



Minutes
of the
Ordinary Meeting of
Council
held
on
Thursday
17 May 2018

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 commitment

Council will provide leadership, including community engagement with stakeholders, to ensure the long-term sustainability of our community. We are mindful of the social, environmental and economic impacts of our decisions and will work to ensure future generations benefit from our decisions. We will practise good governance and meet recognised standards of excellence and work diligently to achieve excellence in every aspect of our activities.

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 Shire President declared the Meeting open. 3.36pm

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 3.36pm

2.3 Declaration of public question time closed 3.36pm

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

3.1 Present: Cr Davies, Cr Garner, Cr Gamble, Cr Butt, Cr Holdsworth

3.2 Apologies: Nil

3.3 On leave of absence: Cr Metcalfe

3.4 Staff Ian McCabe, Claire Trenorden, Ella McDonald

3.5 Visitors: Nil

3.6 Gallery: Nil


3.7 Applications for leave of absence: Nil

4.1 Petitions Nil

4.2 Deputations Nil

4.3 Presentations Nil

5.1.1 MEETINGS – CONFIRMATION OF MINUTES - ORDINARY MEETING 19 APRIL 2018

FILE REFERENCE:	Minute Book
AUTHOR'S NAME AND POSITION:	Ian McCabe Chief Executive Officer
AUTHOR'S SIGNATURE:	
NAME OF APPLICANT/RESPONDENT/LOCATION:	Shire of Wyalkatchem
DATE REPORT WRITTEN:	9 May 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 April 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.

Consultation:

Ian McCabe, Chief Executive Officer.

Statutory Environment:

- Local Government Act 1995*, Part 5 Division 2 Subdivision 3 Section 5.25
- Local Government (Administration) Regulations 1996*, Regulation 11 Content of minutes of council or committee meetings s.5.25(f)
- 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: 61/2018

Moved: Cr Gamble


Seconded: Cr Butt

That Council resolve the following:

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

Vote: 5/0

**5.1.2 MEETINGS – CONFIRMATION OF MINUTES -
SPECIAL MEETING 26 APRIL 2018**

FILEREFERENCE:	Minute Book
AUTHOR’S NAME ANDPOSITION:	Ian McCabe Chief Executive Officer
AUTHOR’S SIGNATURE:	
NAME OF APPLICANT/ RESPONDENT/LOCATION:	Shire of Wyalkatchem
DATE REPORTWRITTEN:	9 May 2018
DISCLOSURE OFINTEREST:	Not applicable
PREVIOUS MEETING REFERENCE:	Not Applicable

SUMMARY:

- 1. Confirm the minutes as an accurate record of the Special Meeting of Council held on 26 April 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.

Consultation:

Ian McCabe, Chief Executive Officer.

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: 62/2018

Moved: Cr Butt


Seconded: Cr Holdsworth

That Council resolve the following:

- 1. Confirm the minutes as an accurate record of the Special Meeting of Council held on 26 April 2018**

Vote: 5/0

**5.1.3 MEETINGS – CONFIRMATION OF MINUTES -
SPECIAL MEETING 10 May 2018**

FILE REFERENCE:	Minute Book
AUTHOR'S NAME AND POSITION:	Ian McCabe Chief Executive Officer
AUTHOR'S SIGNATURE:	
NAME OF APPLICANT/ RESPONDENT/LOCATION:	Shire of Wyalkatchem
DATE REPORT WRITTEN:	11 May 2018
DISCLOSURE OF INTEREST:	Not applicable
PREVIOUS MEETING REFERENCE:	Not Applicable

SUMMARY:

- 1. Confirm the minutes as an accurate record of the Special Meeting of Council held on 10 May 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.

Consultation:

Ian McCabe, Chief Executive Officer.

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: 63/2018

Moved: Cr Gamble

Seconded: Cr Garner

That Council resolve the following:

- 1. Confirm the minutes as an accurate record of the Special Meeting of Council held on 10 May 2018**

Vote: 5/0

6.0 Announcements by Presiding Person Cr Davies thanked everyone for their time. He thanked Cr Garner for stepping in to present at the Men's Shed opening and stepping in to preside at the April Council meeting in his absence. He also thanked Cr Holdsworth for opening the Red Cross rally at the Wyalkatchem Community Resource Centre last month. Cr Davies acknowledged the passing of his brother Dexter Davies, who was a huge part of the Wyalkatchem community. He thanked everyone who has expressed their condolences to the Davies family since Dexter's passing, the family is very grateful for all the support. Cr Davies attended Parliament earlier in the week to see Hon. Suzanne Ellery MLC put up a condolence motion for Dexter. A number of people spoke to the motion over a period of two hours and fifteen minutes, many of them speaking with much emotion, particularly those from the Nationals party. A particular quote of Dexter's was read out numerous times by different people. Cr Davies handed out print copies of the quote to everyone in attendance at the Council meeting. The quote read as follows:

"It doesn't matter how clever any of us think we are, there is not a lot we can do about what happened yesterday, but if we contribute in some small way towards improving something that is going to happen tomorrow, everything has been worthwhile."


Cr Davies thanked everyone for their support over the last six weeks during this difficult time.

Cr Davies added that he wanted to thank everyone who attended and participated in the local ANZAC Day service - we had a great turnout and the different format of the 11am service was very well received - RSL President Eddie Garner reported that he received much positive feedback.

7.0 Matters for which meeting may be closed Nil

8.1 LAND USE AND PLANNING

8.1.1 DEVELOPMENT AND BUILDING CONTROLS – BUILDING AND DEVELOPMENT APPLICATIONS – MOVABLE BUILDING – LOT 408 HANDS DRIVE

FILE REFERENCE:	7.02
AUTHOR'S NAME AND POSITION:	Claire Trenorden Manager Corporate Services
AUTHOR'S SIGNATURE:	
NAME OF APPLICANT/RESPONDENT/LOCATION:	Susan Eltringham, Wyalkatchem Caravan Park
NOTIFICATION TO APPLICANT:	Yes
DATE REPORT WRITTEN:	9 May 2018
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.

SUMMARY:

That Council resolve the following:

1. To approve the placing of two (2) seven metre long sea containers at Lot 408 Hands Drive, Wyalkatchem with the following conditions:

a) that conditional approval is for use as temporary storage for a maximum period of 12 months from the date of the delegated decision;

b) that conditional approval be advertised in the Wyalkatchem District for a minimum 14 days;

c) that delegated authority be given to the Chief Executive Officer to determine the application following advertisement of the conditional approval;

d) subject to c), that the CEO or an officer nominated by the CEO notify the applicant in writing of the determination of the application;

e) that any determination not approving the development application be returned to Council for further consideration;

f) should the application be approved, that the sea containers be removed from the nominated address within 14 days of the expiry of the determination;

g) that any application for extension be made to Council at least 30 days prior to the expiry of this approval; and,

d) that the CEO or an officer nominated by the CEO notify the applicant in writing of council's decision.

Appendices:

Appendix 1 – Development Assessment report

Appendix 2 – Sea container location

Appendix 3 – Development application

Appendix 4 – Letter from occupant / applicant

Background:

The caravan park is owned by Ms Susan Eltringham.

Council Policy PP3 does not permit this type of moveable buildings in any areas other than those zoned 'Industrial'. The caravan park is zoned 'Special Use – Caravan Park'. An application has been received from Ms Eltringham for two sea containers to be used for storage for a (undetermined) temporary period until she is able to build a shed. Council policy PP3 adopted in April 2014 recognises the increased demand for, and numbers of, moveable buildings, which includes transportables, "Dongas", and containers, which includes sea containers, but the policy seeks to restrict the location of these types of buildings.

Sea containers are permitted in the industrial area with Council permission, but not in any other areas.

The Development Application fee has been paid.

Comment:

Sea containers are often used as secure storage containers for many purposes.

A sea container can be considered an environmentally friendly way to create a shed, being recycled and not adding embodied energy – new concrete, steel etc. Placed out of site and suitably screened from view a sea container can be a very secure and useful outbuilding. In recent years Council has approved the following sea containers for storage being:

- 21 Flint St for up to 12 months for the purpose of storage;
- 12 Swan St for up to 12 months for the purpose of storage;
- 12 Slocum St permanently for the purpose of storage;
- Lot 232 Gamble St permanently for the purpose of storage.

A sea container is classified as a building under the planning Residential Design Code (R Code) and if its placement is for greater than twelve months it is classed as permanent so would require a building permit. Consequently it is recommended that approval be granted for temporary storage for a maximum of twelve months, with any application for extension required to go back to Council for further approval.

It is also recommended that approval be conditional on appropriate advertising so that public submissions can be made. The Chief Executive Officer under delegated authority will make a determination based on any public submissions. If the determination is adverse to the applicant, the application will be returned to Council for further consideration.

Consultation:

Ian McCabe, Chief Executive Officer

Statutory Environment:

Shire of Wyalkatchem Town Planning Scheme 4
Planning and Development (Local Planning Schemes) Regulations 2015
State Planning Policy 3.1 WA Residential Design Codes (*R-Codes*)
Building Act 2011.

Policy Implications:

Policy PP3 Moveable Buildings

Ref: 3.1 e) "The Council will not permit the storing or use of a '**container**', as defined above, within a townsite area, other than in the areas zoned 'Industrial'"

Financial Implications:

Payment of statutory fee is required as per fees and charges schedule.

Strategic Plan/Risk Implications:

This decision requires Council to exempt development that is contrary to the Local Planning Scheme Number 4.

Voting Requirements: Absolute Majority

Council Decision Number: 64/2018

Moved: Cr Garner

Seconded: Cr Holdsworth

That Council resolve the following:

1. To approve the placing of two (2) seven metre long sea containers at Lot 408 Hands Drive Wyalkatchem with the following conditions:

a) that conditional approval is for use as temporary storage for a maximum period of 12 months from the date of delegated decision;

- b) that conditional approval be advertised in the Wyalkatchem District for a minimum 14 days;**
- c) that delegated authority be given to the Chief Executive Officer to determine the application following advertisement of the conditional approval;**
- d) subject to c), that the CEO or an officer nominated by the CEO notify the applicant in writing of the determination of the application;**
- e) that any determination not approving the development application be returned to Council for further consideration;**
- f) should the application be approved, that the sea container be removed from the nominated address within 14 days of the expiry of the determination;**
- g) that any application for extension be made to Council at least 30 days prior to the expiry of this approval; and,**
- d) that the CEO or an officer nominated by the CEO notify the applicant in writing of council's decision.**

Vote: 5/0

Appendix 1

DA ASSESSMENT REPORT
DA No. n / a Application date : 9 May 2018
Address: LOT 408 Hands Drive Wyalkatchem
Proposal: Outbuilding – sea container
MATTERS FOR CONSIDERATION - Planning and Development (Local Planning Schemes) Regulations 2015 – Clause 67
a) The aims and provisions of the Scheme and any other relevant town planning schemes operating within the Scheme area.
4.3 Zoning Table The proposed sea container will be located on a special purpose lot zoned for the use of a caravan park.
b) The requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015
No amendments being progressed that affect this application
c) Any approved State planning policy.
N/A
d) Any approved environmental protection policy under the <i>Environmental Protection Act 1986</i> section 31 (d).
N/A
e) Any policy of the Commission
Nil
f) any policy of the state
Nil
g) Any local planning policy for the Scheme area
PP3 <i>Movable Buildings</i> adopted by Council in April 2014. Moveable Buildings definition includes Transportable structures, Donga type structures, and Containers.
4.1 <i>Council Policy on Moveable Buildings</i>
a) All applications for moveable buildings require Councils Planning Consent. e) The Council will not permit the storing or use of a “container” as define above, within a townsite area, other than areas zoned Industrial. The Council considers these structures to be inappropriate for use in an urban environment, and are therefore on conflict with the objectives of the scheme.
h) Any structure plan, activity centre or local development plan that relates to the development
Nil

i) Any report of the review of the local planning scheme that has been published under the Planning and Development (Local Planning Schemes) Regulations 2015
N/A
j) In the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the Reserve.
N/A
k) The built heritage conservation of any place that is of cultural significance.
Nil
l) The effect of the proposal on the cultural heritage significance of the area in which the development is located.
Nil
m) The compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.
Council; Policy PP3 – 4.1 e) Sea containers are not permitted in special purpose areas. R-Codes PART 5; 5.4.3 Outbuildings. Design Principle – Outbuildings <i>that do not detract from the streetscape or the visual amenity of residents of neighbouring properties.</i> The proposed sea container structure, considered as an outbuilding, satisfies the <i>deemed-to-comply</i> requirements. These requirements are, that the building is detached and non-habitable, suitably located on the lot, maximum floor area and height, setback from boundaries consistent with Table 1, 2a and 2b as applicable.
n) The amenity of the locality including the following – i) Environmental impacts of the development; ii) The character of the locality; Social impacts of the development. The built heritage conservation of any place that is of cultural significance.
N/A
o) The likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource.
Nil
p) Whether adequate provision has been made for the landscaping of land to which the application relates and whether any trees or other vegetation on the land should be preserved.
Nil
q) The suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk.
N/A

r) The suitability of the land for development taking into account the possible risk to human health and safety.
N/A
s) The adequacy of – i) the proposed means of access to and egress from the site; and ii) Arrangements for the loading, unloading, manoeuvring and parking of vehicles.
N/A
t) The amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probably effect on traffic and safety.
N/A
u) The availability and adequacy for the development of the following – i) Public transport services; ii) Public utility services; iii) Storage, management and collection of waste; iv) Access for pedestrians and cyclists (including end of trip storage, toilet or storage facilities); v) Access by older people and people with a disability.
N/A
v) The potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses.
Nil
w) The history of the site where the development is to be located.
N/A
x) The impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals.
Nil
y) Any submissions received on the application.
Nil
z) the comments or submissions received from any authority consulted under clause 66.
N/A
za) any other planning consideration the local government considers appropriate
N/A
Recommendation
That Council refuse to grant approval for a sea container. Add conditions to the report to be implemented should Council consider approving the sea container: Limited Development Approval time of 12 months after which the container must be removed.
Note* Building Permit not required as no building work is required.

Lot 408 Hands Dr, Wyalkatchem

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CLIENT'S COPY



Created: 29 November 2017 from Map Viewer Plus: <https://maps.landgate.wa.gov.au/maps-landgate/registered/>



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MANAGEMENT 2

Shire of Wyalkatchem Application for Development Approval

Owner details

Name: SUSAN FAYE ELTRINGHAM

ABN (if applicable): 15440729548

Address: LOT 408 HANDS DRIVE

WYALKATCHEM WA Postcode: 6485

Phone:

Fax:

Email:

Work:

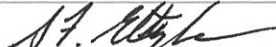
caravan @
wyliepark.com.au

Home:

Mobile:

0475263099

Contact person for correspondence: S. ELTRINGHAM

Signature: 

Date: 4.05.2018

Signature:

Date:

The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).

Applicant details (if different from owner)

Name:

Address:

Postcode:

Phone:

Fax:

Email:

Work:

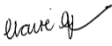
Home:

Mobile:

Contact person for correspondence: <i>S. ELTRINGHAM</i>		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Signature: <i>S. Eltringham</i>		Date: <i>4.05.2018</i>
Property details		
Lot No: <i>408</i>	House/Street No:	Location No:
Diagram or Plan No: <i>82916</i>	Certificate of Title Vol. No: <i>3770/12 Y2</i>	Folio:
Title encumbrances (e.g. easements, restrictive covenants): <i>SECTION MUST REMAIN AS A CARAVAN PARK</i>		
Street name: <i>HANDS DRIVE</i>		Suburb: <i>WYALKATCHEM</i>
Nearest street intersection: <i>HANDS DRIVE & CUNDERDIN ROAD</i>		
Proposed development		
Nature of development: <input type="checkbox"/> Works		
<input checked="" type="checkbox"/> Use		
<input type="checkbox"/> Works and use		
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, is the exemption for: <input type="checkbox"/> Works		
<input type="checkbox"/> Use		
Description of proposed works and/or land use: <i>INSTALL TWO x 7metre seacontainers on site for storage</i>		
Description of exemption claimed (if relevant):		
Nature of any existing buildings and/or land use: <i>CARAVAN PARK</i>		
Approximate cost of proposed development (ex-GST): <i>\$9,000</i>		
Estimated time of completion: <i>TWO WEEKS AFTER APPROVAL</i>		
OFFICE USE ONLY		
Acceptance Officer's initials:		Date received:
Local government reference No:		

DEVELOPMENT AT LOT 408 HANDS DRIVE WALKATCHEM
THE TWO SEATAINERS (CREAM) WILL BE NEW OR NEAR
NEW AND NEEDED FOR STORAGE. THE \$55K SHED
PLANNED (CONTRACT SIGNED LATE FEBRUARY) FELL THROUGH
AND CONSTRUCTION CANNOT BE COMPLETED BY END MAY
2018. THIS DATE AS BUSINESS AT THE CARAVAN
PARK PICKS UP AND I DONT WISH CONSTRUCTION
ACTIVITIES WHEN BUSY.
THE SEATAINERS WILL BE ONSITE TWO WEEKS AFTER
APPROVAL GIVEN.

8.2.1 FINANCIAL MANAGEMENT – FINANCIAL REPORTING – MONTHLY FINANCIAL REPORT – APRIL 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:	8 May 2018
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	OMC 19 April 2018 Council decision number: 44/2018
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 30 April 2018.

Appendix:

1. Monthly Financial Report for the Period Ended 30 April 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:

April 2018 Financial Statements:

- Yearly operating revenue is \$2,266,386 inclusive of net rate income of \$1,193,436 (net of prepaid rates and discounts) – 83% of Budget
- Yearly operating expenditure is \$3,213,021 – 78% of Budget
- Yearly capital expenditure is \$1,669,128 – 85% of Budget
- Yearly capital revenue is \$1,728,536 – 90% of Budget
- Net current assets as 30 April 2018 are \$474,957

Operating Revenue: Total operating revenue is 83% of the Annual Budget.

Rates: Revenue of \$1,403,207 has been raised during the Rate Run for 2017/18 and rates notices were posted out by the planned date of 21 July 2017. The total Rate Run is broken down between Rates \$1,252,111, Rubbish \$98,595, Health Levy \$15,057 and ESL Levy \$37,444. To date income received is \$1,340,160 and discounts, concessions and write offs applied equate to \$19,485. Approximately 97% of Rates have been collected to date, with \$28,073 outstanding.

Breakdown of outstanding rates as at 30 April 2018:

Payment by instalments	\$0
Pensioners who have until 30 June 2018 to pay	\$12,531
Ratepayers on a payment arrangement	\$13,566
<i>Legal Action</i>	\$1,180
Deceased estates awaiting probate	\$3,212
Payment in advance	-\$3,657
Interim rates raised where payment is on time	\$1,241

Operating Expenditure: Total operating expenditure is 78% of the Annual Budget.

Capital Expenditure: Total Capital Expenditure (\$1,669,128) is 85% of the Annual Budget (\$1,823,181).

Land and Buildings	\$248,296	Railway Station, the new Depot, Town Hall, Medical Centre and the Railway Barracks are all in progress as of April 2018. The CEACA units' contribution, 22a Flint St, 58 Flint St, 4 Slocum St, Shire Office, Senior Citizens project and the Recreation Centre are complete for 2017/18.
Plant and Property	\$441,797	The grader, road crew utility and Works Manager vehicle replacements have been completed for 2017/18.
Roadworks	\$754,412	Cemetery Rd sealing and re-sheeting, Elsegood Rd re-sheeting, Benjaberring Hindmarsh Rd North and South gravel re-sheeting projects are completed for 2017/18. All other projects are underway as of March 2018.
Footpaths	\$22,296	Projects are completed for 2017/18.
Airport	\$38,603	The project is in progress as of April 2018.
Other Infrastructure	\$70,165	The Tennis Club playground and the Swimming Pool capital work is complete for 2017/18. The netball court shelter and the streetscape will not be completed this financial year.
Parks, Gardens & Reserves	\$0	Pioneer Park and installing a new water fountain at the Admin Park will not occur this financial year.

Transfers to Reserves \$39,891

Net Assets: Net Current Assets as at 30 April 2018 amounts to \$474,957. This is in the majority comprised of Cash Unrestricted – Municipal Funds (\$371,152 or 78%).

Consultation:

Ian McCabe 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: 100

Moved: Councillor [Name] **Seconded:** Councillor [Name]

That Council resolve the following:

- 1. Receive the Statement of Financial Activity for the period ended 30 April 2018.**

Vote: 5/0

Shire of Wyalkatchem
MONTHLY FINANCIAL REPORT
For the Period Ended 30 April 2018

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LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

Shire of Wyalkatchem
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 April 2018

Note	Amended Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 3	Var.
Operating Revenues						
	\$	\$	\$	\$	%	
Governance	8,100	6,750	17,233	10,483	60.8%	
General Purpose Funding	561,938	428,000	429,360	1,360	0.3%	
Law, Order and Public Safety	47,125	47,125	48,052	927	1.9%	
Health	49,589	36,324	33,162	(3,163)	(9.5%)	
Education and Welfare	0	0	0	0		
Housing	115,744	96,453	98,263	1,810	1.8%	
Community Amenities	106,683	106,683	107,055	373	0.3%	
Recreation and Culture	7,816	6,763	7,481	718	9.6%	
Transport	552,394	294,270	294,538	268	0.1%	
Economic Services	19,291	17,076	18,944	1,868	9.9%	
Other Property and Services	18,785	17,154	18,862	1,707	9.1%	
Total (Excluding Rates)	1,487,465	1,056,599	1,072,950	16,351	1.5%	
Operating Expense						
Governance	(327,242)	(232,702)	(217,426)	15,276	7.0%	
General Purpose Funding	(65,573)	(51,644)	(47,831)	3,813	8.0%	
Law, Order and Public Safety	(123,669)	(90,058)	(82,593)	7,465	9.0%	
Health	(307,189)	(247,991)	(215,782)	32,209	14.9%	
Education and Welfare	(17,858)	(14,882)	(30,745)	(15,864)	(51.6%)	▼
Housing	(243,971)	(185,309)	(169,921)	15,389	9.1%	
Community Amenities	(228,411)	(188,343)	(174,487)	13,855	7.9%	
Recreation and Culture	(753,482)	(627,902)	(617,525)	10,376	1.7%	
Transport	(1,885,383)	(1,571,153)	(1,578,769)	(7,616)	(0.5%)	
Economic Services	(105,831)	(88,193)	(89,809)	(1,617)	(1.8%)	
Other Property and Services	(42,776)	14,353	11,868	(2,486)	20.9%	
Total	(4,101,385)	(3,283,821)	(3,213,021)	70,800		
Funding Balance Adjustment						
Add back Depreciation	1,142,817	968,348	985,218	16,871	1.7%	
Adjust (Profit)/Loss on Asset Disposal	38,991	38,991	38,991	0	0.0%	
Movement in Deferred Pensional Rates (Non-Current)			1,109	1,109	100.0%	
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)	(1,432,112)	(1,219,883)	(1,114,753)	105,131		
Capital Revenues						
Proceeds from Disposal of Assets	126,727	126,727	126,727	0	0.0%	
Non-Operating Grants	703,917	597,801	597,801	0	0.0%	
Proceeds from New Debentures	0	0	0	0		
Proceeds from Sale of Investments			0	0		
Proceeds from Advances			0	0		
Self-Supporting Loan Principal	13,087	10,839	10,839	0	0.0%	
Transfer from Reserves	1,074,965	993,169	993,169	0	0.0%	
Total	1,918,696	1,728,536	1,728,536	0		
Capital Expenses						
Land Held for Resale	0	0	0	0		
Land and Buildings	(312,901)	(248,296)	(248,296)	0	0.0%	
Plant and Equipment	(447,998)	(441,797)	(441,797)	0	0.0%	
Furniture and Equipment	0	0	0	0		
Infrastructure Assets - Roads	(911,996)	(754,412)	(754,412)	0	0.0%	
Infrastructure Assets - Other	(181,550)	(131,063)	(131,063)	0	0.0%	
Purchase of Investments			0	0		
Repayment of Debentures	(53,669)	(53,669)	(53,669)	0	0.0%	
Advances to Community Groups			0	0		
Transfer to Reserves	(67,145)	(39,891)	(39,891)	0	0.0%	
Total	(1,975,259)	(1,669,128)	(1,669,128)	0		
Net Capital						
	(56,563)	59,408	59,408	0		
Total Net Operating + Capital						
	(1,488,675)	(1,160,475)	(1,055,344)	105,131		
Rate Revenue	1,232,354	1,232,354	1,193,436	(38,918)	(3.3%)	
Opening Funding Surplus(Deficit)	336,864	336,864	336,865	0	0.0%	
Closing Funding Surplus(Deficit)	80,544	408,744	474,957	66,213	13.9%	

Shire of Wyalkatchem
STATEMENT OF FINANCIAL ACTIVITY
(Nature or Type)
For the Period Ended 30 April 2018

	Note	Amended Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a) 3	Var. % (b) - (a) / (b) 3
Operating Revenues						
Grants, Subsidies and Contributions	8	\$ 1,149,976	\$ 756,328	\$ 766,228	\$ 9,900	1.3%
Profit on Asset Disposal	10	693	578	693	116	16.7%
Fees and Charges		274,220	247,547	256,703	9,156	3.6%
Interest Earnings		62,576	52,147	49,325	(2,821)	(5.7%)
Other Revenue		0	0	0	0	
Total (Excluding Rates)		1,487,465	1,056,599	1,072,950	16,351	
Operating Expense						
Employee Costs		(1,035,388)	(860,823)	(822,937)	37,886	4.6%
Materials and Contracts		(1,560,244)	(1,168,203)	(1,134,041)	34,162	3.0%
Utilities Charges		(184,343)	(137,619)	(110,698)	26,921	24.3%
Depreciation (Non-Current Assets)		(1,142,817)	(968,348)	(985,218)	(16,871)	(1.7%)
Interest Expenses		(18,039)	(15,033)	(12,074)	2,958	24.5%
Insurance Expenses		(120,870)	(100,725)	(108,368)	(7,643)	(7.1%)
Loss on Asset Disposal	10	(39,684)	(33,070)	(39,684)	(6,614)	(16.7%)
Other Expenditure		0	0	0	0	
Total		(4,101,385)	(3,283,821)	(3,213,021)	70,800	
Funding Balance Adjustment						
Add Back Depreciation		1,142,817	968,348	985,218	16,871	1.7%
Adjust (Profit)/Loss on Asset Disposal	10	38,991	38,991	38,991	0	0.0%
Movement in Deferred Pensional Rates (Non-Current)				1,109	1,109	100.0%
Movement in Accrued Salaries and Wages					0	
Movement in Employee Benefit Provisions					0	
Adjust Provisions and Accruals					0	
Net Operating (Ex. Rates)		(1,432,112)	(1,219,883)	(1,114,753)	105,131	
Capital Revenues						
Grants, Subsidies and Contributions	8	703,917	597,801	597,801	0	0.0%
Proceeds from Disposal of Assets	10	126,727	126,727	126,727	0	0.0%
Proceeds from New Debentures					0	
Proceeds from Sale of Investments					0	
Proceeds from Advances					0	
Self-Supporting Loan Principal		13,087	10,839	10,839	0	0.0%
Transfer from Reserves	9	1,074,965	993,169	993,169	0	0.0%
Total		1,918,696	1,728,536	1,728,536	0	
Capital Expenses						
Land Held for Resale		0	0	0	0	
Land and Buildings	10	(312,901)	(248,296)	(248,296)	0	0.0%
Plant and Equipment	10	(447,998)	(441,797)	(441,797)	0	0.0%
Furniture and Equipment	10	0	0	0	0	
Infrastructure Assets - Roads	10	(911,996)	(754,412)	(754,412)	0	0.0%
Infrastructure Assets - Other	10	(181,550)	(131,063)	(131,063)	0	0.0%
Purchase of Investments			0	0	0	
Repayment of Debentures		(53,669)	(53,669)	(53,669)	0	0.0%
Advances to Community Groups					0	
Transfer to Reserves	9	(67,145)	(39,891)	(39,891)	0	0.0%
Total		(1,975,259)	(1,669,128)	(1,669,128)	0	
Net Capital		(56,563)	59,408	59,408	0	
Total Net Operating + Capital						
		(1,488,675)	(1,160,475)	(1,055,344)	105,131	
Rate Revenue		1,232,354	1,232,354	1,193,436	(38,918)	(3.3%)
Opening Funding Surplus(Deficit)		336,864	336,864	336,865	0	0.0%
Closing Funding Surplus(Deficit)	3	80,544	408,744	474,957	66,213	13.9%

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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 30 April 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 30 April 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 30 April 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 30 April 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 30 April 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 30 April 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 30 April 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

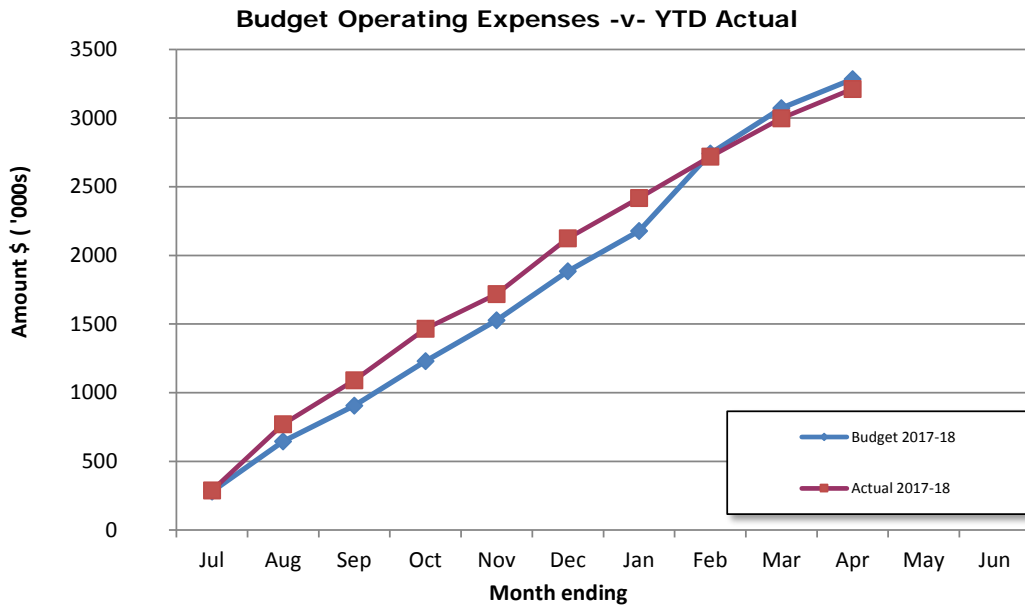
Tourism, pest control, building controls and natural resource management. Tourism facilities, information and directional signs. Weed and pest control services. Necessary building control services.

OTHER PROPERTY & SERVICES

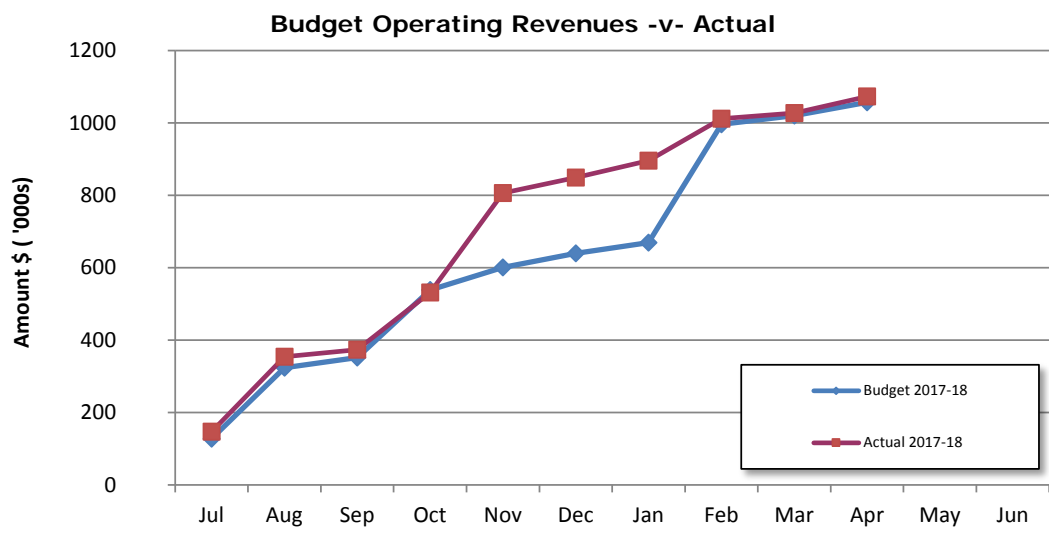
Private works carried out by council and indirect cost allocation pools.
Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 2 - Graphical Representation - Source Statement of Financial Activity



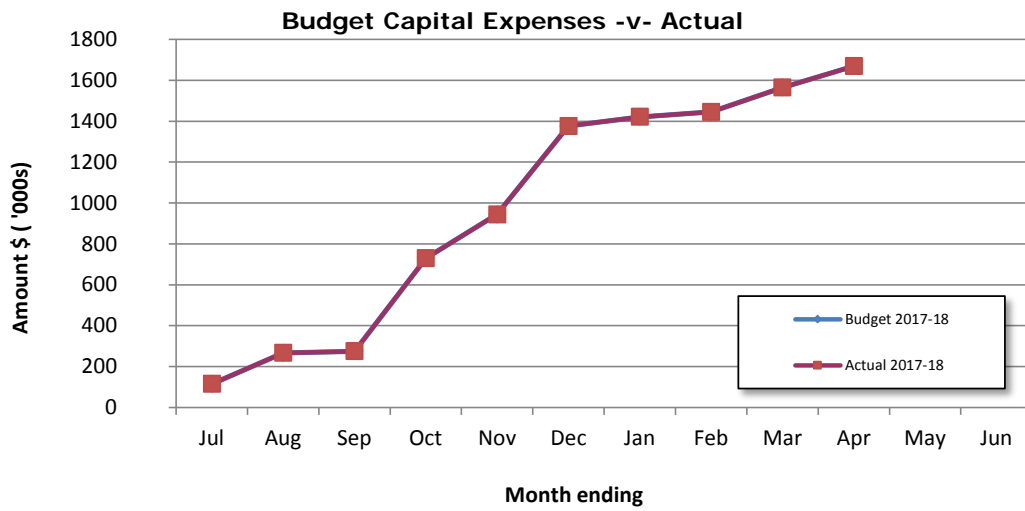
Comments/Notes - Operating Expenses



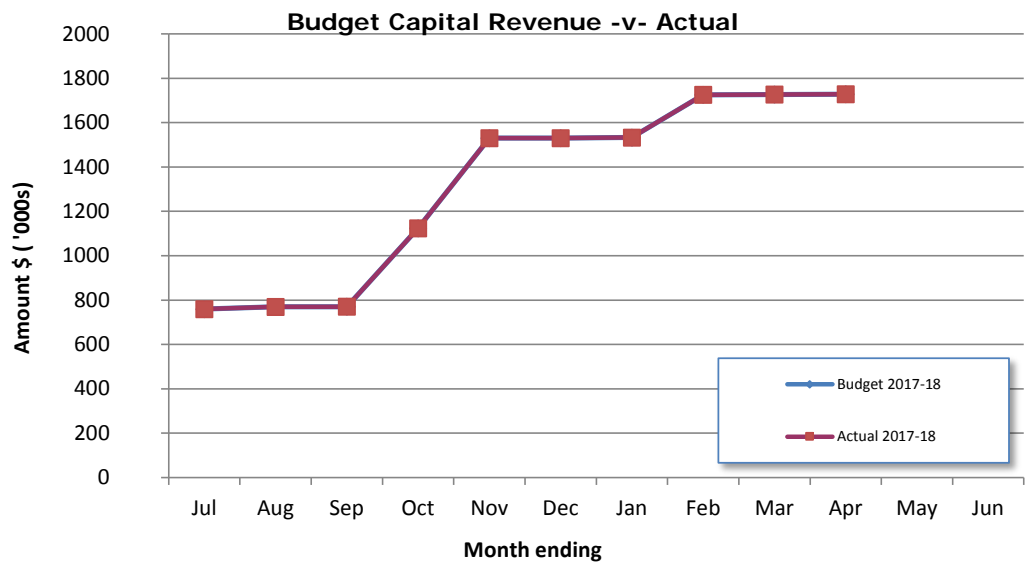
Comments/Notes - Operating Revenues

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

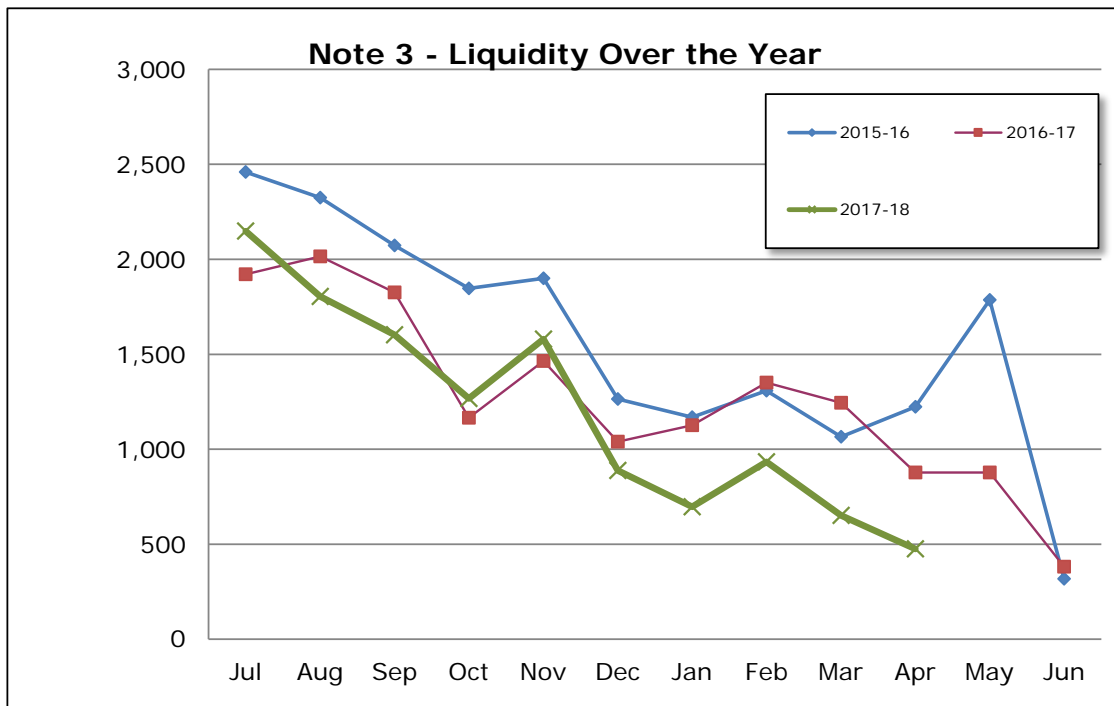


Comments/Notes - Capital Revenues

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)			
2017-18			
	This Month	Last Month	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	371,152	585,628	1,174,763
Cash Restricted	1,962,938	1,951,391	2,021,645
Investments			
Receivables - Rates and Rubbish	28,073	94,442	31,590
Receivables -Other	15,142	218,790	2,647
Inventories	125,094	118,308	126,591
	2,502,400	2,968,560	3,357,236
Less: Current Liabilities			
Payables	(14,614)	(34,774)	(18,658)
Current Employee Benefits Provision	(49,891)	(49,891)	(70,788)
	(64,505)	(84,665)	(89,445)
Less: Cash Restricted	(1,962,938)	(1,951,391)	(2,021,645)
Net Current Funding Position	474,957	932,504	1,246,146



Comments - Net Current Funding Position

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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%	370,852				370,852	NAB	Call
At Call - Working	0.01%			6,257		6,257	NAB	Call
(b) Term Deposits								
Reserves	2.15%		1,962,938			1,962,938	NAB	20/06/2018
Surplus Funds	0.00%				0	0	NAB	
(c) Investments								
Total		370,852	1,962,938	6,257	0	2,340,047		

Comments/Notes - Investments

Shire of Wyalkatchem Monthly Investment Report

For the Period Ended 30 April 2018

Note 4A: CASH INVESTMENTS

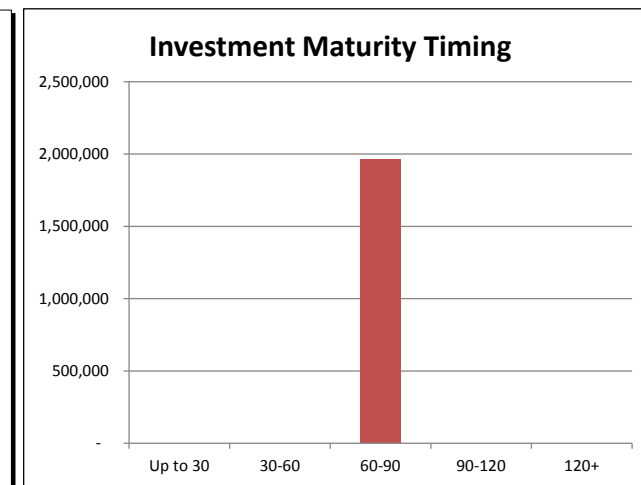
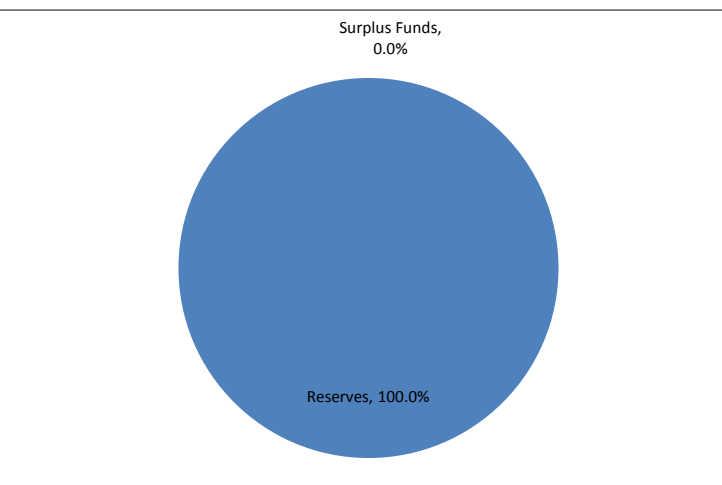
Deposit Ref	Deposit Date	Institution	Term (Days)	Invested Interest rates	Expected Interest
General Municipal					
					-
					-
					-
				Subtotal	-
Restricted					
Reserves	21/04/2018	NAB	60	2.15%	6,938
				Subtotal	6,938
				Total Funds Invested	6,938

Amount Invested (Days)					Total
Up to 30	30-60	60-90	90-120	120+	
-	-	-	-	-	-
-	-	-	-	-	-
-	-	1,962,938	-	-	1,962,938
-	-	1,962,938	-	-	1,962,938
-	-	1,962,938	-	-	1,962,938

Comparative rate	
Average Interest time of deposit	Interest Rate at time of Report

Budget v Actual		
Annual Budget	Year to Date Actual	Var.\$
-	-	-

Deposit Ref	Deposit Date	Term (Days)	Invested Interest rates	Amount Invested	Percentage of Portfolio
NAB - Reserves					
TD114022574	21/04/2018	60	2.15%	1,962,938	
				Subtotal	100.0%
NAB - Surplus Funds					
				-	0.0%
				Subtotal	0.0%
				-	0.0%
				Subtotal	0.0%
				-	0.0%
				Subtotal	0.0%
				-	0.0%
				Subtotal	0.0%
				Total Funds Invested	100.0%
				1,962,938	



Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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						
1041010	Reimbursements	8,000	6,667	17,233	10,566	This is estimated in the Annual Budget. The LGIS good driver rebate was received for 2017 (\$2,653) and the LGIS Members Dividend was received as a contribution to the two way radio system repairs (\$7,437).
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						

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 5: MAJOR VARIANCES

Comments/Reason for Variance						
		AMENDED ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
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						
5.2.3 LAW, ORDER AND PUBLIC SAFETY						
5.2.4 HEALTH						
E073425	Other Expenses	(20,000)	(20,000)	0	20,000	This was the budget for a community well being project that was to be funded from the Health Reserve fund interest. No project has been identified so this will not be used but the reserve transfer will also not occur in the financial year.
E074010	Contribution to Newhealth	(35,410)	(23,607)	(14,754)	8,853	Expenditure on Newhealth has not been as high as anticipated through the year.
5.2.5 EDUCATION AND WELFARE						
E082298	Depreciation	(3,858)	(3,215)	(16,745)	(13,530)	Depreciation is increased due to the asset addition of the new Senior Citizens Units, this is a non cash item and won't affect the closing balance.

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 5: MAJOR VARIANCES

Comments/Reason for Variance	AMENDED	YTD			
	ANNUAL	BUDGET	ACTUAL	VARIANCE	COMMENTS
	BUDGET	BUDGET			
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					
5.3.6 SELF-SUPPORTING LOAN PRINCIPAL					
5.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)					
5.4 CAPITAL EXPENSES					

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 5: MAJOR VARIANCES

Comments/Reason for Variance						
		AMENDED ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
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					
5.5.1	RATE REVENUE					
1031031	Pre Paid Rates	0	0	(39,418)	(39,418)	These are rates for 2017/18 that were pre-paid in the 2016/17 financial year. It is assumed that if about the same amount are pre-paid in June 2018 for next year that the closing balance as at 30 June 2018 will be \$0.

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 5: MAJOR VARIANCES

Comments/Reason for Variance					
	AMENDED	YTD			
	ANNUAL	BUDGET	ACTUAL	VARIANCE	COMMENTS
	BUDGET				
5.5.2 OPENING FUNDING SURPLUS(DEFICIT)					
5.5.3 DEPRECIATION					

Shire of Wyalkatchem
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 April 2018

Note 6: BUDGET AMENDMENTS

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

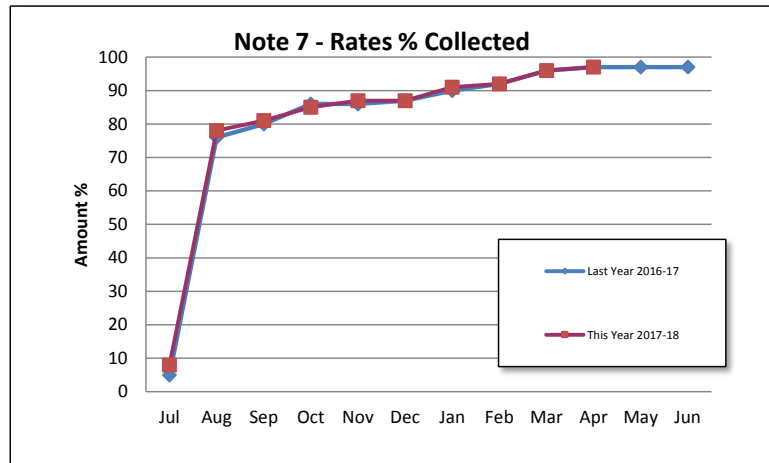
GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption			\$	\$	\$	\$
				0	0	0	0
	Closing Funding Surplus (Deficit)			0	0	0	0

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 7: RECEIVABLES

Receivables - Rates and Rubbish

	Current 2017-18	Previous 2016-17	Total
	\$	\$	\$
Opening Arrears Previous Years		18,195	18,195
Rates Levied this year	1,403,207	0	1,403,207
Interim Rates	220		220
Rates in Advance (Pre-Paid)	(39,418)	0	(39,418)
Instalment Fees	3,793	0	3,793
Administration/Legal Fees	0	0	0
Interest	1,722	0	1,722
Less Discount/Concessions/Write off	(19,485)	0	(19,485)
Less Collections to date	(1,324,585)	(15,575)	(1,340,160)
Equals Current Outstanding	25,453	2,620	28,073
Ex-Gratia Rates	8,109		8,109
Net Rates Collectable	(8,109)		28,073
% Collected			96.6%



Comments/Notes - Receivables Rates and Rubbish

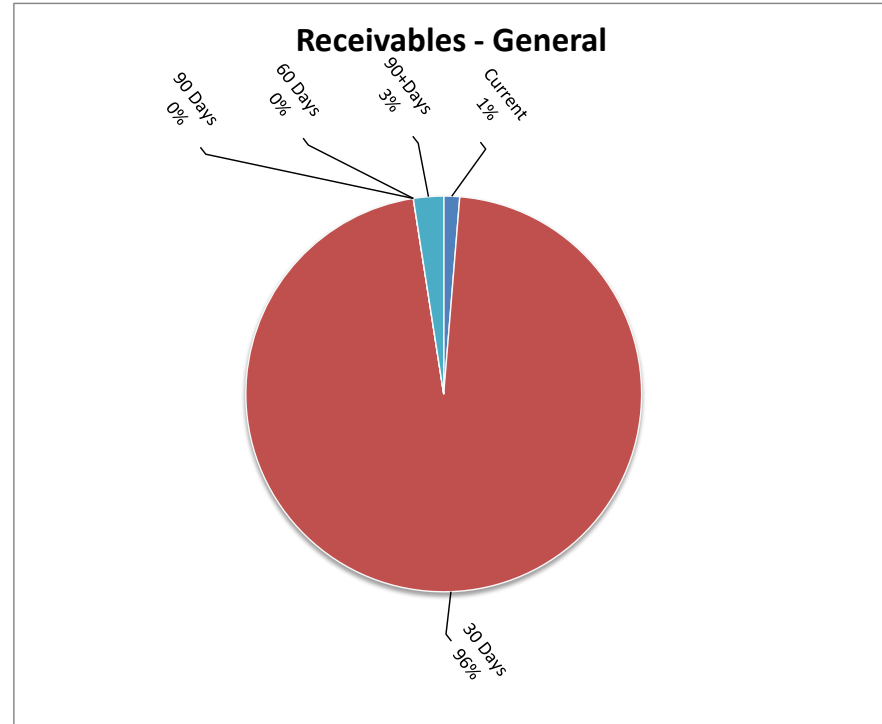
Rates Levied Includes: Rates \$1,126,489; ESL Levy \$33,556; Rural Health Levy \$14,570; Refuse Collection \$98,571

Receivables - General

	Current	30 Days	60 Days	90 Days	90+Days
	\$	\$	\$	\$	\$
	196	14,574	0	0	372
Total Outstanding					15,142

Total Outstanding

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

ote 8: GRANTS AND CONTRIBUTIONS

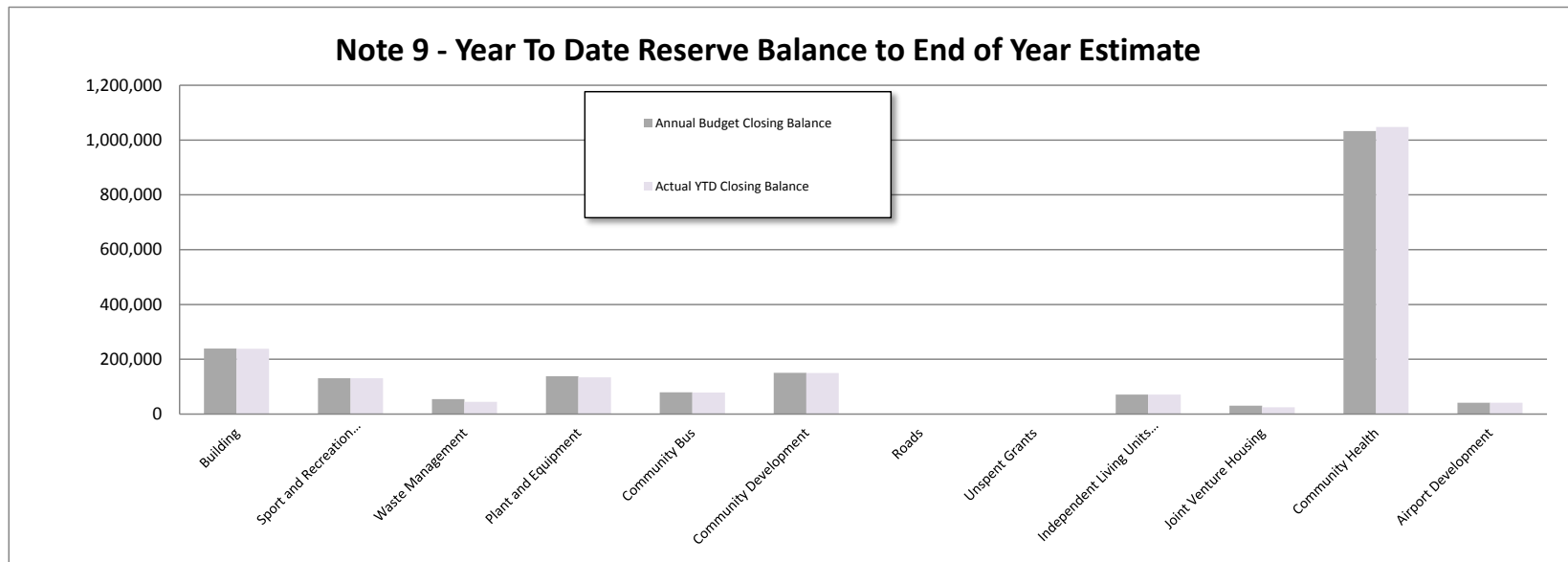
Program/Details GL	Provider	Approval Yes No	2017-18 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status		Estimated Receival Dates
						Received	Not Received	
GENERAL PURPOSE FUNDING		(Yes/No)	\$	\$	\$	\$	\$	
Financial Assistance Grant	State Government	Yes	479,921	3,447	483,368	362,526	120,842	Approx 50% of 2017/18 grant was pre-paid in June 2017. Balance will be paid quarterly.
Healthway Sponsorship Wylie Fair 2018	Healthway	Yes	0	2,000	2,000	2,000	0	
Road Safety Community Grant	Road Safety Commission	Yes	0	550	550	550	0	
GOVERNANCE								
Reimbursements - Miscellaneous	Various		2,000	6,000	8,000	17,233	(9,233)	
LAW, ORDER, PUBLIC SAFETY								
DFES Operating Grant	DFES	Yes	33,262	(15,637)	17,625	17,625	0	The 1st instalment for 2017/18 was pre-paid in June 2017
AWARE Grant	DFES	No	0	24,000	24,000	24,000	0	This grant was approved after the Annual Budget was adopted, it will be fully offset by expenditure.
HEALTH								
Medical Centre Contribution	Shire of Koorda	Yes	49,589		49,589	32,218	17,371	Quarterly - Apr, Jun
Larry Elsegood Estate Funds			0		0	944		
COMMUNITY AMENITIES								
RECREATION AND CULTURE								
Swimming Pool Grant	Department of Sport & Rec	No	32,000	(32,000)	0	0	0	Grant will not be received as was cut from State Government Budget.
TRANSPORT								
Financial Assistance Grant	State Government	Yes	188,007	11,340	199,347	149,510	49,837	Approx 50% of 2017/18 grant was pre-paid in June 2017. Balance will be paid quarterly.
Main Roads Direct Grant	Main Roads WA	Yes	105,690	(46,475)	59,215	59,215	0	
Street Lighting Subsidy	Main Roads WA	Yes	1,419		1,419	0	1,419	May 18
Regional Road Group	Main Roads WA	Yes	266,112	32,686	298,798	192,682	106,116	
Roads to Recovery	Department of Infrastructure and Regional Development	Yes	405,119		405,119	405,119	0	Quarterly
WANDRRA	Main Roads WA	Yes	0	292,413	292,413	85,545	206,868	
OTHER PROPERTY & SERVICES								
Diesel Fuel Rebate	Australian Taxation Office	Yes	15,000		15,000	14,863	137	Monthly
TOTALS			1,578,119	278,324	1,856,443	1,364,029	493,358	

Comments - Grants and Contributions

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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	\$ 233,708	\$ 5,589	\$ 4,506						\$ 239,297	\$ 238,213
Sport and Recreation Facilities	127,946	3,060	2,467						131,006	130,412
Waste Management	44,073	1,272	850	9,110					54,455	44,923
Plant and Equipment	364,578	8,719	4,237			(235,000)	(235,000)		138,297	133,815
Community Bus	77,328	1,849	1,491						79,177	78,819
Community Development	147,084	3,518	2,836						150,602	149,920
Roads	235,452	0	329			(235,452)	(235,781)		0	0
Unspent Grants	523,572	46	766			(521,659)	(522,388)		1,959	1,949
Independent Living Units project	69,763	1,668	1,345						71,431	71,107
Joint Venture Housing	24,055	720	464	6,036					30,811	24,518
Community Health	1,028,268	24,592	19,823			(20,000)			1,032,860	1,048,092
Airport Development	40,391	966	779						41,357	41,169
	2,916,217	51,999	39,891	15,146	0	(1,012,111)	(993,169)		1,971,251	1,962,938



Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Profit(Loss) of Asset Disposal				Disposals	Current Budget Replacement		
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget	Actual	Variance
\$	\$	\$	\$		\$	\$	\$
185,000	(27,316)	118,000	(39,684)	Other Property and Services	355,570	355,570	0
10,000	(1,966)	8,727	693	Cat Grader	47,100	47,100	(0) ▼
				Holden Rodeo			
195,000	(29,282)	126,727	(38,991)	Totals	402,670	402,670	(0)

Comments - Capital Disposal

Contributions Information					Summary Acquisitions	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Amended Annual Budget	Actual	Variance
\$	\$	\$	\$	\$		\$	\$	\$
0	0	0	0	0	Property, Plant & Equipment			
262,800	0	50,101	0	312,901	Land for Resale	0	0	0
86,271	0	361,727	0	447,998	Land and Buildings	312,901	248,296	(64,605) ▼
0	0	0	0	0	Plant & Property	447,998	441,797	(0) ▼
					Furniture & Equipment	0	0	0
					Infrastructure			
159,286	752,710	0	0	911,996	Roadworks	911,996	754,412	(157,584) ▼
0	0	0	0	0	Drainage	0	0	0
0	0	0	0	0	Bridges	0	0	0
22,500	0	0	0	22,500	Footpath & Cycleways	22,500	22,296	(204) ▼
25,000	0	0	0	25,000	Parks, Gardens & Reserves	25,000	0	(25,000) ▼
35,000	0	0	0	35,000	Airports	35,000	38,603	3,603 ▲
0	0	0	0	0	Sewerage	0	0	0
0	0	0	0	99,050	Other Infrastructure	99,050	70,165	(28,885) ▼
590,857	752,710	411,828	0	1,854,445	Totals	1,854,445	1,575,568	(272,676)

Comments - Capital Acquisitions

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

Contributions					Land & Buildings	Current Budget This Year		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Amended Annual Budget	Actual	Variance
\$	\$	\$	\$	\$		\$	\$	\$
12,400				12,400	Governance Shire Office	12,400	11,380	(1,020) ▼
5,000				5,000	Health Medical Centre	5,000	0	(5,000) ▼
108,800				108,800	Education and Welfare Aged Care Services and Accommodation	108,800	108,800	0
0		50,101		50,101	Senior Citizens Homes Project	50,101	49,985	(116) ▼
5,000				5,000	Housing 22a Flint St	5,000	3,986	(1,014) ▼
5,000				5,000	4 Slocum St	5,000	4,694	(306) ▼
10,648				10,648	58 Flint St	10,648	10,648	0
5,000				5,000	1 Slocum St	5,000	0	(5,000) ▼
9,352				9,352	Lady Novar	9,352	0	(9,352) ▼
5,000				5,000	Recreation and Culture Town Hall	5,000	1,530	(3,470) ▼
25,000				25,000	Recreation Centre	25,000	25,435	435 ▲
30,000				30,000	Transport Depot	30,000	3,695	(26,305) ▼
20,000				20,000	Economic Services Railway Station	20,000	8,028	(11,972) ▼
21,600				21,600	Railway Barracks	21,600	20,115	(1,485) ▼
262,800	0	50,101	0	312,901	Totals	312,901	248,296	(64,605)

Contributions					Plant & Equipment	Current Budget This Year		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Amended Annual Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$		\$	\$	\$
6,201				6,201	Law, Order & Public Safety Tanks for North Korrelocking	6,201	0	(6,201) ▼
2,570		353,000		355,570	Transport Grader	355,570	355,570	0
39,127				39,127	Road Crew Utility 4x4	39,127	39,127	0 ▲
38,373		8,727		47,100	Works Manager Utility	47,100	47,100	(0) ▼
0				0	Plate compactor	0	0	0
0				0	Line Marker	0	0	0
86,271	0	361,727	0	447,998	Totals	447,998	441,797	(0)

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

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions					Roads	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year		
						Amended Annual Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	\$	
17,306				17,306	Transport The approved Blackspot funding was for the Benjaberring/Hindmarsh crossroads on the main Dowerin Wyalkatchem Road. This crossing is in a 110km/h speed zone with no clear line of site in either direction, creating a severe risk when shifting heavy machinery and for the school bus route	17,306	28,383	11,077 ▲
42,690	131,151			173,841	Koorda / Wyalkatchem Rd - SLK 4.30 - 8.30 (4.0 km) - Shoulder Reconditioning (alter Scope of Works & TEC with SRRG)	173,841	129,048	(44,793) ▼
	100,599			100,599	Tammin / Wyalkatchem Rd - SLK 19.60 - 21.83 (2.23 km) - Shoulder Widening & Primersealing Shoulders ONLY (alter TFC with SRRG)	100,599	60,584	(40,015) ▼
57,920	115,840			173,760	Cunderdin/Wyalkatchem Rd	173,760	147,138	(26,622) ▼
	23,847			23,847	Lewis Rd	23,847	19,126	(4,721) ▼
13,843	24,610			38,453	Lawrence Rd	38,453	12,334	(26,119) ▼
	19,077			19,077	Harrison Rd	19,077	18,871	(206) ▼
12,000	27,424			39,424	Lewis East Rd	39,424	11,913	(27,511) ▼
	32,432			32,432	Elsegood Rd Resheeting	32,432	57,304	24,872 ▲
	39,239			39,239	Benja-Hindmarsh - Nth	39,239	40,186	947 ▲
15,407	24,716			40,123	Benja-Hindmarsh - Sth	40,123	41,133	1,010 ▲
	23,847			23,847	Cemetery Rd	23,847	21,603	(2,244) ▼
	27,424			27,424	Elsegood Rd Shoulder Reinstatement	27,424	5,193	(22,232) ▼
120	162,504			162,624	Cemetery Rd	162,624	161,596	(1,028) ▼
159,286	752,710	0	0	911,996	Totals	911,996	754,412	(157,584)

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

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

Contributions					Footpaths & Cycleways	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year		
						Amended Annual Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$		\$	\$	\$
22,500				22,500	Transport Footpath	22,500	22,296	(204)
				0				0
22,500	0	0	0	22,500	Totals	22,500	22,296	(204)

Contributions					Parks, Gardens & Reserves	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year		
						Amended Annual Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$		\$	\$	\$
20,000				20,000	Pioneer Park	20,000	0	(20,000)
5,000				5,000	Admin Park Water Fountain	5,000	0	(5,000)
				0				0
25,000	0	0	0	25,000	Totals	25,000	0	(25,000)

Contributions					Airports	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year		
						Amended Annual Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$		\$	\$	\$
35,000				35,000	Airport Development	35,000	38,603	3,603
				0				0
35,000	0	0	0	35,000	Totals	35,000	38,603	3,603

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

Contributions					Other Infrastructure	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year		
						Amended Annual Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$		\$	\$	\$
5,000				5,000	Recreation and Culture			
					Netball Court Shelter	5,000	0	(5,000)
20,000				20,000	Tennis Courts Playground	20,000	16,115	(3,885)
54,050				54,050	Swimming Pool	54,050	54,050	0
20,000				20,000	Streetscape	20,000	0	(20,000)
99,050	0	0	0	99,050	Totals	99,050	70,165	(28,885)

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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-17	Amount Received	Amount Paid	Closing Balance 30-Apr-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 30 April 2018

SUPPLEMENTARY INFORMATION: INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$
Housing									
Loan 68 - 43/45 Wilson	166,942	0	0	19,284	19,284	147,658	147,658	11,181	11,181
Recreation & Culture									
Loan 73 - Community Resource Centre Building Project	148,903	0	0	18,580	18,580	130,323	130,323	6,393	4,779
Transport									
Loan 74 - New Holland Tractor	31,842	0	0	15,805	15,805	16,037	16,037	465	465
	347,687	0	0	53,669	53,669	294,018	294,018	18,039	16,425

(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	5,000
Credit card balance at month end	3,733

RECONCILIATION OF BANK ACCOUNTS

Unrestricted Municipal Bank as at 30 April 2018	370,852
Outstanding Deposits	0
Outstanding Payments	0
Ending Balance	<u>370,852</u>
Trust Working as at 30 April 2018	6,257
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u>6,257</u>
Reserve Account as at 30 April 2018	1,962,938
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u>1,962,938</u>

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>	
Bending, Kelly	0	60	0	0	0	60	Bill being deducted from pay.
Chheena, Abdur	0	-1	0	0	0	-1	Overpayment - will be written off.
Jarluke Developments	147	0	0	0	0	147	Development Application Fee
Jones, Gillian	0	92	0	0	0	92	Use of Railway Station charge
RATE DEBTORS	434	1,104	0	0	26,535	28,073	Outstanding Rates as at 30 April 2018
Shire of Koorda	0	11,668	0	0	0	11,668	Invoice for Medical Services Jan-Mar 2018
Shire of Mt Marshall	0	3,161	0	0	0	3,161	Rent - 10 Honour Ave
Webb, Margaret	49	-506	0	0	0	-457	Prepayment of rent for 2a Slocum St
	0	100	0	0	0	100	Railway Barracks Accommodation Dowerin Field Days 2018
Wright, Steven							
Wyalkatchem Basketball Assoc	0	0	0	0	372	372	Season Charges 2017/18 - paid 07/05/18
TOTAL	<u>630</u>	<u>15,679</u>	<u>0</u>	<u>0</u>	<u>26,907</u>	<u>43,215</u>	
	196	14,574	0	0	372	15,142	Sundry
	434	1,104	0	0	26,535	28,073	Rates

**8.2.2 FINANCIAL MANAGEMENT – FINANCIAL REPORTING – PAYMENT LISTINGS
– APRIL 2018**

FILE REFERENCE:	12.10.02
AUTHOR'S NAME AND POSITION:	Claire Trenorden Senior Finance Officer
AUTHOR'S SIGNATURE:	
NAME OF APPLICANT/RESPONDENT/LOCATION:	Not Applicable
NOTIFICATION TO APPLICANT:	Not Applicable
DATE REPORT WRITTEN:	8 May 2018
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	OMC: 19 April 2018 Council Decision No. 45/2018
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 30 April 2018.

Appendices:

1. Payment Listings as of 30 April 2018;
2. Credit Card Statement for March 2018;
3. Fuel Card Statement for March 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 April 2018	\$239,333

Total Payments April 2017	\$376,671
Variance \$	-\$137,338
Variance %	-36%
Percentage paid by EFT April 2018	99.8%
Percentage paid by Cheque April 2018	0.2%
Percentage of Wyalkatchem based Suppliers April 2018 (excluding wages, bank fees, loan payments and utilities providers)	22%
Percentage of suppliers used where no Wyalkatchem based option is available April 2018	74%
Dollar Value spent with Wyalkatchem based Suppliers April 2018	\$31,746
Trust Account – Working	
No transactions	
Reserve Account	
No transactions	

Consultation:

Ian McCabe 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 \$239,333 for April 2018.

Strategic Plan/Risk Implications:

There are no strategic implications relative to this item.

Voting Requirements Simple Majority

Council Decision Number: 66/2018

Moved: Cr Gamble **Seconded:** Cr Garner

That Council resolve the following:

- 1. Receive the Payment Listing as of 30 April 2018.**

Vote: 5/0

Type	Date	Num	Name	Description	Amount
A01100 - Cash at Bank					
A01101 - Unrestricted Municipal Bank					
Cheque	03/04/2018	DD030418	Westnet	Internet Access Apr 2018, Email Hosting 190118-190218	-193.05
Bill Pmt -Cheque	03/04/2018	DD030418	Fuji Xerox - EFT	PHOTOCOPY Lease 230518-220618	-317.02
Cheque	03/04/2018	DD030418	Treasury Corp	LOAN 73 - CRC BUILDING	-12,486.59
Bill Pmt -Cheque	03/04/2018	DD030418	NAB Visa	BENJABERRING HINDMARSH CROSSROAD Clearing Permit Application Fee, LICENCING WM016 12 Months, LICENCING 1TPU981 12 Months, LICENCING 1TPS483 12 Months, FUEL WYLIE 190318, PRINTING Report as to Affairs of South West Wireless, TENNIS CLUB Doorlocks for club house, MAINTENANCE WYLIE Logbook Service and Replacement of windscreen	-2,694.57
Liability Cheque	04/04/2018		Small Business Super Clearing House - EFT	SUPERANNUATION Mar 2018	-7,991.69
Liability Cheque	04/04/2018		Dept of Human Services - EFT	CHILD SUPPORT Mar 2018	-933.12
Cheque	04/04/2018		Building Commission - EFT	BSL Mar 2018	-56.65
Bill Pmt -Cheque	04/04/2018		Wyalkatchem Spraying Service - EFT	TENNIS CLUB Spraying courts for ants 280318 2.30Hrs	-200.00
Cheque	04/04/2018		Reid, Brett T	22A FLINT ST Showerhead	-25.00
Cheque	04/04/2018		McCarthy, Tegan	ADMIN TRAVEL Rates Course 260218-270218	-307.56
Paycheque	04/04/2018		Salaries and Wages	PPE040418	-27,596.50
Cheque	06/04/2018	16856	Shire of Wyalkatchem - Petty Cash	WYALKATCHEM FAIR Cash float	-400.00
Bill Pmt -Cheque	09/04/2018	DD090418	Telstra	TELEPHONE 170318-160418, INTERNET 170318-160418	-639.65
General Journal	10/04/2018	2963	NAB	NAB Connect Fee. January 2018 TM	-39.24
Bill Pmt -Cheque	11/04/2018		Advanced Traffic Management - EFT	BENJABERRING HINDMARSH CROSSROAD Traffic Management Plan 4.75hrs	-465.03
Bill Pmt -Cheque	11/04/2018		Avon Computech - EFT	COMPUTER Remote IT support login to investigate intermittent alarm - Degraded RAID Volume	-31.25
Bill Pmt -Cheque	11/04/2018		Courier Australia - EFT	FREIGHT Medical Supplies, Swimming Pool Samples	-20.88
Bill Pmt -Cheque	11/04/2018		D & GJ Pease - EFT	BUSH FIRE ADMIN Radio Mast Power 50% 090517-130318	-561.63
Bill Pmt -Cheque	11/04/2018		Data#3 - EFT	COMPUTER MAINTENANCE Server Assessment Labour 16hrs	-2,816.00
Bill Pmt -Cheque	11/04/2018		Elders Rural Services - EFT	ROADSIDE SPRAYING Garlon 10L	-230.00
Bill Pmt -Cheque	11/04/2018		Holcim Pty Ltd - EFT	WYALKATCHEM KOORDA RD 20mm GP Concrete x11, WYALKATCHEM KOORDA RD Concrete Compressive Test, WYALKATCHEM KOORDA RD Environmental Levy x11	-4,306.50
Bill Pmt -Cheque	11/04/2018		Kleenheat Gas - EFT	REC CENTRE Gas Bulk 101.6L	-172.00
Bill Pmt -Cheque	11/04/2018		Koorda Ag Parts - EFT	RAILWAY BARRACKS Replace barge board and sheets on western side, SWIMMING POOL Roller Door in deep ocean	-3,322.00
Bill Pmt -Cheque	11/04/2018		Koorda Community Resource Centre - EFT	WYALKATCHEM FAIR Advertising 270318, 030418 Half Page	-30.00
Bill Pmt -Cheque	11/04/2018		Landmark - EFT	MAINTENANCE 1TPS483 Pipe joiner dual female ends 1 and a 1/2 inch to 1 and a 1/4 inch, ROADSIDE SPRAYING RURAL Roundup 20L Drum, WYALKATCHEM KOORDA RD Corrugated drainage pipe with filter sock - 20m roll, Steel Posts - 1.65m, REC CENTRE OVAL Chlorpyrphos 20L, WANDRRA Ryan Rd Culvert Steel Posts - 1.65m	-1,829.95
Bill Pmt -Cheque	11/04/2018		MJM Mech Services - EFT	59 FLINT ST Install new evaporative air conditioner	-2,178.00
Bill Pmt -Cheque	11/04/2018		Petchell Mechanical - EFT	REPAIRS 1TPS483 Repair/Replace Fire Pump, PUMP MAINTENANCE 1TPS401 electrical and fuel system fault repairs, MAINTENANCE WM015 Log Book Service, MAINTENANCE WM158 Log Book Service and Pump Repair/Replacement, PLANT PARTS Miscellaneous Plant H1 Light Globe, DEPOT Cable Ties 100 Pack	-4,980.24
Bill Pmt -Cheque	11/04/2018		RM Surveys - EFT	BENJABERRING HINDMARSH CROSSROAD Calculations and drafting for turning circle templates, updating plan as necessary 3.5hrs	-539.00
Bill Pmt -Cheque	11/04/2018		T & E Services Pty Ltd - EFT	MEDICAL SERVICES April 2018	-14,259.70
Bill Pmt -Cheque	11/04/2018		WA Birds of Prey - EFT	WYALKATCHEM FAIR 2018 1x Educational Display	-1,650.00
Bill Pmt -Cheque	11/04/2018		WA Local Government Assoc - EFT	ELECTED MEMBER TRAINING Metcalfe Understanding Financial Reports and Budgets April 2018	-50.00
Bill Pmt -Cheque	11/04/2018		WCS Concrete Pty Ltd - EFT	WANDRRA Supply and Delivery of 10.8m3 of Concrete for Ryan Road Floodway	-3,373.92

Bill Pmt -Cheque	11/04/2018		Wheatbelt Office & Business Machines -EFT	PHOTOCOPY Colour Copies x 224 Mar 2018, PHOTOCOPY B&W Copies x 5456 Mar 2018	-67.72
Bill Pmt -Cheque	11/04/2018		Winc Australia Pty Ltd - EFT	PUBLIC TOILETS Toilet roll dispensers x 2, PUBLIC TOILETS Soap Dispensers x 3	-435.68
Bill Pmt -Cheque	11/04/2018		Wyalkatchem Hotel - EFT	REFRESHMENTS Council Workshop 050418	-129.00
Bill Pmt -Cheque	11/04/2018		Wyalkatchem Road House - EFT	REFRESHMENTS Council workshop 050418 lunch for 12 People	-180.00
Bill Pmt -Cheque	11/04/2018		Wyalkatchem Tyre Service - EFT	TYRES WM4201 x2, WM003 x2, PLANT PARTS WM012 Towball and Tow Hitch Pin	-1,205.00
Bill Pmt -Cheque	12/04/2018		Wyalkatchem Spraying Service - EFT	2 SLOCUM ST Spray Front and Back Lawns 1.5hrs	-120.00
Bill Pmt -Cheque	13/04/2018	DD130418	Synergy	ELECTRICITY 110118 - 230318	-200.65
Bill Pmt -Cheque	16/04/2018	DD160418	Water Corporation.	WATER USAGE De Pierres Rd 220118-230318, SERVICE CHARGE De Pierres Rd 220118-230318	-185.31
Cheque	17/04/2018	DD170418	Foxtel	57 FLINT ST Doctors House Foxtel	-152.00
Bill Pmt -Cheque	17/04/2018	DD170418	Synergy	ELECTRICITY 060118 - 230318	-575.05
Paycheque	18/04/2018		Salaries and Wages	PPE180418	-28,782.71
Bill Pmt -Cheque	18/04/2018	DD180418	Water Corporation.	WATER SERVICE CHARGE 240118-270318, WATER USAGE 240118-270318	-285.04
Bill Pmt -Cheque	20/04/2018		Australia Post - Mail - EFT	POSTAGE March 2018	-223.83
Bill Pmt -Cheque	20/04/2018		Avon Waste - EFT	BINS March 2018 - 318 x 4 weeks, 12 Street x 4 weeks, RECYCLING Service bins x 9 210318, Travel to service bins 210318, Service Bins x 7 070218 (only charged for two pick ups on last invoice)	-4,753.48
Bill Pmt -Cheque	20/04/2018		BOC Gases - EFT	DEPOT Container Service Charges 260218-280318, SWIMMING POOL C size oxygen bottles x 2	-66.17
Bill Pmt -Cheque	20/04/2018		Brendon Wilkes Electrical - EFT	MAIN ROADS DEPOT Electrical Upgrade, ADMIN OFFICE Fix Light in Safe, MEDICAL CENTRE Check Lights, 59 FLINT STREET Diagnose Airconditioning Fault and Inspect/Test Wiring, 58 FLINT STREET Inspect and Test Wiring	-3,219.70
Bill Pmt -Cheque	20/04/2018		Bunnings Midland - EFT	PARKS & GARDENS Seasol 10L	-144.46
Bill Pmt -Cheque	20/04/2018		Burgess Rawson - EFT	WATER USAGE Railway Tce Parks & Gardens 080218-110418	-618.08
Bill Pmt -Cheque	20/04/2018		Courier Australia - EFT	FREIGHT Works Parts 110418, Works Parts 100418, Works Parts 090418	-175.43
Bill Pmt -Cheque	20/04/2018		Covs Parts - EFT	OCC HEALTH Arctic Gold Safety Glasses Black Smoke x 2	-33.00
Bill Pmt -Cheque	20/04/2018		Dalwallinu Electrical - EFT	AIRPORT DEVELOPMENT Install switchboard, sub boards, upgrade for future industrial sites x 8 Progress Payment, DRAINAGE TOWN Clear Storm Water Drains x 4hrs	-14,454.00
Bill Pmt -Cheque	20/04/2018		Dunnings - EFT	FUEL March 2018	-9,969.86
Bill Pmt -Cheque	20/04/2018		Holcim Pty Ltd - EFT	KERBING 20mm GP Concrete x6m3, DRAINAGE TOWN 20mm GP Concrete x5m3	-3,666.30
Bill Pmt -Cheque	20/04/2018		Jason Signmakers - EFT	SIGNAGE Guide Post Driver, PVC Refective Guide Posts x300, 3.2 meter Galvanised Posts x80, Post Cap Galvanised x100	-6,077.50
Bill Pmt -Cheque	20/04/2018		JK Williams - EFT	MAINTENANCE WM000 Handheld UH850S-2TP, WYALKATCHEM KOORDA RD Timber Screws 500box, OCC HEALTH 5L drink bottles x4, REC CENTRE OVAL 6x PVC Socket Valve 50mmx2in, REC CENTRE OVAL PVC Barrel Union 50mm x6, REC CENTRE OVAL PVC 90 Degree Elbow 50mm x6, REC CENTRE Door for store room and delivery	-1,074.15
Bill Pmt -Cheque	20/04/2018		L.M Paving and Concrete - EFT	KERBING 4 Days Hire of Excavator Bobcat, Tipper, and Labour to install concrete floodway, DRAINAGE TOWN Roadhouse drain supply of rocks, cement and labour to install stone batter	-15,352.00
Bill Pmt -Cheque	20/04/2018		Landgate - EFT	VALUATIONS Rural UV General Revaluation 2017/18	-4,273.40
Bill Pmt -Cheque	20/04/2018		Marloo Farms - EFT	WANDRRA Ryan Rd Culvert Wet Hire of Excavator x 11hrs, DRAINAGE TOWN Wet Hire of Excavator for Drain Clearing x 19.5hrs	-3,019.50
Bill Pmt -Cheque	20/04/2018		Palmer Plumbing - EFT	TOWN HALL Acid etching southern wall to clean up, 1 SLOCUM ST Repair plumbing, REC CENTRE Clean drains, ADMIN OFFICE Supply and install new water filter and housing, clean drains	-2,565.20

Bill Pmt -Cheque	20/04/2018		RM Surveys - EFT	BENJABERRING HINDMARSH CROSSROAD Field Survey x8hrs, Processing and Plan preparations x3.5hrs, Drafting Plans x1hr, DEPOT Field Survey x4.3hrs, Processing and Plan preparations x3.5hrs, Drafting Plans x1hr, STREET SCAPE Field Survey x4.3hrs, Processing and Plan preparations x3.5hrs, Drafting Plans x1hr, AIRPORT DEVELOPMENT Field Survey x4.3hrs, Processing and Plan preparations x3.5hrs, Drafting Plans x1hr	-8,794.50
Bill Pmt -Cheque	20/04/2018		Rockway Contracting - EFT	ROADSIDE CLEARING Mulching of Roadsides 5hrs on De Pierres Rd	-4,500.00
Bill Pmt -Cheque	20/04/2018		Roworth's Nursery - EFT	PIONEER PARK Roses x 60	-1,089.00
Bill Pmt -Cheque	20/04/2018		Shire of Mt Marshall - EFT	NEWHEALTH expences Jan 2018, Feb 2018, Contribution to Building Surveyor Jul - Dec 2017	-4,258.64
Bill Pmt -Cheque	20/04/2018		The West Australian - EFT	ADVERTISING Condolence notice 210318	-66.80
Bill Pmt -Cheque	20/04/2018		Total Eden - EFT	PIONEER PARK Micro Spray Jet 360Degrees 10pk x15, PIONEER PARK Micro Spray Jet 180Degrees 10pk x15, PIONEER PARK 4 x Poly pipe 13mmx110m, PIONEER PARK Poly Pipe 19mmx100m, PIONEER PARK Solenoid Valve 25mm Highflow x2	-297.68
Bill Pmt -Cheque	23/04/2018	DD230418	Telstra	TELEPHONE Emergency Mobile 020418-010518, CEO Mobile 020418-010518, Works Manager Mobile 020418-010518	-217.30
Bill Pmt -Cheque	24/04/2018	DD240418	Water Corporation.	SERVICE CHARGE Nembudding south rd 010318 - 300418	-41.85
Bill Pmt -Cheque	24/04/2018	DD240418	Synergy	ELECTRICITY 250218 - 240318	-2,011.35
Bill Pmt -Cheque	27/04/2018		Burgess Rawson - EFT	WATER USAGE CBH Museum 080218-110418, Public Toilets 080218-110418	-1,443.93
Bill Pmt -Cheque	27/04/2018		Envirapest - EFT	FACILITIES, HOUSING Termite Inspections, Termite Treatments and Pest Treatments	-11,085.00
Bill Pmt -Cheque	27/04/2018		Hardie Grant Publishing Pty Ltd - EFT	AREA PROMOTION West Australian Street Directory 4yrlly publication 60x196mm advertisement	-880.00
Bill Pmt -Cheque	27/04/2018		Oxter Services - EFT	PRIVATE WORKS Niche Wall Memorial Bronze Plaque for Kenneth Stevens Wardrope (oncharged)	-385.00
Bill Pmt -Cheque	27/04/2018		T & T Wilkins Handyman Service - EFT	45 WILSON ST Retile shower and repair edging around window in lounge	-3,313.20
Bill Pmt -Cheque	27/04/2018		WA Contract Ranger Services - EFT	ANIMAL CONTROL Ranger Visit 030418, ANIMAL CONTROL Ranger Visit 170418	-561.00
General Journal	27/04/2018	2979	NAB	NAB Connect Fee. February 2018 TM	-50.99
Bill Pmt -Cheque	27/04/2018	DD270418	Water Corporation.	WATER USAGE 080218-100418, SERVICE CHARGE 010318-300418	-797.81
General Journal	30/04/2018	2983	NAB	Account Keeping Fee	-23.90
Bill Pmt -Cheque	30/04/2018	DD300418	Water Corporation.	WATER USAGE 070218-110418, SERVICE CHARGE 010318-300418	-2,814.05
Total A01101 - Unrestricted Municipal Bank					<u>-239,332.96</u>

CERTIFICATION OF CHIEF EXECUTIVE OFFICER

I hereby certify that the Schedule of Accounts paid was submitted to Council on Thursday, 17 May 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.

Ian McCabe, Chief Executive Officer

CERTIFICATION OF CHAIRMAN

I hereby certify this schedule of accounts paid was submitted to the Council on Thursday, 17 May 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 within Australia only)

WYALKATCHEM SHIRE
27 FLINT STREET
WYALKATCHEM WA 6485

Statement Period 1 March 2018 to 28 March 2018
Company Account No: 4557 0498 0000 4281
Facility Limit: \$13,000

Your Account Summary

Balance from previous statement	\$716.65 DR
Payments and other credits	\$716.65 CR
Purchases, cash advances and other debits	\$2,685.57 DR
Interest and other charges	\$9.00 DR
Closing Balance	\$2,694.57 DR

**YOUR DIRECT DEBIT PAYMENT OF \$2,694.57 WILL BE
CHARGED TO ACCOUNT 000086977- 0000508383313 ON
03/04/2018 AS PER OUR AGREEMENT.**

087121/01/M03592/S010667/1021333

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
6 Mar 2018	\$716.65 CR	DIRECT DEBIT PAYMENT	74557048064
Total for this Period:	\$716.65 CR		



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



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



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

Cardholder summary

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

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3738-1455	MR IAN JAMES MCCABE	\$5,000	\$0.00	\$2,685.57	\$9.00	\$2,694.57
4557-0498-0000-4281	BILLING ACCOUNT	\$0	\$716.65 CR	\$0.00	\$0.00	\$716.65 CR
			\$716.65 CR	\$2,685.57 DR	\$9.00 DR	\$1,977.92 DR

Transaction type

Purchase

Annual percentage rate

0.000%

Daily percentage rate

0.00000%





Statement for
NAB Business Visa

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

Cardholder Details

Cardholder Name: MR IAN JAMES MCCABE
Account No: 4557 0455 3738 1455
Statement Period: 1 March 2018 to 28 March 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
5 Mar 2018	\$104.00	BUNNINGS 318000 MIDLAND	Locks for tennis club.				74940528062
13 Mar 2018	\$2,134.95	GRAND TOYOTA WANGARA	Repairs to CEO vehicle (insurance claim)				74564458072
19 Mar 2018	\$39.00	ASIC SYDNEY	Company search - due diligence				74564458078
19 Mar 2018	\$67.77	PUMA MYALUP MYALUP	CEO fuel - no Shell station				06210794801
22 Mar 2018	\$25.10	DEPT OF TRANSPORT INNALOO	Trailer rego				74940528080
22 Mar 2018	\$25.10	DEPT OF TRANSPORT INNALOO	Trailer rego				74940528080
22 Mar 2018	\$239.65	DEPT OF TRANSPORT INNALOO	FEL rego				74940528080
26 Mar 2018	\$50.00	DWER - WATER PERTH	DER clearing permit fee				74940528082
28 Mar 2018	\$9.00	CARD FEE					74557048087
Total for this period	\$2,694.57		Totals				

087/21/01/M03592/S010668/021335

Employee declaration

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

Cardholder signature: *John McCabe* Date: 01-05-18



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

31/03/2018

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 SHIRW

Location	Order No	ODO	Date	Tax Invoice	Product	Quantity	Unit Price	Amount \$
Card: No Card								
Volvo 5		0	12/03/2018 00:00	001400554575	DISTILLATE BULK	5,000.00	1.339	6,694.99
Northam	7211	0	26/03/2018 00:00	001400556157	AD BLUE 1000 LTR	1.00	770.000	770.00
					Card Totals	5,001.00		7464.99
Card: 7034320089961764		Rego: WM000		Driver: WM000				
BUNBURY WA		0	03/03/2018 09:37	384	DIESEL - SERVICE STN	57.04	1.479	84.36
SOUTHERN RIVER WA		0	04/03/2018 10:31	325	DIESEL - SERVICE STN	71.26	1.479	105.40
WYALKATCHEM WA		0	07/03/2018 10:30	431	DIESEL - SERVICE STN	75.31	1.389	104.60
WYALKATCHEM WA		0	12/03/2018 10:25	455	DIESEL - SERVICE STN	70.29	1.389	97.64
WYALKATCHEM WA		0	16/03/2018 13:43	481	DIESEL - SERVICE STN	54.83	1.389	76.16
BUNBURY WA		0	17/03/2018 21:13	180	DIESEL - SERVICE STN	55.68	1.459	81.24
CASUARINA WA		0	18/03/2018 16:07	367	DIESEL - SERVICE STN	63.90	1.459	93.22
WYALKATCHEM WA		0	21/03/2018 07:41	495	DIESEL - SERVICE STN	63.22	1.389	87.81
GIDGEGANNUP WA WM000		0	27/03/2018 06:37	236	DIESEL - SERVICE STN	67.50	1.299	87.68
GIDGEGANNUP WA WM000		0	29/03/2018 18:47	317	DIESEL - SERVICE STN	53.83	1.299	69.93
			31/03/2018 00:00	001400558399	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	633.86		891.89
Card: 7034320089961772		Rego: ROADPLN1		Driver: ROADPLANT				
			31/03/2018 00:00	001400558400	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	1.00		3.85
Card: 7034320089961780		Rego: WM027		Driver: ROADPLANT				
WYALKATCHEM WA		0	14/03/2018 12:11	471	DIESEL - SERVICE STN	20.02	1.390	27.82
			31/03/2018 00:00	001400558401	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	21.02		31.67
Card: 7034320089961798		Rego: WM216		Driver: WM 216				
WYALKATCHEM WA		0	02/03/2018 11:42	399	DIESEL - SERVICE STN	58.41	1.389	81.14
WYALKATCHEM WA		0	13/03/2018 08:11	462	DIESEL - SERVICE STN	51.81	1.389	71.96
WYALKATCHEM WA		0	16/03/2018 09:11	478	DIESEL - SERVICE STN	50.54	1.389	70.20
WYALKATCHEM WA		0	20/03/2018 15:05	494	UNLEADED - SERVICE STN	10.75	1.379	14.82
WYALKATCHEM WA		0	22/03/2018 07:04	503	DIESEL - SERVICE STN	60.33	1.389	83.79
			31/03/2018 00:00	001400558402	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	232.84		325.76
Card: 7034320089961806		Rego: DOCTOR		Driver: DOCTOR				
WYALKATCHEM WA		0	01/03/2018 16:46	395	DIESEL - SERVICE STN	41.02	1.389	56.98
WYALKATCHEM WA		0	08/03/2018 16:52	442	DIESEL - SERVICE STN	38.98	1.389	54.14
WYALKATCHEM WA		0	15/03/2018 17:06	476	DIESEL - SERVICE STN	39.26	1.389	54.54
WYALKATCHEM WA		0	22/03/2018 14:19	505	DIESEL - SERVICE STN	43.37	1.389	60.24
WYALKATCHEM WA		0	29/03/2018 13:17	531	DIESEL - SERVICE STN	40.55	1.389	56.32
			31/03/2018 00:00	001400558403	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	204.18		286.07
Card: 7034320089961814		Rego: WM00		Driver: 000 WM				

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


31/03/2018

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 SHIRW

Location	Order No	ODO	Date	Tax Invoice	Product	Quantity	Unit Price	Amount \$
TOODYAY WA	OWM	0	07/03/2018 15:35	966	UNLEADED - SERVICE STN	28.44	1.369	38.94
WYALKATCHEM WA		0	28/03/2018 08:19	525	UNLEADED - SERVICE STN	34.62	1.379	47.74
			31/03/2018 00:00	001400558404	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	64.06		90.53
Card: 7034320089961822	Rego: WYLIE		Driver: WM006					
GIDGEGANNUP WA	WM006	0	02/03/2018 14:32	621	UNLEADED - SERVICE STN	51.06	1.299	66.33
GIDGEGANNUP WA	WM006	0	09/03/2018 18:16	764	UNLEADED - SERVICE STN	50.71	1.299	65.87
WARWICK WA		0	24/03/2018 17:55	513	UNLEADED - SERVICE STN	50.83	1.359	69.08
WARWICK WA		0	28/03/2018 12:26	705	UNLEADED - SERVICE STN	50.11	1.479	74.11
			31/03/2018 00:00	001400558405	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	203.71		279.24
Card: 7034320089963968	Rego: WYLIEBUS		Driver: WYLIEBUS					
			31/03/2018 00:00	001400558406	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	1.00		3.85
Card: 7034320091090800	Rego: WM012		Driver:					
WYALKATCHEM WA		0	03/03/2018 09:49	404	UNLEADED - SERVICE STN	40.01	1.379	55.17
WYALKATCHEM WA		0	03/03/2018 09:52	405	DIESEL - SERVICE STN	17.49	1.389	24.29
WYALKATCHEM WA		0	06/03/2018 06:19	415	DIESEL - SERVICE STN	16.52	1.389	22.95
WYALKATCHEM WA		0	07/03/2018 14:59	432	UNLEADED - SERVICE STN	79.36	1.379	109.44
WYALKATCHEM WA		0	08/03/2018 06:44	433	UNLEADED - SERVICE STN	23.40	1.379	32.26
WYALKATCHEM WA		0	08/03/2018 06:46	434	DIESEL - SERVICE STN	20.24	1.389	28.12
WYALKATCHEM WA		0	15/03/2018 13:56	474	DIESEL - SERVICE STN	18.16	1.389	25.22
WYALKATCHEM WA		0	16/03/2018 13:26	480	DIESEL - SERVICE STN	17.87	1.389	24.83
WYALKATCHEM WA		0	19/03/2018 06:42	489	DIESEL - SERVICE STN	53.00	1.389	73.62
WYALKATCHEM WA		0	20/03/2018 06:45	491	UNLEADED - SERVICE STN	24.62	1.379	33.95
WYALKATCHEM WA		0	20/03/2018 06:47	492	DIESEL - SERVICE STN	42.09	1.389	58.45
WYALKATCHEM WA		0	22/03/2018 06:59	502	DIESEL - SERVICE STN	20.27	1.389	28.15
WYALKATCHEM WA		0	24/03/2018 12:01	510	UNLEADED - SERVICE STN	52.00	1.379	71.71
			31/03/2018 00:00	001400558407	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	426.03		592.01

GST Incl in Total	906.35	Invoices Total	UNLEADED - SERVICE STN	495.91	679.42
			DISTILLATE BJLK	5,000.00	6,694.99
			DIESEL - SERVICE STN	1,282.79	1,790.80
			DIST CARD FEE	9.00	34.65
Total excl. GST	9,063.51	Total	AD BLUE 1000 LTR	1.00	770.00
					9,969.86

8.3.1 PERSONNEL – EMPLOYEES – CURRENT EMPLOYEES – CHIEF EXECUTIVE OFFICER, LEAVE – HIGHER DUTIES

FILE REFERENCE:	22.5.1
AUTHOR'S NAME AND POSITION:	Ella McDonald Administration Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	3 May 2018
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.

SUMMARY:

That Council resolve the following:

- 1. Authorise Mrs Claire Trenorden to act as Chief Executive Officer for the period 21 May 2018 to 25 May 2018, inclusive; and,**
- 2. Authorise Mrs Claire Trenorden to act as Chief Executive Officer for the period 25 June 2018 to 20 July 2018, inclusive.**

Appendix:

1. Shire of Wyalkatchem Policy GP1 Acting CEO

Comment:

With Council's approval, the CEO will be absent from the Shire for the periods 21 May 2018 to 25 May 2018 and 25 June 2018 to 29 June 2018 for annual leave. Policy GP1 Acting CEO stipulates that to be paid higher duties as CEO, the person must perform the substantive duties of CEO for a period in excess of one day. Any person approved by Council may act as CEO for periods up to five weeks.

The role of CEO is managerial and administrative. The nomination recommendation considers availability of staff, workplace demands (such as ability to delegate tasks to others), succession planning and the ability and skills to undertake this role.

Mrs Claire Trenorden is the Manager of Corporate Services of the Shire and has the necessary qualifications and knowledge and is nominated to be acting CEO for the above periods.

Consultation:

Mrs Claire Trenorden	Manager of Corporate Services
Ian McCabe	Chief Executive Officer
Cr Quentin Davies	President

Statutory Environment:

There is no direct statutory environment relevant to this issue.

Policy Implications:

GP1 Acting CEO

Financial Implications

Higher duties are included in the 2017/18 budget; there is no financial impact.

Strategic Plan/Risk Implications

There is no strategic implication.

Voting Requirements Simple Majority

Council Decision Number : 67/2018

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

That Council resolve the following:

Authorise Mrs Claire Trenorden to act as Chief Executive Officer for the period 21 May 2018 to 25 May 2018, inclusive; and,

1. **Authorise Mrs Claire Trenorden to act as Chief Executive Officer for the period 25 June 2018 to 20 July 2018, inclusive.**

2. **Vote: 5/0**

GP1 - ACTING CEO

Old Reference: A11

First Adopted 17 February 2005 Council Decision No 99
Amended 15 October 2009 Council Decision No. 1175
Amended 19 January 2010 SMC
Amended 18 November 2010 Council Decision No. 2188
Amended 20 December 2012 Council Decision No. 2669
Amended 21 August 2014 Council Decision No. 2964

OBJECTIVES

To provide for the appointment of an Acting Chief Executive Officer during extended absences of the Chief Executive Officer.

POLICY STATEMENT

This policy applies to absences of more than one day.

That any person may act in the position of Acting Chief Executive Officer during absences of the Chief Executive Officer for periods of up to five weeks, provided that the Acting Chief Executive Officer is approved by Council on the recommendation of the nominal CEO.

Where this recommendation is not provided, the Manager of Works will act as CEO until Council considers the matter. In the absence of the Manager of Works, then the Senior Finance Officer is the next most senior officer and would assume the role of CEO until Council considers the matter.


The acting CEO will be paid the base rate for the role as determined by the Salaries and Administrative Tribunal for the applicable band for this local government. To be paid higher duties as Acting CEO, the person must perform the substantive duties of Chief Executive Officer for more than one day.

REGULATORY COMPLIANCE

Local Government Act 1995 Section 5.36 – Local Government employees.

Local Government Act 1995 Section 5.39 - Contracts for CEO's and senior employees.

8.3.2 COMMUNITY RELATIONS – POLICY – SOCIAL MEDIA AND COMMUNICATIONS POLICY

FILE REFERENCE:	2.20
AUTHOR'S NAME AND POSITION:	Ian McCabe Chief Executive Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	9 May 2018
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
STRATEGIC COMMUNITY PLAN REFERENCE	4 An effective voice;5 A well-managed and effective Council organisation

SUMMARY:

That Council resolve the following:

- 1. Endorse the Social Media and Communications Policy as presented and support its implementation across the organisation.**

Appendix:

1. Draft Social Media and Communications Policy

Background

Council has identified engagement with the community as a priority – to understand the requirements of Council's constituents; to educate the public about the role of Council and services; to be inclusive and aware; to promote the district as a place to visit, work and live; to be transparent in decision making; to build productive relationships; to learn.

The management of communications is important to ensure these outcomes occur in a productive manner that reflects well on Council and the community and ensures the Shire can deliver on its service promise. This must be done in a manner that is

professional and respectful, allows the Shire to keep good records and is mindful of our History and other obligations to the community.

In supporting the Strategic Community Plan, Shire staff are planning for the launch of a Shire Facebook page to distribute news to the community. This will support the Shire's primary communication tool, the website, and supplement other tools such as email, advertising in the Wyalkatchem Weekly, publishing flyers and other notices; supporting community events; and hosting local government functions including Council meetings and public receptions.

In preparing for a social media launch and wanting a firm policy under-pinning, the CEO consulted the West Australian Local Government Association (WALGA) for advice. There was no industry policy position at that time. WALGA consequently drafted a template policy and other guidance and distributed it to the sector for consultation.

Staff at the Shire of Wyalkatchem workshopped the draft policy, improving several areas and including references to employees to ensure it covered the entire organisation. This revised version was then workshopped with Council to agree on the final version.

Consultation:

Staff and Council

Mr Tony Brown, Executive Manager Governance and Organisational Services,
WALGA

Statutory Environment:

Local Government Act 1995

Rules of Conduct (Local Government) Regulations 2007

Shire of Wyalkatchem Code of Conduct

Policy Implications:

This is a new Council policy.

Financial Implications

There is no known direct financial implication relative to this item.

Strategic Plan/Risk Implications

This policy supports community engagement and organisational management elements of the Strategic Community Plan.

Voting Requirements

Simple Majority

Council Decision Number: 68/2018

Moved: Cr Butt

Seconded : Cr Holdsworth

That Council Resolve the Following:

- 1. Endorse the Social Media and Communications Policy as presented and support its implementation across the organisation.**

Vote: 5/0

xxxx – SOCIAL MEDIA AND COMMUNICATIONS POLICY

DRAFT – for workshop First Adopted: XX/XX/XXXX

OBJECTIVE

This policy establishes protocols for the Shire of Wyalkatchem's official communications with the community to ensure the Shire is professionally and accurately represented and to maximise a positive public perception of the Shire of Wyalkatchem.

SCOPE

This policy applies to:

1. Communications initiated or responded to by the Shire of Wyalkatchem with the community; and
2. Elected Members and employees, when making comment in either their Shire of Wyalkatchem role or in a personal capacity.

POLICY STATEMENT

1. OFFICIAL COMMUNICATIONS

The purposes of the Shire of Wyalkatchem's official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire of Wyalkatchem events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire of Wyalkatchem.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.
- Communicate and advise the community regarding Emergency Management
- Social Media will not be used for communications of a statutory nature.

The Shire of Wyalkatchem's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire of Wyalkatchem will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;

- Media releases prepared for the Shire President, to promote specific Shire of Wyalkatchem positions;
- Social media; and
- Community newsletters, letter drops and other modes of communications undertaken by the Shire of Wyalkatchem's Administration at the discretion of the CEO.

2. SPEAKING ON BEHALF OF THE SHIRE OF WYALKATCHEM

The Shire President is the official spokesperson for the Shire of Wyalkatchem and may represent the Shire of Wyalkatchem in official communications, including; speeches, comment, print, electronic and social media.

[s.2.8(1)(d) of the Local Government Act 1995]

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson.
[s.2.9 and s.5.34 of the Local Government Act 1995]

The CEO may speak on behalf of the Shire of Wyalkatchem, where authorised to do so by the Shire President.

[s.5.41(f) of the Local Government Act 1995]

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire of Wyalkatchem.

Communications by Elected Members or employees, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Wyalkatchem into disrepute,
- compromise the person's effectiveness in their role with the Shire of Wyalkatchem,
- imply the Shire of Wyalkatchem's endorsement of personal views, or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Wyalkatchem. All official social media accounts must be authorised by the Chief Executive Officer.

Elected member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*. Employee communications must comply with the Code of Conduct and employee agreements.

3. RESPONDING TO MEDIA ENQUIRIES

All enquiries from the Media for an official Shire of Wyalkatchem comment, whether made to an individual Elected Member or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire of Wyalkatchem.

Elected members may make comments to the media in a personal capacity – refer to clause 7 below.

4. WEBSITE

The Shire of Wyalkatchem will maintain an official website as the community's primary on-line resource to access to the Shire of Wyalkatchem's official communications.

5. SOCIAL MEDIA

The Shire of Wyalkatchem may use Social Media to facilitate information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire of Wyalkatchem may also post and contribute to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions and feedback from the community however, we expect participants to behave in a respectful manner. The Shire of Wyalkatchem will moderate its Social Media accounts to address and where necessary delete content which is deemed as:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire.

Where a third party contributor to a Shire of Wyalkatchem's social media account is identified as posting content which is deleted in accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

6. RECORD KEEPING AND FREEDOM OF INFORMATION

Official communications undertaken on behalf of the Shire of Wyalkatchem, including on the Shire's Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

The Chief Executive Officer is to approve any deletions. A register of deletions is to be maintained.

7. PERSONAL COMMUNICATIONS

Personal communications and statements made privately in conversation, written, recorded email or posted in personal social media have the potential to be made public, whether it was intended to be made public or not.

Therefore, on the basis that personal or private communications may be shared or become public at some point in the future, staff and Elected Members must ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

8. ELECTED MEMBER STATEMENTS ON SHIRE MATTERS

An Elected Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Wyalkatchem.


Any public statement made by an Elected Member, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Wyalkatchem.
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the local government;
6. Not reflect adversely on a decision of the Council;
7. Not reflect adversely on the character or actions of another Elected Member or Employee;
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Elected Member, Employee or community member.

An Elected Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a serious breach of the *Local Government Act 1995* and may be referred for investigation.

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

FILE REFERENCE:	13.09.01
AUTHOR'S NAME AND POSITION:	Ian McCabe Chief Executive Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	xx May 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 April 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:

- **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.**

Comment:

Calendar:

There were 18 business days in April with two public holidays (Easter Monday and ANZAC Day) and one gazetted local government holiday (Easter Tuesday). The administration office was open on the latter. The CEO took one day annual leave in the month.

Unplanned leave in the month was 3.5 works days for three staff members (0.5 work day, one person in administration; 3.0 days, two persons in works). In all cases of unplanned leave, the Shire follows due process with support for all employees within the law and Council policy.

The Wylie Fair took place 7 April with approximately 220 people attending with excellent feedback of the event.

ANZAC Day celebrations organised by the RSL were held at Pioneer Park and the RSL Hall in Wyalkatchem. Approximately 60 people attended the Dawn Service and 140 people turned out on a sunny day at 11am to hear very affecting readings by Cr Davies and Colleen dePierres of relatives' experience in wartime. There was also a reading by Cr Owen Garner and a march past by emergency services and ex-service personnel, a symbolic gun salute and respectful hymns, anthem and recognition of our shared history.

Council:

Council met in workshop 5 April and received a presentation from the Department of Biodiversity, Conservation and Attractions on the draft management plan for reserves; review of Australia Day programme – this will continue in 2019 as an afternoon event followed by a meal; discussion of the CEACA project (the Central East Aged Care Alliance) and changes due to reduced government funding; the correspondence exchange with National Australia Bank about opening hours; the agenda for the ordinary meeting of Council scheduled for 19 April; Men's Shed opening 19 April; medical services; WALGA Honours Programme; the 2018/19 budget; auditor appointment by Office of Auditor General; Wylie Fair; extended pool hours; meeting with Hon Mia Davies MLA 19 April; various operational matters.

Council met in workshop 19 April with a lunch and discussion with local parliamentary member and leader of Nationals WA Hon Mia Davies MLA. Regional Police Management, Superintendent Martin Cope and Inspector Gordon Fairman also met with Council over lunch to discuss regional and community policing initiatives.

Council met in workshop following these and discussed the Shire budget; works manager recruitment; WALGA Honours programme; NAB communication; councillor feedback on various community matters.

Council held an ordinary meeting 19 April to and made decisions about minutes for the meeting 15 March 2018; to receive statutory financial reports; to conditionally approve a Development Application for a quartz mine; to endorse the Wheatbelt Region Parks and Reserves Draft Management Plan as submitted by the Department of Biodiversity, Conservation and Attractions – this will now be published by the Department for public comment; and receive officer reports.

Council held a Special Meeting 26 April to appoint Ms Taryn Dayman as the CEO designate with a commencement date in August 2018.

Council met in workshop 26 April and discussed Works Manager recruitment; CEACA project; WALGA Local Government Convention; WALGA zone meeting 26 April and transitional arrangements for acting CEO with the ceasing of Ian McCabe 22 June 2018 and the commencement of Ms Taryn Dayman in August 2018.

Management:

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

- Community
- Accountability;
- Respect;

- Excellence;
- Safety First.

The CEO represented the Shire and NEWROC (North Eastern Wheatbelt Regional Organisation of Councils) 5 April at Dandaragan as a presenter at the Wheatbelt Conference, discussing the NEWROC telecommunications project; 11 April at Nungarin with Cr Davies for the official opening of the NEWROC telecommunications project – Federal member Melissa Price MP and Hon Mia Davies MLA were also present and spoke at the event; 24 April with Cr Davies for the NEWROC Council meeting at Nungarin; 26 April with Cr Davies, WALGA (West Australian Local Government Association) zone at Merredin; 30 April with Works Manager Craig Harris, teleconference, Regional Road Group.

Key meetings in April included: 11 April with Main Roads; 12 April with Police area management; 17 April with supplier regarding information technology strategy; 18 April with WATC, WA Treasury Corporation (attended by Manager of Corporate Services, Claire Trenorden), regarding financial services (46% of Council's current borrowings are held with WATC); 20 April at Dowerin, with NEWROC CEO's, to hear of Dowerin's experience using Microsoft SharePoint for record-keeping.

Management work in April included various matters related to staff, facilities and community relations, regular operational work and meetings with staff; preparation of budget; recruitment of works manager.

Council commitments in May and June 2018 include:

- 2 May CEACA, Cr Davies and CEO;
- 3 May Works crew safety meeting and presentation from Department of Biodiversity, Conservation and Attractions on rare and endangered flora;
- 10 May Council workshop and Special Meeting to approve Works Manager appointment;
- 17 May Ordinary Meeting of Council;
- 21 – 25 May CEO on annual leave;
- 22 May NEW Health and NEWROC Executive, Wyalkatchem;
- 6 June Works crew safety meeting;
- 7 June Council workshop;

- 15 June CEO on annual leave;
- 21 June Ordinary meeting of Council;
- 22 June CEO ceases (annual leave 25 – 29 June, end of contract period 30 June 2018).

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: 69/2018

Moved: Cr Gamble


Seconded: Cr Butt

That Council resolve the following:

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

Vote: 5/0

**8.4.2 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL
– WORKS MANAGER – April 2018**

FILE REFERENCE:	13.09.01
AUTHOR'S NAME AND POSITION:	Craig Harris Manager of Works
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	3 May 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 Works Manager's Report for the month of April 2018 as presented.**

Road Maintenance and Projects:

Boral completed sealing works over the 2km section of shoulder that was sealed in December last year as well as two patches on the Cunderdin Rd and the new culvert on the Koorda Rd.

Gravel re-sheeting was completed on Lewis Rd and Harrison Rd over a total length greater than 2km.

Maintenance grading was undertaken on the Wylie North Rd.

The road crew returned to reconstruction of the shoulders on the Koorda Rd.

GDR Civil spent a few weeks repairing signs and installing new signs. During this period they also installed over 300 new guide posts at various location throughout the Shire.

Roadhouse Drainage

LM Paving and Concrete completed rock pitching and drainage repairs at the Roadhouse.



Town Crew

A lot of time went into tidying up Memorial Park prior to Anzac Day.
Further repairs were made to the reticulation system on the oval.

Upcoming works:

Complete Southern approach at Benjaberring Intersection.

Personnel:

NA

Ranger Service:

No major Ranger incidents to report.

Safety:

No incidents this month.

Vandalism:

Minor damage to retic systems was reported.

Plant and Equipment:

Roller break down.

The loader had protection plates welded onto the bucket – sides and underneath. Wings were installed on the side to help keep the windrow from forming under the wheel path.

Policy Implications:

Nil

Voting Requirements: Simple Majority

Council Decision Number: 70/2018


Moved: Cr Garner **Seconded:** Cr Gamble

That Council resolve the following:

- 1. Accept the Work's Manager Report for the month of April 2018 as presented.**

Vote: 5/0

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

FILE REFERENCE:	13.09.01
AUTHOR'S NAME AND POSITION:	Ella McDonald Administration Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	30 April 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 April 2018 as presented**

Appendix

There is no attachment to this report.

Emergency Services

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

The Local Emergency Management Committee (LEMC) met on Wednesday 11 April. Unfortunately attendance was low with only 11 members present, which was a decrease on both the February 2018 and October 2017 meetings, which both saw 14 members attend. Despite low numbers the conversation was positive, with discussions surrounding collaboration between emergency management agencies to develop inter-agency consistency during emergency situations in the community.

The Governance and Emergency Officer met with Department of Fire and Emergency Services (DFES) Area Officer Daniel Hendriksen on Wednesday 11 April to receive training on the online DFES Volunteer Portal. The Governance and Emergency Officer has been made a Training Officer for the Wyalkatchem, Yorkrakine and Nalkain brigades, meaning they can now enrol volunteer bushfire fighters in to training courses in order to progress their development. Discussion was had with Mr Hendriksen around holding in-person volunteer training locally in the near future.

The Governance and Emergency Officer enrolled in the 'Goldfields Midlands Volunteer Firefighter 1' pathway on the DFES Volunteer Portal and completed the basic online training required for the course – this included *Alcohol and Other Drug Management Education and Awareness* training, *Fatigue Management* training and *AIIIMS (Australasian Inter-Service Incident Management System) Awareness* training. The next stage of the training is face-to-face training which will likely be included in the local training provided by Daniel Hendriksen.

The launch of the Rural Fire Division was announced Friday 13 April. The State government will invest a record \$128.5 million into fire and emergency services. The Division will operate under DFES and will not change the operational management structure of bushfire brigades, meaning that they will remain under the control of local government.

Preparations began for a Road Safety Week event to be held Tuesday 1 May. The theme for Road Safety Week (29 April to 6 May 2018) overall is "Drive So Others Survive" and the daily theme for Tuesday 1 May is "Protect those who help us – First Responders". Working with Community and Economic Development Officer Sarah Bolt, a morning tea was planned to honour our local first responders and to promote the Road Safety message. Promotional material has been sourced from Mr Cliff Simpson from RoadWise at West Australian Local Government Association (WALGA). The event will be held at the Wyalkatchem Community Resource Centre.

Health and Safety

Safety meetings continued with all staff during April. The works team met on Wednesday 11 April, this meeting was followed by a breakfast with administration staff. Administration staff meet weekly and a safety component is always incorporated to the meetings.

There were zero incident reports in April, one hazard report was submitted and will be discussed at the May safety meeting.

First aid training was arranged and three Shire staff members, including the Governance and Emergency Officer, completed the course at the local St John Ambulance sub-centre on Tuesday 10 April. The course was facilitated by Ms Jean Walker with four members of the public also attending. As a result of the course, both works crew teams (Roads and Towns) now have a qualified First Aider on staff, and the administration team now has two members of staff with the qualification.

Flu shots were offered to all staff with eight employees accepting the offer. The injections have been ordered through St Mark's Pharmacy and will be administered by the local Doctor in the coming weeks.

The workplace inspection template for the administration building was reviewed in April, with consultation sought from staff. An inspection using the new template was completed on Friday 27 April. Overall the inspection was excellent with only very minor opportunities for improvement noted.

Governance

The Governance and Emergency Officer provided administration assistance to Council for the recruitment of the Chief Executive Officer, with the decision to appoint Ms Taryn Dayman made by Council at a Special Meeting on Thursday 26 April.

Consultation with Ms Bree Phillips from the Department of Biodiversity, Conservation and Attractions continued and a date in early May was selected for Ms Phillips to come and present on Threatened Flora markers on the roadsides. Ms Phillips will present to works staff and the Governance and Emergency Officer to ensure staff understand legalities surrounding clearing road sides.

Consultation:

Ian McCabe	Chief Executive Officer, Shire of Wyalkatchem
Daniel Hendriksen	Area Officer, Department of Fire and Emergency Services
Tracy Dickson	Wyalkatchem Koorda St John Ambulance
Jean Walker	St John Ambulance
Erin Holdsworth	Wyalkatchem Medical Centre
Sarah Bolt	Community and Economic Development Officer, Shire of Wyalkatchem
Cliff Simpson	RoadWise, WALGA
Bree Phillips	Department Biodiversity, Conservation and Attractions
Wyalkatchem Local Emergency Management Committee	

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.

Voting Requirements Simple Majority

Council Decision Number: 71/2018


Moved: Cr Holdsworth **Seconded:** Cr Garner

That Council resolve the following:

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

Vote: 5/0

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

FILE REFERENCE:	13.09.01
AUTHOR'S NAME AND POSITION:	Peter Toboss Principal Environmental Health Officer
AUTHOR'S SIGNATURE:	
NAME OF APPLICANT/RESPONDENT/LOCATION:	Shire of Wyalkatchem
DATE REPORT WRITTEN:	8 May 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 April 2018 as presented.

Appendix/Appendices: There is no attachment to this report

Comment:

The PEHO has been on leave in the month of April and only attended the Shire of Wyalkatchem on 13 April 2018.

Food Shop and Public Buildings Inspections:

Nil

Food Recall:

The Department of Health (WA) has distributed the following food recall in the month of April 2018. The products recalled were Coles Sugar Free Dark Chocolate 100g and Coles Sugar Free Dark Chocolate with Almond & Cranberry 100g. The products are marked with best before dates APR 3 2019 and APR 4 2019 respectively. The point of sale is Coles Supermarkets and Coles Online.

The recall is due to the presence of undeclared allergen – milk. Consumers who have a milk allergy or intolerance should not consume this product.

Property Transfers.

The PEHO has completed one property transfer reports in April.

Consultation:

Mr Peter Toboss, Principal Environmental Health Officer.

Mr Ian McCabe, Chief Executive Officer

Ms Ella McDonald, Administration Officer - Governance and Emergency

Statutory Environment:

Food Act 2008

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: 72/2018

Moved: Cr Gamble


Seconded: Cr Butt

That Council resolves the following:

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

Vote: 5/0

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

FILE REFERENCE:	13.09.01
AUTHOR'S NAME AND POSITION:	Sarah Bolt Administration Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	3 May 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 Report for the month of April 2018 as presented.**

Appendix: NIL

Comment:

The Wyalkatchem Fair was held on 7 April with around 220 people attending, which was above our goal of 200 attendees. The day was a success in that everything ran smoothly, a number of councillors and staff members were available to help where needed, the good weather was an added bonus to the enjoyment on the day. The feedback received from those who attended was positive all round, some feedback received for future events were: more food options/vans; more involvement from community groups/sporting clubs/ emergency services; longer hours for market stalls; having the rides included in the entry fee was very well received; inviting a car club or machinery dealership to attend; and a bar or alcohol service for the evening.



The Community and Economic Development Officer received communication from WALGA in regards to this year's Banners on the Terrace. There has been a change to the amount of light poles available for Banners on the Terrace, which resulted in banners being displayed for one week instead of two weeks, with half the banners displayed one week and the rest the following week, so all banners can be displayed. This has also meant an additional 20 banners can be displayed. The banner design was submitted to and approved by WALGA and paint has been ordered, following colour discussion with the School. The banner is to be completed and sent to WALGA before 29 June 2018.

The Community and Economic Development Officer and CRC Manager Craig Cooper attended a Wheatbelt CRC meeting held on Friday 20 April at the Narembeen Rec Centre. This meeting was to address a number of concerns raised

regarding the future of CRC's in the Wheatbelt and around the State and to help formulate an advocacy and action plan on the issue. The current situation of CRC's and the possible threats they're facing were discussed, solutions workshopped for proposing to the State Government. A forward plan including future steps to make CRC's a more valuable resource was also canvassed. Collectively the group was opposed to the proposed 40% funding cut to CRC funding. Wheatbelt Business Network are to present these solutions and ideas for further consideration to Minister MacTiernan on 2 May.

The Community and Economic Development Officer has finalised information and supporting material for Pioneers Pathway about a local Pioneer, John Lindsay and his contribution to Bulk Handling. This information will be given to a writer to compose a story for each town along the Pioneers Pathway and will tie in with local tourist attractions, for example the Wyalkatchem CBH Museum.

Consultation:

Ian McCabe	Chief Executive Officer
Claire Trenorden	Manager of Corporate Services
Emma Grant	HASS/English/The Arts Teacher WDHS
Craig Cooper	CRC Manager
Emily Ferguson	Event Manager, WALGA
Fallon Edwards	Spandex

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: 73/2018

Moved: Cr Butt


Seconded: Cr Holdsworth

That Council Resolve the following:

1. Accept the Community and Economic Development Report for the month of April 2018 as presented.

Vote: 5/0

8.4.6 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL–PROPERTIES AND FINANCE – April 2018

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

SUMMARY:

That Council resolve the following:

- 1. Accept the Properties and Finance Report for the month of April 2018 as presented.**

Appendix: 1. Tennis Club Playground report

Comment:

Works Manager Craig Harris and I met with the Tennis Club to close out the playground project. I have attached a report about the building of the new playground. The project was budgeted at \$20,000 in 2017/18 and was completed for \$16,115 with minor matters to be completed in the future (such as renewal of some fencing).

Officer work in the month included finance duties (reconciliations, rates related); payment of bills; records filling; general enquiries. There were no significant projects involving property.

Consultation:

Craig Harris	Manager of Works Shire of Wyalkatchem
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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: 74/2018

Moved: Cr Holdsworth

Seconded: Cr Garner

That Council resolve the following:

- 1. Accept the Properties and Finance Report for the month of April 2018 as presented.**

Vote: 5/0

Wyalkatchem Tennis Club Playground Renewal



The old playground was deemed unsafe for use by our insurer meaning it had to be removed. The Shire intended installing a new playground similar to that located at the Admin Park or along the main street. However, consultation with the tennis club indicated something other than a mainstream playground was wanted. I organised a meeting with three tennis club representatives (Cassie Stratford, Gabrielle Quade, and Will Nightingale) as well as Craig Harris (Manager of Works) early October 2017 to discuss what was required and what could be delivered. We established there could be a nature playground theme and a sand pit - and there must be a swing as all the kids loved the old swing.

Following this meeting, I drew a rough outline of the area in which the old playground had been in and scoped ideas. I had found a range of different equipment including concrete culverts that could be used as a tunnel, a board with different locks and latches to create a sensory board, different sized rocks to climb over, and many more. I also looked at safety requirements for a nature playground as this would help get approval from our insurer. While looking at the safety requirements I found that there is to be a 2.5 meter gap between all equipment making the available area smaller.

Late October 2017 Craig Harris and I met with two of the club's representatives, Cassie Stratford and Will Nightingale to discuss safety requirements and limitations of the playground. Referring to the rough 'mud map' I'd drawn up, we decided on what we wanted and how it would fit, placing the swing should under shade as well as the boat if it was possible. It was decided that the whole playground was to be a soft fall (sand, rubber, woodchips, etc.) with sand around all of the playground, making one great big sand pit.

The old playground equipment was removed on mid-November 2017. The left over sand/soft fall was also removed to create a clean and new surface to build on. To

make sure the sand stays clean and weed free we have placed weed matting down under the new sand to reduce contaminates.

Craig Harris and I met with Chris Gilmour (LGIS Insurance) late 24 November 2017 to discuss the playground and clarify any safety issues.

A boat for the tennis club was found after some months of looking in December 2017. The Shire purchased the small fiberglass boat aptly named 'Ray of Sunshine' and was re-located from Singleton with the kind loan of a car trailer from Rainer Burdack and assistance from Avery Maitland.



The boat as advertised.

The shire purchased a swing on late December 2017 with a single strap seat and a toddler seat to add to the play equipment.

Christmas shutdown meant works re-commenced late January 2018 when the works crew started installing the equipment, placing the swing, the tunnels, and the rocks while the boat was painted and made safe. The works team also built a limestone wall to retain the playground sand and making the soft fall with weed mat and sand.

In early February 2018 I met with Chris Gilmour (LGIS Insurance) on-site with just minor items remaining to make the playground compliant (remove all tie down points, fill any cavities where insects may take up residence and bury the hull up to what would be the water line). All rocks were cemented in place so they cannot move.



Swing set placement



Preparing to pour concrete in to hold the swing in place



Setting concrete

Climbing Rocks in place ready to be cemented in



Swing set in place with sand

Tunnels in place



Layout of playground (without boat) looking west.

Michael Gibbs (Works Crew) did an amazing job painting the boat, removing any hazards and attaching a second steering wheel to limit arguments over who would be steering the boat!



Boat all ready to be placed into the playground.

With the shade cloth in place and the site cleaned up Craig Harris and I met with Will Nightingale (tennis club representative) late April 2018 to officially close out the project. Mr Nightingale said the kids love the boat and all have a great time in the new playground.



Playground all finished looking east.



Playground all finished looking west.

- 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**
- 12. Matters for which the meeting may be closed Nil**
- 13. Closure of Meeting 4.10pm**