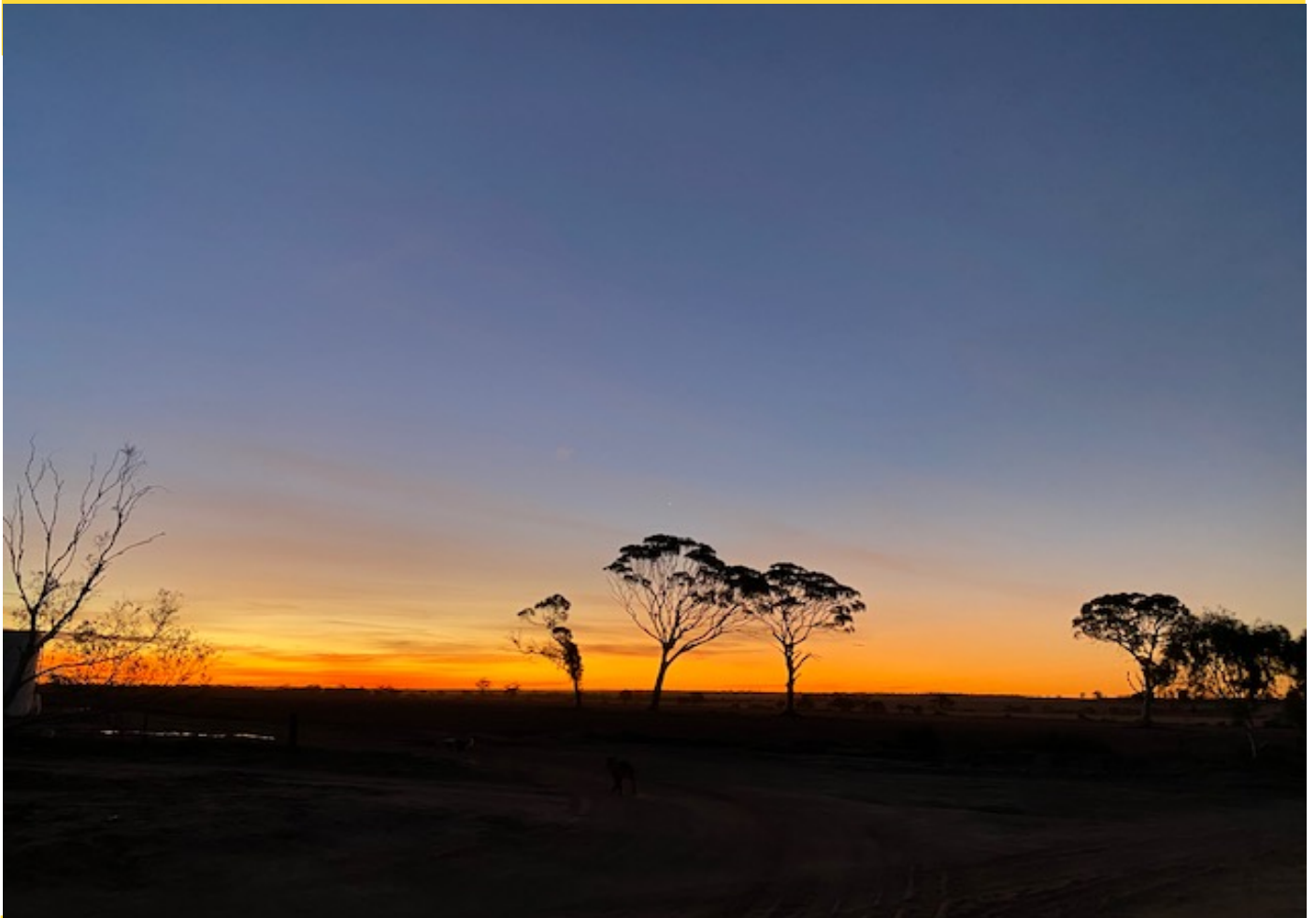




# SHIRE OF WYALKATCHEM



*Stay Safe*

**OCTOBER 2020**

**ATTACHMENTS**

# **ATTACHMENTS 15 OCTOBER 2020**

- 1. 7.1.1 Unconfirmed Ordinary Meeting of Council Minutes – 17 September 2020**
- 2. 7.2.1 NEWROC Executive Meeting Minutes – 29 September 2020**
- 3. 7.2.2 Northam DOAC Minutes – 8 September 2020**
- 4. 10.1.1 Accounts for payment – September 2020**
- 5. 10.1.2 Credit Card Statement and Declaration – August 2020**
- 6. 10.1.3 Monthly Financial Report – September 2020**
- 7. 10.1.5 Fee Reduction CRC**
- 8. 10.2.3 Wyalkatchem Branding**
- 9. 10.2.4 Wyalkatchem Catholic Church**
- 10. 10.4.1 Telstra Proposal**
- 11. 15.1 Information Bulletin**



**MINUTES  
OF THE  
ORDINARY MEETING OF  
COUNCIL**

**HELD ON  
THURSDAY, 17 September 2020**

**Council Chambers  
Honour Avenue  
Wyalkatchem  
Commencement: 4:04pm  
Closure: 6:46pm**

**Preface**

When the Chief Executive Officer approved these Minutes for distribution they are in essence “Unconfirmed” until the following Ordinary Meeting of Council, where the minutes will be confirmed subject to any amendments.

The “Confirmed” Minutes are then signed off by the Presiding Member

**Unconfirmed Minutes**

These minutes were approved for distribution on 18 September 2020.



Stephen Tindale

**Acting Chief Executive Officer**

**Disclaimer**

No responsibility whatsoever is implied or accepted by the Shire of Wyalkatchem for any act, omission or statement or intimation occurring during this meeting. It is strongly advised that persons do not act on what is heard at this meeting and should only rely on written confirmation of Council’s decisions, which will be provided within ten days of this meeting

## TABLE OF CONTENTS

<b>1.</b>	<b>DECLARATION OF OPENING</b> .....	<b>1</b>
<b>2.</b>	<b>PUBLIC QUESTION TIME</b> .....	<b>1</b>
2.1.	Response to Public Questions Previously Taken on Notice.....	1
2.2.	Declaration of Public Question Time opened.....	1
2.3.	Declaration of Public Question Time closed.....	1
<b>3.</b>	<b>ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE</b> .....	<b>1</b>
3.1.	Attendance.....	1
3.2.	Apologies.....	1
3.3.	Approved Leave of Absence.....	1
3.4.	Applications for Leave of Absence.....	1
<b>4.</b>	<b>OBITUARIES</b> .....	<b>1</b>
<b>5.</b>	<b>PETITIONS, DEPUTATIONS, PRESENTATIONS</b> .....	<b>2</b>
5.1.	Petitions .....	2
5.2.	Deputations.....	2
5.3.	Presentations .....	2
<b>6.</b>	<b>DECLARATIONS OF INTEREST</b> .....	<b>2</b>
6.1.	Financial and Proximity Interest .....	2
6.2.	Impartiality Interests.....	2
<b>7.</b>	<b>CONFIRMATION AND RECEIPT OF MINUTES</b> .....	<b>2</b>
7.1.	Confirmation of Minutes.....	2
7.1.1.	Ordinary Meeting of Council – 27 August 2020.....	2
7.2.	Receipt of Minutes.....	2
7.2.1.	NEWROC Council Minutes – 25 August 2020.....	2
7.2.2.	Great Eastern Country Zone Minutes – 27 August 2020 .....	3
<b>8.</b>	<b>ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION</b> .....	<b>3</b>
<b>9.</b>	<b>MATTERS FOR WHICH THE MEETING MAY BE CLOSED</b> .....	<b>3</b>
<b>10.</b>	<b>REPORTS</b> .....	<b>4</b>
10.1.	CORPORATE AND COMMUNITY SERVICES.....	4
10.1.1.	ACCOUNTS FOR PAYMENT – AUGUST 2020 .....	4
10.1.2.	MONTHLY FINANCIAL REPORT – JULY & AUGUST 2020 .....	6
10.1.3.	REQUEST FOR FEE REDUCTION .....	9
10.2.	GOVERNANCE AND COMPLIANCE .....	11

10.2.1	CHIEF EXECUTIVE OFFICER REPORT – AUGUST 2020 .....	11
10.2.2.	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER REPORT.....	13
10.2.3.	NEWROC - MEMORANDUM OF UNDERSTANDING.....	16
10.2.4.	MARKET CREATIONS – BRAND & STYLE GUIDE.....	19
10.3.	WORKS AND SERVICES .....	21
10.3.1.	MANAGER OF WORKS REPORT – AUGUST 2020.....	21
10.3.2.	ASK WASTE MANAGEMENT REPORT .....	24
10.3.3.	GOOMALLING-MERREDIN ROAD – PROPOSED CLEARING OF NATIVE VEGETATION	28
10.4.	PLANNING AND BUILDING .....	30
10.4.1.	STRATA SUBDIVISION APPLICATION – FLINT STREET, WYALKATCHEM.....	30
<b>11.</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>34</b>
<b>12.</b>	<b>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN .....</b>	<b>34</b>
<b>13.</b>	<b>URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION .....</b>	<b>34</b>
<b>14.</b>	<b>MATTERS BEHIND CLOSED DOORS.....</b>	<b>34</b>
<b>15.</b>	<b>INFORMATION BULLETIN.....</b>	<b>34</b>
15.1.	Information Bulletin.....	34
15.2.	Business Arising from the Information Bulletin.....	34
15.2.1.	Status Report.....	34
15.2.2.	Korrelocking Reserve.....	34
15.2.3.	White Dam lease and Bowling Club Lease .....	34
15.2.4.	Drag Racing.....	34
15.2.5.	CEO recruitment.....	35
<b>16.</b>	<b>CLOSURE OF THE MEETING .....</b>	<b>35</b>

**1. DECLARATION OF OPENING**

The Chairperson, Shire President Cr Davies opened the meeting at 4:04pm.

**2. PUBLIC QUESTION TIME**

**2.1. Response to Public Questions Previously Taken on Notice**

Nil

**2.2. Declaration of Public Question Time opened**

Public Question Time opened at 4:06pm.

There were no questions.

**2.3. Declaration of Public Question Time closed**

Public question Time closed at 4:06pm.

**3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE**

**3.1. Attendance**

Members:

Cr. Quentin Davies	President (Presiding Member)
Cr. Owen Garner	Deputy
Cr. Emma Holdsworth	
Cr. Stephen Gamble	
Cr. Mischa Stratford	
Cr. Rachel Nightingale	

Staff:

Stephen Tindale	Acting Chief Executive Officer
Ally Bryant	Manager of Corporate Services
Keith Mills	Manager of Works
Stephanie Elvidge	Governance Executive Officer

Visitors:

Craig Cooper (Community Resource Centre Manager)

**3.2. Apologies**

Nil

**3.3. Approved Leave of Absence**

Nil

**3.4. Applications for Leave of Absence**

**4. OBITUARIES**

Nil

**5. PETITIONS, DEPUTATIONS, PRESENTATIONS**

**5.1. Petitions**

Nil

**5.2. Deputations**

Nil

**5.3. Presentations**

Craig Cooper – Wyalkatchem Community Resource Centre discussion.

Mr Cooper left the meeting at 4:21pm.

**6. DECLARATIONS OF INTEREST**

**6.1. Financial and Proximity Interest**

Cr Garner declared a proximity Interest in item 10.3.3 GOOMALLING-MERREDIN ROAD – PROPOSED CLEARING OF NATIVE VEGETATION.

The nature of the interest relates to his location to proposed vegetation clearance.

The extent of his interest is that 6km of Cr Garner’s property being adjacent to the Goomalling – Merredin Road.

Council voted in favour of Cr Garner participating and voting in this item. (see item 10.3.3)

**6.2. Impartiality Interests**

Nil

**7. CONFIRMATION AND RECEIPT OF MINUTES**

**7.1. Confirmation of Minutes**

**7.1.1. Ordinary Meeting of Council – 27 August 2020**

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 27 August 2020 (Attachment 7.1.1)

**OFFICER RECOMMENDATION:**

*That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 27 August 2020 (Attachment 7.1.1) be confirmed as a true and correct record.*

**COUNCIL RESOLUTION:**

*(133/2020) Moved: Cr Stratford*

*Seconded: Cr Garner*

*That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 27 August (Attachment 7.1.1) be confirmed as a true and correct record.*

**CARRIED 6/0**

**7.2. Receipt of Minutes**

**7.2.1. NEWROC Council Minutes – 25 August 2020**

Minutes of the NEWROC Executive Meeting held on Tuesday 25 August 2020 (Attachment 7.2.1)



**OFFICER RECOMMENDATION:**

*That the minutes of the NEWROC Executive Meeting of Tuesday 25 August 2020 (Attachment 7.2.1) be received by Council.*

**COUNCIL RESOLUTION:**

*(134/2020) Moved: Cr Nightingale                      Seconded: Cr Stratford  
That the minutes of the NEWROC Executive Meeting of Tuesday 25 August 2020 (Attachment 7.2.1) be received by Council.*

**CARRIED 6/0**

**7.2.2. Great Eastern Country Zone Minutes – 27 August 2020**

Minutes of the Great Eastern Country Zone Meeting of Thursday 27 August 2020. (Attachment 7.2.2)

**OFFICER RECOMMENDATION:**

*That the minutes of the Great Eastern Country Zone Meeting of Thursday 27 August 2020. (Attachment 7.2.2) be received by Council.*

**COUNCIL RESOLUTION:**

*(135/2020) Moved: Cr Holdsworth                      Seconded: Cr Garner  
That the minutes of the Great Eastern Country Zone Meeting of Thursday 27 August 2020. (Attachment 7.2.2) be received by Council.*

**CARRIED 6/0**

**8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Cr Davies reminded Council that there is a LEMC meeting being held at 5pm on Wednesday 7<sup>th</sup> October.

Cr Davies confirmed that the tennis court project is progressing well.

On behalf of Council and the Community, Cr Davies expressed best wishes and a safe recovery for Julie and Rob Hodges.

**9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil

## 10. REPORTS

### 10.1. CORPORATE AND COMMUNITY SERVICES

#### 10.1.1. ACCOUNTS FOR PAYMENT – AUGUST 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	4 September 2020
Reporting Officer:	Tegan Maitland, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.10.1 – Payment Listing

#### SUMMARY

To provide Council with a list of accounts paid by the Chief Executive Officer in accordance with its delegated authority and for Council to endorse the payments made for the prior month.

#### BACKGROUND

In accordance with the *Local Government (Financial Management) Regulations 1996, s13(1)*, If a 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 list prepared under subregulation (1) 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.

Council has delegated to the CEO (delegation number 1.2.17) the power to make payments from the municipal fund or trust fund.

#### COMMENT

A payment listing for the month of August 2020 is presented for Council for their endorsement and includes payments made via cheque, Electronic Funds Transfer (EFT) and Direct Debit.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be -\$25.63.

Previous Accounts for Payment report to enable council to check that no sequential payment numbers have been missed from the previous accounts for payment reports and the report presented as attached, the following information is provided on the last cheque or EFT number used

Bank Account	Payment Type	Last Number	First Number in report
Municipal	Cheque	16883	16885
Municipal & Trust	EFT	EFT635	EFT636
Trust	Cheque	Cheque	No Payments
Reserves	EFT	EFT	No Payments

Please note that the above does not include payments made via Direct Debit (DD) as they are not in sequential number order.

**STATUTORY ENVIRONMENT**

Local Government (Financial Management) Regulations, S13.1

**POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

**FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2019/2020 Annual Budget.

**COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

**Goal: Transparent, accountable and effective governance.**

Goal No.	Strategies		Actions
Goal 10	Transparent, accountable and effective governance	10.1	<ul style="list-style-type: none"> <li>Ensuring a well-informed Council makes good decisions for the community</li> </ul>
		10.2	<ul style="list-style-type: none"> <li>Ensuring sound financial management and plans for the Shire’s long term financial sustainability</li> </ul>
		10.3	<ul style="list-style-type: none"> <li>High quality corporate governance, accountability and compliance</li> </ul>
		10.4	<ul style="list-style-type: none"> <li>Maintaining Integrated Strategic and Operational plans</li> </ul>

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council endorse the following payments for the month of August 2020:*

1. *Cheque 16885 payments in the Municipal Fund totalling \$ 32.00;*
2. *Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$352,175.65;*
3. *Direct Debit (DD) payments in the Municipal Fund totalling \$37,849.63;*
4. *Payroll Journal (JNL) payments in the Municipal Fund totalling \$111,534.23;*
5. *Total payments for the month of August 2020 being \$501,591.52.*

**COUNCIL RESOLUTION:**

***(136/2020) Moved: Cr Stratford***

***Seconded: Cr Garner***

***That Council endorse the following payments for the month of August 2020:***

1. ***Cheque 16885 payments in the Municipal Fund totalling \$ 32.00;***
2. ***Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$352,175.65;***
3. ***Direct Debit (DD) payments in the Municipal Fund totalling \$37,849.63;***
4. ***Payroll Journal (JNL) payments in the Municipal Fund totalling \$111,534.23;***
5. ***Total payments for the month of August 2020 being \$501,591.52.***

**CARRIED 6/0**

### 10.1.2. MONTHLY FINANCIAL REPORT – JULY & AUGUST 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	17 September 2020
Reporting Officer:	Ally Bryant, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.2.1 Monthly Financial Report – July 2020 Attachment 10.1.2.2 Monthly Financial Report – August 2020

#### SUMMARY

For Council to review and accept the monthly financial report for the periods ending 31 July 2020 and 31 August 2020

#### BACKGROUND

The *Local Government (Financial Management) Regulations 34* states that a local government must prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d) and states the information required to be included in the financial activity reporting.

Council has adopted a material variance on 10% or \$10,000 whichever is the greater.

#### COMMENT

In the attachment financial activity reports have been prepared in accordance with the *Local Government (Financial Management) Regulations (34)*.

The report includes

Statement of Financial Activity by Program (p.3)

Statement of Financial Activity by Nature and Type (p.4)

The statements provide details of the Shire's operations on an actual year to date basis.

These statements and Notes 1 (p.5) and 2 (p.6) are statutory requirements and must be presented to Council.

The remaining notes are supporting documents to the Statements of Financial Activity for Councillor's information

The notes provided are:

Note 1 – Explanation of the composition of net current assets: This note details the current funding position of the Shire.

Note 2 - Explanation of Material Variances Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% or \$10,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

Note 3 – Cash and Financial Assets: This note provides Council with the details of the actual amounts in the Shire’s bank accounts and/or investment accounts as at the reporting date.

Note 4 - Cash Backed Reserves: This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year to date basis.

Note 5 – Capital Acquisitions: This note details the capital expenditure program for the year.

Note 6 – Disposal of Assets: This note gives details of the capital asset disposals during the year.

Note 5 – Payables: This note provides details of Shire payables unpaid as at the reporting date. This Note is new to the financial statements.

Note 7 – Non-Operating Grants and Contributions Received: This note provides information on non-operating grants received.

Note 8 – Operating Grants and Contributions Received: This note provides information on operating grants received.

Note 9 – Rate Revenue: This note provides details of rates levied during the year.

Note 10 – Receivables: This note provides Council with both Rates Receivables and General Receivables outstanding as at the reporting date. This report has been expanded to further break down the detail of General Receivables.

Note 11 – Payables: This note provides details of Shire payables unpaid as at the reporting date. This Note is new to the financial statements.

Note 12 – Borrowings: This note shows the Shire’s current debt position and lists all borrowings.

Note 13 – Lease Liabilities: This note provides information relating to monies owed for equipment leases.

Note 14 – Budget Amendments: This note is used to show Council any amendments that are made to the Budget during the course of the financial year.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995, Part 6 – Financial Management S6.4*

*Local Government (Financial Management) Regulations, R34*

#### **POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

#### **FINANCIAL IMPLICATIONS**

Nil – Monthly Statement of Financial Activity reporting on council’s current financial position.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

**Goal: Transparent, accountable and effective governance.**

Goal No.	Strategies		Actions
Goal 10	Transparent, accountable and effective governance	10.1	<ul style="list-style-type: none"> <li>Ensuring a well-informed Council makes good decisions for the community</li> </ul>
		10.2	<ul style="list-style-type: none"> <li>Ensuring sound financial management and plans for the Shire’s long term financial sustainability</li> </ul>
		10.3	<ul style="list-style-type: none"> <li>High quality corporate governance, accountability and compliance</li> </ul>
		10.4	<ul style="list-style-type: none"> <li>Maintaining Integrated Strategic and Operational plans</li> </ul>

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council accepts the Statement of Financial Activity for the months ending 31<sup>st</sup> July 2020 and 31<sup>st</sup> August 2020, as included in attachment 10.1.2.1 and attachment 10.1.2.2, as presented and notes any material variances.*

**COUNCIL RESOLUTION:**

***(137/2020) Moved: Cr Gamble***

***Seconded: Cr Nightingale***

***That Council accepts the Statement of Financial Activity for the months ending 31<sup>st</sup> July 2020 and 31<sup>st</sup> August 2020, as included in attachment 10.1.2.1 and attachment 10.1.2.2, as presented and notes any material variances.***

**CARRIED 6/0**

### 10.1.3. REQUEST FOR FEE REDUCTION

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	17 September 2020
Reporting Officer:	Ally Bryant
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

#### SUMMARY

For Council to consider granting a reduction in the fees for the hire of the Town Hall allowing the Rotary Club to use the Town Hall kitchen and toilets free of charge on 4<sup>th</sup> October to facilitate the Lions Skin Cancer Screening.

#### BACKGROUND

The Shire has Fees and Charges set for the hire of its Town Hall and any request for reduction must be presented to Council for approval.

#### COMMENT

The Rotary Club of Wyalkatchem has organised a community service event to be held on 4<sup>th</sup> Oct 2020. The Lions Club Skin Cancer Screening van will be in Wyalkatchem to provide the community with free skin checks.

The Lions Cancer Institute Chairman Phil Chinnery and his wife will be involved in the day and the screenings will be conducted by two Rotarian doctors Dr Allan & Dianne Wright along with three nurses.

The van used to facilitate the skin screen testing will be parked at the rear of the Town Hall and the rotary club would require access to the Town Hall kitchen and toilets for the volunteers and public to utilise.

#### STATUTORY ENVIRONMENT

*Local Government (Financial Management) Regulations, S13.1*

#### POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

#### FINANCIAL IMPLICATIONS

Revenue in accordance with Fees and Charges 2020

#### COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan

**Goal: Community and customer service focus**

Goal No.	Strategies		Actions
Goal 11	Community and customer service focus	11.1	<ul style="list-style-type: none"> <li>Effective communication and engagement with the community, including local groups and organisations</li> </ul>
		11.2	<ul style="list-style-type: none"> <li>Providing high quality customer and community focused services and programs across the organisation</li> </ul>

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That the Council provide the use of the Town Hall free of charge to the Rotary Club on the 4<sup>th</sup> October 2020.*

**COUNCIL RESOLUTION:**

***(138/2020) Moved: Cr Stratford***

***Seconded: Cr Gamble***

***That the Council provide the use of the Town Hall free of charge to the Rotary Club on the 4<sup>th</sup> October 2020.***

**CARRIED 6/0**



## **10.2. GOVERNANCE AND COMPLIANCE**

### **10.2.1 CHIEF EXECUTIVE OFFICER REPORT – AUGUST 2020**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 September 2020
Reporting Officer:	Stephen Tindale, Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

#### **SUMMARY**

This report is prepared by the Acting CEO to provide Council and the community of Wyalkatchem with information about CEO activities and the operations of the Shire.

#### **COMMENT**

In the month of August 2020 the Acting CEO has attended the following meetings and events.

- NEW Health Council Meeting
- Rotary representatives re place markers
- Budget Workshop x 2
- NEWROC Council
- Dinner with WALGA, Koorda and Dowerin reps
- WALGA Zone Meeting
- Council Meeting
- Sgt Sean Doyle

In the month of September 2020 the Acting CEO will attend the following meetings and events.

- Council Meeting
- Update on transition to RPM - online
- NEWROC Dinner - Burswood
- NEWROC Executive - Wyalkatchem
- Wyalkatchem LEMC

#### **STATUTORY ENVIRONMENT**

There are no direct statutory implications in relation to this item.

#### **POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan

**Goal 10 Transparent, accountable and effective governance**

Outcome No.	Outcome	Action No.	Actions
10	Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
		10.2	Ensuring sound financial management and plans for the Shire's long term financial sustainability
		10.3	High quality corporate governance, accountability and compliance
		10.4	Maintaining Integrated Strategic and Operational plans
12	Form strategic partnerships and advocate for the community	12.1	Developing strategic partnerships with regional, State & Federal governments
		12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council accepts the Acting CEO's report for the month of August 2020.*

**COUNCIL RESOLUTION:**

***(139/2020) Moved: Cr Gamble***

***Seconded: Cr Stratford***

***That Council accepts the Acting CEO's report for the month of August 2020.***

**CARRIED 6/0**

### 10.2.2. PRINCIPAL ENVIRONMENTAL HEALTH OFFICER REPORT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	09 September 2020
Reporting Officer:	Peter Toboss – Principal Environmental Health Officer
Disclosure of Interest:	NIL
File Number:	13.09.01
Attachment Reference:	NIL

#### SUMMARY

Council is to consider and accept the Principal Environmental Health Officer report for August 2020 as presented.

#### BACKGROUND

The report will provide an insights into the important tasks undertaken by the Principal Environmental Health Officer (PEHO) on Monthly basis.

#### COMMENT

The Principal Environmental Health Officer attends the Wyalkatchem office each Monday. The following meetings and events were attended in the month of August 2020:

- Planning approval meeting – Lot 66 Wilson Street, Wyalkatchem
- WA Planning Commission - strata subdivision application referral
- Building site inspection – Lot 404 Tammin-Wyalkatchem Road, Wyalkatchem
- Asbestos risk management - asbestos sample analysis for D & D Transport
- Department of Water and Environmental Regulation webinar - Waste Data Online Reporting

#### HEALTH, BUILDING AND PLANNING ENQUIRIES

The PEHO completed a total of fourteen (14) health, building and planning related enquiries completed in August 2020.

#### FOOD PREMISES INSPECTION

Nil

#### RECYCLED WASTEWATER SAMPLING

In August, the PEHO respectively undertook the monthly sampling of Wyalkatchem Wastewater Treatment Plant in accordance with the Department of Health Guidelines for the Non-Portable Uses of Recycled Water in Western Australia (2011). The laboratory results of the water sample taken from the tennis tank outlet for August met the required standards.

#### STATUTORY ENVIRONMENT

*Public Health Act 2016*

*Shire of Wyalkatchem Local Planning Scheme 4.*

#### POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

**FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

**COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

**Goal 12 Form strategic partnerships and advocate for the community**

Outcome No.	Outcome	Action No.	Actions
12	Form strategic partnerships and advocate for the community	12.1	Developing strategic partnerships with regional, State & Federal governments
		12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

**Goal 9 Sustainable management of resources**

Outcome No.	Outcome	Action No.	Actions
9	Sustainable management of resources	9.1	Providing effective & efficient Waste Management Services
		9.2	Encouraging recycling & support recycling initiatives and programs
		9.3	Increase availability of water catchment and treatment options, waste re-use and recycling.
		9.4	Preservation of significant heritage properties & precincts
		9.5	Manage the natural environment within available resources

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council accept the Principal Environmental Health Officer Report for August 2020.*

**COUNCIL RESOLUTION:**

***(140/2020) Moved: Cr Nightingale***

***Seconded: Cr Stratford***

***That Council accept the Principal Environmental Health Officer Report for August 2020.***

***CARRIED 6/0***

UNCONFIRMED

### 10.2.3. NEWROC - MEMORANDUM OF UNDERSTANDING

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 September 2020
Reporting Officer:	Stephen Tindale – Acting CEO
Disclosure of Interest:	No interest to disclose
File Number:	14.09.05
Attachment Reference:	Attachment 10.2.3 – NEWROC Memorandum of Understanding

#### SUMMARY

The North East Wheatbelt Regional Organisation of Councils (NEWROC) has recently undertaken a review of the Memorandum of Understanding (MOU) that underpins its operations and now seeks Council's agreement in adopting a revised Memorandum of Understanding.

#### BACKGROUND

The purpose of NEWROC is to:

*Provide a means for the local governments, through voluntary participation and the integration and sharing of resources to:*

- a. Assess the possibilities and methodology of facilitating a range of projects, services and facilities on a regional basis under the themes of advocacy, community, economic, environment and governance*
- b. Promote, initiate, undertake, manage and facilitate under the themes of advocacy, community, economic, environment and governance;*
- c. Promote productive effectiveness and financial benefit to the Participants where there are common and shared community of interest linkages;*
- d. To take an active interest in all matters affecting the communities of the Participants with the view to improving, promoting and protecting them*
- e. Recognition as representing the view of community and business in the Participants*

The purpose of the NEWROC MoU is to affirm the partnership and collaboration of seven local governments and to further the shared aims of the organisation.

#### COMMENT

NEWROC envisages local governments working together in building successful communities through collective effort. The NEWROC achieves this through regional collaboration and championing opportunities for member communities. The NEWROC MoU provides the framework and vehicle to help achieve the group's purpose and mission.

The current NEWROC MoU was presented at a recent NEWROC strategy day for review and discussion. Members felt it needed to be refreshed and better aligned with a shared understanding of NEWROC's purpose, mission, vision and values. Roles and responsibilities have been clarified and amendments made in relation to membership admission and withdrawal.

It was due to be re-signed in July 2020.

The NEWROC Executive Officer, Caroline Robinson, has worked on the MoU based on member feedback from the strategy day. The NEWROC Executive (local government CEOs) and Council (local government elected representatives) have both reviewed the proposed amendments with the NEWROC Council signing-off on the revised MoU at a meeting held in Dowerin on 25 August 2020.

The NEWROC MoU is aligned to the organisations strategic planning review period (3yrs) and the minimum term of membership (3yrs).

The term of the proposed agreement is from 1 July 2020 – 30 June 2023.

The MoU is now being presented to member Councils for adoption and execution by their respective CEOs and Presidents.

### STATUTORY ENVIRONMENT

Section 3.62 of the *Local Government Act 1995* (the Act) enables the Shire of Wyalkatchem to form a regional local government with other local governments subject to the provisions of sections 3.63 to 3.68 of the Act.

#### **3.62. Constitution and purpose of regional local government**

- (1) A regional local government —
  - (a) is a body corporate with perpetual succession and a common seal; and
  - (b) is to have as its governing body a council established under the establishment agreement and consisting of members of the councils of the participants.
- (2) The purpose for which a regional local government is established (referred to in this Division as the **regional purpose**) is as set out in the establishment agreement.

### POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

### FINANCIAL IMPLICATIONS

The operations of NEWROC are currently financed by an annual contribution from each of the member local governments (\$11,000 in 2019/20) and other project specific amounts from time to time.

### COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following goal as expressed in the revised Shire of Wyalkatchem Strategic Community Plan;

#### **Goal 12 Form strategic partnerships and advocate for the community**

Outcome No.	Outcome	Action No.	Actions
12	Form strategic partnerships and advocate for the community	12.1	Developing strategic partnerships with regional, State & Federal governments

		12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs
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**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council*

1. *adopt the proposed Memorandum of Understanding;*
2. *enter into an agreement with other member local governments for the North Eastern Wheatbelt Regional Organisation of Councils for a term ending on 30<sup>th</sup> June 2023; and*
3. *authorise the President and Chief Executive Officer to sign and affix the Common Seal of the Shire of Wyalkatchem to the agreement.*

**COUNCIL RESOLUTION:**

***(141/2020) Moved: Cr Holdsworth***

***Seconded: Cr Garner***

***That Council***

1. ***adopt the proposed Memorandum of Understanding;***
2. ***enter into an agreement with other member local governments for the North Eastern Wheatbelt Regional Organisation of Councils for a term ending on 30<sup>th</sup> June 2023; and***
3. ***authorise the President and Chief Executive Officer to sign and affix the Common Seal of the Shire of Wyalkatchem to the agreement.***

***CARRIED 6/0***

UNCONFIRMED



#### 10.2.4. MARKET CREATIONS – BRAND & STYLE GUIDE

Applicant:	Market Creations
Location:	Shire of Wyalkatchem
Date:	9 Sep 2018
Reporting Officer:	Stephen Tindale – Acting CEO
Disclosure of Interest:	No interest to disclose
File Number:	2.10.01
Attachment Reference:	Attachment 10.2.4 – Shire of Wyalkatchem Logo Concepts

#### SUMMARY

Council to consider and endorse a new logo for the Shire of Wyalkatchem.

#### BACKGROUND

In February 2020 Market Creations was engaged to deconstruct the Shire of Wyalkatchem's existing logo and then modernise the logo's elements, colour, fonts and positioning of the words 'Shire of Wyalkatchem'.

The new logo, once adopted by Council, will be the basis of a new *Shire of Wyalkatchem Brand Style Guide* which includes formats for letterheads, business cards and with compliments slips.

Council's selection of one of the several concept logo designs (see Attachment 10.2.4) is now required so that brand style guide can be finalised and work completed on the following options that have also been requested from Market Creations.

- Word letterhead template
- Signage template & style guide
- Facebook page set up
- Email template

#### COMMENT

It is understood that Council provided feedback to Market Creations in May of this year on earlier logo concepts and based on that feedback, the logos are now represented with further variations for Council's consideration.

Market Creations' recommended design is Concept 3d-1.

Concepts 3d-2 and 3d-3 are eleventh hour suggestions from the Acting CEO that have been endorsed by Market Creations.

#### STATUTORY ENVIRONMENT

Section 1.3 (3) of the *Local Government Act 1995* provides that:

*In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.*

**POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

**FINANCIAL IMPLICATIONS**

Payment of \$3,640 (ex GST) for the production of the Brand Style Guide was made in April this year. The cost of the optional work, which has been budgeted for this financial year, is \$1,690 (ex GST).

The above work is separate from work which yet to be undertaken by Market Creations for the upgrade of the Shire’s website. This work was which was paid for in advance in April 2020 (\$13,976 ex GST).

**COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following goal expressed in the Shire of Wyalkatchem’s Strategic Community Plan:

**Goal11: Community and customer service focus**

Goal No.	Strategies		Actions
Goal 11	Community and customer service focus	11.1	<ul style="list-style-type: none"> <li>Effective communication and engagement with the community, including local groups and organisations</li> </ul>
		11.2	<ul style="list-style-type: none"> <li>Providing high quality customer and community focused services and programs across the organisation</li> </ul>

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council adopt Concept 3d-1 from Market Creations as its new logo.*

**COUNCIL RESOLUTION:**

***(142/2020) Moved: Cr Garner***

***Seconded: Cr Stratford***

***That Council adopt Concept 3d-1 from Market Creations as its new logo.***

***LOST 0/6***

**COUNCIL RESOLUTION:**

***(143/2020) Moved: Cr Garner***

***Seconded: Cr Holdsworth***

***That Council revisit this item at the next ordinary Meeting of Council, 15 October 2020.***

***CARRIED 6/0***

*Mr Tindale left the meeting at 5:38pm  
 Cr Garner left the meeting at 5:38pm  
 Keith Mills joined the meeting at 5:39pm  
 Cr Garner re-joined the meeting at 5:39pm*

### 10.3. WORKS AND SERVICES

#### 10.3.1. MANAGER OF WORKS REPORT – AUGUST 2020

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	17 September 2020
Reporting Officer:	Keith Mills – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

#### SUMMARY

Council to consider and accept the Manager of Works report for the month of August 2020.

#### BACKGROUND

To inform Council of the activities of the works and services team during the month of August 2020.

#### COMMENT

##### **Road Crew**

Yearly maintenance grading is occurring in the south and southwest of the Shire with approximately two weeks to go before completing a full winter maintenance grade of the Shire's road network.

Work on the Shire's Regional Roads Group program is expected to commence in early October starting with the Tammin/Wyalkatchem Road and a shoulder widening & sealing project commencing at SLK 13.61 – SLK 16.36 = 2.75km.

Work on the Cunderdin/Wyalkatchem road has been deferred pending a rare flora survey of the road reserve by Dylan Copeland from Wheatbelt Revegetation. The results of the survey of the are expected to be with the Shire within 2 months and a clearing permit from DWER issued around mid-January.

##### **Parks / Town Services Crew**

Vertimowing of the Rec Centre Oval commenced on 14th September and was completed on the 15th.

Town street verge maintenance, brush cutting and weed spraying.

Shire Admin garden maintenance.

Admin Park mowing.

Town Hall garden maintenance.

Railway Barracks grounds maintenance.

Road House gardens maintenance.

##### **Buildings**

Airport Terminal building - repairs completed to windows.

Railway Barracks – repairs completed to doors & windows.

Ticket booth door repaired & toilet doors at the Rec Centre being replaced and painted.

Requests for quotes have been advertised for servicing of evaporative and split air conditioners for all the Shire's buildings with air conditioning.

**Waste Management**

Weekly push up of deposited waste at Wyalkatchem's Landfill.

**Plant – Servicing and Repairs**

Nil

**Vehicle/Plant – replacement quotations**

Quotations for the CEO's, MoW's & Doctor's vehicles have been received, along with quotes for the crew cab tipper truck & town gardening utility. All very acceptable pricings for new vehicles and trade-ins and well within budget.

**Private works**

Nil

**General**

Quotation for solar street lighting received-7 x solar lights (supply, deliver & install) = \$320.00 ea.

**OSH**

Two gardening staff members attended accredited chemical handling training in Kellerberrin on Tuesday 29 September 2020.

Organising chainsaw tickets for all outside staff.

**Staff**

Full-time handyman position has been advertised.

**STATUTORY ENVIRONMENT**

There are no statutory environment implications in relation to this item.

**POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

**FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

**COMMUNITY & STRATEGIC OBJECTIVES**

The list before Council is generally in accordance with the desired outcome as expressed in the Shire of Wyalkatchem Strategic Community Plan.

**Goal 8: Our built environment responds to the accessibility and connectivity needs of all**

Outcome No.	Outcome	Action No.	Actions
8	<b>Our built environment responds to the accessibility and connectivity needs of all</b>	8.1	Improving safety on road, cycle and footpath networks
		8.2	Developing & planning community infrastructure to improve use & social interaction
		8.3	Implement Aged Friendly Plan
		8.4	Implement the Disability Access and Inclusion Plan (DAIP)

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council accept the Manager of Work's report for the month of August 2020.*

**COUNCIL RESOLUTION:**

*(144/2020) Moved: Cr Gamble*

*Seconded: Cr Stratford*

*That Council accept the Manager of Work's report for the month of August 2020.*

**CARRIED 6/0**

*Mr Mills left the meeting at 5:53pm*

**10.3.2. ASK WASTE MANAGEMENT REPORT**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 September 2020
Reporting Officer:	Stephen Tindale – Acting CEO
Disclosure of Interest:	No interest to disclose
File Number:	31.11
Attachment Reference:	Attachment 10.3.2- Ask Waste Management Report

**SUMMARY**

Council is asked to consider and provide feedback on a report prepared by ASK Waste Management for NEWROC. The report presents four options for waste collection and disposal within the North East Wheatbelt region.

The preferred option for the NEWROC is Option 4: All transfer stations (remote access) plus one staffed landfill - weekly collection.

**BACKGROUND**

A regional approach to waste management was identified as a strategic priority by NEWROC in 2018. Later in 2018, Giles Perryman of ASK Waste Management attended a NEWROC meeting in Koorda and facilitated a discussion on how the NEWROC members could work together to improve waste management infrastructure, practices and processes.

To further develop the strategic priority, NEWROC engaged ASK Waste Management in 2019 to undertake and complete the following tasks:

- Assess current waste facilities across each member local government.
- Investigate ways to improve each member’s landfill site (and to use the study as a base for grant applications).
- Investigate improved options for waste management across the region.

**COMMENT**

More recently, ASK Waste Management presented a report to NEWROC which modelled four specific options to consider as a future waste management strategy for the region.

These options centred on:

- Improving waste management infrastructure, practices and procedures both individually and collectively.
- Meeting compliance and anticipated new regulations.
- Working together to attract external funding.

The options were:

Option 0: Baseline cost of current operation

Option 1: All landfills unstaffed (remote access)

Option 2: All landfills (remote access) plus two staffed landfills

Option 3: All transfer stations (remote access) plus two staffed landfills - weekly collection

Option 3: All transfer stations (remote access) plus two staffed landfills - fortnightly collection

Option 4: All transfer stations (remote access) plus one staffed landfill - weekly collection

Option 4: All transfer stations (remote access) plus one staffed landfill - fortnightly collection

The report was circulated to NEWROC members for initial feedback and following this, at the NEWROC meeting held in Dowerin in August 2018, a preferred option was determined.

The following motion was passed:

#### RESOLUTION

**The preferred option for the NEWROC is 4: All transfer stations (remote access) plus one staffed landfill - weekly collection.**

**Member Councils to discuss this option at their next Council meeting and provide feedback to the NEWROC.**

**Moved Cr Sachse**

**Seconded Cr Shadbolt**

**CARRIED 5/1**

Option 4 (weekly collection) requires additional modelling, analysis, assessment and discussion.

In order to proceed, NEWROC has now requested feedback from member Councils on Option 4. This feedback is expected to include Council's appetite for proceeding with further investigation of Option 4.

As previously discussed, Option 4 envisages a single landfill site for the region – potentially within the Shire of Wyalkatchem.

#### STATUTORY ENVIRONMENT

Section 3.62 of the *Local Government Act 1995* (the Act) enables the Shire of Wyalkatchem to form a regional local government with other local governments subject to the provisions of sections 3.63 to 3.68 of the Act.

#### **3.62. Constitution and purpose of regional local government**

(1) *A regional local government —*

(a) *is a body corporate with perpetual succession and a common seal; and*

(b) *is to have as its governing body a council established under the establishment agreement and consisting of members of the councils of the participants.*

(2) *The purpose for which a regional local government is established (referred to in this Division as the **regional purpose**) is as set out in the establishment agreement.*

**POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

**FINANCIAL IMPLICATIONS**

At this point in time, there are no financial implications.

**COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following goal as expressed in the revised Shire of Wyalkatchem Strategic Community Plan;

**Goal 9 Sustainable management of resources**

Outcome No.	Outcome	Action No.	Actions
9	Sustainable management of resources	9.1	Providing effective & efficient Waste Management Services
		9.2	Encouraging recycling & support recycling initiatives and programs
		9.3	Increase availability of water catchment and treatment options, waste re-use and recycling.
		9.4	Preservation of significant heritage properties & precincts
		9.5	Manage the natural environment within available resources

**Goal 12 Form strategic partnerships and advocate for the community**

Outcome No.	Outcome	Action No.	Actions
12	Form strategic partnerships and advocate for the community	12.1	Developing strategic partnerships with regional, State & Federal governments
		12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

**VOTING REQUIREMENT**

Simple Majority



**OFFICER'S RECOMMENDATION**

*That Council express its strong support for Option 4 (weekly collection) requiring additional modelling, analysis, assessment and discussion before any decision is made on potential implementation.*

**COUNCIL RESOLUTION:**

*(145/2020) Moved: Cr Gamble*

*Seconded: Cr Garner*

*That Council express its strong support for Option 4 (weekly collection) requiring additional modelling, analysis, assessment and discussion before any decision is made on potential implementation.*

**CARRIED 6/0**

UNCONFIRMED

Cr Garner had previously declared a proximity Interest in item 10.3.3 GOOMALLING-MERREDIN ROAD – PROPOSED CLEARING OF NATIVE VEGETATION. (see Item 6.1)

Cr Garner left the meeting at 6:05pm

**COUNCIL RESOLUTION:**

**(146/2020) Moved: Cr Stratford**

**Seconded: Cr Gamble**

***That Council decide that the interest is so trivial or insignificant as to be unlikely to influence his conduct in relation to the matter and that he be allowed to participate in the debate and vote on the matter.***

**CARRIED 5/0**

Cr Garner re-joined the meeting at 6:06pm

**10.3.3. GOOMALLING-MERREDIN ROAD – PROPOSED CLEARING OF NATIVE VEGETATION**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 March 2018
Reporting Officer:	Stephen Tindale – Acting CEO
Disclosure of Interest:	No interest to disclose
File Number:	28.07
Attachment Reference:	Attachment 10.3.2 - Assessment Report & Vegetation Management Plan

**SUMMARY**

Council to consider making a submission to Main Roads in regard to proposed native vegetation clearing for the Goomalling-Merredin Road (M016) Seal Widening SLK 56-100.

**BACKGROUND**

Main Roads Western Australia (Main Roads) Wheatbelt region intends upgrading the Goomalling-Merredin Road within the Shires of Wyalkatchem and Trayning. According to Main Roads crash statistics, the Goomalling-Merredin Road has a poor safety record.

A total of 40 'run off road' crashes have been recorded along this road during the past five years. In an effort to improve the safety and functionality of Goomalling-Merredin Road, widening of the road to a 9 metre sealed formation will be undertaken between the towns of Wyalkatchem and Trayning.

This project will require clearing of approximately 14.62 hectares of native vegetation to accommodate the proposed widening.

**COMMENT**

The works are scheduled to commence in October 2020 and will involve clearing, earthworks, pavement works, sealing, line-marking, establishment of audible edge lines and new signage.

Clearing of native vegetation for this project will be undertaken using Main Roads' State-wide Purpose Clearing Permit CPS 818/15.

A Clearing Assessment Report has been prepared for the project (see Attachment 10.3.2). The report assesses the clearing against ten clearing principles and provides a summary of the biological surveys undertaken. It has identified that the clearing of native vegetation would be at variance with clearing principles c and e.

Main Roads has invited the Shire of Wyalkatchem to provide comment on the proposed clearing by way of a submission to Main Roads closing on 30 September 2020.

#### **STATUTORY ENVIRONMENT**

Section 1.3 (3) of the *Local Government Act 1995* intends that:

*In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.*

#### **POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

There are no community or strategic objectives within Shire of Wyalkatchem's Strategic Community Plan which relate directly to the matter.

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

*That Council make a submission to Main Roads setting out its (to be determined during the consideration of this item at the Council meeting).*

#### **COUNCIL RESOLUTION:**

***(147/2020) Moved: Cr Nightingale***

***Seconded: Cr Stratford***

***That Council make a submission to Main Roads setting out its support of the work progressing, and the proposed course of action by Main Roads to pay compensation to DWER for displaced flora and fauna.***

**CARRIED 6/0**

## 10.4. PLANNING AND BUILDING

### 10.4.1. STRATA SUBDIVISION APPLICATION – FLINT STREET, WYALKATCHEM

Applicant:	Jurovich Surveying
Location:	Lot No 298 Flint Street, Wyalkatchem
Date:	06 September 2020
Reporting Officer:	Paul Bashall, Planning Consultant, Planwest
Disclosure of Interest:	No interest to disclose
File Number:	18.13
Attachment Reference:	Attachment 10.4.1 – WA Planning Commission Application Pack

#### SUMMARY

To consider strata subdivision application 1117-20 on Lot 298 Flint St, Wyalkatchem.

#### BACKGROUND

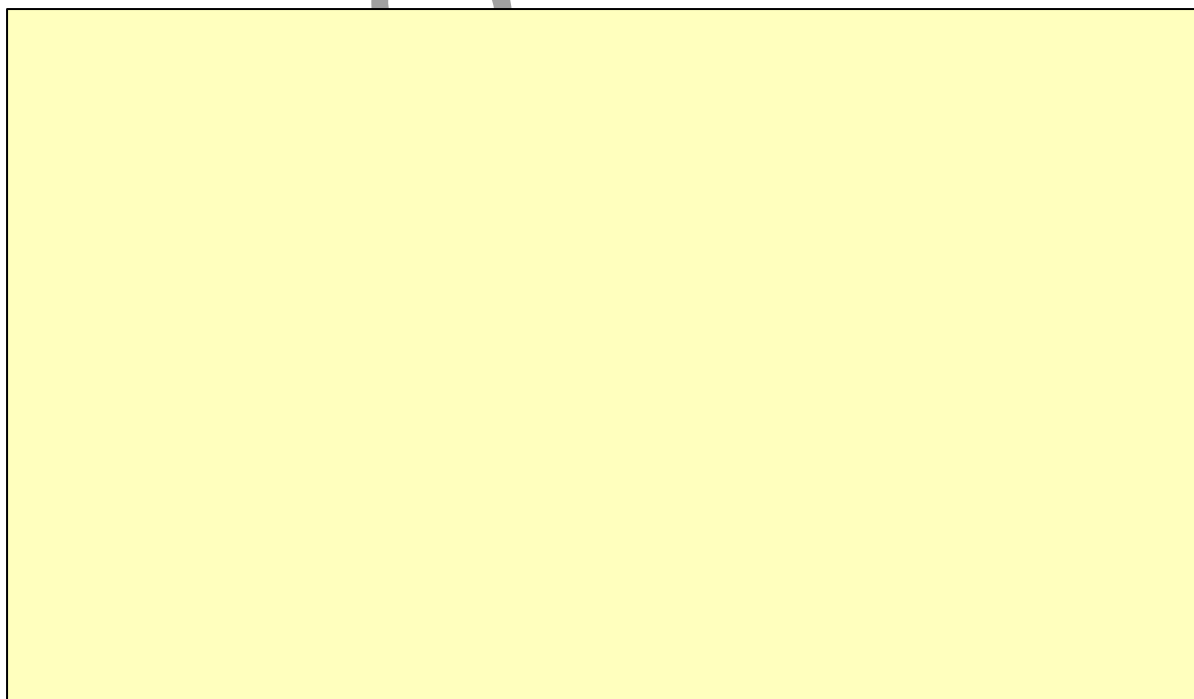
The Western Australia Planning Commission (WAPC) has referred a strata subdivision application 1117-20 to the Shire of Wyalkatchem for comment. Responses are required by 1<sup>st</sup> October 2020. If agreed, the WAPC will impose conditions requested by referral authorities.

Plans and documentations relating to the proposal are attached to this item. The site is located on the corner of Wilson, Swan and Flint Streets and abuts the town's police station.

**Figure 1** provides a location plan of the site. This figure also shows the Local Planning Scheme (the Scheme) designations.

The land is zoned Residential with a Residential Design Code (R-Code) of R10/30. This R-Code provides for a density of R-30 as the land is sewered. This equates to an average site area of 300m<sup>2</sup> (and a minimum site area of 260m<sup>2</sup>). The lot measures 8,459m<sup>2</sup>.

**FIGURE 1 – LOCATION PLAN**



Source: Planwest, Landgate

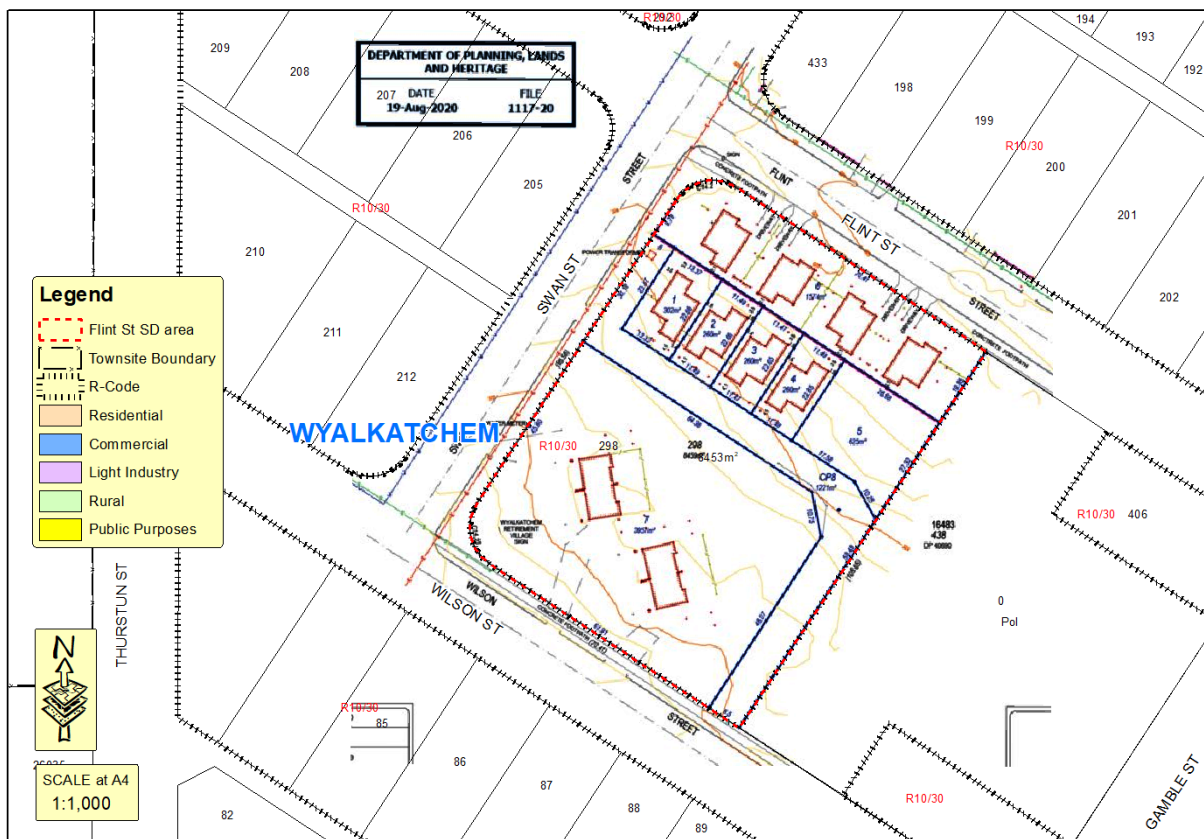
**COMMENT**

The application has been provided to Council’s Shire Planning consultant – Mr Paul Bashall from Planwest who has provided the following comments;

- The land is currently developed for twelve grouped dwellings as shown on the application plan shown in **Figure 2** below.
- The development has obtained the Council’s approval and is now occupied.
- According to the application plan, the development complies with the setback requirements for a density of R30.
- Access to the 4 grouped dwellings on Flint Street are direct to Flint Street, whilst the other 4 grouped dwellings backing onto the Flint Street units, use a 7.5m roadway from Wilson Street through to Swan Street.
- This access way to Swan Street does not seem to raise any safety issues and may be seen to replace what would normally be a rear lane. The area is marked as CP on the application plan which probably means common property and will no doubt form part of the strata agreement.
- The two buildings on the southern part of the Lot are 4 grouped dwellings with access to both Wilson and Swan Streets.

Mr Bashall has recommended that Council supports the application, raising no objections or conditions.

**FIGURE 2 – COMPOSITE OF APPLICATION PLAN**



Source: Application Plan, Planwest, Landgate

**STATUTORY ENVIRONMENT**

*Planning and Development Act 2005*

The land is all zoned ‘Residential’ with an R10/30 density code in the Council’s Local Planning Scheme.

The WAPC is responsible for determining all subdivision applications in the State.

**POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

**FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

**COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

**Goal 10 Transparent, accountable and effective governance**

Outcome No.	Outcome	Action No.	Actions
10	<b>Transparent, accountable and effective governance</b>	10.1	Ensuring a well-informed Council makes good decisions for the community
		10.2	Ensuring sound financial management and plans for the Shire’s long term financial sustainability
		10.3	High quality corporate governance, accountability and compliance
		10.4	Maintaining Integrated Strategic and Operational plans

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That the Council:*

1. *supports the strata subdivision application 1117-20 – lot no 298 Flint Street, Wyalkatchem, as outlined in the application to the Western Australian Planning Commission, as provided in 10.4.1, and*
2. *advises the Western Australian Planning Commission that it has no objections to the proposed strata subdivision and has no conditions to impose on the proposal.*

**COUNCIL RESOLUTION:**

**(148/2020) Moved: Cr Nightingale**

**Seconded: Cr Holdsworth**

**That the Council:**

- 1. supports the strata subdivision application 1117-20 – lot no 298 Flint Street, Wyalkatchem, as outlined in the application to the Western Australian Planning Commission, as provided in 10.4.1, and**
- 2. advises the Western Australian Planning Commission that it has no objections to the proposed strata subdivision and has no conditions to impose on the proposal.**

**CARRIED 6/0**

UNCONFIRMED

**11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**13. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

Nil

**14. MATTERS BEHIND CLOSED DOORS**

Nil

**15. INFORMATION BULLETIN**

**15.1. Information Bulletin**

The information bulletin has been provided as an attachment (Attachment 15.1)

**15.2. Business Arising from the Information Bulletin**

**15.2.1. Status Report**

Council agreed to remove the first two items as recommended by Mr Tindale.

Standpipes

Issue needs to be resolved for fire season- take to LEMC meeting.

Elected Member Training Date

Urgent for October- Councillors agreed to meet on Thursday 8<sup>th</sup> October at 8:30am, Shire Chambers.

Cropping Lease

Now re-signed, to be re visited.

**15.2.2. Korrelocking Reserve**

Tables and shade are needed. Ms Elvidge confirmed that DBCA were providing 3 x picnic tables and that these were due to be installed on 21<sup>st</sup> September. DBCA have agreed that the Shire can erect shelter. This needs to be discussed further.

**15.2.3. White Dam lease and Bowling Club Lease**

The Bowling Club is considering the concept and are investigating outright purchase. Currently the Bowling Club lease matter is on hold.

Mr Tindale to follow up on the White Dam lease.

**15.2.4. Drag Racing**

Three CEO's have been approached for comment/information- no comment has been received at this time.



**15.2.5. CEO recruitment**

Closes Thursday 24<sup>th</sup> September at 4pm.

*Cr Holdsworth left the meeting at 6:40pm*

*Cr Holdsworth returned to the meeting at 6:43pm*

*Cr Nightingale left the meeting at 6:43pm*

*Cr Nightingale returned to the meeting at 6:44pm*

**16. CLOSURE OF THE MEETING**

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 6:46pm.

UNCONFIRMED





# Executive Meeting

Tuesday 29 September 2020

Wyalkatchem Council Chambers

## MINUTES

1.30pm	Light lunch
2pm	NEWROC Meeting

[www.newroc.com.au](http://www.newroc.com.au)

## ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> <li>🔥 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year)</li> <li>🔥 Council reviews NEWROC project priorities</li> </ul>	Council
March	<ul style="list-style-type: none"> <li>🔥 WDC attendance to respond to NEWROC project priorities</li> <li>🔥 Submit priority projects to WDC, Regional Development and WA Planning</li> <li>🔥 Discussion regarding portfolios vs projects, current governance structure</li> </ul>	Executive
April	🔥 NEWROC Budget Preparation	Council
May	<ul style="list-style-type: none"> <li>🔥 NEWROC Draft Budget Presented</li> <li>🔥 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2021)</li> <li>🔥 Local Government Week agenda to be discussed at Executive meeting to determine if EO should attend</li> </ul>	Executive
June	🔥 NEWROC Budget Adopted	Council
July		Executive
August	<ul style="list-style-type: none"> <li>🔥 Information for Councillors pre-election</li> <li>🔥 NEWROC Audit</li> </ul>	Council
September		Executive
October	🔥 NEWROC CEO and President Handover	Council
November	<ul style="list-style-type: none"> <li>🔥 NEWROC Induction of new Council representatives (every other year)</li> <li>🔥 Review NEWROC MoU (every other year)</li> </ul>	Executive
December	🔥 NEWROC Drinks	Council

### **ONGOING ACTIVITIES**

Compliance

Media Releases

### **NEWROC Rotation**

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

Shire of Koorda (Oct 2019 – Oct 2021)

Shire of Mukinbudin

Shire of Trayning

Shire of Dowerin

**TABLE OF CONTENTS**

<b><u>1. OPENING AND ANNOUNCEMENTS.....</u></b>	<b><u>4</u></b>
<b><u>2. RECORD OF ATTENDANCE AND APOLOGIES .....</u></b>	<b><u>4</u></b>
2.1. ATTENDANCE	4
2.2. APOLOGIES	4
2.3. GUESTS	4
2.4. LEAVE OF ABSENCE APPROVALS / APPROVED	4
<b><u>3. DECLARATIONS OF INTEREST AND DELEGATIONS REGISTER .....</u></b>	<b><u>4</u></b>
3.1. DELEGATION REGISTER	4
<b><u>4. PRESENTATIONS .....</u></b>	<b><u>4</u></b>
<b><u>5. MINUTES OF MEETINGS .....</u></b>	<b><u>5</u></b>
5.1. BUSINESS ARISING	5
<b><u>6. FINANCIAL MATTERS .....</u></b>	<b><u>6</u></b>
6.1. INCOME, EXPENDITURE AND PROFIT AND LOSS	6
<b><u>7. MATTERS FOR CONSIDERATION .....</u></b>	<b><u>8</u></b>
7.1. NEWROC STRATEGIC PLAN – PRESENTATION TO WDC	8
7.2. STRATEGIC PROJECTS - ENERGY	9
7.3. WASTE	10
7.4. IPR	11
7.5. TELECOMMUNICATIONS	12
<b><u>8. EMERGING NEWROC ISSUES AS NOTIFIED, INTRODUCED BY DECISION OF THE MEETING .....</u></b>	<b><u>14</u></b>
<b><u>9. OTHER BUSINESS FOR NOTING.....</u></b>	<b><u>14</u></b>
9.1. LEMC	14
9.2. NEWTRAVEL	14
<b><u>10. 2020 MEETING SCHEDULE .....</u></b>	<b><u>15</u></b>
<b><u>11. CLOSURE .....</u></b>	<b><u>15</u></b>

## NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes from the Executive Meeting held at the Wyalkatchem Council Chambers on Tuesday 29 September 2020 commencing at 1.58pm

### MINUTES

#### 1. OPENING AND ANNOUNCEMENTS

Lana Foote, acting NEWROC CEO welcomed everyone and opened the meeting at 1.58pm

#### 2. RECORD OF ATTENDANCE AND APOLOGIES

##### 2.1. Attendance

Lana Foote	Acting NEWROC CEO, Acting CEO Shire of Koorda
John Nuttall	CEO, Shire of Mt Marshall
Adam Majid	CEO, Shire of Nungarin
Rebecca McCall	CEO, Shire of Dowerin
Leanne Parola	CEO, Shire of Trayning
Stephen Tindale	Acting CEO, Shire of Wyalkatchem

NEWROC Officer

Caroline Robinson Executive Officer, NEWROC

##### 2.2. Apologies

Darren Simmons	NEWROC CEO, CEO, Shire of Koorda
Dirk Sellenger	CEO, Shire of Mukinbudin

##### 2.3. Guests

Nil

##### 2.4. Leave of Absence Approvals / Approved

Nil

#### 3. Declarations of Interest and Delegations Register

##### 3.1. Delegation Register

Please find below a delegations register as per the new policy adopted in March 2017:

Description of Delegations	Delegatee	Delegated to	Approval
Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Koorda)	Council	CEO	Council Dec 2017
NEWROC Website	CEO	NEWROC EO	Council June 2017

#### 4. Presentations

Nil

## **5. MINUTES OF MEETINGS**

Minutes of the Executive Meeting held on 28 July 2020 have previously been circulated.

### **RESOLUTION**

**That the Minutes of the Executive Meeting held on 28 July 2020 be received as a true and correct record of proceedings.**

**Moved R McCall**

**Seconded S Tindale**

**CARRIED 6/0**

### **5.1. Business Arising**

Nil

**6. FINANCIAL MATTERS**

**6.1. Income, Expenditure and Profit and Loss**

**FILE REFERENCE:** 42-2 Finance Audit and Compliance  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 19 September 2020  
**ATTACHMENT NUMBER:** #1P and L  
**CONSULTATION:**  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENTS**

Account transactions for the period 1 August 2020 to 31 August 2020

<b>BB NEWROC Funds-5557</b>					
<b>Opening Balance</b>			<b>157,812.62</b>	<b>0.00</b>	<b>157,812.62</b>
01 Aug 2020	Bendigo Bank		0.00	0.40	157,812.22
04 Aug 2020	XERO Subscription	INV-3128	0.00	50.00	157,762.22
10 Aug 2020	Australian Taxation Office		4,706.00	0.00	162,468.22
11 Aug 2020	Payment: Strike Point	96030	0.00	110.00	162,358.22
11 Aug 2020	Payment: Constructive Visual	1069	0.00	180.00	162,178.22
11 Aug 2020	Payment: Solum Wheatbelt Business Solutions	INV-0082	0.00	4,582.50	157,595.72
<b>Total BB NEWROC Funds-5557</b>			<b>4,706.00</b>	<b>4,922.90</b>	<b>157,595.72</b>
<b>Closing Balance</b>			<b>157,595.72</b>	<b>0.00</b>	<b>157,595.72</b>





**7. MATTERS FOR CONSIDERATION**

**7.1. NEWROC Strategic Plan – Presentation to WDC**

**FILE REFERENCE:** 041-5 Strategic and Future Planning  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 20 September 2020  
**ATTACHMENT NUMBER:**  
**CONSULTATION:**  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

The Wheatbelt Development Commission CEO Rob Cossart will be attending the NEWROC Council meeting in October. Rob will be presenting the WDCs forward plans.

The NEWROC EO has suggested that the NEWROC Council also present its strategic plan to the WDC CEO in a formal presentation as Rob is new to the Wheatbelt and the WDC may be a partner to our projects.

The contents of the presentation may include:

- 👉 A brief history of the NEWROC and its structure
- 👉 The NEWROC values
- 👉 The NEWROC purpose, mission and vision
- 👉 Goals and key strategies from the strategic plan
- 👉 Specific requests to the WDC and alignment with their plans

**RESOLUTION**

**NEWROC EO prepare the presentation and notes for the NEWROC President to present to the WDC at the October Council meeting**

**Moved A Majid**

**Seconded J Nuttall**

**CARRIED 6/0**

Discussion:

- 👉 Presentation to include our strategic projects, particularly power and telecommunications
- 👉 We should ask the WDC how they can help us

## 7.2. STRATEGIC PROJECTS - Energy

<b>FILE REFERENCE:</b>	107-1 Energy
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	23 September 2020
<b>ATTACHMENT NUMBER:</b>	#2 Western Power correspondence
<b>CONSULTATION:</b>	InfraNomics John Nuttall
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENT

Update on activities:

- 👉 John Nuttall and the NEWROC EO attended a meeting with Western Power in Perth on Friday 4 September (Ben Stanton (Business Development) and Michael Chung (Engineer)). At this meeting the Bencubbin town site power was discussed as was other communities in the NEWROC.
- 👉 As a follow up Cameron Edwards sent correspondence to Western Power (attached) and their response is also included
- 👉 Since then Cameron has been working in the background evaluating regulatory, access and finance issues
- 👉 The NEWROC EO had a discussion with Cameron on the 23/09 with the key points being around legislation and the approach to Western Power. Cameron will provide a written update to the NEWROC by the Executive meeting

### RESOLUTION

**Energy update received.**

**In principle support for a market led proposal to be submitted on behalf of the NEWROC by InfraNomics**

**Moved R McCall**

**Seconded L Parola**

**CARRIED 6/0**

Discussion:

- 👉 Discussion regarding the Western Power meeting and a strategic approach
- 👉 Western Power has done batteries before to town sites (Kalbarri and Perenjori) but they are cost prohibitive. This solution needs to address it.
- 👉 Intention is to submit a Market Led proposal to the State Government to signal our intentions to improve the reliability of power to the NEWROC towns (initially Bencubbin and Mukinbudin)

**7.3. Waste**

**FILE REFERENCE:** 103-1 Waste Management  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 20 September 2020  
**ATTACHMENT NUMBER:**  
**CONSULTATION:** Member Councils  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

Member Councils took the Waste Report to their September Council meetings. Councils were asked to identify their preference for the options presented in the report. A summary of in principle support (for further investigation) is included below:

Shire of Dowerin	Option 4 weekly collection
Shire of Nungarin	Option 4 weekly collection
Shire of Trayning	Status Quo
Shire of Koorda	Option 4 weekly collection
Shire of Mt Marshall	Option 4 weekly collection
Shire of Wyalkatchem	Option 4 weekly collection

Members to note the Shire of Koorda resolution:

*In relation to item 7.7 (WASTE), advises the NEWROC Executive Officer that, subject to its consideration of the findings of its own Waste Management consultancy with ASK Waste Management, NEWROC Council's preference for Option 4 being All transfer stations (remote access) plus one staffed landfill - weekly collection, is supported in principle.*

Members are asked to provide input into the next steps for this project which may include additional modelling, analysis, assessment and discussion.

**RESOLUTION**

**Submitted for discussion.**

**NEWROC seek a quote from ASK Waste Management to progress option 4**

**Moved A Majid**

**Seconded J Nuttall**

**CARRIED 6/0**

Discussion:

- 👉 The Shire of Mukinbudin also supports option 4
- 👉 Discussion regarding Shire of Coorow, Shire of Moora waste services
- 👉 Next stage to include a sensitivity analysis, costing for option 4, resources required.
- 👉 Next stage should be funding ready and include alignment to key waste forward strategies – reuse, reduce and recycle and possibly the three bin approach
- 👉 NEWROC EO to organise a tour to RoeROC's facilities

**7.4. IPR**

**FILE REFERENCE:** 042-12 IPR  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 20 September 2020  
**ATTACHMENT NUMBER:**  
**CONSULTATION:** Stephen Grimmer  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

As discussed at the August NEWROC Council meeting, Stephen Grimmer has been invited to run a Corporate Business Plan workshop for the NEWROC.

This will be held preceding the NEWROC Executive meeting on Tuesday 24 November in Trayning, commencing at 9.30am.

Additionally, a reminder that the IPR Masterclasses are beginning with a webinar on 7 October 10am – 11.30am.

**RESOLUTION**

**Members to invite senior staff to the Corporate Business Planning workshop and RSVP to the NEWROC Executive Officer**

**Moved L Parola**

**Seconded R McCall**

**CARRIED 6/0**

**7.5. TELECOMMUNICATIONS**

**FILE REFERENCE:** 042-12 IPR  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 20 September 2020  
**ATTACHMENT NUMBER:**  
**CONSULTATION:** Leigh Ballard  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

An update on activities:

- 👉 Earnshaw Lawyers engagement has been terminated
- 👉 Valenti Lawyers have been engaged and have commenced writing the licence agreement and letter regarding the data access agreement breach
- 👉 Discussion with Leigh Ballard regarding the upcoming Digital Connectivity grant. No towers have been included for NEWROC, rather a backhaul connection from Narrogin and this will result in additional neighbouring Shires coming on board. NEWROC EO has reminded Crisp Wireless of the data access agreement and is waiting on Valenti Lawyers for some formal communication
- 👉 Mini tower has been erected near Mukinbudin and a map of where its reception can reach is below (note Dirk raised this new tower with the NEWROC EO). However connection to this tower will require point to point and is dependent on the location of residences



**RESOLUTION**

Information is noted.

Moved A Majid

Seconded J Nuttall

CARRIED 6/0

**MOTION**

**NEWROC EO to send correspondence to Shires that are on board with Crisp Wireless or intending to – referencing the Data Access Centre Agreement.**

**Moved A Majid**

**Seconded R McCall**

**CARRIED 6/0**

Discussion:

- 👉 Letter to Shires – duty of care to let them know that we have an interest in this matter, NEWROC Council will be determining access fees in October 2020
- 👉 Fee to possibly be consistent with Shire of Merredin
- 👉 This letter to dovetail with the legal advice from Valenti

## 8. EMERGING NEWROC ISSUES as notified, introduced by decision of the Meeting

Nil

## 9. Other Business For Noting

### 9.1. LEMC

Emergency Management and Recovery Training Workshop and Exercise for Local Governments and LEMC members  
28 October 2020, 10.30am – 2.30pm @ Trayning Sports Club

### 9.2. NEWTRAVEL

*An extract from a NEWTRAVEL email for members information:*

#### Marketing Activities

So let's not let the truth get in the way of a good story! But we have had some great visitor numbers and excellent coverage on tourism in the Wheatbelt over August with a highlight being a small news feature on the ABC Saturday 22nd ABC 7 pm News Bulletin (if you have not seen it you can catch up on ABC iview ~15min mark). Key activities for August have been:

- 👉 TV advertising - concludes on WIN today, 28th August after a 6-week campaign.
- 👉 Facebook advertising - paid campaigns will run until the end of September.
- 👉 Press advertising - joint co-operative advertising with AGO, CWVC, and Roe Tourism in The West and Have-A-Go News.
- 👉 Radio advertising - Last Saturday AGO did a radio interview with Triple M's Saturday with Angie Ayers "Beyond the Backyard segment" mentioning Wheatbelt Way/Beacon Wildflower Tours - you can listen here.

If you have anything you would like us to help you get the message out about (activities, events, special offers etc) please get in touch with me. Things I would like to ask your assistance with are:

- 👉 Like the Wheatbelt Way Facebook Page (looking at our insights, not many of our locals follow the Wheatbelt Way Facebook page!)
- 👉 Follow Wheatbelt Way on Instagram
- 👉 Sign up for the 2020 Wheatbelt Way Wildflower Guide so that you get to experience this Email Marketing initiative and see how you could get involved in future campaigns!
- 👉 Share this newsletter throughout your networks!
- 👉 Become a member, we would love to increase our membership so if you are not a member or think someone should consider joining NEWTRAVEL direct them to the membership page on our website.

For September our marketing focus will continue to be the Wildflowers then by mid-September we will focus on the events in the Wheatbelt Way and the September/October School Holidays.

#### Wildflower Guide Poster

We have had a great interest in the Wheatbelt Way Wildflower Guide 2020 which is FREE! So far we have had over 1600 downloads. I have also made a poster that you may wish to put up around your community, in the local butcher shop, at the cafe, and in your accommodation - anywhere!

#### Nature Based Tourism Ideas

If you have a new nature-based tourism idea, the WA Government wants to hear from you. As part of the State’s COVID-19 recovery, the call has gone out for people to come forward with ideas for new high-quality tourism experiences in lands and waters managed by the Parks and Wildlife Service at the Department of Biodiversity, Conservation and Attractions. The initiative aims to boost the tourism potential of parks, stimulate jobs and give people a new appreciation of our State’s natural wonders. Innovative submissions are invited from industry, which may include, but are not limited to, new adventure activities, tourism experiences, infrastructure, tour products, eco accommodation and/or Aboriginal cultural tourism opportunities.

**NEWTRAVEL AGM**

The NEWTRAVEL AGM will be held on Thursday 29th October 2020, 10am in Dowerin. Everyone welcome.

**10. 2020 MEETING SCHEDULE**

27 October	Council	Shire of Wyalkatchem
24 November	Executive	Shire of Trayning (CBP workshop 9.30am)
8 December	Council	Shire of Koorda

**11. CLOSURE**

Acting NEWROC CEO Lana Foote thanked Adam Majid for his contributions to the NEWROC and district and wished him well at the Shire of Ashburton.

The meeting was closed at 3.01pm







# NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

## MINUTES **DRAFT**

Tuesday 8<sup>th</sup> September 2020 @ 0830hrs

Chairman: Ross Lane

### 1. Record of Attendance – Committee Members

Ross Lane	CHAIR/ CBFCO	Shire of Wongan Hills/ Ballidu
Phil Hay	Acting Executive Officer/ District Officer Avon	DFES
Andrae Moore	Minutes Secretary	DFES
Lindsay White	CBFCO	Shire of Goomalling
Robert Koch	CESM	Shires of Toodyay and Goomalling
Brendon Rutter	CESM	Shire of Northam
Craig Stewart	CBFCO	Shire of Toodyay
Nigel Gelmi	CBFCO	Shire of Quairading
Troy Granville	CESM	Shires of Beverley and York
<b>Invited Members</b>		
Rick Curtis	Assistant Commissioner - Learning and Development	DFES
Paul Postma	RFD Bush Fire Centre of Excellence	DFES
Antony Sadler	Superintendent	DFES
Graeme Keals		DFES
Tracy McBride	Volunteer Management Support Officer	DFES
Alex Esprey		AVBFB
<b>Other Attendees</b>		
Sharon Cocking	Training Support Officer	DFES
Gary Rowles	Bushfire Risk Management Officer	DFES

### Apologies

Darrel Krammer	DO Northam	DFES
Simon Bell	CESM	Shire of Cunderdin and Quairading
Stephen Gollan	CEO	Shire of Beverley
Bill Cleland	CBFCO	Shire of Beverley
Justin Corrigan	AO Lower Wheatbelt	DFES
Teagan Maitland		Shire of Wyalkatchem
Chris Lindell		Shire of York
Wayne Collins	CBFCO	Shire of York
Dave Gossage	President	AVBFB
Darren Brown		AVBFB



## NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

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The meeting was declared open at 0830hrs by Ross Lane – Chairperson

Ross welcomed everyone to the meeting, special welcome to Assistant Commissioner Rick Curtis and Paul Postma from Bushfire Centre of Excellence.

### 2. Confirmation of Previous Minutes

That the minutes of the meeting held on 10<sup>th</sup> March 2020 be confirmed as a true and accurate record.

**Moved:** Craig Stewart

**Seconded:** Nigel Gelmi

**All in Favour**

### 3. Business Arising – NIL

### 4. Action List

Craig Stewart moved that due to lack of interest in Action Item 2 – Terms Of Reference Review, that Status Quo be held and the item removed.

**Seconded** by Troy Granville.

**All in Favour**

	<b>Action</b>	<b>By/When</b>
<b>2</b>	<p>Terms of Reference were discussed in general and was decided they were due for review. Members are to review Terms of Reference document and send through suggested changes to Tracy for collating.</p> <p>10/3/2020 – Nothing has been done- Carry forward <b>8/09/2020 – Moved to remain as Status Quo</b></p>	<p>Carried over September 2018 AVBFB suggested further alterations Motion to go back to LG's for further discussions, see Agenda item 8 <b>Remove</b></p>



## NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

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### 5. Correspondence

#### 5.1 Correspondence In

- Requests to attend and present at this meeting from AC Learning and Development – Rick Curtis and also the Bushfire Centre of Excellence.
- BOC Communique from representative, Craig Stewart

#### 5.2 Correspondence Out

- BOC Communique to all members for review before today's meeting.

### 6. Matters arising from Correspondence –

BOC Communique – Craig Stewart discussed some points from the Communique that the BOC are working on.

- The ability for Local Governments to be able to purchase out of service fleet before it goes to Government Auction- Quite often out of reach of Local Governments or Private landholders.  
Some get used for High Season fleet which is very important but would be good to have ability to purchase these before going to auction at a better price.
- Legislation Review is now a standing item on BOC's agenda. It is a work in progress and will be for some time.
- Total Fire Bans (TFB) and Harvest Vehicle Movement Bans (HVMB) – clarification of exemptions

Rob Koch thanked Craig and Ross for representing the DOAC. It is producing results and is a very valuable link to the state level.

We need representations at the DOACs so that our voices can be heard. If people don't attend DOACs then the link is lost. Don't be frightened to raise your thoughts so things can be raised. It doesn't have to be the big stuff, it can be the nitty gritty items too, - lights, mudflaps, radios etc

### 7. Submitted Agenda Items

#### 7.1 Volunteer Management Support Officer – Tracy McBride introduced her role to the committee.

- Here to Assist Brigades and Units in improving administrative processes and procedures
- Work with BFB, VFRS, SES, VFES across the region
- Assist Strategic Volunteering and Youth Services with roll out of initiatives
- Individual projects as required
- Works within existing chain of command
- Works with Brigades and Units to problem solve admin issues
- Links to other DFES branches
- Current Projects include Pre-Season Deployment processes, Review of Membership application forms and a regional recruitment plan.



## NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

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- Always available to assist – If you aren't sure if I can assist, please ask. If Trac can't help, she will find out who can.
- [vmso.goldfieldsmidlands@dfes.wa.gov.au](mailto:vmso.goldfieldsmidlands@dfes.wa.gov.au)  
[tracy.mcbride@dfes.wa.gov.au](mailto:tracy.mcbride@dfes.wa.gov.au)  
9690 2306 or 0427 498 260

### 7.2 AC Learning and Development – Mr Rick Curtis

1. Looking at the methodology of the way DFES conducts training.

\* What is your view on online/ modular training systems? Would they work with your volunteers in this region?

**Craig Stewart** – Very good idea – Farmers find it hard to find time to go to formal face to face courses- this would be a great way to engage them more.

\* Are members Tech Savvy enough to be able to use this system?

**Ross Lane** – Younger farmers and farm workers, that are coming through now, are so it is definitely the way of the future.

Maintain Face to Face option at certain levels of training but both would be great. Basic Training/ Intro courses would be good online

**Rob Koch** – Support online for theory sections and then have practical drills after that.

- **Ross Lane** – Agrees with Rob. You only have one chance or you loose volunteers.

2. Leadership Development – DFES wants to support Senior Volunteers (Chiefs FCOs Captains etc) in being better Senior Volunteers. Do you think there is a place for training on people management?

**Ross Lane** – definitely a place for it.

\* Do you think there is a place for a pathway/ training for volunteers that want to progress through to become DFES Staff in the Rural or Natural Hazard environment?

**Troy Granville** – Definitely would add value. This may give reason for volunteers to aspire to go through to take on leadership roles.

**Rob Koch** – Agrees it would be great. He came int the CESM role very green and learnt by trial and error. He says he tells his captains that they don't have to be the worlds best firefighters to be captain, but they need to be able to manage people. This will def assist them in this. Maybe there could be Captain's course that is developed to help them with people management, how DFES works, other useful tools.

**Craig Stewart** – Captains need to be supported and mentored to take on these roles. Having someone that wants to be there is important too, not just someone that gets it handballed to them.

**Ross Lane** – mentioned having this training would help when a captain/ FCO has to attend a 'friends or family's' property and make tough decisions.

3. Ease of using the Hub/ eAcademy – Would cheats or tutorials be helpful to using the system?

**Rob Koch** – Problem for volunteers isn't the online course itself, it is enrolling on courses and accessing that section on eAcademy. Needs to be easy to navigate, intuitive to use. If it isn't simple, people will give up. Cheat sheets won't help with that.



## NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

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eAcademy needs to have the first screen you have, at the top, to say 'Apply for courses' on a button which takes them straight into courses offered.

New eAcademy is 12-24 months away. Will be small improvements in the meantime, but main change is still far off.

### 7.3 Bushfire Centre of Excellence Update – Paul Postma

- The new Bushfire courses have come back with a lot of feedback since it was rolled out. They condensed them into 93 recommendations. 49 have already been made and the rest will be once the role out of the updated modules in December.

Hoping to have some online modules for the basic theory available March to April next year. These will allow training to be done by new volunteers during fire season etc so they feel connected and involved while not being able to go on a fireground yet.

- A Fire Weather Course is being piloted. – aimed at Sector Commanders, Ops Officers etc and is about how weather can affect fire behaviour

- A revision on the Machine Supervision course is currently underway

- There is a new training advisory group being developed and representatives are requested from each DOAC/ROAC

**MOTION:** Email be sent to all Local Governments and Chief to advertise of the role required and ask for nominations. A vote can then be undertaken by email.

**Moved:** Craig Stewart **Seconded:** Nigel Gemli

**Ant Sadler** – Question - The older Bushfire Fighting course has a timeframe of December 31<sup>st</sup>. Can this be extended as it is an issue for our region and with the fire seasons getting longer, there is less time to train volunteers through these 2 courses. There needs to be a larger transition time while the new course is being updated.

Paul Postma – No there isn't. He will take it back for discussion. Phil Hay suggested August 2021.

**Ant Sadler** – Question – Is there development of a Remote Area Fire Fighting Course? Paul Postma replied – No there isn't at this stage. It hasn't been a priority for Rural Fire Division. It is possibly being looked at during the 2021-22 year.

## 8. Local Government Reports

### Shire of York – Troy Granville

- Malbelling still awaiting new 4.4

### Shire of Beverley – Troy Granville

- New Chief – Bill Cleland

- Dale West BFB getting new shed

### Shire of Quairading – Nigel Gemli

- Been quiet

- Below average rainfall therefore lower fuel loads

- Looking forward to Harvest



## NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

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### Shire of Goomalling – Lindsay White

- 1 person received infringement for an illegal burn.
- Quiet

Question – During Easter the EmergencyWA website had some neighbouring shires showing as having permits for burning but he thought the Public holidays meant there was to be no burning. It had a Very high fire danger so didn't that also mean the permits would be cancelled automatically too?

**Phil Hay and Ross Lane** – Permits would have become null and void in the Very high Fire Danger. The fact it was a public holiday doesn't necessarily mean permits are not allowed. That is a condition of permits that each individual shire can make, each shire will be different. The EmergencyWA website can sometimes show there is a burn in a period as that is what has been reported. It doesn't mean that there is always burns happening on all the days on that permit.

### Shire of Toodyay – Craig Stewart

- 2 new buildings have been/ are opening
  - 1 new appliance has been commissioned and there are a few more due soon
  - There have been leadership changes in some brigades – talking about succession planning at all brigade's AGMs
  - Lower water catchment this year has meant dams are very low and there might be more use for Collar Tank usage this year so will be looking at training for this in preparation for Air support this season.
  - Attended the Leadership forum on the weekend. Was a great event – well planned-good topics – very well facilitated.
- Was great for all services – Message to take away from it was to 'USE THE RDC'  
DFES are there to help us.

### Shire of Wongan Hills/ Ballidu – Ross Lane

- Didn't get very good rains
- Above average vegetation
- New appliances are due but not in time for this season which means we are light on with resourcing. The old appliances are put off mist landowners reach financially which is unfortunate.
- SW of the shire has had average growth – similar to the 2018 growth but crops are cleaner which is good.
- A few breeches with permits this year – Shire have begun to put their foot down and send infringements
- Have some extra tankers this year – rate payer funded- which will help with water supply but still under resourced at the shire.



## NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

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### Shire of Northam – Brendon Rutter (CESM)

- In the absence of the Chief, there is nothing to report.

### 9. Tabled Reports/Information from invited members

#### Department of Biodiversity, Conservation and Attractions – Graeme Keals

- **Burning** – Late start to the season in autumn due to dry conditions.
  - Commenced the Wongan Hills burn. Stopped lighting due to strong winds forecast – Achieved a good edge to set it up for next season. Heath is difficult to burn under controlled conditions. Some areas of scrub rolling left unburnt to help with next season ignition. Thanks to Ross Lane for his assistance.
  - Next autumn we hope to complete the Wongan Hills Burn and the Mollerin Nature Reserve burn.
  
- **Fire Access Tracks**
  - 18km of track upgraded in the Wongan Hills reserves.
  - Plan to do another 18km of new track work in the Wongan Hills reserves. Completing planned works for the area.
  - Remlap UCL – Plan 52 km of upgrade and maintenance of fire access track work. This planned using R for R MAF funding, which has not been approved yet.
  
- **Choper Rolling Program**
  - 70km of 50m wide buffer created using a chopper roller. This was completed from Parker range road to 17km south of King Ingram road. This was done along Emu Fence road and around private property to the east of this road.
  
- **Fires**
  - Busy season last season with 3 times the fires attended compare to most years. About 550,000ha burnt in the fires we attended. The fires in the Forrestania area contributing most of that area.

**Contact for our Duty Officer is 9881 9200 all hours.**

#### **AVBFB – Alex Espey**

Alex Espey introduced himself. He is the new Volunteer Engagement Manger for the AVBFB. His role is to Manage expectations and develop relationships not just with volunteers but with DBCA, DFES region staff and Local Governments.

0456 056 505

[alex.espey@bushfire.org.au](mailto:alex.espey@bushfire.org.au)



## NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

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### **DFES – Superintendent Antony Sadler**

- Corona Virus – COVID-19 – The Wheatbelt DEMC is holding fortnightly- The Heath Department are concerned for the return of COVID. DFES are looking at how COVID-19 will affect our response and ensuring coverage for potential affected areas is planned.
  - IMT Management and Volunteer Crew protection
  - Vehicle deep cleaning between crews
  - Looking at issues with physical distance in vehicles
  - DFES Northam and Kalgoorlie have rosters in place to split into teams meaning not the whole regional staff would be affected during an outbreak. Looking to encourage BGUs to do the same in their preparations.
  - DFES will disseminate plans to BGUS when finalised.
- The positions of Bush Fire Risk Management Consultants (BFRMC) have been advertised with 1 being based in the Wheatbelt with Quairading, Cunderdin and Tammin
- Welcome Gary Rowles to the position of the Bushfire Risk management Officer. Gary is based in the Northam DFES office.
- Although we have had a shortened training time due to Covid, we still have had 140 training courses conducted and it is pleasing to see more BFBs requesting training.
- Development of the Volunteer Trainer Assessors is progressing well. Please let the Training Support Officer, Sharon Cocking know if you have any volunteers suitable and willing to do this.
- DFES is going to have a regional version of the Training Advisory Group. EOI will be out soon for this.
- Had our Preseason Volunteer Leadership Forum on the weekend. This was a combination of Preseason information and Leadership training. Next year, it will be expanded to more BGUS and will be split into 2 separate forums. One for Preseason, one for leadership.
- DFES uniform change is still happening. Expected within the next month or two.
- DFES have been participating in the Royal Commission to bushfires. Lots of input has been requested from our region.
- DFES are building up facilities and supplies for the coming Bushfire season. We have a newly developed deployment trailer that has camping, catering set ups.
- Northam Central BFB and Northam Districts SES have become collocated and this seems to be working well. They are both keen to take charge of the ICV and this collocation means we have an increased capability to respond with it.
- A regional recruitment strategy has been developed. If you would like more information or assistance, please contact Tracy McBride.
- Reminder the DFES RDC is there to assist you. Please ring 1800 966 077





## NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

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### 10. Late Items

#### 10.1 Lindsay White – Shire of Goomalling

When there is an MVA or Structural fire in town, the Chief does not get alerted to this. Can this happen as I may be able to assist with traffic management or something similar.

**Phil Hay** – We can put the Chief onto the VFRS SMS for awareness only.

#### 10.2 Lindsay White – Shire of Goomalling

- Weather Stations – Thinks we should have more weather stations in between the BOM ones to help give more accurate readings for HVMB. 'Human error' would be minimised if there were more available and make unnecessary bans less.

**Phil Hay** – mentioned that the new Fire Danger Rating Index that is being developed (mentioned earlier by Paul Postma) has factors developed into it which will make more accurate readings. It considers the ground dryness, 8 different fuel readings and will also take pre and post-harvest into account for calculations. This should elevate the issues we currently have.

DPIRD have more sites and their data can be accessed. They aren't calibrated with BOM so aren't on the official reporting stations.

**Ross Lane** - The overall goal is to make the HVMBs more objective with more data collected.

#### 10.3 Craig Stewart – Shire of Toodyay

Acknowledged the support from DFES and DBCA at this meeting. It was disappointing to see that the DFES Staff outnumbered the Shire representatives (4 Chiefs). Will the group present support Craig writing a letter to all the Chiefs and Shires representatives encouraging them to attend as it is a vital link between the brigades and the state?

– All agreed.

**Meeting closed at 1031hrs**

**Date for the next Northam DOAC is March 16th, 2021  
and will be chaired by the Shire of York Chief – Wayne Collins**

### Contact List - Northam DOAC

SHIRE	CBFCO	CONTACT NUMBER	EMAIL	Shire Representative	CONTACT NUMBER	EMAIL
Beverley	Bill Cleland		<a href="mailto:clelandb@agn.net.au">clelandb@agn.net.au</a>	Stephen Gollan		<a href="mailto:ceo@beverley.wa.gov.au">ceo@beverley.wa.gov.au</a>
Cunderdin	Ashley Burges	0428 251 236	<a href="mailto:collingally2@bigpond.com">collingally2@bigpond.com</a>	Stuart Hopley		<a href="mailto:ceo@cunderdin.wa.gov.au">ceo@cunderdin.wa.gov.au</a>
Dalwallinu	Gary Butcher		<a href="mailto:gary@ojbutcher.com">gary@ojbutcher.com</a>			<a href="mailto:shire@dalwallinu.wa.gov.au">shire@dalwallinu.wa.gov.au</a>
Dowerin	Paul Milstead	0427 311 721	<a href="mailto:milty13@hotmail.cm">milty13@hotmail.cm</a>			
Goomalling	Lindsay White	0428 211 258	<a href="mailto:birunbu@bigpond.com">birunbu@bigpond.com</a>			<a href="mailto:goshire@goomalling.wa.gov.au">goshire@goomalling.wa.gov.au</a>
Koorda	George Storer		<a href="mailto:gtstorer@harbourisp.net.au">gtstorer@harbourisp.net.au</a>			
Northam	Chris Marris	0477 437 212	<a href="mailto:chrismarris@westnet.com.au">chrismarris@westnet.com.au</a>	Jason Whiteaker	0419 927 123	<a href="mailto:ceo@northam.wa.gov.au">ceo@northam.wa.gov.au</a>
Quairading	Nigel Gelmi	0429 794 797 0409 118 238?	<a href="mailto:ncgelmi@hotmail.com">ncgelmi@hotmail.com</a>			<a href="mailto:shire@quairading.wa.gov.au">shire@quairading.wa.gov.au</a>
Toodyay	Craig Stewart		<a href="mailto:clstewart@westnet.com.au">clstewart@westnet.com.au</a>	Suzie Haslehurst	0438 972 735	<a href="mailto:ceo@toodyay.wa.gov.au">ceo@toodyay.wa.gov.au</a>
Wongan-Ballidu	Ross Lane	0429 201 963	<a href="mailto:randrlane@gmail.com">randrlane@gmail.com</a>			
Wyalkatchem	Trent Tlyer		<a href="mailto:tjt1979@bigpond.com">tjt1979@bigpond.com</a>			<a href="mailto:admin2@wyalkatchem.wa.gov.au">admin2@wyalkatchem.wa.gov.au</a>
York	Wayne Collins	0417 099 589	<a href="mailto:wsmtcollins@westnet.com.au">wsmtcollins@westnet.com.au</a>			<a href="mailto:ceo@york.wa.gov.au">ceo@york.wa.gov.au</a>

BFB Voluteer Association	Dave Gossage		<a href="mailto:president@avfbf.org.au">president@avfbf.org.au</a>	Alex Espey		<a href="mailto:alex.espey@busfire.org.au">alex.espey@busfire.org.au</a>
VFES Association			<a href="mailto:office@esva.asn.au">office@esva.asn.au</a>			
DBCA	Graeme Keals		<a href="mailto:graeme.keals@dbca.wa.gov.au">graeme.keals@dbca.wa.gov.au</a>			
	Rob Towers					
	Michael Passotti					
DFES	Darrel Krammer (DO Northam)		<a href="mailto:darrel.krammer@dfes.wa.gov.au">darrel.krammer@dfes.wa.gov.au</a>			
	Robert Steel (AO Mortlock)		<a href="mailto:robert.steel@dfes.wa.gov.au">robert.steel@dfes.wa.gov.au</a>			
	Justin Corrigan (AO Lower WB)		<a href="mailto:justin.corrigan@dfes.wa.gov.au">justin.corrigan@dfes.wa.gov.au</a>			
	Daniel Hendriksen (AO Upper WB)		<a href="mailto:daniel.hendriksen@dfes.wa.gov.au">daniel.hendriksen@dfes.wa.gov.au</a>			
	Phil Hay (DO Avon)		<a href="mailto:phillip.hay@dfes.wa.gov.au">phillip.hay@dfes.wa.gov.au</a>			
Minute Secretary - DFES	Andrae Moore		<a href="mailto:andrae.moore@dfes.wa.gov.au">andrae.moore@dfes.wa.gov.au</a>			





**LIST OF PAYMENTS MADE FOR THE MONTH OF SEPTEMBER 2020  
PRESENTED AND ENDORSED AT THE ORDINARY MEETING OF COUNCIL - OCTOBER 2020**

Ref No.	Date	Name	Description	Amount	Bank	
EFT695	08/09/2020	Perfect Computer Solutions Pty Ltd	IT Services	127.50	MUNI	EFT
EFT696	08/09/2020	Fire & Safety Wa	Respirator Kit	66.00	MUNI	EFT
EFT697	08/09/2020	Briskleen Supplies and Hygiene Service	Cleaning Products	469.41	MUNI	EFT
EFT698	08/09/2020	Ancor Electrical	Electrical Services	5868.02	MUNI	EFT
EFT699	08/09/2020	Sports Surfaces	Progress Claim 1 - Earthworks	100772.10	MUNI	EFT
EFT700	08/09/2020	Keith Mills	Reimbursement	75.81	MUNI	EFT
EFT701	08/09/2020	Australia Post	Postage - August 2020	47.50	MUNI	EFT
EFT702	08/09/2020	Central Second Hand	Furniture - 2a slocum	295.00	MUNI	EFT
EFT703	08/09/2020	TOLL Australia	Freight Services	92.35	MUNI	EFT
EFT704	08/09/2020	Drainflow Services Pty Ltd	Street Sweeping	2697.20	MUNI	EFT
EFT705	08/09/2020	ITVISION	SAAS Monthly Fee August 2020	5591.66	MUNI	EFT
EFT706	08/09/2020	Winc Australia Pty Ltd	Stationery	213.13	MUNI	EFT
EFT707	08/09/2020	Wyalkatchem Hotel	Refreshments for Council	230.00	MUNI	EFT
EFT708	08/09/2020	Wyalkatchem Tyre Service	Tyre Service	216.00	MUNI	EFT
EFT709	15/09/2020	SEEK	Position Advertisement	489.50	MUNI	EFT
EFT710	15/09/2020	Briskleen Supplies and Hygiene Service	Cleaning Products	760.09	MUNI	EFT
EFT711	15/09/2020	Eric James Anderson	Grader driver	3100.00	MUNI	EFT
EFT712	15/09/2020	Council Direct	Advertising of CEO Position	220.00	MUNI	EFT
EFT713	15/09/2020	Department of Mines, Industry Regulation and Safety	Building Services Levy	503.45	MUNI	EFT
EFT714	15/09/2020	TOLL Australia	Freight Services	112.70	MUNI	EFT
EFT715	15/09/2020	Dowerin Community Resource Centre	Position Advertisement	30.00	MUNI	EFT
EFT716	15/09/2020	Elders	Chemicals	363.44	MUNI	EFT
EFT717	15/09/2020	Local Government Professionals WA	MCS LG Professionals Annual Membership	531.00	MUNI	EFT
EFT718	15/09/2020	Marketforce	Death notice	502.36	MUNI	EFT
EFT719	15/09/2020	Sussan Ogle	Acting CEO accommodation 24/08/20 to 28/08/20	400.00	MUNI	EFT

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<b>Ref No.</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Bank</b>	
EFT720	15/09/2020	Petchell Mechanical	Mechanical Services	409.26	MUNI	EFT
EFT721	15/09/2020	T & E Services Pty Ltd	Medical Services - September 2020	14259.70	MUNI	EFT
EFT722	15/09/2020	Trophy Specialists	Update members honour board	110.00	MUNI	EFT
EFT723	15/09/2020	Wheatbelt Office & Business Machines	Black/White and Colour Copies 06/08/20 - 04/09/20	450.87	MUNI	EFT
EFT724	15/09/2020	Wyalkatchem Hotel	Refreshments for Council	200.00	MUNI	EFT
EFT725	15/09/2020	Wyalkatchem Spraying Service	Spraying Services	720.00	MUNI	EFT
EFT726	22/09/2020	Blackwell Plumbing & Gas Pty Ltd	Plumbing Services	5594.05	MUNI	EFT
EFT727	22/09/2020	Perfect Computer Solutions Pty Ltd	IT Services	212.50	MUNI	EFT
EFT728	22/09/2020	Wyalkatchem General Store	Refreshments	256.15	MUNI	EFT
EFT729	22/09/2020	Creative Spaces	Fabrication of 1 display unit, printing of 1 suspended banner and backdrop, and 50% of design and project management fees	14740.00	MUNI	EFT
EFT730	22/09/2020	K. E. Myers	Building Maintenance	1604.00	MUNI	EFT
EFT731	22/09/2020	Eric James Anderson	Grader Driver - 02/09/20 to 15/09/20	3040.00	MUNI	EFT
EFT732	22/09/2020	Merredin Rural Supplies Pty Ltd	Dishwasher for 57 Flint Street	809.00	MUNI	EFT
EFT733	22/09/2020	Sunny Sign Company	Street Signage	374.00	MUNI	EFT
EFT734	22/09/2020	Department of Mines, Industry Regulation and Safety	Building Services Levy	125.20	MUNI	EFT
EFT735	22/09/2020	TM Carpentry WA Pty Ltd	Carpentry Services	3630.74	MUNI	EFT
EFT736	22/09/2020	BOC Gases	Bulk Gas	62.76	MUNI	EFT
EFT737	22/09/2020	Dunnings	Fuel - September	7158.77	MUNI	EFT
EFT738	22/09/2020	Nutrien Ag Solutions Ltd	Chemicals	882.41	MUNI	EFT
EFT739	22/09/2020	Sussan Ogle	Acting CEO accommodation - 31/08/20 to 04/09/20 and	800.00	MUNI	EFT
EFT740	22/09/2020	Petchell Mechanical	Mechanical Services	1202.29	MUNI	EFT
EFT741	22/09/2020	Shire of Mt Marshall	NEWHealth Recoup - August	4317.59	MUNI	EFT
EFT742	22/09/2020	Speciale Smash Repairs	Smash repairs for WM000	300.00	MUNI	EFT
EFT743	22/09/2020	Westrac	Mechanical Services	2749.10	MUNI	EFT
EFT744	22/09/2020	Wyalkatchem Spraying Service	Spraying Services	240.00	MUNI	EFT

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Ref No.	Date	Name	Description	Amount	Bank	
EFT745	29/09/2020	SEEK	Advertising of CEO position	1254.00	MUNI	EFT
EFT746	29/09/2020	K. E. Myers	Building maintenance	1540.00	MUNI	EFT
EFT747	29/09/2020	Eric James Anderson	Grader Driver - 16/09/20 and 17/09/20	580.00	MUNI	EFT
EFT748	29/09/2020	Australian Taxation Office	BAS Payment August 2020	14286.07	MUNI	EFT
EFT749	29/09/2020	Department of Local Government, Sport & Cultural Industries	Korrelocking Reserve- pump out of the enviro toilet	254.38	MUNI	EFT
EFT750	29/09/2020	Sheridan's for Badges	Name tags - MOW and MCS	180.07	MUNI	EFT
EFT751	29/09/2020	WA Contract Ranger Services	Ranger services	1285.62	MUNI	EFT
EFT752	29/09/2020	Wyalkatchem Hotel	Refreshments for Council	349.00	MUNI	EFT
EFT753	29/09/2020	Wylie News & Lotteries	Refreshments - Council Meeting 03/07/20	259.00	MUNI	EFT
DD1190.1	01/09/2020	Water Corporation.	Water Charge - Town Hall	561.48	MUNI	DD
DD1190.2	01/09/2020	Westnet	Email Hosting - 19/06/20 to 19/07/20	104.25	MUNI	DD
DD1190.3	01/09/2020	Synergy	Electricity Charge - Terminal Building	136.69	MUNI	DD
DD1190.4	01/09/2020	Crisp Wireless	Internet Service	625.90	MUNI	DD
DD1193.1	02/09/2020	Fuji Xerox	Photocopier Lease	317.02	MUNI	DD
DD1201.1	03/09/2020	NAB	Credit Card - August	1320.84	MUNI	DD
DD1203.1	08/09/2020	Telstra	Phone Charges	429.45	MUNI	DD
DD1205.1	17/09/2020	Foxtel	Foxtel	154.00	MUNI	DD
DD1213.1	21/09/2020	BP Australia Pty Ltd	Fuel - August 2020	6.60	MUNI	DD

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Ref No.	Date	Name	Description	Amount	Bank	
DD1213.2	21/09/2020	Telstra	Phone Charges - Mobiles	116.60	MUNI	DD
DD1215.1	22/09/2020	Synergy	Electricity Charge - Street Lights	2562.86	MUNI	DD
DD1221.1	30/09/2020	Synergy	Electricity Charge - Aerodrome	120.93	MUNI	DD
DD1221.2	30/09/2020	Fuji Xerox	Photocopier Lease - 23/09/20 to 22/10/20	317.02	MUNI	DD
DD1221.3	30/09/2020	Treasury Corp	Loan 73 Repayment	12486.59	MUNI	DD
16887	22/09/2020	Shire of Wyalkatchem - Petty Cash	Petty Cash Recoup	112.00	MUNI	CHQ
JNL	01/09/2020	Payroll	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	28208.20	MUNI	JNL
JNL	15/09/2020	Payroll	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	23404.61	MUNI	JNL
JNL	29/09/2020	Payroll	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	19587.47	MUNI	JNL
					#N/A	
					#N/A	
					#N/A	
					#N/A	
					#N/A	
					#N/A	

**\$298,583.26**

<b>MUNICIPAL ACCOUNT PAYMENTS</b>	<b>\$298,583.26</b>
<b>TRUST ACCOUNT PAYMENTS</b>	<b>\$ -</b>
	<b><u>\$298,583.26</u></b>





Statement for  
**NAB Business Visa**

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &  
AEDT Saturday and Sunday  
Fax 1300 363 658  
Lost & Stolen cards: 1800 033 103 (24 hours within Australia only)

WYALKATCHEM SHIRE  
27 FLINT STREET  
WYALKATCHEM WA 6485

Statement Period 29 July 2020 to 28 August 2020  
Company Account No: 4557 0498 0000 4281  
Facility Limit: \$13,000

**Your Account Summary**

Balance from previous statement	\$179.00 DR
Payments and other credits	\$179.00 CR
Purchases, cash advances and other debits	\$1,302.84 DR
Interest and other charges	\$18.00 DR
<b>Closing Balance</b>	<b>\$1,320.84 DR</b>

**YOUR DIRECT DEBIT PAYMENT OF \$1,320.84 WILL BE  
CHARGED TO ACCOUNT 000086977- 0000508383313 ON  
03/09/2020 AS PER OUR AGREEMENT.**

241/21/01/M04090/S011751/023501

see reverse for transaction details

## Transaction record for: Billing account

Date	Amount A\$	Details	Reference
3 Aug 2020	\$179.00 CR	DIRECT DEBIT PAYMENT	74557040213
<b>Total for this Period:</b>	<b>\$179.00 CR</b>		



NAB Telephone Banking: transfer funds by phone from your nominated NAB accounts to your NAB Business Visa account. Phone 1300 498 594, between 7am and 9pm AEST, Monday to Friday, 8am and 6pm AEST, Saturday and Sunday



NAB Internet Banking: transfer funds from your NAB cheque or savings account to your NAB Business Visa account using NAB Internet Banking at nab.com.au



Billor Code: 1008. Ref: Select the card number you are making the payment to. Contact your participating bank, credit union or building society to make this payment from your cheque or savings account. BPAY payments may be delayed until the next banking business day, due to processing cut-off times. Maximum BPAY payment amount is AU \$100,000 per payment.

## Cardholder summary

If you have recently switched to a new product or had a Lost/Stolen replacement of your card, your cardholder summary may not reconcile with the account balance. The closing balance in "Your Account Summary" section of this statement reflects your correct balance and amount payable. Please login to your Internet Banking or NAB Connect account to review your most up to date transaction listing.

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3793-8668	MISS TARYN LEANNE DA	\$13,000	\$0.00	\$0.00	\$9.00	\$9.00
4557-0455-3810-1662	MR STEPHEN DAVID TIN	\$5,000	\$0.00	\$1,302.84	\$9.00	\$1,311.84
4557-0498-0000-4281	BILLING ACCOUNT	\$0	\$179.00 CR	\$0.00	\$0.00	\$179.00 CR
			\$179.00 CR	\$1,302.84 DR	\$18.00 DR	\$1,141.84 DR

## Transaction type

Purchase

## Annual percentage rate

0.000%

## Daily percentage rate

0.00000%

**HOW TO QUERY A TRANSACTION**  
**IF A CHARGE IS INCORRECT, UNAUTHORISED OR FOR SOMETHING NOT RECEIVED, YOU MAY BE ENTITLED TO A REFUND.**  
**TO QUERY A CHARGE, CALL 13 10 12. A DELAY IN NOTIFYING NAB MAY IMPACT NAB'S ABILITY TO QUERY A TRANSACTION ON YOUR BEHALF. FOR MORE INFO, SEE NAB.COM.AU/QUERYATRANSACTION**





Statement for  
**NAB Business Visa**

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday  
Fax 1300 363 658  
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

**Cardholder Details**

Cardholder Name: MISS TARYN LEANNE DAYMAN  
Account No: 4557 0455 3793 8668  
Statement Period: 29 July 2020 to 28 August 2020  
Cardholder Limit: \$13,000

**Transaction record for: MISS TARYN LEANNE DAYMAN**

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
28 Aug 2020	\$9.00	CARD FEE					74557040241
<b>Total for this period</b>	<b>\$9.00</b>		<b>Totals</b>				

**Employee declaration**

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature: \_\_\_\_\_

Date: \_\_\_\_\_

23/09/20

241/21/01/M04090/S011752/023503



Statement for

**NAB Business Visa**

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday  
Fax 1300 363 658  
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

**Cardholder Details**

Cardholder Name: MR STEPHEN DAVID TINDALE  
Account No: 4557 0455 3810 1662  
Statement Period: 29 July 2020 to 28 August 2020  
Cardholder Limit: \$5,000

**Transaction record for: MR STEPHEN DAVID TINDALE**

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
29 Jul 2020	\$113.00	BIG W ONLINE BELLA VISTA	<i>Barracks cookware</i>				02150805816
14 Aug 2020	\$670.89	LMW HEGNEY PERTH SUBIACO	<i>Valuation for Lot 94 W. Isa</i>				74564500226
14 Aug 2020	\$418.95	MIMCO PTY LTD COLLINGWOOD	<i>Claires gift</i>				74940520226
19 Aug 2020	\$100.00	RURAL HEALTH WEST NEDLANDS	<i>Membership</i>				74564450231
28 Aug 2020	\$9.00	CARD FEE					74557040241
<b>Total for this period</b>	<b>\$1,311.84</b>		<b>Totals</b>				

**Employee declaration**

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature: \_\_\_\_\_

Date: \_\_\_\_\_

*23/9/2020*

241/21/01/M04090/S011753/1023505



SHIRE OF WYALKATCHEM  
NAB BUSINESS VISA  
PAYMENTS OF ACCOUNTS BY CREDIT CARD  
FOR THE STATEMENT PERIOD: 29 JULY 2020 TO 28 AUGUST 2020

DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-8668			
28/08/2020	NAB	Card fee	\$ 9.00
<b>TOTAL CREDIT CARD PAYMENTS</b>			<b>\$ 9.00</b>

I, Tegan Maitland, Finance Officer, have reviewed the credit card payments and confirm that from the descriptions on the documentation provide that;

- all transactions are expenses incurred by the Shire of Wyalkatchem;
- all purchases have been made in accordance with the Shire of Wyalkatchem policies and procedures;
- all purchases are in accordance with the Local Government Act 1995 and associated regulations;
- no misuse of the corporate credit card is evident

Tegan Maitland \_\_\_\_\_

22/9/2020



SHIRE OF WYALKATCHEM  
NAB BUSINESS VISA  
PAYMENTS OF ACCOUNTS BY CREDIT CARD  
FOR THE STATEMENT PERIOD: 29 JULY 2020 TO 28 AUGUST 2020

DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-1662			
29/07/2020	Big W Online	Barracks Cookware	\$ 113.00
14/08/2020	LMW Hegney Perth	Certified Valuation of Lot 84 Wilson St.	\$ 670.89
14/08/2020	Mimco Pty Ltd	Manager of Corporate Services - 10 Yrs Service Gift	\$ 418.95
19/08/2020	Rural Health West	Organisational Membership 2020/21	\$ 100.00
28/08/2020	NAB	Card fee	\$ 9.00
<b>TOTAL CREDIT CARD PAYMENTS</b>			<b>\$ 1,311.84</b>

I, Tegan Maitland, Finance Officer, have reviewed the credit card payments and confirm that from the descriptions on the documentation provide that;

- all transactions are expenses incurred by the Shire of Wyalkatchem;
- all purchases have been made in accordance with the Shire of Wyalkatchem policies and procedures;
- all purchases are in accordance with the Local Government Act 1995 and associated regulations;
- no misuse of the corporate credit card is evident

Tegan Maitland

22/9/2020





**SHIRE OF WYALKATCHEM**

**MONTHLY FINANCIAL REPORT  
(Containing the Statement of Financial Activity)  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

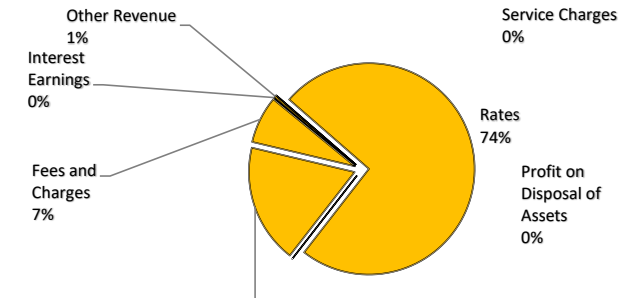
**LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

**TABLE OF CONTENTS**

Summary Graphs	2
Statement of Financial Activity by Program	3
Statement of Financial Activity by Nature or Type	4
Note 1 Explanation of Composition of Net Current Assets	5
Note 2 Explanation of Material Variances	6
Index to Notes for Information	7

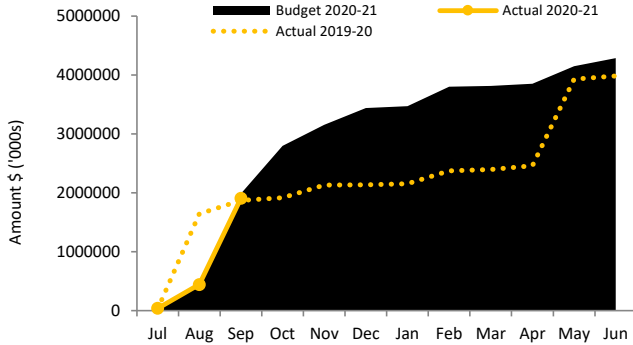
OPERATING ACTIVITIES

OPERATING REVENUE

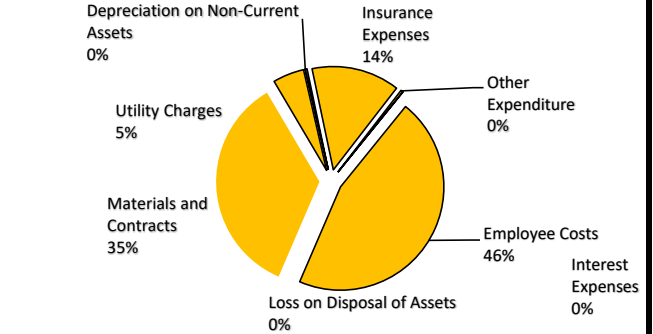


Operating Grants, Subsidies and Contributions  
18%

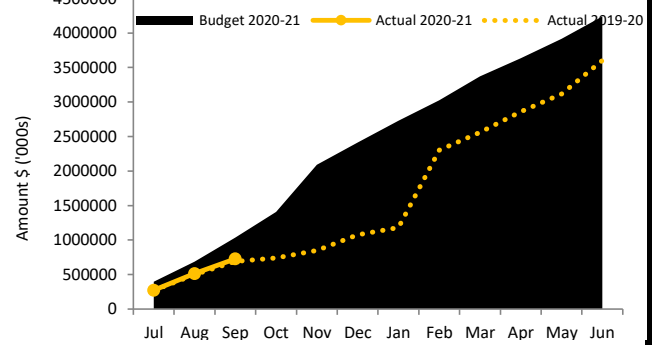
Budget Operating Revenues -v- Actual



OPERATING EXPENSES

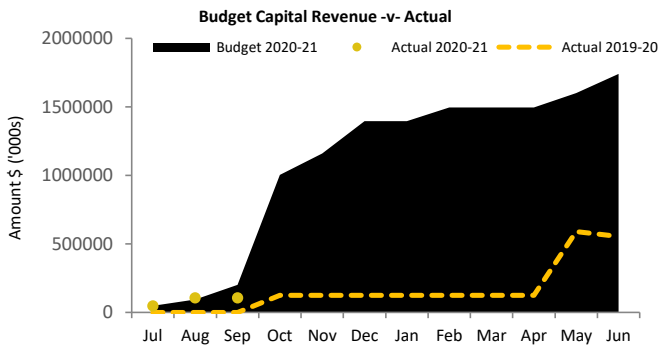


Budget Operating Expenses -v-YTD Actual

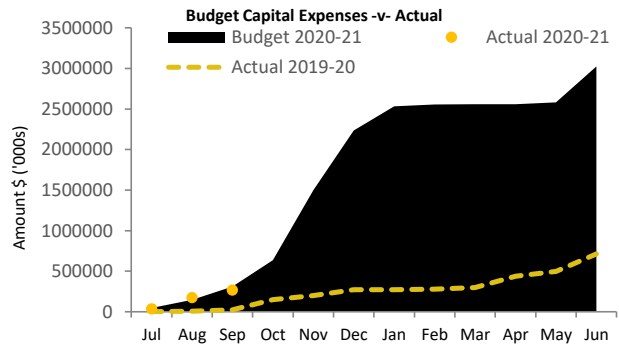


INVESTING ACTIVITIES

CAPITAL REVENUE



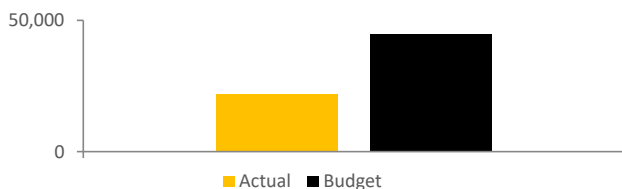
CAPITAL EXPENSES



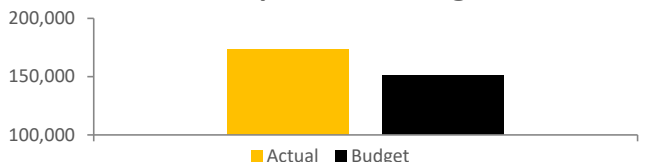
FINANCING ACTIVITIES

BORROWINGS

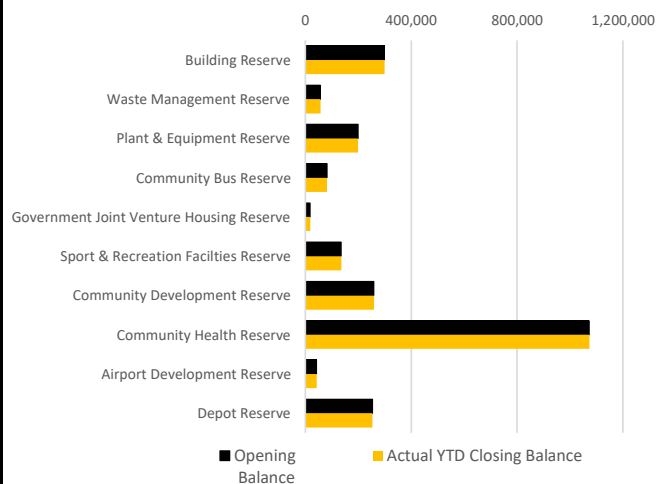
Principal Repayments



Principal Outstanding



RESERVES



**STATUTORY STATEMENT Local Government (Financial Management) Regulations 34**
**STATEMENT OF FINANCIAL ACTIVITY**
**BY PROGRAM**
**FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

		REG 34(1)(a)	REG 34(1)(b)	REG 34(1)(c)	REG 34(1)(d)	REG 34(1)(d)	
	Ref	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note						
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1	1,743,002	1,743,002	<b>1,795,837</b>	52,835	3.03%	
<b>Revenue from operating activities</b>							
General purpose funding - general rates	9	1,310,147	1,345,147	<b>1,335,026</b>	(10,121)	(0.75%)	
General purpose funding - other		757,946	186,223	<b>186,621</b>	398	0.21%	
Law, order and public safety		25,681	5,045	<b>96</b>	(4,949)	(98.09%)	
Health		62,146	0	<b>0</b>	0	0.00%	
Housing		67,400	16,848	<b>20,563</b>	3,715	22.05%	
Community amenities		111,829	105,229	<b>102,637</b>	(2,592)	(2.46%)	
Recreation and culture		15,100	276	<b>358</b>	82	29.61%	
Transport		129,210	110,610	<b>110,610</b>	0	0.00%	
Economic services		21,800	5,445	<b>14,070</b>	8,625	158.41%	
Other property and services		45,225	9,249	<b>31,145</b>	21,896	236.74%	▲
		<b>2,546,484</b>	<b>1,784,072</b>	<b>1,801,126</b>	17,054		
<b>Expenditure from operating activities</b>							
Governance		(597,829)	(130,877)	<b>(113,528)</b>	17,349	13.26%	▲
General purpose funding		(91,511)	(20,439)	<b>(20,238)</b>	201	0.99%	
Law, order and public safety		(94,735)	(38,236)	<b>(32,929)</b>	5,307	13.88%	
Health		(266,822)	(65,709)	<b>(56,989)</b>	8,720	13.27%	
Education and welfare		(54,910)	(28,721)	<b>(22,933)</b>	5,788	20.15%	
Housing		(188,415)	(46,254)	<b>(29,586)</b>	16,668	36.04%	▲
Community amenities		(190,509)	(31,802)	<b>(35,673)</b>	(3,871)	(12.17%)	
Recreation and culture		(941,238)	(189,392)	<b>(110,007)</b>	79,385	41.92%	▲
Transport		(1,510,650)	(369,267)	<b>(255,670)</b>	113,597	30.76%	▲
Economic services		(255,335)	(56,771)	<b>(62,857)</b>	(6,086)	(10.72%)	
Other property and services		(47,155)	(58,400)	<b>12,427</b>	70,827	121.28%	▲
		<b>(4,239,109)</b>	<b>(1,035,868)</b>	<b>(727,983)</b>	307,885		
Less: Profit on asset disposals	6	(25,225)	0	<b>0</b>	0	0.00%	
Add: Loss on disposal of assets	6	9,883	0	<b>0</b>	0	0.00%	
Add: Depreciation on assets		1,378,678	344,637	<b>0</b>	(344,637)	(100.00%)	▼
<b>Amount attributable to operating activities</b>		<b>(329,289)</b>	<b>1,092,841</b>	<b>1,073,143</b>	<b>(19,698)</b>		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	7	1,741,818	201,699	<b>108,221</b>	(93,478)	(46.35%)	▼
Less UnSpent Non-Operating Grants (Contract Liabilities)	7	0	0	<b>(46,112)</b>	(46,112)	0.00%	
<b>Net Non-Operating Grants</b>	7	<b>1,741,818</b>	<b>201,699</b>	<b>62,109</b>	(139,590)	(69.21%)	
Proceeds from disposal of assets	6	94,000	0	<b>0</b>	0	0.00%	
Payments for property, plant and equipment and infrastructure	5	(3,025,451)	(309,822)	<b>(269,304)</b>	40,518	13.08%	▲
<b>Amount attributable to investing activities</b>		<b>(1,189,633)</b>	<b>(108,123)</b>	<b>(207,195)</b>	(99,072)		
<b>Financing Activities</b>							
Payments for principal portion of lease liabilities		(3,368)	0	<b>0</b>	0	0.00%	
Repayment of debentures	12	(44,821)	(22,098)	<b>(22,098)</b>	0	0.00%	
Principal elements on self supporting loan			0	<b>0</b>	0	0.00%	
Transfer to reserves	4	(175,891)	(1,791)	<b>(1,791)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(224,080)</b>	<b>(23,889)</b>	<b>(23,889)</b>	0		
<b>Closing funding surplus / (deficit)</b>	1	<b>0</b>	<b>2,703,831</b>	<b>2,637,897</b>			

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater. This is indicated

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**STATUTORY STATEMENT Local Government (Financial Management) Regulations 34**
**STATEMENT OF FINANCIAL ACTIVITY**
**BY NATURE OR TYPE**
**FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

		REG 34(1)(a)	REG 34(1)(b)	REG 34(1)(c)	REG 34(1)(d)	REG 34(1)(d)	
	Ref	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note	\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1	1,743,002	1,743,002	<b>1,795,837</b>	52,835	3.03%	
<b>Revenue from operating activities</b>							
Rates	9	1,318,571	1,345,147	<b>1,335,026</b>	(10,121)	(0.75%)	
Operating grants, subsidies and contributions	8	1,005,669	314,310	<b>327,717</b>	13,407	4.27%	
Fees and charges		172,479	120,863	<b>130,374</b>	9,511	7.87%	
Interest earnings		20,490	3,740	<b>1,484</b>	(2,256)	(60.31%)	
Other revenue		4,050	12	<b>6,525</b>	6,513	54272.50%	
Profit on disposal of assets	6	25,225	0	<b>0</b>	0	0.00%	
		<b>2,546,484</b>	<b>1,784,072</b>	<b>1,801,126</b>	17,054		
<b>Expenditure from operating activities</b>							
Employee costs		(1,152,935)	(222,326)	<b>(332,218)</b>	(109,892)	(49.43%)	▼
Materials and contracts		(1,315,236)	(261,699)	<b>(255,150)</b>	6,549	2.50%	
Utility charges		(184,590)	(46,069)	<b>(35,610)</b>	10,459	22.70%	▲
Depreciation on non-current assets		(1,378,678)	(344,637)	<b>0</b>	344,637	100.00%	▲
Interest expenses		(10,707)	(5,648)	<b>(2,068)</b>	3,580	63.39%	
Insurance expenses		(142,702)	(142,702)	<b>(100,365)</b>	42,338	29.67%	▲
Other expenditure		(44,378)	(12,787)	<b>(2,572)</b>	10,215	79.89%	▲
Loss on disposal of assets	6	(9,883)	0	<b>0</b>	0	0.00%	
		<b>(4,239,109)</b>	<b>(1,035,868)</b>	<b>(727,983)</b>	307,885		
<b>Non-cash amounts excluded from operating activities</b>							
Less: Profit on asset disposals	6	(25,225)	0	<b>0</b>	0	0.00%	
Add: Loss on disposal of assets	6	9,883	0	<b>0</b>	0	0.00%	
Add: Depreciation on assets		1,378,678	344,637	<b>0</b>	(344,637)	(100.00%)	▼
<b>Amount attributable to operating activities</b>		<b>(329,289)</b>	<b>1,092,841</b>	<b>1,073,143</b>	(19,698)		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	7	1,741,818	201,699	<b>108,221</b>	(93,478)	(46.35%)	▼
Less UnSpent Non-Operating Grants (Contract Liabilities)	7	0	0	<b>(46,112)</b>			
<b>Net Non-Operating Grants</b>	7	<b>1,741,818</b>	<b>201,699</b>	<b>62,109</b>			
Proceeds from disposal of assets	6	94,000	0	<b>0</b>	0	0.00%	
Payments for property, plant and equipment and infrastructure	5	(3,025,451)	(309,822)	<b>(269,304)</b>	40,518	13.08%	▲
<b>Amount attributable to investing activities</b>		<b>(1,189,633)</b>	<b>(108,123)</b>	<b>(207,195)</b>	(99,072)		
<b>Financing Activities</b>							
Payments for principal portion of lease liabilities		(3,368)	0	<b>0</b>	0	0.00%	
Repayment of debentures	12	(44,821)	(22,098)	<b>(22,098)</b>	0	0.00%	
Transfer to reserves	4	(175,891)	(1,791)	<b>(1,791)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(224,080)</b>	<b>(23,889)</b>	<b>(23,889)</b>	0		
<b>Closing funding surplus / (deficit)</b> REG 34(1)(e)	1	<b>0</b>	<b>2,703,831</b>	<b>2,637,897</b>	(65,934)		

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is greater.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.



**Explanation of the composition of net current assets**

	Notes	Last Years Actual Closing 30/6/2020	Adopted Budget	This time 2 months ago 30/06/2020	This time last month 31/08/2020	YTD Actual (b) 30/09/2020
		\$	\$	\$	\$	\$
<b>Net current assets used in the Statement of Financial Activity</b>						
<b>Current assets</b>						
Cash and cash equivalents	3	1,895,387	1,888,758	1,895,387	1,478,611	1,432,173
Cash backed Reserves		2,420,620	2,418,761	2,420,620	2,422,410	2,422,410
Rates receivables	10	46,860	46,860	46,860	37,031	1,302,507
Receivables	10	88,284	101,995	88,284	87,634	56,327
Inventories		3,626	3,626	3,626	106	5,504
<b>Total Current assets</b>		<b>4,471,519</b>	<b>4,460,000</b>	<b>4,454,775</b>	<b>4,025,792</b>	<b>5,218,921</b>
<b>Less: Current liabilities</b>						
Payables		(140,232)	(134,821)	(140,232)	(3,970)	(46,259)
Contract liabilities	7	(48,587)	(48,587)	(48,587)	0	(46,112)
Borrowings	12	(44,822)	(44,822)	(44,822)	(33,203)	(22,724)
Lease liabilities	13	(3,368)	(3,368)	(3,368)	(3,368)	(3,368)
Employee Provisions		(114,830)	(114,830)	(114,829)	(114,829)	(114,830)
<b>Total Current liabilities</b>		<b>(351,839)</b>	<b>(346,428)</b>	<b>(351,838)</b>	<b>(155,370)</b>	<b>(233,293)</b>
<b>Net Currents Assets</b>		<b>4,119,680</b>	<b>4,113,572</b>	<b>4,102,937</b>	<b>3,870,422</b>	<b>4,985,628</b>
<b>Less: Adjustments to net current assets</b>						
Less: Reserves - restricted cash	4	(2,420,620)	(2,418,761)	(2,420,620)	(2,418,761)	(2,422,410)
Add: Contract liabilities (Grants received but not spent)	7	48,587	0	48,587	0	46,112
Add: Movement in Contract Liabilities		0	0	0	0	2,475
Add: Borrowings included in Budget	12	44,822	44,823	44,822	33,203	22,724
Add: Lease liabilities included in Budget	13	3,368	3,368	3,368	3,368	3,368
<b>Total adjustments to net current assets</b>		<b>(2,323,843)</b>	<b>(2,370,570)</b>	<b>(2,323,843)</b>	<b>(2,382,190)</b>	<b>(2,347,732)</b>
<b>Closing funding surplus / (deficit) (NET CURRENT ASSETS)</b>		<b>1,795,837</b>	<b>1,743,002</b>	<b>1,779,095</b>	<b>1,488,232</b>	<b>2,637,897</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater. This is indicated by the symbols ▲ ▼

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Other property and services	21,896	236.74%	▲ Permanent	Insurance credits up by 4K, Workers Comp Reimbursement over budget by 16K
<b>Expenditure from operating activities</b>				
Governance	17,349	13.26%	▲ Timing	Members Fees, allowances and training down 12K and Insurance down 5K
Housing	16,668	36.04%	▲ Timing	Depreciation down 10K & Insurances down 5.5K
Recreation and culture	79,385	41.92%	▲ Timing	\$68K relating to the variance is depreciation and Insurance down 9.5K
Transport	113,597	30.76%	▲ Timing	\$168k relating to the variance is depreciation and maintenance grading over by \$50,000
Other property and services	70,827	121.28%	▲ Timing	Depreciation in Plant down 65K and fuel allocation down 14K
<b>Non-cash amounts excluded from operating activities</b>				
Add: Depreciation on assets	(344,637)	(100.00%)	▼ Timing	Depreciation has not been expensed via the Asset register for FY 21 pending finalisation of the FY20 Audit.
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(93,478)	(46.35%)	▼ Timing	107k budeted for Tennis Club contribution.
Payments for property, plant and equipment and infrastructure	40,518	13.08%	▲ Timing	Refer to Capital expenditure Note 5 for Details

# SHIRE OF WYALKATCHEM

## SUPPORTING INFORMATION THE MONTHLY STATEMENTS PROVIDED FOR COUNCILLORS INFORMATION REG 34(2)(c) FOR THE PERIOD ENDED 30 SEPTEMBER 2020

The Local Government (Financial Management) Regulations provide at 34.(2) that:  
(2) Each Statement of financial activity is to be accompanied by documents containing —  
(c) such other supporting information as is considered relevant by the local government;  
as such the following supporting information is provided.

### INDEX TO NOTES

Note 3	Cash and Financial Assets	8
Note 4	Cash Reserves	9
Note 5	Capital Acquisitions	10 - 11
Note 6	Disposal of Assets	12
Note 7	Non operating grants and contributions	13
Note 8	Operating grants and contributions	14
Note 9	Rate Revenue	15
Note 10	Receivables	16
Note 11	Payables	17
Note 12	Borrowings	18
Note 13	Lease Liabilities	19
Note 14	Budget Amendments	20
	Basis of Preparation	21
	Key Terms	22

Description	Classification	Unrestricted	Restricted	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	Cash				
<b>Cash on hand</b>								
Municipal Bank Account	Cash and cash equivalents	1,426,910		1,426,910	0	NAB		
Trust Bank Account	Cash and cash equivalents	0		0	0	NAB		
Reserve Investment Account	Cash and cash equivalents		2,422,410	2,422,410	0	NAB	0.73%	15/02/2021
<b>Total</b>		<b>1,426,910</b>	<b>2,422,410</b>	<b>3,849,320</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		1,426,910	2,422,410	3,849,320	0			
		<b>1,426,910</b>	<b>2,422,410</b>	<b>3,849,320</b>	<b>0</b>			

**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

**OPERATING ACTIVITIES**  
**Note 4**  
**CASH RESERVES**

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building Reserve	299,125	1,346	222	0	0	0	0	300,471	299,347
Waste Management Reserve	57,261	258	42	0	0	0	0	57,519	57,303
Plant & Equipment Reserve	199,402	897	148	65,000	0	0	0	265,299	199,550
Community Bus Reserve	82,189	370	61	0	0	0	0	82,559	82,250
Government Joint Venture Housing Reserve	18,413	83	14	0	0	0	0	18,496	18,427
Sport & Recreation Facilities Reserve	135,989	612	100	40,000	0	0	0	176,601	136,089
Community Development Reserve	258,945	1,165	191	60,000	0	0	0	320,110	259,136
Community Health Reserve	1,072,704	4,826	794	0	0	0	0	1,077,530	1,073,498
Airport Development Reserve	42,930	193	32	0	0	0	0	43,123	42,962
Depot Reserve	253,661	1,141	188	0	0	0	0	254,802	253,849
	<b>2,420,620</b>	<b>10,891</b>	<b>1,791</b>	<b>165,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,596,510</b>	<b>2,422,410</b>

KEY INFORMATION

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	245,283	0	0	0
Plant & Equipment	410,250	0	0	0
Roads	1,246,223	0	0	0
Other Infrastructure	1,123,695	309,822	269,304	(40,518)
<b>Total Capital Acquisitions</b>	<b>3,025,451</b>	<b>309,822</b>	<b>269,304</b>	<b>(40,518)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,741,818	201,699	108,221	(93,478)
Other (disposals & C/Fwd)	94,000	0	0	0
Contribution - operations	1,189,633	108,123	161,083	52,960
<b>Capital funding total</b>	<b>3,025,451</b>	<b>309,822</b>	<b>269,304</b>	<b>(40,518)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

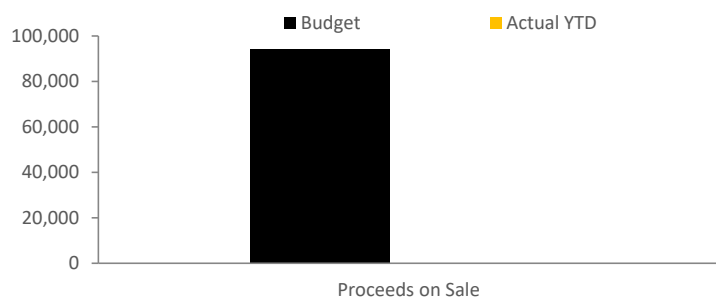
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

Adopted							
Account	Job	Account Description	Original Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
<b>Land &amp; Buildings</b>							
4080310	BC0002	Child Care Centre (LGRIC funded)	100,000	0	0	0	
4090110	BC0005	2 Slocum Street	20,000	0	0	0	
4090110	BC0006	2a Slocum Street	15,000	0	0	0	
4110310	BC0001	P&G Storage	20,283	0	0	0	
4110610	BC0007	Museum - Storage and Display Shed (LGRIC funded)	80,000	0	0	0	
4130210	CB029	Barracks Building Capital Expense	10,000	0	0	0	
			<b>245,283</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Plant &amp; Equipment</b>							
4070730	PC003	Doctors Vehicle Replacement	65,000	0	0	0	
4120330	PC0100	Crew Cab Tipper Truck Replacement	120,000	0	0	0	
4140230	PC001	CEO Vehicle Capital	65,000	0	0	0	
4140330	PC0001	Works Manager Vehicle Replacement	55,000	0	0	0	
4140330	PC0005	New Tractor	50,250	0	0	0	
4140330	PC0006	New Mini Excavator	55,000	0	0	0	
			<b>410,250</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Roads</b>							
4120140	R2R011	R2R - Davies Road	180,000	0	0	0	
4120140	R2R03	R2R - Elsegood Rd	105,000	0	0	0	
4120140	R2R116	R2R - Lindsay Street	140,000	0	0	0	
4120140	RRG131	RRG Cunderdin - Wyalkatchem Road	413,190	0	0	0	
4120140	RRG132	RRG Tammin - Wyalkatchem Road	172,921	0	0	0	
4120142	CO999	Council Funded Roadworks Budget	235,112	0	0	0	
			<b>1,246,223</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other Infrastructure</b>							
4100790	CIO007	Cemetery Improvements	38,000	0	0	0	
4110390	CIO003	Tennis Court Redevelopment (Capital)	583,642	291,822	268,674	(23,148)	
4110390	CIO008	Rec Centre Electricity Upgrade	8,000	8,000	0	(8,000)	
4110390	CIO009	Water tank for Rec Centre	10,000	10,000	0	(10,000)	
4110390	CIO010	Community Club Upgrades	100,000	0	0	0	
4120190	CIO005	Reconstruction of Eastern Channel	144,453	0	0	0	
4120190	CIO006	Flint and Gamble Intersection-Stormwater redirection to town	148,866	0	0	0	
4130890	CIO004	Town Beautification/Upgrades (LGRIC funded)	90,734	0	629	629	
			<b>1,123,695</b>	<b>309,822</b>	<b>269,304</b>	<b>(40,518)</b>	
			<b>3,025,451</b>	<b>309,822</b>	<b>269,304</b>	<b>(40,518)</b>	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

**OPERATING ACTIVITIES**  
**Note 6**  
**DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Plant and equipment</b>									
<b>Health</b>									
	Doctors Mazda	25,153	20,000	0	(5,153)			0	0
<b>Other property and services</b>									
	WM00 Toyota Corolla 2015	5,775	14,000	8,225	0			0	0
	Works Manager Toyota Hilux	29,730	25,000	0	(4,730)			0	0
	Isuzu CrewCab Tipper Truck	5,000	20,000	15,000	0			0	0
	New Holland Tractor	13,000	15,000	2,000	0			0	0
		<b>78,658</b>	<b>94,000</b>	<b>25,225</b>	<b>(9,883)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>





NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

Note 7

NON-OPERATING GRANTS AND CONTRIBUTIONS

Non operating grants, subsidies and contributions revenue

Type	Provider	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual	YTD Expense Actual	Unspent Grants Contract Liability Actual
		\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>						
<b>Governance</b>						
GEN PUR - Other Grants	Tied	LGRIC	320,734	0	0	0
<b>Community amenities</b>						
STORM - Grants	Tied	State	200,000	0	0	0
COM AMEN - Other Cemetery Income	Tied	Friends of the Cemetery	4,000	0	0	0
<b>Recreation and culture</b>						
REC - Non- Operating Contributions	Tied	Tennis Club	107,000	107,000	0	0
REC - Grants	Tied	Tennis Aust/CSRFF	294,347	48,587	48,587	268,674
<b>Transport</b>						
ROADC - Regional Road Group Grants (MRWA)	Tied	Main Roads WA	390,737	46,112	46,112	0
ROADC - Roads to Recovery Grant	Tied	DIAP - Commonwealth	425,000	0	13,522	13,522
			<b>1,741,818</b>	<b>201,699</b>	<b>108,221</b>	<b>282,196</b>
						<b>46,112</b>

Operating grants, subsidies and contributions revenue

Provider	Type	Adopted Budget Revenue	Revised Budget	YTD Budget	YTD Revenue Actual	YTD Expense Actual	Contract Liability Actual
		\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>							
<b>General purpose funding</b>							
GEN PUR - Financial Assistance Grant - Gen	Untied	525,404	525,404	131,351	133,163	n/a	n/a
GEN PUR - Financial Assistance Grant - Roa	Untied	198,128	198,128	49,532	50,970	n/a	n/a
<b>Law, order, public safety</b>							
ESL BFB - Operating Grant		20,181	20,181	5,045	0	0	0
<b>Recreation and culture</b>							
OTH CUL - Grants - Other Culture		13,000	13,000	0	0	0	0
<b>Transport</b>							
ROADM - Street Lighting Subsidy	Untied	1,600	1,600	0	0	n/a	n/a
ROADM - Direct Road Grant (MRWA)	Untied	110,610	110,610	110,610	110,610	n/a	n/a
		<b>868,923</b>	<b>868,923</b>	<b>296,538</b>	<b>294,743</b>	<b>0</b>	<b>0</b>
<b>Reimbursement Contribution</b>							
<b>Governance</b>							
RATES - Reimbursement of Debt Collection	Untied	3,500	3,500	0	0	n/a	n/a
<b>Health</b>							
OTH HEALTH - Contributions, Donations &	Untied	62,146	62,146	0	0	n/a	n/a
<b>Housing</b>							
STF HOUSE - Staff Rental Reimbursements - 2 Slocum St		0	0	0	30	n/a	n/a
STF HOUSE - Staff Rental Reimbursements	Untied	0	0	0	754	n/a	n/a
STF HOUSE - Staff Rental Reimbursements	Untied	0	0	0	120	n/a	n/a
STF HOUSE - Staff Rental Reimbursements	Untied	0	0	0	754	n/a	n/a
OTH HOUSE - Rental Reimbursements	Untied	34,000	34,000	8,499	687	n/a	n/a
OTH HOUSE - Rental Reimbursements - Joi	Untied	10,000	10,000	2,499	229	n/a	n/a
<b>Economic services</b>							
ECONOM - Other Fees & Charges	Untied	100	100	24	0	n/a	n/a
TOUR - Barracks Fees and Charges	<b>Untied</b>	0	0	0	7,625	n/a	n/a
<b>Other property and services</b>							
ADMIN - Fees & Charges	Untied	2,000	2,000	501	4,351	n/a	n/a
POC - Fuel Tax Credits Grant Scheme	Untied	15,000	15,000	3,750	5,430	n/a	n/a
SAL - Reimbursement - Workers Compensa	Untied	10,000	10,000	2,499	12,994	n/a	n/a
		<b>136,746</b>	<b>136,746</b>	<b>17,772</b>	<b>32,975</b>	<b>0</b>	<b>0</b>
<b>TOTALS</b>		<b>1,005,669</b>	<b>1,005,669</b>	<b>314,310</b>	<b>327,717</b>	<b>0</b>	<b>0</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

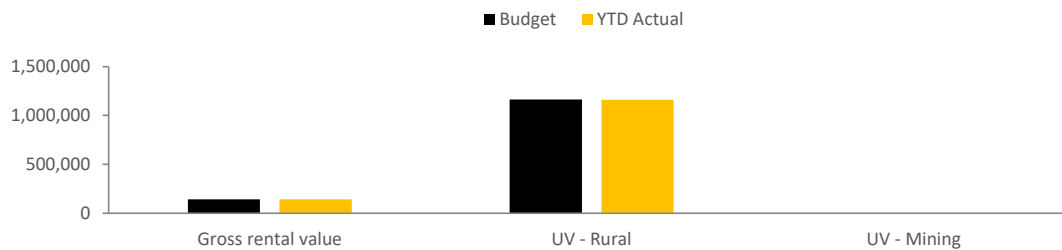
**OPERATING ACTIVITIES**  
**Note9**  
**RATE REVENUE**

General rate revenue

RATE TYPE	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>Gross rental value</b>				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value	0.10504	250	1,347,760	141,569	0	0	141,569	142,064	0	0	142,064
<b>Unimproved value</b>											
UV - Rural	0.01642	229	70,761,000	1,162,108	0	0	1,162,108	1,161,558	0	0	1,161,558
UV - Mining	0.01642	0	0	0	0	0	0	0	0	0	0
<b>Sub-Total</b>		<b>479</b>	<b>72,108,760</b>	<b>1,303,676</b>	<b>0</b>	<b>0</b>	<b>1,303,677</b>	<b>1,303,622</b>	<b>0</b>	<b>0</b>	<b>1,303,622</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
GRV - Wyalkatchem	495	56	82,280	27,720	0	0	27,720	27,225	0	0	27,225
<b>Unimproved value</b>											
UV - Rural	550	16	273,100	8,800	0	0	8,800	9,350	0	0	9,350
UV - Mining	550	9	17,151	4,950	0	0	4,950	4,950	(496)	0	4,454
<b>Sub-total</b>		<b>81</b>	<b>372,531</b>	<b>41,470</b>	<b>0</b>	<b>0</b>	<b>41,470</b>	<b>41,525</b>	<b>(496)</b>	<b>0</b>	<b>41,029</b>
Discount							(35,000)				(9,625)
<b>Amount from general rates</b>							<b>1,310,147</b>				<b>1,335,026</b>
Ex-gratia rates							8,424				0
<b>Total general rates</b>							<b>1,318,571</b>				<b>1,335,026</b>

KEY INFORMATION

Rate Revenue by Rate Type



It is anticipated that Rates will be raised in September 2020

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

**OPERATING ACTIVITIES**  
**Note 10**  
**RECEIVABLES**

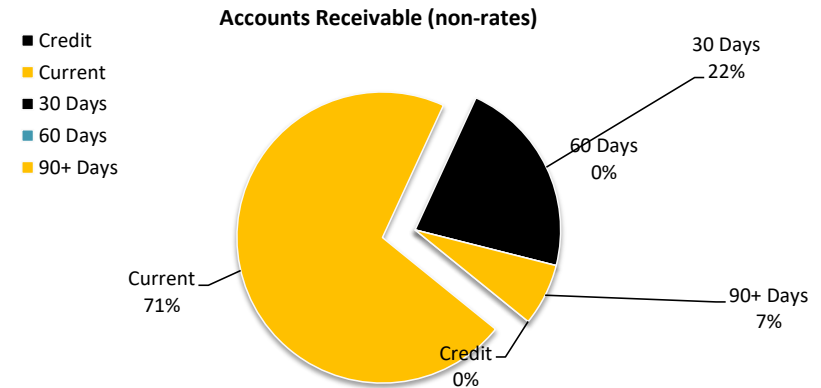
Rates receivable	30 Jun 2020	30 Sep 2020
	\$	\$
Opening arrears previous years	1,302,507	46,860
Levied this year	1,335,026	1,335,026
Less - collections to date	(2,590,673)	(79,379)
Equals current outstanding	<b>46,860</b>	<b>1,302,507</b>
<b>Net rates collectable</b>	<b>46,860</b>	<b>1,302,507</b>
% Collected	98.2%	5.7%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	20,660	6,416	0	2,004	29,080
Percentage	0.0%	71%	22.1%	0%	6.9%	
<b>Balance per trial balance</b>						
Sundry receivable	0	20,660	6,416	0	2,004	29,080
GST receivable	0	17,342	0	0	0	17,342
Pensioner rebate	0	9,905	0	0	0	9,905
<b>Total receivables general outstandi</b>	<b>0</b>	<b>47,907</b>	<b>6,416</b>	<b>0</b>	<b>2,004</b>	<b>56,327</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.

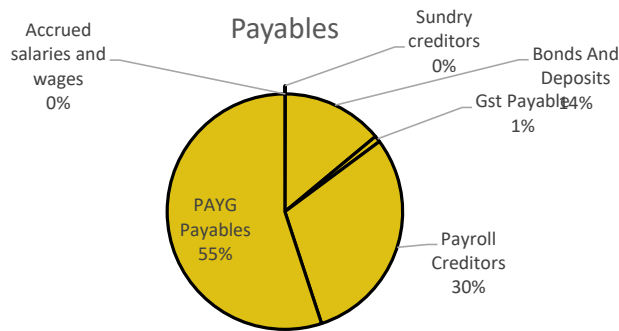


Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	0	0	(26)	(26)
Percentage	0%	0%	0%	0%	100%	
<b>Balance per trial balance</b>						
Sundry creditors	0	0	0	0	(26)	(26)
Accrued salaries and wages	0	0	0	0	0	0
Bonds And Deposits	0	6,408	0	0	0	6,408
Gst Payable	0	402	0	0	0	402
Payroll Creditors	0	13,870	13,870	0	0	13,870
PAYG Payables	0	25,353	0	0	0	25,353
Other Payables	0	252	0	0	0	252
<b>Total payables general outstanding</b>						<b>46,259</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**FINANCING ACTIVITIES  
Note 12  
BORROWINGS**

**Repayments - borrowings**

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>										
Loan 68 - 43/45 Wilson	79	104,939	0	0	11,619	23,631	93,320	81,308	(1,070)	6,833
<b>Economic Services</b>										
Loan 73 - CRC Building	78	90,628	0	0	10,479	21,190	80,149	69,438	(1,340)	3,783
<b>Total</b>		<b>195,567</b>	<b>0</b>	<b>0</b>	<b>22,098</b>	<b>44,821</b>	<b>173,469</b>	<b>150,746</b>	<b>(2,410)</b>	<b>10,616</b>
Current borrowings		44,821					22,724			
Non-current borrowings		150,746					150,745			
		<b>195,567</b>					<b>173,469</b>			

All debenture repayments were financed by general purpose revenue.

**New borrowings 2020-21**

The Shire does not intend to undertake any new borrowings for the year ended 30 June 2021.

**Unspent borrowings**

The Shire has no unspent debenture funds as at 30th June 2020, nor is it expected to have unspent funds as at 30th June 2021.

**KEY INFORMATION**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**FINANCING ACTIVITIES  
NOTE 13  
LEASE LIABILITIES**

**Movement in carrying amounts**

Information on leases Particulars	Lease No.	1 July 2020	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Other property and services</b>										
Photocopier		8,502				3,368	8,502	5,134		
Current lease liabilities		3,368					3,368			
Non-current lease liabilities		5,134					5,134			
		<u>8,502</u>					<u>8,502</u>			

All lease repayments were financed by general purpose revenue.

**KEY INFORMATION**

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**Note 14  
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Budget adoption</b>		Opening surplus	\$	\$	\$	\$
	There has been no budget amendments to date						0
				0	0	0	



# MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 SEPTEMBER 2020

## BASIS OF PREPARATION

### BASIS OF PREPARATION

#### REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

#### BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

#### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 01 October 2020

### SIGNIFICANT ACCOUNTING POLICES

#### CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

#### THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

#### GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

#### ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 SEPTEMBER 2020

## STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

### PROGRAM NAME AND OBJECTIVES

#### GOVERNANCE

To provide a decision making process for the efficient allocation of scarce resources.

#### ACTIVITIES

Includes the activities of members of Council and the administrative support available to the Council for the provision of governance to the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

#### GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

#### LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

#### HEALTH

To provide an operational framework for environmental and community health.

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance. Administration of the ROEROC health scheme and provision of various medical facilities.

#### EDUCATION AND WELFARE

To provide services to disadvantaged persons, the elderly, children and youth.

Maintenance and support of child minding and playgroup centres, senior citizen and aged care facilities.

#### HOUSING

To provide housing to staff.

Provision and maintenance of staff, community and joint venture housing.

#### COMMUNITY AMENITIES

To provide services required by the community.

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery, public conveniences and community bus.

#### RECREATION AND CULTURE

To establish and effectively manage infrastructure and resources which help the social well being of the community.

Maintenance of public halls, aquatic centres, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens, reserves and playgrounds. Provision of library services (contract). Support of museum and other cultural facilities and services.

#### TRANSPORT

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of roads, streets, footpaths, cycling ways, airstrip, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

#### ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building control.

#### OTHER PROPERTY AND SERVICES

To monitor and control Council's overhead operating accounts.

Private works operation, plant repair and operation costs, administration and engineering operation costs.

## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 SEPTEMBER 2020

### REVENUE

#### RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

#### FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

#### SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

#### PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

#### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

#### LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

#### OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.





# REQUEST FOR FEE REDUCTION



27 Flint Street  
PO Box 224  
WYALKATCHEM WA 6485

(08) 9681 1166

general@wyalkatchem.wa.gov.au  
www.wyalkatchem.wa.gov.au

Office Hours  
8:00am – 4:30pm  
Monday to Friday

## Section A: APPLICANTS DETAILS

Name of Organisation:	Wyalkatchem Community Resource Centre Inc				
Postal Address	PO Box 156, Wyalkatchem				
Contact Person:	Craig Cooper				
Email: (will be used for funding remittance)	wyalkatchem@crc.net.au				
Phone:	96811500	(b/h)	0448835421	(Mobile)	
Is your organisation Registered for GST?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	ABN:	51521343853	
Is your organisation Incorporated?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Incorporation No.		
Do you have public liability Insurance?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO			

## Section B: ACTIVITY / EVENT SUMMARY

Type of Activity/Event:	Farm Safety Info Session				
Name of Activity/Event:	Farm Safety Info Session				
Event Location / Venue:	Wyalkatchem Hall				
Activity or Event Date/s:	22/10/2020				
Project description Objectives, Expected outcomes, proposed Actions / Purchases	<p>The CRC would like to use the Hall as a Backup premise in case participation numbers get to high for the event to be held at the CRC.</p> <p>Presentations include: Industrial Manslaughter Law OHS Solutions in Agriculture Training Work Health &amp; Safety Employee Management Program Management Liability &amp; Workers Comp</p> <p>The CRC will only require the hall and its facilities between 1pm and 6pm if we have over 35 bookings.</p>				
Will revenue be generated as a result of the activity or event?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Expected Revenue:	\$ 100.00	
Is this a fund raising activity / Event?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Beneficiaries?	Farmers Business Community	
Are you working with any other community groups or businesses in delivery of this activity / event?	Group/business	Contact Name	Phone		
	FarmSafeWA	Maree Gooch			
Have you applied for other external funding?	Funding Body	Status	Amount \$		
	Attending Speakers	Donation of usual costs cost is travel only.	\$3000.00 in kind		
Type of fee /charge that you are requesting to be waived or reduced?	We would like to have the hire price of the hall reduced to \$0.00 to keep the cost for attendees as low as possible.				

### Section C: COMMUNITY BUS USE

If your request is to waive / reduce the costs associated with the Community Bus, please complete section C. Please note that the requirement to re-fuel the bus after use will still be applicable and will not be included in any fee adjustment.

Date/s of Use						
Expected Km's						

### Section D: FACILITY USE

If your request is to waive / reduce the costs associated with the facility hire, please complete section D

Venue:	Wyalkatchem Hall					
Date/s of Use	22/10/2020					
Hours required	1pm - 7pm					

### Section E: Other Services

If your request is for other Council Services, please complete section E. Please note if the request is related to Private Works, a private works quotation will need to be sought in advance. Works cannot commence prior to funding approval. Applicants will need to adhere to the Private works process including acceptance of quotation, acceptance of estimate only and scheduling requirements.

Date	Details of Shire Services	Estimated Costs
		\$
		\$
		\$
		\$
		\$
		\$

### Section F: Objective Requirements

Does your project meet any of the Community Grant objective/s

YES  NO

If Yes, please state which objective your project meets and how your project will achieve that objective/s

If no, please provide a comprehensive explanation as to why Council should consider your proposal

The Wyalkatchem CRC has a history of avoiding Community Grant applications from the Shire to allow other less financial secure organisations gain access to the available funds. This application is to have the fees for hire of the Hall dropped so we can provide the surrounding farming community with up to date training and information on the changing landscape around workplace laws and regulations. The CRC, as a not for profit organisation is scoped to supply assistance to all sections of our community including those farming businesses the town relies on.

## Section G: FINANCIAL DETAILS

**BUDGET** Please provide a detailed budget for the event / activity you are requesting support from Council. All costs should be itemised in the space provided below. Please note that your income and expenditure should match. If the event / activity is fundraising to be retained please indicate as retained profit. Please refer to guidelines for in-kind support information.

INCOME		
	INTERNAL FUNDING – CASH	AMOUNT
1.	Applicants Cash Contribution:	\$
2.	In-Kind Volunteer Labour:	\$ \$220.00
3.	In-Kind Donated materials:	\$
4.	Other:	\$ 0.00
5.	Fundraising – Retained Surplus	\$ 100.00
6.	<b>TOTAL INTERNAL FUNDING (SUM OF 1:5)</b>	<b>\$ 320</b>
	EXTERNAL FUNDING	AMOUNT
7.	Shire of Wyalkatchem Funding / Fee Reduction:	\$ 128.00
8.	Funding Organisation 1:	\$
9.	Funding Organisation 2:	\$
10.	Participant fees (if applicable):	\$ 625.00
11.	Other Dropping of appearance fee from all speakers as in-kind donation	\$ 3000.00
12.	Other	\$
13.	<b>TOTAL EXTERNAL FUNDING (SUM OF 7:12)</b>	<b>\$ 3753</b>
14.	<b>TOTAL INCOME (6 + 13)</b>	<b>\$ 4073</b>
EXPENDITURE		
	ITEM	AMOUNT
15.	Appearance fees	\$ 3000.00
16.	ticket costing	\$ 54.75
17.	costing for travel of presenters	\$ 300.00
18.	catering	\$ 490.25
19.	Administration	\$ 100.00
20.	Shire cost for hall hire and 50 chairs	\$ 128.00
21.		\$
22.		\$
23.		\$
24.		\$
25.	<b>TOTAL EXPENDITURE</b>	<b>\$ 4073</b>

<b>Total Cost of Project / Event (25)</b>	\$ 4073
<b>Amount of Council Funding (7)</b>	\$ 128
<b>Fundraising Profit (5)</b>	\$ 100
<b>Your Internal Funding (6 minus 5)</b>	\$ 220
<b>Contribution from Other Sources (13 minus 7)</b>	\$ 3625

### Section H: Declaration

I hereby declare that the information supplied on behalf of the named organisation is correct. I consent to the Shire of Wyalkatchem collecting the personal contact details provided above. We acknowledge your right to have access to our personal information, in accordance with the Privacy Act 2000.

I also declare that I have read the Shire of Wyalkatchem Community Strengthening Grant and sponsorship guidelines and agree to comply with the provisions included.

Signature	<i>P.D. Lawrence.</i>	
Name:	Peter Lawrence	Date: 23/09/2020
Position*: *Must be an executive committee member	Chairperson	
Bank Account:	086977	635106300
	BSB Number	Account Number
Account Name:	Wyalkatchem Community Resource Centre Inc	

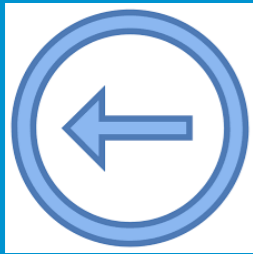
<b>Office Use Only</b>							
Date Received:		Records Ref:		File Ref:			
Approval under delegated Authority? <input type="checkbox"/> YES <input type="checkbox"/> NO*				* Report to Council required.			
Authorised Officer under the instrument of Delegation number 1.2.18							
<input type="checkbox"/> Approved	Approved \$	<input type="checkbox"/> Declined	Reason:				
*if No, Council Meeting Date:		*Outcome of Council Decision	<input type="checkbox"/> Approved	<input type="checkbox"/> Declined, OMC No			
Applicant Notified	<input type="checkbox"/> YES	Date:		Records Ref:		File Ref:	

Stamp of Authorised Officer

Signature

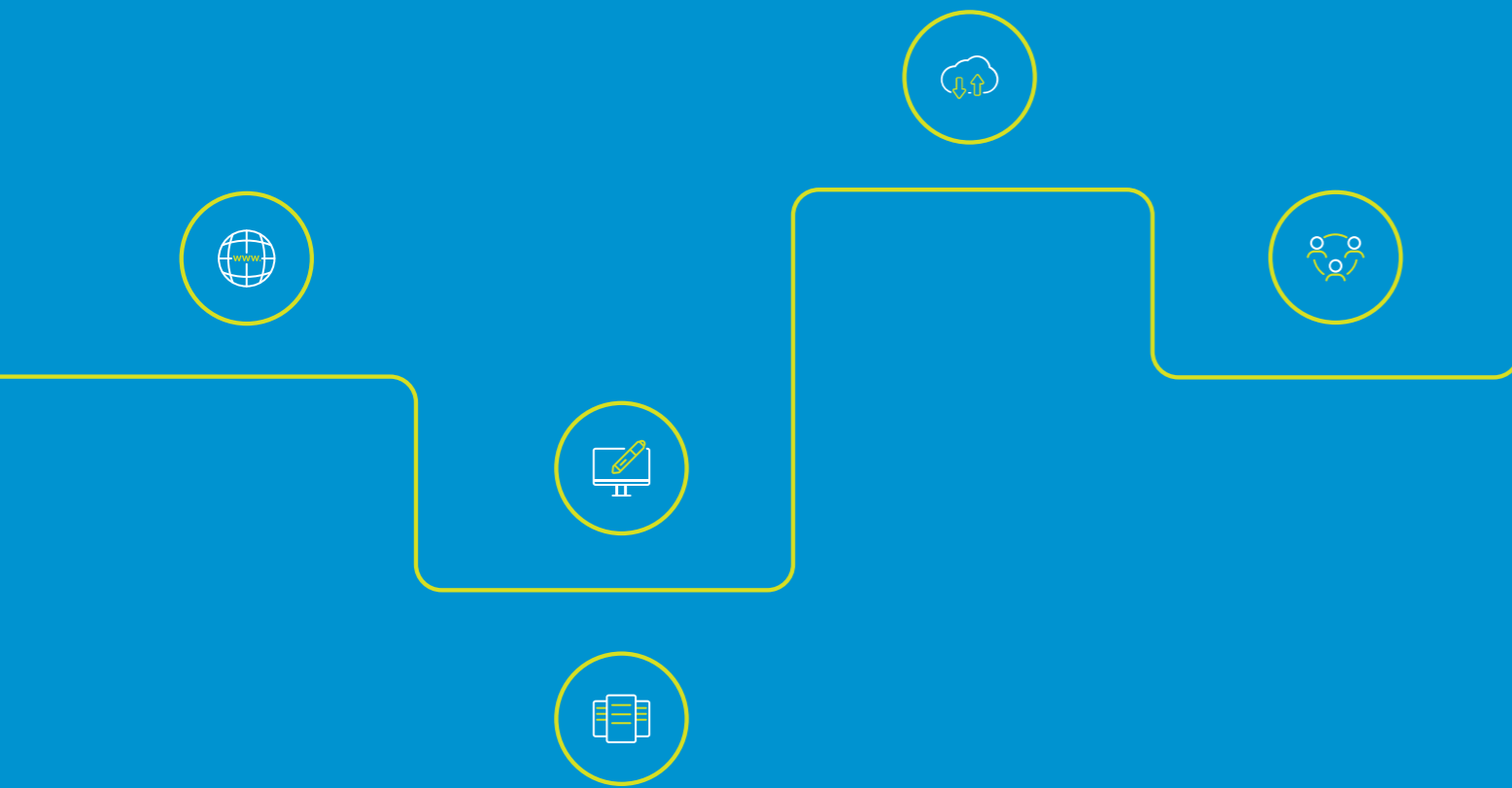
Date





Shire of Wyalkatchem

# Logo Concepts







Current **Logo**

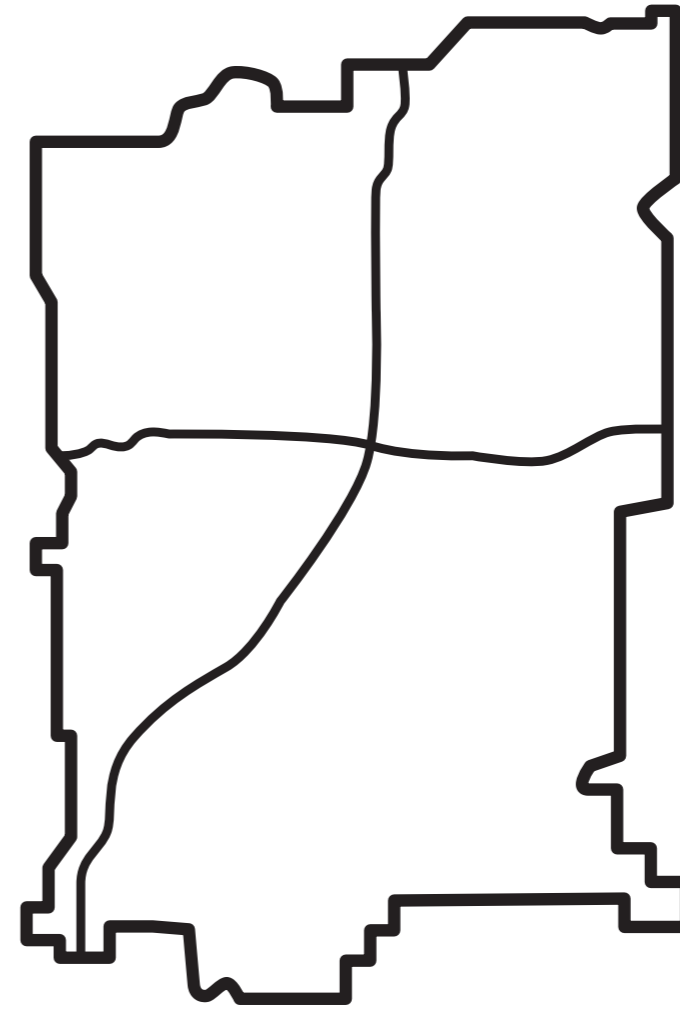


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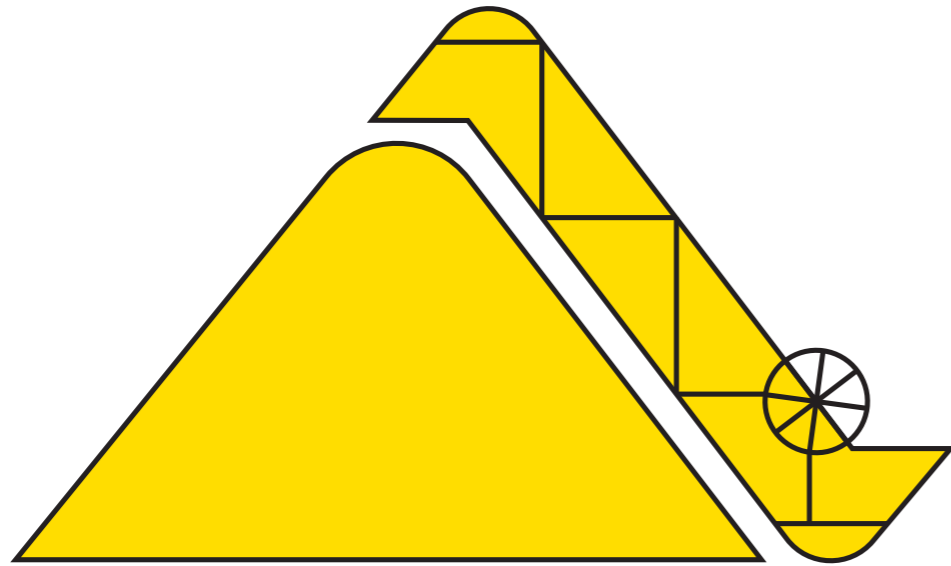
Current Logo



Merino Ram  
Sheaf of Wheat



Shire of Wyalkatchem  
Boundries & Main Roads



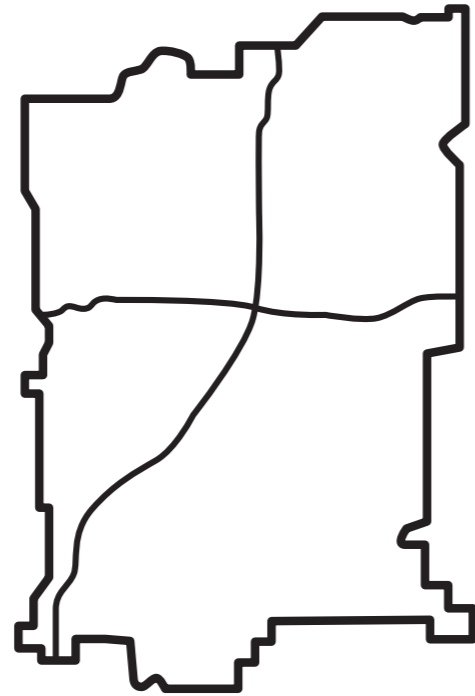
Wheat Conveyor  
and Pile of Grain



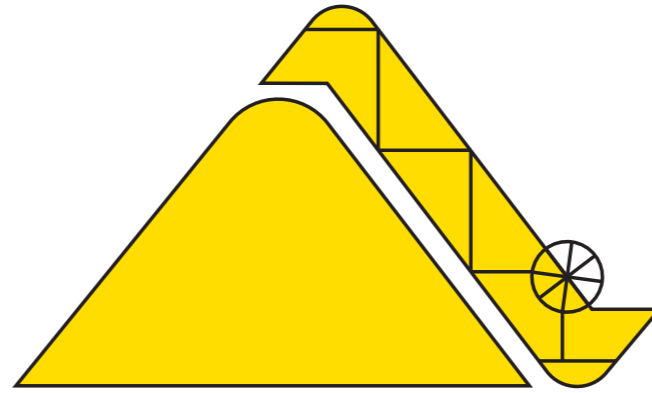
Shire of Wyalkatchem  
Est 1920  
Font: Optima



Merino Ram  
Sheaf of Wheat



Shire of Wyalkatchem  
Boundries & Main Roads



Wheat Conveyor  
and Pile of Grain



Shire of Wyalkatchem  
Est 1920  
Font: Optima

# Concept 1



Shire of  
**Wyalkatchem**



Concept 1

# Concept 2





Shire of  
**Wyalkatchem**



**Concept 2**  
*Recommended*



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**Merino Ram inspiration**



### Perth Office

(08) 6168 1000

mc@marketcreations.com.au

26 Railway Road,  
Subiaco, Western Australia, 6008



### Geraldton Office

(08) 9920 8500

mc@marketcreations.com.au

7 Chapman Road,  
Geraldton, Western Australia, 6530



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ST MARYS

SITE Ref. No. 12.

Shire of Wyalkatchem Municipal Inventory of Heritage Places.



Date of Photo. 5/99 Other photos pages.

PLACE: CATHOLIC CHURCH

TYPE OF PLACE: Place of Worship

LOCATION: Lots 106/107/108/ Railway Terrace. Cnr. Riches St.

OWNER: Name: Catholic Church [Contacted (Y / N)] ✓
Address: c/o Marlene Kelly
P.O. Wyalkatchem 6485 Tel.No. (08)96814018

OCCUPIED?: ( Y ). (If Y by whom).
Catholic Church for Services

CONSTRUCTION OR EARLIEST KNOWN DATES:
Foundation Stone laid 21/7/29. Opened 6/10/29.

HERITAGE LISTINGS: (Current. \* ) (Recommended. ( # )).
Australian Heritage Commission. ( )
Heritage Council of WA. ( )
National Trust of Australia. (WA) (# )
Town Planning Scheme. (# )
Municipal Inventory only. (# )

MANAGEMENT CATEGORY: Number 1 to 5. (2)
( See page 13 for category details.

SIGNIFICANCE: Social, historical, aesthetic  
INTEGRITY : Good  
AUTHENTICITY: Good  
CONDITION : Good.

HISTORY.

Church services were held in the Agricultural Hall and Roads Board Hall after earlier Masses were said in a homestead starting about 1912. The Church was planned in 1928 and it took nearly 12 months to raise funds for building. Some records show that the site was Crown land and others that it belonged to E.B. Johnston from whom the Church purchased the land in 1931. There is a written history to cover the period 1929 to 1954 and more details will be found there.

DESCRIPTIONS.

A brick and rendered building typical of the period which is the focal point of buildings used by the Catholic Church in Wyalkatchem and is part of a small complex also containing a school building and a presbytery.

RECOMMENDATIONS AND OTHER INFORMATION.

The Church and associated buildings are of significance to the Town and the local community. The building was the first brick place of worship in Wyalkatchem although not the oldest. Consideration should be given to HCWA listing.

# EXTRACT FROM HERITAGE DATABASE

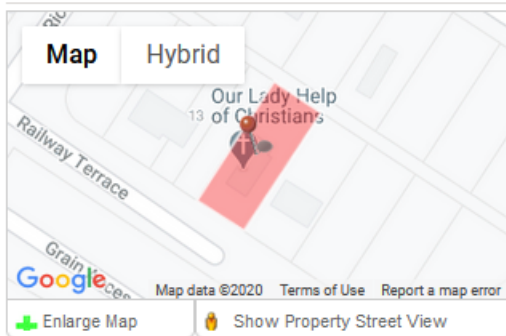


[Print this record](#) | [New search](#)

## St Mary's Catholic Church

**AUTHOR** Shire of Wyalkatchem

**PLACE NUMBER** 02760



### LOCATION

Cnr Railway Tce & Riches St Wyalkatchem

### LOCATION DETAILS

Lot 106 to 111

### OTHER NAME(S)

St Mary's Church

### LOCAL GOVERNMENT

Wyalkatchem

### REGION

Whe...

### CONSTRUCTION DATE

Constructed from 1929

### DEMOLITION YEAR

N/A

### Statutory Heritage Listings

TYPE	STATUS	DATE	DOCUMENTS
(no listings)			

### Heritage Council Decisions and Deliberations

TYPE	STATUS	DATE	DOCUMENTS
(no listings)			

### Other Heritage Listings and Surveys

TYPE	STATUS	DATE	GRADING/MANAGEMENT		MORE INFORMATION
			CATEGORY	DESCRIPTION	
Municipal Inventory	Adopted	16 Dec 1999	Category 1	<a href="#">more</a>	

#### Parent Place or Precinct

[02760 St Mary's Catholic Church](#)

#### Child Places

[23965 Catholic Church School](#)  
[16988 St Mary's Catholic Church Group](#)  
[23967 St Mary's Presbytery](#)  
[02760 St Mary's Catholic Church](#)

#### Statement of Significance

The first brick place of worship in Wyalkatchem and the only one from that era that is still used for its original purpose.

[more](#)

#### Physical Description

Made from stone with terracotta tiles on a low pitched gable roof. Two additional porches were added (date unknown), and were made from face brick. The church displays a decorative parapet, with dutch gable f

[more](#)

#### History

Foundation Stone was laid 21/7/1929 and the church opened 6/10/1929. It was the first brick place of worship in Wyalkatchem.

[more](#)

#### Integrity/Authenticity

Good Degree/Good Degree

[more](#)

#### Condition

Well Maintained

[more](#)

### References

REF ID NO	REF NAME	REF SOURCE	REF DATE
	"Wyalkatchem, A History of the District"		

[show categories](#)

Creation Date 30 May 1989

Last Update 01 Jan 2017

Publish place record online (inHerit): Approved

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Our heritage places

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- ▶ [About inHerit](#)
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- ▶ [Search Tips](#)
- ▶ [Local Government Heritage Lists](#)
- ▶ [Feedback Form](#)

### Category 1

Highest level of protection appropriate. Recommended for entry into the State Register of Heritage Places. Provide maximum encouragement to the owner to conserve the significance of the place.

# CHURCH



# PRESBYTERY





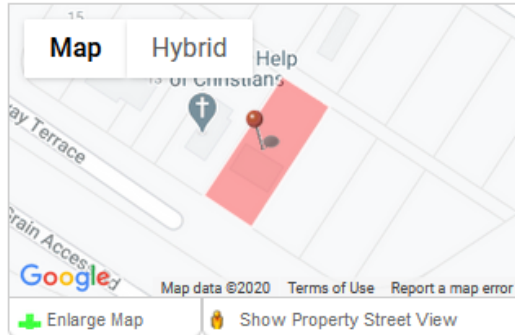
HERITAGE  
COUNCIL

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## St Mary's Presbytery

**AUTHOR** Heritage Council

**PLACE NUMBER** 23967



### LOCATION

Lot 111 Railway Tce Wyalkatchem

### LOCATION DETAILS

**LOCAL GOVERNMENT** Wyalkatchem      **REGION** Wheatbelt  
**CONSTRUCTION DATE**  
**DEMOLITION YEAR** N/A

### Statutory Heritage Listings

TYPE	STATUS	DATE	DOCUMENTS	MORE INFORMATION
(no listings)				

### Heritage Council Decisions and Deliberations

TYPE	STATUS	DATE	DOCUMENTS
(no listings)			

### Other Heritage Listings and Surveys

TYPE	STATUS	DATE	CHANGING MANAGEMENT		MORE INFORMATION
			CATEGORY	DESCRIPTION	
Municipal inventory	Adopted	18 Mar 2003	Category 1	<a href="#">more</a>	<a href="#">Shire of Wyalkatchem</a>

### Parent Place or Precinct

[02780 St Mary's Catholic Church](#)

[show categories](#)

**Creation Date** 05 Oct 2011

**Last Update** 01 Jan 2017

**Publish place record online (inHerit):** Approved

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Our heritage places

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Last Updated: 16 Aug 2019 (ver 1.3.4.108)

Web development by [Agile Computing](#)

### Category 1

Highest level of protection appropriate. Recommended for entry into the State Register of Heritage Places. Provide maximum encouragement to the owner to conserve the significance of the place.

HERITAGE WHAT MAKES US WESTERN AUSTRALIAN

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NEXT





Telstra Property  
 c/- Jones Lang LaSalle (VIC) Pty. Limited  
 A.B.N. 28 004 582 423  
 Level 30, 242 Exhibition Street  
 Melbourne VIC 3000  
 Tel: 0436 846 843  
 Email: erfan.momeni@team.telstra.com

11 September 2020

Shire of Wyalkatchem  
 PO BOX 224  
 Wyalkatchem WA 6485

Dear Sir / Madam,

**HEADS OF TERMS FOR PROPOSED LEASE RENEWAL FROM SHIRE OF WYALKATCHEM TO TELSTRA CORPORATION LIMITED**

**LESSOR:** Shire of Wyalkatchem

**PREMISES:** Part of located at 28870 Plan 216291 Wyalkatchem North Road, Wyalkatchem , WA, 6485

**SITE REF:** Wyalkatchem CMTS (Address ID: 68491 / NSA: 6485001 / Node Code: WYKD) JDE: 31581500

We confirm that JLL acts for, and advises, Telstra Corporation Limited ("Telstra") with respect to its real estate holdings. In that capacity, we write in regard to Telstra's Telecommunications facility located at the above property and set out Telstra's lease proposal for your consideration:

1	<b>Lessor</b>	Shire of Wyalkatchem
2	<b>Lessee</b>	Telstra Corporation Limited (ACN 051 775 556) ("Telstra")
3	<b>Land</b>	Crown Land Volume 3078 Folio 256 (Reserve 40516)
4	<b>Premises</b>	Part of the Select One situated at 28870 Plan 216291 Wyalkatchem North Road, Wyalkatchem , WA, 6485 and shown Select One on the plan attached (see Schedule A – Premises Plan).
5	<b>Permitted Use</b>	Installation, inspection, maintenance, construction, excavation, replacement, repair, renewal, alteration, upgrade, cleaning, operation, access to and from and removal of the Lessee's Facility on the Land in accordance with the Lease including the exercise of any rights as set out in the Telecommunications Act 1997 (Cth).
6	<b>Term</b>	Ten (10) Years, commencing on the Commencement Date
7	<b>Commencement Date</b>	1 November 2021
8	<b>Rent</b>	\$1,000.00 per annum, plus GST (if any) payable on and from the Commencement Date. The Rent is a gross Rent inclusive of all outgoings.
9	<b>Rent Payment Frequency</b>	Annually in advance by EFT with the first year's Rent to be paid from the Commencement Date.
10	<b>Lease Format – Standard Telstra Lease</b>	The Lease will be Standard form of renewal for the jurisdiction
11	<b>Direct Expenses</b>	Telstra will pay for the electricity it uses at the Premises.
12	<b>Insurance</b>	Telstra self insures for property damage. Telstra has a global insurance policy for public liability in excess of \$20 million.
13	<b>Telstra's Requirements</b>	This proposal is subject to: a. Telstra's final approval

Telstra will pay stamp duty and registration fees (where the law makes this the Lessee's responsibility) and, if the Land is subject to a mortgage, any reasonable mortgagee consent fee payable in respect of the Lease.

To accept this lease proposal would you please sign where indicated and return a copy to our office (by email or mail) marked to the attention of the writer.

Upon receipt of your acceptance and Telstra's final approval of this proposal, we will arrange Telstra's lawyers to prepare the lease documentation and send this to you for signing as a matter of priority.

If you have any queries, please contact me at your convenience.

Yours faithfully,

**JLL**

Erfan Momeni  
Leasing Consultant  
Tel: 0436 846 843  
Email: [erfan.momeni@team.telstra.com](mailto:erfan.momeni@team.telstra.com)

## Attachments

Site Name Wyalkatchem CMTS (Address ID: 68491 / NSA: 6485001 / Node Code: WYKD) - 31581500

1. I / we agree to the above lease proposal as issued by JLL on 11 September 2020, including any attachments to that letter (Heads of Terms).
2. I / we acknowledge that Telstra will now prepare and send execution copies of the Lease in the form specified in the Heads of Terms.
3. I / we provide contact details for our Solicitor (if any) below.

<b>Signature:</b>	<b>Signature:</b>
<b>Full Name:</b>	<b>Full Name:</b>
<b>Witness Signature:</b>	<b>Witness Signature:</b>
<b>Name and Address of Witness:</b>	<b>Name and Address of Witness:</b>
<b>Date:</b>	<b>Date:</b>

**SCHEDULE A – PREMISES PLAN**

