



Minutes
of the
Ordinary Meeting of Council

held
on
Thursday
16 August 2018

At
3.30pm

in

The Council Chambers
Honour Avenue Wyalkatchem

Our purpose

The council of Wyalkatchem works with the community to protect and enhance the quality of life for current and future generations

Council's Vision

That Wyalkatchem is an inclusive, dynamic community where all share in a thriving economy and a sustainable, safe and valued environment.

Our Purpose

The Council of Wyalkatchem works with the community to protect and enhance the quality of life for current and future generations.

Our Guiding Principles

Respect for diverse community interests based on active listening and mutual understanding;

Leaving a positive legacy for future generations and Councils;

Balancing a flexible, can-do, innovative and professional approach with achieving outcomes efficiently;

Responsible financial management;

Informed, evidence-based and representative decision making; and

Effective communication and engagement.

Our Goals

Healthy, strong and connected communities

A prosperous and dynamic district

A sustainable natural and built environment

An effective voice

A well-managed and effective organisation

Facilities and assets that are well used and effectively managed

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1. DECLARATION OF OPENING

1.1 The Deputy Shire President declared the Meeting open: 3.32pm

1.2 The Shire of Wyalkatchem disclaimer was read aloud.

“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”.

2 Public question time

2.1 Response to previous questions taken on notice

Not applicable

2.2 Declaration of public question time opened: 3.33pm

2.3 Declaration of public question time closed: 3.33pm

3. Record of attendance, apologies, and approved leave of absence

3.1 Present:

| | |
|---------------------|---|
| Cr Owen Garner | Deputy Shire President (Presiding Member) |
| Cr Stephen Gamble | Councillor |
| Cr Fred Butt | Councillor |
| Cr Heather Metcalfe | Councillor |
| Cr Emma Holdsworth | Councillor |

3.2 Apologies:

| | |
|-------------------|-----------------|
| Cr Quentin Davies | Shire President |
|-------------------|-----------------|

3.3 On leave of absence: Nil

3.4 Staff:

| | |
|------------------|----------------------------|
| Taryn Dayman | Chief Executive Officer |
| Claire Trenorden | Manager Corporate Services |
| Ella McDonald | Governance Officer |

3.5 Visitors: Nil

3.6 Gallery: Nil

- 3.7 Applications for leave of absence:** Cr Garner made an application for leave of absence from the Ordinary Meeting of Council to be held on Thursday 20 September 2018.

Voting Requirements: Simple Majority

Council Decision Number: 104/2018

Moved: Cr Butt

Seconded: Cr Holdsworth

That Council Resolve the following:

Cr Garner be granted leave of absence from the Ordinary Meeting of Council to be held on Thursday 20 September 2018.


CARRIED: 5/0

4.1 Petitions: Nil

4.2 Deputations: Nil

4.3 Presentations: Nil

**5.1.1 MEETINGS – CONFIRMATION OF MINUTES - ORDINARY
MEETING 19 JULY 2018**

| | |
|--|---|
| FILE REFERENCE: | Minute Book |
| AUTHOR'S NAME AND POSITION: | Taryn Dayman Chief Executive Officer |
| AUTHOR'S SIGNATURE: |  |
| NAME OF APPLICANT/ RESPONDENT/LOCATION: | Shire of Wyalkatchem |
| DATE REPORT WRITTEN: | 10 August 2018 |
| DISCLOSURE OF INTEREST: | Not applicable |
| PREVIOUS MEETING REFERENCE: | Not Applicable |

SUMMARY:

- 1. Confirm the minutes as an accurate record of the Ordinary Meeting of Council held on 19 July 2018.**

Appendix:

There is no attachment to this report.

Background:

The minutes have been circulated to all Councillors and they have been made available to the public. The minutes are also published on the Shire's website.

Comment:

Decision numbers given to decisions made by Council are sequential and are recorded on a register of Council Decisions; the format being the relevant decision number followed by the year in which the decision was made. This format of decision numbers is also applied to the decision numbers of decisions made by the Audit Committee of Council.

Statutory Environment:

1. *Local Government Act 1995*, Part 5 Division 2 Subdivision 3
Section 5.25
2. *Local Government (Administration) Regulations 1996*, Regulation 11
Content of minutes of council or committee meetings s.5.25(f)
3. Shire of Wyalkatchem Standing Orders Local Law 1999, Part 3
Business of the Meeting Standing Order 3.5 Confirmation of
Minutes

Policy Implications:

There is no Council Policy relative to this issue.

Financial Implications:

There are no Financial Implications relative to this issue.

Strategic Plan/Risk Implications:

There are no Strategic Plan/Risk Implications relative to this issue.

Voting Requirements: Simple Majority

Council Decision Number: 105/2018

Seconded: Cr Gamble

Moved: Cr Butt

That Council resolve the following:

- 1. Confirm the minutes as an accurate record of the Ordinary Meeting of Council held on 19 July 2018**

CARRIED 5/0

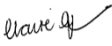
6.0 Announcements by Presiding Person: Cr Garner congratulated Council and Staff, in particular Shire President Cr Davies, Chief Executive Officer Taryn Dayman and Manager Corporate Services Claire Trenorden for their outstanding effort in helping the Wyalkatchem Senior Citizens Homes Trust Incorporated reach a satisfactory agreement with the Central Eastern Aged Care Alliance, ensuring the construction of four new Independent Living Units will continue in Wyalkatchem.

7.0 Matters for which meeting may be closed:

12.1 Confidential Item - Variation to CEO Contract

8.1 Land Use and Planning - no items this meeting

8.2.1 FINANCIAL MANAGEMENT – FINANCIAL REPORTING – MONTHLY FINANCIAL REPORT – JULY 2018

| | |
|---|---|
| FILE REFERENCE: | 12.10.02 |
| AUTHOR'S NAME AND POSITION: | Claire Trenorden Manager Corporate Services |
| AUTHOR'S SIGNATURE: |  |
| NAME OF APPLICANT/RESPONDENT: | Not Applicable |
| DATE REPORT WRITTEN: | 9 August 2018 |
| DISCLOSURE OF INTEREST: | The author has no financial interest in this matter. |
| PREVIOUS MEETING REFERENCE: | OMC 19 July 2018 Council decision number: 98/2018 |
| STRATEGIC COMMUNITY PLAN REFERENCE | 5 – A well-managed and effective Council organization. 6 – Well utilized and effectively managed facilities and assets. |

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

That Council resolve the following:

1. Receive the Statement of Financial Activity for the period ended 31 July 2018.

Appendix:

1. Monthly Financial Report for the Period Ended 31 July 2018 and supporting documentation.

Background:

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

Comment:

July 2018 Financial Statements:

- Yearly operating revenue is \$1,370,097 inclusive of net rate income of \$1,255,007 (net of prepaid rates and discounts) – 56% of Budget
- Yearly operating expenditure is \$359,472 – 9% of Budget
- Yearly capital expenditure is \$74,972 – 6% of Budget
- Yearly capital revenue is \$771,579 – 57% of Budget
- Net current assets as 31 July 2018 are \$2,135,268

Operating Revenue: Total operating revenue is 56% of the Annual Budget.

Rates: Revenue of \$1,454,232 has been raised during the Rate Run for 2018/19 and rates notices were posted out by the planned date of 20 July 2018. The total Rate Run is broken down between Rates \$1,301,824, Rubbish \$96,390, Health Levy \$15,120 and ESL Levy \$40,898. To date income received is \$92,927 and discounts applied equate to \$10,910. Approximately 7% of Rates have been collected to date, with \$1,324,402 outstanding.

Operating Expenditure: Total operating expenditure is 9% of the Annual Budget.

Capital Expenditure: Total Capital Expenditure (\$74,972) is 6% of the Annual Budget (\$1,295,001).

Net Assets: Net Current Assets as at 31 July 2018 amounts to \$2,135,268. This is in the majority comprised of Accounts Receivables – Rates and Rubbish (\$1,324,402).

Consultation:

Taryn Dayman Chief Executive Officer

Statutory Environment:

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

Policy Implications:

There is no Council Policy relative to this issue.

Financial Implications:

There are no Financial Implications relative to this issue.

Strategic Plan/Risk Implications:

There are no Strategic Plan / Risk Implications relative to this issue.

Voting Requirements Simple Majority

Council Decision Number: 106/2018

Moved: Cr Gamble **Seconded:** Cr Butt

That Council resolve the following:

1. **Receive the Statement of Financial Activity for the period ended 31 July 2018**

CARRIED 5/0

Shire of Wyalkatchem
MONTHLY FINANCIAL REPORT
For the Period Ended 31 July 2018

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Statement of Financial Activity

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

Shire of Wyalkatchem
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 July 2018

| | Note | Annual Budget 4 | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) 3 | Var. % (b)-(a)/(b) 3 | Var. |
|--|------|--------------------|-------------------|-------------------|-------------------------|----------------------------|------|
| Operating Revenues | | \$ | \$ | \$ | \$ | % | |
| Governance | | 2,000 | (0) | 0 | 0 | 433.3% | |
| General Purpose Funding | | 565,548 | 4,329 | 4,035 | (294) | (7.3%) | |
| Law, Order and Public Safety | | 39,486 | 126 | 60 | (66) | (109.2%) | |
| Health | | 57,105 | (0) | 0 | 0 | (100.0%) | |
| Education and Welfare | | 0 | 0 | 0 | 0 | | |
| Housing | | 85,986 | 5,766 | 5,408 | (357) | (6.6%) | |
| Community Amenities | | 107,388 | 104,347 | 104,824 | 477 | 0.5% | |
| Recreation and Culture | | 6,817 | 0 | (113) | (113) | 100.1% | |
| Transport | | 278,034 | (1) | 0 | 1 | (100.0%) | |
| Economic Services | | 14,870 | 959 | 875 | (84) | (9.6%) | |
| Other Property and Services | | 20,247 | 0 | 0 | (0) | (100.0%) | |
| Total (Excluding Rates) | | 1,177,481 | 115,525 | 115,090 | (436) | (0.4%) | |
| Operating Expense | | | | | | | |
| Governance | | (293,087) | (23,124) | (21,099) | 2,025 | 9.6% | |
| General Purpose Funding | | (67,929) | (5,261) | (4,835) | 426 | 8.8% | |
| Law, Order and Public Safety | | (118,942) | (23,912) | (22,153) | 1,759 | 7.9% | |
| Health | | (317,241) | (26,437) | (27,413) | (977) | (3.6%) | |
| Education and Welfare | | (44,794) | (21,676) | (21,708) | (32) | (0.1%) | |
| Housing | | (246,030) | (35,503) | (37,713) | (2,211) | (5.9%) | |
| Community Amenities | | (203,241) | (16,937) | (15,861) | 1,076 | 6.8% | |
| Recreation and Culture | | (755,294) | (45,941) | (42,696) | 3,245 | 7.6% | |
| Transport | | (1,631,370) | (135,948) | (145,864) | (9,916) | (6.8%) | |
| Economic Services | | (111,990) | (11,333) | (11,638) | (306) | (2.6%) | |
| Other Property and Services | | (39,062) | (8,255) | (8,491) | (236) | (2.8%) | |
| Total | | (3,828,980) | (354,325) | (359,472) | (5,147) | | |
| Funding Balance Adjustment | | | | | | | |
| Add back Depreciation | | 1,237,985 | 103,165 | 105,043 | 1,878 | 1.8% | |
| Adjust (Profit)/Loss on Asset Disposal | 10 | 30,971 | 0 | 0 | 0 | | |
| Movement in Deferred Pensional Rates (Non-Current) | | | | 0 | 0 | | |
| Movement in Accrued Salaries and Wages | | | | 0 | 0 | | |
| Movement in Employee Benefit Provisions | | | | 0 | 0 | | |
| Adjust Provisions and Accruals | | | | 0 | 0 | | |
| Net Operating (Ex. Rates) | | (1,382,543) | (135,634) | (139,339) | (3,705) | | |
| Capital Revenues | | | | | | | |
| Proceeds from Disposal of Assets | 10 | 102,844 | 0 | 0 | 0 | | |
| Non-Operating Grants | | 495,566 | 0 | 0 | 0 | | |
| Proceeds from New Debentures | | 0 | 0 | 0 | 0 | | |
| Proceeds from Sale of Investments | | | | | 0 | | |
| Proceeds from Advances | | | | | 0 | | |
| Self-Supporting Loan Principal | | 6,908 | 1,134 | 1,134 | 0 | 0.0% | |
| Transfer from Reserves | 9 | 741,042 | 770,445 | 770,445 | 0 | 0.0% | |
| Total | | 1,346,361 | 771,579 | 771,579 | 0 | | |
| Capital Expenses | | | | | | | |
| Land Held for Resale | | 0 | 0 | 0 | 0 | | |
| Land and Buildings | 10 | (222,000) | (13,787) | (13,787) | 0 | 0.0% | |
| Plant and Equipment | 10 | (329,256) | (7,173) | (7,173) | 0 | 0.0% | |
| Furniture and Equipment | 10 | (25,000) | 0 | 0 | 0 | | |
| Infrastructure Assets - Roads | 10 | (520,080) | 0 | 0 | 0 | | |
| Infrastructure Assets - Other | 10 | (35,000) | 0 | 0 | 0 | | |
| Purchase of Investments | | | | | 0 | | |
| Repayment of Debentures | | (56,086) | 0 | 0 | 0 | | |
| Advances to Community Groups | | | | | 0 | | |
| Transfer to Reserves | 9 | (107,579) | (54,013) | (54,013) | 0 | 0.0% | |
| Total | | (1,295,001) | (74,972) | (74,972) | 0 | | |
| Net Capital | | 51,360 | 696,607 | 696,607 | 0 | | |
| Total Net Operating + Capital | | (1,331,183) | 560,973 | 557,268 | (3,705) | | |
| Rate Revenue | | 1,289,113 | 1,289,113 | 1,255,007 | (34,106) | (2.7%) | |
| Opening Funding Surplus(Deficit) | | 122,000 | 122,000 | 322,993 | 200,992 | 62.2% | ▲ |
| Closing Funding Surplus(Deficit) | 3 | 79,931 | 1,972,087 | 2,135,268 | 163,182 | 7.6% | |

Shire of Wyalkatchem
STATEMENT OF FINANCIAL ACTIVITY
(Nature or Type)
For the Period Ended 31 July 2018

| | Note | Annual Budget 4 | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) 3 | Var. % (b)-(a)/(b) 3 | |
|--|------|--------------------|-------------------|-------------------|-------------------------|----------------------------|---|
| Operating Revenues | | | | | | | |
| Grants, Subsidies and Contributions | 8 | \$ 888,639 | \$ 0 | \$ 0 | \$ (0) | % (150.0%) | |
| Profit on Asset Disposal | 10 | 5,247 | 0 | 0 | (0) | (100.0%) | |
| Fees and Charges | | 228,446 | 110,945 | 111,245 | 300 | 0.3% | |
| Interest Earnings | | 55,149 | 4,596 | 3,845 | (751) | (19.5%) | |
| Other Revenue | | 0 | 0 | 0 | 0 | | |
| Total (Excluding Rates) | | 1,177,481 | 115,541 | 115,090 | (452) | | |
| Operating Expense | | | | | | | |
| Employee Costs | | (1,090,989) | (72,616) | (68,221) | 4,394 | 6.4% | |
| Materials and Contracts | | (1,140,808) | (102,610) | (98,445) | 4,166 | 4.2% | |
| Utilities Charges | | (177,742) | (6,812) | (5,537) | 1,275 | 23.0% | |
| Depreciation (Non-Current Assets) | | (1,237,985) | (103,165) | (105,043) | (1,878) | (1.8%) | |
| Interest Expenses | | (15,623) | 5,151 | 5,151 | (0) | 0.0% | |
| Insurance Expenses | | (129,614) | (71,254) | (87,376) | (16,122) | (18.5%) | |
| Loss on Asset Disposal | 10 | (36,219) | (3,018) | 0 | 3,018 | 100.0% | |
| Other Expenditure | | 0 | 0 | 0 | 0 | | |
| Total | | (3,828,980) | (354,325) | (359,472) | (5,147) | | |
| Funding Balance Adjustment | | | | | | | |
| Add Back Depreciation | | 1,237,985 | 103,165 | 105,043 | 1,878 | 1.8% | |
| Adjust (Profit)/Loss on Asset Disposal | 10 | 30,971 | 0 | 0 | 0 | | |
| Movement in Deferred Pensional Rates (Non-Current) | | | | 0 | 0 | | |
| Movement in Accrued Salaries and Wages | | | | | 0 | | |
| Movement in Employee Benefit Provisions | | | | | 0 | | |
| Adjust Provisions and Accruals | | | | | 0 | | |
| Net Operating (Ex. Rates) | | (1,382,543) | (135,618) | (139,339) | (3,721) | | |
| Capital Revenues | | | | | | | |
| Grants, Subsidies and Contributions | 8 | 495,566 | 0 | 0 | 0 | | |
| Proceeds from Disposal of Assets | 10 | 102,844 | 0 | 0 | 0 | | |
| Proceeds from New Debentures | | | | | 0 | | |
| Proceeds from Sale of Investments | | | | | 0 | | |
| Proceeds from Advances | | | | | 0 | | |
| Self-Supporting Loan Principal | | 6,908 | 1,134 | 1,134 | 0 | 0.0% | |
| Transfer from Reserves | 9 | 741,042 | 770,445 | 770,445 | 0 | 0.0% | |
| Total | | 1,346,361 | 771,579 | 771,579 | 0 | | |
| Capital Expenses | | | | | | | |
| Land Held for Resale | | 0 | 0 | 0 | 0 | | |
| Land and Buildings | 10 | (222,000) | (13,787) | (13,787) | 0 | 0.0% | |
| Plant and Equipment | 10 | (329,256) | (7,173) | (7,173) | 0 | 0.0% | |
| Furniture and Equipment | 10 | (25,000) | 0 | 0 | 0 | | |
| Infrastructure Assets - Roads | 10 | (520,080) | 0 | 0 | 0 | | |
| Infrastructure Assets - Other | 10 | (35,000) | 0 | 0 | 0 | | |
| Purchase of Investments | | | 0 | 0 | 0 | | |
| Repayment of Debentures | | (56,086) | 0 | 0 | 0 | | |
| Advances to Community Groups | | | | | 0 | | |
| Transfer to Reserves | 9 | (107,579) | (54,013) | (54,013) | 0 | 0.0% | |
| Total | | (1,295,001) | (74,972) | (74,972) | 0 | | |
| Net Capital | | 51,360 | 696,607 | 696,607 | 0 | | |
| Total Net Operating + Capital | | (1,331,183) | 560,989 | 557,268 | (3,721) | | |
| Rate Revenue | | 1,289,113 | 1,289,113 | 1,255,007 | (34,106) | (2.7%) | |
| Opening Funding Surplus(Deficit) | | 122,000 | 122,000 | 322,993 | 200,992 | 62.2% | ▲ |
| Closing Funding Surplus(Deficit) | 3 | 79,931 | 1,972,103 | 2,135,268 | 163,166 | 7.6% | |

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

(a) Basis of Accounting

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

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

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 11.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Cash and Cash Equivalents

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

(g) Trade and Other Receivables

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Inventories

General

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs of necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

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

(i) Fixed Assets

Each class of fixed assets is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Mandatory Requirement to Revalue Non-Current Assets

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

The amendments allow for a phasing in of fair value in relation to fixed assets over three years as follows:

- (a) for the financial year ending 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and
- (b) for the financial year ending 30 June 2014, the fair value of all of the assets of the local government -
 - (i) that are plant and equipments; and
 - (ii) that are -
 - (I) land and buildings; or
 - (II) infrastructure;
- and
- (c) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.

Thereafter, in accordance with the regulations, each asset class must be revalued at least every 3 years.

Council has commenced the process of adopting Fair Value in accordance with the Regulations.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

Land under Control

In accordance with Local Government (Financial Management) Regulation 16(a), the Council is required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or regional significance.

Under initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies details in this Note.

Whilst they were initially recorded at cost, fair value at the date of acquisition was deemed cost as per AASB 116.

Consequently, these assets were initially recognised at cost but revalued along with other items of Land and Buildings at 30 June 2013.

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Fixed Assets (Continued)

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the statement of comprehensive income in the period in which they are incurred.

Revaluation

When performing a revaluation, the Council uses a mix of both independent and management valuations using the following as a guide:

Revalued assets are carried at their fair value being the price that would be received to sell the asset, in an orderly transaction between market participants at the measurement date (Level 1 inputs in the fair value hierarchy).

For land and buildings, fair value will be determined based on the nature of the asset class. For land and non-specialised buildings, fair value is determined on the basis of observable open market values of similar assets, adjusted for conditions and comparability at their highest and best use (Level 2 inputs in the fair value hierarchy).

With regards to specialised buildings, fair value is determined having regard for current replacement cost and both observable and unobservable costs. These include construction costs based on recent contract prices, current condition (observable Level 2 inputs in the fair value hierarchy), residual values and remaining useful life assessments (unobservable Level 3 inputs in the fair value hierarchy).

For infrastructure and other asset classes, fair value is determined to be the current replacement cost of an asset (Level 2 inputs in the fair value hierarchy) less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset (Level 3 inputs in the fair value hierarchy).

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Those assets carried at a revalued amount, being their fair value at the revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

In addition, the amendments to the Financial Management Regulations mandating the use of Fair Value imposes a further minimum of 3 years revaluation requirement. As a minimum, all assets carried at a revalued amount, will be revalued at least every 3 years.

Transitional Arrangement

During the time it takes to transition the carrying value of non-current assets from the cost approach to the fair value approach, the Council may still be utilising both methods across differing asset classes.

Those assets carried at cost will be carried in accordance with the policy details in the ***Initial Recognition*** section as details above.

Those assets at fair value will be carried in accordance with the ***Revaluation*** Methodology section as detailed above.

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Fixed Assets (Continued)

Early Adoption of AASB 13 - Fair Value Measurement

Whilst the new accounting standard in relation to Fair Value, *AASB 13 - Fair Value Measurement* does not become applicable until the year ended 30 June 2014 (in relation to Council), given the legislative need to commence using Fair Value methodology for this reporting period, the Council chose to early adopt AASB 13 (as allowed for in the standard).

As a consequence, the principles embodied in *AASB 13 - Fair Value Measurement* have been applied to this reporting period (year ended 30 June 2013).

Due to the nature and timing of the adoption (driven by legislation) the adoption of this standard has had no effect on previous reporting periods.

Land Under Roads

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16 (a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16 (a)(i) prohibits local governments from recognising such land as an asset.

Whilst treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life (excluding freehold land) are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

| | |
|-------------------------|-----------------|
| Buildings | 50 years |
| Land | Not Depreciated |
| Furniture | 3 years |
| Computers | 2.5 years |
| Vehicles | 5 years |
| Graders | 8 years |
| Other Plant & Equipment | 3 years |
| Roads and Streets | |
| formation | Not Depreciated |
| pavement | 50 years |
| seal | 15 years |
| Kerbing | 30 years |
| Airstrip Seal | 15 years |
| Airstrip Pavement | 50 years |

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets (Continued)

Capitalisation Threshold

Expenditure on items of equipment under \$5,000 is not capitalised. Rather, it is recorded on an asset inventory listing.

(k) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the local government prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GOVERNANCE

Details expenses related to Councils seven councillors, who normally meet the third Thursday of each month, make policy decisions, review Councils operations, plan for current and future service provision requirements and undertake necessary appropriate training and attend conferences.

GENERAL PURPOSE FUNDING

Rates - the amount raised is determined by Councils budget "shortfall" that is known income and desired expenditure.

General purpose grants - are the grant amounts paid to the shire from Federal Government funding as determined by and via the Western Australian Local Government Grants Commission.

Interest - interest earned on monies invested or deposited by Council.

LAW, ORDER, PUBLIC SAFETY

Supervision of by-laws, fire prevention and animal control.
Requirements that Council carries out by statute.

HEALTH

Food quality control, immunisation, contributions to medical, health and operation of the child health clinic.

Council is a member of a group health scheme North Eastern Wheatbelt Health Scheme. Monitors food quality and caters for health requirements for the broader community.

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(r) STATEMENT OF OBJECTIVE (Continued)

EDUCATION AND WELFARE

Assists in the provision of the Home and Community Care services, Seniors and Pensioner requirements.

HOUSING

Provides and maintains housing rented to staff and non-staff. Council is a major landlord, providing accommodation for aged, pensioner, single, married and Government Employees.

COMMUNITY AMENITIES

Operation and control of cemeteries, public conveniences and sanitation service. Provides public amenities. Owns and operates the town site deep sewerage service. Controls and maintains one rubbish disposal site.

RECREATION AND CULTURE

Maintenance of hall, the aquatic centre, library and various reserves.

TRANSPORT

Construction and maintenance of roads, footpaths, drainage works and cleaning of streets. Provision of infrastructure necessary to ensure adequate transport, communication, freight, social access routes and environmental enhancement within the shire.

ECONOMIC SERVICES

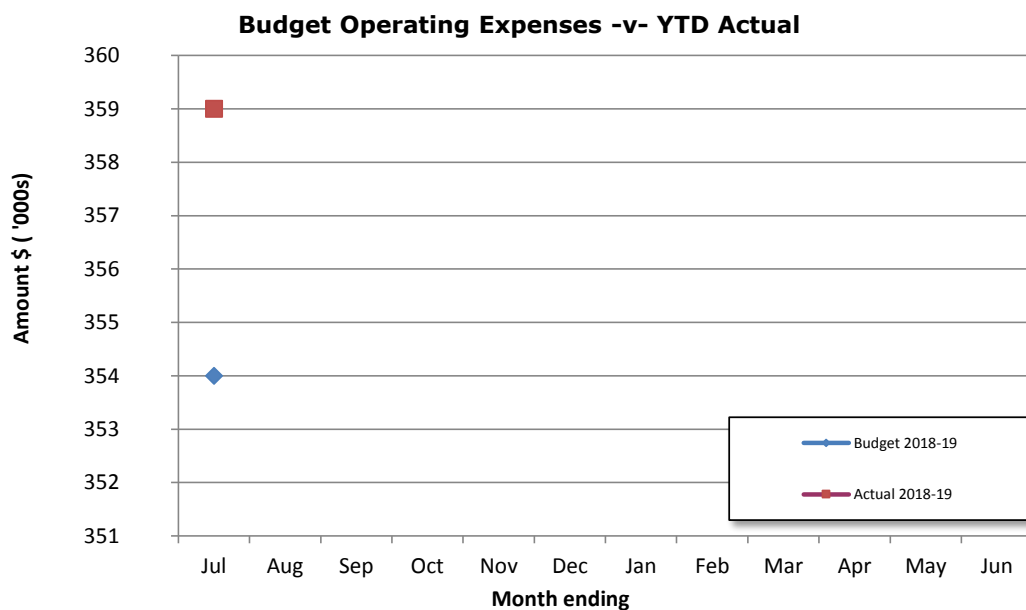
Tourism, pest control, building controls and natural resource management. Tourism facilities, information and directional signs. Weed and pest control services. Necessary building control services.

OTHER PROPERTY & SERVICES

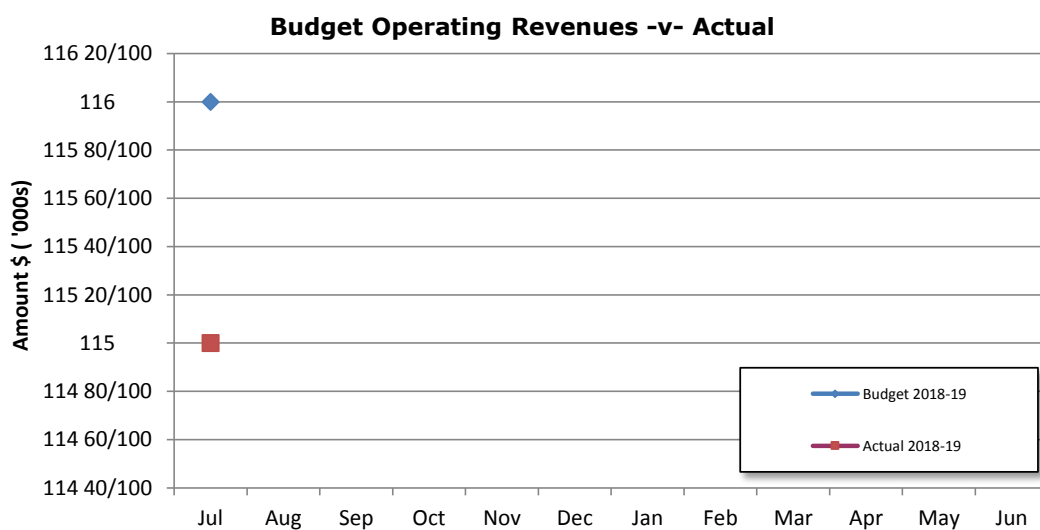
Private works carried out by council and indirect cost allocation pools.
Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 2 - Graphical Representation - Source Statement of Financial Activity



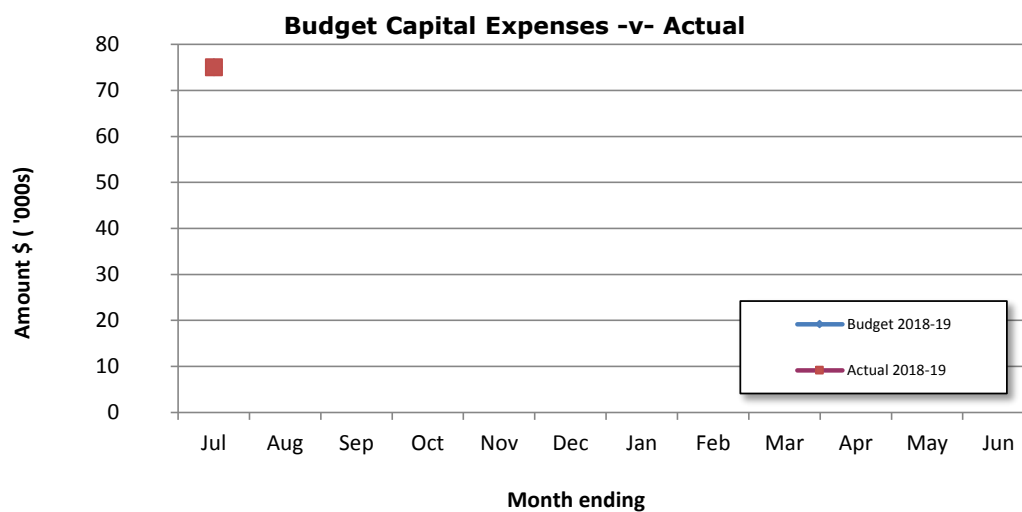
Comments/Notes - Operating Expenses



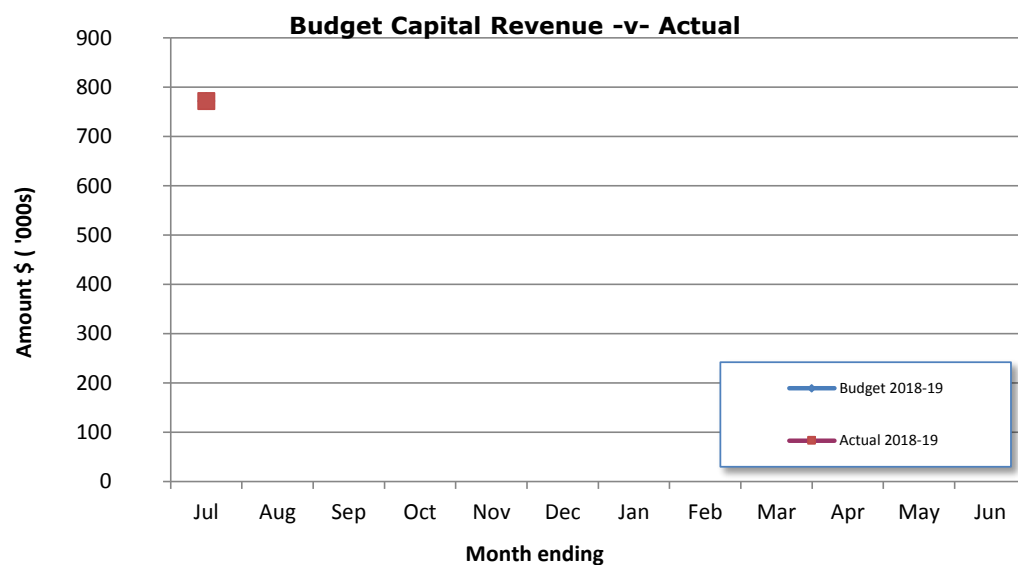
Comments/Notes - Operating Revenues

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses



Comments/Notes - Capital Revenues

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 3: NET CURRENT FUNDING POSITION

Current Assets

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

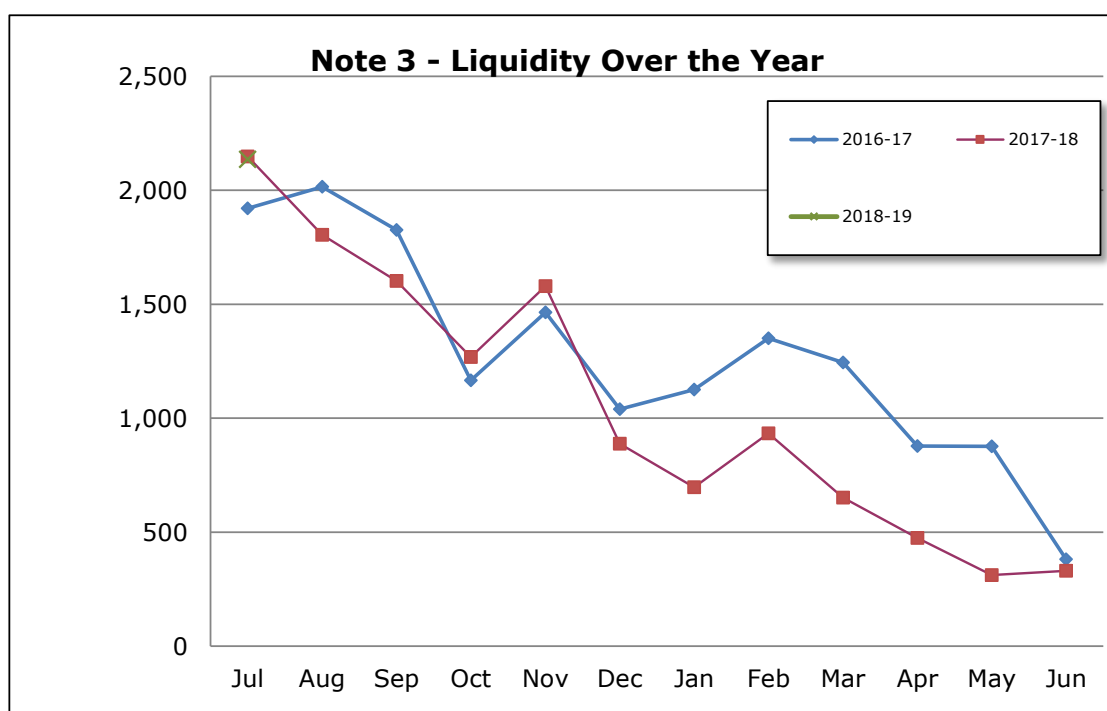
Less: Current Liabilities

Payables
Current Employee Benefits Provision

Less: Cash Restricted

Net Current Funding Position

| Positive=Surplus (Negative=Deficit) | | |
|-------------------------------------|--------------------|-----------------------|
| 2018-19 | | |
| This Month | Last Month | Same Period Last Year |
| \$ | \$ | \$ |
| 656,407 | 145,664 | 1,041,874 |
| 1,973,102 | 2,689,534 | 2,162,123 |
| | | |
| 1,324,402 | 14,889 | 1,266,715 |
| 178,680 | 202,187 | 2,761 |
| 101,327 | 101,327 | 75,112 |
| 4,233,919 | 3,153,601 | 4,548,583 |
| | | |
| (75,657) | (91,183) | (168,036) |
| (49,891) | (49,891) | (70,788) |
| (125,548) | (141,074) | (238,824) |
| | | |
| (1,973,102) | (2,689,534) | (2,162,123) |
| | | |
| 2,135,268 | 322,993 | 2,147,637 |



Comments - Net Current Funding Position

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 4: CASH AND INVESTMENTS

| | Interest Rate | Unrestricted \$ | Restricted \$ | Trust \$ | Investments \$ | Total Amount \$ | Institution | Maturity Date |
|--------------------------|------------------|--------------------|------------------|-------------|-------------------|--------------------|-------------|------------------|
| (a) Cash Deposits | | | | | | | | |
| At Call - Municipal | 0.05% | 627,563 | | | | 627,563 | NAB | Call |
| At Call - Working | 0.01% | | | 6,257 | | 6,257 | NAB | Call |
| (b) Term Deposits | | | | | | | | |
| Reserves | 2.45% | | 1,973,102 | | | 1,973,102 | NAB | 19/10/2018 |
| Surplus Funds | 0.00% | | | | 0 | 0 | NAB | |
| (c) Investments | | | | | | | | |
| Total | | 627,563 | 1,973,102 | 6,257 | 0 | 2,606,922 | | |

Comments/Notes - Investments

Shire of Wyalkatchem Monthly Investment Report

For the Period Ended 31 July 2018

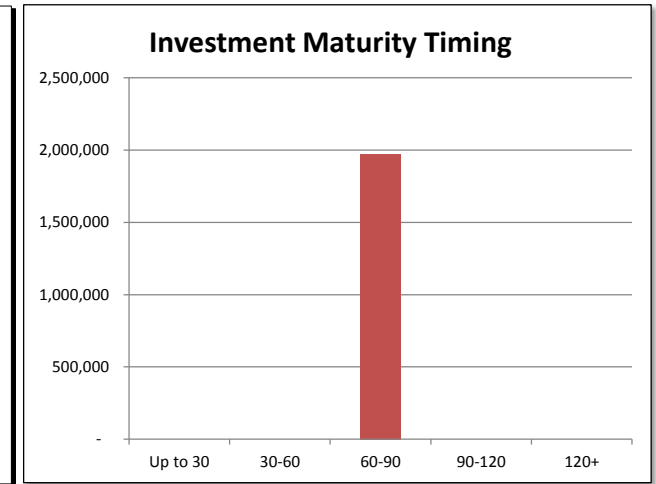
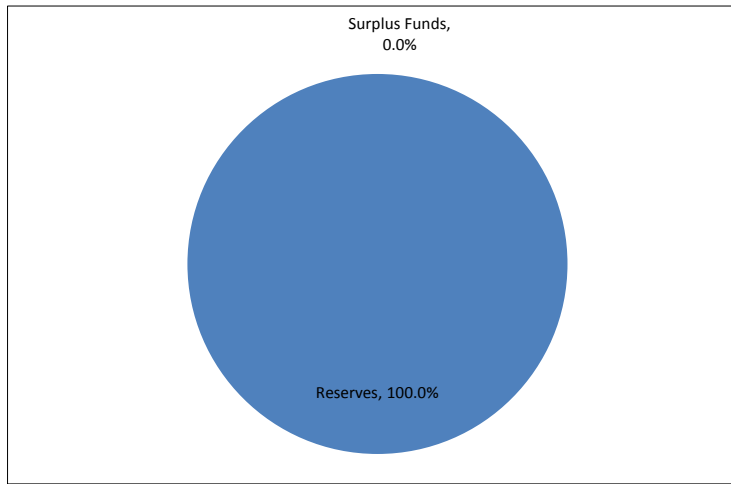
Note 4A: CASH INVESTMENTS

| Deposit Ref | Deposit Date | Institution | Term (Days) | Invested Interest rates | Expected Interest |
|-----------------------------|--------------|-------------|-------------|-------------------------|-------------------|
| General Municipal | | | | | - |
| | | | | | - |
| | | | | | - |
| Subtotal | | | | | - |
| Restricted | | | | | |
| Reserves | 21/07/2018 | NAB | 90 | 2.45% | 11,920 |
| Subtotal | | | | | 11,920 |
| Total Funds Invested | | | | | 11,920 |

| Amount Invested (Days) | | | | | Total |
|------------------------|-------|-----------|--------|------|-----------|
| Up to 30 | 30-60 | 60-90 | 90-120 | 120+ | |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | 1,973,102 | - | - | 1,973,102 |
| - | - | 1,973,102 | - | - | 1,973,102 |
| - | - | 1,973,102 | - | - | 1,973,102 |

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

| Deposit Ref | Deposit Date | Term (Days) | Invested Interest rates | Amount Invested | Percentage of Portfolio |
|-----------------------------|--------------|-------------|-------------------------|------------------|-------------------------|
| NAB - Reserves | | | | | |
| TD114022574 | 21/07/2018 | 90 | 2.45% | 1,973,102 | |
| Subtotal | | | | 1,973,102 | 100.0% |
| NAB - Surplus Funds | | | | | |
| Subtotal | | | | - | 0.0% |
| Subtotal | | | | - | 0.0% |
| Subtotal | | | | - | 0.0% |
| Subtotal | | | | - | 0.0% |
| Subtotal | | | | - | 0.0% |
| Subtotal | | | | - | 0.0% |
| Total Funds Invested | | | | 1,973,102 | 100.0% |



Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 5: MAJOR VARIANCES

| Comments/Reason for Variance | | | | | |
|--|-----------------------------|---------------|--------|----------|----------|
| | AMENDED ANNUAL BUDGET | YTD BUDGET | ACTUAL | VARIANCE | COMMENTS |
| 5.1 OPERATING REVENUE (EXCLUDING RATES) | | | | | |
| 5.1.1 GOVERNANCE | | | | | |
| 5.1.2 GENERAL PURPOSE FUNDING | | | | | |
| 5.1.3 LAW ORDER AND PUBLIC SAFETY | | | | | |
| 5.1.4 HEALTH | | | | | |
| 5.1.5 EDUCATION AND WELFARE | | | | | |
| 5.1.6 HOUSING | | | | | |
| 5.1.7 COMMUNITY AMENITIES | | | | | |
| 5.1.8 RECREATION AND CULTURE | | | | | |
| 5.1.9 TRANSPORT | | | | | |
| 5.1.10 ECONOMIC SERVICES | | | | | |
| 5.1.11 OTHER PROPERTY AND SERVICES | | | | | |
| 5.2 OPERATING EXPENSES | | | | | |
| 5.2.1 GOVERNANCE | | | | | |
| 5.2.2 GENERAL PURPOSE FUNDING | | | | | |

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 5: MAJOR VARIANCES

| Comments/Reason for Variance | | | | | |
|---|-----------------------------|---------------|--------|----------|----------|
| | AMENDED ANNUAL BUDGET | YTD BUDGET | ACTUAL | VARIANCE | COMMENTS |
| 5.2.3 LAW, ORDER AND PUBLIC SAFETY | | | | | |
| 5.2.4 HEALTH | | | | | |
| 5.2.5 EDUCATION AND WELFARE | | | | | |
| 5.2.6 HOUSING | | | | | |
| 5.2.7 COMMUNITY AMENITIES | | | | | |
| 5.2.8 RECREATION AND CULTURE | | | | | |
| 5.2.9 TRANSPORT | | | | | |
| 5.2.10 ECONOMIC SERVICES | | | | | |
| 5.2.11 OTHER PROPERTY AND SERVICES | | | | | |
| 5.3 CAPITAL REVENUE | | | | | |
| 5.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS | | | | | |
| 5.3.2 PROCEEDS FROM DISPOSAL OF ASSETS | | | | | |
| 5.3.3 PROCEEDS FROM NEW DEBENTURES | | | | | |
| 5.3.4 PROCEEDS FROM SALE OF INVESTMENT | | | | | |
| 5.3.5 PROCEEDS FROM ADVANCES | | | | | |

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 5: MAJOR VARIANCES

| Comments/Reason for Variance | | | | | |
|---|-----------------------------|---------------|--------|----------|----------|
| | AMENDED ANNUAL BUDGET | YTD BUDGET | ACTUAL | VARIANCE | COMMENTS |
| 5.3.6 SELF-SUPPORTING LOAN PRINCIPAL | | | | | |
| 5.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS) | | | | | |
| 5.4 CAPITAL EXPENSES | | | | | |
| 5.4.1 LAND HELD FOR RESALE | | | | | |
| 5.4.2 LAND AND BUILDINGS | | | | | |
| 5.4.3 PLANT AND EQUIPMENT | | | | | |
| 5.4.4 FURNITURE AND EQUIPMENT | | | | | |
| 5.4.5 INFRASTRUCTURE ASSETS - ROADS | | | | | |
| 5.4.6 INFRASTRUCTURE ASSETS - OTHER | | | | | |
| 5.4.7 PURCHASES OF INVESTMENT | | | | | |
| 5.4.8 REPAYMENT OF DEBENTURES | | | | | |
| 5.4.9 ADVANCES TO COMMUNITY GROUPS | | | | | |
| 5.4.10 TRANSFER TO RESERVES (RESTRICTED ASSETS) | | | | | |
| 5.4.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS) | | | | | |
| 5.5 OTHER ITEMS | | | | | |

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 5: MAJOR VARIANCES

| Comments/Reason for Variance | | | | | | |
|---|-----------------|-----------------------------|---------------|----------|----------|--|
| | | AMENDED ANNUAL BUDGET | YTD BUDGET | ACTUAL | VARIANCE | COMMENTS |
| 5.5.1 RATE REVENUE | | | | | | |
| I031031 | Pre Paid Rates | 0 | 0 | (34,106) | (34,106) | These are rates for 2018/19 that were pre-paid in the 2017/18 financial year. It is assumed that if about the same amount are pre-paid in June 2019 for next year that the closing balance as at 30 June 2019 will be \$0. |
| 5.5.2 OPENING FUNDING SURPLUS(DEFICIT) | | | | | | |
| | Opening Surplus | 122,000 | 122,000 | 322,993 | 200,993 | As per reasons in June 2018 8.2.1 agenda item note 5 |
| 5.5.3 DEPRECIATION | | | | | | |

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 6: BUDGET AMENDMENTS

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

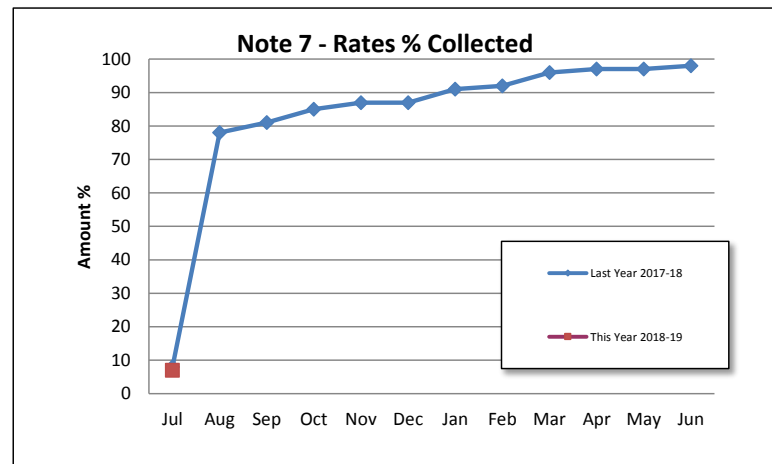
| GL Account Code | Description | Council Resolution | Classification | No Change - (Non Cash Items) Adjust. | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|-----------------|--|--------------------|----------------|--------------------------------------|----------------------------|----------------------------|--------------------------------|
| | Budget Adoption | | | \$ | \$ | \$ | \$ |
| | | | | | | | 0 |
| | | | | | | | 0 |
| | Closing Funding Surplus (Deficit) | | | 0 | 0 | 0 | 0 |

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 7: RECEIVABLES

Receivables - Rates and Rubbish

| | Current 2018-19 | Previous 2017-18 | Total |
|-------------------------------------|--------------------|---------------------|------------------|
| | \$ | \$ | \$ |
| Opening Arrears Previous Years | | 14,889 | 14,889 |
| Rates Levied this year | 1,454,232 | 0 | 1,454,232 |
| Interim Rates | 0 | | 0 |
| Rates in Advance (Pre-Paid) | (43,602) | 0 | (43,602) |
| Instalment Fees | 190 | 0 | 190 |
| Administration/Legal Fees | 0 | 0 | 0 |
| Interest | 27 | 0 | 27 |
| Less Discount/Concessions/Write off | (10,910) | 0 | (10,910) |
| Less Collections to date | (92,927) | 0 | (92,927) |
| Equals Current Outstanding | 1,307,011 | 14,889 | 1,324,402 |
| Ex-Gratia Rates | | | 0 |
| Net Rates Collectable | | | 1,324,402 |
| % Collected | | | 6.52% |



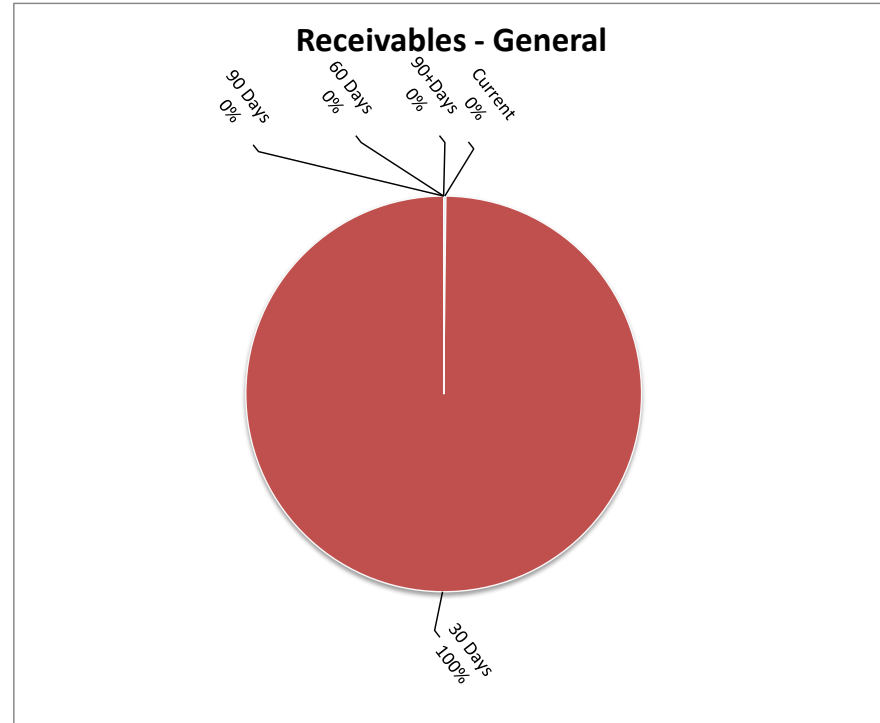
Comments/Notes - Receivables Rates and Rubbish

Rates Levied Includes: Rates \$1,126,489; ESL Levy \$33,556; Rural Health Levy \$14,570; Refuse Collection \$98,571

Receivables - General

| | Current | 30 Days | 60 Days | 90 Days | 90+Days |
|--------------------------|---------|---------|---------|---------|----------------|
| | \$ | \$ | \$ | \$ | \$ |
| | 320 | 178,360 | 0 | 0 | 0 |
| Total Outstanding | | | | | 178,680 |

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

ote 8: GRANTS AND CONTRIBUTIONS

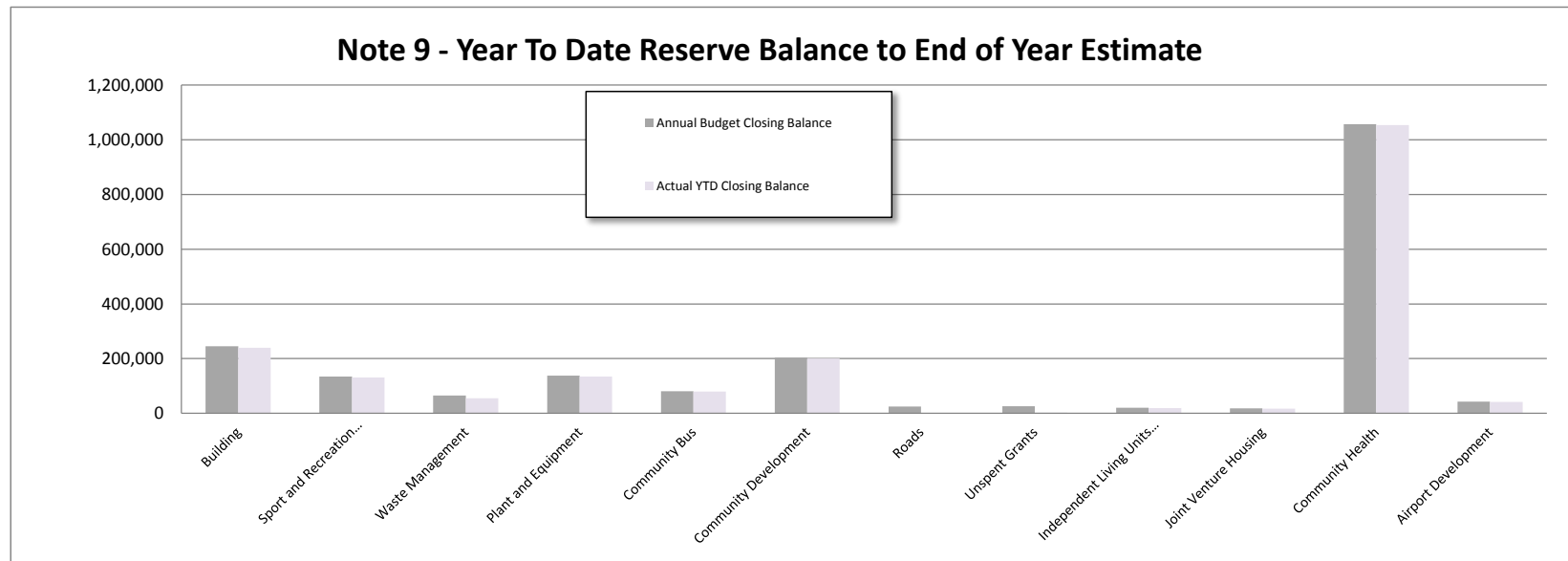
| Program/Details GL | Provider | Approval Yes No | 2018-19 Budget | Variations Additions (Deletions) | Revised Grant | Recoup Status | | Estimated Receival Dates |
|--------------------------------------|--|-----------------------|-------------------|--|------------------|---------------|------------------|--------------------------------|
| | | | | | | Received | Not Received | |
| GENERAL PURPOSE FUNDING | | (Yes/No) | \$ | \$ | \$ | \$ | \$ | |
| Financial Assistance Grant | State Government | Yes | 502,514 | 0 | 502,514 | 0 | 502,514 | Quarterly - Aug, Nov, Feb, May |
| GOVERNANCE | | | | | | | | |
| Reimbursements - Miscellaneous | Various | | 2,000 | 0 | 2,000 | 0 | 2,000 | |
| LAW, ORDER, PUBLIC SAFETY | | | | | | | | |
| DFES Operating Grant | DFES | Yes | 33,986 | 0 | 33,986 | 0 | 33,986 | 4 instalments |
| HEALTH | | | | | | | | |
| Medical Centre Contribution | Shire of Koorda | Yes | 57,105 | | 57,105 | 0 | 57,105 | Quarterly - Oct, Jan, Apr, Jun |
| COMMUNITY AMENITIES | | | | | | | | |
| | | | | | | | | |
| RECREATION AND CULTURE | | | | | | | | |
| | | | | | | | | |
| TRANSPORT | | | | | | | | |
| Financial Assistance Grant | State Government | Yes | 217,400 | 0 | 217,400 | 0 | 217,400 | Quarterly - Aug, Nov, Feb, May |
| Main Roads Direct Grant | Main Roads WA | Yes | 59,215 | 0 | 59,215 | 0 | 59,215 | Aug-18 |
| Street Lighting Subsidy | Main Roads WA | Yes | 1,419 | | 1,419 | 0 | 1,419 | May-19 |
| Regional Road Group | Main Roads WA | Yes | 293,877 | 0 | 293,877 | 0 | 293,877 | 40% Aug-18, 60% Feb-19 |
| Roads to Recovery | Department of Infrastructure and Regional Development | Yes | 201,689 | | 201,689 | 0 | 201,689 | Quarterly - Oct, Jan, Apr |
| OTHER PROPERTY & SERVICES | | | | | | | | |
| Diesel Fuel Rebate | Australian Taxation Office | Yes | 15,000 | | 15,000 | 0 | 15,000 | Monthly |
| TOTALS | | | 1,384,205 | 0 | 1,384,205 | 0 | 1,384,205 | |

Comments - Grants and Contributions

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 9: Cash Backed Reserve

| Name | Opening Balance | Annual Budget Interest Earned | Actual Interest Earned | Annual Budget Transfers In (+) | Actual Transfers In (+) | Annual Budget Transfers Out (-) | Actual Transfers Out (-) | Transfer out Reference | Annual Budget Closing Balance | Actual YTD Closing Balance |
|----------------------------------|------------------|-------------------------------|------------------------|--------------------------------|-------------------------|---------------------------------|--------------------------|------------------------|-------------------------------|----------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | | \$ | \$ |
| Building | 239,055 | 5,834 | 334 | | | | | | 244,889 | 239,389 |
| Sport and Recreation Facilities | 130,873 | 3,194 | 183 | | | | | | 134,067 | 131,056 |
| Waste Management | 55,107 | 1,345 | 77 | 8,578 | | | | | 65,030 | 55,184 |
| Plant and Equipment | 134,288 | 3,277 | 188 | | | | | | 137,565 | 134,476 |
| Community Bus | 79,097 | 1,930 | 111 | | | | | | 81,027 | 79,208 |
| Community Development | 150,450 | 3,672 | 210 | 50,000 | 50,000 | | | | 204,122 | 200,660 |
| Roads | 242,449 | 330 | 339 | | | (217,729) | (242,788) | | 25,050 | 0 |
| Unspent Grants | 528,622 | 842 | 739 | | 255 | (503,313) | (527,657) | | 26,151 | 1,959 |
| Independent Living Units project | 19,737 | 492 | 28 | | | | | | 20,229 | 19,765 |
| Joint Venture Housing | 16,744 | 409 | 23 | 1,000 | | | | | 18,153 | 16,767 |
| Community Health | 1,051,796 | 25,668 | 1,470 | | | (20,000) | | | 1,057,464 | 1,053,266 |
| Airport Development | 41,315 | 1,008 | 58 | | | | | | 42,323 | 41,373 |
| | 2,689,534 | 48,001 | 3,758 | 59,578 | 50,255 | (741,042) | (770,445) | | 2,056,071 | 1,973,102 |



Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

| Profit(Loss) of Asset Disposal | | | | Disposals | Current Budget Replacement | | |
|--------------------------------|------------|----------|---------------|------------------------------------|----------------------------|----------|------------------|
| Cost | Accum Depr | Proceeds | Profit (Loss) | | Annual Budget | Actual | Variance |
| \$ | \$ | \$ | \$ | | \$ | \$ | \$ |
| | | | | Other Property and Services | | | |
| | | | 0 | Toyota Camry | 50,000 | 0 | (50,000) ▼ |
| | | | 0 | Land Rover Discovery | 58,710 | 0 | (58,710) ▼ |
| | | | 0 | Toro Mower | 42,547 | 0 | (42,547) ▼ |
| | | | 0 | Roller | 170,000 | 0 | (170,000) ▼ |
| 0 | 0 | 0 | 0 | Totals | 321,257 | 0 | (321,257) |

Comments - Capital Disposal

| Contributions Information | | | | | Summary Acquisitions | Current Budget | | |
|---------------------------|----------------|--------------------|-----------|------------------|--|------------------|---------------|--------------------|
| Municipal Funds | Grants | Reserves/ Proceeds | Borrowing | Total | | Annual Budget | Actual | Variance |
| \$ | \$ | \$ | \$ | \$ | | \$ | \$ | \$ |
| | | | | | Property, Plant & Equipment | | | |
| 0 | 0 | 0 | 0 | 0 | Land for Resale | 0 | 0 | 0 |
| 222,000 | 0 | 0 | 0 | 222,000 | Land and Buildings | 222,000 | 13,787 | (208,213) ▼ |
| 226,412 | 0 | 102,844 | 0 | 329,256 | Plant & Property | 329,256 | 7,173 | (322,083) ▼ |
| 25,000 | 0 | 0 | 0 | 25,000 | Furniture & Equipment | 25,000 | 0 | (25,000) ▼ |
| | | | | | Infrastructure | | | |
| 24,514 | 495,566 | 0 | 0 | 520,080 | Roadworks | 520,080 | 0 | (520,080) ▼ |
| 0 | 0 | 0 | 0 | 0 | Drainage | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | Bridges | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | Footpath & Cycleways | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | Parks, Gardens & Reserves | 0 | 0 | 0 |
| 35,000 | 0 | 0 | 0 | 35,000 | Airports | 35,000 | 0 | (35,000) ▼ |
| 0 | 0 | 0 | 0 | 0 | Sewerage | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | Other Infrastructure | 0 | 0 | 0 |
| 532,926 | 495,566 | 102,844 | 0 | 1,131,336 | Totals | 1,131,336 | 20,959 | (1,110,377) |

Comments - Capital Acquisitions

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

| Contributions | | | | | Land for Resale | Current Budget This Year | | |
|-----------------|----------|-----------------------|-----------|----------|-----------------|-----------------------------|----------|----------|
| Municipal Funds | Grants | Reserves/ Proceeds | Borrowing | Total | | Annual Budget | Actual | Variance |
| \$ | \$ | \$ | \$ | \$ | | \$ | \$ | \$ |
| | | | | 0 | | | | 0 |
| | | | | 0 | | | | 0 |
| | | | | 0 | | | | 0 |
| 0 | 0 | 0 | 0 | 0 | Totals | 0 | 0 | 0 |

| Contributions | | | | | Land & Buildings | Current Budget This Year | | |
|-----------------|----------|-----------------------|-----------|----------------|--|-----------------------------|---------------|------------------|
| Municipal Funds | Grants | Reserves/ Proceeds | Borrowing | Total | | Annual Budget | Actual | Variance |
| \$ | \$ | \$ | \$ | \$ | | \$ | \$ | \$ |
| 10,000 | | | | 10,000 | Governance Shire Office | 10,000 | 2,780 | (7,220) ▼ |
| 10,000 | | | | 10,000 | Education and Welfare Aged Care Services and Accommodation | 10,000 | 0 | (10,000) ▼ |
| 10,000 | | | | 10,000 | Housing 1 Slocum St | 10,000 | 2,350 | (7,650) ▼ |
| 7,000 | | | | 7,000 | 22a Flint St | 7,000 | 0 | (7,000) ▼ |
| 15,000 | | | | 15,000 | Lady Novar | 15,000 | 3,287 | (11,713) ▼ |
| 25,000 | | | | 25,000 | Recreation and Culture Recreation Centre | 25,000 | 0 | (25,000) ▼ |
| 115,000 | | | | 115,000 | Transport Depot | 115,000 | 0 | (115,000) ▼ |
| 15,000 | | | | 15,000 | Economic Services Railway Station | 15,000 | 4,377 | (10,623) ▼ |
| 15,000 | | | | 15,000 | Railway Barracks | 15,000 | 992 | (14,008) ▼ |
| 222,000 | 0 | 0 | 0 | 222,000 | Totals | 222,000 | 13,787 | (208,213) |

| Contributions | | | | | Plant & Equipment | Current Budget This Year | | |
|-----------------|----------|-----------------------|-----------|----------------|---------------------------------|-----------------------------|--------------|-------------------------|
| Municipal Funds | Grants | Reserves/ Proceeds | Borrowing | Total | | Annual Budget | Actual | Variance (Under)Over |
| \$ | \$ | \$ | \$ | \$ | | \$ | \$ | \$ |
| 35,000 | | 15,000 | | 50,000 | Transport CEO vehicle | 50,000 | 0 | (50,000) ▼ |
| 23,710 | | 35,000 | | 58,710 | Doctor vehicle | 58,710 | 0 | (58,710) ▼ |
| 29,703 | | 12,844 | | 42,547 | Ride on mower | 42,547 | 0 | (42,547) ▼ |
| 7,999 | | | | 7,999 | Cylinder mower | 7,999 | 7,173 | (826) ▼ |
| 130,000 | | 40,000 | | 170,000 | Roller | 170,000 | 0 | (170,000) ▼ |
| 226,412 | 0 | 102,844 | 0 | 329,256 | Totals | 329,256 | 7,173 | (322,083) |

| Contributions | | | | | Furniture & Equipment | Current Budget This Year | | |
|-----------------|----------|-----------------------|-----------|---------------|--|-----------------------------|----------|-------------------------|
| Municipal Funds | Grants | Reserves/ Proceeds | Borrowing | Total | | Annual Budget | Actual | Variance (Under)Over |
| \$ | \$ | \$ | \$ | \$ | | \$ | \$ | \$ |
| 25,000 | | | | 25,000 | Governance Shire Office IT upgrade | 25,000 | 0 | (25,000) ▼ |
| 25,000 | 0 | 0 | 0 | 25,000 | Totals | 25,000 | 0 | (25,000) |

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

| Contributions | | | | | Roads | Current Budget This Year | | | |
|-----------------|----------------|-----------------------|-----------|----------------|---|-----------------------------|----------|-------------------------|---|
| Municipal Funds | Grants | Reserves/ Proceeds | Borrowing | Total | | Annual Budget | Actual | Variance (Under)Over | |
| \$ | \$ | \$ | \$ | \$ | | \$ | \$ | \$ | |
| 0 | 201,230 | | | 201,230 | Transport | 201,230 | 0 | (201,230) | ▼ |
| 24,514 | 80,276 | | | 104,790 | Cunderdin/Wyalkatchem Rd - SLK 2.0 to 4.85 | 104,790 | 0 | (104,790) | ▼ |
| | 134,801 | | | 134,801 | Cunderdin/Wyalkatchem Rd - SLK 4.85 to 7.85 | 134,801 | 0 | (134,801) | ▼ |
| | 27,424 | | | 27,424 | Tammin / Wyalkatchem Rd - SLK 25.36 to 28.44 | 27,424 | 0 | (27,424) | ▼ |
| | 35,770 | | | 35,770 | Lewis East Rd | 35,770 | 0 | (35,770) | ▼ |
| | 16,065 | | | 16,065 | Goldfields Rd | 16,065 | 0 | (16,065) | ▼ |
| | | | | | Martin Rd Sealing | | | | |
| 24,514 | 495,566 | 0 | 0 | 520,080 | Totals | 520,080 | 0 | (520,080) | |

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

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

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

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

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

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

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

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 11: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

| Description | Opening Balance 1-Jul-18 | Amount Received | Amount Paid | Closing Balance 31-Jul-18 |
|--|--------------------------------|--------------------|----------------|---------------------------------|
| | \$ | \$ | \$ | \$ |
| Working Account | | | | |
| Key Deposit | 195 | | | 195 |
| Interest | 1 | | (1) | 0 |
| Cleaning Bond | 600 | | | 600 |
| Proceeds of Lot 2 Station St, Korrelocking sale | 7,045 | | (7,045) | 0 |
| Rose & Heritage Festival Committee | 2,651 | | | 2,651 |
| Councillor Nomination Payments | 0 | 240 | (240) | 0 |
| Employee Pay | 2,810 | | | 2,810 |
| | 13,303 | 240 | (7,286) | 6,257 |

Please note that the proceeds for the sale of Lot 2 Station St, Korrelocking for the amount of \$7,044.86 have been paid to the Supreme Court of WA.

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

SUPPLEMENTARY INFORMATION: INFORMATION ON BORROWINGS

(a) Debenture Repayments

| Particulars | Principal 1-Jul-18 | New Loans | | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|---|-----------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------|-------------------------|-------------------------|-------------------------|
| | | 2018/19 Budget \$ | 2018/19 Actual \$ | 2018/19 Budget \$ | 2018/19 Actual \$ | 2018/19 Budget \$ | 2018/19 Actual \$ | 2018/19 Budget \$ | 2018/19 Actual \$ |
| Housing | | | | | | | | | |
| Loan 68 - 43/45 Wilson | 147,658 | 0 | 0 | 20,636 | 0 | 127,022 | 147,658 | 9,828 | 0 |
| Recreation & Culture | | | | | | | | | |
| Loan 73 - Community Resource Centre Building Project | 130,323 | 0 | 0 | 19,413 | 0 | 110,910 | 130,323 | 5,561 | 0 |
| Transport | | | | | | | | | |
| Loan 74 - New Holland Tractor | 16,037 | 0 | 0 | 16,037 | 0 | 0 | 16,037 | 234 | 0 |
| | 294,018 | 0 | 0 | 56,086 | 0 | 237,932 | 294,018 | 15,623 | 0 |

(b) Credit Standby Arrangements

| | |
|---|---------|
| Bank overdraft limit | 250,000 |
| Bank overdraft at month end | 0 |
| Credit card limit - Total limit approved | 13,000 |
| Credit card limit - CEO actual limit accessed | 0 |
| Credit card balance at month end | 0 |

RECONCILIATION OF BANK ACCOUNTS


| | |
|--|------------------|
| Unrestricted Municipal Bank as at 31 July 2018 | 627,563 |
| Outstanding Deposits | 29,094 |
| Outstanding Payments | (550) |
| Ending Balance | <u>656,107</u> |
| Trust Working as at 31 July 2018 | 6,257 |
| Outstanding Deposits | |
| Outstanding Payments | |
| Ending Balance | <u>6,257</u> |
| Reserve Account as at 31 July 2018 | 1,972,763 |
| Outstanding Deposits | |
| Outstanding Payments | |
| Ending Balance | <u>1,972,763</u> |

A/R Aging Summary

As at 31 July 2018

| | <u>Current</u> | <u>1 - 30</u> | <u>31 - 60</u> | <u>61 - 90</u> | <u>> 90</u> | <u>TOTAL</u> | |
|------------------------------------|-------------------|-------------------------|-----------------|-----------------|-----------------|-------------------------|--|
| Crisp Wireless Pty Ltd | 0 | 0 | 0 | 0 | 0 | 0 | Invoice for communications tower |
| Jones, Gillian | 0 | 0 | 0 | 0 | 0 | 0 | Use of Railway Station charge - paid 10/07/18 |
| Main Roads | 0 | 176,837 | 0 | 0 | 0 | 176,837 | Blackspot project and WANDRRA Claim 5 |
| Office of the Hon Melissa Price MP | 320 | 0 | 0 | 0 | 0 | 320 | Railway Barracks accommodation |
| RATE DEBTORS | 184 | 1,324,218 | 0 | 0 | 0 | 1,324,402 | Outstanding Rates as at 31 July 2018 |
| Road Safety Commission | 0 | 0 | 0 | 0 | 0 | 0 | Road Safety Grant for Wylie Fair 2018. Paid 04/04/18 |
| Shire of Koorda | 0 | 0 | 0 | 0 | 0 | 0 | Invoice for Medical Services Apr-Jun 2018 |
| Shire of Pingelly | 0 | 0 | 0 | 0 | 0 | 0 | Invoice for ranger training course |
| Silkwood Funerals | 0 | 0 | 0 | 0 | 0 | 0 | Invoice |
| Toboss, Peter | 0 | 910 | 0 | 0 | 0 | 910 | Electricity 10 Honour Ave |
| Ugle, Roger | 0 | 30 | 0 | 0 | 0 | 30 | Water usage |
| WA Contract Ranger Services | 0 | 0 | 0 | 0 | 0 | 0 | Invoice for ranger training course |
| Webb, Margaret | 0 | 0 | 0 | 0 | 0 | 0 | Electricity 2a Slocum St |
| | 0 | 50 | 0 | 0 | 0 | 50 | Railway Barracks Accommodation Dowerin Field Days 2018 - not due until 31 July 18 |
| Wright, Steven | | | | | | | |
| Wyalkatchem Football Club | 0 | 533 | 0 | 0 | 0 | 533 | Season Charges 2018 |
| TOTAL | <u>504</u> | <u>1,502,579</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>1,503,082</u> | |
| | 320 | 178,360 | 0 | 0 | 0 | 178,680 | Sundry |
| | 184 | 1,324,218 | 0 | 0 | 0 | 1,324,402 | Rates |

8.2.2 FINANCIAL MANAGEMENT – FINANCIAL REPORTING – PAYMENT LISTINGS – JULY 2018

| | |
|---|---|
| FILE REFERENCE: | 12.10.02 |
| AUTHOR'S NAME AND POSITION: | Claire Trenorden Manager Corporate Services |
| AUTHOR'S SIGNATURE: |  |
| NAME OF APPLICANT/RESPONDENT/LOCATION: | Not Applicable |
| NOTIFICATION TO APPLICANT: | Not Applicable |
| DATE REPORT WRITTEN: | 6 August 2018 |
| DISCLOSURE OF INTEREST: | The author has no financial interest in this matter. |
| PREVIOUS MEETING REFERENCE: | OMC: 19 July 2018 Council Decision No. 99/2018 |
| STRATEGIC COMMUNITY PLAN REFERENCE | 5 – A well-managed and effective council organization. 6 – Well utilized and effectively managed facilities and assets. |

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

That Council resolve the following:

1. Receive the Payment Listings as of 31 July 2018.

Appendices:

1. Payment Listings as of 31 July 2018;
2. Credit Card Statement for June 2018;
3. Fuel Card Statement for June 2018.

Background:

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

Comment:

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

Municipal Account

| | |
|--------------------------|------------|
| Total Payments July 2018 | \$318,436 |
| Total Payments July 2017 | \$490,070 |
| Variance \$ | -\$171,634 |
| Variance % | -35% |

| | |
|-------------------------------------|--------|
| Percentage paid by EFT July 2018 | 99.27% |
| Percentage paid by Cheque July 2018 | 0.73% |

Percentage of Wyalkatchem based Suppliers July 2018 (excluding wages, bank fees, loan payments and utilities providers) 13%

Percentage of suppliers used where no Wyalkatchem based option is available July 2018 87%

Dollar Value spent with Wyalkatchem based Suppliers July 2018 \$32,752

Trust Account – Working

No transactions

Reserve Account

No transactions

Consultation:

Taryn Dayman Chief Executive Officer

Statutory Environment:

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

Policy Implications:

Relates to Policy Number GP2 – Purchasing Policy.

Financial Implications:

Payment of Accounts Payable as per the attached transaction statements to the value of \$318,436 for July 2018.

Strategic Plan/Risk Implications:

There are no strategic implications relative to this item.

Voting Requirements Simple Majority

Council Decision Number: 107/2018

Moved: Cr Holdsworth **Seconded:** Cr Gamble

That Council resolve the following:

- 1. Receive the Payment Listing as of 31 July 2018.**

CARRIED 5/0

Shire of Wyalkatchem
Payment Listing
As of July 31, 2018

| Type | Date | Num | Name | Description | Amount |
|---|------------|------------|---|---|------------|
| A01100 - Cash at Bank | | | | | |
| A01101 - Unrestricted Municipal Bank | | | | | |
| Bill Pmt -Cheque | 02/07/2018 | | Coates Hire Group - EFT | MAINTENANCE GRADING Delivery of grader and roller, Roller hire, Grader hire 050618-250618 | -18,190.04 |
| Bill Pmt -Cheque | 02/07/2018 | | D & D Transport - EFT | MAIN ROADS DEPOT Supply and delivery of bluemetall 15.5T 110618 | -1,091.20 |
| Bill Pmt -Cheque | 02/07/2018 | | Envirapest - EFT | ADMIN OFFICE Accommodation for pest control x 2 nights | -200.00 |
| Bill Pmt -Cheque | 02/07/2018 | | Landgate - EFT | VALUATIONS GRV Revaluation 2017/18 | -5,912.64 |
| Bill Pmt -Cheque | 02/07/2018 | | LGIS Risk Management - EFT | OCC HEALTH Risk Management Coordinator 2017/18 2nd instalment | -3,296.70 |
| Bill Pmt -Cheque | 02/07/2018 | | Sheridan's for Badges - EFT | UNIFORMS Name Badge Dayman, Trenorden, Watkins | -98.84 |
| Bill Pmt -Cheque | 02/07/2018 | | Shire of Mt Marshall - EFT | NEWHEALTH expenses April & May 2018 | -4,688.22 |
| Bill Pmt -Cheque | 02/07/2018 | | Signet Pty Ltd - EFT | REC CENTRE OVAL Field marking paint white 15L x 4 | -352.81 |
| Bill Pmt -Cheque | 02/07/2018 | | WA Contract Ranger Services - EFT | ANIMAL CONTROL Ranger Visit 260618 x 3hrs | -280.50 |
| Bill Pmt -Cheque | 02/07/2018 | | Wheatbelt Safetywear - EFT | PROTECTIVE CLOTHING Jacket Martin | -95.00 |
| Bill Pmt -Cheque | 02/07/2018 | | Winc Australia Pty Ltd - EFT | STATIONERY Post-it Arrow flags 4 pack x 2, AA Batteries 10 pack, permanent markers x 12, BARRACKS Dishwashing liquid 1L x 4, Indoor broom | -84.03 |
| Bill Pmt -Cheque | 02/07/2018 | | Wyalkatchem Community Resource Cntr - EFT | CRC ANNUAL FEE June 2018 | -2,388.00 |
| Bill Pmt -Cheque | 02/07/2018 | | Wyalkatchem Hotel - EFT | REFRESHMENTS Council meeting 210618 | -50.00 |
| Bill Pmt -Cheque | 02/07/2018 | | Wyalkatchem Spraying Service - EFT | 10 HONOUR AVE spraying of property x 2.25hrs 220618, REC CENTRE OVAL Spraying oval perimeter x 2.25hrs 220618, ROADSIDE SPRAYING Goldfields Rd x 9.25hrs 220618, 250618 | -1,120.00 |
| Cheque | 02/07/2018 | DD020718 | Westnet | Internet Access Jul 2018, Email Hosting 190418-190518 | -193.05 |
| Bill Pmt -Cheque | 02/07/2018 | DD020718 | Fuji Xerox - EFT | PHOTOCOPY Lease 230618-220718 | -317.02 |
| Cheque | 03/07/2018 | CRED030718 | Collard, Errol James | REC CENTRE Refund after cancellation of hire booking 14/07/18 | -150.00 |
| Bill Pmt -Cheque | 04/07/2018 | DD040718 | NAB Visa | CREDIT CARD June 2018 | -1,831.96 |
| Bill Pmt -Cheque | 09/07/2018 | DD090718 | Telstra | TELEPHONE 170618-160718, INTERNET 170618-160718 | -658.76 |
| Bill Pmt -Cheque | 10/07/2018 | | Australia Post - Mail - EFT | POSTAGE June 2018 | -130.55 |
| Bill Pmt -Cheque | 10/07/2018 | | Brendon Wilkes Electrical - EFT | 22B FLINT ST Test GPO, replace GPO and remove redundant TV booster and cabling, 1 SLOCUM ST Test GPO and remove redundant TV equipment, 2 SLOCUM ST Replace faulty thermostat in solar hot water system | -712.25 |
| Bill Pmt -Cheque | 10/07/2018 | | Central Second Hand - EFT | 53 PIESSSE ST Carpet cleaning whole house, MAINTENANCE WM216 Vacuuming water/moisture from under flooring, MAINTENANCE WYLIE Car detailing 4hrs | -295.00 |
| Bill Pmt -Cheque | 10/07/2018 | | Dunnings - EFT | FUEL June 2018 | -16,534.40 |
| Bill Pmt -Cheque | 10/07/2018 | | Elders Rural Services - EFT | ROADSIDE SPRAYING TOWN Garlon 10L | -230.00 |
| Bill Pmt -Cheque | 10/07/2018 | | Koorda Ag Parts - EFT | BENJABERRING HINDMARSH INTERSECTION Remove existing fence and supply and erect new fence | -1,738.00 |
| Bill Pmt -Cheque | 10/07/2018 | | Landgate - EFT | VALUATION Rural UV Schedule R2018/3 | -65.50 |
| Bill Pmt -Cheque | 10/07/2018 | | Landmark - EFT | REC CENTRE gas bottles 45kg x 2, ROADSIDE SPRAYING TOWN Round up 20L, Metsulfuron 1kg | -656.54 |
| Bill Pmt -Cheque | 10/07/2018 | | Liebherr-Australia Pty Ltd - EFT | FREIGHT Beacon for loader | -44.00 |
| Bill Pmt -Cheque | 10/07/2018 | | Local Government Professionals - EFT | TRAINING Local Ingenuity, Cultural Diversity and Innovation forum Hammond | -55.00 |
| Bill Pmt -Cheque | 10/07/2018 | | Mayday Earthmoving - EFT | GRAVE DIGGING Hire of excavator 280618 | -220.00 |
| Bill Pmt -Cheque | 10/07/2018 | | Nightingale, Rachel - EFT | AWARE Labour and Travel 010418-300618 | -6,320.60 |
| Bill Pmt -Cheque | 10/07/2018 | | Petchell Mechanical - EFT | REPAIRS WYLIEBUS Clutch replacement, MAINTENANCE WYLIEBUS Annual inspection for licencing, WM00 service 6 monthly 21,604kms, Miscellaneous plant Windscreen squeegie x 3, metal dust pan x 4, wooden handle brush x 4 | -2,758.94 |
| Bill Pmt -Cheque | 10/07/2018 | | R Munns Engineering Consulting - EFT | SRRG GROUP ADMIN Secretary costs 010717 - 290618 | -653.13 |
| Bill Pmt -Cheque | 10/07/2018 | | St Mark Pharmacy - EFT | OCC HEALTH Band-aids x 10 boxes, Flu Shots for staff x 8 | -185.10 |
| Bill Pmt -Cheque | 10/07/2018 | | T & E Services Pty Ltd - EFT | MEDICAL SERVICES July 2018 | -14,259.70 |
| Bill Pmt -Cheque | 10/07/2018 | | Wyalkatchem Spraying Service - EFT | AIRSTRIIP Spraying runway sides x 4hr 070718- 080718, ROADSIDE SPRAYING TOWN 15 Piesse st x 2hrs 280618, Grace st, Barracks, and Butlin st x 6hrs 060718 | -960.00 |
| General Journal | 10/07/2018 | 3061 | NAB | Audit Fee | -70.00 |
| Paycheque | 11/07/2018 | | Salaries and wages | PPE110718 | -23,432.20 |

Shire of Wyalkatchem
Payment Listing
As of July 31, 2018

| | | | | | |
|------------------|------------|-------------|---|---|------------|
| Cheque | 17/07/2018 | DD170718 | Foxtel | 57 FLINT ST Doctors House Foxtel | -152.00 |
| Bill Pmt -Cheque | 19/07/2018 | 16861 | Wheatbelt Agcare - EFT | RURAL COUNSELLING SERVICE 2018/19 | -550.00 |
| Bill Pmt -Cheque | 19/07/2018 | 16862 | Wylie News & Lotteries | REFRESHMENTS Catering for light lunch NEWROC Council 260618, Catering for cat and dog handling course 110618-130618, NEWSPAPERS Jun 2018, Farewell Card - McCabe | -566.59 |
| Bill Pmt -Cheque | 19/07/2018 | 16863 | Department of Transport. | LICENCE WYLIE, WM00, WM000 2018/19 | -1,208.25 |
| Bill Pmt -Cheque | 19/07/2018 | | Air Born Amusements - EFT | WYALKATCHEM FAIR 2019 Hire of Amusements - Deposit | -700.00 |
| Bill Pmt -Cheque | 19/07/2018 | | Avon Waste - EFT | BINS June 2018 - 318 x 4 weeks, 12 Street x 4 weeks, RECYCLING Service bins x 9 210618 | -4,260.26 |
| Bill Pmt -Cheque | 19/07/2018 | | BOC Gases - EFT | DEPOT Container Service Charges 290518-270618, SWIMMING POOL C size oxygen bottles x 2 | -64.02 |
| Bill Pmt -Cheque | 19/07/2018 | | Courier Australia - EFT | FREIGHT 260618, 110718 | -40.14 |
| Bill Pmt -Cheque | 19/07/2018 | | D & D Transport - EFT | FREIGHT Parts from Cutting edges | -111.65 |
| Bill Pmt -Cheque | 19/07/2018 | | Department of Lands - EFT | LEASE White Dam Reserve 010718-311218 | -5,362.50 |
| Bill Pmt -Cheque | 19/07/2018 | | Dowerin Community Resource Centre - EFT | ADVERTISING Expression of Interest Family Day Care 240518 and 310518 | -60.00 |
| Bill Pmt -Cheque | 19/07/2018 | | E Fire and Safety - EFT | FIRE EXTINGUISHERS, EXIT/EMERGENCY LIGHTS 6 monthly servicing, CRC BUILDING Travel and labour to investigate faults with fire panel 030718 | -3,718.00 |
| Bill Pmt -Cheque | 19/07/2018 | | T & E Services Pty Ltd - EFT | OCC HEALTH Flu Shots Staff x 8 | -490.00 |
| Bill Pmt -Cheque | 19/07/2018 | | Wheatbelt Construction - EFT | RAILWAY BARRACKS Straighten shade awning to west side of rooms including replacing timber, RAILWAY STATION Replace gutters and fascia line to south and west of building, LADY NOVAR Repair entrance stair landing, MUSEUM HOUSE Replace floor stumps x 15 with treated pine - 50% deposit on all jobs | -11,093.50 |
| Bill Pmt -Cheque | 19/07/2018 | | Wilson Sign Solutions - EFT | MEMBERS MINOR EXPENDITURE Updates to Members Honour Board McCabe and Dayman | -82.50 |
| Bill Pmt -Cheque | 19/07/2018 | | Wyalkatchem Hotel - EFT | REFRESHMENTS Catering for Citizenship Ceremony x 14 050718 | -70.00 |
| Bill Pmt -Cheque | 19/07/2018 | | Wyalkatchem Spraying Service - EFT | AIRSTRIIP Spraying runway sides x 2.5hrs 100718, Spraying airstrip surrounds x 6hr 120718, Spraying runway sides x 2hr 130718 | -840.00 |
| Bill Pmt -Cheque | 23/07/2018 | DD230718 | Telstra | TELEPHONE Works manager mobile 020718-010818, CEO mobile 020718-010818, Emergency mobile 020718-010818 | -116.60 |
| Bill Pmt -Cheque | 23/07/2018 | DD230718 | Synergy | ELECTRICITY 250218 - 240618 | -2,269.40 |
| Cheque | 23/07/2018 | dd230718 | Treasury Corp | BANK FEES Government Guarantee Fee for period ended 300618 | -457.54 |
| Paycheque | 25/07/2018 | | Salaries and wages | PPE250718 | -22,783.45 |
| Bill Pmt -Cheque | 26/07/2018 | | Central Second Hand - EFT | MAINTENANCE WM000 Car detailing 170718 | -75.00 |
| Bill Pmt -Cheque | 26/07/2018 | | E Fire and Safety - EFT | CRC BUILDING 6 Monthly Testing of Fire Detection System | -598.95 |
| Bill Pmt -Cheque | 26/07/2018 | | Koorda Ag Parts - EFT | URBAN STREETS Repair of fence at 20 Flint St that was damaged by the Shire | -1,023.00 |
| Bill Pmt -Cheque | 26/07/2018 | | LGIS Insurance Broking - EFT | INSURANCE Motor vehicle, Marine Cargo, Management Liability, Cyber Liability, Personal Accident, Contract Works, Travel 2018/19 | -48,030.57 |
| Bill Pmt -Cheque | 26/07/2018 | | LGIS Liability - EFT | INSURANCE Property, Liability, Workers Compensation 2018/19 1st Instalment, Bushfire, Crime 2018/19 | -48,083.01 |
| Bill Pmt -Cheque | 26/07/2018 | | Palmer Plumbing - EFT | STANDPIPE Testing at 7 sites, STANDPIPE Replacement of RPZ valve at Lot 293 Wyalkatchem North Rd and Martin Rd, 59 FLINT ST Replace laundry spout and repair toilet, 1 SLOCUM ST Replace O-rings in showers x 2 and replace washers in taps, 2 SLOCUM ST Replace O-rings in shower and replace washers in taps, 53 PIESSE ST Install tap tops and shower rose | -1,834.80 |
| Bill Pmt -Cheque | 26/07/2018 | | Wyalkatchem Spraying Service - EFT | AIRPORT Spot spraying x 1.25Hrs 180718, ROADSIDE SPRAYING Nungarin - Wyalkatchem Rd east of elevators x 1.25Hrs 180718, ROADSIDE SPRAYING TOWN Spraying Ferris St, Roadhouse area, Museum block, Grace St, and 63 Flint st x 6.25Hrs 180718, Spraying back lanes x 3Hrs 190718 | -720.00 |
| Cheque | 26/07/2018 | CRED300718A | Davimac Trading PTY LTD | RAILWAY BARRACKS Cancellation of 1 room x 5 nights | -300.00 |
| Cheque | 27/07/2018 | CRED300718B | MacPherson, Casey | ANIMAL CONTROL EQUIPMENT BOND Cat trap bond refund. Receipt number 13179 | -20.00 |

Shire of Wyalkatchem
Payment Listing
As of July 31, 2018

| | | | | | |
|--|------------|----------|-----------------------------------|--|-------------|
| Bill Pmt -Cheque | 27/07/2018 | | Brendon Wilkes Electrical - EFT | 57 FLINT ST Replace faulty smoke detector, ADMIN OFFICE Replace fluoro lights x 12 with LED 27 watt eco light fittings, CRC BUILDING Replace 30W downlights x 5, Supply LED downlights x 10 | -4,815.25 |
| Bill Pmt -Cheque | 27/07/2018 | | Conplant Ammann Australia - EFT | REPAIRS WM160 Replace new drive module to fix no reverse, Service 5700 hours | -6,550.00 |
| Bill Pmt -Cheque | 27/07/2018 | | Dalwallinu Electrical - EFT | AIRPORT DEVELOPMENT Install switchboard, sub boards, upgrade for future industrial sites x 8 | -4,400.00 |
| Bill Pmt -Cheque | 27/07/2018 | | Eastern Hills Saws & Mowers - EFT | MOWMASTER 30" CYLINDER MOWER DC30T, Fuel/oil combo cans 6L/2L x 2, DEPOT Chainsaw File round (5/32) per file x 4, Chainsaw MS170 Z with 35cm Miniboss Bar x 2, Chainsaw 14 c/loop mini 61PMMC3 x 4 | -8,529.80 |
| Bill Pmt -Cheque | 27/07/2018 | | Gary's Painting Service - EFT | 1 SLOCUM ST Painting of entry and formal living area at front of house | -2,350.00 |
| Bill Pmt -Cheque | 27/07/2018 | | Shire of Mt Marshall - EFT | NEWHEALTH expenses June 2018, Contribution to Building Surveyor Apr - Jun 2018 | -4,058.21 |
| Bill Pmt -Cheque | 27/07/2018 | | WA Local Government Assoc - EFT | SUBSCRIPTIONS WALGA Association Membership 2018/19, WALGA Governance Service 2018/19, WALGA Local Laws 2018/19, WALGA Employee Relations 2018/19, WALGA Tax Services 2018/19, WALGA Procurement Services 2018/19 | -17,068.62 |
| Bill Pmt -Cheque | 27/07/2018 | | Westrac - EFT | OILS WM017 Hydraulic fluid 20L | -105.50 |
| Bill Pmt -Cheque | 27/07/2018 | | Wheatbelt Safetywear - EFT | PROTECTIVE CLOTHING Shirts x 5 Jones, Pants x 5 Jones | -350.00 |
| General Journal | 31/07/2018 | 3065 | NAB | Account Keeping Fee | -30.20 |
| General Journal | 31/07/2018 | 3066 | NAB | NAB Connect Fee. June 2018 TM | -48.99 |
| General Journal | 31/07/2018 | 3067 | NAB | Merchant Fees | -153.38 |
| Bill Pmt -Cheque | 31/07/2018 | DD310718 | Fuji Xerox - EFT | PHOTOCOPY Lease 230718-220818 | -317.02 |
| Bill Pmt -Cheque | 31/07/2018 | DD310718 | Synergy | ELECTRICITY 100518 - 100718 | -3,657.55 |
| Total A01101 - Unrestricted Municipal Bank | | | | | -318,435.93 |
| A01110 - Reserved Cash | | | | | |
| General Journal | 23/07/2018 | | Transfer to Municipal Account | | -720,190.01 |
| Total A01110 - Reserved Cash | | | | | -720,190.01 |

CERTIFICATION OF CHIEF EXECUTIVE OFFICER

I hereby certify that the Schedule of Accounts paid was submitted to Council on Thursday, 16 August 2018.
All payments are as per the Annual Budget and are supported by vouchers and invoices and were not processed until goods and services were certified as received.

Taryn Dayman, Chief Executive Officer

CERTIFICATION OF CHAIRMAN

I hereby certify this schedule of accounts paid was submitted to the Council on Thursday, 16 August 2018 for information pursuant to Section 6.8(2)(b) of the Local Government Act 1995.

Cr Quentin Davies, Chairman



Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001

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

Fax 1300 363 658

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

Cardholder Details

Cardholder Name: MR IAN JAMES MCCABE
 Account No: 4557 0455 3738 1455
 Statement Period: 29 May 2018 to 28 June 2018
 Cardholder Limit: \$5,000

Transaction record for: MR IAN JAMES MCCABE

| Date | Amount A\$ | Details | Explanation | Amount NOT subject to GST | Amount subject to GST | GST component (1/11th of the amount subject to GST) | Reference |
|------------------------------|---|------------------------------------|---|---------------------------|-----------------------|---|-------------|
| 29 May 2018 | \$100.00 | RURAL HEALTH WEST NEDLANDS | EO41226 - SUBSCRIPTIONS Rural health West | | | | 74564458148 |
| 31 May 2018 | \$16.31 | PP*WYLIEWHERE WYALKATCHEM | E105135 - CEMETERY Loxin anchors for Furniture | | | | 74766188150 |
| 4 Jun 2018 | \$20.00 | GIDGEE CONVENIENCE GIDGEGANNUP | E144020 FUEL WYLIE 010618 | | | | 05211020713 |
| 4 Jun 2018 | \$299.00 \$2,000.00 | HARVEY NORMAN ONLINE HOMEBUSH WEST | EO42095 STAFF FAREWELL McCabe gift | | | | 74564458152 |
| 8 Jun 2018 | Cr \$82.30 | WYLIE COMMUNITY MEAT WYALKATCHEM | EO42095 STAFF FAREWELL McCabe Farewell dinner | | | | 05170215859 |
| 12 Jun 2018 | \$85.00 | PAYPAL *ALCOLIMITBR 4029357733 | EO41212 OCC HEALTH & SAFETY Breather user Recalibration | | | | 74766188162 |
| 12 Jun 2018 | \$102.00 | CANCER COUNCIL WA5100 SUBIACO | EO42020 PUBLIC RELATIONS Biggest morning tea donation | | | | 74564728162 |
| 13 Jun 2018 | \$155.00 | ACMA BELCONNEN | EO51055 OTHER FIRE PREVENTION ACMA Licence Renewal | | | | 03120746301 |
| 14 Jun 2018 | \$945.00 | RECKON LTD NORTH SYDNEY | EO41218 COMPUTER Reckon annual Licence Renewal | | | | 04104012099 |
| 22 Jun 2018 | \$18.35 | PP*WYLIEWHERE WYALKATCHEM | EO41218 COMPUTER 10m Network Cable | | | | 74766188172 |
| 28 Jun 2018 | \$9.00 | CARD FEE | EO41221 CREDIT CARD June 2018 | | | | 74557048179 |
| Total for this period | \$3,522.96 | \$1831.96 Cr. | Totals | | | | |

Employee declaration

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

Cardholder signature:

Date:

13/07/2018



Your Local Fuel Distributor

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

PH: 08 96221413
FAX: 08 96222606
no-reply@dunningsfuel.com.au

** TAX INVOICE **

ABN: 29384905038
SHIRE OF WYALKATCHEM
PO BOX 224
WYALKATCHEM 6485

30/06/2018

PAGE: 1
SHIRW

| Location | Order No | ODO | Date | Tax Invoice | Product | Quantity | Unit Price | Amount \$ |
|-------------------------------|-----------------------|--------------------------|------------------|--------------|------------------------|-----------|------------|-----------|
| Card: No Card | | | | | | | | |
| Volvo 5 | | 0 | 08/06/2018 00:00 | 001400570501 | DISTILLATE BULK | 4,700.00 | 1.475 | 6,932.51 |
| Kenworth 14 | | 0 | 28/06/2018 00:00 | 001400572565 | DISTILLATE BULK | 5,800.00 | 1.468 | 8,514.43 |
| | | | | | Card Totals | 10,500.00 | | 15446.94 |
| Card: 7034320089961764 | Rego: WM000 | Driver: WM000 | | | | | | |
| WYALKATCHEM WA | | 0 | 27/06/2018 13:54 | 846 | DIESEL - SERVICE STN | 58.11 | 1.499 | 87.11 |
| | | | 30/06/2018 00:00 | 001400574284 | DIST CARD FEE | 1.00 | 3.850 | 3.85 |
| | | | | | Card Totals | 59.11 | | 90.96 |
| Card: 7034320089961772 | Rego: ROADPLN1 | Driver: ROADPLANT | | | | | | |
| | | | 30/06/2018 00:00 | 001400574285 | DIST CARD FEE | 1.00 | 3.850 | 3.85 |
| | | | | | Card Totals | 1.00 | | 3.85 |
| Card: 7034320089961780 | Rego: WM027 | Driver: ROADPLANT | | | | | | |
| WYALKATCHEM WA | | 0 | 28/06/2018 14:55 | 851 | DIESEL - SERVICE STN | 67.98 | 1.499 | 101.89 |
| | | | 30/06/2018 00:00 | 001400574286 | DIST CARD FEE | 1.00 | 3.850 | 3.85 |
| | | | | | Card Totals | 68.98 | | 105.74 |
| Card: 7034320089961798 | Rego: WM216 | Driver: WM 216 | | | | | | |
| WYALKATCHEM WA | | 0 | 08/06/2018 15:52 | 776 | DIESEL - SERVICE STN | 48.86 | 1.519 | 74.22 |
| WYALKATCHEM WA | | 0 | 19/06/2018 15:43 | 817 | DIESEL - SERVICE STN | 58.05 | 1.519 | 88.18 |
| WYALKATCHEM WA | | 0 | 29/06/2018 10:15 | 855 | DIESEL - SERVICE STN | 52.63 | 1.499 | 78.88 |
| | | | 30/06/2018 00:00 | 001400574287 | DIST CARD FEE | 1.00 | 3.850 | 3.85 |
| | | | | | Card Totals | 160.54 | | 245.13 |
| Card: 7034320089961806 | Rego: DOCTOR | Driver: DOCTOR | | | | | | |
| WYALKATCHEM WA | | 0 | 07/06/2018 17:46 | 770 | DIESEL - SERVICE STN | 53.99 | 1.519 | 82.02 |
| WYALKATCHEM WA | | 0 | 14/06/2018 13:33 | 797 | UNLEADED - SERVICE STN | 21.02 | 1.509 | 31.72 |
| WYALKATCHEM WA | | 0 | 21/06/2018 16:12 | 825 | DIESEL - SERVICE STN | 44.92 | 1.519 | 68.23 |
| WYALKATCHEM WA | | 0 | 28/06/2018 16:16 | 854 | DIESEL - SERVICE STN | 43.43 | 1.499 | 65.10 |
| | | | 30/06/2018 00:00 | 001400574288 | DIST CARD FEE | 1.00 | 3.850 | 3.85 |
| | | | | | Card Totals | 164.36 | | 250.92 |
| Card: 7034320089961814 | Rego: WM00 | Driver: 000 WM | | | | | | |
| WYALKATCHEM WA | | 0 | 18/06/2018 12:47 | 810 | UNLEADED - SERVICE STN | 34.21 | 1.509 | 51.62 |
| | | | 30/06/2018 00:00 | 001400574289 | DIST CARD FEE | 1.00 | 3.850 | 3.85 |
| | | | | | Card Totals | 35.21 | | 55.47 |
| Card: 7034320089961822 | Rego: WYLIE | Driver: WM006 | | | | | | |
| WARWICK WA | | 0 | 04/06/2018 17:10 | 533 | UNLEADED - SERVICE STN | 49.69 | 1.589 | 78.96 |
| BUNBURY WA | | 0 | 09/06/2018 14:55 | 625 | UNLEADED - SERVICE STN | 49.95 | 1.599 | 79.87 |
| WYALKATCHEM WA | | 0 | 13/06/2018 10:19 | 794 | UNLEADED - SERVICE STN | 28.55 | 1.509 | 43.08 |
| WYALKATCHEM WA | | 0 | 18/06/2018 16:20 | 811 | UNLEADED - SERVICE STN | 51.69 | 1.509 | 78.00 |
| WYALKATCHEM WA | | 0 | 22/06/2018 07:21 | 828 | UNLEADED - SERVICE STN | 29.12 | 1.509 | 43.93 |
| | | | 30/06/2018 00:00 | 001400574290 | DIST CARD FEE | 1.00 | 3.850 | 3.85 |
| | | | | | Card Totals | 210.00 | | 327.69 |

E & OE



Your Local Fuel Distributor

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

PH: 08 96221413
FAX: 08 96222606
no-reply@dunningsfuel.com.au

** TAX INVOICE **

ABN: 29384905038
SHIRE OF WYALKATCHEM
PO BOX 224
WYALKATCHEM 6485

30/06/2018

PAGE: 2
SHIRW

| Location | Order No | ODO | Date | Tax Invoice | Product | Quantity | Unit Price | Amount \$ |
|----------|------------------|-------|------------------|--------------|---------------|----------|------------|-----------|
| Card: | 7034320089963968 | Rego: | WYLIEBUS | Driver: | WYLIEBUS | | | |
| | | | 30/06/2018 00:00 | 001400574291 | DIST CARD FEE | 1.00 | 3.850 | 3.85 |
| | | | | | Card Totals | 1.00 | | 3.85 |
| Card: | 7034320091090800 | Rego: | WM012 | Driver: | | | | |
| | | | 30/06/2018 00:00 | 001400574292 | DIST CARD FEE | 1.00 | 3.850 | 3.85 |
| | | | | | Card Totals | 1.00 | | 3.85 |

Total Discount 11.84


GST Incl in Total 1,503.13

Total excl. GST 15,031.27

| | | | |
|----------------|------------------------|-----------|-----------|
| Invoices Total | UNLEADED - SERVICE STN | 264.23 | 407.18 |
| | DISTILLATE BULK | 10,500.00 | 15,446.94 |
| | DIESEL - SERVICE STN | 427.97 | 645.63 |
| | DIST CARD FEE | 9.00 | 34.65 |
| Total | | | 16,534.40 |

CEO, Ms Taryn Dayman, declared a Financial Interest in agenda item 8.2.3 as the outcome will have a direct impact on the vehicle type provided for under her employment contract.

8.2.3 FINANCIAL MANAGEMENT– AMENDMENT TO 2018/2019 ANNUAL BUDGET

| | |
|--|--|
| FILE REFERENCE: | 12.05.06 |
| AUTHOR'S NAME AND POSITION: | Taryn Dayman Chief Executive Officer |
| AUTHOR'S SIGNATURE: |  |
| DATE REPORT WRITTEN: | 7 August 2018 |
| DISCLOSURE OF INTEREST: | The Chief Executive Officer has a financial interest in this item, as it has a direct impact on matters concerning her employment contract arrangements. |

SUMMARY:

That Council resolve the following:

In accordance with the *Local Government Act section 6.8*, approves the following amendments to the 2018/2019 budget;

- 1. Defer the capital purchase of the Chief Executive Officer Vehicle valued at \$50,000.**
- 2. Include the capital purchase of a Manager of Works Vehicle valued at \$51,455.**
- 3. Increase the proceeds from sale of asset for the Toyota Camry, to \$16,364.**

Appendix:

There is no attachment to this report.

Background:

The 2018/2019 Budget includes a budget allocation of \$50,000 for the replacement of the Chief Executive Officer (CEO) vehicle and proceeds from sale of asset (trade in) of \$15,000. The 2018/2019 budget does not include the purchase for the Manager of Works vehicle.

Under the provisions of the Manager of Works contract the previous incumbent was provided a Ford Everest motor vehicle.

Prior to the commencement of the current CEO, staff reviewed the suitability of Ford Everest as the Manager of Works vehicle and have made the determination that it is not the most appropriate vehicle to perform the functions of a Manager of Works

As a result of this review the following was proposed and agreed in principal;

1. The Manager of Works vehicle, being a Ford Everest, be reallocated to the CEO
2. The Toyota Camry be traded as per budget allocation
3. The replacement of the CEO vehicle, as per budget allocation, be deferred.
4. The budget allocation for the CEO replacement vehicle be reallocated to the purchase of a utility for the Manager of Works

Comment:

Quotes have been sought for the trade of the Toyota Camry and purchase of a suitable vehicle with staff recommending to purchase a Toyota Hilux SR at a net changeover of \$35,091, being an overall expenditure increase to the budget of \$91.

It should be noted that endorsement of this budget variation and reallocation of the Ford Everest Vehicle to the CEO will have a direct impact on the CEO contract, provision of motor vehicle class type, and therefore on the value on the CEO employment contract. An item for Council's consideration to approve a variation to the CEO contract is provided for separately in item 12.1.

Consultation:

Claire Trenorden, Manager Corporate Services

Cr Quentin Davies, Shire President Shire of Wyalkatchem

Statutory Environment:

Local Government Act 1995, Part 6 Division 4 Section 6.8. Expenditure from municipal fund not included in annual budget

Policy Implications:

Council Policy GP37 Plant & Vehicle Replacement

Financial Implications

An overall increase in expenditure of \$91.

Increase in Chief Executive Officer total rewards package. There will be no budget impact as a result of this increase in rewards package.

Strategic Plan/Risk Implications

There are no Strategic/Risk Implications relative to this item

Voting Requirements Absolute Majority

Council Decision Number: 108/2018

Moved: Cr Butt

Seconded: Cr Metcalfe


That Council resolve the following:

In accordance with the *Local Government Act section 6.8, approves the following amendments to the 2018/2019 budget;*

- 1. Defer the capital purchase of the Chief Executive Officer Vehicle valued at \$50,000.**
- 2. Include the capital purchase of a Manager of Works Vehicle valued at \$51,455.**
- 3. Increase the proceeds from sale of asset for the Toyota Camry, to \$16,364.**

CARRIED 5/0

8.3.1 GOVERNMENT RELATIONS – LOCAL AND REGIONAL LIASION – NEWROC – NEWROC MOU 2018 - 2020

| | |
|--|---|
| FILE REFERENCE: | 14.9.5 |
| AUTHOR'S NAME AND POSITION: | Taryn Dayman Chief Executive Officer |
| AUTHOR'S SIGNATURE: |  |
| DATE REPORT WRITTEN: | 7 August 2018 |
| DISCLOSURE OF INTEREST: | The author has no financial interest in this matter. |

SUMMARY:

That Council resolve the following:

- 1. To continue to be member of the North Eastern Wheatbelt organisation of Councils (NEWROC) and approve the signing of an MOU for the period July 2018 to June 2020;**
- 2. To authorise the affixing of the common seal and signing of the MOU by the Shire President and the CEO.**

Appendix:

Draft Memorandum of Understanding 2018-2020 North Eastern Wheatbelt Organisation of Councils (NEWROC).

Background:

NEWROC has been an important forum for regional co-operation since 1994. It creates an opportunity to exchange ideas, share issues and create innovative solutions to commonly shared problems.

The current MOU will expire with the end of July 2018 financial year and this agreement will cover the period through to June 2020. The MOU has been reviewed with only minor amendments occurring.

The draft MOU was considered at the NEWROC executive meeting on the 24 July 2018, where it was resolved that the NEWROC MOU be presented to member Councils for adoption.

Comment:

The objectives of NEWROC are:

- To endeavour to carry out the Regional Purposes in a manner which enhances and assists in the advancement of the Region
- To encourage cooperation and resource sharing on a regional basis
- Not to detract from the relationships a Participant holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

NEWROC Regional purposes are outlined in schedule two of the agreement and has the following focus:

- **Cooperation**
- **Strategy and Governance**
- **Tourism Coordination**
- **Resource Sharing**
- **Economic and Community Building**
- **Health and Community Services**
- **Environment**

Regional co-operation and collaborative approaches can be a strong strategy to address key initiatives and community aspirations, as identified within the Shire's Strategic Community Plan. It is recommended that Council continues to participate as a member of NEWROC and agrees to enter into a MOU for the period ending June 2020.

Consultation:

Caroline Robinson – NEWROC Executive Officer

Various NEWROC Member Council CEO's (NEWROC Executive Committee)

Statutory Environment:

Local Government Act 1995, Part 9 Division 3 Section 9.49A Execution of documents.

Policy Implications:

There are no Policy Implications relative to this item

Financial Implications

NEWROC annual contributions

Strategic Plan/Risk Implications

NEWROC focus and regional purpose are in line with a number of initiatives within the Shire of Wyalkatchem Strategic Community Plan.

Voting Requirements Simple Majority

Council Decision Number: 109/2018

Moved: Cr Gamble

Seconded: Cr Metcalfe

That Council resolve the following:

1. To continue to be member of the North Eastern Wheatbelt organisation of Councils (NEWROC) and approve the signing of an MOU for the period July 2018 to June 2020;
2. To authorise the affixing of the common seal and signing of the MOU by the Shire President and the CEO.

CARRIED 5/0

MEMORANDUM OF UNDERSTANDING

July 2018 – June 2020

SHIRE OF KOORDA

AND

SHIRE OF MT MARSHALL

AND

SHIRE OF MUKINBUDIN

AND

SHIRE OF NUNGARIN

AND

SHIRE OF TRAYNING

AND

SHIRE OF WYALKATCHEM

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AGREEMENT

THIS MEMORANDUM OF UNDERSTANDING (MoU)

BETWEEN

SHIRE OF KOORDA of Allenby Street, KOORDA, Western Australia

AND **SHIRE OF MT MARSHALL** of Monger Street, BENCUBBIN, Western Australia

AND **SHIRE OF MUKINBUDIN** of Maddock Street, MUKINBUDIN, Western Australia

AND **SHIRE OF NUNGARIN** of Railway Avenue, NUNGARIN, Western Australia

AND **SHIRE OF TRAYNING** of Railway Street, TRAYNING, Western Australia

AND **SHIRE OF WYALKATCHEM** of Corner Honour Avenue and Flint Street, WYALKATCHEM, Western Australia

1. DEFINITIONS

In this Memorandum of Understanding unless the context requires otherwise;

“**Act**” means the *Local Government Act 1995*;

“**NEWROC**” means the North Eastern Wheatbelt Regional Organisation of Councils;

“**Operative Date**” means 1 July 2018

“**Participant**” means the Shires of Koorda, Mt Marshall, Mukinbudin, Nungarin, Trayning, or Wyalkatchem, either jointly or individually, as the context requires;

“**Project**” means the undertaking of any activity for a Regional Purpose described in clause 4;

“**Proposal**” means the proposal to undertake a Project;

“**Region**” means the districts of the Participants;

“**Regional Purpose**” means any regional purpose referred to in clause 2 and including, but not limited to, those detailed in Schedule 2.

2. RECITALS

The Participants have resolved, on the dates referred to in Schedule 1, to enter into this Memorandum of Understanding.

3. NAME

The name of the regional organisation of councils is the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC).

Notes:

1. Section 3.62(1) of the Act provides that a regional local government is a body corporate with perpetual succession and a common seal.
2. A regional local government has the same general function of a local government including its legislative and executive functions. See part 3 and section 3.66 of the Act.
3. Except as stated in section 3.66, the Local Government Act 1995 applies to a regional local government as if:
 - a) The participants' districts together made up a single district; and
 - b) The regional local government were the local government established for that district.

4. REGIONAL PURPOSES

The Regional Purposes for which NEWROC is established are to:

- a) Be guided by Schedule 2
- b) Undertake the activities defined as Projects in accordance with clause 8:
- c) Provide a means for the Participants, through voluntary participation and the integration and sharing of resources, where requirements of clause 8.1 are met, to:
 - i. Assess the possibilities and methodology of facilitating a range of projects, services and facilities on a regional basis including, without limitation, the Regional Purposes;
 - ii. Promote, initiate, undertake, manage and facilitate the Regional Purposes;

Promote productive effectiveness and financial benefit to the Participants where there are common and shared community of interest linkages

Notes:

1. In certain circumstances, a proposal to undertake a Regional Purpose may require the preparation of a business plan under the Act – see section 3.59
2. A proposal to undertake a Regional Purpose is defined as a “Project” and may only be undertaken in accordance with clause 8.

5. OBJECTIVES

The objectives of NEWROC shall be:

- a) To endeavour to carry out the Regional Purposes (see Schedule 2) in a manner which enhances and assists in the advancement of the Region
- b) To encourage cooperation and resource sharing on a regional basis
- c) Not to detract from the relationships a Participant holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

6. THE COUNCIL

i) Appointment of members

- a) A Participant is to appoint one member of the Council of the Participant to be a member of the NEWROC Council.
- b) A Participant may appoint a first and a second deputy from the Council of the Participant who are able to attend the NEWROC meetings and who may act temporarily in place of either member of the NEWROC appointed by the Participant during any period in which the member of the NEWROC is unable by reason of illness, temporary absence from State, conflict of interest or for any other cause to perform the functions of the office.

Note:

1. Section 3.62(b) of the Act provides that a regional local government is to have, as its governing body, a Council established under the Memorandum of Understanding and consisting of members of the Councils of the Participants.

ii) Tenure of members of NEWROC

A member of the NEWROC Council shall be appointed and shall hold office until either:







- a) The member ceases to be a member of the Council of the Participant or
- b) The member is removed by the Participant

Note:

1. Section 2.32 and 2.33 of the Act set out circumstances in which the office of a member of a Councillor becomes vacant.

iii) Election of Chair and Deputy Chair

The members of the NEWROC Council shall elect a Chair and a Deputy Chair at the first meeting of NEWROC Council following each local government election. The election of the Chair and Deputy Chair will be flexible to accommodate new Presidents or CEO's and structured accordingly e.g. term. The Chair and Deputy Chair shall be rotated accordingly:

-  Shire of Mt Marshall
-  Shire of Nungarin
-  Shire of Wyalkatchem
-  Shire of Koorda
-  Shire of Mukinbudin
-  Shire of Trayning.

If the office of Chair and a Deputy Chair becomes vacant then the members of the NEWROC Council shall elect a new Chair and Deputy Chair, as the case requires.

iv) Tenure of Chair and Deputy Chair

The Chair and Deputy Chair hold office until:

- a) no longer eligible to be a member pursuant to clause 6.2
- b) the election of a new Chair and a Deputy Chair pursuant to clause 6.3 or
- c) the incoming Chair and/or Deputy Chair are new members to NEWROC and do not wish to take on the role immediately

v) Role of Chair

The Chair:

- a) Presides at meetings of the NEWROC Council;
- b) Carries out civic and ceremonial duties on behalf of NEWROC;
- c) Speaks on behalf of NEWROC;
- d) Performs such other functions as are given to the Chair by the Act, any other written law or this Agreement; and

- e) Liaises with the CEO on NEWROC affairs and the performance of its functions.

Notes:

1. The role of the NEWROC Council is set out in section 2.7 of the Act.
2. The functions of the CEO are set out in section 5.41 of the Act.
3. The Chair may agree to the CEO speaking on behalf of the NEWROC – see section 5.41(f) of the Act.

vi) Role of Deputy Chair

The Deputy Chair performs the functions of the Chair, when authorised to do so, under this clause.

The Deputy Chair may perform the functions of Chair if;

- a) The office of Chair is vacant; or
- b) The Chair is not available or is unable or unwilling to perform the functions of Chair,







vii) Role of members of NEWROC Council

A member of the NEWROC Council:

- a) Represents the interests of the electors and residents of the Region;
- b) Facilitates communication between the community of the Region and NEWROC;
- c) Participates in NEWROC's decision-making processes at meetings of the NEWROC and its committees;
- d) Represents and undertakes actions on behalf of NEWROC as authorised by the NEWROC Council; and
- e) Performs such other functions as are given to the member by the Act or any other written law.

viii) Role of CEO of NEWROC

The NEWROC CEO is to be from the Council that holds the Chair role and shall be rotated accordingly:

-  Shire of Mt Marshall
-  Shire of Nungarin
-  Shire of Wyalkatchem
-  Shire of Koorda
-  Shire of Mukinbudin
-  Shire of Trayning

If the NEWROC CEO position becomes vacant then the members of the NEWROC Council shall elect a new NEWROC CEO, as the case requires.

The role of the CEO is to:







- a) Advise the council in relation to functions of the NEWROC Council;
- b) Ensure the advice and information is available to the NEWROC Council so that informed decisions can be made;
- c) Cause the NEWROC Council decisions to be implemented;

- d) Liaise with the NEWROC Council Chair on the affairs of the NEWROC Council;
- e) Liaise with the NEWROC Executive Officer;
- f) Ensure that records and documents of the NEWROC Council are properly kept (delegated to the Executive Officer); and
- g) Perform any other function specified or delegated by the NEWROC Council.

7. FINANCIAL CONTRIBUTIONS

i) Annual contributions

Each Participant shall make an annual contribution towards the amount necessary to meet the deficiency, if any, disclosed in the annual budget of NEWROC, which contribution shall be in the following proportions:

| | | | |
|---|----------------------|---|-------------------|
|  | Shire of Koorda | - | 1/6 th |
|  | Shire of Mt Marshall | - | 1/6 th |
|  | Shire of Mukinbudin | - | 1/6 th |
|  | Shire of Nungarin | - | 1/6 th |
|  | Shire of Trayning | - | 1/6 th |
|  | Shire of Wyalkatchem | - | 1/6 th |

ii) Capital contributions

Where the NEWROC Council determines that the Participants will make any contribution (other than the annual contribution referred to in clause 7.1 or any capital contributions for a project under a project plan) including, without limitation, any contribution towards the acquisition of any asset of a capital nature, then the Participants will make those contributions in the same proportions as set out in clause 7.1. The contributions so determined shall be as disclosed in the budget of NEWROC for each financial year

iii) Manner of Payment

The contributions referred to in clauses 7.1 and 7.2 shall be paid by each Participant to NEWROC in the manner determined by NEWROC.

iv) Late Payment

Unless otherwise agreed, if a Participant fails to pay to NEWROC a sum of money owing under this clause on or before the due date for payment, that Participant must, in addition to the sum of money due and payable, pay to NEWROC, interest at the overdraft rate charged by NEWROC's bank on amounts of the same size as the unpaid sum, calculated from and including the due date of payment to but excluding the actual date of payment.

8. PROJECTS

i) Requirements

NEWROC shall only undertake a Project in accordance with this clause and provided that:

- a) NEWROC is satisfied that any services and facilities that it will provide:
 - ii. Integrate and coordinate, so far as practical, with any provided by the Commonwealth, State or any public body;

- iii. Within the district of a Participant, do not duplicate, to an extent that the Participant consider inappropriate, services or facilities provided by the Commonwealth, the State or any body or person, whether public or private; and
- iv. Are managed efficiently and effectively;
- b) The requirements for the preparation of a business plan under section 3.59 of the Act, if applicable, are complied with.

Note:

- 1. In certain circumstances, a proposal to undertake a Regional Purpose may require the preparation of a business plan under the Act – see section 3.59.

ii) Project Plan to be Prepared

Where NEWROC is considering a proposed Project it shall prepare a Project Plan.

iii) Contents of a Project Plan

A Project Plan should include:

- a) A clear definition of the proposed Project;
- b) Details of the expected cost and benefits for the Participants.
- c) A project time-line with performance milestones clearly outlined.
- d) The proportion (and the basis of its calculation) in which the Project Participants will make contributions towards:
 - i. The acquisition of any asset of a capital nature required for the Project or Service;
 - ii. The operating expenditure, including administrative expenses, relating to the Project
- e) The manner of payment of the contributions referred to in paragraph (d);
- f) The proportion entitlement or liability, as the case may be (and the basis of its calculation) of the Project Participants in the event that the Project is wound up;
- g) The manner of payment of the entitlement or liability referred to in paragraph (i);
- h) The procedure for the giving of notice by a Project Participant wishing to withdraw from the Project including the period of notice;
- i) The proportional entitlement or liability, as the case may be (and the basis of its calculation), of a Project Participant when withdrawal of that Project Participant from the Project takes effect; and
- j) The manner of payment of the entitlement or liability referred to in paragraph (h);
- k) The amount, if any, of interest payable where contributions are not made on the due date for payment;
- l) The entitlement, if any, of a participant which is not a Project Participant to join a Project and the procedure to be followed including the period of notice given by that Participant.

iv) Participants to be given Project Plan

Upon completion of the Project Plan NEWROC shall give a copy of the Project Plan to each of the Participants.

v) Election to Participate in Project

- iii. Each Participant shall, within a reasonable period determined by NEWROC, elect whether to participate in the Project by giving notice of its election to NEWROC

vi) Project Participants

The Participants, who elect to participate in a Project, are the Project Participants in respect of that Project.

vii) Review of Project Plan

As soon as practicable NEWROC shall:

- a) Review the Project Plan and its viability having regard to the number of Participants who have elected to participate;
- b) Decide whether to proceed with the Project; and
- c) Give notice to each of the Project Participant of its decision.

Where the number of Participants which have elected to participate is less than the number, if any, specified in the Project Plan or less than all of the Participants where no number is specified, then NEWROC will give the Participants an opportunity to withdraw their election before the NEWROC decides to proceed under clause 8

viii) Project Participants to be Bound

Where NEWROC decides to proceed with a Project and gives notice of its decision to each of the Project Participants in accordance with clause 8.1, then each of the Project Participants shall be bound by the terms of the Project Plan as if those terms were set out in this Agreement.

ix) Winding Up of Project

The NEWROC Council may resolve to wind up a Project. An absolute majority vote will be required by the NEWROC Council to resolve to wind up any Project.

x) Division of Assets

- (1) Subject to subclause 8.8 if a Project is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the Project then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among the Project Participants in the proportions referred to in the Project Plan.
- (2) Subclause 8.10 (1) shall not apply where the Project Participants advise NEWROC that a realisation of the property and assets is not necessary.

xi) Division of Liabilities

If a Project is to be wound up and there remains any liability or debt in excess of the realised property and assets of the Project then the liability or debt is to be met by the Project Participants in the proportions referred to in the Project Plan.

xii) Indemnification by Project Participants of NEWROC

If a Project is wound up then the Project Participants shall indemnify NEWROC (in the proportions referred to in the Project Plan) with respect to that liability or debt.

9. TERM AND TERMINATION

i) Winding up by Agreement

The Participants may, by agreement, wind up NEWROC.

ii) Extension of Agreement

The Participants may, by agreement, extend the term of NEWROC.

iii) Term of Agreement

Unless otherwise wound up or extended, this Agreement will terminate on 30 June 2018.

iv) Division of assets

If NEWROC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of NEWROC then the property and assets shall be realised and the Proceeds along with any surplus funds shall be divided among each of the Participants in the same proportions as the contributions of a particular Participant to the assets of NEWROC bear to the total of such contributions by all Participants.

v) Division of liabilities

If NEWROC is to be wound up and there remains any liability or debt in excess of the realised property and assets of NEWROC then the liability or debt is to be met by each of the Participants in the same proportions as the contributions of a particular Participant to the assets of NEWROC bear to the total of such contributions by all Participants.

10. WITHDRAWAL OF A PARTICIPANT

i) Withdrawal

A Participant may at any time, advise NEWROC of their intent to withdraw from NEWROC.

ii) When Withdrawal to Take Effect

Withdrawal will take effect as from 30 June next following.

iii) Entitlement or Liability of Withdrawing Participant

- d) As soon as practicable following withdrawal taking effect on 30 June NEWROC shall: Distribute to the Participant an amount equal to the proceeds and any surplus funds which would have been payable if NEWROC was wound up; or
- e) Be entitled to recover from the Participant an amount equal to the liability or debt which would be payable by the Participant if the NEWROC was wound up, as the case may be.

iv) Participants May be Required to Pay Distribution

If the NEWROC is unable to meet the distribution referred to in clause 9.4 from funds on hand then, unless the NEWROC decides otherwise, the Participants (other than the Participant that has withdrawn) shall pay the distribution in the proportions equal to their respective equities in the NEWROC.

11. ADMITTING NEW MEMBERS

- (1) Section 3.65 of the Local Government Act 1995 is to apply.
- (2) Prospective new members may be admitted by a decision of the NEWROC Council and shall be required to contribute to NEWROC a sum determined by the NEWROC Council that is described as "the entry sum" and in addition a sum equal to the current year's contribution schedule as described in clause 6.1 or such other sum agreed to by the NEWROC Council.

Note:

1. This Memorandum of understanding can be amended to include another local government as a party to the amending agreement – see section 3.65(2) of the Act.

12. BORROWINGS

NEWROC is not permitted to borrow funds.

Notes:

1. Section 3.66 (4) of the Act provides that Part 6, Division 5, subdivision 3 does not apply in relation to a regional local government unless the Memorandum of Understanding provides that it does.
2. Part 6, Division 5, subdivision 3 of the Act deals with borrowings and includes the power to borrow and restrictions on borrowings.

13. DISPUTE RESOLUTION

i) Dispute

In the event of any dispute or difference ('dispute') arising between the Participants and NEWROC or any of them at any time as to any matter or thing arising under or in connection with this Memorandum of Understanding, then a Participant or NEWROC may give to the other Participants and NEWROC (as the case may be) notice in writing ('dispute notice') adequately identifying the matters, the subject of the dispute, and the giving of the dispute notice shall be a condition precedent to the commencement by any Participant or NEWROC of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

ii) Arbitration

At the expiration of 25 business days from the date of sending the dispute notice, the Participant or NEWROC giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.

iii) Legal Representation

For the purposes of the Commercial Arbitration Act 1985, the Participants consent to each other and to NEWROC being legally represented at any such arbitration.

14.INTERPRETATION

i) Interpretation

In this Memorandum of Understanding unless the context requires otherwise:

- a) Words importing the singular include the plural and vice versa;
- b) Words importing any gender include the other gender;
- c) References to persons include corporations and bodies politic;
- d) References to a person include the legal personal representatives, successors and assigns of that person;
- e) A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction);
- f) References to this or any other document include the document as varied or replaced, and not withstanding any change in the identity of the parties;
- g) References to writing include any mode of representing or reproducing words in tangible and permanently visible form, including confirmed facsimile transmission and email with receipt confirmation;
- h) An obligation of two or more parties shall bind them jointly and severally;
- i) If a word or phrase is defined cognate words and phrases have corresponding definitions;
- j) An obligation incurred in favour of two or more parties shall be enforceable by them jointly and severally;
- k) Reference to anything (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
- l) References to this Memorandum of Understanding include its Schedules.

ii) Headings and footnotes

Headings and footnotes shall be ignored in construing this Memorandum of Understanding.

iii) Time

- a) References to time are to local time in Perth, Western Australia;
- b) Where time is to be reckoned from a day or event, such day or the day of such event shall be excluded.

15.AMENDMENT TO MEMORANDUM OF AGREEMENT

The Participants may amend this Memorandum of Understanding by unanimous consent,

Note:

1. Refer section 3.65(1) of the Act.

16. SCHEDULE ONE

EXECUTED by the Parties

| PARTICIPANT | Date of resolution to enter this Memorandum of Understanding |
|----------------------|--|
| Shire of Koorda | |
| Shire of Mt Marshall | |
| Shire of Mukinbudin | |
| Shire of Nungarin | |
| Shire of Trayning | |
| Shire of Wyalkatchem | |

THE COMMON SEAL of SHIRE OF)
KOORDA was hereunto affixed in the)
presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF)
MT MARSHALL was hereunto affixed in the)
presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF)
MUKINBUDIN was hereunto affixed in the)
presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF)
NUNGARIN was hereunto affixed in the)
presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF)
TRAYNING was hereunto affixed in the)
presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF)
WYALKATCHEM was hereunto affixed in the)
presence of:)

President

Chief Executive Officer

17. SCHEDULE TWO

Regional Purposes

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

1. Cooperation

To provide a strong and cohesive regional group that has the capacity to provide leadership and practical projects that will foster economic prosperity of member Councils

2. Strategy and Governance

To aid in the achievement of critical and high priority strategic outcomes of Participants

To improve the skills, knowledge and capacity of Participant Councillors and Participant employees

To assist in the achievement of corporate governance and compliance of Participants

3. Tourism Coordination

To maximise the potential of community events in the region through coordination of individual events, staging of major events and promotion including, but not limited to;






-  The marketing and promotion of North Eastern Wheatbelt (NEWTravel) events and attractions including the Wheatbelt Way

To support tourism activities through NEWTravel

3. Resource Sharing

To promote inter-council cooperation and resource sharing opportunities where these add value and do not diminish the way individual councils provide services to their communities.


These opportunities can include but are not limited to the following;

-  Enhance the finance/compliance capability of individual councils.
-  Joint procurement
-  Facilitate resource sharing of technical/professional officer positions for two or more local governments by creating the blue print for successful joint arrangements e.g. NRM
-  Establish a central facility for local government functions such as rating, accounting and records management.
-  Develop the capacity as a group to tender for and undertake major and minor works.

4. Economic and Community Building

To implement strategies relating to issues of regional significance that foster and promote economic and community development opportunities that benefit the region.

These opportunities can include, but not limited to:

-  Business and economic innovation and diversification

- 👉 Education and training initiatives that invest in the human capital of the NEWROC communities
- 👉 Technology and telecommunications
- 👉 Marketing and promotion of the NEWROC communities to attract and retain population
- 👉 Services and infrastructure for youth and the elderly

5. Health and Community Services

To act as a catalyst to promote the health and well-being of the regional community and undertake activities including, but not limited to;


- 👉 Encouraging improved access and delivery of health services for the NEWROC community
- 👉 Facilitating improved health resources for the vulnerable members of the NEWROC community

6. Environment

To provide leadership, coordination and information on regional natural resource management practices and undertake activities including, but not limited to;

- 👉 Achieving improved control and utilisation of surface and sub-surface water resources.
- 👉 Achieving improved land management practices across the region.
- 👉 Ensure the long-term economic future of the region through sustainability practices.
- 👉 Implementing progressive Natural Resource Management initiatives
- 👉 Reporting on the state of the environment in the NEWROC region.

8.4.1 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL – CHIEF EXECUTIVE OFFICER – JULY 2018

| | |
|---|---|
| FILE REFERENCE: | 13.09.01 |
| AUTHOR'S NAME AND POSITION: | Taryn Dayman Chief Executive Officer |
| AUTHOR'S SIGNATURE: |  |
| DATE REPORT WRITTEN: | 9 August 2018 |
| DISCLOSURE OF INTEREST: | The author has no financial interest in this matter. |
| STRATEGIC COMMUNITY PLAN REFERENCE | All key indicators |

SUMMARY:

That Council resolve the following:

- 1. Accept the Chief Executive Officer's Report for July 2018 as presented.**

Appendix:

There is no attachment to this item.

Purpose of this report

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 in meeting the purpose of the local government.

Our Purpose

The Council of Wyalkatchem works with the community to protect and enhance the quality of life for current and future generations.

Summary of Key Performance Indicators of the Chief Executive Officer:

The Key Performance Indicators of the previous incumbent were:

- **Deliver budget commitments on time and on budget.** In leading a team, deliver capital and operational budget commitments within financial year and within budget;
- **Comply with Integrated Planning and Reporting requirements** by the June 2018 ordinary meeting of council and publish any relevant document to the community;
- **Progress key strategic projects;**
- **Meet all compliance requirements of the Shire;**
- **Meet operational requirements of the community and Council.**

In accordance with the current incumbent contract clause 4.1(1) within 3 months of the commencement date, the Council and the CEO must negotiate and determine the Performance Criteria. It is anticipated that Key Performance Indicators will be set within the next 2 months.

Comment:

Calendar:

There were 22 business days in July. Unplanned leave in the month was 0.75 work days for one works staff member. In all cases of unplanned leave, the Shire follows due process with support for all employees within the law and Council policy.

Management:

The corporate values of the Shire are (C.A.R.E.S):

- Community
- Accountability;
- Respect;
- Excellence;
- Safety First.

Firstly I would like to thank Councillors, staff and the community for the warm welcome I have received since moving to Wyalkatchem. I would like to acknowledge and thank the administration staff for their assistance they have provided since commencing on the 23 July 2018.

I would also like to acknowledge Mrs Trenorden who was Acting Chief Executive Officer in the transition period since Mr McCabe departure and my commencement.

In the month of July (commencing 23 July 2018) the CEO has attended the following meetings

- NEWROC executive meeting - Koorda
- DAIP development Workshop – by video conference

Council commitments in August include:

- 1-2 August Local Government Conference, Cr Davies, Cr Garner, Cr Gamble, and CEO;
- 9 August Council Workshop
- 16 August Ordinary Meeting of Council.
- 21 August NewTravel Meeting, Goomalling
- 22 August LEMC meeting, Wyalkatchem
- 28 August NEWROC Council meeting, Cr Davies and CEO, Koorda

Consultation:

Community, Staff and Council

Statutory Environment:

There is no direct statutory environment relevant to this issue.

Policy Implications:

There is no direct Council Policy relative to this report.

Financial Implications

There is no direct financial implication relative to this item.

Strategic Plan/Risk Implications

The key roles of the CEO position include advising Council on strategy and risk; to implement Council's strategies; and to contain risk.

Voting Requirements

Simple Majority

Council Decision Number: 110/2018

Moved: Cr Holdsworth

Seconded: Cr Gamble


That Council resolve the following:

- 1. Accept the Chief Executive Officer's Report for July 2018 as presented.**

CARRIED 5/0

**8.4.2 - GOVERNANCE - REPORTING - OFFICER REPORTS TO COUNCIL -
MANAGER OF WORKS - No report this meeting**

8.4.3 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL – GOVERNANCE AND EMERGENCY – JULY 2018

| | |
|---|--|
| FILE REFERENCE: | 13.09.01 |
| AUTHOR'S NAME AND POSITION: | Ella McDonald Administration Officer |
| AUTHOR'S SIGNATURE: |  |
| DATE REPORT WRITTEN: | 3 August 2018 |
| DISCLOSURE OF INTEREST: | The author has no financial interest in this matter. |
| STRATEGIC COMMUNITY PLAN REFERENCE | 1 – Healthy, strong and connected communities. 2 – A prosperous and dynamic district. 4 – An effective voice. 5 – A well-managed and effective Council organisation. 6 – Well utilized and effectively managed facilities and assets |

SUMMARY:

That Council resolve the following:

- 1. Accept the Governance and Emergency Report for the month of July 2018 as presented**

Appendix

Appendix 1 – Local Emergency Management Arrangements Progress Report July 2018

Emergency Services

There were no reported bushfire incidents in the month of July.

A quarterly report was submitted to DFES (Department of Fire and Emergency Services, formerly the Office of Emergency Management) on Thursday 5 July for the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) for the State Risk Project, which is currently being facilitated by Rachel Nightingale. The project is progressing well, with only two out of the five risk assessment workshops left to do.

The Governance and Emergency Officer attended Fire Control Officer training in Northam on Wednesday 25 July. The training covered legislation pertinent to bushfires and emergency management, burning permits and operational responsibilities of a fire control officer. Facilitated by Justin Corrigan from the Department of Fire and Emergency Services, the course offered valuable insight into bush fire brigade operations and increased the Governance and Emergency Officer's understanding of all aspects of bushfire management, which will prove beneficial to the Shire during the coming fire season.

The Local Emergency Management Arrangements (LEMA) review continued throughout July. An initial draft was assembled and distributed to the Wyalkatchem Local Emergency

Management Committee (LEMC) on Tuesday 31 July. The draft document will be workshopped at the August LEMC meeting. It is the intention of the Governance and Emergency Officer to have a final draft ready for endorsement at the October LEMC meeting, thus allowing plenty of time for the LEMA to be passed by Council and sent to the District Emergency Management Committee and then the State Emergency Management Committee by the June 2019 due date. For a comprehensive list of work completed on the LEMA review in July, please refer to Appendix 1.

Health and Safety

Regular safety meetings continued with staff in July. There were two hazard reports submitted in July, both of which will be discussed at the August safety meeting. There were no incident reports submitted in July.

The staff induction booklet was updated to reflect staff changes and updated First Aider details.

Governance

The Governance and Emergency Officer organised a Citizenship Ceremony for one resident of Wyalkatchem. The ceremony was successfully carried out and Council welcomed Mrs Pilar Piala as the newest Australian Citizen on Thursday 5 July.

The annual Freedom of Information Statistical survey was completed by the Governance and Emergency Officer on Monday 23 July 2017. During the 2017/18 financial year, there were no Freedom of Information requests received.

The Governance and Emergency Officer met with Mr Gren Putland from Main Roads WA on Thursday 26 July to review signage on the Goomalling-Merredin Road coming in and out of the Wyalkatchem town site. A report has been prepared to be discussed with Council during August meetings.

Statutory Environment:

Local Government Act 1995

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Bush Fires Act 1954

Bush Fires Regulations 1954

Policy Implications:

There is no Council Policy relative to this report.

Financial Implications

There are no financial implications relative to this item.

Strategic Plan/Risk Implications

There are no direct Strategic/Risk Implications relative to this item.

Consultation: Nil

Voting Requirements Simple Majority

Council Decision Number: 111/2018

Moved: Cr Holdsworth

Seconded: Cr Butt

That Council resolve the following:


1. **Accept the Governance and Emergency Report for the month of July 2018 as presented**

CARRIED 5/0

LEMA Progress Report: July 2018

| Task: | Status at EOM |
|---|--|
| Draft Evacuation section of LEMA | Draft completed |
| Contact neighbouring towns seeking agreement for use of evacuation centres in emergency situation | Completed, awaiting response from Koorda as at 26/7/18 |
| Draft Welfare section of LEMA | Draft completed |
| Draft Recovery section of LEMA | Draft completed |
| Re-write local recovery plan | Draft completed |
| Draft Communications plan | Draft completed |
| Complete Wyalkatchem local risk project | Draft completed - awaiting Yvette Grigg (DFES) to come back once checked |
| Draft Risk section of LEMA | Draft completed |
| Compile draft LEMA | Draft completed |

8.4.4 GOVERNANCE – REPORTING - PRINCIPAL ENVIRONMENTAL HEALTH OFFICER: JULY 2018.

| | |
|---|--|
| FILE REFERENCE: | 13.09.01 |
| AUTHOR'S NAME AND POSITION: | Peter Toboss Principal Environmental Health Officer (PEHO) |
| AUTHOR'S SIGNATURE: |  |
| NAME OF APPLICANT/RESPONDENT/LOCATION: | Shire of Wyalkatchem |
| DATE REPORT WRITTEN: | 10 August 2018 |
| DISCLOSURE OF INTEREST: | The author has no financial interest in this matter. |
| STRATEGIC COMMUNITY PLAN REFERENCE | 1.1.2 Promote regional health solutions; 2.6 Effective enforcement of local laws and regulation; 5.2 A customer focussed organisation. |

SUMMARY:

That Council resolves the following:

- 1. Accept the Principal Environmental Health Officer Report for July 2018 as presented.**

Appendix/Appendices: There is no attachment to this report

Comment:

The Principal Environmental Health Officer attends the Wyalkatchem office each Thursday. The PEHO attended the Wyalkatchem office on 5, 12, and 19 of July respectively.

Food Premises and Public Buildings Inspections:

Nil

Local Public Health Planning:

Under the *Public Health Act 2016* (the Act), all local governments are required to prepare a Local Public Health Plan, either as a standalone document or as part of their Community Strategic Plan. The Local Public Health Plan aims to bring a preventative approach to health to the local community. It is anticipated that investment into Local Public Health Planning will lead to the gradual reduction of preventable and chronic diseases in the long term.

The Principal Environmental Health Officer (PEHO) is now reviewing the Shire of Wyalkatchem Draft Local Public Health Plan developed by NEWROC Executive. The Shire of Wyalkatchem's Draft Public Health Plan 2018 – 2023 outlines Council's key areas of focus in the health arena over the five year period 2018 - 2023. .

Private Swimming Pools Information Request:

The Department of Mines, Industry Regulation and Safety recently circulated a request note to all local governments seeking on information on private swimming pool inspections. This follows a recommendation from the Western Australian Ombudsman Investigation Report, which looked into ways to prevent or reduce deaths of children caused by drowning. The reporting will be done annually in order to comply with Regulation 53(1) of the *Building Regulations 2012*. The PEHO has provided the requested information to the Department.

Wastewater Treatment Plant (WWTP):

The PEHO has been in contact with the Water Corporation in regards to the proposed Wastewater Treatment Plant (WWTP) for the Shire of Wyalkatchem's wastewater dam. The Water Corporation will be running a training course on Wednesday 15 August 2018 and has requested that two staff members from each of the regional local governments attend the training. The course will be for Operators and Environmental Health Officers who are involved with the operation of recycled water irrigation schemes. Topics covered will include Department of Health requirements, safety considerations, sampling and any other relevant topics required by Shire personnel. The training session will be conducted at the Shire of Merredin Library. Manager of Corporate Services Claire Trenorden has arranged for two staff members from the Shire to attend the training.

Consultation:

Claire Trenorden, Manager Corporate Services
Ms Ella McDonald, Administration Officer - Governance and Emergency

Statutory Environment:

Public Health Act 2016
Health (Miscellaneous Provisions) Act 1911
Building Regulations 2012

Policy Implications:

There is no Council Policy relative to this issue.

Financial Interest:

There are no Financial Implications relative to this issue.

Voting Requirements: Simple Majority

Council Decision Number: 112/2018

Moved: Cr Butt


Seconded: Cr Holdsworth

That Council resolves the following:

- 1. Accept the Principal Environmental Health Officer Report for July 2018 as presented.**

CARRIED 5/0

8.4.5 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL – COMMUNITY AND ECONOMIC DEVELOPMENT OFFICER– JULY 2018

| | |
|---|---|
| FILE REFERENCE: | 13.09.01 |
| AUTHOR'S NAME AND POSITION: | Sarah Hammond Administration Officer |
| AUTHOR'S SIGNATURE: |  |
| DATE REPORT WRITTEN: | August 2018 |
| DISCLOSURE OF INTEREST: | The author has no financial interest in this matter. |
| STRATEGIC COMMUNITY PLAN REFERENCE | 1 – Healthy, strong and connected communities. 2– A prosperous and dynamic district. 4 – An effective voice. 6 – Well utilised and effectively managed facilities and assets. |

SUMMARY:

That Council resolve the following:

- 1. Accept the Community and Economic Development Officer's Report for the month of July 2018 as presented.**

Appendix: NIL

Comment:

Consultation:

On Tuesday 17 July the Community and Economic Development Officer attended a Community Development Network of WA and Local Government Professionals Spotlight Forum in Northam, on how fostering innovation, local ingenuity and cultural diversity is reshaping regional communities. The first speak was York CEO Mr Paul Martin who spoke about regional tourism and some of the successes and failures he has seen through his career and how he and his team addresses these issues. Hon Mia Davies spoke about regional struggles and barriers: how to overcome them, Northam CEO Mr Jason Whiteaker expressed his opinions on regional economic development and what Northam Shire had done to address economic development in the past, present and future. After the presentations a lunch was provided at the

new Bilya Koort Boodja Centre which is due for completion on 11 August 2018. A tour was given of the centre which is nearing completion, the gardens use native plants that were used in traditional cooking and medicines. A fire pit is also being installed to hold traditional and cultural awareness events around.

On Thursday 26 July NewTravel held their July meeting at the Wyalkatchem Community Resource Centre, which the Community and Economic Development Officer attended. Points of interest from the meeting were;

- 63% of the NewTravel budget was spent last financial year, due to extra funding becoming available.
- NewTravel are hosting two follow on training day from the Meg Coffey content marketing workshop, which the Community and Economic Development officer attended on the 7 June, which will cover Facebook basics, social media trends and how to use the trends to your benefit. These will be free as NewTravel are subsidising the courses and they will be held in Dowerin and Mukinbudin on October 22 and 23.
- It was decided to not go ahead with any of the packages offered by Carol Redfern and Stargazers WA. The astro-photography concept which is where NewTravel or individual Shires would work with Stargazers WA to host astro-photography events, was decided to be more relevant to the Wheatbelt than the astro-town concept where one or all Wheatbelt towns become an astro-town with a permanent stargazing facility to hold events at. The astro-town package would cost \$13,500.00 per town per year. NewTravel will ask that Carol keep us in the loop with any projects they have come up or if any individual town wants to hold some sort of event they can and Wheatbelt Way will support project.
- The Koorda drive in will show advertisements on the movie screen during intermission for a cost of \$50. Images need to be sent to the Koorda CRC in jpeg format. The Community and Economic Development Officer will use this to advertise next year's Wyalkatchem Fair.
- It was also brought up that Wheatbelt Way sites need to be assessed before wild flower season starts, the Community and Economic Development Officer will visit the sites, complete a site audit and organise for any maintenance to be done.

Planning is well under way for the 2019 Wyalkatchem Fair. The sideshow rides have been booked, Mel Green has been pencilled in with her coffee van, a spud van has been contacted and pencilled in, St John are interested in holding an exhibit again as well as providing first aid, a face painter and balloon twister have also been booked. Numerous attractions such as the Hand Tool Preservation Society of WA and the Blacksmiths' Association of WA, Dowerin Car Club, Caricature artists as well as a kite display and workshop have all been contacted. The Community and Economic Development Officer is in discussion with these groups on their attendance. The Community and Economic Development officer will be advertising in the Wylie

Weekly 3 August edition with a save the date for the fair, which also includes an expression of interest for stall holders or exhibitors.

The Community and Economic Development Officer has also been planning ways to display the Pioneer's Pathway story. The Wyalkatchem Co-Operative Bulk Handling Agricultural Museum were contacted about having the display in the museum and they are more than happy to have the display at the museum and some members of the committee are more than happy to supply more information on Wyalkatchem's pioneer John Lindsay. Ideas for the display are;

- A life size cardboard cut-out of John Lindsay in his army uniform.
- A large board or pull up banner or wall display with John Lindsay's story written on it.
- An interactive sticker activity for kids, 'Pioneer's Treasure Hunt,' where they start at the display then walk through the museum using clues on the treasure map to look for stickers on pieces of machinery or objects that would have been used in John Lindsay's time or related to John Lindsay himself, for example his war medals.
- Any imagery or items that relate to John Lindsay or the era he was in the district.
- A copy of the first bulk handling bill or some form of bulk handling information.

These ideas along with mock ups will be presented at the next Pioneer's Pathway meeting for discussion.

The "Catch the Sun at Wyalkatchem" tourist information brochure has been updated with current information and pictures. A print run of 1,500 copies has been ordered, our previous order of 1,500 copies was placed in 2015 and there are around 100 brochures left. 1,500 copies has been ordered again to allow for any changes to be made in three years' time if need be.

Consultation:

| | |
|------------------|--|
| Linda Vernon | Tourism Officer, North Eastern Wheatbelt Regional Organisation of Councils |
| David Holdsworth | Wyalkatchem CBH Agricultural Museum |
| Claire Trenorden | Manager of Corporate Services |
| Craig Cooper | CRC Manager |

Statutory Environment:

There is no statutory environment relevant to this issue

Policy Implications:

There is no Council Policy relative to this report.

Voting Requirements: Simple Majority

Council Decision Number: 113/2018

Moved: Cr Holdsworth


Seconded: Cr Gamble

That Council Resolve the Following

- 1. Accept the Community and Economic Development Officer's Report for the month of July 2018 as presented.**

CARRIED 5/0

8.4.6 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL– PROPERTY AND FINANCE OFFICER – JULY 2018

| | |
|--|---|
| FILE REFERENCE: | 13.09.01 |
| AUTHOR'S NAME AND POSITION: | Tegan McCarthy Administration Officer |
| AUTHOR'S SIGNATURE: |  |
| DATE REPORT WRITTEN: | 30 July 2018 |
| DISCLOSURE OF INTEREST: | The author has no financial interest in this matter. |

SUMMARY:

That Council resolve the following:

- 1. Accept the Property and Finance Officer's Report for the month of July 2018 as presented.**

Appendix: NIL

Comment:

There was no major activity in Property in June.

Finance work was operational and included reconciliations; rates related duties; bill payments; records filling; and general enquiries.

There were no project or strategic duties in July.

At the end of June Emergency Services Levy (ESL) brochures were received from the Department of Fire and Emergency Services (DFES). These brochures go in with the Shire's fire break notices that are then put in with the rates brochures.

Concession rebates were entered into the Ratebook online system ready for the rates to be revised. Once all the rates were revised we started printing all the rates notices and property land notices. Rates and property land notices were then sorted into GRV (town) and UV (rural) ready to be folded for postage to the owners. Rates notices were all sent out on 19 July 2018.

In July Council property hired out included

- Korrelocking hall for 6.5 hours.
- Railway Station for one day.
- Community Bus for two hours.
- Tree planter for three days.
- Railway Barracks 21 nights/ 6 bookings

Consultation:

| | |
|------------------|---|
| Claire Trenorden | Manager of Corporate Services Shire of Wyalkatchem |
|------------------|---|

Statutory Environment:

There is no statutory environment relevant to this issue

Policy Implications:

There is no Council Policy relative to this report.

Voting Requirements Simple Majority

Council Decision Number: 114/2018

Moved: Cr Butt

Seconded: Cr Metcalfe

That Council resolve the following:

- 1. Accept the Property and Finance Officer's report for July 2018 as presented**

CARRIED 5/0

- 9. Motions of which previous notice has been given**
Nil
- 10. Questions by members of which due notice has been given**
Nil
- 11. New business of an urgent nature introduced by the presiding person**
Nil

Voting Requirement: Absolute Majority

Council Decision Number: 115/2018

Moved: Cr Holdsworth

Seconded: Cr Butt

That the meeting be closed to members of the public in accordance with the *Local Government Act 1995*, Part 5, and Section 5.23 of the Act

Under the *Local Government Act 1995*, Part 5, and Section 5.23, states in part:

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following:

(a) a matter affecting an employee or employees;

(b) the personal affairs of any person;

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

(d) legal advice obtained, or which may be obtained by the local government and which relates to a matter to be discussed at the meeting;

(e) a matter that if disclosed, would reveal:

(i) a trade secret

(ii) information that has a commercial value to a person or


(iii) information about the business, professional, commercial or financial affairs of a person,

CARRIED 5/0

The meeting was closed to members of the public at 3.55pm

CEO, Ms Taryn Dayman declared a Financial Interest in agenda item 12.1 as the item relates to matters concerning her employment contract arrangements.

12.1 CONFIDENTIAL ITEM – VARIATION TO CHIEF EXECUTIVE OFFICER CONTRACT

| | |
|--|---|
| FILE REFERENCE: | 22.05.01/Dayman Taryn |
| AUTHOR'S NAME AND POSITION: | Taryn Dayman Chief Executive Officer |
| AUTHOR'S SIGNATURE: |  |
| DATE REPORT WRITTEN: | 6 August 2018 |
| DISCLOSURE OF INTEREST: | The Chief Executive Officer has a financial interest in this item, as it relates to matters concern her employment contract arrangements. |

SUMMARY:

That Council resolve the following:

Approves a variation of employment contract - Schedule 2 – Contract Details for Ms Taryn Dayman, Chief Executive Officer as follows;

- 1. Amend the Motor vehicle class type, from a medium size sedan, or equivalent to an SUV All Terrain Vehicle or as agreed,**
- 2. Amend the Motor Vehicle (private use component) value to \$15,279**
- 3. Acknowledge that as a result in the change of vehicle class that an increase of \$3,582 is applied to the reward package, resulting in a total rewards package value of \$163,359.**

Council Decision Number: 116/2018

Moved: Cr Holdsworth

Seconded: Cr Metcalfe

Change to Officers recommendation

As per the *Local Government (Administration) regulations 1996 (da)* Council records the following reasons for amending the Officer Recommendations Resolution:

- WALGA employee relation vehicle values reassessed for 2018 has now been received and classifies a Ford Everest Ambiente 4WD 7 sear UA as a SUV Sports terrain with a value of \$18,941 for unrestricted Private Use for salary over \$90,000. The amendment is to reflect the current vehicle classification and values.

That Council resolve the following:

Approves a variation of employment contract - Schedule 2 – Contract Details for Ms Taryn Dayman, Chief Executive Officer as follows;

1. Amend the Motor vehicle class type, from a medium size sedan, or equivalent to an SUV sports Terrain Vehicle or as agreed,
2. Amend the Motor Vehicle (private use component) value to \$18,941
3. Acknowledge that as a result in the change of vehicle class that an increase of \$7,244 is applied to the reward package, resulting in a total rewards package value of \$167,021.

Vote: 5/0

Voting Requirements: Absolute Majority
Council Decision Number: 117/2018
Moved: Cr Butt **Seconded:** Cr Gamble

That Council Resolve the Following:

1. That the meeting be opened to members of the public.

CARRIED 5/0

The meeting was opened to members of the public at 3.59pm

13. Closure of Meeting:

There being no further business for discussion, the Presiding person declared the meeting closed at 3.59pm