



SHIRE OF WYALKATCHEM



MAY 2019

ATTACHMENTS

LIST OF ATTACHMENTS

- 1. 7.1.1** **Ordinary Meeting of Council Minutes – 18 April 2019**
- 2. 7.2.1** **NEWROC Council Minutes – 23 April 2019**
- 3. 7.2.2** **WALGA Great Eastern Country Zone Minutes – 24 April 2019**
- 4. 7.2.3** **CEACA Executive Committee Meeting Minutes – 12 April 2019**
- 5. 7.2.4** **Local Emergency Management Committee Meeting Minutes – 1 May 2019**
- 6. 10.1.1.1** **Payment Listing – April 2019**
- 7. 10.1.1.2** **Fuel Card Statement – March 2019**
- 8. 10.1.2** **Credit Card Accounts Paid – March 2019**
- 9. 10.1.3** **Monthly Financial Report – April 2019**
- 10. 10.4.1** **WAPC Subdivision Application 15800**
- 11. 15.1** **Information Bulletin**



**MINUTES
OF THE
ORDINARY MEETING OF
COUNCIL
HELD ON
THURSDAY, 18 April 2019**

**Council Chambers
Honour Avenue
Wyalkatchem
Commencement 4:10pm
Closure 5:25pm**

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

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

Unconfirmed Minutes

These minutes were approved for distribution on 19 April 2019.



Taryn Dayman
Chief executive Officer

TABLE OF CONTENTS

1.	DECLARATION OF OPENING.....	1
2.	PUBLIC QUESTION TIME	1
2.1.	Response to Public Questions Previously Taken on Notice.....	1
2.2.	Declaration of Public Question Time	1
2.3.	Declaration of Public Question Time closed	1
3.	ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE	1
3.1.	Attendance.....	1
3.2.	Apologies.....	1
3.3.	Approved Leave of Absence.....	1
3.4.	Applications for Leave of Absence.....	1
4.	OBITUARIES	1
5.	PETITIONS, DEPUTATIONS, PRESENTATIONS.....	1
5.1.	Petitions	1
5.2.	Deputations.....	1
5.3.	Presentations	1
6.	DECLARATIONS OF INTEREST	2
6.1.	Financial and Proximity Interest	2
6.2.	Impartiality Interests.....	2
7.	CONFIRMATION AND RECEIPT OF MINUTES.....	2
7.1.	Confirmation of Minutes.....	2
7.1.1.	Ordinary Meeting of Council – 21 March 2019.....	2
7.1.2.	Annual General Meeting of Electors – 21 March 2019.....	2
7.1.3.	Local Emergency Management Committee Meeting – 27 March 2019.....	2
7.2.	Receipt of Minutes.....	3
7.2.1.	NEWROC Council Minutes – 26 March 2019	3
7.2.2.	WALGA Great Eastern Country Zone Minutes – 18 March 2019.....	4
8.	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION	4
9.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	4
10.	REPORTS	5
10.1.	CORPORATE AND COMMUNITY SERVICES.....	5
10.1.1.	FINANCIAL MANAGEMENT – PAYMENT LISTINGS – MARCH 2019.....	5

10.1.2.	ACCOUNTS FOR PAYMENT – CREDIT CARDS – FEBRUARY 2019.....	8
10.1.3.	FINANCIAL MANAGEMENT – MONTHLY FINANCIAL REPORT – MARCH 2019	10
10.1.4.	OFFICERS REPORT – FINANCE AND ADMINISTRATION – MARCH 2019.....	13
10.2.	GOVERNANCE AND COMPLIANCE	15
10.2.1.	OFFICERS REPORT – CHIEF EXECUTIVE OFFICER – MARCH 2019.....	15
10.2.2.	OFFICERS REPORT – PRINCIPAL ENVIRONMENTAL HEALTH – MARCH 2019.....	19
10.2.3.	OFFICERS REPORT – GOVERNANCE EXECUTIVE OFFICER – MARCH 2019	21
10.2.4.	REGISTER OF POLICIES.....	24
10.3.	WORKS AND SERVICES	27
10.3.1.	OFFICERS REPORT – MANAGER OF WORKS – MARCH 2019.....	27
11.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	31
12.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	31
13.	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION	31
14.	MATTERS BEHIND CLOSED DOORS.....	31
15.	INFORMATION BULLETIN.....	31
15.1.	Information Bulletin.....	31
15.2.	Business Arising from the Information Bulletin.....	31
16.	CLOSURE OF THE MEETING	31

1. DECLARATION OF OPENING

The Chairperson, Shire President Cr Davies opened the meeting at 4:10pm.

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

Nil

2.2. Declaration of Public Question Time

Public Question Time opened at 4:10pm.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 4:10pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

Members:	Cr. Quentin Davies	President (Presiding Member)
----------	--------------------	------------------------------

Cr. Stephen Gamble

Cr. Owen Garner

Cr. Emma Holdsworth

Staff:	Taryn Dayman	Chief Executive Officer
	Claire Trenorden	Manager Corporate Services
	Stephanie Elvidge	Governance Executive Officer
	Darryn Watkins	Manager of Works

3.2. Apologies

Cr. Fred Butt

Cr. Heather Metcalfe

3.3. Approved Leave of Absence

Nil

3.4. Applications for Leave of Absence

Nil

4. OBITUARIES

It was advised that Mr Bruce Yardley recently passed away.

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.1. Petitions

Nil

5.2. Deputations

Nil

5.3. Presentations

Nil

6. DECLARATIONS OF INTEREST

6.1. Financial and Proximity Interest

Nil

6.2. Impartiality Interests

Nil

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 21 March 2019

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 21 March 2019 (Attachment 7.1.1)

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 21 March 2019 (Attachment 7.1.1) be confirmed as a true and correct record.

COUNCIL RESOLUTION:

(40 /2019) Moved: Cr Garner Seconded: Cr Gamble

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 21 March 2019 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 4/0

7.1.2. Annual General Meeting of Electors – 21 March 2019

Minutes of the Shire of Wyalkatchem Annual General Meeting of Electors held on Thursday 21 March 2019 (Attachment 7.1.2)

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Annual General Meeting of Electors of Thursday 21 March 2019 (Attachment 7.1.2) be received by Council.

COUNCIL RESOLUTION:

(41 /2019) Moved: Cr Gamble Seconded: Cr Holdsworth

That the minutes of the Shire of Wyalkatchem Annual General Meeting of Electors of Thursday 21 March 2019 (Attachment 7.1.2) be confirmed as a true and correct record.

CARRIED 4/0

7.1.3. Local Emergency Management Committee Meeting – 27 March 2019

Minutes of the Local Emergency Management Committee Meeting held on Wednesday 27 March 2019 (Attachment 7.1.3.1)

OFFICER RECOMMENDATION:

That the minutes of the Local Emergency Management Committee Meeting of Wednesday 27 March 2019 (Attachment 7.1.3.1) be received by Council.

COUNCIL RESOLUTION:

(42 /2019) Moved: Cr Garner Seconded: Cr Holdsworth

That the minutes of the Local Emergency Management Committee Meeting of Wednesday 27 March 2019 (Attachment 7.1.3.1) be received by Council.

CARRIED 4/0

MATTERS ARISING

6.1 Local Emergency Management Arrangement Review

VOTING REQUIREMENT

Simple Majority

COMMITTEE RECOMMENDATION:

That the Wyalkatchem Local Emergency Management Committee endorse the reviewed Local Emergency Management Arrangements.

OFFICER'S COMMENTS:

Due to the document containing private details within the contacts and resource section (section 8), the Local Emergency Management Arrangement (LEMA) document has been provided as a confidential attachment.

An amended LEMA, with section 8 removed will be made available to the public.

Once Council has endorsed the Shire's LEMA, the LEMA will be sent to State Emergency Management Committee for their endorsement. Council's LEMA requires endorsement by the 30 June 2019 in order to meet compliance.

OFFICER'S RECOMMENDATION:

That Council Receive and endorse the reviewed Local Emergency Management Arrangements (as per confidential attachment 7.1.3.2)

COUNCIL RESOLUTION:

(43 /2019) Moved: Cr Holdsworth Seconded: Cr Gamble

That Council Receive and endorse the reviewed Local Emergency Management Arrangements (as per confidential attachment 7.1.3.2)

CARRIED 4/0

7.2. Receipt of Minutes

7.2.1. NEWROC Council Minutes – 26 March 2019

Minutes of the NEWROC Executive Meeting held on Tuesday 26 March 2019 (Attachment 7.2.1)

OFFICER RECOMMENDATION:

That the minutes of the NEWROC Executive Meeting of Tuesday 26 March 2019 (Attachment 7.2.1) be received by Council.

COUNCIL RESOLUTION:

(44 /2019) Moved: Cr Holdsworth

Seconded: Cr Gamble

That the minutes of the NEWROC Executive Meeting of Tuesday 26 March 2019 (Attachment 7.2.1) be received by Council.

CARRIED 4/0

7.2.2. WALGA Great Eastern Country Zone Minutes – 18 March 2019

Minutes of the WALGA Great Eastern Country Zone Meeting held on Monday 18 March 2019 (Attachment 7.2.2)

OFFICER RECOMMENDATION:

That the minutes of the WALGA Great Eastern Country Zone Meeting of Monday 18 March 2019 (Attachment 7.2.2) be received by Council.

COUNCIL RESOLUTION:

(45/2019) Moved: Cr Gamble *Seconded: Cr Holdsworth*

That the minutes of the WALGA Great Eastern Country Zone Meeting of Monday 18 2019 (Attachment 7.2.2) be received by Council.

CARRIED 4/0

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Davies expressed his thanks and congratulations to all involved with the Wyalkatchem Fair and complimented Ms Sheldon Cox for her efforts and success.

Cr Davies fed back that everyone enjoyed the event and the community's comments were very positive. The numbers were similar to last year, however the change in format was agreed to have been a success.

Cr Davies expressed his appreciation to Cr Garner for chairing the LEMC Meeting.

Cr Davies highlighted that CEACCA has announced the position of the Independent Chair has been filled. The selection Committee's decision was unanimous to appoint the Honourable Terry Waldon.

Cr Davies felt the quality of all of the candidates interviewed was outstanding.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

10. REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. FINANCIAL MANAGEMENT – PAYMENT LISTINGS – MARCH 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 April 2019
Reporting Officer:	Claire Trenorden – Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1.1 Payment Listing March 2019 Attachment 10.1.1.2 Fuel Card Statement – February 2019

SUMMARY

This report recommends that Council receive the monthly transaction financial activity statement for the Shire of Wyalkatchem as required by the *Local Government Act 1995* Section 6.8(2)(b).

BACKGROUND

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the Trust and Municipal Fund (Delegation A1). The CEO has sub-delegated these payments to the Manager Corporate Services and the Administration Officers. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be presented to Council and be recorded in the minutes of the meeting at which the list was presented.

COMMENT

Pursuant to Section 6.8(2)(b) of the *Local Government Act 1995*, where expenditure has been incurred by a local government it is to be reported to the next Ordinary Meeting of Council. Values have been rounded to the nearest dollar.

Municipal Account

Total Payments March 2019	\$255,397
Total Payments March 2018	\$297,718
Variance \$	-\$42,321
Variance %	-14%
Percentage paid by EFT March 2019	100%
Percentage paid by cheque March 2019	0%
Percentage of Wyalkatchem based suppliers March 2019 (excluding wages, bank fees, loan payments and utilities providers)	6%
Percentage of suppliers used where no Wyalkatchem based option is available March 2019	88%
Dollar value spent with Wyalkatchem based suppliers March 2019	\$8,779

Trust Account – Working

No transactions

Reserve Account

No transactions

STATUTORY ENVIRONMENT

Section 6.8(2)(b) of the *Local Government Act 1995* requires that where expenditure has been incurred by a local government it is to be reported to the next Ordinary Meeting of Council.

POLICY IMPLICATIONS

Relates to Policy Number 10.1 – Purchasing Policy.

FINANCIAL IMPLICATIONS

Payments of accounts payable as per the attached transaction statements to the value of \$255,397 for March 2019.

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.4	Robust and accountable business and financial processes	5.4.2	Ensure efficient use of resources

Objective: Well utilised and effectively managed facilities and assets

Outcome No.	Outcome	Action No.	Actions
6.1	Assets are well managed and used to meet the needs of current and future generations	6.1.1	Provide ongoing management of existing assets
		6.1.3	Implement Council's capital works programme

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Payment Listing as of 31 March 2019, as provided for in attachment 10.1.1.1.

COUNCIL RESOLUTION:

(46 /2019) Moved: Cr Garner

Seconded: Cr Gamble

That Council receive the Payment Listing as of 31 March 2019, as provided for in attachment 10.1.1.1.

CARRIED 4/0

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – FEBRUARY 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 April 2019
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	10.1.2 Credit Card – Accounts Paid February 2019

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 30 January 2019 to 28 February 2019.

BACKGROUND

This information is provided to Council on a monthly basis in accordance with the provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Council is presented with the monthly accounts for payment at each Council meeting, providing information of payments made for the reporting period (note attachment 10.1.2). This report includes the monthly payment of the credit card debit to the National Australia Bank.

COMMENT

Accountability in local government can be multifaceted, as council seek to achieve diverse social, political and financial goals for the community benefit. The accountability principles of local government are based on strong financial probity, financial propriety, adherence to conflict of interest principals and expectations that the local government is fully accountable for community resources.

This report provides Council with detailed information of purchases paid using the Shire of Wyalkatchem Corporate Credit Cards.

A monthly review of credit card use is independently assessed by the Manager Corporate Services, to confirm that all expenditure has been occurred, is for the Shire of Wyalkatchem and has been made in accordance with Council policy, procedures and the Local Government Act 1995 and associated regulations. The review by the Manager Corporate Services also ensures that misuse of any corporate credit card can be readily detected.

This review has been conducted and no issues are evident and all areas of compliance have been met.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 6 – Financial Management s.6.4

Local Government (Financial Management) Regulations 1996, R34

POLICY IMPLICATIONS

Credit Card Policy

Purchasing Policy

FINANCIAL IMPLICATIONS

Financial implications and performance to budget are reported to Council on a monthly basis. In this regard, expenditure must be in accordance with the 2018/2019 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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council in accordance with attachment 10.1.2 endorse credit card payments made for the period 30 January 2019 to 28 February 2019 totalling \$753.85.

COUNCIL RESOLUTION:

(47/2019) Moved: Cr Gamble Seconded: Cr Holdsworth

That Council in accordance with attachment 10.1.2, endorse credit card payments made for the period 30 January 2019 to 28 February 2019 totalling \$753.85

CARRIED 4/0

10.1.3. FINANCIAL MANAGEMENT – MONTHLY FINANCIAL REPORT – MARCH 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 April 2019
Reporting Officer:	Claire Trenorden – Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	10.1.3 – Monthly Financial Report March 2019

SUMMARY

In accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by the Council.

BACKGROUND

The Statement of Financial Activity was introduced by the Department of Local Government from 1 July 2005. The change was implemented to provide elected members with a better idea of operating and capital revenue and expenditure. It was also intended to link operating results with balance sheet items and to reconcile with end of month balances.

COMMENT

March 2019 Financial Statements

- Yearly operating revenue is \$2,227,745 inclusive of net rate income of \$1,248,149 (net of prepaid rates and discounts) – 87% of Budget;
- Yearly operating expenditure is \$2,631,648 – 64% of Budget;
- Yearly capital expenditure is \$805,641 – 63% of Budget;
- Yearly capital revenue is \$1,252,784 – 91% of Budget;
- Net current assets as at 31 March 2019 are \$1,290,865

Operating Revenue

Rates: Revenue of \$1,454,232 has been raised during the rate run for 2018/19. The total Rate Run is broken down between Rates \$1,301,824, Rubbish \$96,390, Health Levy \$15,120 and ESL Levy \$40,898. To date income received is \$1,358,970 and discounts applied equate to \$18,636. Approximately 95% of Rates have been collected to date, with \$49,773 outstanding.

Capital Expenditure

Land and Buildings	\$69,933	The Depot, Recreation Centre, Shire Office, Lady Novar, Railway Station and Railway Barracks capital works are underway as of March 2019. 1 Slocum St capital works have been completed.
Plant and Equipment	\$298,983	The Toro mower, Doctors vehicle and Works Manager vehicle changeovers have been completed. The roller and new cylinder mower have been purchased.
Roads	\$303,441	Cunderdin/Wyalkatchem Rd SLK 2.00-4.85 is in progress as of February 2019. Lewis East Rd,

Parks & Gardens	\$8,745	Goldfields Rd and Cunderdin/Wyalkatchem Rd SLK 4.85-7.85 have been completed. The Recreation Centre oval works have been completed.
-----------------	---------	--

Net Assets: Net Current Assets as at 31 March 2019 amount to \$1,290,865. This in the majority comprises of Cash Unrestricted – Municipal Funds (\$1,187,163).

STATUTORY ENVIRONMENT

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* applies.

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.4	Robust and accountable business and financial processes	5.4.2	Ensure efficient use of resources

Objective: Well utilised and effectively managed facilities and assets

Outcome No.	Outcome	Action No.	Actions
6.1	Assets are well managed and used to meet the needs of current and future generations	6.1.1	Provide ongoing management of existing assets
		6.1.3	Implement Council's capital works programme

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council in accordance with attachment 10.1.3 receive the Statement of Financial Activity for the period ended 31 March 2019.

COUNCIL RESOLUTION:

(48 /2019) Moved: Cr Garner

Seconded: Cr Gamble

That Council in accordance with attachment 10.1.3 receive the Statement of Financial Activity for the period ended 31 March 2019.

CARRIED 4/0

10.1.4. OFFICERS REPORT – FINANCE AND ADMINISTRATION – MARCH 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 April 2019
Reporting Officer:	Sheldon Cox, Finance and Administration Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

SUMMARY

Council is to consider and accept the Finance and Administration report for the month of March 2019.

BACKGROUND

Officers report to Council every month to keep Council up to date on the operational proceedings of the Officer's portfolio. The Finance and Administration Officer reports on matters pertaining to finance, economic development and administration.

COMMENT

SunSmart Wyalkatchem Fair 2019 status update: Organisation for the fair is complete. There has been a good response from volunteers. Recognition to the works crew, cleaners and staff for their assistance. Food and Market stall holders documents have been assessed by the PEHO and have been passed as compliant.

Finance: The Administration and Finance role is developing and is soon to include the implementation of SynergySoft with further additional training.

STATUTORY ENVIRONMENT

There are no direct statutory environments 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.

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1 A well governed, effective and responsive organisation		5.1.1	Implement effective governance structures
		5.1.4	Implement systems and processes to enhance organisational capability
		5.1.5	Continually improve the planning readiness and support for Emergency Services

Objective: Well utilised and effectively managed facilities and assets

Outcome No.	Outcome	Action No.	Actions
6.1	Assets are well managed and used to meet the needs of current and future generations	6.1.1	Provide ongoing management of existing assets

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Finance and Administration Report for the month of March 2019.

COUNCIL RESOLUTION:

(49 /2019) Moved: Cr Gamble

Seconded: Cr Garner

That Council receive the Finance and Administration Report for the month of March 2019.

CARRIED 4/0

10.2. GOVERNANCE AND COMPLIANCE

10.2.1. OFFICERS REPORT – CHIEF EXECUTIVE OFFICER – MARCH 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 April 2019
Reporting Officer:	Taryn Dayman, 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 Chief Executive Officer to provide Council and the community of Wyalkatchem with information about CEO activities and the operations of the Shire.

COMMENT

In the month of March 2019 the CEO has attended the following meetings and events.

- Council Workshop
- Wyalkatchem Community Resource Centre Coordinator
- ITVision – Altus ECM Demonstration
- Friends of the Cemetery
- Subin Daniel – Wyalkatchem Koorda Health Services
- ITVision – Project Briefing meetings
- Crisp Wireless
- Manager Corporate Services interviews
- WALGA Great Eastern Country Zone
- Crisp Wireless
- Council Meeting
- Annual Electors Meeting
- NEWROC executive Meeting
- LEMC
- Crisp Wireless
-

The CEO commitments in April include;

- Council Workshop
- Friends of the Cemetery
- ITVision – Project Briefing meetings
- Administration Staff Meeting
- Subin Daniel – Wyalkatchem Koorda Health Services
- CEACA

- Department of Local Government, Sports and Cultural Industries – NEWROC Regional Subsidiary Meeting
- Council Meeting
- NEWROC Council Meeting

Register of Policies

The CEO focus has been on reviewing and developing Council's Register of Policies. The Draft Policies were presented to Council at the April Council Workshop for their review and comment. The Register of Policies is being presented to Council for consideration as a separate item.

Crisp Wireless

Regular fortnightly meetings have been held with Crisp Wireless and members of NEWROC. Customer signups appear to be improving. NEWROC executive and Council's continue to provide support with identifying and forwarding details of potential customers.

Crisp Wireless hosted a morning tea at the Wyalkatchem CRC on the 18 March 2019 to promote their products and services. This event was poorly attended.

The sign up in Wyalkatchem has been poor, with the majority of the customers being Shire related. This may have improved in the last few weeks, with an increase in direct marketing and pending installations.

Discussions have been held on the options of providing services in the North of Mukinbudin. Additional desktop planning has been conducted, using alternative infrastructure and technology to provide services to potential customers in the North of Mukinbudin. The outcomes of the desktop planning to be considered by NEWROC.

SynergySoft

The Manager Corporate Services and the CEO have had weekly project briefing meetings with ITVision project team. Data is currently being extracted from the current systems. It has been agreed to amend the Go-Live date to 1 July 2019. This will provide an improved outcome with closing out End of Financial Year in one system and commencement of the new financial year in SynergySoft.

Manager Corporate Services

No appointments for the Manager Corporate Services for a 12 month fixed term have occurred. Contact has been made with Logo Appointments to fulfil the position. While there initially was interest for the 12 month period Logo Appointments have only been able to provide a potential candidate that would be available for 3 months. The CEO is currently in discussions to secure an appointment that at a minimum covers the peak period of workload, including Implementation of SynergySoft, Budget, End of Financial year and preparations of Annual Financial Statements.

The Manager Corporate Services and the CEO are currently reviewing the current structure, tasks and responsibilities with the intention of upskilling current staff to take on extra tasks and responsibilities if the position remains vacant for the remaining 8 month period.

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.3	Deliver open and transparent Council decision-making and reporting
		5.1.4	Implement systems and processes to enhance organisational capability
5.2	A customer focussed organisation	5.2.1	Improve awareness of Council's services, activities and performance
5.3	An organisation that demonstrates community inspired leadership	5.3.3	Enhance the delivery of service and advice that meets compliance and best practice
		5.3.6	Implement best practice people management policies and practices.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Chief Executive Officers report for the month of March 2019.

COUNCIL RESOLUTION:

(50 /2019) Moved: Cr Holdsworth

Seconded: Cr Gamble

That Council receive the Chief Executive Officers Report for the month of March 2019.

CARRIED 4/0

10.2.2. OFFICERS REPORT – PRINCIPAL ENVIRONMENTAL HEALTH – MARCH 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 March 2019
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 March 2019 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 Thursday.

FOOD PREMISES

The PEHO received an application for registration of a food business from Dunning's in March to conduct food activities at Wyalkatchem service station. The application was approved and a Certificate of registration of a food business has been issued.

PUBLIC BUILDINGS INSPECTION

Nil.

WYALKATCHEM FAIR 2019

The PEHO has given a formal approval for this year's Wyalkatchem Fair as per the requirements of the Health (Public Buildings) Regulations. The Shire is required by legislation to ensure events comply with basic requirements to ensure public safety.

SWIMMING POOL WATER SAMPLING

The March swimming pool water sampling was undertaken by the PEHO. Laboratory analysis of water samples taken from both pools met the required standards

STATUTORY ENVIRONMENT

Food Act 2008,

Public Health Act 2016

Health (Aquatic Facilities) Regulations 2007

POLICY IMPLICATIONS

There are no direct policy 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

Objective: Healthy, Strong and connected communities

Outcome No.	Outcome	Action No.	Actions
1.1	Enhance community well-being and participation in community life	1.1.2	Promote regional health solutions that are integrated with other governments and entities

Objective: A prosperous and dynamic district

Outcome No.	Outcome	Action No.	Actions
2.1	A Vibrant and activated public places	2.1.1	Enhance and upgrade the amenity of the shopping precinct

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Principal Environmental Health Officer Report for the month of March 2019.

COUNCIL RESOLUTION:

(51 /2019) Moved: Cr Gamble

Seconded: Cr Garner

That Council receive the Principal Environmental Health Officers Report for the month of March 2019.

CARRIED 4/0

Ms Trenordan left the meeting at 4:45pm

Ms Trenordan re-entered the meeting at 4:47pm

10.2.3. OFFICERS REPORT – GOVERNANCE EXECUTIVE OFFICER – MARCH 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 April 2019
Reporting Officer:	Stephanie Elvidge, Governance Executive officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

SUMMARY

Council is to consider and accept the Governance Executive Officers report for the month of March 2019.

BACKGROUND

Officers report to Council every month to keep Council up to date on the operational proceedings of the Officer's portfolio. The Governance Executive Officer reports on matters pertaining to Governance, Risk, Compliance, Occupational Safety and Health and Emergency Services.

COMMENT

Emergency:

One Fire Incident Report has been received for the month of April.

The reviewed LEMA was endorsed at the Local Emergency Management Committee Meeting – 27 March 2019.

Occupational Health and Safety:

The LGIS Regional Risk Coordinator Chris Gilmour visited on Tuesday 2 April.

Contractors for the SunSmart Wyalkatchem Fair have been very cooperative with the new online induction programme - VELPIC - and completed their health and safety inductions.

Health:

A local flu vaccination program has been agreed for Shire Employees.

Other Business

The Pioneer Pathway site interpretation plan has been drafted.

Wyalkatchem's theme is focused on the Agricultural Museum and the story of John Lindsay – Pioneer.

Creative Spaces has been commissioned to provide guidance and support with the Pathway Group's continued development of the sites.

STATUTORY ENVIRONMENT

Local Government Act 1995

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Emergency Management Act 2005

Emergency Management Regulations 2006

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.

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well governed, effective and responsive organisation	5.1.1	Implement effective governance structures
		5.1.4	Implement systems and processes to enhance organisational capability
		5.1.5	Continually improve the planning readiness and support for Emergency Services

Objective: Well utilised and effectively managed facilities and assets

Outcome No.	Outcome	Action No.	Actions
6.1	Assets are well managed and used to meet the needs of current and future generations	6.1.1	Provide ongoing management of existing assets

Objective: Healthy, Strong and connected communities

Outcome No.	Outcome	Action No.	Actions
1.1	Enhance community well-being and participation in community life	1.1.2	Promote regional health solutions that are integrated with other governments and entities

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Governance Executive Officers Report for the month of March 2019.

COUNCIL RESOLUTION:

(52 /2019) Moved: Cr Holdsworth *Seconded: Cr Gamble*

That Council receive the Governance Executive Officers Report for the month of March 2019.

CARRIED 4/0

10.2.4. REGISTER OF POLICIES

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 April 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	4.14.01
Attachment Reference:	10.2.4 – Register of Policies

SUMMARY

For Council to consider the adoption on the Register of Policies

COMMENT

The CEO's Compliance Audit Check had identified a number of policies that had not been reviewed for a considerable amount of time and in some instances may not be compliant with current legislation. The requirement to review all of Council's policies was incorporated in the CEO's 12 month action plan.

The Financial Management Review and Regulation 17 review conducted by AMD Chartered Accountants also raised a number of issues in relation to Council's policies and recommended that a review of policies be conducted.

The Local Government Act 1995 empowers Council in the determination of policy under section 2.7 Role of Council - "(2) (b) determine the local government's policies."

In simple terms policy provides what can be done, Management practices provide how it is done and delegation provides who can do it. The Shire has Council and Operational Policies to guide both its direction and operation, and Planning policies relating to planning and development within Local planning scheme areas.

Council Policies

Council policies set governing principles and guide the direction of the organisation to align with community values and aspirations. These policies have a strategic, external focus and align with the mission, vision and strategic direction of the Shire.

Council Policies are developed to further the achievement of the Shire's strategic goals or contribute to outcomes relating to mandatory obligations. They are defined courses of action related to particular circumstances which guide staff in what is permissible when dealing with related matters.

Operational Policies

Operational policies are developed for administrative and operational requirements. They have an internal focus and form the strategies and actions for policy implementation and provide details of the actions and processes required by staff.

Operational Policies that were previously adopted as Council policies have been removed from the Register of policies. A Register of Operational Policies / procedures is being developed as per the outcomes of the Regulation 17 Review.

Planning Policies

Planning policies have been prepared in accordance with Clauses 3, 4 and 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* which allows Council to prepare local planning policies relating to planning or development within the Scheme area.

Purpose of Council Policies

Council Policies provide guidance for future decisions and behaviour and the achievement of rational outcomes. Council policies show the approach that the Council intents to be taken in a particular issue and:

1. Support consistency and equity in decision making,
2. Facilitate prompt responses to customer requirements; and
3. Promote operational efficiency.

The CEO has reviewed a number of Council's existing policies and has prepared and/or developed a number of new policies for Council's consideration. A number of resources, included WALGA policy templates, Departmental guidelines and other LG policies was used as a resource to develop the Shire of Wyalkatchem Policies.

In the past, new or reviewing of policies was conducted on an individual bases. Management have taken the approach to prepare a complete Register of Policies. The Register of Policies will be updated with any amended or newly adopted policies. In addition a new format has also been adopted.

Due to the volume of changes, the Draft Register of Policies was presented to Council at its April Workshop to review recommended policies and provide any direction for the development and finalisation of policies.

It should be noted that some policies require an absolute majority vote. It is recommended that the complete Register of Policies be adopted as a whole document and therefore an absolute majority voting requirement is required.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Development and review of Shire of Wyalkatchem Policies.

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.3	Deliver open and transparent Council decision-making and reporting
		5.1.4	Implement systems and processes to enhance organisational capability
5.2	A customer focussed organisation	5.2.1	Improve awareness of Council's services, activities and performance
5.3	An organisation that demonstrates community inspired leadership	5.3.3	Enhance the delivery of service and advice that meets compliance and best practice
		5.3.6	Implement best practice people management policies and practices.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council, by Absolute Majority, adopts the Register of Policies, as presented in attachment 10.2.4 and revoke all previously adopted Council policies.

COUNCIL RESOLUTION:

(53 /2019) Moved: Cr Holdsworth Seconded: Cr Gamble

That Council, by Absolute Majority, adopts the Register of Policies, as presented in attachment 10.2.4 and revoke all previously adopted Council policies.

CARRIED BY ABSOLUTE MAJORITY 4/0

Ms Dayman left the meeting at 4:47pm
Ms Dayman entered the meeting at 4:47pm
Mr Watkins entered the meeting at 4:48pm

10.3. WORKS AND SERVICES

10.3.1. OFFICERS REPORT – MANAGER OF WORKS – MARCH 2019

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	10 TH April 2019
Reporting Officer:	Darryn Watkins – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

SUMMARY

Council is to consider and accept the Manager of Works report for the month of March 2019.

BACKGROUND

To inform Council of the activities of the Works team during the last month.

COMMENT

Road Crew

Bitumen patching on Cunderdin- Wyalkatchem Road, Tammin – Wyalkatchem Road.

Table drain and shoulder maintenance on Borgward Rd, Davies South Rd.

New depo site works

Cement stabilisation widening of Cunderdin- Wyalkatchem Rd SLK 2.0-4.85.

Bitumen seal widening of Cunderdin – Wyalkatchem Rd SLK 2.0 – 4.85.

Bitumen seal widening and 8mt reseal of Tammin – Wyalkatchem Rd SLK 25.36 – 28.44.

Pothole patching and edge break repairs to various roads.

Parks / Town Services Crew

Town street verge maintenance, brush cutting and weed spraying.

Street sweeping of town streets.

Maintenance of tennis courts.

Grounds maintenance to shire owned assets.

Routine mowing maintenance.

Admin park mowing.

Ongoing maintenance of landfill facility.

Town Hall garden maintenance.

Railway reserve maintenance.

Depot tidy up and maintenance.

Pioneer Park maintenance.

Wyalkatchem Fair – Rec Oval preparations.

Pruning of town verge street trees to improve sightlines at intersections.

Signage

Various faded road signage replacements.

Aerodrome

Weekly aerodrome inspection carried out.

Monthly out of hour's runway lighting inspection.

Renewal of runway line marking compliant with MOS 139 Standards by Aerodrome Management Services.

Runway sweeping carried out.

Weed spraying of runway strip and surrounds.

Waste Management

Weekly push up of deposited waste.

Ongoing improvement of waste segregation by the public.

Recycled Water Scheme

Installation of flow velocity and pressure monitoring telemetry to the Re-use irrigation system by Water Corporation to gather data in support of the Water Corporation's business case to be granted licencing exemption by DWER.

Plant Servicing and Repairs

Puncture repair to Roller WM287.

New batteries fitted to the Community Bus.

Replacement of bitumen emulsion pump.

Repair of air leak on 6 wheel tipper WM 015.

Repair air leak on dolly.

Rectify DPD fault on 6 wheel tipper WM 015.

Service of CEO Ford Everest "Wylie"

General Items

Review of photographic survey data and ESRI Shapefile by RM Surveys for the submission of the 2019/2020 Regional Road Group Cunderdin Road Project clearing application submission to DWER.

Receipt of Restricted Access Vehicle assessment requests from MRWA Heavy Vehicle Services for 6 roads requested for RAV 4 network approval previously granted by MRWA under the Harvest Mass Management Scheme. The following roads are being assessed.

Road #	Road Name	From SLK	To SLK	Current Network	Requested Network
4310019	Allan Rd	0.00	6.63	Nil	4
4310056	Begley Rd	0.00	4.54	Nil	4
4310027	Benji – Hindmarsh Rd	0.00	15.69	Nil	4
4310006	Davies South Rd	0.00	13.25	Nil	4
4310022	De Pierres Rd	8.53	13.32	Nil	4
4310089	Metcalf Rd	0.00	0.82	Nil	4

Review of the Shire's traffic counters- classifiers has shown that all 3 units are non-operational. The 2 older units are unable to be repaired as parts are no longer available.

The newest unit being a 2005 model has been sent to the manufacturer for repair. It will be proposed that funding for the purchase of new traffic classifiers be considered by Council in the forthcoming budget preparations.

OSH

Training session delivered by LGIS on the 20th March 2019, VELPIC online training, the use of Safe Work Method Statements and Depot Inspection.

STATUTORY ENVIRONMENT

Not applicable.

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.

Objective: A prosperous and dynamic district

Outcome No.	Outcome	Action No.	Actions
2.5	Functional roads, traffic management and transport links	2.5.1	Long term functional roads, traffic management and transport strategy

Objective: Well utilised and effectively managed facilities and assets

Outcome No.	Outcome	Action No.	Actions
6.1	Assets are well managed and used to meet the needs of current and future generations	6.1.1	Provide ongoing management of existing assets
6.3	Parks, playgrounds and reserves meet community needs	6.3.1	Develop and implement master plan for parks, playgrounds and reserves

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Manager of Work's report for the month of March 2019.

COUNCIL RESOLUTION:

(54 /2019) Moved: Cr Garner

Seconded: Cr Gamble

That Council receive the Manager of Work's Report for the month of March 2019.

CARRIED 4/0

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

Cr Garner raised his concern that in the report of 'Actions performed under delegated authority', the perception of others may be to question decisions relating to St Johns Ambulance and Ms Dayman. This is not Council's perception.

16. CLOSURE OF THE MEETING

There being no further business to discuss, the Chairperson thanked everyone concerned for their attendance and participation and closed the meeting at 5:25pm.



North Eastern Wheatbelt Regional Organisation of Councils
Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

Council Meeting

Tuesday 23 April 2019

Meeting held at the Shire of Mt Marshall, Council Chambers,
80 Monger Street, Bencubbin

MINUTES

NEWROC Vision Statement

NEWROC is a strong, cohesive regional leadership group that fosters economic prosperity of member Councils.

CONTENTS

1. OPENING AND ANNOUNCEMENTS	4
2. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE	4
2.1. ATTENDANCE.....	4
2.2. APOLOGIES	4
2.3. REQUESTS FOR LEAVE OF ABSENCE.....	4
2.4. DECLARATIONS OF INTEREST AND DELEGATIONS REGISTER	4
2.5. DECLARATIONS OF INTEREST	4
2.6. DELEGATIONS REGISTER – OCTOBER 2018	5
3. PRESENTATIONS.....	5
3.1. WHEATBELT DEVELOPMENT COMMISSION.....	5
4. MINUTES OF MEETINGS	5
4.1. MINUTES OF ORDINARY MEETINGS	5
4.1.1. MINUTES OF ORDINARY MEETING OF NEWROC COUNCIL – 26 FEBRUARY 2019	5
4.1.2. BUSINESS ARISING FROM NEWROC COUNCIL MEETING	5
4.1.3. MINUTES OF ORDINARY MEETING OF NEWROC EXECUTIVE – 26 MARCH 2019	5
4.1.4. BUSINESS ARISING FROM NEWROC EXECUTIVE MEETING	6
5. FINANCIAL MATTERS.....	7
5.1. LIST OF INCOME AND EXPENDITURE	7
6. MATTERS FOR DECISION	9
6.1. NEWROC STRATEGIC PLANNING.....	9
6.2. TELECOMMUNICATIONS PROJECT	14
3.1. NEWTRAVEL.....	17
4. EMERGING NEWROC ISSUES AS NOTIFIED, INTRODUCED BY DECISION OF THE MEETING	18
5. WALGA ZONE ISSUES.....	18
6. OTHER BUSINESS	18
6.1. WHEATBELT CRC STRATEGY DAY	18
6.2. CEACA	19
7. MEETING SCHEDULE	19
7.1. 2019 MEETING SCHEDULE	19
8. CLOSURE OF MEETING	19



North Eastern Wheatbelt Regional Organisation of Councils

Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> 👉 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) 👉 Council reviews NEWROC project priorities 	Council
March	<ul style="list-style-type: none"> 👉 Submit priority projects to WDC, Regional Development and WA Planning 👉 Discussion regarding portfolios vs projects, current governance structure 👉 Group insurance discussion 	Executive
April	<ul style="list-style-type: none"> 👉 WDC attendance to respond to NEWROC project priorities 👉 NEWROC Budget Preparation 👉 Review NEWTRAVEL Tourism Officer Contract - expires June 2018 	Council
May	<ul style="list-style-type: none"> 👉 NEWROC Draft Budget Presented 👉 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2019) 👉 Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend 	Executive
June	👉 NEWROC Budget Adopted	Council
July		Executive
August	👉 Information for Councillors pre-election	Council
September		Executive
October	👉 NEWROC CEO and President Handover	Council
November	<ul style="list-style-type: none"> 👉 NEWROC Induction of new Council representatives (every other year) 👉 Review NEWROC MoU (every other year) 	Executive
December	👉 NEWROC Drinks	Council

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC Chair Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem (November 2017 – November 2019)

Shire of Koorda

Shire of Mukinbudin

Shire of Trayning

NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Ordinary Meeting of Council held at the Shire of Mt Marshall, Council Chambers, 80 Monger Street, Bencubbin on Tuesday 23 April 2019 commencing at 2.00pm.

AGENDA

1. OPENING AND ANNOUNCEMENTS

The Chair, Cr Davies declared the meeting open at 2:00pm

2. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1. Attendance

Elected Members

Cr Quentin Davies	Delegate	NEWROC Chair, President, Shire of Wyalkatchem
Cr Gary Shadbolt	Delegate	President, Shire of Mukinbudin
Cr Tony Sachse	Delegate	President, Shire of Mt Marshall
Cr Eileen O'Connell	Delegate	President, Shire of Nungarin
Cr Melanie Brown	Delegate	President, Shire of Trayning
Cr Ricky Storer	Delegate	President, Shire of Koorda

Chief Executive Officers

Taryn Dayman	CEO, Shire of Wyalkatchem
Gary Martin	Acting CEO, Shire of Koorda
John Nuttall	CEO, Shire of Mt Marshall
Dirk Sellenger	CEO, Shire of Mukinbudin
Adam Majid	CEO, Shire of Nungarin
Paul Sheedy	Acting CEO, Shire of Trayning

NEWROC Officer

Caroline Robinson	NEWROC Executive Officer
-------------------	--------------------------

Guests

Kristen Twine	Wheatbelt Development Commission (Merredin)
---------------	---

2.2. Apologies

Tony Brown	WALGA
Anne Banks McAllister	WALGA
Gavin Robins	CEO, Wheatbelt Development Commission
Marlon Hudson	Councillor, Shire of Mt Marshall

2.3. Requests for Leave of Absence

Cr Brown requested a leave of absence from the June NEWROC Council meeting.

2.4. DECLARATIONS OF INTEREST AND DELEGATIONS REGISTER

2.5. Declarations of Interest

Declaration By (i.e. Cr B Example)	Shire (i.e. Shire of Barley Leaf)	Agenda Item #	Type and details of Interest (i.e. financial)
Cr Brown	Shire of Trayning	6.2	Crisp Wireless Tower
Cr Shadbolt	Shire of Mukinbudin	6.2	Cr Shadbolt - NBN Tower on his property

2.6. Delegations Register – October 2018

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 Wyalkatchem)	Council	CEO	Council Dec 2017
Management of NEWTravel EO	CEO	NEWROC	Council March 2019
NEWROC Website	CEO	NEWROC EO	Council June 2017

3. PRESENTATIONS

3.1. Wheatbelt Development Commission

- 👉 Gavin Robins, new CEO of the Wheatbelt Development Commission was unable to attend due to personal reasons
- 👉 Kristen Twine was in attendance and spoke about her role in projects in the central east sub region

4. MINUTES OF MEETINGS

4.1. Minutes of Ordinary Meetings

4.1.1. Minutes of Ordinary Meeting of NEWROC Council – 26 February 2019

Minutes of the meeting held 26 February 2019 have previously been circulated.

RESOLUTION:

That the Minutes of the NEWROC Meeting of Council held on 26 February 2019, be confirmed as a true and correct record of proceedings.

Moved Cr O'Connell

Seconded Cr Shadbolt

Carried 6/0

- 👉 Minutes to correct Cr Sachse name

4.1.2. Business Arising from NEWROC Council meeting

Nil

4.1.3. Minutes of Ordinary Meeting of NEWROC Executive – 26 March 2019

Minutes of the meeting held 26 March 2019 have previously been circulated.

RESOLUTION:

That the Minutes of the NEWROC Executive meeting held on 26 March 2019, be received

Moved Cr Storer

Seconded Cr Shadbolt

Carried 6/0

4.1.4. Business Arising from NEWROC Executive meeting

- CEO's discussed the presentation by Prompt Safety Solutions. Some CEO's indicated they will take the OSH service up

5. FINANCIAL MATTERS

5.1. List of Income and Expenditure

REPORTING OFFICER:	Caroline Robinson, Executive Officer
FILE REFERENCE:	42-2 Finance Audit and Compliance
DISCLOSURE OF INTEREST:	Nil
DATE:	16 April 2019
ATTACHMENT NUMBER:	Nil
CONSULTATION:	Dannelle Foley
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENTS

The below list outlines the income and expenditure from 1 February 2019 – 31 March 2019

NEWROC Funds #5557 Transactions

North Eastern Wheatbelt Regional Organisation of Councils
 For the period 1 February 2019 to 31 March 2019

Date	Description	Reference	Credit	Debit	Running Balance
NEWROC Funds #5557					
	Opening Balance		195,014.44	0.00	195,014.44
01 Feb 2019	Bendigo Bank	Transactions Fees	0.00	1.20	195,013.24
01 Feb 2019	Bendigo Bank	Interest Received	25.16	0.00	195,038.40
01 Feb 2019	Payment: Digit Books Pty Ltd	D1G1T Subscription Jan19	0.00	50.00	194,988.40
20 Feb 2019	Payment: Solum Wheatbelt Business Solutions	Solum - EO Services inv 38	0.00	2,972.50	192,015.90
20 Feb 2019	Payment: Vernon Contracting	Vernon - TO Services Inv6	0.00	1,100.00	190,915.90
20 Feb 2019	ATO	BAS	0.00	7,438.00	183,477.90
01 Mar 2019	Bendigo Bank	Interest Received	22.01	0.00	183,499.91
01 Mar 2019	Bendigo Bank	Transaction Fees	0.00	1.20	183,498.71
01 Mar 2019	Payment: Digit Books Pty Ltd	D1G1T Subscription 15939	0.00	50.00	183,448.71
14 Mar 2019	Payment: Solum Wheatbelt Business Solutions	Solum - EO Services Inv39	0.00	3,842.50	179,606.21
14 Mar 2019	Payment: Vernon Contracting	Vernon Contracting - TO Services	0.00	1,398.76	178,207.45
14 Mar 2019	Payment: Shire of Northam	Shire of Northam - room Hire Crisp Wireless meeting	0.00	75.00	178,132.45
26 Mar 2019	Bendigo Bank	Funds transfer to Term Deposit	0.00	150,000.00	28,132.45
	Total NEWROC Funds #5557		47.17	166,929.16	28,132.45
	Closing Balance		28,132.45	0.00	28,132.45
	Total		47.17	166,929.16	(166,881.99)

The below list outlines the Profit and Loss from 1 February 2019 – 31 March 2019

Profit and Loss		31 Mar 19
NEWROC		
1 February 2019 to 31 March 2019		
Cash Basis		
Income		
Interest Received		\$47.17
Total Income		\$47.17
Gross Profit		\$47.17
Less Operating Expenses		
Accounting/Audit fees		\$90.90
Bank charges		\$2.40
Executive Officer Contract Services		\$5,674.77
Executive Officer Travel		\$870.00
Funds Transfer		\$150,000.00
Telecommunications Contractor/Services		\$68.18
Tourism Officer Contract Services		\$2,100.00
Tourism Officer Travel		\$298.76
Total Operating Expenses		\$159,105.01
Net Profit		\$159,057.84

The below list outlines the Balance Sheet as at 31 March 2019

Balance Sheet	
NEWROC	
As at 31 March 2019	
Assets	
Bank	
NEWROC Funds #5557	\$28,132.45
Total Bank	\$28,132.45
Current Assets	
Sundry Debtors Control	\$177,812.50
Telecommunications (Schedule 6)	\$1,458.00
Total Current Assets	\$179,270.50
Total Assets	\$207,402.95
Liabilities	
Current Liabilities	
Gst Payable	\$11,266.84
Total Current Liabilities	\$11,266.84
Total Liabilities	\$11,266.84
Net Assets	\$196,136.11
Equity	
Current Year Earnings	-\$98,753.26
Retained Earnings	\$294,889.37
Total Equity	\$196,136.11

RESOLUTION:

That the income and expenditure and the profit and loss report as at 31 March 2019, as listed, be endorsed.

Moved Cr O'Connell

Seconded Cr Sachse

Carried 6/0

6. MATTERS FOR DECISION

6.1. NEWROC Strategic Planning

REPORTING OFFICER:	Caroline Robinson
FILE REFERENCE:	041-5 Strategic and Future Planning
DISCLOSURE OF INTEREST:	Nil
DATE:	16 April 2019
ATTACHMENT NUMBER:	
CONSULTATION:	Cr Davies Taryn Dayman RDA Wheatbelt Department of Local Government
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Below is an updated status report for the NEWROC Strategic Projects as identified in February 2018:

NEWROC STRATEGIC PROJECTS – Status Report

Projects 2018	NEWROC PRIORITY PROJECT as developed at February 2018 Strategy Day	PROGRESS	NEWROC EO NEXT STEP CEO SUPPORT	FUTURE FUNDING
	1. Renewable Energy Investigation Business Case	<ul style="list-style-type: none"> Discussion with Power Ledger following their presentation to Innovation Central Midlands MicroGrid Report released 	David Burton	BBRF - \$20,000 under Business Case (Announced Sept 2018)
Additional Notes:				
<p>Power Ledger, BSC, Shell and Western Power project proposal in Dalwallinu, Moora and Wongan Hills Ballidu</p> <p>Project aim is to provide more; Reliable, Affordable & Sustainable Energy in areas and promote future economic growth while empowering communities. Project focuses on peer-to-peer electricity trading across the regulated electricity network (utilising solar energy and batteries)</p> <p>MicroGrid Report Released</p>				
2. IT Services Investigation into IT support for members as well as businesses in the district	<ul style="list-style-type: none"> Presentation to Executive at May Executive meeting by IWS Corporate Discussion regarding records management at Executive September meeting 	<ul style="list-style-type: none"> Three members progressing with IT Vision NEWROC EO would like members to explore what options could be pursued with the new Crisp Wireless service. This was also discussed with RDA Wheatbelt 		
3. Regional Subsidiary Investigation and preparation	<ul style="list-style-type: none"> Executive working on charter and business plan (DRAFT) Meeting held with the Minister for Local Government February 2019 NEWROC Letter of thanks to the Minister for the meeting 	<ul style="list-style-type: none"> NEWROC CEO and NEWROC EO met with DLG and discussed the regional subsidiary regulations (16/4/19) ACTION – NEWROC to provide feedback on financial compliance and suggested amendments 		

			as well as projects we would use within a regional subsidiary structure	
	4. Telecommunications – contemporary and future focused Advocacy	<ul style="list-style-type: none"> • Crisp Wireless to develop a strategic infrastructure investment list to help the NEWROC identify where additional investment in the district is needed 	<ul style="list-style-type: none"> • Continue to promote CW for sign ups • Future tower list created John Nuttall	
2019	5. Roads Contracting to MRWA Investigation	<ul style="list-style-type: none"> • NEWROC EO spoke with Shire of Chapman Valley CEO to discuss their roads contracting service under the regional council • March Executive meeting, members brought Amount (dollars) of road works that was outsourced last financial year and any previous years and the amount (dollars) of engineering that was outsourced last financial year and any previous years 	<ul style="list-style-type: none"> • Sample job description developed for an engineer across the NEWROC 	REDS (focus is on job creation)
	6. Waste Investigation	<ul style="list-style-type: none"> • Improving local waste sites • Giles Perryman from ASK Waste Management, has been invited to the June NEWROC Council meeting 	<ul style="list-style-type: none"> • Follow up phone call with Giles Perryman, current waste strategies sent to Giles • NEWROC EO met with RDA Wheatbelt EO to discuss NEWROC strategic projects and waste was raised – current Board member of RDA Wheatbelt is interested in waste and our interest will be raised with the Board 	

OTHER NEWROC PROJECTS	DETAILS	PROGRESS	FUTURE FUNDING
NEWTRAVEL multiplier effect study	Investigation	<ul style="list-style-type: none"> • NEWTravel has discussed the multiplier effect study with the Wheatbelt Business Network 	
Youth Officer / Youth Projects			
NEWROC Health Strategy	Progress strategies	<ul style="list-style-type: none"> • NEWROC EO is having a meeting with Anita (recipient of the Kununoppin Bonded Medical Scholarship) to discuss future GP role (postponed due to Anita's unavailability, rescheduled for early May) • Contact made with WALGA. Friday 20 September planned for Wheatbelt Rural Health event. 	

Discussion from Executive meeting:

- 👉 Preference for an Engineer in the NEWROC (contractor or employee). Position could focus on tender documents, design etc
- 👉 Discussion regarding road construction and sealing amongst the Shire – completed in house and outsourced.

Update since the March NEWROC Executive Meeting:

NEWROC Waste

In preparation for the June meeting of Council in Koorda, Giles Perryman has asked for some information from members regarding the current waste sites:

- 👉 Are they staffed
- 👉 Do they charge gate fees, and if so what charges
- 👉 Typical tonnage of waste received
- 👉 Any key issues (enough space, getting waste covered, dumping of commercial waste (e.g. tyres, asbestos)

The NEWROC EO has asked Giles to visit the Koorda waste site with the Shire of Koorda prior to attendance at the NEWROC meeting.

NEWROC Engineer

- 👉 At the NEWROC Executive meeting, CEO's discussed the regional road construction crew project
- 👉 CEO's felt that a locally based engineer would be of more benefit at this point in time
- 👉 Draft engineer position description developed and submitted for discussion
- 👉 Funding for the position may be similar to NEWROC Health, to be discussed
- 👉 Location / residence to be discussed by members

NEWROC Health

- 👉 Kirstie Davies of WALGA has been contacted. NEWROC has requested a Wheatbelt Rural Health Forum.
- 👉 Date is Friday 20 September 2019 (member feedback sought)
- 👉 Venue – Wyalkatchem (member feedback sought)
- 👉 Possible presentations from:
 - St Johns Ambulance on their Country Ambulance Strategy
 - WACHS – doctors in hospitals, coordination of service delivery
 - Opportunity for group Q and A
 - Opportunity for the groups to identify challenges and opportunities – with WACHS present and participating
 - Any other presenters?

IT

- 👉 Members are asked to consider opportunities going forward with the competitive advantage the district now has with the Crisp Wireless internet service
- 👉 NEWROC EO has discussed the internet service with RDA Wheatbelt. They have suggested a conversation with Helen Morton in Pingelly to discuss their virtual retirement village concept which uses artificial intelligence in resident's homes to record their activities e.g. mobility,

interactions, eating etc. Could this be a discussion point with CEACA and also the NEWROC now that there is an improved internet service across the district?

- 👉 Additionally, the NEWROC EO has continued discussions with IWS Corporate in Perth regarding the delivery of IT support in the district for NEWROC members and also small businesses

OFFICER RECOMMENDATION:

That:

- 1) NEWROC Engineer job description is adopted and taken back to member Councils for further discussion and budgeting; and
- 2) NEWROC confirms the Wheatbelt Health Forum will proceed be held on Friday 20 September 2019 in Wyalkatchem

RESOLUTION:

NEWROC confirms the Wheatbelt Health Forum will proceed

Moved Cr O'Connell

Seconded Cr Sachse

Carried 6/0

Discussion:

- 👉 Shire of Koorda – loses power frequently, what is the timeframe for addressing the energy issue? NEWROC EO will follow this up and work out an action plan to progress the issue and in particular engagement with Western Power
- 👉 Discussion regarding the purpose and details of the NEWROC Engineer role
- 👉 Discussion regarding the Secondary Freight Network and co-contributions from Shires for the BBRF
- 👉 Could the co-contribution for the BBRF be the proposed NEWROC Engineer? NEWROC EO to follow up with the WDC
- 👉 NEWROC Engineer role would be for NEWROC members, alleviating the need to use external contractors
- 👉 Member Shires currently spend on average \$20,000 annually on external engineering sub contractors
- 👉 The position should include a coordination role amongst Works Managers

ACTION:

NEWROC EO to prepare some detailed work around the NEWROC Engineer role for discussion at the next Executive meeting, as well as in the future involving the Works Managers (when required)

- 👉 Health Forum – extend invites to local GP's and ask them to also present, extend an invite to other Wheatbelt ROC's, St John Ambulance Coordinators at Kununoppin and Wyalkatchem, Royal Flying Doctor
- 👉 WALGA will assist in planning and delivering the forum, focus is on service solutions, an agenda will be workshopped with the NEWROC CEO and NEWROC EO and brought back to the members
- 👉 NEWROC EO to ensure the local authorities / local decision makers are present, time for workshopping, presentations and a Q and A session
- 👉 Major issues in the NEWROC – GP's at hospitals (particularly in Merredin) on weekends, increasing aged persons, reduction of new St Johns ambulance volunteers, new technologies

ACTION: NEWROC to work with WALGA on an Health Forum agenda

- 👉 Tech / IT Project – suggestion to establish a working group with technology skills and experiences to further this idea

ACTION: NEWROC EO to investigate the establishment of an IT steering group

ACTION: NEWROC EO to follow up with Mandy Walker from RDA Wheatbelt regarding the regional waste project

6.2. Telecommunications Project

FILE REFERENCE:	035-1 Grants General
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	16 April 2019
ATTACHMENT NUMBER:	#1 Meeting Minutes Crisp Wireless and NEWROC #2 NBN Tower Upgrade
CONSULTATION:	John Nuttall Taryn Dayman Dirk Sellenger Maree Gooch Leigh Ballard
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

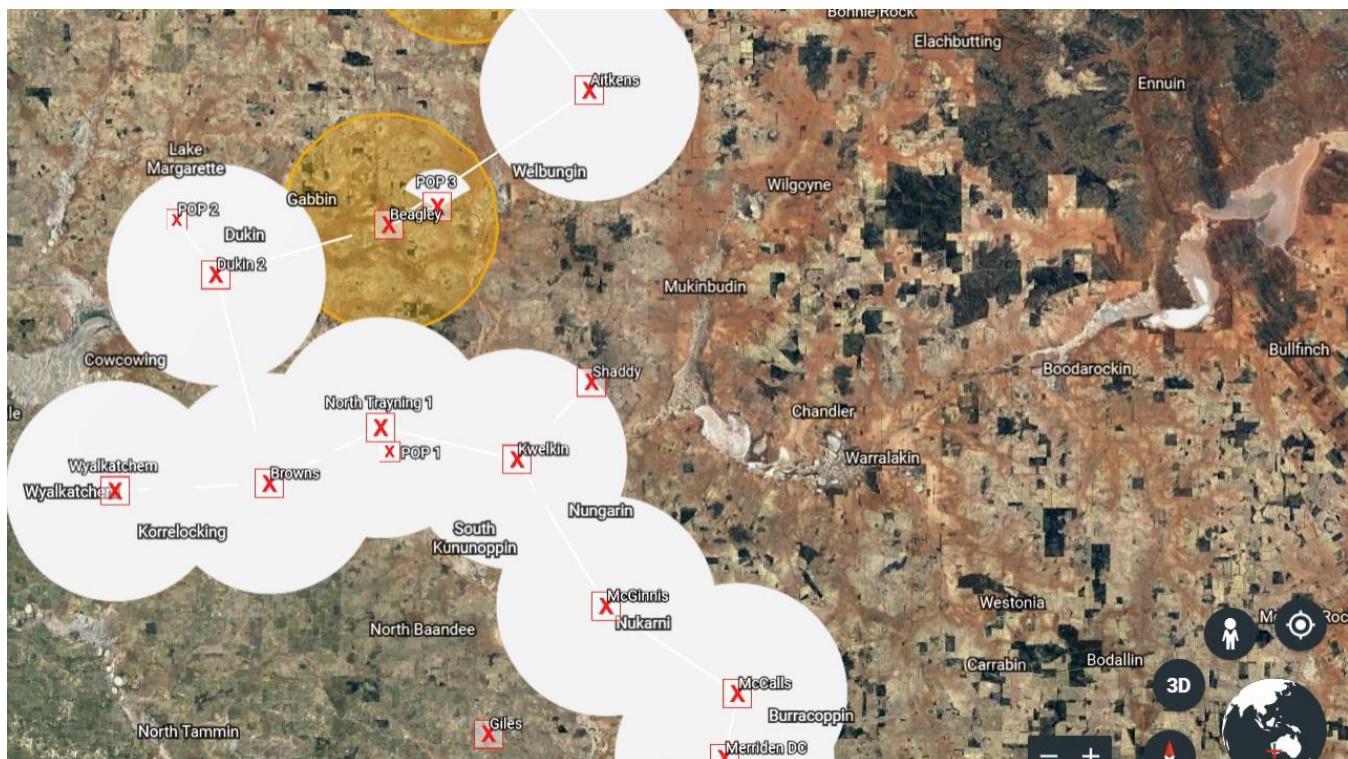
COMMENT

Discussion from Executive Meeting:

- 👉 Shire of Mukinbudin Tower - POP Towers, point to point towers
- 👉 Shire of Mukinbudin has phoned potential customers in target areas and supplied this information to Crisp Wireless
- 👉 There could be the possibility of a tower between Nungarin and Mukinbudin to attract additional customers

Update since the Executive Meeting:

The Executive Officer requested a map from Crisp Wireless outlining the details of current towers. This information can assist with more targeted marketing. This information was circulated to CEO's on 5 April 2019.



- NEWROC CEO, NEWROC EO, Maree Gooch and Leigh Ballard met on Friday 12 April via video conference. Minutes attached.
- Emails and documents have been sent to Cullen Macleod
- Crisp Wireless attended the Wylie Fair. Training provided to Wyalkatchem CRC (albeit CRC Manager was not in full attendance)
- Tower locations provided by Crisp Wireless and NEWROC EO determining residences within the range for improved target marketing
- NEWROC EO has encouraged the Bencubbin CRC to sign up with Crisp Wireless as an agent – still to be followed through by the CRC
- Shire of Mukinbudin has provided names and addresses of potential residences within range of the Dease tower
- Crisp Wireless working with Derek Cronje (north west of Mukinbudin) to identify potential customers for a pop tower
- NEWROC EO has asked Wyalkatchem CRC to identify a date for Leigh Ballard to come to Wyalkatchem to meet with the CRC and D and D Transport to discuss VOIP and internet service (technical queries)
- Just over a 100 customers plus approximately six in sign up mode (coming on) and about 10 to be followed up by Crisp Wireless (order forms and T and C's sent to customers)
- NBN tower upgrade (Mukinbudin) attached information – impact on Crisp Wireless?

MOTION:

Cr Brown requested to remain in the meeting for discussions on this agenda item but will not have a vote on the item

Moved Cr O'Connell

Seconded Cr Shadbolt

Carried 5/0

OFFICER RECOMMENDATION:

That:

1. The NEWROC Executive Officer contact Cullen MacLeod to seek clarification on agreements with Crisp Wireless
2. The NEWROC Executive Officer to contact Leigh Ballard to encourage site visits
3. NEWROC members to discuss the pop towers in Mukinbudin and willingness to support these

RESOLUTION:

That:

1. **The NEWROC Executive Officer contact Cullen MacLeod to seek clarification on agreements with Crisp Wireless**
2. **The NEWROC Executive Officer to contact Leigh Ballard to encourage site visits**
3. **NEWROC support the investigation into additional customers and pop towers in the Shire of Mukinbudin**

Moved Cr O'Connell

Seconded Cr Shadbolt

Carried 5/0

Discussion:

- 👉 Members discussed the POP towers (around the \$1000 mark each, requires power) in the Shire of Mukinbudin and the need to determine how many customers around the towers prior to progressing
- 👉 NEWROC EO met with Gordon Duffy, Wheatbelt Police to discuss the Police Stations coming on board
- 👉 Discussion regarding current sign ups and marketing of the service
- 👉 NEWROC EO to follow up the WDC regarding their support for a plan in their Merredin office
- 👉 Primary Schools in Trayning and Bencubbin would have to pay for the internet plans out of their own funds as it is not covered by the Department of Education – NEWROC EO to follow this up
- 👉 Discussion regarding the NBN Tower upgrade in the Shire of Mukinbudin - data capacity is full, plus there is no coverage in the southern and western areas of Mukinbudin (coverage north and east) so the tower upgrade will improve range
- 👉 NEWROC EO to note that some of the Crisp Wireless towers are not owned by Crisp Wireless, some are using existing infrastructure, this is relevant in discussions with Cullen Macleod

3.1. NEWTRAVEL

REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	19 March 2019
ATTACHMENT NUMBER:	#3 NEWTRAVEL Minutes General Meeting
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

NEWTRAVEL held a general meeting on the 28 February 2019. The meeting included a strategic planning session. Some key discussion points were:

- 👉 Our biggest barrier is that the people we want to be members do not know of NEWTRAVEL and/or are not focused on tourism;
- 👉 Some felt that tourist still in general have a lack of understanding about the Wheatbelt Way and come out to the region not knowing about it;
- 👉 NEWTRAVEL need a 10 second pitch to its members;
- 👉 Currently who are our members? How much effort do we put in to members and what do we and they receive in return? i.e. Local Government are our biggest financial contributor for the least effort, small business are our smallest financial contributor for a large effort;
- 👉 Vouchers – the Mt Marshall system is successful; can we expand this to member businesses?;
- 👉 For the Organisation to continue to grow we need to have an “invest in us proposition”;
- 👉 Can we double the capacity of the Tourism Officer from 8 hours to 16 hours (at a cost of approximately ~\$12,000)?;
- 👉 Alternative income streams for NEWTRAVEL? Sponsorship, Grants, AGO?;
- 👉 Who is the beneficiary? Need to find a long-term partner and give them a value proposition i.e. BP/Great Southern Fuels, Bridgestone Tyres;
- 👉 More Training? Can NEWTRAVEL deliver this? Earn and income from this activity?;
- 👉 NEWTRAVEL need to get an icon (ie. Roger Federer to help raise profile); and
- 👉 The Wheatbelt Way is just one Tourism Product of NEWTRAVEL. Are there more that we can develop and promote?

Update since the NEWROC Executive Meeting

- 👉 Videoconference with NEWTravel Chair, NEWTravel EO, John Nuttall, Jaime Criddle, Rebecca McCall planned for Tuesday 30 April to discuss governance structure of NEWTravel and strategic direction going forward
- 👉 Videoconference with NEWROC EO, NEWTravel EO, Roe Tourism and RDA Wheatbelt to discuss a strategic tourism project, incorporating CRC's along the three self drive routes and a night time activity e.g. star gazing

The next NEWTRAVEL General Meeting will be held in Westonia at 10am on Thursday 5 July 2019.

RESOLUTION:

That the NEWTRAVEL minutes are received and the update since the NEWROC Executive Meeting is received

Moved Cr Sachse

Seconded Cr Brown

Carried 6/0

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

5. WALGA ZONE ISSUES

- 👉 Zone meeting on Wednesday 24 April
- 👉 Discussion regarding the GP attendance at Merredin Hospital on the weekend. Cr Sachse met with the Hon Mia Davies regarding the issue and she queried why a similar arrangement at the Northam Hospital could not be pursued
- 👉 Members discussed the proposed changes to the Local Government Act and in particular the Shire of Trayning raised elector training and nominees required to complete online training before local government elections and existing Councillors completing training too (once their term is finished, the Councillor is then classified as 'new')
- 👉 Membership fees will be likely to remain as is

6. OTHER BUSINESS

6.1. Wheatbelt CRC Strategy Day

Wheatbelt CRC's are invited to attend the third whole of Wheatbelt CRC meeting in Quairading on 17 May 2019 with the Wheatbelt Business Network. The intention of the day is to host the Minister for Regional Development, update CRC's on the AEC and WAEC work as well as host the Census team from Canberra who are looking to engage CRC's in Census 2021. Time will also be spent on helping CRC's determine their value proposition and develop further ideas for collaboration. Agenda is as follows:

10AM	Morning Tea
10.30AM	Welcome and Introduction by the WBN Chair, Amanda Walker
10.40AM	CENSUS Canberra Team (Australian Bureau of Statistics) Community Resource Centres being an Enabling Partner for Census 2020
11.50AM	WBN Update on AEC and WAEC Service Delivery (Caroline Robinson)
12.15PM	Hon Alannah MacTiernan MLC Minister for Regional Development <ul style="list-style-type: none"> - Presentation on the State Government priorities for regional development, where the State Government see's CRC's in helping to achieve these regional priorities - Q and A (10mins) on CRC's and regional development
12.45PM	Lunch
1.15PM	Nicholas Flanagan – Developing your CRC Value Proposition
2PM	CRC Success Stories – Social Media and Collaboration
2.15PM	Wheatbelt CRC Sub Regional Forward Planning <ul style="list-style-type: none"> - Celebrations, considerations, challenges - Identification of additional engagement opportunities / service delivery for Wheatbelt CRC's
3.15PM	Close

Tickets are available here (cost recovery price) – <https://tickets.evnto.com.au/PM32NP/wheatbelt-crc-strategy-day>

Members of local government and Councillors are welcome to attend.

6.2. CEACA

- 👉 Terry Waldron has been appointed as the new CEACA Independent Chair
- 👉 Cr Davies acknowledged and thanked Cr Shadbolt for all his work in the role of Acting Chair
- 👉 The CEACA EO has resigned

7. MEETING SCHEDULE

7.1. 2019 Meeting Schedule

28 May	Executive	Koorda
25 June	Council	Koorda
23 July	Executive	Mukinbudin
27 August	Council	Mukinbudin
24 September	Executive	Trayning
22 October	Council	Trayning
26 November	Executive	Wyalkatchem
10 December	Council	Wyalkatchem

8. CLOSURE OF MEETING

The Chair, Cr Davies thanked everyone for their attendance.

Members also thanked Gary Martin and Paul Sheedy for their Acting CEO roles as this was their last meeting.

Cr Davies closed the meeting at 3.41pm.



Great Eastern Country Zone

Minutes

Kellerberrin Recreation and Leisure Centre

**Commenced at 9:30am
Wednesday 24 April 2019**

Table of Contents

1. OPENING AND WELCOME	3
2. ATTENDANCE AND APOLOGIES.....	3
3. DECLARATIONS OF INTEREST	5
4. ANNOUNCEMENTS	5
5. GUEST SPEAKERS / DEPUTATIONS.....	5
5.1 Local Government Insurance Services WA.....	5
6. MINUTES	5
6.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Monday 18 March 2019 (Attachment 1).....	5
6.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Monday 18 March 2019	6
6.2.1 (12.3)Telstra - Power Outages Effecting Communications	6
6.2.2 (7.2) Doctor Availability – Merredin Hospital.....	7
6.3 Minutes from the Great Eastern Country Zone Executive Committee Meeting held Thursday 11 April 2019 (Attachment 2).....	7
7. ZONE BUSINESS	7
7.1 WALGA Health Forum Update	7
7.2 Local Government Act Review.....	8
8. ZONE REPORTS	9
8.1 Zone President Report.....	9
8.2 Local Government Agricultural Freight Group	9
8.3 Wheatbelt District Emergency Management Committee	10
9. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS.....	11
9.1 State Councillor Report.....	11
9.2 WALGA Status Report	10
9.3 Review of WALGA State Council Agenda – Matters for Decision	12
9.4 Review of WALGA State Council Agenda – Matters for Noting / Information	13
9.5 Review of WALGA State Council Agenda – Organisational Reports	13
9.6 Review of WALGA State Council Agenda – Policy Forum Reports	13
9.7 WALGA President’s Report	14
10. AGENCY REPORTS.....	14
10.1 Department of Local Government, Sport and Cultural Industries	14
10.2 Mainroads Western Australia.....	14
10.3 Wheatbelt RDA.....	14
11. MEMBERS OF PARLIAMENT.....	14
12. EMERGING ISSUES.....	14
13. URGENT BUSINESS.....	14
14. DATE, TIME AND PLACE OF NEXT MEETINGS	15
15. CLOSURE.....	15

Great Eastern Country Zone

Meeting was held at the Kellerberrin Recreation and Leisure Centre

Commenced at 9.30am, Wednesday 24 April 2019

Minutes

1. OPENING AND WELCOME

2. ATTENDANCE AND APOLOGIES

Attendance

Shire of Bruce Rock

Mr Darren Mollenoyux

Shire of Cunderdin

Mr Neville Hale Chief Executive Officer non-voting delegate

Shire of Dowerin

Cr Darrel Hudson
Cr Julie Chatfield
Ms Rebecca McCall Chief Executive Officer non-voting delegate

Shire of Kellerberrin

Cr Rodney Forsyth
Mr Raymond Griffiths Chief Executive Officer non-voting delegate

Shire of Kondinin

Mr Alan George Acting Chief Executive Officer non-voting delegate

Shire of Merredin

Cr Ken Hooper
Cr Julie Flockart

Shire of Mount Marshall

Cr Tony Sachse
Mr John Nuttall Chief Executive Officer non-voting delegate

Shire of Mukinbudin

President Gary Shadbolt
Mr Dirk Sellenger Chief Executive Officer non-voting delegate

Shire of Narembeen

President Rhonda Cole **Chair**
Cr Alan Wright
Mr Chris Jackson Chief Executive Officer non-voting delegate

Shire of Nungarin

President Cr Eileen O'Connell
Cr Gary Combe
Mr Adam Majid Chief Executive Officer non-voting delegate

Shire of Tammin

Mr Neville Hale Chief Executive Officer non-voting delegate

Shire of Trayning

President Melanie Brown
Cr Geoff Waters
Mr Paul Sheedy Acting Chief Executive Officer non-voting delegate

Shire of Westonia

President Karin Day
Mr Jamie Criddle Chief Executive Officer non-voting delegate

Shire of Wyalkatchem

Cr Quentin Davies
Ms Taryn Dayman Chief Executive Officer non-voting delegate

Shire of Yilgarn

President Onida Truran

WALGA Representatives

Mr Tony Brown, Executive Manager Governance & Organisational Development
Ms Chantelle O'Brien, Governance Support Officer

Guests

Andrew Greig, Manager Member Services, LGIS

Apologies

Shire of Bruce Rock President Stephen Strange

Shire of Cunderdin Cr Dennis Whisson
Cr Alison Harris

Shire of Dowerin Ms Rebecca McCall Chief Executive Officer non-voting delegate

Shire of Kondinin President Sue Meeking
Ms Mia Dohnt Chief Executive Officer non-voting delegate

Shire of Koorda President Ricky Storer
Cr Pamela McWha
Mr Gary Martin Acting Chief Executive Officer non-voting delegate

Shire of Merredin Mr Greg Powell Chief Executive Officer non-voting delegate

Shire of Tammin Cr Glenice Batchelor

Shire of Westonia Cr Bill Huxtable

Shire of Yilgarn Cr Wayne Della Bosca
Mr Peter Clarke, Chief Executive Officer non-voting delegate

Mr Craig Manton, Regional Manager, Wheatbelt, Main Roads Department of WA

Mandy Walker, Director Regional Development, RDA Wheatbelt

Mia Davies MLA, Member for Central Wheatbelt

Department of Local Government, Sport & Cultural Industries Representative

Attachments

The following were provided as attachments to the agenda:

1. Great Eastern Country Zone Minutes 18 March 2019.
2. Great Eastern Country Zone Executive Committee Minutes 11 April 2019.
3. GECZ Local Government Act review submission
4. Wheatbelt District Emergency Management Committee Meeting Minutes 21 February 2019
5. Wheatbelt District Emergency Management District Map
6. Wheatbelt District Emergency Management Committee Business Plan

7. Wheatbelt District Emergency Management – New Disaster Recovery Funding Arrangements Presentation
8. Wheatbelt District Emergency Management – State Recovery Presentation
9. State Council Agenda – via link:
<https://walga.asn.au/getattachment/2b9f150e-cedb-40f2-86ab-71c844ca9efc/State-Council-Agenda-8-May-2019.pdf>

3. DECLARATIONS OF INTEREST

Nil

4. ANNOUNCEMENTS

WALGA representatives and LGIS guest speaker were requested to leave the meeting while the members of the Great Eastern Country Zone discussed the outcome of the Executive Committee meeting item 5.5 relating to the Zone Executive Officer position.

Mr Tony Brown, Ms Chantelle O'Brien and Mr Andrew Grieg left the meeting at 9.32am and returned to the meeting at 9.37am.

5. GUEST SPEAKERS / DEPUTATIONS

5.1 Local Government Insurance Services WA

- Andrew Greig, Manager Member Services presented to the Zone on “**Your LGIS, what ownership delivers**”

What is a mutual and how is it different to traditional transactional insurance providers? This presentation included the history of LGIS, organisation structure, relationship with WALGA and provided examples of service delivery – highlighting the benefits of membership.

6. MINUTES

6.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Monday 18 March 2019

The Minutes of the Great Eastern Country Zone meeting held on Monday 18 March 2019 have previously been circulated to Member Councils.

RESOLUTION

Moved: President Cr Eileen O'Connell
Seconded: Cr Rodney Forsyth

That the minutes of the Great Eastern Country Zone meeting held Monday 18 March 2019 are confirmed as a true and accurate record of the proceedings.

CARRIED

6.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Monday 18 March 2019

Nil

6.2.1 (12.3) Telstra - Power Outages Effecting Communications

The Zone resolved:

1. Requests WALGA to advocate through the State Emergency Management Committee for action in respect to power outages effecting telecommunications and the eligibility for Local Governments to turn generators on.
2. Write to Boyd Brown, Telstra to seek a written response in respect to power outage procedures in place, what is the Battery Back-up Program and what is a better procedure going forward using the latest technology. (Local member to be provided a copy of letter).
3. Executive Officer to support a Zone Local Government in providing an Agenda Item to the Australian Local Government Association's National General Assembly in regards to the failing of telecommunications in regional Australia.

Please find below the emailed response from Boyd Brown, Telstra.

As discussed at the zone meeting, Telstra has a number of back-up systems for power outages, some large exchange sites have battery banks, generators and in ground diesel tanks, smaller exchange and mobile sites mostly have back-up batteries. All our network sites are monitored centrally via a 24/7 monitored command office located in Melbourne. This facility monitors our sites around performance and capacity, and there are alarms which relate to various functions, including power outages.

Exchanges and mobile phone towers rely on a regular power supply and a maintained feed. While Telstra have contingencies to cover short power outages, these facilities are not designed to operate for long periods without power. If there is going to be a long outage Telstra can, in certain circumstances, deploy portable backup generators, especially during emergencies or natural disasters. Priority at these times is determined by the Emergency Services Organisations in consultation with the Telstra ESO liaison officer.

While loss of communications between Emergency Services is a disruption, no mobile phone service should ever be relied upon as a sole source of communications during emergencies. For this reason Emergency Services organisations should use radio networks as a primary source of communications with other services such as mobile phones, landlines and satellite phones used as an adjunct.

- *We have around 40,000 network sites that require power, including data centres, exchanges and mobile base stations. Our sites typically have battery backup or generators in case of a disruption to energy supplies. This backup power is designed to provide some cover for blackouts but not the loss of power for extended periods.*
- *We check the generators and batteries at our sites regularly to make sure they're in good condition. This include servicing our generators and ensuring we have enough fuel.*
- *Telstra also has a large, geographically dispersed technical field workforce who can respond quickly in case of outages or emergencies.*
- *We continue to roll out energy improvements across our network sites, such as installing new efficient lighting and air-conditioning controls, retiring inefficient cooling systems, developing improved fault detection and investing in solar PV and combined energy storage.*

Executive Officer advised the Great Eastern Country Zone members that another Telstra representative's contact details have been provided and may be beneficial to liaise with them on this matter.

State Emergency management Committee are also being consulted and further information will come back to the Zone when available.

6.2.2 (7.2) Doctor Availability – Merredin Hospital

A letter has been sent to the Minister of Health requesting a deputation on the issue of doctor availability at Merredin Hospital. A response will be provided to the Zone once received.

The Executive Committee has requested the following attend the deputation:

- Zone President – Cr Rhonda Cole
- Shire President, Merredin – Cr Ken Hooper
- Shire President, Mukinbudin – Cr Gary Shadbolt

RESOLVED

Cr Rhonda Cole declared a conflict of interest with her current employment on this matter and the Great Eastern Country Zone agreed that President Stephen Strange will go in her place.

6.3 Minutes from the Great Eastern Country Zone Executive Committee Meeting held Thursday 11 April 2019 (Attachment 1)

RESOLUTION

**Moved: Cr Tony Sachse
Seconded: Cr Geoff Waters**

That the Minutes of the Executive Committee Meeting of the Great Eastern Country Zone held Thursday 11 April 2019 be endorsed.

CARRIED

7. ZONE BUSINESS

7.1 WALGA Health Forum Update

BACKGROUND

On February 19, WALGA hosted an event which brought together WA primary health agencies with Local Government Elected Members, CEOs and Officers from over twenty-five regional areas in Western Australia. The event was precipitated by Local Governments' request for WALGA's support and assistance with the challenges faced by regional areas in primary health care. The event provided a starting point to address these concerns. The WA Country Health Service (WACHS), WA Primary Health Alliance (WAPHA), the Aboriginal Health Council of WA, Rural Health West, and St John WA were represented at the event, which was also broadcast through webinar and has been recorded to share on the WALGA website. State Council will receive an Item for Noting of outcomes that arose from this event at their May meeting.

COMMENT

Feedback from the event has highlighted the challenges surrounding communication with service providers, primarily WACHS, diminishing funding, volunteer burnout and access to mental health treatment. Participants have provided clear guidance to WALGA on what they would like actioned in the coming 12 months which includes local regional forums for face to face engagement and greater engagement and collaboration with Western Australian Country Health Service (WACHS). WALGA officers will also work with WACHS for the potential to provide an updated contact list of who to contact and what services they provide.

Noted

7.2 Local Government Act Review

As the Zone is aware, the Minister for Local Government announced a 2 phase Local Government Act review process.

The first phase has been dealing with issues the Local Government sector listed as urgent issues, such as simplifying the gift provisions, providing Local Governments with the ability to advertise electronically rather than placing advertisements in newspapers, reviewing codes of conduct and providing for standards and policies around the CEO recruitment and performance review process.

The second phase of the Act review process is a complete review of the Act that will provide for a Green Bill to be considered and ultimately a New Local Government Act. The Zone submission on phase 2 of the Act review was submitted on 29 March 2019 as per attachment 3.

The phase 1 changes have been included in the Local Government Amendment Bill 2019 which was introduced in the Legislative Assembly by the Minister for Local Government on 14 March 2019 and was subsequently endorsed by the Assembly on 11 April 2019. The Bill will now be debated in the Legislative Council from 7 May 2019.

This Bill includes amendments to the Local Government Act that align with WALGA's advocacy which was endorsed by the sector in September 2018 and includes the following matters:

- Gifts
- Universal Training
- Standards of Behaviour
- CEO Recruitment and Performance Review
- Public Notices and Access to Information
- Administrative Efficiencies

The proposal around Universal Training was proposed by the Minister and includes the requirement for all candidates at Local Government elections to attend a candidate's information session as part of their nomination requirement. This will be an on-line information session that the Department of Local Government, Sport and Cultural Industries will run and will not include any assessment. In addition all new and re-elected Elected Members will need to carry out training on five (5) core units in 12 months following being elected.

Those elected members not up for election until 2021 will not need to do the training until after October 2021. In respect to funding for training, it is the Associations position that the training is the States idea, so the State should pay. We will continue to advocate for funding to be provided.

In the absence of a funding commitment for the training, for Local Government budgeting purposes, the following are indicative costing that can be considered;

Face to Face Cost + eLearning

3 face to face courses and 2 eLearning will be approximately = \$2,400 per Elected Member

Individual eLearning Cost

All 5 courses by eLearning will be approximately \$1,000 per Elected Member

However a council could subscribe to a licence where all Elected Members and Officers from that Local Government can purchase a licence for a course or all courses. This reduces the cost considerably.

The Amendment Bill will need to pass through the Parliament by 30 June 2019 to allow for the provisions around Universal Training to apply for the 2019 elections.

Noted

8. ZONE REPORTS

8.1 Zone President Report

By Cr Rhonda Cole

Cr Rhonda Cole commented on matters of interest such as training and that the quality of trainers is important. Also Local Government Insurance Service's contribution to the Sector is valued.

RESOLVED

That the Zone President's Report be received.

8.2 Local Government Agricultural Freight Group

By Cr Rod Forsyth

Information was provided by Cr Ricky Storer on the Wheatbelt Secondary Freight Network (WSFN) progress.

The BBRF application for the pre-construction work of roads prioritised in the project was unsuccessful, a follow up meeting has been arranged so we can get information as why the application was ineligible.

An application for commodity Route funding was not considered. There has not been any additional information provided.

27th March, an announcement by DPM Minister McCormack of a \$70 million grant from the ROSI fund to the WSFN for capitol works.

This money comes from a \$3.5 Billion budget allocation and is not an election commitment. Additional information from the Federal department of Regional Development, Infrastructure and Cities, suggest that this is 80% of the funding amount, with a further 20% required from other sources.

The WSFN working group have scheduled meetings with Minister Saffioti's office and Nicole Lockwood from Infrastructure Australia, on the 6th May to discuss the progress and other possible funding sources for the project.

An announcement by Minister MacTiernan of \$100,000 through the RED's fund, to the Shire of Koorda, as lead agency in the application, to assist with the project management of the WSFN project for both the pre-construction and actual on ground work.

It is estimated that it will be a 3 to 4 year timeframe, depending on the capacity of LG's and contractors, for the delivery of the works.

The WSFN working group met on the 15th April to discuss both progressing the ROSI and RED's funding announcement. Due the Federal election, we have not been able to get clear guidelines as to the criteria for ROSI money. Work is now beginning on building a business case and establishing a project management team to ensure that we are able to meet expected milestones once these guidelines have been made clear.

A request will be made to all 42 local governments for a consideration of a rebranding of the \$6,000 commitment for the Unsuccessful BBRF application to a co-contribution towards the RED's funding announcement.

RESOLUTION

Moved: Cr Onida Truran
Seconded: Cr Gary Shadbolt

That the Local Government Agricultural Freight Group Report be received.

CARRIED

8.3 Wheatbelt District Emergency Management Committee

By Cr Tony Sachse

The Wheatbelt DEMC last met at the St John Ambulance facility in Northam on Thursday 21st February 2019, and some information relating to this meeting was reported to the GECZ for the meeting held on 18th March, 2019. The attachments relating to the Wheatbelt DEMC meeting were not available at that time of writing for the GECZ March Report, and that being the case they are now attached.

The first attachment (attachment 4) is the unconfirmed minutes of meeting.

The second attachment (attachment 5) is a map of the Local Governments within the Wheatbelt DEMC. Comment regarding this is that the area in question does not match other agencies. For example Police, DFES, LG Zones and others can cover different geographical areas. While this is not unworkable, it does need to be taken into account in specific, statistical and general reporting.

The third attachment (attachment 6) is the Wheatbelt DEMC Business Plan for 2019 – 2020. The fourth and fifth attachments relate to a Guest Presentation from Suellen Flint and David Budd from the State Recovery Team. This includes information on the New Disaster Recovery Funding Arrangements February 2019, and State Recovery.

The last Wheatbelt DEMC report indicated that there was to be a Wheatbelt DEMC in Merredin for June, 2020. This is incorrect. In fact the next Wheatbelt DEMC meeting is scheduled for Thursday 20th June 2019 in Merredin, subject to the Executive Officer liaising with the Shire of Merredin.

RESOLUTION

Moved: Cr Geoff Waters
Seconded: Cr Rod Forsyth

That the Wheatbelt District Emergency Management Committee Report be received.

CARRIED

9. **WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS**

9.1 State Councillor Report

Cr Stephen Strange

RECOMMENDATION

Moved: President Cr Eileen O'Connell
Seconded: Mr Darren Mollenoyux

That the State Councillor Report be received.

CARRIED

Cr Stephen Strange was an apology for this meeting, however a report was provided and is attached to the minutes (Attachment 2)

9.2 WALGA Status Report

By Tony Brown, Executive Officer

BACKGROUND

Presenting the Status Report for May 2019 which contains WALGA's responses to the resolutions of previous Zone Meetings.

Zone	Agenda Item	Zone Resolution	WALGA Response	Up-date	WALGA Contact
Grt Eastern C	2019 March Zone Agenda Item 12.2 Office of the Auditor General (OAG) Audit Fee Increase	The Zone request WALGA to undertake research into the audit costs including why the Office of the Auditor General (OAG) fees have increased significantly and what is the criteria for the fee increases.	WALGA staff are currently researching the Office of Auditor General audit costs for Local Governments. Once information is collated a response will be provided to the Zone	May 2019	Tony Brown Executive Manager Governance and Organisational Services 9213 2051 tbrown@walga.asn.au
Grt Eastern C	2019 March Zone Agenda Item 12.3 Telstra – Power Outages Effecting Communications	Requests WALGA to advocate through the State Emergency Management Committee for action in respect to power outages effecting telecommunications and the eligibility for Local Governments to turn generators on.	WALGA have written to the SEMC to request action in respect to power outages effecting telecommunications. A response will be provided to the Zone when received.	May 2019	Joanne Burges Executive Manager, People and Place jburges@walga.asn.au 9213 2018
Grt Eastern C	2018 November 29 Zone Agenda Item 7.4 Water Corporation - New management and billing structure for standpipes	That the Great Eastern Country Zone request WALGA to advocate opposing the WA Water Corporation proposed fee structure in remote parts of the eastern Wheatbelt and; 1. Request the Water Corporation look to possible subsidised billing to remote user standpipes for users without any other possible means of potable water; 2. Write to the Department of Water suggesting that as a result of the increased Standpipe water costs that they re-introduce the Farm Water Grants to	The Water Corporation has agreed to engage directly with every Local Government affected by the proposed changes to management and billing arrangements for standpipes across WA. WALGA has been regularly monitoring this process, ensuring that the issues identified by each Council are addressed. The Water Corporation has made a commercial decision to apply commercial rates to water supplied through high flow standpipes when used for commercial purposes. As Local Governments are the customer billed for these services there is likely to be changes to the arrangements for metering and security. The requirements will differ in each situation. The intent is that domestic and stock water can continue to be accessed at the community rate – which is the rate charged to those who access water through the scheme. Frequent use of high flow standpipes has the potential to comprise town water supplies.	May 2019	Ian Duncan Executive Manager Infrastructure iduncan@walga.asn.au 9213 2031

		allow effected landholders the ability to create on-farm water storage and water connections			
Grt Eastern C	2018 November 29 Zone Agenda Item 7.3 Container Deposit Scheme Locations	<p>That the Great Eastern Country Zone requests that:</p> <ol style="list-style-type: none"> 1. All Local Governments be guaranteed, as a minimum, one flexible refund point in their area. 2. A flexible access point should be defined as a refund point which, as a minimum, is open 16 hours each two week period, including at least 8 hours at weekends <p>The State Government provide appropriate funding for the refund points.</p>	<p>WALGA provided an extensive Submission to the Department of Water and Environmental Regulation (DWER) Draft Customer Service Standard for the Container Deposit Scheme. In relation to the Zone's recommendation, WALGAs Submission supported the approach of ensuring that all Local Governments be guaranteed a flexible refund point and the operating hours for a flexible refund point be clearly defined.</p> <p>WALGA will continue to advocate for State Government funding for infrastructure to assist the sector in implementing the CDS. It is anticipated the final Customer Service Standard will be released in March/April 2019.</p>	Ongoing	Mark Batty Executive Manager Environment and Waste Mbatty@walga.asn.au 9213 2078

ZONE COMMENT

This is an opportunity for Member Councils to consider the response from WALGA in respect to the matters that were submitted at the previous Zone Meeting.

RESOLUTION

Moved: Cr Onida Truran
Seconded: Cr Quentin Davies

That the Great Eastern Country Zone WALGA May 2019 Status Report be noted.

CARRIED

9.3 Review of WALGA State Council Agenda – Matters for Decision

BACKGROUND

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The full State Council Agenda can be found via link: <https://walga.asn.au/getattachment/2b9f150e-cedb-40f2-86ab-71c844ca9efc/State-Council-Agenda-8-May-2019.pdf>

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

5.1 Road Safety Audit Local Government Policy Template

WALGA Recommendation

That the Road Safety Audit Local Government policy template be endorsed.

5.2 'Preferred Model' for Third Party Appeal Rights for Decisions Made by Development Assessment Panels

WALGA Recommendation

That WALGA:

1. Continues to advocate for the State Government to introduce Third Party Appeal Rights for decisions made by Development Assessment Panels; and
2. Endorses the 'Preferred Model' as the third party appeals process for decisions made by Development Assessment Panels.

5.3 Interim Submission – Draft Position Statement: Tourism Land Uses within Bushfire Prone Areas

WALGA Recommendation

That the interim submission to the Western Australian Planning Commission on Draft Position Statement: Tourism land uses within bushfire prone areas, be endorsed.

5.4 Public Library Tiered Service Framework

WALGA Recommendation

That the new tiered model to support public library service delivery in WA be endorsed.

5.5 Community Technical Reference Group

WALGA Recommendation

That the establishment of a Community Technical Reference Group be endorsed.

RESOLUTION

Moved: Cr Quentin Davies

Seconded: Cr Karin Day

That the Great Eastern Country Zone supports all Matters for Decision as listed above in the State Council Agenda.

CARRIED

9.4 Review of WALGA State Council Agenda – Matters for Noting / Information

6.1 Report Municipal Waste Advisory Council (MWAC)

9.5 Review of WALGA State Council Agenda – Organisational Reports

7.1 Key Activity Reports

7.1.1 Report on Key Activities, Environment and Waste Unit

7.1.2 Report on Key Activities, Governance and Organisational Services

7.1.3 Report on Key Activities, Infrastructure

7.1.4 Report on Key Activities, People and Place

9.6 Review of WALGA State Council Agenda – Policy Forum Reports

7.2 Policy Forum Reports

7.2.1 Mayors/Presidents Policy Forum

7.2.2 Mining Community Policy Forum

7.2.3 Container Deposit Legislation Policy Forum

7.2.4 Economic Development Forum

9.7 WALGA President's Report

The WALGA President's Report was distributed prior to the meeting.

RESOLUTION

Moved: Cr Rod Forsyth
Seconded: Cr Gary Shadbolt

That the Great Eastern Country Zone notes the following reports contained in the WALGA State Council Agenda.

- **Matters for Noting/Information**
- **Organisational Reports**
- **Policy Forum Reports; and**
- **WALGA President's Report**

CARRIED

10. AGENCY REPORTS

10.1 Department of Local Government, Sport and Cultural Industries

The representative from the Department of Local Government, Sport & Cultural Industries was an apology for this meeting, an update report has been provided and is attached to the minutes.
(Attachment 3)

10.2 Mainroads Western Australia

Mr Craig Manton is an apology for this meeting and an update will be provided at the June Zone meeting.

10.3 Wheatbelt RDA

Mandy Walker, Wheatbelt RDA is an apology for this meeting.

11. MEMBERS OF PARLIAMENT

Nil

12. EMERGING ISSUES

Nil

13. URGENT BUSINESS

Nil

14. DATE, TIME AND PLACE OF NEXT MEETINGS

The next meeting of the Great Eastern Country Zone will be held in Merredin on Thursday 27 June, commencing at 9.30am.

15. CLOSURE

There being no further business the Chair declared the meeting closed at 10.30am.

This page has been left blank intentionally



W A L G A

GREAT EASTERN COUNTRY ZONE EXECUTIVE COMMITTEE

Minutes

Thursday 11 April 2019

Teleconference

Minutes

Great Eastern Country Zone of WALGA

Executive Committee

Thursday 11 April 2019

Commenced at 7.32am via Teleconference

1.0 OPENING AND WELCOME

2.0 ATTENDANCE AND APOLOGIES

Attendance

Cr Stephen Strange (Acting Chair)
Cr Tony Sachse
Cr Geoff Waters

President Shire of Bruce Rock
President, Shire of Mt Marshall
Deputy President, Shire of Trayning

WALGA Representative

Mr Tony Brown, Executive Manager Governance and Organisational Services

Apologies

Cr Rhonda Cole (Zone President),
Cr Ken Hooper (Deputy Zone President)
Cr Onida Truran,

President Shire of Narembeen
President, Shire of Merredin
President Shire of Yilgarn

3.0 DECLARATION OF INTEREST

Nil

4.0 CONFIRMATION OF MINUTES

4.1 Confirmation of Minutes – Thursday 7 March 2019 (Attachment)

Minutes of the Great Eastern Country Zone Executive Committee Meeting held 7 March 2019 have previously been circulated and attached for confirmation.

RESOLUTION: **Moved: Cr Geoff Waters** **Seconded: Cr Tony Sachse**

That the Minutes of the Great Eastern Country Zone Executive Committee Meeting held 7 March 2019 be confirmed as a true and accurate record of the proceedings.

CARRIED

4.2 Business Arising from the Executive Committee Meeting held 7 March 2019

Nil

5.0 BUSINESS OF THE MEETING

5.1 Financial Report for 31 January 2019

From Executive Officer

Background:

There was no activity for the month of March. No financial report is necessary.

COMMENT

It was noted that the Zone Budget will be presented to the June Executive Committee meeting, however the Committee should provide advice to Zone Local Government's on the proposed subscription fee.

RESOLUTION: Moved: Cr Stony Sachse Seconded: Cr Geoff Waters

That the Zone subscription for 2019/20 be retained at \$3500.00

CARRIED

5.2 Strategic Priorities and Guest Speakers for the 2018/19 Year - Update

From Executive Officer

Background:

At the 2 August 2018 Executive Committee meeting, the committee discussed that the Zone needed to focus on four (4) key issues for the next 12 months.

The following topics were considered priorities for the Zone;

- 1) Local Government Act Review
- 2) Economic Development
It was noted that most issues for the Zone revolve around economic development in form or another.
- 3) Telecommunication
Better coverage required
- 4) Education
Advocate to promote and retain what we have in the of education facilities at Cunderdin, Merredin and Narrogin

The following was recommended by the Executive and then endorsed by the Zone at the 23 August meeting.

That the Great Eastern Country Zone schedule the following topics as Zone priorities for the next 12 months:

- i. Local Government Act Review
- ii. Economic Development
- iii. Telecommunication
- iv. Education

The Executive Committee also resolved that guest speakers for the Zone meetings would follow the strategic priorities.

August 2018 Meeting:

➤ Economic Development

Anne Banks McAllister, Regional Capacity Building Manager from WALGA provided an outline of the Local Government Economic Development project and discuss the zones economic development opportunities.

➤ Local Government Act Review

WALGA and Department of Local Government, Sport & Cultural Industries spoke on the review process and the upcoming consultation process.

A separate Zone forum was held on 24 October 2018, where the Act review issues were workshopped.

November 2018 Meeting:

No speakers as short meeting or teleconference due to harvest.

March 2019 Meeting:

- Telecommunications – Telstra, NBN – Boyd Brown from Telstra, presented to the Zone.
- Royal Commission into Institutional Responses to Child Sexual Abuse and Redress – Gordon MacMile from the Department of Local Government, Sport and Cultural Industries presented to the Zone.

April 2019 Meeting

- Education - a guest speaker be invited to the April 2019 meeting and discuss School of Isolated and Distance Education (SIDE) Program.
- Transport – Heavy Vehicle issue

RESOLUTION: Moved: Cr Geoff Waters Seconded: Cr Tony Sachse

That the focus for the April Zone meeting be on Education and that the following organisations be requested to present to the Zone:

- **School of Isolated and Distance Education (SIDE)**
- **Cunderdin Agriculture**
- **Merredin College**

The Transport – Heavy Vehicles issue be scheduled for the June meeting.

CARRIED

5.3 Doctor Availability – Merredin Hospital

From Executive Officer

Background:

At the March 2019 Zone meeting the following was resolved;

That the Zone request a deputation to the Minister for Health on the availability of doctors at the Merredin Hospital.

Action

The Zone Executive Officer will provide researched information to assist with the deputation.

Comment:

Executive Committee consideration to who attends the deputation and information to be provided.

RESOLVED

That:

Zone President – Cr Rhonda Cole

Shire President, Merredin – Cr Ken Hooper

Shire President, Mukinbudin – Cr Gary Shadbolt

Attend the deputation to the Minister of Health.

Executive Officer to liaise with Mia Davies Office on comparison of situation between Northam and Merredin hospitals.

5.4 Telstra - Power Outages Effecting Communications

From Executive Officer

Background:

The Zone resolved the following at the March 2019 meeting:

1. Requests WALGA to advocate through the State Emergency Management Committee for action in respect to power outages effecting telecommunications and the eligibility for Local Governments to turn generators on.
2. Write to Boyd Brown, Telstra to seek a written response in respect to power outage procedures in place, what is the Battery Back-up Program and what is a better procedure going forward using the latest technology. (Local member to be provided a copy of letter).

3. Executive Officer to support a Zone Local Government in providing an Agenda Item to the Australian Local Government Association's National General Assembly in regards to the failing of telecommunications in regional Australia.

Comment:

An update on this item was provided as listed below:

1. The Executive Officer advised that WALGA's Emergency Management Manager is working with State Emergency Management Committee on the issue of power outages effecting telecommunications and the eligibility for Local Governments to turn generators on.
2. A letter to My Boyd Brown, Telstra has been sent and Mr Brown's response will be included in the Zone Agenda.

Noted

5.5 Zone Executive Officer Services

Background:

At the April 2018 Zone meeting, the following was resolved;

That GECZ engage WALGA to provide executive support for 12 months (1-7-18 to 30-6-19) provided:

1. *A senior officer from WALGA provide that service.*
2. *That KPI's be developed by the Executive Committee by August.*

Comment:

The current arrangements with WALGA carrying out the Executive Officer services were until 30 June 2019.

The Zone needs to consider if it is happy with this arrangement and wishes to continue or not.

WALGA is pleased with the arrangement and is keen to continue.

The Zone Executive Officer left the teleconference for this item at 8.00am.

RESOLUTION: Moved: Cr Tony Sachse Seconded: Cr Geoff Waters

That the Zone endorse WALGA to continue the executive support for the Great Eastern Country Zone for the next 2 years (19/20 and 20/21) and that suitable Key Performance Indicator's be put in place.

CARRIED

6.0 OTHER BUSINESS

Discussion points for the Zone meeting

- Cr Waters raised concerns about funding cuts for Regional Road Groups
- An update from Cr Storer on the recent announcements regarding the Secondary Freight Routes project be requested for the next Zone meeting.

7.0 DATE, TIME AND PLACE OF NEXT MEETINGS

The next meeting of the Great Eastern Country Zone Executive Committee will be 13 June via teleconference.

8.0 CLOSURE

There being no further business the Chair declared the meeting closed at 8.15am

May 2019 State Councillor Report



Cr Stephen Strange

March 2019 State Council Meeting – Minister for Local Government

The Minister for Local Government, Hon David Templeman MLA, addressed State Council at the commencement of the meeting.

The Minister spoke about Stages one and two of the Review of the Local Government Act including the submissions received in relation to Stage two. The submissions received by the Department have addressed a range of topics and themes including:

- Communication;
- Roles and responsibilities;
- Relationships between Elected Members and the Chief Executive Officer and staff; and,
- The Department and its role.

The Minister also spoke about the importance of the relationship between the State and Local Government sector and continuing to work together.

March 2019 State Council Meeting – Key Issues

Local Government Act Review

State Council endorsed WALGA's submission to the Local Government Act Review, which included a number of policy positions and incorporated significant input from forums with Local Governments and Zones, written Local Government submissions, and Zone decisions prior to the State Council meeting.

Economic Development Project

Two key pieces of work relating to the Economic Development Project were endorsed by State Council:

1. Local Government Economic Development: Research Findings and Future Directions Discussion Paper; and,
2. Local Government Economic Development Framework.

The Discussion Paper and the Framework will be launched on 7 May 2019.



Hello, and welcome to the May edition of the Department of Local Government, Sport and Cultural Industries (DLGSC) Update for 2019.

It's been a busy start to the year. A morning tea of a different kind was held on 22 March when the Department farewelled Nick Sloan and thanked him for his significant contribution. We look forward to working with him in his new role as CEO of the West Australian Local Government Association.

It was a great opportunity to be part of the Integrated Planning and Reporting Forum hosted by Local Government Integrated Planners Network and Local Government Professionals WA on Friday 12 April at Crown, Burswood. It was a highly interactive and informative forum that highlighted the benefits that IPR can deliver and simple and effective ideas to assist local governments in meeting their IPR obligations. It was a terrific event and we are pleased to be supporting the roll out of the Peer Support program.

A significant milestone came to fruition this month with the introduction of the Local Government Legislation Amendment Bill 2019 to Parliament on 14 March. The Bill passed the Legislative Assembly on 10 April and is currently awaiting debate in the Legislative Council.

The Bill introduced a number of reforms aimed at the governance level of local governments to ensure that council members have the skills and tools to be able to competently and appropriately perform their role. It also includes the require for all candidates nominating for council to complete an online induction. This is expected to be in place for this October's local government elections.

The public submission period for the new Local Government Act closed on 31 March 2019. During the public submission period more than 100 workshops, forums and meetings were held across Western Australia with local governments, key stakeholders, and community members. The Department received over 3000 responses and an analysis of the responses received is underway.

The State Local Government Partnership Agreement Leadership Group met on 16 April. It was a productive meeting covering a range of issues from planning reform, waste management, climate change and governance issues. It was also an opportunity to celebrate the progression of the McGowan Government's Local Government Legislation Amendment Bill 2019 and highlight the importance of training. A meeting communique will be released shortly.

The Department is sponsoring a regional Local Government Award as part of the 2019 Regional Achievement and Community Awards. More information is contained in this edition, along with information about National Reconciliation Week (NRW) that takes place from 27 May to 3 June and the activities that have been planned.

Until next time.

Duncan Ord, OAM
Director General
Department of Local Government, Sport and Cultural Industries



Department of Local Government, Sport and Cultural Industries Making a Difference

The Department of Local Government, Sport and Cultural Industries' Making a Difference Award will recognise collaborative efforts by Local Governments to ensure positive outcomes for WA's regional communities. This award recognises and celebrates the importance of Local Government working for the benefit of our regional communities and the valuable contribution that Local Government makes every day.



REGIONAL ACHIEVEMENT & COMMUNITY AWARDS

Enter now at www.awardsaustralia.com/waraca

Making a Difference Award 2019

The Department of Local Government, Sport and Cultural Industries' Making a Difference Award will recognise collaborative efforts by Local Governments to ensure positive outcomes for WA's regional communities. This award recognises and celebrates the importance of Local Government working for the benefit of our regional communities and the valuable contribution that Local Government makes every day. For more information and to nominate visit www.awardsaustralia.com/waraca.

Local Government Legislation Amendment Bill 2019

The *Local Government Legislation Amendment Bill 2019* was introduced into Parliament on 14 March and passed the Legislative Assembly on 10 April. The focus of the first tranche of reforms is on better equipping council members to undertake their complex and important role. It also provides for greater transparency and accountability to the community.

More information is available on the Parliament House website www.parliament.wa.gov.au and in [Ministers Circular 01-2019](#) and Department Circular 03-2019.

The Department will continue to work with the sector and peak bodies on the development and implementation of the first tranche of reforms:

Training

- An online induction package for candidates is currently being prepared by the Department. It is expected to be available on a voluntary basis in July 2019.
- An expression of interest has been sent to potential providers for the elected member training.



CEO Recruitment and Performance Review Best Practice Standards

- The Department is working with an expert panel to develop the standards and proposed guidelines. It is expected this will be released for consultation in May.

Code of Conduct

- The Department is working with an expert panel to develop the Code of Conduct. It is expected that consultation will occur on the Code in June.

New Local Government Act

The public submission period for the new Local Government Act closed on 31 March 2019. During the public submission period more than 100 workshops, forums and meetings were held across Western Australia to promote the opportunity to be involved. Over 3000 submissions have been received and are being reviewed. For more information please visit www.dlgc.wa.gov.au/lgareview or Email actreview@dlgsc.wa.gov.au

Local Government Circulars

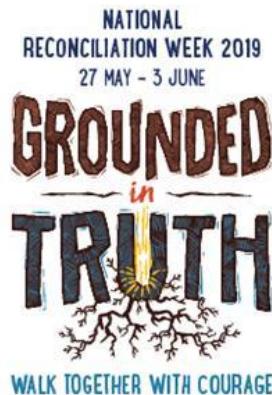
Local government circulars are one of the tools the Department uses to communicate with councils. They may contain information about:

- changes to legislation
- policy positions
- consultations
- a need to take specific action

The following circulars have been issued this year.

- [Ministerial Circular 01-2019 Local Government Legislation Amendment Bill 2019](#)
- [Departmental Circular 01-2019 Impact of SAT decision on park homes and park home park licences](#)
- [Departmental Circular 02-2019 Safe work places in local government](#)
- [Departmental Circular 03-2019 Local Government Legislation Amendment Bill 2019](#)

For access to archived information, please email your request to circulars@dlgsc.wa.gov.au



National Reconciliation Week (NRW) will take place from 27 May to 3 June and is a chance for us to come together and celebrate the significant role of Aboriginal people within the WA community.

This year's theme, *grounded in truth, walk together with courage*, calls for a



comprehensive process of truth-telling about Australia's colonial history, based on the awareness that our nation's past is reflected in the present, and will continue to play out in future unless we heal historical wounds. You can [learn more about National Reconciliation Week](#).



WA artist Valmayi Nampitjinpa. Ms Nampitjinpa's artwork was selected at the Revealed Art Exhibition last year. Special thanks to all the Local Governments who are participating this year. If you have any questions about this project, please contact Ms Abigail Lamont, Project Officer, Aboriginal History WA, DLGSC, on (08) 9427 3470, or email banners@dlgsc.wa.gov.au.

To celebrate and recognise the importance of Reconciliation Week, the Department of Local Government, Sport and Cultural Industries (DLGSC) is coordinating the 2019 Street Banner Project across Western Australia. Private, public and community sector organisations were invited to get involved by sponsoring a reconciliation banner that will feature their corporate logo, this year's reconciliation message and the artwork *Karrkurinkinjta* by

The Arts Organisation Investment Program



Arts Organisation Investment Program



The Arts Organisation Investment Program is an open and competitive multiyear funding program to support Western Australia's arts, cultural and creative sector organisations.

More information on the Arts Organisation Investment Program, please visit

<https://www.dca.wa.gov.au/funding/arts-organisation-investment-program/>

Applications close AWST 4:00pm, 9 May 2019.



DLGSC Ministerial media statements

Hon David Templeman, Minister for Local Government; Culture and the Arts

- 10 April 2019: [Consultation open on dog standards and guidelines](#)
- 10 April 2019: [Perth's southern suburbs lead the way in recycling](#)
- 3 April 2019: [WA regions become the backdrop once again](#)

Hon Paul Papalia, Minister for Racing and Gaming; Citizenship and Multicultural Interests

- 29 March 2019: [Life's better with horses](#)

Hon Mick Murray, Minister for Sport and Recreation

- 15 April 2019: [Women's sport the big winner as facilities fund enjoys remarkable first year](#)
- 9 April 2019: [100 days until Leeds United take on rivals Manchester United in Perth](#)
- 1 April 2019: [Manchester United open training session to raise money for charity](#)

Hon Ben Wyatt, Minister for Aboriginal Affairs

- 28 March 2019: [McGowan Government to retain Crown land in Alfred Cove](#)
- 20 March 2019: [State Government welcomes indigenous ranger pledge](#)

WA Government News

For the latest updates, visit the official Facebook for WA Government News.
<https://www.facebook.com/wagovnews/>



CEACA

Supporting Age Friendly Communities

**CENTRAL EAST AGED CARE
ALLIANCE INC EXECUTIVE
COMMITTEE**

IN-PERSON MEETING

**KELLERBERRIN RECREATION AND
LEISURE CENTRE AND
SHIRE OF KELLERBERRIN
COUNCIL CHAMBERS**

**FRIDAY 12 APRIL 2019,
COMMENCING AT 9.39AM**

MINUTES

CONTENTS

1. OPENING AND ANNOUNCEMENTS	4
2. RECORD OF ATTENDANCE AND APOLOGIES	4
2.1 Attendance - Members	4
2.2 Attendance - Guests.....	4
2.4 Apologies.....	4
3. DECLARATION OF INTEREST.....	4
4. PRESENTATIONS/MEETINGS	5
5. MINUTES OF MEETINGS.....	5
5.1 Minutes from an Executive Committee Meeting of the Central East Aged Care Alliance Inc held Monday 11 February 2019 (Attachment).....	5
5.2 Executive Officer Action Sheet as at 8 April 2019 2019 (Attachment).....	5
5.3 Executive Officer Report as at 8 April 2019	6
6. MATTERS FOR NOTING	8
7. CHAIR'S REPORT	8
8. CEACA FINANCE	10
8.1 Financial Statement for the Period to 28 February 2019	10
8.2 List of Accounts Paid.....	14
8.3 Payment of Account for Executive Support Services.....	17
9. BUSINESS OF THE MEETING	18
9.1 Project Update (Financial) – Shire of Merredin.....	18
9.2 Project Manager's Update – Access Housing.....	21
9.3 Transfer of Crown Land within the Shires of Merredin, Mt Marshall, Trayning and Westonia to CEACA – Update of Process	23
9.4 Transfer of Land from the Beacon Progress Association to CEACA – Update of Process.....	24
9.5 Transfer of Freehold Land Owned by the Shires of Bruce Rock, Kellerberrin Koorda, Mukinbudin, Nungarin and Yilgarn to CEACA – Update of Process.....	25
9.6 Transfer of Land from the Wyalkatchem Seniors Citizens Housing Trust Inc to CEACA – Update of Process.....	26
9.7 Development of a Privacy Policy for CEACA	27
9.8 Development of a Data Breach Response Plan (Response Plan) for CEACA.....	29
9.9 Application of Interest Earnt from Funding for Stage 2 of the CEACA Seniors Housing Project	31
9.10 Establishing a Sales Price for Houses Under Construction as Part of the CEACA Seniors Housing Project.....	35
9.11 Management of CEACA's Housing being Constructed through the CEACA Seniors Housing Project	39
9.12 Updated Wait Lists for CEACA Housing	43
9.13 Reimbursement Costs to Access Housing Australia.....	45
9.14 Insurance for CEACA Housing (Attachment)	47

10. FUTURE MEETINGS.....	50
10.1 Meetings of the CEACA Committee	50
10.2 Meetings of CEACA Executive Committee	50
11 CLOSE OF MEETING	50

FINAL DRAFT

Minutes

Central East Aged Care Alliance Inc (CEACA)

Executive Committee Meeting

The meeting was held at the Kellerberrin Recreation and Leisure Centre (commencing at 9.39am) and then moved to the Shire of Kellerberrin Council Chambers (resuming at 11.14am)

1. OPENING AND ANNOUNCEMENTS

The Acting Chair, Gary Shadbolt, opened the meeting at 9.39am welcoming all in attendance.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance - Members

Mr Gary Shadbolt, Executive Committee Member (Acting Chair)
Mr Ken Hooper, Secretary
Ms Rachel Kirby, Treasurer
Mr Raymond Executive Committee Member

Ms Helen Westcott, Executive Officer

2.2 Attendance - Guests

Mr Greg Powell, CEO Shire of Merredin (joined the meeting via teleconference at 11.20am, leaving at 11.26am)
Mr Ralton Benn, Access Housing Australia (AHA) - AHA is CEACA's project manager for its aged housing project (joined the meeting via teleconference at 11.32am, leaving at 11.47am)

2.4 Apologies

Nil

3. DECLARATION OF INTEREST

Pursuant to Clause 21 of the Central East Aged Care Alliance Inc Constitution, Members must declare to the Chairman any potential conflict of interest they may have in a matter before the meeting as soon as they become aware of it. Members and Deputies may be directly or indirectly associated with some recommendations of Central East Aged Care Alliance Inc. If you are affected

by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

This is in accordance with Clause 21.4 of the Constitution which states:

21.4 When a member or employee discloses a pecuniary interest he or she may neither participate in discussions nor take any part in the decision making process in respect to that matter nor be present when the matter is being discussed or voted upon

Helen Westcott declares an interest with respect to Agenda Item 8.3.

4. PRESENTATIONS/MEETINGS

Nil

5. MINUTES OF MEETINGS

5.1 Minutes from an Executive Committee Meeting of the Central East Aged Care Alliance Inc held Monday 11 February 2019 (Attachment)

The Minutes from the Executive Committee Meeting of the Central East Aged Care Alliance Inc held Monday 11 February 2019 have previously been circulated.

RECOMMENDATION:

That the Minutes of the Executive Committee Meeting of the Central East Aged Care Alliance Inc held Monday 11 February 2019 be confirmed as a true and accurate record of the proceedings.

RESOLUTION: Moved: Rachel Kirby Seconded: Ken Hooper
That the Minutes of the Executive Committee Meeting of the Central East Aged Care Alliance Inc held Monday 11 February 2019 be confirmed as a true and accurate record of the proceedings.

CARRIED

5.2 Executive Officer Action Sheet as at 8 April 2019 2019 (Attachment)

Presenting the Executive Officer's Action Sheet as at 8 April 2019

RECOMMENDATION:

That the Action Sheet as presented be received.

RESOLUTION: Moved: Rachel Kirby Seconded: Ken Hooper
That the Action Sheet as presented be received.

CARRIED

5.3 Executive Officer Report as at 8 April 2019

The Executive Officer provides the following report based upon key performance indicators (KPIs) developed as part of the current Executive Officer Services Contract (Part 8 Key Performance Indicators)

A. Governance

- a) Committee Meeting Agendas to be issued to members 5 Business Days prior to the meeting date – the meeting agenda for the Special Committee Meeting held Friday 12 April 2019 was issued in accordance with the benchmark set.
- b) Committee Meeting Minutes to be distributed in draft form no later than 7 Business Days after the meeting date – the minutes from the CEACA Committee Meeting held Tuesday 26 February were despatched within the timeframe required of the EO's KPIs.
- c) Executive Committee Meeting Minutes to be issued to the Executive for comment within 5 Business Days of the meeting and then re-distributed to the Committee Members no later than 7 Business Days after the meeting date – this benchmark was reached. The agenda and meeting papers for the CEACA Executive Committee scheduled for Friday 12 April 2019 were distributed outside the timeframe established for the Executive Officer's KPIs. However, in addition to this meeting the Executive Officer also had to prepare for a Special Meeting of the CEACA Committee on 12 April 2019, assist in the organisation of interviews for the position of Independent Chair to CEACA, seek out other parties/organisations that might be interested in managing CEACA's housing once construction is completed (as a consequence of Access Housing Australia no longer being able to assist CEACA in this regard) and other matters related to CEACA's housing (arranging quotes for insurance, sale of some of CEACA's houses etc) and land transfer matters. This has meant that some work was unable to be completed within the hours the Executive Officer is currently contracted to CEACA for.

B. Performance – (Facilitate and Communicate to Committee)

- a) Constitution Development and Sign off from Department – the working party tasked with reviewing CEACA's constitution met by teleconference on Monday 18 February 2019. The working party has requested some further revisions to the draft provided by Kott Gunning. As yet these have not been provided to Kott Gunning because the Executive Officer has been busy with other work. It is hoped that a further revision will be available shortly.
- b) Rent Setting Policy, Sales/Lease for Life Policy formation and Adoption – work on developing a rent setting policy is underway. Until the CEACA Committee Meeting on 14 November 2018 the Executive Officer had also been working with Access Housing to develop a registration form to be used by all applicants for CEACA's aged housing. This work has been "put on hold" as per the meeting's decision and shown below:

RESOLUTION:

Moved: Rachel Kirby

Seconded: Quentin Davies

That the matter lay on the table.

CARRIED

Work around the sale of some of the CEACA housing has commenced (refer also to Agenda Item 9.10).

- c) Strategic Plan for CEACA – Incorporating an updated priority list of the VERSO report platform - work on this has yet to commence. It should be noted that this matter has been raised for discussion at a number of recent CEACA Committee Meetings, the most recent being the meeting held Tuesday 26 February 2019, with little guidance from the Committee as a whole.

d) The Intellectual Property of CEACA to be backed up monthly via External Hard Drive which is provided to a nominated Council for backing up onto their server – the Shire of Mukinbudin has agreed to assist the Executive Officer in meeting the KPI around backing up of CEACA documentation.

The most recent back-up was done on Monday 1 April, with a copy on external hard drive mailed to the Shire of Mukinbudin. The next back-up is scheduled for Monday 6 May 2019.

In addition to agreeing to back up CEACA's electronic records, the Shire of Mukinbudin has also agreed to house CEACA's minutes books. Work on binding the minutes has commenced.

The Executive Officer has also assisted in a number of other areas since the CEACA Executive Committee last met.

Commentary on these activities are provided below:

- **Assist CEACA in fulfilling its Commitments as defined in the Financial Assistance Agreements (FAAs) for the CEACA Seniors Housing Project**

The work associated with meeting this objective has a number of tasks which must be undertaken if CEACA is to fulfil its responsibilities under the project's FAAs. Most recently this work has included:

- a) Work associated with the transfer of Crown Land to CEACA within the Shires of Merredin, Mt Marshall, Trayning and Westonia (refer also to Agenda Item 9.3).
- b) Work associated with the transfer of land currently owned by the Beacon Progress Association to CEACA (refer also to Agenda Item 9.4).
- c) Work associated with the transfer of freehold land owned by various members of CEACA to CEACA (refer also to Agenda Item 9.5).
- d) Work associated with the transfer of currently owned by the Wyalkatchem Seniors Citizens Housing Trust Inc to CEACA (refer also to Agenda Item 9.6).
- e) Working with the Shire of Merredin on the retention of interest earned (refer also to Agenda Item 9.9).
- f) Work associated with management of CEACA's housing once construction is completed (refer also to Agenda Item 9.11).
- g) Providing assistance to the Shire of Merredin where required.

- **Assist CEACA with Advocacy around CEACA and its Related Activities**

At the CEACA Committee Meeting held 26 February 2019 it was agreed that an invitation to WACHS Wheatbelt be extended for the June meeting of the CEACA Committee. An invitation to Sean Conlan, Regional Director WACHS Wheatbelt, has yet to be extended.

- **Other Activities related to CEACA's Operations**

- a) The Executive Officer has completed her training on managing the CEACA website but has not done any work around updating its contents due to time constraints.
- b) CEACA's Facebook page is now live and receiving "likes". Updates, prepared by Market Creations, are being uploaded on a regular basis. The updates are reviewed by the A/Chair prior to their uploading. It should be noted that the website remains relatively static and the page itself does not contain any information relating to

obtaining information re applications etc as CEACA's Privacy Policy is yet to be completed and uploaded.

Work has been done to improve CEACA's visibility on Facebook. Given that a number of questions have been posted on CEACA's Facebook page means that access to/visibility of the Facebook page has improved.

All questions posted on Facebook have been answered (all answers were reviewed by the A/Chair prior to their posting).

- c) Implications of GST for the CEACA Seniors Housing Project/registration of CEACA as a registered Charity - following the CEACA Committee Meeting on 26 February 2019 the Executive Officer provided Deloitte's with information on each of CEACA's Committee Members. No further work on these matters can be undertaken until CEACA has adopted a new constitution (refer also to Agenda Item 9.6).
- d) Funding for the CEACA Seniors Housing Project - Building Application Fees (refer also to Agenda Item 9.2).
- e) Work associated with the appointment of an Independent Chair to CEACA.
- f) Development of a Privacy Policy for CEACA (refer also to Agenda Item 9.7).
- g) Because CEACA has as yet been unable to enter into a management agreement for its housing once construction is completed the Executive Officer, as a precautionary measure, sought quotes from its insurer for the housing should CEACA take ownership of the housing before any agreement is entered into. The insurance is being sought on a site by site basis. The process was commenced in February 2019 and will form a late agenda item for the meeting.

RECOMMENDATION:

That the Executive Officer's report as presented be received.

RESOLUTION:

Moved: Ken Hooper

Seconded: Raymond Griffiths

That the Executive Officer's report as presented be received.

CARRIED

6. MATTERS FOR NOTING

Nil

7. CHAIR'S REPORT

The Acting Chair will provide a verbal report to the meeting.

Gary Shadbolt advised that he had been involved in much of what had been reported by the Executive Officer in her two reports, attending a number of meetings in Perth with the Executive Officer on the various matters outlined in the reports.

RECOMMENDATION:

That the Chair's Report to the Central East Aged Care Alliance Executive Committee be received.

RESOLUTION:

Moved: Rachel Kirby

Seconded: Ken Hooper

That the Chair's Report to the Central East Aged Care Alliance Executive Committee be received.

CARRIED

FINAL DRAFT

8. CEACA FINANCE

8.1 Financial Statement for the Period to 28 February 2019

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 3 April 2019

Attachments: Nil

Background:

Presenting the financial statements for the period ending 28 February 2019.

Executive Officer Comment:

The financial statement for the period ending 28 February 2019 is presented in a format with year to date budget and also includes the budget amendments approved by the CEACA Committee on 26 February 2019.

Included in the financial statement for the first time is expenditure related to the transfer of land both the Crown Land transfers and the Beacon Progress Association land. These items are treated as Non-Current Assets. All costs associated with the transfers are to be reimbursed by the affected member Councils.

The profit and loss together with the balance sheet for the period ending 28 February 2019 are provided below. In regard to the profit and loss statement this has been reformatted to provide headings and sub totals and does not include expenditure related to the acquisition of assets.

In the balance sheet it will noted that for the first time it includes non-current assets which relate to the acquisition of land.

RECOMMENDATION:

That the Financial Statement for the period ending 28 February 2019, as presented, be received.

RÉSOLUTION: **Moved: Rachel Kirby** **Seconded: Ken Hooper**

That the Financial Statement for the period ending 28 February 2019, as presented, be received.

CARRIED

Central East Aged Care Alliance Inc						
ABN 40 792 001 012						
Statement of Receipts & Payments to 28 February 2019						
Account Description	Budget 2018/2019	YTD Budget	YTD Actual	Variance \$	Comments	
Governance						
0500 General Subscriptions	220,000	\$ 220,000.00	220,000.00	\$ -	All annual contributions have been paid	
0502 Other Income	10,000	\$ 10,000.00	10,000.00	\$ -	Wyalkatchem contribution paid	
0575 Interest Received	800	\$ 534.00	611.65	\$ - 77.65		
Reimbursement Land Purchase and Settlement Costs					Invoices for reimbursement have not been raised	
	15,000	\$ 15,000.00		\$ 15,000.00		
Project						
0519 Project and Consultancy Fund						
GST Output Tax			23,000.00			
GST Refunds			6,010.00			
Total Receipts	245,800	\$ 245,534.00	259,621.65			
Governance						
Chair						
1716 Chair - Meeting Fees	15,000	\$ 3,000.00	-	3,000.00	No Chair has been appointed	
1717 Chair - Travel and Accommodation	1,300	\$ 260.00	-	260.00	No Chair has been appointed	
1715 Chair - Other	1,000	\$ 1,000.00	3,044.32	- 2,044.32	Cost of advertising and Meeting Expenses with A/Chair	
Chair Training	1,000	\$ -	-	-		
Executive Officer						
					EO services are paid as a fixed amount per month commencing July 2018 however June 2018 payment included which was not as much as budgeted	
1719 Executive Officer - Professional Services	83,000	\$ 55,000.00	\$ 50,067.50	4,932.50		
1720 Executive Officer - Travel and Accommodation	9,000	\$ 4,600.00	\$ 6,249.37	- 1,649.37		
Executive Officer - Technology and Administration Charge	2,000	\$ 1,332.00	\$ 1,155.33	136.67		
1721 Executive Officer - Office Expenses	1,000	\$ 600.00	\$ 128.46	471.54		
1722 Executive Officer - Other	500	\$ 315.00	\$ 59.80	255.20		
Executive Officer - Training	1,000	\$ 200.00	\$ -	200.00		
Financial Management						
1723 Financial Services - Accounting Fees	4,000	\$ 2,900.00	\$ 2,301.19	598.81		
1724 Financial Services - Bank Fees and Charges	100	\$ 68.00	\$ -	68.00		
1725 Financial Services - Audit Fees	800	\$ 800.00	\$ 757.80	42.20		
Committee Expenses						
Committee Meeting Expenses - Catering and Venue Hire	4,000	\$ 2,200.00	\$ 2,350.99	150.99		
1727 Committee Meeting Expenses - Teleconference	1,700	\$ 1,273.00	\$ 461.97	811.03	Less meetings are now held via teleconference	
1728 Committee - Legal Expenses	40,000	\$ 22,666.00	\$ 28,246.30	- 580.30	Legal expenses have been incurred for the Wyalkatchem Development Agreement, Constitution, Privacy Policy and Head Lease Agreement with Access Housing	
Committee Training Expenses	2,000	\$ 1,000.00	-	1,000.00		
1755 Committee - Insurance	6,000	\$ 4,500.00	\$ 4,964.14	- 464.14		
1844 Committee - Governance Other	500	\$ 315.00	\$ 196.37	118.63		
Marketing and Communications						
IT - Costs Office 365 Implementation and Management	2,500	\$ 1,800.00	\$ 823.80	976.20	Progress on the development of Facebook and the website is not as advanced as was anticipated, however work was undertaken in December and will be reflected in February	
1711 Facebook Account Setup and Management	3,500	\$ 3,000.00	\$ 1,300.00	1,700.00	accounts	
1850 CEACA Website Setup and Content Management	4,000	\$ 2,800.00	\$ 900.00	1,900.00		
Project and Consultancy						
Consultancy General						
1840 Consultancy General	4,000	\$ 2,200.00	-	2,200.00	No consultancy work has been required to date	
1841 Business Case Consultancy	35,000	\$ 25,000.00	11,025.00	13,975.00	It was agreed the business case for BBRF would not proceed. The funds have however been expended on work associated with GST (Deloitte's) and related issues	
1842 CEACA Funding Opportunities	-			-		
1843 CEACA Advocacy	1,000	\$ 200.00	-	200.00		
CEACA Housing Project						
Management of Housing Loss 2018/2019	6,000	\$ -	-	-		
Non-Current Assets						
Purchase of Land	10,000	\$ 10,000.00	80.00	- 9,920.00	Beacon land transfer has not been finalised. Cost will be reimbursed by Shire of Mt Marshall	
Settlement Costs Land Purchase	5,000	\$ 5,000.00	8,572.55	- 3,572.55	Crown Land Transfers have been finalised. Costs will be reimbursed from affected member Shires	
GST Input Tax			11,235.43			
ATO Payments			17,124.00			
Total Expenditure	244,900	\$ 152,029.00	146,024.32			
Net receipts/Payments	900	\$ 93,505.00	\$ 113,597.33			
Opening Cash Balance	\$ 35,062	\$ 35,052.00	\$ 67,778.55			
Cash Balances 1 July 2018	\$ 35,962	\$ 128,557.00	\$ 181,375.88			
		\$ 3,304.42	Westpac 21-8527			
		\$ 178,071.46	Westpac 21-8535			
		\$ 181,375.88				

Profit and Loss	
Central East Aged Care Alliance (Inc)	
1 July 2018 to 28 February 2019	
28 Feb 19	
Income	
A. Governance	
Governance - General Subscriptions	\$220,000.00
Interest Received	\$611.65
Other Income	\$10,000.00
Total A. Governance	\$230,611.65
Total Income	\$230,611.65
Gross Profit	\$230,611.65
Less Operating Expenses	
C. Governance Chair	
Governance-Chair: Other	\$3,044.33
Total C. Governance Chair	\$3,044.33
D. Governance Executive Officer	
Governance-Exec Off: Office Exp	\$128.46
Governance-Exec Off: Other	\$59.80
Governance-Exec Off: Prof Fees	\$50,067.50
Governance-Exec Off: Travel & Accommodation	\$6,249.37
Governance-Exec Officer - Technology & Administration	\$1,135.33
Total D. Governance Executive Officer	\$57,640.46
E. Governance Financial Management	
Governance-Fin Serv: Acc Fees	\$2,301.19
Governance-Fin Serv: Audit Fees	\$757.80
Total E. Governance Financial Management	\$3,058.99
F. Governance Committee Expenses	
Committee - Governance Other	\$196.37
Committee - Legal Expenses	\$23,246.30
Governance-Meeting Exp: Catering & Venue	\$2,351.00
Governance-Meeting Exp: Teleconference	\$461.97
Insurance	\$4,964.14
Total F. Governance Committee Expenses	\$31,219.78
G. Governance Marketing and Communications	
Facebook Account Setup	\$1,300.00
IT - Cost Office 365 Implementation & Management	\$823.80
Marketing	
Website & Development	\$900.00
Total G. Governance Marketing and Communications	\$3,023.80
H. Projects - Project and Consultancy	
Project Expenses - Bus Case Consultancy	\$11,025.00
Total H. Projects - Project and Consultancy	\$11,025.00
Total Operating Expenses	\$109,012.36
Net Profit	\$121,599.29

Balance Sheet
Central East Aged Care Alliance (Inc)
As at 28 February 2019

28 Feb 2019

Assets

Bank

Central East Aged Care Allian	\$178,071.46
Central East Aged Care Allianc	\$3,304.42
Total Bank	\$181,375.88

Non-current Assets

Lot 152 Bencubbin - Mt Marshall	\$8,556.11
Lot 300 - Trayning	\$11,103.61
Lot 31 (3) Rowlands Str Beacon - Mt Marshall	\$80.00
Lot 40 Beacon - Mt Marshall	\$6,518.11
Lot 500 - Merredin	\$159,238.62
Lot 501 - Westonia	\$13,651.12
Total Non-current Assets	\$199,147.57

Total Assets **\$380,523.45**

Liabilities

Current Liabilities

GST	-\$1,587.35
Total Current Liabilities	-\$1,587.35

Total Liabilities **-\$1,587.35**

Net Assets **\$382,110.80**

8.2 List of Accounts Paid

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 3 April 2019

Attachments: Nil

Background:

The accounts paid during the period 1 February 2019 to 31 March 2019 are presented for the Executive Committee's endorsement.

Accounts Paid:

Cheque	Date	Payee	For	Amount incl GST
EFT	080219	Up to Accounting	Accounting Services December 2019	264.00
EFT	080219	Market Creations	Facebook set up and content creation January 2019	286.00
EFT	130219	BHW Consulting	Professional Services, Phone Internet and Travel/Accommodation and Reimbursements January 2019	7,712.43
Cheque 002	140219	Department of Finance	Duty on Crown Land transfers	3,999.50
EFT	180219	Succulent Foods	Catering CEACA Executive Committee Meeting 11 February 2019	65.00
EFT	180219	Department of Planning, Lands and Heritage	Purchase price, documentation preparation and title lodgement fee Crown Land	708.30
EFT	180219	Department of Planning, Lands and Heritage	Purchase price, documentation preparation and title lodgement fee Crown Land	708.30
EFT	180219	Department of Planning, Lands and Heritage	Purchase price, documentation preparation and title lodgement fee Crown Land	708.30
EFT	180219	Department of Planning, Lands and Heritage	Purchase price, documentation preparation and title lodgement fee Crown Land	708.30

EFT	180219	Department of Planning, Lands and Heritage	Purchase price, documentation preparation and title lodgement fee Crown Land	708.30
EFT	180219	Bresland Insurance	Additional Public and Products Liability Insurance for 2018/2019	595.00
Direct Debit	180219	Market Creations	Monthly Fee Office 365 License	20.46
EFT	250219	Kott Gunning	Legal Services Purchase of Crown Land	1,403.27
EFT	250219	Up to Date Accounting	Accounting Services January 2019	211.20
EFT	250219	Kott Gunning	Legal Services Wyalkatchem Agreement	486.09
EFT	280219	Marketforce	Advertising for Chair	3,276.85
EFT	280219	Wegners Rural	Catering CEACA Meeting 260219	450.45
EFT	120319	Up to Date Accounting	Accounting Services March 2019	343.20
EFT	120319	Redback Conferencing	Teleconference on 18 February 2019	44.98
Direct Debit	180319	Market Creations	Monthly Fee Office 365 License	20.46
Direct Debit	210319	Westpac	Bank Fee for Security Package	66.00
EFT	210319	BHW Consulting	Professional Services, Phone Internet and Travel/Accommodation and Reimbursements February 2019	8,079.49
EFT	260319	Market Creations	Facebook set up and content creation February 2019	286.00
EFT	260319	Kott Gunning	Legal Services Agreement with Access Housing and Constitution	6,294.94
EFT	260319	Deloitte's	Accounting Services Input Tax Credit Recovery and Review and Provision of Advice on AHA Agreement	9,817.50
				TOTAL \$47,264.30

Executive Officer Comment:

No further comment.

RECOMMENDATION:

That the Accounts Paid for the period 1 February 2019 to 31 March 2019 totalling \$47,264.30 be endorsed.

RESOLUTION:

Moved: Rachel Kirby

Seconded: Ken Hooper

**That the Accounts Paid for the period 1 February 2019 to 31 March 2019 totalling \$47,264.30
be endorsed.**

CARRIED

FINAL DRAFT

8.3 Payment of Account for Executive Support Services

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Helen Westcott and Bruce Wittber through BHW Consulting provides Executive Support Services to CEACA

Date: 3 April 2019

Attachments: Invoice 389 - Professional Services March 2019 and various reimbursements

Background:

The CEACA Committee Meeting held Thursday 17 September 2015 in relation to a process for authorising the payment of accounts resolved as follows:

RESOLUTION: Moved: Ken Hooper Seconded: Rob Breakell
That the CEACA Executive Committee recommends to the CEACA Committee that the Executive Committee be given, under clause 12.5 of the CEACA Constitution, delegated authority to approve and pay all accounts received for payment.

CARRIED

Executive Officer:

The attached account relates to Executive Support Services for March 2019. It should be noted that a further invoice relating to reimbursement of expenses incurred by BHW Consulting will be prepared later in the month.

RECOMMENDATION:

That the Executive Committee approve for payment following invoice from BHW Consulting for Executive Support Services

- Invoice 389 - Professional Services March 2019 totalling \$7,314.66.

RESOLUTION: Moved: Rachel Kirby Seconded: Raymond Griffiths
That the Executive Committee approve for payment following invoice from BHW Consulting for Executive Support Services

- **Invoice 389 - Professional Services March 2019 totalling \$7,314.66.**

CARRIED

At this point in the meeting, the Executive Committee considered Agenda Items 9.3 and 9.4 but for ease of reading are recorded in chronological order.

The meeting adjourned at 9.52am

The meeting resumed at 11.14am, considering Agenda Item 9.1

9. BUSINESS OF THE MEETING

9.1 Project Update (Financial) – Shire of Merredin

Author: Greg Powell, CEO Shire of Merredin
Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 2 April 2019

Attachments: Central East Aged Care Alliance Inc Statement of Income and Expenditure as at 2 April 2019

Background:

On behalf of CEACA the Shire of Merredin has signed two Financial Assistance Agreements (FAA) with the Department of Regional Development in respect to the CEACA Seniors Housing Project.

Executive Officer Comment:

A copy of the financial statement as at 2 April 2019 forms an attachment to the meeting agenda.

Following receipt of the statement of income and expenditure the Executive Officer emailed the CEO Shire of Merredin, Greg Powell, to see whether he wished to add any comment around the figures provided and also whether he wished to make comment on the yellow highlighted section shown below and taken from Ralton Benn's most recent monthly report (refer also to Agenda Item 9.2).

Risk and Issues Arising

Risk/Issue	Management Strategy	Owner	Status
Land Ownership	CEACA, Shires, Land Owners and the HA to resolve land ownership agreements	CEACA	Open
Site Servicing Budget Risk	Update the Site Assembly Report on the outcomes of the site investigations and Shire consultations. Commence discussions with utility/network owners	AHA	Closed
Construction Budget Risk	Install financial management process to track construction costs against budget Install change management process with the D&C Contractor	AHA/CEACA	Open
Handover Risk	Confirm service delivery methods prior to handover.	CEACA	Open

Greg Powell's response provided by email on 2 April 2019 is provided below:

I am advised that there is sufficient funds to meet the next 2 and possibly 3 payments from Pindan which are running at around \$1.2M per month.

Should CEACA not be able to meet the criteria for drawing down payment 5 – and acknowledging that the approval process takes around 4 weeks, then the Shire of Merredin will have no alternative but to not make payment to Pindan and then be in technical breach of the contract.

The Shire of Merredin is not in a financial position to underwrite this project should CEACA not meet its obligations in respect to this.

CEACA appears not to have made progress in order to make houses available for sale which, with the sale of up to 7 at least, may have provided a stop gap funding mechanism. Neither has it taken steps to secure funding on the open market using the assets as security.

I don't believe I can overstate the need to resolve these issues as soon as possible. It would be most unfortunate to see this, albeit difficult, project stumble at its near conclusion.

It should be noted that the Executive Officer has advised CEACA on a number of occasions of the issues raised above and that with the Acting Chair has been working to secure a management agreement that will allow for the drawing down of payment 5.

Greg Powell, CEO Shire of Merredin, joined the meeting by teleconference at 11.20am

Additional Meeting Comment:

The Acting Chair sought further comment from Greg Powell on the Shire's financial report as at 2 April. Greg Powell advised as follows:

- Currently CEACA has sufficient funds to meet the next two monthly payments before it exhausts its project funds.
- In order to keep the project "in the black" CEACA must have access to the remaining project funds. This means for Payment 5 to be drawn down CEACA must have a management plan in place or at the very least "in principle" agreement with an appropriate body to manage the houses. In addition, it must have 36 houses completed.
- CEACA's cash flow issues could be resolved through the sale of some of the houses as per the FAA for the project;
- The Shire of Merredin does not have the capacity to underwrite the project. It does not have that level of cash reserves; and
- The timeframe for all this to occur in is about two (2) months.

Raymond Griffiths raised the matter of securing funding on the open market using the assets as security, noting that CEACA had only just taken ownership of some of the land upon which its houses were being constructed upon. Greg Powell responded by commenting that CEACA should still begin a conversation with the banks to see what options are available to it.

Greg Powell also commented that CEACA needed to finalise its rental policy.

Greg Powell left the meeting at 11.26am.

RECOMMENDATION:

That the Central East Aged Care Alliance Inc Statement of Income and Expenditure as at 31 January 2019 provided by the Shire of Merredin be received, with the Executive Officer to circulate the financial statement to all Committee Members.

RESOLUTION: **Moved: Rachel Kirby** **Seconded: Ken Hooper**

That the Central East Aged Care Alliance Inc Statement of Income and Expenditure as at 31 January 2019 provided by the Shire of Merredin be received, with the Executive Officer to circulate the financial statement to all Committee Members.

CARRIED

Ralton Benn joined the meeting by teleconference at 11.32am.

FINAL DRAFT

9.2 Project Manager's Update – Access Housing

Author: Ralton Benn, Project Manager Property Assets Access Housing Australia
Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 28 March 2019

Attachments: Monthly Report as at 28 March 2019

Background:

As part of its role in providing project management services to CEACA, Access Housing Australia (AHA) has undertaken to provide written monthly activity reports to CEACA.

Executive Officer Comment:

A copy of the report forms an attachment to the meeting agenda.

The Executive Officer believes the Executive Committee should discuss the concerns raised by Greg Powell, CEO Shire of Merredin, in Agenda Item 9.1.

There should also be discussion on the issue of "handover risks".

In addition to the attached report, Ralton Benn has also requested that CEACA give consideration as to how it wishes "handover" of the various sites to be achieved. It is suggested that handover be done on a site by site basis. This would mean that as each site is completed handover from Pindan to CEACA would occur.

Should CEACA agree to handover in this way it is likely that Pindan will alter its building program to allow this to occur.

Additional Meeting Comment:

Ralton Benn reiterated Greg Powell's comments around the urgency to secure the final project payments.

Ralton Benn also noted that CEACA needs to be clear about the additional funds that will be required from the Shires of Merredin, Mt Marshall, Nungarin and Westonia for works that fell outside the original scope of works.

RECOMMENDATION:

That:

1. The Project Manager's report be received, with the Executive Officer to circulate the report to all Committee Members; and
2. CEACA agree to handover from Pindan Constructions on a site by site basis.

RESOLUTION:

Moved: Ken Hooper

Seconded: Raymond Griffiths

That:

1. The Project Manager's report be received, with the Executive Officer to circulate the report to all Committee Members; and
2. CEACA agree to handover from Pindan Constructions on a site by site basis.

CARRIED

Ralton Benn left the meeting at 11.47am.

FINAL DRAFT

9.3 Transfer of Crown Land within the Shires of Merredin, Mt Marshall, Trayning and Westonia to CEACA – Update of Process

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 2 February 2019

Attachments: Nil

Background:

The Executive Officer lodged all papers relating to the transfer of Crown Land within the Shires of Merredin, Mt Marshall, Trayning and Westonia to CEACA with the Office of State Revenue for assessment of stamp duty, ahead of 20 February 2019 as required.

Since then, the Department of Planning, Lands and Heritage (DPLH) has advised that approval has been granted for transfer of Crown Land within the Shire of Westonia to CEACA's ownership for use in the CEACA Seniors Housing Project.

Executive Officer Comment:

Finalisation of the transfers is now completed, with CEACA now the owner of the land upon which CEACA is building (or can build) its aged housing on in Beacon, Bencubbin, Kununoppin, Merredin and Westonia. Certificates of Title have been issued for all sites, with the titles being held for safe keeping with Westpac, CEACA's banker.

This marks the completion of the work associated with the transfer of Crown Land within the Shires of Merredin, Mt Marshall, Trayning and Westonia to CEACA.

RECOMMENDATION:

That the Executive Officer's report on the transfer of Crown Land within the Shires of Merredin, Mt Marshall, Trayning and Westonia to CEACA be noted.

RESOLUTION: Moved: Rachel Kirby Seconded: Ken Hooper

That the Executive Officer's report on the transfer of Crown Land within the Shires of Merredin, Mt Marshall, Trayning and Westonia to CEACA be noted.

CARRIED

9.4 Transfer of Land from the Beacon Progress Association to CEACA – Update of Process

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 2 February 2019

Attachments: Nil

Background:

As members of the CEACA Executive Committee are aware, the Beacon Progress Association (BPA) is making available land it owns available for the CEACA Seniors Housing Project.

Executive Officer Comment:

Following the signing of transfer documents by CEACA's Secretary and Treasurer at the CEACA Executive Committee Meeting on 11 February 2019 the Executive Officer gave all the papers to representatives from Kott Gunning to finalise the transfer of ownership from the BPA to CEACA.

Kott Gunning then sent the documents to the BPA with instructions of what was required of the Association to finalise the transfer of ownership.

The BPA has only recently returned the relevant documents to Kott Gunning. Unfortunately, not all the necessary were provided, including the Certificate of Title for the land being purchased from the BPA.

Whilst the matter is in hand, the timeframe for completion of the work is tight because settlement date is due on or before 17 April 2019. According to the Contract between CEACA and the BPA, settlement date is *“within 30 days from the date of acceptance of Contract or such earlier date as mutually agreed by parties.”*

As the BPA signed the Contract on 18 March 2019, settlement date is due on or before 17 April 2019.

RECOMMENDATION:

That the Executive Officer's report on the transfer of land from the Beacon Progress Association to CEACA be noted.

RESOLUTION: **Moved: Rachel Kirby** **Seconded: Ken Hooper**

That the Executive Officer's report on the transfer of land from the Beacon Progress Association to CEACA be noted.

CARRIED

The Chair adjourned the meeting at 9.52am

The meeting resumed at 11.14am

9.5 Transfer of Freehold Land Owned by the Shires of Bruce Rock, Kellerberrin Koorda, Mukinbudin, Nungarin and Yilgarn to CEACA – Update of Process

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 8 April 2019

Attachments: Nil

Background:

Work has commenced on the transfer to CEACA of freehold land owned by the Shires of Bruce Rock, Kellerberrin, Koorda, Mukinbudin, Nungarin and Yilgarn. Other than to seek approval for use of CEACA's common seal in the transfer of ownership process the Executive Officer has to date not been involved in this particular land transfer process. This work has been undertaken by Access Housing Australia, as project manager for the CEACA Seniors Housing Project.

Executive Officer Comment:

In Section 1.3 of the Project Manager's Report for March 2109, Ralton Benn writes:

"Shires gifting Freehold land are again urged to ensure all the relevant processes are in place to transfer the new title once it's in place."

The Executive Officer believes that those Shires gifting land should be reminded of their responsibilities in this regard. Land tenure issues must be resolved as quickly as possible (along with many others it must be said) in order for CEACA to be in a position to effect a management agreement, allow for sale and rental of its houses stock once it is completed and ready for occupancy.

The Executive Officer seeks direction as to what the Executive Committee wants done with respect to the above matter. It is a matter which should be given priority as construction at some sites nears completion.

The matter is presented for discussion and decision.

RESOLUTION: Moved: Rachel Kirby Seconded: Ken Hooper

That:

1. Raymond Griffiths be delegated to make email contact with BAFC Settlements to determine the status of transfer to CEACA of freehold land owned by the Shires of Bruce Rock, Kellerberrin, Koorda, Mukinbudin, Nungarin and Yilgarn; and
2. The CEACA's Executive Officer be cc'd in all emails on this matter.

CARRIED

9.6 Transfer of Land from the Wyalkatchem Seniors Citizens Housing Trust Inc to CEACA – Update of Process

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 8 April 2019

Attachments: Nil

Background:

As members of the CEACA Executive Committee are aware, CEACA has an agreement with the Wyalkatchem Seniors Citizens Housing Trust Inc (WSCHI) with respect to land it currently owns and upon which CEACA is constructing four (4) of its independent living units (ILUs). This land will transfer to CEACA's ownership once construction of the ILUs is completed and the land has been stratared.

Executive Officer Comment:

CEACA's lawyers, Kott Gunning, have been instructed to undertake all work associated with the transfer of land ownership from the WSCHI to CEACA.

Work has commenced, with Kott Gunning in communication with the surveyors engaged to work on the strata title development of the land in question prior to transfer of ownership.

The Executive Officer understands that both the WSCHI and the Shire of Wyalkatchem are aware of the work being undertaken in relation to the land transfer.

RECOMMENDATION:

That the Executive Officer's report on the transfer of land from the Wyalkatchem Seniors Citizens Housing Trust Inc to CEACA be noted.

RESOLUTION: Moved: Rachel Kirby Seconded: Raymond Griffiths

That the Executive Officer's report on the transfer of land from the Wyalkatchem Seniors Citizens Housing Trust Inc to CEACA be noted.

CARRIED

9.7 Development of a Privacy Policy for CEACA

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 8 April 2019

Attachments: Draft Privacy Policy

Background:

The development of a privacy policy for CEACA was considered by the CEACA Executive Committee when it met on Thursday 31 May 2018, with the Executive Committee resolving as shown below:

RESOLUTION: Moved: Raymond Griffiths Seconded: Rachel Kirby

That the issue of the privacy policy be deferred for consideration at the next Executive Committee Meeting.

CARRIED

The matter was considered by the Executive Committee when it met on Wednesday 25 July 2018, at which time it was resolved as follows:

RESOLUTION: Moved: Ken Hooper Seconded: Raymond Griffiths

That CEACA accept the quotation provided by Kott Gunning to assist in developing its Policy and Privacy Statement for a fixed fee of \$1,500 plus GST, noting that the quoted fixed fee of \$1,500 plus GST covers:

1. *Kott Gunning taking instructions from CEACA with respect to the drafting of a Privacy Policy and Privacy Statement;*
2. *Correspondence and phone calls and attendances from CEACA to clarify and develop a privacy policy for CEACA; and*
3. *Drafting the Policy and Privacy Statement.*

CARRIED 3/1

Executive Officer:

A draft private policy has been finalised and forms an attachment to the meeting agenda.

The policy as attached is simple and easy to understand.

Given that CEACA's Facebook page is generating interest it is inevitable that its webpage will also see more activity.

The Executive Officer believes that the privacy policy should be finalised and uploaded without delay.

RECOMMENDATION:

That CEACA adopt the privacy policy as prepared by Kott Gunning Lawyers and instruct Market Creations to upload the policy onto the CEACA website as soon as practical.

RESOLUTION:

Moved: Rachel Kirby

Seconded: Raymond Griffiths

That CEACA adopt the privacy policy as prepared by Kott Gunning Lawyers and instruct Market Creations to upload the policy onto the CEACA website as soon as practical.

CARRIED

FINAL DRAFT

9.8 Development of a Data Breach Response Plan (Response Plan) for CEACA

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 9 April 2019

Attachments: Nil

Background:

The matter of CEACA developing a data response plan should CEACA experience a breach in its data security was first raised by the Executive Officer at the CEACA Executive Committee Meeting held Thursday 31 May 2018 as part of discussions around the requirement for CEACA to develop a privacy policy. At this time the Executive Officer advised that CEACA's insurer, the Bresland Group, had made available a data breach policy which CEACA could amend to suit its particular circumstances.

Following discussion on the need for a data response plan, the CEACA Executive Committee resolved as shown below:

RESOLUTION: Moved: Ken Hooper Seconded: Rachel Kirby

That the CEACA Executive Officer prepare a draft data breach response plan (response plan) for CEACA for consideration at the CEACA Meeting scheduled to be held in Merredin on Wednesday 5 September 2018, with the response plan based upon one provided by the Bresland Insurance Group.

CARRIED

Executive Officer:

Work on a data breach response plan has not been undertaken to date as a consequence of other major issues requiring the Executive Officer's attention.

With the increase in activity on the CEACA Facebook page and the potential for increased activity on the CEACA webpage, the Executive Officer believes preparation of a plan should be given priority.

As such, the Executive Officer seeks reaffirmation from the CEACA Executive Committee for the its resolution taken at the CEACA Executive Committee Meeting held 31 May 2018.

RECOMMENDATION:

That:

1. The CEACA Executive Committee reaffirms its request for the Executive Officer to prepare a draft data breach response plan for CEACA's consideration; and
2. A draft data breach response plan based upon one provided by the Bresland Insurance Group be prepared for consideration at the CEACA Meeting scheduled to be held in Merredin on Wednesday 5 June 2019.

RESOLUTION:

Moved: Rachel Kirby

Seconded: Ken Hooper

That:

1. The CEACA Executive Committee reaffirms its request for the Executive Officer to prepare a draft data breach response plan for CEACA's consideration;
2. A draft data breach response plan based upon one provided by the Bresland Insurance Group be prepared for consideration at the CEACA Meeting scheduled to be held in Merredin on Wednesday 5 June 2019; and
3. Work on the preparation of a draft data breach response plan commence after CEACA has entered into a management agreement for its aged housing.

CARRIED

FINAL DRAFT

9.9 Application of Interest Earnt from Funding for Stage 2 of the CEACA Seniors Housing Project

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 9 April 2019

Attachments: Nil

Background:

As the Executive Committee is aware, with assistance from Hon Darren West MLC, CEACA has been able to secure the Minister for Regional Development's agreement that CEACA can retain the interest earned on the funds provided for CEACA's aged housing project. Confirmation of this achievement received by the Shire of Merredin just prior to Christmas last year.

Notification of CEACA's ability to retain the interest earned came by way of correspondence from the Department of Primary Industries and Regional Development (DPIRD). The correspondence explained that whilst CEACA could retain the interest a variation to the Financial Assistance Agreement (FAA) would be required to determine how these funds could be spent.

The Executive Officer was requested to respond to the letter from DPIRD. In an email to Lorraine Fernandez dated 20 January 2019 the Executive Officer responded as follows:

Hello Lorraine

I refer to correspondence from Brett Sabien to Greg Powell, CEO Shire of Merredin, dated 13 December 2018 approving the request from the Central East Aged Care Alliance Inc (CEACA) to retain the interest earned from the CEACA Seniors Aged Housing Project funding.

A copy of the correspondence forms an attachment to my email.

I have been requested to contact you in regard to Mr Sabien's correspondence.

CEACA is grateful for the Minister for Regional Development's agreement to CEACA's request to retain the interest that accrues on the Royalties for Regions Funding for its aged housing project.

CEACA is, however, unsure as to why a further variation to the Financial Assistance Agreement (FAA) is required because the current FAA covers the use of interest accrued.

At the time CEACA was directed to return some of its original funding allocation the requirement to return any interest accrued was not contemplated. As a consequence, all of CEACA's subsequent project budgeting has been around the inclusion of interest in its remaining allocation for completion of the CEACA Seniors Housing Project. In fact, all budgeting has been made on this basis.

This is in accordance with Clause 4.1 (Use of funding) of both FAAs 1 and 2 for the CEACA Seniors Housing Project. In each case 4.1 (a) states that:

"The Recipient must use the Funding (and any interest which accrues on the Funding) for the carrying out of the project in accordance with this Agreement and the Project Budget. All this expenditure must be effected in a commercially prudent, sensible and reasonable manner."

The revised FAA for Stage 2 of the CEACA Seniors Housing Project did not vary this clause and we have received no notification of any change to the condition subsequently. As evidence of this fact, a copy of the revised FAA for Stage 2 of the project forms an attachment to my email.

CEACA has been meeting all its requirements with respect to the FAAs for its aged housing project and is on track to have construction completed within the timeframe required by the FAA for Stage 2.

With both CEACA's Acting Chair and the CEO Shire of Merredin back from leave I have been asked to work with you to arrange a meeting to discuss this matter.

If you could provide dates and times Mr Sabien is available to meet I will get back to you as quickly as possible with a mutually suitable meeting date and time.

CEACA would also like to extend an invitation to Mr Sabien to travel to Merredin to view first hand the positive and beneficial ways in which the funding provided by the State Government is being applied.

Take care and I look forward to hearing from you.

CEACA was advised that whilst Mr Sabien was not available to meet with CEACA both Lorraine Fernandez and Brett Chisolm from DPIRD were available to meet and discuss the application of interest earnt on the project funds and the possible variation to the FAA.

This response was conveyed to the CEACA Executive Committee when it met on 11 February 2019 as was the views of both CEACA's A/Chair and the CEO Shire of Merredin, with both considering this an unsatisfactory outcome.

Following discussion of the matter on 11 February 2019, the Executive Committee resolved as shown below:

RESOLUTION: Moved: Raymond Griffiths Seconded: Rachel Kirby

1. *That the Executive Officer write again to the Department of Primary Industries and Regional Developing explaining that:*
 - a) *The matter of how the interest earned on funds received for the CEACA Seniors Housing Project is already covered within the FAA for Stage 2 of the project; and*
 - b) *CEACA reiterates its desire to meet with Mr Brett Sabien, Manager Partnerships and Project Monitoring, Investment Management.*
2. *That Hon Darren West MLC, Member for Agricultural Region, and Mr Cole Thurley, the Minister for Regional Development's Chief of Staff, be cc'd into the correspondence.*

CARRIED

Executive Officer Comment:

The Executive Officer has yet to write to DPIRD but has sought another meeting with Hon Darren West MLC on the matter.

Greg Powell, CEO Shire of Merredin, has however received further email correspondence from DPIRD. In an email dated Wednesday, 27 March 2019, Lorraine Fernandez, Project Officer Partnership Management and Project Monitoring Industry and Economic Development wrote as shown below:

Dear Greg

I am writing this email with regard to the meeting that was proposed early this year with CEACA to discuss the application of the interest earned on the project WATC account as approved by the Minister for Regional Development.

Ms Helen Westcott raised concerns on the requirement for a variation to the FAA to include the application of interest (see attached) to which DPIRD accepted the opportunity to meet with CEACA to discuss the concerns.

As the meeting has not taken place as yet, the variation to the FAA has also not taken place. To clarify, the variation is required to include the expenditure of the interest in the project budget to trigger the release of the interest.

Hence it would be very appropriate for CEACA and DPIRD to meet as soon as possible. DPIRD would welcome the opportunity to travel to Merredin for the meeting and view the project site/s at the same time.

Please feel free to call me to discuss. Look forward to your response.

Kind regards

Greg Powell responded as shown below in an email dated 9 April 2019:

Good morning Lorraine,

Firstly my apologies for the delay in responding to your email.

After discussion with the CEACA Executive Officer and the Project Manager I can advise that the interest earned from the mandatory Treasury deposit has been factored into the project budget to meet the existing financial commitments and contractual arrangements. No works, above those already committed to construct the original project brief of some seventy plus houses, are or have been contemplated.

This was explained at length when CEACA representatives met with the Hon Darren West in Northam some months ago which led, we understand, to the Hon Minister agreeing to the interest earned being retained by CEACA for the purpose of completing the project. In other words, without the interest, the project will not meet its intended objectives and the Shire of Merredin, as the auspicing body for CEACA and signatory to the contract with the builder could be placed in a position of having to underwrite the project. This is not an option as the Shire of Merredin does not have the financial capacity to meet any shortfall on the project.

Given the above explanation therefore I am querying the need for any further meetings on this topic.

You will not I have copied the CEACA Executive Officer into this officer for her information and comment should she wish to do so.

Kind regards

The Executive Officer believes that whilst CEACA should meet with Hon Darren West MLC no further action should be taken at this time but rather to wait for DPIRD to respond to the Shire of Merredin's latest email.

Additional Meeting Comment:

In light of the discussions in Agenda Items 9.1 and 9.2, the CEACA Executive Committee considered what course of action with respect to resolving the matter of CEACA retaining the interest earned on the funds provided for CEACA's aged housing project.

Whilst acknowledging the CEO Shire of Merredin's views, the CEACA Executive Committee believed contact with the DPIRD should be made.

The matter is presented for discussion and decision.

RESOLUTION: Moved: Rachel Kirby Seconded: Ken Hooper

That the CEAA Executive Committee reaffirms its decision of 11 February 2019 being:

1. **That the Executive Officer write again to the Department of Primary Industries and Regional Developing explaining that:**
 - c) The matter of how the interest earned on funds received for the CEACA Seniors Housing Project is already covered within the FAA for Stage 2 of the project; and
 - d) CEACA reiterates its desire to meet with Mr Brett Sabien, Manager Partnerships and Project Monitoring, Investment Management.
2. **That Hon Darren West MLC, Member for Agricultural Region, and Mr Cole Thurley, the Minister for Regional Development's Chief of Staff, be cc'd into the correspondence.**

CARRIED

The Executive Committee also requested that Hon Mia Davies MLA, Member for Central Wheatbelt be cc'd into any correspondence to the Department of Primary Industries and Regional Development on this matter.

9.10 Establishing a Sales Price for Houses Under Construction as Part of the CEACA Seniors Housing Project

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 9 April 2019

Attachments: Nil

Background:

As the CEACA Executive Committee is aware, CEACA under the terms of its Financial Assistance Agreement (FAA) for Stage 2 of the CEACA Seniors Housing Project must look to sell a minimum of seven (7) houses.

Prior to placing these houses on the market, a preferred sales price needs to be set by CEACA.

The matter of setting a price was considered by the CEACA Executive Committee when it met on 11 February 2019, with the meeting resolving as follows:

RESOLUTION: Moved: *Rachel Kirby* Seconded: *Ken Hooper*

That the Executive Officer engage Landmark Merredin and Livestock and Land Kellerberrin to provide valuations for each of the housing types being constructed by CEACA as part of its aged housing project.

CARRIED

Executive Officer Comment:

As advised at the CEACA Executive Committee Meeting held 11 February 2019, Landmark Merredin has offered to provide an appraisal once the houses are completed.

The Executive Officer also met with Mr Michael Greenwood, the residential property specialist with Livestock and Land Pty Ltd (Livestock and Land) in Kellerberrin on Wednesday 27 March 2019 about how Livestock and Land might be able to assist CEACA in selling some of its housing once construction is completed.

Following this meeting, the Executive Officer provided Michael Greenwood with details pertaining to CEACA's membership. Michael Greenwood provided the following response by email on 1 April 2019:

Helen

Many thanks for the email.

I have spoken to my Licensee and we have the pleasure in advising that LANDMARK would be able to assist CEACA with its entire area.

*Kellerberrin Office (Livestock and Land) would handle :
Bruce Rock, Kellerberrin, Koorda, Mt Marshall, Mukinbudin & Trayning*

*Merredin Office (Landmark) would handle :
Merredin, Nungarin, Westonia & Yilgarn*

*Northam Office (Landmark) would then cover:
Wyalkatchem*

I, with the licensees permission would handle the liaison with the other offices on your behalf to ensure a smooth passage.

T
Trusting this meets with the CEACA committee members approval and acceptance.

*Regards
Michael*

During discussions on 27 March 2019 Michael Greenwood advised that Livestock and Land were unable to assist with valuations of the properties for sale. This is not confirmed in the above email but is something CEACA would have to have regard for if it chose to seek valuations.

Given that CEACA has an average cost to construct of \$145,000, the Executive Officer does not believe a valuation is necessarily required but rather a price should be set from which the market can be tested.

It is critically important that a sales price is set as soon as possible for a number of reasons, including:

1. The need to dispel any rumours around what the price may or may not be. The Executive Officer is aware that such rumours exist in both Kellerberrin and Merredin and there is no reason to suggest that similar rumours do not exist within CEACA's other communities. Whilst not knowing the figure(s) circulating in Merredin the figure the Executive Officer has been shown for Kellerberrin is significantly below the cost of construction (Ralton Benn has given a figure of \$240,000 and it is this figure which the Executive Officer has use in negotiating an insurance policy for the CEACA housing) Rumours such as these need to be dispelled without delay because they potentially create an expectation around sales prices which clearly are not aligned with CEACA's; and
2. Potential buyers need to know what the sales price is so that if they are interested negotiations around a final price can be undertaken.

Another rumour doing the rounds is that each Council will be setting the sales price for houses within its respective community. Clearly this can't be the case because the houses belong to CEACA and CEACA as a whole must determine the sales price for any house to be sold. This of course recognises that there may be different sales prices set across each of the sites to reflect demand, location etc.

In determining a sale price CEACA will also have to have regard for what may or may not be acceptable to the State Government by way of what a house is sold for. Whilst the funds gained from the sale of the seven (7) or more houses will go back into CEACA, the group will need to cognisant of the fact that the State Government will be watching if only through the acquittal of the project's funds. CEACA will potentially have to demonstrate that any house sold is done so with reasonable effort and avoid looking like the houses are being "given away".

In addition to establishing a sales price there are a number of issues that must be dealt with before a "for sale" sign can be put outside any of CEACA's houses and prospective buyers sought. These include:

1. Who is going to "sell" the houses? Livestock and Land have offered to undertake this task on CEACA's behalf and whilst this is a good starting point, CEACA will need to enter into some form of arrangement around marketing, sales etc with the agency. CEACA might wish to look at external agents (ie outside the region) to market the houses it wishes to sell. In looking for someone to manage CEACA's rental properties (refer also to Agenda Item 9.11), Greg Mohen from Kott Gunning has advised a real estate agent he has contacted is looking into the feasibility of putting up a proposal to CEACA. Whilst the Executive Officer has yet to receive any proposal from the real estate agent, CEACA might wish to pursue the sale of its houses with the agent.
2. Which houses are to be sold – will CEACA determine which houses are to be sold or will "market forces" determine where sales occur?
3. If the purchaser gets to choose their house the question that must be asked is how will this affect the strata arrangement for the houses. Whilst this might not be an issue in the smaller sites it is a real consideration for the larger sites and in particular the Kellerberrin and Merredin sites.
4. How and who will arrange strata management? When will this commence?
5. How is CEACA looking to deal with "end of ownership" sales, ie when a person who has bought a house comes to the next stage in their lives and needs to move away from the district or into residential aged care. Will CEACA purchase back the house under some predetermined arrangements agreed to the time of the person purchasing their home or will the owner be left to sell the house on the "open market"? Anecdotal evidence provided by someone in Merredin looking to purchase a house suggest that if the owner is responsible for selling their home there may be little appetite for outright purchase. From the information provided by the Merredin resident it would seem that this is the situation at Baladong Retirement Estate in York, where when the residents move their units are not repurchased by the organisation that runs/owns the estate. The resident must wait until someone buys their home. This it would seem has led to several houses being vacant for considerable periods of time.

The Executive Officer believes that the CEACA Executive Committee must develop a policy around the sale of houses, with the policy put to CEACA as a whole as a matter of urgency.

Additional Meeting Comment

During the course of discussion, Raymond Griffiths contacted Mr Michael Greenwood from Livestock and Land by telephone to seek further information on the agency's offer to assist CEACA in the sale of some of its properties once completed. Information obtained during this conversation included:

- The figure considered by Livestock and Land which would be acceptable to potential buyers in Kellerberrin is significantly below the average cost of construction of CEACA's seniors housing; and
- Livestock and Land would seek a commission of 4% of the accepted selling price (GST inclusive) but the fee payable is negotiable.

The major issues raised during the Executive Committee's discussion on how to approach the sale of some of CEACA's aged housing are detailed below:

- If Livestock and Land were engaged by CEACA to sell some of its houses the commission paid should be subject to negotiation, with a figure lower than 4% sought;
- None of CEACA's Platinum Standard (ie wheelchair accessible) houses will be sold. These will be retained solely as rental properties;

- The manner in which the housing would be offered for sale. Whilst a number of ways were considered, the Executive Committee felt seeking offers from prospective buyers would be the most appropriate means of determining interest. Prospective buyers would be able to make an offer on any house other than those built to a Platinum Standard.
- Any offers received would be put to the CEACA Committee for decision on whether to accept or not.
- Whilst the issues of strata management and “end of ownership sales” were discussed no decisions on these matters were taken by the Executive Committee. The Executive Officer, however undertook to investigate the matter further for the Executive Committee and in particular around how to ensure if a house was sold CEACA could ensure that if the owner decided to lease out the property the tenant would be 55+ years of age.

The information is presented for discussion and decision.

RESOLUTION: Moved: Raymond Griffiths Seconded: Ken Hooper

1. That CEACA engage LANDMARK to assist in the sale of some of its aged housing once completed, with sales area covered as follows:
 - Kellerberrin Office (Livestock and Land) would handle the Shires of Bruce Rock, Kellerberrin, Koorda, Mt Marshall, Mukinbudin and Trayning;
 - Merredin Office (Landmark) would handle Merredin, Nungarin, Westonia and Yilgarn and
 - Northam Office (Landmark) would handle the Shire of Wyalkatchem.
2. That CEACA in engaging LANDMARK to assist in the sale of its aged housing would negotiate a commission rate based on LANDMARK seeking offers of interest to purchase from prospective buyers.
3. That all offers to purchase be presented to the CEACA Committee for a decision on whether or not to accept any offers received.
4. That CEACA’s Platinum Standard housing be excluded from sale, with all this housing type retained for lease by CEACA.

CARRIED

At this point in the meeting Agenda Item 9.13 was considered. For ease of reading the item is recorded in chronological order.

9.11 Management of CEACA's Housing being Constructed through the CEACA Seniors Housing Project

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 9 April 2019

Attachments:

Background:

At the CEACA Committee Meeting held 26 February 2019 CEACA's Acting Chair Gary Shadbolt provided a report to CEACA's members on negotiations with Access Housing Australia (AHA) for the management of its housing once construction was completed and the houses were available for rental.

As was reported at that meeting AHA could only enter into a lease arrangement with CEACA and given the GST implications for CEACA should it not gain charitable status, entering into a lease agreement with Access Housing was simply not possible.

The Acting Chair also advised that AHA, had offered to make contact with another Tier 1 not-for-profit housing group, Housing Choices Australia, based in the eastern States that might be interested in entering into a management arrangement with CEACA.

During the discussions that followed the Acting Chair's report on this issue, Taryn Dayman, CEO Shire of Wyalkatchem, suggested that contact could be made with other groups of local governments that had undertaken similar aged aged housing projects to learn how their housing was managed.

The Executive Officer undertook to do this.

Following discussion on the future management of CEACA's housing post construction it was resolved as shown below:

RESOLUTION: Moved: *Rachel Kirby* Seconded: *Freda Tarr*
That the CEACA Executive Committee be given delegated authority to enter into discussions with appropriately qualified organisations with respect to the management of housing being constructed through the CEACA Seniors Housing Project.

CARRIED

Executive Officer Comment:

As offered, AHA made contact with Housing Choices Australia to determine their interest in working with CEACA but the Executive Officer has received no correspondence to suggest any interest.

The Executive Officer made some attempts to find out what other arrangements were in place for similar aged housing projects but did not find anything of note other than that the 4WDL project was looking to outsource management of its recently constructed aged care housing.

In discussing the future management of CEACA's aged housing post construction, the Executive Officer believes it is pertinent for the Executive Committee to refamiliarise themselves with an email sent to all in CEACA on 11 March 2019. The contents of the email, written by the Executive Officer, are detailed below:

Good morning everyone

At the CEACA Meeting held in Nungarin on Tuesday 26 February there was some discussion around whether CEACA could not manage its housing internally once construction was completed and the houses occupied.

This discussion has arisen in part because of concerns expressed by some members at the costs that would be incurred in entering into any form of management arrangement with a third party for the management of the houses and CEACA no longer being able to enter into a lease arrangement with Access Housing Australia (AHA).

Following the meeting in Nungarin both the Chair and I were asked for comment on material available on the Australian Charities and Not-for-Profit Commission website which indicates that CEACA would be able to manage its housing stock once construction has been completed and is available for rental.

The website's information is correct but as was explained at the meeting that whilst it is able to undertake this task, given that CEACA is still in its infancy it has not developed the capacity to undertake such a large task. This was the reason CEACA entered into negotiations with AHA to manage the houses on its behalf. Part of AHA's role in managing the houses was to help develop capacity within CEACA such that if it chose at some point it could take on the management of the houses.

As was discussed at the meeting on 26 February there are a number of other reasons. So all are clearly articulated, Gary Shadbolt as CEACA's A/Chair requested that Greg Mohen from Kott Gunning provide comment on the issue. Greg's reply received on Friday 8 March is provided below.

The reasons why CEACA is not currently capable of managing the houses on its own include but would not be limited to:

1. *Funding Requirements:*
 - a. *It was part of the revised arrangements negotiated with Minister McTiernan that CEACA undertook that when the houses were built CEACA would engage a suitable affordable housing manager to undertake the property management. The undertaking to do so was sought by the Minister to ensure that the affordable housing requirements were complied with and that this would be readily auditable by RFR or the Housing Authority if necessary.*
 - b. *The total funding has not yet been paid out to CEACA, and accordingly no action should be taken that might jeopardise the payment of the balance of the RFR grant.*
2. *Regulatory Requirements:*
 - a. *The identification and allocation of affordable housing is not as simple as renting out an ordinary residence. It involves dealing with the Housing Authority, accessing the Housing Authorities list of eligible tenants, assessing tenants who may not in every case be ideal residents and establishing rents using the income and financial resource formulas set by the Housing Authority. All of these would*

require the employment of someone who is fully conversant with these practices, which will require a possibly lengthy search for a suitable employee.

which will require a possibly lengthy search for a suitable employee.

- b. *The housing needs to be managed as a group of houses to enable proper allocation of priority between eligible tenants. Accordingly if any member was thinking they could just manage the house in their town, they cannot (see also 3c below)*

3. **Practical Issues:**

- a. *CEACA does not have any established infrastructure to manage the properties. The proposal from Access Housing set out in detail the employee and equipment required.*
- b. *CEACA has no skills or expertise or experience in managing housing of this nature.*
- c. *CEACA cannot delegate the management to any of its members for the same reasons that Access Housing cannot undertake the management. None of the members are licensed real estate agents so they could not charge CEACA a fee for any management services.*
- d. *The cash flow analysis given by Access Housing demonstrated that it would take a period of time to get to breakeven on the costs of running versus the rent recovered. CEACA does not have any funding allocated to be able to carry that cost.*

4. **Charitable Status Issue:**

- a. *To get charitable status CEAECa needs to be able to demonstrate that it has good governance and management practices in place.*
- b. *Undertaking the management of the houses in circumstances where CEACA has no skills or expertise or experience in managing housing of this nature is not good management practice.*
- c. *If CEACA's application for Charitable status is either delayed by this issue or fails due to this issue CEACA will have a significant GST bill which it will not be able to pay.*
- d. *No action should be taken that might jeopardise the Charitable Status application.*

I hope the above provides a clearer explanation of the need for CEACA to find an organisation willing and able to enter into a management agreement with CEACA.

As always, should you have any further questions please call/email me.

Take care

HW

Since that time the Executive Officer has been working, with assistance from Greg Mohen of Kott Gunning and Russell Bresland of the Bresland Insurance Group, to secure interest from organisations with the capacity and appropriate governance structures to enter into a management agreement with CEACA.

Two potential organisations have been identified:

1. Foundation Housing - CEACA's Acting Chair will be meeting with Kathleen Gregory, the CEO of Foundation Housing, on Monday 15 April 2019. Greg Mohen from Kott Gunning Lawyers will also be attending.
Information on Foundation Housing can be found by following the hyperlink shown below:
<http://foundationhousing.org.au>

2. Juniper Aged Care - CEACA's Acting Chair will be meeting with Chris Hall, the CEO of Juniper, on Monday 29 April 2019. Greg Mohen from Kott Gunning Lawyers will also be attending.
Information on Juniper can be found by following the hyperlink shown below:
<https://www.juniper.org.au>

RECOMMENDATION:

That the Executive Officer's report be noted.

RESOLUTION: **Moved: Ken Hooper** **Seconded: Raymond Griffiths**
That the Executive Officer's report be noted.

CARRIED

FINAL DRAFT

9.12 Updated Wait Lists for CEACA Housing

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 9 April 2019

Attachments: Nil

Background:

During discussions around the need to find an organisation able to assist CEACA in the management of its housing post construction at the Committee Meeting held 26 February 2019, the CEO Shire of Merredin offered the services of his executive assistance to help the Executive Officer. In considering this offer the Committee resolved as shown below:

RESOLUTION: Moved: Eileen O'Connell Seconded: Freda Tarr
That the Shire of Merredin's offer to provide assistance to CEACA's Executive Officer where required be accepted.

CARRIED

Executive Officer Comment:

The Shire's offer of assistance has commenced with Vanessa Green, Greg Powell's Executive Assistant, emailing the CEOs across all Member Councils for updated wait lists. To quote from the email sent to the CEO Shire of Mt Marshall, John Nuttall, to which the Executive Officer was copied into:

Hi John

As discussed at CEACA's February meeting, I am assisting the Executive Officer in the update of the wait lists for the CEACA ILU's. Below is the information previously provided by the Shire of Mt Marshall in November 2017.

Please review this information and provide an updated copy which confirms whether the individual/couple are wishing to purchase or rent an ILU.

Please have the information back to me by no later than Friday 29 March 2019.

At the time of preparing the meeting agenda responses had been received from all Councils with the exception of Trayning, Westonia and Wyalkatchem.

The Executive Officer understands that Vanessa Green has contacted each of the three CEOs to determine when they might be able to provide her with an updated wait list.

A complete set of wait lists from all communities is essential if CEACA is to be able to prioritise and allocate its housing, including where it will be best to attempt to sell the seven (7) houses it is required to do under the terms of the project's Financial Assistance Agreement.

Additional Meeting Comment:

The Executive Committee in discussing the work done around compiling updated wait lists decided that the work was probably no longer as urgent as had been previously considered. Seeing that the houses were nearing completion would generate sufficient interest for people to come forward.

The matter is presented for discussion and decision.

RESOLUTION: Moved: Ken Hooper **Seconded:** Raymond Griffiths

That the matter be noted.

CARRIED

FINAL DRAFT

9.13 Reimbursement Costs to Access Housing Australia

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 9 April 2019

Attachments: Nil

Background:

On Friday 22 March 2019 the Executive Officer received an email from Kathryn Moorey at Access Housing Australia (AHA) advising that AHA was looking to recoup the costs it had incurred in preparing for the handover of properties from CEACA to AHA. To quote from the email:

Good morning and hope you are well.

Access Housing has reviewed the expenditure it had undertaken, in good faith, in preparing for the management of the property and tenancy services for the pending CEACA properties.

Access Housing had invested considerable time in preparing for the hand over of the properties to ensure we had everything in place for the deadline ahead.

We provided you with a Head of Agreement dated 5 September 2018 advising that the arrangement we were progressing with was a Head Lease and we also advised that should the project not go ahead from that point in time that we would need to be compensated for any of our expenditure. Because of the time frame we were going to have to commit to expenditure without any agreement in place.

Access Housing attended a number of meetings with CEACA, held internal meeting, had developed a Head Lease as well as commenced for recruitment.

These processes equate to \$9,952.

Legal fees for Head lease	\$4,950
Recruitment Costs	\$277
Staff meeting costs	\$4,725

I will arrange for an invoice to be sent to you directly.

If you need further clarification then please let me know.

Regards,

Kathryn Moorey
Manager Business Development, Program, Policy

The Executive Officer discussed the above email with the Acting Chair and it was agreed that no action would be taken until an invoice was received.

Executive Officer Comment:

An invoice has now been received. An amount, under the heading "Project Reimbursement Costs - Property and Tenancy Headlease", of \$5,197.50 (GST incl) has been requested.

No detail of what this charge is for has been provided.

The Executive Officer does not believe a decision on whether or not to pay should be considered until full details of how the figure has been calculated are provided by AHA. At that point, CEACA can determine whether the request for payment is justified, given that it has also expended considerable resources in an effort to reach an agreement with AHA on the management of the CEACA housing portfolio.

RECOMMENDATION:

That:

1. CEACA request a detailed breakdown of the expenses incurred by Access Housing Australia in preparing for the management of the property and tenancy services of CEACA's aged housing; and
2. Upon receipt of the detailed breakdown of expenses CEACA determine whether or not the invoice should be paid.

RESOLUTION: **Moved: Rachel Kirby** **Seconded: Raymond Griffiths**

That CEACA advise Access Housing Australia it is happy to pay the amount invoiced but requests that prior to payment a detailed breakdown of the expenses incurred by Access Housing Australia in preparing for the management of the property and tenancy services of CEACA's aged housing be provided.

CARRIED

Rachel Kirby left the meeting at 12.56pm

9.14 Insurance for CEACA Housing (Attachment)

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 12 April 2019

Attachments: Insurance Spreadsheet

Background:

Refer to Agenda Item 5.3.

Executive Officer Comment:

The Executive Officer tabled a costing from the Bresland Insurance Group to insure CEACA's housing post construction should a management agreement for the housing not have been finalised at the completion of the first tranche of houses.

The costing spreadsheet forms attachment to the minutes.

The costing provided to the Executive Committee is a revised one provided to the Executive Officer because the original costing included houses no longer within the construction program. In her email correspondence with Peter Fallesen from the Bresland Insurance Group on obtaining insuring for CEACA's housing the Executive Officer sought as much information as possible to guide the Executive Committee in its discussions and decisions. Provided below are the responses from Peter Fallesen on both the initial costing provided (email dated 9 April 2019) and the revised costing (email dated 11 April 2019).

To quote from the email dated 9 April 2019:

Hi Helen,

Thanks for the chat earlier and thanks for your patience and assistance whilst we've been approaching the market.

We've had a look at insuring the units at an average sum insured of \$296,930 as one massive policy. This would be what's called an Industrial Special Risks (ISR) policy, it's the type of policy you'd insure a large commercial building under. This would be the cheapest option to insure all of the units if you were doing it one go, by quite a big margin. Only problem with this approach is that the ISR has a minimum sum insured of \$5,000,000, and it looks like you'll only hit that threshold at around the end of May, by then at current estimates the units at Bruce Rock, Kellerberrin, Westonia, and Southern Cross will be complete, at which time you'll have roughly \$7.4m worth of insurable buildings.

As a result we've had to make a few assumptions about the rates quoted by underwriters on the ISR. We've received one quote that seems very competitive indeed but they are assuming they're insuring the full \$21m in one go. When they're insuring less, the rate will be higher. So what's likely is that the rate under such a policy would be a bit higher

than what we've been quoted, and this would then potentially scale down as the sum insured rose.

Based on our current calculations if you were to insure the entire sum insured of \$21m, you'd be looking at roughly **\$65,000** in insurance premium, which is assuming a rate of 0.25% of sum insured. The rate is simply multiplied by the desired sum insured to arrive at the base premium and then 10% GST and 10% Stamp Duty are added. I've attached a spreadsheet which you could use to break it up into costs per site etc. The formulas are set up so it will revise the premium calculations if you change the sum insured. Note that our fee on a placement of this size would be roughly \$500 plus GST.

I also jumped onto an online rater for individual landlords policies, I rated up a location at Lot 1 Hammond Street Kellerberrin as an example, and obtained an individual premium of roughly **\$1,100** (this price does not include some of the additions present in landlords policies such as rent default, which costs extra, it's just building insurance), in the event you needed to insure individual units that is about what you'd pay, bearing in mind that different postcode areas may attract some different premiums. So if you're insuring it in one go you'd save a reasonable amount of money, it'd probably end up being more than the difference it looks like based on the above comparison. Insuring them individually would be the most expensive way to insure them and would come with some peril if one person is handling it all, as there would be 72 renewals to keep track of, it'd be easy to miss one.

It's quite likely that the locations at Kellerberrin and Merredin would be surveyed by an insurer prior to going on cover, if you're insuring all the buildings at those sites in one go.

Looking at the spreadsheet, it looks like we're missing details for the location 5, Lot 123 Greenham Street, Koorda.

We trust this assists, but as always should you have any questions, please feel welcome to call for a chat, we'll be happy to help.

Regards,

Peter

To quote from the email dated 9 April 2019:

Hi Helen,

Please find the revisited spreadsheet attached.

With regard to your question about what impact it would have on premium it would have on the price if you take longer to hit the \$5m threshold, that would be something we'd need to discuss further with insurers to confirm their pricing position, and it's quite difficult to anticipate how they'd respond. However it's a safe bet that it could potentially impact the premium in an upwards direction.

My anticipation is that we'd need to set up a policy first for the minimum amount, and then add sites on, and yes it would be prudent to assume that the cost would initially be higher with a potential for revision in rate downwards as the program got bigger. But

it's also possible that the underwriter would just set a rate to apply for the whole thing, knowing that more houses are coming on as we go, and then simply add them on at the same rate (this would be simpler for allocation purposes too). It would go under the one policy, so there'd be an invoice to begin with, followed by an adjustment invoice as another site/sites get added on, and so forth. Because the rate on sum insured would be a known factor, it'd be relatively easy to then allocate premiums out to each site, that's something we can assist you with if need be.

Part of my discussions with underwriters has been along the lines of "let's assume that they're going to put a fire extinguisher in each house as well as the hardwired smoke alarm" so I've already covered off that angle.

Once details are firmed up a bit more it will be possible to give you firmer figures on the insurance too, so once you have some completion dates locked in, let us know and we can engage the underwriter again to lock in a rate.

Please note that I'll be away from Friday for the next two weeks on annual leave, so if you have additional information to provide before then, please ensure you keep Russell in the loop so it can be actioned promptly.

I trust this is of assistance but as always just let us know if you need anything else.

Regards,

Peter

Additional Meeting Comment:

The Executive Committee discussed all the information provided by the Bresland Insurance with respect to insuring its aged housing once construction is completed. They also discussed whether or not to accept the houses site by site rather than "toto" once all building had been completed.

The Executive Committee also considered the need to install fire extinguishers in each of its houses, agreeing that a cost benefits analysis should be done on cost of premium without extinguishers vs cost with fire extinguishers and costs associated with maintaining the fire extinguishers in each of its properties.

RESOLUTION: Moved: Ken Hooper Seconded: Raymond Griffiths

1. That CEACA agree to accepting houses on a site by site basis, with this information to be conveyed to its project manager, Access Housing Australia.
2. That CEACA agrees in principle to the quotation provided by the Bresland Insurance Group for insuring its houses post construction but requests that variations in the costing of the premium with and without the inclusion of fire extinguishers installed within each of its houses be provided, allowing a cost benefit analysis on cost of premium without extinguishers vs cost with fire extinguishers and costs associated with maintaining the fire extinguishers in each of its properties to be undertaken.

CARRIED

10. FUTURE MEETINGS

10.1 Meetings of the CEACA Committee

Wednesday 5 June 2019 Ordinary Committee Meeting in Merredin
Wednesday 4 September 2019 Ordinary Committee Meeting
Wednesday 6 November 2019 AGM and Ordinary Committee Meeting

10.2 Meetings of CEACA Executive Committee

Wednesday 22 May 2019
Wednesday 14 August 2019
Wednesday 16 October 2019

Meetings will either be via teleconference or in-person, with the venue being Perth or Kellerberrin.

11 CLOSE OF MEETING

There being no further business the meeting was declared closed at 1.30pm

DECLARATION

These minutes were confirmed by the Central East Aged Care Alliance Inc Executive Committee at the meeting held _____

Signed _____

Person presiding at the meeting at which these minutes were confirmed



**WYALKATCHEM LOCAL EMERGENCY MANAGEMENT COMMITTEE
MINUTES OF THE MEETING HELD ON
1 MAY 2019**

Purpose of Local Emergency Management Committee (LEMC) Meetings

The purpose of the LEMC is to:

- 1.0 Foster effective communication between stakeholders to ensure that emergency management for Wyalkatchem is in place;
- 2.0 Assist the Shire of Wyalkatchem comply with the requirements of the Emergency Management Act.

1. Opening of Meeting:

The Chairperson, Quentin Davies opened the meeting at 5:05pm

2. Attendance and Apologies

Attendance

Quentin Davies	Chairperson
Taryn Dayman	Chief Executive Officer – Local Recovery Coordinator
Jay Hammond	St John Ambulance
Peter Wood	St John Ambulance
Craig Cooper	CRC
Jo Spadaccini	Department of Communities
Yvette Grigg	Department of Fire & Emergencies
Darryn Watkins	Manager of Works – Deputy Local Recovery Coordinator
Glen Metcalf	Water Corporation.
Nathan Eley	WA Police

Apologies

Rachel Nightingale	Local Welfare Officer
Subin Daniel	Wyalkatchem Koorda Health Services
Stephanie Elvidge	Governance Executive Officer
Maxi McDonald	Community Paramedic – St John Ambulance
Daniel	DFES
Susan Bruse	WDHS

3. Confirmation of Previous Meeting Minutes

3.1. LEMC – 27 March 2019

Minutes of the Shire of Wyalkatchem LEMC Meeting held on Wednesday 27 March 2019
(Attachment 3.1)

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem LEMC Meeting held on Wednesday 27 March 2019 (Attachment 3.1) be confirmed as a true and correct record.

LEMC COMMITTEE RESOLUTION

Moved – Peter Wood Seconded – Craig Cooper

That the minutes of the Shire of Wyalkatchem LEMC Meeting held on Wednesday 27 March 2019 (Attachment 3.1) be confirmed as a true and correct record.

CARRIED

Business arising from previous Minutes

Nil

4. Stakeholder Report

Stakeholders to report on relevant activities.

4.1. Bush Fire Brigades

There was no report presented.

4.2. Volunteer Fire & Rescue Service

There was no report presented.

4.3. St John Ambulance

Jay Hammond gave an overview on activities, call outs since the last meeting and advised that the St Johns Ambulance Operations Manager is scheduling a visit to meet volunteers and view facilities.

Three volunteers will be attending MIMMS training being training for mass casualties / major incidents at the end of the month.

4.4. Police

Nathan Eley advised that he has been the sole officer at the Wyalkatchem station for the last 6 months, as well as covering neighboring stations who are also manned by a sole officer.

Nathan raised the difficulties in recruiting officers to the Wheatbelt which is resulting in less officers in the district.

Nathan advised that while there has been expenditure cut backs in the WA Police that closing stations is currently not on the agenda. Tracey Print who has been on extended personal leave is returning next week.

4.5. District High School

There was no report presented.

4.6. Wyalkatchem Koorda District Hospital

Subin Daniels was an apology to the meeting, however provided the following report.

Fire and evacuation training was done on 9th April by an external contractor ; 15 staff did attend

Remaining staff would be participating at other various sites over the coming months.

Airstrip closure due to failure of lighting and back up batteries: No presentations requiring RFDS transfer

Backup plan for the night was organised after consulting with RFDS, SJA and Disaster Co-ordinator: To either transfer via road to Cunderdin airstrip(which is closest) or to make arrangements for the chopper to be landed in oval depending on patient priority. Can I have an update if the Shire has a system to check up the backup system more often after this incident?

Darryn Watkins provided an update on this issues surrounding the airstrip lighting failure

The system is now fully operational and CASA requirements is for monthly checks. The Shire is conducting weekly checks.

4.7. Shire of Wyalkatchem

Refer to items raised in general business

4.8. Department of Communities

Jo Spadaccini advised that her temporary appointment has ended and she is back servicing the Wheatbelt, however is still on call.

Jo advised that the State Welfare Plan is currently being reviewed by SEMC and is pending SEMC endorsement. This process has been ongoing for the past 18 months and it is unsure why there has been such lengthy delays. Yvette Griggs to follow up on its status.

A copy of the DRAFT Local Emergency Welfare Plan – Merredin District has been circulated to members for comments / feedback

Jo Spadaccini advised that a Welfare Evacuation Centre Exercise is scheduled in Quairading on the 12 June 2019

4.9. Water Corporation

There was no matters to report on.

4.10. Main Roads

There was no report presented.

4.11. Roadwise

There was no report presented.

4.12. DFES

Yvette Griggs informed the committee that the LEMC Annual Report is due on the 4 July 2019.

AWARE funding program is currently open and closes on 16 May 2019. The program has been expanded to cover volunteer recruitment initiatives, Emergency Management Training and major exercises.

Yvette congratulated the LEMC committee on the development of its LEMA. Yvette advised that the document has been converted into a template which other LEMC can consider using. The LEMA has been sent to DEMC members for comment and feedback prior to it being submitted to SEMC for final endorsement. As required, the LEMC is now required to conduct an exercise testing the LEMA.

4.13. Wyalkatchem CRC

Craig Cooper advised that free breakfast is being held on the 22 May 2019 from 7am for Wyalkatchem volunteers as part of the national volunteer week celebrations.

5. General Business

5.1. LEMA Review

The reviewed LEMA was presented to Council at its April Ordinary Meeting where it was endorsed. The reviewed LEMA to be forwarded to SEMC for their endorsement.

5.2. Meeting Quorums / Term of Reference

A LEMC meeting was scheduled for 27 February 2019. As a result of low numbers the meeting was deferred and held on the 27 March 2019 with only 8 attendees. The LEMC membership consists of 25 Members. There is currently no term of reference outlining the numbers required for a quorum for meetings. It is the intention of the CEO to develop a term of reference for LEMC with quorums requirements clearly defined.

As part of the development of the term of reference it may be beneficial to review the current member list and define full voting members and non-voting members, with the intention that full voting members are the personnel required for a quorum.

At the March LEMC meeting, brief discussion where held on low meeting attendance and if the current proposed meeting dates and commencement times were the most suitable. An email was sent to all LEMC members for their feedback. Of the 25 members, only two responses were received. With only two responses, the CEO has been unable to determine if a change to meeting dates is required.

The CEO has prepared some options in regards to memberships, voting delegations and quorums which was discussed at the meeting.

There were some concerns raised that having a smaller membership may result in meetings not achieving a quorum. Discussion were had about each agency having one representative or a proxy.

The CEO to develop a term of reference taking into consideration of the concerns and comments for review by the LEMC committee.

There was an in-depth discussion about the current meeting structure. Currently four meetings are held each year. It is a requirement that two meetings are held. Yvette Grigg advised that she has experienced some LEMC reducing the number of meetings to two, which was not productive and as a result they have returned to holding four meetings per year.

It was a general consensus that the LEMC meetings be structured to be more interactive and beneficial from an Emergency Management point of view. Items that could be considered are;

- Major desktop exercise – testing of LEMA
- Mini desktop exercise – testing of sections of the LEMC
- Agency presentations – understanding the agency roles, responsibility and structure – interagency relationships.
- Presentations
- Training

The CEO to review meeting structure and implement improvements, which will allow for members to increase their awareness of Emergency Management practices and increase the group's readiness in the event of an Emergency.

5.3. LEMA Exercise

As stated in the Shire's LEMA - Exercising is the simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to practice people in working together. The different types of exercises include Discussion, Field, Table Top and Tactical Exercise without Troops.

Testing and Exercising is important for a number of reasons, including ensuring that the Emergency Management Arrangements are workable, current and effective, as well as ensuring that individuals and organisations remain aware of what is required of them during an emergency response situation.

The Wyalkatchem Local Emergency Management Committee exercises its arrangements once a year as per State Emergency Management Policy 4.8 and State Emergency Management Plan 4.7.

With the reviewed LEMA it is timely to hold an exercise testing the document. It would be recommended that a desktop exercise be conducted for this purpose.

It is recommended that a desktop exercise be scheduled for the next LEMC meeting on the 7 August 2019, with the information of the scenario being sent prior to the meeting.

As discussed above, meetings to include frequent exercises, testing sections of the LEMC at each meeting. The CEO to prepare a plan to conduct desktop on sections of the LEMA each meeting.

5.4. Weather Station

Within the Status report task number 3 refers to the Weather Station, stating that it requires replacement. It is understood that the weather station has not been in use in excess of four years. Staff have advised that during these four years – there has been no major issues arising from not having an operational weather station.

It is understood that readings from the weather station was referred to when placing Harvest and Movement of vehicle bans. Readings were also used by pilots using the airstrip. Other systems are currently being utilised to obtain the required data by both parties.

It is estimated to replace the weather station would cost over \$20,000.

LEMC members are asked to consider if there is a requirement for the weather station to be replaced.

Peter Wood mentioned that the previous system was not compliant. There was a general discussion on its requirements. There are a number of other avenues to obtain the necessary data. Bush Fire Officers have other resources to obtain readings for applying Harvest and Movement of vehicle bans

LEMC COMMITTEE RESOLUTION

Moved –Peter Wood **Seconded – Jay Hammond**

That there is not a requirement for the weather station to be reinstated and that the task for its replacement be removed from the Status list.

CARRIED

5.5. Emergency Backup Supply – Mobile Towers

Cr Davies raised concerns about the issue of emergency backup supply to Telstra mobile towers. The matter has been raised with Telstra by a number of Local Government and via WALGA zone, however there is no acknowledgment of the serious nature of this issue. It is apparent that Telstra does not want to address nor explore other means to provide continuous, uninterrupted power supply to rural Telstra towers.

Yvette Grigg advised that this has been a matter that DEMC continues to attempt to address, however has experienced the same issues when dealing with Telstra.

It was agreed to escalate our concerns and write to local parliamentary members and the Minister of Emergency services and DEMC raising the issue of emergency backup supply to Telstra mobile towers and the impacts of this on communities, especially in an emergency.

8.0 Status Report

Task No.	Task	Responsible Person	Comment	Status	Last update
3.	Assessment of Shire Weather Station to ensure continuity	AO MCS	Weather station requires replacement as it is irreparable – quotes to be obtained, hoping to replace in near future. See item 5.4 notes	Pending	To be removed from Task list
6.	Develop an unallocated crown land and unmanaged reserves program in relation to fire and risk protection	DCEO MOW CFCO	Identification of reserves has commenced. “Plans are in bush fire policy document” Firebreaks are placed around reserves Need to develop a position – write to various actual owners with what we want – for discussion at BFAC.		
7.	Inspect water standpipes and water tanks pre and post fire season. Ensure watersupplies have fittings suitable for fire appliances	MOW CFCO DCFCO	Were checked June 2016 Negotiations are ongoing with Water Corp regarding the tundish & RPZ installations to standpipes. Trevor negotiating with water corp to use washings for watering lawns. Shire to place on works schedule for action		
March 2019	Update LEMA with updated positions for the Volunteer Fire & Rescue	CEO	LEMA has been updated	Complete	LEMA has been updated
March 2019	Review LEMC meeting arrangements	CEO	Email sent to all LEMC members, requesting information on preferred meeting days / time. Only two responses received	In Progress	To be discussed at the May meeting

March 2019	LEMA endorsement	CEO	Shire's LEMA was endorsed by Council at the April 2019 OMC. To be sent to the SEMC for endorsement	In Progress	LEMC Endorsed by Council
March 2019	Term of Reference	CEO	Term of reference to be developed for LEMC	In Progress	Membership requirements included in May Agenda for discussion

6. Next Meeting

7 August 2019

7. Meeting Closure:

With there being no further discussions, the Chairperson thanked everyone for their attendance and closed the meeting at 6.12pm

**Shire of Wyalkatchem
Payment Listing
As of April 30, 2019**

Type	Date	Num	Name	Description	Amount
A01100 - Cash at Bank					
A01101 - Unrestricted Municipal Bank					
Cheque	01/04/2019	DD010419	Westnet	Internet Access Apr 2019, Email Hosting 190119-190219	-185.05
General Journal	01/04/2019	3273	NAB	Merchant Fees	-189.29
Cheque	01/04/2019	DD010419	Treasury Corp	LOAN 73 - CRC BUILDING	-12,486.59
Bill Pmt -Cheque	01/04/2019	DD010419	Synergy	ELECTRICITY Town Hall, Korrelocking Hall, 2/2A Slocum St,	-9,870.20
Cheque	02/04/2019	DD020419	Gibbs, Skye	BANK FEES Centrepay fee for rent payment 020419	-0.99
Bill Pmt -Cheque	02/04/2019	DD020419	Synergy	ELECTRICITY Main roads depot 080119-110319	-108.10
Paycheque	03/04/2019		Salaries and Wages	PPE030419	-28,722.64
Bill Pmt -Cheque	03/04/2019	DD030419	Synergy	ELECTRICITY 080119-110319	-995.95
Bill Pmt -Cheque	03/04/2019	DD030419	NAB Visa	CREDIT CARD March 2019	-1,214.32
General Journal	04/04/2019	3283	NAB	NAB Connect Fee. March 2019 TM	-30.00
Bill Pmt -Cheque	05/04/2019		Brendon Wilkes Electrical - EFT	CRC BUILDING Inspect air conditioner that isn't working, ADM	-1,183.60
Bill Pmt -Cheque	05/04/2019		Choices by Dallimore - EFT	ADMIN OFFICE Carpet for CEO Office	-2,303.00
Bill Pmt -Cheque	05/04/2019		Courier Australia - EFT	DEPOT Freight from Blackwoods 050319, TOWN HALL Freigl	-77.29
Bill Pmt -Cheque	05/04/2019		D & GJ Pease - EFT	CHRISTMAS LIGHTS Best house 2018	-100.00
Bill Pmt -Cheque	05/04/2019		Dowerin Community Resource Centre - EFT	ADVERTISING Wyalkatchem fair 2019 and MCS position full	-90.00
Bill Pmt -Cheque	05/04/2019		Eastern Hills Saws & Mowers - EFT	PLANT PARTS Miscellaneous Plant Brushcutter cord 3.3mm :	-150.00
Bill Pmt -Cheque	05/04/2019		Gary's Painting Service - EFT	ADMIN OFFICE Repair ceiling and paint CEO office in full	-2,695.00
Bill Pmt -Cheque	05/04/2019		Koorda Community Resource Centre - EFT	WYALKATCHEM FAIR Advertising 190219 full page	-25.00
Bill Pmt -Cheque	05/04/2019		LG Assist Australia - EFT	ADVERTISING MCS position on LG Assist website	-302.50
Bill Pmt -Cheque	05/04/2019		Liebherr-Australia Pty Ltd - EFT	GREASE WM016 400g cartridge x 24, WM016 Freight	-400.40
Bill Pmt -Cheque	05/04/2019		Midalia Steel (OneSteel) - EFT	TOWN HALL Steel for gas bottle cage	-234.49
Bill Pmt -Cheque	05/04/2019		Palmer Plumbing - EFT	ADMIN OFFICE Install new water filter in kitchen	-55.00
Bill Pmt -Cheque	05/04/2019		Road Specialist Australia - EFT	PLANT PARTS Miscellaneous plant self priming pump, Miscel	-2,514.60
Bill Pmt -Cheque	05/04/2019		State Library of WA - EFT	FREIGHT Library interexchange 2018/19	-310.88
Bill Pmt -Cheque	05/04/2019		T & E Services Pty Ltd - EFT	MEDICAL SERVICES April 2019	-14,259.70
Bill Pmt -Cheque	05/04/2019		Wyalkatchem General Store - EFT	OFFICE AMENITIES Milk, AA Batteries, COUNCIL WORKSH	-82.50
Bill Pmt -Cheque	05/04/2019		Wyalkatchem Hotel - EFT	REFRESHMENTS Council meeting Feb 2019	-234.00
Bill Pmt -Cheque	08/04/2019	DD080419	Telstra	TELEPHONE & INTERNET 170319-160419	-758.41

**Shire of Wyalkatchem
Payment Listing**
As of April 30, 2019

Cheque	10/04/2019	16868	Shire of Wyalkatchem - Petty Cash	WYALKATCHEM FAIR Cash float	-400.00
Cheque	16/04/2019	DD10419	Gibbs, Skye	BANK FEES Centrepay fee for rent payment 160419	-0.99
Cheque	16/04/2019		Trenorden, Claire L	LICENCE WM016 to 300619	-66.15
Paycheque	17/04/2019		Salaries and Wages	PPE170419	-28,580.97
Cheque	17/04/2019	DD170419	Foxtel	57 FLINT ST Doctors House Foxtel	-154.00
Cheque	18/04/2019	DD30420	Gibbs, Skye	VOID: BANK FEES Centrepay fee for rent payment 190219	0.00
Bill Pmt -Cheque	18/04/2019	DD180419	Water Corporation.	SERVICE CHARGE DePirres Rd, Elashgin Rd, Jarvis Rd, Far	-285.14
Bill Pmt -Cheque	23/04/2019		AMPAC Debt Recovery - EFT	DEBT COLLECTION 50 Johnston St Notice of Discontinuance	-190.96
Bill Pmt -Cheque	23/04/2019		Australia Post - Mail - EFT	POSTAGE March 2019	-129.22
Bill Pmt -Cheque	23/04/2019		Avon Waste - EFT	BINS March 2019 318 bins x 4 weeks, BINS March 2019 12 bi	-3,273.60
Bill Pmt -Cheque	23/04/2019		Baileys Fertiliser - EFT	ADMIN PARK 3.1.1. fertiliser 20kg, PIONEER PARK Rose an	-1,318.63
Bill Pmt -Cheque	23/04/2019		Bunnings Midland - EFT	PIONEER PARK Hoe, Rope, Flexi tub, Various irrigation parts	-252.42
Bill Pmt -Cheque	23/04/2019		D & D Transport - EFT	RURAL ROADS Freight pallet of asphalt in a bag	-145.64
Bill Pmt -Cheque	23/04/2019		Data#3 - EFT	COMPUTER Trend Micro Business Security Renewal 010419-	-364.19
Bill Pmt -Cheque	23/04/2019		Dunnings - EFT	FUEL March 2019	-1,730.64
Bill Pmt -Cheque	23/04/2019		JK Williams - EFT	TOWN HALL Dulux yellow paint 4L, Paint brush 75mm	-110.95
Bill Pmt -Cheque	23/04/2019		Landmark - EFT	AIRSTRIP Round up ultra 20L x 2, DEPOT Gas bottle refill 8.5	-400.09
Bill Pmt -Cheque	23/04/2019		Not Too Dusty Plant Hire - EFT	CUNDERDIN WYALKATCHEM RD SLK 2.00-4.85 Water truck	-3,272.50
Bill Pmt -Cheque	23/04/2019		PPCA - EFT	ADMIN OFFICE Music On-Hold 010419-310320, TOWN HALL	-407.21
Bill Pmt -Cheque	23/04/2019		RM Surveys - EFT	ENGINEERING CONSULTING Photomapping survey Cunderd	-2,750.00
Bill Pmt -Cheque	23/04/2019		Senior Citizens Homes Trust - EFT	SENIOR CITIZENS HOMES TRUST Donation as a contributio	-14,764.91
Bill Pmt -Cheque	23/04/2019		Shire of Tammin - EFT	CUNDERDIN WYALKATCHEM RD SLK 2.00-4.85 Water 5kL	-20.00
Bill Pmt -Cheque	23/04/2019		Stabilisation Technology	CUNDERDIN WYALKATCHEM RD SLK 2.00-4.85 Stabilisatio	-42,202.60
Bill Pmt -Cheque	23/04/2019		Total Eden - EFT	TENNIS CLUB Repairs to reticulation (Insurance Claim)	-4,697.00
Bill Pmt -Cheque	23/04/2019		Winc Australia Pty Ltd - EFT	REFRESHMENTS Table cloth 30m, STATIONERY Various, S	-383.60
Bill Pmt -Cheque	23/04/2019		Wyalkatchem Tyre Service - EFT	TYRES WM012 x 2, WM287 Puncture repair and new tube, M	-1,036.00
Bill Pmt -Cheque	23/04/2019	DD230419	Crisp Wireless	INTERNET Admin Office, 51 Flint St, 1 Slocum St Monthly fee	-526.90
Bill Pmt -Cheque	23/04/2019	DD230419	Water Corporation.	SERVICE CHARGE Tammin-Wyalkatchem Rd, Nembungud	-191.59
Bill Pmt -Cheque	23/04/2019	DD230419	Telstra	TELEPHONE Mobile phones 020419-010519	-116.60
Bill Pmt -Cheque	23/04/2019	DD230419	Synergy	ELECTRICITY 250219-240319	-2,303.10
Liability Cheque	26/04/2019	BPAY260419	Australian Taxation Office	BAS March 2019	-6,088.00

**Shire of Wyalkatchem
Payment Listing
As of April 30, 2019**

Liability Cheque	26/04/2019		Small Business Super Clearing House - EFT	SUPERANNUATION March and April 2019	-17,696.14
Bill Pmt -Cheque	26/04/2019	DD260419	Water Corporation.	SERVICE CHARGE 59 Flint St, 55 Flint St, 43 Wilson St, 53 F	-3,944.51
Bill Pmt -Cheque	29/04/2019	DD290419	Water Corporation.	SERVICE CHARGE 10 Honour Ave, 1 Slocum St, 4 Slocum S	-1,909.92
General Journal	29/04/2019	3289	NAB	NAB Connect Fee. April 2019 TM	-43.74
Cheque	30/04/2019	DD300419	Gibbs, Skye	BANK FEES Centrepay fee for rent payment 300419	-0.99
General Journal	30/04/2019	3291	NAB	Account Keeping Fee	-24.50
Bill Pmt -Cheque	30/04/2019	DD300419	Fuji Xerox - EFT	PHOTOCOPY Lease 230319-220419	-317.02
			Total A01101 · Unrestricted Municipal Bank		<u>-219,679.92</u>
			Total A01100 · Cash at Bank		<u>-219,679.92</u>
TOTAL					<u>-219,679.92</u>

CERTIFICATION OF CHIEF EXECUTIVE OFFICER

I hereby certify that the Schedule of Accounts paid was submitted to Council on Thursday, 18 April 2019. All payments are as per the Annual Budget and are supported by vouchers and invoices and were not processed until goods and services were certified as received.

Taryn Dayman, Chief Executive Officer

CERTIFICATION OF CHAIRMAN

I hereby certify this schedule of accounts paid was submitted to the Council on Thursday, 18 April 2019 for information pursuant to Section 6.8(2)(b) of the Local Government Act 1995.

Cr Quentin Davies, Chairman

DUNNINGS

Your Local Fuel Distributor

DUNNING INVESTMENTS P/L
ATF Dunnings Family Trust
PO BOX 169 NORTHAM WA 6401

ABN: 293384905038
SHRE OF WYALKATCHEM
PO BOX 224
WYALKATCHEM 6485

** TAX INVOICE **

PH: 08 96221413
FAX: 08 96222606
admin@dunningsfuel.com.au

31/03/2019
PAGE: 1
SHIRW

Location	Order No	Rego:	ODO	Date	Driver:	Tax Invoice	Product:	Quantity	Unit Price	Amount \$
Card: 7034320089961764		WM000	0	01/03/2019 14:30	795	WM000	DIESEL - SERVICE STN	40.31	1.469	59.21
X190 - WYALKATCHEM WA			0	05/03/2019 11:02	800		DIESEL - SERVICE STN	47.69	1.469	70.05
X190 - WYALKATCHEM WA			0	07/03/2019 08:25	806		DIESEL - SERVICE STN	43.36	1.479	64.13
X183 - NORTHAM WA	WM000		0	08/03/2019 09:35	403		UNLEADED - SERVICE STN	21.60	1.369	29.57
X190 - WYALKATCHEM WA			0	09/03/2019 08:20	815		DIESEL - SERVICE STN	25.35	1.479	37.50
X190 - WYALKATCHEM WA			0	16/03/2019 07:34	846		DIESEL - SERVICE STN	39.36	1.479	58.21
X190 - WYALKATCHEM WA			0	18/03/2019 11:20	850		DIESEL - SERVICE STN	54.04	1.479	79.94
X190 - WYALKATCHEM WA			0	22/03/2019 15:47	864		DIESEL - SERVICE STN	34.89	1.499	52.30
X183 - NORTHAM WA	WM000		0	25/03/2019 13:59	760		DIESEL - SERVICE STN	44.82	1.499	67.19
X190 - WYALKATCHEM WA			0	27/03/2019 12:43	879		DIESEL - SERVICE STN	46.08	1.499	69.08
X190 - WYALKATCHEM WA			0	29/03/2019 14:50	890		DIESEL - SERVICE STN	38.19	1.499	57.25
X183 - NORTHAM WA	WM000		0	30/03/2019 14:03	304		DIESEL - SERVICE STN	54.00	1.499	80.95
			0	31/03/2019 00:00	001400619924		DIST CARD FEE	1.00	3.850	3.85
							Card Totals		490.69	729.23
Card: 7034320089961772		Rego:	ROADPLN1	Driver: 31/03/2019 00:00	001400619925	ROADPLANT	DIST CARD FEE	1.00	3.850	3.85
							Card Totals		1.00	3.85
Card: 7034320089961780		Rego:	WM027	Driver: 18/03/2019 06:45	847	ROADPLANT	DIESEL - SERVICE STN	62.42	1.479	92.31
X190 - WYALKATCHEM WA			0	31/03/2019 00:00	001400619926	DIST CARD FEE	Card Totals	1.00	3.850	3.85
							Card Totals		63.42	96.16
Card: 7034320089961798		Rego:	WM216	Driver: 07/03/2019 15:40	811	WM 216	DIESEL - SERVICE STN	62.71	1.479	92.74
X190 - WYALKATCHEM WA			0	27/03/2019 18:56	880		DIESEL - SERVICE STN	69.72	1.499	104.50
X190 - WYALKATCHEM WA			0	31/03/2019 00:00	001400619927	DIST CARD FEE	Card Totals	1.00	3.850	3.85
							Card Totals		133.43	201.09
Card: 7034320089961806		Rego:	DOCTOR	Driver: 31/03/2019 00:00	001400619928	DOCTOR	DIST CARD FEE	1.00	3.850	3.85
							Card Totals		1.00	3.85
Card: 7034320089961814		Rego:	WM00	Driver: 05/03/2019 12:57	803	000 WM	UNLEADED - SERVICE STN	26.78	1.369	36.66
X190 - WYALKATCHEM WA			0	21/03/2019 17:43	863		UNLEADED - SERVICE STN	31.96	1.399	44.71
X190 - WYALKATCHEM WA			0	31/03/2019 00:00	001400619929	DIST CARD FEE	Card Totals	1.00	3.850	3.85
							Card Totals		59.74	85.22
Card: 7034320089961822		Rego:	WYLIE	Driver: 10/03/2019 13:32	819	WM006	DIESEL - SERVICE STN	69.19	1.479	102.33
X190 - WYALKATCHEM WA			0	13/03/2019 17:24	836		DIESEL - SERVICE STN	73.89	1.479	109.28
X190 - WYALKATCHEM WA			0	23/03/2019 07:23	866		DIESEL - SERVICE STN	55.87	1.499	83.74
X190 - WYALKATCHEM WA			0	30/03/2019 10:27	892		DIESEL - SERVICE STN	69.07	1.499	103.53
			0	31/03/2019 00:00	001400619930	DIST CARD FEE	Card Totals	1.00	3.850	3.85

DUNNING'S

Your Local Fuel Distributor

DUNNING INVESTMENTS P/L
ATF Dunning Family Trust
PO BOX 169 NORTHAM WA 6431

ABN: 29384905033
SHIRE OF WYALK
PO BOX 224
WYALKATCHEN 6

PH: 08 96221413
FAX: 08 96222606
admin@dunningsfuel.com.au

** TAX INVOICE **

31/03/2019
PAGE: 2
SHIBW

Location	Order No	ODO	Date	Tax invoice	Product	Quantity	Unit Price	Amount \$
					Card Totals	269.02		402.73
Card:	7034320089963968	Rego:	WYLIEBUS 31/03/2019 00:00	Driver: 0014006119931	WYLIEBUS DIST CARD FEE Card Totals	1.00 1.00	3.850	3.85
Card:	7034320091090800 X190 - WYALKATCHEM WA X190 - WYALKATCHEM WA	Rego:	WM012 0 0 28/03/2019 06:59 31/03/2019 00:00	Driver: 828 881 0014006119932	DIESEL - SERVICE STN DIESEL - SERVICE STN DIST CARD FEE Card Totals	66.57 60.58 1.00	1.479 1.499 3.850	98.46 90.80 3.85
Card:	7034320095652076	Rego:	WM006 31/03/2019 00:00	Driver: 0014006119933	DIST CARD FEE Card Totals	128.15 1.00		193.11
Card:	7034320095652084	Rego:	WM153 31/03/2019 00:00	Driver: 0014006119934	DIST CARD FEE Card Totals	1.00 1.00	3.850	3.85
Card:	7034320095652092	Rego:	1EMP976 31/03/2019 00:00	Driver: 0014006119935	DIST CARD FEE Card Totals	1.00 1.00	3.850	3.85

157.33	Invoices Total	DIESEL - SERVICE STN	1,058.11	1,573.50
		UNLEADED - SERVICE STN	80.34	110.94
		DIST CARD FEE	12.00	46.20
	Total			1,730.64
1,573.31				

Total Discount
GST Incl in Total
Total excl. GST



4 APR 2019

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	1 March 2019 to 28 March 2019
Company Account No:	4557 0498 0000 4281
Facility Limit:	\$13,000

Your Account Summary

Balance from previous statement	\$753.85 DR
Payments and other credits	\$753.85 CR
Purchases, cash advances and other debits	\$1,205.32 DR
Interest and other charges	\$9.00 DR
Closing Balance	\$1,214.32 DR

YOUR DIRECT DEBIT PAYMENT OF \$1,214.32 WILL BE
CHARGED TO ACCOUNT 000086977- 0000508383313 ON
03/04/2019 AS PER OUR AGREEMENT.

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
6 Mar 2019	\$753.85	CR DIRECT DEBIT PAYMENT	74557049064
Total for this Period:	\$753.85	CR	

 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

 Biller 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	\$1,205.32	\$9.00	\$1,214.32
4557-0498-0000-4281	BILLING ACCOUNT	\$0	\$753.85 CR	\$0.00	\$0.00	\$753.85 CR

Transaction type
Purchase

Annual percentage rate
0.0000%



Cardholder Details

Cardholder Name: MISS TARYN LEANNE DAYMAN
Account No: 4557 0455 3793 8668
Statement Period: 1 March 2019 to 28 March 2019
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
20 Mar 2019	\$299.97	Sage Perth FDI	EO41206				74619709077
27 Mar 2019	\$905.35	OFWKS ONLINE BENTLEIGH 03	EO41218/Egms Projector Screen/Stationery				74363969086
28 Mar 2019	\$9.00	CARD FEE	EO41221 CREDIT CARD March 2019				74557049087
Total for this period	\$1,214.32			Totals			

Employee declaration

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

Cardholder signature: *Dayman*

Date: 3/5/19

Shire of Wyalkatchem

MONTHLY FINANCIAL REPORT

For the Period Ended 30 April 2019

TABLE OF CONTENTS

Statement of Financial Activity

Note 1

Note 2

Note 3

Note 4

Note 5

Note 6

Note 7

Note 8

Note 9

Note 10

Note 11

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

Shire of Wyalkatchem
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 April 2019

Note	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
	4	3	3	3		
Operating Revenues						
Governance	\$ 6,187	\$ 6,187	\$ 8,177	\$ 1,990	24.3%	
General Purpose Funding	617,552	457,695	473,386	15,691	3.3%	
Law, Order and Public Safety	39,486	30,991	35,650	4,659	13.1%	
Health	49,056	28,552	26,715	(1,837)	(6.9%)	
Education and Welfare	0	0	0	0		
Housing	78,889	63,160	62,024	(1,136)	(1.8%)	
Community Amenities	113,190	112,840	120,176	7,336	6.1%	
Recreation and Culture	7,817	7,409	7,214	(195)	(2.7%)	
Transport	308,431	255,522	255,521	(1)	(0.0%)	
Economic Services	16,798	12,832	22,240	9,408	42.3%	
Other Property and Services	25,165	23,915	24,333	418	1.7%	
Total (Excluding Rates)	1,262,571	999,103	1,035,436	36,333	3.5%	
Operating Expense						
Governance	(327,066)	(227,148)	(188,675)	38,473	20.4%	▼
General Purpose Funding	(81,272)	(47,452)	(46,844)	608	1.3%	
Law, Order and Public Safety	(143,631)	(106,226)	(79,670)	26,556	33.3%	▼
Health	(325,758)	(251,720)	(227,960)	23,760	10.4%	▼
Education and Welfare	(74,755)	(56,104)	(54,107)	1,997	3.7%	
Housing	(272,302)	(217,371)	(207,322)	10,049	4.8%	
Community Amenities	(256,971)	(193,930)	(202,169)	(8,239)	(4.1%)	
Recreation and Culture	(872,731)	(707,419)	(683,613)	23,806	3.5%	
Transport	(1,610,391)	(1,129,776)	(1,039,369)	90,407	8.7%	
Economic Services	(120,839)	(94,022)	(94,895)	(873)	(0.9%)	
Other Property and Services	(26,794)	(18,623)	(37,581)	(18,958)	(50.4%)	▲
Total	(4,112,510)	(3,049,791)	(2,862,205)	187,586		
Funding Balance Adjustment						
Add back Depreciation	1,282,074	1,068,395	1,076,222	7,827	0.7%	
Adjust (Profit)/Loss on Asset Disposal	18,748	18,519	18,519	0	0.0%	
Movement in Deferred Pensional Rates (Non-Current)	6,138	6,138	6,138	0	0.0%	
Movement in Accrued Salaries and Wages			0	0		
Movement in Employee Benefit Provisions			0	0		
Adjust Provisions and Accruals			0	0		
Net Operating (Ex. Rates)	(1,542,979)	(957,635)	(725,890)	231,746		
Capital Revenues						
Proceeds from Disposal of Assets	65,572	65,571	65,571	0	0.0%	
Non-Operating Grants	488,729	403,913	409,859	5,946	1.5%	
Proceeds from New Debentures	0	0	0	0		
Proceeds from Sale of Investments			0	0		
Proceeds from Advances			0	0		
Self-Supporting Loan Principal	6,908	6,908	6,908	0	0.0%	
Transfer from Reserves	812,407	770,445	770,445	0	0.0%	
Total	1,373,616	1,246,838	1,252,784	5,946		
Capital Expenses						
Land Held for Resale	0	0	0	0		
Land and Buildings	(213,255)	(84,820)	(75,434)	9,386	12.4%	
Plant and Equipment	(296,476)	(296,476)	(298,983)	(2,507)	(0.8%)	
Furniture and Equipment	(35,000)	0	0	0		
Infrastructure Assets - Roads	(533,126)	(483,126)	(376,322)	106,804	28.4%	▼
Infrastructure Assets - Other	(28,745)	(8,745)	(8,745)	0	0.0%	
Purchase of Investments			0	0		
Repayment of Debentures	(56,086)	(56,086)	(56,086)	0	0.0%	
Advances to Community Groups			0	0		
Transfer to Reserves	(115,692)	(90,825)	(90,825)	0	0.0%	
Total	(1,278,380)	(1,020,078)	(906,395)	113,683		
Net Capital	95,236	226,760	346,388	119,629		
Total Net Operating + Capital	(1,447,743)	(730,876)	(379,501)	351,374		
Rate Revenue	1,291,449	1,291,571	1,248,149	(43,422)	(3.5%)	
Opening Funding Surplus(Deficit)	236,294	236,294	236,294	(0)	(0.0%)	
Closing Funding Surplus(Deficit)	80,000	796,989	1,104,942	307,952	27.9%	

Shire of Wyalkatchem
STATEMENT OF FINANCIAL ACTIVITY
(Nature or Type)
For the Period Ended 30 April 2019

	Note	Amended Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 3	
Operating Revenues		\$	\$	\$			
Grants, Subsidies and Contributions	8	963,684	742,333	750,270	7,937	1.1%	
Profit on Asset Disposal	10	5,202	5,202	5,202	(0)	(0.0%)	
Fees and Charges		237,036	207,959	230,577	22,618	9.8%	
Interest Earnings		56,649	43,609	49,388	5,779	11.7%	
Other Revenue		0	0	0	0		
Total (Excluding Rates)		1,262,571	999,103	1,035,436	36,333		
Operating Expense							
Employee Costs		(1,092,489)	(859,259)	(819,447)	39,812	4.9%	
Materials and Contracts		(1,391,018)	(811,427)	(668,279)	143,148	21.4%	▼
Utilities Charges		(177,742)	(148,118)	(131,568)	16,550	12.6%	▼
Depreciation (Non-Current Assets)		(1,282,074)	(1,068,395)	(1,076,222)	(7,827)	(0.7%)	
Interest Expenses		(15,623)	(13,019)	(10,472)	2,547	24.3%	
Insurance Expenses		(129,614)	(129,614)	(132,496)	(2,882)	(2.2%)	
Loss on Asset Disposal		(23,950)	(19,958)	(23,721)	(3,763)	(15.9%)	
Other Expenditure		0	0	0	0		
Total		(4,112,510)	(3,049,791)	(2,862,205)	187,586		
Funding Balance Adjustment							
Add Back Depreciation		1,282,074	1,068,395	1,076,222	7,827	0.7%	
Adjust (Profit)/Loss on Asset Disposal	10	18,748	18,519	18,519	0	0.0%	
Movement in Deferred Pensional Rates (Non-Current)		6,138	6,138	6,138	0	0.0%	
Movement in Accrued Salaries and Wages					0		
Movement in Employee Benefit Provisions					0		
Adjust Provisions and Accruals					0		
Net Operating (Ex. Rates)		(1,542,979)	(957,635)	(725,890)	231,746		
Capital Revenues							
Grants, Subsidies and Contributions	8	488,729	403,913	409,859	5,946	1.5%	
Proceeds from Disposal of Assets	10	65,572	65,572	65,571	(1)	(0.0%)	
Proceeds from New Debentures					0		
Proceeds from Sale of Investments					0		
Proceeds from Advances					0		
Self-Supporting Loan Principal		6,908	6,908	6,908	0	0.0%	
Transfer from Reserves	9	812,407	770,445	770,445	0	0.0%	
Total		1,373,616	1,246,838	1,252,784	5,945		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	10	(213,255)	(84,820)	(75,434)	9,386	12.4%	
Plant and Equipment	10	(296,476)	(296,476)	(298,983)	(2,507)	(0.8%)	
Furniture and Equipment	10	(35,000)	0	0	0		
Infrastructure Assets - Roads	10	(533,126)	(483,126)	(376,322)	106,804	28.4%	▼
Infrastructure Assets - Other	10	(28,745)	(8,745)	(8,745)	0	0.0%	
Purchase of Investments			0		0		
Repayment of Debentures		(56,086)	(56,086)	(56,086)	0	0.0%	
Advances to Community Groups					0		
Transfer to Reserves	9	(115,692)	(90,825)	(90,825)	(0)	(0.0%)	
Total		(1,278,380)	(1,020,078)	(906,395)	113,683		
Net Capital		95,236	226,760	346,388	119,628		
Total Net Operating + Capital		(1,447,743)	(730,876)	(379,501)	351,374		
Rate Revenue		1,291,449	1,291,571	1,248,149	(43,422)	(3.5%)	
Opening Funding Surplus(Deficit)		236,294	236,294	236,294	(0)	(0.0%)	
Closing Funding Surplus(Deficit)	3	80,000	796,989	1,104,942	307,952	27.9%	

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

(a) Basis of Accounting

This statement is a special purpose financial report, prepared in accordance with applicable Australian Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

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 statement, but a separate statement of those monies appears at Note 11.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Cash and Cash Equivalents

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

(g) Trade and Other Receivables

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Inventories

General

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs of necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

Each class of fixed assets is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Mandatory Requirement to Revalue Non-Current Assets

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

The amendments allow for a phasing in of fair value in relation to fixed assets over three years as follows:

- (a) for the financial year ending 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and
- (b) for the financial year ending 30 June 2014, the fair value of all of the assets of the local government -
 - (i) that are plant and equipment; and
 - (ii) that are -
 - (I) land and buildings; or
 - (II) infrastructure;

and

- (c) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.

Thereafter, in accordance with the regulations, each asset class must be revalued at least every 3 years.

Council has commenced the process of adopting Fair Value in accordance with the Regulations.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

Land under Control

In accordance with Local Government (Financial Management) Regulation 16(a), the Council is required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or regional significance.

Under initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies details in this Note.

Whilst they were initially recorded at cost, fair value at the date of acquisition was deemed cost as per AASB 116.

Consequently, these assets were initially recognised at cost but revalued along with other items of Land and Buildings at 30 June 2013.

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Fixed Assets (Continued)

Initial Recognition

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 Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the statement of comprehensive income in the period in which they are incurred.

Revaluation

When performing a revaluation, the Council uses a mix of both independent and management valuations using the following as a guide:

Revalued assets are carried at their fair value being the price that would be received to sell the asset, in an orderly transaction between market participants at the measurement date (Level 1 inputs in the fair value hierarchy).

For land and buildings, fair value will be determined based on the nature of the asset class. For land and non-specialised buildings, fair value is determined on the basis of observable open market values of similar assets, adjusted for conditions and comparability at their highest and best use (Level 2 inputs in the fair value hierarchy).

With regards to specialised buildings, fair value is determined having regard for current replacement cost and both observable and unobservable costs. These include construction costs based on recent contract prices, current condition (observable Level 2 inputs in the fair value hierarchy), residual values and remaining useful life assessments (unobservable Level 3 inputs in the fair value hierarchy).

For infrastructure and other asset classes, fair value is determined to be the current replacement cost of an asset (Level 2 inputs in the fair value hierarchy) less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset (Level 3 inputs in the fair value hierarchy).

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Those assets carried at a revalued amount, being their fair value at the revaluation less any subsequent accumulated depreciation and accumulated impairment losses, 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.

In addition, the amendments to the Financial Management Regulations mandating the use of Fair Value imposes a further minimum of 3 years revaluation requirement. As a minimum, all assets carried at a revalued amount, will be revalued at least every 3 years.

Transitional Arrangement

During the time it takes to transition the carrying value of non-current assets from the cost approach to the fair value approach, the Council may still be utilising both methods across differing asset classes.

Those assets carried at cost will be carried in accordance with the policy details in the ***Initial Recognition*** section as details above.

Those assets at fair value will be carried in accordance with the ***Revaluation*** Methodology section as detailed above.

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Fixed Assets (Continued)

Early Adoption of AASB 13 - Fair Value Measurement

Whilst the new accounting standard in relation to Fair Value, *AASB 13 - Fair Value Measurement* does not become applicable until the year ended 30 June 2014 (in relation to Council), given the legislative need to commence using Fair Value methodology for this reporting period, the Council chose to early adopt AASB 13 (as allowed for in the standard).

As a consequence, the principles embodied in *AASB 13 - Fair Value Measurement* have been applied to this reporting period (year ended 30 June 2013).

Due to the nature and timing of the adoption (driven by legislation) the adoption of this standard has had no effect on previous reporting periods.

Land Under Roads

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16 (a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16 (a)(i) prohibits local governments from recognising such land as an asset.

Whilst treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life (excluding freehold land) are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Buildings	50 years
Land	Not Depreciated
Furniture	3 years
Computers	2.5 years
Vehicles	5 years
Graders	8 years
Other Plant & Equipment	3 years
Roads and Streets	
formation	Not Depreciated
pavement	50 years
seal	15 years
Kerbing	30 years
Airstrip Seal	15 years
Airstrip Pavement	50 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets (Continued)

Capitalisation Threshold

Expenditure on items of equipment under \$5,000 is not capitalised. Rather, it is recorded on an asset inventory listing.

(k) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the local government prior to the end of the financial year 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 and are usually paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relate to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees' services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

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.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) 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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

Refer 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 non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

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 are 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.

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.

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

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, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GOVERNANCE

Details expenses related to Councils seven councillors, who normally meet the third Thursday of each month, make policy decisions, review Councils operations, plan for current and future service provision requirements and undertake necessary appropriate training and attend conferences.

GENERAL PURPOSE FUNDING

Rates - the amount raised is determined by Councils budget "shortfall" that is known income and desired expenditure.

General purpose grants - are the grant amounts paid to the shire from Federal Government funding as determined by and via the Western Australian Local Government Grants Commission.

Interest - interest earned on monies invested or deposited by Council.

LAW, ORDER, PUBLIC SAFETY

Supervision of by-laws, fire prevention and animal control.
Requirements that Council carries out by statute.

HEALTH

Food quality control, immunisation, contributions to medical, health and operation of the child health clinic.

Council is a member of a group health scheme North Eastern Wheatbelt Health Scheme. Monitors food quality and caters for health requirements for the broader community.

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(r) STATEMENT OF OBJECTIVE (Continued)

EDUCATION AND WELFARE

Assists in the provision of the Home and Community Care services, Seniors and Pensioner requirements.

HOUSING

Provides and maintains housing rented to staff and non-staff. Council is a major landlord, providing accommodation for aged, pensioner, single, married and Government Employees.

COMMUNITY AMENITIES

Operation and control of cemeteries, public conveniences and sanitation service. Provides public amenities. Owns and operates the town site deep sewerage service. Controls and maintains one rubbish disposal site.

RECREATION AND CULTURE

Maintenance of hall, the aquatic centre, library and various reserves.

TRANSPORT

Construction and maintenance of roads, footpaths, drainage works and cleaning of streets. Provision of infrastructure necessary to ensure adequate transport, communication, freight, social access routes and environmental enhancement within the shire.

ECONOMIC SERVICES

Tourism, pest control, building controls and natural resource management. Tourism facilities, information and directional signs. Weed and pest control services. Necessary building control services.

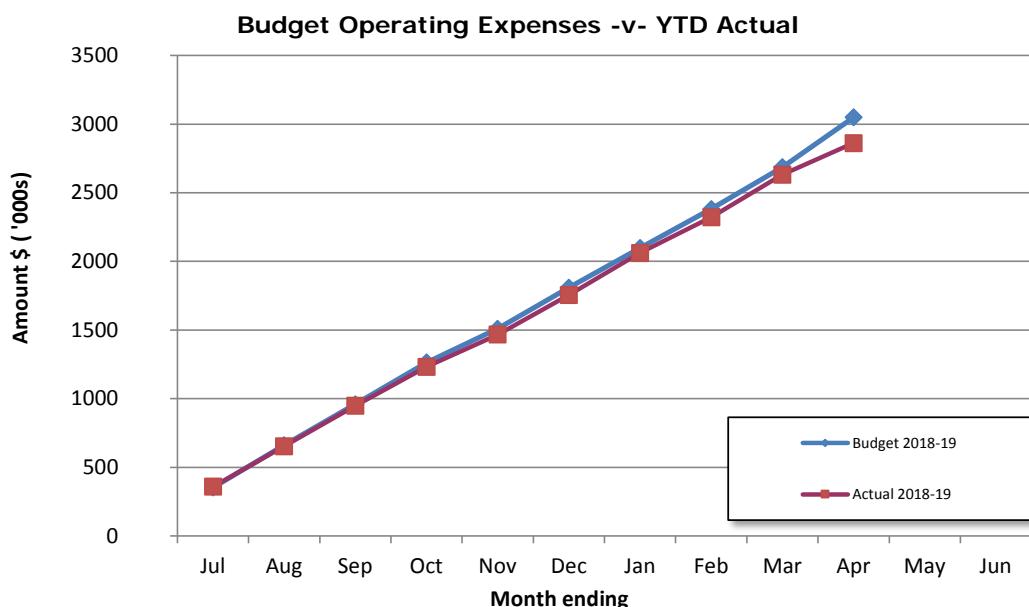
OTHER PROPERTY & SERVICES

Private works carried out by council and indirect cost allocation pools.

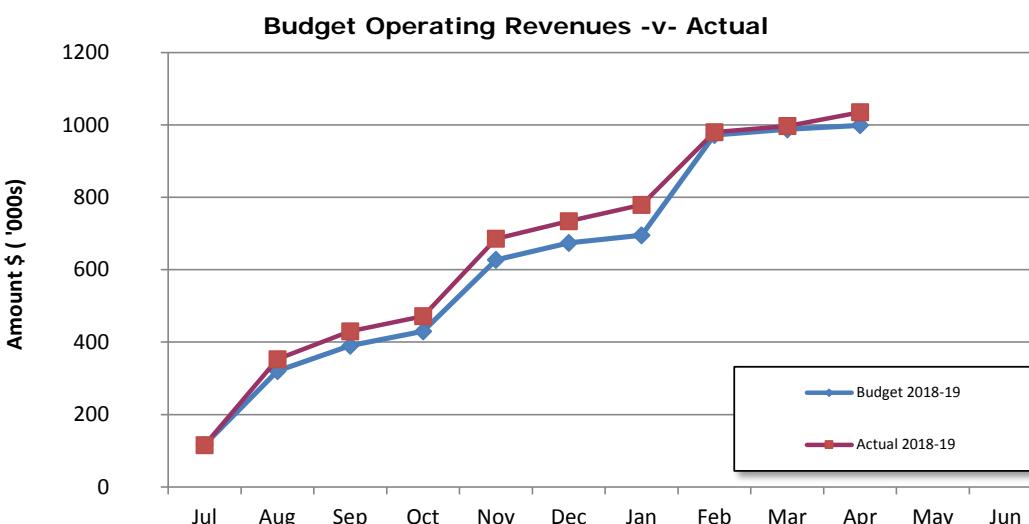
Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 2 - Graphical Representation - Source Statement of Financial Activity



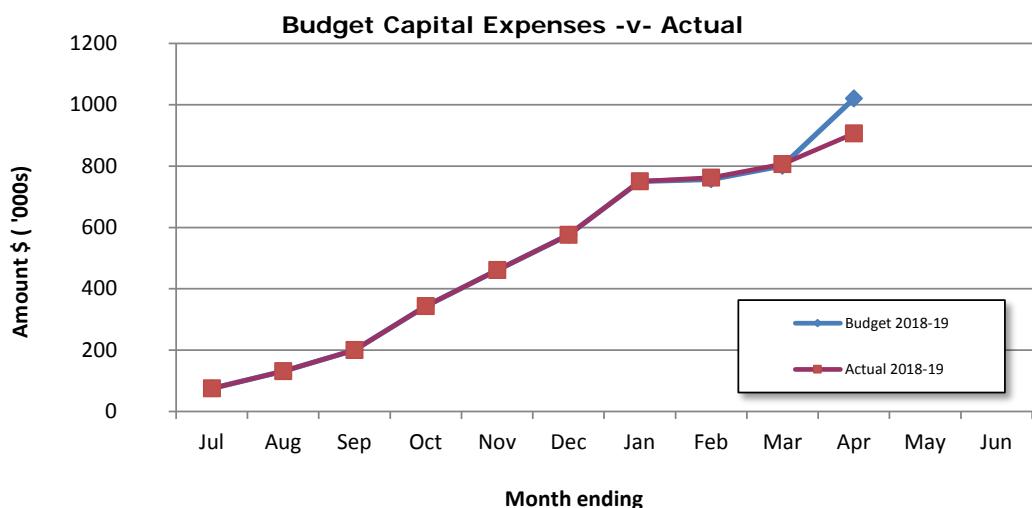
Comments/Notes - Operating Expenses



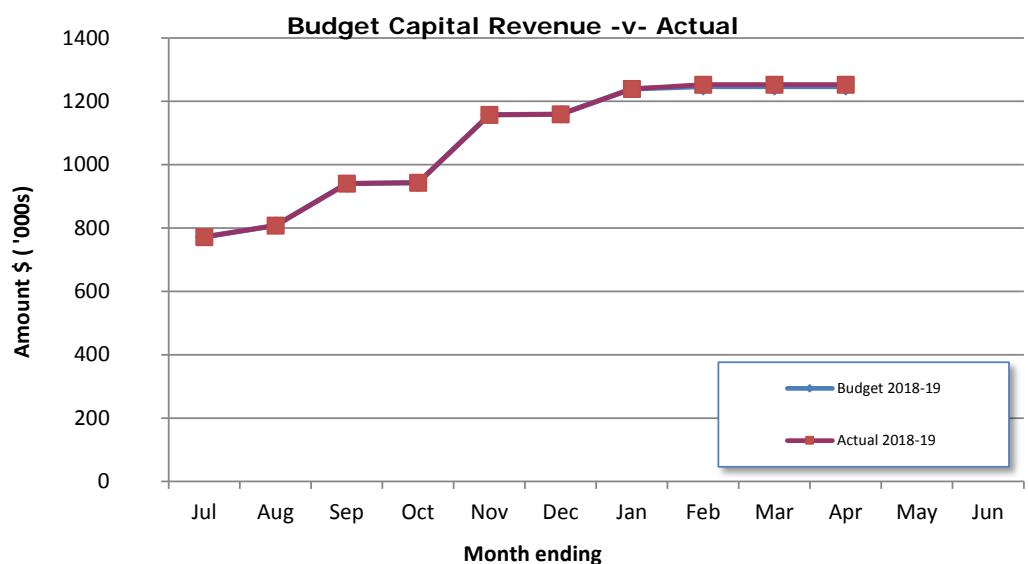
Comments/Notes - Operating Revenues

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

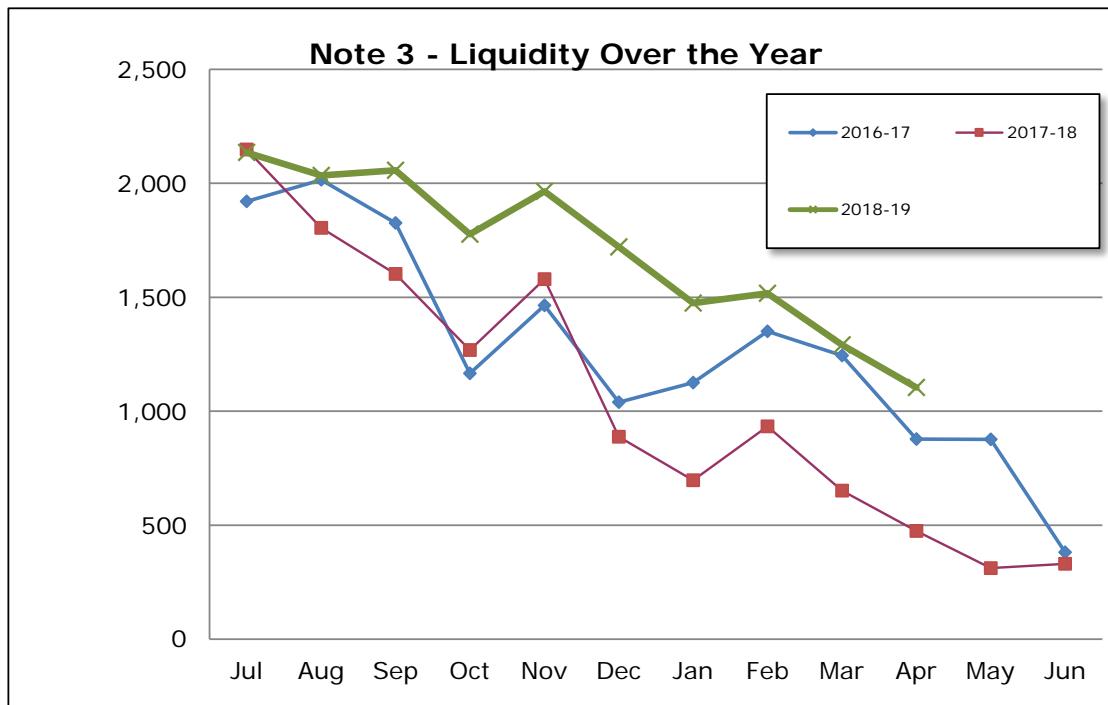


Comments/Notes - Capital Revenues

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 3: NET CURRENT FUNDING POSITION

	Positive=Surplus (Negative=Deficit)		
	2018-19		
	This Month	Last Month	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	1,009,216	1,187,163	371,152
Cash Restricted	2,009,914	1,997,355	1,962,938
Investments			
Receivables - Rates and Rubbish	40,857	49,773	28,073
Receivables -Other	4,213	9,858	15,142
Inventories	125,112	125,112	125,094
	3,189,311	3,369,261	2,502,400
Less: Current Liabilities			
Payables	(9,749)	(15,090)	(14,614)
Current Employee Benefits Provision	(65,952)	(65,952)	(49,891)
	(75,701)	(81,042)	(64,505)
Less: Cash Restricted	(2,009,914)	(1,997,355)	(1,962,938)
Net Current Funding Position	1,104,942	1,290,865	474,957



Comments - Net Current Funding Position

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
At Call - Municipal	0.05%	1,026,520				1,026,520	NAB	Call
At Call - Working	0.01%			6,257		6,257	NAB	Call
(b) Term Deposits								
Reserves	2.55%		2,009,914			2,009,914	NAB	16/06/2019
(c) Investments								
Total		1,026,520	2,009,914	6,257	0	3,042,691		

Comments/Notes - Investments

Shire of Wyalkatchem
Monthly Investment Report

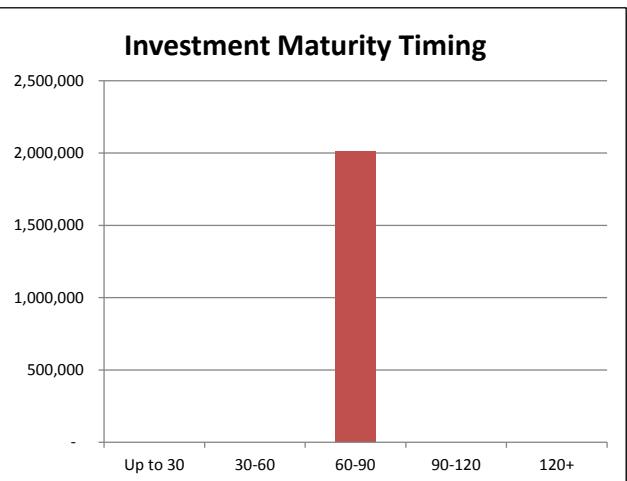
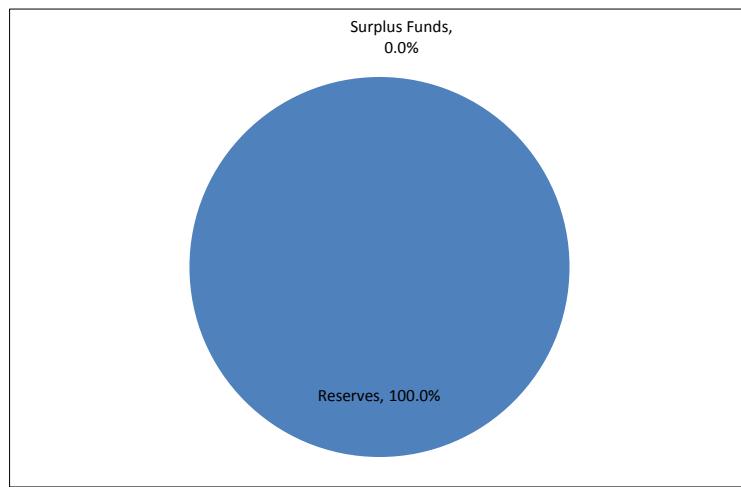
For the Period Ended 30 April 2019

Note 4A: CASH INVESTMENTS

Deposit Ref	Deposit Date	Institution	Term (Days)	Invested Interest rates	Expected Interest
General Municipal					
					-
					-
					-
Subtotal					-
Restricted					
Reserves	17/04/2019	NAB	60	2.55%	8,425
					Subtotal
					8,425
					Total Funds Invested
					8,425

Amount Invested (Days)					Total	Comparative rate		Budget v Actual		
Up to 30	30-60	60-90	90-120	120+		Average Interest time of deposit	Interest Rate at time of Report	Annual Budget	Year to Date Actual	Var.\$
-	-	-	-	-	-					
-	-	-	-	-	-					
-	-	2,009,914	-	-	2,009,914					
-	-	2,009,914	-	-	2,009,914					
-	-	2,009,914	-	-	2,009,914					

Deposit Ref	Deposit Date	Term (Days)	Invested Interest rates	Amount Invested	Percentage of Portfolio
NAB - Reserves					
TD114022574	17/04/2019	60	2.55%	2,009,914	
				Subtotal	2,009,914
NAB - Surplus Funds					
				-	0.0%
				Subtotal	-
				-	0.0%
				Subtotal	-
				-	0.0%
				Subtotal	-
				-	0.0%
Total Funds Invested				2,009,914	100.0%



Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 5: MAJOR VARIANCES

Comments/Reason for Variance	ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
5.1 OPERATING REVENUE (EXCLUDING RATES)					
5.1.1 GOVERNANCE					
5.1.2 GENERAL PURPOSE FUNDING					
5.1.3 LAW ORDER AND PUBLIC SAFETY					
I051005 DFES Operating Grant	33,986	33,986	29,779	(4,207)	The first instalment of the DFES operating grant was prepaid in June 2018. This should even out at the end of the year if the first instalment for 2019/20 is prepaid again.
5.1.4 HEALTH					
5.1.5 EDUCATION AND WELFARE					
5.1.6 HOUSING					
5.1.7 COMMUNITY AMENITIES					
5.1.8 RECREATION AND CULTURE					
5.1.9 TRANSPORT					
5.1.10 ECONOMIC SERVICES					
I135203 Railway Barracks Fees	14,000	10,500	19,599	9,099	Railway Barracks fees are estimated based on prior years usage. This year there has been three longer term bookings through harvest.
5.1.11 OTHER PROPERTY AND SERVICES					

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 5: MAJOR VARIANCES

Comments/Reason for Variance	ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
5.2 OPERATING EXPENSES					
5.2.1 GOVERNANCE					
E041201 Salaries	381,383	295,564	281,832	(13,732)	Salaries included a provision for relief staff which hasn't been utilised to date this financial year, as well as there has been a changeover in staff from what was budgeted resulting in an amendment to salaries.
5.2.2 GENERAL PURPOSE FUNDING					
5.2.3 LAW, ORDER AND PUBLIC SAFETY					
E052536 Salaries Animal Control	10,078	8,398	3,798	(4,600)	The YTD budget is averaged through the year whereas the actuals have been lower to date due to only one visit per month occurring through to January. Visits have increased as of February and it should even out.
5.2.4 HEALTH					
E074010 Contribution to Newhealth	35,410	31,695	13,400	(18,295)	To date an invoice has not been received for January-March 2019 which would account for the majority of this as there will also be a portion of vehicle changeover costs in this period.
5.2.5 EDUCATION AND WELFARE					
5.2.6 HOUSING					
5.2.7 COMMUNITY AMENITIES					

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 5: MAJOR VARIANCES

Comments/Reason for Variance						
		ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
E101005	Refuse Collection Contract	36,743	30,619	25,116	(5,503)	This variance is just due to timing of a monthly invoice being received, it will even out.
E101010	Refuse Site Maintenance	26,503	22,086	35,187	13,101	Expenditure to rehabilitate the old Avon Waste pit was higher than anticipated to complete.

5.2.8 RECREATION AND CULTURE

5.2.9 TRANSPORT

E122050	Storm Damage Rural Roads	18,631	13,974	1,631	(12,343)	The budget is estimated, this could even out if there is a storm event.
E122051	Storm Damage Town Site	9,109	6,072	1,020	(5,052)	The budget is estimated, this could even out if there is a storm event.
E122060	Roadside spraying rural roads	26,680	15,500	4,022	(11,478)	It was predicted that the rural roadside spraying program would have commenced but it has yet to as of March 2019.
E122065	Roadside clearing	38,963	19,480	22,442	2,962	It was predicted that roadside clearing would have commenced but it has yet to as of March 2019 as the road crew are still undertaking capital works.
E122108	Gravel pit rehabilitation	17,000	17,000	0	(17,000)	This work has not commenced as of March 2019 which was when it was included in the YTD budget.

5.2.10 ECONOMIC SERVICES

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 5: MAJOR VARIANCES

Comments/Reason for Variance	ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
5.2.11 OTHER PROPERTY AND SERVICES E144 Plant Operating Costs	0	(5,453)	28,196	33,649	The amount allocated for plant operating costs is lower than it should be. Rates will be reviewed in April and amended as necessary to correct this.

5.3 CAPITAL REVENUE

5.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS

5.3.2 PROCEEDS FROM DISPOSAL OF ASSETS

5.3.3 PROCEEDS FROM NEW DEBENTURES

5.3.4 PROCEEDS FROM SALE OF INVESTMENT

5.3.5 PROCEEDS FROM ADVANCES

5.3.6 SELF-SUPPORTING LOAN PRINCIPAL

5.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)

5.4 CAPITAL EXPENSES

5.4.1 LAND HELD FOR RESALE

5.4.2 LAND AND BUILDINGS

5.4.3 PLANT AND EQUIPMENT

5.4.4 FURNITURE AND EQUIPMENT

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 5: MAJOR VARIANCES

Comments/Reason for Variance	ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
5.4.5 INFRASTRUCTURE ASSETS - ROADS					
5.4.6 INFRASTRUCTURE ASSETS - OTHER					
5.4.7 PURCHASES OF INVESTMENT					
5.4.8 REPAYMENT OF DEBENTURES					
5.4.9 ADVANCES TO COMMUNITY GROUPS					
5.4.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)					
5.4.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)					
5.5 OTHER ITEMS					
5.5.1 RATE REVENUE					
1031031 Pre Paid Rates	0	0	(43,602)	(43,602)	These are rates for 2018/19 that were pre-paid in the 2017/18 financial year. It is assumed that if about the same amount are pre-paid in June 2019 for next year that the closing balance as at 30 June 2019 will be \$0.
5.5.2 OPENING FUNDING SURPLUS(DEFICIT)					
5.5.3 DEPRECIATION					

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 6: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption			\$	\$	\$	\$
I031001 - R00	Rates - UV Interims (Rural)	18/2019	Operating Revenue		138		79,931
I031001	Rates Income	18/2019	Operating Revenue		623		80,068
I031005	Rates Instalment Fees	18/2019	Operating Revenue		644		80,691
I031020	Rates Administration Charges	18/2019	Operating Revenue		1,350		81,335
I031024	Penalty Interest	18/2019	Operating Revenue		1,500		82,685
I031030	Discount on rates	18/2019	Operating Revenue		1,575		84,185
I032010	FAGS Grants - General Purpose	18/2019	Operating Revenue		36,510		85,760
I032014	Lotterywest Grant	18/2019	Operating Revenue		10,000		122,270
I032069	Other Miscellaneous Grants	18/2019	Operating Revenue		2,000		132,270
I041010	Reimbursements	18/2019	Operating Revenue		4,187		134,270
I072502	Contribution to Medical Expenses - Koorda	18/2019	Operating Revenue			(8,049)	138,457
I090205	10 Honour Ave	18/2019	Operating Revenue			(7,097)	123,311
I101105	Refuse Collection Fees	18/2019	Operating Revenue	315			123,626
I101106	Pensioner Rubbish Concessions	18/2019	Operating Revenue			(475)	123,151
I101108	Scrap Metal Reimbursements	18/2019	Operating Revenue		1,644		124,795
I101110	Rural General Health Levy	18/2019	Operating Revenue		63		124,858
I101113	Commercial Recycling Collections	18/2019	Operating Revenue		1,800		126,658
I105101	Cemetery Fees	18/2019	Operating Revenue		2,255		128,913
I105102	Cropping Land Income	18/2019	Operating Revenue		200		129,113
I113070	Community Bus Fees	18/2019	Operating Revenue		1,000		130,113
I121045	FAGS Grants - Roads	18/2019	Operating Revenue			(11,437)	118,676
I121050	Road Project Grants (RRG)	18/2019	Capital Revenue			(6,837)	111,839
I121061	Main Roads Direct Grant	18/2019	Operating Revenue		41,834		153,673
I133005	Building Licence	18/2019	Operating Revenue		1,928		155,601
I141005	Private Works Fees	18/2019	Operating Revenue		4,963		160,564
I146010	Profit on sale of assets	18/2019	Operating Revenue			(45)	160,519
E031045	Rate Debt Collection Expenses	18/2019	Operating Expenses			(1,350)	159,169
E031200	Admin Allocation - Rates	18/2019	Operating Expenses			(7,995)	151,174
E032200	Admin Allocation - Other General Purpose	18/2019	Operating Expenses			(3,998)	147,176
E041213	Professional Services	165/2018	Operating Expenses			(15,000)	132,176
E041213	Professional Services	18/2019	Operating Expenses			(45,000)	87,176
E041232	Synerqy	18/2019	Operating Expenses			(100,000)	(12,824)
E041221	Bank Fees	18/2019	Operating Expenses			(2,000)	(14,824)
E041223	Records Management	18/2019	Operating Expenses			(4,000)	(18,824)
E041401	Depreciation	18/2019	Operating Expenses	6,104			(12,720)
E041501	Administration Allocated	18/2019	Operating Expenses		159,896		147,176
E042020	Public Relations	18/2019	Operating Expenses			(7,000)	140,176
E042120	Local Laws	18/2019	Operating Expenses		5,000		145,176
E042200	Admin Allocation - Members	18/2019	Operating Expenses			(31,979)	113,197
E051040	DFES Plant & Equipment Maintenance	18/2019	Operating Expenses			(1,800)	111,397
E051153	Emergency Management Plan	18/2019	Operating Expenses			(9,605)	101,792
E051200	Admin Allocation - Fire Control	18/2019	Operating Expenses			(7,995)	93,797
E052200	Admin Allocation - Animal Control	18/2019	Operating Expenses			(3,998)	89,799
E052535	Ranger Training	18/2019	Operating Expenses		2,709		92,508
E052536	Animal Control expenses	18/2019	Operating Expenses			(4,000)	88,508
E072502	Medical Centre Operating Expenditure	175/2018	Operating Expenses			(8,429)	80,079
E072200	Admin Allocation - Doctor	18/2019	Operating Expenses			(3,998)	76,081
E073200	Admin Allocation - Other Health	18/2019	Operating Expenses			(3,998)	72,083
E073425	Other Expenses	18/2019	Operating Expenses		8,429		80,512
E074200	Admin Allocation - Newhealth	18/2019	Operating Expenses			(3,998)	76,514
E075298	Depreciation - Health	18/2019	Operating Expenses		3,477		79,991
E080105	Contribution to CEACA	167/2018	Operating Expenses			(10,000)	69,991
E080105	Contribution to CEACA	18/2019	Operating Expenses			(1,987)	68,004
	Donation to Wyalkatchem Senior Citizens Homes Trust	153/2018	Operating Expenses			(14,765)	53,239
E082298	Depreciation	18/2019	Operating Expenses			(3,209)	50,030
E090005	1 Slocum St	18/2019	Operating Expenses			(3,000)	47,030
E090080	57 Flint St	18/2019	Operating Expenses			(6,648)	40,382
E090200	Admin Allocation - Housing	18/2019	Operating Expenses			(15,990)	24,392
E090298	Depreciation	18/2019	Operating Expenses			(634)	23,758
E101010	Refuse Site Maintenance	18/2019	Operating Expenses			(10,000)	13,758
E101200	Admin Allocation - Sanitation	18/2019	Operating Expenses			(3,998)	9,760
E105136	Grave Dipping	18/2019	Operating Expenses			(9,000)	760
E105140	Public Toilets	18/2019	Operating Expenses			(7,000)	(6,240)
E105180	Cropping Land Cost	18/2019	Operating Expenses			(9,814)	(16,054)
E105200	Admin Allocation - Other Community	18/2019	Operating Expenses			(3,998)	(20,052)
E105298	Depreciation	18/2019	Operating Expenses			(1,925)	(21,977)
E106200	Admin Allocation - Town Planning	18/2019	Operating Expenses			(7,995)	(29,972)
E111200	Admin Allocation - Public Halls	18/2019	Operating Expenses			(11,993)	(41,965)
E112056	Offseason Maintenance Contract	18/2019	Operating Expenses		6,300		(35,665)
E112110	Chemicals	18/2019	Operating Expenses			(3,500)	(39,165)
E112200	Admin Allocations - Swimming Pool	18/2019	Operating Expenses			(3,998)	(43,163)
E113070	Railway Terrace Parks & Gardens	18/2019	Operating Expenses			(12,905)	(56,068)
E113080	Recreation Centre	18/2019	Operating Expenses		3,000		(53,068)
E113511	Hockey Oval	18/2019	Operating Expenses			(5,000)	(58,068)
E113513	Recreation Centre Oval Surrounds	18/2019	Operating Expenses			(3,000)	(61,068)
E113200	Admin Allocation - Other Recreation	18/2019	Operating Expenses			(3,998)	(65,066)
E114200	Admin Allocation - Library	18/2019	Operating Expenses			(800)	(65,866)
E116298	Depreciation	18/2019	Operating Expenses			(81,543)	(147,409)
E122020	Depot Maintenance	18/2019	Operating Expenses			(10,000)	(157,409)
E122058	Urban Street Maintenance	18/2019	Operating Expenses				(134,541)
E122200	Admin Allocation - Roads	18/2019	Operating Expenses		22,868		(150,531)

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 6: BUDGET AMENDMENTS

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

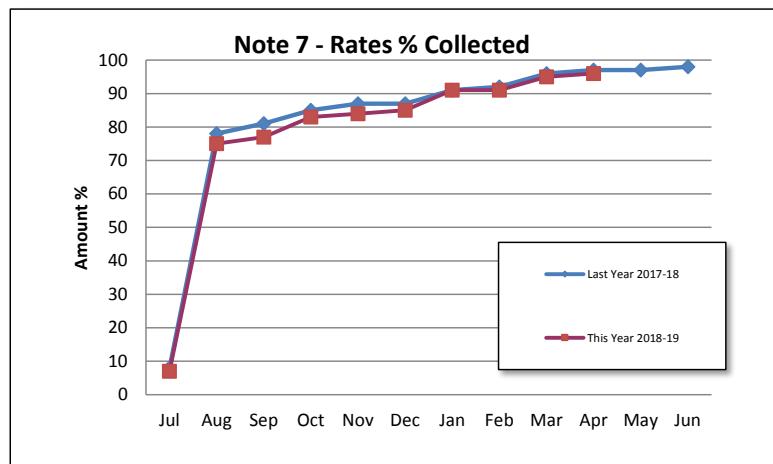
GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
E122298	Depreciation	18/2019	Operating Expenses		78,004		(72,527)
E124200	Admin Allocation - Airstrip	18/2019	Operating Expenses			(10,393)	(82,920)
E124298	Depreciation	18/2019	Operating Expenses			(43,510)	(126,430)
E132200	Admin Allocation - Tourism	18/2019	Operating Expenses			(3,998)	(130,428)
E133200	Admin Allocation - Building Control	18/2019	Operating Expenses			(3,998)	(134,426)
E135298	Depreciation	18/2019	Operating Expenses			(853)	(135,279)
E146010	Gross Total Salaries and Wages	18/2019	Operating Expenses			(921,110)	(1,056,389)
E146200	Less Salaries and Wages Allocated	18/2019	Operating Expenses		921,110		(135,279)
E148005	Loss on disposal of assets	18/2019	Operating Expenses		12,268		(123,011)
	Profit/loss on asset disposal	18/2019	Non Cash Item			(12,224)	(135,235)
	Shire Office IT upgrade	18/2019	Capital Expenses			(10,000)	(145,235)
C990503	Mazda CX9 (Doctor's vehicle)	18/2019	Capital Expenses		14,735		(130,500)
C990208	Recreation Centre	18/2019	Capital Expenses		8,745		(121,755)
C990401	Recreation Centre Oval	18/2019	Capital Expenses			(8,745)	(130,500)
C990301	Gardens corner of Mitchell St and Hands Dr	18/2019	Capital Expenses			(5,000)	(135,500)
C990302	Cunderdin Wyalkatchem Rd SLK 2.00-4.85	18/2019	Capital Expenses			(50,000)	(185,500)
C990303	Cunderdin Wyalkatchem Rd SLK 4.85-7.85	18/2019	Capital Expenses			(8,600)	(194,100)
	Tammin Wyalkatchem Rd	18/2019	Capital Expenses		35,000		(159,100)
C990304	Lewis East Rd	18/2019	Capital Expenses		5,957		(153,143)
C990305	Goldfields Rd	18/2019	Capital Expenses		10,597		(142,546)
C990306	Martin Rd Sealing	18/2019	Capital Expenses			(6,000)	(148,546)
	CEO Vehicle	108/2018	Capital Expenses		50,000		(98,546)
C990504	Works Manager Vehicle	108/2018	Capital Expenses			(51,455)	(150,001)
C990505	Bomaq Roller	18/2019	Capital Expenses		19,500		(130,501)
	Aerodrome Development	18/2019	Capital Expenses		20,000		(110,501)
	Adjust Provisions and Accruals	18/2019	Non Cash Item		6,138		(104,363)
	Add Back Depreciation	18/2019	Non Cash Item		44,089		(60,274)
	Proceeds from sale of assets	18/2019	Capital Revenue			(38,636)	(98,910)
	Proceeds from sale of Camry	108/2018	Non Cash Item		1,364		(97,546)
A01125	Transfer to Plant reserve	18/2019	Capital Expenses			(8,113)	(105,659)
A01117	Transfer from Road reserve	18/2019	Capital Revenue		25,059		(80,600)
A01134	Transfer from Unspent Grants reserve	18/2019	Capital Revenue		31,541		(49,059)
A01134	Transfer from Unspent Grants reserve	153/2018	Operating Revenue		14,765		(34,294)
	Surplus Carried Forward 1 July 2018	18/2019	Opening Surplus(Deficit)		114,294		80,000
Closing Funding Surplus (Deficit)				0	1,745,478	(1,745,408)	80,000

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 7: RECEIVABLES

Receivables - Rates and Rubbish

	Current 2018-19	Previous 2017-18	Total
Opening Arrears Previous Years	\$	\$ 14,889	\$ 14,889
Rates Levied this year	1,454,232	0	1,454,232
Interim Rates	138		138
Rates in Advance (Pre-Paid)	(43,602)	0	(43,602)
Instalment Fees	4,944	0	4,944
Administration/Legal Fees	1,919	0	1,919
Interest	2,601	0	2,601
Less Discount/Concessions/Write off	(18,636)	0	(18,636)
<u>Less Collections to date</u>	(1,363,256)	(7,594)	(1,370,850)
Equals Current Outstanding	38,339	7,295	40,857
Ex-Gratia Rates	8,425		8,425
Net Rates Collectable	(8,425)		40,857
% Collected			95.52%

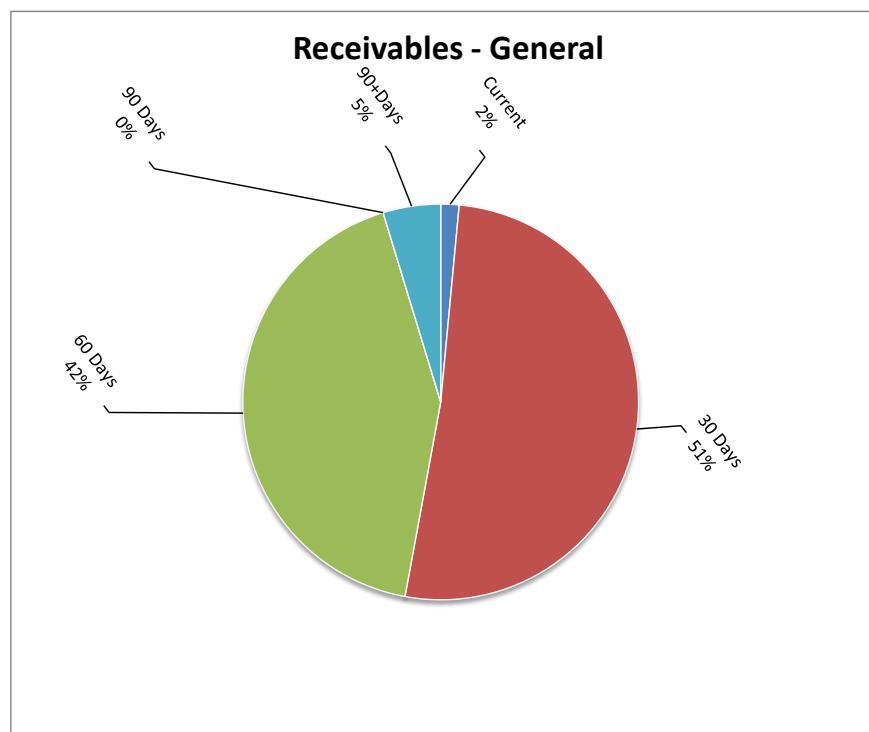


Comments/Notes - Receivables Rates and Rubbish

Rates Levied Includes: Rates \$1,126,489; ESL Levy \$33,556; Rural Health Levy \$14,570; Refuse Collection \$98,571

Receivables - General	Current	30 Days	60 Days	90 Days	90+Days
Total Outstanding	\$ 63	\$ 2,165	\$ 1,786	\$ 0	\$ 198
					4,213

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 8: GRANTS AND CONTRIBUTIONS

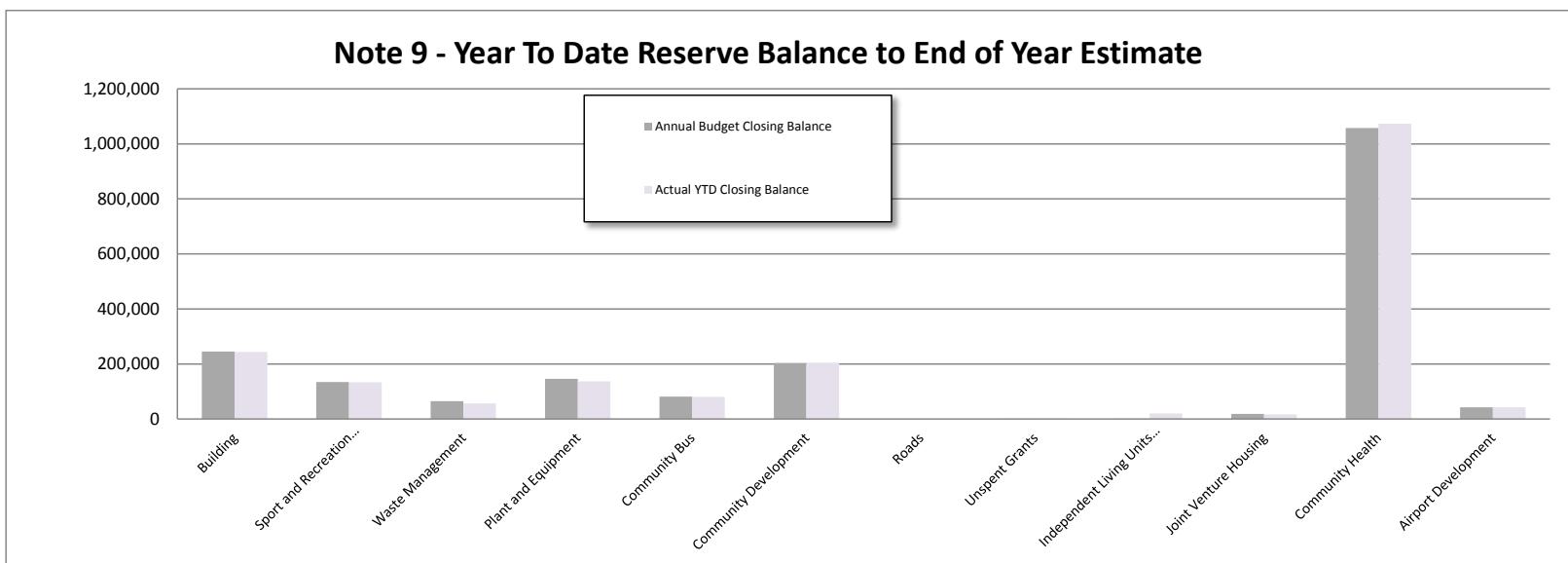
Program/Details GL	Provider	Approval Yes No	2018-19 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status		Estimated Receivable Dates
						Received	Not Received	
GENERAL PURPOSE FUNDING		(Yes/No)	\$	\$	\$	\$	\$	
Financial Assistance Grant	State Government	Yes	502,514	36,510	539,024	404,270	134,755	Quarterly - May
Wyalkatchem Fair Grants	Lotterywest	Yes	0	10,000	10,000	10,000	0	Approved after Budget adopted
Wyalkatchem Fair Grants	Healthway	Yes	0	2,000	2,000	2,000	0	Approved after Budget adopted
GOVERNANCE								
Reimbursements - Miscellaneous	Various		2,000	4,187	6,187	8,146	(1,959)	
LAW, ORDER, PUBLIC SAFETY								
DFES Operating Grant	DFES	Yes	33,986	0	33,986	29,780	4,206	4 instalments
HEALTH								
Medical Centre Contribution	Shire of Koorda	Yes	57,105	(8,049)	49,056	26,354	22,702	6 monthly - Jun
Estate Funds	Estate of Larry Elsegood	Yes	0		0	361	(361)	
COMMUNITY AMENITIES								
RECREATION AND CULTURE								
TRANSPORT								
Financial Assistance Grant	State Government	Yes	217,400	(11,437)	205,963	154,472	51,491	Quarterly - May
Main Roads Direct Grant	Main Roads WA	Yes	59,215	41,834	101,049	101,049	0	
Street Lighting Subsidy	Main Roads WA	Yes	1,419	0	1,419	0	1,419	May-19
Regional Road Group	Main Roads WA	Yes	293,877	(6,837)	287,040	208,170	78,870	60% Feb-19
Roads to Recovery	Department of Infrastructure and Regional Development	Yes	201,689	0	201,689	201,689	0	
OTHER PROPERTY & SERVICES								
Diesel Fuel Rebate	Australian Taxation Office	Yes	15,000		15,000	13,840	1,160	Monthly
TOTALS			1,384,205	68,208	1,452,413	1,160,131	292,282	

Comments - Grants and Contributions

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 9: Cash Backed Reserve

Name	Opening Balance	Amended Annual Budget Interest Earned	Actual Interest Earned	Amended Annual Budget Transfers In (+)	Actual Transfers In (+)	Amended Annual Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Annual Budget Closing Balance	Actual YTD Closing Balance
Building	\$ 239,055	\$ 5,835	\$ 4,800	\$	\$	\$	\$		\$ 244,890	\$ 243,855
Sport and Recreation Facilities	130,873	3,194	2,628						134,067	133,501
Waste Management	55,107	1,345	1,107	8,578					65,030	56,214
Plant and Equipment	134,288	3,278	2,696	8,113					145,679	136,985
Community Bus	79,097	1,931	1,588						81,028	80,686
Community Development	150,450	3,672	3,954	50,000	50,000				204,122	204,403
Roads	242,449	339	339			(242,788)	(242,788)		0	0
Unspent Grants	528,622	778	763		255	(529,400)	(527,657)		0	1,983
Independent Living Units project	19,737	482	410			(20,219)			0	20,147
Joint Venture Housing	16,744	409	336	1,000		(20,000)			18,153	17,080
Community Health	1,051,796	25,729	21,120						1,057,525	1,072,916
Airport Development	41,315	1,008	830						42,323	42,145
	2,689,534	48,000	40,570	67,691	50,255	(812,407)	(770,445)		1,992,818	2,009,914



Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Profit(Loss) of Asset Disposal				Disposals	Current Budget			
Cost	Accum Depr	Proceeds	Profit (Loss)		Replacement			
					Amended Annual Budget	Actual	Variance	
\$ 35,000	(8,419)	16,364	(10,217)	Other Property and Services	\$ 51,455	51,455	(0) ▼	
64,000	(14,133)	36,364	(13,503)	Toyota Camry	43,975	45,431	1,456 ▲	
10,000	(2,358)	12,844	5,202	Land Rover Discovery	42,547	43,975	1,428 ▲	
			0	Toro Mower	150,500	150,500	0	
				Roller				
109,000	(24,910)	65,571	(18,519)	Totals	288,477	291,360	2,883	

Comments - Capital Disposal

Contributions Information					Summary Acquisitions	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Amended Annual Budget	Actual	Variance
\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	Property, Plant & Equipment	\$ 0	\$ 0	\$ 0
213,255	0	0	0	213,255	Land for Resale	0	0	0
193,632	0	102,844	0	296,476	Land and Buildings	213,255	75,434	(137,821) ▼
25,000	0	0	0	25,000	Plant & Property	296,476	298,983	2,507 ▲
					Furniture & Equipment	35,000	0	(35,000) ▼
33,114	455,969	0	0	489,083	Infrastructure	533,126	376,322	(156,804) ▼
0	0	0	0	0	Roadworks	0	0	0
0	0	0	0	0	Drainage	0	0	0
0	0	0	0	0	Bridges	0	0	0
0	0	0	0	0	Footpath & Cycleways	0	0	0
0	0	0	0	0	Parks, Gardens & Reserves	13,745	8,745	(5,000) ▼
35,000	0	0	0	35,000	Airports	15,000	0	(15,000) ▼
0	0	0	0	0	Sewerage	0	0	0
0	0	0	0	0	Other Infrastructure	0	0	0
500,001	455,969	102,844	0	1,058,814	Totals	1,106,602	759,484	(347,118)

Comments - Capital Acquisitions

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions					Land for Resale	Current Budget			
Municipal Funds	Grants	Reserves/Proceeds	Borrowing	Total		This Year			
						Amended Annual Budget	Actual	Variance	
\$	\$	\$	\$	\$		\$	\$	\$	
				0				0	
				0				0	
				0				0	
0	0	0	0	0	Totals		0	0	

Contributions					Land & Buildings	Current Budget			
Municipal Funds	Grants	Reserves/Proceeds	Borrowing	Total		This Year			
						Amended Annual Budget	Actual	Variance	
\$	\$	\$	\$	\$		\$	\$	\$	
10,000				10,000	Governance Shire Office	10,000	8,421	(1,579) ▼	
10,000				10,000	Education and Welfare Aged Care Services and Accommodation	10,000	0	(10,000) ▼	
10,000				10,000	Housing 1 Slocum St	10,000	10,458	458 ▲	
7,000				7,000	22a Flint St	7,000	0	(7,000) ▼	
15,000				15,000	Lady Novar	15,000	8,084	(6,916) ▼	
16,255				16,255	Recreation and Culture Recreation Centre	16,255	4,238	(12,018) ▼	
115,000				115,000	Transport Depot	115,000	25,076	(89,924) ▼	
15,000				15,000	Economic Services Railway Station	15,000	11,824	(3,176) ▼	
15,000				15,000	Railway Barracks	15,000	7,334	(7,666) ▼	
213,255	0	0	0	213,255	Totals	213,255	75,434	(137,821)	

Contributions					Plant & Equipment	Current Budget			
Municipal Funds	Grants	Reserves/Proceeds	Borrowing	Total		This Year			
						Amended Annual Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$		\$	\$	\$	
36,455		15,000		51,455	Transport Works Manager vehicle	51,455	51,455	(0) ▼	
8,975		35,000		43,975	Doctor vehicle	43,975	45,881	1,906 ▲	
29,703		12,844		42,547	Ride on mower	42,547	43,975	1,428 ▲	
7,999				7,999	Cylinder mower	7,999	7,173	(826) ▼	
110,500		40,000		150,500	Roller	150,500	150,500	0	
193,632	0	102,844	0	296,476	Totals	296,476	298,983	2,507	

Contributions					Furniture & Equipment	Current Budget			
Municipal Funds	Grants	Reserves/Proceeds	Borrowing	Total		This Year			
						Amended Annual Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$		\$	\$	\$	
25,000				25,000	Governance Shire Office IT upgrade	35,000	0	(35,000) ▼	
25,000	0	0	0	25,000	Totals	35,000	0	(35,000)	

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Municipal Funds	Contributions					Roads	Current Budget			
	Grants	Reserves/ Proceeds	Borrowing	Total			This Year			
							Amended Annual Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$	\$	Transport	\$	\$	\$	
0	201,230			201,230	251,230	Cunderdin/Wyalkatchem Rd - SLK	204,185	(47,045)	▼	
33,114	80,276			113,390	113,390	Cunderdin/Wyalkatchem Rd - SLK	113,390	(0)	▼	
Tammin Wyalkat	99,801			99,801	99,801	Tammin / Wyalkatchem Rd - SLK	12,107	(87,694)	▼	
Lewis East Rd	27,424			27,424	21,467	25.36 to 28.44	21,467	(0)	▼	
Goldfields Rd	25,173			25,173	25,173	Lewis East Rd	25,173	0	▲	
	22,065			22,065	0	Goldfields Rd	0	(22,065)	▼	
						Martin Rd Sealing				
33,114	455,969		0	0	489,083	Totals	533,126	376,322	(156,804)	

Municipal Funds	Contributions					Drainage	Current Budget			
	Grants	Reserves/ Proceeds	Borrowing	Total			This Year			
							Amended Annual Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$	\$		\$	\$	\$	
0	0	0	0	0	0		0	0	0	
						Totals	0	0	0	

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions					Bridges	Current Budget		
						This Year		Variance (Under)Over
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Amended Annual Budget	Actual	
\$	\$	\$	\$	\$ 0 0 0 0		\$	\$	\$ 0 0 0 0
0	0	0	0	0	0 Totals	0	0	0
Contributions					Footpaths & Cycleways	Current Budget		
						This Year		Variance (Under)Over
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Amended Annual Budget	Actual	
\$	\$	\$	\$	\$ 0 0 0 0		\$	\$	\$ 0 0 0 0
0	0	0	0	0	0 Totals	0	0	0
Contributions					Parks, Gardens & Reserves	Current Budget		
						This Year		Variance (Under)Over
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Amended Annual Budget	Actual	
\$	\$	\$	\$	\$ 0 0 0 0		\$	\$	\$ (0) (5,000) 0
0	0	0	0	0	0 Totals	13,745	8,745	(5,000)
Contributions					Airports	Current Budget		
						This Year		Variance (Under)Over
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Amended Annual Budget	Actual	
\$	\$	\$	\$	\$ 35,000 0		\$	\$	\$ (15,000) 0
35,000	0	0	0	35,000	35,000 Totals	15,000	0	(15,000)
Contributions					Sewerage	Current Budget		
						This Year		Variance (Under)Over
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Amended Annual Budget	Actual	
\$	\$	\$	\$	\$ 0 0 0 0		\$	\$	\$ 0 0 0 0
0	0	0	0	0	0 Totals	0	0	0
Contributions					Other Infrastructure	Current Budget		
						This Year		Variance (Under)Over
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Amended Annual Budget	Actual	
\$	\$	\$	\$	\$ 0 0 0 0		\$	\$	\$ 0 0 0 0
0	0	0	0	0	0 Totals	0	0	0

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 11: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1-Jul-18	Amount Received	Amount Paid	Closing Balance 30-Apr-19
	\$	\$	\$	\$
Working Account				
Key Deposit	195	15	(15)	195
Cleaning Bond	600	100	(100)	600
Rose & Heritage Festival Committee	2,651			2,651
Employee Pay	2,810			2,810
	6,257	115	(115)	6,257

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

SUPPLEMENTARY INFORMATION: INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$
Housing									
Loan 68 - 43/45 Wilson	147,658	0	0	20,636	20,636	127,022	127,022	9,828	6,257
Recreation & Culture									
Loan 73 - Community Resource Centre Building Project	130,323	0	0	19,413	19,413	110,910	110,910	5,561	1,467
Transport									
Loan 74 - New Holland Tractor	16,037	0	0	16,037	16,037	0	0	234	74
	294,018	0	0	56,086	56,086	237,932	237,932	15,623	7,798

(b) Credit Standby Arrangements

Bank overdraft limit	250,000
Bank overdraft at month end	0
Credit card limit - Total limit approved	13,000
Credit card limit - CEO actual limit accessed	13,000
Credit card balance at month end	1,214

RECONCILIATION OF BANK ACCOUNTS

Unrestricted Municipal Bank as at 30 April 2019	1,026,520
Outstanding Deposits	(45,516)
Outstanding Payments	
Ending Balance	<u><u>981,005</u></u>
Trust Working as at 31 March 2019	6,257
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u><u>6,257</u></u>
Reserve Account as at 31 March 2019	2,009,914
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u><u>2,009,914</u></u>

A/R Aging Summary

As at 30 April 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
D & D Transport	0	120	0	0	0	120 Rent - Railway Barracks
Gibbs, Skye	39	0	0	0	101	140 Water usage 58 Flint St - oldest amount paid, setting
Jones, Gillian	0	0	0	0	97	97 Use of Railway Station charge - paid 7 May.
RATE DEBTORS	95	-132	0	0	40,894	40,857 Outstanding Rates as at 30 April 2019
Shire of Mt Marshall	24	0	0	0	0	24 Water - 53 Piesse St
Toboss, Peter	0	-82	202	0	0	120 Electricity - 53 Piesse St - paid 04/04/19
Voss Australia	0	360	0	0	0	360 Rent - Railway Barracks
Williams, Andrew	0	1,620	0	0	0	1,620 Rent - Railway Barracks - Paid \$1000 on 2 May
Wyalkatchem Cricket Club	0	0	1,110	0	0	1,110 Season Charge 2018/19
Wyalkatchem District High School	0	148	474	0	0	Korrellocking Hall Hire and pool use 622 outside normal hours
TOTAL	158	2,033	1,786	0	41,092	45,069
	63	2,165	1,786	0	198	4,213 Sundry Debtors
	95	-132	0	0	40,894	40,857 Rates Debtors

TOTAL

A/R Aging Summary

As at 30 April 2019



Our Ref : 158000
Previous Ref :
Your Ref :
Enquiries : Rosa Rigali (6551 9306)

6 May 2019

Application No: 158000 - Lot No 139, 195, 39, 70, 75 Gamble Road Nalkain

The Western Australian Planning Commission has received an application for planning approval as detailed below. Plans and documentation relating to the proposal are attached. The Commission intends to determine this application within 90 days from the date of lodgement.

Please provide any information, comment or recommended conditions pertinent to this application by the 17th June 2019 being 42 days from the date of this letter. The Commission will not determine the application until the expiry of this time unless all responses have been received from referral agencies. If your response cannot be provided within that period, please provide an interim reply advising of the reasons for the delay and the date by which a completed response will be made or if you have no comments to offer.

Referral agencies are to use the Model Subdivision Conditions Schedule in providing a recommendation to the Commission. Non-standard conditions are discouraged, however, if a non-standard condition is recommended additional information will need to be provided to justify the condition. The condition will need to be assessed for consistency against the validity test for conditions. A copy of the Model Subdivision Conditions Schedule can be accessed: www.planning.wa.gov.au

Send responses via email to referrals@planning.wa.gov.au. **Always quote reference number "158000" when responding.**

This proposal has also been referred to the following organisations for their comments:
Western Power, Water Corporation, Public Transport Authority, Dept Of Water & Environment Regulations, Dept Biodiversity, Conser & Attraction and LG Shire Of Wyalkatchem.

Yours faithfully

A handwritten signature in black ink that appears to read "Fagan".

Ms Sam Fagan
Secretary
Western Australian Planning Commission

APPLICATION DETAILS

Application Type	Subdivision	Application No	158000
Applicant(s)	Mr Samudra Sarubin		
Owner(s)	Ar Gamble Nominees Pty Ltd; Mr David Gamble; Mr Stephen Gamble; Walldav Nominees Pty Ltd		



Locality	Lot No 139, 195, 39, 70, 75 Gamble Road Nalkain		
Lot No(s).	139, 195, 39, 70, 75	Purpose	Rural
Location		Local Gov. Zoning	Rural, Railway, Conservation
Volume/Folio No.	1004/752, 1004/754, 1180/891, 1220/993, 1786/150	Local Government	Shire Of Wyalkatchem
Plan/Diagram No.	P125497, P125561, P125566, P133593, P224865	Tax Sheet	
Centroid Coordinates	mE mN		
Other Factors	BUSHFIRE PRONE AREA, UNALLOCATED CROWN LAND, REMNANT VEGETATION (NLWRA), PTA RAILWAY, HYDROGRAPHY (), THREATENED ECOLOGICAL COMMUNITY BUFFER, RURAL		



Application for Approval of Freehold or Survey Strata Subdivisions

Lodgement ID: 2019-214438

Your Reference

GAMBL-NALK

Location of Subject Property

Gamble Road, Nalkain

No. of applicants

1

Are you applying on your own behalf?

No

Are you the primary applicant?

Yes

Do you have consent to apply from all landowners?

Yes

Lodgement Type

Subdivision

Submitted by

Samudra Sarubin

Email

samudra.sarubin@rmsurveys.com.au

DEPARTMENT OF PLANNING, LANDS AND HERITAGE	
DATE 02-May-2019	FILE 158000

About the land

Number of current lots on the land	5	Total number of proposed lots on the land including balance lots	3
Drainage Reserves	0	Public Access Ways	0
Recreation Reserves	0	Right of Ways	0
Road Reserves	0	Road Widening	0
Number of fee paying lots	3	Number of fee exempt lots	0

What is the proposed use/development?

Proposed Use	Lot size	Number of Lots	
Rural	Over 25 HA	3	
Local Government	Shire Of Wyalkatchem	Existing dwellings	No
Is common property proposed	No		

Applicants

Primary applicant (1)

Is the applicant a company/organisation?	No	Is the applicant a landowner?	No
Name/Company	Mr Samudra Sarubin	ABN / ACN	N/A
Email	samudra.sarubin@rmsurveys.com.au	Phone number	0439382649

Address

Street address	PO Box 832	Town / Suburb or City	Willetton
State	WA	Post Code	6955
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

Certificate of Title Details

Lots with certificate (1)

Volume	1004	Folio	752
Lot Number	139	Plan Number	DP133593
Total land area	64.759	Land Area Units	Hectares
Reserve number (if applicable)	N/A	No. of landowners	2

Is the Landowners name different to that shown on the Certificate of Title?

No

Landowners

Landowner (1)

Full name	Mr David Gamble	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
Address			
Street address	PO Box 73	Town / Suburb or City	Wyalkatchem
State	WA	Post code	6485
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

Landowner (2)

Full name	N/A	Company / Agency	Walldav Nominees Pty Ltd
ACN / ABN	00	Landowner type	Company
Address			
Street address	PO Box 73	Town / Suburb or City	Wyalkatchem
State	WA	Post code	6485
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A
Company signatory 1			
First name	Last name	Position	
David	Gamble	Director	
Company signatory 2			
First name	Last name	Position	
David	Gamble	Secretary	
Lots with certificate (2)			
Volume	1220	Folio	993
Lot Number	70	Plan Number	DP125497
Total land area	150.39	Land Area Units	Hectares
Reserve number (if applicable)	N/A	No. of landowners	2
Is the Landowners name different to that shown on the Certificate of Title?			No

Landowners			
Landowner (1)			
Full name	Mr David Gamble	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
Address			
Street address	PO Box 73	Town / Suburb or City	Wyalkatchem
State	WA	Post code	6485
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A
Landowner (2)			
Full name	N/A	Company / Agency	Walldav Nominees Pty Ltd
ACN / ABN	00	Landowner type	Company
Address			
Street address	PO Box 73	Town / Suburb or City	Wyalkatchem
State	WA	Post code	6485
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A
Company signatory 1			
First name	Last name	Position	
David	Gamble	Director	
Company signatory 2			
First name	Last name	Position	
David	Gamble	Secretary	
Lots with certificate (3)			
Volume	1180	Folio	891
Lot Number	39	Plan Number	DP125561
Total land area	55.138	Land Area Units	Hectares
Reserve number (if applicable)	N/A	No. of landowners	2
Is the Landowners name different to that shown on the Certificate of Title?			No

Landowners			
Landowner (1)			
Full name	Mr David Gamble	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
Address			
Street address	PO Box 73	Town / Suburb or City	Wyalkatchem

State	WA	Post code	6485
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A
Landowner (2)			
Full name	N/A	Company / Agency	Walldav Nominees Pty Ltd
ACN / ABN	00	Landowner type	Company
Address			
Street address	PO Box 73	Town / Suburb or City	Wyalkatchem
State	WA	Post code	6485
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A
Company signatory 1			
First name	Last name	Position	
David	Gamble	Director	
Company signatory 2			
First name	Last name	Position	
David	Gamble	Secretary	
Lots with certificate (4)			
Volume	1004	Folio	754
Lot Number	195	Plan Number	DP224865
Total land area	37.090	Land Area Units	Hectares
Reserve number (if applicable)	N/A	No. of landowners	2
Is the Landowners name different to that shown on the Certificate of Title?			No
Landowners			
Landowner (1)			
Full name	N/A	Company / Agency	Walldav Nominees Pty Ltd
ACN / ABN	00	Landowner type	Company
Address			
Street address	PO Box 73	Town / Suburb or City	Wyalkatchem
State	WA	Post code	6485
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A
Company signatory 1			
First name	Last name	Position	
David	Gamble	Director	
Company signatory 2			
First name	Last name	Position	
David	Gamble	Secretary	
Landowner (2)			
Full name	Mr Stephen Gamble	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
Address			
Street address	PO Box 73	Town / Suburb or City	Wyalkatchem
State	WA	Post code	6485
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A
Lots with certificate (5)			
Volume	1786	Folio	150
Lot Number	75	Plan Number	DP125566
Total land area	197.32	Land Area Units	Hectares
Reserve number (if applicable)	N/A	No. of landowners	2
Is the Landowners name different to that shown on the Certificate of Title?			No
Landowners			
Landowner (1)			

Full name	Mr Stephen Gamble	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
Address			
Street address	PO Box 73	Town / Suburb or City	Wyalkatchem
State	WA	Post code	6485
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

Landowner (2)

Full name	N/A	Company / Agency	AR Gamble Nominees Pty Ltd
ACN / ABN	00	Landowner type	Company
Address			
Street address	PO Box 73	Town / Suburb or City	Wyalkatchem
State	WA	Post code	6485
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

Company signatory 1

First name	Last name	Position
Stephen	Gamble	Director
Company signatory 2		
First name	Last name	Position
Stephen	Gamble	Secretary

Subdivision detail

Number of dwellings	N/A	Dwelling retained	N/A
Dwelling description	N/A	Structure/s retained	N/A
Number of outbuildings/structures	N/A		
Other description	N/A		
Structure description	N/A		

Is a battleaxe lot/s proposed? No

Does plan show the width and length of the access leg, the area of the access leg and total area of the rear lot Not applicable

Has the land ever been used for potentially contaminating activity No

Does the land contain any sites that have been classified under the Contaminated Sites Act 2003 No

Does the land contain any sites that have been reported or required to be reported under the Contaminated Sites Act 2003 No

Is the land located in an area where site characteristics or local knowledge lead you to form the view that there is a significant risk of acid sulfate soils in this location No

Is this application to be assessed under the Liveable Neighbourhoods policy and is supporting documentation attached? No

Is the development with in a Bushfire Prone Area? Yes

Are there any dewatering or drainage works proposed to be undertaken No

Is excavation of 100 cubic metres or more of soil proposed No

If yes did the Acid Sulfate Soils investigation indicate acid sulfate soils were present No

Fee & Payment

Fee amount	\$3,563.00	Payment Type	By Anyone
------------	------------	--------------	-----------

Attachments

Attachment name	Attachment type
1. CONSENT to SIGN lot 195 signed-11.pdf	Authorised Letter of Consent
2. CONSENT to SIGN lot 195 signed-12.pdf	Authorised Letter of Consent
3. CONSENT to SIGN lot 70 lot 139 lot 39 signed-2.pdf	Authorised Letter of Consent
4. CONSENT to SIGN lot 70 lot 139 lot 39 signed-3.pdf	Authorised Letter of Consent
5. CONSENT to SIGN lot 70 lot 139 lot 39 signed-5.pdf	Authorised Letter of Consent
6. CONSENT to SIGN lot 70 lot 139 lot 39 signed-6.pdf	Authorised Letter of Consent
7. CONSENT to SIGN lot 70 lot 139 lot 39 signed-8.pdf	Authorised Letter of Consent
8. CONSENT to SIGN lot 70 lot 139 lot 39 signed-9.pdf	Authorised Letter of Consent
9. CONSENT to SIGN lot 75 signed-14.pdf	Authorised Letter of Consent
10. CONSENT to SIGN lot 75 signed-15.pdf	Authorised Letter of Consent
11. Gambl-Nalk-01_Rev1-16.pdf	Subdivision Plan
12. Sketch for T 1180-891-7.pdf	Certificate of Title
13. T 1004-752-1.pdf	Certificate of Title
14. T 1004-754-10.pdf	Certificate of Title
15. T 1220-993-4.pdf	Certificate of Title

Perth	Albany	Bunbury	Geraldton	Mandurah
140 William Street Perth Western Australia, 6000, Locked Bag 2506 Perth, 6001	PO Box 1108 Albany Western Australia, 6330	Sixth Floor Bunbury Tower 61 Victoria Street Bunbury Western Australia, 6230	Regional Planning and Strategy Office 10 209 Foreshore Drive Geraldton Western Australia, 6530	Unit 2B 11-13 Pinjarra Road Mandurah Western Australia, 6210
Tel: (08) 6551 9000 Fax: (08) 6551 9001	Tel: (08) 9892 7333 Fax: (08) 9841 8304	Tel: (08) 9791 0577 Fax: (08) 9791 0576	Tel: (08) 9960 6999 Fax: (08) 9964 2912	Tel: (08) 9586 4680 Fax: (08) 9581 5491

Samudra Sarubin

From: Bushfire <Bushfire.planning@dplh.wa.gov.au>
Sent: Friday, 5 April 2019 1:39 PM
To: Samudra Sarubin
Cc: bushfire_planning.wa.gov.au
Subject: RE: BAL enquiry for proposed rural subdivision

Hi Samudra,

Under Planning Bulletin 111/2016, subdivision applications that do not result in the intensification of development or result in an increased bushfire risk can be exempt from the State Planning Policy 3.7 and requiring a BAL assessment.

It looks as though you are undertaking a boundary realignment and proposing 3 lots from 5 existing lots? In conjunction with no dwellings likely being developed as the use is broadacre farming, there would be enough justification for the application to be exempt.

However, the application of PB 111/2016 is at the discretion of the planner assessing the application. If you choose to not provide a BAL assessment, I would recommend including documentation to justify the approach taken.

If you have any further questions please do not hesitate to contact me.

Regards,

Monica Nguyen | Senior Planning Officer | Strategy and Engagement
140 William Street, Perth WA 6000
6551 9693 |
www.dplh.wa.gov.au



Department of Planning,
Lands and Heritage



The department acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this land and we pay our respects to their Elders, past and present.

Disclaimer: this email and any attachments are confidential, and may be legally privileged. If you are not the intended recipient, any use, disclosure, distribution or copying of this material is strictly prohibited. If you have received this email in error please notify the sender immediately by replying to this email, then delete both emails from your system.

From: Samudra Sarubin [mailto:Samudra.Sarubin@rmsurveys.com.au]
Sent: Friday, 5 April 2019 12:54 PM
To: bushfire_planning.wa.gov.au <bushfire@planning.wa.gov.au>
Subject: BAL enquiry for proposed rural subdivision

Good afternoon,

I am working on a subdivision in Nalkain and I wanted to ask if a BAL assessment would be required as part of the application for subdivision. There are no dwellings existing or proposed as the area is used for broadacre farming.

If you could advise me that would be appreciated, a phone call to my mobile 0439 382 649 is fine if that's easier.

Thanks,

Samudra Sarubin

LICENSED SURVEYOR

LS, B.Com, MWAIS



M0439382649

P(08) 9457 7900

F(08) 9457 7922

rmsurveys.com.au

samudra.sarubin@rmsurveys.com.au

25 Augusta St, Willetton WA 6155

St John Building, 269 Fitzgerald St, Northam WA 6401



Your Partners in Precision

This email and any attachments to it are also subject to copyright and any unauthorised reproduction, adaptation or transmission is prohibited.

There is no warranty that this email is error or virus free.

This notice should not be removed.

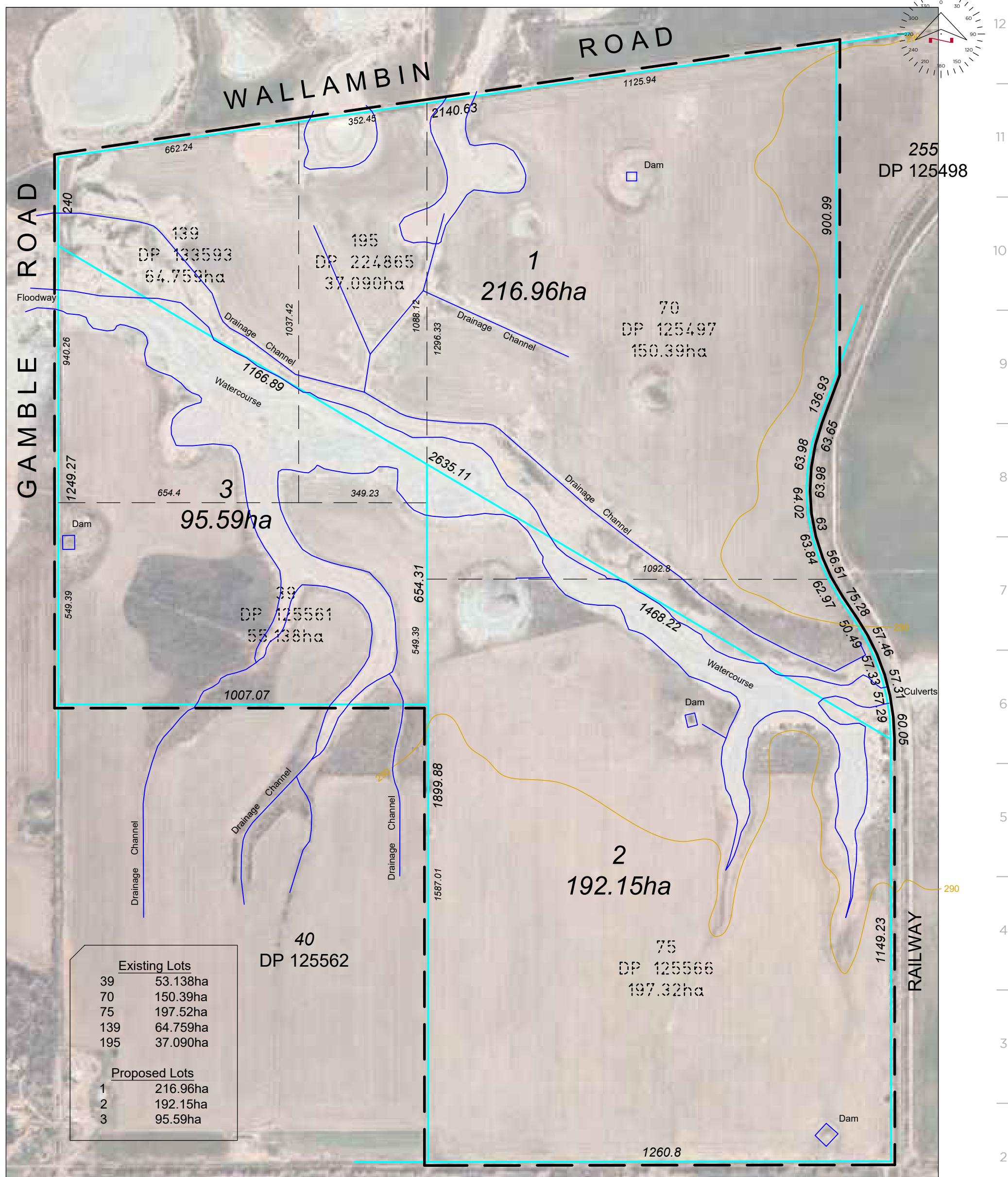
This email and any attachments to it are also subject to copyright and any unauthorised reproduction, adaptation or transmission is prohibited. There is no warranty that this email is error or virus free.

This notice should not be removed.

This email and any attachments to it are also subject to copyright and any unauthorised reproduction, adaptation or transmission is prohibited.

There is no warranty that this email is error or virus free.

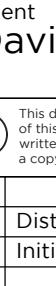
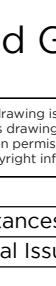
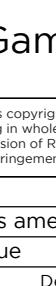
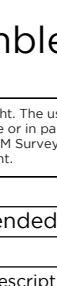
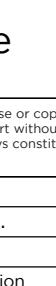
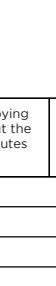
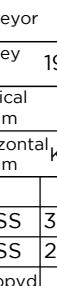
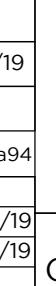
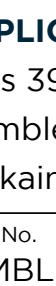
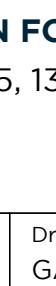
This notice should not be removed.

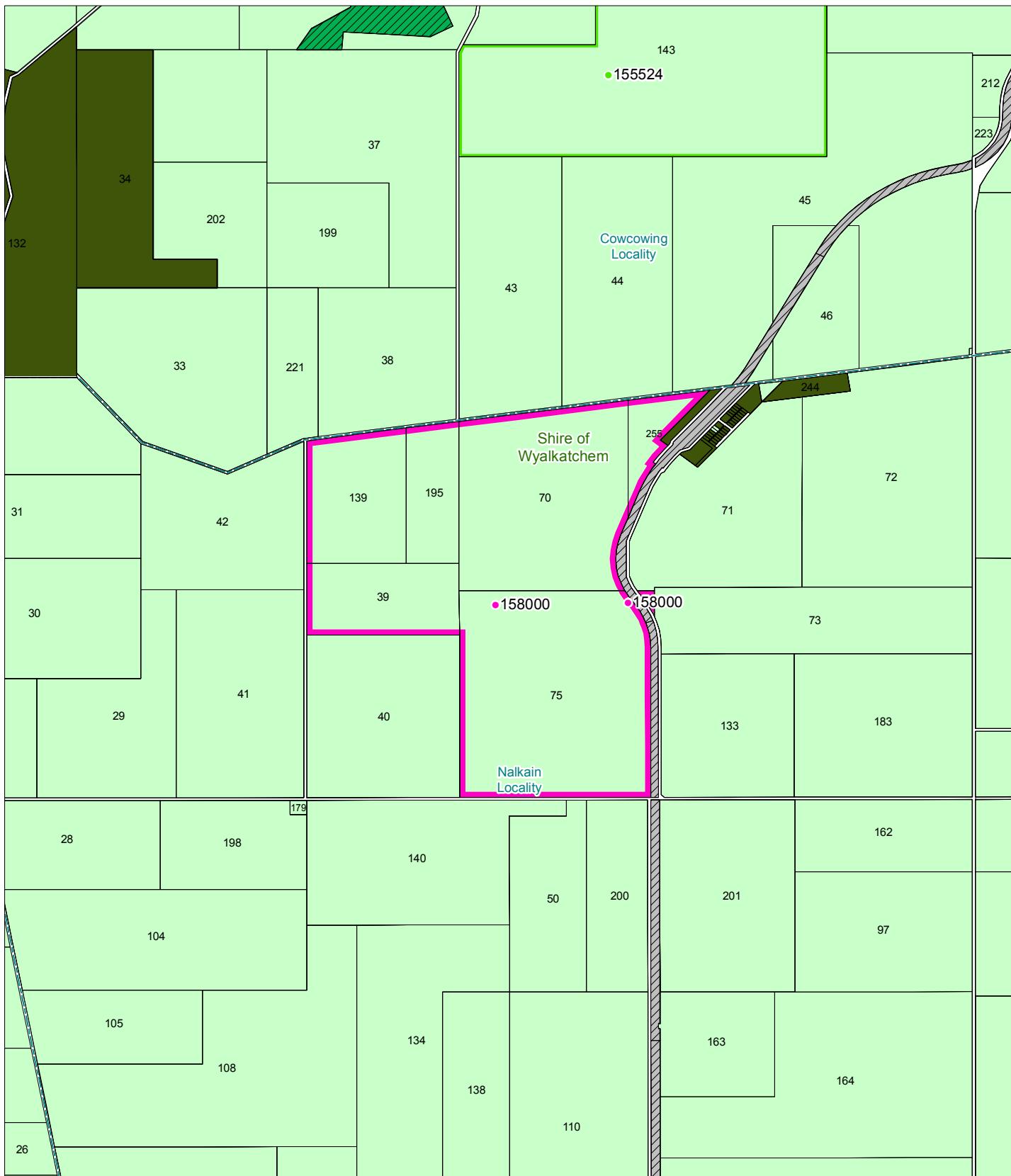


DEPARTMENT OF PLANNING, LANDS
AND HERITAGE

DATE 02-May-2019 FILE 158000

Note:
Dimensions shown are subject to final survey.

A	B	C	D	Client		Surveyor	SS	APPLICATION FOR SUBDIVISION		
 RM SURVEYS LICENSED SURVEYORS				David Gamble		Survey Date	19/03/19	Lots 39, 70, 75, 139 & 195		
                           <img alt="AS/NZS 4801:2000 Quality Management System										



Location Plan for: Subdivision Application

This data is to be used only for the processing of a
Subdivision Application

Application Number: **158000**

Decision: **Outstanding**

Printed: **2/05/2019**



Produced by Data Analytics,
Department of Planning, Lands and Heritage, Perth WA

Base information supplied by
Western Australian Land Information Authority SLIP 1096-2018-1

Application Status

- Approved
- Outstanding

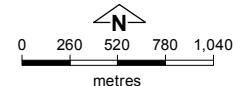
Easements and Referrals

Existing LPS Zones and Reserves

- Conservation
- Parks and recreation
- Railway
- Rural

Region Scheme Reserves

- Local government boundary
- Locality



6 May 2019

Our ref: GAMBL-NALK

Jennifer Tu
Planning Support Officer
WA Planning Commission
140 William Street, Perth WA 6000

Dear Jennifer,

RE: PROPOSED SUBDIVISION 158000 - 195 Gamble Road, Nalkain

I would like to apply for exemption from the requirement to supply a BAL assessment as per State Planning Policy 3.7.

In accordance with the criteria for exemption under Planning Bulletin 111/2016, the proposed subdivision:

- Will not result in intensification or development, land use or number of lots (total number of lots will decrease)
- Will not result in increased occupancy by employees, or increased bushfire risk as the land use will continue as broadacre farming
- Current and proposed lots do not contain any dwellings or habitable structures

I understand that any exemption is applied at the discretion of the decision maker. Thank you for your assistance.

Yours sincerely,



Samudra Sarubin

LICENSED SURVEYOR

B.Surv, B.Com, MWAIS

MOBILE

0439 382 649

EMAIL

samudra.sarubin@rmsurveys.com.au

PHONE:
08 9457 7900

MAILING ADDRESS:
PO BOX 832 WILLETTON WA 6955

EMAIL:
INFO@RMSURVEYS.COM.AU

FAX:
08 9457 7922

STREET ADDRESS:
25 AUGUSTA ST WILLETTON WA 6155

WEBSITE:
RMSURVEYS.COM.AU



SHIRE OF WYALKATCHEM



May 2019

INFORMATION BULLETIN

LIST OF ITEMS

1. Status Report as at 2019

Council makes a number of decisions at its monthly ordinary meeting of Council.

In accordance with the *Local Government Act 1995 5.41(c) the function of the CEO is to; Cause council decisions to be implemented.*

The purpose of the Shire of Wyalkatchem Council Meeting Status report is to provide Council's with a progress status and actions performed to date, as well as anticipated completion dates. The presentation of the status report is effective from the August 2018 Ordinary Council Meeting. Actions and status updates since the last status report are indicated in bold. Items that have been reported as completed will be removed in future reports.

SHIRE OF WYALKATCHEM COUNCIL MEETING STATUS REPORT AS AT 8 MAY APRIL 2019

MINUTE REFERNCE	DETAIL	REPONSIBLE OFFICER	STATUS / COMMENTS	ANTICIPATED COMPLETION DATE
OMC – 20/9/2018 122/2018	That Council agrees to donate the Council received Building Permit fees associated with CEACA Seniors Housing Project subject to all other CEACA Council members agree to the same undertaking.	CEO	Letter send to CEACA requesting confirmation of Council members' agreement to refund Building fees and notification to refund to CEACA building fees received. Confirmation of other LG arrangements discussed at recent CEACA meeting. LG to advise CEACA executive on position. Pending notification	In Progress
OMC 18/10/2018 143/2018	4. That the Chief Executive Officer commence the process of re-instatement of the Bush Fire Advisory Committee.	4. CEO	4. Noted. Process to commence	4. Pending

OMC – 15/11/2018 154/2018	That Council 2. Approves the transfer of \$14,764.91 from the Unspent Grants Reserve account to the Municipal Account;	2. MCS	2. Noted, transfer to be complete on maturity of reserve	2. Pending
OMC- 20/12/2018 184/2018	That Council approve the placing of a relocated donga style building at lot 411 Butlin St, Wyalkatchem with the following conditions: a. The building be used as overnight accommodation for D&D Transport employees b. That delegated authority be given to the Chief Executive Officer to determine the application following advertisement of the conditional approval and notify the applicant in writing of the determination of the application	1. MCS 2. CEO	1. Noted 2. Noted. No submissions have been received. Advice of determination of application in progress.	1. In Progress 2. In progress
OMC- 21/2/2019 (20/2019)	That Council: 1. Authorise the removal of the three verge street trees identified in the Arborist Report located on Swan Street, Wyalkatchem. 2. Authorise the Chief Executive Officer to replace the removed street verge trees with a more suitable native species of verge street tree at the discretion of the Chief Executive Officer within 2018/2019 budgeted funds.	1. MOW 2. CEO/ MOW	1. Noted. Contractor engaged for the removal of the trees. Booked for early June 2. Noted. Species of verge street tree to be determined.	1. In progress 2. Pending

OMC- 18/4/201 9 (43 /2019)	That Council Receive and endorse the reviewed Local Emergency Management Arrangements (as per confidential attachment 7.1.3.2)	CEO	Noted. LEMA has been sent to State Emergency Management Committee for their endorsement.	Complete
OMC- 18/4/201 9 (53 /2019)	That Council, by Absolute Majority, Adopts the Register of Policies, as presented in attachment 10.2.4 and revoke all previously adopted Council policies.	CEO	Noted.	Complete