft provided 04/07/2017 – reviewed by TPW July 2017.</p> <p><b>Will be presented to Council as part of the Integrated Planning reviews.</b></p>	<b>GP112</b>
21/03/2017			Prepare road program from 2019/20 –	Using notes from this meeting, Asset Management Plan & Long Term Financial Plan data	<p>Draft Program received – to be finalised by TPW Committee</p> <p><b>Will be presented to Council as part of the Integrated Planning reviews.</b></p>	
20/06/2017	10.7	12.1.7	Black Spot Application – Watson/Kojonolokan Road	Council refer this matter to the Transport Plant and Works Committee with a view to preparing a strategy for this intersection for the 2018/2019 financial year.	<p>Refer to TPW Meeting Recommended action – clear trees from corner, gravel sheet.</p> <p><b>Matter considered at TPW meeting 7<sup>th</sup> March 2018, Recommendation to Council at today's meeting is to transfer remaining R2R Funds from Ashwell Rd to Kojonolokan Rd.</b></p>	
15/08/2017	10.1	10.3.1	Town Planning Scheme No. 1 Review	<ul style="list-style-type: none"> <li>That Council directs the CEO to liaise with the Department of Planning to clarify issues associated with the updating of the Scheme to include the</li> </ul>	CEO dealing Advise TP Consultant of outcome	<a href="#">BA232</a> <a href="#">20/09/2017</a>

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				Deemed Provisions; consolidating the Scheme and advertising; the Scheme review and likely requirements for the preparation of a Local Planning Strategy. <ul style="list-style-type: none"> <li>That the Council directs the CEO to commence the Scheme review process in order to ensure that this is considered by Council prior to January 2018 and that further reports be presented in conjunction with (1) above.</li> </ul>		
21/11/2017	9.2	10.4.5	Woodanilling Townsite Enhancement Plan	That Council establish a Community Town Enhancement Group to undertake further planning for the following areas:- <ul style="list-style-type: none"> <li>Railway gardens;</li> <li>Baptist Church and old Bakery site precinct' and</li> <li>Western side of the Town Hall.</li> </ul>	Pending internal staffing structure review and outcomes. <b>Three community members to be invited as part of the group as well as Cr Young and Cr Trimming and the DCEO to form the group at the CD meeting held 1<sup>st</sup> March 2018.</b>	
21/11/2017	9.3	12.2.4	Footpath Repairs	That Council undertakes all footpath repairs identified by the Works Supervisor in the 2017/2018 financial year.	WS dealing <b>Effected areas identified ACEO to finalise with WS.</b>	
19/12/2017	10.1	14.5.1A	Volunteer Policy	Council: <ul style="list-style-type: none"> <li>Not adopt the attached Policy 99 – Volunteers; and</li> <li>Instructs the CEO to obtain legal advice as to the need for such a Policy to protect the risk to the Shire and the CEO.</li> </ul>	DCEO seeking advice from LGIS <b>LGIS attending April meeting to advise Council on this.</b>	
19/12/2017	10.2	4.1.39A	Integrated Planning – Major Review	Council: <ol style="list-style-type: none"> <li>Endorses the attached Community Survey;</li> <li>Instructs the CEO to distribute the survey via post and electronic means, and makes the survey available for the Australia Day Breakfast; and</li> <li>Sets the closing date for submissions as 28/02/2018.</li> </ol>	Form created 20/12/2017 Online survey published 08/01/2018 <b>Total of 6 survey responses received. 7 people participated at the Well-Aged Home units. Survey response at Australia Day was very low (2 responses). The Publican was able to obtain some feedback from his clientele, this was unquantifiable. The target is 42 responses. CEO to consider other engagement methods.</b>	
19/12/2017	10.6	4.3.4	Financial Management Review – Confidential	Council: <ol style="list-style-type: none"> <li>Accepts the report from the CEO on the 2016 Financial Management Review;</li> <li>Approaches Moore Stephens to undertake a</li> </ol>	Email to Moore Stephens Estimate \$6,000 for desktop review or \$14,000 for full review. Note full review	<a href="#">EM894</a> <a href="#">23/01/2018</a>

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				desk-top review in the 2018/19 financial year.	required in 2019.	
19/12/2017	13.1	11.1.9	Request to Lease Lots 151, 152 & 153 – Reserve 7730	Council: 1) Supports the request from Mr S Buxton to lease Reserve 7730 for the purposes of grazing stock; and 2) Requests the CEO to make application to the Department of Planning, Lands & Heritage for the ability to lease the said reserve.	Letter to Dept Planning, Lands & Heritage  No response as at 06/02/2018	<a href="#">CR1108</a> <a href="#">08/01/2018</a>
19/12/2017	5.2		Gravel Reserve – River Road	Council that it directs the CEO to: 1) Commission a Road Safety Audit (RSA) on the intersection of River Road and Link Road; 2) Ensure that traffic counts are carried out to support the RSA; and 3) Undertake gravel sampling in the area to confirm the quantities and quality of the gravel source.	Pending	
20/02/2018	10.4	4.1.39	Integrated Planning & Reporting	Council instructs the CEO to develop a delegation to enable the CEO to engage the services of an Acting CEO to assist with Integrated Planning & Reporting (IPR) reviews, without the need to seek the Council's prior approval.	ACEO commenced 6 <sup>th</sup> March 2018 and will be in place until 20 <sup>th</sup> April 2018.	
20/02/2018	10.3	17.1.5A	Proposed Animals, Environment and Nuisance Amendment Local Law 2018	Council, under the powers conferred by the Local Government Act 1995 and under all other powers enabling it, and having considered the submission from the Department Local Government, Sport and Cultural Industries, resolves to make the Shire of Woodanilling Animals, Environment and Nuisance Amendment Local Law 2018 as attached:.  <ul style="list-style-type: none"> <li>Purpose: To resolve drafting errors within the Shire of Woodanilling Animals, Environment and Nuisance Local Law 2017.</li> <li>Effect: To correct references within the Shire of Woodanilling Animals, Environment and Nuisance Local Law 2017.</li> </ul>		<a href="#">LE16</a>
20/02/2018	10.5	4.2.2 & 14.1.13	Policy – Christmas and New Year Closures	Council adopts Policy 100 – Christmas/New Year and Easter closures without further amendment	Completed	<a href="#">21/02/2018</a>
20/02/2018	10.6	4.3.4	Policy – Related party Disclosures	Council adopts the attached policy “Policy 101 - Related Party Disclosures” without further amendment.	Completed	<a href="#">21/02/2018</a> <a href="#">SF78</a>
20/02/2018	10.7	3.1.1	Discussion Paper - Differential Rates	Council instructs the CEO to apply, pursuant to S6.35(5) of	Pending	

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				the Local Government Act 1995, to the Minister to impose a separate minimum rate on Lots 32, 33, 34, 35 & 38 DP 223222, Quartermaine & Shenton Roads, Woodanilling; and Lots 2, 3 & 4 DP 227523 Albany Highway, on the basis that these properties are vacant land which do not have, nor are likely to have, a constructed road access, which in accordance with the Shire of Woodanilling Town Planning Scheme No. 1, prevents the development of the lots.		
20/02/2018	10.8	4.1.39A	Shire Review 2012 – Skills Audit – Confidential	<p>Council supports the following:</p> <p>1) As an interim solution:</p> <ul style="list-style-type: none"> <li>Trialling the use of the Woodanilling Pavilion for Council meetings, commencing with the March Meeting;</li> <li>Setting up the Hall Kitchen as a Committee meeting room and staff lunch room;</li> </ul> <p>To allow time to:</p> <p>Prepare a staged redevelopment of the Administration building (taking into consideration the success or otherwise of the points in (1) above to include:</p> <ul style="list-style-type: none"> <li>A meeting room other than chambers;</li> <li>A separate Staff room; and</li> <li>Adequate working areas for staff.</li> </ul> <p>3) Implementation of a Professional Development Plan for Councillors</p>	<p>Use of the Pavilion as a meeting venue underway.</p> <p>A number of recommendations from the Skills Audit have been implemented regarding staff leadership, management, communication and development.</p>	<a href="#">PE60</a>
20/02/2018	10.9	12.1.5, 12.1.12	Approval of quote – Resealing Program 2017/18	Council endorse the actions of the CEO in approving the E-Quote from Bitutek for a total of \$234,000	Completed	<a href="#">QU154,</a> <a href="#">QU155</a>
20/02/2018	10.10	5.1.4	Woodanilling UCL.UMR & MAF Mitigation Works	Council endorses the actions of the CEO in signing the attached 2017-18 Bushfire Mitigation Activity Fund Funding Agreement.	Completed	<a href="#">FR73</a>
20/02/2018	10.11	6.1.5	Woodanilling Primary School – Oval Upgrade & Water Supply	Council authorises the unbudgeted expenditure of \$28,055.75 for the Woodanilling Primary School Oval.	Completed	<a href="#">GP189,</a> <a href="#">EM839, 840</a>
20/02/2018	11.1	12.4.4	RAV4 Network Assessment Results	Council refers this matter to the Transport Plant & Works Committee for consideration.	Matter went the TPW meeting on the 7 <sup>th</sup> March 2018 results of the Main Roads assessments where endorsed however further information is required regarding the reasons why certain conditions were applied to the suitable categories. This matter is listed in today's agenda.	

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
20/02/2018	11.2	13.1.5A	Community Events Fund Application – Full Lake Frolic	Council approves the allocation of a grant of \$2,200 for the Full Lake Frolic Committee to hold a Family/Community Fun Day and Boat Regatta/Competition subject to proof of insurance.	Completed	<a href="#">21/02/2019</a> <a href="#">GP249</a>
20/02/2018	11.3	5.2.1	Dogs Local Law 2008 – Exemption to Keep More Than Two (2) Dogs	<p>Council grant an exemption pursuant to S26(3) of the Dog Act 1976, to the keeping of more than Two (2) dogs by J James at 3346 Robinson Road, Woodanilling, for the period 06/02/2018 expiring 31/10/2018, subject to the following conditions:</p> <p>a) This exemption applies to the dogs described in the application only – should numbers be reduced for whatever reason including natural attrition and the owner wishes to acquire more dogs then a further exemption is required by Council prior to obtaining any further dogs.</p> <p>b) Dog registrations must remain current at all times;</p> <p>c) This exemption is not an approval for a kennel establishment therefore the owners are prohibited from breeding and selling dogs under Council's Town Planning Scheme No.1.</p> <p>d) The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the area by reason of the emission of odour, noise, waste product or otherwise.</p> <p>e) The exemption may be revoked or varied at any time under the Dog Act 1976 section 26 (3.c)</p>	Completed	<a href="#">21/02/2018</a> <a href="#">AN81,AN14,</a> <a href="#">A262</a>
20/02/2018	11.4	4.1.34	Local Government Convention 2018 & Accommodation	Council authorises the CEO and up to four Councillors, with a maximum budget of \$6,000, to attend the WA Local Government Convention 2018, with no requirement for accommodation.	Waiting on the issue of the program.	<a href="#">NO82,</a> <a href="#">QU152</a>
20/02/2018	13.2	12.1.12	Hale Road – Diversion of Roads to Recovery Funds	Council defer any decision on this matter until the Transport Plant & Works Committee have had an opportunity to review Hale Road, Ashwell Road and Andrews Road, and provide a report to the March Council meeting.	<p>CEO dealing</p> <p>The matter was considered at the TPW meeting 7<sup>th</sup> March 2018. The TPW identified it would be effective to gravel between the two delineation points funds to come from the Road Maintenance Accounts if available. This matter is in todays agenda.</p>	



**15. CLOSURE OF MEETING**

Meeting closed 6.12pm