



AGENDA

ORDINARY COUNCIL MEETING



16 July 2020

Commencing at 4pm in the
Shire of Wyalkatchem Council Chambers
27 Flint Street, Wyalkatchem

NOTICE OF COUNCIL MEETING

The next Ordinary Meeting of the Wyalkatchem Shire Council will be held on Thursday 16 July 2020 in the Council Chambers, 27 Flint Street Wyalkatchem, commencing at 4pm.

An Agenda for this meeting will be made available from the Shire Administration Office and on our website www.wyalkatchem.wa.gov.au

I have reviewed this agenda and am aware of all recommendations made to Council and support each as presented.

Stephen Tindale

ACTING CHIEF EXECUTIVE OFFICER

DISCLAIMER

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

DISCLOSURE OF INTEREST

Councillors and staff are reminded of the requirements of section 5.65 of the *Local Government Act 1995*, to disclose any interest or perceived interest in any matter to be discussed during a meeting, and also the requirement to disclose any item affecting impartiality.

Financial Interest:

Under section 5.60A of the *Local Government Act 1995*, a person is said to have a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the Local Government in a particular way, result in a financial gain, loss, benefit or detriment for the person.

Proximity Interest:

Under section 5.60B of the *Local Government Act 1995*, a person is said to have a proximity interest in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development of land that adjoins the person's land.

Impartiality Interest:

To maintain transparency, it is important to disclose all interests, including impartiality interests which include interests arising from kinship, friendship and membership of associations. If it is possible that your vote on a matter may be perceived as impartial, you should disclose your interest.

Disclosing an Interest:

Disclosures must be made, in writing, to the Chief Executive Officer prior to the meeting at which the matter in which you have an interest is to be discussed.

If you disclose a Financial or Proximity Interest, you must leave the room while the matter is discussed and voted on. Only after a decision has been reached may you return to the meeting, at which time the Presiding Person will inform you of Council's decision on the matter.

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1. DECLARATION OF OPENING

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

2.2. Declaration of Public Question Time opened

Friends of the Cemetery - 'What progress has been made on the items listed in the letter sent to all shire councilors and CEO in October 2019?' ([Attachment 2.1.](#))

'If the Shire is unable to carry out these requests, would it grant the Friends of the Cemetery Committee permission to complete some of these items with their existing funds donated for the purpose? '

2.3. Declaration of Public Question Time closed

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

3.2. Apologies

3.3. Approved Leave of Absence

3.4. Applications for Leave of Absence

4. OBITUARIES

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.1. Petitions

5.2. Deputations

5.3. Presentations

6. DECLARATIONS OF INTEREST

6.1. Financial and Proximity Interest

6.2. Impartiality Interests

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 18 June 2020

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 18 June 2020 ([Attachment 7.1.1](#))

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 18 June 2020 (Attachment 7.1.1) be confirmed as a true and correct record.

7.1.2. Special Meeting of Council – 28 June 2020

Minutes of the Shire of Wyalkatchem Special Meeting held on Friday 28 June 2020 ([Attachment 7.1.2](#))

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Special Meeting of Council of Friday 28 June 2020 (Attachment 7.1.2) be confirmed as a true and correct record.

7.2. Receipt of Minutes

Nil

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – JUNE 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	07 July 2020
Reporting Officer:	Tegan Maitland, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for Payment – June 2020

SUMMARY

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

BACKGROUND

In accordance with the *Local Government (Financial Management) Regulations 1996, s13(1)*, If a local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared.

A list prepared under sub regulation (1) is to be –

- Presented to the council at the next ordinary meeting of the council after the list is prepared; and
- Recorded in the minutes of that meeting.

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

COMMENT

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

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$38,810.75.

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

Bank Account	Payment Type	Last Number	First Number in report
Municipal	Cheque	16877	16879
Municipal & Trust	EFT	EFT485	EFT487
Trust	Cheque	Cheque	No Payments
Reserves	EFT	EFT	No Payments

EFT486 payment cancelled due to posting period error. Payment to be reprocessed.

Cheque Number 16878 cancelled due to cheque being issued before EFT details were entered. Now has EFT number EFT525.

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations, S13.1

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2019/2020 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

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
5.4	Robust and accountable business and financial processes	5.4.2	Ensure efficient use of resources

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the following payments for the month of June 2020:

1. Cheque 16879 – 16882 payments in the Municipal Fund totalling \$ 5,306.70;
2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$464,924.48;
3. Direct Debit (DD) payments in the Municipal Fund totalling \$22,201.42;
4. Payroll Journal (JNL) payments in the Municipal Fund totalling \$47,356.05;
5. Total payments for the month of June 2020 being \$539,788.65.

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – MAY 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	07 July 2020
Reporting Officer:	Sheldon Cox
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.2 – Credit Cards – May 2020

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 29 April 2020 to 28 May 2020.

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 2019/2020 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

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 29 April 2020 to 28 May 2020 totalling \$253.14.

10.1.3. MONTHLY FINANCIAL REPORT – JUNE 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 March 2020
Reporting Officer:	Megan Shirt- LG Consultant
Disclosure of Interest:	No interest to disclose
File Number:	12.02.02
Attachment Reference:	Attachment 10.1.3 Monthly Financial Report JUNE 2020 (to be provided)

BACKGROUND

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

Council has adopted a material variance on 10% with a minimum value of \$10,000.

COMMENT

Financial activity reports have been prepared in accordance with the *Local Government (Financial Management) Regulations (34)*, including reporting on the variances between budgeted and actual expenditure.

STATUTORY ENVIRONMENT

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

Local Government (Financial Management) Regulations, R34

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

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

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
5.4	Robust and accountable business and financial processes	5.4.2	Ensure efficient use of resources

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Statement of Financial Activity for the month ending 30 June 2020, as included in attachment 10.1.3, as presented and notes any material variances.

10.2. GOVERNANCE AND COMPLIANCE

10.2.1 ACTING CHIEF EXECUTIVE OFFICER – JUNE 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 July 2020
Reporting Officer:	Stephen Tindale, Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

SUMMARY

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

COMMENT

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

- Meet and greet with Council

The CEO commitments in July 2020 include;

- Shire of Merredin CEO – CEACA
- Shire of Dowerin CEO – Resource Sharing
- Manager of Corporate Services interviews
- Ashley Richards et al – Recycling of Derelict Buildings
- WNE SRRG Meeting – 2020/2021 Road Program
- Friends of the Cemetery – Cemetery Improvements
- NEWHealth Meeting (Bencubbin) – Proposed withdrawal by Mukinbudin
- Council Meeting
- Manager of Works interviews
- CSSRF Meeting (Northam) – Tennis Courts claim process
- Wheatbelt North RRG Meeting (Northam)
- CEACA Management Committee (Kellerberrin)
- NEWROC Executive (Bencubbin)

In addition, regular weekly meetings for office staff and managers have been implemented as well as a regular monthly meeting with outside staff.

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 accepts the Acting Chief Executive Officer's report for the month of June 2020.

10.2.2. PRINCIPAL ENVIRONMENTAL HEALTH OFFICER REPORT – MAY/ JUNE 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	08 July 2020
Reporting Officer:	Peter Toboss – Principal Environmental Health Officer
Disclosure of Interest:	NIL
File Number:	13.05.01
Attachment Reference:	NIL

SUMMARY

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

BACKGROUND

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

COMMENT

The Principal Environmental Health Officer attends the Wyalkatchem office each Thursday. The PEHO was on leave from 28 May to 18 June 2020.

The following meetings and events were attended in the months of May and June 2020:

- Department of Communities consultation with Richard Struik
- Water Corporation Occupation Health and Safety Team – Asbestos Management and Risk Assessment.
- Local food businesses

HEALTH, BUILDING AND PLANNING ENQUIRIES

The PEHO completed a total of twelve (12) health, building and planning related enquiries completed in May and June 2020.

FOOD PREMISES INSPECTION

Nil

RECYCLED WASTEWATER SAMPLING

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

NOISE COMPLAINT- 58 JOHNSON STREET

In June, the Shire received a noise complaint from a resident. The PEHO investigated the source of the noise complaint and issued an Environmental Protection (Noise) Regulations 1997 warning letter to alleged offender.

The Environmental Protection (Noise) Regulations 1997 (the Regulations) operate as a prescribed standard under the Environmental Protection Act 1986 (the Act) and set limits on noise emissions.

SHIRE OF WYALKATCHEM DISABILITY ACCESS AND INCLUSION PLAN 2020-2025

Under the Disability Services Act 1993 (amended 2004), all public authorities are required to develop, implement and review a Disability Access Inclusion Plan (DAIP) every five years.

The Shire's DAIP 2020 – 2025 has been adopted by Council at its meeting of 21 May 2020. A copy of the plan was submitted to the Department of Communities. The plan was commended by the Department of Communities for its commitment to the needs of people with disability. The DAIP will run until 30 June 2025

STATUTORY ENVIRONMENT

Public Health Act 2016

Environmental Protection (Noise) Regulations 1997

WA Disability Services Act 1993 (amended 2004)

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: 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 accept the Principal Environmental Health Officer's Report for May and June 2020.

10.2.3. MEETING DATES 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 July 2020
Reporting Officer:	Stephen Tindale, Acting Chief Executive Officer
Disclosure of Interest:	Nil
File Number:	13.5.12
Attachment Reference:	Nil

SUMMARY

Council to consider and endorse the date for an Ordinary Council Meeting in August 2020.

BACKGROUND

At its December 2019 Ordinary Meeting of Council, Council adopted the following schedule of meetings.

That Council;

- 1. Holds Ordinary Meetings of Council commencing at 4.00pm in the Council Chambers, 27 Flint Street, Wyalkatchem on the following dates for the coming year:***
20 February 2020
19 March 2020
21 May 2020
18 June 2020
16 July 2020
17 September 2020
15 October 2020
17 December 2020
- 2. In accordance with the Local Government (Administration) Regulations, gives Public Notice of the Ordinary Meeting dates, time and place.***
- 3. Holds Audit and Risk Committee Meetings commencing at 3.00pm in the Council Chambers, 27 Flint Street, Wyalkatchem on the following dates for the coming year:***
20 February 2020
21 May 2020
17 September 2020
17 December 2020
- 4. In accordance with the Local Government (Administration) Regulations, gives Public Notice of the Audit and Risk Committee Meeting dates, time and place.***
- 5. That the monthly Councillor Workshop, date and time be determined by the Chief Executive Officer.***
- 6. That workshop meetings to be closed to the public.***

- 7. The Chief Executive Officer to provide a report to Council on the effectiveness of the 12 month meeting structure trial at the December 2020 meeting.**
- 8. Where no ordinary meeting is scheduled for the upcoming month, the monthly financial reports to be circulated to elected members by the second Friday of the month via email for their information and review.**

The Acting CEO believes that in light of the uncertainty surrounding the current CEO's absence from the workplace, it would be appropriate for Council to convene an Ordinary Meeting of Council in August 2020 to conduct not only the normal business of a monthly Council meeting but also to adopt the 2020/21 Annual Budget.

The week (or weeks) preceding the Ordinary Meeting of Council can then be given over to budget workshops which will assist with the timely adoption of the budget.

COMMENT

In most local governments it is the established custom and practice for the Manager of Corporate Services (or equivalent officer) to prepare the annual budget (and other financial reports) in liaison with the CEO and other managers.

The preparation of financial reports (including the budget) for the Shire of Wyalkatchem currently rests entirely with the CEO in the absence of an appointment to the position of Manager of Corporate Services.

This is an unhealthy practice as demonstrated in other local governments, where in-depth financial knowledge that has been confined to the CEO has been abused at the expense of the Council and ultimately the community. While there is no suggestion that such abuse is occurring in Wyalkatchem, the current arrangements are unsustainable if only because of the current CEO workload.

An appointment has now been made to the position of Manager of Corporate Services and Alice Bryant is expected to commence work with the Shire on 3 August, 2020. In the meantime the Acting CEO is relying on offsite consultants (Megan Shirt and Louise Sequerah) to do the necessary in terms of keeping the financial records of the Shire in good order, so that the annual budget and statements can be prepared.

STATUTORY ENVIRONMENT

The role of Council and the conduct of Council and Committee meetings are prescribed within the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996*, and *Local Government (Rules of Conduct) Regulations 2007*.

In particular, the following statutory environment is referenced in relation to this item;

Local Government Act 1995- Section 5.3(2)

Local Government Act 1995- Section 5.8

Local Government Act 1995- Section 5.23

Local Government (Administration) Regulations 1996 – Regulation 12(1)

Local Government (Financial Management) Regulations 1996 section 34(1)(a)

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following outcome as expressed in the 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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

- 1. Convenes an Ordinary Meeting of the Council commencing at 4.00pm in the Council Chambers, 27 Flint Street, Wyalkatchem on the 20th August 2020 and advertises the meeting in accordance with the requirements of the Local Government Act 1995.*
- 2. Convenes budget workshops on dates to be determined in August leading up to the Council meeting.*

10.3. WORKS AND SERVICES

10.3.1. MANAGER OF WORKS REPORT – JUNE 2020

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	8 th July 2020
Reporting Officer:	Les Vidovich – 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 June 2020.

BACKGROUND

To inform Council of the activities of the Works and Services team during the month of June 2020.

COMMENT

Road Crew

Maintenance grading:

Yearly maintenance grading has occurred on the following roads: Bookham, Butt, Chilman, Clifford, Cowcowing West, Elsegood, Farmer, Gamble, Gangell, Goldfields, Hodgson, Holdsworth, Jarvis, Jennings, Lackman, Martin, Mcnee, Mitchell, Minnivale North East, Old Nalkain, Trenorden, Turner, Tyler, Wallambin, Williamson, Wyalkatchem North roads.

Parks / Town Services Crew

Town street verge maintenance, brush cutting and weed spraying.

Cemetery garden maintenance.

Shire Admin garden maintenance.

Admin park mowing.

Town Hall garden maintenance.

Railway Barracks grounds maintenance.

Road House gardens maintenance.

Airport slashing and spraying surrounding runway

Buildings

Plumbing repairs Korri Hall

Installation of new carpet, internal painting, replacement of damaged skirting boards and resealing of bathroom tiles is underway at 43 Wilson Street.

Aerodrome

Weekly aerodrome and lighting inspection carried out.

Airport Management Services has recently completed its Aerodrome Safety Inspection report for the Wyalkatchem airport, a copy of this report is attached.

Waste Management

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

Plant – Servicing, Repairs and quotations

Servicing of town Ute – WM021

Quotations for Major Oil leak and turf tyres on New Holland Tractor - WM005

Private works

Nil

General

Blackwell Plumbing has repaired the major leak at the town standpipe, whilst onsite the system was lifted and extended outwards (north) to allow for easier water truck access.

The Draft Stormwater Management Strategy for Wyalkatchem has been completed and is to be presented to the next Council workshop for review and comment.

An onsite meeting occurred with sports surfaces and GTR contracting on Friday 26th June, the earthworks for the construction of sports courts is scheduled to commence during August 2020.

OSH

An employee whilst getting off a Councils grader hurt his shoulder in the process, this employee is being reassessed by a medical practitioner on 8th July 2020 to determine if surgery is required.

Staff

Diane McDonald has been appointed as a General Hand with the town crew replacing David Jones, Diane's commencement date is Monday 13th July.

James Jennings commenced employment with the Shire of Wyalkatchem on Monday 6th July. James is currently employed casually and is relieving Ben McMiles whilst he recovers from his car accident.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

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 June 2020.

11.MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

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

14.MATTERS BEHIND CLOSED DOORS

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

16.CLOSURE OF THE MEETING



SHIRE OF WYALKATCHEM



Stay Safe

July 2020

ATTACHMENTS

ATTACHMENTS 16 July 2020

1. 2.1 Friends of the Cemetery Notice to attend Meeting and background letters
2. 7.1.1 OMC Minutes 18 June 2020
3. 7.1.2 SMC Minutes 26 June 2020
4. 10.1.1 Accounts for Payment – June 2020
5. 10.1.2 Credit Card Declaration and Statement – May 2020
6. 10.1.3 Monthly Financial Report – June 2020- to be provided
7. 15.1 Information Bulletin



FRIENDS OF THE CEMETERY
PRESIDENT: S.WEMM SEC./TREAS: B. JONAS
PO BOX 51, WYALKATCHEM WA 6485
RMJONAS@BIGPOND.COM

2nd July, 2020

Shire of Wyalkatchem
27 Flint St,
Wyalkatchem WA 6485

Attn: Stephen Tindale,
Acting Chief Executive Officer

Dear Stephen,

At the recent meeting of the Wyalkatchem Friends of the Cemetery group, the committee expressed their concern and puzzlement with the lack of response from the Shire, both to personal encounters, and letters sent, over the last 18 months. A letter to the CEO and Councillors, sent in October of 2019, contained a list of outstanding maintenance requests and suggested improvements. Our President met the CEO in January this year to enquire about progress and to invite her to the next meeting. No response has been received to any of these approaches.

Over quite a few years, we have received donations for the purpose of funding various projects, such as plaques to place in the niche wall extensions (yet to be done), and erection of a cemetery sign and map. If the Shire is unable to help us with these projects, we are willing to fund and complete some of the simpler ones ourselves (such as installation of seating, signs and purchase of plaques). Members of the committee have spent considerable time researching and designing some of these projects, the results of which have been submitted previously to Shire CEOs on request. The bigger projects require more skilled expertise and possibly engineering input, and we would obviously be unable to attempt these.

As a result, the Committee resolved to inform the Shire that two of our members would be attending the meeting of 16th July, 2020, and would like to ask the following questions:

- What progress has been made on the items listed in the letter sent to all shire councillors and CEO in October 2019?
- If the Shire is unable to carry out these requests, would it grant the Friends of the Cemetery committee permission to complete some of these items with their existing funds donated for the purpose?

Yours sincerely,

Belinda Jonas
Secretary/Treasurer
(On behalf of Friends of the Cemetery committee,)

FRIENDS OF THE CEMETERY
PRESIDENT: S.WEMM SEC./TREAS: B. JONAS
PO BOX 51, WYALKATCHEM WA 6485
RMJONAS@BIGPOND.COM

15th October, 2019

Shire of Wyalkatchem
27 Flint St,
Wyalkatchem WA 6485

Attn:
CEO Taryn Dayman
Councillors Quentin Davies (Pres.), Owen Garner (Dep.), Steve Gamble, Fred Butt,
Emma Holdsworth, Heather Metcalfe, Mischa Stratford

Dear Taryn and Councillors,

At the recent meeting of Friends of the Cemetery, the committee discussed a number of outstanding items.

1. Ordering of plaques for unmarked graves – Sheryl Wemm compiled a list of these (and of the printing errors contained in the Shire record) and left them at the Shire Office in July. The committee is prepared to organise installation of them.
2. Extension of the niche wall and gazebo – if there was a problem finding an appropriate person to complete the work, the committee suggested the bricklayers currently residing at the Work Camp, or approaching Kevin Goodall, who does similar work for many around the town.
3. Limestone seating wall – extra seating during funerals.
4. Soil erosion – as mentioned in previous letter dated 1st August, 2019, due to the stormwater run-off and wind erosion, some of the headstones (particularly in the old Protestant section) are being undermined and beginning to subside and others lower down the hill are being covered in the washed-away sand. The installation of the seating wall may help alleviate some of these problems, but the damage will continue without some intervention and repairs.
5. Erection of an information sign – we have had donated money set aside for this purpose for quite a while and would like to have the sign installed for the convenience of the many visitors to the cemetery.

FRIENDS OF THE CEMETERY

PRESIDENT: S.WEMM

SEC./TREAS: B. JONAS

PO BOX 51, WYALKATCHEM WA 6485

RMJONAS@BIGPOND.COM

In November 2018, members of the committee, together with the CEO and Works Foreman, inspected the Cemetery and these issues were pointed out. There appears to have been little progress made on these problems and the Committee would appreciate it if they could be given consideration at the next Council meeting.

The Cemetery receives quite a few visitors, both local people visiting graves of their loved ones, and visitors tracing their ancestors or interested in the history of the town. We receive many compliments on the condition of the cemetery and the improvements we are requesting will help to enhance the area and experience of visitors.

King regards,

On behalf of Friends of the Cemetery committee,

Belinda Jonas

Secretary/Treasurer

FRIENDS OF THE CEMETERY

PRESIDENT: S.WEMM

SEC./TREAS: B. JONAS

PO BOX 51, WYALKATCHEM WA 6485

RMJONAS@BIGPOND.COM

1st August, 2019

Shire of Wyalkatchem
27 Flint St,
Wyalkatchem WA 6485

Attn:

CEO Taryn Dayman

Councillors Quentin Davies (Pres.), Owen Garner (Dep.), Steve Gamble, Fred Butt,
Emma Holdsworth, Heather Metcalfe.

Dear Taryn and Councillors,

At the recent Friends of the Cemetery meeting, it was brought up that the water run-off at the cemetery during a heavy period of rain is badly eroding and undermining some of the gravesites, especially in the old section.

Some work has been completed in the past to address the problem and the proposed new limestone seating wall will go some way in helping to divert the water but we feel that a better, properly engineered solution is imperative if further damage to the graves is to be avoided.

We would appreciate it if you could give this matter your consideration.

King regards,

On behalf of Friends of the Cemetery committee,
Belinda Jonas
Secretary/Treasurer

FRIENDS OF THE CEMETERY

PRESIDENT: S.WEMM

SEC./TREAS: B. JONAS

PO BOX 51, WYALKATCHEM WA 6485

RMJONAS@BIGPOND.COM

15th October, 2019

Shire of Wyalkatchem
27 Flint St,
Wyalkatchem WA 6485

Attn:
Works Foreman

Dear Rob,

At our recent meeting, there were some items brought up that may require Shire attention.

1. There is an unsightly pile of rubble and dried concrete in the bush by the road between the entrance and access gates. Possibly it was deposited there by the masons working on Mrs Mavis Bookham's grave site.
2. The tap on the left side of the entrance gate (closest to town) is leaking and a small hole in the reticulation pipe near the tap connection.
3. The front gate latch needs altering as it is not catching properly and the gate is currently tied up with wire.

Finally, quite a few people called into the cemetery after coming up for the musical show last weekend. The comments we received were very complimentary of the well-maintained condition of the area. Thanks for your continued efforts.

Kind regards,

On behalf of Friends of the Cemetery committee,
Belinda Jonas
Secretary/Treasurer





**MINUTES
OF THE
ORDINARY MEETING OF
COUNCIL
HELD ON
THURSDAY 18 JUNE 2020**

**Council Chambers
Honour Avenue
Wyalkatchem
Commencement 4:05PM
Closure 5:29PM**

Preface

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

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

Unconfirmed Minutes

These minutes were approved for distribution on 30 June 2020.



Stephen Tindale

Acting Chief Executive Officer

Disclaimer

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

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1. DECLARATION OF OPENING

4:05pm

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

Nil

2.2. Declaration of Public Question Time opened

Public Question Time opened at 4.06pm.

2.3. Declaration of Public Question Time closed

Public question Time closed at 4:06pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

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

Staff:	Taryn Dayman	Chief Executive Officer
	Stephanie Elvidge	Governance Executive Officer

Apologies: Les Vidovich Manager of Works

3.2. Approved Leave of Absence

Nil

3.3. Applications for Leave of Absence

Nil

4. OBITUARIES

Nil

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 May 2020

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 21 May 2020 (Attachment 7.1.1)

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 21 May 2020 (Attachment 7.1.1) be confirmed as a true and correct record.

COUNCIL RESOLUTION:

(81/2020) Moved: Cr Stratford

Seconded: Cr Nightingale

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 21 May 2020 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 6/0

7.2. Receipt of Minutes

7.2.1. NEWROC Council Minutes – 26 May 2020

Minutes of the NEWROC Executive Meeting held on Tuesday 26 May 2020 (Attachment 7.2.1)

OFFICER RECOMMENDATION:

That the minutes of the NEWROC Executive Meeting of Tuesday 26 May 2020 (Attachment 7.2.1) be received by Council.

COUNCIL RESOLUTION:

(82/2020) Moved: Cr Stratford

Seconded: Cr Holdsworth

That the minutes of the NEWROC Executive Meeting of Tuesday 26 May 2020 (Attachment 7.2.1) be received by Council.

CARRIED 6/0

7.2.2. Audit and Risk Committee Meeting Minutes – 21 May 2020

Minutes of the Audit Committee Meeting of Thursday 21 May 2020 (Attachment 7.2.2).

OFFICER RECOMMENDATION:

That the minutes of the Audit Committee Meeting of Thursday 21 May 2020 (Attachment 7.2.2) be received by Council.

(83/2020) Moved: Cr Stratford **Seconded: Cr Garner**
That the minutes of the Audit and Risk Management Committee meeting of Thursday 21 May 20120 (Attachment 7.2.2) be received by Council.

CARRIED 6/0

MATTERS ARISING

10.1.1 Audit and Risk Committee status Report

VOTING REQUIREMENT

Simple Majority

COMMITTEE RECOMMENDATION

That Council;

Receives the Audit and Risk Committee Status Report, as per attachment 10.1.1

COUNCIL RESOLUTION:

(84/2019) Moved: Cr Holdsworth

Seconded: Cr Stratford

That Council;

Receives the Audit and Risk Committee Status Report, as per attachment 10.1.1

10.2.1 Compliance Status Reports

VOTING REQUIREMENT

Simple Majority

COMMITTEE RECOMMENDATION

That Council;

- 1. Receives the Audit Regulation 17 and Financial Management Review Action Plan Status Report (Attachment 10.2.1.1).*
- 2. Receives the Statutory Compliance Calendar Status Report (Attachment 10.2.1.2).*
- 3. Receives the Compliance Audit Return Management Action Plan Status Report (Attachment 10.2.1.3).*

COUNCIL RESOLUTION:

(85/2019) Moved: Cr Stratford

Seconded: Cr Holdsworth

That Council;

- 1. Receives the Audit Regulation 17 and Financial Management Review Action Plan Status Report (Attachment 10.2.1.1).***
- 2. Receives the Statutory Compliance Calendar Status Report (Attachment 10.2.1.2).***
- 3. Receives the Compliance Audit Return Management Action Plan Status Report (Attachment 10.2.1.3).***

CARRIED 6/0

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Davies made comment on the welcome rain.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

Unconfirmed

10. REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – MAY 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	09 June 2020
Reporting Officer:	Tegan Maitland, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for Payment – May 2020

SUMMARY

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

BACKGROUND

In accordance with the *Local Government (Financial Management) Regulations 1996, s13(1)*, If a local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared.

A list prepared under sub regulation (1) is to be –

- Presented to the council at the next ordinary meeting of the council after the list is prepared; and
- Recorded in the minutes of that meeting.

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

COMMENT

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

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$30,303.66.

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

Bank Account	Payment Type	Last Number	First Number in report
Municipal	Cheque	16877	No Payment
Municipal & Trust	EFT	EFT455	EFT456
Trust	Cheque	Cheque	No Payments
Reserves	EFT	EFT	No Payments

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations, S13.1

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2019/2020 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

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
5.4	Robust and accountable business and financial processes	5.4.2	Ensure efficient use of resources

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the following payments for the month of May 2020:

- 1. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$201,424.56;*
- 2. Direct Debit (DD) payments in the Municipal Fund totalling \$21,934.21;*
- 3. Payroll Journal (JNL) payments in the Municipal Fund totalling \$23,083.36;*
- 4. Total payments for the month of May 2020 being \$267,020.25.*

(86/2020) Moved: Cr Garner Seconded: Cr Gamble

That Council endorse the following payments for the month of May 2020:

- 1. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$201,424.56;***
- 2. Direct Debit (DD) payments in the Municipal Fund totalling \$21,934.21;***
- 3. Payroll Journal (JNL) payments in the Municipal Fund totalling \$23,083.36;***
- 4. Total payments for the month of May 2020 being \$267,020.25.***

CARRIED 6/0

It was noted the description for DD1018.1, to be updated to Credit Card Payment

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – APRIL 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	09 June 2020
Reporting Officer:	Sheldon Cox, Finance and Administration Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.2 – Credit Cards – April 2020

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 28 March 2020 to 28 April 2020.

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 10.2.1). 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 Finance and Administration Officer, 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 Finance and Administration Officer also ensures that misuse of any corporate credit card can be readily detected.

STATUTORY ENVIRONMENT

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

Local Government (Financial Management) Regulations 1996, R34

POLICY IMPLICATIONS

Policy Number 2.1 – Purchasing Policy.

Policy Number 2.3 – Credit Card 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 2019/2020 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

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 28 March 2020 to 28 April 2020 totalling \$1,260.20.

COUNCIL RESOLUTION:

(87/2020) Moved: Cr Gamble

Seconded: Cr Holdsworth

That Council in accordance with attachment 10.1.2 endorse credit card payments made for the period 28 March 2020 to 28 April 2020 totalling \$1,260.20.

CARRIED 6/0

10.1.3. MONTHLY FINANCIAL REPORT – MAY 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 March 2020
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.02.02
Attachment Reference:	Attachment 10.1.3 - Monthly Financial Report – May 2020

SUMMARY

For Council to review and accept the monthly financial report for the period ending 31 May 2020.

BACKGROUND

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

Council has adopted a material variance on 10% with a minimum value of \$10,000.

COMMENT

Financial activity reports have been prepared in accordance with the *Local Government (Financial Management) Regulations (34)*, including reporting on the variances between budgeted and actual expenditure.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 6 – Financial Management S6.4
Local Government (Financial Management) Regulations, R34

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

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

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
5.4	Robust and accountable business and financial processes	5.4.2	Ensure efficient use of resources

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Statement of Financial Activity for the month ending 31 May 2020, as included in attachment 10.1.3, as presented and notes any material variances.

COUNCIL RESOLUTION:

(88/2020) Moved: Cr Nightingale

Seconded: Cr Stratford

That Council accepts the Statement of Financial Activity for the month ending 31 May 2020, as included in attachment 10.1.3, as presented and notes any material variances.

CARRIED 6/0

10.2. GOVERNANCE AND COMPLIANCE

10.2.1. CHIEF EXECUTIVE OFFICER REPORT– MAY 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 June 2020
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 May 2020 the CEO has attended the following meetings and events.

- WALGA - COVID-19 Briefings x3
- NEWROC Council meeting
- WACHS Wheatbelt – COVID-19 Q&A
- NEWHealth Executive Meeting x2
- NEWROC Executive Meeting
- Council Meeting

The CEO commitments in June 2020 include;

- WALGA - COVID-19 Briefings
- WACHS Wheatbelt – COVID-19 Q&A
- Council Workshop
- Council Meeting
- WALGA Zone

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 accepts the Chief Executive Officers report for the month of May 2020.

COUNCIL RESOLUTION:

(89/2020) Moved: Cr Holdsworth

Seconded: Cr Stratford

That Council accepts the Chief Executive Officers report for the month of May 2020.

CARRIED 6/0

10.2.2. STRATEGIC COMMUNITY PLAN 2020-2030

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 June 2020
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	4.13.06
Attachment Reference:	Attachment 10.2.2 –Shire of Wyalkatchem Strategic Community Plan 2020-2030

SUMMARY

For Council to adopt the Shire of Wyalkatchem Strategic Community Plan 2020-2030 for public comment.

BACKGROUND

All Western Australian local governments are required to prepare a Plan for the Future for their district under *Section 5.56(1) of the Local Government Act 1995*. The Plan for the Future comprises the following two key strategic documents¹, which a local government is required to have regard for when forming its annual budget.

Strategic Community Plan – Council’s principal 10-year strategy and planning tool. It is the principal guiding document for the remainder of the Shire’s strategic planning as community engagement is central to this Plan.²

Corporate Business Plan – Council’s 4-year planning document. The core components of this Plan include a 4-year delivery program, aligned to the Strategic Community Plan and accompanied by 4-year financial projections²

Development of the Strategic Community Plan and Corporate Business Plan is undertaken in accordance with the Integrated Planning and Reporting Framework and Guidelines. An essential element of the Integrated Planning and Reporting process is to enable community members and stakeholders to participate in shaping the future of the community and in identifying issues and solutions. It is designed to articulate the community’s vision, aspirations, outcomes and priorities for the future of the district.

Importantly, the Strategic Community Plan and Corporate Business Plan are informed by several other key plans and processes. The connection between the community and the Shire’s strategic plans, annual budget and corporate documents developed to guide the Shire in delivering services to the community are shown in the diagram below. The term of each key plan is shown in the blue circles.

The Shire of Wyalkatchem Strategic Community Plan 2013 – 2023 must be reviewed at least once every four years and a ‘desktop review’ should also be carried out every two years. Council adopted its 10 year Strategic Community plan in July 2013.

Since July 2013 the Shire of Wyalkatchem Strategic Community Plan 2013 – 2023 (‘Strategic Plan’) strategic plan document has not been reviewed in its entirety, with the only review being a

framework review in July 2016. Therefore staff have taken the approach to develop a new strategic plan.

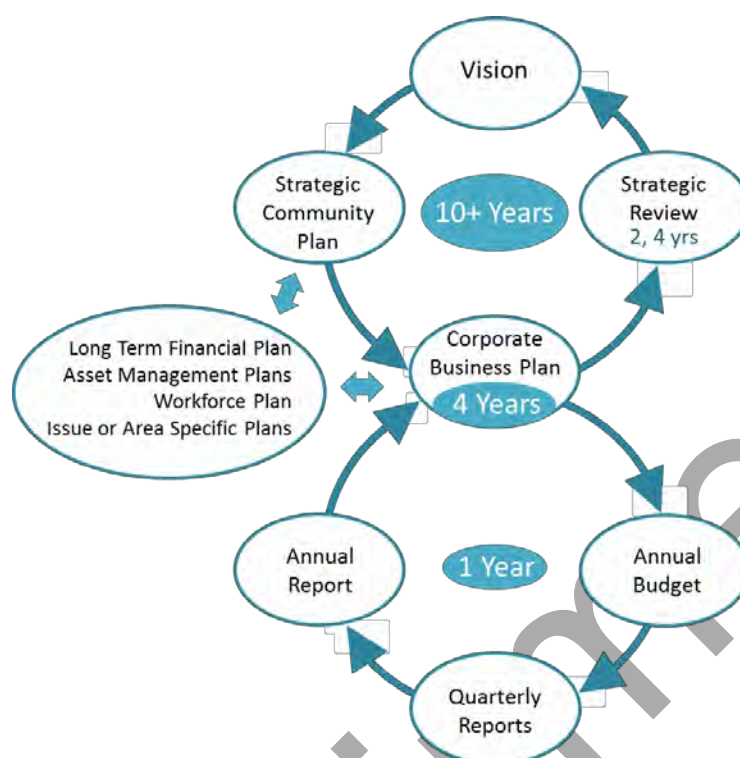


Diagram: Integrated Planning and Reporting Cycle2

- 1 Local Government (Administration) Regulations 1996, Paragraph 19BA.
- 2 Department of Local Government and Communities, Integrated Planning and Reporting: Framework and Guidelines, September 2016.

Council engaged Wheatbelt Business Network to conduct an extensive community engagement program and sought to obtain the community's aspirations, vision and objectives for the future as well as obtaining feedback in relation to the Shire's services and facilities.

Based on community engagement, and Council workshops, a draft Strategic Community Plan has been developed which sets out the vision for the Shire's future and captures the community's aspirations and values.

Council considered the Draft Strategic Community Plan at its May 2020 Ordinary Meeting and resolved:

"That Council;

- 1. Accepts the Community Engagement Report, as provided under attachment 10.2.10.2.***
- 2. Endorse the Draft Shire of Wyalkatchem Strategic Community Plan 2020-2030, as provided for under attachment 10.2.10.1; and***
- 3. Approves the release of the draft Shire of Wyalkatchem Strategic Community Plan 2020-2030 for community comment, with submission closing 9 June 2020.”***

COMMENT

Notice of the draft Strategic Community Plan seeking community comment was advertised locally, inviting submissions. No submissions have been received.

It is recommended that Council adopted the Shire of Wyalkatchem Strategic Community Plan 2020-2030.

Once adopted and in accordance with *Local Government (Administration) Regulations section 19D*, local public notice will be given on the adoption of the plan to apply to the district and details of where and when the plan may be inspected.

STATUTORY ENVIRONMENT

Local Government Act 1995, section 5.56.

Section 5.56(1) and (2) of the Local Government Act requires that each local government is to “plan for the future of the district”, by developing plans in accordance with the Regulations. The Local Government Administration Regulations 1996 were amended to require each local government to adopt a Strategic Community Plan and a Corporate Business Plan.

Local Government (Administration) Regulations sections,

- 19C - Strategic community plans, requirements for (Act s. 5.56)
- 19D - Adoption of plan, public notice of to be given

POLICY IMPLICATIONS

There are no known policies relevant to this matter.

FINANCIAL IMPLICATIONS

Future expenditure to meet the Strategic Community Plan objectives.

COMMUNITY & STRATEGIC OBJECTIVES

The adoption of the Shire of Wyalkatchem Strategic Community Plan will outline new community and strategic objectives.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopted the Shire of Wyalkatchem Strategic Community Plan 2020-2030, as provided for under attachment 10.2.2.

(90/2020) Moved: Cr Gamble

Seconded: Cr Stratford

That Council adopted the Shire of Wyalkatchem Strategic Community Plan 2020-2030, as provided for under attachment 10.2.2.

CARRIED 6/0

10.2.3. NORTH EASTERN WHEATBELT HEALTH SCHEME

Applicant:	Shire of Wyalkatchem / New Health Local Governments
Location:	Nil
Date:	10 June 2020
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	24.01.01
Attachment Reference:	Attachment 10.2.3 – DRAFT NEWHealth Agreement 2016

SUMMARY

For Council to consider its commitment to the North Eastern Wheatbelt Health Scheme (NEWHealth Scheme) and proceed with the preparation of a revised Memorandum of Understanding.

BACKGROUND

The NEWHealth scheme consists of member Councils including Koorda, Mt Marshall, Mukinbudin, Nungarin, Trayning and Wyalkatchem for the provision of Environmental Health Services. NEWHealth is governed by a Memorandum of Understanding (MOU) signed by the parties involved in the scheme. The scheme employs an Environmental Health Officer (EHO) who provides health services to the Shires. Currently Mt Marshall administers the scheme.

At a recent NEWHealth meeting the Shire of Mukinbudin advised of its intention to withdraw from the scheme, with the Shire making alternative arrangements for the provision of Environmental Health Services with another Shire. Additionally the Shire of Trayning have indicated that they wish to reduce the level of service that they currently receive.

Conversations have been held with the Shire of Dowerin CEO (given that they are now part of NEWROC) to determine if they would wish to be involved in the scheme. That decision will be taken by their Council shortly.

COMMENT

All members have been requested to seek their Council's support in continuing its participation in the scheme.

The Chief Executive Officer believes that the NEWHealth scheme is a valuable one and would recommend to Council that Council remain part of the scheme. This will enable the Shire to undertake the legislative requirements placed upon it through the EHO employed by the scheme.

Indications are that the majority of participating Shire's intent is to remain part of the scheme. This should result in the cost to Council being comparative to previous years.

Should other participating Shires also withdraw from the scheme, the cost to Council may increase substantially and the matter will need to be brought back to Council to determine what other options are available and financially achievable.

The Chief Executive Officers have met to discuss the direction of the scheme and have agreed that, with the withdrawal of member/s and commitment of other members, that it is an ideal opportunity to revise the MOU and other governing documents.

A copy of the existing DRAFT NEWHealth agreement (unsigned) is attached. In the absence of locating a signed copy of the document, it is assumed that this document was endorsed and signed accordingly.

It is recommended that Council continue its commitment to the NEWHealth Scheme and proceed with the review of the MOU. Any new MOU, including estimate of financial commitment, will be presented to Council for their endorsement prior to the MOU being signed.

STATUTORY ENVIRONMENT

Whilst there is no statutory requirement to employ an EHO, the Shire does have a number of legislative requirements particularly regarding delivery of health assessments of food premises, aquatic facilities (including water quality testing) and other environmental health responsibilities.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The scheme currently costs Shire of Wyalkatchem in the region of \$36000 per year. That figure may increase if the number of Shires involved reduces overall.

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
2.6	Effective enforcement of local laws and regulation	2.6.1	Enforce statutory compliance

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Confirm the 'in principle' commitment of the Shire of Wyalkatchem to the North Eastern Wheatbelt Health Scheme*
- 2. Direct the Chief Executive Officer to liaise with the member Chief Executive Officers to prepare a revised North Eastern Wheatbelt Health Scheme Memorandum of Understanding*
- 3. That the revised Memorandum of Understanding and North Eastern Wheatbelt Health Scheme service provision cost be presented to Council for adoption prior to finalising the documents.*

COUNCIL RESOLUTION:

(97/2020) Moved: Cr Stratford

Seconded: Cr Nightingale

That Council:

- 1. Confirm the 'in principle' commitment of the Shire of Wyalkatchem to the North Eastern Wheatbelt Health Scheme**
- 2. Direct the Chief Executive Officer to liaise with the member Chief Executive Officers to prepare a revised North Eastern Wheatbelt Health Scheme Memorandum of Understanding**
- 3. That the revised Memorandum of Understanding and North Eastern Wheatbelt Health Scheme service provision cost be presented to Council for adoption prior to finalising the documents.**

CARRIED 6/0

Cr Davies left the meeting at 5:09pm

Cr Davies returned to the meeting at 5:11pm

10.2.4. APPLICATION TO KEEP THREE DOGS

Applicant:	Donna Ryan
Location:	28 Piesse Street, Wyalkatchem
Date:	10 June 2020
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	19.15.07
Attachment Reference:	Attachment 10.2.4 – Request to keep three dogs correspondence

SUMMARY

For Council to consider granting an exemption, in accordance with the provisions of Council's Control of Dogs Local Law and *Dog Act 1976*, allowing Donna Ryan to keep three dogs at 28 Piesse Street, Wyalkatchem.

BACKGROUND

The Shire has recently received two (2) applications for dog registration to be kept at 28 Piesse Street, Wyalkatchem. According to our records an existing dog registration exists at this property, which will bring the total dogs registered at this address to three (3).

In accordance with the *Dog Act 1976 section 26 (3)* Council has adopted a Control of Dogs Local Law. The Control of Dogs Local Law stipulates that no more than two (2) dogs over the age of three months are permitted to be kept on a premises without Council granting an exemption.

Mrs Ryan was advised that the Shire was unable to process the registration for her dog Mitch until an exemption has been approved to keep more than two dogs at the property and recommended that she seeks an exemption in writing from Council.

A request to seek an exemption to keep three (3) dogs was received on the 14 May 2020.

COMMENT

The application to keep three (3) dogs at 28 Piesse Street is for the following dogs:

Bella	3.5 years old Unsterilised Female	Labrador Cross / Golden Retriever
Puppy	2 years old Unsterilised Male	Labrador Cross / Golden Retriever
Mitch	3.5 years old Unsterilised Male	Golden Retriever Cross

Staff are aware that there has been times that the above mentioned dogs have not been retained on the property and have been found wandering.

The Shire is also in receipt of two email complaints in March 2020 relating to an occasion where two dogs being out of their yard, including claims of aggressive behaviour.

Council Ranger has advised that issues surrounding the property that was resulting in the dogs being able to escape the property boundaries have been addressed and since that time, staff are not aware of any further occurrences of the dogs wandering. The Ranger has previously been in contact with the dogs and has not experienced any behaviour that would be considered aggressive.

STATUTORY ENVIRONMENT

Dog Act 1976 section 26 (3)

Control of Dogs Local Law

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
2.6	Effective enforcement of local laws and regulation	2.6.1	Enforce statutory compliance

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council grants an exemption, in accordance with the provisions of section 26(3) of the Dog Act 1976, allowing Mrs Donna Ryan to keep three dogs at 28 Piesse Street, Wyalkatchem, subject to the following conditions:

- That the exemption applies only to the following dogs*
Bella 3.5 years old Unsterilised Female Labrador Cross / Golden Retriever
Puppy 2 years old Unsterilised Male Labrador Cross / Golden Retriever
Mitch 3.5 years old Unsterilised Male Golden Retriever Cross
- The exemption only applies to 28 Piesse Street, Wyalkatchem;*
- The exemption may be revoked or varied at any time if the animals, subject of this exemption, contravene the Dog Act 1976;*
- Should the dogs pass away, be sold or given away, the exemption no longer applies to the property.*

COUNCIL RESOLUTION:

(92/2020) Moved: Cr Garner Seconded: Cr Holdsworth

That Council grants an exemption, in accordance with the provisions of section 26(3) of the Dog Act 1976, allowing Mrs Donna Ryan to keep three dogs at 28 Piesse Street, Wyalkatchem, subject to the following conditions:

- 1. That the exemption applies only to the following dogs***

<i>Bella</i>	<i>3.5 years old Sterilised Female</i>	<i>Labrador Cross / Golden Retriever</i>
<i>Puppy</i>	<i>2 years old Unsterilised Male</i>	<i>Labrador Cross / Golden Retriever</i>
<i>Mitch</i>	<i>3.5 years old Unsterilised Male</i>	<i>Golden Retriever Cross</i>
- 2. The exemption only applies to 28 Piesse Street, Wyalkatchem;***
- 3. The exemption may be revoked or varied at any time if the animals, subject of this exemption, contravene the Dog Act 1976;***
- 4. Should any of the dogs pass away, be sold or given away, the exemption no longer applies to the property.***

CARRIED 6/0

The motion differs from the officer's recommendation to include the requirement that the female dog 'Bella' be sterilised as part of the condition, and included wording of 'any of' in point 4 for additional clarification.

10.3. WORKS AND SERVICES

10.3.1. MANAGER OF WORKS REPORT – MAY 2020

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	11 th June 2020
Reporting Officer:	Les Vidovich – 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 May 2020.

BACKGROUND

To inform Council of the activities of the Works and Services team during the month of May 2020.

COMMENT

Road Crew

Maintenance activity:

Culvert Cleaning has occurred along the full lengths of Wyalkatchem Koorda, Cunderdin Wyalkatchem, Tammin Wyalkatchem, Rifle Range, Hardwick and Davies Roads.

Maintenance grading:

Yearly maintenance grading has occurred on the following roads: Wyalkatchem North, Cowcowing West, Jennings, Chilman, Gamble, Martin, Old Nalkain, Mitchell and Minnivale North East and Wallambin (West) roads.

Capital Projects:

Cunderdin – Wyalkatchem Road Culvert Replacement (SLK 4.40) - Completed

CRC Car Park Reseal – Completed

Tammin – Wyalkatchem Road construct to 8 meters (SLK 22.60 – 25.36) – Completed

Martin Road Floodway (SLK 12.88 – 13.04) – Completed

Tammin – Wyalkatchem Rd reseal failed section (SLK 27.37 to 28.41) - Completed

Wyalkatchem Koorda Road Reconstruction (SLK 0 to 1.5) - Completed

Hobden Road re-sheeting (SLK 0.00 – 4.00) - Completed

De Pierres Road re-sheeting (SLK 6.70 – 8.53) – Completed

Parks / Town Services Crew

Town street verge maintenance, brush cutting and weed spraying.

Cemetery garden maintenance.

Grounds maintenance to shire owned housing assets.

Shire Admin garden maintenance.

Medical Centre garden maintenance.

Admin park mowing.

Lady Nova grounds maintenance.

Town Hall garden maintenance.

Pioneer Park rose pruning.

Railway Barracks grounds maintenance.

Rec Oval cricket wicket preparation.

Road House gardens maintenance.

Airport Gardens

Buildings

Installation of 17 interconnecting smoke detectors at the barracks building in accordance with the Western Australia's Building Regulations 2012.

Yearly termite inspection and baiting at the train station, railway barracks, lady nova and museum house. All four were clear of activity, remaining council properties to occur early July.

Quotes obtained and purchase order written to Ken Myers for repair work at 43 Wilson Street.

Aerodrome

AMS have been onsite to complete an Aerodrome Safety Inspection report at the Wyalkatchem airport, final report still to be received.

Weekly aerodrome and lighting inspection carried out.

Waste Management

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

Plant – Servicing, Repairs and quotations

Repairs to a-frame on bitumen trailer

4 new replacement tyres (WM000)

Private works

Wrapped Asbestos fence sheeting removed and transported to Councils tip site from 36 Piesse Street

General

Locking of all standpipes within the Shire of Wyalkatchem at the request of Water Corporation

Street Sweeping of the townsite

The Draft Stormwater Management Strategy for Wyalkatchem has been completed and is to be presented to the July workshop for review and comment.

OSH

An employee whilst getting off a Councils grader hurt his shoulder in the process, this employee has made a workers compensation claim and is to be reassessed again by a medical practitioner on 16th June 2020.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

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 May 2020.

COUNCIL RESOLUTION:

(93/2020) Moved: Cr Stratford

Seconded: Cr Garner

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

CARRIED 6/0

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

15.2.1. Status Report - Aquatic Services Contract

The Status Report state the contract with Aquatic Services remains unsigned. Ms Dayman advised that despite numerous requests that the contract be returned, it has not been signed or returned, (including providing a draft contract). Further contact to be made warning that a lack of a signed contract does not reflect the tender specifications and the tender can be reopened.

16.CLOSURE OF THE MEETING

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 5:29pm.



**MINUTES
OF THE SPECIAL
MEETING OF COUNCIL
HELD ON
THURSDAY 26 JUNE 2020**

**Council Chambers
Honour Avenue
Wyalkatchem
Commencement 4:14pm
Closure 4:34pm**

Preface

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

The "Confirmed" Minutes are then signed off by the Presiding Member

Unconfirmed Minutes

These minutes were approved for distribution on 30 June 2020.



Stephen Tindale

Acting Chief Executive Officer

Disclaimer

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

Confirmed Minutes

These minutes were confirmed at the Ordinary Meeting of Council held 16 July 2020.

Signed:

**Cr Quentin Davies, Shire President and Presiding Member
Shire of Wyalkatchem**

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above

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1. DECLARATION OF OPENING

The Chairperson, Shire President Cr Davies opened the meeting at 4:14pm

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

Nil

2.2. Declaration of Public Question Time opened

Public Question Time opened at 4:14pm

2.3. Declaration of Public Question Time closed

Public question Time closed at 4:14pm

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

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

Staff:	Stephanie Elvidge	Governance Executive Officer
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3.2. Apologies

Nil

3.3. Approved Leave of Absence

Staff:	Taryn Dayman	Chief Executive Officer
	Les Vidovich	Manager of Works

3.4. Applications for Leave of Absence

Nil

4. DECLARATIONS OF INTEREST

4.1. Financial and Proximity Interest

Nil

4.2. Impartiality Interests

Nil

5. MATTERS BEHIND CLOSED DOORS

5.1. Confidential Item – APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	24 June 2020
Reporting Officer:	Shire President
Disclosure of Interest:	No interest to disclose
File Number:	13.09
Attachment Reference:	Nil

Reason for Confidentiality

The Appointment of acting Chief Executive Officer is confidential in accordance with section 5.23(2)(a) & (b) of the Local Government Act because it deals with matters affecting an employee and the personal affairs of a person and 5.23(2)(c) of the Local Government Act because it deals with matters of a contract which may be entered into, by the local government.

SUMMARY

The purpose of this report is for Council to consider the appointment of an Acting Chief Executive Officer while the Chief Executive Officer is on leave.

STATUTORY ENVIRONMENT

The *Local Government Act 1995* s.5.36 requires that Council to employ a Chief Executive Officer, and that a person must not be employed in this position unless the Council believes that the person is suitably qualified for the position. An employee may act in the position of CEO for up to 12 months without a written contract (s.5.39).

This matter should be discussed behind closed doors as it relates to an employee of the Local Government.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are 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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council suspends Standing Orders and moves behind closed doors in accordance with Section 5.23 (2)(a) & (b) and 5.23 (2)(c) of the Local Government Act 1995, to deal with matters that relate to:

- *a matter affecting an employee or employees;*
- *the personal affairs of a person and*
- *matters of a contract which may be entered into, by the local government*

COUNCIL RESOLUTION:

(94/2020) Moved: Cr Stratford

Seconded: Cr Holdsworth

That Council suspends Standing Orders and moves behind closed doors in accordance with Section 5.23 (2)(a) & (b) and 5.23 (2)(c) of the Local Government Act 1995, to deal with matters that relate to:

- *a matter affecting an employee or employees;*
- *the personal affairs of a person and*
- *matters of a contract which may be entered into, by the local government*

CARRIED 6/0

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. *Appoint Stephen Tindale to the position of Acting Chief Executive Officer while the Chief Executive Officer is on leave. Commencement date Monday 29 June 2020.*
2. *Confirms that the Council believes that Stephen Tindale is suitably qualified for the position.*
3. *Authorises the Shire President to negotiate and agree to the terms of employment similar to the current CEO's salary package.*

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council resumes Standing orders and move out from closed doors.

COUNCIL RESOLUTION:

(95/2020) Moved: Cr Garner

Seconded: Cr Holdsworth

That Council resumes Standing orders and move out from closed doors.

CARRIED 6/0

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION:

(96/2020) Moved: Cr Garner

Seconded: Cr Gamble

That Council:

- 1. Appoint Stephen Tindale to the position of Acting Chief Executive Officer while the Chief Executive Officer is on leave. Commencement date Monday 29 June 2020.***
- 2. Confirms that the Council believes that Stephen Tindale is suitably qualified for the position.***
- 3. Authorises the Shire President to negotiate and agree to the terms of employment similar to the current CEO's salary package.***

CARRIED 6/0

6. CLOSURE OF THE MEETING

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 4:34pm.





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

Ref No.	Date	Name	Description	Amount	Bank	
EFT487	10/06/2020	SEEK	Advertising Parks and Gardens Positions	1089.00	MUNI	EFT
EFT488	10/06/2020	The Happy Pill Pharmacy	Staff Flu Vaccinations	120.00	MUNI	EFT
EFT489	10/06/2020	Able Innovators Pty Ltd	Purchase of new 8x5 tandem trailer	2790.00	MUNI	EFT
EFT490	10/06/2020	Dura Post Roadside Products Pty Ltd	Steel guide posts	1860.10	MUNI	EFT
EFT491	10/06/2020	Australian Taxation Office	April 2020 BAS Payment	6802.00	MUNI	EFT
EFT492	10/06/2020	Wyalkatchem Electrical and Air conditioning Services	Electrical Services	242.00	MUNI	EFT
EFT493	10/06/2020	ITVISION	Synergy Soft Payment Plan - May 2020	5307.50	MUNI	EFT
EFT494	10/06/2020	Nutrien Ag Solutions Ltd	Rat Baits	81.64	MUNI	EFT
EFT495	10/06/2020	LG Assist Australia	Advertisement for Manager of Corporate Services	330.00	MUNI	EFT
EFT496	10/06/2020	LGIS Liability	Employee OCC Health	407.00	MUNI	EFT
EFT497	10/06/2020	Liebherr-Australia Pty Ltd	Mechanical Services	7231.73	MUNI	EFT
EFT498	10/06/2020	Petchell Mechanical	Mechanical Services	3519.56	MUNI	EFT
EFT499	10/06/2020	Shire of Mt Marshall	NEWHEALTH - provision of Health Services 29/02/20 - 31/03/20	2230.17	MUNI	EFT
EFT500	10/06/2020	T & E Services Pty Ltd	Medical Services May 2020	14259.70	MUNI	EFT
EFT501	10/06/2020	WA Local Government Association	LG e Learning Subscription	4000.00	MUNI	EFT
EFT502	10/06/2020	Wheatbelt Business Network	Full Membership 2020	300.00	MUNI	EFT
EFT503	10/06/2020	Winc Australia Pty Ltd	Cleaning Products and Stationery	2161.34	MUNI	EFT
EFT504	10/06/2020	Wyalkatchem Community Resource Centre	Monthly contribution May 2020	2388.00	MUNI	EFT
EFT505	17/06/2020	Garn Nominees Pty Ltd	Plant Hire	11682.00	MUNI	EFT
EFT506	17/06/2020	Mischa Stratford	2019/2020 Councillor Allowance Payment For the Period 1 January 2020 to June 2020	2668.50	MUNI	EFT
EFT507	17/06/2020	Rachel Jane Nightingale	2019/2020 Councillor Allowance Payment For the Period 1 January 2020 to June 2020	2668.50	MUNI	EFT
EFT508	17/06/2020	R.B. Motors	Mechanical Services	99.00	MUNI	EFT
EFT509	17/06/2020	HiscoNFE Pty Ltd	Barracks Linen	30.32	MUNI	EFT
EFT510	17/06/2020	G&C Glass	Glaazier Services	88.00	MUNI	EFT

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

Ref No.	Date	Name	Description	Amount	Bank	
EFT511	17/06/2020	Rw And Ce Ryan	Gravel Supply	3350.00	MUNI	EFT
EFT512	17/06/2020	Australia Post	Postage April 2020	126.49	MUNI	EFT
EFT513	17/06/2020	Avon Waste	Waste Collection April 2020	4174.30	MUNI	EFT
EFT514	17/06/2020	Emma Holdsworth	2019/2020 Councillor Allowance Payment For the Period 1 January 2020 to June 2020	2668.50	MUNI	EFT
EFT515	17/06/2020	Owen Garner	2019/2020 Councillor Allowance Payment For the Period 1 January 2020 to June 2020	3430.00	MUNI	EFT
EFT516	17/06/2020	Quentin Davies	2019/2020 Councillor Allowance Payment For the Period 1 January 2020 to June 2020	5713.50	MUNI	EFT
EFT517	17/06/2020	Stephen Gamble	2019/2020 Councillor Allowance Payment For the Period 1 January 2020 to June 2020	2668.50	MUNI	EFT
EFT518	17/06/2020	Dowerin Engineering Works	Trailer Repairs	637.12	MUNI	EFT
EFT519	17/06/2020	Drainflow Services Pty Ltd	Road Sweeping	2175.80	MUNI	EFT
EFT520	17/06/2020	Liebherr-Australia Pty Ltd	Plant Parts	295.90	MUNI	EFT
EFT521	17/06/2020	Petchell Mechanical	Mechanical Services	562.05	MUNI	EFT
EFT522	17/06/2020	R Munns Engineering Consulting	WNE SRRG secretariat and technical consultation - 2019/2020	1185.80	MUNI	EFT
EFT523	17/06/2020	Wyalkatchem Hotel	Refreshments for Council	352.00	MUNI	EFT
EFT524	17/06/2020	Wyalkatchem Tyre Service	Tyre Services	1420.00	MUNI	EFT
EFT525	24/06/2020	COLAS Western Australia Pty Ltd	Resealing and repairs to bitumen roads	31599.57	MUNI	EFT
EFT526	24/06/2020	SEEK	Advertising for Manager of Corporate Services Position	489.50	MUNI	EFT
EFT527	24/06/2020	Blackwell Plumbing & Gas Pty Ltd	Plumbing Services	1274.45	MUNI	EFT
EFT528	24/06/2020	COLAS Western Australia Pty Ltd	Hot Bitumen Seal Services	204531.93	MUNI	EFT
EFT529	24/06/2020	TOLL Australia	Freight Services	25.74	MUNI	EFT
EFT530	24/06/2020	Wyalkatchem Electrical and Air conditioning Services	Electrical Services	3113.00	MUNI	EFT
EFT531	24/06/2020	ITVISION	SynergySoft Payment Plan - June 2020	5307.50	MUNI	EFT
EFT532	24/06/2020	Mayday Earthmoving	Plant Hire	3080.00	MUNI	EFT
EFT533	24/06/2020	Shire of Koorda	NEWROC group hand sanitiser	2204.40	MUNI	EFT

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

Ref No.	Date	Name	Description	Amount	Bank	
EFT534	24/06/2020	Shire of Mt Marshall	NEWHEALTH - provision of Health Services and Recoup Building Surveyor 31/03/20 - 30/04/20	2206.17	MUNI	EFT
EFT535	24/06/2020	T & E Services Pty Ltd	Medical Services - June 2020	14259.70	MUNI	EFT
EFT536	24/06/2020	WA Contract Ranger Services	Ranger Services	561.00	MUNI	EFT
EFT537	24/06/2020	Sheldon Cox	HOUSING BOND REFUND	720.00	MUNI	EFT
EFT538	25/06/2020	Blackwell Plumbing & Gas Pty Ltd	Plumbing Services	1220.46	MUNI	EFT
EFT539	25/06/2020	Wyalkatchem General Store	Refreshments and light globes	373.04	MUNI	EFT
EFT540	25/06/2020	Australia Post	Postage May 2020	102.65	MUNI	EFT
EFT541	25/06/2020	Avon Waste	Waste Collection May 2020	4174.30	MUNI	EFT
EFT542	25/06/2020	TOLL Australia	Freight Services	52.70	MUNI	EFT
EFT543	25/06/2020	Dunnings	Fuel April 2020	1230.70	MUNI	EFT
EFT544	25/06/2020	Landgate	Copy of Valuation roll and Mining Tenements	238.25	MUNI	EFT
EFT545	25/06/2020	Nutrien Ag Solutions Ltd	Rat Baits	105.14	MUNI	EFT
EFT546	25/06/2020	LGIS Risk Management	Regional Risk Co-Ordinator program 2019-20	3429.80	MUNI	EFT
EFT547	25/06/2020	State Library of Western Australia	Freight Recoup 2019-20	317.66	MUNI	EFT
EFT548	25/06/2020	Wheatbelt Office & Business Machines	black and white and colour copies 13/05/2020 - 09/06/2020	485.17	MUNI	EFT
EFT549	25/06/2020	Winc Australia Pty Ltd	COVID-19 health and safety items	964.47	MUNI	EFT
EFT550	25/06/2020	Wyalkatchem Post Office	Printer Toners	192.00	MUNI	EFT
EFT551	26/06/2020	BOC Gases	Container Service Charges 27/02/20 to 28/03/20	186.27	MUNI	EFT
EFT552	26/06/2020	Dunnings	Bulk Diesel	19802.44	MUNI	EFT
EFT553	30/06/2020	Blackwell Plumbing & Gas Pty Ltd	Plumbing Services	2599.20	MUNI	EFT
EFT554	30/06/2020	Cooper Irrigation	Reticulation Repairs	590.82	MUNI	EFT
EFT555	30/06/2020	Landmark - Quade Agriservices	COVID-19 health and safety items	523.99	MUNI	EFT
EFT556	30/06/2020	HiscoNFE Pty Ltd	Linen for Barracks	148.11	MUNI	EFT
EFT557	30/06/2020	Creative Spaces	Pioneer Pathway Project	5263.50	MUNI	EFT
EFT558	30/06/2020	Department of Planning, Lands & Heritage	White Dam Lease 01/07/2019 - 31/12/2019	5431.25	MUNI	EFT
EFT559	30/06/2020	Shawmac Pty Ltd	Townsite Stormwater Management Plan	12777.60	MUNI	EFT

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

Ref No.	Date	Name	Description	Amount	Bank	
EFT560	30/06/2020	Aerodrome Management Services	Wyalkatchem Aerodrome Safety Inspection	4585.04	MUNI	EFT
EFT561	30/06/2020	Burgess Rawson	Public Toilets Water Usage 09/04/20 - 11/06/20	991.28	MUNI	EFT
EFT562	30/06/2020	Cannon Hygiene Australia Pty Ltd	Sanitary Services	1489.55	MUNI	EFT
EFT563	30/06/2020	Contract Aquatic Services - EFT	Monthly Contract Fee March 2020	19728.50	MUNI	EFT
EFT564	30/06/2020	TOLL Australia	Freight Services	32.62	MUNI	EFT
EFT565	30/06/2020	Wyalkatchem Electrical and Air conditioning Services	Electrical Services	132.00	MUNI	EFT
EFT566	30/06/2020	Liebherr-Australia Pty Ltd	Mechanical Services	385.00	MUNI	EFT
EFT567	30/06/2020	Lock Stock & Farrell Locksmith	Padlock	174.90	MUNI	EFT
EFT568	30/06/2020	Marketforce	Public Notice Advertisement 4/3/2020	315.63	MUNI	EFT
EFT569	30/06/2020	MJM Mech Services	Install New Air Conditioner	2530.00	MUNI	EFT
EFT570	30/06/2020	Shire of Mt Marshall	NEWHEALTH - provision of Health Services 30/04/2020 - 31/05	2046.21	MUNI	EFT
EFT571	30/06/2020	WA Contract Ranger Services	Ranger services	280.50	MUNI	EFT
EFT572	30/06/2020	Winc Australia Pty Ltd	COVID-19 health and safety items	21.71	MUNI	EFT
EFT573	30/06/2020	Wyalkatchem Hotel	Refreshments for Council	119.00	MUNI	EFT
EFT574	30/06/2020	Wyalkatchem Spraying Service	Spraying Services - Town	1680.00	MUNI	EFT
EFT575	30/06/2020	HK Calibration Technologies Pty Ltd	COVID-19 health and safety items	610.50	MUNI	EFT
EFT576	30/06/2020	Wyalkatchem Hotel	Refreshments for Council	324.00	MUNI	EFT
DD1081.1	17/06/2020	Water Corporation.	Water Charges	245.97	MUNI	DD
DD1081.2	29/06/2020	Water Corporation.	Water Charges	2370.51	MUNI	DD
DD1081.3	30/06/2020	Water Corporation.	Water Charges	1295.07	MUNI	DD
DD1081.4	25/06/2020	Water Corporation.	Water Charges	5346.52	MUNI	DD
DD1083.1	03/06/2020	Synergy	Electricity	106.84	MUNI	DD
DD1083.2	08/06/2020	Synergy	Electricity	7405.69	MUNI	DD
DD1083.3	11/06/2020	Synergy	Electricity	112.62	MUNI	DD
DD1083.4	15/06/2020	Synergy	Electricity	758.00	MUNI	DD
DD1083.5	23/06/2020	Synergy	Electricity	2426.68	MUNI	DD
DD1083.6	30/06/2020	Synergy	Electricity	97.85	MUNI	DD
DD1085.1	22/06/2020	BP Australia Pty Ltd	Fuel	127.15	MUNI	DD

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

Ref No.	Date	Name	Description	Amount	Bank	
DD1085.2	03/06/2020	NAB	Credit Card May 2020	253.14	MUNI	DD
DD1087.1	01/06/2020	Westnet	Email Hosting 19/03/20 to 19/04/20	104.25	MUNI	DD
DD1087.2	01/06/2020	Crisp Wireless	Internet Subscriptions	526.90	MUNI	DD
DD1090.1	17/06/2020	Foxtel	Foxtel	154.00	MUNI	DD
DD1092.1	30/06/2020	Fuji Xerox	Photocopier Lease	317.02	MUNI	DD
DD1094.1	08/06/2020	Telstra	Telephone Services	436.61	MUNI	DD
DD1094.2	21/06/2020	Telstra	Telephone Charges	116.60	MUNI	DD
16879	24/06/2020	Shire of Wyalkatchem - Petty Cash	Petty Cash Reconciliation	102.30	MUNI	CHQ
16880	29/06/2020	Department of Transport	Fleet Vehicle Registration - 1/7/2020 to 30/6/2021	5188.70	MUNI	CHQ
16882	30/06/2020	Department of Transport	9RN517 Licence to bring inline with fleet 2020	15.70	MUNI	CHQ
JNL	09/06/2020	Payroll	Fortnightly Payroll Payments	23736.24	MUNI	JNL
JNL	23/06/2020	Payroll	Fortnightly Payroll Payments	23619.81	MUNI	JNL

\$539,788.65

MUNICIPAL ACCOUNT PAYMENTS	\$539,788.65
TRUST ACCOUNT PAYMENTS	\$ -
	<u>\$539,788.65</u>





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

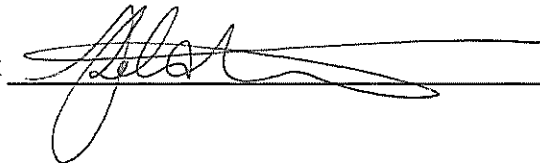
DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-8668			
28/05/2020	NAB	Card fee	\$ 9.00
21/05/2020	Kleenheat Gas	Gas bottle hire annual fees	\$ 244.14

TOTAL CREDIT CARD PAYMENTS \$ 253.14

I, Sheldon Cox, Finance & Administration Officer, have reviewed the credit card payments and confirm that from the descriptions on the documentation provide that;

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

Sheldon Cox

 617120

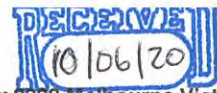


Statement for
NAB Business Visa

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)



120410

WYALKATCHEM SHIRE
27 FLINT STREET
WYALKATCHEM WA 6485

Statement Period

29 April 2020 to 28 May 2020

Company Account No:

4557 0498 0000 4281

Facility Limit:

\$13,000

Your Account Summary

Balance from previous statement	\$1,260.20 DR
Payments and other credits	\$1,260.20 CR
Purchases, cash advances and other debits	\$244.14 DR
Interest and other charges	\$9.00 DR
Closing Balance	\$253.14 DR

**YOUR DIRECT DEBIT PAYMENT OF \$253.14 WILL BE
CHARGED TO ACCOUNT 000086977- 0000508383313 ON
03/06/2020 AS PER OUR AGREEMENT.**

149/21/01/M03441/S010024/1020047

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
4 May 2020	\$1,260.20 CR	DIRECT DEBIT PAYMENT	74557040122
Total for this Period:	\$1,260.20 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	\$244.14	\$9.00	\$253.14
4557-0498-0000-4281	BILLING ACCOUNT	\$0	\$1,260.20 CR	\$0.00	\$0.00	\$1,260.20 CR
			\$1,260.20 CR	\$244.14 DR	\$9.00 DR	\$1,007.06 CR

Transaction type

Purchase

Annual percentage rate

0.000%

Daily percentage rate

0.00000%



Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001

Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST

AEDT Saturday and Sunday

Fax 1300 363 658

Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

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

Transaction record for: MISS TARYN LEANNE DAYMAN

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
21 May 2020	\$244.14	KLEENHEAT GAS MYAREE					74940520141
28 May 2020	\$9.00	CARD FEE					74557040149
Total for this period	\$253.14		Totals				

Employee declaration

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

Cardholder signature: _____ Date: _____



SHIRE OF WYALKATCHEM
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 June 2020

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

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These accounts are prepared with information from the Shires Financial system at the time of preparation.
End of year processes are in progress, so this data may to change.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 11 June 2020

Prepared by:

Reviewed by:

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not inconsistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

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 13.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

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

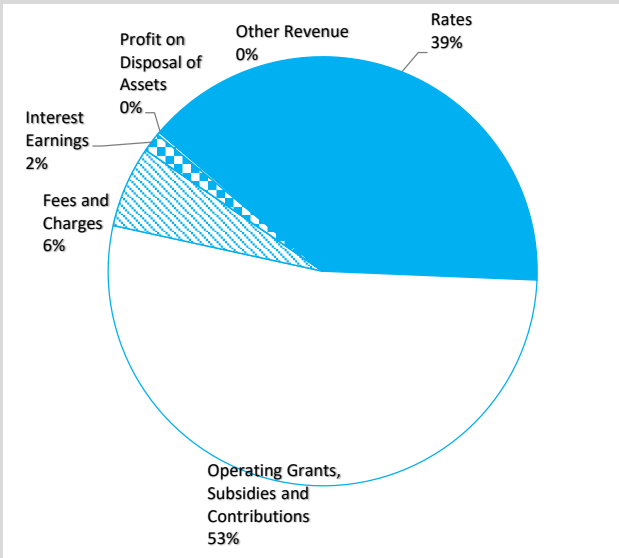
CRITICAL ACCOUNTING ESTIMATES

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

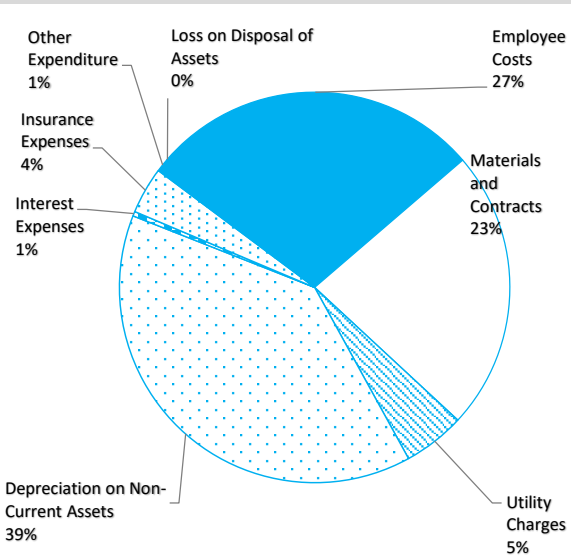
ROUNDING OFF FIGURES

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

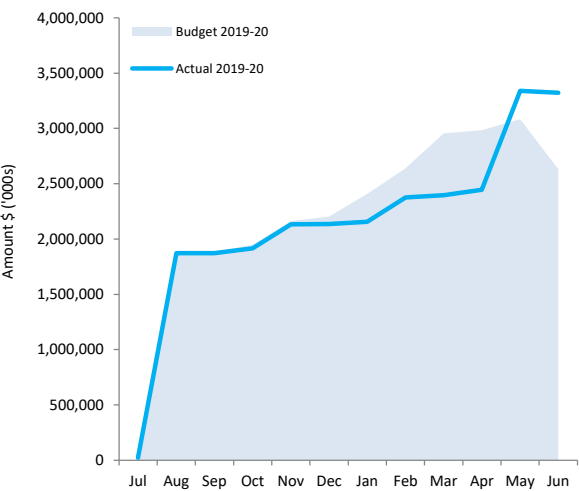
OPERATING REVENUE



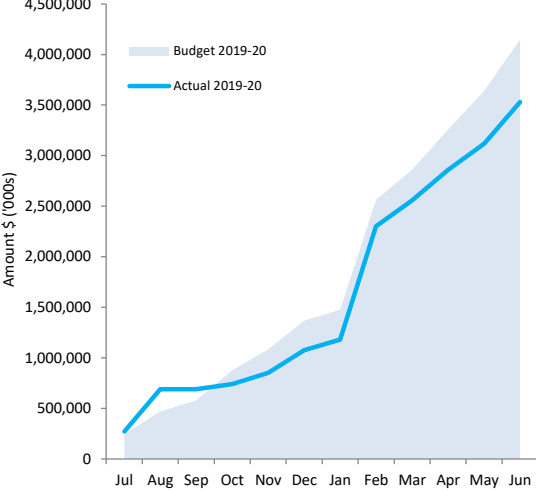
OPERATING EXPENSES



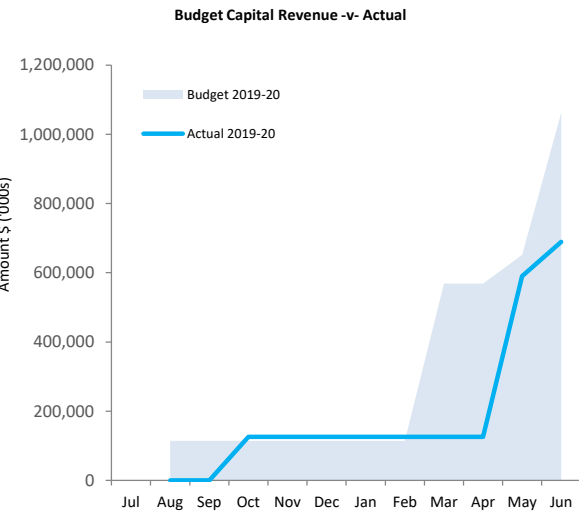
Budget Operating Revenues -v- Actual



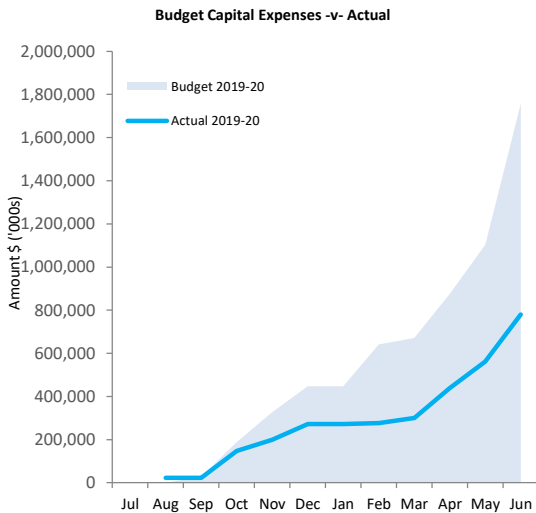
Budget Operating Expenses -v-YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 JUNE 2020

STATUTORY REPORTING PROGRAMS

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

	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources	Include the activities of members of council and the administrative support available to the Council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not specific the Shire services.
GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services	Rates, general purpose government grants and interest revenue
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various Acts, regulations and by-laws relating to fire prevention, animal control and other aspects of public safety including emergency services
HEALTH To provide an operational framework for environmental and community health	Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance. Administration of the ReoROC health scheme and provision of various medical facilities.
EDUCATION AND WELFARE To provide services to the disadvantaged persons, the elderly, children and youth.	Maintenance and support of child minding and playgroup centres, senior citizen and aged care facilities. Provision and maintenace of home care programs and youth services
HOUSING To provide and maintain staff and rental housing	Provision and maintenace of staff, community and joint venture housing
COMMUNITY AMENITIES To provide services required by the community	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery, public conveniences and community bus
RECREATION AND CULTURE To establish and effectively manage infrastructure and resource which will help the social well	Maintenance of public halls, aquatic centres, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens, reserves and playgrounds. Provision of library services (contract). Support of museum and other cultural facilities and services.
TRANSPORT To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, streets, footpaths, cycling ways, airstrip, parking facilities and traffic control. Cleaning of streets and maintenace of street trees, street lighting etc.
ECONOMIC SERVICES To help promote the shire and its economic wellbeing.	Toursim and area promotion of the of the district. Provision of rural services including weed control, vermin control and standpipes. Building control.
OTHER PROPERTY AND SERVICES To monitor and control council's overhead operating accounts	Private works operation, plant repair and operation costs and engineering operating costs.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

STATUTORY REPORTING PROGRAMS

	Ref Note	Current Budget	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus / (Deficit)	1(c)	54,881	56,861	54,881	54,881	0	0.00%	
Revenue from operating activities								
General Purpose Funding - Rates	6	1,296,118	1,314,255	1,296,118	1,304,516	8,398	0.65%	
General Purpose Funding - Other		852,867	895,426	852,867	1,677,288	824,421	96.66%	▲
Law, Order and Public Safety		29,035	29,035	29,035	29,130	95	0.33%	
Health		42,146	42,146	42,146	38,888	(3,258)	(7.73%)	
Housing		86,397	84,752	86,397	75,087	(11,310)	(13.09%)	▼
Community Amenities		118,413	181,513	118,413	111,181	(7,232)	(6.11%)	
Recreation and Culture		23,692	19,045	23,692	5,104	(18,588)	(78.46%)	▼
Transport		109,546	109,546	109,546	24,954	(84,592)	(77.22%)	▼
Economic Services		21,200	21,200	21,200	16,521	(4,679)	(22.07%)	
Other Property and Services		51,889	47,569	51,889	39,380	(12,509)	(24.11%)	▼
		2,631,303	2,744,487	2,631,303	3,322,049	690,746		
Expenditure from operating activities								
Governance		(475,593)	(489,211)	(475,593)	(367,712)	(107,881)	(29.34%)	▼
General Purpose Funding		(76,572)	(76,572)	(76,572)	(54,575)	(21,997)	(40.31%)	▼
Law, Order and Public Safety		(83,718)	(83,423)	(83,718)	(67,583)	(16,135)	(23.87%)	▼
Health		(270,205)	(270,205)	(270,205)	(238,378)	(31,827)	(13.35%)	▼
Education and Welfare		(56,566)	(56,566)	(56,566)	(50,235)	(6,331)	(12.60%)	
Housing		(166,951)	(166,951)	(166,951)	(114,166)	(52,785)	(46.24%)	▼
Community Amenities		(242,790)	(236,789)	(242,790)	(160,548)	(82,242)	(51.23%)	▼
Recreation and Culture		(923,371)	(925,526)	(923,371)	(800,032)	(123,339)	(15.42%)	▼
Transport		(1,554,506)	(1,574,506)	(1,554,506)	(1,427,920)	(126,586)	(8.87%)	
Economic Services		(260,754)	(257,858)	(260,754)	(222,182)	(38,572)	(17.36%)	▼
Other Property and Services		(37,142)	(81,608)	(37,142)	(26,741)	(10,401)	(38.90%)	▼
		(4,148,168)	(4,219,215)	(4,148,168)	(3,530,072)	618,096		
Non-cash amounts excluded from operating activities	1(a)	1,376,295	1,376,295	1,376,295	1,366,796	(9,499)	(0.69%)	
Amount attributable to operating activities		(140,570)	(98,433)	(140,570)	1,158,773	1,299,343		
Investing Activities								
Proceeds from non-operating grants, subsidies and contributions	12(b)	1,062,981	926,966	1,062,981	688,988	(373,993)	(35.18%)	▼
Proceeds from disposal of assets	7	38,410	35,000	38,410	13,409	(25,001)	(65.09%)	▼
Purchase of property, plant and equipment	8	(1,757,633)	(1,634,315)	(1,757,633)	(779,216)	978,417	55.67%	▲
Amount attributable to investing activities		(656,242)	(672,349)	(656,242)	(76,819)	579,423		
Financing Activities								
Transfer from Reserves	10	1,068,830	1,069,629	1,068,830	800,928	(267,902)	(25.06%)	▼
Repayment of Debentures	9	(42,365)	(42,365)	(42,365)	(42,365)	0	0.00%	
Transfer to Reserves	10	(284,534)	(313,343)	(284,534)	(33,961)	250,574	(88.06%)	
Amount attributable to financing activities		741,931	713,921	741,931	724,602	(17,328)		
Closing Funding Surplus / (Deficit)	1(c)	0	0	0	1,861,438			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an threshold. Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 JUNE 2020

REVENUE

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 and service charges.

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 as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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 State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

BY NATURE OR TYPE

	Ref Note	Current Budget	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus / (Deficit)	1(c)	54,881	56,861	54,881	54,881	0	0.00%	
Revenue from operating activities								
Rates	6	1,296,118	1,314,255	1,296,118	1,304,516	8,398	0.65%	
Operating grants, subsidies and contributions	12(a)	1,024,399	1,100,702	1,024,399	1,752,915	728,516	71.12%	▲
Fees and charges		258,466	251,805	258,466	203,777	(54,689)	(21.16%)	
Interest earnings		48,465	77,274	48,465	47,845	(620)	(1.28%)	
Other revenue		3,405	0	3,405	7,056	3,651	107.22%	
Profit on disposal of assets	7	450	450	450	5,940	5,490	1220.00%	
		2,631,303	2,744,486	2,631,303	3,322,049	690,746		▲
Expenditure from operating activities								
Employee costs		(1,047,549)	(1,110,401)	(1,047,549)	(964,017)	83,532	7.97%	▲
Materials and contracts		(1,477,372)	(1,469,672)	(1,477,372)	(818,884)	658,488	44.57%	▲
Utility charges		(160,513)	(160,513)	(160,513)	(180,702)	(20,189)	(12.58%)	
Depreciation on non-current assets		(1,374,705)	(1,374,705)	(1,374,705)	(1,375,202)	(497)	(0.04%)	
Interest expenses		(13,129)	(13,129)	(13,129)	(13,473)	(344)	(2.62%)	
Insurance expenses		(132,448)	(140,004)	(132,448)	(136,365)	(3,917)	(2.96%)	
Other expenditure		59,588	51,250	59,588	(41,429)	(101,017)	169.53%	
Loss on disposal of assets	7	(2,040)	(2,040)	(2,040)	0	2,040	100.00%	
		(4,148,168)	(4,219,214)	(4,148,168)	(3,530,072)	618,096		▲
Non-cash amounts excluded from operating activities	1(a)	1,376,295	1,376,295	1,376,295	1,366,796	(9,499)	(0.69%)	
Amount attributable to operating activities		(140,570)	(98,433)	(140,570)	1,158,773	1,299,343		▲
Investing activities								
Non-operating grants, subsidies and contributions	12(b)	1,062,981	926,966	1,062,981	688,988	(373,993)	(35.18%)	
Proceeds from disposal of assets	7	38,410	35,000	38,410	13,409	(25,001)	(65.09%)	
Payments for property, plant and equipment	8	(1,757,633)	(1,634,315)	(1,757,632)	(779,216)	978,416	(55.67%)	▲
Amount attributable to investing activities		(656,242)	(672,349)	(656,241)	(76,819)	579,422		▲
Financing Activities								
Transfer from reserves	10	1,068,830	1,069,629	1,068,830	800,928	(267,902)	(25.06%)	
Repayment of debentures	9	(42,365)	(42,365)	(42,365)	(42,365)	0	0.00%	
Transfer to reserves	10	(284,534)	(313,343)	(284,534)	(33,961)	250,574	(88.06%)	▲
Amount attributable to financing activities		741,931	713,921	741,931	724,602	(17,328)		
Closing Funding Surplus / (Deficit)	1(c)	0	0	0	1,861,438			

KEY INFORMATION

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

Refer to Note 15 for an explanation of the reasons for the variance.

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

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

Notes	Current Budget	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities	\$	\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	(450)	(450)	(450)	(5,940)
Movement in pensioner deferred rates (non-current)	0	0	0	(2,466)
Add: Loss on asset disposals	2,040	2,040	2,040	0
Add: Depreciation on assets	1,374,703	1,374,703	1,374,703	1,375,202
Total non-cash items excluded from operating activities	1,376,293	1,376,293	1,376,293	1,366,796

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

	Last Year Actual Closing 30 Jun 2019	This Year Actual Opening 01 Jul 2019	This Year Budget Opening 01 Jul 2019	This Time Last Last Year 30 Jun 2019	Year to Date 30 Jun 2020
Adjustments to net current assets					
Less: Reserves - restricted cash	10 (3,185,729)	(3,185,729)	(3,185,729)	(3,185,729)	(2,418,762)
Add: Borrowings	9 42,365	42,365	42,365	42,365	0
Add: Provisions - employee	11 90,155	90,155	90,155	90,155	90,155
Add: Other	(90,155)	(90,155)	(90,154)	(90,155)	(90,155)
Total adjustments to net current assets	(3,143,364)	(3,143,364)	(3,143,363)	(3,143,364)	(2,418,762)

(c) Net current assets used in the Statement of Financial Activity

Current assets					
Cash and cash equivalents	2 3,447,450	3,447,450	3,447,454	3,447,450	4,307,519
Rates receivables	3 18,796	18,796	18,796	18,796	46,860
Receivables	3 41,473	41,473	43,454	41,473	81,959
Other current assets	4 1,878	1,878	1,872	1,878	13,778
Total Current assets	3,509,597	3,509,597	3,511,576	3,509,597	4,450,116
Less: Current liabilities		0		0	
Payables	5 (178,832)	(178,832)	(178,832)	(178,832)	(79,762)
Borrowings	9 (42,365)	(42,365)	(42,365)	(42,365)	0
Provisions	11 (90,155)	(90,155)	(90,155)	(90,155)	(90,155)
Total Current liabilities	(311,352)	(311,352)	(311,352)	(311,352)	(169,917)
NET CURRENT ASSETS	3,198,245	3,198,245	3,200,224	3,198,245	4,280,199
Less: Total adjustments to net current assets	1(c) (3,143,364)	(3,143,364)	(3,143,363)	(3,143,364)	(2,418,762)
Closing Funding Surplus / (Deficit)	54,881	54,881	56,861	54,881	1,861,438

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Petty Cash and Floats	Cash and cash equivalents	400	0	0	400		Nil	On Hand
Municipal Bank Account	Cash and cash equivalents	1,905,646	0	0	1,905,646	Bank	Variable	Cheque Acc.
Trust Fund Cash at bank	Cash and cash equivalents	0	0	6,197	6,197	Bank	Variable	Cheque Acc.
SOW Term Deposit 1 - TD	Cash and cash equivalents	0	2,420,620	0	2,420,620	Bank	0.45%	15/08/2020
Total		1,906,046	2,420,620	6,197	4,332,862			
Comprising								
Cash and cash equivalents		1,906,046	2,420,620	6,197	4,332,862			
Financial assets at amortised cost		0	0	0	0			
		1,906,046	2,420,620	6,197	4,332,862			

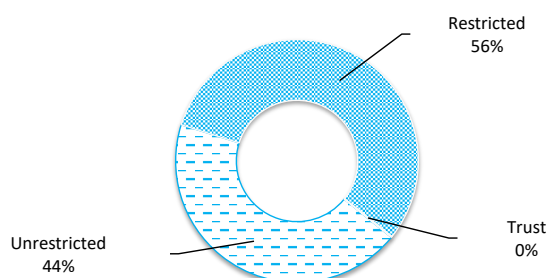
KEY INFORMATION

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

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

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

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



Total Cash	Unrestricted
\$4.33 M	\$1.91 M

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

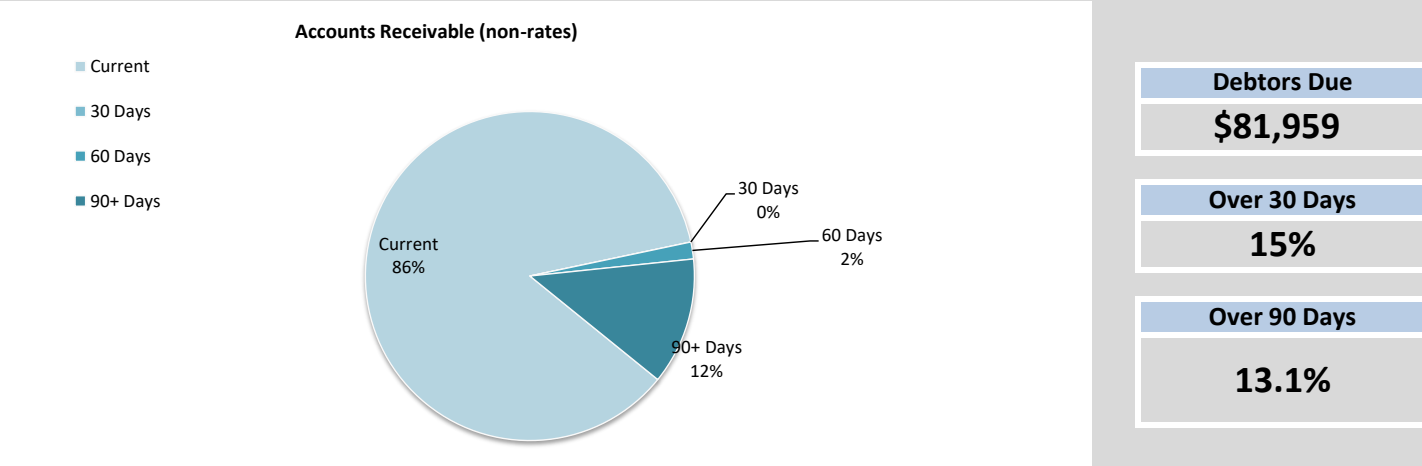
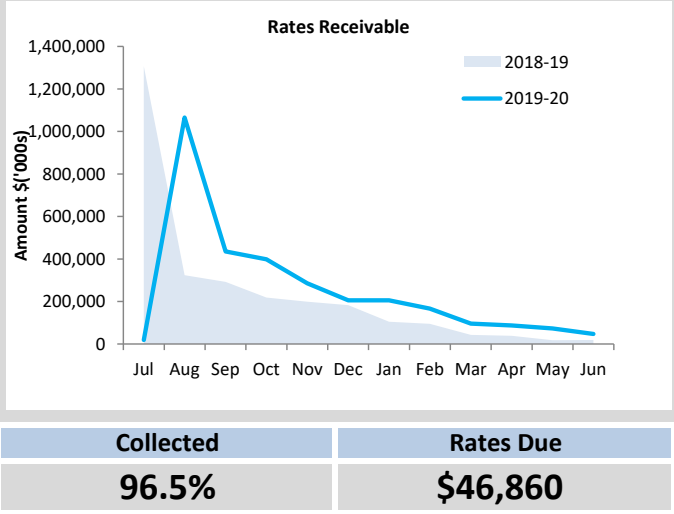
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates Receivable	30 Jun 19	30 Jun 20
	\$	\$
Opening Arrears Previous Years	123,161	18,796
Levied this year	1,301,657	1,304,517
Less - Collections to date	(1,406,022)	(1,276,453)
Equals Current Outstanding	18,796	46,860
Net Rates Collectable	18,796	46,860
% Collected	98.7%	96.5%

Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	(2,008)	34,807	0	673	5,064	38,535
Percentage	-5.2%	90.3%	0%	1.7%	13.1%	
Balance per Trial Balance						
Sundry receivable		40,376				40,376
GST receivable		41,151				41,151
Net Trust funds						432
Total Receivables General Outstanding						81,959

KEY INFORMATION

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



	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 30 Jun 20
Other Current Assets	\$	\$	\$	\$
Inventory				
Inventories Fuel	716	11,906		12,622
Inventories Road Materials	1,156	0	0	1,156
Total Other Current assets	1,872			13,778

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

Inventories are measured 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 necessary to make the sale.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

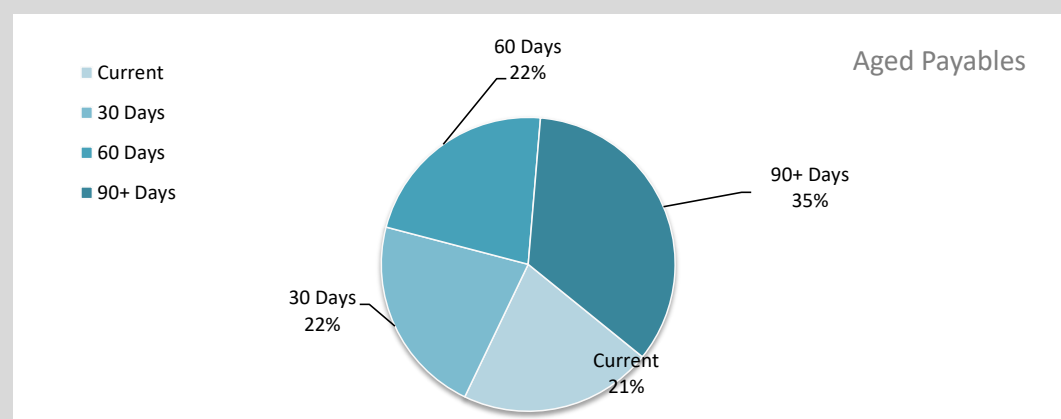
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020

OPERATING ACTIVITIES
NOTE 5
Payables

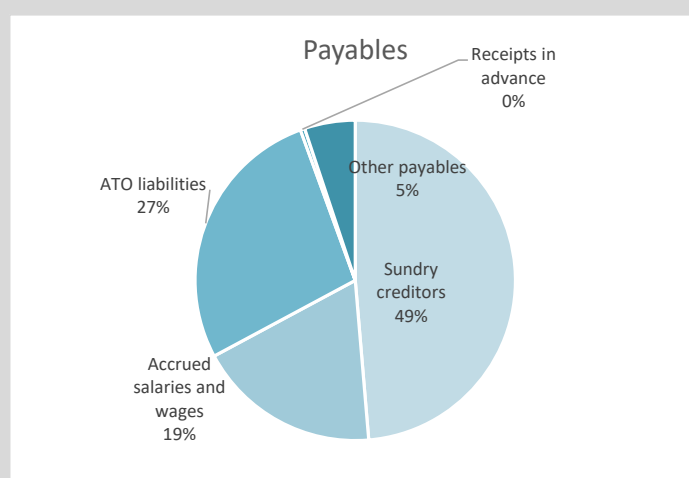
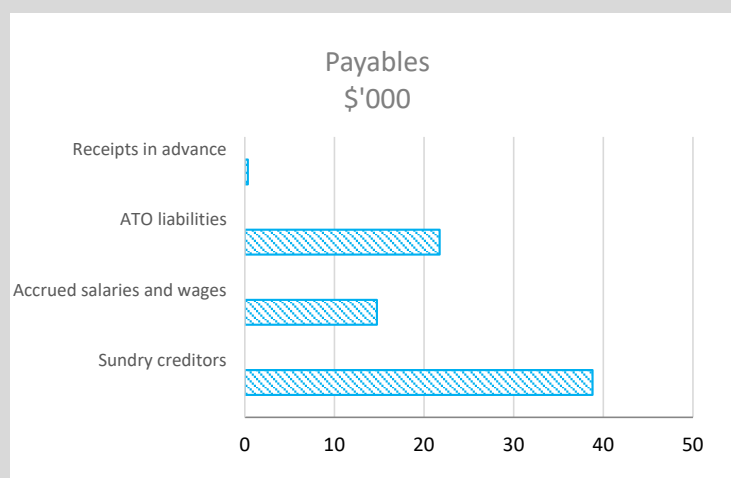
Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	8,257	8,526	8,639	13,389	38,811
Percentage	0%	21.3%	22%	22.3%	34.5%	
Balance per Trial Balance						
Sundry creditors		8,257	8,526	8,639	13,389	38,811
Accrued salaries and wages						14,763
ATO liabilities						21,749
Receipts in advance		0				355
Other payables						4,084
Total Payables General Outstanding						79,762
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



Creditors Due
\$79,762
Over 30 Days
79%
Over 90 Days
34.5%



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

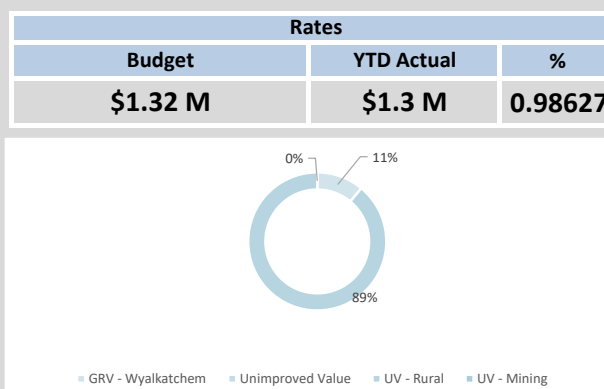
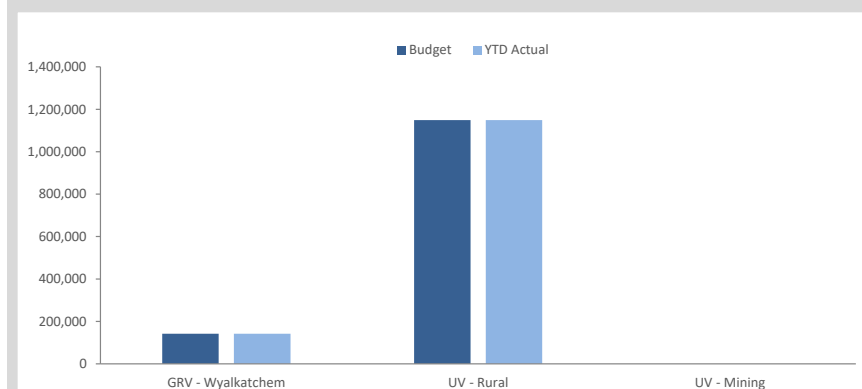
OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General Rate Revenue

RATE TYPE	Budget								YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Current Budget	Rate Revenue	Interim Rates	Back Rates	Total Revenue
Differential General Rate				\$	\$	\$	\$	\$	\$	\$	\$	\$
Gross Rental Value												
GRV - Wyalkatchem	0.10504	195	1,352,478	142,064	0	0	142,064	142,064	142,064	0	0	142,064
Unimproved Value												
UV - Rural	0.01642	212	69,942,500	1,148,666	0	0	1,148,666	1,148,265	1,148,666		0	1,148,666
UV - Mining	0.01642	0	0	0	0	0	0	0	0		0	0
Sub-Total		407	71,294,978	1,290,730	0	0	1,290,730	1,290,329	1,290,730	0	0	1,290,730
Minimum Payment	Minimum \$											
Gross Rental Value												
GRV - Wyalkatchem	495	56	81,562	27,720	0	0	27,720	27,720	27,720	0	0	27,720
Unimproved Value												
UV - Rural	550	16	285,900	8,800	0	0	8,800	8,800	8,800	(25)	0	8,775
UV - Mining	550	10	18,306	5,500	0	0	5,500	5,500	5,500	(401)	0	5,099
Sub-Total		82	385,768	42,020	0	0	42,020	42,020	42,020	(426)	0	41,594
Discount							(18,495)	(35,736)				(35,736)
Concession							0	(495)				(495)
Amount from General Rates							1,314,255	1,296,118				1,296,093
Ex-Gratia Rates							8,424	8,424				8,424
Total Rates							1,322,679	1,304,542				1,304,517

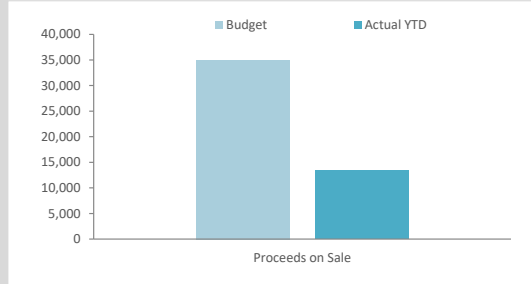
KEY INFORMATION

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.



Asset Ref.	Asset Description	Budget				Current Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value				Value			
		\$	\$	\$	\$					\$	\$	\$	\$
	Plant and equipment												
	Other property and services												
	CEO Vehicle	27,040	25,000	0	(2,040)	27,040	25,000	0	(2,040)	0	0	0	0
	LH Town Utility - WM027	9,550	10,000	450	0	9,550	13,410	3,860	0	7,470	13,409	5,939	0
		36,590	35,000	450	(2,040)	36,590	38,410	3,860	(2,040)	7,470	13,409	5,939	0

KEY INFORMATION



Proceeds on Sale				
Annual Budget	Budget Review		YTD Actual	%
\$35,000	\$38,410		\$13,409	38%

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

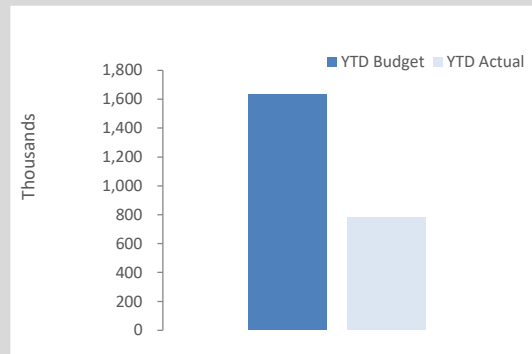
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Current Budget	Adopted		YTD Actual	YTD Actual Variance	YTD Actual Variance %
		Budget	YTD Budget			
	\$	\$	\$	\$	\$	%
Buildings - non-specialised	12,576	7,000	12,576	5,576	(7,000)	55.66%
Furniture and equipment	0	7,000	0	0	0	0.00%
Plant and equipment	108,000	128,000	108,000	42,571	(65,429)	60.58%
Infrastructure - Roads	853,872	792,774	853,872	717,952	(135,920)	15.92%
Infrastructure - Footpaths	7,609	7,609	7,609	0	(7,609)	100.00%
Infrastructure - Other	775,575	691,933	775,575	13,116	(762,459)	98.31%
Capital Expenditure Totals	1,757,632	1,634,315	1,757,632	779,216	(978,416)	
Capital Acquisitions Funded By:						
	\$	\$	\$	\$	\$	
Capital grants and contributions	1,062,981	926,966	1,062,981	688,988	(373,993)	
Other (Disposals & C/Fwd)	38,410	35,000	38,410	13,409	(25,001)	
Cash Backed Reserves						
Building Reserve	50,000	50,000		0	0	
Community Health Reserve	28,000	28,000		0	0	
Community Development Reserve	50,000	50,000		0	0	
Sport & Recreation Reserve	134,000	134,000		0	0	
Unspent Grant Reserve	801,830	802,629	800,928	800,928	0	
Government Joint Venture Reserve	5,000	5,000		0	0	
Contribution - operations	(1,270,218)	(397,280)	(144,687)	(724,109)	(579,422)	
Capital Funding Total	1,757,632	1,634,315	1,757,632	779,216	(978,416)	

SIGNIFICANT ACCOUNTING POLICIES

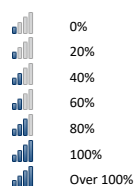
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current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

KEY INFORMATION



Acquisitions	Budget Review	Annual Budget	YTD Actual	% Spent
	\$1.76 M	\$1.63 M	\$.78 M	48%
Capital Grant	Budget Review	Annual Budget	YTD Actual	% Received
	\$1.06 M	\$.93 M	\$.69 M	74%

Capital Expenditure Total
Level of Completion Indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

% of
Completion

Level of completion indicator, please see table at the end of this note for further detail.

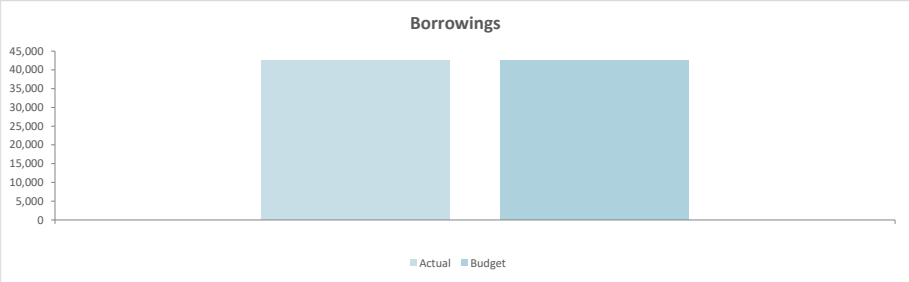
		Job Number	Account Description	Current Budget	Adopted Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
11%		Infrastructure - Other	CIO002	Water Management Project	101,933	101,933	101,933	11,616	(90,317)
0%		Infrastructure - Other	CIO003	Tennis Court Redevelopment	583,642	500,000	583,642	1,500	(582,142)
		Buildings - non-specialised		Oval P&G Storage	7,000	7,000	7,000	0	(7,000)
100%		Buildings - non-specialised	CB029	Railway Barracks	5,576	0	5,576	5,576	0
100%		Infrastructure - Roads	R2R082	R2R - Hobden Road	149,409	126,223	149,409	149,407	(2)
77%		Infrastructure - Roads	R2R014	R2R Martin Road Floodyway	79,160	79,160	79,160	61,038	(18,122)
98%		Infrastructure - Roads	RRG132	Tammin-Wyalkatchem Road	117,400	117,400	117,400	115,088	(2,312)
21%		Infrastructure - Roads	RRG131	RRG-Cunderdin-Wyalkatchem Road	15,469	318,701	15,469	3,186	(12,283)
71%		Infrastructure - Roads	RRG130	RRG-Wyalkatchem-Koorda Road	303,232	0	303,232	214,609	(88,623)
96%		Infrastructure - Roads	R2R131	R2R-Cunderdin Rd	88,115	75,854	88,115	84,314	(3,801)
36%		Infrastructure - Roads	CO103	CRC Carpark Reseal	16,872	16,872	16,872	6,094	(10,778)
100%		Infrastructure - Roads	CO022	Deiperrres Road	84,216	58,564	84,216	84,216	1
		Infrastructure - Footpaths		Pathway Solar Lights	7,609	7,609	7,609	0	(7,609)
		Infrastructure - Other	CIO004	Main Street Redevelopment	90,000	90,000	90,000	0	(90,000)
		Furniture and equipment		Admin Phone Upgrade	0	7,000	0	0	0
		Plant and equipment	PC001	CEO Vehicle	65,000	65,000	65,000	0	(65,000)
100%		Plant and equipment	PC0002	LH Town Utility	40,000	40,000	40,000	40,035	35
		Plant and equipment	PC0003	Plant Trailer	0	20,000	0	0	0
85%		Plant and equipment	PC0004	Town Trailer	3,000	3,000	3,000	2,536	(464)
44%		Grand Total			1,757,632	1,634,315	1,757,632	779,216	(978,416)

Repayments - Borrowings

Information on Borrowings Particulars		New Loans		Principal Repayments			Principal Outstanding			Interest Repayments			
		1 July 2019	Actual	Budget	Actual	Review	Budget	Actual	Review	Budget	Actual	Review	Budget
		\$	\$	\$	\$	\$	\$		\$		\$	\$	\$
Housing													
Loan 68 - 43/45 Wilson		127,022			22,083	22,083	22,083	104,939	104,939	104,939	8,382	8,382	8,382
Economic services													
Loan 73 - CRC Building		110,910			20,282	20,282	20,282	90,628	90,628	90,628	5,091	4,747	4,747
		237,932	0	0	42,365	42,365	42,365	195,568	286,196	195,568	13,473	13,129	13,129
Total		237,932	0	0	42,365	42,365	42,365	195,568	286,196	195,568	13,473	13,129	13,129
Current borrowings		42,365						0					
Non-current borrowings		195,567						195,568					
		237,932						195,568					

All debenture repayments were financed by general purpose revenue.

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



Principal Repayments	
\$42,365	
Interest Earned	
\$47,845	
Reserves Bal	
\$2.42 M	
Interest Expense	
\$13,473	
Loans Due	
\$.2 M	

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

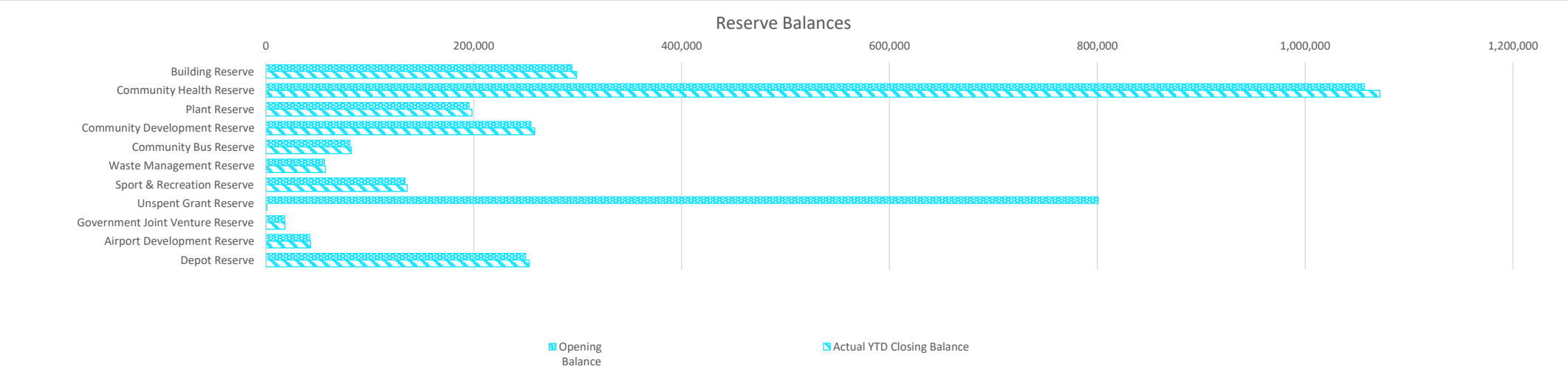
OPERATING ACTIVITIES
NOTE 10
CASH RESERVES

Cash Backed Reserve

Reserve Name	Opening Balance	Current Budget Interest Earned	Budget Interest Earned	Actual Interest Earned	Current Budget Transfers In (+)	Budget Transfers In (+)	Actual Transfers In (+)	Current Budget Transfers Out (-)	Budget Transfers Out (-)	Actual Transfers Out (-)	Current Budget Closing Balance	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building Reserve	294,814	4,646	7,749	4,087	0	0	0	(50,000)	(50,000)	0	249,460	252,563	298,901
Community Health Reserve	1,057,222	16,856	28,782	14,656	0	0	0	(28,000)	(28,000)	0	1,046,078	1,058,004	1,071,878
Plant Reserve	195,636	3,124	5,349	2,712	7,138	7,138	0	0	0	0	205,898	208,123	198,348
Community Development Reserve	255,207	4,718	7,541	3,538	69,931	69,931	0	(50,000)	(50,000)	0	279,856	282,679	258,745
Community Bus Reserve	81,003	1,293	2,215	1,123	8,000	8,000	0	0	0	0	90,296	91,218	82,126
Waste Management Reserve	56,435	1,002	1,668	782	10,000	10,000	0	0	0	0	67,437	68,103	57,217
Sport & Recreation Reserve	134,026	1,975	1,989	1,858	0	0	0	(134,000)	(134,000)	0	2,001	2,015	135,884
Unspent Grant Reserve	800,928	902	1,701	900	0	0	0	(801,830)	(802,629)	(800,928)	(0)	(0)	900
Government Joint Venture Reserve	18,148	284	465	252	0	0	0	(5,000)	(5,000)	0	13,432	13,613	18,400
Airport Development Reserve	42,310	676	1,157	587	0	0	0	0	0	0	42,986	43,467	42,897
Depot Reserve	250,000	3,992	9,658	3,466	150,000	150,000	0	0	0	0	403,992	409,658	253,466
	3,185,729	39,465	68,274	33,961	245,069	245,069	0	(1,068,830)	(1,069,629)	(800,928)	2,401,433	2,429,443	2,418,762

Term Deposit holding Reserve funds matured on 16th June. Interest received of \$1,858.80, has not yet been applied to the reserve Accounts
The actual balance of Reserve Investment as at 30 June 2020 is \$2,420,619.59

KEY INFORMATION





Other Current Liabilities	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 30 Jun 20
		\$	\$	\$	\$
Provisions					
Annual leave		43,621	0	0	43,621
Contract Liabilities					
Lease liability		0			0

A breakdown of contract liabilities and associated movements is provided on the following pages at 11(a) and 11(b)

KEY INFORMATION

PROVISIONS

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

EMPLOYEE BENEFITS

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

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

NOTE 12(a)

OPERATING GRANTS AND CONTRIBUTIONS

Unspent Operating Grants, Subsidies and Contributions Revenue

Provider	Budget Review Revenue	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$
Operating Grants and Subsidies				
General purpose funding				
3030210 Financial Assistance Grant - General	577,255	552,419	577,255	1,157,525
3030211 Financial Assistance Grant - Roads	209,807	248,509	209,807	469,993
Law, order, public safety				
3050510 ESL- Bushfire Brigade - Operating Grant	23,280	23,280	23,280	23,280
Housing				
Other Reimbursments	5,563	0	5,563	13,226
3100410 Community Water Supply Funding	0	68,000	0	0
Recreation and culture				
3110710 Wylie Fair Grants	13,000	13,000	13,000	0
Transport				
3120210 Roads Direct Grant	108,046	108,046	108,046	23,343
	936,951	1,013,254	936,951	1,687,367
Operating Contributions				
General purpose funding				
3030122 Reimbursement of Debt Collection Costs	3,500	3,500	3,500	0
Law, order, public safety				
3050502 ESL- Bushfire Brigade - Admin Fee	4,000	4,000	4,000	4,000
Health				
3070700 Medical Services Contribution	42,146	42,146	42,146	38,888
Recreation and culture				
3110200 Swimming Pool Reimbursement	200	200	200	73
3110311 Kidsports	1,000	1,000	1,000	0
3110720 Wylie Fair Income	1,300	1,300	1,300	0
Transport				
3120200 Light Subsidy	1,500	1,500	1,500	1,611
Other property and services				
3140220 Admin - Records training Reimbursement	5,471	5,471	5,471	5,537
3140410 Diesel Fuel Rebate Income	15,000	15,000	15,000	3,275
3140502 Parental Leave Reimbursement	13,331	13,331	13,331	12,165
	87,448	87,448	87,448	65,548
TOTALS	1,024,399	1,100,702	1,024,399	1,752,915

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

NOTE 12(b)

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Non Operating Grants, Subsidies and Contributions Revenue				
	Budget Review Revenue	Original Budget Revenue	YTD Budget	Expected	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$
Non-Operating Grants and Subsidies					
Community amenities					
3100410 Community Water Supply Funding	68,000	0	68,000	68,000	0
Recreation and culture					
3110310 CSRRF - Tennis Court redevelopment	294,347	166,666	294,347	294,347	48,587
Transport					
3120110 Regional Road Group Funding	285,800	285,800	285,800	285,800	357,567
3120111 Roads to Recovery Funding	282,834	282,834	282,834	282,834	282,834
Economic services					
3130610 Main Street Redevelopment funding	25,000	25,000	25,000	25,000	0
	955,981	760,300	955,981	955,981	688,988
Non-Operating Contributions					
Recreation and culture					
3110300 Community donations - tennis court	107,000	166,666	107,000	166,666	0
	107,000	166,666	107,000	166,666	0
Total Non-operating grants, subsidies and contributions	1,062,981	926,966	1,062,981	1,122,647	688,988

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

**NOTE 13
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 July 2019	Amount Received	Amount Paid	Closing Balance 30 Jun 2020
	\$	\$	\$	\$
Key, Halls & Equipment Bonds	795	530	(373)	952
Unclaimed Monies	2,810	0	0	2,810
Rose & Heritage Fund	2,651	0	0	2,651
BSL	0	113	(113)	(0)
Councillor Nomination Fee	0	240	(240)	0
Housing Bond	0	100	0	100
	6,256	984	(726)	6,513

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

**NOTE 14
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
Budget Adoption			Opening Surplus				0
2040104	Training & Development	Budget Review	Operating Expenses		1,500		1,500
2040113	Members Sitting Fees	Budget Review	Operating Expenses		4,793		6,293
2040114	Communications Allowance	Budget Review	Operating Expenses		544		6,837
2040116	Election Expenses	Budget Review	Operating Expenses		1,781		8,618
2040287	Other Expenses	Budget Review	Operating Expenses		5,000		13,618
3030120	Instalment Admin Fee Received	Budget Review	Operating Revenue			(3,520)	10,098
3030130	Rates Levied	Budget Review	Operating Revenue			(401)	9,697
3030138	Discount on Rates Levied	Budget Review	Operating Revenue			(17,736)	(8,039)
3030145	Penalty Interest Received	Budget Review	Operating Revenue		4,000		(4,039)
3030146	Instalment Interest Received	Budget Review	Operating Revenue		3,636		(403)
3030210	Financial Assistance Grant - General	Budget Review	Operating Revenue		24,836		24,433
3030211	Financial Assistance Grant - Roads	Budget Review	Operating Revenue			(38,702)	(14,269)
3030246	Interest Earned - Municipal Funds	Budget Review	Operating Revenue			(4,000)	(18,269)
3030245	Interest Earned - Reserve Funds	Budget Review	Operating Revenue			(28,809)	(47,078)
2050165	Fire Prevention Mtce / Operations	Budget Review	Operating Expenses			(1,100)	(48,178)
2050387	Road Safety Programs Expenses	Budget Review	Operating Expenses			(1,139)	(49,317)
2050530	Insurances	Budget Review	Operating Expenses		1,944		(47,373)
3090103	Rental Reimbursements - 2a Slocum St	Budget Review	Operating Revenue		1,645		(45,728)
2100550	Contract Services	Budget Review	Operating Expenses		2,000		(43,728)
3100620	Planning Application Fees	Budget Review	Operating Revenue		4,900		(38,828)
2100640	Advertising & Promotion	Budget Review	Operating Expenses			(4,500)	(43,328)
2100650	Town Planning Consultancy	Budget Review	Operating Expenses			(3,500)	(46,828)
3110320	Other Recreation Fees & Charges	Budget Review	Operating Revenue		4,647		(42,181)
3110310	Recreation Grants	Budget Review	Capital Revenue		127,681		85,500
3110300	REC - Contributions, Donations & Reimbursements	Budget Review	Operating Revenue			(59,666)	25,834
2110365	Parks & Gardens Mtc/Operations	Budget Review	Operating Expenses		6,747		32,581
2110366	Oval Maintenance/Operations	Budget Review	Operating Expenses			(15,000)	17,581
2110352	Consultants	Budget Review	Operating Expenses		2,408		19,989
2110688	Building Expenses	Budget Review	Operating Expenses		5,000		24,990
2110787	Other Expenses	Budget Review	Operating Expenses		3,000		27,990
2120211	Road Maintenance Expenses	Budget Review	Operating Expenses		20,000		47,989
2130240	Public Relations & Area Promotion	Budget Review	Operating Expenses		4,181		52,170
2130241	Tourism Subscriptions & Memberships	Budget Review	Operating Expenses			(329)	51,841
2130865	Standpipe Maintenance/Operations	Budget Review	Operating Expenses			(6,747)	45,094
2140200	Admin Employee Costs	Budget Review	Operating Expenses		12,072		57,166
2140204	Training & Development	Budget Review	Operating Expenses		6,000		63,166
2140220	Communication Expenses	Budget Review	Operating Expenses		9,000		72,166
2140301	PWO - Other Reimbursements	Budget Review	Operating Revenue		916		73,082
2140230	Insurance - Admin Expense	Budget Review	Operating Expenses		5,612		78,694
2140240	Advertising and Promotion	Budget Review	Operating Expenses		1,000		79,694
2140252	Admin Consultancy services	Budget Review	Operating Expenses			(20,000)	59,694
2140300	Employee Costs	Budget Review	Operating Expenses		35,780		95,474
2140304	Training & Development	Budget Review	Operating Expenses		5,000		100,474
2140361	Engineering & Technical Support	Budget Review	Operating Expenses			(10,000)	90,474
3140735	Unclassified Income	Budget Review	Operating Revenue		3,405		93,879
	LH TOWN UTILITY	Budget Review	Capital Revenue		3,410		97,289
4130210	Railway Barracks	Budget Review	Capital Expenses			(5,576)	91,713
PC003	PLANT TRAILER	Budget Review	Capital Expenses		20,000		111,713
FEC001	Admin Phone Upgrade	Budget Review	Capital Expenses		7,000		118,713
R2R082	R2R - Hobden Road	Budget Review	Capital Expenses			(23,186)	95,527
RRG131	RRG-Cunderdin-Wyalkatchem Road	Budget Review	Capital Expenses		303,232		398,760
RRG130	RRG-Wyalkatchem - Koorda Road	Budget Review	Capital Expenses			(303,232)	95,528
R2R131	R2R-Cunderdin Rd	Budget Review	Capital Expenses			(12,261)	83,266
C0022	Deiperres Road	Budget Review	Capital Expenses			(25,652)	57,614
CIO003	Tennis Courts	Budget Review	Capital Expenses			(83,642)	(26,028)
	Finance Inwards	Budget Review	Capital Revenue			(799)	(26,827)
	Finance Outwards	Budget Review	Capital Expenses		28,809		1,982
		Budget Review				(2)	1,980
				0	671,479	(669,499)	

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

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	0	0.00%		No material variance
General Purpose Funding - Rates	8,398	0.65%		No material variance
General Purpose Funding - Other	824,421	96.66%	▲ Permanent	This increased revenue to budget is due to the receipt of an advance payment of \$852k of the FY21 Financial assistance grant. The variance also is create due to lower interest on investments and lower reimbursements.
Law, Order and Public Safety	95	0.33%		No material variance
Health	(3,258)	(7.73%)		No material variance
Education and Welfare	0	0.00%		No material variance
Housing	(11,310)	(13.09%)	▼ Permanent	Lower reimbursements revenue than budget.
Community Amenities	(7,232)	(6.11%)		No material variance
Recreation and Culture	(18,588)	(78.46%)	▼ Permanent	Decrease in Grants - Due to re-scheduling of fair
Transport	(84,592)	(77.22%)	▼ Permanent	Main Roads Direct grant revenue is \$84k lower than budget. Allocation between RRG funds and MRD variance will be reviewed by staff - .
Economic Services	(4,679)	(22.07%)		No material variance
Other Property and Services	(12,509)	(24.11%)	▼ Timing	Fuel tax credits revenue is \$12k below budget. The ledger indicates that FY20 claims have not been made. This matter will be addressed asap.
Expenditure from operating activities				
Governance	(107,881)	(29.34%)	▼ Permanent	Lower costs in administration have resulted in \$84k lower allocations. Chambers expenses are \$10k lower than budget. Other governance costs including Public relations, audit fees and other expenses are \$11k lower.
General Purpose Funding	(21,997)	(40.31%)	▼ Permanent	Administration allocations are \$15k lower than budget. Other rates expenses are \$5k lower.
Law, Order and Public Safety	(16,135)	(23.87%)	▼ Permanent	Lower Admin allocations of \$9k, and general minor underspends create this variance.
Health	(31,827)	(13.35%)	▼ Permanent	June Invoice has not yet been received for EHO contract. There are anticipated savings in Other Health of \$22k.
Education and Welfare	(6,331)	(12.60%)		No material variance
Housing	(52,785)	(46.24%)	▼ Permanent	Rental property expenses are \$42k lower than budget creating savings in this area.
Community Amenities	(82,242)	(51.23%)	▼ Permanent	Sanitation expenditure is \$42k lower than budget (\$36k in Tip maintenance). Other community amenities (Cemetery , public toilets) are \$30k lower creating saving in this area at year end.
Recreation and Culture	(123,339)	(15.42%)	▼ Permanent	General under expenditure in Town hall expenses (\$18k), Swimming pool (\$24k), Other recreation (\$29k), Other Culture and heritage (\$52k). Some of these items including Festivals and events are offset by lower revenue.
Transport	(126,586)	(8.87%)	Permanent	Road Maintenance is \$126k lower than budget. Admin allocations \$15k and Airstrip \$10k lower than budget.
Economic Services	(38,572)	(17.36%)	▼ Permanent	Consultants fees \$20k unspent and Admin allocations \$16k lower than budget
Other Property and Services	(10,401)	(38.90%)	▼ Permanent	A minor variance in overheads allocation that will be corrected with year end processes.
Investing Activities				
Non-operating Grants, Subsidies and Contributions	(373,993)	(35.18%)	▼ Timing	\$353k funding for Tennis courts, \$68k Community Water Supply Funding , \$25k Main Street Redevelopment funding not received to date. \$71k higher RRG funding.
Proceeds from Disposal of Assets	(25,001)	(65.09%)	▼ Timing	Pending Vehicle Sales
Capital Acquisitions	978,417	55.67%	▲ Timing	Refer Note 8 - Timing of commencement of Works.
Financing Activities				
Proceeds from New Debentures	0	0.00%		
Self-Supporting Loan Principal	0	0.00%		
Transfer from Reserves	(267,902)	(25.06%)	▼ Timing	Reserve transfer not processed to date. Funding of projects to be reviewed with year end processes.
Advances to Community Groups	0	0.00%		
Repayment of Debentures	0	0.00%		
Transfer to Reserves	250,574	(88.06%)	Timing	Reserve transfer not processed to date. To be reviewed with year end processes.



SHIRE OF WYALKATCHEM



July 2020

INFORMATION BULLETIN

LIST OF ITEMS

- 1. Status Report as at July 2020**
- 2. Local Government Act Review - Elected Member Training Reporting**
- 3. Media Release - NEWROC**
- 4. Wyalkatchem ASI 2020**
- 5. Main roads Wheatbelt Management Team**
- 6. DRAFT Main Rds Annual Works Program**
- 7. CEACA Email**
- 8. WALGA Training Information**

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 07 JULY 2020

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

<p>OMC – 20/12/2018 184/2018</p>	<p>That Council approve the placing of a relocated donga style building at lot 411 Butlin St, Wyalkatchem with the following conditions:</p> <ul style="list-style-type: none"> 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 	<p>1. MCS</p> <p>2. CEO</p>	<p>1. Noted</p> <p>2. Noted. No submissions have been received. Advice of determination of application in progress.</p>	<p>1. In Progress</p> <p>2. In progress</p>
<p>OMC – 21/2/2019 (20/2019)</p>	<p>That Council:</p> <p>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.</p>	<p>CEO/ MOW</p>	<p>2. Noted. Species of verge street tree to be determined.</p>	<p>2. Pending</p>
<p>OMC – 23/9/2019 127/2019</p>	<p>Permission to Collection Native Flora</p> <p>That the matter lay on the table pending further information.</p>	<p>CEO</p>	<p>Correspondence sent to Mrs Taylor and Mrs Poli requesting additional information</p>	<p>In Progress</p>

OMC – 23/9/2019 133/2019	<p>That Council;</p> <ol style="list-style-type: none"> 1. Accepts the Tender submitted by Contract Aquatic Services as the most advantageous Tender to form a Contract. 2. Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract. 3. Authorise the Shire President and Chief Executive Officer to execute the agreement and affix the Shire's seal. 	<p>2. CEO</p> <p>3. CEO/ PRES</p>	<p>2. Contract currently being finalised.</p> <p>3. Pending finalisation of contract.</p>	<p>2. In Progress</p> <p>3. Pending</p>
OMC – 21/10/2019 148/2019	<p>That Council pursuant to Section 5.38 of the Local Government Act 1995;</p> <ol style="list-style-type: none"> 4. Authorise the Shire President to commence discussions with the Chief Executive Officers in establishing and agreeing to Key Performance Indicators for the next 12 months to be endorsed by Council. 	<p>4. PRES</p>	<p>4. Noted, to commence after shire's priorities has been established as part of development of SCP and CBP. Meeting with CEO and Shire President to be held in the next coming weeks.</p>	<p>4. Pending</p>
OMC – 21/11/2019 15.2.1	<p>Locked Standpipes</p> <p>Ms Dayman to explore the configurations of the locked Standpipes further in order to find a way to resolve the issue. Discussions highlighted a need to assess the out of town standpipe locks and solutions to access.</p>	<p>CEO</p>	<p>Noted. Solution being discussed with MOW. Standpipes locks have been unlocked during the fire risk season.</p>	<p>In Progress</p>

OMC – 19/12/2019 175/2019	7. The Chief Executive Officer to provide a report to Council on the effectiveness of the 12 month meeting structure trial at the December 2020 meeting.	7. CEO	7. Noted.	7. Pending (December 2020)
OMC – 19/12/2019 176/2019	That Council; 2. Include an allocation of \$20,000 for the 2020/2021 CEACA membership subscription in the 2020/2021 annual budget considerations.	2. CEO	2. Noted, to be included in 2020/2021 draft budget	2. Pending
OMC – 21/05/2020 65/2020	That Council continues it's Pioneers Pathway Membership and approves the signing of the Memorandum of Understanding 2020-2023, as presented in attachment 10.2.4.	GEO	Pioneer Pathway Executive Officer has been informed of positive outcome and resolution. Sign off pending.	In Progress

<p>OMC – 21/05/2020 77/2020</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Confirms that Urban & Rural Valuations assessment dated 17 April 2020 is a true indication of the value at the time of the proposed disposition in accordance with Section 3.58(4)(c)(ii). 2. In accordance with Section 3.58(4) of the Local Government Act approve the consideration (rent) of \$2,000 to be received by the Shire for the disposal, by lease, of this property 3. Gives delegate authority to the Chief Executive Officer to enter into a lease agreement with Mr Bruce Eckersly, as per confidential attachment 14.1.2, for a portion of Shire of Wyalkatchem owned land being Lot 500 on deposited plan 68673, hangar one, and facilitate all necessary lease arrangements on the Shire’s behalf; and 4. Authorises the Shire President and the Chief Executive officer, to place the Shire’s Common Seal upon and to sign all relevant lease documents and other relevant documentation. 	<ol style="list-style-type: none"> 1. CEO 2. CEO 3. CEO 4. CEO 	<ol style="list-style-type: none"> 1. Noted. 2. Noted. Intention to dispose property has been advertised. 3. Noted. To be completed on completed on completion of advertising period and on assessment of any submissions 4. Noted. To be completed on completion of advertising period / submissions 	<ol style="list-style-type: none"> 1. Complete 2. Complete 3. In progress 4. Pending
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<p>OMC – 21/05/2020 78/2020</p>	<p>That Council;</p> <p>3. Gives delegate authority to the Chief Executive Officer to offer to sell lot 19 Honour Avenue, Wyalkatchem for \$3,000, and facilitate all necessary sale arrangements on the Shire's behalf; and</p> <p>4. Authorises the Shire President and the Chief Executive officer, to place the Shire's Common Seal upon and to sign all relevant land purchases and other relevant documentation.</p>	<p>1. CEO</p> <p>2. GEO</p>	<p>3. Noted. To be completed on completed on completion of advertising period and on assessment of any submissions.</p> <p>Contact has been made with conveyancer and Nutrien. Nutrien to provide a contract of Sale to the Shire.</p> <p>4. Noted. To be completed on completion of advertising period / submissions</p>	<p>1. In progress</p> <p>Update</p> <p>2. Pending</p>
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<p>OMC – 18/06/2020 91/2020</p>	<p>That Council;</p> <ol style="list-style-type: none"> 1. Confirm the ‘in principle’ commitment of the Shire of Wyalkatchem to the North Eastern Wheatbelt Health Scheme 2. Direct the Chief Executive Officer to liaise with the member Chief Executive Officers to prepare a revised North Eastern Wheatbelt Health Scheme Memorandum of Understanding 3. That the revised Memorandum of Understanding and North Eastern Wheatbelt Health Scheme service provision cost be presented to Council for adoption prior to <i>finalising the documents</i> 	<p>1. CEO</p> <p>2. CEO</p> <p>3. CEO</p>		
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<p>OMC – 18/06/2020 92/2020</p>	<p><i>That Council grants an exemption, in accordance with the provisions of section 26(3) of the Dog Act 1976, allowing Mrs Donna Ryan to keep three dogs at 28 Piesse Street, Wyalkatchem, subject to the following conditions:</i></p> <p><i>That the exemption applies only to the following dogs</i></p> <p><i>Bella 3.5 years old Sterilised Female</i> <i>Labrador Cross / Golden Retriever</i></p> <p><i>Puppy 2 years old Unsterilised Male</i> <i>Labrador Cross / Golden Retriever</i></p> <p><i>Mitch 3.5 years old Unsterilised Male Golden Retriever Cross</i></p> <p><i>The exemption only applies to 28 Piesse Street, Wyalkatchem;</i></p> <p><i>The exemption may be revoked or varied at any time if the animals, subject of this exemption, contravene the Dog Act 1976;</i></p> <p><i>Should any of the dogs pass away, be sold or given away, the exemption no longer applies to the property.</i></p>	<p>GEO</p>	<p>Information has been provided to Mrs Ryan re the agreed exemption criteria via the Contract Ranger.</p> <p>A letter to be written from the Shire confirming the Resolution.</p> <p>Certification of Sterilisation of Bella has been received.</p> <p>Registration of Mitch pending reallocation of paid monies.</p>	<p>In progress</p>
<p>OMC – 18/06/2020 15.2.1</p>	<p>Status Report - Aquatic Services Contract</p> <p>The Status Report state the contract with Aquatic Services remains unsigned. Ms Dayman advised that despite numerous requests that the contract be returned, it has not been signed or returned, (including providing a draft contract). Further contact to be made warning that a lack of a signed contract does not reflect the tender specifications and the tender can be reopened.</p>	<p>GEO</p>	<p>Email sent 9 July requesting urgent contact regarding contract, and advising of potential consequences for not providing a signed contract.</p>	<p>In progress</p>

	<p>Elected Member Training</p> <p>LG E learning Subscription for Elected members was paid for 19/05/2020.</p> <p>Councillors to agree on moving this forwards- group session dates.</p> <p>All training is now required to be posted on the Shire website on a monthly basis.</p>	GEO		

LG PROFESSIONALS – REPORTING ON ELECTED MEMBER TRAINING AND DEVELOPMENT

From: Candy Choo [<mailto:candy@lgprofessionalswa.org.au>]

Sent: Wednesday, 8 July 2020 12:35 PM

Sent on behalf of Jamie Parry FLGP

Dear CEO

I am writing to remind you that with the introduction of new provisions contained within the *Local Government Legislation Amendment Act 2019*, local governments must prepare a report for each financial year on the training completed by elected members in that financial year.

Section 5.127 of the Act states the following:

5.127. Report on training

(1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.

(2) The CEO must publish the report on the local government's official website within 1 month after the end of the financial year to which the report relates.

All local governments will be undertaking their first reports since the new provisions come into effect.

With the Act not being specific about the reporting requirements, LG Professionals WA have sought advice from the Department of Local Government in relation to this report:

What training is required to be reported?

The intent is for the local government to report back to the community on what training councillors have undertaken so local governments are encouraged to include all training rather than just the Council Member Essentials course. This is also consistent with the requirement for a CPD policy – the report can align to what the local government has prepared in the policy (ie. other training that has been identified for councillors, especially those not required to complete the Council Member Essentials course that year. There will be some years where there is potentially no one completing the course and therefore if this section is interpreted narrowly there would be nothing to report).

The format of the report

The Act is not prescriptive on the level of details required; each local government is to determine the appropriate level of information required for the public. The advice from the DLGSC is that a simple matrix table is sufficient for this purpose. Some suggested headings include:

- Title of the training programs
- Date(s) of the program
- Training provider
- Cost
- Location

In relation to the **mandatory Council Member Essentials**, we would also advise local governments to consider:

- Identifying when relevant Council Members were elected, their progress toward completion of each Council Essential course and for those not yet completed, the due date for when they must be completed.
- Identifying Council Members who were not required to complete the training, but have done so anyway and similarly noting their progress.

Does the report need to be endorsed by council?

There is no requirement in the Act for the report to be endorsed by council, however given the report is about council members themselves it would probably be prudent for the CEO to provide it to council prior to publishing it on the website.

We hope that this information is helpful to you in preparing this report.

Candy Choo GAICD

Chief Executive Officer

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E candy@lgprofessionalswa.org.au





MEDIA RELEASE – 3 July 2020

NEWROC WELCOMES NEW MEMBER

The North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) has welcomed a new local government member.

The NEWROC Council has resolved to accept the Shire of Dowerin's membership application, beginning on July 1 2020.

"The Shire of Dowerin becomes the seventh local government member of the NEWROC" said Cr Jannah Stratford, NEWROC Chair and President, Shire of Koorda.

"We warmly welcome the Shire of Dowerin. They bring many benefits to the NEWROC and their community and businesses are well aligned to us" she said.

The Shire of Dowerin borders the Shires of Wyalkatchem and Koorda, members of the NEWROC and will have the largest population and business base of the group.

"Council believes there are natural synergies between the NEWROC member Councils and the Shire of Dowerin such as similar sized communities and challenges, which presents more opportunity for regional collaboration" said Cr Darrel Hudson, Shire of Dowerin President.

"Additionally the NEWROC Strategic Plan identifies focus areas which align with a number of objectives outlined in Dowerin's Strategic Community Plan"

"This membership provides an exciting opportunity for Dowerin to be a part of a proactive group of councils and we look forward to working with the NEWROC Member Councils to achieve some great benefits for our communities and the region."

Previously a member of the Avon Regional Organisation of Councils (AROC), the Shire of Dowerin was the only Council in AROC which was also a member of the Great Eastern Country Zone. Members of the NEWROC are all members of Great Eastern Country Zone.

The NEWROC has been in operation for over 20yrs and includes the Shires of Koorda, Mt Marshall, Mukinbudin, Nungarin, Trayning and Wyalkatchem.

The NEWROC has been responsible for a number of significant projects including most recently the installation of repeater towers and a data centre for a point to point internet system across seven Shires, in conjunction with Crisp Wireless, a Western Australian telecommunications company.

Image: Darren Simmons (CEO NEWROC, CEO Shire of Koorda), Cr Jannah Stratford (Chair NEWROC, President Shire of Koorda), Cr Darrel Hudson (President Shire of Dowerin) and Rebecca McCall (CEO Shire of Dowerin).

END

Contact - Caroline Robinson; NEWROC Executive Officer

PH 9880 8035 / 0403 225 900

E caroline@solum.net.au

www.newroc.com.au

WYALKATCHEM AIRSTRIP

Wyalkatchem Aerodrome

Aerodrome Safety Inspection

Owner: Shire of Wyalkatchem

Operator: Shire of Wyalkatchem

Status – Aeroplane Landing Area

Date: 13th March 2020

ABN: 50 406 443 766
POST: PO Box 6127, EAST PERTH, WA, 6892
OFFICE: 29 West Parade, PERTH, WA, 6000

PHONE: (08) 9221 6777

FAX: (08) 9221 6776

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Aerodrome Management Services Pty Ltd



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Introduction

- (i) Table of Contents**
- (ii) Executive Summary**
- (iii) General Overview of Aerodrome**
- (iv) Documents Reviewed**
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- (vi) The year in Brief**
- (vii) Certification**

Part A – Matters to be dealt with in the Aerodrome Safety Inspection

- 1. Details of the aerodrome**
- 2. Aerodrome Operating Procedures**
- 3. Reporting Officer Competency**
- 4. Details relating to the movement area etc**

Part B – Remedial Actions

- 1. Remedial actions following previous inspections**
- 2. Photographs and Surveys**

(ii) Executive Summary

The Wyalkatchem aerodrome was inspected on 13th March 2020 by Nathanael Thomas.

The aerodrome was found in a poor to moderate condition. It is assumed that several elements of the aerodrome were not initially built in compliance with the required standards. The major elements are the runway strip (section either side of the runway that should be graded smooth) on the east/west runway and the lack of line marking on the other runway.

No evidence was found that the aerodrome reporting officers were trained to carry out the duties with no records being sighted during the inspection.

The lighting system is due for maintenance with some light fittings found poorly maintained and partially buried.

The sealed surfaces have aged and oxidised causing the bitumen to become brittle. Due to the minimal traffic the bitumen oxidises faster than on typical roads. Many airports regularly roll the sealed surfaces with a multi tyred roller to simulate traffic and prolong the life of the seal. As the seal has aged beyond maintenance rolling, a reseal of all surfaces should be considered.

AMS would like to thank Les Vidovich for assistance during the inspection, and also thank the Shire of Wyalkatchem for its support of AMS.

.

Corrective Actions:

CORRECTIVE ACTIONS HIGHLIGHTED IN RED AMS BELIEVES ARE A MATTER OF IMMEDIATE SAFETY AND MUST BE ATTENDED TO WITH URGENCY;

CORRECTIVE ACTIONS IN YELLOW ARE A MATTER OF SAFETY OR COMPLIANCE AND SHOULD BE ATTENDED TO;

CORRECTIVE ACTIONS IN GREEN ARE CONSIDERED TO BE A GOOD MANAGEMENT OR PREVENTATIVE MAINTENANCE BUT NOT ESSENTIAL;

Rectification Plan – to be completed by the airport operator.

Rectification Required	Plan for Rectification
CORRECTIVE ACTION: Design and construct a compliant runway strip for runway 09/27.	
CORRECTIVE ACTION: Ensure there is a clear procedure to ensure that serviceability inspections are carried out on a regular basis.	
CORRECTIVE ACTION: In accordance with AC139-13(0).it is recommended that reporting officers have recurrent training each two years. AMS now has this course online. See www.amsaustralia.com .	
CORRECTIVE ACTION: Clear the vegetation from the runway strip of 03/21.	
CORRECTIVE ACTION: Move the stop sign on the southern taxiway further away from the seal.	
CORRECTIVE ACTION: Carry out maintenance to the runway lighting to ensure the base of the runway lights is not buried and are flush with the surrounding surface.	

CORRECTIVE ACTION: Replace the windsock and prepare the windsock circle and signal circle so there is a 15m diameter black circle around the windsock with a 9m diameter black signal circle adjacent the windsock circle. Diagram at end of document.	
CORRECTIVE ACTION: Once the runway strip works are complete, install cone or gable markers to mark the extent of the graded portion.	
CORRECTIVE ACTION: Carry out line marking to the cross runway and both taxiways.	
CORRECTIVE ACTION: Purchase a 6.0m cross so the aerodrome can be closed if required.	
CORRECTIVE ACTION: Advise RFDS and local pilots of the risks involved with moving traffic on the road causing issues to the approach and takeoff path.	
CORRECTIVE ACTION: Ensure that the aerodrome is checked for animals before any known night operations.	
CORRECTIVE ACTION: Consider resealing all surfaces with either a rejuvenation or chip seal as the bitumen is aged and brittle. If this occurs, maintenance rolling should be allowed for to prolong the life of the seal.	
CORRECTIVE ACTION: Apply crack patching to runway 09/27 and reseal as recommended for all surfaces.	

(iii) General Overview of the Aerodrome

The aerodrome consists of two runways and two aprons.

(iv) Documents reviewed

The documents reviewed were the ERSA and reporting officer records.

(v) Reporting Period

It is unknown when the last inspection was carried out.

(vi) The year in Brief

There have been no major works, accidents or incidents in the past twelve months.

(vii) Certification

I have carried out a safety inspection of Wyalkatchem Aerodrome for the year of 2020. This inspection is dated 13th March 2020.

I, Nathanael Thomas, have Approval to Conduct Safety Inspections at Registered and Certain Other Aerodromes – Approval number A027.

The aerodrome safety inspection was conducted in accordance with the requirements set by the Civil Aviation Safety Authority. The safety inspection procedure included an examination of evidence recorded in the course of the year and documented in the reports below.

The opinions expressed in this report have been formed on the above basis.

I hereby certify that to the best of my knowledge, and conditional upon rectification of any indicated deficiencies, the published aerodrome data is correct and that the aerodrome operating procedures and aerodrome facilities and equipment to meet applicable safety standards.



.....
Signature

Nathanael Thomas.
CASA Approved Person #A027
Aerodrome Management Services Pty Ltd

Part A – Matters to be dealt with in the Aerodrome Safety Inspection

1. Details of the aerodrome as in ERSA

The aerodrome information is not published in ERSA.

2. Aerodrome Operating Procedures

2.1 Recording of aerodrome serviceability inspections

There is no clear procedure to manage the serviceability inspections.

CORRECTIVE ACTION:

Ensure there is a clear procedure to ensure that serviceability inspections are carried out on a regular basis.

2.2 Recording of notices given to NOTAM office and AIS (or to the RPT or Charter Operator)

Not applicable at this aerodrome.

2.3 Recording of aerodrome works

Records are kept within the shire system.

3 Reporting Officer Competency

3.1 Aerodrome Reporting Officer Competency

There are no trained reporting officers.

CORRECTIVE ACTION:

In accordance with AC139-13(0).it is recommended that reporting officers have recurrent training each two years. AMS now has this course online. See www.amsaustralia.com.

4. Details relating to the movement area, etc

4.1 Dimensions and surface conditions of the runways, taxiways and aprons

Runway 03/21

This runway is the unmarked runway. It is considered as a secondary runway.

The 23m wide runway has an overall slope is 0.51% down to the north. It is sealed and gives a smooth ride when travelled at speed.

There was little sign of air traffic using the runway with nil skid-marks noted.

The seal is uniform with bitumen that is becoming brittle. Stone was snapped off the seal with ease.

CORRECTIVE ACTION:

Consider resealing all surfaces with either a rejuvenation or chip seal as the bitumen is aged and brittle. If this occurs maintenance rolling should be allowed for to prolong the life of the seal.

Runway Strip 03/21

The runway strip comprises of hard compacted gravel. It was measured as 60m wide and had no significant issues other than vegetation growth.



CORRECTIVE ACTION:

Clear the vegetation from the runway strip of 03/21.

Runway 09/27

The east/west runway is considered the main runway. It is marked and shows signs of aircraft traffic

There is a large section of cracking and minor undulations at the western end that has been caused by the aging seal and movement of the pavement below. Crack patching has occurred in the past.

The seal is typically brittle as the bitumen is aged and oxidising.



CORRECTIVE ACTION:

Apply crack patching to runway 09/27 and reseal as recommended for all surfaces.

Runway Strip 09/27

The runway strip is required to be a surface the aircraft can safely roll onto if a runway excursion occurs. The downward slope must be no greater than 3% to the outer edge of the graded strip that is 40m from centreline.

The runway strip is extremely rough with large drops and drainage systems. There are concrete light bases that sit above the runway strip.



CORRECTIVE ACTION:

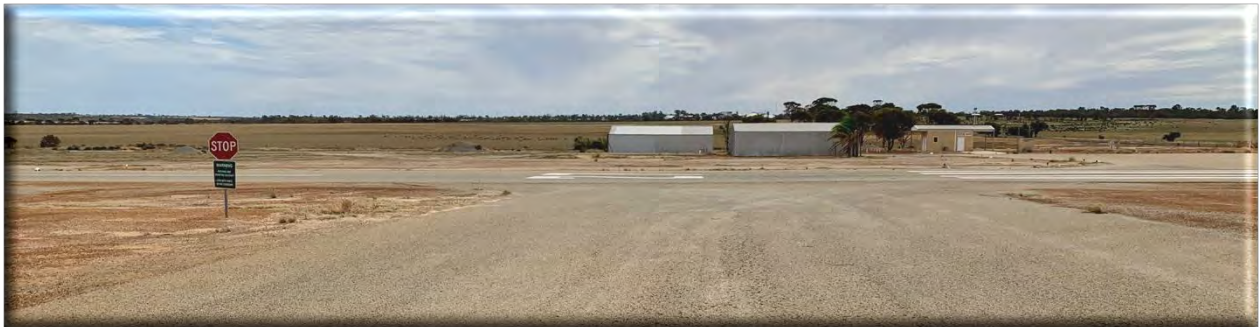
Design and construct a compliant runway strip for runway 09/27.

North Taxiway

The north taxiway is lit and leads to the RFDS apron. Other than seal issues previously noted there were no issues found.

South Taxiway

The southern taxiway has a stop sign that may be clipped by an aircraft wing. The surface is in the same condition as the remainder of the aerodrome with sealing required.



CORRECTIVE ACTION:

Move the stop sign on the southern taxiway further away from the seal.

RESAs

There is no requirement for RESA at the aerodrome.

Northern and Southern Apron

Previous recommendations have been made regarding the sealed surfaces.

There are no other issues with the aprons.

4.2 Aerodrome lighting, including back-up lighting and obstacle lighting

The lights were not tested for operation during the inspection. As noted with the runway strip issues, many lights are not installed flush with the runway strip surface with some lights buried.



CORRECTIVE ACTION:

Carry out maintenance to the runway lighting to ensure the base of the runway lights is not buried and are flush with the surrounding surface.

4.3 Wind direction indicators and their illumination

The wind indicator is in poor condition. The area underneath the wind indicator and signal circle were incorrectly marked and insufficiently blackened.



CORRECTIVE ACTION:

Replace the windsock and prepare the windsock circle and signal circle so there is a 15m diameter black circle around the windsock with a 9m diameter black signal circle adjacent the windsock circle. Diagram at end of document.

4.4 Aerodrome markers, markings and signs

Markers

There were small cone markers alongside the runway.

There were no markers to outline the extent of the graded runway strip.

CORRECTIVE ACTION:

Once the runway strip works are complete, install cone or gable markers to mark the extent of the graded portion.

Markings

The markings on runway 09/27 were clear and correct.

There were no other markings on the aerodrome.

CORRECTIVE ACTION:

Carry out line marking to the cross runway and both taxiways.

Apron markings

There were no apron markings. Markings are not required for aerodromes of this size.

Unserviceability Markers

There were no markers available.

CORRECTIVE ACTION:

Purchase a 6.0m cross so the aerodrome can be closed if required.

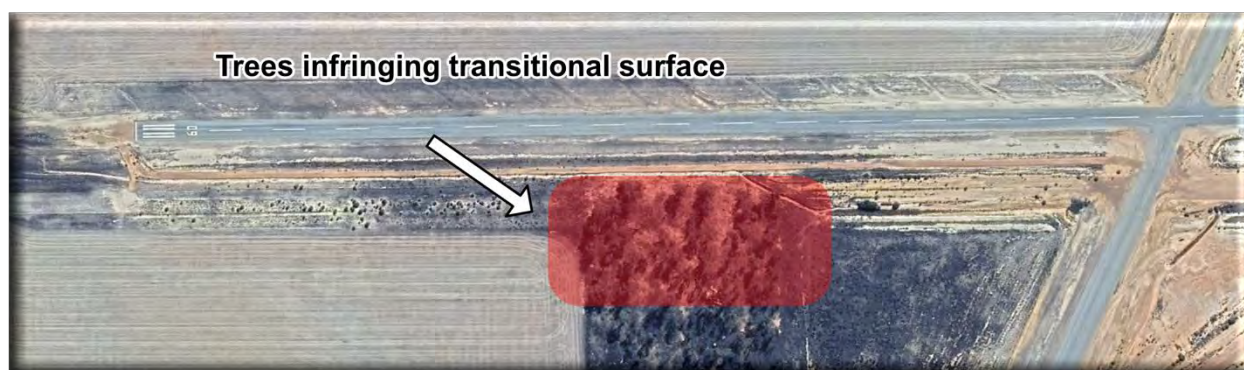
4.5 Obstacle limitation surfaces applicable to the aerodrome

The take off and approach survey results are later in this report. They identify there is a major infringement with transient obstacles as vehicles pass along the road.

CORRECTIVE ACTION:

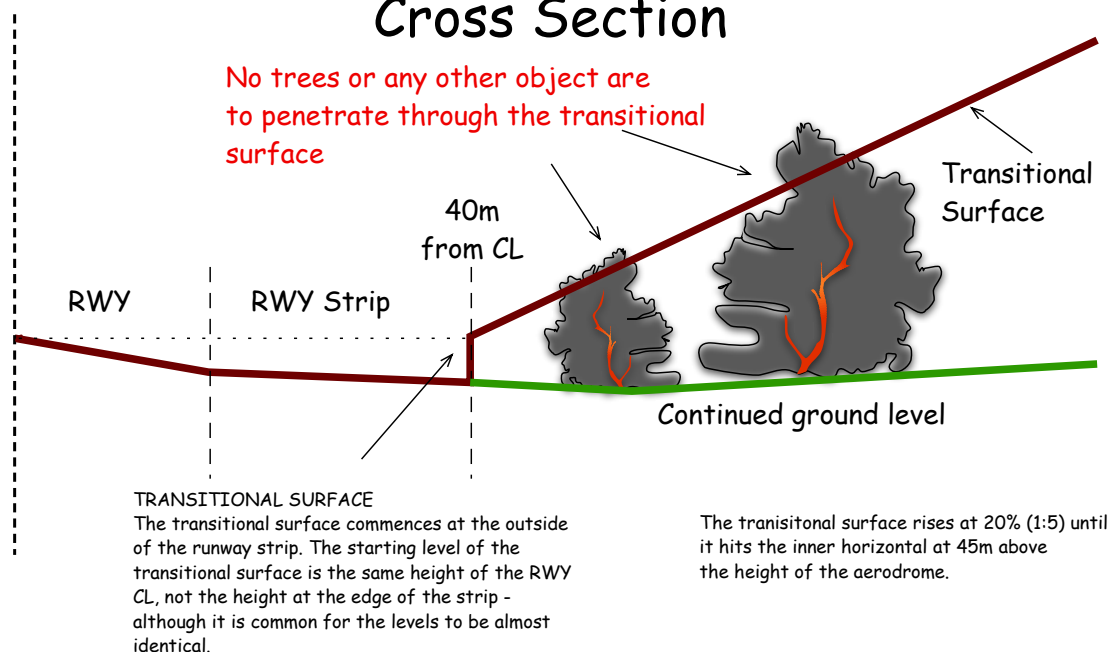
Advise RFDS and local pilots of the risks involved with moving traffic on the road causing issues to the approach and takeoff path.

Trees are severely infringing the transitional surface at S53 12 12 E117 22 40.



Code 2, Non-Instrument Transitional SFC

Cross Section



Pans-op Approach

Not applicable at this aerodrome.

4.6 Two-way radios (whether hand-held or installed in vehicles) used by the aerodrome operator on the movement area

There were no radios available for inspection.

4.7 Equipment used for dispersing birds and animals

Vehicles and horns are available to disperse bird and animal hazards.

4.8 Aerodrome fencing

The fence is not complete around the aerodrome and there are open gates. Whilst there were no signs of animals entering airside it is a safe assumption that animals enter airside.

CORRECTIVE ACTION:

Ensure that the aerodrome is checked for animals before any known night operations.

Part B – Remedial Action

1. Remedial actions following previous inspections

There were no records of previous inspections.

2. Surveys

Wyalkatchem - Aerodrome Survey

Date 13/03/2020

Position S31 12.2 E117 23.0 Elevation 994 FT

Runway Details	Dimensions	1100 m x 23 m	Slope	0.51% down to North	Surface	Sealed
	Levels	TKOF 03 RWY END	297.08	TKOF 21 RWY END	303.3	
		RWS END	297.08	RWS END	303.3	

Declared Distances						
RWY	TORA	TODA	ASDA	LDA		
3	1100	1160 (3.7%)	1100	1100		
21	1100	1160 (1.2%)	1100	1100		
Supplementary Take-Off Distances						
RWY	1.6%	1.9%	2.2%	2.5%	3.3%	5.0%
3	NA	NA	NA	NA	1039	NA
21	NA	NA	NA	NA	NA	NA

Survey Specs			
Code 1 Non-Instrument			
Take-Off SFC		Approach SFC	
Inner Edge	60 m	Inner Edge	60 m
Dist FM THR	30 m	Dist FM THR	30 m
Divergence	10%	Divergence	10%
Final Width	380 m	1st Sect Slope	5%
Length	1600 m	1st Sect Length	1600 m

Obstacle Information									
TKOF RWY	Object No	Description	DIST OUT	HT ABV CWY	OBST GRAD	OBST RL	DIST FM SOT	OFFSET	Comment
3	1	Tree	1144.19 m	42.33 m	3.7%	339.41 m	2304.19 m	64.3 mR	Critical Object
3	2	Tree	547.78 m	27.84 m	5.08%	324.92 m	1707.78 m	187.54 mR	Outside TKOF SFC
21	1	Tree	704.58 m	12.08 m	1.71%	315.38 m	1864.58 m	115.6 mL	Outside TKOF SFC
21	2	Tree	688.1 m	5.18 m	0.75%	308.48 m	1848.1 m	35.06 mL	Critical Object

Wyalkatchem - Aerodrome Survey

Date 13/03/2020

Position S31 12.2 E117 23.0

Elevation 994 FT

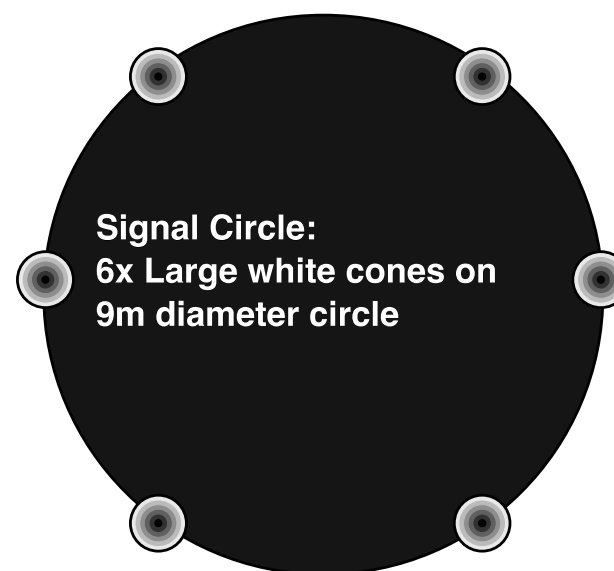
Runway Details	Dimensions	1440 m x 23 m	Slope	0.81% down to West	Surface	Sealed
	Levels	TKOF 09 RWY END	302.931	TKOF 27 RWY END	291.328	
		RWS END	303.495	RWS END	290.725	

Declared Distances						
RWY	TORA	TODA	ASDA	LDA		
9	1440	1500 (16.28%)	1440	1440		
27	1440	1500 (1.2%)	1440	1440		
Supplementary Take-Off Distances						
RWY	1.6%	1.9%	2.2%	2.5%	3.3%	5.0%
9	NA	NA	NA	NA	1316	1429
27	NA	NA	NA	NA	NA	NA

Survey Specs			
Code 2 Non-Instrument			
Take-Off SFC		Approach SFC	
Inner Edge	80 m	Inner Edge	80 m
Dist FM THR	60 m	Dist FM THR	60 m
Divergence	10%	Divergence	10%
Final Width	580 m	1st Sect Slope	4%
Length	2500 m	1st Sect Length	2500 m

Obstacle Information									
TKOF RWY	Object No	Description	DIST OUT	HT ABV CWY	OBST GRAD	OBST RL	DIST FM SOT	OFFSET	Comment
09	1	Power Pole	1144.19 m	42.33 m	3.7%	345.83 m	2644.19 m	64.3 mR	
09	2	Power Pole	547.78 m	27.84 m	5.08%	331.34 m	2047.78 m	187.54 mR	Outside TKOF SFC
09	3	4m object on Road	26 m	4.23 m	16.28%	307.73 m	1526 m	0 mR	APP SFC Infringed Critical Object
27	1	Tree	1270.06 m	15.08 m	1.18%	306.41 m	2770.06 m	286.61 mL	Outside TKOF SFC
27	2	Dam	248.91 m	1.87 m	0.75%	293.2 m	1748.91 m	6.59 mR	Critical Object

Wind Indicator and Signal Circle



Wheatbelt Region

Management Team



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Draft Main Roads Wheatbelt Region Annual Works Program 2020/21

(subject to State and Federal 2020 budgets)

Project Number	Road Number	Road Name	Start SLK	End SLK	Project Description	Status
1	H001	Albany Highway	51.1	105.26	Widening - seal shoulder to make 11m seal on 11m formation plus audible edge line Metro boundary to Bannister Road (Stage1)	Delivery
2	H001	Albany Highway	63.4	66.87	Albany Highway - Solus Curve realignment	Development
3	H001	Albany Highway	105.26	156.8	Widening - seal shoulder to make 11m seal on 11m formation plus audible edge line Bannister Road to Williams (Stage 2)	Delivery
4	H001	Albany Highway	118.4	119.23	Upgrade of Crossman intersection	Delivery
5	H001	Albany Highway	138.3	140.65	Construction of northbound overtaking lane	Delivery
6	H005	Great Eastern Highway	56	68	Coates Gully widening overlay, minor realignment and construction of passing lanes including extension of passing lanes	Development
7	H005	Great Eastern Highway	58.02	66.04	Coates Gully replacement of 4 timber bridges 604 605 606 & 607 with culverts	Delivery
8	H005	Great Eastern Highway	74.31	74.32	Widen carriageway install left turning lane seal Hoggarth Road approach to intersection	Delivery
9	H005	Great Eastern Highway	101.78	101.79	Widen intersection extend left turn pocket on Great Eastern Highway	Delivery
10	H005	Great Eastern Highway	200.6	290.9	Widening - seal shoulder to make 11m seal on 11m formation plus audible edge line Kellerberrin to Walgoolan	Delivery
11	H005	Great Eastern Highway	290.8	340.86	Walgoolan to Southern Cross packages1a & 7 replacement of Br 0629 extension of Br 630A and road construction	Delivery
12	H005	Great Eastern Highway	296.4	310.85	Pavement construction part of 1b and 4a sections	Delivery
13	H052	Brookton Highway	37.79	110	Widening - seal shoulder to make 10 to 11m seal on 10 to 11m formation plus audible edge line Metro boundary to Brookton	Delivery
14	H052	Brookton Highway	195	195	Upgrade of rabbit proof fence intersection	Delivery
15	H052	Brookton Highway	252.05	263.3	H052 Brookton Highway - Corrigin to Hyden East - Kondinin East Section - realign and widen	Development
16	M010	Chidlow York Road	32.4	37.8	Realignment and replacement of timber bridge 0577 with culvert and associated road works	Delivery
17	M016	Goomalling Merredin Road	56	98	Widening - seal shoulder to make 9m seal on 9m formation plus audible edge line	Delivery
18	M026	Toodyay Road	25	25	Route safety improvement and realignment project	Development
19	M031	Northam Cranbrook	1.8	33.28	Widening - seal shoulder to make 9m seal on 9m formation audible edge line	Delivery
20	M031	Northam Cranbrook	120	120	Overlay, widening and geometric improvement - various sections - development strategy	Development
21	M032	Northam Pitthara	3.38	5.72	Realignment - two bridges replacement to suit ultimate realignment	Development
22	M037	Collie Lake King Road	176.6	181.6	Widening - Seal shoulder to make 10m seal on 10m formation plus audible edge line	Delivery
23	M041	York Merredin Road	145.5	192.55	Widening - Seal shoulder to make 8m seal on 8m formation plus audible edge line Bruce Rock to Merredin	Delivery
24	M033	Northam Toodyay Road	2.59	23.64	Widening - Seal shoulder to make 9m seal on 9m formation plus audible edge line	Delivery
25	M026	Toodyay Road	23.6	40.2	Section 3 - SLK 23.60-27.10 road reconstruction with westbound overtaking lane, section 6A - SLK 35.16 - 35.90 widening and overlay and section 6B SLK - 38.91 - 40.20	Delivery

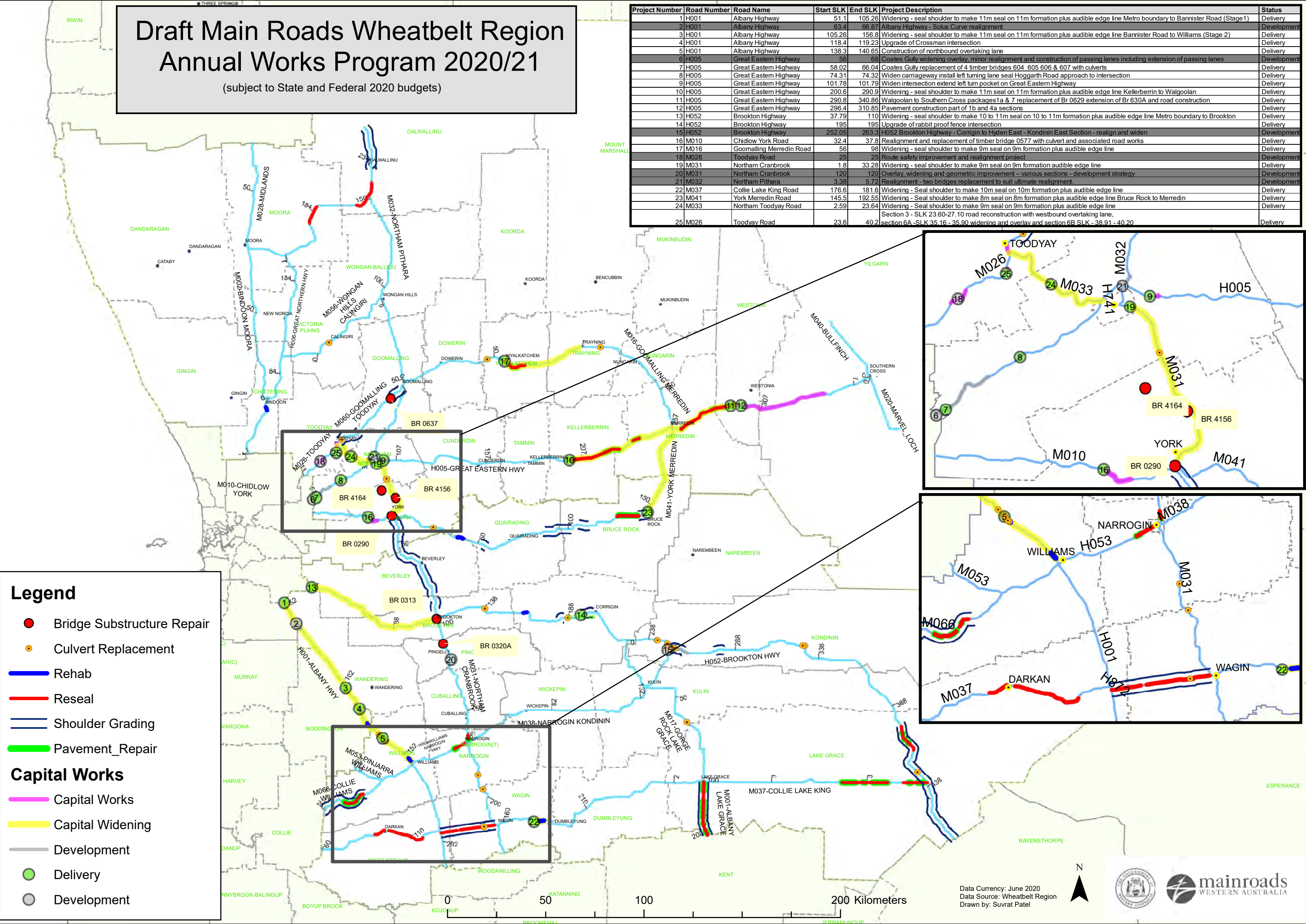
Legend

- Bridge Substructure Repair
- Culvert Replacement
- Rehab
- Reseal
- Shoulder Grading
- Pavement_Repair

Capital Works

- Capital Works
- Capital Widening
- Development

- Delivery
- Development



Data Currency: June 2020
Data Source: Wheatbelt Region
Drawn by: Suvrat Patel



Stephen Tindale

From: Jo Trachy <jo.trachy@ceaca.org.au>
Sent: Thursday, 9 July 2020 9:56 AM
To: Stephen Tindale
Cc: Cr Quentin Davies
Subject: With Thanks

Good Morning

On behalf of the CEACA Board and Management Members, we would like to extend a note of sincere thanks to the Shire of Wyalkatchem for their assistance during the COVID-19 lockdown period. The support and advice offered by your Shire at this time was invaluable to CEACA and its tenants and ensured that we could continue to run the business with minimal disruptions to normal operations.

It is at times like these that we have to rely on each other and it is comforting to know that we have your support, and look forward to working with you into the future.

Regards,

Jo Trachy

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CEACA
Supporting Rural Ageing Communities

Stephanie Elvidge

From: WALGA Training <training@walga.asn.au>
Sent: Wednesday, 8 July 2020 10:31 AM
To: Stephanie Elvidge
Subject: Training eNews - July 2020

[View in your browser](#)

Training eNews

JULY 2020

Issue 7

A reminder that all of WALGA's Elected Member and Officer training courses are available to be delivered onsite at your Local Government premises. Email the [Training Team](#), or call us on 9213 2088, to discuss your specific requirements.

In this issue:

- [Diploma Scholarship Nominations](#)
- [Elected Member Training](#)
- [Officer Training](#)
- [Emergency Management Training](#)
- [Town Planning Training](#)
- [eLearning Courses](#)



Diploma of Local Government (Elected Member) Scholarships

2021 Nominations Now Open!

WALGA's Diploma of Local Government (Elected Member) is the highest level of qualification that an Elected Member can obtain through WALGA Training (RTO 51992). It has been designed specifically to meet the skills and knowledge requirements of an Elected Member's role in Western Australia.

Encompassing completion of Stages 1, 2 and 3 of WALGA's Learning and Development Pathway, this nationally recognised training program contains 10 units of competency that form the 52756WA Diploma of Local Government (Elected Member).

How Do I Apply?

To apply for this scholarship simply state in around 250 words what benefits you, your Council and your community would gain from this professional development opportunity.

What Will I Win?

The scholarship will cover the full Diploma training cost and assessment fees, along with relevant travel and accommodation costs, up to the value of \$10,000.

A Nomination Form can be downloaded [here](#), which upon completion should be emailed to training@walga.asn.au. Nominations close on Friday, **31 July**.

A full Diploma outline is available for your general information [here](#).

For any general queries regarding the nomination process, please contact [WALGA Training](#) on 9213 2088.



Elected Member Training

Overview

WALGA's Elected Member Professional Development courses have been designed to provide the essential knowledge and skills to support Councillors to perform their role, as defined in the *Local Government Act 1995*.

[Understanding Local Government \(eLearning\)](#)

Always online

[Conflicts of Interest \(eLearning\)](#)

Always online

[Meeting Procedures \(eLearning\)](#)

Always online

New! [Serving on Council \(eLearning\)](#)

Always online

[Dealing with Conflict](#)

Tuesday, **14 July**

[Professionally Speaking](#)

Monday, **20 July**

[CEO Performance Appraisals](#)

Tuesday, **21 July**

[Infrastructure Asset Management](#)

Wednesday, **22 July**



Officer Training

Overview

The following WALGA training courses are specifically constructed for Local Government Officers.

[Introduction to Local Government \(eLearning\)](#)

Always online

[Making Local Laws \(eLearning\)](#)

Always online



Emergency Management eLearning - Free!

For Elected Members and Officers

Overview

For a limited time only, WALGA Training will be offering our popular Emergency Management eLearning courses free of charge.

These courses have been constructed specifically to address the fundamental skills required to operate effectively in the Local Government Emergency Management environment.

Due to the emergency times we are in, WALGA is prepared to offer these eLearning courses free of charge from now until Thursday, **31 December**.

[Emergency Management Fundamentals \(eLearning\)](#)

Always online

[AIIMS Awareness \(eLearning\)](#)

Always online



Town Planning Training

For Elected Members and Officers

Overview

[Introduction to Planning \(eLearning\)](#)

Always online



eLearning Courses

Overview

- [Introduction to Local Government](#)
- [Making Local Laws](#)
- [Understanding Local Government](#)
- [Conflicts of Interest](#)
- [Meeting Procedures](#)
- [Emergency Management Fundamentals](#)
- [AIIMS Awareness](#)
- [Procurement and Contract Management Fundamentals](#)

- [Introduction to Planning](#)

WALGA

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