



SHIRE OF WYALKATCHEM



MAY 2019

ATTACHMENTS

LIST OF ATTACHMENTS

- | | | |
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| 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 |
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| 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

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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 intends 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.

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.

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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 | <ul style="list-style-type: none"> NEWROC Budget Adopted | Council |
| July | | Executive |
| August | <ul style="list-style-type: none"> Information for Councillors pre-election | Council |
| September | | Executive |
| October | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | |
|---|---------------------|
| NEWROC | |
| 1 February 2019 to 31 March 2019 | |
| Cash Basis | |
| | 31 Mar 19 |
| 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: Power Ledger, BSC, Shell and Western Power project proposal in Dalwallinu, Moora and Wongan Hills Ballidu 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) MicroGrid Report Released | | | |
| | 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 | |

| | | | | |
|------|---|---|---|---------------------------------|
| 2019 | | | 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 | |
| | 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 |

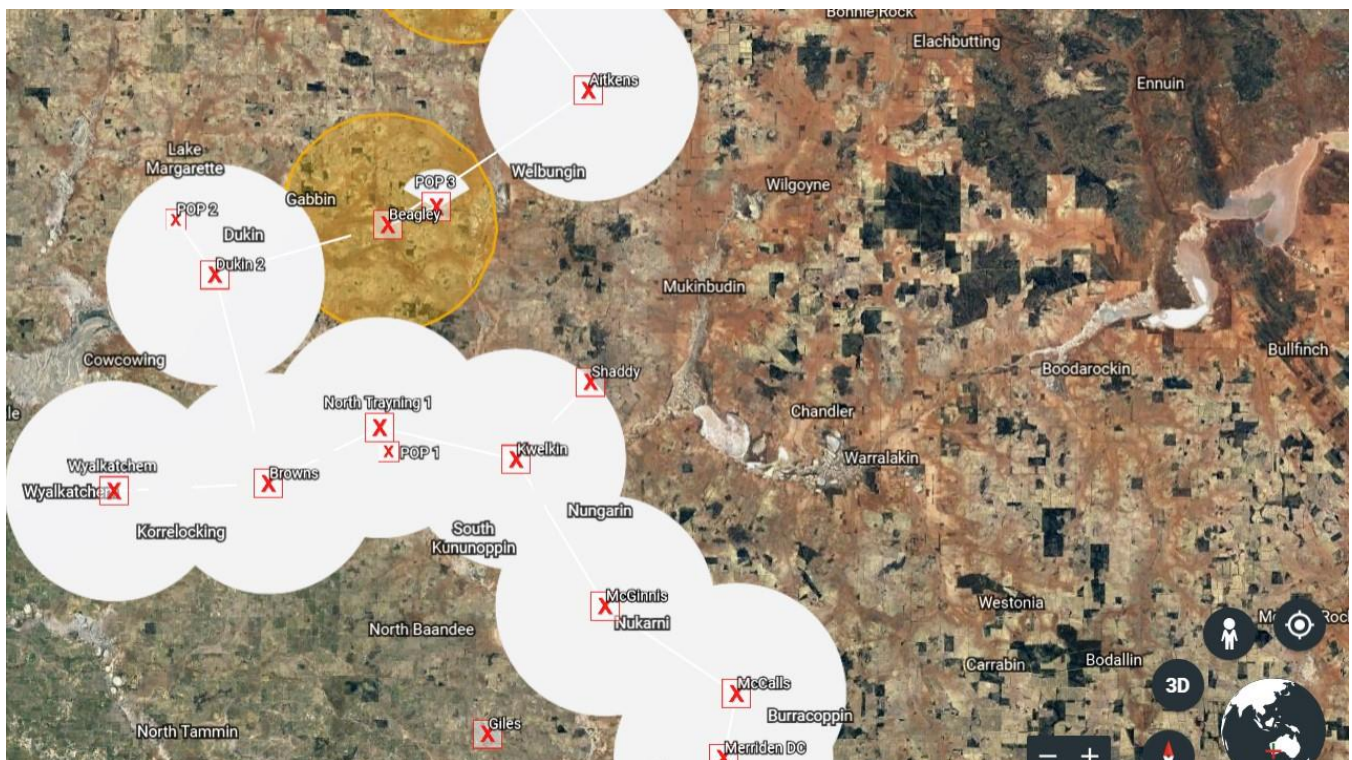
COMMENT

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 Muckinbudin has provided names and addresses of potential residences within range of the Dease tower
- 👉 Crisp Wireless working with Derek Cronje (north west of Muckinbudin) 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 (Muckinbudin) 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 Muckinbudin 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 Muckinbudin**

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**

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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 WSNF 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 WSNF 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**

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|------------------------------------|
| 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 jborges@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 need 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 | <p>Mark Batty Executive Manager Environment and Waste Mbatty@walga.asn.au 9213 2078</p> |

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

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| 9.4 Review of WALGA State Council Agenda – Matters for Noting / Information |
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6.1 Report Municipal Waste Advisory Council (MWAC)

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| 9.5 Review of WALGA State Council Agenda – Organisational Reports |
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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

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| 9.6 Review of WALGA State Council Agenda – Policy Forum Reports |
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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.

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WALGA

**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 topis 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.



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

**REGIONAL ACHIEVEMENT
& COMMUNITY AWARDS**



Department of
**Primary Industries and
Regional Development**



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.a



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](#).



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 *Karrkurinkinja* by

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.

The Arts Organisation Investment Program



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

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

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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 EOs 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.

RESOLUTION: **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 AChair |
| Chair Training | 1,000 | \$ - | - | - | |
| Executive Officer | | | | | |
| 1719 Executive Officer - Professional Services | 83,000 | \$ 55,000.00 | \$ 50,067.50 | 4,932.50 | 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 |
| 1720 Executive Officer - Travel and Accommodation | 9,000 | \$ 4,600.00 | \$ 6,249.37 | 1,649.37 | EO has been required to make more trips than was budgeted. Also it was expected that some of the travel costs would be shared with the Chair who has not been appointed. This amount is paid as a fixed charge per month |
| 1714.0 Administration Charge | 2,000 | \$ 1,332.00 | \$ 1,135.33 | 196.67 | |
| 1721 Executive Officer - Office Expenses | 1,000 | \$ 600.00 | \$ 428.46 | 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 | |
| 1726 Committee Meeting Expenses - Teleconference | 1,700 | \$ 1,273.00 | \$ 461.97 | 811.03 | Less meetings are now held via teleconference |
| 1727 Committee Meeting Expenses - 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 |
| 1728 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 | |
| 1738 Facebook Account Setup and Management | 3,500 | \$ 3,000.00 | \$ 1,300.00 | 1,700.00 | 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 accounts |
| 1850 CEACA Website Setup and Content Management | 4,000 | \$ 2,800.00 | \$ 900.00 | 1,900.00 | |
| Project and Consultancy | | | | | |
| 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 Date 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 | Wegnors 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 meets 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 woul 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 projects 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.

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 (WSCHTI) 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 strataed.

Executive Officer Comment:

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

This 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 on 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 on 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 Earned 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 earned 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 Development 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 Development 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 liason with the other offices on your behalf to ensure a smooth passage.

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 on 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: Nil

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 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.

- 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 CEACA 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

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 with out 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.

| | |
|----------------------------------|----------------|
| <i>Legal fees for Head lease</i> | <i>\$4,950</i> |
| <i>Recruitment Costs</i> | <i>\$277</i> |
| <i>Staff meeting costs</i> | <i>\$4,725</i> |

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 in "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 where the most suitable. An email was sent to all LEMC members for their feedback. Of the 25 members, only two responses was 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 was 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. <i>See item 5.4 notes</i> | Pending | <i>To be removed from Task list</i> |
| 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 |

1:35 PM
03/05/19
Accrual Basis

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 | AIRSTRIIP 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 truci | -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 Cunder | -2,750.00 |
| Bill Pmt -Cheque | 23/04/2019 | | Senior Citizens Homes Trust - EFT | SENIOR CITIZENS HOMES TRUST Donation as a contributic | -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, Nembudding : | -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



Your Local Fuel Distributor

DUNNING INVESTMENTS P/L
ATF Dunning Family Trust
PO BOX 169 NORTHAM WA 6401

PH: 08 962221413
FAX: 08 96222606
admin@dunningsfuel.com.au

** TAX INVOICE **

ABN: 29384905038
SHIRE OF WYALKATCHEM
PO BOX 224
WYALKATCHEM 6485

31/03/2019

PAGE: 1
SHIRW

| Location | Order No | Rego: | ODO | Date | Driver: | Tax Invoice | Product | Quantity | Unit Price | Amount \$ |
|------------------------|----------|-------|----------|------------------|--------------|-------------|------------------------|----------|------------|-----------|
| Card: 7034320089961764 | | | WM000 | | | WM000 | | | | |
| X190 - WYALKATCHEM WA | | | 0 | 01/03/2019 14:30 | 795 | | 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 |
| | | | | 31/03/2019 00:00 | 001400619924 | | DIST CARD FEE | 1.00 | 3.850 | 3.85 |
| | | | | | | | Card Totals | 490.69 | | 729.23 |
| Card: 7034320089961772 | | | ROADPLN1 | 31/03/2019 00:00 | 001400619925 | | ROADPLANT | 1.00 | 3.850 | 3.85 |
| | | | | | | | Card Totals | 1.00 | | 3.85 |
| Card: 7034320089961780 | | | WM027 | 18/03/2019 06:45 | 847 | | DIESEL - SERVICE STN | 62.42 | 1.479 | 92.31 |
| X190 - WYALKATCHEM WA | | | 0 | 31/03/2019 00:00 | 001400619926 | | DIST CARD FEE | 1.00 | 3.850 | 3.85 |
| | | | | | | | Card Totals | 63.42 | | 96.16 |
| Card: 7034320089961798 | | | WM216 | 07/03/2019 15:40 | 811 | | 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 |
| | | | | 31/03/2019 00:00 | 001400619927 | | DIST CARD FEE | 1.00 | 3.850 | 3.85 |
| | | | | | | | Card Totals | 133.43 | | 201.09 |
| Card: 7034320089961806 | | | DOCTOR | 31/03/2019 00:00 | 001400619928 | | DOCTOR | 1.00 | 3.850 | 3.85 |
| | | | | | | | Card Totals | 1.00 | | 3.85 |
| Card: 7034320089961814 | | | WM000 | 05/03/2019 12:57 | 803 | | 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 |
| | | | | 31/03/2019 00:00 | 001400619929 | | DIST CARD FEE | 1.00 | 3.850 | 3.85 |
| | | | | | | | Card Totals | 59.74 | | 85.22 |
| Card: 7034320089961822 | | | WYLIE | 10/03/2019 13:32 | 819 | | 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 |
| | | | | 31/03/2019 00:00 | 001400619930 | | DIST CARD FEE | 1.00 | 3.850 | 3.85 |

E & OE



Your Local Fuel Distributor

DUNNING INVESTMENTS P/L
ATF Dunning Family Trust
PO BOX 169 NORTHAM WA 6401

PH: 08 96221413
FAX: 08 96222606
admin@dunningsfuel.com.au

ABN: 29384905038
SHIRE OF WYALKATCHEM
PO BOX 224
WYALKATCHEM 6485

31/03/2019

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SHIRW

** TAX INVOICE **

| Location | Order No | ODO | Date | Tax Invoice | Product | Quantity | Unit Price | Amount \$ |
|----------|------------------|---------|--|------------------------------------|---|------------------------|-------------------------|------------------------|
| Card: | 7034320089963968 | WYLIBUS | 31/03/2019 00:00 | Driver: 001400619931 | WYLIBUS DIST CARD FEE | 1.00 1.00 | 3.850 3.850 | 3.85 3.85 |
| Card: | 7034320091090800 | WM012 | 0 12/03/2019 07:47 0 28/03/2019 06:59 31/03/2019 00:00 | Driver: 828 881 001400619932 | DIESEL - SERVICE STN DIESEL - SERVICE STN DIST CARD FEE | 66.57 60.58 1.00 | 1.479 1.499 3.850 | 98.46 90.80 3.85 |
| | | | | | Card Totals | 128.15 | | 193.11 |
| Card: | 7034320095652076 | WM006 | 31/03/2019 00:00 | Driver: 001400619933 | DIST CARD FEE | 1.00 | 3.850 | 3.85 |
| | | | | | Card Totals | 1.00 | | 3.85 |
| Card: | 7034320095652084 | WM158 | 31/03/2019 00:00 | Driver: 001400619934 | DIST CARD FEE | 1.00 | 3.850 | 3.85 |
| | | | | | Card Totals | 1.00 | | 3.85 |
| Card: | 7034320095652092 | 1EMP976 | 31/03/2019 00:00 | Driver: 001400619935 | DIST CARD FEE | 1.00 | 3.850 | 3.85 |
| | | | | | Card Totals | 1.00 | | 3.85 |

Total Discount 22.77

GST Incl in Total 157.33

Total excl. GST 1,573.31

Invoices Total DIESEL - SERVICE STN 1,058.11
UNLEADED - SERVICE STN 80.34
DIST CARD FEE 12.00
Total 1,730.64



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.**

087/21/01/M03533/S010256/020511

see reverse for transaction details

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



Billers 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 |
| | | | \$753.85 CR | \$1,205.32 DR | \$9.00 DR | \$460.47 DR |

Transaction type
Purchase

Annual percentage rate
0.000%

Daily percentage rate
0.000000%



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

Cardholder Details

Cardholder Name: MISS TARYN LEANNE DAYMAN
Account No: 4557 0455 3793 8668
Statement Period: 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 | Perth | Training Accommodation | | | | 74619709077 |
| 27 Mar 2019 | \$905.35 | OFWKS ONLINE BENTLEIGH 03 | | Projector Screen / Stationery | | | | 74363969086 |
| 28 Mar 2019 | \$9.00 | CARD FEE | E 041221 | 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

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Shire of Wyalkatchem
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
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 | Var. |
|--|------|----------------------------------|----------------------|----------------------|---------------------------|--------------------------------|------|
| 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 | 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 | 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 | 10 | 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 | 9 | 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 | 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 | 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 | 119,629 | | |
| 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) | 3 | 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 | 10 | (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 | 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 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 equipments; 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 relates 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

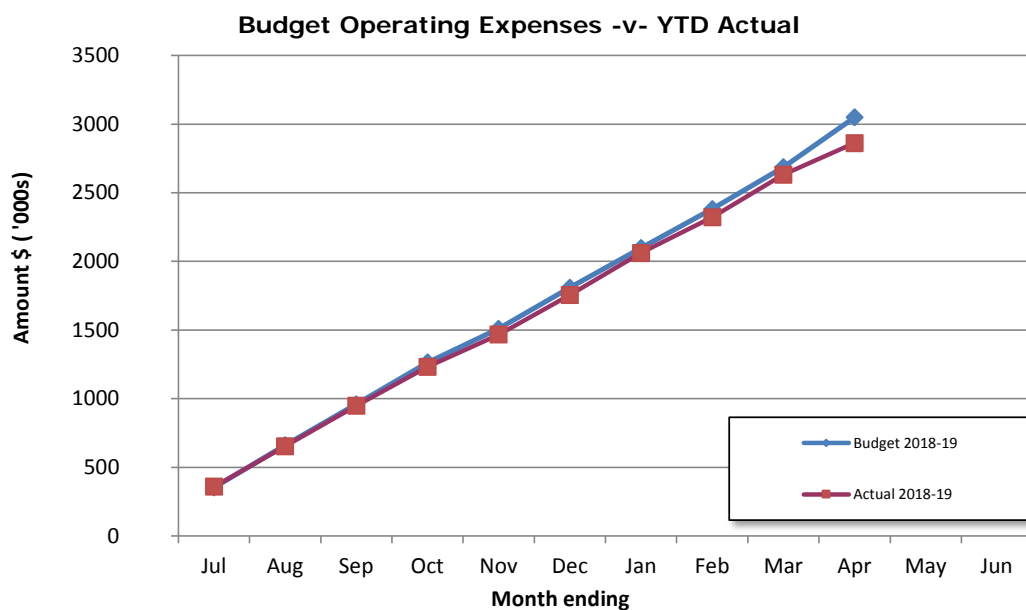
Tourism, pest control, building controls and natural resource management. Tourism facilities, information and directional signs. Weed and pest control services. Necessary building control services.

OTHER PROPERTY & SERVICES

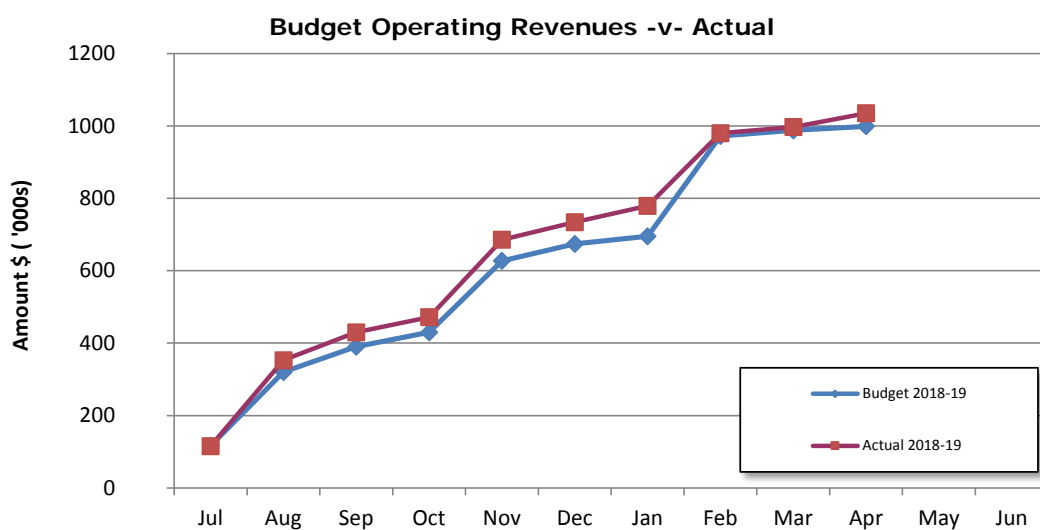
Private works carried out by council and indirect cost allocation pools. Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

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



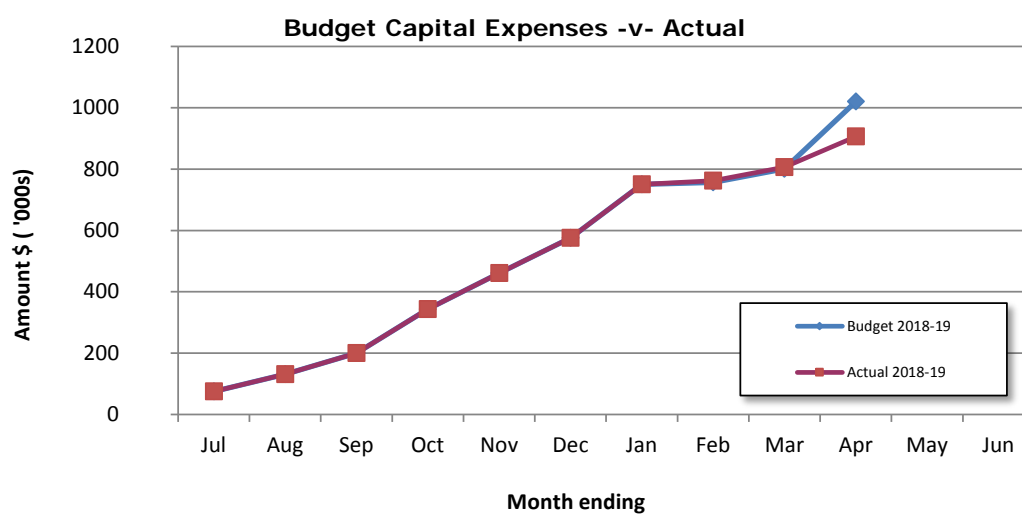
Comments/Notes - Operating Expenses



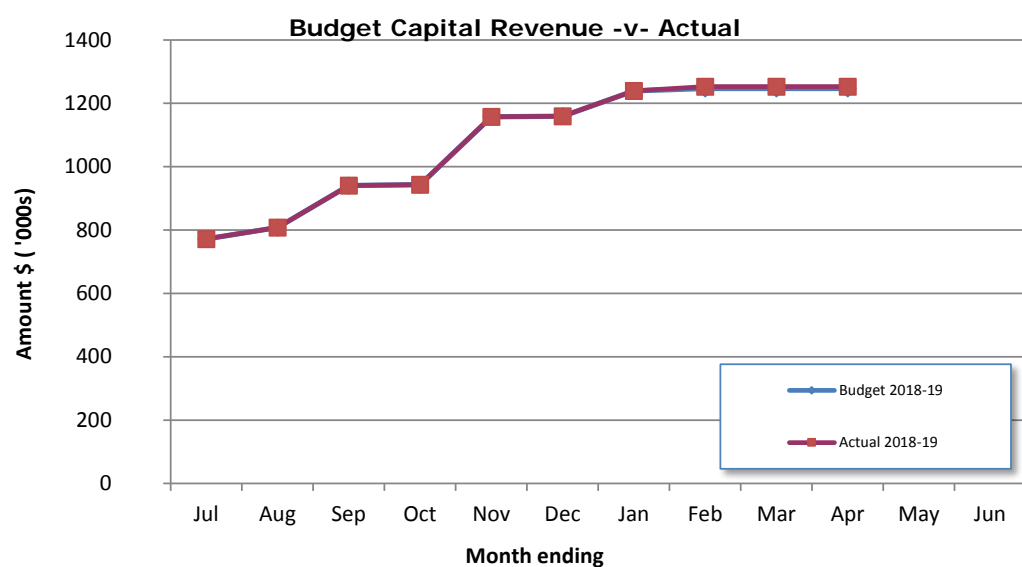
Comments/Notes - Operating Revenues

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

Current Assets

Cash Unrestricted
Cash Restricted
Investments
Receivables - Rates and Rubbish
Receivables -Other
Inventories

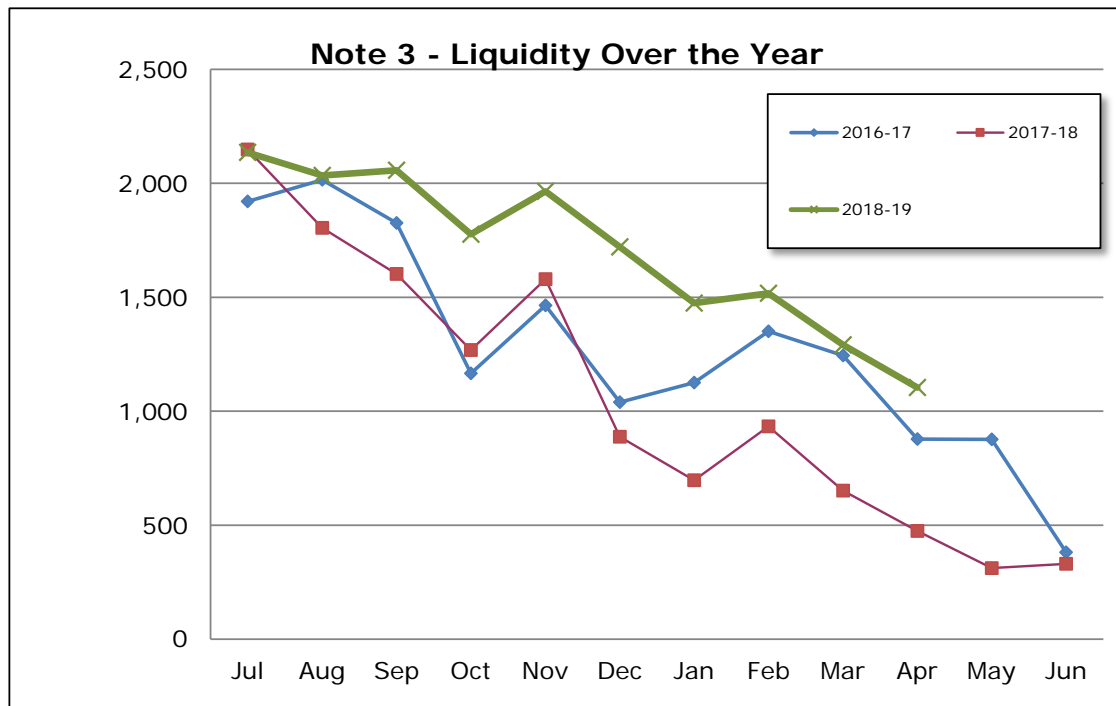
Less: Current Liabilities

Payables
Current Employee Benefits Provision

Less: Cash Restricted

Net Current Funding Position

| Positive=Surplus (Negative=Deficit) | | |
|-------------------------------------|-------------|-----------------------|
| 2018-19 | | |
| This Month | Last Month | Same Period Last Year |
| \$ | \$ | \$ |
| 1,009,216 | 1,187,163 | 371,152 |
| 2,009,914 | 1,997,355 | 1,962,938 |
| | | |
| 40,857 | 49,773 | 28,073 |
| 4,213 | 9,858 | 15,142 |
| 125,112 | 125,112 | 125,094 |
| 3,189,311 | 3,369,261 | 2,502,400 |
| | | |
| (9,749) | (15,090) | (14,614) |
| (65,952) | (65,952) | (49,891) |
| (75,701) | (81,042) | (64,505) |
| | | |
| (2,009,914) | (1,997,355) | (1,962,938) |
| | | |
| 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

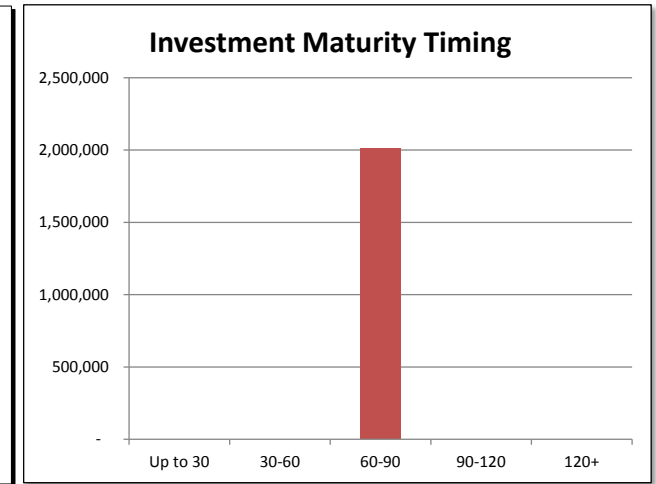
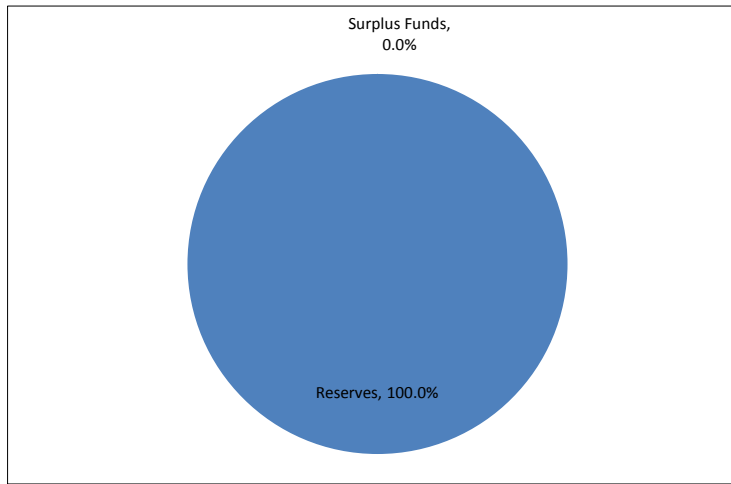
Note 4A: CASH INVESTMENTS

| 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 |
|------------------------|-------|-----------|--------|------|-----------|
| Up to 30 | 30-60 | 60-90 | 90-120 | 120+ | |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | 2,009,914 | - | - | 2,009,914 |
| - | - | 2,009,914 | - | - | 2,009,914 |
| - | - | 2,009,914 | - | - | 2,009,914 |

| Comparative rate | | Budget v Actual | | |
|--|---------------------------------|-----------------|---------------------|--------|
| Average Interest rate at time of deposit | Interest Rate at time of Report | Annual Budget | Year to Date Actual | Var.\$ |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| 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 | 100.0% |
| NAB - Surplus Funds | | | | | |
| | | | | - | |
| Subtotal | | | | - | 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 | | | | | |
| I031031 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 | | | \$ | \$ | \$ | \$ |
| | | | | | | | 79,931 |
| I031001 - R0 | Rates - UV Interims (Rural) | 18/2019 | Operating Revenue | | 138 | | 80,068 |
| I031001 | Rates Income | 18/2019 | Operating Revenue | | 623 | | 80,691 |
| I031005 | Rates Instalment Fees | 18/2019 | Operating Revenue | | 644 | | 81,335 |
| I031020 | Rates Administration Charges | 18/2019 | Operating Revenue | | 1,350 | | 82,685 |
| I031024 | Penalty Interest | 18/2019 | Operating Revenue | | 1,500 | | 84,185 |
| I031030 | Discount on rates | 18/2019 | Operating Revenue | | 1,575 | | 85,760 |
| I032010 | FAGS Grants - General Purpose | 18/2019 | Operating Revenue | | 36,510 | | 122,270 |
| I032014 | Lotterywest Grant | 18/2019 | Operating Revenue | | 10,000 | | 132,270 |
| I032069 | Other Miscellaneous Grants | 18/2019 | Operating Revenue | | 2,000 | | 134,270 |
| I041010 | Reimbursements | 18/2019 | Operating Revenue | | 4,187 | | 138,457 |
| I072502 | Contribution to Medical Expenses - Koorda | 18/2019 | Operating Revenue | | | (8,049) | 130,408 |
| 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 | Synergy | 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 |
| E081015 | Contribution to CEACA | 167/2018 | Operating Expenses | | | (10,000) | 69,991 |
| E081015 | 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 Digging | 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 | | 22,868 | | (134,541) |
| E122200 | Admin Allocation - Roads | 18/2019 | Operating Expenses | | | (15,990) | (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)

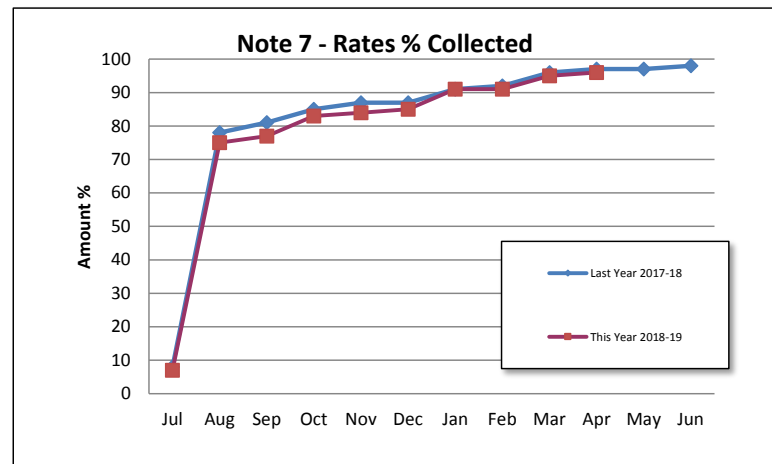
| GL Account Code | Description | Council Resolution | Classification | No Change - (Non Cash Items) Adjust. | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|-----------------|--|--------------------|--------------------------|--------------------------------------|----------------------------|----------------------------|--------------------------------|
| 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) |
| | Gardens corner of Mitchell St and Hands Dr | 18/2019 | Capital Expenses | | | (5,000) | (135,500) |
| C990301 | Cunderdin Wyalkatchem Rd SLK 2.00-4.85 | 18/2019 | Capital Expenses | | | (50,000) | (185,500) |
| C990302 | Cunderdin Wyalkatchem Rd SLK 4.85-7.85 | 18/2019 | Capital Expenses | | | (8,600) | (194,100) |
| C990303 | 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> | <u>(1,363,256)</u> | <u>(7,594)</u> | <u>(1,370,850)</u> |
| 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% |



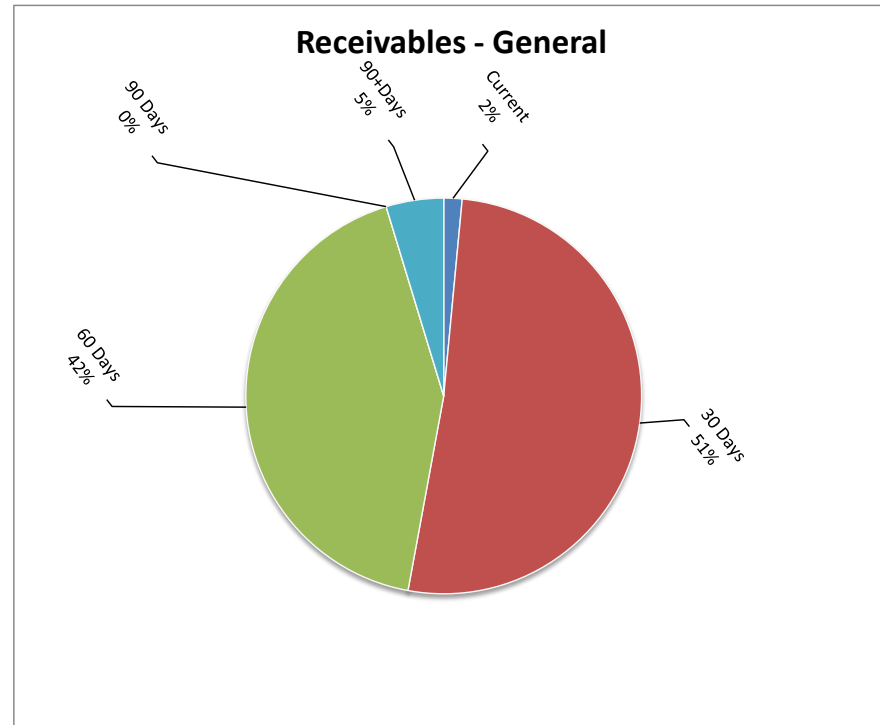
Comments/Notes - Receivables Rates and Rubbish

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 |
|--------------------------|---------|---------|---------|---------|--------------|
| | \$ | \$ | \$ | \$ | \$ |
| | 63 | 2,165 | 1,786 | 0 | 198 |
| Total Outstanding | | | | | 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

ote 8: GRANTS AND CONTRIBUTIONS

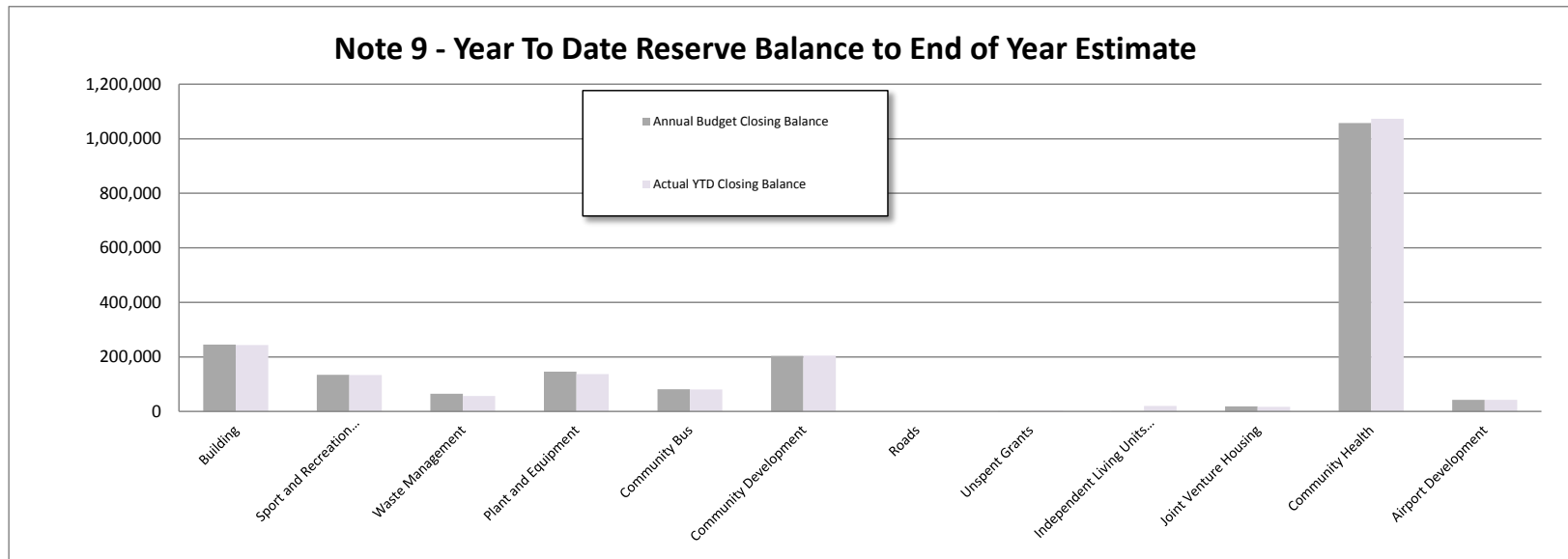
| Program/Details GL | Provider | Approval Yes No | 2018-19 Budget | Variations Additions (Deletions) | Revised Grant | Recoup Status | | Estimated Receival Dates |
|--------------------------------------|---|-----------------------|-------------------|--|------------------|------------------|----------------|--------------------------------|
| | | | | | | 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 | | | | | 18,153 | 17,080 |
| Community Health | 1,051,796 | 25,729 | 21,120 | | | (20,000) | | | 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 Replacement | | | |
|--------------------------------|-----------------|---------------|-----------------|------------------------------------|----------------------------|----------------|--------------|---|
| Cost | Accum Depr | Proceeds | Profit (Loss) | | 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 | 213,255 | 75,434 | (137,821) | ▼ |
| 193,632 | 0 | 102,844 | 0 | 296,476 | Land and Buildings | 296,476 | 298,983 | 2,507 | ▲ |
| 25,000 | 0 | 0 | 0 | 25,000 | Plant & Property | 35,000 | 0 | (35,000) | ▼ |
| | | | | | Furniture & Equipment | | | | |
| | | | | | Infrastructure | | | | |
| 33,114 | 455,969 | 0 | 0 | 489,083 | Roadworks | 533,126 | 376,322 | (156,804) | ▼ |
| 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 This Year | | |
|-----------------|--------|-----------------------|-----------|-------|-----------------|-----------------------------|--------|----------|
| Municipal Funds | Grants | Reserves/ Proceeds | Borrowing | Total | | Amended Annual Budget | Actual | Variance |
| \$ | \$ | \$ | \$ | \$ | | \$ | \$ | \$ |
| | | | | 0 | | | | 0 |
| | | | | 0 | | | | 0 |
| | | | | 0 | | | | 0 |
| 0 | 0 | 0 | 0 | 0 | Totals | 0 | 0 | 0 |

| Contributions | | | | | Land & Buildings | Current Budget This Year | | |
|-----------------|--------|-----------------------|-----------|---------|---|-----------------------------|--------|------------|
| Municipal Funds | Grants | Reserves/ Proceeds | Borrowing | Total | | 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 This Year | | |
|-----------------|--------|-----------------------|-----------|---------|---|-----------------------------|---------|--------------------------|
| Municipal Funds | Grants | Reserves/ Proceeds | Borrowing | Total | | 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 This Year | | |
|-----------------|--------|-----------------------|-----------|--------|--|-----------------------------|--------|--------------------------|
| Municipal Funds | Grants | Reserves/ Proceeds | Borrowing | Total | | 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

| Contributions | | | | | Roads | Current Budget | | | |
|-----------------|---------|-----------------------|-----------|---------|--------------------------------|-----------------------------|---------|-------------------------|---|
| Municipal Funds | Grants | Reserves/ Proceeds | Borrowing | Total | | This Year | | | |
| | | | | | | Amended Annual Budget | Actual | Variance (Under)Over | |
| \$ | \$ | \$ | \$ | \$ | | \$ | \$ | \$ | |
| 0 | 201,230 | | | 201,230 | Transport | | | | |
| | | | | | Cunderdin/Wyalkatchem Rd - SLK | 251,230 | 204,185 | (47,045) | ▼ |
| | | | | | 2.0 to 4.85 | | | | |
| 33,114 | 80,276 | | | 113,390 | Cunderdin/Wyalkatchem Rd - SLK | 113,390 | 113,390 | (0) | ▼ |
| | | | | | 4.85 to 7.85 | | | | |
| | 99,801 | | | 99,801 | Tammin / Wyalkatchem Rd - SLK | 99,801 | 12,107 | (87,694) | ▼ |
| Tammin Wyalkat | | | | | 25.36 to 28.44 | | | | |
| Lewis East Rd | 27,424 | | | 27,424 | Lewis East Rd | 21,467 | 21,467 | (0) | ▼ |
| Goldfields Rd | 25,173 | | | 25,173 | Goldfields Rd | 25,173 | 25,173 | 0 | ▲ |
| | 22,065 | | | 22,065 | Martin Rd Sealing | 22,065 | 0 | (22,065) | ▼ |
| 33,114 | 455,969 | 0 | 0 | 489,083 | Totals | 533,126 | 376,322 | (156,804) | |

| Contributions | | | | | Drainage | Current Budget | | | |
|-----------------|--------|-----------------------|-----------|-------|----------|-----------------------|--------|----------------------|--|
| Municipal Funds | 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 | | |
|--------------------|--------|-----------------------|-----------|-------|---------------|-----------------------------|--------|--------------------------|
| Municipal Funds | Grants | Reserves/ Proceeds | Borrowing | Total | | Amended Annual Budget | Actual | Variance (Under) Over |
| \$ | \$ | \$ | \$ | \$ | | \$ | \$ | \$ |
| | | | | 0 | | | | 0 |
| | | | | 0 | | | | 0 |
| | | | | 0 | | | | 0 |
| 0 | 0 | 0 | 0 | 0 | Totals | 0 | 0 | 0 |

| Contributions | | | | | Footpaths & Cycleways | Current Budget This Year | | |
|--------------------|--------|-----------------------|-----------|-------|--------------------------|-----------------------------|--------|--------------------------|
| Municipal Funds | Grants | Reserves/ Proceeds | Borrowing | Total | | Amended Annual Budget | Actual | Variance (Under) Over |
| \$ | \$ | \$ | \$ | \$ | | \$ | \$ | \$ |
| | | | | 0 | | | | 0 |
| | | | | 0 | | | | 0 |
| 0 | 0 | 0 | 0 | 0 | Totals | 0 | 0 | 0 |

| Contributions | | | | | Parks, Gardens & Reserves | Current Budget This Year | | |
|--------------------|--------|-----------------------|-----------|-------|------------------------------|-----------------------------|--------|--------------------------|
| Municipal Funds | Grants | Reserves/ Proceeds | Borrowing | Total | | Amended Annual Budget | Actual | Variance (Under) Over |
| \$ | \$ | \$ | \$ | \$ | | \$ | \$ | \$ |
| | | | | 0 | Recreation Centre | 8,745 | 8,745 | (0) |
| | | | | 0 | Gardens Mitchell St | 5,000 | 0 | (5,000) |
| | | | | 0 | | | | 0 |
| 0 | 0 | 0 | 0 | 0 | Totals | 13,745 | 8,745 | (5,000) |

| Contributions | | | | | Airports | Current Budget This Year | | |
|--------------------|--------|-----------------------|-----------|--------|---------------------|-----------------------------|--------|--------------------------|
| Municipal Funds | Grants | Reserves/ Proceeds | Borrowing | Total | | Amended Annual Budget | Actual | Variance (Under) Over |
| \$ | \$ | \$ | \$ | \$ | | \$ | \$ | \$ |
| 35,000 | | | | 35,000 | Airport Development | 15,000 | 0 | (15,000) |
| | | | | 0 | | | | 0 |
| 35,000 | 0 | 0 | 0 | 35,000 | Totals | 15,000 | 0 | (15,000) |

| Contributions | | | | | Sewerage | Current Budget This Year | | |
|--------------------|--------|-----------------------|-----------|-------|---------------|-----------------------------|--------|--------------------------|
| Municipal Funds | Grants | Reserves/ Proceeds | Borrowing | Total | | Amended Annual Budget | Actual | Variance (Under) Over |
| \$ | \$ | \$ | \$ | \$ | | \$ | \$ | \$ |
| | | | | 0 | | | | 0 |
| | | | | 0 | | | | 0 |
| | | | | 0 | | | | 0 |
| 0 | 0 | 0 | 0 | 0 | Totals | 0 | 0 | 0 |

| Contributions | | | | | Other Infrastructure | Current Budget This Year | | |
|--------------------|--------|-----------------------|-----------|-------|----------------------|-----------------------------|--------|--------------------------|
| Municipal Funds | Grants | Reserves/ Proceeds | Borrowing | Total | | Amended Annual Budget | Actual | Variance (Under) Over |
| \$ | \$ | \$ | \$ | \$ | | \$ | \$ | \$ |
| | | | | 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>981,005</u> |
| Trust Working as at 31 March 2019 | 6,257 |
| Outstanding Deposits | |
| Outstanding Payments | |
| Ending Balance | <u>6,257</u> |
| Reserve Account as at 31 March 2019 | 2,009,914 |
| Outstanding Deposits | |
| Outstanding Payments | |
| Ending Balance | <u>2,009,914</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 - Pail \$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 | Korrelocking 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

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 | | |

e-mail: referrals@planning.wa.gov.au; web address: <http://www.planning.wa.gov.au>

| | | | |
|-----------------------------|--|--------------------------|----------------------------|
| 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 |



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 |
| Is common property proposed | No | 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 | | |
| Number of outbuildings/structures | N/A | Structure/s retained | 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 |

16. T 1786-150-13.pdf
17. WAPC BAL advice for proposed rural subdivision-17.pdf

Certificate of Title
Bushfire Attack Level(BAL) assessment

| | | | | |
|---|--|---|---|---|
| Perth 140 William Street Perth Western Australia, 6000, Locked Bag 2506 Perth, 6001 | Albany PO Box 1108 Albany Western Australia, 6330 | Bunbury Sixth Floor Bunbury Tower 61 Victoria Street Bunbury Western Australia, 6230 | Geraldton Regional Planning and Strategy Office 10 209 Foreshore Drive Geraldton Western Australia, 6530 | Mandurah 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



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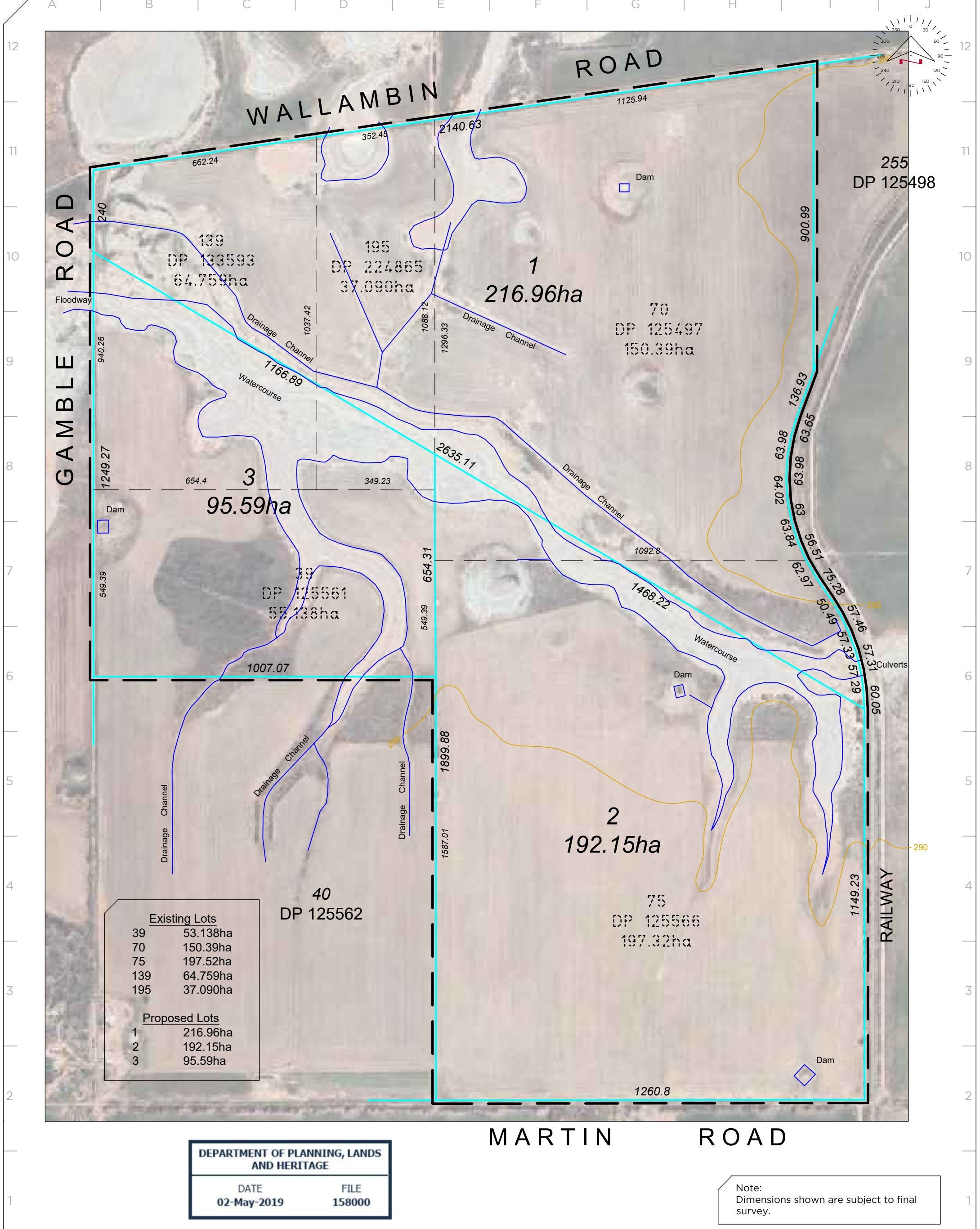
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PHONE: 08 9457 7900
EMAIL: INFO@RMSURVEYS.COM.AU
WEBSITE: RMSURVEYS.COM.AU

0 100 200 300 400 500 600 700 800

SCALE 1:10000

ALL DISTANCES IN METRES

Client
David Gamble

Surveyor SS

Survey Date 19/03/19

Vertical Datum AHD

Horizontal Datum Koorda94

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PAPER SIZE A3

| | | | | | |
|-----|--------------------|-------|------|-------|----------|
| 3 | Distances amended. | AC | SS | SS | 30/04/19 |
| 0 | Initial Issue | AC | SS | SS | 20/03/19 |
| Rev | Description | Drawn | Chkd | Appvd | Date |

APPLICATION FOR SUBDIVISION

Lots 39, 70, 75, 139 & 195

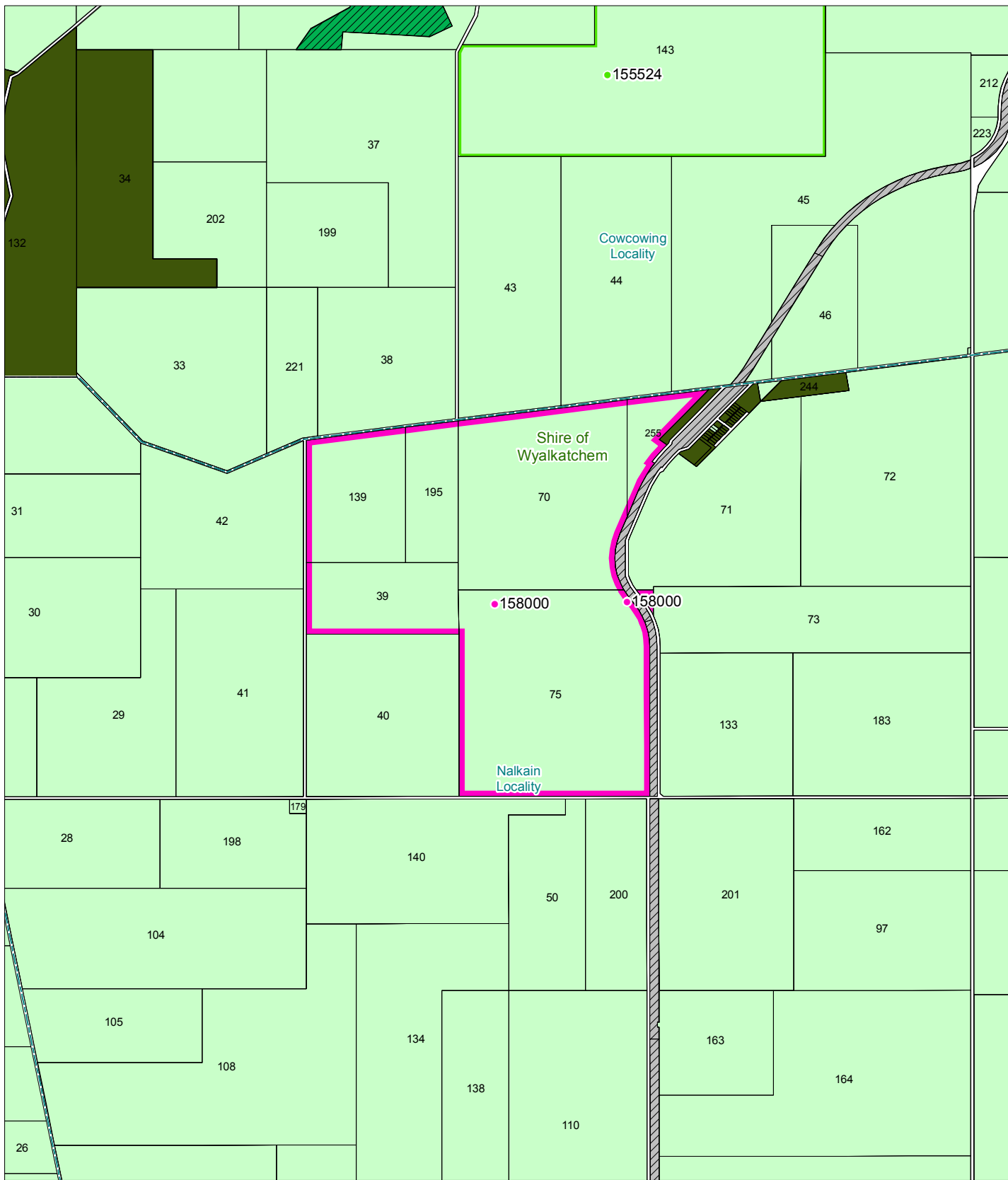
Gamble Road

Nalkain

Job No. GAMBL-NALK

Drawing No. GAMBL-NALK-01

Revision 3



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

Existing LPS Zones and Reserves

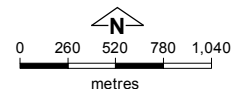
- Conservation
- Parks and recreation
- Railway
- Rural

Easements and Referrals

Region Scheme Reserves

Localities & Local Government Boundaries

- 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,

A handwritten signature in black ink, appearing to read 'S. Sarubin'.

Samudra Sarubin
LICENSED SURVEYOR
B.Surv, B.Com, MWAIS

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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 REFERENCE | DETAIL | REPOSIBLE 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-18/4/2019 (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-18/4/2019 (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 |