



Minutes

of the

Ordinary Meeting of Council

held

on

Thursday 20 July 2017

In

The Council Chambers  
Honour Avenue Wyalkatchem

*Our purpose*

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

## **Council's Vision**

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

## **Our Purpose**

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

## **Our Guiding Principles**

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

Leaving a positive legacy for future generations and Councils;

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

Responsible financial management;

Informed, evidence-based and representative decision making; and

Effective communication and engagement.

## **Our Goals**

Healthy, strong and connected communities

A prosperous and dynamic district

A sustainable natural and built environment

An effective voice

A well-managed and effective organisation

Facilities and assets that are well used and effectively managed

## Contents

<b>1</b>	<b>Declaration Of Opening</b>	<b>5</b>
1.1	The Presiding Person Will Declare The Meeting Open	5
1.2	The Shire Of Wyalkatchem Disclaimer Will Be Read Aloud	5
<b>2</b>	<b>Public Question Time</b>	<b>5</b>
2.1	Response To Previous Questions Taken On Notice	5
2.2	Declaration Of Public Question Time Opened	5
2.3	Declaration Of Public Question Time Closed	5
<b>3</b>	<b>Record Of Attendance, Apologies And Approved Leave Of Absence</b>	<b>5</b>
3.1	Present	5
3.2	Apologies	5
3.3	On Leave Of Absence	5
3.4	Staff	5
3.5	Visitors	5
3.6	Gallery	5
3.7	Applications For Leave Of Absence	5
<b>4</b>	<b>Petitions, Deputations And Presentations</b>	<b>5</b>
4.1	Petitions	5
4.2	Deputations	5
4.3	Presentations	5
<b>5</b>	<b>Confirmation Of Minutes From Previous Meeting</b>	<b>6</b>
5.1.1	Meetings – Confirmation Of Minutes – Ordinary Meeting Of Council 29 June 2017	6-7
<b>6</b>	<b>Announcements By Presiding Person</b>	<b>8</b>
<b>7</b>	<b>Matters For Which Meeting May Be Closed</b>	<b>8</b>
<b>8.1</b>	<b>Land Use And Planning</b>	<b>9</b>
8.1.1	Accept Late Item - Development And Building Controls – Building And Development Applications – Moveable Building 13 Johnston Street	9
8.1.1	Development And Building Controls – Building And Development Applications – Moveable Building 13 Johnston Street	10-19
<b>8.2</b>	<b>Financials</b>	<b>20</b>
8.2.1	Financial Management – Financial Reporting – Monthly Financial Report June 2017	20-59
8.2.2	Financial Management – Financial Reporting – Payment Listings - June 2017	60-67
<b>8.3</b>	<b>Officer Reports To Council</b>	<b>68</b>
8.3.1	Corporate Management - Policy - Policy Manual - Crossovers	68-90
<b>8.4</b>	<b>Monthly Officer Reports To Council</b>	<b>91</b>
8.4.1	Governance – Reporting – Officer Reports To Council – Chief Executive Officer – June 2017	91-96
8.4.2	Governance – Reporting – Officer Reports To Council – Manager Of Works – June 2017	97-99
8.4.3	Governance – Reporting – Officer Reports To Council – Governance And Emergency – June 2017	100-102

8.4.4	Governance – Reporting – Officer Reports To Council – Principal Environment Health Officer – June 2017	103-105
8.4.5	Governance – Reporting – Officer Reports To Council – Community And Economic Development – June 2017	106-107
<b>9.</b>	<b>Motions For Which Previous Notice Has Been Given</b>	<b>108</b>
<b>10.</b>	<b>Questions By Members Of Which Due Notice Has Been Given</b>	<b>108</b>
<b>11.</b>	<b>New Business Of An Urgent Nature Introduced By The Presiding Person</b>	<b>108</b>
<b>12.</b>	<b>Matters For Which Meeting May Be Closed</b>	<b>108</b>
<b>13.</b>	<b>Closure Of Meeting</b>	<b>108</b>


## CONTENTS

Agenda of the Ordinary Meeting of Council held in Council Chambers, Cnr Honour Avenue and Flint Street, Wyalkatchem held on Thursday 20 July 2017.

- 1. DECLARATION OF OPENING 3.39pm**
  - 1.1 The Shire President declared the Meeting open.**
  - 1.2 The Shire of Wyalkatchem disclaimer was read aloud.**  
*"No responsibility whatsoever is implied or accepted by the Shire of Wyalkatchem for any act, omission or statement or intimation occurring during this meeting. It is strongly advised that persons do not act on what is heard at this Meeting and should only rely on written confirmation of Council's decisions, which will be provided within ten days of this meeting".*
  
- 2 Public question time**
  - 2.1 Response to previous questions taken on notice**  
Not applicable
  
  - 2.2 Declaration of public question time opened 3.40pm**
  
  - 2.3 Declaration of public question time closed 3.40pm**
  
- 3 Record of attendance, apologies, and approved leave of absence**
  - 3.1 Present:** Cr Davies, Cr Gamble, Cr Jones, Cr Garner, Cr Butt, Cr Gawley (arrived 3.46pm), Cr Holdsworth
  - 3.2 Apologies:** Nil
  - 3.3 On leave of absence:** Nil
  
  - 3.4 Staff** Ian McCabe, Craig Harris, Claire Trenorden, Ella McDonald
  
  - 3.5 Visitors:** Nil
  
  - 3.6 Gallery:** Nil
  
  - 3.7 Applications for leave of absence:** Nil
  
- 4.1 Petitions** Nil
- 4.2 Deputations** Nil
- 4.3 Presentations** Nil

## 5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### 5.1.1 MEETINGS – CONFIRMATION OF MINUTES - ORDINARY MEETING 29 JUNE 2017

<b>FILE REFERENCE:</b>	Minute Book
<b>AUTHOR'S NAME AND POSITION:</b>	Ian McCabe Chief Executive Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>NAME OF APPLICANT/ RESPONDENT/LOCATION:</b>	Shire of Wyalkatchem
<b>DATE REPORT WRITTEN:</b>	12 July 2017
<b>DISCLOSURE OF INTEREST:</b>	Not applicable
<b>PREVIOUS MEETING REFERENCE:</b>	Not Applicable

#### **SUMMARY:**

- 1. Confirm the minutes as an accurate record of the Ordinary Meeting of Council held on 29 June 2017.**

#### **Appendix:**

There is no attachment to this report.

#### **Background:**

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

#### **Comment:**

There is no further comment to this item.

#### **Consultation:**

Ian McCabe, Chief Executive Officer.

#### **Statutory Environment:**

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

#### **Policy Implications:**

There is no Council Policy relative to this issue.

**Financial Implications:**

There are no Financial Implications relative to this issue.

**Strategic Plan/Risk Implications:**

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

**Voting Requirements:** Simple Majority

**Council Decision Number:** 3483

**Moved:** Cr Butt

**Seconded:** Cr Gamble

**That Council resolve the following:**

- 1. Confirm the minutes as an accurate record of the Ordinary Meeting of Council held on 29 June 2017**

**Vote:** 6/0

**6.0 Announcements by Presiding Person:** Cr Davies expressed his condolences to the family and friends of Mrs Marjorie Macpherson, a long term Wyalkatchem resident who passed away recently. Cr Davies acknowledged that it had not been long since he was expressing his condolences for the loss of her husband Mr Jock Macpherson.

Cr Davies announced that Friday 21 July 2017 is the beginning of the RSL display at the Wyalkatchem Community Resource Centre. He encourages everyone to attend tomorrow for the opening but if they can't make it to the opening, the display will be there for two weeks and will definitely be worth seeing.

**7.0 Matters for which meeting may be closed Nil**



# Late Agenda Item

## **8.1.1 Development and Building Controls – Building and Development Applications – Moveable Building 13 Johnston Street**

**1. Accept the late item. A mover and seconder are required**

**Council Decision Number: 3484**


**Moved**      Cr Jones                      **Seconded** Cr Gamble

**That the late agenda item be accepted**

**Vote: 6/0**

Cr Gawley entered the room at 3.46pm

### 8.1.1 DEVELOPMENT AND BUILDING CONTROLS – BUILDING AND DEVELOPMENT APPLICATIONS – MOVEABLE BUILDING 13 JOHNSTON STREET

<b>FILE REFERENCE:</b>	7.02
<b>AUTHOR'S NAME AND POSITION:</b>	Claire Trenorden Senior Finance Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	14 July 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.

#### **SUMMARY:**

#### **That Council resolve the following:**

1. To give planning approval for a 13.0 x 4.2m transportable building to be located at 13 Johnston St, Wyalkatchem with the following conditions:
  - a. The building will be used as a rest room for St John personnel and volunteers;
  - b. The building will have a set back from the footpath of 5.95 metres (in line with existing structure);
  - c. To be consistent with zoning and purpose, that the building will not generate commercial benefit to St John Ambulance;
  - d. That a movement plan with reference to management of obstacles, including overhead power cables, tree and street furniture; and detail any requirement for traffic management;  
be lodged with the Shire prior to installation and be approved by the Chief Executive Officer before works commence;
  - e. That Dial Before You Dig; Telstra and Water Corp be consulted prior to submitting the movement plan to Shire and that any recommendations of those agencies be included in the movement plan;
  - f. That immediately adjacent property owners be advised of any likely impact on their amenity; and,
  - g. That the site is restored at end of works with no visible waste, no obstacle to pedestrian or traffic movement and that any damage to road or footpath is rectified by prior agreement with the Shire at the

applicants' expense.

**Appendices:**

1. Application for planning approval;
2. Site plan for 13 Johnston Street showing transportable location;
3. Email describing planned use of transportable;
4. Photos of proposed transportable.

**Background:**

The Shire is in receipt of a planning application for a 13.0 x 4.2m transportable building for the purpose of temporary accommodation for the Wyalkatchem St John Regional Sub Centre to be located on private land at 13 Johnston Street.

**Comment:**

St John's Ambulance Wyalkatchem Sub Centre would like to install a transportable building at 13 Johnston St. for the purpose of rest and recreation of staff and volunteers between periods of work.

Council's Moveable Building Policy PP3 states that all applications for moveable buildings, which by the policies definition a transportable is, shall require the Council's Planning Consent prior to the issue of a Building Licence. If planning approval is granted by Council, an application for a building permit will have to be submitted and approved by the Shire's Building Surveyor.

In attachment three, St John's state that the transportable is to be used by St John personnel and potentially volunteers who may need a rest. It will not be a revenue raising venture but is more for the wellbeing of people who are part of St Johns.

The height of the proposed development is 3.2m when installed. The colour and profile of the structure is in keeping with surrounding structures and will not have meaningful impact on amenity. The planned situation of the structure will not impact on residents; it will be next to the main St John building and adjacent to the rear laneway behind the Shire Administration building. There will be no exit from the drive behind the proposed structure and no line of sight issues arise.

**Consultation:**

John Gosper

Ian McCabe

Mrs Tracey Dickson;  
and Mr Peter Wood,  
St John's Wyalkatchem

**Statutory Environment:**

Planning and Development Act 2005

State Planning Policy 3.1; Residential Design Codes of Western Australia.

**Policy Implications:**

PP3 Moveable Building Policy

**Financial Implications**

No direct financial implication

**Strategic Plan/Risk Implications**

No direct strategic implication

**Voting Requirements**                      Simple Majority

**Council Decision Number:** 3485

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

**That Council resolve the following:**

1. To give planning approval for a 13.0 x 4.2m transportable building to be located at 13 Johnston St, Wyalkatchem with the following conditions:
  - a. The building will be used as a rest room for St John personnel and volunteers;
  - b. The building will have a set back from the footpath of 5.95 metres (in line with existing structure);
  - c. To be consistent with zoning and purpose, that the building will not generate commercial benefit to St John Ambulance;
  - d. That a movement plan with reference to management of obstacles, including overhead power cables, tree and street furniture; and detail any requirement for traffic management;

be lodged with the Shire prior to installation and be approved by the Chief Executive Officer before works commence;

e. That Dial Before You Dig; Telstra and Water Corp be consulted prior to submitting the movement plan to Shire and that any recommendations of those agencies be included in the movement plan;

f. That immediately adjacent property owners be advised of any likely impact on their amenity; and,

g. That the site is restored at end of works with no visible waste, no obstacle to pedestrian or traffic movement and that any damage to road or footpath is rectified by prior agreement with the Shire at the applicants' expense.

**Vote: 7/0**

# Shire of Wyalkatchem

"Strange Name - Beaut Place"



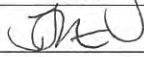
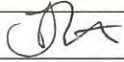
Cnr Flint Street and Honour Ave  
P.O. Box 224  
Wyalkatchem W.A. 6485

Email: [general@wyalkatchem.wa.gov.au](mailto:general@wyalkatchem.wa.gov.au)

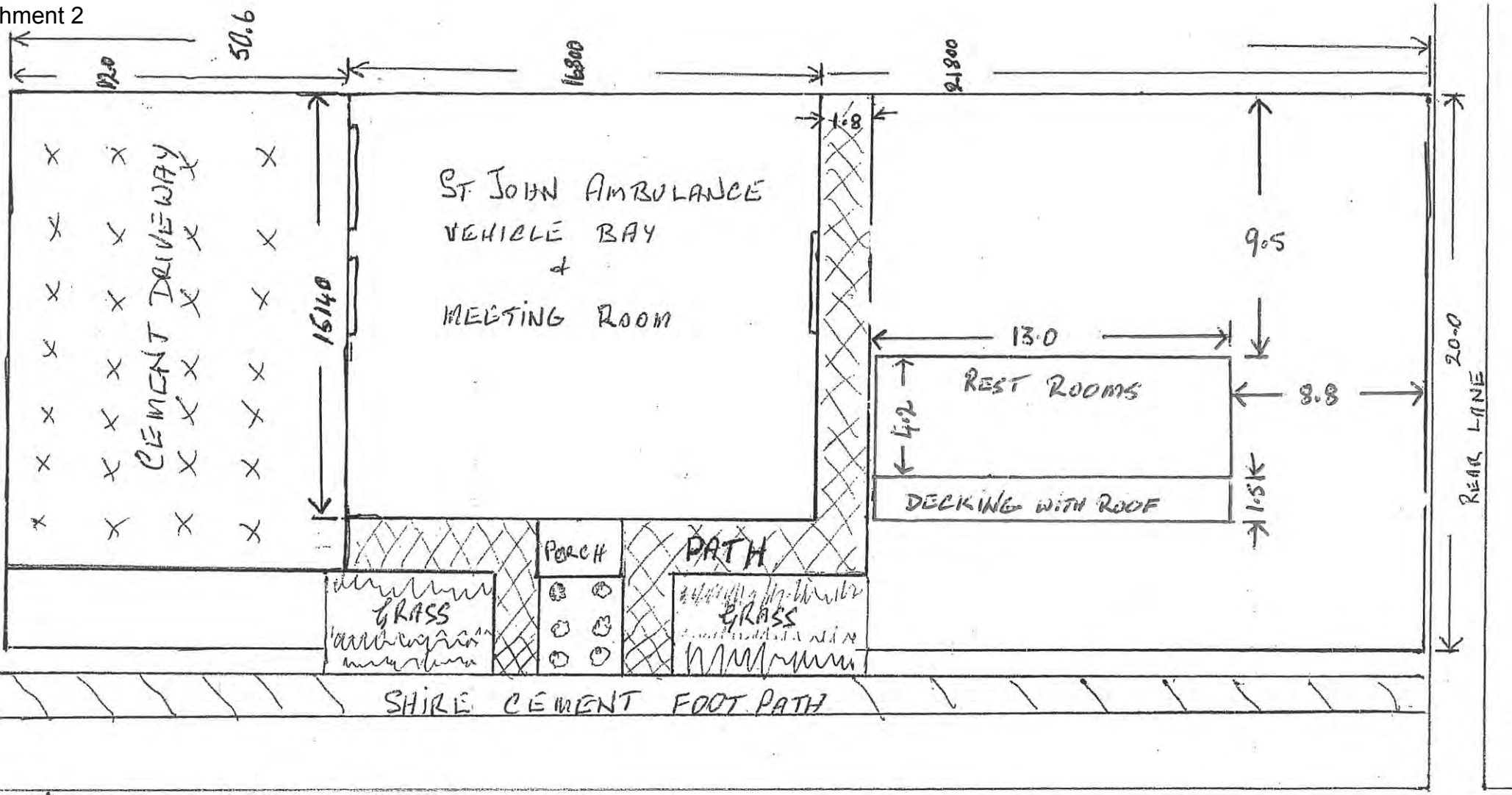
Phone: (08) 9681 1166

Fax: (08) 9681 1003

**Local Planning Scheme No. 4**  
**Schedule 6 – Application for planning approval**  
(cl. 9.1.1)

Owners Details	
Name:	St John Ambulance
Address:	13 Johnston St WYLIE Post Code: 6485
Phone:	0429911327
Email:	wyliesubcentre@bigpond.com
Contact Person:	Tracy Dickson
Signature:	 Date: 13.6.17
Signature:	Date:
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature.</i>	
Applicants Details	
Name:	AS ABOVE
Address:	PO Box 28 WYLIE Post Code: 6485
Phone:	
Email:	
Contact person for correspondence:	
Signature:	 Date:
Property Details	
Lot No:	House/Street No: 13
Location No:	Diagram or plan no:
Certificate of title no:	Folio: 186
Title encumbrances (eg. easements, restrictive covenants):	
Street name:	JOHNSTON STREET Suburb: WYALKATCHEM
Nearest street intersection:	HONOUR AVENUE
Existing building/land use	
Description of proposed development and/or use: TRANSPORTABLE TO PROVIDE ACCOMODATION - SHORT TERM	
Nature of any existing buildings and/or use: AMBULANCE SUBCENTRE	
Approximate cost of proposed development:	\$19000-
Estimated time of completion:	NOVEMBER 2017
OFFICE USE ONLY	
Acceptance Officer's initials:	
Date Received:	
Local Government reference no:	

JOHNSTON STREET  
#13 JOHNSTON ST



HONOUR AVENUE

DVALKATCHIEM ST JOHN AMB  
LEGEND = 1CM = 2MT  
AUTHOR PETER WOOD  
DATE 31/5/17



**Claire Trenorden**

---

**From:** WylieSubCentre <wyliesubcentre@bigpond.com>  
**Sent:** Wednesday, 21 June 2017 6:41 PM  
**To:** Claire Trenorden  
**Subject:** RE: Planning application for transportable

Hi Claire,

It is for accommodation for St John personnel and potentially volunteers who may need a rest. Its purpose would be to provide an area of rest to sleep or have a break for those that have to travel back to Perth (visitors) or for vollies that have been at work all day and then go on a long trip/patient transfer etc.

It is not a revenue raising venture, it is more for wellbeing of people who are part of St John/emergency services.

I can confirm this in more detail if you wish?

Cheers,

Tracy.

---

**From:** Claire Trenorden [mailto:sfo@wyalkatchem.wa.gov.au]  
**Sent:** Tuesday, 20 June 2017 12:45 PM  
**To:** WylieSubCentre  
**Subject:** Planning application for transportable

Hi Tracy,

I have just started writing the agenda item for the transportable for St John's and I need some more background information for Council as to why you are proposing putting it there and what it will be used for, if you can expand on short term accommodation? Can you please let me know as soon as you can. I have to have the item written by Thursday lunchtime to make this agenda, but I may have to take it to Council in July due to the time constraint.

Thanks

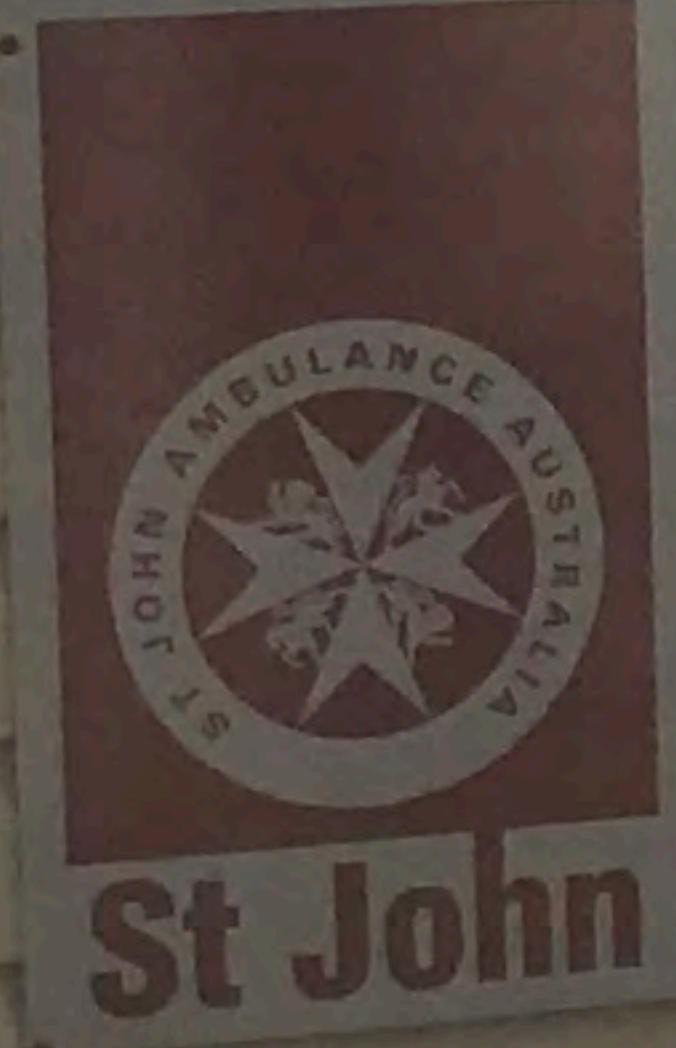
Regards,

**Claire Trenorden**  
**Senior Finance Officer**  
**Shire of Wyalkatchem**

PO Box 224  
Wyalkatchem WA 6485

Phone: (08) 9681 1166  
Fax: (08) 9681 1003  
Email: [sfo@wyalkatchem.wa.gov.au](mailto:sfo@wyalkatchem.wa.gov.au)  
Web: [www.wyalkatchem.wa.gov.au](http://www.wyalkatchem.wa.gov.au)





**St John Ambulance  
Australia**

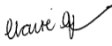




ST JOHN AMBULANCE AUSTRALIA  
**St John**

**St**

**8.2.1 FINANCIAL MANAGEMENT – FINANCIAL REPORTING – MONTHLY FINANCIAL REPORT – JUNE 2017**

<b>FILE REFERENCE:</b>	12.10.02
<b>AUTHOR'S NAME AND POSITION:</b>	Claire Trenorden Senior Finance Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	11 July 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	OMC 29 June 2017 Council decision number: 3467
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	5 – A well-managed and effective Council organization. 6 – Well utilized and effectively managed facilities and assets.

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

That Council resolve the following:

1. Receive the Statement of Financial Activity for the period ended 30 June 2017.

**Appendix:**

1. Monthly Financial Report for the Period Ended 30 June 2017 and supporting documentation.

**Background:**

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

**Comment:**

**June 2017 Financial Statements:**

- Yearly operating revenue is \$3,931,897 inclusive of net rate income of \$1,142,548 (net of prepaid rates and discounts) – 124% of Budget
- Yearly operating expenditure is \$3,353,936 – 93% of Budget
- Yearly capital expenditure is \$3,492,000– 121% of Budget
- Yearly capital revenue is \$1,879,425 – 93% of Budget
- Net current assets as 30 June 2017 are \$380,765

**Operating Revenue:** Total operating revenue is 124% of the Annual Budget.

**Rates:** Revenue of \$1,341,949 has been raised during the Rate Run for 2016/17. The total Rate Run is broken down between Rates \$1,192,288, Rubbish \$99,540, Health Levy \$14,868 and ESL Levy \$35,253. To date income received is \$1,299,802 and discounts applied equate to \$18,677. Approximately 97% of Rates have been collected to date, with \$18,195 outstanding. Ex-gratia rates for CBH were raised and paid in October 2016 (\$7,724).

Breakdown of outstanding rates as at 30 June 2017:

Pensioners	\$5,618
Ratepayers on a payment arrangement	\$9,016
Legal Action	\$255
Deceased estates awaiting probate	\$7,143
Department of State Revenue paid	\$1,625
5 July 2017	
Pre-paid rates for 2017/18	-\$5,463

**Operating Expenditure:** Total operating expenditure is 93% of the Annual Budget.

**Net Assets:** Net Current Assets as at 30 June 2017 amounts to \$380,765.

See note five (5) of the financial statements for explanation of material variances at year end. Please note that some financial year-end adjustments are still to be made and if these result in a material variance to the net current assets reported here then the statements will be represented to Council.

**Consultation:**

Ian McCabe                      Chief Executive Officer

**Statutory Environment:**

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

**Policy Implications:**

There is no Council Policy relative to this issue.

**Financial Implications:**

There are no Financial Implications relative to this issue.

**Strategic Plan/Risk Implications:**

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

**Voting Requirements**                      Simple Majority

**Council Decision Number:** 3486

**Moved:** Cr Butt

**Seconded:** Cr Gawley

**That Council resolve the following:**

- 1. Receive the Statement of Financial Activity for the period ended 30 June 2017.**

**Vote:** 7/0

**Shire of Wyalkatchem**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 30 June 2017**

**TABLE OF CONTENTS**

Statement of Financial Activity

Note 1

Note 2

Note 3

Note 4

Note 5

Note 6

Note 7

Note 8

Note 9

Note 10

Note 11

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

**Shire of Wyalkatchem**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 June 2017**

Note	Amended Annual Budget 4	TID Budget (a)	TID Actual (b)	Var. \$ (b) - (a) 3	Var. % (b) - (a) / (b) 3	Var.
<b>Operating Revenues</b>	\$	\$	\$	\$	%	
Governance	7,100	7,100	7,700	600	7.8%	
General Purpose Funding	1,077,400	1,077,400	1,607,390	529,990	33.0%	▲
Law, Order and Public Safety	42,035	42,035	43,336	1,301	3.0%	
Health	51,273	51,273	44,148	(7,125)	(16.1%)	
Education and Welfare	0	0	0	0		
Housing	130,831	130,831	128,485	(2,346)	(1.8%)	
Community Amenities	114,138	114,138	113,750	(388)	(0.3%)	
Recreation and Culture	40,684	40,684	43,955	3,271	7.4%	
Transport	525,536	525,536	761,303	235,767	31.0%	▲
Economic Services	15,410	15,410	21,690	6,280	29.0%	
Other Property and Services	18,000	18,000	17,592	(408)	(2.3%)	
<b>Total (Excluding Rates)</b>	<b>2,022,407</b>	<b>2,022,407</b>	<b>2,789,349</b>	<b>766,942</b>	<b>27.5%</b>	
<b>Operating Expense</b>						
Governance	(277,135)	(277,135)	(244,623)	32,512	13.3%	▼
General Purpose Funding	(60,120)	(60,120)	(53,729)	6,391	11.9%	
Law, Order and Public Safety	(100,981)	(100,981)	(97,014)	3,967	4.1%	
Health	(308,233)	(308,233)	(262,165)	46,068	17.6%	▼
Education and Welfare	(9,489)	(9,489)	(12,454)	(2,965)	(23.8%)	
Housing	(250,010)	(250,010)	(229,980)	20,030	8.7%	
Community Amenities	(207,021)	(207,021)	(218,474)	(11,453)	(5.2%)	
Recreation and Culture	(666,738)	(666,738)	(639,856)	26,882	4.2%	
Transport	(1,604,179)	(1,604,179)	(1,507,194)	96,985	6.4%	
Economic Services	(93,665)	(93,665)	(90,972)	2,693	3.0%	
Other Property and Services	(16,164)	(16,164)	2,525	18,689	(740.1%)	
<b>Total</b>	<b>(3,593,735)</b>	<b>(3,593,735)</b>	<b>(3,353,936)</b>	<b>239,799</b>		
<b>Funding Balance Adjustment</b>						
Add back Depreciation	1,049,519	1,049,519	1,100,801	51,282	4.7%	
Adjust (Profit)/Loss on Asset Disposal Movement in Deferred Pensional Rates (Non-Current)	10 16,164	16,164	1,462	(14,702)	(1005.8%)	
Movement in Accrued Salaries and Wages			0	0		
Movement in Employee Benefit Provisions			0	0		
Adjust Provisions and Accruals			0	0		
<b>Net Operating (Ex. Rates)</b>	<b>(505,645)</b>	<b>(505,645)</b>	<b>535,601</b>	<b>1,041,246</b>		
<b>Capital Revenues</b>						
Proceeds from Disposal of Assets	10 71,455	71,455	71,455	0	0.0%	
Non-Operating Grants	845,859	845,859	814,668	(31,191)	(3.8%)	
Proceeds from New Debentures	0	0	0	0		
Proceeds from Sale of Investments				0		
Proceeds from Advances				0		
Self-Supporting Loan Principal	12,169	12,169	12,170	1	0.0%	
Transfer from Reserves	9 1,082,988	1,082,988	981,133	(101,855)	(10.4%)	▼
<b>Total</b>	<b>2,012,471</b>	<b>2,012,471</b>	<b>1,879,425</b>	<b>(133,046)</b>		
<b>Capital Expenses</b>						
Land Held for Resale	0	0	0	0		
Land and Buildings	10 (1,140,058)	(1,140,058)	(1,050,967)	89,091	8.5%	
Plant and Equipment	10 (373,819)	(373,819)	(374,041)	(222)	(0.1%)	
Furniture and Equipment	10 0	0	0	0		
Infrastructure Assets - Roads	10 (730,120)	(730,120)	(683,123)	46,997	6.9%	
Infrastructure Assets - Other	10 (197,535)	(197,535)	(183,114)	14,421	7.9%	
Purchase of Investments				0		
Repayment of Debentures	(101,502)	(101,502)	(101,502)	0	0.0%	
Advances to Community Groups				0		
Transfer to Reserves	9 (349,061)	(349,061)	(1,099,253)	(750,192)	(68.2%)	▲
<b>Total</b>	<b>(2,892,095)</b>	<b>(2,892,095)</b>	<b>(3,492,000)</b>	<b>(599,905)</b>		
<b>Net Capital</b>	<b>(879,624)</b>	<b>(879,624)</b>	<b>(1,612,575)</b>	<b>(732,950)</b>		
<b>Total Net Operating + Capital</b>	<b>(1,385,269)</b>	<b>(1,385,269)</b>	<b>(1,076,973)</b>	<b>308,296</b>		
Rate Revenue	1,142,763	1,142,763	1,142,548	(215)	(0.0%)	
Opening Funding Surplus(Deficit)	315,191	315,191	315,191	(0)	(0.0%)	
<b>Closing Funding Surplus(Deficit)</b>	<b>3 72,685</b>	<b>72,685</b>	<b>380,765</b>	<b>308,080</b>	<b>80.9%</b>	



**Shire of Wyalkatchem**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Nature or Type)**  
**For the Period Ended 30 June 2017**

	Note	Amended Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 3	
<b>Operating Revenues</b>							
Grants, Subsidies and Contributions	8	\$ 1,672,224	\$ 1,672,224	\$ 2,424,074	\$ 751,850	31.0%	▲
Profit on Asset Disposal	10	0	0	228	228	100.0%	
Fees and Charges		293,171	293,171	299,597	6,426	2.1%	
Interest Earnings		57,012	57,012	65,450	8,438	12.9%	
Other Revenue		0	0	0	0		
<b>Total (Excluding Rates)</b>		<b>2,022,407</b>	<b>2,022,407</b>	<b>2,789,349</b>	<b>766,942</b>		
<b>Operating Expense</b>							
Employee Costs		(964,935)	(964,935)	(918,702)	46,233	5.0%	
Materials and Contracts		(1,281,019)	(1,281,019)	(1,042,025)	238,994	22.9%	▼
Utilities Charges		(136,178)	(136,178)	(151,161)	(14,983)	(9.9%)	
Depreciation (Non-Current Assets)		(1,049,519)	(1,049,519)	(1,100,801)	(51,282)	(4.7%)	
Interest Expenses		(21,603)	(21,603)	(14,851)	6,752	45.5%	
Insurance Expenses		(124,317)	(124,317)	(124,705)	(388)	(0.3%)	
Loss on Asset Disposal	10	(16,164)	(16,164)	(1,690)	14,474	856.4%	
Other Expenditure		0	0	0	0		
<b>Total</b>		<b>(3,593,735)</b>	<b>(3,593,735)</b>	<b>(3,353,936)</b>	<b>239,799</b>		
<b>Funding Balance Adjustment</b>							
Add Back Depreciation		1,049,519	1,049,519	1,100,801	51,282	4.7%	
Adjust (Profit)/Loss on Asset Disposal	10	16,164	16,164	1,462	(14,702)	(1005.8%)	
Movement in Deferred Pensional Rates (Non-Current)				(2,074)	(2,074)	100.0%	
Movement in Accrued Salaries and Wages					0		
Movement in Employee Benefit Provisions					0		
Adjust Provisions and Accruals					0		
<b>Net Operating (Ex. Rates)</b>		<b>(505,645)</b>	<b>(505,645)</b>	<b>535,601</b>	<b>1,041,246</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	8	845,859	845,859	814,668	(31,191)	(3.8%)	
Proceeds from Disposal of Assets	10	71,455	71,455	71,455	0	0.0%	
Proceeds from New Debentures					0		
Proceeds from Sale of Investments					0		
Proceeds from Advances					0		
Self-Supporting Loan Principal		12,169	12,169	12,170	1	0.0%	
Transfer from Reserves	9	1,082,988	1,082,988	981,133	(101,855)	(10.4%)	▼
<b>Total</b>		<b>2,012,471</b>	<b>2,012,471</b>	<b>1,879,425</b>	<b>(133,046)</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	10	(1,140,058)	(1,140,058)	(1,050,967)	89,091	8.5%	
Plant and Equipment	10	(373,819)	(373,819)	(374,041)	(222)	(0.1%)	
Furniture and Equipment	10	0	0	0	0		
Infrastructure Assets - Roads	10	(730,120)	(730,120)	(683,123)	46,997	6.9%	
Infrastructure Assets - Other	10	(197,535)	(197,535)	(183,114)	14,421	7.9%	
Purchase of Investments			0		0		
Repayment of Debentures		(101,502)	(101,502)	(101,502)	0	0.0%	
Advances to Community Groups					0		
Transfer to Reserves	9	(349,061)	(349,061)	(1,099,253)	(750,192)	(68.2%)	▲
<b>Total</b>		<b>(2,892,095)</b>	<b>(2,892,095)</b>	<b>(3,492,000)</b>	<b>(599,905)</b>		
<b>Net Capital</b>		<b>(879,624)</b>	<b>(879,624)</b>	<b>(1,612,575)</b>	<b>(732,950)</b>		
<b>Total Net Operating + Capital</b>		<b>(1,385,269)</b>	<b>(1,385,269)</b>	<b>(1,076,973)</b>	<b>308,296</b>		
Rate Revenue		1,142,763	1,142,763	1,142,548	(215)	(0.0%)	
Opening Funding Surplus(Deficit)		315,191	315,191	315,191	(0)	(0.0%)	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>72,685</b>	<b>72,685</b>	<b>380,765</b>	<b>308,080</b>	80.9%	

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**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 June 2017**

**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 June 2017**

**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 June 2017**

**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:

Land	Not Depreciated
Airstrip	Not Depreciated
Buildings	50 years
Furniture	3 years
Computers	2.5 years
Vehicles	5 years
Graders	8 years
Footpaths	25 years
Other Plant & Equipment	3 years
Roads, Streets & Footpaths Formation	Not Depreciated
Pavement	50 years
Seal	15 years
Kerbing	30 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 June 2017**

**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 June 2017**

**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 June 2017**

**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 June 2017**

**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**

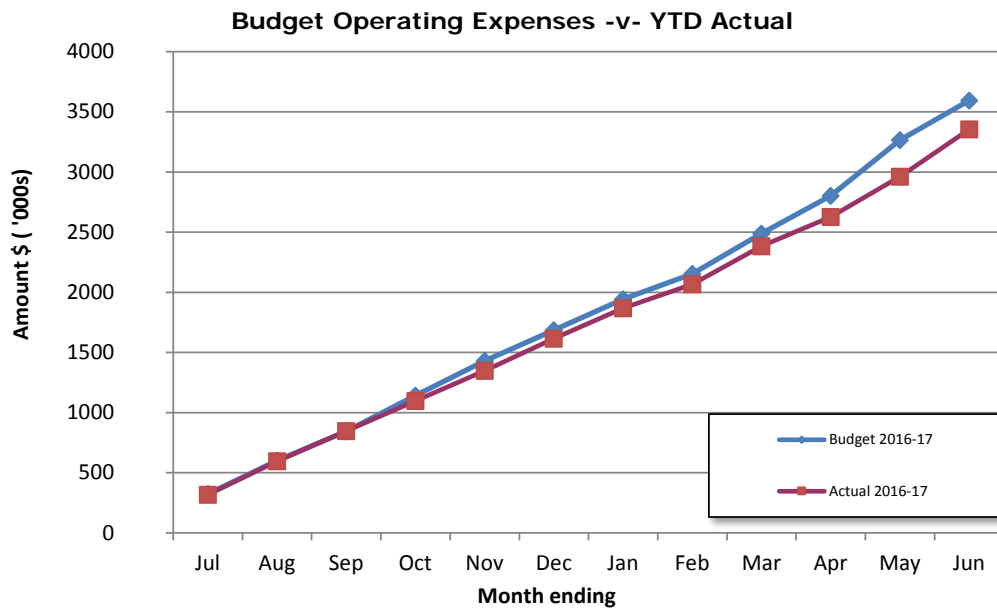
Tourism, pest control, building controls and natural resource management. Tourism facilities, information and directional signs. Weed and pest control services. Necessary building control services.

**OTHER PROPERTY & SERVICES**

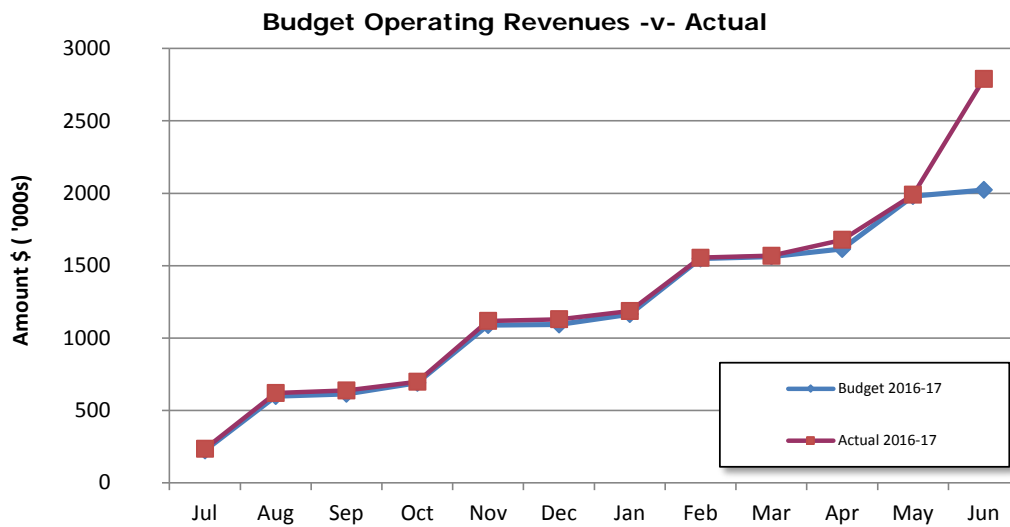
Private works carried out by council and indirect cost allocation pools. Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



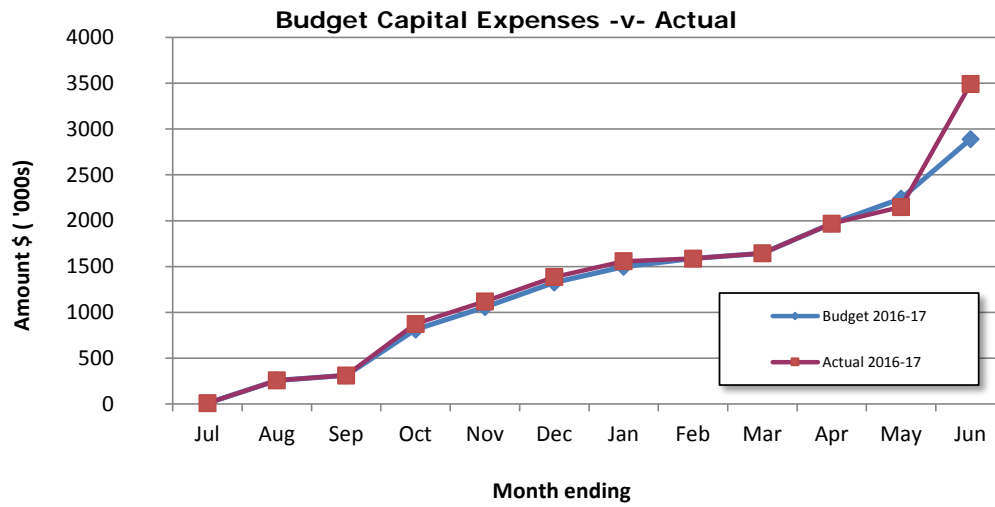
**Comments/Notes - Operating Expenses**



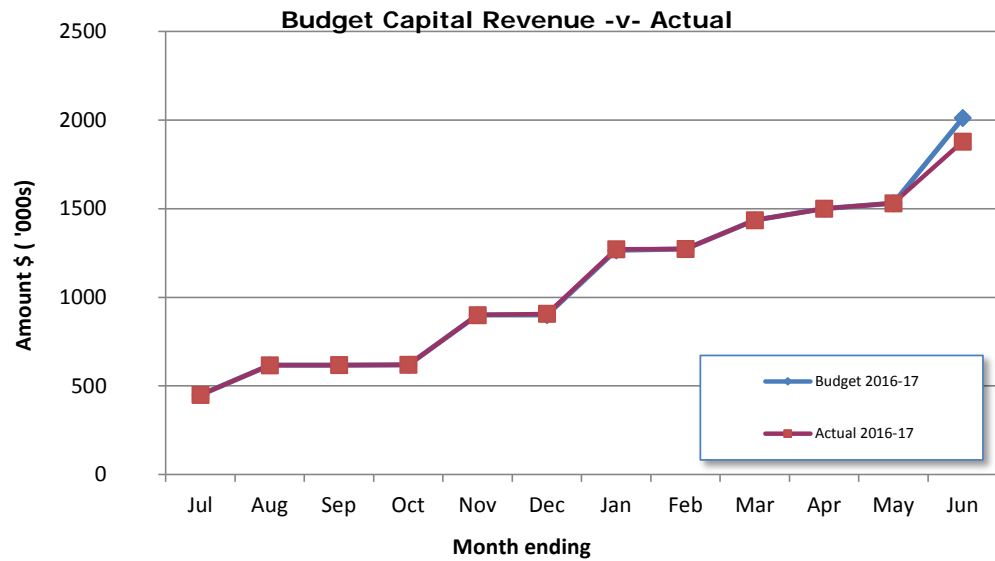
**Comments/Notes - Operating Revenues**

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



**Comments/Notes - Capital Expenses**

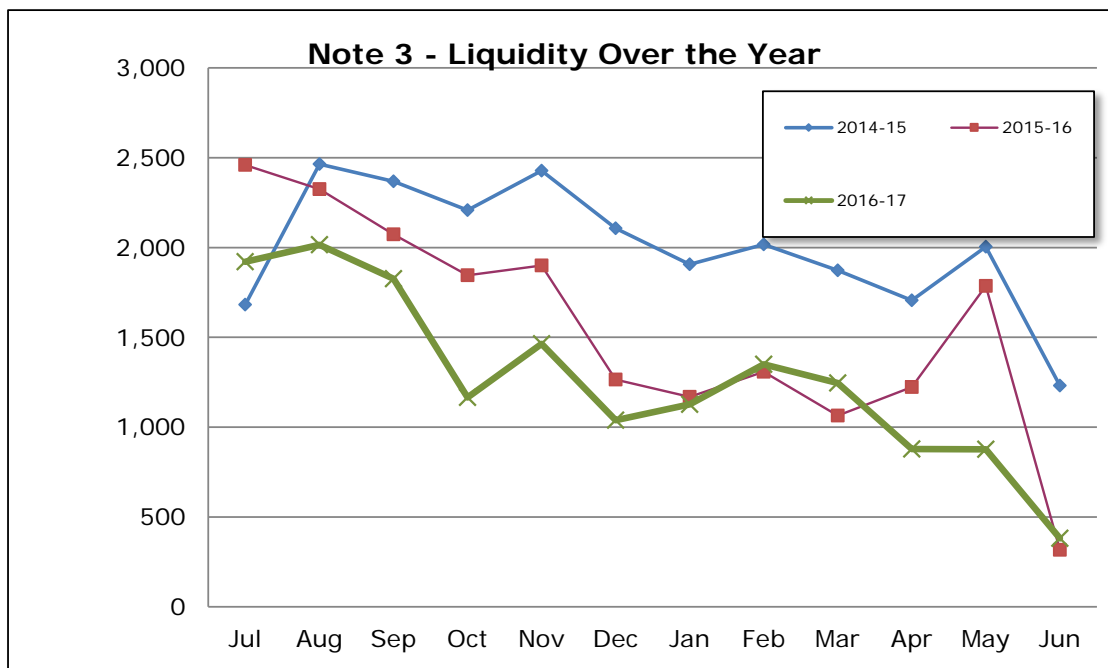


**Comments/Notes - Capital Revenues**

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**Note 3: NET CURRENT FUNDING POSITION**

	Positive=Surplus (Negative=Deficit)		
	2016-17		
	This Month	Last Month	Same Period Last Year
	\$	\$	\$
<b>Current Assets</b>			
Cash Unrestricted	424,980	796,410	430,105
Cash Restricted	2,916,217	2,034,356	2,798,097
Investments			
Receivables - Rates and Rubbish	18,195	22,524	14,726
Receivables -Other	213,857	5,718	68,769
Inventories	146,097	135,186	76,641
	<b>3,719,346</b>	<b>2,994,195</b>	<b>3,388,337</b>
<b>Less: Current Liabilities</b>			
Payables	(351,576)	(12,221)	(203,970)
Current Employee Benefits Provision	(70,788)	(70,788)	(69,070)
	<b>(422,364)</b>	<b>(83,009)</b>	<b>(273,041)</b>
Less: Cash Restricted	<b>(2,916,217)</b>	<b>(2,034,356)</b>	<b>(2,798,097)</b>
<b>Net Current Funding Position</b>	<b>380,765</b>	<b>876,829</b>	<b>317,200</b>



**Comments - Net Current Funding Position**

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>								
At Call - Municipal	0.05%	427,277				427,277	NAB	Call
At Call - Working	0.01%			13,303		13,303	NAB	Call
(b) <b>Term Deposits</b>								
Reserves	1.70%		2,916,217			2,916,217	NAB	25/07/2017
(c) <b>Investments</b>								
<b>Total</b>		427,277	2,916,217	13,303	0	3,356,797		

Comments/Notes - Investments



**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance		AMENDED	YTD	ACTUAL	VARIANCE	COMMENTS
		ANNUAL BUDGET	BUDGET			
<b>5.1 OPERATING REVENUE (EXCLUDING RATES)</b>						
<b>5.1.1 GOVERNANCE</b>						
<b>5.1.2 GENERAL PURPOSE FUNDING</b>						
1032010	FAGS General Purpose	1,001,580	1,001,580	1,523,239	521,659	Approximately 50% of the 2017/18 grant was pre-paid in June 2017 (\$521,659). This was fully transferred to the Unspent Grants Reserve.
<b>5.1.3 LAW ORDER AND PUBLIC SAFETY</b>						
<b>5.1.4 HEALTH</b>						
1072502	Reimbursement Koorda	51,273	51,273	44,148	(7,125)	The reimbursement for 2016/17 was not as high as anticipated as expenditure was lower than budgeted.
<b>5.1.5 EDUCATION AND WELFARE</b>						
<b>5.1.6 HOUSING</b>						
<b>5.1.7 COMMUNITY AMENITIES</b>						
<b>5.1.8 RECREATION AND CULTURE</b>						
<b>5.1.9 TRANSPORT</b>						
1121045	FAGS Roads Portion	423,459	423,459	658,911	235,452	Approximately 50% of the 2017/18 grant was pre-paid in June 2017 (\$235,452). This was fully transferred to the Roads Reserve.
<b>5.1.10 ECONOMIC SERVICES</b>						

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance						
		AMENDED				
		ANNUAL	YTD			
		BUDGET	BUDGET	ACTUAL	VARIANCE	COMMENTS
I133005	Building Licence	4,000	4,000	7,389	3,389	The budgeted figure is estimated whereas the actuals have been higher due to the Senior Citizens units and also CEACA development fees.
I135203	Railway Barracks Fees	10,000	10,000	12,981	2,981	Barracks income was estimated this financial year, it has been slightly higher than anticipated.

**5.1.11 OTHER PROPERTY AND SERVICES**

**5.2 OPERATING EXPENSES**

**5.2.1 GOVERNANCE**

E041201	Salaries	(387,796)	(387,796)	(353,981)	33,815	Expenditure on salaries was lower than budgeted due to some staff changes and also the majority of the relief budget was not required. This saving is apportioned over all programs with the Administration Allocations.
E042020	Public Relations	(46,505)	(46,505)	(26,050)	20,455	Amounts budgeted for the Shire's own-source contribution towards grants, support for the school, community engagement and community governance have not been utilised this financial year and have been cancelled.

**5.2.2 GENERAL PURPOSE FUNDING**

**5.2.3 LAW, ORDER AND PUBLIC SAFETY**

**5.2.4 HEALTH**



**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance						
		AMENDED	YTD	ACTUAL	VARIANCE	COMMENTS
		ANNUAL	BUDGET	BUDGET	BUDGET	BUDGET
E073425	Other Community Health Expenses	(25,421)	(25,421)	(350)	25,071	The budgeted allocation for a community well being project has not been completed as of yet due to no project having been identified. This will not be completed this financial year
E074010	Contribution to NewHealth	(35,410)	(35,410)	(25,651)	9,759	Expenditure on Environmental Health and Building services was lower than anticipated in the Budget
<b>5.2.5 EDUCATION AND WELFARE</b>						
E082298	Depreciation	(1,489)	(1,489)	(3,858)	(2,369)	Depreciation is increased due to the addition of the new independent living units.
<b>5.2.6 HOUSING</b>						
<b>5.2.7 COMMUNITY AMENITIES</b>						
<b>5.2.8 RECREATION AND CULTURE</b>						
<b>5.2.9 TRANSPORT</b>						
E122089	Maintenance Grading	(368,540)	(368,540)	(249,095)	119,445	Maintenance grading for 2017 has not commenced as of yet, this will result in a higher carried forward balance as at 30 June 2017 but should even out when more works are completed in the 2017/18 financial year
E122095	WANDRRA	(200,000)	(200,000)	(186,659)	13,341	The majority of WANDRRA contract works have not commenced as of yet and will only start late in June 2017. This will result in a higher balance as at 30 June 2017 but will be balanced out once work is completed early in the new financial year
<b>5.2.10 ECONOMIC SERVICES</b>						

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance						
		AMENDED ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
<b>5.2.11 OTHER PROPERTY AND SERVICES</b>						
E148005	Loss on disposal of assets	16,164	16,164	1,690	(14,474)	As the trade in of the front end loader occurred later than was budgeted a loss wasn't made on the disposal. This is a non-monetary item though and is adjusted back so has no bearing on the final closing surplus.
<b>5.3 CAPITAL REVENUE</b>						
<b>5.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>						
I121050	RRG Grant	330,470	330,470	299,279	(31,191)	Grant income was reduced due to the delay in the start of the Blackspot project on the Benjaberring Hindmarsh Rd intersection. This project is still current and the grant funds will be claimed when the project is about to commence.
<b>5.3.2 PROCEEDS FROM DISPOSAL OF ASSETS</b>						
<b>5.3.3 PROCEEDS FROM NEW DEBENTURES</b>						
<b>5.3.4 PROCEEDS FROM SALE OF INVESTMENT</b>						
<b>5.3.5 PROCEEDS FROM ADVANCES</b>						
<b>5.3.6 SELF-SUPPORTING LOAN PRINCIPAL</b>						
<b>5.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)</b>						
A01109	Community Health Reserve	20,000	20,000	0	(20,000)	As the Community Health project (E073425) did not occur in 2016/17 this transfer from reserve was not required

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance		AMENDED		ACTUAL	VARIANCE	COMMENTS
		ANNUAL BUDGET	YTD BUDGET			
A01134	Senior Citizens Homes Project Reserve funds	879,046	879,046	806,032	(73,014)	As the Senior Citizens Homes project was under budget to date these funds have been held in reserve, transfers will occur in 2017/18 as the project is completed
<b>5.4 CAPITAL EXPENSES</b>						
<b>5.4.1 LAND HELD FOR RESALE</b>						
<b>5.4.2 LAND AND BUILDINGS</b>						
C970206	Administration Office/Chambers	(67,982)	(67,982)	(54,524)		13,458 Works on the Administration Office and Chambers have come in under budget.
C970203	Senior Citizens Homes Project	(924,501)	(924,501)	(851,486)		73,015 This project came in under budget. All remaining funds are being held in reserve and will be used towards landscaping, extra concrete and gates. Only what is used will be transferred out of reserve
C970207	53 Piesse St	(5,000)	(5,000)	(2,081)		2,919 No further works have been required at 53 Piesse St, it will not be completed to allow for required works at Lady Novar
C970214	Lady Novar	(6,000)	(6,000)	(18,726)	(12,726)	Urgent works such as painting, two vinyl floor coverings and retiling the toilet were required to get the property to standard for the new EHO.
	Aged Friendly Communities	(5,000)	(5,000)	0		5,000 These funds were budgeted to go towards the Aged Forum and were not required. This is a permanent variance and will result in a higher closing balance as at 30 June 2017
	Town Hall	(5,000)	(5,000)	0		5,000 This was a contingency for the hall and has not been required, it will not be completed to allow for required works at Lady Novar.

**5.4.3 PLANT AND EQUIPMENT**

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance		AMENDED				
		ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
<b>5.4.4 FURNITURE AND EQUIPMENT</b>						
<b>5.4.5 INFRASTRUCTURE ASSETS - ROADS</b>						
C970301	Benjaberring Hindmarsh Crossroads	(46,787)	(46,787)	160	46,947	There has been a delay in this project and it will now be completed in the 2017/18 financial year. 66% of the project is grant funded so the effect on the closing balance will be \$15,387 (33% of the project cost which is Shire funded) but this will be timing and will be adjusted in the 2017/18 financial year when the project is

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance						
		AMENDED ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
<b>5.4.6 INFRASTRUCTURE ASSETS - OTHER</b>						
C970401	Pioneer Park	(12,900)	(12,900)	(8,070)	4,830	As a plan for Pioneer Park isn't finalised the only works that were completed was to automate the reticulation. All other works have been cancelled until next financial year and will be rebudgeted then
C970313	Cunderdin Wyalkatchem Rd Culverts	(140,384)	(140,384)	(122,382)	18,002	This project has come in under budget.
<b>5.4.7 PURCHASES OF INVESTMENT</b>						
<b>5.4.8 REPAYMENT OF DEBENTURES</b>						
<b>5.4.9 ADVANCES TO COMMUNITY GROUPS</b>						
<b>5.4.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)</b>						
A01117	Road Reserve	0	0	235,452	235,452	Approximately 50% of the 2017/18 grant was pre-paid in June 2017 (\$235,452). This was fully transferred to the Roads Reserve.
A01134	Unspent Grants Reserve	0	0	521,659	521,659	Approximately 50% of the 2017/18 grant was pre-paid in June 2017 (\$521,659). This was fully transferred to the Unspent Grants Reserve.
<b>5.4.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)</b>						
<b>5.5 OTHER ITEMS</b>						
<b>5.5.1 RATE REVENUE</b>						
<b>5.5.2 OPENING FUNDING SURPLUS(DEFICIT)</b>						

**Shire of Wyalkatchem  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 30 June 2017**

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance	AMENDED					
	ANNUAL	YTD				
	BUDGET	BUDGET	ACTUAL	VARIANCE		COMMENTS
5.5.3 DEPRECIATION						

Shire of Wyalkatchem  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 30 June 2017

**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
	<b>Budget Adoption</b>			\$	\$	\$	\$
							0
							0
	<b>Closing Funding Surplus (Deficit)</b>			0	0	0	0

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**Note 7: RECEIVABLES**

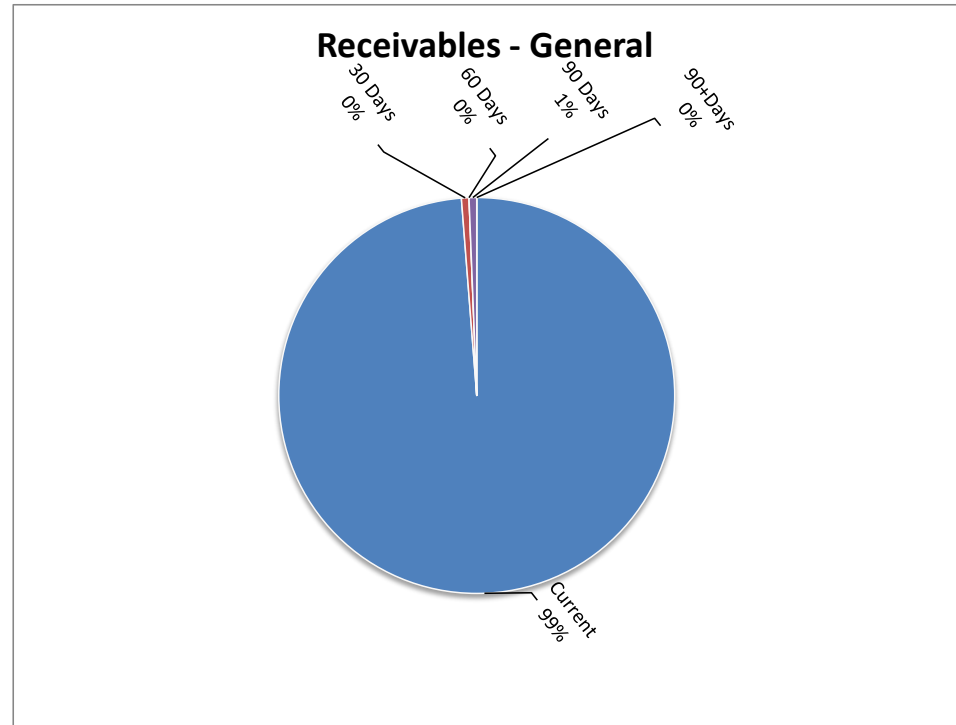
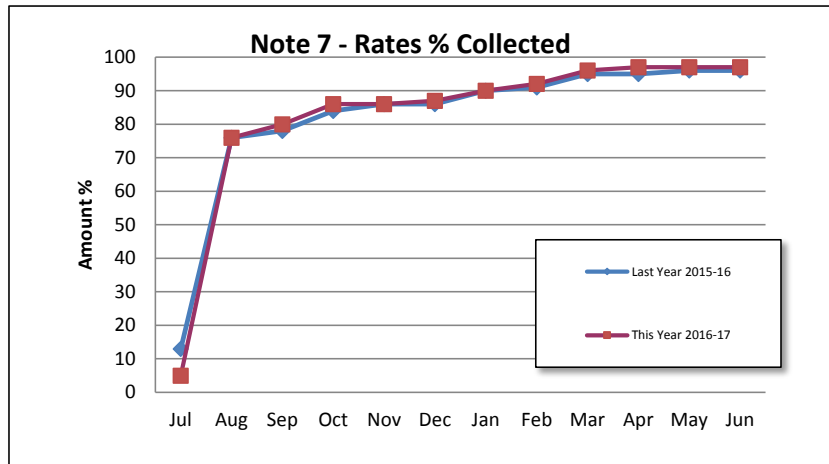
**Receivables - Rates and Rubbish**

	Current 2016-17	Previous 2015-16	Total
	\$	\$	\$
Opening Arrears Previous Years		14,726	14,726
Rates Levied this year	1,341,949	0	1,341,949
Interim Rates	568		568
Rates in Advance (Pre-Paid)	(29,301)	0	(29,301)
Instalment Fees	4,246	0	4,246
Administration/Legal Fees	1,324	0	1,324
Interest	3,212	0	3,212
Less Discount/Concessions/Write off	(18,729)	0	(18,729)
Less Collections to date	(1,287,450)	(12,351)	(1,299,802)
<b>Equals Current Outstanding</b>	<b>15,820</b>	<b>2,375</b>	<b>18,195</b>
Ex-Gratia Rates	7,724		7,724
<b>Net Rates Collectable</b>	<b>(7,724)</b>		<b>18,195</b>
% Collected			97.24%

**Receivables - General**

Current	30 Days	60 Days	90 Days	90+Days
\$	\$	\$	\$	\$
211,212	1,315	0	1,330	0
<b>Total Outstanding</b>				<b>213,857</b>

Amounts shown above include GST (where applicable)



**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

**Comments/Notes - Receivables General**



**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**Note 8: GRANTS AND CONTRIBUTIONS**

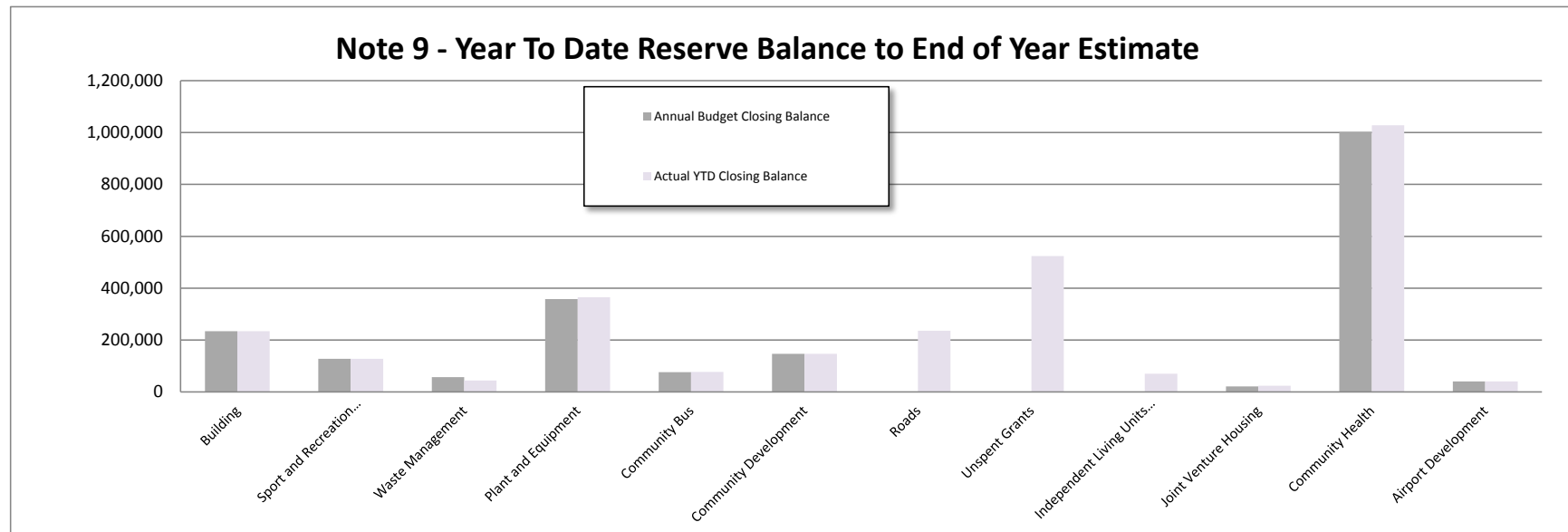
Program/Details GL	Provider	Approval Yes No	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status		Estimated Receival Dates
						Received	Not Received	
<b>GENERAL PURPOSE FUNDING</b>		(Yes/No)	\$	\$	\$	\$	\$	
Financial Assistance Grant	State Government	Yes	996,465	5,115	1,001,580	1,523,239	(521,659)	Approx 50% of 2017/18 grant was pre-paid in June 2017.
Contribution from Senior Citizens Homes	Senior Citizens Homes Trust	Yes	45,455		45,455	45,455	0	
Healthway Sponsorship	Healthway	Yes	0	2,000	2,000	2,000	0	
Road Safety Community Grant	Road Safety Commission	Yes	0	1,000	1,000	1,000	0	
Bike Week 2017	Department of Transport	Yes	0	500	500	500	0	
Youth Week 2017	Department of Local Govt	Yes	0		0	1,000	(1,000)	
<b>GOVERNANCE</b>								
Reimbursements - Miscellaneous	Various		2,000	5,000	7,000	7,637	(637)	
<b>LAW, ORDER, PUBLIC SAFETY</b>								
DFES Operating Grant	DFES	No	33,262	3,073	36,335	37,423	(1,088)	The 1st instalment for 2017/18 was pre-paid in June 2017
<b>HEALTH</b>								
Medical Centre Contribution	Shire of Koorda	Yes	51,273		51,273	44,148	7,125	Quarterly - Jun
<b>COMMUNITY AMENITIES</b>								
<b>RECREATION AND CULTURE</b>								
Swimming Pool Grant	Department of Sport & Rec	No	34,000	(2,000)	32,000	32,000	0	
<b>TRANSPORT</b>								
Financial Assistance Grant	State Government	Yes	424,917	(1,458)	423,459	658,911	(235,452)	Approx 50% of 2017/18 grant was pre-paid in June 2017.
Main Roads Direct Grant	Main Roads WA	Yes	96,670	3,988	100,658	100,658	0	
Street Lighting Subsidy	Main Roads WA	Yes	1,419		1,419	1,443	(24)	Funding for Blackspot project was not claimed as project was not commenced, this will happen in 2017/18.
Regional Road Group	Main Roads WA	Yes	388,396	(57,926)	330,470	299,279	31,191	
Roads to Recovery	Dept of Transport	Yes	561,899	(91,965)	469,934	469,934	0	
<b>OTHER PROPERTY &amp; SERVICES</b>								
Diesel Fuel Rebate	Australian Taxation Office	Yes	10,000	5,000	15,000	14,116	884	Monthly
<b>TOTALS</b>			<b>2,645,756</b>	<b>(127,673)</b>	<b>2,518,083</b>	<b>3,238,741</b>	<b>(720,658)</b>	

Comments - Grants and Contributions

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**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	\$ 96,201	\$ 2,983	\$ 2,506	\$ 135,000	\$ 135,000				\$ 234,184	\$ 233,708
Sport and Recreation Facilities	67,195	1,628	1,751	59,000	59,000				127,823	127,946
Waste Management	42,954	727	1,119	13,405					57,086	44,073
Plant and Equipment	515,861	6,656	13,439	0		(164,722)	(164,722)		357,795	364,578
Community Bus	75,365	972	1,963	0					76,337	77,328
Community Development	80,000	1,871	2,084	65,000	65,000				146,871	147,084
Roads	0			0	235,452				0	235,452
Unspent Grants	11,177	144	199	0	521,659	(11,321)	(9,463)		0	523,572
Independent Living Units project	867,848	11,198	7,947	0		(879,046)	(806,032)		0	69,763
Joint Venture Housing	24,337	373	634	4,588		(7,900)	(916)		21,398	24,055
Community Health	1,002,160	20,000	26,108	0		(20,000)			1,002,160	1,028,268
Airport Development	15,000	516	391	25,000	25,000				40,516	40,391
	<b>2,798,098</b>	<b>47,068</b>	<b>58,142</b>	<b>301,993</b>	<b>1,041,111</b>	<b>(1,082,989)</b>	<b>(981,133)</b>		<b>2,064,170</b>	<b>2,916,217</b>



**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**Note 10: CAPITAL DISPOSALS AND ACQUISITIONS**

Profit(Loss) of Asset Disposal				Disposals	Current Budget Replacement		
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget	Actual	Variance
\$	\$	\$	\$		\$	\$	\$
72,727	(7,955)	65,000	228	<b>Other Property and Services</b>	291,778	292,000	222 ▲
8,400	(255)	6,455	(1,690)	Komatsu Front End Loader	61,177	61,177	0
				Side Tipper trailer			
<b>81,127</b>	<b>(8,210)</b>	<b>71,455</b>	<b>(1,462)</b>	<b>Totals</b>	<b>352,955</b>	<b>353,177</b>	<b>222</b>

Comments - Capital Disposal

Contributions Information					Summary Acquisitions	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Amended Annual Budget	Actual	Variance
\$	\$	\$	\$	\$		\$	\$	\$
0	0	0	0	0	<b>Property, Plant &amp; Equipment</b>			
205,933	54,077	886,946	0	1,146,956	Land for Resale	0	0	0
264,455	0	182,727	0	447,182	Land and Buildings	1,141,147	1,050,967	(90,180) ▼
0	0	0	0	0	Plant & Property	373,819	374,041	222 ▲
					Furniture & Equipment	0	0	0
					<b>Infrastructure</b>			
8,123	721,994	0	0	730,117	Roadworks	730,117	683,123	(46,994) ▼
0	140,384	0	0	140,384	Drainage	140,384	122,382	(18,002) ▼
0	0	0	0	0	Bridges	0	0	0
0	0	0	0	0	Footpath & Cycleways	0	0	0
21,062	0	0	0	21,062	Parks, Gardens & Reserves	21,062	16,232	(4,830) ▼
10,000	0	0	0	10,000	Airports	10,000	12,500	2,500 ▲
0	0	0	0	0	Sewerage	0	0	0
0	0	0	0	25,000	Other Infrastructure	25,000	32,000	7,000 ▲
<b>509,573</b>	<b>916,455</b>	<b>1,069,673</b>	<b>0</b>	<b>2,520,701</b>	<b>Totals</b>	<b>2,441,529</b>	<b>2,291,245</b>	<b>(150,284)</b>

Comments - Capital Acquisitions

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**Note 10: CAPITAL DISPOSALS AND ACQUISITIONS**

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

Contributions					Land & Buildings	Current Budget		
Municipal Funds	Grants	Reserves/Proceeds	Borrowing	Total		This Year		
						Amended Annual Budget	Actual	Variance
\$	\$	\$	\$	\$	\$	\$	\$	
42,982				42,982	Governance	42,982	42,982	0
25,000				25,000	Shire Office	25,000	11,542	(13,458) ▼
					Council Chambers			
					<b>Law, Order and Public Safety</b>			
13,159				13,159	Bush Fire Truck Shed	13,159	13,072	(87)
					<b>Health</b>			
17,500				17,500	Medical Centre	17,500	17,532	32
					<b>Education and Welfare</b>			
	45,455	879,046		924,501	Senior Citizens Homes Project	924,501	851,486	(73,015)
5,000				5,000	Aged Friendly Communities	5,000	0	(5,000)
					<b>Housing</b>			
5,000				5,000	1 Slocum St	5,000	4,177	(823) ▼
6,880				6,880	4 Slocum St	6,880	5,491	(1,389) ▼
8,791				8,791	51 Flint St	8,791	8,791	(0)
5,000				5,000	53 Piesse St	5,000	2,081	(2,920) ▼
		7,900		7,900	59 Flint St	7,900	6,417	(1,484) ▼
5,809				5,809	2 Slocum St	0	0	0
6,000				6,000	Lady Novar	6,000	18,726	12,726
					<b>Recreation and Culture</b>			
5,000				5,000	Town Hall	5,000	0	(5,000) ▼
16,089	8,622			24,711	Recreation Centre	24,711	24,711	(0) ▼
23,263				23,263	Tennis Club	23,263	23,068	(195) ▼
					<b>Economic Services</b>			
14,460				14,460	Railway Station	14,460	13,991	(469)
6,000				6,000	Railway Barracks	6,000	6,900	900
<b>205,933</b>	<b>54,077</b>	<b>886,946</b>	<b>0</b>	<b>1,146,956</b>	<b>Totals</b>	<b>1,141,147</b>	<b>1,050,967</b>	<b>(90,180)</b>

Contributions					Plant & Equipment	Current Budget		
Municipal Funds	Grants	Reserves/Proceeds	Borrowing	Total		This Year		
						Amended Annual Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	\$	
20,000				20,000	<b>Transport</b>	20,864	20,864	(0) ▼
135,455		182,727		318,182	Turf Roller	291,778	292,000	222 ▲
25,000				25,000	Front End Loader	0	0	0
84,000				84,000	Two way radio	61,177	61,177	0 ▲
					Side Tipper			
<b>264,455</b>	<b>0</b>	<b>182,727</b>	<b>0</b>	<b>447,182</b>	<b>Totals</b>	<b>373,819</b>	<b>374,041</b>	<b>222</b>

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

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**Note 10: CAPITAL DISPOSALS AND ACQUISITIONS**

Contributions					Roads	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year		Variance (Under)Over
						Amended Annual Budget	Actual	
\$	\$	\$	\$	\$	\$	\$	\$	
	46,787			46,787	<b>Transport</b> The approved Blackspot funding was for the Benjaberring/Hindmarsh crossroads on the main Dowerin Wyalkatchem Road. This crossing is in a 110km/h speed zone with no clear line of site in either direction, creating a severe risk when shifting heavy machinery and for the school bus route	46,787	160	(46,627) ▼
8,123	169,952			178,075	Koorda / Wyalkatchem Rd - SLK 4.30 - 8.30 (4.0 km) - Shoulder Reconditioning (alter Scope of Works & TEC with SRRG)	178,075	199,630	21,555 ▲
	112,761			112,761	Tammin / Wyalkatchem Rd - SLK 19.60 - 21.83 (2.23 km) - Shoulder Widening & Primersealing Shoulders ONLY (alter TEC with SRRG)	112,761	88,933	(23,828) ▼
	94,445			94,445	Nembudding Sth Rd - SLK 2.65 - 4.00 & 17.64 - 19.64 (3.35 km) - Seal / Reseal with 10mm cutback bitumen seal	94,445	94,719	274 ▲
	66,057			66,057	Wyalkatchem North Rd - SLK 0.00 - 2.41 (2.41 km) - Seal / Reseal with 10mm cutback bitumen seal	66,057	66,671	614 ▲
	36,821			36,821	Parsons Rd - SLK 15.53 - 16.18 (0.65 km) - Clear verges to Widen and Gravel Sheet, and clean out side drains and construct extra to prevent further water erosion of road section.	36,821	35,877	(944) ▼
	0			0	Shiells Rd - SLK 0.3 - 3.3 (3.0 km) - Clear verges to Widen and Gravel Sheet	0	0	0
	67,803			67,803	Yorkrakine West Rd - SLK 4.01 - 6.48 (2.47 km) - Shoulder Reconditioning to widen carriageway from 7.2m to 10.0m width	67,803	66,556	(1,247) ▼
	0			0	Swan St - SLK 0.00 - 0.72 (0.72 km) - Seal 11.2m wide primerseal with 10mm cutback bitumen seal	0	0	0
	30,735			30,735	Elsegood Rd - SLK 1.65 - 2.78 (1.13 km) - Seal 3.6 m wide seal with 2 coat (14 & 7m) PMB Seal.	30,735	30,140	(595) ▼
	20,026			20,026	Wallambin Rd - SLK 9.63 - 10.13 (0.5 km) - Seal 4.9 m wide seal with 2 coat (14 & 7m) PMB Seal.	20,026	22,569	2,543 ▲
	28,735			28,735	Lewis Rd - SLK 3.70 - 4.70 (1.0 km) - Seal 3.7 m wide seal with 2 coat (14 & 7m) PMB Seal.	28,735	35,591	6,856 ▲
	12,000			12,000	R2R Scott St	12,000	6,406	(5,594) ▼
	33,459			33,459	Ross Rd	33,459	33,459	(0) ▼
	2,413			2,413	Divers Rd	2,413	2,413	0 ▲
<b>8,123</b>	<b>721,994</b>	<b>0</b>	<b>0</b>	<b>730,117</b>	<b>Totals</b>	<b>730,117</b>	<b>683,123</b>	<b>(46,994)</b>

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

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**Note 10: CAPITAL DISPOSALS AND ACQUISITIONS**

	140,384			140,384	Cunderdin / Wyalkatchem Rd - Replace 3 barrel 600 H x 1200 W RCBC Culverts at SLK 16.88 & 21.33 each with 6 barrel x diameter 600 HDPE Pipe culverts with rock lined batters and aprons. Construct sidetracks around culverts to install.	140,384	122,382	(18,002)	0 0
0	140,384	0	0	140,384	<b>Totals</b>	<b>140,384</b>	<b>122,382</b>	<b>(18,002)</b>	0 0

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**Note 10: CAPITAL DISPOSALS AND ACQUISITIONS**

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

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

Contributions					Parks, Gardens & Reserves	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year		
						Amended Annual Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	\$	
12,900				12,900	Pioneer Park	12,900	8,070	(4,830) ▼
8,162				8,162	Admin Park reticulation, shade sail and sand replacement	8,162	8,162	(0) ▼
				0			0	
<b>21,062</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,062</b>	<b>Totals</b>	<b>21,062</b>	<b>16,232</b>	<b>(4,830)</b>

Contributions					Airports	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year		
						Amended Annual Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	\$	
10,000				10,000	Airport Development	10,000	12,500	2,500 ▲
				0			0	
<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>Totals</b>	<b>10,000</b>	<b>12,500</b>	<b>2,500</b>

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

Contributions					Other Infrastructure	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year		
						Amended Annual Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	\$	
5,000				5,000	Recreation and Culture	5,000	0	(5,000) ▼
20,000				20,000	Netball Court Shelter	20,000	0	(20,000) ▼
				0	Streetscape	0	32,000	32,000 ▲
				0	Swimming Pool	0	32,000	32,000 ▲
<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>Totals</b>	<b>25,000</b>	<b>32,000</b>	<b>7,000</b>

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**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-16	Amount Received	Amount Paid	Closing Balance 30-Jun-17
	\$	\$	\$	\$
<b>REBA Bond Account</b>				
Contract Aquatic	300		(300)	0
<b>Working Account</b>				
Key Deposit	195	15	(15)	195
Interest	1			1
Cleaning Bond	2,700		(2,100)	600
Proceeds of Lot 2 Station St, Korrellocking sale	0	7,045		7,045
Rose & Heritage Festival Committee	0	2,651		2,651
Employee Pay	0	2,810		2,810
	<b>3,196</b>	<b>12,521</b>	<b>(2,415)</b>	<b>13,303</b>



**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2017**

**SUPPLEMENTARY INFORMATION: INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2016/17 Budget	2016/17 Actual	2016/17 Budget	2016/17 Actual	2016/17 Budget	2016/17 Actual	2016/17 Budget	2016/17 Actual
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>									
Loan 68 - 43/45 Wilson	184,962	0	0	18,020	18,020	166,942	166,942	12,445	12,444
Loan 71b - GEHA 51/55 Flint	50,063	0	0	50,063	50,063	0	0	1,334	1,333
<b>Recreation &amp; Culture</b>									
Loan 73 - Community Resource Centre Building Project	166,687	0	0	17,784	17,784	148,903	148,903	7,189	7,189
<b>Transport</b>									
Loan 74 - New Holland Tractor	47,477	0	0	15,635	15,635	31,842	31,842	635	635
	449,189	0	0	101,502	101,502	347,687	347,687	21,603	21,602

(b) Credit Standby Arrangements


Bank overdraft limit	250,000
Bank overdraft at month end	0
Credit card limit - Total limit approved	13,000
Credit card limit - CEO actual limit accessed	5,000
Credit card balance at month end	(2,427)

## RECONCILIATION OF BANK ACCOUNTS

<b>Unrestricted Municipal Bank as at 30 June 2017</b>	427,277
<b>Outstanding Deposits</b>	
<b>Outstanding Payments</b>	(2,597)
<b>Ending Balance</b>	<u>424,680</u>
<b>Trust Working as at 30 June 2017</b>	13,303
<b>Outstanding Deposits</b>	
<b>Outstanding Payments</b>	
<b>Ending Balance</b>	<u>13,303</u>
<b>Reserve Account as at 30 June 2017</b>	2,916,217
<b>Outstanding Deposits</b>	
<b>Outstanding Payments</b>	
<b>Ending Balance</b>	<u>2,916,217</u>

	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>	
<b>Drum Muster</b>	0	1,743	0	0	0	1,743	Drum Muster reimbursement
<b>Main Roads</b>	199,111	0	0	0	0	199,111	RRG Final Claim 16/17
<b>RATE DEBTORS</b>	0	0	0	0	18,195	18,195	Outstanding Rates as at 30 June 2017
<b>Shire of Koorda</b>	12,101	0	0	0	0	12,101	Contribution to Medical Services Apr-Jun 2017
<b>Trenorden, Claire</b>	0	-468	0	0	0	-468	Electricity paid in advance
<b>Tucker, Anthony</b>	0	0	0	1,330	0	1,330	Process being started to claim bond back through the Courts (\$710).
<b>Tulip, Sue</b>	0	40	0	0	0	40	Invoice for use of the terminal building
<b>TOTAL</b>	<b><u>211,212</u></b>	<b><u>1,315</u></b>	<b><u>0</u></b>	<b><u>1,330</u></b>	<b><u>18,195</u></b>	<b><u>232,052</u></b>	
	211,212	1,315	0	1,330	0	213,857	Sundry
	0	0	0	0	18,195	18,195	Rates

**8.2.2 FINANCIAL MANAGEMENT – FINANCIAL REPORTING – PAYMENT LISTINGS  
– JUNE 2017**

<b>FILE REFERENCE:</b>	12.10.02
<b>AUTHOR'S NAME AND POSITION:</b>	Claire Trenorden Senior Finance Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>NAME OF APPLICANT/RESPONDENT/LOCATION:</b>	Not Applicable
<b>NOTIFICATION TO APPLICANT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	7 July 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	OMC: 29 June 2017 Council Decision No. 3468
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	5 – A well-managed and effective council organization. 6 – Well utilized and effectively managed facilities and assets.

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

That Council resolve the following:

1. Receive the Payment Listings as 30 June 2017.

**Appendices:**

1. Payment Listings as of 30 June 2017;
2. Credit Card Statement for May 2017;
3. Fuel Card Statement for May 2017;
4. Invoice for cleaning of 10 Honour Ave;
5. Photos of 10 Honour Ave prior to cleaning.

**Background:**

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

**Comment:**

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

**Municipal Account**

Total Payments June 2017	\$1,200,396
Total Payments June 2016	\$1,451,492
Variance \$	-\$251,096
Variance %	-17%
Percentage paid by EFT June 2017	99.7%
Percentage paid by Cheque June 2017	0.3%
Percentage of Wyalkatchem based Suppliers June 2017 (excluding wages, bank fees, loan payments and utilities providers)	10%
Percentage of suppliers used where no Wyalkatchem based option is available June 2017	88%
Dollar Value spent with Wyalkatchem based Suppliers June 2017	\$22,922

**Trust Account – Working**

No transactions

**Reserve Account**

No transactions

In March 2017, 10 Honour Ave was vacated by the tenants before an exit inspection could take place. Upon doing the inspection it was found that it was left in an unclean state including widespread animal faeces and environmental odours which required more than just a superficial clean (photos are attached in attachment five of this agenda item). As our cleaners didn't have the necessary industrial cleaning machines a contract cleaner was organised and the invoice for this is included as attachment four of this agenda item. The proportion of this expense associated with the former tenant is not identified but is substantial with the balance being for regular intensive cleaning.

**Consultation:**

Ian McCabe                      Chief Executive Officer

**Statutory Environment:**

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

**Policy Implications:**

Relates to Policy Number GP2 – Purchasing Policy.

**Financial Implications:**

Payment of Accounts Payable as per the attached transaction statements to the value of \$1,200,396 for June 2017.

**Strategic Plan/Risk Implications:**

There are no strategic implications relative to this item.

**Voting Requirements Council** Simple Majority

**Decision Number:** 3487

**Moved:** Cr Jones

**Seconded:** Cr Gamble

**That Council resolve the following:**

- 1. Receive the Payment Listing as 30 June 2017.**

**Vote:** 7/0

Type	Date	Num	Name	Description	Amount
<b>A01100 - Cash at Bank</b>					
<b>A01101 - Unrestricted Municipal Bank</b>					
General Journal	01/06/2017	2660	NAB	Merchant Fees	-52.60
Cheque	01/06/2017	Bpay 310518	Westnet	Internet Access June 2017, Email Hosting 190316-190416	-179.22
Bill Pmt -Cheque	05/06/2017	DD050617	NAB Visa	Statement period 290417 - 290517	-2,426.80
Cheque	07/06/2017		Building Commission - EFT	BUILDING SERVICES LEVY 010816-310517	-2,127.33
Liability Cheque	07/06/2017		Small Business Super Clearing House - EFT	SUPERANNUATION May 2017	-10,291.93
Bill Pmt -Cheque	07/06/2017		Wyalkatchem IGA Express - EFT	WYLIE FAIR Vinegar, Water, Chips, Sauce, COUNCIL MEETING Apr 2017	-575.22
Bill Pmt -Cheque	07/06/2017		Wyalkatchem Spraying Service - EFT	ADMIN PARK Spraying 1hrs, REC CENTRE OVAL Spraying 3hrs, WHITE DAM Spraying 6hrs, ROADSIDE SPRAYING RURAL Koorda Rd 3.5hrs, AIRSTRIP Spraying 2hrs	-1,240.00
Cheque	07/06/2017	16839	Department of Commerce.	BOND 58 Flint St	-594.00
Bill Pmt -Cheque	08/06/2017	DD080617	Synergy	ELECTRICITY 200317-220517	-140.60
Bill Pmt -Cheque	08/06/2017	DD080617	Telstra	TELEPHONE Landlines, Internet, Fax	-623.77
Bill Pmt -Cheque	12/06/2017		Avon Concrete - EFT	R2R CUNDERDIN WYALKATCHEM RD Culvert Replacement x 2 080517-190517	-50,957.50
Bill Pmt -Cheque	12/06/2017		Gary's Painting Service - EFT	58 FLINT ST Painting of gables and awning supports	-990.00
Bill Pmt -Cheque	12/06/2017		T & E Services Pty Ltd - EFT	MEDICAL SERVICES June 2017	-13,750.00
Paycheque	14/06/2017		Salaries and Wages	PPE140617	-22,799.85
Paycheque	15/06/2017		Salaries and Wages	PPE150617	-154.56
Bill Pmt -Cheque	19/06/2017	DD190617	Water Corporation.	WATER USAGE Cemetery, Farm, Standpipes, and Airport.	-531.93
Cheque	19/06/2017	dd190617	Foxtel	57 FLINT ST Foxtel Doctor Home	-152.00
Bill Pmt -Cheque	19/06/2017	DD190617	Synergy	ELECTRICITY 090317 - 090517	-654.85
Cheque	20/06/2017	16840	BCITF	BCITF Payments 2016/17	-2,596.54
Cheque	20/06/2017		Trenorden, Claire L	TRAINING Parking 130617-140617	-40.00
Bill Pmt -Cheque	20/06/2017		Gary's Painting Service - EFT	BARRACKS Paint chimney. MEDICAL CENTRE Paint door jams	-1,620.00
Bill Pmt -Cheque	20/06/2017		Australia Post - Mail - EFT	POSTAGE May 2017	-159.59
Bill Pmt -Cheque	20/06/2017		BOC Gases - EFT	DEPOT Container service charges 280417-280517	-65.65
Bill Pmt -Cheque	20/06/2017		Koorda Ag Parts - EFT	2 SLOCUM ST Replacement of wall into garden, Replace roller door with standard, 1 SLOCUM ST Replace fence on front and sides	-5,548.40
Bill Pmt -Cheque	20/06/2017		Landmark - EFT	SIGNAGE Rapid set cement 1x pallet (72 bags), ROADSIDE SPRAYING TOWN Metsulfuron, Roundup, SWIMMING POOL Cement 10x bags, ADMIN OFFICE Mouse baits	-1,530.18
Bill Pmt -Cheque	20/06/2017		Wyalkatchem IGA Express - EFT	OFFICE AMENITIES, ADMIN OFFICE, COUNCIL MEETING May 2017, COUNCIL WORKSHOP Jun 2017	-233.21
Bill Pmt -Cheque	21/06/2017	DD210617	Telstra	TELEPHONE Works Manager, CEO, Emergency mobile	-260.07
Bill Pmt -Cheque	22/06/2017	DD220617	Synergy	ELECTRICITY 250417 - 240517	-2,095.85
General Journal	26/06/2017	2669		Reserve transfer 260617	-873,277.71
Bill Pmt -Cheque	26/06/2017	DD260617	Water Corporation.	WATER Service and Usage charges 070417-080617	-3,897.53
Cheque	27/06/2017	DD50618	Treasury Corp	LOAN 71 - GEHA HOUSES	-25,698.00
Paycheque	28/06/2017		Salaries and Wages	PPE280617	-23,879.67
Bill Pmt -Cheque	28/06/2017		BA & VM Brookes - EFT	WANDRRA Hire of Road train 300517-160617, Hire of Road Train to deliver rock from Dowerin 180517, Hire of Water tanker	-22,624.25
Bill Pmt -Cheque	28/06/2017		Brooks Hire - EFT	REFUSE SITE Hire of Komatsu PC200LC-8 20t with dig & mud bucket, STORM DAMAGE TOWN Transport excavator - Perth to Wyalkatchem & return	-5,500.44
Bill Pmt -Cheque	28/06/2017		Burgess Rawson - EFT	WATER USAGE Railway Tce Parks, Public Toilets, CBH Museum 070417-080617	-729.58

Bill Pmt -Cheque	28/06/2017		Earthstyle Contracting - EFT	WANDRRA Hire of Grader, Excavator, Smooth Drum Roller, Multi Drum Roller, Water Cart 010517-120517, MAINTENANCE GRADING Hire of Grader, Excavator, Rollers x 2, Water Cart 150517 Davies Rd, Yorkrakine West Rd - Tree clearing off fence line Loader x 3hrs	-82,962.00
Bill Pmt -Cheque	28/06/2017		Fuji Xerox - EFT	PHOTOCOPY Colour Copies x 511, B&W Copies x 3701 010517-310517	-87.22
Bill Pmt -Cheque	28/06/2017		Landgate - EFT	VALUATIONS Mining Tenement Schedule M2017/1	-37.90
Bill Pmt -Cheque	28/06/2017		Lock Stock & Farrell Locksmith - EFT	AIRSTRIP Padlock for power meter shed, Keys for TAP1 x 2	-112.70
Bill Pmt -Cheque	28/06/2017		Pet Tags Australia - EFT	ANIMAL CONTROL Registration tags Blue Exp 2020 Numbered 1-150	-405.57
Bill Pmt -Cheque	28/06/2017		T & E Services Pty Ltd - EFT	OCC HEALTH Flu Needle - Sutherland, Gibbs, Trenorden, Dagnall, Adams	-350.00
Bill Pmt -Cheque	28/06/2017		Wyalkatchem Community Resource Cntr - EFT	CRC ANNUAL FEE May 2017	-2,343.00
General Journal	28/06/2017	2680	NAB	NAB Connect Fee. CG	-55.74
Bill Pmt -Cheque	30/06/2017		Avon Waste - EFT	BINS May 2017	-4,111.40
Bill Pmt -Cheque	30/06/2017		Brendon Wilkes Electrical - EFT	DEPOT Upgrade earthing at main switchboard at bottom depot to suit AS 3000:2007, Install dust proof cover over switchboard, 51 FLINT ST, 55 FLINT ST Service Airconditioners, ADMIN OFFICE Install new airconditioner in Works manager office, SWIMMING POOL Install lighting tower	-7,942.00
Bill Pmt -Cheque	30/06/2017		Central Second Hand - EFT	MEDICAL CENTRE Pin up board	-140.00
Bill Pmt -Cheque	30/06/2017		Courier Australia - EFT	FREIGHT Works parts 310517, 011617. FREIGHT Signage, Works parts 190617, 200617, 210617, 220617, 230617, 130617, 140617, 160617	-712.05
Bill Pmt -Cheque	30/06/2017		D & GJ Pease - EFT	BUSH FIRE ADMIN Radio mast power 50% 010316-090517	-864.78
Bill Pmt -Cheque	30/06/2017		DMB Quarries - EFT	WANDRRA Rock flood damage repairs	-4,466.88
Bill Pmt -Cheque	30/06/2017		Dunnings - EFT	FUEL May 2017. MAINTENANCE Truck wash 20L, Grease 450g	-1,715.11
Bill Pmt -Cheque	30/06/2017		E Fire and Safety - EFT	MAINTENANCE WYLIE BUS Dry powder Fire extinguisher 2.5kg	-104.50
Bill Pmt -Cheque	30/06/2017		Eastern Hills Saws & Mowers - EFT	MAINTENANCE Bar and chain oil 4L	-64.00
Bill Pmt -Cheque	30/06/2017		EcoJarrah - EFT	PARKS AND GARDENS 30m3 pine bark mulch	-1,950.10
Bill Pmt -Cheque	30/06/2017		Graeme Ridgley Cleaning - EFT	LADY NOVAR Cleaning entire house	-2,039.40
Bill Pmt -Cheque	30/06/2017		Quairading Tyre & Battery Supplies - EFT	TYRES WM012 Wheel alignment	-100.00
Bill Pmt -Cheque	30/06/2017		R Munns Engineering Consulting - EFT	WYALKATCHEM KOORDA RD Contract engineering work 310517	-518.67
Bill Pmt -Cheque	30/06/2017		T-Quip Turf Equipment Solutions - EFT	PLANT PARTS WM014 Belts Toro Mower	-198.35
Bill Pmt -Cheque	30/06/2017		Westrac - EFT	PLANT PARTS WM830 Lamp	-66.66
Bill Pmt -Cheque	30/06/2017		Wyalkatchem Hotel - EFT	THANK YOU GIFT ALLAN HOFFMAN Bottle of Baileys	-42.00
Bill Pmt -Cheque	30/06/2017		Wyalkatchem Tyre Service - EFT	TYRES WM012 x2, WM005 x1,WM000 x1. Disposal of old tyres WM005 x1, WM830 x4	-1,694.00
General Journal	30/06/2017	2682	NAB	Account Keeping Fee	-34.10
General Journal	30/06/2017	2683	NAB	Merchant Fees	-52.60
Bill Pmt -Cheque	30/06/2017	DD300617	Water Corporation.	WATER USAGE and WATER SERVICE	-9,226.64
Total A01101 - Unrestricted Municipal Bank					-1,200,396.20

#### CERTIFICATION OF CHIEF EXECUTIVE OFFICER

I hereby certify that the Schedule of Accounts paid was submitted to Council on Thursday, 20 July 2017. All payments are as per the Annual Budget and are supported by vouchers and invoices and were not processed until goods and services were certified as received.

---

Ian McCabe, Chief Executive Officer

#### CERTIFICATION OF CHAIRMAN

I hereby certify this schedule of accounts paid was submitted to the Council on Thursday, 20 July 2017 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 13 10 12 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday  
Fax 1300 363 658  
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

**Cardholder Details**

Cardholder Name: MR IAN JAMES MCCABE  
Account No: 4557 0455 3738 1455  
Statement Period: 29 March 2017 to 28 April 2017  
Cardholder Limit: \$5,000

**Transaction record for: MR IAN JAMES MCCABE**

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
10 Apr 2017	\$661.80	GRAND TOYOTA WANGARA	Service WYLIE			E041210	74564457100
18 Apr 2017	\$26.00	BIG W 0448 LANDSDALE TELEPHONE	Ipad chargers x 2			E041217	01182766786
18 Apr 2017	\$474.70	WYALKATCHEM COMMUNIT WYALKATCHEM	licence WMO16 loader			E144035	74940527103
18 Apr 2017	\$299.00	JB HI FI WHITFORD HILLARYS TELEPHONE	Mobile phone CEO to replace faulty phone			E041217	74564457108
21 Apr 2017	\$173.45	WYALKATCHEM COMMUNIT WYALKATCHEM	licence WMO16 loader			E144035	74940527110
24 Apr 2017	\$25.00	CELLMATE WARWICK TELEPHONE	Mobile phone cover CEO			E041217	74229857113
26 Apr 2017	\$24.75	DEPT OF TRANSPORT INNALOO	licence 1TPS483			E144035	74940527114
26 Apr 2017	\$24.75	DEPT OF TRANSPORT INNALOO	licence 1TPU981			E144035	74940527114
28 Apr 2017	\$9.00	CARD FEE				E041221	74557047118
<b>Total for this period</b>	<b>\$1,718.45</b>		<b>Totals</b>				

**Employee declaration**

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

Cardholder signature: \_\_\_\_\_

Date: \_\_\_\_\_

12/5/17

118/21/01/M03001/S008333/016665

# Graeme Ridgley Cleaning

81B Caw Street  
 MERREDIN WA 6415  
 Australia  
 Phone: 0458 391 232  
 moonlitedance@msn.com  
 ABN: 75 051 026 225

Invoice: IV00000000036

## Tax Invoice

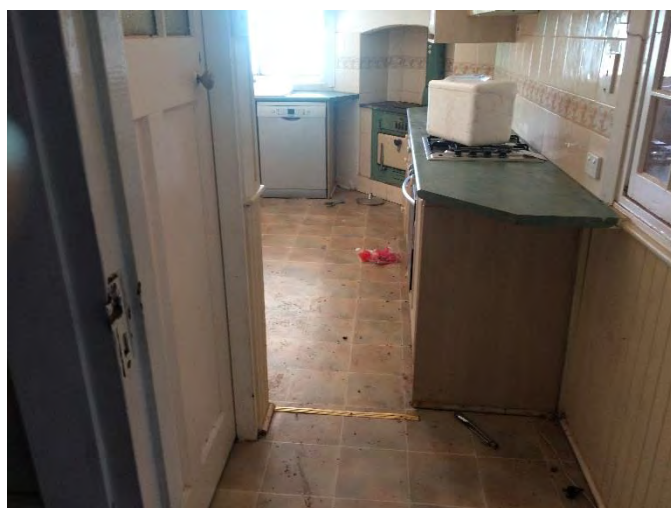
Invoice date: 29/05/2017

**Bill to:**  
 Shire of Wyalkatchem  
 Corner of Flint St & Honour Ave  
 WYALKATCHEM WA 6485  
 AUSTRALIA

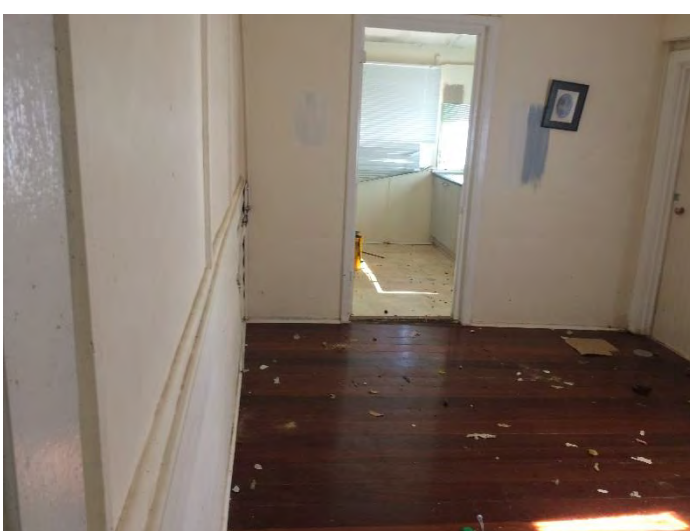
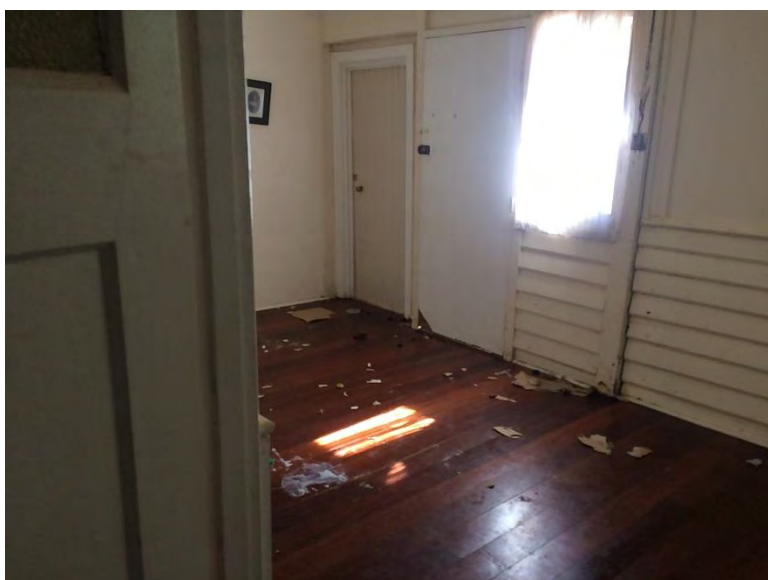
**Due:**  
 12/06/2017

DESCRIPTION	TAX TYPE	AMOUNT (ex GST)
6/04/2017 - Clean of 10 Honour Ave, Wyalkatchem KITCHEN Cleaned oven, stove top, microwave oven, cabinet, exhaust fan, on top of wood fire stove and all kitchen cupboards. Pulled out dishwasher and cleaned in behind it. Pantry room pressure washed and wiped out. LAUNDRY Cleaned all walls, ceiling and floor. All cupboards wiped out and laundry tub cleaned. Toilet pressure washed, walls, ceiling and floor BATHROOM Pressure washed all walls, ceiling and floor. Shower and tub, hand basin and cabinet all cleaned. Inside back porch all walls, ceiling and floors pressure washed. Outside back door area - pressure washed LOUNGE ROOM wood fire cleaned out ashes and cleaned glass door. Pressure washed 3 bedrooms off lounge room Vacuumed all carpeted floors. Washed hallway Cleaned all windows	GST	1,485.00
Travel allowance 232 km's @ \$1.75 per km	GST	369.00
Sub-Total (ex GST):		\$1,854.00
GST:		\$185.40
Total (inc GST):		\$2,039.40
Amount Paid:		\$0.00
<b>AMOUNT DUE:</b>		<b>\$2,039.40</b>

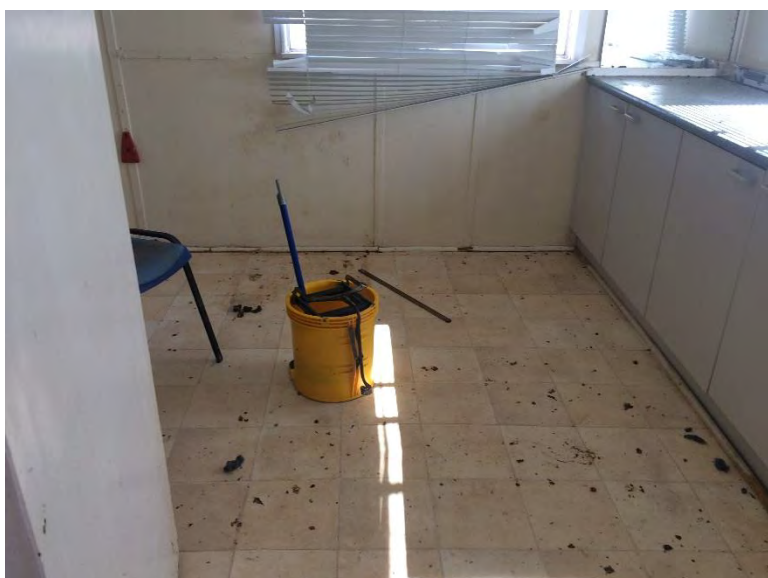
Kitchen Floor



Side room



Laundry photo



### 8.3.1 CORPORATE MANAGEMENT – POLICY – POLICY MANUAL – CROSSOVERS

<b>FILE REFERENCE:</b>	4.14.1
<b>AUTHOR'S NAME AND POSITION:</b>	Ian McCabe Chief Executive Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>NOTIFICATION TO APPLICANT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	13 July 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	2.5 Functional roads, traffic management and transport links;  2.6 Effective enforcement of local laws and regulation  3.1.1 Maintain an effective Local Planning Scheme

#### SUMMARY

That Council resolve the following:

1. Approve the amendments to policy PP1 Provision of Crossovers and Inverts, as per Attachment 2; and to make this effective 17 July 2017;
2. Approve the amendment to Council's subsidy relative to this policy and amend the 2017/18 Fees and Charges as follows:
  - a) Increase the crossover subsidy applicable to properties zoned Residential; Townsite; Commercial; Special Use; General Industry; and, Light Industry; to an amount not exceeding \$500; and;
  - b) Increase the crossover subsidy applicable to properties zoned Rural; or, Rural Residential; to an amount not exceeding \$1,000;
  - c) To apply the increased subsidy from 17 July 2017.

#### Appendices:

1. Current policy PP1 Provision of Crossovers and Inverts, first adopted 21 April 2011, Council Decision number 2269; amended: 26 June 2014 Council Decision number 2931; amended 8 July 2016, Council Decision number 3313.

## 2. Amended policy PP1 Provision of Crossovers and Inverts, July 2017.

### **Background:**

The objective of Council's policy PP1 Provision of Crossovers and Inverts is to define the specification of a crossover and Council's financial obligations in relation to vehicle crossovers and inverts in roads reserves.

Officers have reviewed the current policy and related fees and charges and seek to make the policy clearer, provide Council assurance as to the technical requirements and improve the equity of the subsidy for council's ratepayers.

### **Comment:**

There are less than ten installations of crossovers per year. However, they do form an important interface between the landowners' property and the road reserve and if not properly designed and installed could form additional risk to road users.

Councils have an obligation to manage infrastructure within the local government and because of the risk profile of an interface with the road reserve all such constructions are subject to prior approval.

Councils may contribute to the cost of a crossing to the extent specified in Regulation 15 of the Local Government (Uniform Local Provisions) Regulations 1996. In general, this is limited to 50% of an amount calculated by the local government of the first standard crossing to a location. The definition of a standard crossing is determined by the local government. The attached policy and drawings specify what a standard crossing is.

The Current subsidy provided by Council for a standard crossover is \$400, which reflects the state average. A review of 2017 concrete drive constructions in Wyalkatchem found pricing averaged \$860 (GST inclusive) with rural drives exceeding this. The obligation under the Regulation therefore is to subsidise up to \$430 for all crossovers. To ensure local conditions and costs are considered, it is recommended that the amount of subsidy provided to property owners be increased from \$400 to, as follows:

- Zoned Residential; Townsite; Commercial; Special Use; General Industry; Light Industry; up to \$500; and.
- Rural; Rural Residential; up to \$1,000.

The actual amount of the subsidy will be assessed in the approval process and any special circumstances as determined by the Manager of Works and Chief Executive Officer and is subject to the actual cost of the installation. However, these values do consider increased regional costs and local economic conditions.

The design and installation approval process considers the risk profile of construction and includes a requirement for public liability insurance of \$10 million; there is an obligation

for the property owner to restore the site, or incur additional charges; and there is guidance in required clearances and other design considerations.

The policy requires a landowner to apply in writing and to supply a drawing of intended works with all necessary detail. There is no form attached to the policy. If the CEO determines that an application form is required to ensure quality and compliance, this will be introduced as an administrative measure not attached to the policy.

This policy re-draft reduces the current policy from 13 pages to five.

**Consultation:**

Manager of Works, Craig Harris

Senior Finance Officer, Claire Trenorden

Building Surveyor, John Gosper, JG Design

West Australian Local Government Association (WALGA)

CEO's of Councils of NEWROC; Cunderdin; Kellerberrin and Dowerin

Public documents of Karratha; Armadale; Cockburn; and Northam local governments

**Statutory Environment:**

Local Government (Uniform Local Provisions) Regulations 1996

State Planning Policy 3.1 Residential Design Codes (R-Codes)

WA Planning Commission Liveable Neighbourhoods

**Policy Implications:**

Shire of Wyalkatchem Council policy, PP1 Provision of Crossovers and Inverts

**Financial Implications:**

There are no known financial implications relative to this report; however, depending on the number of applications there may be a minor increase in financial impost to Council. Assuming a maximum of ten applications in one year, with 80% located in the town, there may be an increased expense of up to \$1,760 (GST inclusive) in 2017/18. The Shire budgets on the basis of GST-exclusive values and such an impost would impact the budget by \$1,600.

**Strategic Plan/Risk Implications:**

There are no direct strategic/risk implications relative to this item

**Voting Requirements**                      Simple Majority

**Council Decision Number:** 3488

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

**That Council resolve the following:**

- 1. Approve the amendments to policy PP1 Provision of Crossovers and Inverts, as per Attachment 2; and to make this effective 17 July 2017;**
  
- 2. Approve the amendment to Council's subsidy relative to this policy and amend the 2017/18 Fees and Charges as follows:**
  - a) Increase the crossover subsidy applicable to properties zoned Residential; Townsite; Commercial; Special Use; General Industry; and, Light Industry; to an amount not exceeding \$500; and;**
  
  - b) Increase the crossover subsidy applicable to properties zoned Rural; or, Rural Residential; to an amount not exceeding \$1,000;**
  
  - c) To apply the increased subsidy from 17 July 2017.**

**Vote:** 7/0

**PP-1 Provision of Crossovers**

First Adopted: 21 April 2011 Council Decision number 2269. TPS 3  
Amended: 26 June 2014 Council Decision number 2931. LPS 4

**POLICY**

Council will contribute to the cost of a standard crossover up to the amount specified in the fees and charges schedule for the relevant financial year as approved by Council

Council authorises the Chief Executive Officer to determine all matters relating to this policy.

This policy in general applies to all building approvals.

**OBJECTIVE**

- To define the specifications and standards for construction of crossovers.
- To detail the procedures for determination of eligibility for a contribution to the cost of construction.

**PROCEDURES**

Council has adopted, under Regulations 12-16 of the *Local Government (Uniform Local Provisions) Regulations*, the following specifications that set out the minimum standards for the construction of a vehicle crossover.

In accordance with these provisions, Council will permit the crossover to be constructed by a private contractor under the supervision and to the satisfaction of the Council. If the crossover is a standard crossover, or superior to a standard crossover, Council shall contribute to the cost of a standard crossover up to the amount specified in the fees and charges schedule for the relevant financial year, as approved by Council.

**“Standard Crossover” means the first constructed crossover to a lot that is constructed to the minimum standard being two coats of bitumen seal over 200 millimetres (mm) compacted gravel or rock base. Other acceptable materials are concrete, hot mix/asphalt or paving bricks.**

1. Permit Responsibility

Application for a crossover is the responsibility of the property owner which the intended crossover services. A person may not carry out any work on the street unless a permit is issued.



Driveways constructed without a permit or not in accordance with Council's CROSSOVER SPECIFICATION or not in accordance with the conditions stated on the permit may be required to be removed and replaced correctly at the expense of the owner.

## 2. Securing Permit

On making application it is the applicant's responsibility to secure a permit after it has been processed and to have the conditions specified carried out. Permits should be processed and ready at the Shire Administration Office within five working days after application for a permit unless specific problems exist requiring individual design. The permit is valid for six months. After this time has lapsed a new permit will need to be issued before the crossover is constructed.

## 3. Purpose of the Permit

- To construct driveways to allow for known future alterations to road levels and alignments and drainage construction.
- To have uniformity between driveways along street verge to provide a negotiable footpath to the public.
- To prevent traffic hazards by controlling the location of crossovers, particularly at intersections on corner blocks.
- To improve access to properties.
- To prevent loose material finding its way onto the carriageway.

## 4. Maintenance

Owners are responsible for all maintenance of the crossover between the edge of the carriageway and their property boundary. Council will carry out maintenance only at the owner's expense.

Under the said Regulations of the Local Government Act, where a crossover is not constructed or is in poor repair and is considered dangerous to:

- Pedestrian traffic;
- Vehicular traffic; and/or
- Discharges debris onto the roadway and or into the Shire's drainage system

Council may serve in writing to the owner, notice to construct or repair the crossing.

## 5. Construction Standards - General

### 5.1 Bitumen Seal

- Two coats bitumen seal.
- A 200mm minimum thickness of consolidated gravel or rock base.

## 5.2 Concrete

- Only ready mixed concrete shall be used.
- Minimum compressive strength shall be 20 (Megapascals) MPa at 28 days.
- Maximum slump of 80 mm.
- Maximum aggregate size shall be 20 mm.
- Concrete and its placement shall conform to Australian Standards (AS) 1379 and AS 1480.
- Concrete thickness - Residential 100 mm; Commercial/Industrial 150 mm reinforced with F72 mesh.
- Council inspection of boxing is required prior to pouring.

## 5.3 Paving Bricks

- To be constructed in accordance with (Standards Association of Australia) SAA codes or the relevant BDA (Building Designers Australia) or Cement Concrete and Aggregates Australia (CCAA) design manuals.

## 5.4 Asphalt

- 20 mm minimum thickness of asphalt
- A 200 mm minimum thickness of consolidated gravel or rock base.

## 6. Location

- The location of crossovers should be chosen so that maximum visibility is available.
- Crossovers will generally be one metre (m) minimum from dividing (side) boundary.
- Crossovers will be set out to cross the kerb line at or near the perpendicular.
- Crossovers must not be constructed closer than eight m to the intersection of property lines at street corners.
- Under the said Regulations of the Local Government Act, the Shire will fix the position of the crossover where the Chief Executive Officer deems it necessary.
- Crossovers should be clear of trees, light poles, Telstra pits, water valves and storm water pits. The owner is responsible for checking the location of any public utilities (Water, Gas, Electricity (overhead and underground), and Telstra). Any costs associated with adjustment or relocation as a result of damage is at the owner's expense.

## 7. Levels

Crossover levels will be set by Council when the permit is processed - Works cannot commence before these levels have been set.

Maximum gradients of driveways shall be as follows:

- Across a footpath i.e. between the edge of the frontage roadway and property line – 5% (1 in 20)
- Within property – 20% (1 in 5)

The crossover levels should match existing verge levels. Verge levels must not be altered without prior written permission from the Manager Works.

## 8. Footpaths

Should a footpath exist where a crossing is to be constructed the contractor shall:

- If the footpath is; precast concrete slabs, remove the slabs and carefully place them to one side of the crossing, where they shall be collected by the Works Department.
- The contractor shall make good any difference in levels between the footpath and the crossing.
- If the footpath is in situ concrete and is less than 100mm thick, the contractor shall cut out the footpath, remove it and make good any difference in levels between the footpath and concrete.
- If the footpath is in situ concrete and has a thickness of 100mm or greater and minimum width of 1.8m, construct the crossover either side of the footpath. The footpath is not to be removed.
- Confirmation of the thickness should be obtained from the Shire Manager of Works before any work is commenced.

## 9. Roadside Table Drains

Where a table drain exists between the edge of the road and the front boundary of the property a 300mm diameter Class two reinforced concrete pipe including headwalls is to be incorporated into the crossover at the owner's expense.

Should a pipe of diameter in excess of 300mm be required, the difference in cost for the larger pipe will be borne by Council. The Manager of Works will determine the size of pipe required.

Special cases with shallow swale drains, will need to be referred to the Manager of Works.

## 10. Council Contribution

The "Standard Crossing" dimensions, for purposes of estimating Council's contribution are, three point six metres wide (residential) and six metres wide (commercial/industrial) with one point five metre splays.

If the crossing is to be the first to the premises, Council will contribute towards the cost. Council's contribution will be limited to the amount specified in the fees and charges schedule for the relevant financial year as approved by council.

Application for Council's contribution must be made in writing within three (3) months of the permit being issued. Council will then inspect the crossing and if it is to Council specification the contribution will be forwarded by post.

Council's contribution as listed in the fees and charges schedule for the relevant financial year will be reviewed annually as required for calculating the Shire's financial budget. The relevant schedule of fees and charges will be made publically available once the budget is adopted by Council.

Where landowners request Council to construct the crossover, Council's contribution will be deducted from the estimated total costs and construction will proceed following receipt of the remainder from the owner.

11. Rural Properties

On written application to Council by the landowner where the crossover is the first to that property, Council policy is to provide one length of 300mm diameter pipe up to a maximum length of ten metres or ten metres cubed (10m<sup>3</sup>) of gravel provided the crossover is located and constructed to the satisfaction of the Manager of Works. .

All subsequent maintenance and improvements are the responsibility of the landowner. Council will only carry out maintenance of the crossover, at the expense of the owner.

12. Liability

Protection of works and the public shall be provided by the contractor who shall supply and keep supplied as directed all the necessary signs, barricades, road warning lamps, temporary bridges or any other thing as may be directed by Council to provide for the safety of the public and to protect the work from damage for a minimum period of two days following completion of the works. Failure to provide the necessary shall render the contractor liable under section 377 of the Local Government Act 1960-82 as amended. All such protective equipment shall comply with the relevant SAA Code. Protective signs used to be in accordance with AS 1742 Part three.

13. Remedy

Any damage caused by the Contractor to any Council facilities, public utility services or private property or, because of inadequate protection by others to the vehicle crossover itself during the course of the works, shall be the sole

responsibility of the contractor who shall be held responsible for the repair, replacement, legal claims, liability or any other thing which may arise as a result of the damage caused.

**SHIRE OF WYALKATCHEM**

**APPLICATION FOR CROSSOVER INTO RESIDENTIAL PROPERTY**

Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ A/Hrs \_\_\_\_\_

Permission is requested from the Shire of Wyalkatchem for the installation of an initial crossover to be installed at \_\_\_\_\_

The crossover shall be constructed by \_\_\_\_\_

In accordance with specifications as set out under Regulations 12-16 of the Local Government Provisions Regulations and adopted by Council.

The materials to be used are \_\_\_\_\_

The length of the sealed crossover from the edge of bitumen/back of concrete kerb to the property line is \_\_\_\_\_m and the proposed width of the sealed crossover will be \_\_\_\_\_m.

The estimated cost for preparation and sealing is \$ \_\_\_\_\_

\_\_\_\_\_

APPLICANTS SIGNATURE

\_\_\_/\_\_\_/\_\_\_

DATE

**OFFICE USE ONLY**

Your request to construct a crossover at \_\_\_\_\_ is

Approved

Denied

**Please Note:** Notice of 48 hours is required for the first inspection of the crossing prior to sealing. The owner is to notify Council for a final inspection when all construction is complete, and the edges of the crossing are backfilled level with the existing ground, and the verge is in a tidy condition.

AUTHORISED BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

DATE: \_\_\_/\_\_\_/\_\_\_

SHIRE OF WYALKATCHEM

**APPLICATION FOR CROSSOVER REBATE**

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_

\_\_\_\_\_

INITIAL CROSSOVER AT: \_\_\_\_\_

(Address)

The crossover is a piped driveway      Yes       No

And is constructed and sealed to Councils specifications with:

Gravel       Bitumen       Concrete       Paving Bricks

The crossover has been constructed by .....

My Invoice/Receipt is attached.

.....

\_\_ / \_\_ / \_\_ \_\_ \_\_

APPLICANTS SIGNATURE

DATE

**OFFICE USE ONLY**

A final inspection has been carried out and payment is:

Tick appropriate boxes and add measurements

Authorised:

Denied:

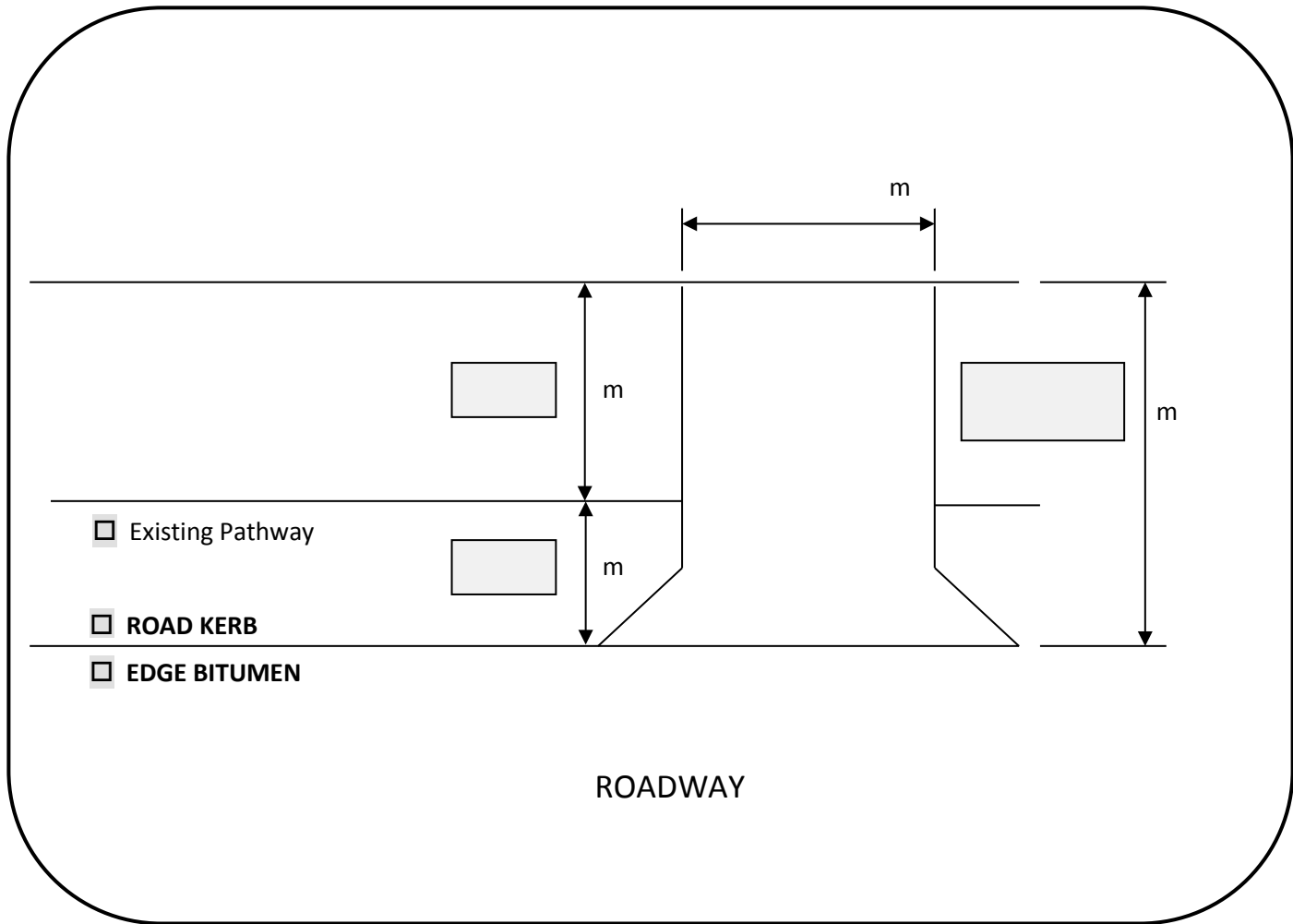
.....

Manager of Works

DATE.....

**CROSSOVER**

**PLEASE PROVIDE DETAILS ON SKETCH TO ASSIST PROCESSING OF YOUR APPLICATION.**





**Office Use Only:**

Date Received:  /  /20

Shire to Construct:  Quote to Construct (Incl. GST): \$  Quoted by:

PERMIT ISSUED:  Date:

NO REFUND:  Reason:

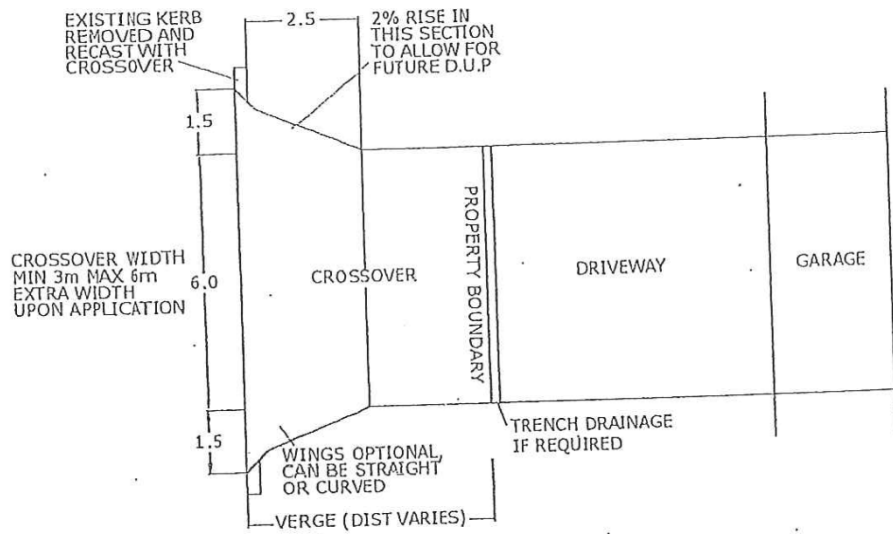
INVOICE (Incl. GST):

REFUND:

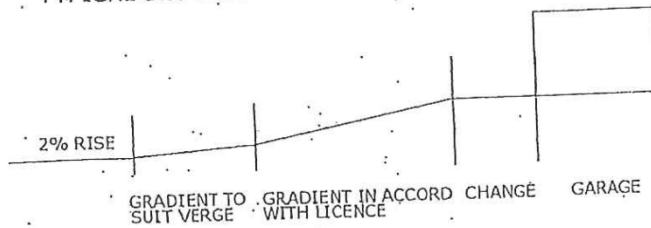
Copy to Depot - Works Supervisor

Comments/Instructions:	<input type="text"/>
	<input type="text"/>
Construction Completed	<input type="text"/>
Date:	<input type="text"/>

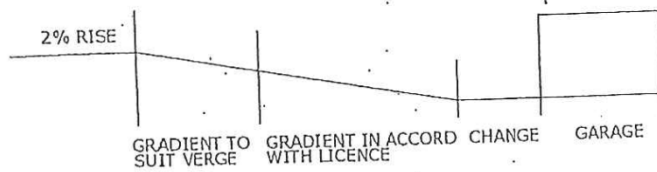
TYPICAL PLAN - CROSSOVER



TYPICAL SECTION - PROPERTY HIGHER THAN ROAD LEVEL



TYPICAL SECTION - PROPERTY LOWER THAN ROAD LEVEL



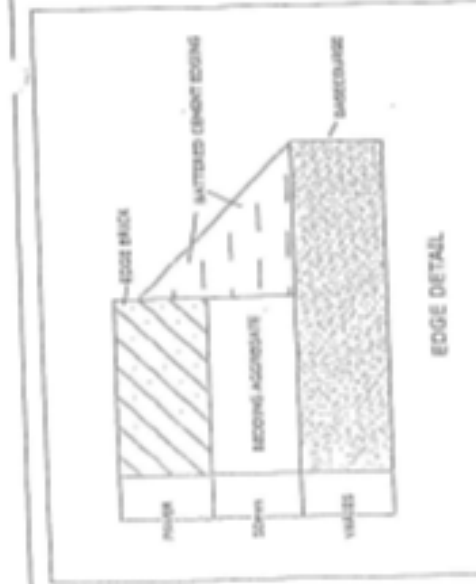
PLEASE NOTE :

1. VERGES MUST BE FLUSH WITH YOUR DRIVEWAY
2. NO PART OF CROSSOVER TO EXTEND INTO FRONTAGE OF ADJACENT LOTS
3. CONCRETE FINISH TO BE 'BROOMED, 'NON SLIP'
4. DO NOT DISTURB ROAD DRAINAGE

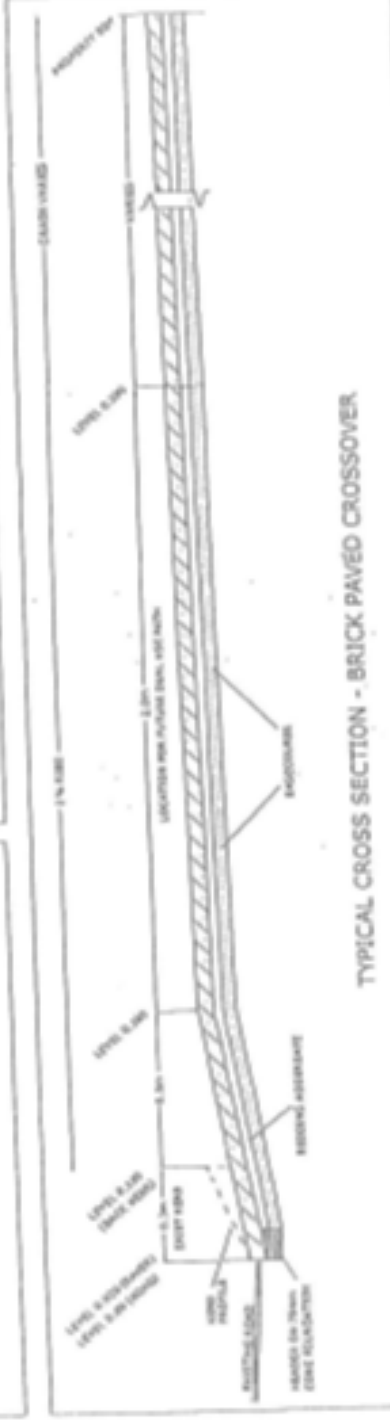
DRAWN BY L.E	CHECKED BY	APPROVED BY DATE	FILENAME	DATE	SCALE N.T.S	
CROSSOVER DETAILS			08/03/01		EDITION	SHEET



TYPICAL PLAN - BRICK PAVED CROSSOVER



EDGE DETAIL



TYPICAL CROSS SECTION - BRICK PAVED CROSSOVER

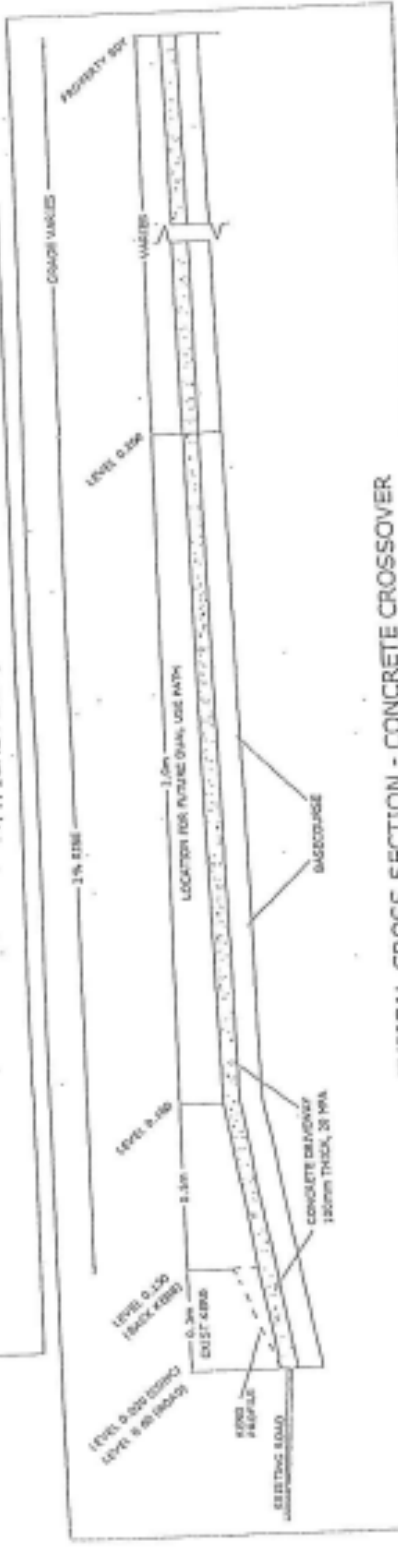
DRAWN BY	CHECKED BY	APPROVED BY	DATE	FILE NAME	DATE	SCALE
L.E.						N.T.S.

BRICK PAVED CROSSOVER DETAILS		08/03/03	
		EDITION SHEET	

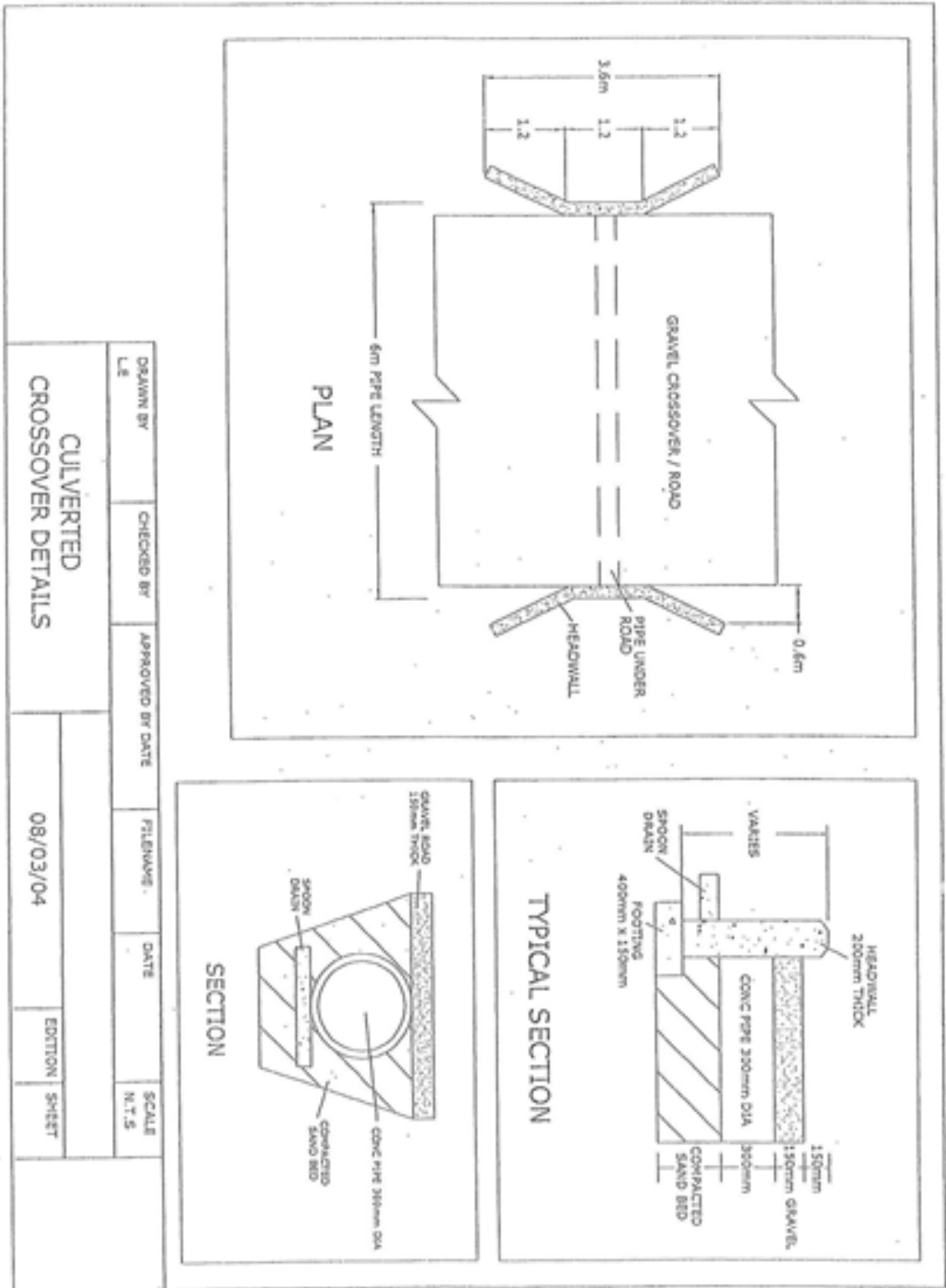


TYPICAL PLAN OF CROSSOVER



TYPICAL CROSS SECTION - CONCRETE CROSSOVER

DRAWN BY L.E	CHECKED BY	APPROVED BY DATE	FILENAME	DATE	SCALE N.T.S
CONCRETE CROSSOVER DETAILS			08/03/02	EDITION	SHEET



DRAWN BY L.B.		CHECKED BY		APPROVED BY DATE		FILENAME		DATE		SCALE N.T.S.	
<b>CULVERTED CROSSOVER DETAILS</b>						08/03/04					
				EDITION		SHEET					

**PP-1 Provision of Crossovers and Inverts**

First Adopted: 21 April 2011 Council Decision number 2269. TPS 3

Amended: 26 June 2014 Council Decision number 2931. LPS 4

Amended: 8 July 2016 Council Decision number 3313

**OBJECTIVE**

The objective of this policy is to define the Shire's specification and financial obligations for the construction and/or modification of vehicle Crossovers and Inverts in road reserves.

**APPROVAL**

All new and modified or reconstructed Crossovers and Inverts require approval from the Shire *prior* to construction. Approval will be issued by written letter or email from the Shire to the property owner.

Application for approval must be made in writing by the property owner and lodged by post, email or in person at the Shire office. The application will be acknowledged. This application must as a minimum include contact details (name, address, email address and 'phone number(s)), property details, location of proposed works and details of the proposed works including contractor, materials and dimensions. A site drawing must be attached showing the position of the crossover.

Council authorises the Chief Executive Officer to determine all matters relating to this policy. This policy in general applies to all building approvals.

**FINANCIAL CONTRIBUTION**

In accordance with the Local Government Act 1995, Pursuant to Regulation 15(2) of the Local Government (Uniform Local Provisions) Regulations 1996, the Shire will contribute to the cost of a standard crossover up to the amount specified in the fees and charges schedule for the relevant financial year as approved by Council.

The financial contribution by the Shire is only provided when Crossovers and Inverts are constructed in accordance with this policy and have received approval *prior* to construction. The contribution is made after proof of full payment is supplied to the Shire.

The subsidy applies to residential, industrial, commercial or rural properties. The subsidy only applies to the first crossover to a location (as per regulation 15. (1) (b) Local Government (Uniform Local Provisions) Regulations 1996). All other crossovers are at the landowner's own expense. Strata, group housing or multiple building developments are subject to development applications.

## Crossover Specification

1. Driveway crossover works must comply with the Shire's current Specification and Drawings applicable to the work;
2. The owner of the property for which the crossover is constructed shall bear the cost of any public utility service modifications required as a result of constructing the crossover;
3. Maintenance and repairs to Crossovers and Inverts are the responsibility of the property owner to which the crossover belongs;
4. Authorised works must be carried out within six (6) months of the date of approval, otherwise the authorisation will lapse;
5. The applicant shall indemnify the Council, its servants and/or agents against all actions, costs, claims and demands for injury, loss or damage arising out of any negligent act or omission of the Applicant in relation to the proposed works;
6. The Council will require the applicant to make good, at the applicant's cost, any work completed which does not comply with the Council's Specification, Drawings or any other terms and conditions of the approval;
7. This Authorisation does not confer on the Applicant any exclusive right, entitlement or interest in the Council Land and does not derogate from the Council's powers arising under the *Local Government Act 1995* or any other law;
8. Public Safety, traffic management and pedestrian management is the responsibility of the property owner during the construction period. Persons carrying out the work shall have minimum \$10 million public liability insurance. Where the works are undertaken by the Council, the Council will provide appropriate signage and pedestrian and traffic management;
9. Crossovers and Inverts must be perpendicular to the property boundary;
10. A clearance of one metre (1m) must exist between:
  - a. the side boundary and the crossover;
  - b. the crossover and any service pole;
  - c. the crossover and any tree within the verge;
11. At all times, the job must be kept clean and tidy and free from all surplus materials, spoil and debris of all kinds. All surplus earth, clay and excavated material from the job shall be removed from the site and disposed of by the applicant or contractor;
12. ***Prior to the pouring of concrete, or sealing with bitumen or asphalt***, the applicant must arrange for an inspection to be undertaken by the Shire;
13. Any deviations from the specifications listed herein may be approved by the Manager of Works or Chief Executive Officer.

**Note:** Applicants are advised to undertake a thorough investigation to ascertain the location of existing underground utility services (eg: telecommunications, water,

sewerage, gas and electricity) prior to undertaking any excavation. Call 1100 or visit: <https://www.1100.com.au/>

All other details and specifications are listed in the applicable drawings.

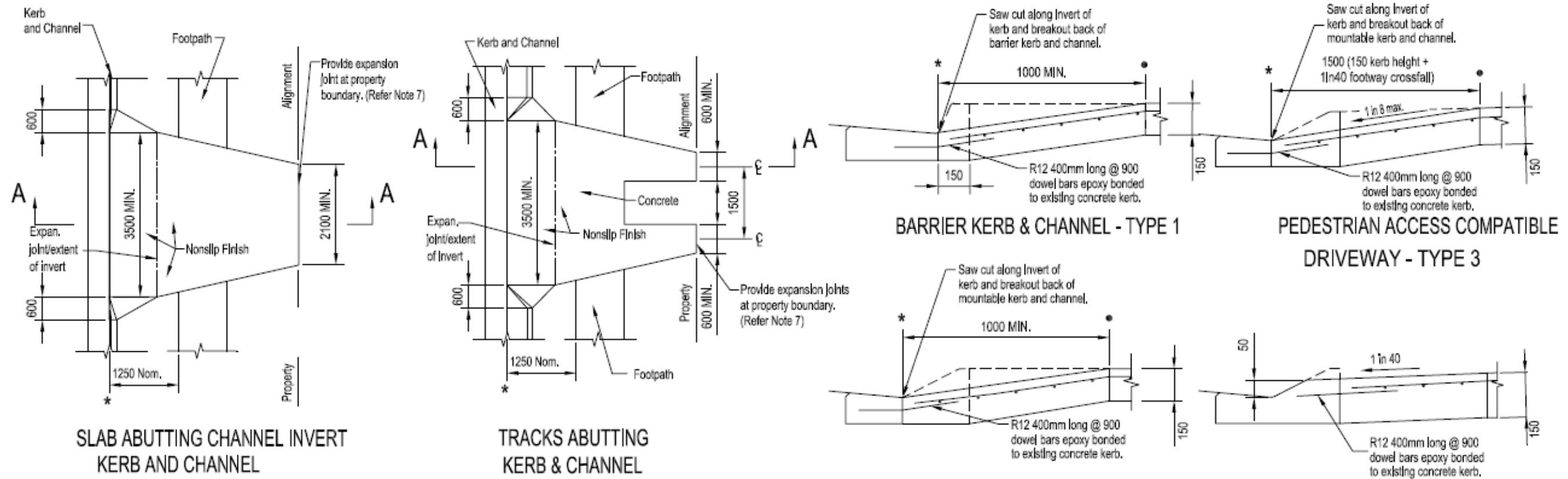
***Applicable Drawings:***

1. Appendix 1: "SWM-Road-Urban Driveway Invert and Slab"  
(For Crossovers and Inverts **Within** the Wyalkatchem Townsite);
2. Appendix 2: "SWM-Road-Rural Driveway with pipe crossing"  
(For Crossovers and Inverts **Outside** the Wyalkatchem Townsite)



**APPENDICES**

Appendix-1  
SWM-Road-Urban Driveway Invert and Slab



SLAB ABUTTING CHANNEL INVERT  
KERB AND CHANNEL

TRACKS ABUTTING  
KERB & CHANNEL

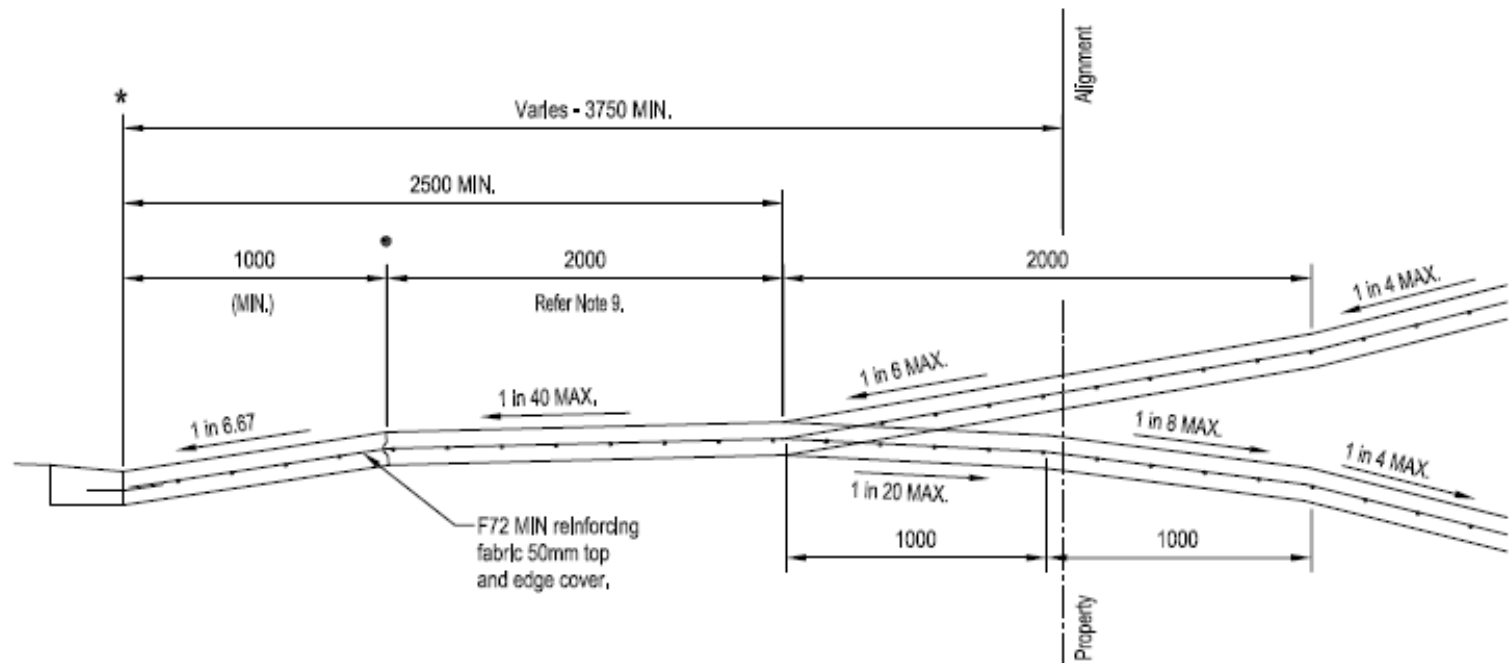
BARRIER KERB & CHANNEL - TYPE 1

PEDESTRIAN ACCESS COMPATIBLE  
DRIVEWAY - TYPE 3

MOUNTABLE KERB & CHANNEL - TYPE 2

MOUNTABLE KERB & CHANNEL  
LOWER - TYPE 4

**BREAKOUT DETAILS**



SECTION A - A

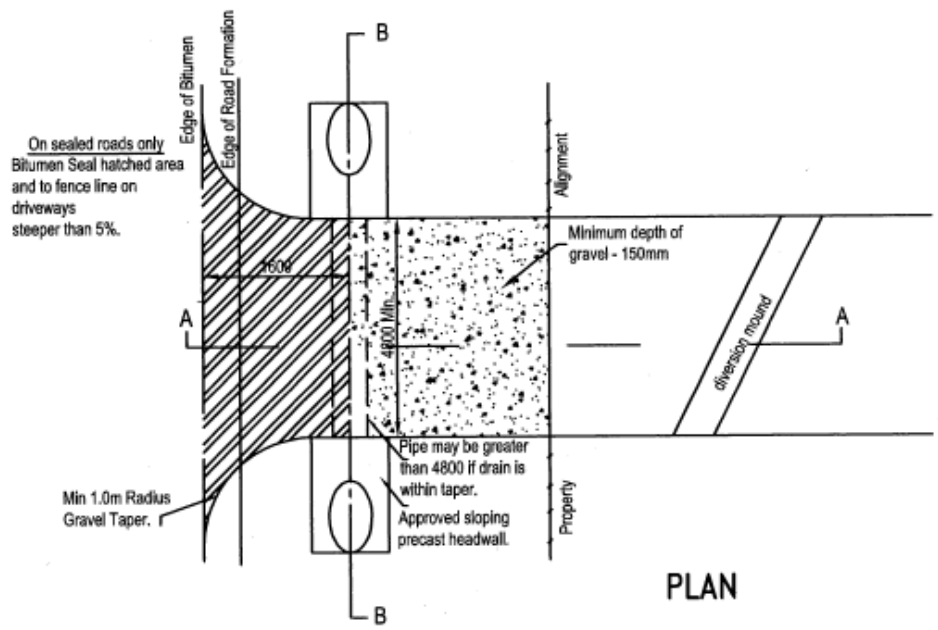
**NOTES**

1. Crossings are not designed for commercial vehicles.
2. Footpath section to vary where necessary to match concrete footpaths and verge profiles, Footpath earthworks adjoining concrete must be well compacted.
3. Concrete surface tolerance to be +5mm over 3 metre sections.
4. Concrete N25 in accordance with AS 1379 and AS 3600.
5. Reinforcement fabric to AS 1304, 50mm top and edge cover, lap fabric 250mm.
6. Approved materials for construction :- Concrete, Paving blocks or Asphalt, refer project drawings.
7. Expansion joints to be 10 thick, full depth closed cell cross linked polyethylene foam (85 - 150 kg/m ). All construction joints to be doweled.
8. A vehicular access permit must be obtained from Council. Seek approval of location and levels prior to excavation.
9. The Engineer may direct that this dimension be varied. The verge profile for the access may be varied to suit difficult or existing situations with approval from Council's Engineer.
10. For all vehicular accesses on Department of Main Roads declared road, Department of Main Roads approval is required.
11. All dimensions in millimetres unless noted otherwise.

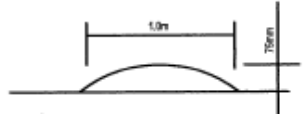
**LEGEND**

- \* Extent of roadway-invert of kerb.
- This point to be at same level as top of kerb.

Appendix-2  
SWM-Road-Rural Driveway with pipe crossing

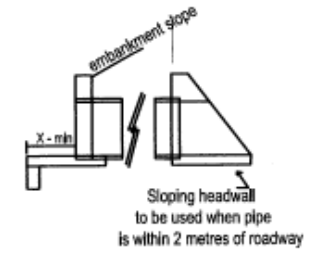


PLAN

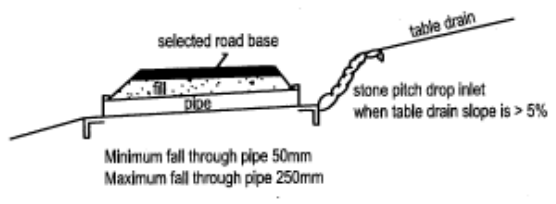


On steep driveways or where water may be running down driveway which may cause silt to be washed onto road, a diversion mound should be constructed.

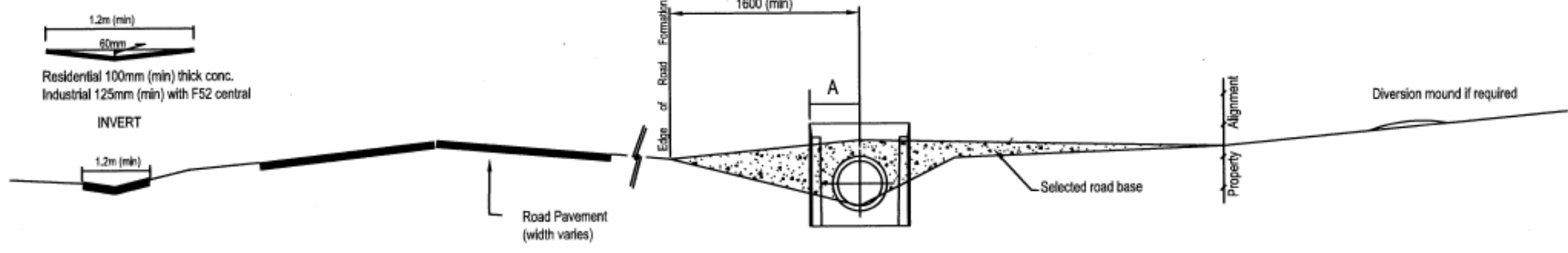
DIVERSION MOUND



TYPE HEADWALL



SECTION B - B



SECTION A - A

NOTES


1. Length of pipe may be increased provided approval is granted.
2. Council will approve stone pitched concrete headwalls.
3. Minimum pipe diameter to be 375mm unless otherwise approved by Council's Engineer.
4. Not for use on State controlled roads.
5. The pipe shall be positioned in the table drain so that it does not impede the flow of water in the table drain. The levels of the ends of the pipe shall be such that ponding of water will not occur in the pipe.
6. Minimum pipe grade to be 0.5%.
7. A vehicular access permit must be obtained from Council. Seek approval of location and levels prior to excavation.
8. For all vehicular accesses on Department of Main Roads declared road, Department of Main Roads approval is required.
9. Dimensions are in millimetres unless noted otherwise.
10. Spacing for multiple pipes 300mm
11. Check with Telstra and Energex for location of services.

Dim	Nominal internal diameter				
	300	375	450	525	600
A	475	600	725	850	975
X	450	565	675	790	900

TABLE OF DIMENSIONS

## 8.4 MONTHLY OFFICER REPORTS

### 8.4.1 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL – CHIEF EXECUTIVE OFFICER – JUNE 2017

<b>FILE REFERENCE:</b>	13.09.01
<b>AUTHOR'S NAME AND POSITION:</b>	Ian McCabe Chief Executive Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	13 July 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	All key indicators

#### SUMMARY:

That Council resolve the following:

1. **Accept the Chief Executive Officer's Report for June 2017 as presented.**

#### Appendix:

1. Project status summary.

#### Purpose of this report

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

#### *Our Purpose*

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

## **Summary of Key Performance Indicators of the Chief Executive Officer:**

- **Deliver budget commitments on time and on budget.** In leading a team, deliver capital and operational budget commitments within financial year and within budget;
- **Comply with Intergrated Planning and Reporting requirements** by the June 2017 ordinary meeting of council and publish any relevant document to the community;
- **Progress key strategic projects;**
- **Meet all compliance requirements of the Shire;**
- **Meet operational requirements of the community and Council.**

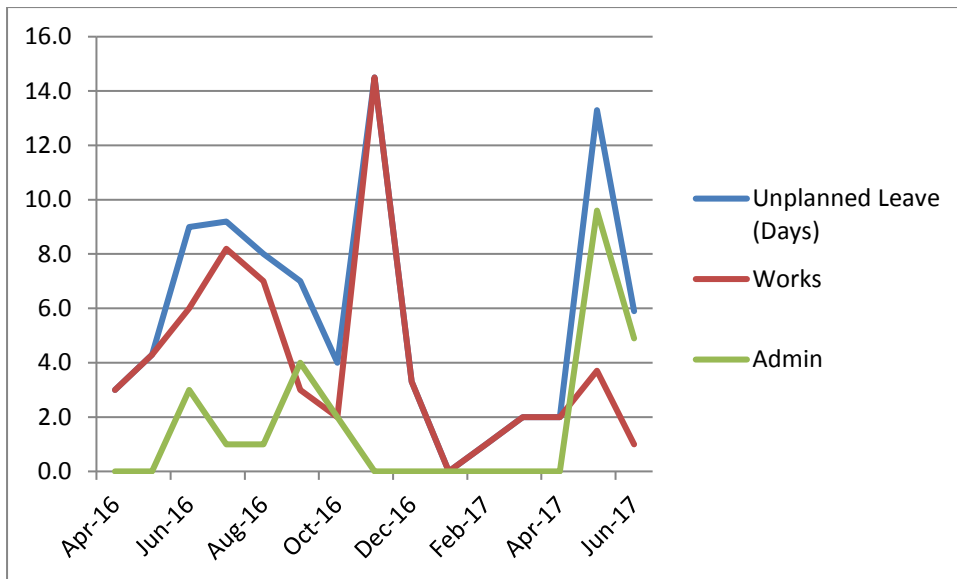
### **Comment:**

The CEO undertakes a Performance Review with Council each year. This is specific to the employee and is treated as confidential for that reason. The 2017 review was positive. However, the CEO recognises that he is a public officer and deals with matters of public interest. A report is prepared by the CEO for the Annual Report of the Shire but will prepare an interim comment on the performance of the Shire and his position. A report providing commentary about the Shire and CEO performance against the Key Performance Indicators will be prepared in July.

My goal of complying with all the requirements of the Integrated Planning and Reporting by the 29 June meeting has not been met. This is due to the volume of work required and delays in getting key asset data from the consultant which will not be available until July. This data is central to most financial projections and flows into all strategic plans. This work will be completed as soon as possible.

There were 21 business days in June and one public holiday.

Unplanned leave in June totalled 5.9 work days (three persons), comprising 4.9 days in Administration (two persons) and one day in (one person) in Works. This compares to 13.3 days unplanned leave in May and nine days in June 2016. In all cases of unplanned leave, the Shire follows due process with support for all employees within the law and Council policy.



*Unplanned Leave, trend*

Council met in forum 1 June for a full day workshop to review all Strategic Community Plan indicators; 8 June to review the full draft 2017/18 budget.

A Special Meeting of Council was held 1 June 2017 to make decisions about:

- Approve a sub-division;
- Decide a tender outcome for undertaking road works; and,
- Approve a lease for a portion of the Wyalkatchem aerodrome.

The ordinary meeting of Council was held 29 June 2017 to:

- Receive statutory reports (eg. financial reporting as required by regulation); monthly officer reports; and project updates;
- Make decisions about: approval of a Development Application by St John Ambulance to erect a sign; the 2017/18 Annual Budget; delegation register review; a request by Central East Aged Care Alliance (CEACA) for the refund of building application fees.

The CEO represented the Shire of Wyalkatchem with Cr Davies 7 June Kellerberrin, Central East Aged Care Alliance (CEACA); 12 June attended regular meeting of Wyalkatchem Senior Citizens' Homes Trust Inc.; 16 June, service for Mr Bob Holdsworth; 27 June, Koorda, at North Eastern Wheatbelt Regional Organisation of

Councils (NEWROC); 28 June, Dowerin, as guest of the Shire of Dowerin, as one of several facilitators at a community meeting about the Strategic Community Plan.

Most CEO meetings in the month of June related to operational matters; 13 June, with a ratepayer and Manager of Works, to discuss management of the road reserve (roadside clearing); 14 June with representatives of WA Country Health Service, to discuss the proposed establishment of a Local Health Advisory Group; 15 June regular business meeting Wyalkatchem Medical Centre; 30 June, business meeting Wyalkatchem Medical Centre.

Management work in June included various matters related to staff, facilities and community relations, regular operational work and meetings with staff; in addition, a significant amount of time was involved in budget preparation work.

As at 30 June 2017, most major projects as approved in the 2016/17 Shire of Wyalkatchem budget are complete. Please refer Attachment 1 for a summary report.

Council commitments in July include:

- 6 July Council workshop;
- 7 July Wyalkatchem hosts Department of Agriculture and Food WA (now Dept. Primary Industry and Regional Development) workshop about bio-security;
- 10 July McCabe, day of annual leave; McCabe to represent Council at Department of Communities event, 'Life In Pictures';
- 13 July Shire personnel to attend West Australian Local Government Association (WALGA) procurement training hosted by the Shire of Dowerin;
- 17 July CEO at NEWROC Health Strategy working group, Northam;
- 20 July Ordinary meeting of Council;
- 24 July Regional road Group;
- 25 July NEWROC Executive;
- 26 July Wyalkatchem hosts Pioneers Pathway.

**Consultation:**

Community, Staff and Council

**Statutory Environment:**

There is no direct statutory environment relevant to this issue.

**Policy Implications:**

There is no direct Council Policy relative to this report.

**Financial Implications**

There is no direct financial implication relative to this item.

**Strategic Plan/Risk Implications**

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

**Voting Requirements**                      Simple Majority

**Council Decision Number:** 3489

**Moved:** Cr Jones                      **Seconded** Cr Gawley

**That Council resolve the following:**

- 1. Accept the Chief Executive Officer's Report for June 2017 as presented.**

**Vote:** 7/0


**Major Projects and Budget Initiatives (updated for February 2017 budget review)**

Start Date	End Date	Work Days	% Complete	Project	Budgeted Value	Actual Value	Notes
4/10/2016	17/03/2017	119	Complete	Front End Loader	\$291,778	\$292,000	Delivery 12 April
3/10/2016	31/05/2017	173		Streetscape stage 1 (select contractor, consultation)	\$20,000		RPS selected; Pioneer Pk review requested; will rollover into 2017/18
29/09/2016	31/10/2016	23	Complete	Solar panels for admin' and medical centre, stage 1 (select contractors and system).	\$25,000	\$21,422	
1/07/2016	30/06/2017	261	Complete	Shire office general works	\$30,482		
1/07/2016	30/06/2017	261	Complete	Council Chambers	\$25,000		
1/07/2016	30/11/2016	109	Complete	Bush Fire Shed	\$17,420	\$13,159	
1/07/2016	30/06/2017	261	Complete	Medical Centre minor works	\$5,000		Painting complete; generator modification completed. Likely to be slightly over budget due to unforeseen works in June 2017.
1/07/2016	30/06/2017	261	Complete	Aged Friendly Community	\$5,000	NIL	Forum held 8 March 2017; no project identified.
1/07/2016	30/06/2017	261		Netball Shelter	\$5,000	\$0	Deferred until 2017/18
1/07/2016	30/06/2017	261	Complete	Shire housing - capital works and maintenance	\$42,780	\$44,435	
1/07/2016	30/06/2017	261		Town Hall capital works	\$5,000		
1/07/2016	30/06/2017	261	Complete	Recreation Centre - capital works, maintenance, paving	\$15,000	\$16,828	Paving, windows, flyscreens.
1/07/2016	30/06/2017	261	Complete	Pioneer Park reticulation and other works	\$12,900	\$8,029	Brick paving not done pending preparation of a formal plan.
1/07/2016	30/06/2017	261	Complete	Admin Park playground retic and shadesail	\$8,162	\$8,162	Shadesail repaired - not replaced.
1/07/2016	30/06/2017	261		Solar lighting Railway Tce / Grace St	\$0	\$0	Cancelled due to rain event Jan 2017
1/07/2016	30/06/2017	261	Complete	Aerodrome works	\$10,000	\$12,500	
1/07/2016	30/06/2017	261	Complete	Railway Stn.	\$14,460	\$14,000	Paint, walls, ceiling
1/07/2016	30/06/2017	261	Complete	Railway Barracks	\$6,000	\$6,900	March 2017: abolutions, repointing, walls.
1/07/2016	30/06/2017	261		IT Development	\$0		Cancelled due to rain event Jan 2017
1/07/2016	30/06/2017	261		Cemetery Bins	\$0		Deferred to 2017/18
1/07/2016	31/10/2016	87	Complete	Tennis Club works (child care prep and maintenance)	\$22,500	\$23,000	
1/07/2016	30/06/2017	261	Complete	Natural Resource Management	\$13,000	\$7,455	Gravel pit rehabilitation
				Two way radio	\$0		Not required at this time.
				Amazing Race	\$0		Cancelled due to rain event Jan 2017
1/07/2016	30/06/2017	261	Complete	Wylie Fair	\$16,000	\$15,861	Event 8 April
1/07/2016	30/06/2017	261		Community well-being	\$20,000	\$0	Funds not drawn from reserves.
				Arts and Culture - photo and art exhibit April 2017	\$0		Cancelled due to rain event Jan 2017
1/07/2016	30/06/2017	261		Heritage	\$15,000		Likely to be deferred to 2017/18.
1/07/2016	30/06/2017	261	Complete	Waterwise Council			Accreditation received May 2017
1/07/2016	30/06/2017	261	Complete	Active Smart			This programme ended December 2016.



Ian McCabe left the room at 4.13pm  
Ian McCabe re-entered the room at 4.14pm

8.4.2 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL –  
WORKS MANAGER – June 2017

<b>FILE REFERENCE:</b>	13.09.01
<b>AUTHOR'S NAME AND POSITION:</b>	Craig Harris Manager of Works
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	5 July 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	1 – Healthy, strong and connected communities. 2– A prosperous and dynamic district. 4 – An effective voice. 6 – Well utilised and effectively managed facilities and assets.

**SUMMARY:**

**That Council resolve the following:**

- 1. Accept the Works Manager's Report for the month of June 2017 as presented.**

**Road Maintenance and Projects:**

Colas WA completed the following sealing works:

1. 10 mm single coat seal on Koorda Rd – 5 km;
2. Emulsion Enrichment on Koorda Rd – 2.5 km;
3. 10 mm single coat seal on the intersection of Martin Rd and Koorda Rd – 1,500 m<sup>2</sup>;
4. 10 mm single coat seal over two recently installed culverts on Cunderdin Rd;
5. Sealed over repair works Honour Avenue, in front of hospital.

The works crew have completed flood damage repair works on DePierres Rd and Divers Road which involved clearing, re-sheeting and the installation of new culverts.

**Upcoming works:**

GDR Civil are scheduled to begin flood damage repair works on 17 July at Yorkrakine.

The works crew will continue on with maintenance grading running the additional hire grader and roller.

AP Concreting has been engaged to complete concreting works on floodways on Nembudding South Rd and Ryan Rd. The contractor will also be constructing new kerbing at the Intersection of Hands Drive and Mitchell Street.

**Personnel:**

William Marwick is scheduled to start in the position of Leading Hand on 3 July.

Simon Martin has been employed on a casual basis, mainly assisting with town crew tasks.

**Ranger Service:**

No major Ranger incidents to report.

**Safety:**

NA

**Town Maintenance Program:**

NA

**Vandalism:**

As with the previous month of May, no vandalism has been observed this month.

**Plant and Equipment:**

The new Loader is now performing without issue after being returned from Liebherr on 12 June. Liebherr identified the cause of the hydraulic system over heating as a faulty valve.

**Policy Implications:**

There is no Council Policy relative to this report.

**Voting Requirements**

Simple Majority

**Council Decision Number: 3490**


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

**That Council resolve the following:**

- 1. Accept the Work's Manager Report for the month of June 2017 as presented.**

**Vote: 7/0**

### 8.4.3 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL – GOVERNANCE AND EMERGENCY – JUNE 2017

<b>FILE REFERENCE:</b>	13.09.01
<b>AUTHOR'S NAME AND POSITION:</b>	Ella McDonald Administration Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	4 July 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	1 – Healthy, strong and connected communities. 2 – A prosperous and dynamic district. 4 – An effective voice. 5 – A well-managed and effective Council organisation. 6 – Well utilized and effectively managed facilities and assets

#### **SUMMARY:**

**That Council resolve the following:**

- 1. Accept the Governance and Emergency Report for the month of June 2017 as presented**

#### **Appendix**

There is no attachment to this report.

#### **Emergency Services**

Together with the Chief Executive Officer, the Governance and Emergency Service Officer completed the *2017 Annual and Preparedness Report Capability Survey*. This is a survey issued by the Office of Emergency Management to assess our emergency management readiness and evaluate how prepared we are for an emergency. The Shire is yet to receive feedback from the Office of Emergency Management. However, on completing the survey, it appears the Shire is well-positioned to manage emergency situations. The Shire will be consulting the Local Emergency Management Committee at our next meeting in August about implementing further measures to ensure Wyalkatchem's prevention, management of and recovery from any emergency situation.

#### **Health and Safety**

Safety meetings continued with both the outside works crew and administration staff this month. Preparation began for the Shire of Wyalkatchem's first Tier 1 Occupation Health and Safety assessment with our risk coordinator, Chris Gilmour of LGIS – work on this will continue on throughout the next couple of months with the assessment scheduled to take place in early September.

## **Governance**

Planning continued for a local government aged friendly network workshop to be held in Wyalkatchem over 10 and 11 August. We have been in regular contact with Christine Young of the City of Melville, which is one of three Shires recognised as age-friendly by the World Health Organisation. Work on the project this month included drafting a timetable of events for the forum, research on other communities and their age-friendly initiatives and discussions with the Chief Executive Officer about potential guest speakers. Our aim is to have representatives from local governments around the state attend the forum. The theme will be 'How to build an Age Friendly Community'. This is a professional development event targeted at local government officers and elected members.

The Governance and Emergency Service Officer attended training in Perth on the 26 and 27 June at the Western Australian Local Government Association (WALGA). The course completed was *Local Government Act – Advanced*. The course focused on developing further understanding of the Local Government Act.

## **Consultation:**

Ian McCabe	Shire of Wyalkatchem – Chief Executive Officer
Chris Gilmour	LGIS
Christine Young	City of Melville

## **Statutory Environment:**

Local Government Act 1995  
Occupational Safety and Health Act 1984

## **Policy Implications:**

There is no Council Policy relative to this report.

## **Financial Implications**

There are no financial implications relative to this item

## **Strategic Plan/Risk Implications**

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

**Voting Requirements Council** Simple Majority

**Decision Number:** 3491

**Moved:** Cr Holdsworth


**Seconded:** Cr Gawley

**That Council resolve the following:**

- 1. Accept the Governance and Emergency Report for the month of June 2017**

**Vote: 7/0**

**8.4.4 GOVERNANCE – REPORTING - PRINCIPAL ENVIRONMENTAL HEALTH OFFICER: JUNE 2017**

<b>FILE REFERENCE:</b>	13.09.01
<b>AUTHOR'S NAME AND POSITION:</b>	Peter Toboss Principal Environmental Health Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>NAME OF APPLICANT/RESPONDENT/LOCATION:</b>	Shire of Wyalkatchem
<b>DATE REPORT WRITTEN:</b>	10 July 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	1.1.2 Promote regional health solutions; 2.6 Effective enforcement of local laws and regulation; 5.2 A customer focussed organisation.

**SUMMARY:**

**That Council resolves the following:**

- 1. Accept the Principal Environmental Health Officer's Report for June 2017 as presented.**

**Appendix/Appendices:**

There is no attachment to this report

**Comment:**

**Principal Environmental Health Officer (PEHO) Position.**

The Environmental Health Officer attends the Wyalkatchem office each Thursday.

**Food Premises and Public Buildings.**

The PEHO has processed two Certificates of Food Business Registration in the last two weeks. Public Building Certificate of Approval (Form 4) is being updated in accordance to the new *Public Health Act 2016* and *Health (Miscellaneous Provisions) Act 1911*.

**Food Safety Training.**

NEWHealth's "I'm Alert" on-line food safety training subscription has now expired. The PEHO has organised for the renewal of the subscription with the NEWHealth administering shire (Shire of Mt Marshall CEO). This is a great self-training program that allows residents of our shires to log onto the website, do an hour or two of food safety training, answering questions as they go, and once completed a certificate of participation is provided to the student.

This is particularly useful for our new food business owners and casual staff to gain training in basic food safety, which is a requirement of the *Food Act 2008*.

The Shire of Wyalkatchem web site will be updated with information about this training once the new subscription is finalised.

### **Tobacco Product Control Act 2006.**

The Shire's public buildings, playing grounds and other facilities have recently been inspected by the PEHO for compliance with the Act. A number of "No Smoking" signs have been placed in and around the council facilities. The Shire takes a strong position on anti-smoking practices (**PROHIBITION OF SMOKING Policy No: P2**) to protect employees and other community members using council facilities from the ill-effects of smoking and second hand smoke (SHS). The PEHO will be working in accordance to the policy and the Act to ensure all shire facilities are smoke free zones.

There are Penalties for breach of the *Tobacco Products Control Act 2006*. An individual or business convicted of an offence under the legislation is liable to a maximum penalty of \$2,000. If the offence is a continuing offence, a daily penalty which is not more than \$50 may also apply. Infringement notices which have a modified penalty may also be issued for certain offences.

### **Pesticide Contamination Investigation of a House.**

One house along Wyalkatchem-Koorda Road has been inspected recently and swabbed for possible pesticide contamination following a request by the owner of the property. An initial assessment by the PEHO found the house to have a relatively safe level of the Chlopyrifos pesticide (commonly known as Lorsban). Environmental swabbing was carried out and submitted to the Analytical Reference Laboratory (ARL) for testing and confirmation of the safe levels. The PEHO will continue to monitor the situation and wait for the laboratory results.

### **Property Transfers.**

The PEHO has completed two property transfer reports in the last month.

### **Consultation:**

Mr I McCabe, Shire of Wyalkatchem CEO

Ms Ella McDonald, Administration Officer - Governance and Emergency

### **Statutory Environment:**

*Public Health Act 2016*

*Health (Miscellaneous Provisions) Act 1911*

*Food Act 2008*

Health (Public Buildings) Regulations 1992

*Tobacco Product Control Act 2006.*

### **Policy Implications:**

Policy P2: Prohibition of Smoking

### **Voting Requirements**

Simple Majority

**Council Decision Number:** 3492

**Moved:** Cr Gawley

**Seconded:** Cr Gamble



**That Council resolve the following:**

- 1. Accept the Principal Environmental Health Officer's report for the month of June 2017**

**Vote: 7/0**

8.4.5 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL –  
COMMUNITY AND ECONOMIC DEVELOPMENT OFFICER– June 2017

<b>FILE REFERENCE:</b>	13.09.01
<b>AUTHOR'S NAME AND POSITION:</b>	Tegan McCarthy Administrative Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	June 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	1 – Healthy, strong and connected communities. 2– A prosperous and dynamic district. 4 – An effective voice. 6 – Well utilised and effectively managed facilities and assets.

**SUMMARY:**

**That Council resolve the following:**

- 1. Accept the Community and Economic Development Officer's Report for the month of June 2017 as presented.**

**Appendix: NIL**

**Comment:**

CEO Ian McCabe asked me take photos for the Strategic Community plan document. He wanted photos of town, farming, industry, staff, and council. The town, farm, and industry photos were easy to get as I have hundreds of photos saved from over the years. The staff and councillor photos took a bit more to obtain as we all do different jobs throughout the day. Thankfully, it worked out to be a Thursday council which meant all the councillors were coming into town anyway. Thanks to all who made themselves available.

I have started planning and organising a Pest Management Workshop with the Department of Agriculture and Food WA (DAFWA) to be held on 7 July 2017. The Wyalkatchem Men's Shed have been asked to deliver bacon and egg burgers for the breakfast. They are more than happy to cook for us.

I have been working on the local walk trails (Walk-a-Wyal and Korrelocking nature reserve trails). I will need to walk all the trails and note what repairs/updates need to be done to them to make it a bit more user friendly. I am also updating the old Walk-A-Wyal trail brochure to make it a bit more user friendly.

CEO Ian McCabe requested that I start preparing the Disability Access and Inclusion Plan (DAIP) to be incorporated into our Strategic Community Plan. The recent consultation period has concluded with no submissions.

**Consultation:**

Ian McCabe	CEO Shire of Wyalkatchem
Ross Crute	Wyalkatchem Men's Shed
Glenice Batchelor	Community Engagement Officer Department of Agriculture and Food

**Statutory Environment:**

There is no statutory environment relevant to this issue

**Policy Implications:**

There is no Council Policy relative to this report.

**Voting Requirements**                      Simple Majority

**Council Decision Number:** 3493

**That Council resolve the following:**

- 1. Accept the Community and Economic Development Officer's report for June 2017 as presented**

**Vote:** 7/0

- 9. Motions of which previous notice has been given Nil**
- 10. Questions by members of which due notice has been given Nil**
- 11. New business of an urgent nature introduced by the presiding person Nil**
- 12. Matters for which the meeting may be closed Nil**
- 13. Closure of Meeting 4.24pm**