



# AGENDA

## ORDINARY COUNCIL MEETING



**18 OCTOBER 2018**

Commencing at 3.30pm in the  
Shire of Wyalkatchem Council Chambers  
27 Flint Street, Wyalkatchem

**NOTICE OF COUNCIL MEETING**

The next Ordinary Meeting of the Wyalkatchem Shire Council will be held on Thursday 18 October 2018 in the Council Chambers, 27 Flint Street Wyalkatchem, commencing at 3.30pm.

An Agenda for this meeting will be made available from the Shire Administration Office and on our website [www.wyalkatchem.wa.gov.au](http://www.wyalkatchem.wa.gov.au)

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



**Taryn Dayman**

**CHIEF EXECUTIVE OFFICER**

**DISCLAIMER**

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

## **DISCLOSURE OF INTEREST**

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

### Financial Interest:

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

### Proximity Interest:

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

### Impartiality Interest:

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

### Disclosing an Interest:

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

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

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**1. DECLARATION OF OPENING**

**2. PUBLIC QUESTION TIME**

- 2.1. Response to Public Questions Previously Taken on Notice**
- 2.2. Declaration of Public Question Time opened**
- 2.3. Declaration of Public Question Time closed**

**3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE**

- 3.1. Attendance**
- 3.2. Apologies**
- 3.3. Approved Leave of Absence**
- 3.4. Applications for Leave of Absence**

**4. PETITIONS, DEPUTATIONS, PRESENTATIONS**

- 4.1. Petitions**
- 4.2. Deputations**
- 4.3. Presentations**

**5. DECLARATIONS OF INTEREST**

- 5.1. Financial and Proximity Interest**
- 5.2. Impartiality Interests**

**6. CONFIRMATION AND RECEIPT OF MINUTES**

**6.1. Confirmation of Minutes**

**6.1.1. Ordinary Meeting of Council – 20 September 2018**

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 20 September 2018 ([Attachment 6.1.1](#))

**OFFICER RECOMMENDATION:**

*That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 20 September 2018 (Attachment 6.1.1) be confirmed as a true and correct record.*

**6.2. Receipt of Minutes**

**6.2.1. NEWROC Council Minutes – 25 September 2018**

Minutes of the NEWROC Executive Meeting held on Tuesday 25 September 2018 ([Attachment 6.1.2](#))

**OFFICER RECOMMENDATION:**

*That the minutes of the NEWROC Executive Meeting of Tuesday 28 September 2018 (Attachment 6.2.1) be received by Council*

**6.2.2. Central East Aged Care Alliance Inc. Committee Minutes – 5 September 2018**

Minutes of the Central East Aged Care Alliance Inc. Committee meeting of Wednesday 5 September 2018 ([Attachment 6.2.2](#))

**OFFICER RECOMMENDATION:**

*That the minutes of the Central East Aged Care Alliance Inc. Committee meeting of Wednesday 5 September 2018 (Attachment 6.2.2) be received by Council*

**7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

**8. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**



## 9. REPORTS

### 9.1. CORPORATE AND COMMUNITY SERVICES

#### 9.1.1. FINANCIAL MANAGEMENT –MONTHLY FINANCIAL REPORT – SEPTEMBER 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 October 2018
Reporting Officer:	Claire Trenorden – Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	<a href="#">Attachment 9.1.1 Monthly Financial Report September 2018</a>

#### SUMMARY

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

#### BACKGROUND

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

#### COMMENT

#### September 2018 Financial Statements

- Yearly operating revenue is \$1,678,634 inclusive of net rate income of \$1,248,202 (net of prepaid rates and discounts) – 68% of Budget;
- Yearly operating expenditure is \$948,038 – 25% of Budget;
- Yearly capital expenditure is \$199,710 – 15% of Budget;
- Yearly capital revenue is \$941,412 – 70% of Budget;
- Net current assets as at 30 September 2018 are \$2,057,051.

#### Operating Revenue

**Rates:** Revenue of \$1,454,232 has been raised during the rate run for 2018/19. The total Rate Run is broken down between Rates \$1,301,824, Rubbish \$96,390, Health Levy \$15,120 and ESL Levy \$40,898. To date income received is \$1,107,685 and discounts applied equate to \$18,583. Approximately 77% of Rates have been collected to date, with \$313,158 outstanding.

**Transport:** Main Roads were invoiced for the Direct Grant (\$101,049), this was \$41,834 higher than was budgeted. The Annual Budget figure was based on what was received in 2017/18 when the State Government reduced the grant by about half. In 2018/19 the grant has returned to what it was prior to this reduction. Main Roads were also invoiced for the first 40% payment of the Regional Road Group grant (\$114,816) as per the Annual Budget.



### **Capital Expenditure**

Land and Buildings	\$21,045	The Shire Office, Lady Novar, Railway Station and Railway Barracks capital works have commenced as of September 2018. 1 Slocum St capital works have been completed.
Plant and Equipment	\$104,058	The Doctors vehicle and Works Manager vehicle changeovers have been completed. The new cylinder mower has been purchased.
Roads	\$10,451	Goldfields Rd has commenced as of September 2018.

**Net Assets:** Net Current Assets as at 30 September 2018 amount to \$2,057,051. This in the majority comprises of Cash Unrestricted – Municipal Funds (\$1,661,013).

### **STATUTORY ENVIRONMENT**

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

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

### **COMMUNITY & STRATEGIC OBJECTIVES**

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

#### **Objective: A well-managed and effective Council organisation**

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

**Objective: Well utilised and effectively managed facilities and assets**

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council receive the Statement of Financial Activity for the period ended 30 September 2018, as provided for in attachment 9.1.1.*

## 9.1.2 FINANCIAL MANAGEMENT - PAYMENT LISTINGS – SEPTEMBER 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 October 2018
Reporting Officer:	Claire Trenorden – Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	<a href="#">Attachment 9.1.2.1 Payment Listing September 2018</a> <a href="#">Attachment 9.1.2.2 Credit Card Statement – September 2018</a> <a href="#">Attachment 9.1.2.3 Fuel Card Statement – September 2018</a>

### SUMMARY

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

### BACKGROUND

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

### COMMENT

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

#### Municipal Account

Total Payments September 2018	\$268,351
Total Payments September 2017	\$400,919
Variance \$	-\$132,568
Variance %	-33%

Percentage paid by EFT September 2018	100%
Percentage paid by cheque September 2018	0%

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

Percentage of suppliers used where no Wyalkatchem based option is available September 2018 85%

Dollar value spent with Wyalkatchem based suppliers September 2018 \$21,237

#### Trust Account – Working

No transactions

#### Reserve Account

No transactions

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

Relates to Policy Number GP2 – Purchasing Policy.

#### **FINANCIAL IMPLICATIONS**

Payments of accounts payable as per the attached transaction statements to the value of \$268,351 for September 2018.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

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

##### **Objective: A well-managed and effective Council organisation**

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

##### **Objective: Well utilised and effectively managed facilities and assets**

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

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

*That Council receive the Payment Listing as of 30 September 2018, as provided for in attachment 9.1.2.1*

### 9.1.3. PURCHASING POLICY

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	20 October 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	4.14.01
Attachment Reference:	<a href="#">Attachment 9.1.3 Purchasing Policy</a>

#### SUMMARY

This report relates to the review of Council's Purchasing Policy.

#### BACKGROUND

The Shire's Purchasing Policy was identified in the Department of Local Government and Community Better Practice review in 2016 as a policy that requires updating to reflect the changes to the *Local Government (Function and General) Regulations 1996*.

As part of the Chief Executive Officer Compliance health check review, WALGA's Integrity in procurement self-audit tool was utilised to review Council's Procurement framework and identified the need for Council's Purchasing Policy to be reviewed to ensure it meets compliance as a priority.

#### COMMENT

Procurement and its compliance is complex issue. WALGA has prepared a template document as a guide for local government authorities to consider when creating or amending a purchasing policy to comply with Regulations 11A and 24AC of the *Local Government (Functions and General) Regulations 1996*.

The revised Purchasing Policy has been based on the WALGA template and has been customised to meet the Shire of Wyalkatchem requirements.

The proposed reviewed Purchasing policy was discussed at Council's workshop forum on the 8 October 2018.

The revised Purchasing Policy is provided to Council as attachment 9.1.3 and is presented for Council's consideration and endorsement.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995 s2.7(2)(b) – Determine the Local Government's policies*

*Local Government (Function and General) Regulations 1996 s11A - Purchasing policies for local governments*

*Local Government (Function and General) Regulations 24AC – Requirements before establishing panel of pre-qualified suppliers*

#### POLICY IMPLICATIONS

Revised Purchasing Policy

### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

### **COMMUNITY & STRATEGIC OBJECTIVES**

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

#### **Objective: A well-managed and effective Council organisation**

<b>Outcome No.</b>	<b>Outcome</b>	<b>Action No.</b>	<b>Actions</b>
5.1	A well-managed and effective Council organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.4	Implement systems and processes to enhance organisational capability

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICER'S RECOMMENDATION**

*That Council adopt the revised 'Purchasing Policy' as provided for in Attachment 9.1.3.*

#### 9.1.4. WYALKATCHEM COMMUNITY MART COMMUNITY GRANT APPLICATION

Applicant:	Wyalkatchem Community Mart
Location:	Shire of Wyalkatchem
Date:	10 October 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	15.2.1
Attachment Reference:	<a href="#">Attachment 9.1.4 - Community Grant Application</a>

#### SUMMARY

This report relates to the Council's consideration of the Wyalkatchem Community Mart Application under Council's Community Grants scheme.

#### BACKGROUND

Community groups can make application to Council for a financial contribution or granting reduction of fees and charges to community and sporting groups. Council has adopted policy FP7 – Community Grants and Users Groups to ensure transparency in the process of selecting and approving community grants.

#### COMMENT

An application to Council's Community Grants Scheme has been received by the Wyalkatchem Community Mart, requesting a financial contribution of \$1,000 to assist with the operational expense of the organisation.

Policy FP7 outlines the criteria in regards to applications. The following is an assessment of the Wyalkatchem Community Mart application against the required criteria.

Criteria	Criteria Met	Comments
An Incorporated Body	NO	
A group with an ABN	NO	
A group registered for GST	NO	
A group benefitting the community, which has been formed for a minimum of six months	YES	See comments below
Grant excludes Capital Works	YES	Funds to go towards insurance expenditure
Previous awarded grants correctly discharged	YES	

The Wyalkatchem Community Mart is a not for profit retail outlet located in Railway Terrace and is operated by volunteers. The Mart obtains donated and recycled goods and sells these for the benefit of community groups, including:

- Wyalkatchem-Koorda District Hospital auxiliary;



- Wallambin Lodge;
- Wyalkatchem Anglican Church;
- Wyalkatchem Catholic Church; and,
- The School House Museum.

This means serviceable items are re-used, diverting them from waste and that funds are generated for beneficial community purposes. Additionally, the operation of the Mart adds to the commerce of Railway Terrace and provides social interaction. The Community Mart has been operating continuously for more than 30 years.

In recent times the group has experienced an increase in operating expenditure, with their rental arrangements increasing to \$3,000 pa.

Assessing the application against the criteria stated within Council Policy FP7 has indicated that the Wyalkatchem Community Mart does not meet the requirements under the community grant scheme. However it is noted that Council has previously supported applications received from the Wyalkatchem Community Mart and has made financial contributions toward their operating expenditure. It is in this light that it is recommended that Council accept and endorse a financial contribution of \$1,000 to the Wyalkatchem Community Mart.

Council may want to consider reviewing Council Policy FP7 to ensure that it is meeting Council's requirements of administering the Community Scheme.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

## **POLICY IMPLICATIONS**

FP7 – Community Grants and Users Groups

## **FINANCIAL IMPLICATIONS**

Expenditure of \$1,000 from the Community Assistance Grant pool budget allocation of \$5,000 which has been provided for in the 2018/2019 budget provision. No expenditure has occurred to date.

## **COMMUNITY & STRATEGIC OBJECTIVES**

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

**Objective: Healthy, strong and connected communities**

Outcome No.	Outcome	Action No.	Actions
1.3	Connected and effective community groups	1.3.1	Support and strengthen community organisations and networks
		1.3.2	Encourage volunteering to create an active, confident and resilient

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council approves the Wyalkatchem Community Mart Community Grant Application and makes a financial contribution of \$1000 towards their operating costs.*

## **9.2. GOVERNANCE AND COMPLIANCE**

### **9.2.1. CHIEF EXECUTIVE OFFICER – SEPTEMBER 2018**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 September 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

### **SUMMARY**

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

### **COMMENT**

In the month of September 2018 the CEO has attended the following meetings and events.

- CEACA Committee Meeting - Merredin
- Council Workshop
- Community Discussions with National Australia Bank - Northam
- Meeting with Angelo Nardio from ITvision via phone
- Meeting with Paul dePeirres
- Welfare Evacuation Centre Exercise – “Microburst” – Bruce Rock
- Ordinary Council Meeting
- NEWROC executive Meeting - Bencubbin

The CEO commitments in October include;

- Meeting with Angelo Nardio from ITvision
- Council Workshop
- Chris Gilmore – LGIS
- Council Workshop
- CEACA Meeting – Nungarin
- Mark Harris – LGIS
- Bush Fire Annual General Meeting
- LEME Meeting
- Meeting with Sue Bruce, Rotary
- Council Meeting
- Resource Centre AGM
- NEWROC Full Council meeting – Mt Marshall
- Local Government Act Facilitated Forum Meeting - Merredin

### Staff

Applications closed for the Governance & Emergency Officers position on the 28 September 2018. Interviews will commence shortly.

Simon Martin has resigned from the position part-time General Hand / Gardener. The position is currently being advertised, closing on the 26 October 2018.

### Welfare Evacuation Centre Exercise

The Chief Executive Officer attended a Welfare Evacuation Centre Exercise – “Microburst” in Bruce Rock.

The aim of the exercise was “To practice the capability and capacity to set up and operate a local welfare evacuation centre for a significant local emergency”.

Exercise “Microburst” was a welfare field exercise to provide a learning opportunity for all participants in a simulated operational environment. It was a collaborative exercise requiring Department of Communities staff, Local Government staff as well as other agency staff and volunteers to perform particular functions associated with the activation of a Department of Communities’ Local Emergency Management Plan for the Provision of Welfare Support (Local Welfare Plan) for the Merredin District.

The scenario was relevant to the local communities and required the centre to be open notionally for a period, including overnight and offering a range of welfare supports and services. Participants were asked to operate within the bounds of local and state emergency management arrangements. As there were a number of Local Governments in attendance it was considered that they were in an evacuation centre within their own town.

The exercise was extremely beneficial and gave a great insight into the preparation and action required in this type of an event.

The Department of Communities have held a number of these exercises and is collating outcomes to be circulated with local governments and agencies, to provide a resource to assist in the preparation required. The Chief Executive Officer has expressed an interest in a similar event being held in Wyalkatchem.

### Bushfire Control

A review of Council’s delegations and Bushfire control policies has been conducted and are currently being considered for Council’s endorsement.

The Bush Fire Annual General Meeting has been scheduled for the 11 October and will include appointments of Bush Fire Control Officers along with other matters. Recommendations and outcomes from this meeting will be considered at the October Ordinary Meeting.

An inspection of Townsite properties was conducted by Council rangers on the 28 September 2018 for potential non-compliance to Council's Firebreak order. A total of 37 properties were found to require action in order to meet the requirements on the 1 November 2018. A curtesy reminder letter was sent to property owners.

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

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

#### **Objective: A well-managed and effective Council organisation**

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council accepts the Chief Executive Officers report for the month of September 2018.*

### **9.2.2. PRINCIPAL ENVIRONMENTAL HEALTH OFFICER – SEPTEMBER 2018**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 October 2018
Reporting Officer:	Peter Toboss – Principal Environmental Health Officer
Disclosure of Interest:	NIL
File Number:	13.09.01
Attachment Reference:	NIL

#### **SUMMARY**

Council is to consider and accept the Principal Environmental Health Officer report for September 2018 as presented.

#### **BACKGROUND**

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

#### **COMMENT**

The Principal Environmental Health Officer attends the Wyalkatchem office each Thursday.

#### **FOOD PREMISES AND PUBLIC BUILDINGS INSPECTION**

Nil.

#### **WASTE & RECYCLE CONFERENCE 2018**

The PEHO attended the Waste and Recycle 2018 Conference in Perth. The conference was successful and it covered diverse range of issues such as the new container deposit scheme program, community waste reduction strategies, waste circular economy, recycling of plastic and E-Waste etc.

#### **2017-18 WASTE & RECYCLING LOCAL GOVERNMENT CENSUS**

The annual waste census from the Department of Water and Environmental Regulation was completed and submitted. This waste census is conducted annually and completion of the census is a Waste Authority requirement for any local government wishing to access funding from the Waste Avoidance and Resource Recovery Account.

#### **DEPARTMENT OF HEALTH & WATER CORPORATION AUDIT**

Officers from Water Corporation conducted an annual audit of the Shire of Wyalkatchem Recycling Scheme on Thursday 13 September 2018. The audit was undertaken to ensure that the management system is functional satisfactorily and the microbial water quality is within the levels set in the Guidelines for the Non-Portable Uses of Recycled Water in Western Australia (2011). The audit also covered:

- Scheme design and asset compliance,
- Recycled Water Quality Management Plant
- Operations and maintenance manuals
- Complaint register
- Inspection reports/log books/checklists



### **WASTEWATER SAMPLING**

The PEHO undertook the first monthly sampling of Wyalkatchem Wastewater Treatment Plant in accordance with the Department of Health Guidelines for the Non-Portable Uses of Recycled Water in Western Australia (2011). The laboratory results of the water sample taken from the Shire storage dam outlet met the required standards.

### **STATUTORY ENVIRONMENT**

*Food Act 2008,*  
*Public Health Act 2016*

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

### **COMMUNITY & STRATEGIC OBJECTIVES**

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

#### **Objective: Healthy, Strong and connected communities**

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

#### **Objective: A prosperous and dynamic district**

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

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICER'S RECOMMENDATION**

*That Council accept the Principal Environmental Health Officer Report for September 2018 as presented.*

### 9.2.3. COMMUNITY AND ECONOMIC DEVELOPMENT OFFICER– SEPTEMBER 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 October 2018
Reporting Officer:	Sarah Hammond, Community and Economic Development Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	NIL

#### SUMMARY

Council is to consider and accept the Community and Economic Development report for the month of September 2018.

#### BACKGROUND

Officers report to Council every month to keep Council up to date on the operational proceedings of the Officer's portfolio. The Community and Economic Development Officer reports on matters pertaining to community engagement, tourism, economic development and grants management.

#### COMMENT

##### Youth Grant – Community Resource Centre

Community Resource Centre (CRC) meeting – banner from Banners on the Terrace competition will be on display in museum, has not been hung yet. The CRC have been successful in attaining a Youth Engagement Grant for a youth group, this grant will be used to hold a number of youth focused events at the CRC and for purchase of equipment for these events. For example the CRC will be purchasing table top easels and pastels to hold regular pastel classes, presentations from indigenous cultural experiences with visiting Elders; work ethics and job interview techniques; drug and alcohol awareness and much more.

##### Pioneer's Pathway Website Story

The Community and Economic Development Officer has been sent the first draft for the Wyalkatchem Pioneer's Pathway website story, this is a condensed version of the main story which will be placed on the Pioneer's Pathway website. Feedback was to be sent back to the EO by Wednesday the 19 September. Draft story and feedback given below;

### Wyalkatchem Story: John Lindsay

#### SEO keyword:

Wyalkatchem John Lindsay

#### Metatag:

Wyalkatchem was once the home of politician and farmer John Lindsay and is now renowned for the C.B.H. agricultural museum.

#### Header:

H1:

## Tractor fan? Come to Wyalkatchem

### Body Copy:

It seems visitors to the area have a bit of trouble pronouncing Wyalkatchem, so locals have shortened it to Wylie (as you do in Australia).

Prospectors in search of gold **from the mines** once passed through Wylie on their way to Kalgoorlie. Wylie is also famous for its farming and pioneering heritage. **The main** attraction in town, the C.B.H. museum is **underground** and housed in a 1936 wheat bin. I wonder who came up with this **wheat-y idea!**

A second shed displaying 40 original tractors **was also built from recycled wheat bin materials**. An ingenious use of wheat bins for a community renowned for their farming. Wylie is also famous for being the first shire to handle bulk wheat in 1931.

**For the tractor fans, it's your chance to see the 'Waterloo Boy' one of the first John Deere tractor models made in 1920 – which still works 100 years later! How's that for efficiency?**

Farming equipment, rare wagons, tractors and agricultural memorabilia also takes pride of place in the C.B.H. museum – with over 500 items on display from the 19th century.

One of Wylie's early settlers was John Lindsay, who arrived in Western Australia in 1905 after spending five years in South Africa. The call of the land eventually brought him home. He wanted to settle down and become independent - buying land seemed the right way to go.

Although John knew little about farming, he was familiar with the Australian bush and hard work – it would be enough to give it a good go.

He struggled from day one; he scrimped and saved to buy land from the government, did jobs for local people to earn money, lost all his personal and valued possessions in a fire that destroyed his camp and made costly mistakes in farming his land.

Eventually John succeeded and then found himself going head-to-head with the members of the Dowerin Road Board where he was Chairman. He was opposed to them building a new office and instead petitioned for a completely new Board in Wylie. He was clever enough to create a map of the area showing the new boundaries – thereby doing away with any opposition at the official meeting.

John succeeded in getting support for the new Board. He eventually became spokesperson for the area, and then Chairman of the first Hospital Committee. He was also the first J.P to be appointed in the District.






Supporting these causes and taking an active leadership role saw him end up in Parliament, fighting for the local farmers in Wylie. A passionate speech he delivered in parliament is on record as "...I learned my farming, not by driving a railway engine but by going on the land..." when presenting arguments in favour of increasing farming land in his electorate.

As one of Wyalkatchem's pioneers and the first Chairman of the Wyalkatchem Road Board, he went on to serve successfully as Minister for Public Works and Labour.

Was he a farmer who was a successful politician? Or was he a politician with a farmer's mind? Whichever way you look at it, John Lindsay turned the hard lessons he learned on the land into progress and development.

#### *End story*

#### Feedback

-  Museum is not underground, but is housed in a 1936 "K" type wheat bin
-  What is the play on words meant to be? Doesn't really make sense.
-  Check if it was made from recycled material – unsure that it was.
-  Don't think it need to mention that they were looking in mines, if it just read "Prospectors in search of gold once passed through Wylie on their way to Kalgoorlie..." it flows a bit better
-  Change from the main to "A popular attraction in town"

Would like there to be something relating to the cradle of bulk handling and John Lindsay's advocacy for bulk handling in WA to make that connection between pioneer and museum. From the Museum's website "With grain production being an important contributor to Australia's economy, there is a large display of agricultural equipment within the museum. **The first bulk handling of wheat in Australia** began with Mr Harry Threlfall from Korrelocking on the 9th of November 1931 in the Shire of Wyalkatchem." "In 1932 the Wheat Pool of Western Australia announced that the town would have two engine driven grain elevators, each fitted with an engine, installed at the railway siding." "The first trainload of bulk wheat departed from Wyalkatchem in 1931. Wyalkatchem originally had three of the five bulk loading facilities in Western Australia and is now known as the cradle of bulk loading in Western Australia's wheatbelt region."

Like the line about the shortening of Wyalkatchem to Wylie, but feel the use of it in the story is unnecessary, and should be Wyalkatchem throughout.

#### *End feedback*

#### Council Newsletter

Articles included in the two September issues of the newsletter were;

- Message from the CEO
- Meet the manager of works questionnaire
- Harvest Mass Management Scheme update
- Employment – Governance and Emergency Services Officer position
- Important notice regarding cheque payments
- Responsible cat ownership
- 7 News Young Achiever Awards
- Councillor Vacancy

- Australia Day, Community Citizen of the Year Awards – nominations
- Arts project grant, Lotterywest project grant, volunteer grant, local sporting champions round two and 30 million safer communities funding
- October is National Safe Work Month
- Save the date for the Wyalkatchem Fair and call for feedback or stall holders
- Restricted Burning Period Notice
- Fire Permits/Burning Information
- Save the date for Bush Fire Advisory meeting
- Fire Break Order Notice

There has been one subscription to the newsletter in September.

#### Community Grants

Glyn Harrington approached the Shire and the CRC looking for information into possible grants for a paintballing event he hopes to organise in October. The Community and Economic Development Officer discussed the possibilities with Glyn, an email was also sent to Glyn with websites and further information on available grants.

#### Wheatbelt Way

Feedback has been received from a traveller of the Wheatbelt Way, the feedback was received by the Central Wheatbelt Visitor Centre and forwarded to NewTravel members;

**From:** Chris Tollis

**Subject:** Wheatbelt Way

Hi

We recently went on the North Eastern Wheatbelt Drive Trail.

I have to compliment you on your Wheatbelt Way booklet. This is probably the best promotional travel guide that I have had.

The information was so well set out that my wife & I together with another friend managed to stop & see most of the recommended sites which were previously unknown to us

Our only criticism is that the signposts give no indication of the distance from the road turnoffs.

I realise that this is not your responsibility & also seems a common fault or omission throughout the State.

We are West Australians but feel it would be difficult for overseas visitors not used to our vast distances.

Many thanks again.

Regards

Chris Tollis

#### Wyalkatchem Fair update

- Emails sent to some stall holders, a few have booked sites
- Caricature artist booked

- Lotterywest grant submitted
- Kite workshop confirmed

#### **STATUTORY ENVIRONMENT**

There is no statutory environment relevant to this issue

#### **POLICY IMPLICATIONS**

There is no Council Policy relative to this report.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

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

**Various.** This report covers a range of activities and is in line with a large number of outcomes as expressed in the revised Shire of Wyalkatchem Strategic Community Plan. Due to the large number of outcomes, they have not been listed individually. This report covers outcomes as identified within the following objectives;

**Objective: Healthy, Strong and connected communities**

**Objective: A prosperous and dynamic district**

**Objective: A sustainable natural and built environment**

**Objective: An Effective Voice**

**Objective: A well-managed and effective Council organisation**

**Objective: Well utilised and effectively managed facilities and assets**

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

*That Council accept the Community and Economic Development report for the month of September 2018.*

#### **9.2.4. PROPERTY AND FINANCE OFFICERS REPORT - SEPTEMBER 2018**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	09 October 2018
Reporting Officer:	Tegan McCarthy - Property and Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

#### **SUMMARY**

This report is prepared by the Property and Finance Officer to provide Council and the Community of Wyalkatchem with information on building and financial operations of the Shire.

#### **COMMENT**

There was no major activity in Property in September.

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

There were no project or strategic duties in September.

Instalment reminder notices were sent out mid-September and due on 26<sup>th</sup> October 2018.

In September Council property hired out included

- Korrelocking hall for eight hours.
- Railway Station for one day.
- Community Bus for six days.
- Tree planter for one day.
- Railway Barracks 77 nights/ seven bookings

#### **STATUTORY ENVIRONMENT**

There is no statutory environment relevant to this issue

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.



## **COMMUNITY & STRATEGIC OBJECTIVES**

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

### **Objective: A well-managed and effective Council organisation**

<b>Outcome No.</b>	<b>Outcome</b>	<b>Action No.</b>	<b>Actions</b>
5.4	Robust and accountable business and financial processes	5.4.1	Maintain long term financial plan that is integrated with asset management plans

### **Objective: Well utilised and effectively managed facilities and assets**

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

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

*That Council accepts the Property and Finance Officers report for the month of September 2018.*

#### 9.2.5. BUSHFIRE DELGATIONS

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 October 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	22.02.02
Attachment Reference:	<a href="#">Attachment 9.2.5 Bush fire delegations</a>

#### SUMMARY

That Council considers rescinding delegation C17 – Appointment of Authorised Officers – Bush Fire Act 1954 and adopt new delegations pertaining to the *Bush Fire Act 1954*.

#### BACKGROUND

In accordance with the *Local Government Act 1995*, Council reviews its delegation register annually. The last review was conducted on the 15 February 2018 with only minor variations.

#### COMMENT

WALGA has released a delegation register template, which includes a great number of possible delegations that Council could consider and delegate to the Chief Executive Officer.

The template provides a great deal of clarity on the delegation that is being provided and the conditions that are being or can be applied. It provides an increase in direction to the CEO on what duties they are delegated to perform and provides for limited “grey” areas.

Delegation C17 – Appointment of Authorised Officers – Bush Fires Act 1954 provides delegation from Council to the CEO. However the delegation in its current wording and format doesn’t provide for clear indication on what is being delegated.

At Councils workshop held on the 8 October 2018 sections of the WALGA delegations template was reviewed with the intention of reviewing the entire document and adopting a new delegation register in the new format.

With the bushfire season just about to commence, it is recommended that delegation be rescinded and new delegations under the *Bush Fire Act 1954* be adopted by Council.

New and/or replacement delegations from Council to the CEO under the *Bush Fire Act 1954* are attached for Council’s consideration.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995 s 5.42 – Delegation of some powers and duties to CEO*

*Local Government Act 1995 s5.43 – Limits on delegations to CEO*

*Bush Fire Act 1954*

#### POLICY IMPLICATIONS

Current and proposed replacement Bush Fire Control Policies.

## FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

## COMMUNITY & STRATEGIC OBJECTIVES

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

### Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-managed and effective Council organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.4	Implement systems and processes to enhance organisational capability

## VOTING REQUIREMENT

Absolute Majority

## OFFICER'S RECOMMENDATION

*That Council*

1. Rescind delegation C17 – Appointment of Authorised Officers – Bush Fire Act 1954;
2. Adopt the following delegations to the CEO, as provided for in attachment 9.2.5, under the Bush Fire Act 1954;
  - 3.1.1 Make Request to FES Commissioner – Control of Fire;
  - 3.1.2 Prohibited Burning Times – Vary;
  - 3.1.3 Prohibited Burning Times – Control Activities;
  - 3.1.4 Restricted Burning Times – Vary and Control Activities;
  - 3.1.5 Control of Operations Likely to Create Bush Fire Danger;
  - 3.1.6 Burning Garden Refuse / Open Air Fires;
  - 3.1.7 Firebreaks;
  - 3.1.8 Appoint Bush Fire Control Officer/s;
  - 3.1.9 Control and Extinguishment of Bush Fires;
  - 3.1.10 Recovery of Expenses Incurred through Contraventions of this Act; and
  - 3.1.11 Prosecution of Offences.

#### 9.2.6. BUSHFIRE POLICIES

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 October 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	4.14.01
Attachment Reference:	<a href="#">Attachment 9.2.6 - Bush fire Policies</a>

#### SUMMARY

That Council considers rescinding Bush Fire related policies adopt new policies.

Recommended Council Policies to be rescinded:

- EP2 – Implementation of Fire Warnings;
- EP3 – Bush Fire Permits;
- B4 – Firebreaks;
- G05 – Burning Off; and
- Management of Bushfires

#### BACKGROUND

A recent compliance audit has identified the need to review all of Council's policies. A review of Council's policies has commenced and a new register of policies will be presented to Council for their consideration on completion of the review.

#### COMMENT

With the bushfire season just about to commence, it is timely to review both Council delegation under the *Bush Fire Act 1954* as well as Council's policy pertaining to Bush Fire Control.

Delegations from Council to the CEO under the *Bush Fire Act 1954* are being considered under a separate item.

A review of Council's Bush Fire Control policies has been carried complete and new policies, in a new form has been prepared and are provided to Council in attachment 9.2.6 for their consideration. The Bush Fire Control policies include;

- 10.1 Advisory Committee
- 10.2 Bush Fire Brigades
- 10.3 Officers Profiles
- 10.4 Bush Fire Appliances
- 10.5 Fire Hazard Reduction
- 10.6 Bush Fire – Personnel Protective Clothing / Equipment
- 10.7 Harvest and Moment of Vehicle Bans
- 10.8 Bush Fire Control – Provision of Shire Plant and Equipment
- 10.9 District Operations Advisory Committee

The proposed reviewed Bush Fire Policies was discussed at Council's workshop forum on the 8 October 2018.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995 s2.7(2)(b) – Determine the Local Government's policies*  
*Bush Fire Act 1954*

#### **POLICY IMPLICATIONS**

Proposed replacement Bush Fire Control Policies.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

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

#### **Objective: A well-managed and effective Council organisation**

Outcome No.	Outcome	Action No.	Actions
5.1	A well-managed and effective Council organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.4	Implement systems and processes to enhance organisational capability

#### **VOTING REQUIREMENT**

Absolute Majority

#### **OFFICER'S RECOMMENDATION**

*That Council*

3. *Rescind the following Council policies;*
  - a) EP2 – Implementation of Fire Warnings;
  - b) EP3 – Bush Fire Permits;
  - c) B4 – Firebreaks;
  - d) G05 – Burning Off; and
  - e) Management of Bushfires
4. *That Council adopt the replacement Bush Fire Control Policies as provided for in Attachment 9.2.6, which includes the following policies;*
  - a) 10.1 Advisory Committee;

- b) 10.2 Bush Fire Brigades;*
- c) 10.3 Officers Profiles;*
- d) 10.4 Bush Fire Appliances;*
- e) 10.5 Fire Hazard Reduction;*
- f) 10.6 Bush Fire – Personnel Protective Clothing / Equipment;*
- g) 10.7 Harvest and Moment of Vehicle Bans;*
- h) 10.8 Bush Fire Control – Provision of Shire Plant and Equipment; and*
- i) 10.9 District Operations Advisory Committee.*

#### **9.2.7. STAFF POLICY – VOLUNTARY SERVICES**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	20 October 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	4.14.01
Attachment Reference:	<a href="#">Attachment 9.2.7 Voluntary Service policy</a>

#### **SUMMARY**

This report relates to the inclusion of an additional Council Policy relating to Voluntary Service.

#### **BACKGROUND**

Council's Bush Fire Control policies have recently been reviewed and are currently presented to Council for consideration. As part of reviewing Council's Bush Fire Control policies, the need to a Voluntary Service policy was identified.

#### **COMMENT**

This Draft Voluntary Service Policy has been prepared that permits employees to leave the workplace to render voluntary emergency assistance in the event of an emergency and covers the payment of wages in such events.

A copy of the proposed Voluntary Service Policy is provided in attachment 9.2.7 for Council's consideration

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995 s2.7(2)(b) – Determine the Local Government's policies*

#### **POLICY IMPLICATIONS**

New Staff Policy - Voluntary Service

#### **FINANCIAL IMPLICATIONS**

Payment of wages to employees while performing voluntary emergency assistance.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

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



**Objective: A well-managed and effective Council organisation**

Outcome No.	Outcome	Action No.	Actions
5.1	A well-managed and effective Council organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.4	Implement systems and processes to enhance organisational capability

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council adopt Staff Policy – 'Staff Voluntary Services' as provided for in Attachment 9.2.7.*

#### **9.2.8. APPOINTMENTS – BUSH FIRE ACT**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 October 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	9.01
Attachment Reference:	Nil

#### **SUMMARY**

This report is provided to Council to consider and endorse appointments in accordance with the *Bush Fire Act 1954*.

#### **BACKGROUND**

In accordance with legislative requirements the Council is required to formally appoint its Bush Fire Control Officers. This is done to ensure compliance and lawfully legitimise their authorisation under the *Bush Fires Act 1954*, in fulfilling their duty.

The Annual General meeting of the Wyalkatchem & Districts Bushfire Brigade was held on the 11 October 2018 and included the appointments of officers. Council is required to endorse the appointments in order to meet requirements as an appointed Bush Fire Control Officer under the *Bush Fire Act 1954*.

#### **COMMENT**

The majority of appointments remain unchanged. Council employees, Claire Trenorden and Darryn Watkins have been included in the recommendation to appoint as Fire Control Officers, to allow for administration duties, such as issuing of permits to be carried out at the Shire Administration Office in the absence of the Chief Executive Officer.

In addition to the required appointments, the matter of reinstating the Bush Fire Advisory Committee was discussed. An overview of the benefits of an Advisory Committee was discussed and it was agreed in principal to reinstate the Bush Fire Advisory Committee.

#### **STATUTORY ENVIRONMENT**

*Bush Fire Act 1954*

#### **POLICY IMPLICATIONS**

Current and proposed reviewed / replacement Bush Fire Control Policies.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

## COMMUNITY & STRATEGIC OBJECTIVES

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

### Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.5	Continually improve the planning readiness and support for emergency services

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION

*That Council makes the following appointing under section 38 of the Bush Fire Act 1954*

1. *That Mr Trent Tyler be appointed as the Shire of Wyalkatchem Chief Bush Fire Control Officer.*
2. *That Mr Marcus Reilly be appointed as the Deputy Chief Bush Fire Control Officer.*
3. *That the following be appointed as Shire of Wyalkatchem Fire Control Officers;*
  - *Dennis Reid,*
  - *Ray Reid,*
  - *James Ryan,*
  - *Dale Tyler,*
  - *Trent Tyler,*
  - *Ian Jones,*
  - *Marcus Reilly*
  - *Taryn Dayman*
  - *Claire Trenorden*
  - *Darryn Watkins*
4. *That the following be appointed as Dual Fire Control Officer under section 40 of the Bush Fire Act 1954 for the following shires;*
  - *Shire of Dowerin - Marcus Reilly and Ian Jones*
  - *Shire of Cunderdin – TBA*
  - *Shire of Tammin – Dennis Reid, Ray Reid and James Ryan*
  - *Shire of Trayning - Dennis Reid, Ray Reid James Ryan, Dale Tyler, Trent Tyler*
  - *Shire of Kellerberrin - Dennis Reid, Ray Reid and James Ryan*
  - *Shire of Koorda - Dale Tyler, Trent Tyler, Marcus Reilly and Ian Johns*
5. *That the Chief Executive Officer commence the process of re-instatement of the Bush Fire Advisory Committee.*

**9.2.9. APPOINTMENTS – DUAL FIRE CONTROL OFFICER – SHIRE OF KELLERBERRIN**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 October 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	9.01
Attachment Reference:	Nil

**SUMMARY**

This report is provided to Council to consider and endorse Dual Fire Control Officer appointments for the Shire of Kellerberrin and the Shire of Wyalkatchem in accordance with the section 40 *Bush Fire Act 1954*.

**BACKGROUND**

In accordance with legislative requirements the Council is required to formally appoint its Bush Fire Control Officers. This is done to ensure compliance and lawfully legitimise their authorisation under the *Bush Fires Act 1954*, in fulfilling their duty. Section 40 of the *Bush Fire Act 1954* allows two or more local governments by agreement join in appointing bush fire control officers for the purpose of the act, commonly referred to as Dual Fire Control Officers.

**COMMENT**

Council has received correspondence from the Shire of Kellerberrin nominating the following Fire Control Officers for Dual Appointment as Fire Control officers with the Shire of Wyalkatchem and Shire of Kellerberrin.

**STATUTORY ENVIRONMENT**

*Bush Fire Act 1954, section 40*

**POLICY IMPLICATIONS**

Current and proposed reviewed / replacement Bush Fire Control Policies.

**FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

## COMMUNITY & STRATEGIC OBJECTIVES

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

### Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.5	Continually improve the planning readiness and support for emergency services

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION

*That Council;*

- 1. Appoints the Mr Gavin Morgan, Shire of Kellerberrin Fire Control Officers as Dual Fire Control Officers for the Shire of Kellerberrin and Shire of Wyalkatchem.*
- 2. That the appointment of the above officer excludes the ability of issuing permits to landholders without prior consent from the Shire of Wyalkatchem in writing.*

### 9.3. WORKS AND SERVICES

#### 9.3.1. MANGER OF WORKS – OCTOBER 2018

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	9 <sup>th</sup> October 2018
Reporting Officer:	Darryn Watkins – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

#### SUMMARY

Council is to consider and accept the Manager of Works report for the month of October 2018.

#### BACKGROUND

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

#### COMMENT

##### ***Road Crew***

The maintenance grading program was completed on the 12<sup>th</sup> September 2018.

Culvert pipe installation to repair washout on Boyle Road.

Private works completed at 44 Johnstone Street – crossover construction.

Gravel Re-sheet on Goldfields Road completed

Culvert repairs to drainage structures on Goldfields Road.

Culvert replacement on Goldfields Road. Existing structure was unserviceable.

Sightline vegetation clearing on Elashgin Road x Merredin- Goomalling Road

Maintenance grade sections of Elashgin Road and Hobden Road due to heavy vehicle use in wet conditions.

Gravel sheeting completed on Lewis East – West Road.

Commenced works on Cunderdin Road RRG projects.

##### ***Parks / Town Services Crew***

Town street sweeping completed.

Town street verge maintenance.

Oval reticulation repairs – replacement of tapping bands and reticulation balance.

Grounds maintenance to shire owned housing.

Planting of 200+ seedling to Railway Terrace nibs.

Routine mowing maintenance.

Spraying of broadleaf on recreation oval.

Admin park mowing and playground sand replacement.

Cricket pitch preparation.

Ongoing maintenance of landfill facility.

Town Hall garden maintenance.

### **Aerodrome**

Runway strip vegetation spraying completed

### **Recycled Water Scheme**

Meeting with Water Corporation regarding effluent re-use – disinfection upgrade project.  
Dept of Health compliance audit of the Shire's re-use system undertaken by Water Corporation on behalf of the Department of Health. A number of non- conformances have been identified and actions required to comply with the operating conditions as prescribed in Department of Health approval.

### **Plant Servicing and Repairs**

1000km service of Hilux WM 000  
Replacement of UHF radio on Hilux WM 000 (under warranty)  
Service of brush cutter  
Replacement of battery in tractor WM005  
Purchase of spare rim and tyre for side tipper trailer  
Puncture repair to side tipper trailer  
Tyre replacement (1 off) on plant trailer  
Wyalkatchem 2-4B Battery replacement – charger replacement  
1000HR service to Cat 12M Grader – reverse camera replacement under warranty  
Service of Isuzu 6 wheel tip truck  
Service and pressure vessel certification of depot compressor (Head gasket replacement required)  
Rectify brake fault on side tipper trailer  
Rectify exhaust brake issue on crew truck WM003

### **General Items**

Works Manager is now conducting daily pre- starts with the outside crew.  
Review of OH&S practices  
Review / schedule of capital works projects in conjunction with leading hand.  
Develop and advertise application package for part time Parks/ Town Services vacancy.  
Gravel shoulder pot holing on Cunderdin Road re upcoming RRG projects.  
Review of WANDRRA claim 5.  
Vegetation spraying of White Dam roaded catchment.  
Review of traffic management practices  
Review and issue of RFQ on WALGA E quotes for the provision of wet mixing works and bituminous surfacing.

### **STATUTORY ENVIRONMENT**

Not applicable

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

## COMMUNITY & STRATEGIC OBJECTIVES

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

### Objective: A prosperous and dynamic district

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

### Objective: Well utilised and effectively managed facilities and assets

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

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION

That Council accept the Manager of Work's report for the month of October 2018 as presented.



**10.MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**11.QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

**12.URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

**13.MATTERS BEHIND CLOSED DOORS**

**14.INFORMATION BULLETIN**

**14.1. Information Bulletin**

The information bulletin has been provided as an attachment ([Attachment 14.1](#))

**14.2. Business Arising from the Information Bulletin**

**15.CLOSURE OF THE MEETING**



# **SHIRE OF WYALKATCHEM**



**OCTOBER 2018**

## **ATTACHMENTS**

## **ATTACHMENTS**

- 1. 6.1.1 Ordinary Meeting of Council Minutes 20 September 2018**
- 2. 6.2.1 NEWROC Executive Meeting Minutes 25 September 2018**
- 3. 6.2.2 Central East Aged Care Alliance In Committee Minutes 5 September 2018**
- 4. 9.1.1 Monthly Financial Report September 2018**
- 5. 9.1.2.1 Payment Listing September 2018**
- 6. 9.1.2.2 Credit Card Statement September 2018**
- 7. 9.1.2.3 Fuel Card Statement September 2018**
- 8. 9.1.3 Purchasing Policy**
- 9. 9.1.4 Community Grant Application**
- 10. 9.2.5 Bush Fire Delegations**
- 11. 9.2.6 Bush Fire Policies**
- 12. 9.2.7 Voluntary Service Policy**
- 13. 14.1 Information Bulletin**



# **MINUTES OF THE ORDINARY MEETING OF COUNCIL**

**HELD ON  
THURSDAY, 20 SEPTEMBER 2018**

**Council Chambers  
Honour Avenue  
Wyalkatchem**

**Commencement: 3.33pm  
Closure: 4.26pm**

### **Preface**

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

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

### **Disclaimer**

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

### **Unconfirmed Minutes**

These minutes were approved for distribution on 25 September 2018.



Taryn Dayman  
**Chief Executive Officer**  
**Shire of Wyalkatchem**

### **Confirmed Minutes**

These minutes were confirmed at the Ordinary Meeting of Council held on the 18 October 2018

Signed: .....

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

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

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**1. DECLARATION OF OPENING**

The Chairperson, Shire President Cr Q Davies opened the meeting at 3.33pm

**2. PUBLIC QUESTION TIME**

**2.1. Response to Public Questions Previously Taken on Notice**

Nil

**2.2. Declaration of Public Question Time opened**

Public Question time opened at 3.33pm

There were no members of the public

**2.3. Declaration of Public Question Time closed**

Public Question time closed at 3.33pm

**3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE**

**3.1. Attendance**

Members:

Cr. Quentin Davies President (Presiding Member)

Cr. Stephen Gamble

Cr. Fred Butt

Cr. Heather Metcalfe

Cr. Emma Holdsworth

Staff:

Taryn Dayman

Chief Executive Officer

Claire Trenorden

Manager Corporate Services

Sarah Hammond

Community & Economic Development  
Officer

**3.2. Apologies**

Nil

**3.3. Approved Leave of Absence**

Cr. Owen Garner

**3.4. Applications for Leave of Absence**

Nil

**4. PETITIONS, DEPUTATIONS, PRESENTATIONS**

**4.1. Petitions**

Nil

**4.2. Deputations**

Nil

**4.3. Presentations**

Nil



**5. DECLARATIONS OF INTEREST**

**5.1. Financial and Proximity Interest**

Cr Gamble declared a proximity interest in item 9.1.4 – Wheatbelt Secondary Freight Route with the nature of his interest being that the proposed staging map plan includes upgrading the Wyalkatchem-Koorda Road (phase four) being a road that runs directly along property to which he owns.

**5.2. Impartiality Interests**

Cr Holdsworth declared an impartiality interest in item 9.1.4 – Wheatbelt Secondary Freight Route, with the nature of her interest being her role at D & D transport, being a transport company and provided the following statement;

*“With regards to Matter 9.1.4 Wheatbelt Secondary Freight Route, I disclose that I have an impartiality interest, due to my interest in D&D Transport, being a freight transport company.*

*As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.”*

## **6. CONFIRMATION AND RECEIPT OF MINUTES**

### **6.1. Confirmation of Minutes**

#### **6.1.1. Ordinary Meeting of Council – 16 August 2018**

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 16 August 2018 (Attachment 6.1.1.1)

#### **OFFICER RECOMMENDATION:**

*That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 16 August 2018 (Attachment 6.1.1.1) be confirmed as a true and correct record.*

#### **COUNCIL RESOLUTION:**

**(117/2018) Moved: Cr Holdsworth**

**Seconded: Cr Metcalfe**

***That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 16 August 2018 (Attachment 6.1.1.1) be confirmed as a true and correct record.***

**CARRIED 5/0**

### **6.2. Receipt of Minutes**

#### **6.2.1. NEWROC Council Minutes – 28 August 2018**

Minutes of the NEWROC Council Meeting held on Tuesday 28 August 2018 (Attachment 6.1.2.1)

#### **OFFICER RECOMMENDATION:**

*That the minutes of the NEWROC Council Meeting of Tuesday 28 August 2018 (Attachment 6.2.1.1) be received by Council.*

#### **COUNCIL RESOLUTION:**

**(118/2018) Moved: Cr Gamble**

**Seconded: Cr Butt**

***That the minutes of the NEWROC Council Meeting of Tuesday 28 August 2018 (Attachment 6.2.1.1) be received by Council.***

**CARRIED 5/0**

#### **6.2.2. Wyalkatchem Local Emergency Management Committee Minutes – 15 August 2018**

Minutes of the Wyalkatchem Local Emergency Management Committee meeting of Wednesday 15 August 2018 (Attachment 6.2.2.1)

#### **OFFICER RECOMMENDATION:**

*That the minutes of the Wyalkatchem Local Emergency Management Committee meeting of Wednesday 15 August 2018 (Attachment 6.2.2.1) be received by Council.*

**COUNCIL RESOLUTION:**

**(119/2018) Moved: Cr Holdsworth**

**Seconded: Cr Gamble**

***That the minutes of the Wyalkatchem Local Emergency Management Committee meeting of Wednesday 15 August 2018 (Attachment 6.2.2.1) be received by Council.***

**CARRIED 5/0**

**7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

The Presiding Person, Cr Davies, advised that long term resident, Mrs Thelma Maitland had passed away.

Cr Davies noted that Council's Works Manager, Darryn Watkins had commenced with the Shire at the start of September, Mr Watkins appears to have settled in well.

Cr Davies noted the resignation of Miss Ella McDonald. Cr Davies acknowledged Miss McDonald's commitment to the shire, especially noting her involvement with local emergency.

**8. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil

## 9. REPORTS

### 9.1. CORPORATE AND COMMUNITY SERVICES

#### 9.1.1. FINANCIAL MANAGEMENT – MONTHLY FINANCIAL REPORT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 September 2018
Reporting Officer:	Claire Trenorden – Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 9.1.1.1- Monthly Financial Report August 2018

#### SUMMARY

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

#### BACKGROUND

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

#### COMMENT

##### August 2018 Financial Statements

- Yearly operating revenue is \$1,592,873 inclusive of net rate income of \$1,239,950 (net of prepaid rates and discounts) – 65% of Budget;
- Yearly operating expenditure is \$653,555 – 17% of Budget;
- Yearly capital expenditure is \$130,546 – 10% of Budget;
- Yearly capital revenue is \$807,973 – 60% of Budget;
- Net current assets as at 31 August 2018 are \$2,035,490.

##### Operating Revenue

**Rates:** Revenue of \$1,454,232 has been raised during the rate run for 2018/19. The total Rate Run is broken down between Rates \$1,301,824, Rubbish \$96,390, Health Levy \$15,120 and ESL Levy \$40,898. To date income received is \$1,073,070 and discounts applied equate to \$18,411. Approximately 75% of Rates have been collected to date, with \$339,090 outstanding.

**General Purpose:** The first instalment of the FAGS – General Purpose was received in August 2018 (\$134,757), with the annual amount to be received being \$36,512 higher than was anticipated in the Annual Budget.

**Transport:** The first instalment of the FAGS – Roads was received in August 2018 (\$51,491), with the annual amount to be received being \$11,439 lower than was anticipated in the Annual Budget.

**Net Assets:** Net Current Assets as at 31 August 2018 amount to \$2,035,490. This in the majority comprises of Cash Unrestricted – Municipal Funds (\$1,573,203).

## STATUTORY ENVIRONMENT

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

## POLICY IMPLICATIONS

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

## FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

## COMMUNITY & STRATEGIC OBJECTIVES

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

### Objective: A well-managed and effective Council organisation

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

### Objective: Well utilised and effectively managed facilities and assets

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

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION

*That Council receive the Statement of Financial Activity for the period ended 31 August 2018.*

## COUNCIL RESOLUTION:

**(120/2018) Moved: Cr Holdsworth**

**Seconded: Cr Butt**

***That Council receive the Statement of Financial Activity for the period ended 31 August 2018.***

**CARRIED 5/0**

### 9.1.2. FINANCIAL MANAGEMENT – PAYMENT LISTINGS

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 September 2018
Reporting Officer:	Claire Trenorden – Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 9.1.2.1 - Payment Listings August 2018 Attachment 9.1.2.2 - Fuel Card Statement July 2018

#### SUMMARY

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

#### BACKGROUND

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

#### COMMENT

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

#### Municipal Account

Total Payments August 2018	\$261,536
Total Payments August 2017	\$578,028
Variance \$	-\$316,492
Variance %	-55%

Percentage paid by EFT August 2018	100%
Percentage paid by cheque August 2018	0%

Percentage of Wyalkatchem based suppliers August 2018 (excluding wages, bank fees, loan payments and utilities providers) 8%

Percentage of suppliers used where no Wyalkatchem based option is available August 2018 89%

Dollar value spent with Wyalkatchem based suppliers August 2018 \$14,338

#### Trust Account – Working

No transactions

## Reserve Account

No transactions

## STATUTORY ENVIRONMENT

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

## POLICY IMPLICATIONS

Relates to Policy Number GP2 – Purchasing Policy.

## FINANCIAL IMPLICATIONS

Payments of accounts payable as per the attached transaction statements to the value of \$261,536 for August 2018.

## COMMUNITY & STRATEGIC OBJECTIVES

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

### Objective: A well-managed and effective Council organisation

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

### Objective: Well utilised and effectively managed facilities and assets

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

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION

*That Council receive the Payment Listing as of 31 August 2018.*

## COUNCIL RESOLUTION:

**(121/2018) Moved: Cr Gamble**

**Seconded: Cr Holdsworth**

***That Council receive the Payment Listing as of 31 August 2018.***

**CARRIED 5/0**

### 9.1.3. CEACA – BUILDING APPLICATION FEES

Applicant:	CEACA
Location:	Lot 298 Wilson Street, Wyalkatchem
Date:	12 September 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	8.11 & 3.16.01
Attachment Reference:	Nil

#### SUMMARY

Council to consider donating income derived from building applications lodged for the CEACA Seniors Housing Project to the Shire of Merredin to transfer back to the CEACA account.

#### BACKGROUND

The matter of payment of development application (DA) fees by CEACA Member Councils recently generated a great deal of debate amongst members. As a result, the CEACA Executive Committee considered how the payment of building applications (BA) fees should be dealt with by a Committee as a whole.

The CEACA Executive met on the 17 May 2017 to consider the matter and resolved:

*“That the CEACA Executive Committee recommend to the CEACA committee that CEACA requests Member Council’s not to include the revenue from building fees associated with the CEACA Seniors Housing Project in their 2017/2018 budgets, with all Member Councils refunding the cost of lodging its building applications by way of a donation for the amount involved to the Shire of Merredin for transfer back to the CEACA account”*

The CEACA Member Council’s considered the matter on the 7 June 2017 and resolved:

*“That CEACA requests Member Councils not include the revenue from building fees associated with the CEACA Senior Housing Project in their 2017/2018 budgets, with all Member Councils refunding the cost of lodging its building applications by way of a donation for the amount involved to the Shire of Merredin for transfer back to the CEACA account”*

#### COMMENT

For a BA to be considered lodged it must be submitted to the local government and the relevant statutory fees paid.

Council has received two building applications for the CEACA Seniors Housing Project in Wyalkatchem. No payment of fees has been received to date.

There is three types of Building fees of which two are statutory and not negotiable.

1. Building Permit Fees – SHIRE
2. Building Service Levy – STATUTORY
3. BCITF – STATUTORY



It has been suggested that fees for the Shire (1) be receipted to each Shire and then a donation of that fee back to CEACA to enable the funds to be expended on the project instead of being income to individual Councils.

Items 2 and 3 as indicated above are statutory therefore will be required to be paid by CEACA and remitted to the relevant state government agencies.

Council has received two building applications to date with the following fees payable.

#### **Application 1**

Forward works – Stage 1, proposed earthworks, termite treatment to slabs, concrete building slab, pre-lay pipe work and in ground services.

1. Building Permit Fee	\$182.40
2. Building Services Levy	\$131.52
3. BCITF -	\$0 (paid directly to government agency)
Total Payable	\$313.92

#### **Application 2**

Main Works – Stage 2 proposed continuation of CEACA development.

1. Building Permit Fee	\$1,805.00
2. Building Services Levy	\$1,301.50
3. BCITF -	\$0 (paid directly to government agency)
Total Payable	\$3,106.50

Total Council income and amount to be considered as a donation to CEACA for the above applications equals \$1987.40

#### **STATUTORY ENVIRONMENT**

Nil

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

A provision of \$500 building Licence income (I133005) is included in the 2018/2019 budget. This provision is an estimate based on previous years and was not increased to take into account anticipated building application fees for the CEACA Senior Housing Project.

A provision of \$24,689 Contribution to Central East Aged Care Alliance (E081015) is included in the 2018/2019 budget. To date this allocation has been expended in full.

A donation will result in the over expenditure of this allocation.

Donating the income derived from building applications for the CEACA Senior housing project will have a \$Nil impact on the overall budget.

## COMMUNITY & STRATEGIC OBJECTIVES

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

### Objective: Healthy, Strong and connected communities

Outcome No.	Outcome	Action No.	Actions
1.1	Enhance community well-being and participation in community life	1.1.3	Promote a collaborative and visionary approach to Creating an aged friendly community that supports residents to remain in the community as long as possible

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION

*That Council agrees to donate the Council received Building Permit fees associated with CEACA Seniors Housing Project subject to all other CEACA Council members agree to the same undertaking.*

## COUNCIL RESOLUTION:

***(122/2018) Moved: Cr Holdsworth***

***Seconded: Cr Butt***

***That Council agrees to donate the Council received Building Permit fees associated with CEACA Seniors Housing Project subject to all other CEACA Council members agree to the same undertaking.***

**CARRIED 5/0**

*Cr Gamble having declared a proximity interest in item 8.1.4 left the meeting at 3:54pm*

#### 9.1.4. WHEATBELT SECONDARY FREIGHT ROUTE

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 September 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	28.18
Attachment Reference:	Attachment 9.1.4.1 - WSFR August 2018 Briefing note Attachment 9.1.4.2 – WSFR Staging Plan Map

##### SUMMARY

That Council considers supporting the strategic intent of the Secondary Freight Routes project and considers the request to endorse in principal an allocation of \$6,000 in the 2019/20 budget.

##### BACKGROUND

Correspondence has been received from Cr Ricky Storer, President of the Koorda Shire Council on behalf of the Secondary Freight Routes Project working group seeking Council's support strategic intent of the Secondary Freight Route and requesting a commitment of \$6,000 in either the 2018/19 or 2019/20 to co-fund Secondary Freight Route Project development subject to a successful Building Better Regions Program application.

##### COMMENT

The aim of the project is to develop an interconnected road network for heavy haulage across Local Government Authorities so that freight can be transported across the region linking the "first or final" mile to and from Wheatbelt towns and farms. The goal is to concentrate heavy traffic on specific routes (local roads) which will feed onto Main Roads. These roads have been selected to fit into specific criteria so as not to duplicate existing heavy vehicle routes. The upgrading of the "secondary collector routes", will encourage operators to move onto them ASAP and allow for a more concentrated focus on maintenance programs on this network, which will remain a Shire responsibility. It will still be individual local government responsibility to maintain or upgrade any connecting roads.

To achieve this, the Shires intend to upgrade the selected local roads to a minimum standard and have consistent RAV ratings along routes. This will enhance safety on our roads and alleviate the interaction between heavy traffic and local traffic.

The project has considerable merit in enabling the WSFR to be included on the Australian Governments Australia Infrastructure Priority List and therefore, the improved ability to secure funding via the Australian Government's Infrastructure Australia Fund.

The drivers behind the WSFR project were as follows:-

- Increase in heavy haulage traffic
- Closure of Tier 3 Railway lines
- Different freight routes
- Emergence of lime sand in agriculture
- Increase truck sizes
- Incumbent network narrow roads

- Road safety issues – interaction heavy freight and local traffic Statutory Environment

It is the intention of the WSFR working group to develop a business case and make application to the Federal Government's Building Better Regions Fund (BBRF). To support their application, WSFR are requesting that all Council's reaffirm their commitment to the Wheatbelt Secondary Freight Project and commit \$6,000 in the 2019/2020 budget as a co-contribution for phase 3 of the project which includes undertaking detailed planning and design works, to enable a Level 4 Infrastructure Australia Submission to be prepared.

Any contribution would only be required if the BBRF application is successful.

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

Commitment of \$6,000 allocation in the 2019/2020 budget

#### **COMMUNITY & STRATEGIC OBJECTIVES**

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

#### **Objective: A Prosperous and dynamic district**

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

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

*That Council:*

1. *Notes the Secondary Freight Routes Project Development report;*
2. *Supports the strategic intent of the Secondary Freight Routes project;*
3. *Authorises the Chief Executive Office to prepare and sign a letter of support in favour of an application for Federal Government Funding under the Building Better Regions Program to develop the Secondary Freight project; and*
4. *Endorses in principle an allocation of [\$6,000] in 2019/20 to co-fund Secondary Freight Route Project development subject to a successful Building Better Regions Program application.*

**COUNCIL RESOLUTION:**

**(123/2018) Moved: Cr Butt**

**Seconded: Cr Metcalfe**

**That Council:**

- 1. Notes the Secondary Freight Routes Project Development report;**
- 2. Supports the strategic intent of the Secondary Freight Routes project;**
- 3. Authorises the Chief Executive Office to prepare and sign a letter of support in favour of an application for Federal Government Funding under the Building Better Regions Program to develop the Secondary Freight project; and**
- 4. Endorses in principle an allocation of [\$6,000] in 2019/20 to co-fund Secondary Freight Route Project development subject to a successful Building Better Regions Program application.**

**CARRIED 4/0**

*Cr Butt left the meeting at 4.00pm*

*Cr Butt and Cr Gamble returned to the meeting at 4.01pm*

## 9.2. GOVERNANCE AND COMPLIANCE

### 9.2.1. CHIEF EXECUTIVE OFFICER'S REPORT – AUGUST 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 September 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

#### SUMMARY

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

#### COMMENT

In the month of August 2018 the CEO has attended the following meetings and events.

- WALGA – 2018 WA Local Government Convention
- Meeting with Central Eastern Aged Care Alliance (CEACA) representatives and Knott Gunnings Lawyers, regarding the proposed agreement between the Wyalkatchem Senior Citizens Home Trust Inc. (WSCHTI), CEACA and Shire of Merredin
- WSCHTI meeting attended by Dale Tyler, Don Eaton, David Holdsworth and Shire President Cr Davies to discuss CEACA agreement.
- Council Workshop
- Parents and Citizens meeting
- Wyalkatchem Rotary function
- August Ordinary Meeting of Council
- Meeting with Jan Trenorden, Wyalkatchem Rotary
- NewTravel
- Wendy Matthews and Kathy Balt from the Water Corporation
- LEMC Meeting
- Meeting with Dr Awogun
- NEWROC full Council meeting
- CEACA meeting (signing of the WSCHT, CEACA and Shire of Merredin agreement)

The CEO commitments in September include;

- CEACA meeting
- Council Workshop
- NAB community Discussion
- Welfare Evacuation Centre exercise – “microburst” Bruce Rock (observer only)
- Ordinary Meeting of Council

### CEACA

On the 29 August 2018 the Development and Transfer of Land agreement between CEACA, WSCHTI and Shire of Merredin was formally signed.

The signing of the agreement secures that development of 4 independent living units to be constructed in Wyalkatchem, on Flint Street, behind the existing WSCHT units

### Compliance

To establish the priorities and identify tasks to be completed a compliance health check is currently being carried out. The compliance health check includes the following resources;

- WALGA compliance calendar template
- Integrity in Procurement Self-Audit Tool
- Outcomes of the Department of Local Government and Communities Better Practice Review 2016.
- Review of Risk Management, internal control and legislate Compliance June 2017 Report
- Previous Auditors reports
- Previous Compliance Audit Return

The review to date has indicated a good level of compliance for the Shire of Wyalkatchem, however a number of non-compliance items has been identified, as well as general improvements to achieve best practice for the Shire.

Outcomes of the review will be incorporated in an action plan, which will include identified items, timing and if required, allocation of resources.

### Staff

Council's Governance and Emergency Services Officer, Ella McDonald, has resigned to take up a position at Landmark. We wish Ella all the best in her future endeavours. Advertising for the position will commence shortly.

Darryn Watkins, Manager of Works commences on the 3 September 2018.

### **STATUTORY ENVIRONMENT**

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

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

### **COMMUNITY & STRATEGIC OBJECTIVES**

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

**Objective: A well-managed and effective Council organisation**

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council accepts the Chief Executive Officers report for the month of August 2018.*

**COUNCIL RESOLUTION:**

**(124/2018) Moved: Cr Gamble**

**Seconded: Cr Butt**

***That Council accepts the Chief Executive Officers report for the month of August 2018.***

**CARRIED 5/0**



## 9.2.2. GOVERNANCE AND EMERGENCY REPORT – AUGUST 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 September 2018
Reporting Officer:	Ella McDonald, Administration Officer Governance and Emergency
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

### SUMMARY

Council is to consider and accept the Governance and Emergency report for the month of August 2018.

### BACKGROUND

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

### COMMENT

#### Emergency:

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

The Local Emergency Management Arrangements (LEMA) review continued throughout August. The draft document was distributed to the Local Emergency Management Committee (LEMC) on Monday 13 August. The LEMC then met on Wednesday 22 August to workshop the draft document. There was some fantastic discussion, with valid contributions made from all parties represented.

#### Occupational Health and Safety:

The Governance and Emergency Officer and Chief Executive Officer met with LGIS Regional Risk Coordinator Chris Gilmour on Tuesday 7 August to discuss the Shire's participation in a regional program that involves the use of an online platform for staff and contractor induction and training. The Shire opted to join twelve other regional local governments and participate in the program. The Shire will begin rolling out the program to staff and contractors alike in the near future.

#### Governance:

Council met for workshop on Thursday 9 August, where the Governance and Emergency Officer reported on signage along the Goomalling-Merredin Road that runs through Wyalkatchem. Following direction from Council and the Chief Executive Officer, the Governance and Emergency Officer commenced research into the development of a signage policy, with the intention of

implementing a strategy that helps to shape an effective use of signage within the Shire of Wyalkatchem.

The Governance and Emergency Officer reviewed the Local Government Operational Guidelines for Council Forums in preparation for the formalisation of Council Workshops. Multiple policies belonging to other Local Governments surrounding Council Forums were examined, in anticipation for the development of Wyalkatchem's own policy.

An ingoing inspection was completed on 1 Slocum Street on Friday 17 August in preparation for the commencement of future Works Manager Darryn Watkins. The subsequent Property Condition Report was produced on Monday 20 August.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Emergency Management Act 2005

Emergency Management Regulations 2006

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

### **COMMUNITY & STRATEGIC OBJECTIVES**

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

#### **Objective: A well-managed and effective Council organisation**

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

**Objective: Well utilised and effectively managed facilities and assets**

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council accept the Governance and Emergency Report for the month of August 2018.*

**COUNCIL RESOLUTION:**

***(125/2018) Moved: Cr Butt***

***Seconded: Cr Metcalfe***

***That Council accept the Governance and Emergency Report for the month of August 2018.***

**CARRIED 5/0**

### 9.2.3. PRINCIPAL ENVIRONMENTAL HEALTH OFFICER'S REPORT – AUGUST 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 September 2018
Reporting Officer:	Peter Toboss – Principal Environmental Health Officer
Disclosure of Interest:	Nil
File Number:	13.09.01
Attachment Reference:	Nil

#### SUMMARY

Council is to consider and accept the Principal Environmental Health Officer's report.

#### BACKGROUND

This report will provide an insight into the important tasks undertaken by the Principal Environmental Health Officer (PEHO) on a monthly basis.

#### COMMENT

The Principal Environmental Health Officer attends the Wyalkatchem office each Thursday.

#### FOOD PREMISES AND PUBLIC BUILDINGS INSPECTION

The below food businesses were inspected for food safety standards during August:

- Wyalkatchem IGA Express
- Sweet Tweets

In addition to the Food Premises inspections, the PEHO also completed a public building routine assessment of the following Council facilities:

- Wyalkatchem Town Hall
- Wyalkatchem Tennis Club
- Wyalkatchem Recreational Centre
- Wyalkatchem Airfield Terminal Building

All inspections returned good results, with no major issues having been identified.

#### 2017/2018 LOCAL GOVERNMENT, FOOD ACT 2008 AND PUBLIC HEALTH ACT 2016 REPORTING

The PEHO completed two separate sets of reports for the Department of Health. In accordance with the *Food Act 2008 section 121* and the *Public Health Act 2016 section 22*, Local Government enforcement agencies are required to report to the Department of Health on their performance of functions. All responses submitted will assist the Department of Health in determining how public health risks should be managed in Western Australia and the way forward under the Public Health Act.

The second report was additional optional questions to assist with the Regulation Review Program that is currently being undertaken as part of the *Public Health Act 2016* implementation. Local

governments are being asked to answer as many of the questions as possible via the online reporting survey.

### **WASTEWATER WORKSHOP/TRAINING**

Three members of staff, including the PEHO, attended a half day training course on 15 August 2018, organised by Water Corporation in relation to ongoing operation and maintenance of the proposed Shire of Wyalkatchem Wastewater Treatment Plant (WWTP). The training course was for Operators and Environmental Health Officers who are involved with the operation of Recycled Water Irrigation Schemes. Topics covered at the training included Department of Health wastewater requirements, safety considerations and sampling.

### **STATUTORY ENVIRONMENT**

Food Act 2008

Public Health Act 2016

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

### **COMMUNITY & STRATEGIC OBJECTIVES**

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

#### **Objective: Healthy, Strong and connected communities**

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

#### **Objective: A prosperous and dynamic district**

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

### **VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council accept the Principal Environmental Health Officer's report for the month of August 2018 as presented.

**COUNCIL RESOLUTION:**

***(126/2018) Moved: Cr Gamble***

***Seconded: Cr Holdsworth***

That Council accept the Principal Environmental Health Officer's report for the month of August 2018 as presented.

**CARRIED 5/0**

#### 9.2.4. COMMUNITY AND ECONOMIC DEVELOPMENT REPORT – AUGUST 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 September 2018
Reporting Officer:	Sarah Hammond, Community and Economic Development Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	NIL

#### SUMMARY

Council is to consider and accept the Community and Economic Development report for the month of August 2018.

#### BACKGROUND

Provide background information on the matter at hand– why is this coming to council – is it a requirement, has there been a previous decision etc.

#### COMMENT

The Community and Economic Development officer met with Craig Cooper of the Wyalkatchem CRC to discuss upcoming projects and happenings at the CRC. The CRC was planning to hold a writers retreat to attract writers from Perth to spend a weekend in Wyalkatchem workshopping and listening to seminars by authors Fleur McDonald and John Harman. This project was to be funded through a grant, unfortunately the CRC was unsuccessful in the grant application and the event will no longer be going ahead. Craig will be applying for the grant again in the New Year to try to get the project happening next year.

The CRC asked the Shire for a letter of support for an application for a seniors week grant to host a movie day at the CRC for Seniors Week. This letter was supplied and the grant has been submitted.

The CRC AGM will be held in early October at the CRC. The Community and Economic Development Officer will be attending.

The Community and Economic Development Officer participated in a webinar on Reverse declining community and decrease communication costs. It was very interesting to hear how even large councils are effected by people not spending their money local, trying to attract young families to their area and building their economic sustainability. A recorded copy of the webinar was sent to all participants to refer to when needed.

Pioneer's Pathway meeting was held on Tuesday 21 August, at Slater Homestead in Goomalling. The Pioneer's stories will begin production on 3 September, as the copy writer had a six week lead time. A new logo was discussed and decided upon with only two changes to colour. The Executive Officer Linda Vernon will be putting in an expression of interest for the Stronger Communities Programme Round 4 which is tourism focused.

The 2019 Wyalkatchem Fair preparations are progressing well, two grant applications have been submitted, one to Healthway for a Sun Smart grant and a Road Safety Commission grant to raise

awareness for fatigue in drivers. Once open a youth week grant will be applied for and a Lotterywest grant is in progress due to be submitted soon. Colonial Clydesdales are available to attend with their draft horses, a petting zoo is pencilled in and contact has been made with a few community groups as to their participation on the day. Rotary has expressed an interest to help out with volunteers, Coffee Craft will be holding a stall to display and sell their handmade items and Cottage Craft have been asked to do an afternoon tea which they will confirm closer to the date. The Fair has been advertised in the Wylie Weekly in the Council Newsletter.

The Wyalkatchem Art Group held their AGM on Sunday 26 August, this meeting was also to discuss if the group would continue. From the meeting it was decided the group would continue and they are interested in attracting new members. It was also discussed with the group if they would be interested in holding an art exhibit at the 2019 Fair. The general consensus was yes an exhibit would be great, the Community and Economic Development Officer will continue to discuss this with the group in the lead up to the Fair.

The Community and Economic Development Officer created a Council Newsletter with direction and guidance from Chief Executive Officer, Ms Taryn Dayman. The first edition was placed into the Wylie Weekly, circulated to staff and councillors and placed onto the Shire website under publications. Feedback for the Council Newsletter has been positive. This newsletter will be used as a tool to engage with the community and to inform the community of outcomes, events or opportunities that may affect the community in some way.

#### **STATUTORY ENVIRONMENT**

There is no statutory environment relevant to this issue

#### **POLICY IMPLICATIONS**

There is no Council Policy relative to this report.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

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



**Objective: Healthy, Strong and connected communities**

Outcome No.	Outcome	Action No.	Actions
1.3	Connected and effective community groups	1.3.1	Support and strengthen community organisations and networks
		1.3.4	Actively partner the Community Resource Centre in community development planning and programmes.
1.4	A diverse and inclusive community	1.4.1	Promote intergenerational activities and spaces
		1.4.2	Facilitate local festivals and events to connect the community

**Objective: A prosperous and dynamic district**

Outcome No.	Outcome	Action No.	Actions
2.4	Thriving, profitable and sustainable local economy	2.4.3	Foster innovation and technology adoption

**Objective: An Effective Voice**

Outcome No.	Outcome	Action No.	Actions
4.1	Being the voice on community issues beyond Council's authority	4.1.1	Identify key issues on which Council should advocate
		4.1.2	Advocate effectively on significant issues affecting the community
4.3	Enhanced understanding of complex issues impacting Council decisions and outcomes	4.3.1	Proactive communication on key issues to inform community understanding
		4.3.2	Proactive communication of decision and outcomes

**Objective: Well utilised and effectively managed facilities and assets**

Outcome No.	Outcome	Action No.	Actions
6.4	A community linked through trails, tracks and pathways	6.4.1	Develop master plan for trails, tracks and pathways

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council accept the Community and Economic Development report for the month of August 2018.*

**COUNCIL RESOLUTION:**

***(127/2018) Moved: Cr Holdsworth***

***Seconded: Cr Metcalfe***

***That Council accept the Community and Economic Development report for the month of August 2018.***

**CARRIED 5/0**

#### 9.2.5. PROPERTY AND FINANCE REPORT - AUGUST 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 September 2018
Reporting Officer:	Tegan McCarthy - Property and Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

##### **SUMMARY**

This report is prepared by the Property and Finance Officer to provide Council and the Community of Wyalkatchem with information on building and financial operations of the Shire.

##### **COMMENT**

There was no major activity in Property in August.

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

There were no project or strategic duties in August.

Rates payments were due in August. Early payment closed 10 August and instalment/full payments closed 24 August. Majority of rates payments were paid before 24 August with a small amount of rate payers receiving an overdue notice.

In August Council property hired out included

- Korrelocking hall for 12 hours.
- Railway Station for one day.
- Community Bus for five days.
- Tree planter for six days.
- Railway Barracks 60 nights/ 12 bookings

##### **STATUTORY ENVIRONMENT**

There is no statutory environment relevant to this issue

##### **POLICY IMPLICATIONS**

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

##### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

## COMMUNITY & STRATEGIC OBJECTIVES

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

### Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.4	Robust and accountable business and financial processes	5.4.1	Maintain long term financial plan that is integrated with asset management plans

### Objective: Well utilised and effectively managed facilities and assets

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

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION

*That Council accepts the Property and Finance report for the month of August 2018.*

## COUNCIL RESOLUTION:

**(128/2018) Moved: Cr Gamble**

**Seconded: Cr Butt**

***That Council accepts the Property and Finance report for the month of August 2018.***

**CARRIED 5/0**

**10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**11. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**12. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

Nil

**13. MATTERS BEHIND CLOSED DOORS**

Nil

**14. INFORMATION BULLETIN**

**14.1. Information Bulletin**

The information bulletin has been provided as an attachment (Attachment 14.1.1.1)

**14.2. Business Arising from the Information Bulletin**

There were no business arising from the information bulletin.

**15. CLOSURE OF THE MEETING**

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 4.26pm.





North Eastern Wheatbelt Regional Organisation of Councils

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

# Executive Meeting

25 September 2018

Shire of Mt Marshall, Council Chambers  
80 Monger Street, BENCUBBIN

## MINUTES

1.30pm  
2pm

Light Lunch and Networking  
Meeting

### **NEWROC Vision Statement**

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

[www.newroc.com.au](http://www.newroc.com.au)

## ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> <li>👉 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year)</li> <li>👉 Council reviews NEWROC project priorities/ strategic plan, followed by drinks</li> </ul>	Council
March	<ul style="list-style-type: none"> <li>👉 WDC attendance to respond to NEWROC project priorities</li> <li>👉 Submit priority projects to WDC, Regional Development and WA Planning</li> <li>👉 Discussion regarding portfolios vs projects, current governance structure</li> <li>👉 Group insurance discussion</li> </ul>	Executive
April	<ul style="list-style-type: none"> <li>👉 NEWROC Budget Preparation</li> <li>👉 Review NEWTRAVEL Tourism Officer Contract - expires June 2017</li> </ul>	Council
May	<ul style="list-style-type: none"> <li>👉 NEWROC Draft Budget Presented</li> <li>👉 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2019)</li> <li>👉 Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend</li> </ul>	Executive
June	👉 NEWROC Budget Adopted	Council
July		Executive
August	👉 Information for Councillors pre-election	Council
September		Executive
October	👉 NEWROC CEO and President Handover	Council
November	<ul style="list-style-type: none"> <li>👉 NEWROC Induction of new Council representatives (every other year)</li> <li>👉 Review NEWROC MoU (every other year)</li> </ul>	Executive
December	👉 NEWROC Drinks	Council

### **ONGOING ACTIVITIES**

Compliance

Media Releases

### **NEWROC Rotation**

Shire of Mt Marshall

Shire of Nungarin

***Shire of Wyalkatchem*** (November 2017 – November 2019)

Shire of Koorda

Shire of Mukinbudin

Shire of Trayning

### NEWROC PROJECTS - Activity Running Sheet

NEWROC PRIORITY PROJECT	DETAILS	PROGRESS	RESPONSIBLE
Renewable Energy	Business Case	Energy summary completed Submission to Energy Review (proposed)	David Burton
IT Services	Investigation	Presentation to Executive at May Executive meeting	John Nuttall
Roads Contracting to MRWA	Investigation		Paul Sheedy
Advocacy of Education	Advocacy		David Burton
Telecommunications – contemporary and future focused	Advocacy		

ADDITIONAL COLLABORATION	Progress as at MaY 2018
1. Regional Road Construction Group	Ongoing discussions
2. Align waste contracts amongst members Regional Waste Site	Avon Waste presentations completed, individual waste reports to members
3. Youth Officer / Youth programs	Development of Youth Strategy – funding being explored
4. Art in the Wheatbelt (art on silo's and adding value to Wheatbelt Way)	Concept supported in Aug 2015, needs further progression with Wheatbelt Way
5. Records Management and Disposal	Presentation by IT Vision Shire of Dowerin presentation conducted



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# NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes of the Executive Meeting held at the Shire of Mt Marshall, Council Chambers, 80 Monger Street, Bencubbin on Tuesday 25 September 2018 commencing at 2pm

## MINUTES

### 1. OPENING AND ANNOUNCEMENTS

Taryn Dayman, NEWROC CEO welcomed everyone and opened the meeting at 2pm

### 2. RECORD OF ATTENDANCE AND APOLOGIES

#### 2.1. Attendance

Taryn Dayman	NEWROC CEO, Shire of Wyalkatchem
David Burton	CEO, Shire of Koorda
John Nuttall	CEO, Shire of Mt Marshall
Adam Majid	CEO, Shire of Nungarin

NEWROC Officer

Caroline Robinson	Executive Officer, NEWROC
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#### 2.2. Apologies

Dirk Sellenger	CEO, Shire of Mukinbudin
Paul Sheedy	Acting CEO, Shire of Trayning

#### 2.3. Guests

Robin Surridge	CEO, Amity Health
Wendy Jardine	Care Coordinator Chronic Conditions, Amity Health

#### 2.4. Leave of Absence Approvals / Approved

NEWROC EO has been requested to speak at a conference in November, the same day as the NEWROC Executive meeting. Caroline will speak to Cr Davies regarding this.

### 3. Declarations of Interest and Delegations Register

Nil

#### 3.1. Delegation Register – September 2018

Please find below a delegations register as per the new policy adopted in March 2017:

Description of Delegations	Delegatee	Delegated to	Approval
Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Wyalkatchem)	Council	CEO	Council Dec 2017
Management of NEWTravel EO	CEO	NEWROC EO	Council
NEWROC Website	CEO	NEWROC EO	Council June 2017

Note – Delegation regarding the management of the NEWTravel EO will need to be amended in light of NEWTravel now taking ownership for this position

#### 4. Presentations

##### 4.1. Amity Health

[www.amityhealth.com.au](http://www.amityhealth.com.au)

- 🐦 Amity Health is based in Albany, it has a Merredin office as well
- 🐦 It holds the WAPHA contract for integrated primary mental health care and chronic disease care (Federally funded contract)
- 🐦 They are into their second year of service (first year of service was a 'catch up', 1700 referrals in the first 12 months)
- 🐦 Primary Mental Health service – for mild to moderate conditions with a relatively short intervention role, not for crisis services. Crisis care is delivered by WACHS. Central intake and referrals point in Albany regardless of where the client is based. GP referral or self referral. Service is demand based and clinicians can travel 1 1/2hr radius from Merredin. Face to face consultations are preferred, first consultation is face to face and if they can't do this then it is delivered via telehealth
- 🐦 Amity Health is working to fill the 'gap' rather than competing e.g. Wheatbelt AgCare – counselling service
- 🐦 Amity Health works closely with the Wheatbelt Mental Health Management Group, WACHS and Holyoake
- 🐦 When services are needed outside of 9am to 5pm there is a virtual counselling service delivered by MacQuarie University in Sydney
- 🐦 What is the role of the Patient Online Tool? Patients can provide feedback on the health services they receive and then it gets sent to the health practitioner (this has been referenced in the NEWROC Health Strategy)
- 🐦 Wendy Jardine (Chronic Disease Care) has visited the Kununoppin and Wyalkatchem GP's. Important that the GP's and Practice Managers know about Amity Health
- 🐦 Couple of gaps in chronic disease services in the area, the services by Amity Health in Chronic Disease Care can be accessed by self-referring or health practitioner referrals
- 🐦 NEWROC could assist Amity Health by:
  - Placing their contact details on Shire websites and in their Community Directories
  - Supporting their funding applications, if relevant to the residents in the NEWROC
  - Placing a summary of Amity Health services in the local newspaper

#### 5. Directors Reports and Information Sessions

Directors have agreed to progress these projects accordingly:

- |                             |                |
|-----------------------------|----------------|
| 🐦 Renewable Energy          | David Burton   |
| 🐦 IT Services               | John Nuttall   |
| 🐦 Roads Contracting to MRWA | Graham Merrick |
| 🐦 Education advocacy        | David Burton   |

The following projects / priorities remain outstanding in regards to assigning them to a NEWROC member:

- 🐦 Telecommunications, Waste management, Trade base in each town / incubators

## OFFICER RECOMMENDATION

Directors provide an update on the projects.

Projects with no leader allocated to them, be discussed and allocated a lead

Discussion:

- 👉 CEO's agreed that they do not need to be allocated directories, portfolios or projects, rather the NEWROC EO calls on assistance when needed or a CEO with a particular interest/skillset agrees to assist
- 👉 Activity Sheet at the front of the agenda should be used as a Project Status Report, replace the Director Information Agenda Item
- 👉 Discussion regarding records management, all agreed that IT Vision should be contacted again to discuss a group purchase rate for software and training (does not need to be all 6 members, can be 2-3 taking up the arrangement). Some members have budgeted for records management and are keen to progress.

## MOTION

**Director Information Session agenda item be replaced with a Status Report on NEWROC Strategic Priorities, Directorships to also be removed and CEO's support the NEWROC EO when requested or when they have an interest/skills in a project**

**A meeting be requested with the Department of Local Government regarding the desire to progress with a regional subsidiary model. Purpose is to raise our profile in the regional subsidiary discussions, push for amendments to the legislation and indicate to the Department that the NEWROC are keen to participate in a regional subsidiary to help achieve our strategic priorities.**

Moved: J Nuttall

Seconded: D Burton

CARRIED 4/0

## ACTION

Taryn Dayman to contact IT Vision regarding records management

## ACTION

David Burton to discuss the delivery of additional secondary courses using technology solutions with Mukinbudin DHS (subject to student demand)

## 6. MINUTES OF MEETINGS

Minutes of the Executive Meeting held 24 July 2018 have previously been circulated.

## RESOLUTION

**That the Minutes of the Executive Meeting held on 24 July 2018 be received as a true and correct record**

Moved: A Majid

Seconded: D Burton

CARRIED 4/0

### 6.1. Business Arising

Nil

## 7. FINANCIAL MATTERS

### 7.1. Income, Expenditure and P and L

<b>PORTFOLIO:</b>	Corporate Capacity
<b>FILE REFERENCE:</b>	42-2 Finance Audit and Compliance
<b>REPORTING OFFICER:</b>	Caroline Robinson, Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	18 September 2018
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Dannelle Foley
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENTS

The below list outlines the income and expenditure from 1 August 2018 to 31 August 2018

Account Transactions  
 North Eastern Wheatbelt Regional Organisation of Councils  
 For the period 1 August 2018 to 31 August 2018

Date	Description	Reference	Credit	Debit	Running Balance
<b>NEWROC Funds #5557</b>					
	<b>Opening Balance</b>		<b>141,962.25</b>	<b>0.00</b>	<b>141,962.25</b>
01 Aug 2018	Bendigo Bank	Interest	17.53	0.00	141,979.78
01 Aug 2018	Bendigo Bank		0.00	2.00	141,977.78
13 Aug 2018	Vernon Contracting	Tourism Officer	0.00	1,100.00	140,877.78
13 Aug 2018	Koorda CRC	Koorda CRC	0.00	56.00	140,821.78
13 Aug 2018	Payment: RAMBLA ON SWAN PTY LTD	Rambla - LG Week Dinner	0.00	75.00	140,746.78
13 Aug 2018	Payment: RAMBLA ON SWAN PTY LTD	Rambla - Beverages LGW Dinner 11818A	0.00	1,146.50	139,600.28
13 Aug 2018	Solum Wheatbelt Business Solutions	Solum EO Services	0.00	4,847.50	134,752.78
13 Aug 2018	Overpayment: Solum Wheatbelt Business Solutions	Solum EO Services	0.00	240.32	134,512.46
<b>Total NEWROC Funds #5557</b>			<b>17.53</b>	<b>7,467.32</b>	<b>134,512.46</b>
	<b>Closing Balance</b>		<b>134,512.46</b>	<b>0.00</b>	<b>134,512.46</b>
<b>Total</b>			<b>17.53</b>	<b>7,467.32</b>	<b>(7,449.79)</b>

**Balance Sheet**  
**North Eastern Wheatbelt Regional Organisation of Councils**  
**As at 31 August 2018**

**Assets**

<b>Bank</b>	
NEWROC Funds #5557	\$134,512.46
<b>Total Bank</b>	<b>\$134,512.46</b>

<b>Current Assets</b>	
Sundry Debtors Control	\$160,959.92
Telecommunications (Schedule 6)	\$1,458.00
<b>Total Current Assets</b>	<b>\$162,417.92</b>

<b>Total Assets</b>	<b>\$296,930.38</b>
---------------------	---------------------

**Liabilities**

<b>Current Liabilities</b>	
Gst Payable	\$9,181.66
Rounding	-\$0.02
Sundry Creditors Control	\$5,951.86
<b>Total Current Liabilities</b>	<b>\$15,133.50</b>

<b>Total Liabilities</b>	<b>\$15,133.50</b>
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<b>Net Assets</b>	<b>\$281,796.88</b>
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<b>Equity</b>	
Current Year Earnings	-\$13,061.80
Retained Earnings	\$294,858.68
<b>Total Equity</b>	<b>\$281,796.88</b>

**Profit & Loss**  
**North Eastern Wheatbelt Regional Organisation of Councils**  
**For the month ended 31 August 2018**  
**Cash Basis**

	<b>Aug-18</b>	<b>YTD</b>
<b>Income</b>		
Interest Received	\$17.53	\$34.08
<b>Total Income</b>	<b>\$17.53</b>	<b>\$34.08</b>
<b>Gross Profit</b>	<b>\$17.53</b>	<b>\$34.08</b>
<b>Less Operating Expenses</b>		
Accounting/Audit fees	\$0.00	\$345.45
Bank charges	\$2.00	\$4.00
Consultancy Fees	\$0.00	\$471.60
Event / Ceremony Expenses	\$2.20	\$68.18
Executive Officer Contract Services	\$2,972.50	\$2,972.50
Executive Officer Office Expenses	\$1,550.91	\$1,550.91
Executive Officer Travel	\$375.00	\$375.00
Executive Officer Travelling Expenses (Accom)	\$2.20	\$68.18
Expenses for Reimbursement	\$1,106.05	\$3,019.54
Literary Luncheon	\$0.00	\$600.00
Telecommunications Contractor/Services	\$0.00	\$25.00
Tourism Officer Contract Services	\$1,000.00	\$1,000.00
<b>Total Operating Expenses</b>	<b>\$7,010.86</b>	<b>\$10,500.36</b>
<b>Net Profit</b>	<b>-\$6,993.33</b>	<b>-\$10,466.28</b>

**RESOLUTION**

**That the list of income and expenditure and profit and loss from 1 August to 31 August 2018 be received.**

**Moved: J Nuttall**

**Seconded: A Majid**

**CARRIED 4/0**

## 7.2. NEWROC Audit

<b>PORTFOLIO:</b>	Corporate Capacity
<b>FILE REFERENCE:</b>	42-2 Finance Audit and Compliance
<b>REPORTING OFFICER:</b>	Caroline Robinson, Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	18 September 2018
<b>ATTACHMENT NUMBER:</b>	#1 Audit Report
<b>CONSULTATION:</b>	Neville Middleton - Middleton Accountants
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENT

The NEWROC Audit has been completed by Middleton Accountants.

The Audit found the Statement of Income and Expenditure presented a true and fair view of the financial position and results of the operations for the NEWROC, year ending 30 June 2018.

Middleton Accountants did note the following amendments to be made to the accounts:

- 👉 Credit amount of \$14.76 in June 2018 – currently shown in Xero as unreconciled and needs to be deleted
- 👉 Payment to Digit Books (Xero subscription) entered twice in January 2018 in Xero, both have been reconciled and one will need to be deleted
- 👉 Rounding balance of 0.02 on the balance sheet – can be cleared

### RESOLUTION

**That the NEWROC Audit for year ending June 30 2018 be received and suggested amendments to the accounts, in the audit report be made (deletion of double entry for Digit Books in January 2018, deletion of unreconciled amount in June 2018 and deletion of 0.02 rounding balance)**

**Moved: J Nuttall**

**Seconded: D Burton**

**CARRIED 4/0**



### 7.3. NEWROC Term Deposit

<b>PORTFOLIO:</b>	Corporate Capacity
<b>FILE REFERENCE:</b>	42-2 Finance Audit and Compliance
<b>REPORTING OFFICER:</b>	Caroline Robinson, Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	18 September 2018
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Bendigo Bank Mukinbudin
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENT

The Executive Officer suggests to the members to open a term deposit for the NEWROC with Bendigo Bank Mukinbudin for the amount of \$150,000. The term of the deposit to be no more than 12 months, at the best possible rate (term deposit may be for 6 months if the rate is the best at the time of application).

The application for the term deposit will be made after the Shire of Nungarin returns the telecommunications project funding, that is has held on behalf of the NEWROC for the delivery of the telecommunications project. An invoice will be issued to the Shire of Nungarin this week – the delay has been with the Executive Officer, not the Shire of Nungarin.

#### OFFICER RECOMMENDATION:

That the NEWROC open a Term Deposit with Bendigo Bank Mukinbudin, up to six months than 12 months at the best possible rate, the amount being \$150,000

#### RESOLUTION

**That the NEWROC open a Term Deposit with Bendigo Bank Mukinbudin, for up to six months at the best possible rate, the amount being \$150,000**

**Moved: J Nuttall**

**Seconded: D Burton**

**CARRIED 4/0**

## 8. MATTERS FOR CONSIDERATION

### 8.1. NEWROC Health Strategy

<b>PORTFOLIO:</b>	Emergency Management and Health
<b>FILE REFERENCE:</b>	071-1 Health General
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	18 September 2018
<b>ATTACHMENT NUMBER:</b>	#2 NEWROC Health Plan
<b>CONSULTATION:</b>	Amity Health Wheatbelt Community Alcohol and Drug Service
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENT

The NEWROC Executive Officer is progressing the development of relationships on behalf of the NEWROC, as identified in the NEWROC Health Plan.

In the first instance, the Executive Officer is inviting key stakeholders such as Amity Health and the WA Country Health Service to the table to discuss their services and possible partnerships going forward, so too ongoing discussions with the WA Primary Health Alliance.

In the NEWROC Health Strategy, the following goal and strategy was identified:

**GOAL: Facilitate and help promote a healthy lifestyle and disease prevention within the NEWROC communities**

*19. Undertake training for all Shire employees to increase mental health literacy*

Jo Drayton, Suicide Prevention Coordinator, Wheatbelt Community Alcohol and Drug Service was contacted in regards to what was on offer to Shire employees and indeed the wider community in regards to mental health literacy. The following information was provided:

Please find below an overview of the evidenced based mental health literacy and suicide prevention training/presentations (***please note that this list is not comprehensive, I have just provided information on the most requested forms of training/presentations – if there is training/education that is not listed below that you would like further information on, please do not hesitate to contact myself.***)

**Gatekeeper Suicide Prevention Training (18+) – currently provided FREE through funding by WA Mental Health Commission**

Gatekeeper Suicide Prevention is a two-day workshop designed for professionals and para-professionals whose roles bring them into regular contact with people at risk of suicide. This workshop aims to help participants:

- Gain an understanding of the problem of suicide
- Identify suicide risk
- Provide a framework for risk assessment and intervention
- Develop appropriate intervention skills
- Understand the limits to confidentiality
- Understand the importance of consultation
- Gain an understanding of self-harming behaviour
- Gain an understanding of the link between mental disorders and suicidal behaviours

- Understand the importance of postvention

### **ASIST (Applied Suicide Intervention Skills Training) (16+) – Costs associated**

ASIST is a two-day interactive workshop in suicide first-aid. ASIST teaches participants to recognize when someone may be at risk of suicide and work with them to create a plan that will support their immediate safety. Although ASIST is widely used by healthcare providers, participants don't need any formal training to attend the workshop—ASIST can be learned and used by anyone. ASIST is a resource for the whole community. It helps people apply suicide first-aid in many settings: with family, friends, co-workers, and teammates, as well as formal caregiving roles. Many organizations have incorporated ASIST into professional development for their employees. Its widespread use in various communities creates a common language to understand suicide safety issues and communicate across different organizational backgrounds.

In the course of the two-day workshop, ASIST participants learn to:

- Understand the ways personal and societal attitudes affect views on suicide and interventions
- Provide guidance and suicide first-aid to a person at risk in ways that meet their individual safety needs
- Identify the key elements of an effective suicide safety plan and the actions required to implement it
- Appreciate the value of improving and integrating suicide prevention resources in the community at large
- Recognize other important aspects of suicide prevention including life-promotion and self-care

### **safeTALK (15+) – Costs associated**

safeTALK is a half-day (3 to 4 hours) training in suicide alertness. It helps participants recognize a person with thoughts of suicide and connect them with resources who can help them in choosing to live. Participants don't need any formal preparation to attend the training—anyone age 15 or older who wants to make a difference can learn the safeTALK steps.

Most people with thoughts of suicide don't want to die—instead, they are looking for a way to work through the pain in their lives. Through their words and actions, they usually invite others to help them in making a choice for life. safeTALK teaches participants to recognize these invitations, engage with the person with thoughts of suicide, and connect them with resources to help them be safer from suicide. These resources could include health care professionals, first responders, or crisis line workers—among many others who have suicide intervention training.

safeTALK helps participants become alert to suicide. Suicide-alert people are better prepared to connect persons with thoughts of suicide with life-affirming help. Over the course of their training, safeTALK participants will learn to:

- Notice and respond to situations where suicide thoughts may be present,
- Recognize that invitations for help are often overlooked,
- Move beyond the common tendency to miss, dismiss, and avoid suicide,
- Apply the TALK steps: Tell, Ask, Listen, Keep Safe, and
- Know community resources and how to connect someone with thoughts of suicide to them for further suicide-safer help.

### **Rural Minds Workshop – Costs associated**

The half-day Rural Minds workshop combines practical, culturally-relevant information around risk factors, signs and symptoms, prevention tips/techniques and where and how to get assistance. Including compelling accounts of mental health issues from those involved in the agricultural sector, and a suite of Rural Minds DVDs to accompany the delivery of the workshop; tailored particularly for primary producers, their families and those who work and/or live in rural communities.

The workshop will:

- Improve your awareness and understanding of mental health issues
- Make the connection between mental health and personal safety
- Give you the confidence, strategies and pathways to supports to help you preserve your mental health and that of your family and friends.

Topics covered will include:

- Stigma
- Risks to mental health
- Anxiety and Depression
- Destructive Thinking
- Acute Stress and PTSD
- Dementia
- Suicide
- Alcohol, drugs and mental health
- Relationships
- Financial Stress and Succession
- Strategies to build and maintain mental health
- Mental health supports

### **Mental Health First Aid Courses (18+) – Costs associated**

#### **Mental Health First Aid Course (Standard)**

- The 12-hour (2 day) Mental Health First Aid course teaches participants how to provide initial support to adults who are developing a mental illness or experiencing a mental health crisis.

#### **Youth Mental Health First Aid Course**

- The 14 hour (2 day) Youth Mental Health First Aid Course teaches participants how to provide initial support to adolescents (those aged between 12 and 18 years), who are developing a mental illness or experiencing a mental health crisis.

#### **ATSI Mental Health First Aid Course**

- The 14 hour (2 day) ATSI Mental Health First Aid Course teaches participants how to assist an Aboriginal or Torres Strait Islander adult who is developing a mental health problem or in a mental health crisis.

Participants learn about the signs and symptoms of the common and disabling mental health problems, how to provide initial help, where and how to get professional help, what sort of help has been shown by research to be effective, and how to provide first aid in a crisis situation.

#### **Developing mental health problems covered are:**

- Depression
- Anxiety problems
- Psychosis
- Substance use problems
- Eating Disorders (Youth & ATSI Course only)

**Mental health crisis situations covered are:**

- Suicidal thoughts and behaviours
- Non-suicidal self-injury (sometimes called deliberate self-harm)
- Panic attacks
- Traumatic events
- Severe effects of drug or alcohol use
- Severe psychotic states
- Aggressive behaviours
- Aboriginal and Torres Strait Islander social and emotional wellbeing (ATSI Course only)

**Overview of common Mental Health issues and Introduction to Suicide Prevention - currently provided FREE through funding by WA Mental Health Commission**

This ½ day presentation can be tailored to meet the specific needs of an Organisation or community group, but primarily covers:

- What is Stress and it's symptoms
- What is Anxiety and it's symptoms
- What is Depression and it's symptoms
- What is Situational Distress?
- Introduction to Suicide Prevention – WA Stat's and the extend of the problem
- Knowing the signs that somebody may be at risk
- Pathways to Support
- De-briefing and self care for staff/community members

**Opening Closets Mental Health Training – costs associated**

The Opening Closets Mental Health Training aims to share information and develop skills for professionals working with Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) populations.

The training focuses on raising awareness of the specific needs of LGBTI mental health consumers and aims to develop worker capacity to appropriately respond to clients while promoting inclusive practice.

**Opening Closest Mental Health Training will:**

- Increase awareness and knowledge of the unique needs of LGBTI people
- Explore the key concepts and models for understanding diverse sexualities, sex and gender
- Develop worker confidence and knowledge about diverse sex and gender, particularly transgender mental health
- Improve understanding of the mental health impacts of homophobia and isolation for LGBTI people
- Outline 'best practice' standards for improving inclusive mental health service provision
- Provide valuable networking opportunities for sector workers and develop peer support resources
- Assist organisations and workers to promote their service as an LGBTI friendly environment for staff and clients

**RESOLUTION**

**Submitted for discussion**

**Moved: A Majid**

**Seconded: D Burton**

**CARRIED 4/0**

**ACTION**

**NEWROC EO to contact LGIS regarding the services they can offer in mental health training for staff**

## 8.2. NEWROC Strategic Planning – Renewable Energy

<b>PORTFOLIO:</b>	Corporate Capacity
<b>FILE REFERENCE:</b>	041-5 Strategic and Future Planning
<b>REPORTING OFFICER:</b>	Caroline Robinson, Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	18 September 2018
<b>ATTACHMENT NUMBER:</b>	#3 RRES Quote
<b>CONSULTATION:</b>	Juliet Grist
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENT

The following resolution was made at the August Council meeting regarding the renewable energy project after Juliet Grist's presentation:

#### RESOLUTION:

That:

- 1) NEWROC consider a submission to the Economic and Industry Standing Committee enquiry into micro grids to signal that the NEWROC wishes to be part of the State conversation (no closing date);
- 2) NEWROC consider focusing on relationship development and advocacy working towards the end goal of leading or participating in a regional micro grid pilot; and
- 3) NEWROC consider engaging Rural and Regional Economics to add further detail to the Briefing Note already submitted to give members a greater understanding of the options available.

Moved Cr Sachse

Seconded Cr Shadbolt

Carried 6/0

Rural and Regional Economic Solutions has provided a quote to the NEWROC to make a submission to the Economic and Industry Standing Committee enquiry into micro grids.

#### RESOLUTION

**NEWROC engage Rural and Regional Economic Solutions to make a submission to the Economic and Industry Standing Committee enquiry into micro grids (Option A in Rural and Regional Economics Quote)**

Moved: J Nuttall

Seconded: D Burton

**CARRIED 4/0**

### 8.3. Telecommunications Project

<b>PORTFOLIO:</b>	Transport and Infrastructure
<b>FILE REFERENCE:</b>	035-1 Grants General
<b>REPORTING OFFICER:</b>	John Nuttall
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	18 September 2018
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Maree Gooch Leigh Ballard Caroline Robinson
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENT

John Nuttall met with Crisp Wireless (Maree Gooch and Leigh Ballard) at the Dowerin Field Days. Some of the points in the meeting included:

- 👉 Discussion regarding the Agreement between the two organisations
- 👉 Progress of sign-ups to the Network plans
- 👉 Promotional activities by Crisp Wireless
- 👉 Progress of the Mukinbudin tower
- 👉 Assisting Crisp Wireless development relationships with the education department and health department representatives in the district

John will provide a further update at the meeting.

Additionally, the following media statement from the Minister for Regional Development was made on the 5 September 2018:

#### **Boosting broadband capacity in the grainbelt**

- Open call to telecommunications industry to develop innovative solutions for large-scale broadband project in the grainbelt
- Part of the McGowan Government's \$22 million Agricultural Telecommunications Infrastructure Fund, to boost productivity in the agricultural sector

The McGowan Government is calling for expressions of interest (EOI) to develop proposals to vastly improve telecommunications in the agricultural region, and provide a true enterprise-grade broadband service in the bush.

The Grainbelt Digital Enhancement project, an initiative under the \$22 million Agricultural Telecommunications Infrastructure Fund, will focus on large-scale broadband solutions to deliver high-speed internet across the grainbelt.

The EOI process will identify suitably capable organisations to work with the State Government to deliver consistent, high capacity broadband services to all recipients throughout the grainbelt.

The first stage will involve identifying innovative technical and commercial solutions to the current broadband service issues within the region, and determining the level of service that can be delivered.

Up to three proponents will be supported to progress through to stage two to develop proposals and identify future options for co-investment by the State Government.



For more information, visit <http://www.agric.wa.gov.au/digitalenhancement>

Submissions close on 2 November 2018

## **RESOLUTION**

**Member Shires continue to assist in promoting the Crisp Wireless service.**

**NEWROC encourage and support Crisp Wireless to consider making a submission to the Digital Enhancement Project**

**Information is received**

**Moved: D Burton**

**Seconded: A Majid**

**CARRIED 4/0**

Discussion:

- 🐦 NEWROC and Crisp Wireless Agreement has been presented to Crisp Wireless. John discussed individual contracts with Crisp Wireless (customers) vs the NEWROC Agreement. NEWROC is not responsible for services with individual customers
- 🐦 PPSR was also discussed and the claim over infrastructure should anything go wrong
- 🐦 Once Crisp Wireless has an income of \$20,000 per month, NEWROC should not be responsible for ensuring this income is maintained. Agreement will need reviewing.
- 🐦 Sign ups are steady, it requires more promotion
- 🐦 There is an issue with Netflix and Foxtel (unable to be accessed at the moment). This is an ISP issue with Netflix and Foxtel. Crisp Wireless are working on resolving it.

#### 8.4. NEWTRAVEL

<b>PORTFOLIO:</b>	Tourism and Economic Development
<b>FILE REFERENCE:</b>	132-1 NEWTRAVEL
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	18 September 2018
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Nil
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENT

The August NEWTravel newsletter was released with an excellent summary of how tourism operators, supporters and key stakeholders across the district could encourage lengthier stays along the Wheatbelt Way. It read as follows:

*To double the economic benefit of visitors to the Wheatbelt Way we do not need double the number of tourists. We just need to get those coming to stay 1 extra night! So below is a list of things you can do to help us convince visitors to stay just 1 more day!*

- 1. Ensure that the content on your website and your information on the Wheatbelt Way website is up to date and correct. Remember this is essentially your visitors "first impression" of our region.*
- 2. Understand who your visitor is and encourage your staff to mention and promote your towns attractions, activities and events when speaking to visitors as well as cross-promoting whats happening in your neighboring towns and their Wheatbelt Way sites. Cross-selling each other cannot be under estimated as many tourists passing through the region at present have no time frame for their travels!*
- 3. Review your hours of operation. Some of the best things to see, do and eat in our towns are missed opportunities due to closed signs. Experiment to see what might work for your business to capture those visitors during this peak season. Access to these services and facilities can be dramatically important for Weekend Visitors and getting them to stop and stay.*
- 4. Check your Wheatbelt Way Drive Trail sites frequently to ensure that they are up to the expected standard! Toilets working, signs are in the correct place, no rubbish or vandalism.*
- 5. Embrace social media! Create your own Facebook page put up photos of experiences you can offer, discounts or promotions. One image can inspire someone to do quite a bit more research then convince them to take that trip! Visuals sell your town, business or activity to tourists!*
- 6. Be a local! Be trustworthy, be friendly, smile! Speak clearly, be helpful, listen closely. When visitors trust you and have a great experience they will then recommend you to their friends and family when they get home.*

Additionally, NEWTravel is seeking photos and stories to be used in blogs for the Wheatbelt Way website. Please send these through to Linda.

NEWTravel is also offering two free social media workshops to businesses and key stakeholders. Details as follows:

Monday 22 October – Mukinbudin, Tuesday 23 October – Dowerin

**RESOLUTION**

**Information is received**

**Moved: J Nuttall**

**Seconded: D Burton**

**CARRIED 4/0**

## 8.5. Regional Economic Development Grant

<b>PORTFOLIO:</b>	Economic Development
<b>FILE REFERENCE:</b>	035-1 Grants General
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Caroline Robinson – EO WBN
<b>DATE:</b>	18 September 2018
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Linda Vernon - NEWTravel
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENT

On 14 September, Hon Alannah MacTiernan MLC, Minister for Regional Development; Agriculture and Food, has announced that the Regional Development (RED) Grants program is now open.

The Regional Economic Development Grants (RED Grants) program is a State Government initiative that invests in community driven projects to stimulate economic growth and development in regional Western Australia. Up to \$6.25 million has been allocated for the first year of the program, to be delivered locally by the nine Regional Development Commissions, this will provide almost \$700,000 in each region.

Up to \$250,000 is available for individual projects that promote sustainable jobs, partnerships, productivity, skills and capability, as well as stimulate new investment and industry diversification.

Members are asked to consider whether there are any strategic NEWROC projects that could be put forward for this round.

NEWTravel and the Wheatbelt Business Network have been in brief discussions about submitting a joint application towards determining the multiplier effect of tourist / visitor dollars spent in the NEWTravel area, as this has been a consistent theme and request for the past few years and knowledge of exact tourist / visitor expenditure could assist in future investment into the industry by both private business and government.

### RESOLUTION

**Submitted for discussion**

**Moved: D Burton**

**Seconded: J Nuttall**

**CARRIED 4/0**

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

Nil

**10. Other Business**

**10.1 Heavy Vehicles**

Discussion regarding whether members issue letters of approval for heavy vehicle use on some roads.

**11. 2018 MEETING DATES**

23 October	Council	Shire of Mt Marshall
27 November	Executive	Shire of Trayning
11 December	Council	Shire of Trayning (Drinks afterwards)

**12. CLOSURE**

NEWROC CEO thanked everyone and closed the meeting at 4.34pm



**Wheatbelt Way**

Bright skies. Big horizons.

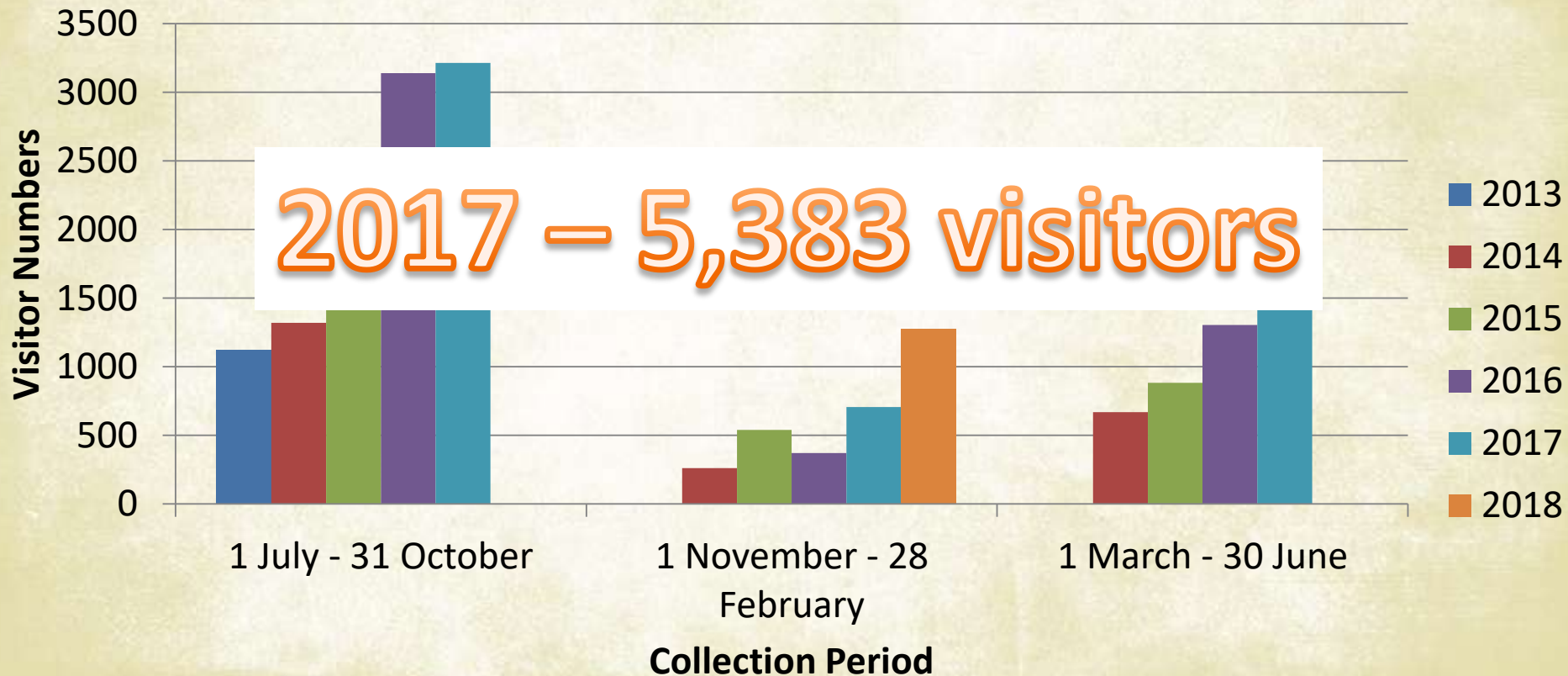
**NEWROC**  
**August 2018**





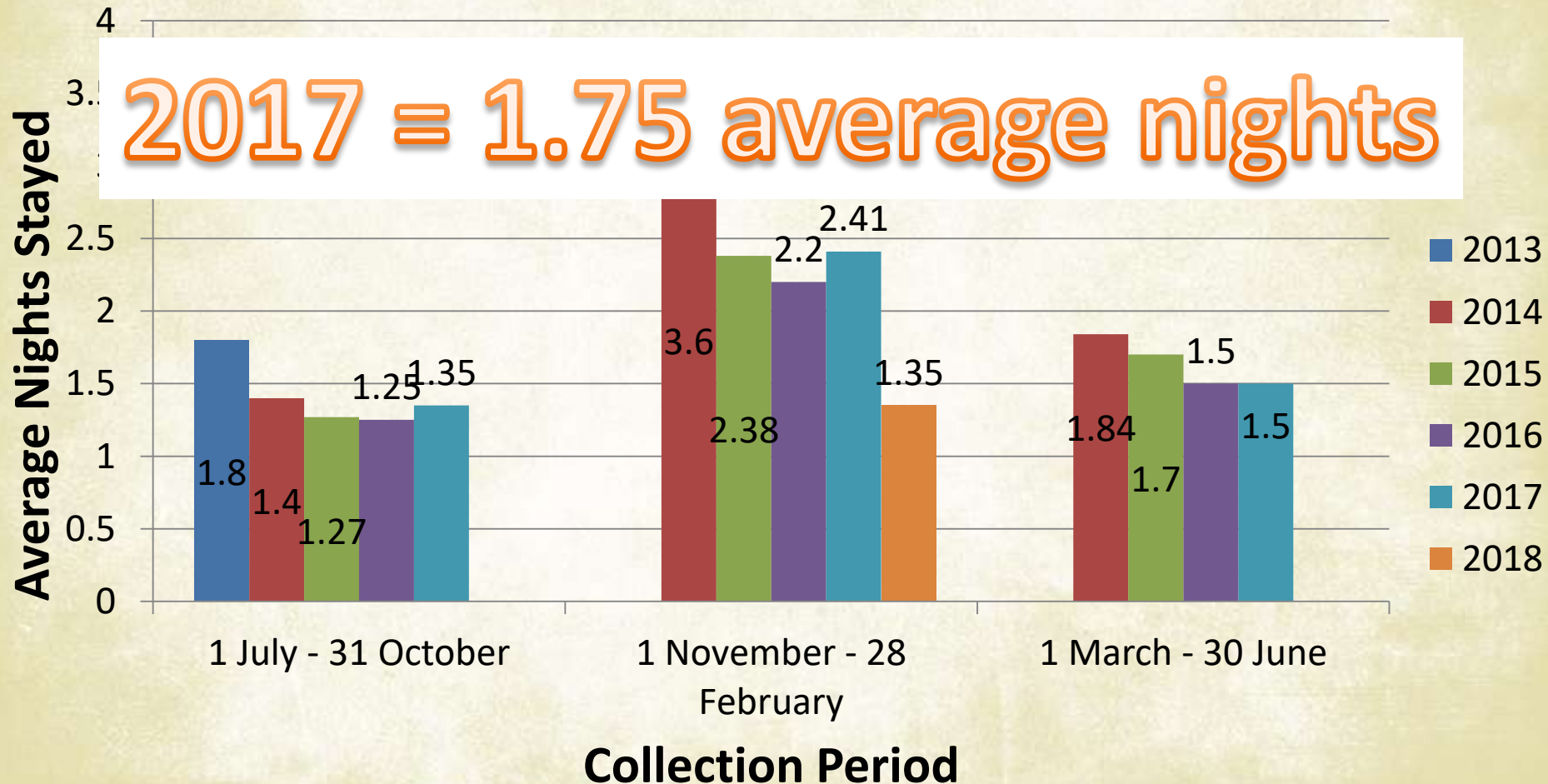
# VISITOR NUMBERS

## Visitors Numbers to the Wheatbelt Way Local Government Caravan Parks & Accommodation 2013-2018



# LENGTH OF STAY

**Estimated Length of Stay by Visitors in the Wheatbelt Way**





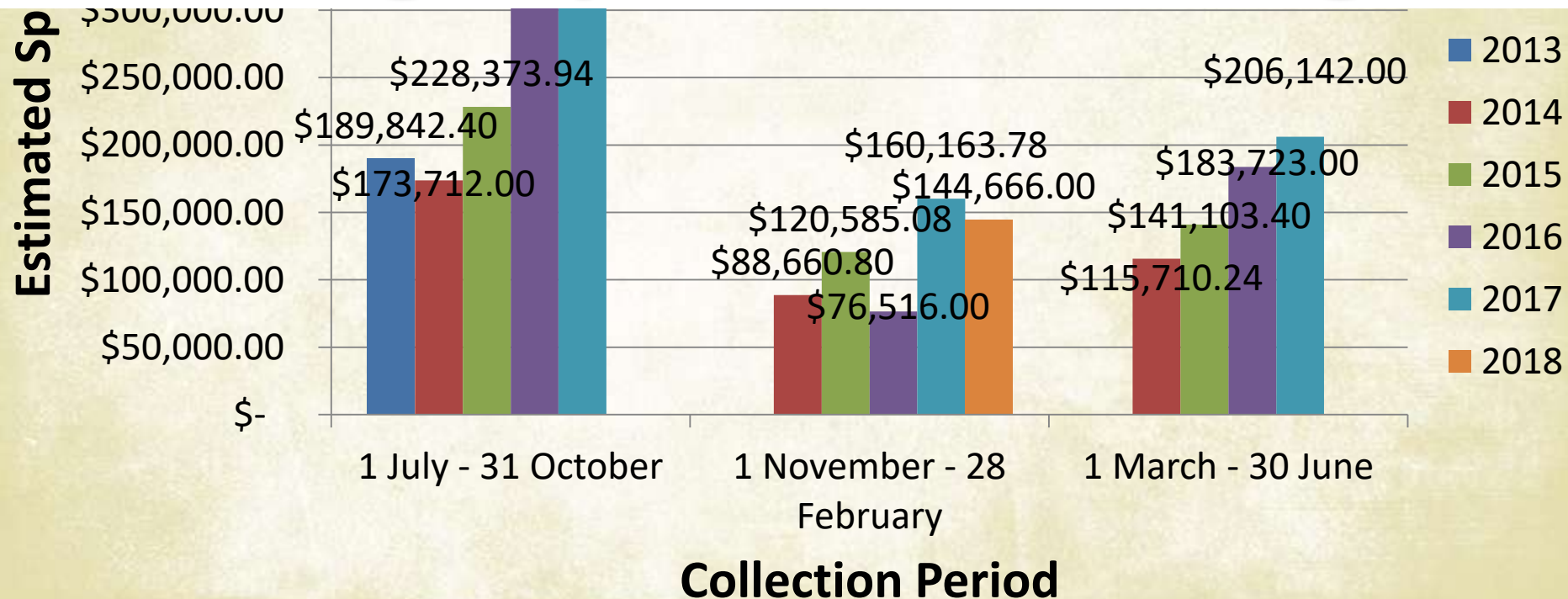


# AVERAGE SPEND

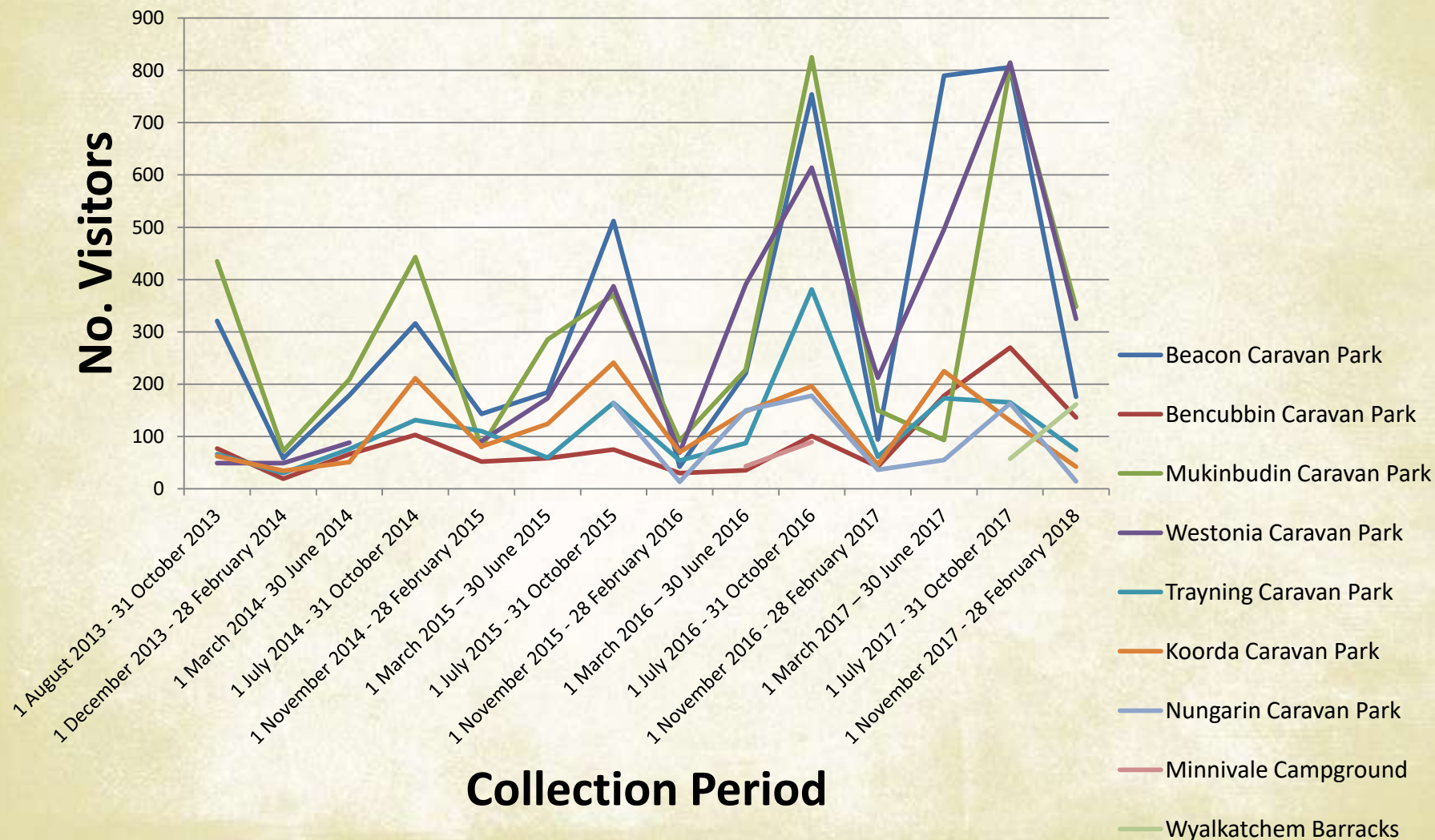
## Average Estimated Spend by Visitors in the Wheatbelt Way

\$450,000.00  
\$407,856.60

**Average spend of \$94/night**



## Caravan Park Visitor Numbers Comparison

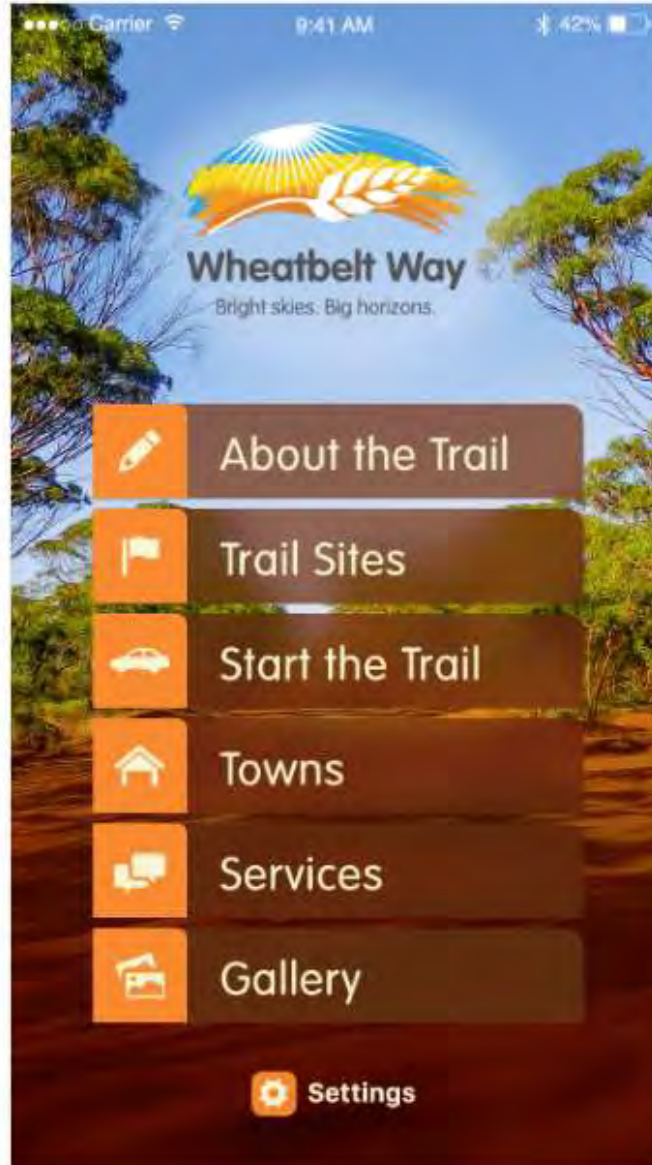






**Wheatbelt Way**

Bright skies. Big horizons.



APP



# Wheatbelt Way

Bright skies. Big horizons.

# APP



## Wheatbelt Way

Published



Lifetime



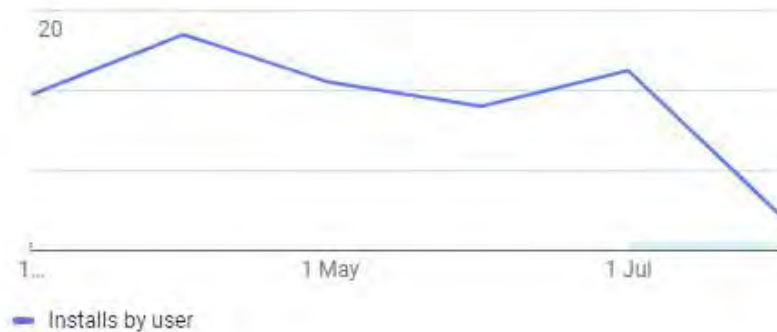
VIEW ON GOOGLE PLAY

### How are your KPIs performing?



#### Installs by user ?

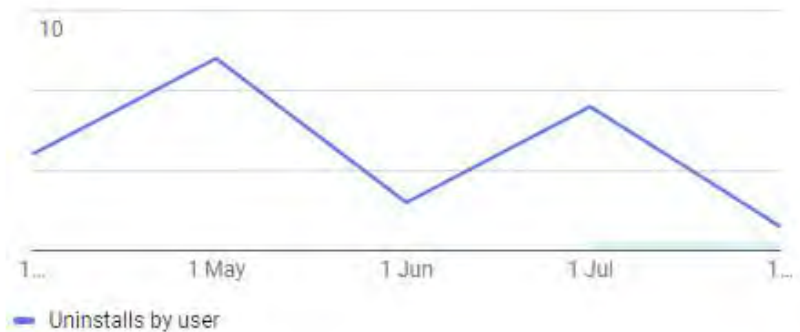
## 75



EXPLORE REPORT →

#### Uninstalls by user ?

## 21



EXPLORE REPORT →




# Wheatbelt Way

Bright skies. Big horizons.

# APP

App Store Connect [App Analytics](#) ▾

 Wheatbelt Way ▾

Linda Vernon ▾  
DDAGROUP CORPORATE COMMUNICATIONS PTY LTD



Overview

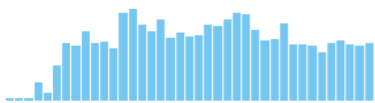
Metrics

Sources

Retention

About App Analytics Data ?

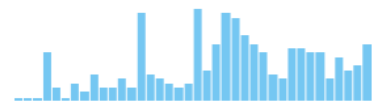
<  Oct 1, 2017-Jun 30, 2018



9,878  
Impressions



538  
Product Page Views



303  
App Units



0  
In-App Purchases



\$0  
Sales



229  
Sessions  
Opt-in Only



2 (Weekly Average)  
Active Devices  
Opt-in Only



2  
Crashes  
Opt-in Only

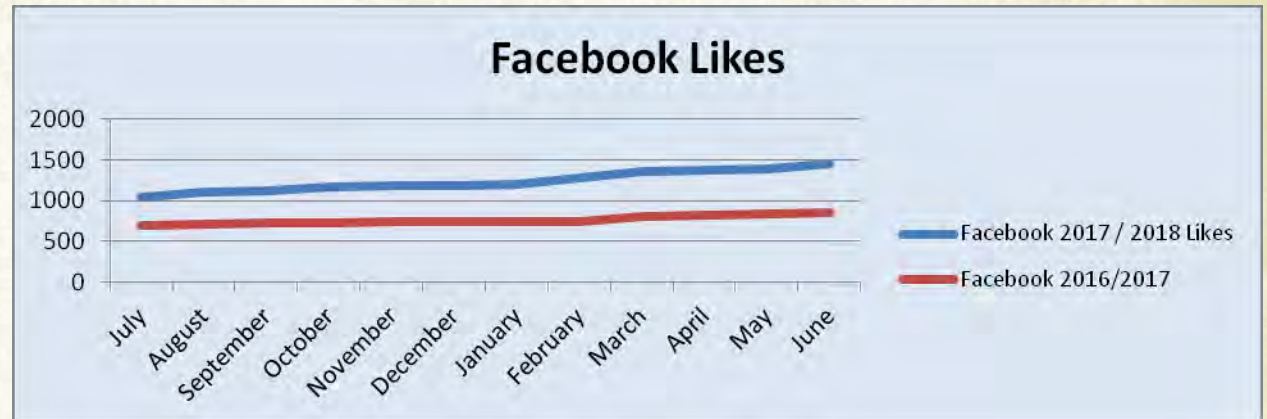




**Wheatbelt Way**

Bright skies. Big horizons.

# SOCIAL MEDIA





**Wheatbelt Way**

Bright skies. Big horizons.

**E-NEWS**

# INWARDS



**Wheatbelt Way**

Bright skies. Big horizons.

**NORTH EASTERN WHEATBELT DRIVE TRAIL**

**The Wildflowers have arrived  
and the Caravans are coming!**

July - October is the peak visitor season for the Wheatbelt Way. It is important now to ensure that you make tourism efforts a priority to get those caravans to stop and spend money in your town and businesses!



# OUTWARDS



**Wheatbelt Way**

Bright skies. Big horizons.

**Why not spend Easter and  
the April School Holidays in  
the Wheatbelt Way!**

We just wanted to let you know what is happening in our region this now that the weather has cooled down and is perfect for spending a Wheatbelt Weekend in the Wheatbelt Way. From Markets to Drive-Ins, Fairs to Stargazing - scroll down to discover these and much more!







## Wheatbelt Way

Bright skies. Big horizons.

# COOPERATIVE MARKETING



Wildflowers are now starting to bloom around the Eastern Wheatbelt! With the best rains in 10 years, spring is the perfect time to take a self-drive break you have been promising yourself to view the remarkable wildflowers of the Eastern Wheatbelt. Stay in country hotels, motels, B&B's or caravan parks, and many towns are RV friendly. Just phone the Visitor Centre shown below to plan your trip with information, maps & guides posted to you free of charge. For wildflower hotspots check out [wheatbelttourism.com](http://wheatbelttourism.com) and [australiasgoldenoutback.com](http://australiasgoldenoutback.com)

### 3 DAY SELF DRIVE GOLDEN PIPELINE HERITAGE TRAIL

[www.nationaltrust.org.au](http://www.nationaltrust.org.au)



**Journey along the historic Golden Pipeline Heritage Trail from Perth to Kalgoorlie.** Please Note: Pump Stations No 4, 5, 6, 7 & 8 temporarily closed for remediation works by Water Corp.

#### Day 1: Perth - Merredin 260km, 3.5hrs

From Mundaring visit sites of former steam driven pump stations along CY O'Connor's water pipeline, built more than 100 years ago and still the longest fresh water pipeline on earth. Enjoy scenic farm scapes heading into the Wheatbelt. Cross Meekering Earthquake fault line and visit the Memorial Rose Garden. A stop at Cunderdin Museum No. 3 Pump Station is a must for pipeline history as is Merredin Peak Reserve and Railway Dam. Visit Merredin Military or Railway Museum or a show or tour of historic Cummins Theatre. See Merredin's CBH silo artwork the third of FORM's PUBLIC Silo Art Trail.

**Accom options:** Motels, B&B's, u/c apartments, cavan park, free RV sites, backpackers

#### Day 2: Merredin - Kalgoorlie 340km, 3.5hrs

Head east crossing Rabbit Proof Fence at Burreacoppin, visit Hood Penn Museum at Westonia and Yilgarn History Museum at Southern Cross where gold was discovered in late 1800s. See a rock catchment and timber and iron aqueduct at Katarle Rock and Dam water storage, essential for steam trains. Coolgardie's heritage buildings, wide streets and museums capture its history. Spend a few days in Kalgoorlie taking in gold mining history, magnificent architecture, local museums and attractions.

**Accom options:** Motels, motels, outback pubs, apartments, cavan parks, free RV sites, backpackers

#### Day 3: Kalgoorlie - Perth 600km, 6hrs

Return to Perth perhaps south to Norseman via unsealed Granite and Woodlands Discovery Trail through untouched temperate woodlands, via Wave Rock and Hyden. Alternately return Great Eastern Hwy and take Pioneers' Pathway from Merredin to Toodyay.

### 2 DAY SELF DRIVE PIONEERS' PATHWAY

[www.pioneerspathway.com.au](http://www.pioneerspathway.com.au)



**Follow the dream of our early farming, sandalwood and gold prospecting pioneers who journeyed east into the Wheatbelt in search of fortunes from life on the land.**

#### Day 1: Perth - Dowerin 160km, 2hrs

Leave the city hustle behind and escape through the hills to Toodyay. Visit the Newcastle Gaol Museum before continuing on to the pretty farming town of Goomalling to visit historic Slaters Homestead and explore the school museum. At Dowerin 'Rusty the Tin Dog' sculpture welcomes you to take the walk trail for fauna & flora. For more information see Day 1 of the Wheatbelt Way Trail.

**Accom options:** Cavan park, motel, free RV sites, Dowerin Short Stay Accom

#### Day 2: Dowerin - Merredin 155km, 2hrs

The drive from Dowerin to Merredin winds through Wheatbelt farmland, bush reserves and delightful small towns. Enjoy the CBH museum or a drink at Wyalkatchem pub, visiting Bilyacutting Reserve near Trayning for a bush walk or picnic. Visit the Nungarin Heritage Machinery & Army Museum or a 1st Sunday of the month Nungarin Market Day. In Merredin hit the walk trails, museums, cafes or take in a show at Cummins Theatre or movie at Orana Cinema.

**Accom options:** Motels, B&B's, u/c apartments, cavan park, backpackers, free RV sites.

### 4 DAY SELF DRIVE WHEATBELT WAY

[www.wheatbeltway.com.au](http://www.wheatbeltway.com.au)



**The Wheatbelt Way is a fascinating experience starting in Dowerin and spanning 800kms with 24 interpretive sites.**

#### Day 1: Perth - Wyalkatchem 214km, 3hrs

Depart Perth and head to Dowerin to join the Wheatbelt Way. Make sure you put Rusty the Tin Dog, the first site on this route. Head to Minervale and Nairnville Well, then Wyalkatchem to see Korrellocking Reserve and Wyalkatchem Well.

**Accom options:** Hotel, u/c house, cavan park, free RV sites, free camp sites.

#### Day 2: Wyalkatchem - Beringbooding 252km, 3.5hrs

Head north through the towns of Koortia, Bencubbin and Beacon, inspecting sites 6 to 11. From Beacon head due-east past sites 12, 13 and 14 to Beringbooding and Elachbutting Rock, sites 14 and 15.

**Accom options:** Cavan park, free camp sites

#### Day 3: Beringbooding - Mukinbudin 210km, 3hrs

Today head south to Westonia and visit Sandford Rocks and Boodalin Soak. Head to Mukinbudin visiting Weira Grammar Hole and Waterring Historical Site.

**Accom options:** Hotel, u/c house, cavan park, RV sites, free camp sites

#### Day 4: Mukinbudin - Perth 323km, 4 hrs

Final day on the Wheatbelt Way taking in sites 20 to 24 as you travel via Trayning, back to start in Dowerin and then onto Perth.



[australiasgoldenoutback.com](http://australiasgoldenoutback.com)



Call **Central Wheatbelt Visitor Centre 1300 736 283** or visit [www.wheatbelttourism.com](http://www.wheatbelttourism.com) for information on these self drives or a copy of Australia's Golden Outback Holiday Planner.

Maps and travel information is provided only. Please contact RAC or travel advice for detailed maps. Driving times are estimated and may vary depending on road conditions. Accommodation options are indicative and subject to availability. See also:



**WESTERN AUSTRALIA**  
EXPERIENCE EXTRAORDINARY





**Wheatbelt Way**

Bright skies. Big horizons.

# Third Party On-line Booking

## Accommodation

There are a number of accommodation options suiting all budgets for travellers along the Wheatbelt Way. A comprehensive list of accommodation options and details has been provided below.

### Dowerin

#### Dowerin Short Stay Accommodation

The property is on the corner of Fraser and East Streets, Dowerin, WA 6461

P: 9631 1202

A/H: 0429 311 202

Modern, high-class, affordable accommodation in the heart of the Wheatbelt. Quality apartments, caravan and campsites available.

Studio and One bedroom apartments, powered caravan and camping sites, well equipped camp kitchen, landscaped gardens and conveniently located.

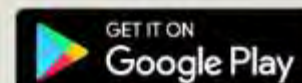
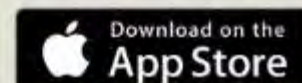
**1 Bedroom Unit:** Queen size bed; well equipped kitchenette; wheel chair accessible bathroom, \$130 per night.

**1 Bedroom Studio Unit:** Queen size bed; well equipped kitchenette; wheel chair accessible bathroom, \$110 per night.

**Caravan Site:** \$30 per night

**Powered Camping:** \$15 per night

[Book Now](#)



# Going Forward

1. Increase length of stay by one more night!
2. NEWTRAVEL new constitution
  - Business focus
3. Working with Shires to Upgrade Sites:
  - Wildflower signage
  - Wheatbelt Birds
  - Entry Signs to WBW
4. Marketing
  - Social Media Training for Locals
  - Paid new marketing videos for 2019-2020 marketing



# Feedback & Questions

*"We are currently planning an extensive touring holiday to Western Australia and wonder if you have a brochure of the Wheatbelt Way you could send to us"*

*"Could you please tell me who will be performing at the Mangowine concert this year. Also when will the concert take place as it was over 3 day long weekend  
Regards Angel Cooper "*

*"I am trying to find out what or who is on at the Mangowine Concert this year please. I have been watching your events site but I haven't seen anything about it yet."*

*"I have planned for our club to travel the wheatbelt way in October. I have booked our accommodation as needed for this trip. We currently have 13 Caravans attending. My query is; would you be able to send to me 11 cd sets for my members to listen to as we go?"*

*"We have just found this app and it looks fabulous! Wondering if the wild flowers are showing yet given all the rain! Thanks"*





**CENTRAL EAST AGED CARE ALLIANCE  
INC (CEACA) COMMITTEE MEETING**

**MERREDIN REGIONAL COMMUNITY  
AND LEISURE CENTRE**

**WEDNESDAY 5 SEPTEMBER 2018,  
COMMENCING AT 10.03AM**

**MINUTES**



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# **Minutes**

## **Central East Aged Care Alliance Inc (CEACA)**

### **Committee Meeting**

#### **1. OPENING**

Gary Shadbolt, CEACA's Acting Chair, opened the meeting at 10.03am welcoming all in attendance.

#### **2. RECORD OF ATTENDANCE AND APOLOGIES**

##### **2.1 Attendance - Members**

Mr Gary Shadbolt (Acting Chair)  
Mr Ken Hooper, Secretary  
Ms Rachel Kirby, Treasurer

Mr Quentin Davies, Member  
Mr Rod Forsyth, Member  
Mr Louis Geier, Member  
Mr Stephen Strange, Member  
Ms Freda Tarr, Member  
Ms Onida Truran, Member

Mr David Burton, Deputy Member (voting member for the meeting)  
Ms Kerry Dayman, Deputy Member (voting member for the meeting)

Mr Jamie Criddle, Deputy Member  
Ms Taryn Dayman, Deputy Member  
Mr Wayne Della Bosca, Deputy Member  
Mr Raymond Griffiths, Deputy Member  
Mr Darren Mollenoyux, Deputy Member (left the meeting at 11.40am and did not return)  
Mr Greg Powell, Deputy Member  
Mr Tony Sachse, Deputy Member

Ms Helen Westcott, Executive Officer

##### **2.2 Attendance - Observers**

Mr Peter Clarke  
Mr Adam Majid  
Mr John Nuttall  
Mr Dirk Sellenger (left the meeting at 11.02am and did not return)  
Mr Paul Sheedy

### **2.3 Attendance - Guests**

Mr Ralton Benn, Access Housing Australia (AHA) – AHA is CEACA's project manager for its aged housing project (entered the meeting at 10.41am)

### **2.4 Apologies**

Ms Eileen O'Connell, Member  
Mr Ricky Storer, Member



### **3. DECLARATION OF INTEREST**

Pursuant to Clause 21 of the Central East Aged Care Alliance Inc Constitution, Members must declare to the Chairman any potential conflict of interest they may have in a matter before the meeting as soon as they become aware of it. Members and Deputies may be directly or indirectly associated with some recommendations of Central East Aged Care Alliance Inc. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

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

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

Nil

### **4. MINUTES OF MEETINGS**

#### **4.1 Minutes from a Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 6 June 2018 (Attachment)**

Minutes from a Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 6 June 2018 have previously been circulated.

#### **RECOMMENDATION:**

That the Minutes of the Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 6 June 2018 be confirmed as a true and accurate record of the proceedings.

**RESOLUTION:**                      **Moved: Freda Tarr**                      **Seconded: Onida Truran**

**That the Minutes of the Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 6 June 2018 be confirmed as a true and accurate record of the proceedings.**

**CARRIED**

#### **4.2 Minutes from a Special Executive Committee Meeting of the Central East Aged Care Alliance Inc held Thursday 5 July 2018 (Attachment)**

Presenting the Minutes from a Special Executive Committee Meeting of the Central East Aged Care Alliance Inc held Thursday 5 July 2018

#### **RECOMMENDATION:**

That the Minutes from a Special Meeting of the Executive Committee Central East Aged Care Alliance Inc held Thursday 5 July 2018 be received.

**RESOLUTION:**                      **Moved: Onida Truran**                      **Seconded: Rachel Kirby**

**That the Minutes from a Special Meeting of the Executive Committee Central East Aged Care Alliance Inc held Thursday 5 July 2018 be received.**

**CARRIED**

**4.3 Minutes from an Executive Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 25 July 2018 (Attachment)**

Presenting the Minutes from an Executive Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 25 July 2018

**RECOMMENDATION:**

That the Minutes from a Meeting of the Executive Committee of the Central East Aged Care Alliance Inc held Wednesday 25 July 2018 be received.

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

**That the Minutes from a Meeting of the Executive Committee of the Central East Aged Care Alliance Inc held Wednesday 25 July 2018 be received.**

**CARRIED**

**4.4 Decision made by the CEACA Committee via a “Flying Email” dated Thursday 23 August 2018**

CEACA Committee Members received an email from the Executive Officer dated Thursday 23 August 2018 requesting agreement to the use of CEACA's common seal. To quote from the email:

*Good morning everyone*

*As you will be aware, CEACA has been working with the Shire of Wyalkatchem to finalise agreement with the Wyalkatchem Seniors Citizens Housing Trust (WSCHT) in relation to the transfer of land from the WSCHT to CEACA. It is this land upon which Wyalkatchem's housing within the CEACA seniors Housing Project will be constructed.*

*Agreement was a reached with the WSCHT late last week and arrangements are in train for the signing of the agreement.*

*CEACA's seal will be affixed to the Agreement. In accordance with the current Constitution, use of the CEACA seal requires approval of the Committee. On this basis, Gary Shadbolt CEACA's A/Chair has requested I seek agreement from the Committee's members to the following recommendation:*

***That the CEACA Committee authorises the use of the Central East Care Aged Alliance Inc's common seal for the purpose of signing the Development and Transfer Agreement (CEACA Senior Housing Project) Part Lot 298 on Deposited Plan 180377 between the Central East Care Aged Alliance Inc, the Wyalkatchem Seniors Citizens Housing Trust and the Shire of Merredin.***

***I would request that you provide your response to me by email no later than 12.00noon on Monday 27 August 2018. I appreciate the turnaround time but negotiations have taken come considerable time which has impacted upon the progress of construction of the houses in Wyalkatchem and with agreement reached signing of the agreement as quickly as possible is a priority.***

*Tentatively arrangements have been made for the Agreement to be signed on Wednesday 29 August so your approval is required ahead of that date.*

*Should you have any questions please call/email either the CEACA Chair or myself.*

*Take care and I look forward to hearing from you.  
HW*

*Helen Westcott  
Executive Officer  
Central East Aged Care Alliance Inc (CEACA)*

By noon on Monday 27 August 2018 the Executive Officer has received approval for use of the common seal from all Committee Members.

**RECOMMENDATION:**

That the decision made by the CEACA Committee via a “flying email” on Thursday 23 August 2018 be endorsed.

**RESOLUTION:**                      **Moved: Freda Tarr**                      **Seconded: Stephen Strange**

**That the decision made by the CEACA Committee via a “flying email” on Thursday 23 August 2018 be endorsed.**

**CARRIED**

**4.5 Minutes from the Central East Aged Care Alliance Inc Working Group for the Appointment of an Independent Chair held Monday 9 July 2018 (Attachment)**

Presenting the Minutes from a Meeting of the Central East Aged Care Alliance Inc Working Group for the Appointment of an Independent Chair held Monday 9 July 2018

**RECOMMENDATION:**

That the Minutes from a Meeting of the Central East Aged Care Alliance Inc Working Group for the Appointment of an Independent Chair held Monday 9 July 2018 be received.

**RESOLUTION:**                      **Moved: Quentin Davies**                      **Seconded: Rachel Kirby**

**That the Minutes from a Meeting of the Central East Aged Care Alliance Inc Working Group for the Appointment of an Independent Chair held Monday 9 July 2018 be received.**

**CARRIED**

#### **4.6 Minutes from the Central East Aged Care Alliance Inc Working Group for the Appointment of an Independent Chair held Monday 16 July 2018 (Attachment)**

Presenting the Minutes from a Meeting of the Central East Aged Care Alliance Inc Working Group for the Appointment of an Independent Chair held Monday 16 July 2018

##### **RECOMMENDATION:**

That the Minutes from a Meeting of the Central East Aged Care Alliance Inc Working Group for the Appointment of an Independent Chair held Monday 16 July 2018 be received.

**RESOLUTION:**                      **Moved: Ken Hooper**                      **Seconded: Stephen Strange**

**That the Minutes from a Meeting of the Central East Aged Care Alliance Inc Working Group for the Appointment of an Independent Chair held Monday 16 July 2018 be received.**

**CARRIED**

#### **4.7 Action Sheet for August 2018 (Attachment)**

Presenting the Action Sheet for August 2018.

##### **RECOMMENDATION:**

That the Action Sheet for August 2018 be received.

**RESOLUTION:**                      **Moved: Freda Tarr**                      **Seconded: Rachel Kirby**

**That the Action Sheet for August 2018 be received.**

**CARRIED**

#### **4.8 Executive Officer Report for August 2018 (as at 28 August 2018)**

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

##### **A. Governance**

- a) Committee Meeting Agendas to be issued to members 5 Business Days prior to the meeting date – met.
- b) Committee Meeting Minutes to be distributed in draft form no later than 7 Business Days after the meeting date – there has been no Committee Meeting since the commencement of the current Executive Officer Services Contract.
- c) Executive Committee Meeting Minutes to be issued to Executive for comment within 5 Business Days of meeting and then re-distributed to the Committee Members no later than 7 Business Days after the meeting date - met.

##### **B. Performance – (Facilitate and Communicate to Committee)**

- a) Constitution Development and Sign off from Department - refer to Agenda Item 8.3.
- b) Rent Setting Policy, Sales/Lease for Life Policy formation and Adoption – work on developing a rent setting policy is underway. The Executive Officer has also been working with Access Housing to develop a registration form to be used by all applicants for CEACA's aged housing (refer to Agenda Item 8.7)

- c) Strategic Plan for CEACA – Incorporating an updated priority list of the VERSO report platform - work on this has yet to commence.
- d) CEACA Code of Conduct be developed and adopted by the Committee - work on this has commenced. The Executive Officer is looking to have a draft ready for consideration at the November Committee Meeting.
- e) The Intellectual Property of CEACA to be backed up monthly via External Hard Drive which is provided to a nominated Council for backing up onto their server – the Shire of Mukinbudin has agreed to assist the Executive Officer in meeting the KPI around backing up of CEACA documentation.

Monthly backups will commence on Wednesday 5 September 2018. After that a portable hard drive (or USB) with backups will be posted back and forth via registered post so that CEACA has a record of the hard drives being received by both the Shire of Mukinbudin and the Executive Officer. The CEACA folder on the Shire's server will be password protected. Given that that the folder contains confidential or sensitive information the Shire's IT providers will hold the password to this CEACA folder. Only the CEACA Executive Officer will have access to this password.

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

Commentary on these activities are provided below:

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

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

- a) With the Department of Planning, Heritage and Lands agreeing to the transfer of Crown land CEACA work has commenced on finalising the transfer of title for the affected sites in Merredin, Mt Marshall, Trayning and Westonia (refer also to Agenda Item 8.4).
- b) Preparation of the Development and Transfer Agreement between the Wyalkatchem Senior Citizens Homes Trust Inc (WSCHT), CEACA and the Shire of Merredin – a final draft of the Agreement was recently agreed to by the WSCT (refer also to Agenda Item 8.5).
- c) Work associated with a further drawdown of funds for Stage 2 of the CEACA seniors Housing Project – the Shire of Merredin is looking to seek drawdown of a further \$1.4M of project funding. For the funding to be released CEACA will have to provide information relating to the management of the housing once constructed. The Executive Officer has commenced work on helping the Shire of meeting the conditions to allow for drawdown of the funding.

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

Work undertaken included the following:

- a) CEACA's Acting Chair, Gary Shadbolt, and the Executive Officer met with the Member for Durack, Hon Melissa Price MP on Friday 22 June 2018. An outcome from this meeting was agreement from Ms Price that she would endeavour to arrange a meeting for CEACA with the Minister for Aged Care; Indigenous Health, Hon Ken Wyatt AM MP. Gary Shadbolt and the Executive Officer met with Ministers Wyatt and Price on Wednesday 8 August 2018. Greg Powell, CEO Shire of Merredin, was to have attended the meeting but was

unable to attend. The meeting was a productive one with the Minister encouraging CEACA to write to him with a funding proposal. The proposal has yet to be finalised.

- b) CEACA's Acting Chair, Gary Shadbolt has requested the Executive Officer contact former Chair Graham Lovelock who has re-joined CGM Communications with the purpose of CEACA obtaining a meeting with the Minister for Regional Development to see whether CEACA could seek additional funding to assist in the completion of the CEACA Seniors Housing Project – contact with Graham Lovelock has yet to be made.

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

- a) The Executive Officer has undertaken some training on managing the CEACA website, with further training scheduled for Wednesday 12 September 2018.

**RECOMMENDATION:**

That the Executive Officer's Report for August 2018 be received.

**RESOLUTION:**                      **Moved: Onida Truran**                      **Seconded: Ken Hooper**

**That the Executive Officer's Report for August 2018 be received.**

**CARRIED**

## **5. MATTERS FOR NOTING**

### **5.1 Complying with the Associations Incorporation Act 2015 – Self-Check (Attachment)**

The Department of Commerce publishes a self-check for incorporated bodies such as the Central East Aged Care Alliance Inc (CEACA). The purpose of the self-check is to assist in determining whether a group such as CEACA is complying with each section of the *Associations Incorporation Act 2015*.

A copy of the self-check forms an attachment to the meeting agenda.

In relation to record keeping, the Executive Officer will have available for inspection the following records:

- A copy of the certificate of incorporation;
- A copy of the CEACA constitution;
- The Members Register; and
- The Record of Office Bearers.

These records are made available for inspection at all in-person meetings.

No action is required – the matter is presented for Members' information only.

**Noted**

### **5.2 Other Matters for Noting**

Nil

## **6. CHAIR'S REPORT (ATTACHMENT)**

Gary Shadbolt as CEACA's Acting Chair will provide a verbal report to the meeting.

Gary Shadbolt read from a report prepared for the meeting.

A copy of his report forms an attachment to the minutes of the meeting.

### **RECOMMENDATION:**

That the Acting Chair's Report be received.

**RESOLUTION:**                      **Moved: Rod Forsyth**                      **Seconded: Louis Geier**

**That the Acting Chair's Report be received.**

**CARRIED**

## **7. BUSINESS OF THE MEETING**

### **7.1 Project Update (Financial) – Shire of Merredin (Attachment)**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 27 August 2018

**Attachments:** CEACA Statement of Income and Expenditure as at 27 August 2018

**Background:**

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

**Executive Officer Comment:**

The CEO Shire of Merredin, Greg Powell will respond to any questions Committee Members have with respect to the report tabled.

**Additional Meeting Comment:**

Greg Powell provided the additional comments to the meeting:

- Cash flow for the construction phase of the project will now become critical.
- Progress claims from Pindan are about one month behind.
- Before CEACA can submit its next request for a major tranche of funding it will need to have 20 houses at "lockup stage".
- Work on CEACA's next report to DPIRD will need to be completed soon. This will allow a further \$1.5M of funding to be released to CEACA.

**RECOMMENDATION:**

That the Project Update (Financial) as at 27 August 2018 provided by the Shire of Merredin be received.

**RESOLUTION:**                      **Moved: Onida Truran**                      **Seconded: Freda Tarr**

**That the Project Update (Financial) as at 27 August 2018 provided by the Shire of Merredin be received.**

**CARRIED**



## **7.2 Project Manager's Update – Access Housing**

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

**Disclosure of Interest:** No interest to disclose

**Date:** 28 August 2018

**Attachments:** Nil

### **Background:**

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

### **Executive Officer Comment:**

With the Project Manager attending the CEACA Committee Meeting a verbal update on work around the CEACA Seniors Housing Project will be provided.

### **Additional Meeting Comment:**

In providing his report to the Committee, Ralton Benn highlighted the following issues:

- Design work is essentially complete – is at 98-99% completion stage.
- Lodgement of Building Applications/Permits next stage of project – then to construction.
- At Kellerberrin all concrete slabs have been laid and framework underway.
- At Merredin concrete slabs are still being poured, with framework commencing soon.
- It is anticipated that there will be 20 houses at lockup stage by mid to late October.
- The project is about 5 weeks behind the program schedule.
- It is anticipated that all houses in Kellerberrin will be completed by December 2018, the houses in Merredin by January 2019 and all other houses by March 2019.
- Managing the project's finances has been challenging as there have been a large number of variations. Pindan have lodged a significant number of variations but not all will be accepted.
- Not all work has been awarded to Pindan as others have provided better quotes.

Ralton Benn also responded to questions from the floor. A summary of the questions raised and the responses provided are detailed below:

- Local content – the project has utilised local content where possible. This has included:
  - ✓ Fill from local quarries;
  - ✓ Local “grano” workers;
  - ✓ Local carpenters;
  - ✓ Local plumbers; and
  - ✓ Local air conditioner suppliers;

In some instances, however, local contractors have declined to quote as the work is of a size that would make them unable to undertake other work within their respective communities.

Pindan's monthly reports also provide an update on the local content being used.

- Potential for further cost variations due to site problems not previously envisaged – Pindan have provided a “design and construct” costing so they will have to “own” everything that relates to the design and construction of housing in the project. The only costs that CEACA will have to bear are

those that are below ground and could not be foreseen at the time budgeting for the project was undertaken. Examples of this include the discovery of old sewerage tanks and asbestos.

- Tenanted of houses once completed – given Christmas is a difficult time to tenant rental houses, if the houses can't be tenanted before Christmas then it would be best to wait until early in the new year.
- Priority will be given to locals wanting the CEACA housing.

**RECOMMENDATION:**

That the Project Manager's Report be received.

**RESOLUTION:**                      **Moved: Freda Tarr**                      **Seconded: Louis Geier**

**That the Project Manager's Report be received.**

**CARRIED**

### **7.3 Rewriting the CEACA Constitution (Attachment)**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 28 August 2018

**Attachments:** CEACA Constitution (Final Draft as at 080818)

#### **Background:**

At the CEACA Committee Meeting held Wednesday 7 June 2017 it was resolved as shown below:

**RESOLUTION:**                      *Moved: Rod Forsyth*                      *Seconded: Freda Tarr*

---

*That:*

1. *A working group be established to oversee the rewriting of the CEACA Constitution, with the working group would be chaired by Graham Lovelock, the CEACA Chair and having the following membership:*
  - *Mr Ray Hooper, former Acting CEO at the Shire of Mukinbudin;*
  - *Mr Darren Mollenoyux, CEO Shire of Bruce Rock; and*
  - *Mr John Nuttall, CEO Shire of Mt Marshall;*
  - *The CEACA Executive Officer to provide research and administrative support.*
2. *Legal assistance be obtained to assist the working group where necessary; and*
3. *The working party have a draft of the new CEACA constitution ready for consideration by the CEACA Committee as a whole at the meeting scheduled for Wednesday 6 September 2017.*

**CARRIED**

With assistance from Kott Gunning the working group finalised a draft constitution for consideration at the CEACA Committee Meeting held. Following consideration of the draft constitution the meeting resolved as follows:

**RESOLUTION:**                      *Moved: Eileen O'Connell*                      *Seconded: Brian Jones*

---

*That CEACA:*

1. *Acknowledges the work undertaken by the working party in reviewing the CEACA Constitution;*
2. *Note the draft CEACA Constitution as presented: and*
3. *Requests Member Councils to provide comment to the Executive Officer on the draft constitution no later than Friday 20 October 2017 so that a final draft of the CEACA Constitution can be considered at the CEACA AGM on Wednesday 1 November 2017.*

**CARRIED**

The draft Constitution was considered at a Special General Meeting held 26 March 2018 at which time the motion to adopt the new constitution was lost, as shown below:

**MOTION:**

*Moved: Ken Hooper*

*Seconded: Wayne Della Bosca*

*That Central East Aged Care Alliance Inc adopt the constitution of the Association (new Constitution) as detailed in Attachment 1 for the Special General Meeting in substitution for the existing constitution which is repealed provided that:*

- a. clauses 1.3 and 29 of the constitution will only take effect upon compliance with section 33 of the Associations Incorporation Act 2015 and*
- b. the balance of the clauses will take effect upon compliance with section 30 of the Associations Incorporation Act 2015.*

**MOTION LOST 4/7**

In discussing with CEACA's Acting Chair how work around finalising a new constitution could be progressed the Executive Officer proposed the reconvening of the working group that had overseen the draft presented to the CEACA Committee at the Special General Meeting held Monday 26 March 2018. This course of action was agreed to, with a meeting of the working group held during the recent WALGA Convention. At the meeting held Thursday 2 August 2018 were:

- Gary Shadbolt, CEACA's Acting Chair;
- Darren Mollenoyux, CEO Shire of Bruce Rock;
- John Nuttall, CEO Shire of Mt Marshall;
- Greg Mohen, Partner Kott Gunning Lawyers;
- Philip Mavor, Senior Associate Kott Gunning Lawyers;
- Helen Westcott, CEACA Executive Officer; and
- Bruce Wittber, BHW Consulting.

#### **Executive Officer Comment:**

Following the meeting on 2 August Kott Gunning made a number of amendments to the draft considered at the meeting, including the following:

- "Accepting" 'amendments marked-up by CEACA.
- Rule 2.1 – insert definition of 'Foundation General Member'.
- Rule 3.2(b) – inserted the words 'or other paid officer'. Rule 3.2(a) allowed the Management Committee to appoint from time to time, an independent Chairperson and an Executive Officer, and any other paid officer as may be required to conduct the affairs of the Association. Clause 3.2(b) provided that the Management Committee could agree the term of appointment, remuneration, and other employment terms and conditions of a Chairperson or Executive Officer – but there was no such specified power with respect to any 'other paid officer'.
- Rule 5.2(a) – changed '...foundation General Members' to '...Foundation General Members' – it is now a defined term.
- Rule 9.3 – inserted a new Rule 9.3 setting out the 'Reserve Powers of the Foundation General Members'. Under Rule 9.3(b) this power is to be reviewed by the Management Committee within 2 years of the adoption of the Constitution, and if not renewed or amended within 3 years of the adoption of the Constitution, the reserve powers in Rule 9.3(a) lapse.
- the Chairperson will have a casting vote, but not a deliberative vote.
  - Rule 14.4(g) – this is now 'Subject to Rule 14.5'.
  - Rule 14.5(a) – the words '(except the Chairperson)' have been included.
  - Rule 14.5(b) – the words 'second or' have been removed.

Members of the working group and CEACA's Executive Committee have received a copy of the revised draft, a copy of which forms an attachment to the meeting agenda.

Whilst the working group and in turn CEACA's Executive Committee will provide comment (John Nuttall has provided the Executive Officer with comment), Member Councils also have the opportunity to provide comment on the revised draft constitution. Once all comments are received a report will be prepared as part of the process leading to the consideration/adoption of a new constitution for CEACA.

**RECOMMENDATION:**

That comment on the CEACA Constitution (Final Draft as at 8 August 2018) be provided to the Executive Officer by close of business on Friday 28 September 2018 to enable final drafting of the new constitution.

**RESOLUTION:**                      **Moved: Kerry Dayman**                      **Seconded: Ken Hooper**

**That comment on the CEACA Constitution (Final Draft as at 8 August 2018) be provided to the Executive Officer by close of business on Friday 28 September 2018 to enable final drafting of the new constitution.**

**CARRIED**

Ralton Benn entered the meeting at 10.41am

**At this point the meeting returned to Agenda Item 7.2 but for ease of reading the minutes have been prepared in chronological order.**

#### **7.4 Transfer of Crown Land to CEACA – Approval for Use of CEACA’s Common Seal**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 27 August 2018

**Attachments:** Nil

##### **Background:**

As Committee Members are aware, the Department of Planning, Heritage and Lands (DPHL) has agreed to transfer ownership of Crown Land to CEACA for use in the CEACA Seniors Housing Project. These transfers relate to land within the Shires of Merredin, Mt Marshall, Trayning and Westonia.

##### **Executive Officer Comment:**

The Executive Officer has commenced work on the process that will see the transfer of ownership.

The transfer will require use of CEACA’s common seal. Use of the common seal cannot be used without the authority of the Committee.

The Executive Officer seeks this approval.

##### **RECOMMENDATION:**

That the CEACA Committee authorises the use of the Central East Aged Care Alliance Inc common seal for the purpose of executing, in accordance with the Central East Aged Care Alliance Inc Constitution, the transfer of Crown Land to the ownership of the Central East Aged Care Alliance Inc.

**RESOLUTION:**                      **Moved: Onida Truran**                      **Seconded: Rachel Kirby**

**That the CEACA Committee authorises the use of the Central East Aged Care Alliance Inc common seal for the purpose of executing, in accordance with the Central East Aged Care Alliance Inc Constitution, the transfer of Crown Land to the ownership of the Central East Aged Care Alliance Inc.**

**CARRIED**

## **7.5 Development and Transfer Agreement between the Wyalkatchem Senior Citizens Homes Trust Inc (WSCHT), CEACA and the Shire of Merredin**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 28 August 2018

**Attachments:** Nil

### **Background:**

Preparation of the Development and Transfer Agreement (the Agreement) between the Wyalkatchem Senior Citizens Homes Trust Inc (WSCHT), CEACA and the Shire of Merredin has been underway for some considerable time.

### **Executive Officer Comment:**

As the CEACA Committee is aware, reaching agreement over wording of the Agreement involved lengthy negotiations with the WSCHT on Thursday 16 August 2018 advising the CEACA's Executive Officer that it would sign a revised Agreement.

The Agreement will be signed at the Dowerin Field Day on Wednesday 29 August 2018.

Special acknowledgment should be given to CEACA's Acting Chair Gary Shadbolt, the Shire of Merredin and the Shire of Wyalkatchem's President, Cr Quentin Davies, and its newly appointed CEO, Taryn Dayman, for their efforts in achieving a successful outcome of the sometimes-difficult negotiations that took place prior to agreement being reached.

### **RECOMMENDATION:**

That:

1. The signing of the Development and Transfer Agreement between the Wyalkatchem Senior Citizens Homes Trust Inc (WSCHT), CEACA and the Shire of Merredin be noted; and
2. The efforts of CEACA's Acting Chair, the Shire of Merredin and the Shire of Wyalkatchem's President and CEO be acknowledged for their efforts in achieving a successful outcome of the sometimes-difficult negotiations that took place prior to agreement being reached on wording for the Development and Transfer Agreement between the Wyalkatchem Senior Citizens Homes Trust Inc, CEACA and the Shire of Merredin.

**RESOLUTION:**                      **Moved: Freda Tarr**                      **Seconded: Stephen Strange**

**That:**

1. **The signing of the Development and Transfer Agreement between the Wyalkatchem Senior Citizens Homes Trust Inc (WSCHT), CEACA and the Shire of Merredin be noted; and**
2. **The efforts of CEACA's Acting Chair, the Shire of Merredin and the Shire of Wyalkatchem's President and CEO be acknowledged for their efforts in achieving a successful outcome of the sometimes-difficult negotiations that took place prior to agreement being reached on wording for the Development and Transfer Agreement between the Wyalkatchem Senior Citizens Homes Trust Inc, CEACA and the Shire of Merredin.**

**CARRIED**

## **7.6 Development of a Head Lease Agreement between CEACA and Access Housing Australia (AHA)**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 27 August 2018

**Attachments:** Nil

### **Background:**

Work has been undertaken with respect to the development of a head lease agreement between CEACA and Access Housing Australia (AHA).

### **Executive Officer Comment:**

In an email to the CEACA's Executive Office on Monday 27 August 2018, Natalie Sangalli, AHA's General Manager Community Housing, provided the following advice on this work to date:

*Hello Helen*

*Apologies for not getting back to you earlier – I have been waiting for the minutes for the Board meeting which had been held up.*

*The first line is the resolution that was passed at the July full Board meeting. The second line is from the draft minutes of the ARC meeting that followed.*

- 1. The Board resolves in principle (pending ARC final approval) to proceed with negotiations to enter into a 5 + 5-year Head Lease arrangement with CEACA to undertake the property and tenancy management of 72 Units being developed across the CEACA catchment.**
- 2. The Committee (ARC) requested that Management to proceed with negotiations of Contract with CEACA and provide a draft of negotiated contract supported by financial models as per T&Cs of negotiated contract for approval.**

AHA is preparing a draft Head Lease Agreement for consideration. At the time of preparing the agenda item had yet to be completed.

### **RECOMMENDATION:**

That the development of a Head Lease Agreement between CEACA and Access Housing Australia be noted.

**RESOLUTION:**                      **Moved: Onida Truran**                      **Seconded: Louis Geier**

**That the development of a Head Lease Agreement between CEACA and Access Housing Australia be noted.**

**CARRIED**



## **7.7 CEACA Application Eligibility and Rent Assessment Form**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 28 August 2018

**Attachments:** Draft Application Eligibility and Rent Assessment Form for CEACA

### **Background:**

In an effort to assist CEACA as it works to develop policies around eligibility and rental policies, Access Housing Australia (AHA) has provided CEACA with its application eligibility and rent assessment form for adaptation by CEACA.

This document has been reviewed by the Executive Officer, with the revised draft forming an attachment to the meeting agenda. The revised draft also contains a number of comments.

Significant changes have not been made to the form for a number of reasons, including:

- Access Housing has indicated that as far as possible they would prefer the form to be as close to theirs as possible as this will make it easier for their staff to assess applicants with the information being sought standardised;
- Although the form appears complicated many of the questions asked are done on the basis that if the answer to a question is “no” then no further information is required; and
- Where a property is to be rented then eligibility will have to be determined and the questions asked/information requested will have to be answered.

### **Executive Officer Comment:**

The CEACA Executive Committee received a copy of the attached draft but not all have had the opportunity to review the document. Comments received to date include:

- The relevance of sections in the form which mention additional adults and children, with a suggestion that the form could be reduced a little by omitting these sections or at least reducing their prominence; and
- Whilst lengthy, the form is straight-forward and might just require assistance being provided to assist those who request help in completing the form.

Further work is required on the draft presented before a final draft can be presented to the CEACA Committee for consideration and approval.

### **RECOMMENDATION:**

That the draft Application Eligibility and Rent Assessment Form for CEACA be noted, with the Executive Officer to prepare a final draft for consideration at the CEACA Committee scheduled for Wednesday 7 November 2018.

**RESOLUTION:**                      **Moved: Ken Hooper**                      **Seconded: Louis Geier**

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**That the draft Application Eligibility and Rent Assessment Form for CEACA be noted, with the Executive Officer to prepare a final draft for consideration at the CEACA Committee scheduled for Wednesday 14 November 2018.**

**CARRIED**

**Footnote: Given the decision to reschedule the November meeting of the CEACA Committee from Wednesday 7 November 2018 to Wednesday 14 November the date in the above resolution has been amended to reflect the Committee's decision to amend the meeting date (refer also to Agenda Item 9.1).**

**RESOLUTION:**                      **Moved: Onida Truran**                      **Seconded: Rod Forsyth**

---

**That the late items relating funding for the CEACA Seniors Housing Project and Heads of Agreement between Access Housing Australia and CEACA be discussed.**

**CARRIED**

## **7.8 Funding for the CEACA Seniors Housing Project**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 2 September 2018

**Attachments:** Nil

### **Background:**

As Committee Members are aware, in securing funding for the CEACA Seniors Housing Project CEACA has had to make a number of concessions, including the loss of \$5m funding. This loss of funding necessitated a review of what could be achieved with the funding. The outcome of this review was that:

1. The Shires of Bruce Rock, Kellerberrin and Merredin volunteered to forgo one house each from the building program now underway;
2. CEACA reimbursed the Shires of Bruce Rock, Kellerberrin and Merredin \$20,000 each, being the contributions made for units which they agreed to forgo;
3. The Shires of Bruce Rock, Kellerberrin and Merredin have been given "first right of refusal" on any additional housing constructed through the CEACA Seniors Housing Project should funds become available to allow additional houses to be constructed;
4. CEACA's Members agreed to an increase in per unit/site contribution of \$833.33 per unit; and
5. CEACA Members agree to making a further cash contribution of \$339 per unit.

Invoices regarding the additional financial contributions have recently been distributed.

As explained in the Project Manager's Report, the project's contingency fund has been significantly reduced due to a number of unforeseen expenditure requirements. With the construction phase of the project only just underway the Project Manager has requested that CEACA consider reducing the number of houses to be constructed during this current phase of the project from 72 to 71. The savings generated by the deletion of this house would be placed into the contingency fund for use if and when required.

For this request to be implemented a Member would need to volunteer to forgo a house in much the same way as the Shires of Bruce Rock, Kellerberrin and Merredin did late last year. Consideration would also have to be given by CEACA's Members as to what, if any further financial contributions would be required.

The Project Manager has advised the Chair that the Shires of Koorda (5 houses), Mukinbudin (4 houses) and Wyalkatchem (4 houses) represent the best sites for deletion because construction in each community is not scheduled until late in the building program and it is not feasible to delete a house from where only two (2) houses are to be constructed.

### **Executive Officer Comment:**

CEACA's Acting Chair and Project Manager will provide further comment.

The matter is presented for discussion and decision.

**RESOLUTION:**                      **Moved: Stephen Strange**                      **Seconded: Freda Tarr**

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**That:**

- 1. CEACA acknowledge the Shire of Koorda's willingness to have its housing allocation reduced by one house;**
- 2. CEACA reimburse the Shire of Koorda \$20,000, being the contribution made for unit which will be foregone; and**
- 3. The Shire of Koorda, along with the Shires of Bruce Rock, Kellerberrin and Merredin be given first right of refusal on any additional housing constructed through the CEACA Seniors Housing Project should funds become available to allow additional houses to be constructed.**

**CARRIED**

## **7.9 Heads of Agreement between Access Housing Australis (AHA) and the Central East Care Alliance Inc (CEACA)**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 2 September 2018

**Attachments:** Nil

### **Background:**

At the CEACA Executive Committee Meeting held Wednesday 25 July 2018 the Executive Officer advised that a draft management plan between AHA and CEACA would be considered by the AHA Board when it met on Thursday 26 July 2018. At this time, the Executive Officer also reported that if the management plan was agreed to in principle by the AHA Board it would then have to be approved by the AHA Audit and Risk Management Committee when it met in early August.

Natalie Sangalli, AHA's General Manager Community Housing, emailed the Executive Officer on Monday 27 August 2018, advising as follows:

*Hello Helen*

*Apologies for not getting back to you earlier – I have been waiting for the minutes for the Board meeting which had been held up.*

*The first line is the resolution that was passed at the July full Board meeting. The second line is from the draft minutes of the ARC meeting that followed.*

- 1. The Board resolves in principle (pending ARC final approval) to proceed with negotiations to enter into a 5 + 5-year Head Lease arrangement with CEACA to undertake the property and tenancy management of 72 Units being developed across the CEACA catchment.**
- 2. The Committee (ARC) requested that Management to proceed with negotiations of Contract with CEACA and provide a draft of negotiated contract supported by financial models as per T&Cs of negotiated contract for approval.**

*From here, Kathryn is preparing a draft Heads of Agreement that you will have by the end of this week to include in your Board papers. I understand your Board meeting is on 5<sup>th</sup> Sept? We have an ARC meeting on 7<sup>th</sup> at which I hope we can wrap this all up, assuming your Board is happy with the Draft... if not – we would need to revisit the schedule.*

*Please let me know if there are any issues from your end.*

*Kind regards  
Natalie*

**Executive Officer Comment:**

Late on Friday 31 August the Executive Officer received a draft Heads of Agreement for CEACA's consideration. Further documentation in relation to the Heads of Agreement is to be provided early in the week commencing Monday 3 September.

AHA has requested comment from CEACA by Friday 7 September in order that the matter can again be considered by the AHA Audit and Risk Management Committee on Friday 12 September. This will allow arrangements for the management plan, including the employment of staff to undertake management of CEACA's housing etc, to be finalised ahead of the building program's conclusion and tenants taking up occupancy of the housing.

Given the short timeframe to provide a response, the Executive Officer suggests that the CEACA Executive Committee be given delegated authority to enter into negotiations with Access Housing with respect to the development and finalisation of a Heads of Agreement for the management of CEACA's aged housing.

**RECOMMENDATION:**

That the CEACA Executive Committee be given delegated authority to enter into discussions with Access Housing Australia to finalise arrangements for a Heads of Agreement with respect to housing being constructed through the CEACA Seniors Housing Project.

**RESOLUTION:**                      **Moved: Stephen Strange**                      **Seconded: Onida Truran**

**That the CEACA Executive Committee be given delegated authority to enter into discussions with Access Housing Australia to finalise arrangements for a Heads of Agreement with respect to housing being constructed through the CEACA Seniors Housing Project.**

**CARRIED**

## **8. OTHER BUSINESS**

### **8.1 Cost Recovery on Unexpected Expenditure on the CEACA Seniors Housing Project**

Stephen Strange raised the matter of cost recovery from Member Councils for expenditure that could not be considered the responsibility of either Pindan or CEACA, believing that it was a conversation CEACA should have.

Gary Shadbolt advised the meeting that CEACA's Executive Committee had considered the matter a month or so ago with the view that in such cases a 50% contribution should be sought from the affected Member Council.

Greg Powell suggested that the matter be formally considered should there be further cost "blowouts".

**Noted**

## **9. FUTURE MEETINGS**

### **9.1 Meetings of the CEACA Committee**

Wednesday 7 November 2018                      AGM and Ordinary Committee Meeting (Merredin)

#### **Additional Meeting Comment:**

The Acting Chair advised that ahead of the Committee Meeting he had discussed with the Executive Officer the need to call an additional meeting to consider a number of issues that would require decisions before the next scheduled meeting of the Committee. Currently a meeting is scheduled for Wednesday 7 November 2018.

As such the Acting Chair advised that he would look to hold a special meeting in early October. Following discussions on a suitable date it was agreed that this meeting should be held Wednesday 14 October 2018.

Peter Clarke also raised the potential conflict some might have with the meeting being held on Wednesday 7 November as this was also the first day of the Local Government Professionals State Conference.

**By consensus it was resolved that the CEACA AGM and Committee Meeting scheduled for Wednesday 7 November 2018 be held on Wednesday 14 November 2018.**

### **9.2 Meetings of CEACA Executive Committee**

Wednesday 15 October 2018                      An in-person meeting held in Kellerberrin  
Wednesday 12 December 2018                      An in-person meeting held in Kellerberrin

## **10. CLOSE OF MEETING**

There being no further business the meeting was declared closed at 12.09pm

### DECLARATION

These minutes were confirmed by the Central East Aged Care Alliance Inc Committee at the meeting held Wednesday 14 November 2018

Signed \_\_\_\_\_  
Person presiding at the meeting at which these minutes were confirmed







# Shire of Wyalkatchem

## MONTHLY FINANCIAL REPORT

For the Period Ended 30 September 2018

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

	Note	Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a) 3	Var. % (b) - (a) / (b) 3	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		2,000	0	0	0	100.0%	
General Purpose Funding		565,548	136,134	144,242	8,108	5.6%	
Law, Order and Public Safety		39,486	8,496	117	(8,378)	(7136.4%)	
Health		57,105	0	0	(0)	(100.0%)	
Education and Welfare		0	0	0	0		
Housing		85,986	19,997	18,684	(1,313)	(7.0%)	
Community Amenities		107,388	105,926	106,944	1,018	1.0%	
Recreation and Culture		6,817	1,704	1,685	(19)	(1.1%)	
Transport		278,034	113,565	152,540	38,975	25.6%	▲
Economic Services		14,870	2,618	4,703	2,086	44.3%	
Other Property and Services		20,247	1,450	1,516	66	4.4%	
Total (Excluding Rates)		1,177,481	389,888	430,433	40,544	9.4%	
Operating Expense							
Governance		(293,087)	(52,107)	(51,564)	543	1.1%	
General Purpose Funding		(67,929)	(13,820)	(14,376)	(556)	(3.9%)	
Law, Order and Public Safety		(118,942)	(35,286)	(33,634)	1,651	4.9%	
Health		(317,241)	(74,080)	(68,132)	5,949	8.7%	
Education and Welfare		(44,794)	(29,715)	(30,566)	(851)	(2.8%)	
Housing		(246,030)	(79,508)	(85,496)	(5,988)	(7.0%)	
Community Amenities		(203,241)	(53,152)	(57,921)	(4,769)	(8.2%)	
Recreation and Culture		(755,294)	(167,958)	(160,139)	7,819	4.9%	
Transport		(1,631,370)	(409,343)	(419,305)	(9,962)	(2.4%)	
Economic Services		(111,990)	(31,058)	(32,906)	(1,848)	(5.6%)	
Other Property and Services		(39,062)	(13,705)	6,000	19,704	(328.4%)	
Total		(3,828,980)	(959,729)	(948,038)	11,691		
Funding Balance Adjustment							
Add back Depreciation		1,237,985	311,838	324,739	12,901	4.0%	
Adjust (Profit)/Loss on Asset Disposal	10	30,971	23,721	23,721	0	0.0%	
Movement in Deferred Pensional Rates (Non-Current)				0	0		
Movement in Accrued Salaries and Wages				0	0		
Movement in Employee Benefit Provisions					0		
Adjust Provisions and Accruals					0		
Net Operating (Ex. Rates)		(1,382,543)	(234,282)	(169,146)	65,136		
Capital Revenues							
Proceeds from Disposal of Assets	10	102,844	52,728	52,728	0	0.0%	
Non-Operating Grants		495,566	114,816	114,816	0	0.0%	
Proceeds from New Debentures		0	0	0	0		
Proceeds from Sale of Investments					0		
Proceeds from Advances					0		
Self-Supporting Loan Principal		6,908	3,423	3,423	0	0.0%	
Transfer from Reserves	9	741,042	770,445	770,445	0	0.0%	
Total		1,346,361	941,412	941,412	0		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	10	(222,000)	(21,045)	(21,045)	0	0.0%	
Plant and Equipment	10	(329,256)	(104,058)	(104,058)	0	0.0%	
Furniture and Equipment	10	(25,000)	0	0	0		
Infrastructure Assets - Roads	10	(520,080)	(10,451)	(10,451)	0	0.0%	
Infrastructure Assets - Other	10	(35,000)	0	0	0		
Purchase of Investments					0		
Repayment of Debentures		(56,086)	(10,143)	(10,143)	0	0.0%	
Advances to Community Groups					0		
Transfer to Reserves	9	(107,579)	(54,013)	(54,013)	0	0.0%	
Total		(1,295,001)	(199,710)	(199,710)	0		
Net Capital		51,360	741,702	741,702	0		
Total Net Operating + Capital		(1,331,183)	507,420	572,556	65,136		
Rate Revenue		1,289,113	1,289,113	1,248,202	(40,911)	(3.3%)	
Opening Funding Surplus(Deficit)		122,000	122,000	236,294	114,293	48.4%	▲
Closing Funding Surplus(Deficit)	3	79,931	1,918,534	2,057,051	138,518	6.7%	

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

	Note	Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a) 3	Var. % (b) - (a) / (b) 3	
Operating Revenues		\$	\$	\$	\$	%	
Grants, Subsidies and Contributions	8	888,639	241,199	287,296	46,097	16.0%	▲
Profit on Asset Disposal	10	5,247	1,312	0	(1,312)	(100.0%)	
Fees and Charges		228,446	133,591	138,680	5,090	3.7%	
Interest Earnings		55,149	13,787	4,456	(9,331)	(209.4%)	
Other Revenue		0	0	0	0		
Total (Excluding Rates)		1,177,481	389,888	430,433	40,544		
Operating Expense							
Employee Costs		(1,090,989)	(241,199)	(227,636)	13,563	6.0%	
Materials and Contracts		(1,140,808)	(272,711)	(259,350)	13,361	5.2%	
Utilities Charges		(177,742)	(44,436)	(25,278)	19,157	75.8%	
Depreciation (Non-Current Assets)		(1,237,985)	(311,838)	(324,739)	(12,901)	(4.0%)	
Interest Expenses		(15,623)	(3,906)	62	3,968	(6425.1%)	
Insurance Expenses		(129,614)	(60,514)	(87,376)	(26,862)	(30.7%)	▲
Loss on Asset Disposal	10	(36,219)	(25,126)	(23,721)	1,405	5.9%	
Other Expenditure		0	0	0	0		
Total		(3,828,980)	(959,729)	(948,038)	11,691		
Funding Balance Adjustment							
Add Back Depreciation		1,237,985	311,838	324,739	12,901	4.0%	
Adjust (Profit)/Loss on Asset Disposal	10	30,971	23,721	23,721	0	0.0%	
Movement in Deferred Pensional Rates (Non-Current)				0	0		
Movement in Accrued Salaries and Wages					0		
Movement in Employee Benefit Provisions					0		
Adjust Provisions and Accruals					0		
Net Operating (Ex. Rates)		(1,382,543)	(234,282)	(169,146)	65,136		
Capital Revenues							
Grants, Subsidies and Contributions	8	495,566	114,816	114,816	0	0.0%	
Proceeds from Disposal of Assets	10	102,844	52,728	52,728	0	0.0%	
Proceeds from New Debentures					0		
Proceeds from Sale of Investments					0		
Proceeds from Advances					0		
Self-Supporting Loan Principal		6,908	3,423	3,423	0	0.0%	
Transfer from Reserves	9	741,042	770,445	770,445	0	0.0%	
Total		1,346,361	941,412	941,412	0		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	10	(222,000)	(21,045)	(21,045)	0	0.0%	
Plant and Equipment	10	(329,256)	(104,058)	(104,058)	0	0.0%	
Furniture and Equipment	10	(25,000)	0	0	0		
Infrastructure Assets - Roads	10	(520,080)	(10,451)	(10,451)	0	0.0%	
Infrastructure Assets - Other	10	(35,000)	0	0	0		
Purchase of Investments			0		0		
Repayment of Debentures		(56,086)	(10,143)	(10,143)	0	0.0%	
Advances to Community Groups					0		
Transfer to Reserves	9	(107,579)	(54,013)	(54,013)	0	0.0%	
Total		(1,295,001)	(199,710)	(199,710)	0		
Net Capital		51,360	741,702	741,702	0		
Total Net Operating + Capital		(1,331,183)	507,420	572,556	65,136		
Rate Revenue		1,289,113	1,289,113	1,248,202	(40,911)	(3.3%)	
Opening Funding Surplus(Deficit)		122,000	122,000	236,294	114,293	48.4%	▲
Closing Funding Surplus(Deficit)	3	79,931	1,918,534	2,057,051	138,518	6.7%	

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

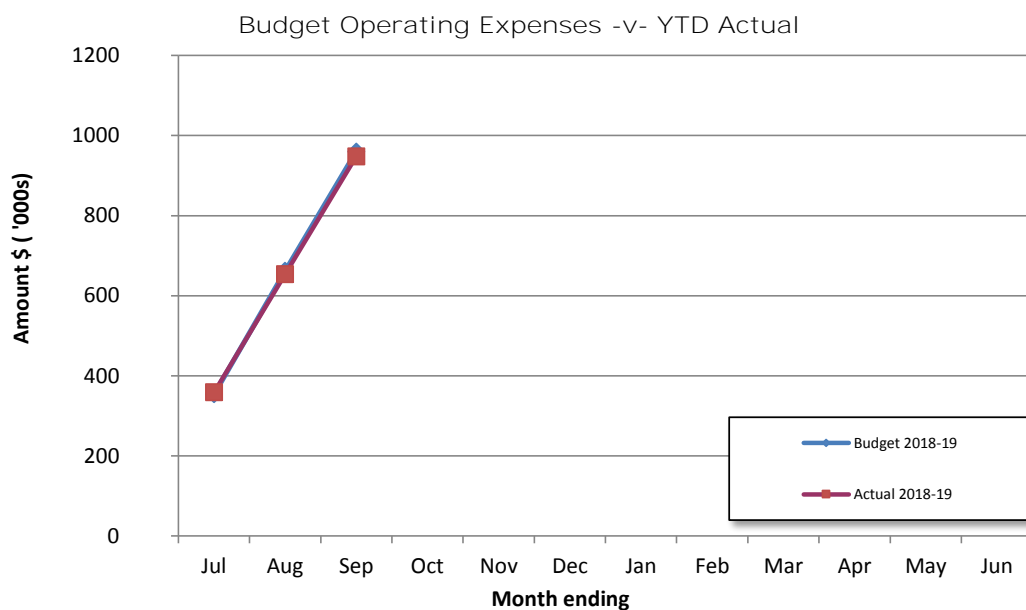
OTHER PROPERTY & SERVICES

Private works carried out by council and indirect cost allocation pools.

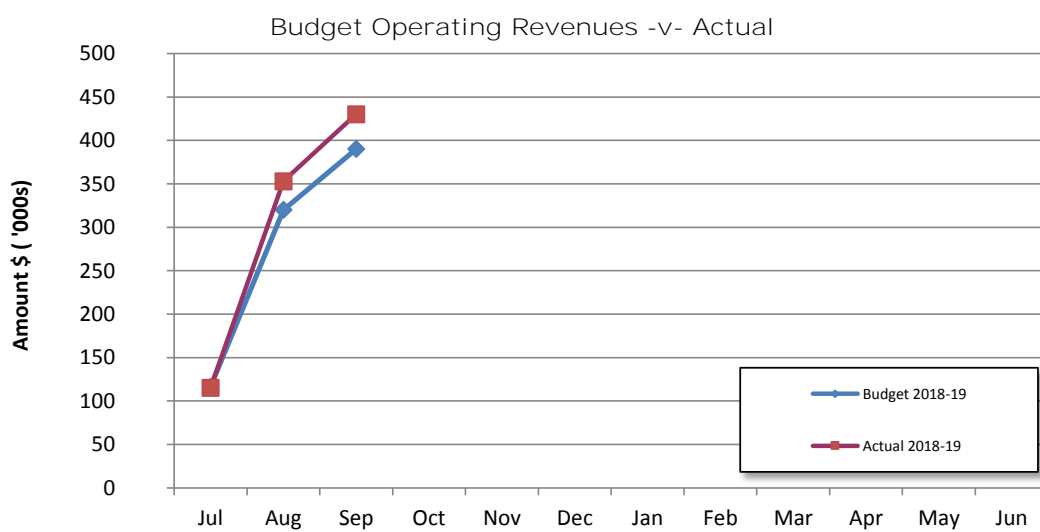
Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

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

Note 2 - Graphical Representation - Source Statement of Financial Activity



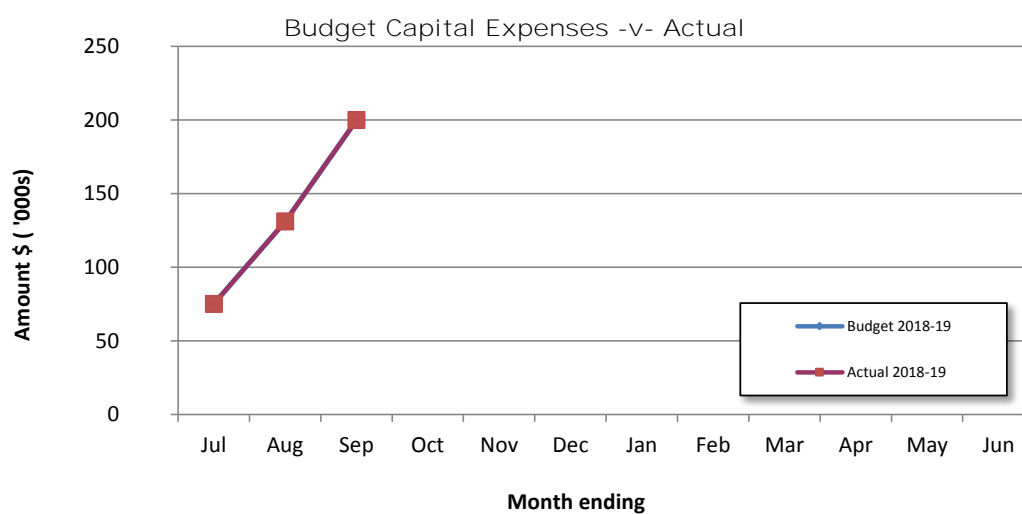
**Comments/Notes - Operating Expenses**



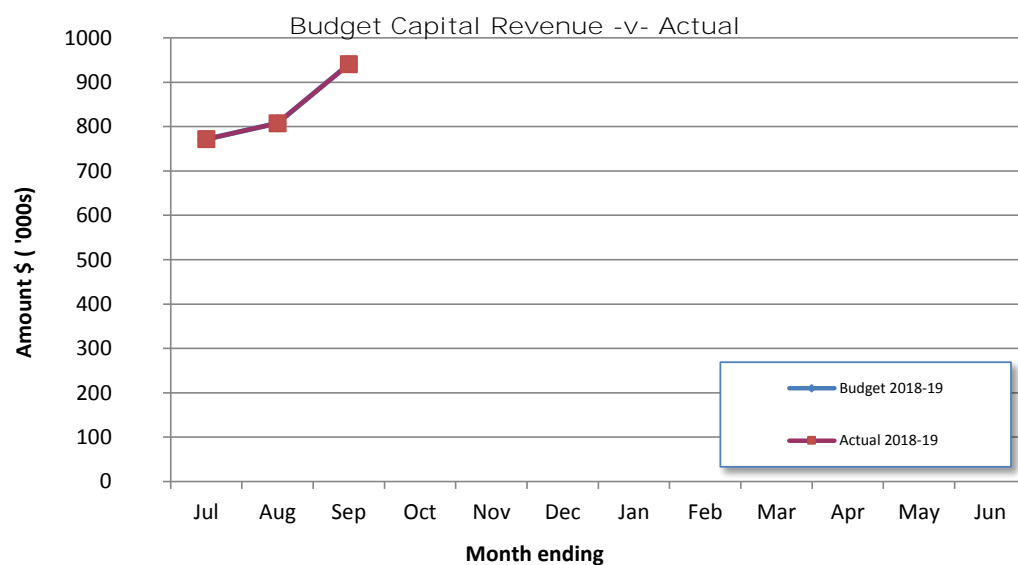
**Comments/Notes - Operating Revenues**

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

Note 2 - Graphical Representation - Source Statement of Financial Activity



**Comments/Notes - Capital Expenses**

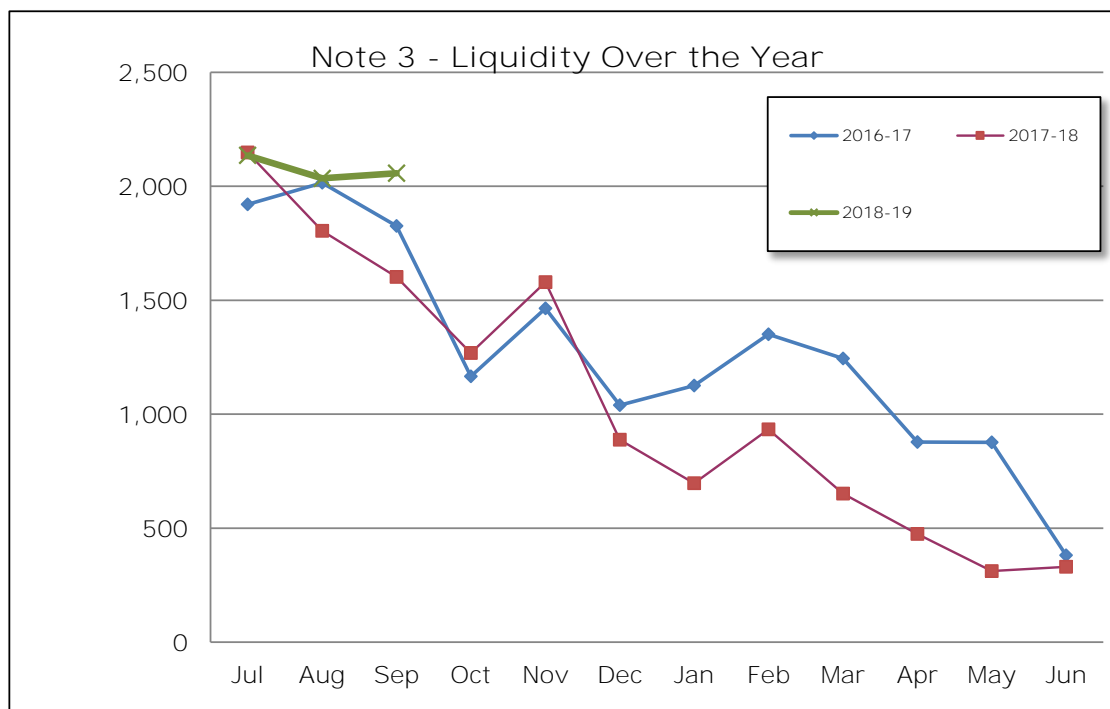


**Comments/Notes - Capital Revenues**

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

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)			
2018-19			
	This Month	Last Month	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	1,661,013	1,573,203	1,326,655
Cash Restricted	1,973,102	1,973,102	2,162,123
Investments			
Receivables - Rates and Rubbish	313,158	339,090	237,163
Receivables -Other	91,909	172,224	3,034
Inventories	87,148	81,602	86,980
	4,126,330	4,139,222	3,815,956
Less: Current Liabilities			
Payables	(30,225)	(64,679)	(1,666)
Current Employee Benefits Provision	(65,952)	(65,952)	(49,891)
	(96,177)	(130,630)	(51,558)
Less: Cash Restricted	(1,973,102)	(1,973,102)	(2,162,123)
Net Current Funding Position	2,057,051	2,035,490	1,602,275



Comments - Net Current Funding Position

Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 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%	1,660,435				1,660,435	NAB	Call
At Call - Working	0.01%			6,257		6,257	NAB	Call
(b) Term Deposits								
Reserves	2.45%		1,973,102			1,973,102	NAB	19/10/2018
Surplus Funds	0.00%				0	0	NAB	
(c) Investments								
Total		1,660,435	1,973,102	6,257	0	3,639,794		

**Comments/Notes - Investments**

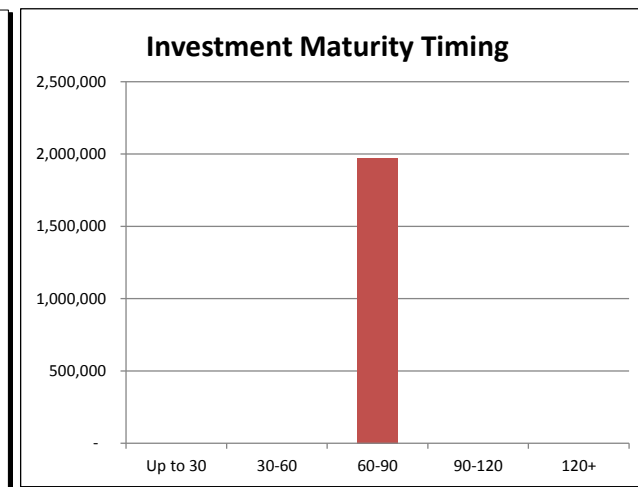
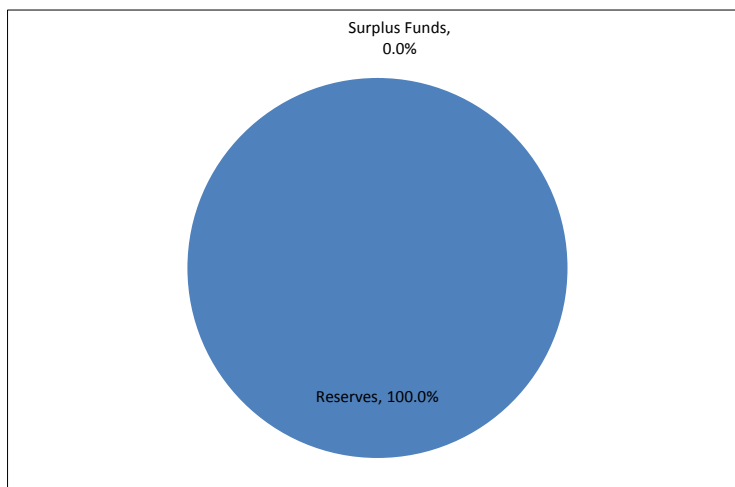
## For the Period Ended 30 September 2018

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

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

[illegible]

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





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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance					
	ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
5.1 OPERATING REVENUE (EXCLUDING RATES)					
5.1.1 GOVERNANCE					
5.1.2 GENERAL PURPOSE FUNDING					
I032010 FAGS General Purpose	502,514	125,629	134,757	9,129	The amount budgeted for FAGS is based on the 2017/18 figure and when the amounts for 2018/19 were announced in August 2018 Wyalkatchem has received \$36,512 more for the year.
5.1.3 LAW ORDER AND PUBLIC SAFETY					
I051005 DFES Operating Grant	33,986	8,497	0	(8,497)	The first instalment of the DFES operating grant was prepaid in June 2018. This should even out at the end of the year if the first instalment for 2019/20 is prepaid again.
5.1.4 HEALTH					
5.1.5 EDUCATION AND WELFARE					
5.1.6 HOUSING					
5.1.7 COMMUNITY AMENITIES					
5.1.8 RECREATION AND CULTURE					
5.1.9 TRANSPORT					

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

		ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
I121061	Main Roads Direct Grant	59,215	59,215	101,049	41,834	The amount budgeted for Direct Grant is based on the 2017/18 figure and when the amounts for 2018/19 were announced in August 2018 Wyalkatchem has received \$41,834 more for the year. In 2017/18 the grant was reduced by the State Government to offset the reversal of the removal of the Local Government concession on vehicle licensing, so now the grant is back to an amount like what was received prior to this change.
5.1.10 ECONOMIC SERVICES						
I133005	Building Licence Application	500	126	2,281	2,155	The building licence application fee budgeted is a nominal figure and was not increased to allow for the CEACA project. These fees were \$1,987.40 but this is offset by an increase in expenditure on E081015 as the fees are being refunded as per Council Decision number 122/2018.
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						

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance					
	ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
5.2.4 HEALTH					
5.2.5 EDUCATION AND WELFARE					
5.2.6 HOUSING					
5.2.7 COMMUNITY AMENITIES					
E105136 Grave Digging	(3,318)	(830)	(6,192)	(5,363)	This budget is estimated for the year.
5.2.8 RECREATION AND CULTURE					
5.2.9 TRANSPORT					
5.2.10 ECONOMIC SERVICES					

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance					
	ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
5.2.11 OTHER PROPERTY AND SERVICES					
E143005 Salaries	94,212	23,553	10,232	(13,321)	Overheads are overallocated to date due to having no Works Manager for the two months to August. The rate was reduced but it has still been too high, this will be monitored in the coming month and adjusted again if necessary.

5.3 CAPITAL REVENUE

5.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS

5.3.2 PROCEEDS FROM DISPOSAL OF ASSETS

5.3.3 PROCEEDS FROM NEW DEBENTURES

5.3.4 PROCEEDS FROM SALE OF INVESTMENT

5.3.5 PROCEEDS FROM ADVANCES

5.3.6 SELF-SUPPORTING LOAN PRINCIPAL

5.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)

5.4 CAPITAL EXPENSES

5.4.1 LAND HELD FOR RESALE

5.4.2 LAND AND BUILDINGS

5.4.3 PLANT AND EQUIPMENT

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance					
	ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
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	(43,602)	(43,602)	These are rates for 2018/19 that were pre-paid in the 2017/18 financial year. It is assumed that if about the same amount are pre-paid in June 2019 for next year that the closing balance as at 30 June 2019 will be \$0.
5.5.2 OPENING FUNDING SURPLUS(DEFICIT)					
Opening Surplus	122,000	122,000	236,294	114,293	As per reasons in June 2018 8.2.1 agenda item note 5
5.5.3 DEPRECIATION					

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

**Note 6: BUDGET AMENDMENTS**

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

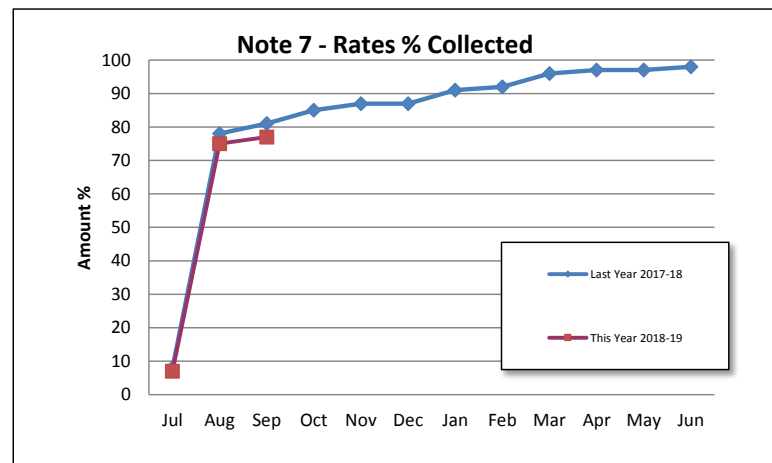
GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption			\$	\$	\$	\$
							0
							0
	Closing Funding Surplus (Deficit)			0	0	0	0

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

**Note 7: RECEIVABLES**

Receivables - Rates and Rubbish

	Current 2018-19	Previous 2017-18	Total
	\$	\$	\$
Opening Arrears Previous Years		14,889	14,889
Rates Levied this year	1,454,232	0	1,454,232
Interim Rates	138		138
Rates in Advance (Pre-Paid)	(43,602)	0	(43,602)
Instalment Fees	4,974	0	4,974
Administration/Legal Fees	0	0	0
Interest	370	0	370
Less Discount/Concessions/Write off	(18,583)	0	(18,583)
<u>Less Collections to date</u>	<u>(1,105,447)</u>	<u>(2,238)</u>	<u>(1,107,685)</u>
Equals Current Outstanding	292,082	12,651	304,733
Ex-Gratia Rates	8,425		8,425
Net Rates Collectable			313,158
% Collected			77.41%



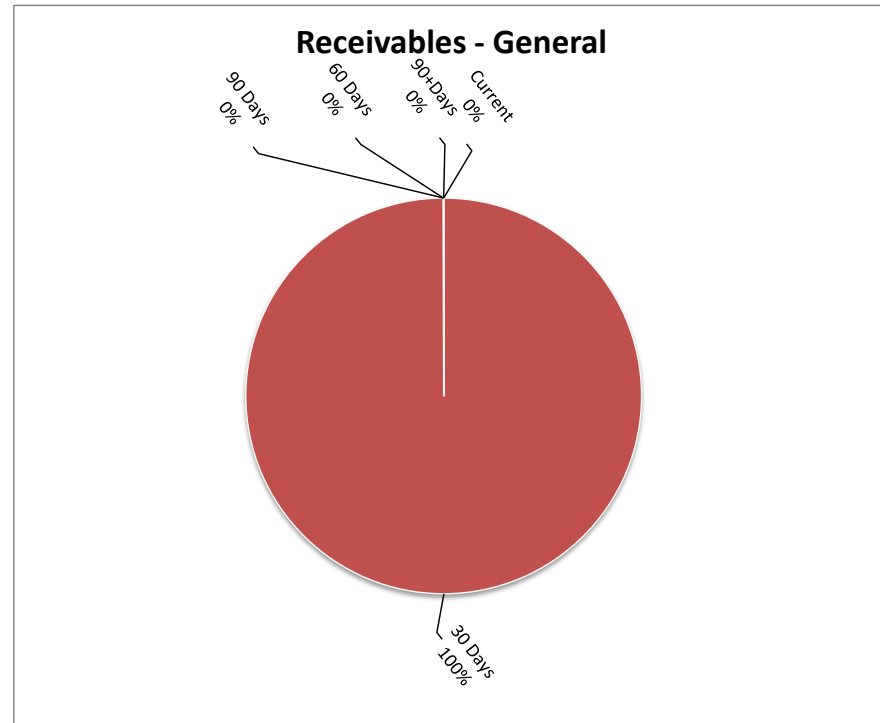
**Comments/Notes - Receivables Rates and Rubbish**

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
	\$	\$	\$	\$	\$
	0	91,878	30	0	0
<b>Total Outstanding</b>					<b>91,909</b>

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 September 2018

Note 8: GRANTS AND CONTRIBUTIONS

Program/Details GL	Provider	Approval Yes No	2018-19 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status		Estimated Receival Dates
						Received	Not Received	
GENERAL PURPOSE FUNDING		(Yes/No)	\$	\$	\$	\$	\$	
Financial Assistance Grant	State Government	Yes	502,514	0	502,514	134,757	367,758	Quarterly - Nov, Feb, May
GOVERNANCE								
Reimbursements - Miscellaneous	Various		2,000	0	2,000	(0)	2,000	
LAW, ORDER, PUBLIC SAFETY								
DFES Operating Grant	DFES	Yes	33,986	0	33,986	0	33,986	4 instalments
HEALTH								
Medical Centre Contribution	Shire of Koorda	Yes	57,105		57,105	0	57,105	Quarterly - Oct, Jan, Apr, Jun
COMMUNITY AMENITIES								
RECREATION AND CULTURE								
TRANSPORT								
Financial Assistance Grant	State Government	Yes	217,400	0	217,400	51,491	165,909	Quarterly - Nov, Feb, May
Main Roads Direct Grant	Main Roads WA	Yes	59,215	0	59,215	101,049	(41,834)	Sep-18
Street Lighting Subsidy	Main Roads WA	Yes	1,419		1,419	0	1,419	May-19
Regional Road Group	Main Roads WA	Yes	293,877	0	293,877	114,816	179,061	60% Feb-19
Roads to Recovery	Department of Infrastructure and Regional Development	Yes	201,689		201,689	0	201,689	Quarterly - Oct, Jan, Apr
OTHER PROPERTY & SERVICES								
Diesel Fuel Rebate	Australian Taxation Office	Yes	15,000		15,000	0	15,000	Monthly
TOTALS			1,384,205	0	1,384,205	402,112	982,093	

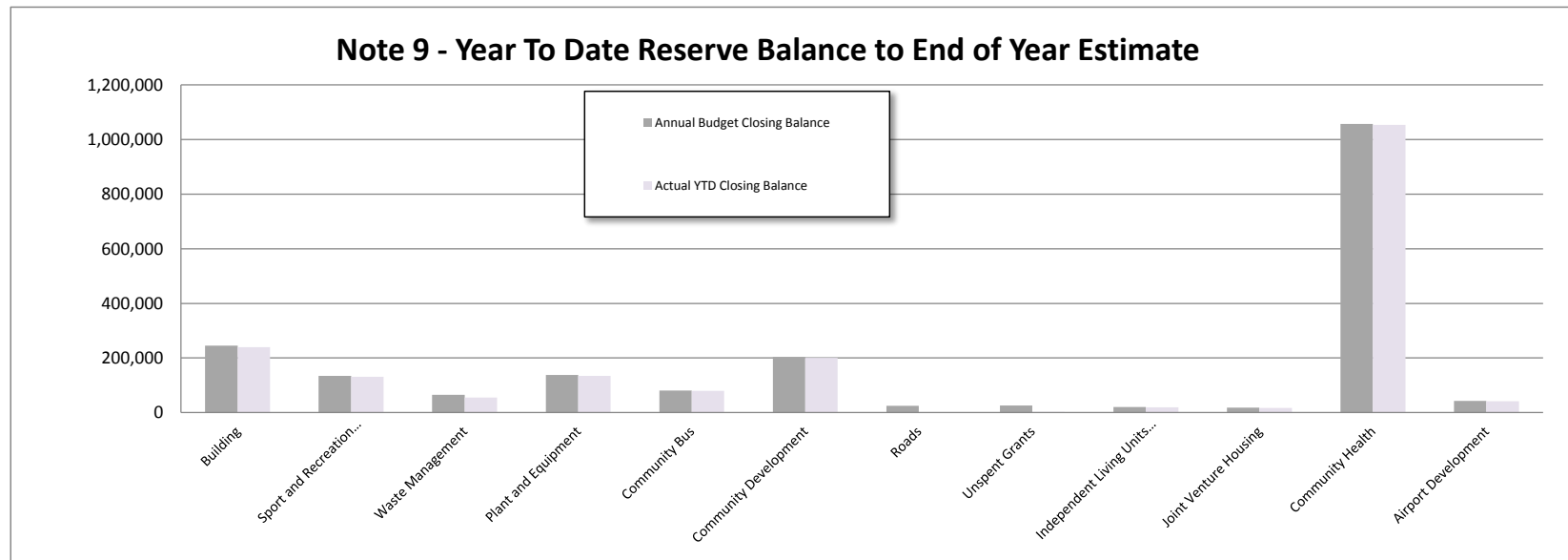
Comments - Grants and Contributions



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

Note 9: Cash Backed Reserve

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



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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Profit(Loss) of Asset Disposal				Disposals	Current Budget		
					Replacement		
Cost	Accum Depr	Proceeds	Profit (Loss)		Annual Budget	Actual	Variance
\$	\$	\$	\$		\$	\$	\$
35,000	(8,419)	16,364	(10,217)	Other Property and Services			
64,000	(14,133)	36,364	(13,503)	Toyota Camry	50,000	51,455	1,455
			0	Land Rover Discovery	58,710	45,431	(13,279)
			0	Toro Mower	42,547	0	(42,547)
				Roller	170,000	0	(170,000)
99,000	(22,552)	52,728	(23,721)	Totals	321,257	96,885	(224,372)

Comments - Capital Disposal

Contributions Information					Summary Acquisitions	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Annual Budget	Actual	Variance
\$	\$	\$	\$	\$		\$	\$	\$
0	0	0	0	0	Property, Plant & Equipment	0	0	0
222,000	0	0	0	222,000	Land for Resale	222,000	21,045	(200,955) ▼
226,412	0	102,844	0	329,256	Land and Buildings	329,256	104,058	(225,198) ▼
25,000	0	0	0	25,000	Plant & Property	25,000	0	(25,000) ▼
					Furniture & Equipment			
					Infrastructure			
24,514	495,566	0	0	520,080	Roadworks	520,080	10,451	(509,629) ▼
0	0	0	0	0	Drainage	0	0	0
0	0	0	0	0	Bridges	0	0	0
0	0	0	0	0	Footpath & Cycleways	0	0	0
0	0	0	0	0	Parks, Gardens & Reserves	0	0	0
35,000	0	0	0	35,000	Airports	35,000	0	(35,000) ▼
0	0	0	0	0	Sewerage	0	0	0
0	0	0	0	0	Other Infrastructure	0	0	0
532,926	495,566	102,844	0	1,131,336	Totals	1,131,336	135,554	(995,782)

Comments - Capital Acquisitions

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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

Contributions					Land & Buildings	Current Budget			
						This Year			
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Annual Budget	Actual	Variance	
\$	\$	\$	\$	\$		\$	\$	\$	
10,000				10,000	Governance Shire Office	10,000	2,780	(7,220)	▼
10,000				10,000	Education and Welfare Aged Care Services and Accommodation	10,000	0	(10,000)	▼
10,000				10,000	Housing 1 Slocum St	10,000	9,608	(392)	▼
7,000				7,000	22a Flint St	7,000	0	(7,000)	▼
15,000				15,000	Lady Novar	15,000	3,287	(11,713)	▼
25,000				25,000	Recreation and Culture Recreation Centre	25,000	0	(25,000)	▼
115,000				115,000	Transport Depot	115,000	0	(115,000)	▼
15,000				15,000	Economic Services Railway Station	15,000	4,377	(10,623)	▼
15,000				15,000	Railway Barracks	15,000	992	(14,008)	▼
222,000	0	0	0	222,000	Totals	222,000	21,045	(200,955)	

Contributions					Plant & Equipment	Current Budget			
						This Year			
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Annual Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$		\$	\$	\$	
35,000		15,000		50,000	Transport				
23,710		35,000		58,710	Works Manager vehicle	50,000	51,455	1,455	▲
29,703		12,844		42,547	Doctor vehicle	58,710	45,431	(13,279)	▼
7,999				7,999	Ride on mower	42,547	0	(42,547)	▼
130,000		40,000		170,000	Cylinder mower	7,999	7,173	(826)	▼
					Roller	170,000	0	(170,000)	▼
226,412	0	102,844	0	329,256	Totals	329,256	104,058	(225,198)	

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

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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions					Roads	Current Budget			
						This Year			
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Annual Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$		\$	\$	\$	
0	201,230			201,230	Transport Cunderdin/Wyalkatchem Rd - SLK 2.0 to 4.85	201,230	0	(201,230)	▼
24,514	80,276			104,790	Cunderdin/Wyalkatchem Rd - SLK 4.85 to 7.85	104,790	0	(104,790)	▼
	134,801			134,801	Tammin / Wyalkatchem Rd - SLK 25.36 to 28.44	134,801	0	(134,801)	▼
	27,424			27,424	Lewis East Rd	27,424	0	(27,424)	▼
Goldfields Rd	35,770			35,770	Goldfields Rd	35,770	10,451	(25,319)	▼
	16,065			16,065	Martin Rd Sealing	16,065	0	(16,065)	▼
24,514	495,566	0	0	520,080	Totals	520,080	10,451	(509,629)	

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

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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

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

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

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

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

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

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

**Note 11: TRUST FUND**

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

Description	Opening Balance 1-Jul-18	Amount Received	Amount Paid	Closing Balance 30-Sep-18
	\$	\$	\$	\$
<b>Working Account</b>				
Key Deposit	195			195
Cleaning Bond	600			600
Rose & Heritage Festival Committee	2,651			2,651
Employee Pay	2,810			2,810
	6,257	0	0	6,257

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

**SUPPLEMENTARY INFORMATION: INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$
<b>Housing</b>									
Loan 68 - 43/45 Wilson	147,658	0	0	20,636	10,143	127,022	137,515	9,828	1,518
<b>Recreation &amp; Culture</b>									
Loan 73 - Community Resource Centre Building Project	130,323	0	0	19,413	0	110,910	130,323	5,561	-1,420
<b>Transport</b>									
Loan 74 - New Holland Tractor	16,037	0	0	16,037	0	0	16,037	234	-160
	294,018	0	0	56,086	10,143	237,932	283,875	15,623	-62

(b) Credit Standby Arrangements

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

## RECONCILIATION OF BANK ACCOUNTS

Unrestricted Municipal Bank as at 30 September 2018	1,660,435
Outstanding Deposits	393
Outstanding Payments	0
Ending Balance	<u>1,660,828</u>
Trust Working as at 30 September 2018	6,257
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u>6,257</u>
Reserve Account as at 30 September 2018	1,973,102
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u>1,973,102</u>



## A/R Aging Summary As at 30 September 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>	
Co-operative Bulk Handling	0	8,425	0	0	0	8,425	Ex gratia rates
Eaton, Brad and Kylie	0	220	0	0	0	220	Hire of tree planter
Garner, Owen	0	220	0	0	0	220	Hire of tree planter
Hutchinson, Jason and Melinda	0	110	0	0	0	110	Hire of tree planter
Main Roads	0	90,328	0	0	0	90,328	Blackspot project and WANDRRA Claim 4 and Claim 5
Marty Grant Bulldozing	0	50	0	0	0	50	Railway Barracks accommodation
<b>RATE DEBTORS</b>	0	4,809	0	299,924	0	304,733	Outstanding Rates as at 30 September 2018
Toboss, Peter	0	18	0	0	0	18	Water usage 53 Piesse St
Ugle, Roger	0	37	30	0	0	67	Water usage 58 Flint St - paid 02/10/18
Wyalkatchem District High School	0	816	0	0	0	816	Community bus usage
Wyalkatchem District Club	0	80	0	0	0	80	Recycling bin emptying charge
<b>TOTAL</b>	<u><b>0</b></u>	<u><b>105,112</b></u>	<u><b>30</b></u>	<u><b>299,924</b></u>	<u><b>0</b></u>	<u><b>405,067</b></u>	
	0	91,878	30	0	0	91,909	Sundry
	0	13,234	0	299,924	0	313,158	Rates





Shire of Wyalkatchem  
Payment Listing  
As of September 30, 2018

Attachment 9.1.2.1

Type	Date	Num	Name	Description	Amount
<b>A01100 - Cash at Bank</b>					
<b>A01101 - Unrestricted Municipal Bank</b>					
Cheque	03/09/2018	DD030918	Westnet	Internet Access Sept 2018, Email Hosting 190618-190718	-193.05
Paycheque	05/09/2018		Salaries and Wages	PPE050918	-26,879.41
Cheque	06/09/2018		Dayman, Taryn L	LOCAL GOVERNMENT WEEK Accommodation reimbursement	-438.00
Liability Cheque	06/09/2018		Small Business Super Clearing House - EFT	SUPERANNUATION August 2018	-8,126.29
Liability Cheque	06/09/2018		Dept of Human Services - EFT	CHILD SUPPORT August 2018	-701.86
Bill Pmt -Cheque	06/09/2018		Bandicoot Express - EFT	ADVERTISING Expression of Interest Family Day Care 310518	-50.00
Bill Pmt -Cheque	06/09/2018		Burgess Rawson - EFT	WATER USAGE Railway Tce Parks, Public Toilets, CBH Museum 070618-070818	-28.93
Bill Pmt -Cheque	06/09/2018		Chatfields - EFT	NRM PROJECTS Repairs to tree planter including replacing the press wheel bearings, new blades, new guage, an exchange ripper, new discs, new seat, new road tyres, replacing the road wheel bearings and a new ripper tip	-3,509.00
Bill Pmt -Cheque	06/09/2018		Courier Australia - EFT	FREIGHT Council minute book binding 080818, Parks & Gardens parts 230818	-24.26
Bill Pmt -Cheque	06/09/2018		Envirapest - EFT	SWIMMING POOL Install termidor termite system	-1,100.00
Bill Pmt -Cheque	06/09/2018		Jason Signmakers - EFT	SIGNAGE Giveway ahead signs 600x600mm for Benji-Hindmarsh crossroads, Uni directional chevron sign in 1600 x 400mm for Benji-Hindmarsh crossroads	-172.81
Bill Pmt -Cheque	06/09/2018		NEWROC - EFT	LOCAL GOVERNMENT WEEK Attendance at NEWROC dinner Dayman, Gamble, Davies	-335.94
Bill Pmt -Cheque	06/09/2018		Palmer Plumbing - EFT	2 SLOCUM ST Repoint bricks	-407.00
Bill Pmt -Cheque	06/09/2018		R Munns Engineering Consulting - EFT	PROFESSIONAL SERVICES Second installment for fair value revaluations of roads, drainage, footpaths, signage, other infrastructure, parks & gardens and airstrip	-9,615.10
Bill Pmt -Cheque	06/09/2018		Sports Turf Association (WA) Inc - EFT	TRAINING Cricket wicket seminar 290818 Hodges	-180.00
Bill Pmt -Cheque	06/09/2018		WA Local Government Assoc - EFT	LOCAL GOVERNMENT WEEK Wednesday 010818 AGM, Thursday 020818 delegates	-1,950.00
Bill Pmt -Cheque	06/09/2018		Wheatbelt Face Painting - EFT	Davies and Dayman, Wednesday 010818 AGM only Garner and Gamble	-1,199.00
Bill Pmt -Cheque	06/09/2018		Winc Australia Pty Ltd - EFT	WYALKATCHEM FAIR 2019 Face Painter and balloon twister x 5hrs	-1,199.00
Bill Pmt -Cheque	10/09/2018	DD100918	Telstra	CLEANING EXPENSES Hand wash 5L x 4, Toilet paper 48pk x 6, Hand towel ctn 6 x 4, STATIONERY Post it notes 36x48mm 12pk	-465.72
Bill Pmt -Cheque	12/09/2018		Avon Valley Toyota - EFT	TELEPHONE Landlines 170818-160918	-636.57
Cheque	12/09/2018		Watkins, Darryn	TOYOTA HILUX 4x4 SR5, Tow Bar, Winch with bull bar conversion kit, Steel bull bar, UHF under dash, Driving lights x 2	-38,943.60
Cheque	12/09/2018		Trenorden, Claire L	PLATE CHANGE WM000	-17.70
Cheque	13/09/2018		Building Commission - EFT	PLATE CHANGE WM000	-62.25
Bill Pmt -Cheque	13/09/2018		Avon Waste - EFT	BSL Aug 2018	-56.65
Bill Pmt -Cheque	13/09/2018		Coates Hire Group - EFT	BINS August 2018, RECYCLING Service bins x 9 010818	-4,295.74
Bill Pmt -Cheque	13/09/2018		DFES - EFT	MAINTENANCE GRADING Roller hire, Grader hire 250618-250718	-19,652.93
Bill Pmt -Cheque	13/09/2018		Lock Stock & Farrell Locksmith - EFT	DFES ESL Liability 2018/19	-40,898.14
Bill Pmt -Cheque	13/09/2018		T & E Services Pty Ltd - EFT	PUBLIC TOILETS New entire lock system for west side plumbers access door	-320.05
Bill Pmt -Cheque	13/09/2018		Wyalkatchem Community Resource Cntr - EFT	MEDICAL SERVICES September 2018	-14,259.70
Bill Pmt -Cheque	13/09/2018			CRC ANNUAL FEE July-August 2018, SUBSCRIPTIONS CRC Membership Business 2018/19	-4,836.00
Bill Pmt -Cheque	13/09/2018		Wyalkatchem IGA Express - EFT	REFRESHMENTS Office Amenities Aug 2018, Council Workshop Aug 2018, Council Meeting Aug 2018, LEMC Meeting Aug 2018	-64.46
Bill Pmt -Cheque	14/09/2018		Apple Pty Ltd - EFT	COMPUTER Ipad wifi & cellular x 7, Ipad wifi x 3, Ipad cases x 10, TELEPHONE Iphone 8 64GB x 2, Iphone case x 1	-10,121.48
Bill Pmt -Cheque	14/09/2018		Avon Computech - EFT	MEDICAL CENTRE UPS backup battery for server	-259.00
Bill Pmt -Cheque	14/09/2018		Brendon Wilkes Electrical - EFT	PUBLIC TOILETS Replace exhaust fans x 4, 45 WILSON ST Repair faulty isolator in split system air conditioner	-522.50
Bill Pmt -Cheque	14/09/2018		Courier Australia - EFT	FREIGHT Aug 18	-21.51
Bill Pmt -Cheque	14/09/2018		Cutting Edges - EFT	MAINTENANCE GRADING Blades for hire grader	-2,769.86
Bill Pmt -Cheque	14/09/2018		Dunnings - EFT	FUEL August 2018	-7,534.17

**Shire of Wyalkatchem**  
**Payment Listing**  
As of September 30, 2018

Bill Pmt -Cheque	14/09/2018		JK Williams - EFT	57 FLINT ST Single dishdrawer white, Microwave, DEPOT Fluro globes x 4, Floodlight globes 2Pk	-1,479.21
Bill Pmt -Cheque	14/09/2018		Landmark - EFT	REC CENTRE 8.5kg gas bottle exchange	-35.52
Bill Pmt -Cheque	14/09/2018		Lock Stock & Farrell Locksmith - EFT	DEPOT Rekey padlocks x 5 to DMK, New padlocks keyed to DMK x 2, POSTAGE Padlocks x 7	-327.40
Bill Pmt -Cheque	14/09/2018		McLeods Barristers & Solicitors - EFT	AUDIT preparation of audit information professional fees	-154.00
Bill Pmt -Cheque	14/09/2018		Pattons Panel & Paint - EFT	REPAIRS 000WM Replace windscreen on Landrover Discovery (insurance claim)	-1,606.27
Bill Pmt -Cheque	14/09/2018		Shire of Goomalling - EFT	PIONEERS PATHWAY Contribution 2018/19	-3,850.00
Bill Pmt -Cheque	14/09/2018		Snap Osborne Park - EFT	PRINTING Business Cards x 500 Dayman, Watkins	-296.50
Bill Pmt -Cheque	14/09/2018		State Library of WA - EFT	LOST BOOKS 2018/19	-220.00
Bill Pmt -Cheque	14/09/2018		T.W. Bywaters - EFT	WYALKATCHEM KOORDA RD Hire of road train side tipper 190418-300418	-9,702.00
Bill Pmt -Cheque	14/09/2018		Tool Mart - EFT	DEPOT Milwaukee Impact Drivers x 2, Grinder x 1, Drill x 1, Grease gun x 1, batteries x 3, battery charger x 1	-1,749.00
Bill Pmt -Cheque	14/09/2018		Total Eden - EFT	REC CENTRE OVAL Hunter Sprinkler x 12	-1,011.12
Bill Pmt -Cheque	14/09/2018		WA Contract Ranger Services - EFT	ANIMAL CONTROL Ranger Visit 090818 x 3hrs, Ranger Visit 210818 x 3hrs	-561.00
Bill Pmt -Cheque	14/09/2018		Wheatbelt Office & Business Machines -EFT	PHOTOCOPY Copies Aug 2018	-88.13
Bill Pmt -Cheque	14/09/2018		Wyalkatchem Spraying Service - EFT	AIRSTRIP Spraying west and south side of runway x 12 hours	-960.00
Bill Pmt -Cheque	14/09/2018		Wyalkatchem Tyre Service - EFT	PLANT PARTS 1TRX200 Valve extention, MAINTENANCE GRADING 1EIP954 Hire roller repair tyre, tube, and disposal of old tyre, DEPOT Oxyacetylene trolley tyres foam filled x 2	-426.00
Bill Pmt -Cheque	14/09/2018		Wyalkatchem Weekly - EFT	ADVERTISING 300118-190618	-308.00
Bill Pmt -Cheque	14/09/2018		Choices by Dallimore - EFT	1 SLOCUM ST Replace floor coverings in lounge room, kitchen, dining, entry, family room	-7,258.00
Bill Pmt -Cheque	14/09/2018		Wheatbelt Aircon & Handyman - EFT	REC CENTRE Replace ladies toilet door, TERMINAL BUILDING Replace door lock	-347.00
Bill Pmt -Cheque	14/09/2018	BPay140918	RAC Business Wise	MAINTENANCE WYLIEBUS RAC Business Wise	-106.00
Cheque	17/09/2018	DD170918	Foxtel	57 FLINT ST Doctors House Foxtel	-152.00
Bill Pmt -Cheque	18/09/2018	DD180918	Synergy	ELECTRICITY 190518-180718	-2.55
Paycheque	19/09/2018		Salaries and Wages	PPE190918	-30,502.57
Bill Pmt -Cheque	21/09/2018	DD210918	Telstra	TELEPHONE Mobile phones 020918-011018	-116.60
Bill Pmt -Cheque	25/09/2018	DD250918	Synergy	ELECTRICITY Street lights 250718-240818	-2,218.90
General Journal	28/09/2018	3128	NAB	Account Keeping Fee	-29.90
General Journal	28/09/2018	3129	NAB	NAB Connect Fee. September 2018 TM	-49.24
General Journal	28/09/2018	3130	NAB	Merchant Fees	-80.37
Bill Pmt -Cheque	28/09/2018	DD280918	Synergy	ELECTRICITY 110718-060918	-4,064.90
Total A01101 · Unrestricted Municipal Bank					-268,350.86

**CERTIFICATION OF CHIEF EXECUTIVE OFFICER**

I hereby certify that the Schedule of Accounts paid was submitted to Council on Thursday, 17 October 2018.  
All payments are as per the Annual Budget and are supported by vouchers and invoices and were not processed until goods and services were certified as received.

---

Taryn Dayman, Chief Executive Officer

**CERTIFICATION OF CHAIRMAN**

I hereby certify this schedule of accounts paid was submitted to the Council on Thursday, 17 October 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 &amp; AEDT Monday to Friday, 9am - 6pm AEST &amp; AEDT Saturday and Sunday

Fax 1300 363 658

Lost &amp; Stolen cards: 1800 033 103 (24 hours within Australia only)

WYALKATCHEM SHIRE  
27 FLINT STREET  
WYALKATCHEM WA 6485

Statement Period

29 June 2018 to 27 July 2018

Company Account No:

4557 0498 0000 4281

Facility Limit:

\$13,000

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**Your Account Summary**

Balance from previous statement	\$3,532.96 DR
Payments and other credits	\$3,532.96 CR
Purchases, cash advances and other debits	\$0.00
Interest and other charges	\$0.00
<b>Closing Balance</b>	<b>\$0.00</b>

---



208/21/01/M03594/S010615/021229

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
4 Jul 2018	\$3,532.96 CR	DIRECT DEBIT PAYMENT	74557048184
Total for this Period:	\$3,532.96 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)
4557-0498-0000-4281	BILLING ACCOUNT	\$0	\$3,532.96 CR	\$0.00	\$0.00	\$3,532.96 CR
			\$3,532.96 CR	\$0.00	\$0.00	\$3,532.96 CR

MANY AUSTRALIAN BUSINESSES ARE FALLING VICTIM TO BUSINESS  
EMAIL SCAMS. LEARN HOW TO RECOGNISE THESE SCAMS  
AND PROTECT YOUR BUSINESS BY VISITING NAB.COM.AU/SECURITY





Your Local Fuel Distributor

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

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

\*\* TAX INVOICE \*\*

ABN: 29384905038  
SHIRE OF WYALKATCHEM  
PO BOX 224  
WYALKATCHEM 6485

31/08/2018

PAGE: 1  
SHIRW

Location	Order No	ODO	Date	Tax Invoice	Product	Quantity	Unit Price	Amount \$
<b>Card:</b> No Card								
Volvo 5		0	23/08/2018 00:00	001400581931	DISTILLATE BULK	4,000.00	1.525	6,099.98
					Card Totals	4,000.00		6099.98
<b>Card:</b> 7034320089961764	<b>Rego:</b> WM000	<b>Driver:</b> WM000						
X190 - WYALKATCHEM WA		0	15/08/2018 07:40	991	DIESEL - SERVICE STN	64.75	1.499	97.06
X190 - WYALKATCHEM WA		0	20/08/2018 16:39	114	DIESEL - SERVICE STN	65.23	1.499	97.77
X190 - WYALKATCHEM WA		0	27/08/2018 12:18	138	DIESEL - SERVICE STN	68.45	1.499	102.62
			31/08/2018 00:00	001400584409	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	199.43		301.30
<b>Card:</b> 7034320089961772	<b>Rego:</b> ROADPLN1	<b>Driver:</b> ROADPLANT						
			31/08/2018 00:00	001400584410	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	1.00		3.85
<b>Card:</b> 7034320089961780	<b>Rego:</b> WM027	<b>Driver:</b> ROADPLANT						
X190 - WYALKATCHEM WA		0	13/08/2018 09:23	988	DIESEL - SERVICE STN	65.85	1.499	98.71
X190 - WYALKATCHEM WA		0	23/08/2018 08:53	124	DIESEL - SERVICE STN	95.28	1.499	142.82
X190 - WYALKATCHEM WA		0	28/08/2018 07:26	140	DIESEL - SERVICE STN	55.70	1.499	83.50
			31/08/2018 00:00	001400584411	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	217.83		328.88
<b>Card:</b> 7034320089961798	<b>Rego:</b> WM216	<b>Driver:</b> WM 216						
X190 - WYALKATCHEM WA		0	01/08/2018 15:44	959	DIESEL - SERVICE STN	65.90	1.499	98.78
X190 - WYALKATCHEM WA		0	09/08/2018 09:52	975	DIESEL - SERVICE STN	58.04	1.499	87.00
X190 - WYALKATCHEM WA		0	22/08/2018 07:37	120	DIESEL - SERVICE STN	56.29	1.499	84.38
X190 - WYALKATCHEM WA		0	24/08/2018 07:49	126	DIESEL - SERVICE STN	62.22	1.499	93.27
			31/08/2018 00:00	001400584412	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	243.45		367.28
<b>Card:</b> 7034320089961806	<b>Rego:</b> DOCTOR	<b>Driver:</b> DOCTOR						
X190 - WYALKATCHEM WA		0	02/08/2018 16:04	961	DIESEL - SERVICE STN	32.72	1.499	49.05
X190 - WYALKATCHEM WA		0	07/08/2018 13:48	968	UNLEADED - SERVICE STN	34.08	1.479	50.41
X190 - WYALKATCHEM WA		0	16/08/2018 17:32	105	UNLEADED - SERVICE STN	58.50	1.479	86.53
X190 - WYALKATCHEM WA		0	22/08/2018 08:12	121	UNLEADED - SERVICE STN	63.50	1.479	93.93
			31/08/2018 00:00	001400584413	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	189.80		283.77
<b>Card:</b> 7034320089961814	<b>Rego:</b> WM00	<b>Driver:</b> 000 WM						
X190 - WYALKATCHEM WA		0	12/08/2018 13:07	986	UNLEADED - SERVICE STN	43.28	1.479	64.01
			31/08/2018 00:00	001400584414	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	44.28		67.86
<b>Card:</b> 7034320089961822	<b>Rego:</b> WYLIE	<b>Driver:</b> WM006						
			31/08/2018 00:00	001400584415	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	1.00		3.85

E & OE



Your Local Fuel Distributor

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

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

\*\* TAX INVOICE \*\*

ABN: 29384905038  
SHIRE OF WYALKATCHEM  
PO BOX 224  
WYALKATCHEM 6485

31/08/2018

PAGE: 2  
SHIRW

Location	Order No	Rego:	ODO	Date	Tax Invoice	Product	Quantity	Unit Price	Amount \$
Card: 7034320089963968		WYLIEBUS		31/08/2018 00:00	001400584416	DIST CARD FEE	1.00	3.850	3.85
						Card Totals	1.00		3.85
Card: 7034320091090800		WM012		13/08/2018 07:49	987	DIESEL - SERVICE STN	46.50	1.499	69.70
X190 - WYALKATCHEM WA				31/08/2018 00:00	001400584417	DIST CARD FEE	1.00	3.850	3.85
						Card Totals	47.50		73.55

Total Discount 18.72

GST Incl in Total 684.92

Total excl. GST 6,849.25

Invoices Total	UNLEADED - SERVICE STN	199.36	294.88
	DISTILLATE BULK	4,000.00	6,099.98
	DIESEL - SERVICE STN	736.93	1,104.66
	DIST CARD FEE	9.00	34.65
<b>Total</b>			<b>7,534.17</b>

*checked & Authorised for Payment*

**Taryn Dayman**  
Chief Executive Officer

*11/9/2018*





## 2. FINANCE POLICIES





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## 10.1. PURCHASING POLICY

Responsible Department	Finance and Administration
Resolution Number	OMC ##/2018
Resolution Date	18/10/2018
Last Amendment Date	18/10/2018
Shire Related Documents	
Related Legislation	<i>Local Government Act 1995</i> <i>Local Government (Function and General) Regulations 1996 s11A and 24AC</i>

# 1. Purchasing

The Shire of Wyalkatchem (the “**Shire**”) is committed to delivering the objectives, principles and practices outlined in this Policy, when purchasing goods, services or works to achieve the Shire’s strategic and operational objectives.

This policy complies with the Local Government (Functions and General) Regulations 1996 (The Regulations).

## 1.1. OBJECTIVES

The Shire’s purchasing activities will achieve:

- The attainment of best value for money;
- Sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- Consistent, efficient and accountable processes and decision-making;
- Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;
- Probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Compliance with the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, as well as any relevant legislation, Codes of Practice, Standards and the Shire’s Policies and procedures;
- Risks identified and managed within the Shire’s Risk Management framework;
- Records created and maintained to evidence purchasing activities in accordance with the State Records Act and the Shire’s Record Keeping Plan;
- Confidentiality protocols that protect commercial-in-confidence information and only release information where appropriately approved.

## 1.2. ETHICS & INTEGRITY

The Shire’s Code of Conduct applies when undertaking purchasing activities and decision making. Elected Members and employees must observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

### 1.3. VALUE FOR MONEY

Value for money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the Shire achieving its strategic and operational objectives.

The Shire will apply value for money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

#### 1.3.1. Value for money

Assessment of value for money will consider:

- All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, training, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, tenderers resources available, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- Financial viability and capacity to supply without the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- A strong element of competition by obtaining a sufficient number of competitive quotations wherever practicable and consistent with this Policy;
- The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy; and
- Providing opportunities for businesses within the Shire's boundaries to quote wherever possible.

### 1.4. PURCHASING THRESHOLDS AND PRACTICES

The Shire must comply with all requirements, including purchasing thresholds and processes, as prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

#### 1.4.1. Policy Purchasing Value Definition

Purchasing value for a specified category of goods, services or works is to be determined upon the following considerations:

- Exclusive of Goods and Services Tax (GST); and
- Where a contract is in place, the actual or expected value of expenditure over the full contract period, including all options to extend specific to a particular category of goods, services or works. OR
- Where there is no existing contract arrangement, the Purchasing Value will be the estimated total expenditure for a category of goods, services or works over a minimum three year period.

The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.

#### 1.4.2. Purchasing from Existing Contracts

The Shire will ensure that any goods, services or works required that are within the scope of an existing contract will be purchased under that contract.

#### 1.4.3. Table of Purchasing Thresholds and Practices

This table prescribes Purchasing Value Thresholds and the applicable purchasing practices which apply to the Shire's purchasing activities:

Purchase Value Threshold (exc GST)	Purchasing Practice Required
Less than \$3,000 (exc GST)	No quotations required. Officers are to use professional judgment and discretion to determine if prices or rates are value for money.
\$3,001 to \$5,000 (exc GST)	<p>Purchase directly from a supplier using a Purchasing or Corporate Credit Card issued by the Shire, or</p> <p>Seek at least one (1) verbal or written quotation from a suitable supplier.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the quote must be sought from the Panel suppliers only in accordance with the procedures prescribed in Section 3.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then a quote must be sought from either:</p> <ul style="list-style-type: none"> <li>• a supplier included in the relevant WALGA Preferred Supplier Arrangement; or</li> <li>• other suppliers that are accessible under another tender exempt arrangement; or</li> <li>• the open market.</li> </ul> <p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation is to be sought, where a suitable supplier is available, from either:</p> <ul style="list-style-type: none"> <li>• a WA Disability Enterprise; and / or</li> <li>• an Aboriginal Owned Business; and / or</li> <li>• a Local Supplier.</li> </ul> <p>The rationale for the procurement decision should be documented and recorded in accordance with the Shire Records Management Policy.</p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
From \$5,001 and up to \$20,000 (exc GST)	<p>Seek at least two (2) verbal or written quotations from suitable suppliers.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the quotations must be sought from the Panel suppliers only in accordance with the procedures prescribed in Section 3</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then quotations must be sought from either:</p> <ul style="list-style-type: none"> <li>• a supplier included in the relevant WALGA Preferred Supplier Arrangement; or</li> <li>• other suppliers that are accessible under another tender exempt arrangement; or</li> <li>• the open market.</li> </ul> <p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation is to be sought, where a suitable supplier is available, from:</p> <ul style="list-style-type: none"> <li>• a WA Disability Enterprise; and / or</li> <li>• an Aboriginal Owned Business; and / or</li> <li>• a Local Supplier.</li> </ul> <p>For the purchasing of WALGA Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Confirmed via Purchase Order or Contract/Agreement.</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• value for money criteria, not necessarily the lowest price.</li> </ul> <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
<p>\$20,001 and up to \$50,000 (exc GST)</p>	<p>Seek at least three (3) written quotations from suitable suppliers.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, quotations must be sought from the Panel suppliers only in accordance with the procedures prescribed in Section 3.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then the quotations must be sought from:</p> <ul style="list-style-type: none"> <li>• a supplier included in the relevant WALGA Preferred Supplier Arrangement; or</li> <li>• other suppliers that are accessible under another tender exempt arrangement; or</li> <li>• the open market.</li> </ul> <p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation of the three (3) quotations is to be sought, where a suitable supplier is available, from either:</p> <ul style="list-style-type: none"> <li>• a WA Disability Enterprise; and / or</li> <li>• an Aboriginal Owned Business; and / or</li> <li>• a Local Supplier.</li> </ul> <p>For the purchasing of WALGA Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Confirmed via Purchase Order or Contract/Agreement.</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• value for money criteria, not necessarily the lowest quote.</li> </ul> <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
\$50,001 and up to \$150,000 (exc GST)	<p>Seek at least three (3) written quotations from suppliers by invitation under a formal Request for Quotation.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, quotations must be obtained from the Panel suppliers only in accordance with the procedures prescribed in Section 3.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then three (3) written quotations must be sought from:</p> <ul style="list-style-type: none"> <li>• a supplier included in the relevant WALGA Preferred Supplier Arrangement; or</li> <li>• other suppliers that are accessible under another tender exempt arrangement; or</li> <li>• the open market.</li> </ul> <p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation of the three (3) quotations is to be sought, where a suitable supplier is available, from either:</p> <ul style="list-style-type: none"> <li>• a WA Disability Enterprise; and / or</li> <li>• an Aboriginal Owned Business; and / or</li> <li>• a Local Supplier.</li> </ul> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required and</li> <li>• pre-determined evaluation criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be represented using the Evaluation Report template.</p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
Over \$150,000 (exc GST)	<p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, quotations must be sought from those suppliers only in accordance with the procedures prescribed Section 3.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then either:</p> <ul style="list-style-type: none"> <li>• Seek at least three (3) written quotations from suppliers included in the relevant WALGA Preferred Supplier Arrangement and / or another tender exempt arrangement; OR</li> <li>• Conduct a Public Request for Tender process in accordance with the Local Government Act 1995 and relevant Shire Policy requirements.</li> </ul> <p>The purchasing decision is to be based upon the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and</li> <li>• pre-determined evaluation criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be represented using the Evaluation Report template.</p>
Emergency Purchases (Within Budget)	Must be approved by the President or by the Chief Executive Officer under delegation and reported to the next available Council Meeting.
Emergency Purchases (Not Included in Budget)	<p>Only applicable where, authorised in advance by the President in accordance with s.6.8 of the <i>Local Government Act 1995</i> and reported to the next available Council Meeting.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply must be obtained from the Panel suppliers.</p> <p>If however, no member of the Panel of Pre-qualified Suppliers or a suitable supplier from WALGA Preferred Supplier Arrangement is available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent that it is reasonable in context of the emergency requirements, with due consideration of best and sustainable consideration.</p>



<b>Purchase Value Threshold (exc GST)</b>	<b>Purchasing Practice Required</b>
WALGA Services (excluding Preferred Supplier Program)	For the purchasing of WALGA Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Recording is to be in accordance with the threshold levels outlined above. Confirmed via Purchase Order or Contract/Agreement.
LGIS Services	For the purchasing of LGIS Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Confirmed via Purchase Order or Contract/Agreement.

#### **1.4.4. Exemptions**

An exemption from the requirement to publically invite tenders may apply when the purchase is:

- obtained from a pre-qualified supplier under the WALGA Preferred Supplier Arrangement or other suppliers that are accessible under another tender exempt arrangement .
- from a pre-qualified supplier under a Panel established by the Shire;
- from a Regional Local Government or another Local Government;
- acquired from a person/organisation registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less (exc GST) and represents value for money;
- acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is authorised under action by Council under delegated authority;
- within 6 months of no tender being accepted;
- where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- the purchase is covered by any of the other exclusions under Regulation 11 of the Regulations.

#### **1.4.5. Inviting Tenders Under the Tender Threshold**

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$150,000 threshold.

This decision will be made after considering:

- Whether the purchasing requirement can be met through the WALGA Preferred Supplier Program or any other tender exemption arrangement; and
- Any value for money benefits, timeliness, risks; and
- Compliance requirements.

A decision to invite Tenders, though not required to do so, may occur where an assessment has been undertaken and it is considered that there is benefit from conducting a publicly accountable and more rigorous process. In such cases, the Shire tendering procedures must be followed in full.

#### **1.4.6. Other Procurement Processes**

##### *Expressions of Interest*

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value, or contains significant complexity of project delivery that may solicit responses from a considerable range of industry providers.

In these cases, the Shire may consider conducting an EOI process, preliminary to any Request for Tender process, where the purchasing requirement is:

- Unable to be sufficiently scoped or specified;
- Open to multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- Subject to a creative element; or
- To establish a procurement methodology that allows for an assessment of a significant number of tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek price information from respondents, seeking qualitative and other non-price information only. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

##### *Request for Proposal*

As an alternative to a Request for Tender, the Shire may consider conducting a Request for Proposal where the requirements are less known, or less prescriptive and detailed. In this situation, the Request For Proposal would still be conducted under the same rules as for a Request For Tender but would seek responses from the market that are outcomes based or that outline solutions to meet the requirements of the Shire.

#### **1.4.7. Emergency Purchases**

An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency situation as provided for in the Act. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

#### **1.4.8. Sole Source of Supply**

A sole source of supply arrangement may only be approved where the:

- Purchasing value is estimated to be over \$5,000; and

- purchasing requirement has been documented in a detailed specification; and
- specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined as unique and cannot be sourced through more than one supplier.

A sole source of supply arrangement will only be approved for a period not exceeding three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists.

#### **1.4.9. Anti-Avoidance**

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, avoiding a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

Utilising rolling contract extensions at the end of a contract term without properly testing the market or using a Tender exempt arrangement, will not be adopted as this would place this Local Government in breach of the Regulations (Regulation 12).

The Shire will conduct regular periodic analysis of purchasing activities within supply categories and aggregating expenditure values in order to identify purchasing activities which can be more appropriately undertaken within the Purchasing Threshold practices detailed in clause 1.4.3 above.

## 2. Sustainable Procurement

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that *demonstrate* sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will embrace Sustainable Procurement by applying the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes. Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for information from Suppliers regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

### 2.1. LOCAL ECONOMIC BENEFIT

The Shire encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the Shire will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting will be included in the evaluation criteria for quotes and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy. This criteria will relate to local economic benefits that result from Tender processes.

The Shire has adopted a Regional Price Preference Policy, which will be applied when undertaking all purchasing activities.

### 2.2. PURCHASING FROM DISABILITY ENTERPRISES

An Australian Disability Enterprise may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, where a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and Tenders to provide advantages to Australian Disability Enterprises, in instances where not directly contracted.

## **2.3. PURCHASING FROM ABORIGINAL BUSINESSES**

A business registered in the current Aboriginal Business Directory WA (produced by the Small Business Development Corporation) may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where:

- the contract value is or is worth \$250,000 or less, and
- a best and sustainable value assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.

## **2.4. PURCHASING FROM ENVIRONMENTALLY SUSTAINABLE BUSINESSES**

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to suppliers which:

- demonstrate policies and practices that have been implemented by the business as part of its operations;
- generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

# **3. Panels of Pre-qualified Suppliers**

## **3.1. OBJECTIVES**

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and

- the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

### **3.2. ESTABLISHING AND MANAGING A PANEL**

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

### **3.3. DISTRIBUTING WORK AMONGST PANEL MEMBERS**

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or

- work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

### **3.4. Purchasing from the Panel**

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire's records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

## **4. Purchasing Policy Non-Compliance**

Purchasing Activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the Shire's policies and procedures.

A failure to comply with the requirements of this policy will be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- an opportunity for additional training to be provided;
- a disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994;
- misconduct in accordance with the Corruption, Crime and Misconduct Act 2003.

## 5. Record Keeping

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the State Records Act 2000 and the Shire's Record Keeping Plan. This includes those with organisations involved in a tender or quotation process, including suppliers.

For each procurement activity, such documents may include:

- The procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- Procurement Planning and approval document which describes how procurement is to be undertaken to create and manage the contract;
- Request for Quotation / Tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable)
- Copies of quotes / tenders received;
- Evaluation documentation such as negotiation plans and negotiation logs;
- Approval of award documentation
- All correspondence to respondents notifying the outcome to award a contract;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.







Shire of Wyalkatchem  
RECEIVED

18 SEP 2018	<input checked="" type="checkbox"/> CEO	<input type="checkbox"/> DEED	<input type="checkbox"/> RFO	<input type="checkbox"/> ESO	<input type="checkbox"/> WM	<input type="checkbox"/> PRES
	<input type="checkbox"/> SFO	<input type="checkbox"/> CSO	<input type="checkbox"/> PEHO	<input type="checkbox"/> VCC	<input type="checkbox"/> OTHER	

Attachment 9.1.4

Shire of Wyalkatchem  
PO Box 224  
WYALKATCHEM WA 6485  
Email: [general@wyalkatchem.wa.gov.au](mailto:general@wyalkatchem.wa.gov.au)  
Ph: (08) 9681 1166  
Fax: (08) 9681 1003

## COMMUNITY GRANT APPLICATION FORM

Date: 18-09-2018

Name of Group: WYALKATCHEM COMMUNITY MART

Contact Person: PAT JONES COORDINATOR

Phone Number: 9681103 OR 0429 080 200

Address: 3 GAMBLE ST (P.O. BOX 48)  
WYALKATCHEM 6485

ABN: N/A

Association Number (IARN): N/A

Amount of Grant Requested: \$1000

### Detail the anticipated income for the current financial year:

OUR INCOME VARIES FROM YEAR TO YEAR  
BUT I WOULD EXPECT ABOUT \$8-\$9000  
WILL BE RETURNED TO THE COMMUNITY AS  
WELL AS A LESSER AMOUNT BEING PAID  
OUT FOR GOODS SOLD ON COMMISSION

### Detail the anticipated expenses for the current financial year:

\$3000 RENT (THIS HAS INCREASED SINCE LAST  
YEAR DUE TO NECESSARILY RENTING ANOTHER ROOM  
ABOUT \$100 A YEAR FOR ELECTRICITY  
APPROX \$120 FOR STATIONARY, CRC MEMBERSHIP  
ETC

### Expected Bank Balances as at 30 June for the current financial year:

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Shire of Wyalkatchem  
PO Box 224  
WYALKATCHEM WA 6485  
Email: [general@wyalkatchem.wa.gov.au](mailto:general@wyalkatchem.wa.gov.au)  
Ph: (08) 9681 1166  
Fax: (08) 9681 1003

Details of each fundraising activity held in the last financial year (including sum of money raised):

N/A

Details of each fundraising activity held in this financial year (including sum of money raised):

N/A

What Strategic Community Plan outcomes are the community group achieving? (Choose 1-6 from list below) and why?

1 – Healthy, strong and connected communities, 2- A prosperous and dynamic district, 3- A sustainable, natural and built environment, 4-An effective voice, 5 - A well-managed and effective council organisation, 6-Well utilised and effectively managed facilities and assets.

By sharing the profits of the community mart with the designated organisations of Wyalkatchem we are helping considerably to maintain them, especially as most of the members are elderly, we are helping by recycling used goods that would go to landfill. We also a drop in centre

Give a detailed budget for how the grant will be used (please attach a minimum of two written quotations where applicable):

Covers public liability insurance and limited stock cover (for fire and tempest only) approx \$700 (changes from year to year) the extra money goes towards paying the rent

# Wyalkatchem Community Mart

## Summary of Financial Report from 1<sup>st</sup> July 2017 to 30<sup>th</sup> June 2018

Total Receipts	\$15616.40
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Total Payments	\$14111.49
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Closing Balance 30 <sup>th</sup> June	\$1504.91
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# Wyalkatchem Community Mart Financial Report for Period 1<sup>st</sup> July 2017 to 30th June 2018

## Receipts

July '17	Cash on Hand	\$2999.71
	Shop Sales	\$752.50
Aug '17	Shop Sales	\$886.60
Sept '17	Shop Sales	\$1063.56
Oct '17	Shop Sales	\$746.50
Nov'17	Shop Sales	\$1006.80
	Shire Grant	\$616
Dec '17	Shop Sales	\$1443.70
	Interest	\$ 0.04
Jan '18	Shop Sales	\$632.60
Feb '18	Shop Sales	\$937.50
March'18	Shop Sales	\$995.00
	Interest	\$ 0.05
April '18	Shop Sales	\$1405.10
May '18	Shop Sales	\$1253.40
June '18	Shop Sales	\$877.34

## Wyalkatchem Community Mart Financial Report for Period 1<sup>st</sup> July 2017 to 30 June 2018

July '17	Profit Share	\$900
	Goods on Commission	\$61
Aug'17	Profit Share	\$900
	Goods on Commission	\$203
	Rent	\$500
Sept'17	Profit Share	\$900
	Goods on Commission	\$164
	Electricity	\$47.12
Oct '17	Profit Share	\$900
	Goods on Commission	\$132
	Rent	\$500
	Insurance	\$616
Nov'17	Additional Rent	\$250
	Profit Share	\$900
	Goods on Commission	\$128
Dec '17	No Payments	
Jan'18	No Payments	
Feb'18	Profit share	\$1800
	Goods on Commission	\$304
	Rent	\$750
March'18	No Payments	
April'18	Profit Share	\$900
	Goods on Commission	\$258
May'18	Profit Share	\$900
	Goods on Commission	\$75
	Rent	\$750
	Electricity	\$41.37
June'18	Profit Share	\$900
	Goods on Commission	\$332





# Delegation Register

Shire of Wyalkatchem



## 3. Bush Fires Act 1954 Delegations

### 3 Bush Fires Act 1954 Delegations

#### 3.1 Council to CEO, President and Bush Fire Control Officer

##### 3.1.1 Make Request to FES Commissioner – Control of Fire

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to request on behalf of the Shire that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
<b>Council Conditions on this Delegation:</b>	a. This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

<b>Compliance Links:</b>	Nil
<b>Record Keeping:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Bush Fires Act 1954 Section 50

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# Delegation Register

Shire of Wyalkatchem



## 3. Bush Fires Act 1954 Delegations

### 3.1.2 Prohibited Burning Times - Vary

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Delegate:</b>	<b>President and Chief Bush Fire Control Officer (jointly)</b>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
<b>Council Conditions on this Delegation:</b>	a. Decisions under s,17(7) must be undertake jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8). b. That, where applicable, any policies or strategies formally adopted by Council are adhered to when exercising this delegation.
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Policy No. 10.5 - Bush Fire Control – Fire Hazard Reduction
Record Keeping:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Bush Fires Act 1954 Section 50

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## 3. Bush Fires Act 1954 Delegations

### 3.1.3 Prohibited Burning Times – Control Activities

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land  <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> <li>3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)].</li> <li>4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</li> <li>5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</li> </ol>



# Delegation Register

Shire of Wyalkatchem



## 3. Bush Fires Act 1954 Delegations

	6. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
<b>Council Conditions on this Delegation:</b>	<p>a. Decisions under s.17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).</p> <p>b. That, where applicable, any policies or strategies formally adopted by Council are adhered to when exercising this delegation.</p>
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Policy No. 10.5 - Bush Fire Control – Fire Hazard Reduction Policy No. 10.7 – Harvest & Movement of Vehicle bans
Record Keeping:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Bush Fires Act 1954 Section 50

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## 3. Bush Fires Act 1954 Delegations

### 3.1.4 Restricted Burning Times – Vary and Control Activities

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land  <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)].                         <ol style="list-style-type: none"> <li>a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C].</li> </ol> </li> <li>2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)].</li> <li>3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire</li> </ol>

# Delegation Register

Shire of Wyalkatchem



## 3. Bush Fires Act 1954 Delegations

	<p>Control Officer [r.15].</p> <ol style="list-style-type: none"><li>4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)].</li><li>5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li><li>6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</li><li>7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</li><li>8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</li><li>9. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</li></ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"><li>a. That, where applicable, any policies or strategies formally adopted by Council are adhered to when exercising this delegation.</li></ol>
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

# Delegation Register

Shire of Wyalkatchem



## 3. Bush Fires Act 1954 Delegations

Compliance Links:	Policy No. 10.5 - Bush Fire Control – Fire Hazard Reduction
Record Keeping:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Bush Fires Act 1954 Section 50

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# Delegation Register

Shire of Wyalkatchem



## 3. Bush Fires Act 1954 Delegations

### 3.1.5 Control of Operations Likely to Create Bush Fire Danger

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> <li>a person operating a bee smoker device during a prescribed period [r.39CA(5)].</li> <li>a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)].</li> <li>a person using explosives [r.39D(2)].</li> <li>a person using fireworks [r.39E(3)]</li> </ol> </li> <li>Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i></li> </ol>
<b>Council Conditions on this Delegation:</b>	a. That, where applicable, any policies or strategies formally adopted by Council are adhered to when exercising this delegation.
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

# Delegation Register

Shire of Wyalkatchem



## 3. Bush Fires Act 1954 Delegations

Compliance Links:	Policy No. 10.5 - Bush Fire Control – Fire Hazard Reduction
Record Keeping:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Bush Fires Act 1954 Section 50

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## 3. Bush Fires Act 1954 Delegations

### 3.1.6 Burning Garden Refuse / Open Air Fires

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25  <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)].</li> <li>2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)].                         <ol style="list-style-type: none"> <li>a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)].</li> <li>b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34].</li> </ol> </li> <li>3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of:                         <ol style="list-style-type: none"> <li>a. camping or cooking [s.25(1)(a)].</li> <li>b. conversion of bus into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)].</li> </ol> </li> <li>4. Authority to prohibit the lighting of fires in the open are</li> </ol>

# Delegation Register

Shire of Wyalkatchem



## 3. Bush Fires Act 1954 Delegations

	<p>for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)].</p> <p>5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].</p>
<b>Council Conditions on this Delegation:</b>	<p>a. That, where applicable, any policies or strategies formally adopted by Council are adhered to when exercising this delegation.</p>
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

<b>Compliance Links:</b>	Policy No. 10.5 - Bush Fire Control – Fire Hazard Reduction
<b>Record Keeping:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Bush Fires Act 1954 Section 50

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## 3. Bush Fires Act 1954 Delegations

### 3.1.7 Firebreaks

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire: <ol style="list-style-type: none"> <li>a. clearing of firebreaks as determined necessary and specified in the notice; and</li> <li>b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and</li> <li>c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)].</li> </ol> </li> <li>2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. <ol style="list-style-type: none"> <li>a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].</li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. That, where applicable, any policies or strategies formally adopted by Council are adhered to when exercising this delegation.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

# Delegation Register

Shire of Wyalkatchem



## 3. Bush Fires Act 1954 Delegations

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Compliance Links:	Policy No. 10.5 - Bush Fire Control – Fire Hazard Reduction
Record Keeping:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Bush Fires Act 1954 Section 50

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# Delegation Register

Shire of Wyalkatchem



## 3. Bush Fires Act 1954 Delegations

### 3.1.8 Appoint Bush Fire Control Officer/s

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"><li>1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and<ol style="list-style-type: none"><li>b. Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and</li><li>c. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)].</li></ol></li><li>2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire [s.38(5A)]</li></ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"><li>a. That, where applicable, any policies or strategies formally adopted by Council are adhered to when exercising this delegation.</li></ol>
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

<b>Compliance Links:</b>	Policy No. 10.1 - Bush Fire Control – Advisory Committee Policy No. 10.3 - Bush Fire Control – Officers Profile
<b>Record Keeping:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Bush Fires Act 1954 Section 50

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# Delegation Register

Shire of Wyalkatchem



## 3. Bush Fires Act 1954 Delegations

### 3.1.9 Control and Extinguishment of Bush Fires

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. <ol style="list-style-type: none"> <li>b. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].</li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. That, where applicable, any policies or strategies formally adopted by Council are adhered to when exercising this delegation.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Policy No. 10.3 - Bush Fire Control – Officers Profile
Record Keeping:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Bush Fires Act 1954 Section 50

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# Delegation Register

Shire of Wyalkatchem



## 3. Bush Fires Act 1954 Delegations

### 3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire or those on behalf of the Shire to do [s.58].
<b>Council Conditions on this Delegation:</b>	a. That, where applicable, any policies or strategies formally adopted by Council are adhered to when exercising this delegation.
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Nil
Record Keeping:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Bush Fires Act 1954 Section 50

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# Delegation Register

Shire of Wyalkatchem



## 3. Bush Fires Act 1954 Delegations

### 3.1.11 Prosecution of Offences

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
<b>Delegate:</b>	<b>Chief Executive Officer</b> <b>Bush Fire Control Officer</b>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
<b>Council Conditions on this Delegation:</b>	a. That, where applicable, any policies or strategies formally adopted by Council are adhered to when exercising this delegation.
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

<b>Compliance Links:</b>	<i>Bush Fires Act 1954:</i> s.65 Proof of certain matters s.66 Proof of ownership or occupancy
<b>Record Keeping:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Bush Fires Act 1954 Section 50

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# 10. BUSHFIRE CONTROL



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## 10.1. ADVISORY COMMITTEE

Responsible Department	Chief Executive Officer
Resolution Number	OMC ##/2018
Resolution Date	18/10/2018
Last Amendment Date	18/10/2018
Shire Related Documents	Delegation Register – 3.1.8 – Appoint Bush Fire Control Officer/s
Related Legislation	<i>Bush Fire Act 1954</i> <i>Bush Fire Regulation 1954</i>

### OBJECTIVE

- To carry out the Shire's statutory obligations under the ***Bush Fire Act and Regulations 1954***.
- Provide timely, quality and effective emergency services;
- Minimise the impact of emergencies on the community;
- Work with the community to increase bush fire awareness and fire prevention strategies;
- To ensure that bush fire brigade volunteers receive appropriate training for their respective roles within the brigade;
- Ensure that operational equipment is serviceable and available for emergencies;
- Provide a workplace that is safe and each individual is treated with respect in an environment that is free from discrimination and harassment;
- Work cohesively with other emergency management agencies;

### POLICY

The Council of the Shire of Wyalkatchem is to establish a Bush Fire Advisory Committee. The function of the Committee is to:

- To consider all matters raised by Bush Fire Brigades and make recommendations to the Shire of Wyalkatchem.
- To advise the Shire of Wyalkatchem on all matters relating to the operation of the ***Bushfires Act and Regulation 1954***
- To Advise the Shire of Wyalkatchem on the best and most efficient means of maximising fire control resources in the district.
- To endorse office bearers of Brigades and make recommendations to the Shire of Wyalkatchem for the appointment of CBFCO, DCBFCO, FCO and Dual FCO

The Bush Fire Advisory Committee composition is as follows;

- The Chief Bushfire Control Officer (CBFCO) (Chairperson)
- The Deputy Chief Bushfire Control Officer (DCBFCO)
- One Fire Control Officer (FCO) nominated by each Brigade
- The Shire's Chief Executive Officer
- The Shire of Wyalkatchem Representative
- Council shall appoint a minute taker

The Bush Fire Advisory Committee (BFAC) will held biannually prior to and post the Bush Fire Season generally around October and April respectively.

The Bush Fire Advisory Committee Annual General Meeting will be held in conjunction to the prior Fire Season BFAC meeting (April) to allow for the Office Bearer position to be endorsed and relevant updates to be considered.

The Bush Fire Advisory Committee Annual General Meeting to include the following in the order of Business

- Each Brigade captain to present a report of membership
- At this meeting all positions will be declared vacant (CEO to take the chair)
- The CBFCO, DCBFCO or GEO/CEO will act as returning officer during the election of the new position;
- The new office bearers will assume the positions as of the date of the AGM

A Quorum of the BFAC shall consist of more than one half of the voting committee

At meetings of the Advisory Committee each member shall have one vote and in the case of a draw, the Chairperson shall exercise a deciding vote. Observers, advisers and staff may not vote on any matter.

Recommendations from the Advisory Committee Meeting will be presented to Council as soon as practical after each meeting

No recommendation comes into effect until it is endorsed by Council or by the CEO under delegated authority.

In the event that Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer position becomes vacant, in accordance with section s.38(2C) the vacancy is to be filled within one month after the vacancy occurs. Where possible the recommended appointment should be endorsed by Council.

If deemed necessary, the Chief Executive Officer may make the appointment, under delegation 3.1.8 – appoint Bush Fire Control Officers/s. In the event that the Chief Executive Officer has exercised this delegation, the Chief Executive Officer is to provide advice of this appointment at the next Ordinary Meeting of Council.

Upon appointment of Bush fire control officers, including Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control officer a notice of appointment to be published at least once in a newspaper circulating in the district as per the *Bush Fire Act 1954 s38(2A)*.

In accordance with the *Bush Fire Act 1954(2E)* the CEO is to issue a certificate of appointment by the local government.

## 10.2. BUSH FIRE BRIGADES

Responsible Department	Chief Executive Officer
Resolution Number	OMC ##/2018
Resolution Date	18/10/2018
Last Amendment Date	18/10/2018
Shire Related Documents	Nil
Related Legislation	<i>Bush Fire Act 1954</i> <i>Bush Fire Regulation 1954</i>

### OBJECTIVE

To provide a hazard management agency for Bushfire control in the municipal area of Wyalkatchem, including maintaining and supporting local fire brigades and their members

### POLICY

#### BUSH FIRE BRIGADES

The Shire of Wyalkatchem has the following registered Bush Fire Brigades:

- Wyalkatchem
- Yorkrakine
- Nalkain

The Shire of Wyalkatchem Volunteer Bush Fire Brigades undertakes the following objectives:

- Provide timely, quality and effective emergency services;
- Minimise the impact of emergencies on the community;
- Work with the community to increase bush fire awareness and fire prevention strategies;
- To ensure that bush fire brigade volunteers receive appropriate training for their respective roles within the brigade;
- Ensure that operational equipment is serviceable and available for emergencies;
- Provide a workplace that is safe and each individual is treated with respect in an environment that is free from discrimination and harassment;
- Work cohesively with other emergency management agencies;
- Report to Council through the Bush Fire Advisory Committee on any relevant matters.

The Shire of Wyalkatchem Volunteer Bush Fire Brigades undertakes the following values:

- Put the community first;
- Act with honesty and integrity;
- Work together as a committed team;
- Strive to keep ourselves and other safe;
- Respect the value and contribution of others;
- Have open and honest two way communication; and
- Continually develop our skills to service the community.

### Memberships

A person wishing to become a member of a Bush Fire Brigade is to be provided with a copy of these guidelines and commence the DFES endorsed (Volunteer Firefighting 1) VFF1 Pathway for a new volunteer including;

- Brigade application (Application to join a Bush Fire Brigade);
- Criminal History Check (as required);
- Medical (as required);
- DFES Induction (when available – currently under development);
- Service Induction.

The complete form is to be authorised by the Brigade Captain / Secretary and then forwarded to the Shire of Wyalkatchem for processing. The Shire of Wyalkatchem to forward application forms to DFES for approval and to record the information on the Resource Management System database.

If the application for membership is refused by the Brigade, it must provide written advice as to the reason why, to the applicant and the Shire of Wyalkatchem within 28 days of the application being made.

### Conditions of Membership

#### Minimum Training

In accordance with VFF1 DFES endorse pathway, Volunteer Bush Fire Brigade members are required to complete the following required courses:

- AAIMS Awareness
- Introduction to Firefighting
- Bush Fire Firefighting

#### Driver's License

All drivers of vehicles are required to hold a current Western Australian driver's license for the class of vehicle that is being driven.

Any traffic offence that results in a suspension or loss of license must be reported to the Brigade Captain or Fire Control Officer

### Legislative requirements

Members must comply with the requirements of Legislation.

The main legislation specifically pertinent to the role of a Bush Fire Brigade members includes;

- *Fire of Emergency Service Authority Act 1998*
- *Bush Fire Act and Regulations 1954*
- *Occupational Health & Safety Act 1984*
- *Environmental Protection Act 1986*
- *Equal Opportunity Act 1984*
- *Road Traffic Act 1974*

### Type of Membership

#### Fire Fighter

Members at least 16 years of age who undertake normal Bushfire Brigade activities.

#### Auxiliary

Members who are not 'Fire Fighter' members of the brigade but are willing to render other assistance such as transportation requirements, catering, communications etc. as required by the Bushfire Brigade. This is a non-operational role.

### Suspension of Membership

A volunteer member may be suspended by the Chief Bushfire Control Officer, Deputy Chief Bushfire Control Officer, Fire Control Officer or Brigade Captain where the member:

- Wilfully or negligently disregards the *Bush Fire Act 1954*, *Bush Fires Regulations 1954*, Shire of Wyalkatchem Bush Fire Brigade Guidelines & Operational Procedure; and
- Has performed an unsafe act that jeopardizes the safety of the members or others

The suspended member will be excluded immediately from such Brigade duties and activities. The Brigade Captain must notify the member, in writing, advising of the suspension period and reason.

The period of the suspension shall not exceed three (3) consecutive months and shall be determined by the Chief Bushfire Control Officer or the Deputy Chief Bushfire Control Officer in consultation with the Brigade Captain or area Fire Control Officer.

On completion of the suspension period the member will be required to undertake refresher training before resuming active firefighting duties.

### Termination of Membership

Membership of a Volunteer Bush Fire Brigade terminate when:

- The member provides written notification of resignation to the brigade
- The member wilfully or negligently disregards the *Bush Fire Act 1954*, or the associated Regulations
- The member has received two official notification of unacceptable conduct
- Has not been active in the brigade for a period of 2 years
- Is deceased

When a membership is terminated the member must return within 30 days all property belonging to the Bush Fire Brigade and/or the Shire of Wyalkatchem.

### Rights of a Member

A brigade member shall not be dismissed from any brigade duty without the opportunity to defer the allegation. Any person may lodge a written objection to the CBFCO and/or CEO of the Shire of Wyalkatchem if they believe that have been unfairly treated to have the matter reconsidered.

### Complaints and Grievances

Any member of a Bush Fire Brigade who is unhappy with the operation of a Bush Fire Brigade should raise their concerns with the Brigade Captain. If the member is still dissatisfied the member can raise their concerns in writing to the CBFCO and/or CEO of the Shire of Wyalkatchem.

### Member Records

The brigades to update a list of active, associated, auxiliary and cadet members to Council by October ear year.

### MEETINGS OF BUSH FIRE BRIGADES

Bush Fire Brigades are required to hold at least one meeting per year at the commencement of the bush fire season prior to the Annual Meeting of the Bush Fire Advisory Committee. Meetings being minuted by the Secretary of the Brigade. Minutes to be forward to the Shire of Wyalkatchem to

include in the Bush Fire Advisory Committee agenda. An invite to the CBFCO and a DFES representative should be made to attend Bush Fire Brigade meetings.

The Brigade Captain will chair the meeting and in their absence members present will elect a Chair for the meeting.

### **Annual General Meeting**

Each Brigade should hold its Annual General Meeting prior to the BFAC AGM at which elections of Brigades Officers shall take place.

Each brigade shall elect a:

- Captain
- Fire Control Officer
- Lieutenants
- Secretary

Brigades shall advise the Shire of Wyalkatchem through the BFAC of any outcomes of the meeting.

### **Special Meeting**

- The Brigade Captain may at any time convene a Special Meeting of the Brigade
- The Secretary of a brigade must convene a Special Meeting when a written request is made by four or more active members of the Brigade
- The names of those requesting the special meeting are to be recorded in the minutes.

### **Notice of Meeting**

A notice of Meeting will be emails, SMS or posted to members at least seven days prior to the meeting

### **Quorum**

A quorum shall consist of at least four active brigade members.

### **Voting**

Each Brigade member present at the meeting shall be entitled to a vote. In the event of an equality of votes the Brigade Captain may exercise the deciding vote.

### 10.3. OFFICERS PROFILE

Responsible Department	Chief Executive Officer
Resolution Number	OMC ##/2018
Resolution Date	18/10/2018
Last Amendment Date	18/10/2018
Shire Related Documents	Delegation Register – 3.1.8 – Appoint Bush Fire Control Officer/s
Related Legislation	<i>Bush Fire Act 1954</i> <i>Bush Fire Regulation 1954</i>

#### OBJECTIVE

Office Bearers appointed to the Bush Fire Brigades have specific responsibilities in respect to their position; it is therefore necessary that Office Bearers have the appropriate skills and attributes to fulfil their position.

#### POLICY

It is recognised by the Shire of Wyalkatchem that it may not always be practicable for all office bearers to hold the qualifications that pertain to their position and in such cases their appointment will be at the discretion of the CBFCO and they will be encouraged to obtain the relevant qualifications within a 12 month period of their appointment.

#### Chief Bushfire Control Officer (CBFCO)

The CBFCO is that of a leader, decision maker, planner and manager of the Bush Fire Brigades. The CBFCO is to ensure that the organisation is functioning to a standard commensurate too the risks within the Shire of Wyalkatchem.

#### Duties and Responsibilities of the Chief Bushfire Control Officer

- Represent Council on the BFAC, DOAC and LEMC
- During wildfire incidents manage the fire resources of the Shire and Brigades and where necessary fulfil the role as Incident Controller
- Promote the use of AIIMS structure
- Encourage Office bearers and Volunteer Firefighters to undertake training
- Demonstrate positive leadership and mentor DCBFCO, FCO's, Captains, Lieutenants, and Brigade members
- Develop Bush Fire Brigades to effectively manage and control Bushfires
- Issue and cancel permits to burn in accordance with the Bush Fire Act;
- Impose and remove Harvest, Movement of Vehicle and hot works ban;
- Advise the Shire of Wyalkatchem when Harvest and movement of Vehicle Bans should be implemented / lifted

#### Qualifications of a Chief Bush Fire Control Officer

- Firefighting experience of 5 years or more
- DFES Courses
  - AIIMS Awareness

- Introduction Fire Fighting
- Bush Fire Firefighting
- AIIMS 4
- Ground Controller
- Fire Control Officer
- Advance Bush Fire Fighting
- Crew Leader Bushfire
- Sector Commander

In addition to the above it is also desirable for the CBFCO to have training in the following;

- Intro to Structural Fire Fighting

#### **Deputy Chief Fire Control Officer (DCBFCO)**

The role of the DCBFCO is that of a leader, decision maker and planning that assists the CBFCO in managing the Bush Fire Brigades.

Duties and Responsibilities of the Chief Bushfire Control Officer

- To deputise for the CBFCO in their absence
- Provide advice to the CBFCO and the Shire of Wyalkatchem when Harvest and movement of Vehicle Bans should be implemented

Qualifications of a Chief Bush Fire Control Officer

- Firefighting experience of 5 years or more
- DFES Courses
  - AIIMS Awareness
  - Introduction Fire Fighting
  - Bush Fire Firefighting
  - AIIMS 4
  - Ground Controller
  - Fire Control Officer
  - Advance Bush Fire Fighting
  - Crew Leader Bushfire
  - Sector Commander

In addition to the above it is also desirable for the CBFCO to have training in the following;

- Intro to Structural Fire Fighting

#### **Fire Control Officer (FCO) & Dual FCO**

A FCO is a delegated representative of the Local Government for the administration of the provision of the *Bush Fire Act 1954*. The position is required to perform active operational duties both in firefighting and fire prevention strategies in the local community.

A Fire Control Officer may jointly hold the position of Brigade Captain.



The appointment of Dual FCO also provides legal coverage for an FCO in control of a fire that crosses a Shire boundary. In the event that a fire crosses a shire boundary the Dual FCO may remain in control of the fire or transfer the control of the fire to the FCO of the respective shire.

#### Duties & Responsibilities of a Fire Control Officer

- Prevention of Bushfires;
- Protecting Life and Property in the event of a Bushfire;
- Issue and cancel permits to burn in accordance with the Bush Fire Act;
- Impose and remove Harvest, Movement of Vehicle and hot works ban;
- Perform duties as prescribed by the Bush Fires Act and authorised by Local Government;
- To take control of firefighting operations at a wildfire.

#### Qualifications of a Fire Control Officer

- Firefighting experience of 5 years or more
- DFES courses
  - AllIMs Awareness
  - Introduction Fire Fighting
  - Bush Fire Firefighting
  - Fire Control Officer

In addition to the above it is also desirable for the FCO to have training in the following;

- Ground Controller

#### Captain

The Captain of the Bushfire Brigade shall be responsible for the leadership and management of the Brigade.

#### Duties & Responsibilities

- Demonstrate positive leadership and mentor Lieutenants and Brigade members
- Command, control and confidently manage firefighting activities
- Conduct brigade briefings
- Management and maintenance of Brigade property and equipment
- Report any injuries or damage to property that occur as soon as possible to the Shire of Wyalkatchem
- Conduct Brigade meetings
- Represents the Brigade at the BFAC
- Test brigades vehicles Automatic Vehicle Locator (AVL) on a monthly basis

#### Qualifications

- Firefighting experience of 5 years or more
- DFES course
  - AllIMs Awareness
  - Introduction Fire Fighting
  - Bush Fire Firefighting
  - Fire Control Officer

In addition to the above it is also desirable for the Captain to have training in the following;

- Ground Controller

### Lieutenant

The Lieutenant of the Bush Fire Brigade shall be responsible for the operational management of a volunteer firefighters of the Brigade. The role is required to provide operational and administrative support to the Captain in managing the brigade.

In the absence of the Captain the Lieutenant assumes all responsibilities of that position

### Duties & Responsibilities

- Provide support to the Captain in the Management of the Brigade
- Demonstrate positive leadership and mentor Brigade members
- Conduct Brigade briefings
- Encourage volunteer members to undertake training activities

### Qualifications

- Firefighting experience of 5 years or more
- DFES course
  - AllIMs Awareness
  - Introduction Fire Fighting
  - Bush Fire Firefighting
  - Fire Control Officer

### Secretary

The secretary role for BFAC and Executive committee meetings in the Shire of Wyalkatchem will be undertaken by the GEO or Shire of Wyalkatchem. The secretary role for Brigade meetings will be undertaken by the Brigade Secretary.

### Duties & Responsibilities

- Ensure members receive notification of meetings
- Prepare an Agenda and record the Minutes of Meetings and that these documents are circulated to members and the CBFCO as well as the Shire of Wyalkatchem.
- Document and record all Brigade correspondence
- Annually review Brigade membership and report changes to the CBFCO as well as the Shire of Wyalkatchem.

### Qualifications

- DFES course
  - AllIMs Awareness
  - Introduction Fire Fighting
  - Bush Fire Firefighting
- Basic Computer literacy skills

## 10.4. BUSH FIRE APPLIANCES

Responsible Department	Chief Executive Officer
Resolution Number	OMC ##/2018
Resolution Date	18/10/2018
Last Amendment Date	18/10/2018
Shire Related Documents	Nil
Related Legislation	<i>Bush Fire Act 1954</i> <i>Bush Fire Regulation 1954</i>

### OBJECTIVE

To ensure that Wyalkatchem Bush Fire Brigades are adequately resourced to achieve timely, quality and effective emergency services and minimise the impact of emergencies on the community.

### POLICY

- The Shire shall provide and maintain the firefighting appliances and equipment pursuant to the powers conferred under Section 36 of the *Bush Fires Act 1954*.
- Maintenance and repair of all Shire-owned appliances and equipment will be the responsibility of the Shire and all maintenance or repairs will be carried out with the knowledge and consent of the Chief Executive Officer.
- All replacement parts or equipment will be purchased on an official Shire Purchase Order
- The Brigade Captains will submit reports of damage to Shire appliances or equipment to the Chief Executive Officer or Works Manager as soon as practicable after such damage has occurred.
- The driver of the Shire firefighting appliance shall be responsible for bring to the attention of the Brigade Captain and the Shire, any defects in the tyres, brakes or other components of that appliance.
- The Brigade Captain will be responsible for;
  - Ensuring that the Brigade appliances are serviced and checked at least on an annual basis by an approved mechanic; and
  - Ensuring that the battery, tyres, water, oil and fuel of the Shire's firefighting appliances are checked regularly.
- Firefighting appliances allocated to Volunteer Bush Shire Brigades will be stationed at the Brigade headquarters or other locations nominated in writing by the Brigade and agreed to by the Chief Executive Officer and/or Council.
- No firefighting appliance shall be relocated from the Brigade Headquarters or other nominated location by any person without the Brigade Captain being advised either verbally or in writing of the intend location of the appliance.
- The Brigade Captain will at all times keep the Shire informed of any changes in the day to day location and operational status of the brigade's appliances.
- The driver of any Shire Firefighting appliance will hold a current driver's license appropriate for the appliance being driven and be either:
  - a) a Council employee;
  - b) a registered member of the Volunteer Bush Fire Brigade

- c) any person authorised by the Chief Executive Officer, Manager of Works or Fire Control Officer.
- The driver of a Shire firefighting appliance shall at all times observe the provisions of the Road Traffic Code, in particular those sections applying to emergency vehicles.

## **FUEL**

Council meets the cost of fuel for Emergency Service Units

Each Emergency Service Vehicle to be issued with a fuel card and pin. Fuel cards to be for Emergency Service Vehicles only, private use of the fuel card is strictly prohibited.

Accounts for Fuel from service stations require:

- a) Driver's signature
- b) Printed name of driver
- c) Registration number of vehicle

Fuel receipts to be submitted to the Shire.

## **EQUIPMENT AND TOOLS**

Each Fire unit shall be supplied with such equipment and tools as deemed necessary to fulfil and maintain its role and function.

### **Private Works**

Emergency Service appliances are not to be used for private purposes. Brigades are not to undertake any private works or hazard reduction burns on private land without the consent of the Shire of Wyalkatchem. Special community circumstances may arise and subject to Captains approval in consultation with the CBFCO and/ or CEO.

### **Crewing of Emergency Service appliances**

- Bush Fire appliances travelling to and from incidents shall only carry members who are safely seated in the cab or on specially designed seating fitted with seat belts and in accordance with any written Law or Policy relevant to that class of vehicle.
- A crew will consist of a minimum of 2 brigade members, unless the vehicle is being transported for the following reasons;
  - Re-fuelling;
  - Maintenance and/or services.

## 10.5. FIRE HAZARD REDUCTION

Responsible Department	Chief Executive Officer
Resolution Number	OMC ##/2018
Resolution Date	18/10/2018
Last Amendment Date	18/10/2018
Shire Related Documents	Delegation Register number; 3.1.2 - Prohibited Burning Times - Vary 3.1.3 - Prohibited Burning Times – Control Activities 3.1.4 - Restricted Burning Times – Vary and Control Activities 3.1.5 - Control of Operations Likely to Create Bush Fire Danger 3.1.6 - Burning Garden Refuse / Open Air Fires 3.1.7 – Firebreaks
Related Legislation	<i>Bush Fire Act 1954</i> <i>Bush Fire Regulation 1954</i>

### OBJECTIVE

To establish and maintain a Bush Fire organisation in accordance with Part IV of the *Bush Fires Act 1954* in order to provide adequate fire protection of those areas of the municipality within the Bush Fire District and to carry out an ongoing program of hazard reduction having due regard at all times for the preservation of the natural environment.

### POLICY

#### FIRE HAZARD REDUCTION

##### Roadside Burning and Firebreaks

The CEO is delegated to approve applications to carry out controlled burning on roadways under Council's control. Applications in writing to be submitted one month prior to the proposed burn and include;

- A plan of the proposed area to be burnt;
- Clearly identify reason for burning;
- When the burn is to take place;
- Resources (people, plant and equipment) to be attendance.

When considering an application to determine if approval will be given the CEO to take the following into consideration

- Roadside furniture
- Vegetation
- Need to burn
- Long term effect of the burn on weed growth and effect on vegetation

The CEO should discourage unnecessary burning of roadside.

All approved roadside burning to take place prior to the 15 December.

The following conditions to be applied for all approved roadside burning

- Must be completed by the 15 December;
- Signs indicating "Roadside Burning Ahead" to be erected at both ends of the controlled burn.
- All roadside burns are to be under the direct responsibility of the Bush Fire Brigade or the Fire Control Officer in the area.
- Where roadside burning is permitted to control the incursion of grasses, the native vegetation will first be misted with water to ensure a cold burn.
- The construction of firebreaks on road verges and road reserves under the Council care control and management is expressly banned.

### Camping and Cooking Fires

The lighting of camping and cooking fires with the Shire of Wyalkatchem has been expressly banned by Council during the prohibited burning period.

### Harvesting

Harvesting is prohibited by Council on Christmas Day, Boxing Day and New Year's Day.

### Prohibited and Restricted Burning period

The following prohibited and restricted burning period applies for the whole of the Shire of Wyalkatchem

<b>Restricted Burning Period (permit required)</b>	<b>19 September to 31 October</b>
<b>Prohibited burning period</b>	<b>1 November to 7 February</b>
<b>Restricted Burning Period (permit required)</b>	<b>8 February to 22 March</b>

In accordance with Council delegation 3.1.2 Prohibited Burning Times – Vary, variations to either Prohibited or restricted burning times or conditions may be authorised by the Chief Fire Control Officer and the Shire President jointly.

Where a variation to either Prohibited or restricted burning times or conditions has been made, the Chief Executive Officer is to ensure that procedural requirements of s17 (7B) and (8) are complied with.

### Firebreaks

The Chief Executive Officer is authorised to issue written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire.

This written notice, being the First and Final Fire Break Order will be sent to landowners with their annual rate notice. In August and September of each year a copy of the Fire Break Order will be included in the Wyalkatchem Weekly. When the Shire receives notification of a properties change of ownership, the new owners are to be send a copy of Council's Firebreak Order.

Firebreaks must be in place by 1 November and maintained until 1 March. Firebreaks are to be plough, scarify, cultivated or otherwise clear and maintained of all flammable material.

Position and dimensions of firebreaks are;

#### **Rural Land**

- i. Firebreaks are to be not less than three (3) metres in width around the internal boundary of adjoining properties and on the internal boundary to a road verge;
- ii. That firebreaks to be cleared and maintained at least three (3) metres wide within 20 meters of the perimeter of any building or group of buildings, haystack or bush land, in such manner as to completely encircle the building, haystack or bushland.

#### **Townsite**

All Townsite lots within the Shire of Wyalkatchem are required to be cleared and maintained free of all flammable material.

For the purpose of this section flammable material means dead grass and timber, boxes, cartons, paper and any combustible material or rubbish, does not include living trees and shrubs and plants in the gardens.

#### **Fuel Dumps and/or depots**

All grass or flammable materials to be cleared from areas where drum ramps are located and where drums, full or empty are stored and such areas are to be maintained free of grass and similar flammable materials.

For the purpose of this section flammable material means dead grass and timber, boxes, cartons, paper and any combustible material or rubbish, does not include living tree and shrubs and plants in gardens.

#### **Alternative Firebreaks**

The Chief Executive Officer is authorised to approve or reject applications from landowners for the unreasonable extension of time in which firebreaks are to be provided and to approve or reject request for the provision of Firebreaks in alternative position or by alternative methods. The Chief Fire Control Officer or relevant area Fire Control Officer is to be consulted where necessary.

#### **Crown Reserves of large areas**

Reserves are required only to have a firebreak of 6 meters width cleared around the external Boundary, provided that such firebreak is placed as close as possible to the boundary

#### **Firebreak Inspections**

The Chief Executive Officer is to undertake, or cause to undertake Firebreak Inspection of rural firebreaks and inspections of Townsite properties to ensure that they are compliant with the Shire's Firebreak order. Should a Bushfire Control Officer have concerns over the condition or lack on firebreaks, the Bush Fire Control Officer to bring the matter to the attention of the property owner.

Should firebreaks still not meet requirements, the Bushfire Control Officer to advise the Chief Executive Officer for action.

Initial inspections are to be completed by the end of the first / second week in October. Non Compliance letters to be forward to offending landowners.

Any landowners that are non-compliant on 1 November to be issued with a Bush Fire Infringement Notice and be given 7 days to comply with the Council's Firebreak order.

If a landowner remains non-compliant at the end of the stated period Council will enter land to take necessary works in accordance with its powers to achieve compliance at landowner's costs.

#### **Hazard Reduction Operations**

All hazard reduction operations undertaken by a Bush Fire Brigade shall be authorised by the Shire.

#### **Internal Combustion Engines**

All stationery Engines and electric motors driving water pumps and lighting plants must be surrounded by a break of four metres cleared of flammable material. All such engines are to be fitted with spark arresters and exhausts to be no more than one meter above ground level. Such engines and motors not to be operated unattended, between 9.00am and 5.00pm on a day of very high or extreme fire danger rating or on any day that a total fire band is in place.

#### **Permits**

In accordance with the Bush Fire Act 1954, Bush Fire Control Officers or Council's Chief Executive Officer may issue permits to Burn.

Where possible, permits to burn are to be issued by an appointed Bush Fire Control Officer or Chief Executive Officer located at the Shire Administration Office. Permits must be issued in the prescribed form. Bush Fire Control Officers to be notified of the issue of permit as soon as practical via SMS.

A Bush Fire Control Officer may make the determination to cancel all issued permits for a particular day/s or length of time. The Bush Fire Control Officer to inform Council Staff, who will send out an permit cancellation advice via SMS.



## 10.6. BUSH FIRE – PERSONNEL PROTECTIVE CLOTHING / EQUIPMENT

Responsible Department	Chief Executive Officer
Resolution Number	OMC ##/2018
Resolution Date	18/10/2018
Last Amendment Date	18/10/2018
Shire Related Documents	Nil
Related Legislation	<i>Bush Fire Act 1954</i> <i>Bush Fire Regulation 1954</i>

### OBJECTIVE

To ensure that brigade members are adequately protected while conducting firefighting activities,

### POLICY

Registered Brigade members on the fire grounds must be dressed in accordance with the Department of Fire & Emergency Services recommended industry standard or equivalent. Members turning up to fires without the minimum requirement will be advised to dress properly or asked to leave the fire ground.

### RECOMMENDED STANDARD FOR BUSH FIRE FIGHTING

- Approved Coveralls (one or two pieces) as supplied by the Shire of Wyalkatchem;
- Approved Helmet as supplied by the Shire of Wyalkatchem, on the direction of the Incident Controller;
- Gloves and Googles as supplied by the Shire of Wyalkatchem;
- All personal are responsible for the availability, condition, care and cleanliness of their own kit;
- Only correct attired members will be permitted to crew Brigade appliances
- The appearance and conduct of Bush Fire Members whilst wearing either operational dress or uniform is to be such that it will not cause any criticism upon the organisation or the Shire of Wyalkatchem.

### EQUIVALENT STANDARD

- Cotton or woollen long trousers, cotton or woollen long sleeve shirt and safety boots and leather gloves.

**Note:** Please refer to DFES SOP 3.2.1 Personal Protective Clothing / Equipment for a complete list of requirements. DFES issued SOP's can be found within the DFES volunteer portal.

### PPCE distribution

All registered brigade members to be issued with one complete PPCE set prior to the commencement of the Bush Fire season. All brigade members are to ensure that their uniform and equipment is in good / fair working condition. Members with uniforms and/or equipment in poor condition to seek replacement.



## **SHIRE OF WYALKATCHEM REGISTER OF POLICIES**

The Shire of Wyalkatchem to circulate uniform order form to the Bush Fire Brigade Captain/Secretary to obtain uniform requirements. The Bush Fire Brigade Captain/Secretary to forward uniform order forms to the LGA. The Shire of Wyalkatchem to collate and coordinate the ordering and distribution of PPCE.

## 10.7. HARVEST & MOVEMENT OF VEHICLE BANS

Responsible Department	Chief Executive Officer
Resolution Number	OMC ##/2018
Resolution Date	18/10/2018
Last Amendment Date	18/10/2018
Shire Related Documents	Delegation Register 3.1.3 – Prohibited Burning times – Control Activities.
Related Legislation	<i>Bush Fire Act 1954</i> <i>Bush Fire Regulation 1954</i>

### OBJECTIVE

The Shire of Wyalkatchem has the right to impose the ban on activities such as harvesting crops, vehicle movements and hot works. The only exception to the ban is watering and feeding of livestock. This procedure is to refine the way the ban is measured and implemented.

### POLICY

#### Imposing of Harvest, Movement of Vehicle and hot work bans

Bush Fire Control Officers may impose a harvest, movement of vehicle and hot work bans. The Chief Bush Fire Control Officer is the over-riding responsible officer to impose and remove bans. The CBFCO in this role must liaise with a minimum of 3 other Fire Control Officers located throughout the Shire of Wyalkatchem to conduct weather readings using the appropriate tools such as Kestrels Weather metres. The information and readings that has been gathered by the FCO's must be recorded and relayed to the CBFCO. The CBFCO will then make the decision to impose a ban if required.

The following information shall give reason for the CBFCO of the Shire of Wyalkatchem to impose a harvest and movement of vehicles ban:

- The weather readings taken have indicated a Grass Fire Danger Index (GFDI) of 32.
- A Total Fire Ban that has been implemented by the Department of Fire and Emergency Services.
- Lack of firefighting resources located in the Shire of Wyalkatchem.
- Bushfire incidents currently ongoing on the Shire of Wyalkatchem.
- Bushfire incidents currently ongoing within the proximity of the Shire of Wyalkatchem boundaries.

The CBFCO may request that the delegated FCO's take readings every day during the Prohibited Fire Season.

Once the decision has been made to impose the harvest, movement of vehicles and hot works ban then the following notifications must be made;

- Send SMS notification via the Shire message service
- Email the ABC harvest ban announcement service if ban announced before cut off
- Send notification to bordering Shires

**Note**

- If CBFCO or DCBFO is unable to be contracted, the CEO in consultation with the Shire President is authorised to impose Harvest, Movement of Vehicle and Hot Works Bans if weather readings exceed a GFDI of 32 without further consultation.
- Harvest, Movement of Vehicle and Hot Works Bans are to be effective immediately.

## 10.8. BUSH FIRE CONTROL – PROVISION OF SHIRE PLANT AND EQUIPMENT

Responsible Department	Chief Executive Officer
Resolution Number	OMC ##/2018
Resolution Date	18/10/2018
Last Amendment Date	18/10/2018
Shire Related Documents	Policy number: ## Fit for work Policy Number: OHS etc etc
Related Legislation	<i>Bush Fire Act 1954</i> <i>Bush Fire Regulation 1954</i>

### OBJECTIVE

To ensure that Wyalkatchem and neighbouring Bush Fire Brigades are adequately resourced to achieve timely, quality and effective emergency services and minimise the impact of emergencies on the community.

### POLICY

In the event that the Incident Control has identified the need to additional resources including specific plant and equipment for controlling fires in the Shire of within close proximity of the shire, the Chief Executive Officer is authorised to provide shire resources including plant, equipment and staff.

The Chief Executive Officer is authorised to pay overtime at any time and when necessary for staff who are adequately trained and are willing to attend fires.

The Chief Executive Officer to adhere to Council's work policies, including Council's Fit for Work Policy.

The Shire will utilise plant and equipment at fires, under the direction of the Incident Controller subject to the following conditions.

- Only Shire personnel to operate Shire plant and equipment.
- Adequate duty of care is exercised to minimise the risk of injury to staff and damage to machines.
- Machines are accompanied by four wheel drive support vehicles, capable of quickly evacuating the fire scene if life is endangered.

## 10.9. DISTRICT OPERATIONS ADVISORY COMMITTEE

Responsible Department	Chief Executive Officer
Resolution Number	OMC ##/2018
Resolution Date	18/10/2018
Last Amendment Date	18/10/2018
Shire Related Documents	Nil
Related Legislation	<i>Bush Fire Act 1954</i> <i>Bush Fire Regulation 1954</i>

### OBJECTIVE

To ensure that the Shire of Wyalkatchem and its Brigades are well represented at a regional level.

### POLICY

The Chief Bush Fire Control Officer will represent the Shire of Wyalkatchem on the District Operations Advisory Committee. Where the Chief Bush Fire Control Officer is unable to attend, the Deputy Chief Bush Fire Control Officer will attend. There neither officers are able to until, the Chief Executive Officer will attend.

Attendees to report to the Bush Fire Advisory Committee and the Bush Fire Brigades on any relevant matters.





## 10.1. VOLUNTARY SERVICE

Responsible Department	Finance and Administration
Resolution Number	OMC ##/2018
Resolution Date	18/10/2018
Last Amendment Date	18/10/2018
Shire Related Documents	Council Policy – GP23 – Fitness for Work Council Policy – GP43 – Work Place Health and Safety
Related Legislation	<i>Occupational Safety and Health Act 1984</i> <i>Fair Work Act 2009</i>

### OBJECTIVE

To ensure that Shire's employees who are emergency service volunteers (e.g. St John Ambulance, Fire Brigade officer, Fire and Rescue) is paid whilst attending those emergencies.

### POLICY

Council will permit its employees to leave their workplace to render voluntary emergency assistance in the event of an emergency.

#### Paid Volunteering Time Off (PVTO)

All staff who are bona fide members of a volunteer emergency service organisation, who are required for emergency services by those groups during ordinary working hours usually worked in that day or period during an emergency, but not including time in excess of ordinary working hours, weekends (unless part of their normal roster of working hours) or public holidays.

For the purpose of this policy, ordinary working hours shall be the time ordinarily worked.

Employees are required to indicate PVTO on their timesheets where payments shall be made through normal pay channels. PVTO may be subject to authentication by the controlling officer of the relevant organisation.

#### Conditions of Volunteering

1. Council employees either volunteering, or as members of volunteer organisations, are required to obtain permission of the Chief Executive Officer or Manager of Works, to attend an emergency during normal working hours.
2. The employee recognises and acknowledges that upon leaving the workplace that Council's duty of care is suspended until such time as the employee returns to the workplace, and that whilst absent is not covered by the Shire indemnity and other insurance cover.
3. The Shire is indemnified against any claim which may arise by the employees due to their voluntary activities.
4. Payment of wages is only applicable for the ordinary Hours or work during which the employee is absent and excludes attending an emergency before or after their normal working hours.
5. On return from emergency service, employees to adhere to Council's Fit for work policy.

6. When a request has been made by the Chief Bush Fire Controller or Incident Controller for Shire heavy plant or equipment, the Shire employees operating this equipment will be paid applicable rates for the length of time required. This arrangement is limited to ten (10) hours continuous time, after which the operator should be relieved from duty.
7. This policy does not apply to non-emergency activities, including training, ambulance transfers and meetings. Such activities are too carried out in the employees own time, or by normal request for leave.

### **Fit for work**

When an employee returns to work after completing any emergency service, Council's Fit for Work policy must be adhered to, in particular Fatigue management. Where an employee is unfit for work due to performing emergency services, the Chief Executive Officer is authorised to come to an agreement for the hours to which the employee has been temporally stood down (unable to work due to fatigue). This may include;

- Time to be made up at another time as agreed;
- Continued PVTO payment for the period of being temporally stood down.

Where the Chief Executive officer is considering PVTO the following is to be taken into consideration.

- The emergency that was attended;
- The duration of the emergency;
- The time of the emergency;
- The amount of sleep the employee has had in the previous 24 hours, as a result of the ordinary working hours and attending an emergency;
- Authentication by the controlling officer of the relevant organisation of the above details.

Taking into consideration of the above, the Chief Executive Officer will determine the amount of reasonable additional PVTO to be approved. In the event that the additional approved PVTO does not cover the total time the employee has been absent from work, the employee will be required to take normal leave entitlements.







# SHIRE OF WYALKATCHEM



**OCTOBER 2018**

## INFORMATION BULLETIN

# **INFORMATION BULLETIN OCTOBER 2018**

1. October 2018 Status Report
2. Actions Performed under Delegation Report
3. Avon Advocate 19 September 2018 – NAB article.
4. Message from the Minister for Emergency Services – Important Changes – Important changes to Bushfire Management in WA
5. Wyalkatchem Bushfire Annual General Meeting Minutes

Council makes a number of decisions at its monthly ordinary meeting of Council.

In accordance with the *Local Government Act 1995 5.41(c)* the function of the CEO is to; Cause council decisions to be implemented.

The purpose of the Shire of Wyalkatchem Council Meeting Status report is to provide Council's with a progress status and actions performed to date, as well as anticipated completion dates. The presentation of the status report is effective from the August 2018 Ordinary Council Meeting. Actions and status updates since the last status report are indicated in bold. Items that have been reported as completed will be removed in future reports.

#### SHIRE OF WYALKATCHEM COUNCIL MEETING STATUS REPORT AS AT 11 OCTOBER 2018.

MINUTE REFERENCE	DETAIL	RESPONSIBLE OFFICER	STATUS / COMMENTS	ANTICIPATED COMPLETION DATE
OMC – 16/8/2018 104/2018	That Council Resolve the following: Cr Garner be granted leave of absence from the Ordinary Meeting of Council to be held on Thursday 20 September 2018.	1. GEO	1. Noted Cr Garner to be recorded in the agenda and minutes for the September meeting as being granted a leave of absence. Leave of absence to be reflected in newly created attendance register	1. <b>Completed</b>
OMC – 16/8/2018 109/2018	That Council resolve the following: 1. To continue to be member of the North Eastern Wheatbelt organisation of Councils (NEWROC) and approve the signing of an MOU for the period July 2018 to June 2020; 2. To authorise the affixing of the common seal and signing of the MOU by the Shire President and the CEO.	1. CEO  2. CEO	1. NEWROC MOU signed by CEO and Shire President.  2. Affixing common seal on signed MOU is currently pending	1. Completed  1. <b>Completed</b>

MINUTE REFERENCE	DETAIL	REPOSIBLE OFFICER	STATUS / COMMENTS	ANTICIPATED COMPLETION DATE
OMC – 20/9/2018 122/2018	That Council agrees to donate the Council received Building Permit fees associated with CEACA Seniors Housing Project subject to all other CEACA Council members agree to the same undertaking.	1. CEO	1. Letter send to CEACA requesting confirmation of Council members' agreement to refund Building fees and notification to refund to CEACA building fees received.	<b>1. In Progress (October 2018)</b>
OMC – 20/9/2018 123/2018	That Council: <ol style="list-style-type: none"> <li>1. Notes the Secondary Freight Routes Project Development report;</li> <li>2. Supports the strategic intent of the Secondary Freight Routes project;</li> <li>3. Authorises the Chief Executive Office to prepare and sign a letter of support in favour of an application for Federal Government Funding under the Building Better Regions Program to develop the Secondary Freight project; and</li> <li>4. Endorses in principle an allocation of [\$6,000] in 2019/20 to co-fund Secondary Freight Route Project development subject to a successful Building Better Regions Program application.</li> </ol>	<ol style="list-style-type: none"> <li>2. CEO</li> <li>3. CEO</li> <li>4. CEO</li> <li>5. CEO / MCS</li> </ol>	<ol style="list-style-type: none"> <li>2. Noted</li> <li>3. Noted</li> <li>4. Letter sent to the Secondary Freight Routes Project working group, confirming Council's support for the strategic intent, letter of funding support and in principal allocation of \$6,000 in the 2019/20.</li> <li>5. As per status note 3 and;  Include in 2019/20 Budget considerations</li> </ol>	<ol style="list-style-type: none"> <li>2. Completed</li> <li>3. Completed</li> <li>4. Completed</li> <li>5. Completed  Pending (July 2019)</li> </ol>

The *Local Government Act 1995* provides a local government with the ability to delegate any of its powers or the authority to discharge any of its duties, such as those delegated to the Chief Executive Officer (as per section 5.42)

To increase transparency this report has been prepared for Council and includes all actions performed under delegated authority for –

- Development Approvals issued
- Building Permits issued
- Health Approval Issued
- One off delegations to the Chief Executive Officer
- Affixing of Common Seal
- Bush Fire Delegations

### **ACTIONS PERFORMED UNDER DELEGATED AUTHORITY**

From the period August 2018 to 11 October 2018

<b>Date of decision</b>	<b>Decision Ref</b>	<b>Delegation Reference</b>	<b>Function Delegated</b>	<b>Applicant</b>	<b>Decision Details</b>	<b>\$</b>
10/9/2018	3.16.20	A3- Write off Debt	Authority to defer, waive, grant concessions and conditions or write off any amount of money under section 6.12 of the <i>Local Government Act 1995</i> to the maximum of one thousand dollars (\$1000)	Jan Trenorden, True Blue Dreaming	Waiving of fees of the Barrack Accommodation for the 8 September 2018 – 10 rooms. To accommodate 16 mentoring students	\$500
18/9/2018	BA100718	C1- Building Act 2011	The Authority to approve or refuse to grant permits and issue building orders - Building Permit	Pindan Pty Ltd	Approving building permit BA100718 for lot 298 Wilson Street, Wyalkatchem. Forward works only – Earthworks and concreted slabs for 4 x dwellings	

Date of decision	Decision Ref	Delegation Reference	Function Delegated	Applicant	Decision Details	\$
18/9/2018	BA4-100718	C1- Building Act 2011	The Authority to approve or refuse to grant permits and issue building orders - Building Permit	Pindan Pty Ltd	Approving building permit BA4100718 for lot 298 Wilson Street, Wyalkatchem. Main Works – Continuation of Aged Care unites: 4x dwellings	
18/9/2018	BA4-120918	C1- Building Act 2011	The Authority to approve or refuse to grant permits and issue building orders - Building Permit	High Steel Building Pty Ltd	Approving building permit BA4120918 for 53 Honour Ave, Wyalkatchem – New outbuilding	
21/9/2018	OMC- June 2018 78/2018	78/2018	That the draft contract is endorsed by Council and the President and Chief Executive Officer are to execute the agreement and attach the Common Seal;		Executive agreement and affix Common Seal, by Shire President & CEO	
28/8/2018	OMC- August 2018 109/2018	109/2018	To continue to be member of the North Eastern Wheatbelt organisation of Councils (NEWROC) and approve the signing of an MOU for the period July 2018 to June 2020;		NEWROC MOU signed by Shire President & CEO	
25/9/2018	OMC- August 2018 109/2018	109/2018	To authorise the affixing of the common seal and signing of the MOU by the Shire President and the CEO.		Affixing Common Seal to NEWROC MOU by CEO	

Date of decision	Decision Ref	Delegation Reference	Function Delegated	Applicant	Decision Details	\$
1/10/2018	BA4-25092018	C1- Building Act 2011	The Authority to approve or refuse to grant permits and issue building orders - Building Permit	Glen Metcalf	In ground pool and barrier fence	
4/10/2018	25.08.08	A3 – Write Off Debt	Authority to defer, waive, grant concessions and conditions or write off any amount of money under section 6.12 of the <i>Local Government Act 1995</i> to the maximum of one thousand dollars (\$1000)	Various Rate Debtors	Write off of small rate interest and rounding debts for 19 separate assessments ranging from \$0.01 to \$17.13 Totally \$111.84	\$111.84
5/10/2018	Permit 0066	C17 – Appointment of Authorised Officers – Bush Fire Act 1954	To appoint and authorise employees to exercise the powers and duties of a local government to administer and enforce the provision of the; Bush Fire Act 1954 Bush Fire Regulations 1954 Bush Fire (Infringements) Regulations 1978	Brad Davies	Permit to set fire to the Bush – 4870 Goomalling-Merredin Road, Wyalkatchem Avon Location: 11737 6 October 2018 to 8 October 2018	
9/10/2018	12.11.11	A2 Investments	Invest Council funds with approved financial institutions as approved by Council to achieve maximum investment potential	National Australia Bank	Investment of \$800,000 in a term deposit for a term of 90 days at an interest rate of 2.5%	



Date of decision	Decision Ref	Delegation Reference	Function Delegated	Applicant	Decision Details	\$
9/10/2018	Permit 0067	C17 – Appointment of Authorised Officers – Bush Fire Act 1954	To appoint and authorise employees to exercise the powers and duties of a local government to administer and enforce the provision of the; Bush Fire Act 1954 Bush Fire Regulations 1954 Bush Fire (Infringements) Regulations 1978	Stephen Gamble	Permit to set fire to the Bush – 441 Martin Road, Wyalkatchem Avon Location: 40 9 October 2018 to 15 October 2018	



# NEWS



Longham Enterprises Owen Garner, Shire of Wyalkatchem chief executive Taryn Dayman and NAB Chief Customer Officer Consumer and Wealth Andrew Hagger.



Julie Rynski speaking to local community stakeholders.

## NAB improves regional services

### BANKING

EXECUTIVES from National Australia Bank visited Northam last week to meet with key stakeholders as part of their plan to increase support for regional and rural areas.

NAB customer executive regional and agribusiness Julie Rynski said the event in Northam is the third of a number of community discussions they are holding across the country.

"The sessions are designed to not only focus on listening and understanding, but also on doing things differently so

we can be a better bank for regional and rural Australia," she said.

"People in the Northam community told us that as a bank we need to support local businesses to grow and be a community leader they can trust.

"We know that customers in regional communities love that their bankers visit them on their farms.

"Banking services are vitally important for farmers and servicing agriculture, and vital for the wellbeing of this region."

— ELIZA WYNN

# **WYALKATCHEM & DISTRICTS BUSHFIRE BRIGADE ANNUAL GENERAL MEETING**

**To be held at the Wyalkatchem & Districts Club  
On Tuesday 11 October 2018 @ 6.00pm**

## **AGENDA**

### **1. Opening of Meeting**

Mr Trent Tyler opened the meeting at 6.07pm

### **2. Record of attendance**

Stephen Gamble	Nalkain Brigade
Marcus Reilly	Nalkain Brigade
Anthony Ryan	Nalkain Brigade
Luke Stratford	Nalkain Brigade
Don Eaton	Wyalkatchem Brigade
Dale Tyler	Wyalkatchem Brigade
Trent Tyler	Wyalkatchem Brigade
Paul Trenorden	Wyalkatchem Brigade
Will Nightingale	Wyalkatchem Brigade
Sean Stratford	Wyalkatchem Brigade
Jimmy Ryan	Yorakine Brigade
Owen Garner	Yorakine Brigade
Quentin Davies	Yorakine Brigade / Shire President
Taryn Dayman	Chief Executive Officer

### **3. Apologies**

Paul De Peirres	Wyalkatchem Brigade
Ian Jones	Nalkain Brigade
Dennis Reid	Yorakine Brigade
Georgie Nock	Wyalkatchem Brigade

### **4. Confirmation of Minutes**

**Moved:** Dale Tyler

**Seconded:** Will Nightingale

**That the minutes of the 2017 Annual General meeting held on the 17 October 2017 be received as true and correct**

### **5. Business arising from Previous Minutes**

Trent advised that tanks North Korrelocking were being investigated, currently having a few issues with Mains connection, which are being resolved in conjunction with Water Corporation.

## **6. Correspondence**

### **6.1. Minister for Emergency Services; Corrective Services – Changes to Bushfire Management in WA (Attached)**

### **6.2. Shire of Kellerberrin – Dual Fire Control Officer Appointment**

## **7. Brigade reports and confirmation of Appointed office bearers**

### **7.1. Nalkain**

#### **7.1.1. Brigade Report**

Steven Gamble advised that the Nalkain Brigade meeting was held with 16 members in attendance and 17 apologies.

Discussions were had in regards to a new shed and its possible locations.

The Brigade recommended that David Gamble be recognised for his outstanding and long servicing service to the brigade.

#### **7.1.2. Office bearers appointments**

##### **a) Fire Control Officer**

Marcus Reilly

##### **b) Captain**

Brad Martin

##### **c) Lieutenant**

Luke Stratford

##### **d) Secretary**

Stephen Gamble

### **7.2. Wyalkatchem**

#### **7.2.1. Brigade Report**

It was advised that the Wyalkatchem Brigade meeting was currently pending and positions were to be advised

#### **7.2.2. Office bearers appointments**

##### **a) Fire Control Officer**

TBA

##### **b) Captain**

TBA

##### **c) Lieutenant**

TBA

##### **d) Secretary**

TBA

### **7.3. Yorkrakine**

#### **7.3.1. Brigade Report**

It was advised that no meeting had been held. Positions remain unchanged.

#### **7.3.2. Office bearers appointments**

- a) **Fire Control Officer**  
Dennis Reid
- b) **Captain**  
James Ryan
- c) **Lieutenant**  
Ray Reid
- d) **Secretary**  
Georgie Nock

### **8. Appointments**

#### **8.1. Chief Bush Fire Control Officer**

Nominations were called for the position of Chief Bush Fire Control Officer

Trent Tyler      **Moved by:** Will Nightingale      **Seconded:** Owen Garner

Trent Tyler Accepted.

There be no further nominations, Trent Tyler was duly elected as Chief Bush Fire Control Officer

#### **8.2. Deputy Bush Fire Control Officer**

Nominations were called for the position of Deputy Chief Bush Fire Control Officer

Marcus Reilly      **Moved by:** Owen Garner      **Seconded:** Paul Trenorden

Marcus Reilly Accepted.

There be no further nominations, Marcus Reilly was duly elected as Deputy Chief Bush Fire Control Officer

#### **8.3. Fire Control Officers**

That the following be appointed as Fire Control Officers for the Shire of Wyalkatchem;

- Dennis Reid,
- Ray Reid,
- James Ryan,
- Dale Tyler,
- Trent Tyler,



- Ian Jones,
- Marcus Reilly
- Claire Trenorden
- Darryn Watkins

#### **8.4. Dual Fire Control Officers**

That the following Dual Fire Control Officers be appointed for neighboring shires.

<b>8.4.1.</b>	<b>Dowerin:</b>	Marcus Reilly and Ian Johns
<b>8.4.2.</b>	<b>Cunderdin:</b>	To Be advised
<b>8.4.3.</b>	<b>Tammin:</b>	Dennis Reid, Ray Reid and James Ryan
<b>8.4.4.</b>	<b>Trayning:</b>	Dennis Reid, Ray Reid James Ryan, Dale Tyler, Trent Tyler
<b>8.4.5.</b>	<b>Kellerberrin:</b>	Dennis Reid, Ray Reid and James Ryan
<b>8.4.6.</b>	<b>Koorda:</b>	Dale Tyler, Trent Tyler, Marcus Reilly and Ian Johns

### **9. General Business**

#### **9.1. Update Fire Brigade Members List**

Current membership list is being disturbed, please review the list and advise of any changes.

#### **9.2. Training**

If there are any training requirements, please let Shire know to arrange.  
There are a number of members who don't met the minimum training requirements and are encourage to attend training courses.

#### **9.3. Uniforms**

If anyone has any uniform and equipment requirements, please contact the shire or alternatively complete the spreadsheet at the meeting.

If any members where requiring Photo ID cards, please contact the Shire to arrange.

#### **9.4. 2018/2019 Operating Grants**

The Shire has received notification of the 2018/2018 Bush Fire Brigade operating grant allocations. General operating expenditure for 2018/2019 is \$39,706 covering maintenance of plant & equipment and land & buildings, clothing and accessories, utilities and insurance. In addition approval was given for the following additional items;

- Wyalkatchem LED Lighting to front exterior of the shed above roller doors
- Wyalkatchem – 3 Bay Tub and Hot Water Unit – Scott Pro Mask cleaning station of associated plumbing.

#### **9.5. Advisory Committee**

The Chief Executive Officer is currently recommending to Council that the Bushfire Advisory Committee (BFAC) be re-instated. This allows for an effective structure of reporting and making recommendations to Council. A review of past Bush Fire Annual General Meeting has highlighted some decisions that were not endorsed by Council.

It is recommended that the BFAC meetings are held biannually prior to and post the Bush Fire Season generally around October and April respectively. The appointment of Officers to be conducted at the April meeting. This allows appointments to be included in documents sent to property owners with their rate notices.

#### **9.6. Volunteer Bush Fire Brigade Guidelines & Operational Procedures**

The Chief Executive Officer is currently preparing a Volunteer Bush Fire Brigade Guidelines and operational procedures. This document provide a great deal of information on how bridges are set up and operated. It is anticipated that the document will be circulated in the coming months, and considered at an Advisory Committee meeting in April 2019. The Chief Executive Officer will work with the CBFCO and DFES to ensure that document meets and reflects the local brigade's needs and current operations.

#### **9.7. Other Matters**

Nil

#### **10. Meeting Closed**

With there being no further matters for discussion, Mr Trent Tyler thanked everyone for their attendance and closed the meeting at 6.24pm