



AGENDA

ORDINARY COUNCIL MEETING



20 SEPTEMBER 2018

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

NOTICE OF COUNCIL MEETING

The next Ordinary Meeting of the Wyalkatchem Shire Council will be held on Thursday 20 September 2018 in the Council Chambers, 27 Flint Street Wyalkatchem, commencing at 3.30pm.

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

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



Taryn Dayman

CHIEF EXECUTIVE OFFICER

DISCLAIMER

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

DISCLOSURE OF INTEREST

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

Financial Interest:

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

Proximity Interest:

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

Impartiality Interest:

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

Disclosing an Interest:

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

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

TABLE OF CONTENTS

1.	DECLARATION OF OPENING.....	1
2.	PUBLIC QUESTION TIME	1
2.1.	Response to Public Questions Previously Taken on Notice.....	1
2.2.	Declaration of Public Question Time opened	1
2.3.	Declaration of Public Question Time closed.....	1
3.	ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE	1
3.1.	Attendance	1
3.2.	Apologies.....	1
3.3.	Approved Leave of Absence	1
3.4.	Applications for Leave of Absence.....	1
4.	PETITIONS, DEPUTATIONS, PRESENTATIONS.....	1
4.1.	Petitions	1
4.2.	Deputations.....	1
4.3.	Presentations.....	1
5.	DECLARATIONS OF INTEREST	1
5.1.	Financial and Proximity Interest.....	1
5.2.	Impartiality Interests	1
6.	CONFIRMATION AND RECEIPT OF MINUTES.....	1
6.1.	Confirmation of Minutes.....	1
6.1.1.	Ordinary Meeting of Council – 16 August 2018.....	1
6.2.	Receipt of Minutes.....	1
6.2.1.	NEWROC Council Minutes – 28 August 2018	1
6.2.2.	Wyalkatchem Local Emergency Management Committee Minutes – 15 August 2018	2
7.	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION	2
8.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	2
9.	REPORTS	3
9.1.	CORPORATE AND COMMUNITY SERVICES	3
9.1.1.	FINANCIAL MANAGEMENT – MONTHLY FINANCIAL REPORT.....	3
9.1.2.	FINANCIAL MANAGEMENT – PAYMENT LISTINGS	5
9.1.3.	CEACA – BUILDING APPLICATION FEES	7
9.1.4.	WHEATBELT SECONDARY FREIGHT ROUTE	10

9.2.	GOVERNANCE AND COMPLIANCE.....	12
9.2.1.	CHIEF EXECUTIVE OFFICER’S REPORT – AUGUST 2018.....	12
9.2.2.	GOVERNANCE AND EMERGENCY REPORT – AUGUST 2018.....	15
9.2.3.	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER’S REPORT – AUGUST 2018.....	18
9.2.4.	COMMUNITY AND ECONOMIC DEVELOPMENT REPORT – AUGUST 2018.....	21
9.2.5.	PROPERTY AND FINANCE REPORT - AUGUST 2018.....	25
10.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	27
11.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	27
12.	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION	27
13.	MATTERS BEHIND CLOSED DOORS.....	27
14.	INFORMATION BULLETIN.....	27
14.1.	Information Bulletin.....	27
14.2.	Business Arising from the Information Bulletin.....	27
15.	CLOSURE OF THE MEETING	27

- 1. DECLARATION OF OPENING**
- 2. PUBLIC QUESTION TIME**
 - 2.1. Response to Public Questions Previously Taken on Notice**
 - 2.2. Declaration of Public Question Time opened**
 - 2.3. Declaration of Public Question Time closed**
- 3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE**
 - 3.1. Attendance**
 - 3.2. Apologies**
 - 3.3. Approved Leave of Absence**
 - 3.4. Applications for Leave of Absence**
- 4. PETITIONS, DEPUTATIONS, PRESENTATIONS**
 - 4.1. Petitions**
 - 4.2. Deputations**
 - 4.3. Presentations**
- 5. DECLARATIONS OF INTEREST**
 - 5.1. Financial and Proximity Interest**
 - 5.2. Impartiality Interests**
- 6. CONFIRMATION AND RECEIPT OF MINUTES**
 - 6.1. Confirmation of Minutes**
 - 6.1.1. Ordinary Meeting of Council – 16 August 2018**

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

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 16 August 2018 (Attachment 6.1.1.1) be confirmed as a true and correct record.
 - 6.2. Receipt of Minutes**
 - 6.2.1. NEWROC Council Minutes – 28 August 2018**

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

OFFICER RECOMMENDATION:

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

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

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

OFFICER RECOMMENDATION:

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

7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

8. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

9. REPORTS

9.1. CORPORATE AND COMMUNITY SERVICES

9.1.1. FINANCIAL MANAGEMENT – MONTHLY FINANCIAL REPORT

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

SUMMARY

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

BACKGROUND

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

COMMENT

August 2018 Financial Statements

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

Operating Revenue

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

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

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

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

Objective: Well utilised and effectively managed facilities and assets

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

9.1.2. FINANCIAL MANAGEMENT – PAYMENT LISTINGS

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

SUMMARY

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

BACKGROUND

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

COMMENT

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

Municipal Account

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

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

Percentage of Wyalkatchem based suppliers August 2018 (excluding wages, bank fees, loan payments and utilities providers)	8%
Percentage of suppliers used where no Wyalkatchem based option is available August 2018	89%

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

Trust Account – Working

No transactions

Reserve Account

No transactions

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Relates to Policy Number GP2 – Purchasing Policy.

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

Objective: Well utilised and effectively managed facilities and assets

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

9.1.3. CEACA – BUILDING APPLICATION FEES

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

SUMMARY

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

BACKGROUND

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

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

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

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

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

COMMENT

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

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

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

1. Building Permit Fees – SHIRE

2. Building Service Levy – STATUTORY
3. BCITF – STATUTORY

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

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

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

Application 1

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

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

Application 2

Main Works – Stage 2 proposed continuation of CEACA development.

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

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

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

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

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

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

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: Healthy, Strong and connected communities

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

9.1.4. WHEATBELT SECONDARY FREIGHT ROUTE

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

SUMMARY

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

BACKGROUND

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

COMMENT

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

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

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

The drivers behind the WSFR project were as follows:-

- Increase in heavy haulage traffic
- Closure of Tier 3 Railway lines
- Different freight routes

- Emergence of lime sand in agriculture
- Increase truck sizes
- Incumbent network narrow roads
- Road safety issues – interaction heavy freight and local traffic Statutory Environment

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

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A Prosperous and dynamic district

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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council:

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

9.2. GOVERNANCE AND COMPLIANCE

9.2.1. CHIEF EXECUTIVE OFFICER'S REPORT – AUGUST 2018

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

SUMMARY

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

COMMENT

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

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

The CEO commitments in September include;

- CEACA meeting

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

CEACA

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

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

Compliance

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

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

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

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

Staff

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

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

9.2.2. GOVERNANCE AND EMERGENCY REPORT – AUGUST 2018

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

SUMMARY

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

BACKGROUND

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

COMMENT

Emergency:

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

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

Occupational Health and Safety:

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

Governance:

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

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

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

STATUTORY ENVIRONMENT

- Local Government Act 1995
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Emergency Management Act 2005
- Emergency Management Regulations 2006

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

Objective: Well utilised and effectively managed facilities and assets

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

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

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

SUMMARY

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

BACKGROUND

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

COMMENT

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

FOOD PREMISES AND PUBLIC BUILDINGS INSPECTION

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

- Wyalkatchem IGA Express
- Sweet Tweets

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

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

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

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

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

The second report was additional optional questions to assist with the Regulation Review Program that is currently being undertaken as part of the *Public Health Act 2016* implementation. Local governments are being asked to answer as many of the questions as possible via the online reporting survey.

WASTEWATER WORKSHOP/TRAINING

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

STATUTORY ENVIRONMENT

Food Act 2008
Public Health Act 2016

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: Healthy, Strong and connected communities

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

Objective: A prosperous and dynamic district

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

9.2.4. COMMUNITY AND ECONOMIC DEVELOPMENT REPORT – AUGUST 2018

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

SUMMARY

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

BACKGROUND

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

COMMENT

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

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

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

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

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

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

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

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

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

STATUTORY ENVIRONMENT

There is no statutory environment relevant to this issue

POLICY IMPLICATIONS

There is no Council Policy relative to this report.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: Healthy, Strong and connected communities

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

Objective: A prosperous and dynamic district

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

Objective: An Effective Voice

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

Objective: Well utilised and effectively managed facilities and assets

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

9.2.5. PROPERTY AND FINANCE REPORT - AUGUST 2018

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

SUMMARY

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

COMMENT

There was no major activity in Property in August.

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

There were no project or strategic duties in August.

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

In August Council property hired out included

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

STATUTORY ENVIRONMENT

There is no statutory environment relevant to this issue

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

Objective: Well utilised and effectively managed facilities and assets

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

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

13. MATTERS BEHIND CLOSED DOORS

14. INFORMATION BULLETIN

14.1. Information Bulletin

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

14.2. Business Arising from the Information Bulletin

15. CLOSURE OF THE MEETING



AGENDA ATTACHMENTS
ORDINARY COUNCIL MEETING



20 SEPTEMBER 2018
ATTACHMENTS

ATTACHMENTS

- 1. Attachment 6.1.1.1 Ordinary Meeting of Council Minutes 16 August 2018**
- 2. Attachment 6.2.1.1 NEWROC Council Meeting Minutes 24 July 2018**
- 3. Attachment 6.2.2.1 Wyalkatchem Local Emergency Management Committee Minutes 15 August 2018**
- 4. Attachment 9.1.1.1 Monthly Financial Report August 2018**
- 5. Attachment 9.1.2.1 Payment Listings August 2018**
- 6. Attachment 9.1.2.2 Fuel Card Statement**
- 7. Attachment 9.1.4.1 Wheatbelt Secondary Freight Route August 2018 Briefing Note**
- 8. Attachment 9.1.4.2 Wheatbelt Secondary Freight Route Staging Plan Map**
- 9. Attachment 14.1.1.1 Information Bulletin**



Minutes
of the
Ordinary Meeting of Council

held

on

Thursday

16 August 2018

At

3.30pm

in

The Council Chambers

Honour Avenue Wyalkatchem

Our purpose

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

Council's Vision

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

Our Purpose

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

Our Guiding Principles

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

Leaving a positive legacy for future generations and Councils;

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

Responsible financial management;

Informed, evidence-based and representative decision making; and

Effective communication and engagement.

Our Goals

Healthy, strong and connected communities

A prosperous and dynamic district

A sustainable natural and built environment

An effective voice

A well-managed and effective organisation

Facilities and assets that are well used and effectively managed

Contents

1	Declaration of opening	5
1.1	The Presiding person declared the meeting open	5
1.2	The Shire of Wyalkatchem disclaimer was read aloud	5
2	Public question time	5
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
3	Record of attendance, apologies and approved leave of absence	5
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	6
4	Petitions, deputations and presentations	6
4.1	Petitions	6
4.2	Deputations	6
4.3	Presentations	6
5	Confirmation of minutes from previous meeting	7
5.1.1	Meetings – Confirmation of Minutes – Ordinary Meeting of Council 19 July 2018	7-8
6	Announcements by presiding person	9
7	Matters for which meeting may be closed	9
8.1	Land use and planning – no items this meeting	9
8.2	Financials	10
8.2.1	Financial Management – Financial Reporting – Monthly Financial Report July 2018	10-43
8.2.2	Financial Management – Financial Reporting – Payment Listings July 2018	44-52
8.2.3	Financial Management – Amendment to 2018/19 Annual Budget	53-55
8.3	Officer reports to council	56
8.3.1	Government Relations – Local and Regional Liaison – NEWROC – NEWROC MoU 2018 - 2020	56-76
8.4	Officer Reports to Council	77
8.4.1	Governance – Reporting – Officer Reports to Council – Chief Executive Officer – July 2018	77-80
8.4.2	Governance – Reporting – Officer Reports to Council – Works Manager – July 2018 – No report this month	80
8.4.3	Governance – Reporting – Officer Reports to Council – Governance and Emergency – July 2018	81-84
8.4.4	Governance – Reporting – Officer Reports to Council – Principal Environmental Health Officer – July 2018	85-86
8.4.5	Governance – Reporting – Officer Reports to Council – Community and Economic Development – July 2018	87-90

8.4.6	Governance – Reporting – Officer Reports to Council – Properties and Finance – July 2018	91-92
9.	Motions for which previous notice has been given	93
10.	Questions by members of which due notice has been given	93
11.	New business of an urgent nature introduced by the presiding person	93
12.	Matters for which meeting may be closed	94
12.1	Closure of Meeting to the Public	94
12.1	Confidential Item – Variation to the CEO Contract	95-96
12.1	Re-opening of Meeting to the Public	96
13.	Closure of meeting	96

CONTENTS

Minutes of the Ordinary Meeting of Council held in Council Chambers, Cnr Honour Avenue and Flint Street, Wyalkatchem held on Thursday 16 August 2018.

1. DECLARATION OF OPENING

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

1.2 The Shire of Wyalkatchem disclaimer was read aloud.

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

2. Public question time

2.1 Response to previous questions taken on notice

Not applicable

2.2 Declaration of public question time opened: 3.33pm

2.3 Declaration of public question time closed: 3.33pm

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

3.1 Present:

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

3.2 Apologies:

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

3.3 On leave of absence: Nil

3.4 Staff:

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

3.5 Visitors: Nil

3.6 Gallery: Nil

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

Voting Requirements: Simple Majority

Council Decision Number: 104/2018

Moved: Cr Butt **Seconded:** Cr Holdsworth

That Council Resolve the following:

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


CARRIED: 5/0

4.1 Petitions: Nil

4.2 Deputations: Nil

4.3 Presentations: Nil

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

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

SUMMARY:

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

Appendix:

There is no attachment to this report.

Background:

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

Comment:

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

Statutory Environment:

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

Policy Implications:

There is no Council Policy relative to this issue.

Financial Implications:

There are no Financial Implications relative to this issue.

Strategic Plan/Risk Implications:

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

Voting Requirements: Simple Majority

Council Decision Number: 105/2018

Seconded: Cr Gamble

Moved: Cr Butt

That Council resolve the following:

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

CARRIED 5/0

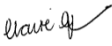
6.0 Announcements by Presiding Person: Cr Garner congratulated Council and Staff, in particular Shire President Cr Davies, Chief Executive Officer Taryn Dayman and Manager Corporate Services Claire Trenorden for their outstanding effort in helping the Wyalkatchem Senior Citizens Homes Trust Incorporated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

7.0 Matters for which meeting may be closed:

12.1 Confidential Item - Variation to CEO Contract

8.1 Land Use and Planning - no items this meeting

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

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

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

That Council resolve the following:

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

Appendix:

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

Background:

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

Comment:

July 2018 Financial Statements:

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

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

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

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

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

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

Consultation:

Taryn Dayman Chief Executive Officer

Statutory Environment:

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

Policy Implications:

There is no Council Policy relative to this issue.

Financial Implications:

There are no Financial Implications relative to this issue.

Strategic Plan/Risk Implications:

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

Voting Requirements Simple Majority

Council Decision Number: 106/2018

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

That Council resolve the following:

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

CARRIED 5/0

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

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 31 July 2018

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES

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

- (a) **Basis of Accounting**
This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).
- (b) **The Local Government Reporting Entity**
All Funds through which the Council controls resources to carry on its functions have been included in this statement.

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

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

- (c) **Rounding Off Figures**
All figures shown in this statement are rounded to the nearest dollar.
- (d) **Rates, Grants, Donations and Other Contributions**
Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.
- (e) **Goods and Services Tax**
In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.
- (f) **Cash and Cash Equivalents**
Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

Mandatory Requirement to Revalue Non-Current Assets

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

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

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

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

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

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

Land under Control

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Fixed Assets (Continued)

Initial Recognition

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

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

Revaluation

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

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

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

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

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

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

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

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

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

Transitional Arrangement

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Fixed Assets (Continued)

Early Adoption of AASB 13 - Fair Value Measurement

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

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

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

Land Under Roads

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

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

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

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

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

(j) Depreciation of Non-Current Assets

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

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

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

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

Capitalisation Threshold

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

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

GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

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

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(r) STATEMENT OF OBJECTIVE (Continued)

EDUCATION AND WELFARE

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

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

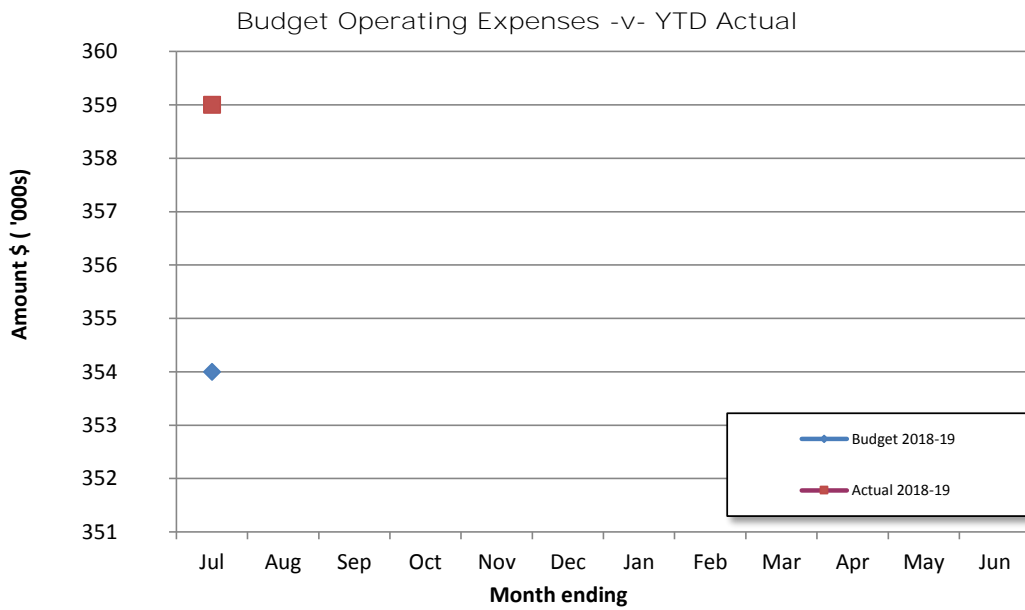
OTHER PROPERTY & SERVICES

Private works carried out by council and indirect cost allocation pools.

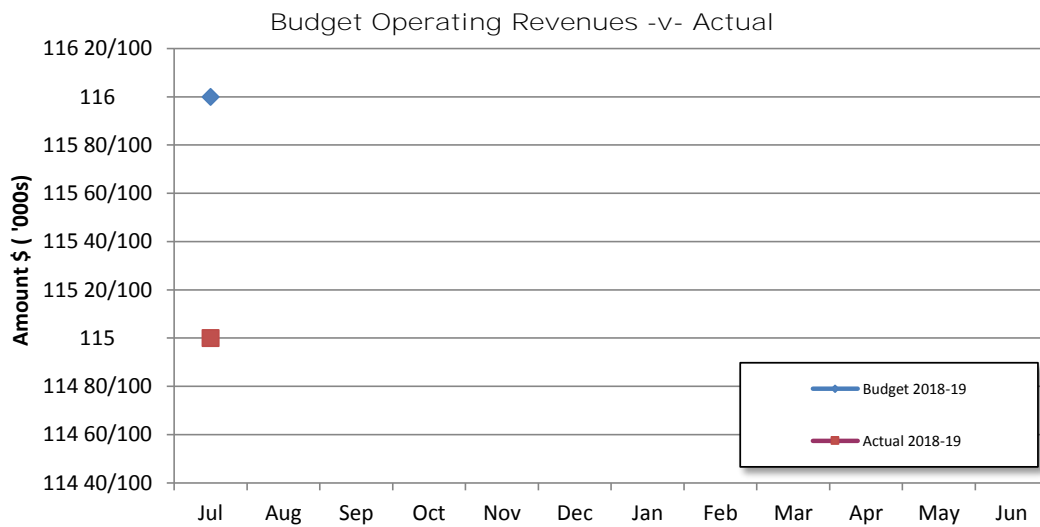
Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

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

Note 2 - Graphical Representation - Source Statement of Financial Activity



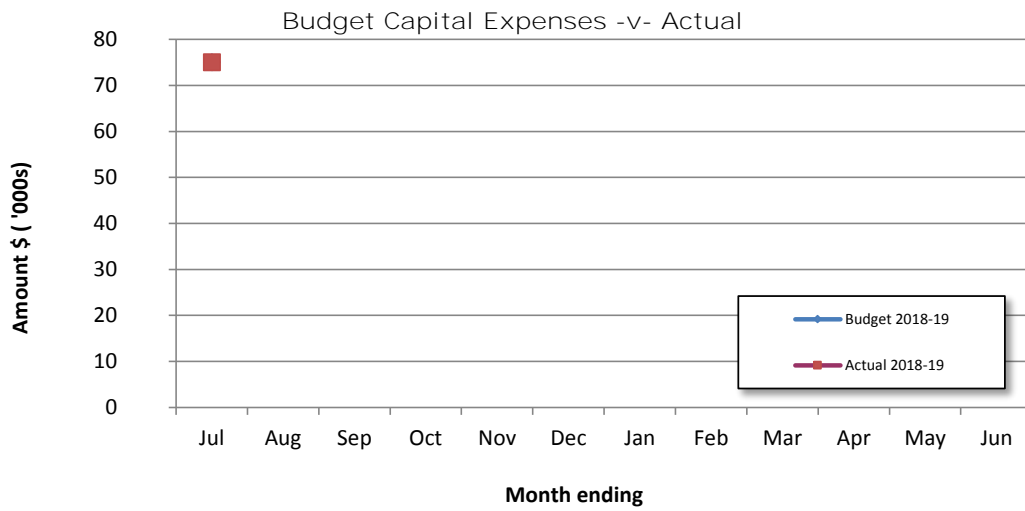
Comments/Notes - Operating Expenses



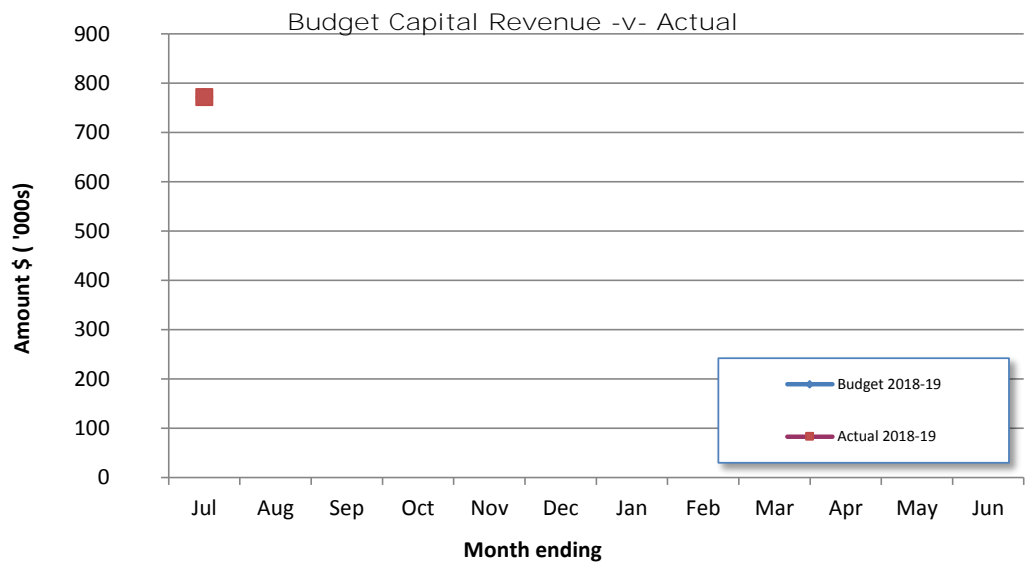
Comments/Notes - Operating Revenues

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

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

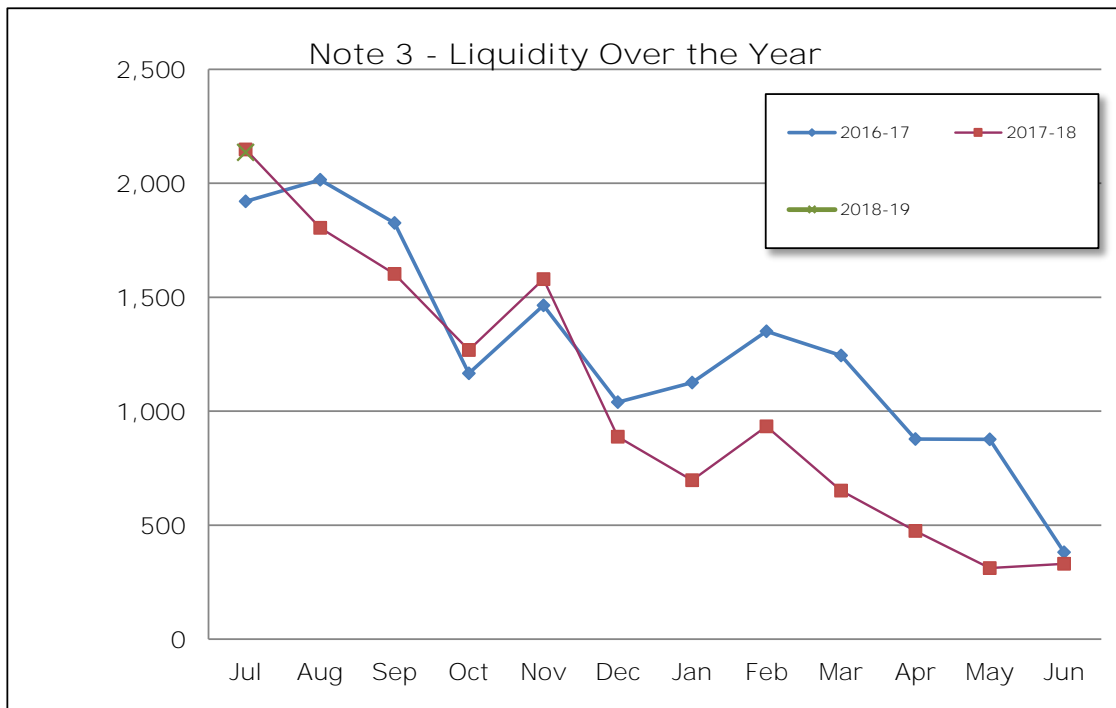


Comments/Notes - Capital Revenues

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

Note 3: NET CURRENT FUNDING POSITION

	Positive=Surplus (Negative=Deficit)		
	2018-19		
	This Month	Last Month	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	656,407	145,664	1,041,874
Cash Restricted	1,973,102	2,689,534	2,162,123
Investments			
Receivables - Rates and Rubbish	1,324,402	14,889	1,266,715
Receivables -Other	178,680	202,187	2,761
Inventories	101,327	101,327	75,112
	4,233,919	3,153,601	4,548,583
Less: Current Liabilities			
Payables	(75,657)	(91,183)	(168,036)
Current Employee Benefits Provision	(49,891)	(49,891)	(70,788)
	(125,548)	(141,074)	(238,824)
Less: Cash Restricted	(1,973,102)	(2,689,534)	(2,162,123)
Net Current Funding Position	2,135,268	322,993	2,147,637



Comments - Net Current Funding Position

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

Note 4: CASH AND INVESTMENTS

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

Comments/Notes - Investments

Shire of Wyalkatchem Monthly Investment Report

For the Period Ended 31 July 2018

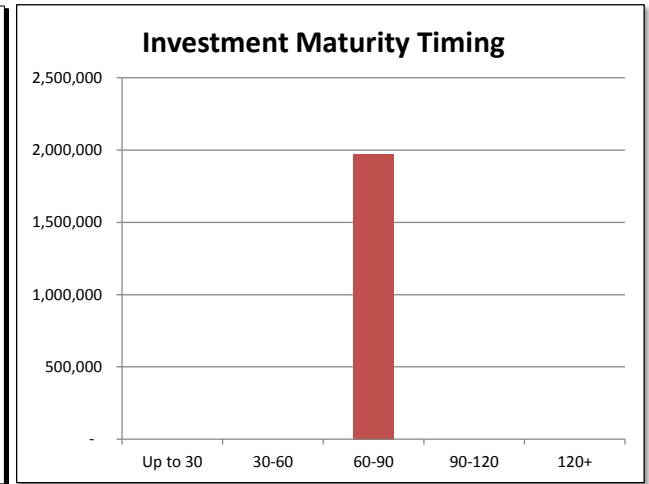
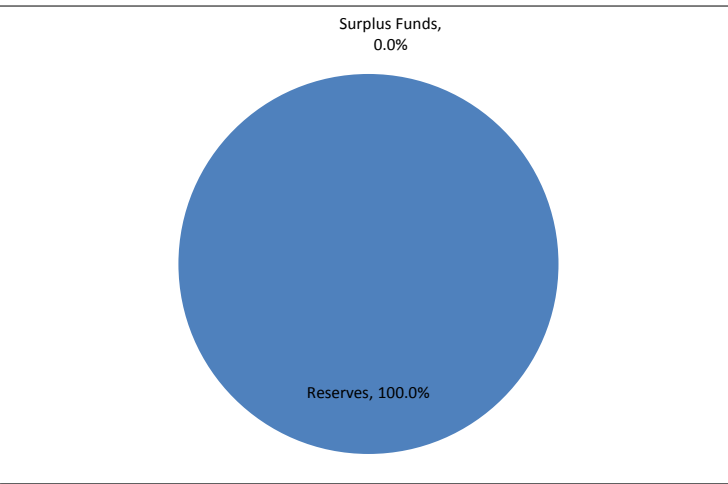
Note 4A: CASH INVESTMENTS

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

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

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

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



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

Note 5: MAJOR VARIANCES

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

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

Note 5: MAJOR VARIANCES

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

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

Note 5: MAJOR VARIANCES

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

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance		AMENDED	YTD			
		ANNUAL	BUDGET	ACTUAL	VARIANCE	COMMENTS
		BUDGET				
5.5.1 RATE REVENUE						
1031031	Pre Paid Rates	0	0	(34,106)	(34,106)	These are rates for 2018/19 that were pre-paid in the 2017/18 financial year. It is assumed that if about the same amount are pre-paid in June 2019 for next year that the closing balance as at 30 June 2019 will be \$0.
5.5.2 OPENING FUNDING SURPLUS(DEFICIT)						
	Opening Surplus	122,000	122,000	322,993	200,993	As per reasons in June 2018 8.2.1 agenda item note 5
5.5.3 DEPRECIATION						

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

Note 6: BUDGET AMENDMENTS

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

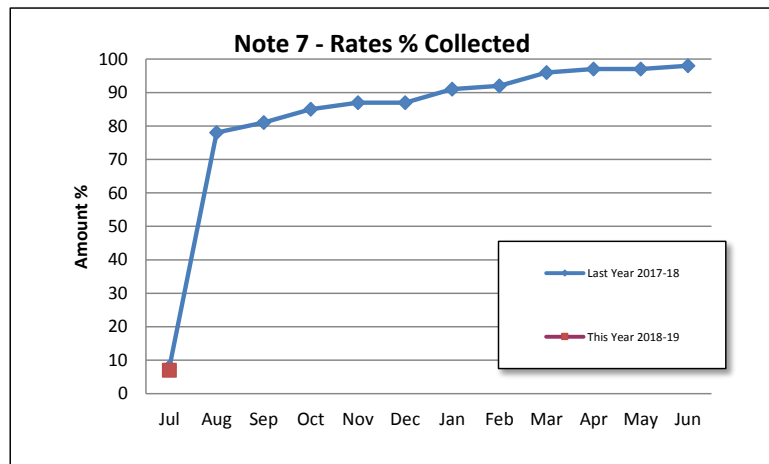
GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption			\$	\$	\$	\$
				0	0	0	0
	Closing Funding Surplus (Deficit)			0	0	0	0

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

Note 7: RECEIVABLES

Receivables - Rates and Rubbish

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



Comments/Notes - Receivables Rates and Rubbish

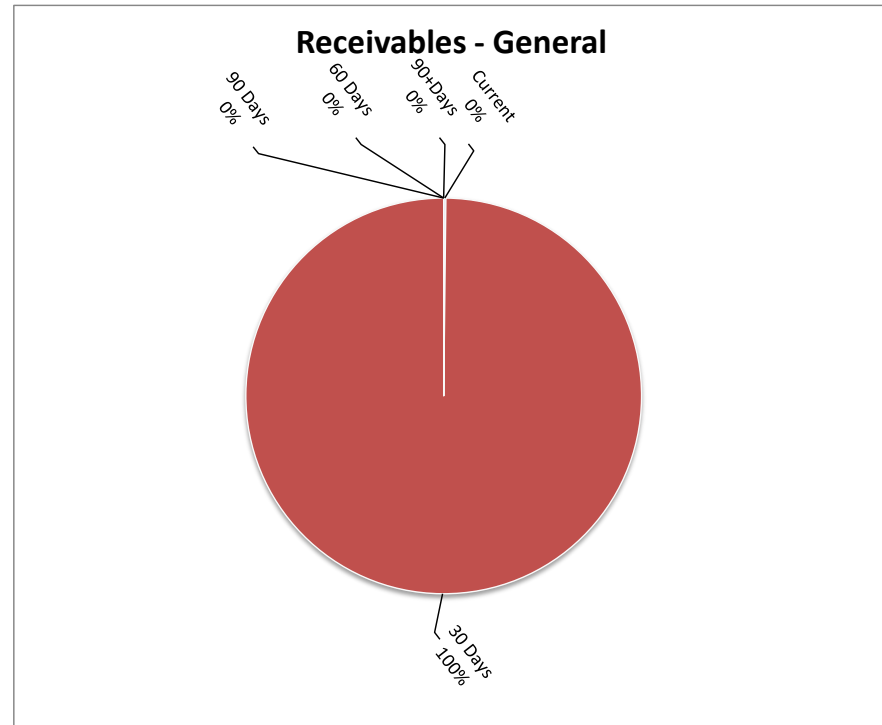
Rates Levied Includes: Rates \$1,126,489; ESL Levy \$33,556; Rural Health Levy \$14,570; Refuse Collection \$98,571

Receivables - General

Current	30 Days	60 Days	90 Days	90+Days
\$	\$	\$	\$	\$
320	178,360	0	0	0
				178,680

Total Outstanding

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

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

Note 8: GRANTS AND CONTRIBUTIONS

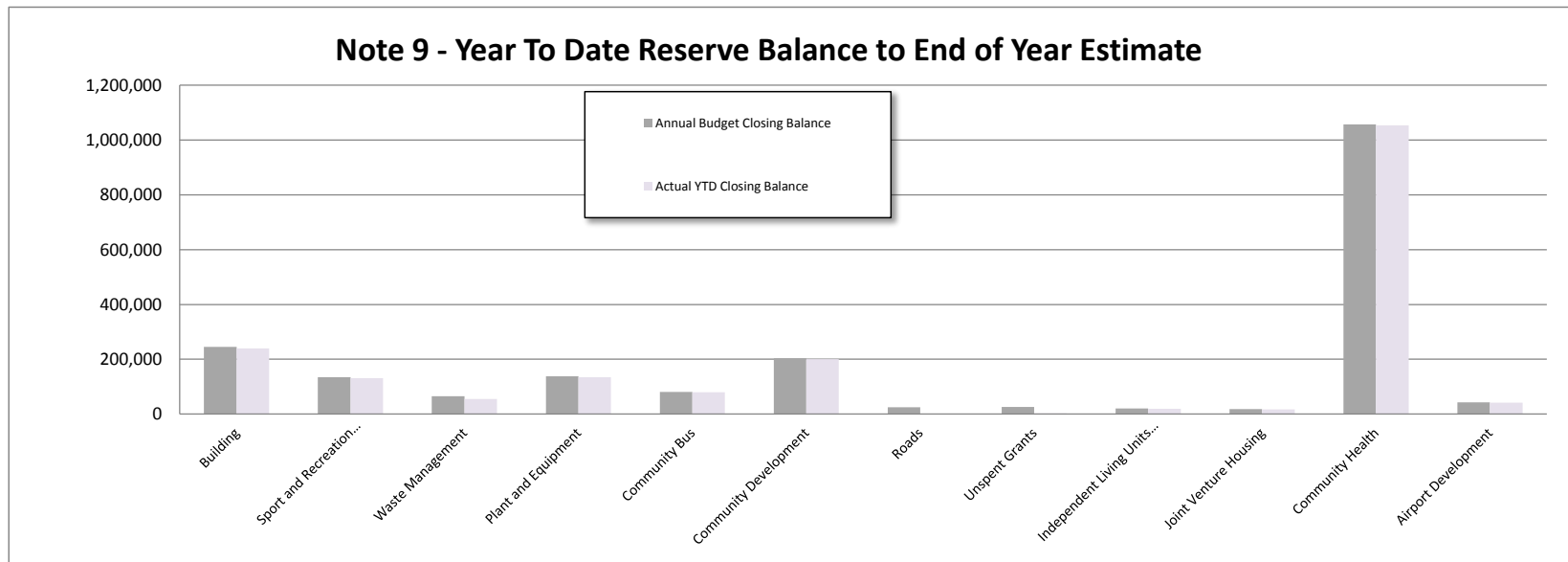
Program/Details GL	Provider	Approval Yes No (Yes/No)	2018-19 Budget \$	Variations Additions (Deletions) \$	Revised Grant \$	Recoup Status		Estimated Receival Dates
						Received \$	Not Received \$	
GENERAL PURPOSE FUNDING								
Financial Assistance Grant	State Government	Yes	502,514	0	502,514	0	502,514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

Comments - Grants and Contributions

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

Note 9: Cash Backed Reserve

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



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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

Comments - Capital Disposal

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

Comments - Capital Acquisitions

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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

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

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

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

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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

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

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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

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

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

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

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

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

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

Note 11: TRUST FUND

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

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

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

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

SUPPLEMENTARY INFORMATION: INFORMATION ON BORROWINGS

(a) Debenture Repayments

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

(b) Credit Standby Arrangements

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

RECONCILIATION OF BANK ACCOUNTS

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

A/R Aging Summary As at 31 July 2018

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

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

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

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

That Council resolve the following:

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

Appendices:

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

Background:

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

Comment:

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

Municipal Account

Total Payments July 2018	\$318,436
Total Payments July 2017	\$490,070
Variance \$	-\$171,634
Variance %	-35%
Percentage paid by EFT July 2018	99.27%
Percentage paid by Cheque July 2018	0.73%
Percentage of Wyalkatchem based Suppliers July 2018 (excluding wages, bank fees, loan payments and utilities providers)	13%
Percentage of suppliers used where no Wyalkatchem based option is available July 2018	87%
Dollar Value spent with Wyalkatchem based Suppliers July 2018	\$32,752

Trust Account – Working

No transactions

Reserve Account

No transactions

Consultation:

Taryn Dayman Chief Executive Officer

Statutory Environment:

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

Policy Implications:

Relates to Policy Number GP2 – Purchasing Policy.

Financial Implications:

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

Strategic Plan/Risk Implications:

There are no strategic implications relative to this item.

Voting Requirements Simple Majority

Council Decision Number: 107/2018

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

That Council resolve the following:

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

CARRIED 5/0

Shire of Wyalkatchem
Payment Listing
As of July 31, 2018

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

Shire of Wyalkatchem
Payment Listing
As of July 31, 2018

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

Shire of Wyalkatchem
Payment Listing
As of July 31, 2018

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

CERTIFICATION OF CHIEF EXECUTIVE OFFICER

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

Taryn Dayman, Chief Executive Officer

CERTIFICATION OF CHAIRMAN

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

Cr Quentin Davies, Chairman



Statement for

NAB Business Visa

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

Cardholder Details

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

Transaction record for: MR IAN JAMES MCCABE

Date	Amount AS	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
29 May 2018	\$100.00	RURAL HEALTH WEST NEDLANDS	E041226 - SUBSCRIPTIONS Rural health west				74564458148
31 May 2018	\$16.31	PP*WYLIEWHERE WYALKATCHEM	E105135 - CEMETERY Loxin anchors for furniture				74766188150
4 Jun 2018	\$20.00	GIDGEE CONVENIENCE GIDGEGANNUP	E144020 FUEL WYLIE 010618				05211020713
4 Jun 2018	\$299.00 \$2,000.00	HARVEY NORMAN ONLINE HOMEBUSH WEST	E042095 STAFF FAREWELL McCabe gift				74564458152
8 Jun 2018	Cr \$82.30	WYLIE COMMUNITY MEAT WYALKATCHEM	E042095 STAFF FAREWELL McCabe Farewell dinner				05170215859
12 Jun 2018	\$85.00	PAYPAL *ALCOLIMITBR 4029357733	E041212 OCC HEALTH & SAFETY Breather user Recalibration				74766188162
12 Jun 2018	\$102.00	CANCER COUNCIL WA5100 SUBIACO	E042020 PUBLIC RELATIONS Biggest morning tea donation				74564728162
13 Jun 2018	\$155.00	ACMA BELCONNEN	E051055 OTHER FIRE PREVENTION ACMA Licence Renewal				03120746301
14 Jun 2018	\$945.00	RECKON LTD NORTH SYDNEY	E041218 COMPUTER Reckon annual Licence Renewal				04104012099
22 Jun 2018	\$18.35	PP*WYLIEWHERE WYALKATCHEM	E041218 COMPUTER 10m Network Cable				74766188172
28 Jun 2018	\$9.00	CARD FEE	E041221 CREDIT CARD June 2018				74557048179
Total for this period	\$3,522.96	\$1831.96 Cr.	Totals				

179/21/01/M03628/S010641/021281

Employee declaration

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

Cardholder signature: Ian McCabe Date: 13/07/2018



Your Local Fuel Distributor

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

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

** TAX INVOICE **

ABN: 29384905038
SHIRE OF WYALKATCHEM
PO BOX 224
WYALKATCHEM 6485

30/06/2018

PAGE: 1
SHIRW

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

E & OE



Your Local Fuel Distributor

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

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

** TAX INVOICE **

ABN: 29384905038
 SHIRE OF WYALKATCHEM
 PO BOX 224
 WYALKATCHEM 6485

30/06/2018

PAGE: 2
 SHIRW

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

Total Discount 11.84


GST Incl in Total 1,503.13

Total excl. GST 15,031.27

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

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

8.2.3 FINANCIAL MANAGEMENT– AMENDMENT TO 2018/2019 ANNUAL BUDGET

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

SUMMARY:

That Council resolve the following:

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

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

Appendix:

There is no attachment to this report.

Background:

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

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

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

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

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

Comment:

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

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

Consultation:

Claire Trenorden, Manager Corporate Services

Cr Quentin Davies, Shire President Shire of Wyalkatchem

Statutory Environment:

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

Policy Implications:

Council Policy GP37 Plant & Vehicle Replacement

Financial Implications

An overall increase in expenditure of \$91.

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

Strategic Plan/Risk Implications

There are no Strategic/Risk Implications relative to this item

Voting Requirements Absolute Majority

Council Decision Number: 108/2018

Moved: Cr Butt

Seconded: Cr Metcalfe


That Council resolve the following:

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

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

CARRIED 5/0

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

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

SUMMARY:

That Council resolve the following:

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

Appendix:

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

Background:

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

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

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

Comment:

The objectives of NEWROC are:

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

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

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

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

Consultation:

Caroline Robinson – NEWROC Executive Officer

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

Statutory Environment:

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

Policy Implications:

There are no Policy Implications relative to this item

Financial Implications

NEWROC annual contributions

Strategic Plan/Risk Implications

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

Voting Requirements Simple Majority

Council Decision Number: 109/2018

Moved: Cr Gamble

Seconded: Cr Metcalfe

That Council resolve the following:

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

CARRIED 5/0

MEMORANDUM OF UNDERSTANDING

July 2018 – June 2020

SHIRE OF KOORDA

AND

SHIRE OF MT MARSHALL

AND

SHIRE OF MUKINBUDIN

AND

SHIRE OF NUNGARIN

AND

SHIRE OF TRAYNING

AND

SHIRE OF WYALKATCHEM

CONTENTS

1.	DEFINITIONS.....	1
2.	RECITALS.....	1
3.	NAME	1
4.	REGIONAL PURPOSES	2
5.	OBJECTIVES.....	2
6.	THE COUNCIL	2
	i) Appointment of members.....	2
	ii) Tenure of members of NEWROC	3
	iv) Tenure of Chair and Deputy Chair.....	3
	v) Role of Chair	3
	vi) Role of Deputy Chair.....	4
	vii) Role of members of NEWROC Council.....	4
	viii) Role of CEO of NEWROC	4
7.	FINANCIAL CONTRIBUTIONS	5
	i) Annual contributions	5
	ii) Capital contributions	5
	iv) Late Payment	5
8.	PROJECTS	5
	i) Requirements	5
	ii) Project Plan to be Prepared	6
	iii) Contents of a Project Plan	6
	iv) Participants to be given Project Plan.....	6
	v) Election to Participate in Project.....	6
	vii) Review of Project Plan.....	7
	viii) Project Participants to be Bound	7
	x) Division of Assets	7
	xi) Division of Liabilities	7
	xii) Indemnification by Project Participants of NEWROC.....	7
9.	TERM AND TERMINATION	8
	i) Winding up by Agreement.....	8
	ii) Extension of Agreement.....	8
	iii) Term of Agreement	8
	iv) Division of assets.....	8
	v) Division of liabilities	8
10.	WITHDRAWAL OF A PARTICIPANT	8
	i) Withdrawal	8
	ii) When Withdrawal to Take Effect.....	8
	iii) Entitlement or Liability of Withdrawing Participant.....	8
	iv) Participants May be Required to Pay Distribution.....	8
11.	ADMITTING NEW MEMBERS.....	9
12.	BORROWINGS	9
13.	DISPUTE RESOLUTION	9
	i) Dispute	9
	ii) Arbitration	9
	iii) Legal Representation.....	9
14.	INTERPRETATION.....	10
	i) Interpretation	10
	ii) Headings and footnotes	10
	iii) Time	10
15.	AMENDMENT TO MEMORANDUM OF AGREEMENT.....	10
16.	SCHEDULE ONE	11

EXECUTED by the Parties 11

17. SCHEDULE TWO **14**

Regional Purposes 14

AGREEMENT

THIS MEMORANDUM OF UNDERSTANDING (MoU)

BETWEEN

SHIRE OF KOORDA of Allenby Street, KOORDA, Western Australia

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

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

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

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

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

1. DEFINITIONS

In this Memorandum of Understanding unless the context requires otherwise;

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

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

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

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

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

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

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

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

2. RECITALS

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

3. NAME

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

Notes:

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

4. REGIONAL PURPOSES

The Regional Purposes for which NEWROC is established are to:

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

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

Notes:

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

5. OBJECTIVES

The objectives of NEWROC shall be:

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

6. THE COUNCIL

i) Appointment of members

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

Note:

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

ii) Tenure of members of NEWROC

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







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

Note:

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

iii) Election of Chair and Deputy Chair

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

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

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

iv) Tenure of Chair and Deputy Chair

The Chair and Deputy Chair hold office until:

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

v) Role of Chair

The Chair:

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

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

Notes:

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

vi) Role of Deputy Chair

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

The Deputy Chair may perform the functions of Chair if;

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







vii) Role of members of NEWROC Council

A member of the NEWROC Council:

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

viii) Role of CEO of NEWROC

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

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

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

The role of the CEO is to:







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

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

7. FINANCIAL CONTRIBUTIONS

i) Annual contributions

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

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

ii) Capital contributions

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

iii) Manner of Payment

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

iv) Late Payment

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

8. PROJECTS

i) Requirements

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

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

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

Note:

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

ii) Project Plan to be Prepared

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

iii) Contents of a Project Plan

A Project Plan should include:

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

iv) Participants to be given Project Plan

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

v) Election to Participate in Project

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

vi) Project Participants

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

vii) Review of Project Plan

As soon as practicable NEWROC shall:

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

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

viii) Project Participants to be Bound

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

ix) Winding Up of Project

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

x) Division of Assets

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

xi) Division of Liabilities

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

xii) Indemnification by Project Participants of NEWROC

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

9. TERM AND TERMINATION

i) Winding up by Agreement

The Participants may, by agreement, wind up NEWROC.

ii) Extension of Agreement

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

iii) Term of Agreement

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

iv) Division of assets

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

v) Division of liabilities

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

10. WITHDRAWAL OF A PARTICIPANT

i) Withdrawal

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

ii) When Withdrawal to Take Effect

Withdrawal will take effect as from 30 June next following.

iii) Entitlement or Liability of Withdrawing Participant

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

iv) Participants May be Required to Pay Distribution

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

11. ADMITTING NEW MEMBERS

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

Note:

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

12. BORROWINGS

NEWROC is not permitted to borrow funds.

Notes:

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

13. DISPUTE RESOLUTION

i) Dispute

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

ii) Arbitration

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

iii) Legal Representation

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

14. INTERPRETATION

i) Interpretation

In this Memorandum of Understanding unless the context requires otherwise:

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

ii) Headings and footnotes

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

iii) Time

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

15. AMENDMENT TO MEMORANDUM OF AGREEMENT

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

Note:

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

16. SCHEDULE ONE

EXECUTED by the Parties

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

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

President

Chief Executive Officer

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

President

Chief Executive Officer

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

President

Chief Executive Officer

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

President

Chief Executive Officer

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

President

Chief Executive Officer

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

President

Chief Executive Officer

17. SCHEDULE TWO

Regional Purposes

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

1. Cooperation

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

2. Strategy and Governance

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

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

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

3. Tourism Coordination

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

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

To support tourism activities through NEWTravel

3. Resource Sharing

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

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

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

4. Economic and Community Building

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

These opportunities can include, but not limited to:

- 👉 Business and economic innovation and diversification

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

5. Health and Community Services

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


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

6. Environment

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

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

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

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

SUMMARY:

That Council resolve the following:

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

Appendix:

There is no attachment to this item.

Purpose of this report

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

Our Purpose

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

Summary of Key Performance Indicators of the Chief Executive Officer:

The Key Performance Indicators of the previous incumbent were:

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

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

Comment:

Calendar:

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

Management:

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

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

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

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

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

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

Council commitments in August include:

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

Consultation:

Community, Staff and Council

Statutory Environment:

There is no direct statutory environment relevant to this issue.

Policy Implications:

There is no direct Council Policy relative to this report.

Financial Implications

There is no direct financial implication relative to this item.

Strategic Plan/Risk Implications

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

Voting Requirements Simple Majority

Council Decision Number: 110/2018

Moved: Cr Holdsworth

Seconded: Cr Gamble


That Council resolve the following:

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

CARRIED 5/0

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

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

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

SUMMARY:

That Council resolve the following:

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

Appendix

Appendix 1 – Local Emergency Management Arrangements Progress Report July 2018

Emergency Services

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

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

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

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

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

Health and Safety

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

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

Governance

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

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

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

Statutory Environment:

Local Government Act 1995

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Bush Fires Act 1954

Bush Fires Regulations 1954

Policy Implications:

There is no Council Policy relative to this report.

Financial Implications

There are no financial implications relative to this item.

Strategic Plan/Risk Implications

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

Consultation: Nil

Voting Requirements Simple Majority

Council Decision Number: 111/2018

Moved: Cr Holdsworth

Seconded: Cr Butt

That Council resolve the following:


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

CARRIED 5/0

LEMA Progress Report: July 2018

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

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

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

SUMMARY:

That Council resolves the following:

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

Appendix/Appendices: There is no attachment to this report

Comment:

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

Food Premises and Public Buildings Inspections:

Nil

Local Public Health Planning:

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

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

Private Swimming Pools Information Request:

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

Wastewater Treatment Plant (WWTP):

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

Consultation:

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

Statutory Environment:

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

Policy Implications:

There is no Council Policy relative to this issue.

Financial Interest:

There are no Financial Implications relative to this issue.

Voting Requirements: Simple Majority

Council Decision Number: 112/2018

Moved: Cr Butt


Seconded: Cr Holdsworth

That Council resolves the following:

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

CARRIED 5/0

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

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

SUMMARY:

That Council resolve the following:

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

Appendix: NIL

Comment:

Consultation:

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

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

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

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

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

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

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

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

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

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

Consultation:

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

Statutory Environment:

There is no statutory environment relevant to this issue

Policy Implications:

There is no Council Policy relative to this report.

Voting Requirements: Simple Majority

Council Decision Number: 113/2018

Moved: Cr Holdsworth


Seconded: Cr Gamble

That Council Resolve the Following

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

CARRIED 5/0

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

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

SUMMARY:

That Council resolve the following:

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

Appendix: NIL

Comment:

There was no major activity in Property in June.

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

There were no project or strategic duties in July.

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

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

In July Council property hired out included

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

Consultation:

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

Statutory Environment:

There is no statutory environment relevant to this issue

Policy Implications:

There is no Council Policy relative to this report.

Voting Requirements Simple Majority

Council Decision Number: 114/2018

Moved: Cr Butt

Seconded: Cr Metcalfe

That Council resolve the following:

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

CARRIED 5/0

9. Motions of which previous notice has been given

Nil

10. Questions by members of which due notice has been given

Nil

11. New business of an urgent nature introduced by the presiding person

Nil

Voting Requirement: Absolute Majority

Council Decision Number: 115/2018

Moved: Cr Holdsworth

Seconded: Cr Butt

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

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

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

(a) a matter affecting an employee or employees;

(b) the personal affairs of any person;

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

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

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

(i) a trade secret

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


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

CARRIED 5/0

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

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

12.1 CONFIDENTIAL ITEM – VARIATION TO CHIEF EXECUTIVE OFFICER CONTRACT

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

SUMMARY:

That Council resolve the following:

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

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

Council Decision Number: 116/2018

Moved: Cr Holdsworth

Seconded: Cr Metcalfe

Change to Officers recommendation

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

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

That Council resolve the following:

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

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

Vote: 5/0

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

That Council Resolve the Following:

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

CARRIED 5/0

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

13. Closure of Meeting:

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



North Eastern Wheatbelt Regional Organisation of Councils
Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

/

Council Meeting

Tuesday 28 August 2018

Meeting held at the Shire of Koorda
Council Chambers
Cnr Allenby & Haig Streets
KOORDA

MINUTES

NEWROC Vision Statement

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

www.newroc.com.au

CONTENTS

<u>1. OPENING AND ANNOUNCEMENTS</u>	5
<u>2. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE</u>	5
2.1. ATTENDANCE	5
2.2. APOLOGIES.....	5
2.3. REQUESTS FOR LEAVE OF ABSENCE	6
2.4. DECLARATIONS OF INTEREST AND DELEGATIONS REGISTER.....	6
2.5. DECLARATIONS OF INTEREST	6
2.6. DELEGATIONS REGISTER – AUGUST 2018	6
<u>3. PRESENTATIONS</u>	6
3.1. LINDA VERNON – WHEATBELT WAY	6
3.2. JULIET GRIST – WILL PRESENT AT THE START OF AGENDA ITEM 6.1.....	8
<u>4. MINUTES OF MEETINGS</u>	8
4.1. MINUTES OF ORDINARY MEETINGS	8
4.1.1. MINUTES OF ORDINARY MEETING OF NEWROC COUNCIL – 26 JUNE 2018	8
4.1.2. BUSINESS ARISING FROM NEWROC COUNCIL MEETING	8
4.2. MINUTES OF EXECUTIVE COMMITTEE MEETINGS	8
4.2.1. NEWROC EXECUTIVE COMMITTEE MEETING – 24 JUNE 2018	8
4.2.2. BUSINESS ARISING FROM THE NEWROC EXECUTIVE MEETING	9
4.2.2.2 AC VOLTAGE NETWORK REDUCTION	9
<u>5. FINANCIAL MATTERS</u>	10
5.1. LIST OF INCOME AND EXPENDITURE	10
<u>6. MATTERS FOR DECISION</u>	12
6.1. NEWROC STRATEGIC PLANNING	14
6.2. TELECOMMUNICATIONS PROJECT	16
6.3. NEWROC MoU.....	18
6.4. REGIONAL SUBSIDIARY	19
<u>7. EMERGING NEWROC ISSUES AS NOTIFIED, INTRODUCED BY DECISION OF THE MEETING</u>	21
<u>8. WALGA ZONE ISSUES</u>	22
<u>9. OTHER MATTERS</u>	23
9.1. COMMUNITY RESOURCE CENTRE’S	23
9.2. THANK YOU – NEWROC EO.....	23
<u>10. MEETING SCHEDULE</u>	24
<u>11. CLOSURE OF MEETING</u>	24



ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> 👉 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) 👉 Council reviews NEWROC project priorities 	Council
March	<ul style="list-style-type: none"> 👉 WDC attendance to respond to NEWROC project priorities 👉 Submit priority projects to WDC, Regional Development and WA Planning 👉 Discussion regarding portfolios vs projects, current governance structure 👉 Group insurance discussion 	Executive
April	<ul style="list-style-type: none"> 👉 NEWROC Budget Preparation 👉 Review NEWTRAVEL Tourism Officer Contract - expires June 2018 	Council
May	<ul style="list-style-type: none"> 👉 NEWROC Draft Budget Presented 👉 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2019) 👉 Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend 	Executive
June	👉 NEWROC Budget Adopted	Council
July		Executive
August	👉 Information for Councillors pre-election	Council
September		Executive
October	👉 NEWROC CEO and President Handover	Council
November	<ul style="list-style-type: none"> 👉 NEWROC Induction of new Council representatives (every other year) 👉 Review NEWROC MoU (every other year) 	Executive
December	👉 NEWROC Drinks	Council

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC Chair Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem (November 2017 – November 2019)

Shire of Koorda

Shire of Mukinbudin

Shire of Trayning

NEWROC PROJECTS - Activity Running Sheet

NEWROC PRIORITY PROJECT	DETAILS	PROGRESS	RESPONSIBLE
Renewable Energy	Business Case	Business Case Quote requested and will include in 18/19 Budget	David Burton
IT Services	Investigation	Presentation to Executive at May Executive meeting	John Nuttall
Roads Contracting to MRWA	Investigation		Paul Sheedy
Advocacy of Education	Advocacy		David Burton
Telecommunications – contemporary and future focused	Advocacy		

ADDITIONAL COLLABORATION	Progress as at March 2018
1. Regional Road Construction Group	Ongoing discussions
2. Align waste contracts amongst members Regional Waste Site	Avon Waste presentations completed, individual waste reports to members
3. Youth Officer / Youth programs	
4. Art in the Wheatbelt (art on silo's and adding value to Wheatbelt Way)	Concept supported in Aug 2015, needs further progression with Wheatbelt Way
5. Records Management and Disposal	Presentation by IT Vision Shire of Dowerin presentation conducted
6. Group insurance	To be discussed in 2018 – Discussed, decision not to pursue (July 2018)

NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Ordinary Meeting of Council held at the Shire of Koorda Council Chambers, Koorda on Tuesday 28 August 2018 commencing at 2:03pm.

MINUTES

1. OPENING AND ANNOUNCEMENTS

The Chair, Cr Davies declared the meeting open at 2:03pm and welcomed guests and Councillors to the meeting.

2. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1. Attendance

Elected Members

Cr Quentin Davies	Delegate	NEWROC Chair, President, Shire of Wyalkatchem
Cr Ricky Storer	Delegate	President, Shire of Koorda
Cr Tony Sachse	Delegate	President, Shire of Mt Marshall
Cr Gary Shadbolt	Delegate	President, Shire of Mukinbudin
Cr Eileen O'Connell	Delegate	President, Shire of Nungarin
Cr Melanie Brown	Delegate	President, Shire of Trayning
Cr Rachel Kirby	Observer	Councillor, Shire of Mt Marshall
Cr Bev Palmer	Observer	Councillor, Shire of Nungarin
Cr Marlon Hudson	Observer	Councillor, Shire of Trayning
Cr Steve Gamble	Observer	Councillor, Shire of Wyalkatchem

Local Government Officers

Taryn Dayman	CEO, Shire of Wyalkatchem
David Burton	CEO, Shire of Koorda
Dirk Sellenger	CEO, Shire of Mukinbudin
Adam Majid	CEO, Shire of Nungarin
Paul Sheedy	Acting CEO, Shire of Trayning
Lana Foote	Deputy Chief Executive Officer, Shire of Koorda

NEWROC Officers

Dannelle Foley	NEWROC Executive Officer
----------------	--------------------------

Guests

Linda Vernon	Tourism Officer, NEWTravel	(2.03pm – 2.39pm)
Juliet Grist	Rural and Regional Economic Solutions	(2.03pm – 3.20pm)

2.2. Apologies

John Nuttall	CEO, Shire of Mt Marshall
Cr Nick Gillett	Deputy President, Shire of Mt Marshall
Caroline Robinson	NEWROC Executive Officer
Anne Banks McAllister	WALGA

2.3. Requests for Leave of Absence

Caroline Robinson requested a leave of absence for the meeting, directly to Cr Davies.
 Approved.

2.4. DECLARATIONS OF INTEREST AND DELEGATIONS REGISTER

2.5. Declarations of Interest

Declaration By (i.e. Cr B Example)	Shire (i.e. Shire of Barley Leaf)	Agenda Item #	Type and details of Interest (i.e. financial)
Cr Brown	Shire of Trayning	6.2 Telecomms.	Land provided for a Crisp Wireless tower

2.6. Delegations Register – August 2018

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

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

Cr Davies welcomed Councillors to their first NEWROC meeting, Cr Davies also extended a welcome to Lana Foote and Paul Sheedy.

3. PRESENTATIONS

3.1. Linda Vernon – Wheatbelt Way

Cr Davies welcomed Linda to the meeting and invited her to present to the group.

Linda has been presenting the successes of NEWTRAVEL and the Wheatbelt Way annually to the NEWROC group.

In 2017 there were 5383 people across the Wheatbelt Way who stayed an average 1.75 nights within the six local government caravan parks across the Wheatbelt Way.

Estimated stay has increased from 1.5 nights to 1.7. This is good news for the group as this is one of their target goals.

Average spend is on the increase. Linda highlighted the need to look at the economics of the tourism dollar. Linda currently quotes the \$94.00 a night for the self contained traveller, this figure has been quoted for about 10 years. Possible project for the NEWROC/NEWTRAVEL to pursue.

The APP went live in November and replaces the guide book. The book will phased out over the next couple of years. The Android APP was released later than the Apple version. 303 versions have been downloaded. 9878 impressions (people who have looked at the APP).

Issues and restrictions are being experienced with city travellers being Vodaphone, Optus and other providers other than Telstra customers. Wi-Fi in Caravan Parks could attract campers to the Caravan Parks instead of the free camp grounds. Education is currently underway to address this issue.

Currently NEWTRAVEL is working with WEROC, CW Visitors Centre and ROEROC for the Wheatbelt Weekends promotion. It is a very beneficial collaborative campaign saving significant money and getting wonderful exposure. Explore the colourful Wheatbelt is the caption being promoted.

A goal is to get accommodation providers online. Funding opportunities are limited so there was no ability to build an online system themselves. Third Party Online Booking information was researched on behalf of the Shires and the information provided. Dowerin, Mt Marshall and Westonia have all adopted the technology and currently offering online bookings and payments.

Going Forward:

- 1) Increase length of stay by one more night.
- 2) NEWTRAVEL will adopted a new constitution
 - a. Business Focus (moving away from just LG members)
- 3) Working with Shires to upgrade sites
 - a. Wildflower signage
 - b. Wheatbelt birds
 - c. Welcome Entry Signs to WBW
- 4) Marketing (key focus)
 - a. Social Media training for locals – workshops being held in Dowerin and Mukinbudin on 22 and 23 October.
 - b. Paid new marketing videos for 2019-2020 marketing

Comments / Questions

- 🐦 Cr Storer asked about auditing current facilities – Linda informed the group that two quotes were received and it would cost approximately \$5000 per caravan park.
- 🐦 Cr Sachse suggested that Vending Machines be investigated to assist in solving some of the food availability issues in some of the towns – could this be investigated?
- 🐦 Linda informed the meeting that Shires' up North have opened their recreation centres for caravaners to get them to spend more money in town. It is believed that the closer travellers are to town the more money they will spend when visiting.

Linda left the meeting at 2.39pm.

Juliet is undertaking some work for another tourism organisation and has some valuable information in this space that could be of benefit. This included collecting data from visitors by using 'ping' data from their mobile phone. Through this data you could track where the visitor is from, how long they stay in the region and if they revisit.

3.2. Juliet Grist – will present at the start of agenda item 6.1

4. MINUTES OF MEETINGS

4.1. Minutes of Ordinary Meetings

4.1.1. Minutes of Ordinary Meeting of NEWROC Council – 26 June 2018

Minutes of the meeting held 26 June 2018 have previously been circulated.

RESOLUTION:

That the Minutes of the NEWROC Meeting of Council held on 26 June 2018, with the addition of Anne Banks McAllister as an attendee be confirmed as a true and correct record of proceedings.

Moved Cr O’Connell

Seconded Cr Storer

Carried 6/0

RESOLUTION:

That the Minutes of the NEWROC Meeting of Council held on 26 June 2018, with the addition of Anne Banks McAllister as an attendee and Cr Marlon Hudson title corrected be confirmed as a true and correct record of proceedings.

Moved Cr O’Connell

Seconded Cr Storer

Carried 6/0

Note: The officer recommendation was amended to include a change to Cr Hudson’s title in the list of attendees. Cr Hudson was listed as the Deputy President, needs to be amended to Councillor.

4.1.2. Business Arising from NEWROC Council meeting

4.2. Minutes of Executive Committee Meetings

4.2.1. NEWROC Executive Committee Meeting – 24 June 2018

Minutes of the NEWROC Executive Committee Meeting held on 24 June 2018 have been circulated.

RESOLUTION:

That the Minutes of the NEWROC Executive Committee Meeting held on 24 June 2018, be received.

Moved Cr Shadbolt

Seconded Cr Storer

Carried 6/0

4.2.2. Business Arising from the NEWROC Executive Meeting

4.2.2.2 AC Voltage Network Reduction

Dirk Sellenger has advised the group that the total AC Voltage over the network was recently reduced (several weeks after this was scheduled to take place), allowing for the solar systems in each of the towns on the network to operate more efficiently without continually dropping out as was previously the case. The results at the Shire of Mukinbudin were immediate.

RESOLUTION:

Thanks extended to the Shire of Mukinbudin for following this issue up and the information is received.

Moved Cr O'Connell

Seconded Cr Sachse

Carried 6/0

5. FINANCIAL MATTERS

5.1. List of Income and Expenditure

PORTFOLIO:	Corporate Capacity
FILE REFERENCE:	42-2 Finance Audit and Compliance
REPORTING OFFICER:	Caroline Robinson, Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	22 August 2018
ATTACHMENT NUMBER:	Nil
CONSULTATION:	Dannelle Foley
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENTS

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

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

Date	Description	Reference	Credit	Debit	Gross
NEWROC Funds #5557					
Opening Balance			125,796.60	0.00	0.00
01 Jul 2018	Bendigo Bank	Interest Received	16.55	0.00	16.55
01 Jul 2018	Bendigo Bank	Bank Charges	0.00	2.00	(2.00)
02 Jul 2018	Payment: Digit Books Pty Ltd	D1G1T Subscription Inv 13115	0.00	50.00	(50.00)
10 Jul 2018	Payment: Byfields	Byfields - Inv 477882	0.00	330.00	(330.00)
10 Jul 2018	Payment: Extra Mile Writing Services	Extra Mile Writing Inv 3574 (NEWROC and LG Health Plans)	0.00	496.60	(496.60)
10 Jul 2018	ATO	BAS	0.00	2,729.00	(2,729.00)
11 Jul 2018	ATO	BAS Refund	563.70	0.00	563.70
11 Jul 2018	ATO	BAS Refund	22,043.00	0.00	22,043.00
23 Jul 2018	Payment: RAMBLA ON SWAN PTY LTD	Rambla on Swan - LGW Dinner	0.00	2,250.00	(2,250.00)
23 Jul 2018	Payment: Koorda Book Club	Koorda Book Club - Literary Luncheon	0.00	600.00	(600.00)
Total NEWROC Funds #5557			22,623.25	6,457.60	16,165.65
Closing Balance			141,962.25	0.00	0.00
Total			22,623.25	6,457.60	16,165.65

Profit and Loss Report to the 31 July 2018

Profit & Loss - updated
NEWROC
For the month ended 31 July 2018
Cash Basis

	Jul-18	YTD
Income		
Interest Received	\$16.55	\$16.55
Total Income	\$16.55	\$16.55
Gross Profit	\$16.55	\$16.55
Less Operating Expenses		
Accounting/Audit fees	\$345.45	\$345.45
Bank charges	\$2.00	\$2.00
Consultancy Fees	\$471.60	\$471.60
EO Travelling Expenses (Accom)	\$65.98	\$65.98
Event / Ceremony Expenses	\$65.98	\$65.98
Expenses for Reimbursement	\$1,913.49	\$1,913.49
Literary Luncheon	\$600.00	\$600.00
Telecommunications Contractor/Services	\$25.00	\$25.00
Total Operating Expenses	\$3,489.50	\$3,489.50
Net Profit	-\$3,472.95	-\$3,472.95

RESOLUTION:

That the income and expenditure and the profit and loss report as at 31 July 2018, as listed, be endorsed.

Moved Cr Shadbolt

Seconded Cr Sachse

Carried 6/0

Note: Updated report presented to delegates at the meeting. Changes were made to allocations to correctly reflect expenses incurred at the LGW dinner. Original report listed below for comparison purposes.

Profit & Loss
NEWROC
For the month ended 31 July 2018
Cash Basis

	Jul-18	YTD
Income		
Interest Received	\$16.55	\$16.55
Total Income	\$16.55	\$16.55
Gross Profit	\$16.55	\$16.55
Less Operating Expenses		
Accounting/Audit fees	\$345.45	\$345.45
Bank charges	\$2.00	\$2.00
Consultancy Fees	\$471.60	\$471.60
Expenses for Reimbursement	\$2,045.46	\$2,045.46
Literary Luncheon	\$600.00	\$600.00
Telecommunications Contractor/Services	\$25.00	\$25.00
Total Operating Expenses	\$3,489.51	\$3,489.51
Net Profit	-\$3,472.96	-\$3,472.96

6. MATTERS FOR DECISION

Juliet presented to the group prior to considering item 6.1.

The information including a briefing note and presentation has been previously circulated to Councillors and CEO's.

The NEWROC Energy network is a highly complex system. Fundamentally COAG Energy Council is in charge of the entire network;

- Generation (Wholesale Energy Market)
- Distribution (Western Power).
- Electricity retailing (Contestable and non contestable clients) – most clients in our region are non contestable
- State AND Federal regulation with global obligations
- Both State and Federal Regulation under review. Reforms will take a long time and both parties are not necessarily talking to each other.
- Rapidly changing technologies

Key factors driving change in the WA Energy landscape:

- New Technologies such as battery storage and electric vehicles with perhaps hydrogen fuelled vehicles to come
- Renewables
- Energy efficiency
- Prosumers (such as aggregation of distributed producers – peer to peer trading)
- Capacity (WA is in excess when it comes to renewable energy)

As part the reform there is a Wholesale Electricity Market reform. Electricity is sold two years and four months in advance. It is currently a constrained market. Old plants are not constrained.

Electricity Network Reform (Western Power) - review of commercial, regulatory and technical framework governing Western Power's electricity network.

Electricity Market Review – this is being undertaken in two phases. Phase 1 is the assessment of strengths and weaknesses of the current industry structure, market institutions and regulatory arrangements and examination of the reform options. Phase 1 identified an urgent need for the industry to reform addressing high and increasing costs. Phase 2 is a detailed design of a set of selected reforms for implementation.

The Australian Energy Market Operator predicts that the reforms won't be completed until 2022.

Western Power are undertaking their own review motivated by future investment requirements into the existing network. The network will require significant updates. They are currently undertaking some trials across the state (demand management, Microgrid, battery storage). Western Power currently receive a \$600 million subsidy to guarantee consumer price. Below is a diagram demonstrating the Western Power Network Evolution;

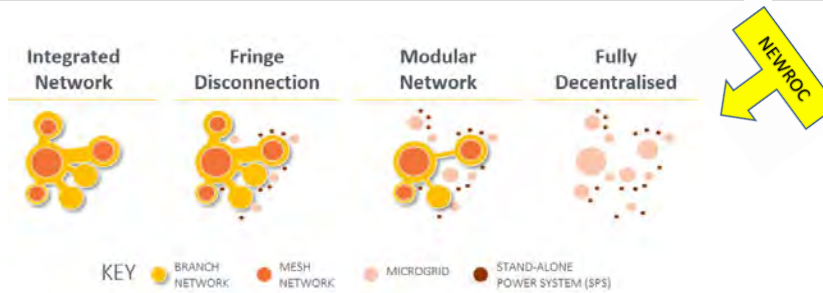


Image Credit – Rural and Regional Economic Solutions

The only option for NEWROC to pursue at the moment would be under the decentralised option.

Micro Grid Features

- Local Generation
- Consumption
- Energy Storage
- Point of Coupling
 - Current 'virtual' trial underway in the Goldfields.

Battery storage costs are predicted to reduce by 50% in the next couple of years. Battery backup can be used to reduce blackouts caused by failure in the long haul transmission lines. Perenjori have successfully completed a battery backup project recently – links to the project for more information:

- <https://westernpower.com.au/energy-solutions/projects-and-trials/perenjori-network-battery/>
- <https://www.youtube.com/watch?v=IQTDeszh-l8>

The Department of Primary Industries and Regional Development (DPIRD) have a specialist energy team headed by Amy Tait. They are very eager to be involved but at the moment are not able to be proactive. The Western Power liaison point is Claire Evans, Senior Government Relations Specialist (08) 9326 6365 or claire.evans@westernpower.com.au

Juliet's recommendation would be to wait primarily due to cost, stay engaged in the conversation but don't spend any money. Western Power are very keen to work with NEWROC as they are working together as a group rather than individually. Western Power have recommended a feasibility study (<https://westernpower.com.au/connections/planning-your-project/feasibility-study/>).

NEWROC have the opportunity to submit a submission to the Economic and Industry Standing Committee enquiry into micro grids – currently being run by Jessica Shore.

Juliet left the meeting at 3.20pm.

6.1. NEWROC Strategic Planning

PORTFOLIO:	Corporate Capacity
FILE REFERENCE:	041-5 Strategic and Future Planning
REPORTING OFFICER:	Caroline Robinson, Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	21 August 2018
ATTACHMENT NUMBER:	#1 - Renewable Energy Briefing Note
CONSULTATION:	David Burton, CEO Shire of Koorda Juliet Grist, Rural and Regional Economics
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The following have been identified as strategic projects and activities for 2018 – 2021.

Projects/Activities for next 2-3 years	Action
Renewable Energy – solar, wind, etc	Business Case
IT Services – shared service for software, hardware and support. Opportunity to share a common platform. Opportunity to provide fee for service to local business as income stream	Business Case
Roads Contracting to MRWA	Business Case
Education delivery in Council facilities	Advocacy
Telecommunications – Contemporary and future focused e.g. 5G	Advocacy
Reserve Projects	
Waste Management	No action at this stage
Trade base in each town/incubators	No action at this stage

Actions since the Executive Meeting:

Energy has been identified as a strategic priority for the NEWROC.

At previous meetings, members have discussed renewable energy and the current state of the industry, gaps, opportunities and infrastructure concerns. Members were yet to determine a direction for the project.

Juliet Grist of Rural and Regional Economics had provided a quote to the NEWROC on pursuing a number of energy business cases. David Burton and Caroline Robinson held a videoconference with Juliet to discuss the quote, so too ideas from the NEWROC and gain a better understanding of where the NEWROC should be heading in regards to energy prior to proceeding with a full business case. During the meeting it was agreed that Juliet meet with Western Power's Grid Manager, Ben Bristow on behalf of the NEWROC as well as a number of other contacts including a few in the Department of Primary Industry and Regional Development. Following these meetings Juliet developed a briefing note for the NEWROC outlining the current state of play for energy, which will help members determine what option best suits the strategic direction of the organisation.

The briefing note is attached for members consideration with an outline of recommendations.

Since the briefing note submission to the NEWROC, DPIRD have advised the Wheatbelt Development Commission that the NEWROC is interested in energy projects.

OFFICER RECOMMENDATION:

That:

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

RESOLUTION:

That:

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

Moved Cr Sachse

Seconded Cr Shadbolt

Carried 6/0

Note: The officer recommendation was amended to include the word 'consider' in item 2.

6.2. Telecommunications Project

PORTFOLIO:	Transport and Infrastructure
FILE REFERENCE:	035-1 Grants General
REPORTING OFFICER:	Caroline Robinson, Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	21 August 2018
ATTACHMENT NUMBER:	#2 NEWROC CW Agreement #3 Project Meeting Minutes
CONSULTATION:	Dirk Sellenger, Shire of Mukinbudin Leigh Ballard – Crisp Wireless
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Connectivity:

- 👉 Cr Brown (Shire of Trayning) has been connected and reports the service is fast and enjoyed by her children, the Trayning Hotel is also connected.
- 👉 Shire of Koorda is connected.

Towers:

- 👉 Dirk Sellenger, Leigh Ballard and Caroline Robinson met informally during Local Government to discuss the location of the tower in the Shire of Mukinbudin. It was agreed that Dirk would speak to a few landowners in the northern area of the Shire to seek out an existing tower which could be used and following this, discuss the options going forward.

An update on general activities:

- 👉 BBRF Acquittal submitted and approved – funding complete
- 👉 Revised Agreement between the NEWROC and Crisp Wireless is attached for review by members. The agreement was developed by Cullen Macleod Lawyers and the structure has been slightly amended to reflect the separation of infrastructure and customer connections. The intended purpose of such a document is to protect the infrastructure and investment by the NEWROC and have clear service standards for customers of Crisp Wireless who reside in the member Shires. At the Executive Meeting in July the CEO's amended Annexure F - minimum amount of income rather than minimum number of customers
- 👉 Project Working Group (John Nuttall, Maree Gooch, Leigh Ballard) met in Perth on Friday 20 July 2018
- 👉 An average of six connections a week are taking place across the district
- 👉 Two agricultural businesses based on the Shire of Trayning and Kellerberrin border have requested access to the network, which the six CEO's agreed to
- 👉 Crisp Wireless has sent through a flyer to promote connections, which all CEO's have received and will publicise through various channels
- 👉 John Nuttall will be meeting with Leigh Ballard and Maree Gooch for a project update at Dowerin Field Day
- 👉 LG Professionals have requested NEWROC present a short session on the telecommunications project at their annual conference on 8 November 2018 at the Crown Hotel. LG Professionals have requested information on the project management side of the telecommunications solution. Caroline is available to present if no other member wants to present.

OFFICER RECOMMENDATION

Information be received

NEWROC continue to support the Shire of Mukinbudin in determining a suitable location for their tower

Crisp Wireless and NEWROC Agreement to be presented to Crisp Wireless and to NEWROC Council for ongoing discussion

NEWROC nominates _____ to present the telecommunications project at the LG Professionals Annual Conference on 8 November

RESOLUTION:

That:

- 1) The information be received;**
- 2) NEWROC continue to support the Shire of Mukinbudin in determining a suitable location for their tower;**
- 3) Crisp Wireless and NEWROC Agreement to be presented to Crisp Wireless and to NEWROC Council for ongoing discussion; and**
- 4) NEWROC nominates John Nuttall to present the telecommunications project at the LG Professionals Annual Conference on 8 November 2018.**

Moved Cr O'Connell

Seconded Cr Storer

Carried 6/0

Note: The officer recommendation was amended to include John Nuttall as the nominee in point 4.

Dirk informed the meeting that he has spoken to a couple of land owners in the North of the Shire and will pass the information onto Leigh Ballard (Crisp Wireless).

6.3. NEWROC MoU

PORTFOLIO:	Corporate Capacity
FILE REFERENCE:	041-5 Strategic and Future Planning
REPORTING OFFICER:	Caroline Robinson, Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	19 July 2018
ATTACHMENT NUMBER:	#4 NEWROC MoU
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The NEWROC MoU for 2018 – 2020 is presented for review and adoption.

Only a few minor amendments have been made and tracked in the original document. Changes have been made to dates and the schedule and Cr Kirby also made some grammar and format amendments since the Executive Meeting in July.

OFFICER RECOMMENDATION

NEWROC MoU be signed by member Councils

RESOLUTION:

That the NEWROC MoU be adopted, signed by member Councils and common seals executed.

Moved Cr Storer

Seconded Cr O'Connell

Carried 6/0

Note: The wording was amended to ensure the MoU was adopted by the NEWROC prior to signing.

6.4. Regional Subsidiary

PORTFOLIO:	Corporate Capacity
FILE REFERENCE:	041-5 Strategic and Future Planning
REPORTING OFFICER:	Caroline Robinson, Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	19 July 2018
ATTACHMENT NUMBER:	Nil
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

Each Executive meeting the CEO's work on elements of the draft NEWROC Regional Subsidiary Charter. Members have already provided input and direction for the Board structure and voting.

The following are for review by the group;

PURPOSE

1.5 Purpose for which the subsidiary is established:

The Subsidiary is established to;

- 1.5.1 assess the possibilities and methodology of facilitating, and to identify funding and revenue opportunities for, a range of services and projects on a regional basis;
- 1.5.2 undertake coordinating, advocacy and representational roles on behalf of its Constituent Councils at a regional level;
- 1.5.3 facilitate and coordinate activities of local government at a regional level related to social, environmental and community development with the object of achieving improvement for the benefit of the communities of its Constituent Councils;
- 1.5.4 develop, encourage, promote, foster and maintain consultation and cooperation and to strengthen the representation and status of local government when dealing with other governments, private enterprise and the community;
- 1.5.5 undertake projects and activities that benefit its region and its communities;
- 1.5.6 implement programs that seek to deliver local government services on a regional basis

ROLE OF THE EXECUTIVE OFFICER

- 4.1 The Board shall appoint an Executive Officer to manage the business of the Subsidiary on terms agreed between the Executive Officer and the Board
- 4.2 The Executive Officer is responsible to the Board for the execution of decisions taken by the Board and for the efficient and effective management of the affairs of the Subsidiary
- 4.3 The Executive Officer shall cause records to be kept of all activities and financial affairs of the Subsidiary in accordance with this Charter, in addition to other duties provided for by this Charter and those specified in the terms and conditions of appointment.
- 4.4 The Board may delegate responsibility for the day to day management of the Subsidiary to the Executive Officer, who will ensure that sound business and human resource management practices are applied in the efficient and effective management of the operations of the Subsidiary

- 4.5 The functions of the Executive Officer shall be specified in the terms and conditions of appointment and shall include but are not limited to:
 - 4.5.1 attendance at all meetings of the Board;
 - 4.5.2 ensuring that the decisions of the Board are implemented in a timely and efficient manner;
 - 4.5.3 providing information to assist the Board to assess the Subsidiary's performance against its Strategic Management and Business Plans;
 - 4.5.4 the employment, management, supervision, direction and dismissal of employees of the Subsidiary
 - 4.5.5 determining the conditions of employment of employees of the Subsidiary within budgetary constraints set by the Board;
 - 4.5.6 providing advice and reports to the Board on the exercise and performance of its powers and functions under this Charter or any Act;
 - 4.5.7 ensuring that the Subsidiary is at all times complying with this Charter or any other Act;
 - 4.5.8 coordinating and initiating proposals for the consideration of the Board including but not limited to continuing improvement of the operations of the Subsidiary;
 - 4.5.9 ensuring that the assets and resources of the Subsidiary are properly managed and maintained;
 - 4.5.10 ensuring that records required under the Act or any other legislation are properly kept and maintained;
 - 4.5.11 ensuring that the Subsidiary's Annual Report is distributed to the Constituent Councils in time to be incorporated in their Annual Reports;
 - 4.5.12 exercising, performing or discharging other powers, functions, delegations or duties conferred on the Executive Officer by or under the Act or any other Act, and performing other functions lawfully directed by the Board; and
 - 4.5.13 achieving financial outcomes in accordance with adopted plans and budgets of the Subsidiary
- 4.6 The Executive Officer may delegate or sub delegate the exercise of any of the Executive Officer's functions to an employee of the Subsidiary, an employee of a Constituent Council, as agreed to by the Chief Executive Officer of a Constituent Council or a person for the time being occupying a particular office or position;
- 4.7 Where a power or function is delegated to an employee, or a person occupying a particular office or position, that employee or person is responsible to the Executive Officer for the efficient and effective exercise or performance of that power or function.
- 4.8 A written record of all delegations and sub delegations must be kept by the Executive Officer at all times.

Discussion at the Executive Meeting:

- 👉 Discussion regarding the proposed delegation from the Regional Subsidiary EO to constituent Councils. What might this look like and also do we want the subsidiary as a truly independent organisation? Members to note this in future discussions

RESOLUTION:

The Purpose and Role of the Executive Officer be adopted for the DRAFT NEWROC Regional Subsidiary Charter.

Moved Cr O'Connell

Seconded Cr Shadbolt

Carried 6/0

Note: Cr Shadbolt requested more information. He was unable to see any point of difference in what is already being undertaken. David Burton clarified that the purpose was to just formalise current undertakings as part of the subsidiary charter.

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

RESOLUTION:

That the late item 7.1 be introduced and discussed at the meeting as presented.

Moved Cr Storer

Seconded Cr Brown

Carried 6/0

7.1. Royal Commission into Child Sexual Abuse

PORTFOLIO:	Corporate Capacity
FILE REFERENCE:	050 - Legislation
REPORTING OFFICER:	David Burton – Shire of Koorda
DISCLOSURE OF INTEREST:	Nil
DATE:	27 August 2018
ATTACHMENT NUMBER:	Royal Commission – WA Govt Response PowerPoint
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENTS

The Royal Commission was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. Broadly, the Royal Commission's aims were to:

- 👉 identify what institutions should do to better protect children;
- 👉 investigate how to improve reporting of and responding to reports of institutional child sexual abuse;
- 👉 eliminate impediments to responding to the abuse; and
- 👉 address the impact of past and future abuse.

The Royal Commission Final Report was released on 15 December 2017 and contained a total of 409 main and sub-recommendations:

- 👉 310 recommendations applicable to the WA Government
- 👉 99 recommendations outside the jurisdiction of the WA Government

Commonwealth, state and territory Governments are to provide an initial response to the Royal Commission recommendations within six months (June 2018) – Recommendation 17.1

Broadly the WA Government has supported the Royal Commission recommendations.

The specific recommendations from the Royal Commission to local government include:

Local Government - With support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:

- 👉 developing child safe messages in local government venues, grounds and facilities
- 👉 assisting local institutions to access online child safe resources
- 👉 providing child safety information and support to local institutions on a needs basis
- 👉 supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.

The attached PowerPoint includes some discussion questions on the above recommendation for local government, however below are a few for discussion at NEWROC;

1. What impact would the designation of child safety officers have within a local government's workforce?
2. What areas of the local government do you believe this designation would occur and how might it benefit and / or be effective in supporting the community?
3. What training, resources and support would be required by the local government to successfully implement designated child safety officers?
4. What would be the most effective method(s) of supporting local government with the implementation of child safety officers?

RESOLUTION:

Submitted for information and discussion.

Moved Cr Storer

Seconded Cr Sachse

Carried 6/0

RESOLUTION:

That NEWROC encourage individual member Local Governments' to consider submissions.

Moved Cr O'Connell

Seconded Cr Sachse

Carried 6/0

8. WALGA ZONE ISSUES

Cr Shadbolt informed the meeting that WALGA are considering including an Economic Development arm within the organisation and believes this would have a positive impact for local governments.

Cr O'Connell informed the meeting that within the next 12 months there will be a change in CEO's at WALGA.

9. OTHER MATTERS**9.1. Community Resource Centre's**

The State Government announced funding would be returned to all Community Resource Centres. Details are yet to be released about the length of the contract.

A media release from WALGA is available here: <https://www.walga.asn.au/News,-Events-and-Publications/Media/Minister-Recognises-Value-of-Community-Centres.aspx>

The Wheatbelt Business Network has continued to meet with State and Federal Government agencies about their engagement and use of Wheatbelt Community Resource Centres. To date multiple meetings have occurred between Caroline Robinson and the WA Electoral Commission, Australian Electoral Commission, WALGA (Anne Banks McAllister and Jodie Holbrook from DLGSC), Census (ABS) and more recently a proposal sent through to DFES.

RESOLUTION:

That a letter of thanks to Caroline Robinson (WBN) and the Shire of Narembeen be sent for the work they contributed to this issue.

Moved Cr Sachse**Seconded Cr Shadbolt****Carried 6/0****9.2. Thank You – NEWROC EO**

Thank you to the NEWROC for inviting me to the NEWROC Dinner. I had a terrific time and also thank you for the day at the LG Conference. I took away some excellent learnings for the NEWROC and new networks.

Cr O'Connell reported that the venue was very suited to the group and the best venue that the dinner has been held at to date.

9.3. Wheatbelt Youth Project

This project is being driven by the Bencubbin Police. Currently Bencubbin, Beacon, Trayning and Koorda are participating. Under the scheme there is a 'Purple Bench Project' which Trayning are pursuing. The students at Trayning Primary School did a presentation to the Trayning Council.

9.4. Regional Road Group Funding

RRG funding allocations were announced yesterday (27/8/18). Cr Storer has received a call from the Shire of Gingin and their allocation is down by \$500,000. Cr Storer would like to encourage Councils to check their allocations and confirm that they are what they expected them to be. Please feed the information back to Cr Storer.

10. MEETING SCHEDULE

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

Note: NEWTRAVEL Social media is scheduled for the 23 October 2018 in Mukinbudin. It was agreed that this would not impact attendees for the NEWROC meeting.

11. CLOSURE OF MEETING

The Chair, Cr Davies thanked everyone for their attendance and closed the meeting at 4.07pm.

Additional information to support the agenda and meeting processes.

Strategic Focus 2016-2021

What will be the core drivers to achieving our vision?

CORE DRIVER 1 - RETAINING AND GROWING OUR POPULATION
Advocating, promoting and marketing our communities as a place to live,
work and visit
Retain and attract populations

**CORE DRIVER 2 - POSITIVE GOVERNMENT RELATIONS AND
ATTRACTING GOVERNMENT FUNDING**
Advocating on behalf of our communities
Having successful and collaborative partnerships
Promoting and engaging in civic leadership
Collaborating and sharing within our region
Maintain member identities while working with each other

How will we achieve our vision?

Helping businesses be innovative, sophisticated and growing

Developing our people (human capital)

Investing in our youth

Being technologically ready and adaptable

Investing in our natural environment

Working together and sharing our resources



**WYALKATCHEM
LOCAL EMERGENCY MANAGEMENT
COMMITTEE
22 AUGUST 2018
MEETING AGENDA**



Date: Wednesday, 22 August 2018

Time: 4:00pm

Venue: Council Chambers, Shire of Wyalkatchem, Honour Avenue

Attendance: Trent Tyler (CBFCO), Glen Metcalfe (Water Corporation and VFRS), Susan Bruse (WDHS), Corinne Graham (Community Home Support Provider), Duncan Jones (SJA), Jay Hammond (SJA), Peter Wood (SJA), Daniel Hendriksen (DFES), Yvette Grigg (DFES), Subin Daniel (WKHS), Jo Spadaccini (DC), Tracey Print (WAPOL), Nathan Eley (WAPOL), Quentin Davies (Shire), Taryn Dayman (Shire), Ella McDonald (Shire)

Apologies: Graeme Keals (Parks and Wildlife), Cliff Simpson (RoadWise), Craig Cooper (CRC), Marcus Reilly (DCBFCO), Paul Casey (Western Power), Owen Garner (VFRS), Emma Holdsworth (VFRS), Colin Fergusson (WDHS), Dr Emmanuel Awogun (Medical Centre)

Guests: Nil

Purpose of Local Emergency Management Committee (LEMC) Meetings

The purpose of the LEMC is to:

- 1.0 Foster effective communication between stakeholders to ensure that emergency management for Wyalkatchem is in place;
- 2.0 Assist the Shire of Wyalkatchem comply with the requirements of the Emergency Management Act.

1.0 Opening of Meeting: 4.04pm

2.0 Apologies

Chair announces apologies – please see list above

3.0 Confirmation of Previous Meeting Minutes (11 April 2018)

Moved – Peter Wood

Seconded – Susan Bruse

The Minutes of the LEMC meeting of 11 April are confirmed.

4.0 Business arising from previous Minutes- Nil

5.0 Stakeholder Reports

Stakeholders to report on relevant activities.

5.1 Bush Fire Brigades –

Trent said there was nothing major to report, no fires since last meeting.

5.2 Volunteer Fire & Rescue Service –

Glen reported on behalf of Owen and Emma. The VRFS have attended eight call-outs since the last LEMC meeting, including three false alarms and three motor vehicle accidents. They are currently working on getting everyone's training up to date – they have scheduled Breathing Apparatus refresher, Draeger chemical suit and structural firefighting courses.

Quentin enquired as to whether the number of jobs completed was average or higher than usual. Glen commented that the motor vehicle accidents were up from “normal” instances.

5.3 St John Ambulance –

Jay reported that they had completed 48 jobs since the last LEMC meeting. They had held their AGM, Jay has been re-elected as their President, Christy Petchell has been elected as their Vice-President and Secretary and Mitchell Everett is now their Treasurer. The construction project in Koorda is nearing completion, with only minor fit-out items to be completed. The donga has been installed at the Wyalkatchem sub-centre and is also very nearly ready to go. Hopefully it will be ready for the field days as they have people staying over in it. Volunteer numbers are up by four, with two new volunteers having come on board in Wyalkatchem (Taryn Dayman and Ella McDonald) and also two new volunteers in Koorda (Tinneil Jellyman and Rod Verlst), bringing the total number of volunteers across the two towns to 19 – 12 in Wyalkatchem and seven in Koorda. Last year (July 2017 – June 2018) the sub-centre completed 131 jobs, which is a slight increase on the previous year in which they completed 126 jobs.

Duncan added that for the Dowerin Field Days event next week, they will have 10 staff and four ambulances stationed on. For the first time this year they will have an ambulance on stand-by for the bump-in and bump-out days.

5.4 Police –

Tracey reported that they had acquired a defibrillator thanks to the local St John Ambulance sub-centre. Constable Nathan Eley has recently completed land search training, meaning he is now able to coordinate a land search. The Wyalkatchem Police have also recently obtained a generator, a gazebo and some emergency lighting (that can be run off of the generator) in order to help with emergency management. They are hopefully trading in their sedan vehicle in November/December this year for a vehicle with off-road capability.

Tracey reported that there was a department within WAPOL working on up-to-date mapping of areas, but as everyone is wanting the maps at the moment, there is a bit of wait for them. Tracey enquired about a resource list, Ella responded that there was one included.

5.5 District High School –

Susan reported that it was business as usual at the school. They have been asked to resubmit their Bushfire plan. The school's firebreaks have been checked and they are in order.

5.6 Wyalkatchem Koorda Health Service –

Subin reported that due to government reform, the hospital is named the "Wyalkatchem Koorda Health Service". It has been business as usual at the hospital. Staff have completed fire and evacuation training, this training was well attended with 95% of staff having completed it. Events included one false fire alarm and a major trauma case from Koorda – four casualties were received and treated at the same time, this event was managed well by the hospital.

There will be an official opening ceremony at the hospital on 14 November, after all the renovations have been completed. Corinne added that they are also celebrating the hospital's centenary, and they are combining the celebrations.

5.7 Shire of Wyalkatchem –

Taryn reported that she had met with representatives from the Water Corporation regarding changes to the Standpipe infrastructure which may affect bushfire capabilities. The Water Corporation is looking at introducing five different categories for standpipes. For local governments to access exemptions from services fees and charges, they will need to lock up the standpipe sites to ensure they are not used for commercial purposes. Taryn will keep the LEMC updated as more information comes in.

Ella reported that she had met with a representative from the Department of Biodiversity, Conservation and Attractions (Parks and Wildlife service) early in June to discuss the suitability of the Elliott Nature Reserve (Corner of Elsegood and McNee Roads) for installation of two water tanks for the purpose of emergency water supply for bushfires. The response had come back positive, and the Shire is awaiting formal approval from DBCA. We may need to look at applying for a grant as the budgeted amount is not enough to complete the project.

5.8 Department of Communities –

Jo reported that the Department is still working on the local welfare plans. The State Welfare Plan is still with the State Emergency Management Committee and once it has passed, the changes to the local welfare plans will be completed. The Department is holding evacuation centre training in Bruce Rock in September.

5.9 Water Corporation –

Glen reported that it was business as usual at the Water Corporation. Glen had noticed that in other towns (not in Wyalkatchem), there were a few fire hydrants that were not compliant/not usable. It is the responsibility of the local town brigade (VFRS) to ensure these are serviced, etc. He will be discussing it with his VFRS colleagues.

5.10 Main Roads –

No report this meeting.

5.11 Roadwise –

No report this meeting.

5.12 DFES, Area Officer –

Daniel reported it had been reasonably quiet of late. His main focus has been finalising training within the region in preparation for the fire season. Susan asked about the forecast for the season ahead and Daniel responded that due to the amount of rain we have been having, fuel loads would be higher and therefore the season is predicted to be a little busier than usual. However, the same circumstances have been applied the last couple of years and we have had unusually quiet seasons, so it is hard to predict what will happen.

5.13 DFES, District Emergency Management Advisor –

Yvette reported that due to State Government reform, the Office of Emergency Management no longer exists and she is now employed by DFES. Her role is the same and service provision will continue on as is.

5.14 Wyalkatchem CRC

No report this meeting.

5.15 Community Home Support Provider

Corinne reported that due to government reform, "HACC" no longer exists and she is now known as a Community Home Support Provider. The scheme has improved, in that people are now assessed and if they are found eligible, they are given a package that provides them with services, all funded by the federal government. She has noticed that lately there have been a number of falls in patient's homes, she would like to explore options for funding for people to obtain personal alarms.

6.0 General Business

6.1 Risk Project Overview and recap

Ella gave a brief explanation on the work done on the risk project update – this will be distributed to LEMC members for their own perusal.

6.2 LEMA Review

A detailed review was undertaken of the draft document. Alterations will be completed and a final draft will be presented to LEMC in October for endorsement.

7.1 Meeting Schedule 2018

- Wednesday, 17 October 2018

8.0 Status Report

Task No.	Task	Responsible Person	Comment	% Complete	Last update
1.	Training requirements for FCO's and Volunteers	AO CFCO	Bushfire policy is being updated. "Recommended that all those attending a fire have at a minimum completed the 'introduction to bush firefighting'. DFES offer training for FCO's and BFB volunteers Upon inspection 11/10/17 – (refer policy EP2) – suggest developing the policy to reflect the above. For discussion at BFAC		August 2018: All policies to be reviewed in near future. Daniel will be rolling out training and BFB members will be encouraged to attend.
2.	Health certification for Volunteers	AO CFCO	Bushfire policy being updated to include "Maintain a reasonable standard of physical fitness" "To advise of any health condition that may impede their abilities at a fire" "FCO's responsibility to ensure those at fire front are of good enough health" If not then delegate to other tasks" FCO's are aware of their responsibilities with regards to this.		August 2018: All policies to be reviewed in the near future.
3.	Assessment of Shire Weather Station to ensure continuity	AO MCS	Weather station requires replacement as it is irreparable – quotes to be obtained, hoping to replace in near future.		4/4/18 Data 3 to look at communications/receivers

4.	Inspect water standpipes and water tanks pre and post fire season. Ensure watersupplies have fittings suitable for fire appliances	MOW CFCO DCFCO	Were checked June 2016 Negotiations are ongoing with Water Corp regarding the tundish & RPZ installations to standpipes. Trevor negotiating with water corp to use washings for watering lawns. Shire to place on works schedule for action		August 2018: Water Corp reviewing standpipe program. All to be checked prior to fire season.
----	------------------------------------------------------------------------------------------------------------------------------------	----------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	----------------------------------------------------------------------------------------------------

9.1 Meeting Closed at: 6.20pm

9.2 Next Meeting: Wednesday 17 October 2018

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

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

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

	Note	Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a) 3	Var. % (b) - (a) / (b) 3	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		2,000	0	0	(0)	(100.0%)	
General Purpose Funding		565,548	136,134	143,665	7,531	5.2%	
Law, Order and Public Safety		39,486	8,496	77	(8,419)	(10876.7%)	
Health		57,105	0	0	0		
Education and Welfare		0	0	0	0		
Housing		85,986	11,046	11,618	572	4.9%	
Community Amenities		107,388	104,623	106,626	2,003	1.9%	
Recreation and Culture		6,817	936	901	(35)	(3.9%)	
Transport		278,034	54,350	51,491	(2,859)	(5.6%)	
Economic Services		14,870	1,378	1,266	(112)	(8.9%)	
Other Property and Services		20,247	3,375	37,280	33,905	90.9%	▲
Total (Excluding Rates)		1,177,481	320,338	352,924	32,585	9.2%	
Operating Expense							
Governance		(293,087)	(37,848)	(35,083)	2,765	7.9%	
General Purpose Funding		(67,929)	(10,522)	(9,784)	737	7.5%	
Law, Order and Public Safety		(118,942)	(28,679)	(28,296)	382	1.4%	
Health		(317,241)	(46,393)	(46,325)	68	0.1%	
Education and Welfare		(44,794)	(28,040)	(28,649)	(610)	(2.1%)	
Housing		(246,030)	(66,005)	(70,463)	(4,458)	(6.3%)	
Community Amenities		(203,241)	(33,874)	(39,626)	(5,753)	(14.5%)	
Recreation and Culture		(755,294)	(110,882)	(106,515)	4,367	4.1%	
Transport		(1,631,370)	(271,895)	(275,628)	(3,733)	(1.4%)	
Economic Services		(111,990)	(21,165)	(22,082)	(917)	(4.2%)	
Other Property and Services		(39,062)	(6,510)	8,896	15,407	(173.2%)	
Total		(3,828,980)	(661,811)	(653,555)	8,256		
Funding Balance Adjustment							
Add back Depreciation		1,237,985	215,331	218,846	3,515	1.6%	
Adjust (Profit)/Loss on Asset Disposal	10	30,971	(36,364)	(36,364)	0	0.0%	
Movement in Deferred Pensional Rates (Non-Current)				0	0		
Movement in Accrued Salaries and Wages				0	0		
Movement in Employee Benefit Provisions				0	0		
Adjust Provisions and Accruals				0	0		
Net Operating (Ex. Rates)		(1,382,543)	(162,506)	(118,150)	44,356		
Capital Revenues							
Proceeds from Disposal of Assets	10	102,844	36,364	36,364	0	0.0%	
Non-Operating Grants		495,566	0	0	0		
Proceeds from New Debentures		0	0	0	0		
Proceeds from Sale of Investments					0		
Proceeds from Advances					0		
Self-Supporting Loan Principal		6,908	1,134	1,134	0	0.0%	
Transfer from Reserves	9	741,042	770,445	770,445	0	0.0%	
Total		1,346,361	807,943	807,943	0		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	10	(222,000)	(13,787)	(13,787)	0	0.0%	
Plant and Equipment	10	(329,256)	(52,604)	(52,604)	0	0.0%	
Furniture and Equipment	10	(25,000)	0	0	0		
Infrastructure Assets - Roads	10	(520,080)	0	0	0		
Infrastructure Assets - Other	10	(35,000)	0	0	0		
Purchase of Investments					0		
Repayment of Debentures		(56,086)	(10,143)	(10,143)	0	0.0%	
Advances to Community Groups					0		
Transfer to Reserves	9	(107,579)	(54,013)	(54,013)	0	0.0%	
Total		(1,295,001)	(130,546)	(130,546)	0		
Net Capital		51,360	677,397	677,397	0		
Total Net Operating + Capital		(1,331,183)	514,891	559,247	44,356		
Rate Revenue		1,289,113	1,289,113	1,239,950	(49,163)	(4.0%)	
Opening Funding Surplus(Deficit)		122,000	122,000	236,294	114,293	48.4%	▲
Closing Funding Surplus(Deficit)	3	79,931	1,926,005	2,035,490	109,486	5.4%	

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

	Note	Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a) 3	Var. % (b) - (a) / (b) 3	
Operating Revenues		\$	\$	\$	\$	%	
Grants, Subsidies and Contributions	8	888,639	190,975	186,247	(4,728)	(2.5%)	
Profit on Asset Disposal	10	5,247	875	36,364	35,489	97.6%	▲
Fees and Charges		228,446	119,297	126,292	6,995	5.5%	
Interest Earnings		55,149	9,192	4,021	(5,171)	(128.6%)	
Other Revenue		0	0	0	0		
Total (Excluding Rates)		1,177,481	320,338	352,924	32,585		
Operating Expense							
Employee Costs		(1,090,989)	(165,832)	(145,416)	20,415	14.0%	
Materials and Contracts		(1,140,808)	(174,131)	(182,641)	(8,511)	(4.7%)	
Utilities Charges		(177,742)	(20,624)	(19,338)	1,286	6.6%	
Depreciation (Non-Current Assets)		(1,237,985)	(215,331)	(218,846)	(3,515)	(1.6%)	
Interest Expenses		(15,623)	62	62	(0)	0.7%	
Insurance Expenses		(129,614)	(85,957)	(87,376)	(1,419)	(1.6%)	
Loss on Asset Disposal	10	(36,219)	1	0	(1)	100.0%	
Other Expenditure		0	0	0	0		
Total		(3,828,980)	(661,811)	(653,555)	8,256		
Funding Balance Adjustment							
Add Back Depreciation		1,237,985	215,331	218,846	3,515	1.6%	
Adjust (Profit)/Loss on Asset Disposal	10	30,971	(36,364)	(36,364)	0	0.0%	
Movement in Deferred Pensional Rates (Non-Current)				0	0		
Movement in Accrued Salaries and Wages					0		
Movement in Employee Benefit Provisions					0		
Adjust Provisions and Accruals					0		
Net Operating (Ex. Rates)		(1,382,543)	(162,506)	(118,150)	44,356		
Capital Revenues							
Grants, Subsidies and Contributions	8	495,566	0	0	0		
Proceeds from Disposal of Assets	10	102,844	36,364	36,364	0	0.0%	
Proceeds from New Debentures					0		
Proceeds from Sale of Investments					0		
Proceeds from Advances					0		
Self-Supporting Loan Principal		6,908	1,134	1,134	0	0.0%	
Transfer from Reserves	9	741,042	770,445	770,445	0	0.0%	
Total		1,346,361	807,943	807,943	0		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	10	(222,000)	(13,787)	(13,787)	0	0.0%	
Plant and Equipment	10	(329,256)	(52,604)	(52,604)	0	0.0%	
Furniture and Equipment	10	(25,000)	0	0	0		
Infrastructure Assets - Roads	10	(520,080)	0	0	0		
Infrastructure Assets - Other	10	(35,000)	0	0	0		
Purchase of Investments			0	0	0		
Repayment of Debentures		(56,086)	(10,143)	(10,143)	0	0.0%	
Advances to Community Groups					0		
Transfer to Reserves	9	(107,579)	(54,013)	(54,013)	0	0.0%	
Total		(1,295,001)	(130,546)	(130,546)	0		
Net Capital		51,360	677,397	677,397	0		
Total Net Operating + Capital		(1,331,183)	514,891	559,247	44,356		
Rate Revenue		1,289,113	1,289,113	1,239,950	(49,163)	(4.0%)	
Opening Funding Surplus(Deficit)		122,000	122,000	236,294	114,293	48.4%	▲
Closing Funding Surplus(Deficit)	3	79,931	1,926,005	2,035,490	109,486	5.4%	

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

1. SIGNIFICANT ACCOUNTING POLICIES

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

- (a) **Basis of Accounting**
This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).
- (b) **The Local Government Reporting Entity**
All Funds through which the Council controls resources to carry on its functions have been included in this statement.

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

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

- (c) **Rounding Off Figures**
All figures shown in this statement are rounded to the nearest dollar.
- (d) **Rates, Grants, Donations and Other Contributions**
Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.
- (e) **Goods and Services Tax**
In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.
- (f) **Cash and Cash Equivalents**
Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

Mandatory Requirement to Revalue Non-Current Assets

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

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

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

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

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

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

Land under Control

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Fixed Assets (Continued)

Initial Recognition

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

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

Revaluation

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

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

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

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

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

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

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

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

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

Transitional Arrangement

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Fixed Assets (Continued)

Early Adoption of AASB 13 - Fair Value Measurement

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

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

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

Land Under Roads

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

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

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

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

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

(j) Depreciation of Non-Current Assets

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

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

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

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

Capitalisation Threshold

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

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

GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

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

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(r) STATEMENT OF OBJECTIVE (Continued)

EDUCATION AND WELFARE

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

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

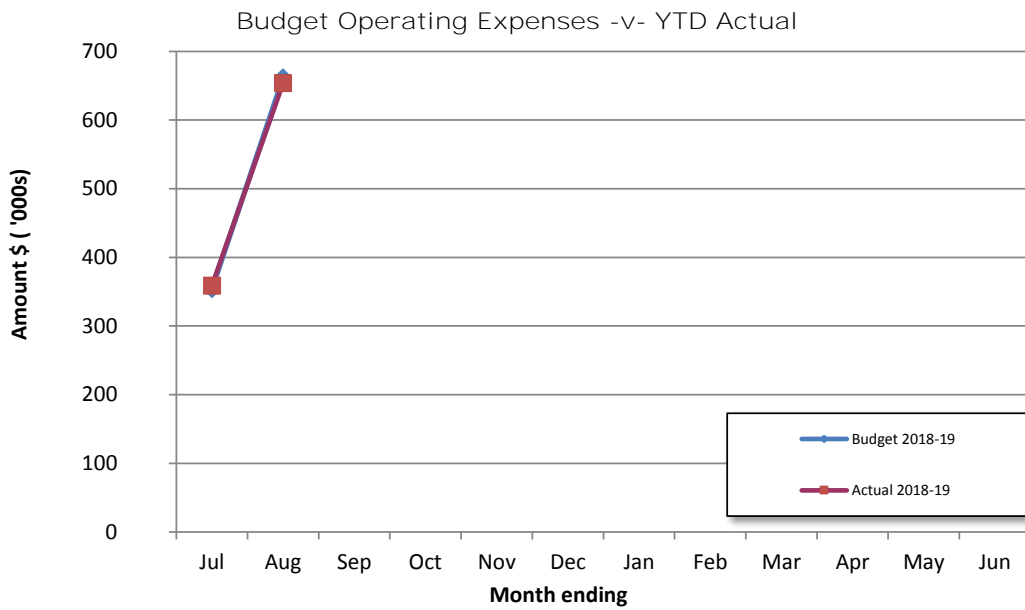
OTHER PROPERTY & SERVICES

Private works carried out by council and indirect cost allocation pools.

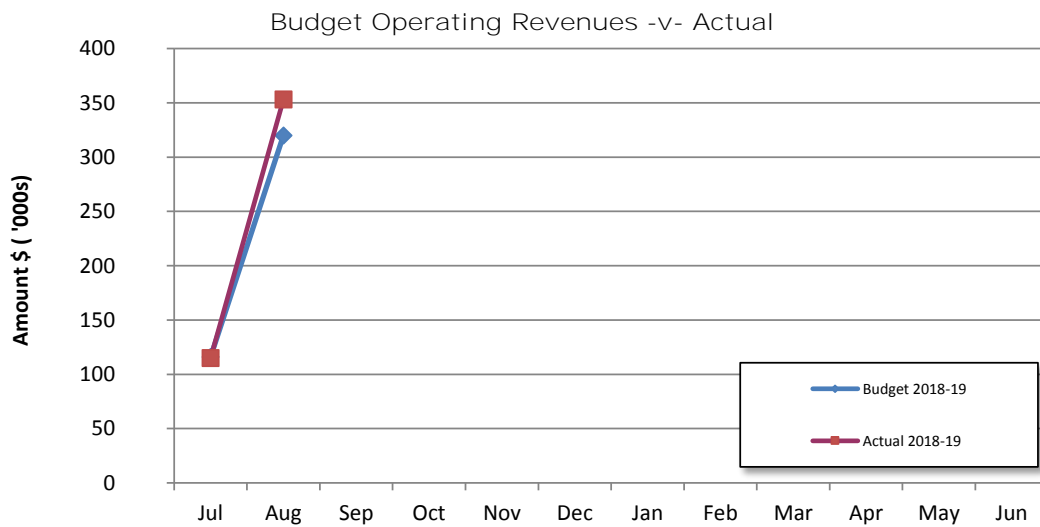
Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

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

Note 2 - Graphical Representation - Source Statement of Financial Activity



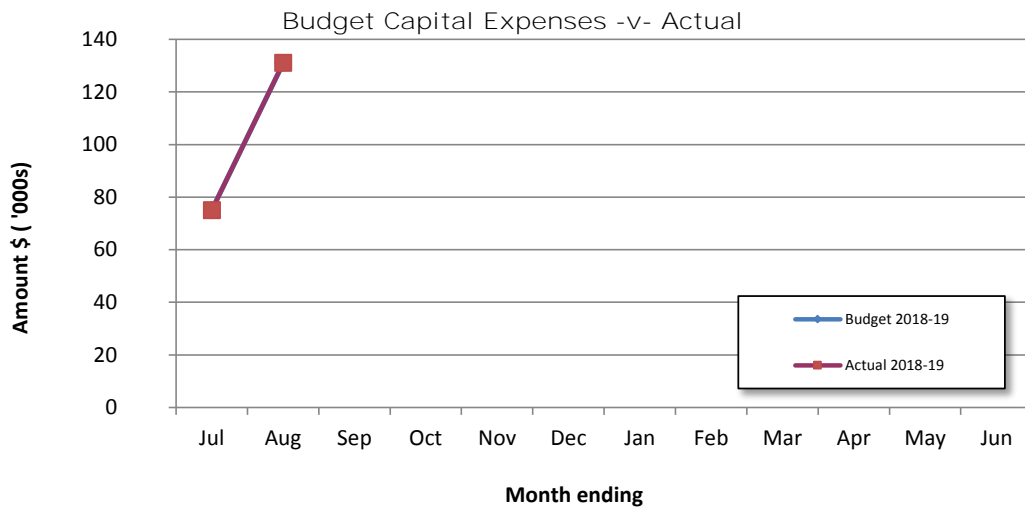
Comments/Notes - Operating Expenses



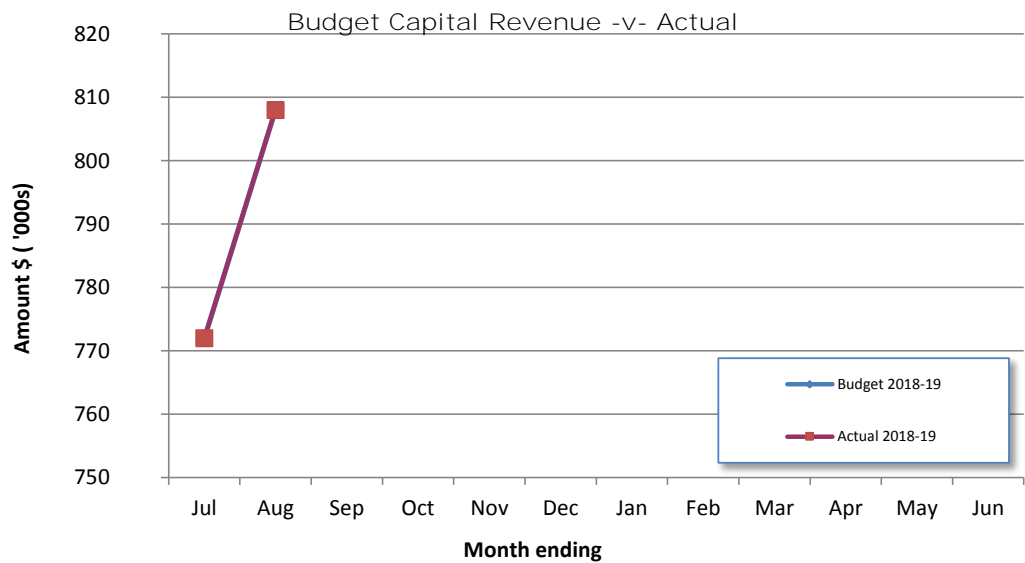
Comments/Notes - Operating Revenues

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

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

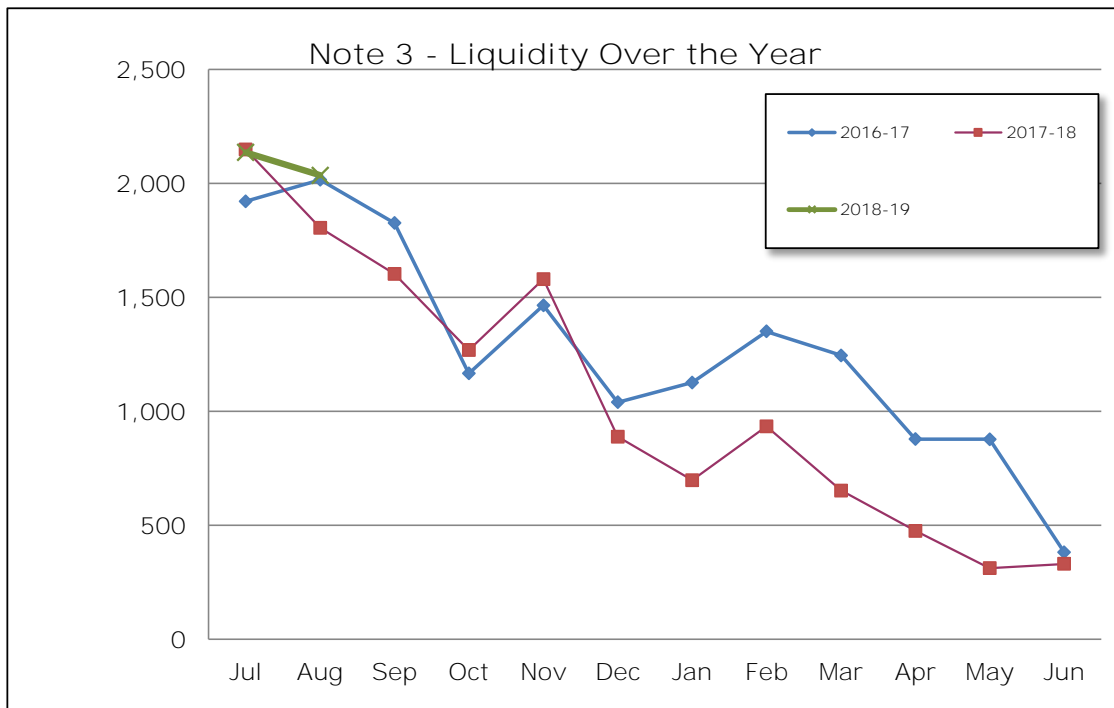


Comments/Notes - Capital Revenues

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

Note 3: NET CURRENT FUNDING POSITION

	Positive=Surplus (Negative=Deficit)		
	2018-19		
	This Month	Last Month	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	1,573,203	656,407	1,618,588
Cash Restricted	1,973,102	1,973,102	2,162,123
Investments			
Receivables - Rates and Rubbish	339,090	1,324,402	297,659
Receivables -Other	172,224	178,680	4,405
Inventories	81,602	101,327	82,435
	4,139,222	4,233,919	4,165,210
Less: Current Liabilities			
Payables	(64,679)	(75,657)	(128,660)
Current Employee Benefits Provision	(65,952)	(49,891)	(70,788)
	(130,630)	(125,548)	(199,448)
Less: Cash Restricted	(1,973,102)	(1,973,102)	(2,162,123)
Net Current Funding Position	2,035,490	2,135,268	1,803,639



Comments - Net Current Funding Position

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

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
At Call - Municipal	0.05%	1,572,903				1,572,903	NAB	Call
At Call - Working	0.01%			6,257		6,257	NAB	Call
(b) Term Deposits								
Reserves	2.45%		1,973,102			1,973,102	NAB	19/10/2018
Surplus Funds	0.00%				0	0	NAB	
(c) Investments								
Total		1,572,903	1,973,102	6,257	0	3,552,262		

Comments/Notes - Investments

Shire of Wyalkatchem Monthly Investment Report

For the Period Ended 31 August 2018

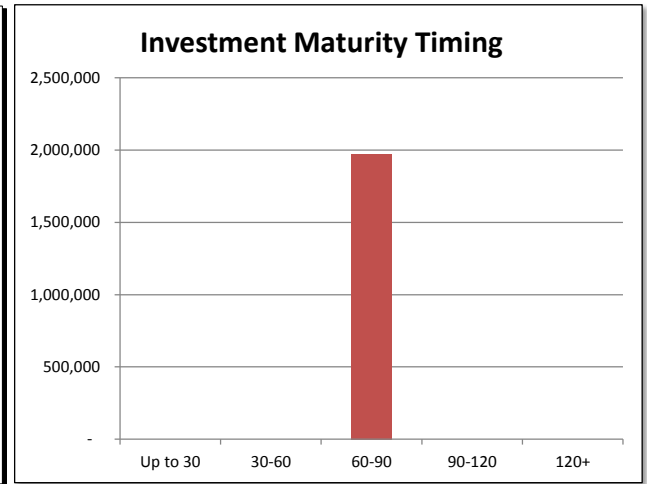
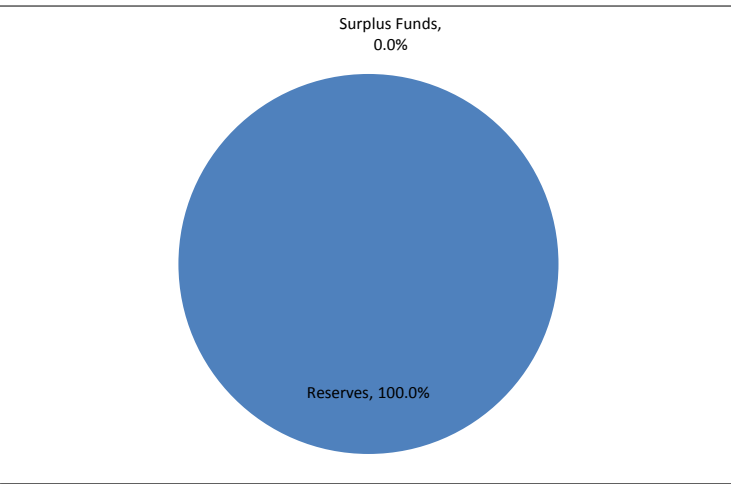
Note 4A: CASH INVESTMENTS

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

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

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

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



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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance						
		ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
5.1 OPERATING REVENUE (EXCLUDING RATES)						
5.1.1 GOVERNANCE						
5.1.2 GENERAL PURPOSE FUNDING						
I032010	FAGS General Purpose	502,514	125,629	134,757	9,129	The amount budgeted for FAGS is based on the 2017/18 figure and when the amounts for 2018/19 were announced in August 2018 Wyalkatchem has received \$36,512 more for the year.
5.1.3 LAW ORDER AND PUBLIC SAFETY						
I051005	DFES Operating Grant	33,986	8,497	0	(8,497)	The first instalment of the DFES operating grant was prepaid in June 2018. This should even out at the end of the year if the first instalment for 2019/20 is prepaid again.
5.1.4 HEALTH						
5.1.5 EDUCATION AND WELFARE						
5.1.6 HOUSING						
5.1.7 COMMUNITY AMENITIES						
5.1.8 RECREATION AND CULTURE						
5.1.9 TRANSPORT						
5.1.10 ECONOMIC SERVICES						

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance					
	ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
5.1.11 OTHER PROPERTY AND SERVICES					
5.2 OPERATING EXPENSES					
5.2.1 GOVERNANCE					
5.2.2 GENERAL PURPOSE FUNDING					
5.2.3 LAW, ORDER AND PUBLIC SAFETY					
5.2.4 HEALTH					
5.2.5 EDUCATION AND WELFARE					
5.2.6 HOUSING					
5.2.7 COMMUNITY AMENITIES					
E105136 Grave Digging	(3,318)	(553)	(6,192)	(5,639)	This budget is estimated for the year.
5.2.8 RECREATION AND CULTURE					
5.2.9 TRANSPORT					
5.2.10 ECONOMIC SERVICES					

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance		ANNUAL	YTD			
		BUDGET	BUDGET	ACTUAL	VARIANCE	COMMENTS
5.2.11 OTHER PROPERTY AND SERVICES						
E143	Overheads	0	0	8,896	8,896	Overheads are overallocated to date due to having no Works Manager for the two months to August. The rate was reduced but it has still been too high, this will be monitored in the coming month and adjusted again if necessary.
5.3 CAPITAL REVENUE						
5.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS						
5.3.2 PROCEEDS FROM DISPOSAL OF ASSETS						
5.3.3 PROCEEDS FROM NEW DEBENTURES						
5.3.4 PROCEEDS FROM SALE OF INVESTMENT						
5.3.5 PROCEEDS FROM ADVANCES						
5.3.6 SELF-SUPPORTING LOAN PRINCIPAL						
5.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)						
5.4 CAPITAL EXPENSES						
5.4.1 LAND HELD FOR RESALE						
5.4.2 LAND AND BUILDINGS						
5.4.3 PLANT AND EQUIPMENT						

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance						
	ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE		COMMENTS
5.4.4 FURNITURE AND EQUIPMENT						
5.4.5 INFRASTRUCTURE ASSETS - ROADS						
5.4.6 INFRASTRUCTURE ASSETS - OTHER						
5.4.7 PURCHASES OF INVESTMENT						
5.4.8 REPAYMENT OF DEBENTURES						
5.4.9 ADVANCES TO COMMUNITY GROUPS						
5.4.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)						
5.4.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)						
5.5 OTHER ITEMS						
5.5.1 RATE REVENUE						
1031031 Pre Paid Rates	0	0	(43,602)	(43,602)		These are rates for 2018/19 that were pre-paid in the 2017/18 financial year. It is assumed that if about the same amount are pre-paid in June 2019 for next year that the closing balance as at 30 June 2019 will be \$0.
5.5.2 OPENING FUNDING SURPLUS(DEFICIT)						
Opening Surplus	122,000	122,000	322,993	200,993		As per reasons in June 2018 8.2.1 agenda item note 5
5.5.3 DEPRECIATION						

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

Note 6: BUDGET AMENDMENTS

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

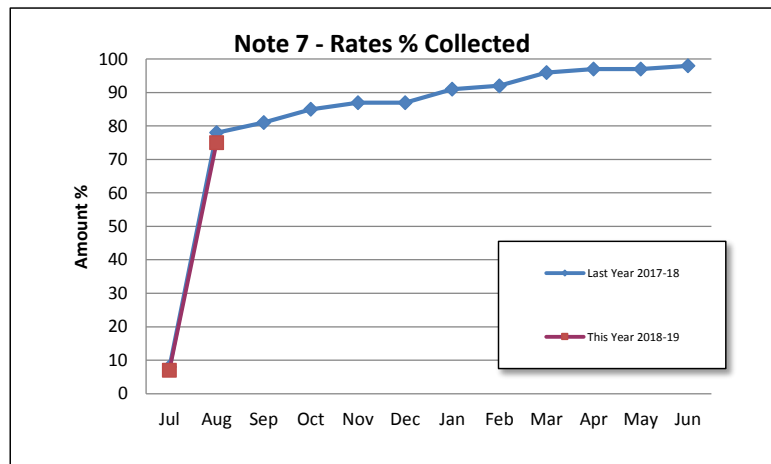
GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption			\$	\$	\$	\$
				0	0	0	0
	Closing Funding Surplus (Deficit)			0	0	0	0

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

Note 7: RECEIVABLES

Receivables - Rates and Rubbish

	Current 2018-19	Previous 2017-18	Total
	\$	\$	\$
Opening Arrears Previous Years		14,889	14,889
Rates Levied this year	1,454,232	0	1,454,232
Interim Rates	138		138
Rates in Advance (Pre-Paid)	(43,602)	0	(43,602)
Instalment Fees	4,802	0	4,802
Administration/Legal Fees	0	0	0
Interest	112	0	112
Less Discount/Concessions/Write off	(18,411)	0	(18,411)
<u>Less Collections to date</u>	<u>(1,073,070)</u>	<u>0</u>	<u>(1,073,070)</u>
Equals Current Outstanding	324,201	14,889	339,090
Ex-Gratia Rates			0
Net Rates Collectable			339,090
% Collected			75.01%



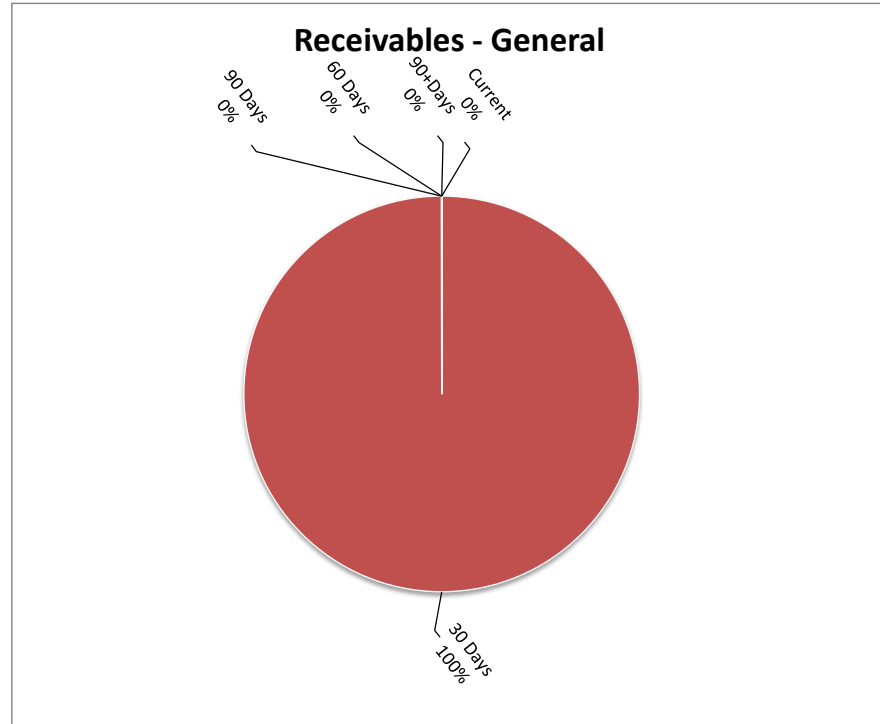
Comments/Notes - Receivables Rates and Rubbish

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

Receivables - General

	Current	30 Days	60 Days	90 Days	90+Days
	\$	\$	\$	\$	\$
	0	172,194	30	0	0
Total Outstanding					172,224

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

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

Note 8: GRANTS AND CONTRIBUTIONS

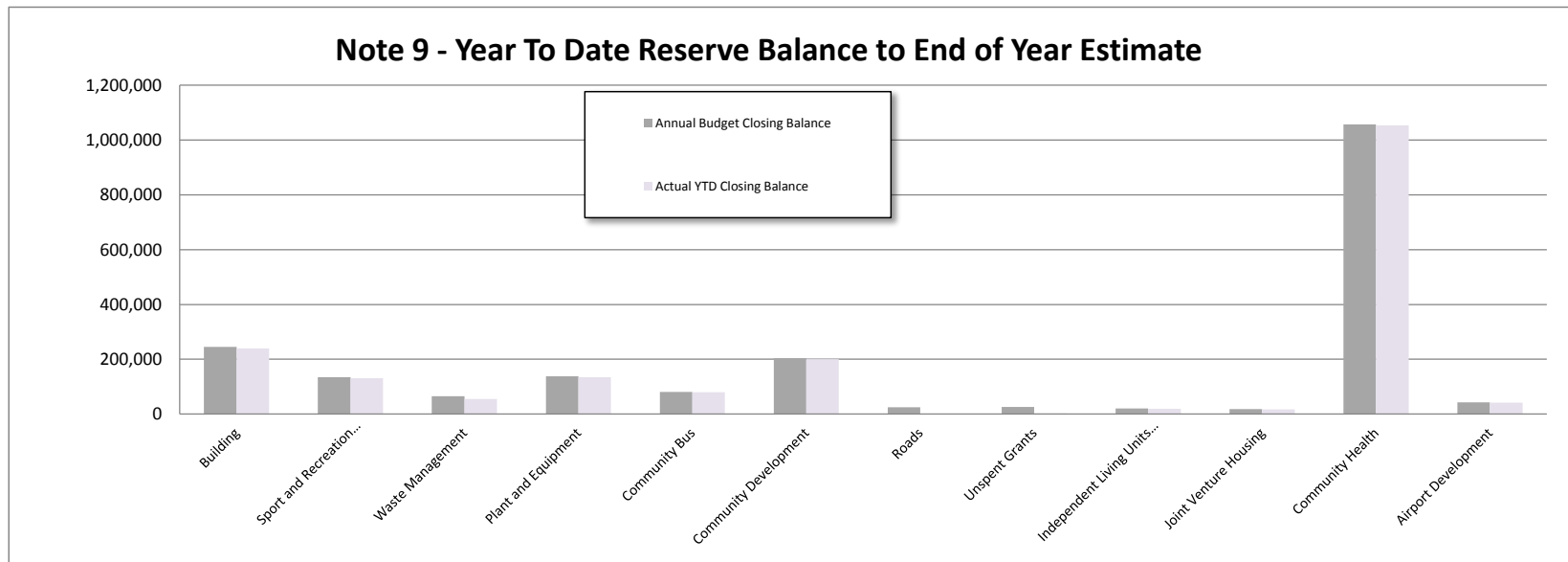
Program/Details GL	Provider	Approval Yes No (Yes/No)	2018-19 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status		Estimated Receival Dates
						Received	Not Received	
GENERAL PURPOSE FUNDING			\$	\$	\$	\$	\$	
Financial Assistance Grant	State Government	Yes	502,514	0	502,514	134,757	367,758	Quarterly - Nov, Feb, May
GOVERNANCE								
Reimbursements - Miscellaneous	Various		2,000	0	2,000	0	2,000	
LAW, ORDER, PUBLIC SAFETY								
DFES Operating Grant	DFES	Yes	33,986	0	33,986	0	33,986	4 instalments
HEALTH								
Medical Centre Contribution	Shire of Koorda	Yes	57,105		57,105	0	57,105	Quarterly - Oct, Jan, Apr, Jun
COMMUNITY AMENITIES								
RECREATION AND CULTURE								
TRANSPORT								
Financial Assistance Grant	State Government	Yes	217,400	0	217,400	51,491	165,909	Quarterly - Nov, Feb, May
Main Roads Direct Grant	Main Roads WA	Yes	59,215	0	59,215	0	59,215	Sep-18
Street Lighting Subsidy	Main Roads WA	Yes	1,419		1,419	0	1,419	May-19
Regional Road Group	Main Roads WA	Yes	293,877	0	293,877	0	293,877	40% Sep-18, 60% Feb-19
Roads to Recovery	Department of Infrastructure and Regional Development	Yes	201,689		201,689	0	201,689	Quarterly - Oct, Jan, Apr
OTHER PROPERTY & SERVICES								
Diesel Fuel Rebate	Australian Taxation Office	Yes	15,000		15,000	0	15,000	Monthly
TOTALS			1,384,205	0	1,384,205	186,247	1,197,958	

Comments - Grants and Contributions

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

Note 9: Cash Backed Reserve

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



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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Profit(Loss) of Asset Disposal				Disposals	Current Budget Replacement		
Cost	Accum Depr	Proceeds	Profit (Loss)		Annual Budget	Actual	Variance
\$	\$	\$	\$		\$	\$	\$
			0	Other Property and Services	50,000	0	(50,000) ▼
		36,364	36,364	Toyota Camry	58,710	45,431	(13,279) ▼
			0	Land Rover Discovery	42,547	0	(42,547) ▼
			0	Toro Mower	170,000	0	(170,000) ▼
			0	Roller			
0	0	36,364	36,364	Totals	321,257	45,431	(275,826)

Comments - Capital Disposal

Contributions Information					Summary Acquisitions	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Annual Budget	Actual	Variance
\$	\$	\$	\$	\$		\$	\$	\$
0	0	0	0	0	Property, Plant & Equipment			
222,000	0	0	0	222,000	Land for Resale	0	0	0
226,412	0	102,844	0	329,256	Land and Buildings	222,000	13,787	(208,213) ▼
25,000	0	0	0	25,000	Plant & Property	329,256	52,604	(276,652) ▼
					Furniture & Equipment	25,000	0	(25,000) ▼
					Infrastructure			
24,514	495,566	0	0	520,080	Roadworks	520,080	0	(520,080) ▼
0	0	0	0	0	Drainage	0	0	0
0	0	0	0	0	Bridges	0	0	0
0	0	0	0	0	Footpath & Cycleways	0	0	0
0	0	0	0	0	Parks, Gardens & Reserves	0	0	0
35,000	0	0	0	35,000	Airports	35,000	0	(35,000) ▼
0	0	0	0	0	Sewerage	0	0	0
0	0	0	0	0	Other Infrastructure	0	0	0
532,926	495,566	102,844	0	1,131,336	Totals	1,131,336	66,390	(1,064,946)

Comments - Capital Acquisitions

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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

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

Contributions					Plant & Equipment	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year		
						Annual Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	\$	
35,000		15,000		50,000	Transport Works Manager vehicle	50,000	0	(50,000) ▼
23,710		35,000		58,710	Doctor vehicle	58,710	45,431	(13,279) ▼
29,703		12,844		42,547	Ride on mower	42,547	0	(42,547) ▼
7,999				7,999	Cylinder mower	7,999	7,173	(826) ▼
130,000		40,000		170,000	Roller	170,000	0	(170,000) ▼
226,412	0	102,844	0	329,256	Totals	329,256	52,604	(276,652)

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

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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

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

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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

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

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

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

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

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

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

Note 11: TRUST FUND

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

Description	Opening Balance 1-Jul-18	Amount Received	Amount Paid	Closing Balance 31-Aug-18
	\$	\$	\$	\$
Working Account				
Key Deposit	195			195
Cleaning Bond	600			600
Rose & Heritage Festival Committee	2,651			2,651
Employee Pay	2,810			2,810
	6,257	0	0	6,257

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

SUPPLEMENTARY INFORMATION: INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2018/19 Budget	2018/19 Actual	2018/19 Budget	2018/19 Actual	2018/19 Budget	2018/19 Actual	2018/19 Budget	2018/19 Actual
		\$	\$	\$	\$	\$	\$	\$	\$
Housing									
Loan 68 - 43/45 Wilson	147,658	0	0	20,636	10,143	127,022	137,515	9,828	1,518
Recreation & Culture									
Loan 73 - Community Resource Centre Building Project	130,323	0	0	19,413	0	110,910	130,323	5,561	-1,420
Transport									
Loan 74 - New Holland Tractor	16,037	0	0	16,037	0	0	16,037	234	-160
	294,018	0	0	56,086	10,143	237,932	283,875	15,623	-62

(b) Credit Standby Arrangements

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

RECONCILIATION OF BANK ACCOUNTS

Unrestricted Municipal Bank as at 31 August 2018	1,572,903
Outstanding Deposits	0
Outstanding Payments	0
Ending Balance	<u>1,572,903</u>
Trust Working as at 31 August 2018	6,257
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u>6,257</u>
Reserve Account as at 31 August 2018	1,973,102
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u>1,973,102</u>

A/R Aging Summary As at 31 August 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>	
CBH Koorda	0	700	0	0	0	700	Invoice for communications tower
Main Roads	0	171,145	0	0	0	171,145	Blackspot project and WANDRRA Claim 4 and Claim 5
RATE DEBTORS	4,845	0	334,245	0	0	339,090	Outstanding Rates as at 31 July 2018
Ugle, Roger	0	0	30	0	0	30	Water usage - followed up 11/09/18 and should be paid by 12/09/18
Webb, Margaret	0	161	0	0	0	161	Electricity 2a Slocum St
Wyalkatchem Rollerskating	0	188	0	0	0	188	Use of Korrelocking Hall
TOTAL	<u>4,845</u>	<u>172,194</u>	<u>334,275</u>	<u>0</u>	<u>0</u>	<u>511,315</u>	
	0	172,194	30	0	0	172,224	Sundry
	4,845	0	334,245	0	0	339,090	Rates

Shire of Wyalkatchem
Payment Listing
As of August 31, 2018

Type	Date	Num	Name	Description	Amount
A01100 - Cash at Bank					
A01101 - Unrestricted Municipal Bank					
Bill Pmt -Cheque	01/08/2018		BP Medical Supplies - EFT	MEDICAL CENTRE Auroscope set, Ear syringe device, Ear syringe device tips pk 10	-1,662.19
Bill Pmt -Cheque	01/08/2018		Bunnings Midland - EFT	PARKS & GARDENS Various minor gardening tools for Town Staff, ADMIN OFFICE 40mm padlock x 3	-434.14
Bill Pmt -Cheque	01/08/2018		Central East Aged Care Alliance Inc - EFT	CEACA Annual Subscription 2018/19	-22,000.00
Bill Pmt -Cheque	01/08/2018		Courier Australia - EFT	FREIGHT Works parts 200718, Items for Medical Centre 240718, 270718	-72.78
Bill Pmt -Cheque	01/08/2018		Dowerin Community Resource Centre - EFT	TRAINING HR licence training and assessment Hodges	-1,695.00
Bill Pmt -Cheque	01/08/2018		Envirapest - EFT	RAILWAY STATION Installation of Sentricon termite baits, 1 SLOCUM ST Install termidor chemical barrier, 4 SLOCUM ST Install termidor chemical barrier, 2 SLOCUM ST Install termidor chemical barrier, 2A SLOCUM ST Install termidor chemical barrier, 58 FLINT ST Install termidor chemical barrier	-9,330.00
Bill Pmt -Cheque	01/08/2018		Local Government Professionals - EFT	SUBSCRIPTIONS Council Corporate Membership 2018/19, Affiliate Membership 2018/19 Trenorden	-1,658.00
Bill Pmt -Cheque	01/08/2018		Mitre 10 Solutions Northam - EFT	URBAN STREET MAINTENANCE Hardifence sheets x3	-206.40
Bill Pmt -Cheque	01/08/2018		RAMM Software Pty Ltd - EFT	RAMM Pocket Ramm software 2018/19, Annual Support Fee 2018/19	-7,391.58
Bill Pmt -Cheque	01/08/2018		WA Contract Ranger Services - EFT	ANIMAL CONTROL Ranger Visit 120718 x 3hrs, Ranger Visit 270718 x 3hrs	-561.00
Bill Pmt -Cheque	01/08/2018		Webarena - EFT	WEBSITE HOSTING 160818-151118	-132.00
Bill Pmt -Cheque	01/08/2018		Wheatbelt Safetywear - EFT	PROTECTIVE CLOTHING Pants x 2, Shirts x 2 McMiles	-140.00
Bill Pmt -Cheque	01/08/2018		Wyalkatchem Hotel - EFT	REFRESHMENTS Council Workshop Aug 2018	-154.00
Bill Pmt -Cheque	01/08/2018		Wyalkatchem Spraying Service - EFT	59 FLINT ST Spraying 0.4 Hrs 240718, KORRELOCKING HALL Spraying surrounds 1Hr 250718, 58 FLINT ST Spraying 0.4 Hrs 240718, SPRAYING VACANT BLOCKS 63 Flint St, 38 and 36 Johnston St 1.2 Hrs 240718	-240.00
Cheque	01/08/2018		Trenorden, Claire L	BUSH FIRE ADMIN sms credits x 5000	-357.50
Cheque	01/08/2018		Trenorden, Claire L	REIMBURSEMENT Telephone Charges 050518 - 040718, STATIONARY Fax Toner x 2	-244.42
Cheque	01/08/2018	DD010818	Westnet	Internet Access August 2018, Email Hosting 190518-190618	-248.05
Bill Pmt -Cheque	01/08/2018	DD010818	Synergy	ELECTRICITY Main roads depot 090618-100718	-62.10
Liability Cheque	03/08/2018		Dept of Human Services - EFT	CHILD SUPPORT July 2018	-701.86
Cheque	03/08/2018		Building Commission - EFT	BSL July 2018	-56.65
Liability Cheque	03/08/2018		Small Business Super Clearing House - EFT	SUPERANNUATION July 2018	-6,404.77
Paycheque	08/08/2018		Salaries and Wages	PPE080818	-24,924.52
Bill Pmt -Cheque	08/08/2018	DD080818	Telstra	TELEPHONE Landlines 170718-160818	-846.23
Bill Pmt -Cheque	09/08/2018	DD090818	Water Corporation.	SERVICE CHARGE 010718-310818	-45.08
Cheque	10/08/2018		Trenorden, Claire L	PLATE CHANGE 000WM Doctors vehicle	-44.55
Cheque	10/08/2018		Hodges, Robert	TRAINING Learners permit HR Hodges	-63.95
Bill Pmt -Cheque	13/08/2018	DD130818	Water Corporation.	WATER USAGE 230518-200718, SERVICE CHARGE 010708-310818	-527.26
Bill Pmt -Cheque	14/08/2018		Abbott & Co Printers - EFT	PROMOTIONAL MATERIAL Catch the sun at Wyalkatchem brochure x 1500 copies	-1,893.00
Bill Pmt -Cheque	14/08/2018		Australia Post - Mail - EFT	POSTAGE July 2018	-370.58
Bill Pmt -Cheque	14/08/2018		Avon Waste - EFT	BINS July 2018 - 318 x 5 weeks, 12 Street x 5 weeks	-4,092.00
Bill Pmt -Cheque	14/08/2018		BOC Gases - EFT	DEPOT Container Service Charges 280618-280718	-66.17
Bill Pmt -Cheque	14/08/2018		BP Medical Supplies - EFT	MEDICAL CENTRE INR Machine	-1,094.50
Bill Pmt -Cheque	14/08/2018		Comfort Style Furniture - EFT	57 FLINT ST Furniture Doctors house	-3,699.00
Bill Pmt -Cheque	14/08/2018		Courier Australia - EFT	FREIGHT Library Books 250718	-24.26
Bill Pmt -Cheque	14/08/2018		Dunnings - EFT	FUEL July 2018, MAINTENANCE Grease 450g	-8,790.23
Bill Pmt -Cheque	14/08/2018		In2Balance Pty Ltd - EFT	COMPUTER Remote Accounting Solution 2018/19, Fixed Assets Online 2018/19, Rate Book Online Host Fee 2018/19, Development fee as per development plan	-29,535.00
Bill Pmt -Cheque	14/08/2018		JK Williams - EFT	CRC BUILDING External door, PUBLIC TOILETS External door	-398.00
Bill Pmt -Cheque	14/08/2018		Landgate - EFT	VALUATIONS Mining Tenement Schedule M2018/2, Rural UV Schedule R2018/4	-203.20

Shire of Wyalkatchem
Payment Listing
As of August 31, 2018

Bill Pmt -Cheque	14/08/2018		Landmark - EFT	PROTECTIVE BURNING Spraying shire blocks Roundup 20L x 2, ROADSIDE SPRAYING TOWN Roundup x 4 drums	-1,054.68
Bill Pmt -Cheque	14/08/2018		Local Health Authorities Analytical - EFT	COMMUNITY HEALTH Analytical Sampling Coordination 2018/19	-392.70
Bill Pmt -Cheque	14/08/2018		Mayday Earthmoving - EFT	GRAVE DIGGING Excavator hire 240718	-220.00
Bill Pmt -Cheque	14/08/2018		Northam Mazda - EFT	MAZDA CX9 GT FWD Net of trade in figure, LICENCE 000WM to 300618	-10,382.10
Bill Pmt -Cheque	14/08/2018		Palmer Plumbing - EFT	1 SLOCUM ST Tile around fireplace in living area, Supply and install new toilet pan and cistern, Retile ensuite bathroom floor	-1,595.00
Bill Pmt -Cheque	14/08/2018		Petchell Mechanical - EFT	PARKS & GARDENS 4L Chain bar oil, MAINTENANCE WM216 20,000km service, DEPOT 5m Oxy acetylene hose	-454.80
Bill Pmt -Cheque	14/08/2018		State Library of WA - EFT	LIBRARY Better Beginnings Program 2018-19	-38.50
Bill Pmt -Cheque	14/08/2018		T & E Services Pty Ltd - EFT	MEDICAL SERVICES August 2018	-14,259.70
Bill Pmt -Cheque	14/08/2018		Wheatbelt Office & Business Machines -EFT	PHOTOCOPY Printed pages Jul 2018	-126.38
Bill Pmt -Cheque	14/08/2018		Wyalkatchem IGA Express - EFT	COUNCIL MEETING Supplies June-July 2018, OFFICE AMENITIES June-July 2018, NEWROC Meeting June 2018, REFRESHMENTS CEO Farewell dinner, BARRACKS Cleaning items June 2018	-405.23
Bill Pmt -Cheque	14/08/2018		Wyalkatchem Road House - EFT	REFRESHMENTS Newtravel Meeting 260718 morning tea and lunch catering for 16 people	-160.00
Bill Pmt -Cheque	14/08/2018		Wyalkatchem Tyre Service - EFT	TYRES WM160 x 4, DEPOT Bolts x 8, Air fitting, EXPENDABLE TOOLS Angle grinder cutting disc x 10	-3,001.00
Bill Pmt -Cheque	14/08/2018	DD140818	Water Corporation.	WATER USAGE 230518-200718, SERVICE CHARGE 010708-310818	-133.55
Cheque	17/08/2018	dd170818	Foxtel	57 FLINT ST Foxtel Doctors House	-152.00
Bill Pmt -Cheque	17/08/2018	dd170818	Synergy	ELECTRICITY 190518-100718	-739.75
Bill Pmt -Cheque	21/08/2018	DD210818	Telstra	TELEPHONE Mobile phones 020818-010918	-116.60
Cheque	22/08/2018		Watkins, Darryn - EFT	REMOVAL EXPENSES Works Manager	-3,728.45
Paycheque	22/08/2018		Salaries and Wages	PPE220818	-25,645.95
Bill Pmt -Cheque	22/08/2018	DD220818	Synergy	ELECTRICITY 020718-010818	-2,151.95
Bill Pmt -Cheque	23/08/2018	DD230818	Water Corporation.	WATER USAGE 230518-200718, SERVICE CHARGE 010708-310818	-3,771.70
Cheque	23/08/2018	EFT	National Australia Bank	LOAN 68 - 43 & 45 WILSON STREET	-15,232.13
Bill Pmt -Cheque	27/08/2018	DD270818	Synergy	ELECTRICITY 220518-090818	-207.70
Bill Pmt -Cheque	28/08/2018		Baileys Fertiliser - EFT	REC CENTRE OVAL Grosorb 200L drum x 2, PARKS & GARDENS Native potting mix x 1 bulka bag, Soil improver x 1 bulka bag	-4,006.09
Bill Pmt -Cheque	28/08/2018		Bunnings Midland - EFT	DEPOT Cable ties 1000pk, 1.5kg bag of rags x 3, ADMIN OFFICE Castor wheels 2 pack x 3, PARKS & GARDENS Various irrigation parts, Hose fitting set, Pruner x 2, 3 prong hand cultivator x 2	-237.37
Bill Pmt -Cheque	28/08/2018		Caperain Farming Co. - EFT	R2R ELSEGOOD RD RESHEETING Gravel x 7600 m3	-8,360.00
Bill Pmt -Cheque	28/08/2018		Petchell Mechanical - EFT	PARKS & GARDENS 4L Chain bar oil	-29.30
Bill Pmt -Cheque	28/08/2018		Signet Pty Ltd - EFT	STREET VERGES Road Marking Paint 15L Blue	-162.31
General Journal	28/08/2018	3104	NAB	NAB Connect Fee. August 2018 TM	-43.99
Bill Pmt -Cheque	28/08/2018	DD280818	Water Corporation.	WATER USAGE 230518-200718, SERVICE CHARGE 010708-310818	-889.08
Bill Pmt -Cheque	29/08/2018	DD290818	Water Corporation.	WATER USAGE 230518-200718, SERVICE CHARGE 010708-310818	-5,559.87
Cheque	31/08/2018		Hodges, Julie	1 SLOCUM ST Cleaning products	-19.30
Bill Pmt -Cheque	31/08/2018		BA & VM Brookes - EFT	MAINTENANCE GRADING Contract roller driver 150818-170818 x 8.5hrs per day	-1,300.00
Bill Pmt -Cheque	31/08/2018		Brendon Wilkes Electrical - EFT	2 SLOCUM ST Change hot water system element to larger element, DEPOT Fit new fluro light and repair cabling	-620.40
Bill Pmt -Cheque	31/08/2018		Dept of Local Govt, Sport & Cult - EFT	KIDSPORT Repayment of leftover funds from 010715-300617	-1,678.60
Bill Pmt -Cheque	31/08/2018		Domus Nursery - EFT	TOWN HALL Plants x 64	-414.55
Bill Pmt -Cheque	31/08/2018		Gary's Painting Service - EFT	PUBLIC TOILETS Full internal and external painting, hang and prime new plumbers access door west side, hang toilet dispensers x 2, 2 SLOCUM ST Cut to size, hang and paint new store room door, 1 SLOCUM ST Shave bottom of pantry door and paint, REC CENTRE Install door closer on ladies toilets, RAILWAY BARRACKS Hang and paint office door	-7,225.00

Shire of Wyalkatchem
Payment Listing
As of August 31, 2018

Bill Pmt -Cheque	31/08/2018		Palmer Plumbing - EFT	43 WILSON ST Replace toilet cistern, RAILWAY BARRACKS Remove and replace toilet pan in ladies	-748.00
Bill Pmt -Cheque	31/08/2018		Shire of Merredin - EFT	CEACA Additional contribution to 4 units as per resolution 260318	-4,689.32
Bill Pmt -Cheque	31/08/2018		Soil 'n Sand Pty Ltd - EFT	TENNIS CLUB Sand 26T, PARKS & GARDENS Playground Railway Tce Sand 26T, ADMIN PARK Sand 52T, PIONEER PARK Mulch 70m3	-7,182.00
Bill Pmt -Cheque	31/08/2018		Wheatbelt Construction - EFT	53 PIESSE ST Inspect and repair roof leaks caused by penetration boots, inspect leaking shower, AIRPORT TERMINAL Inspect and repair water leaks inside of building	-945.00
Bill Pmt -Cheque	31/08/2018		Wheatbelt Office & Business Machines -EFT	MEDICAL CENTRE Brother printer/fax/scanner	-900.50
General Journal	31/08/2018	3106	NAB	Account Keeping Fee	-62.90
Bill Pmt -Cheque	31/08/2018	DD310818	Fuji Xerox - EFT	PHOTOCOPY Lease 230718-220818	-317.02
General Journal	31/08/2018	3107	NAB	Merchant Fees	-1,806.01
Total A01101 · Unrestricted Municipal Bank					<u>-261,536.45</u>

CERTIFICATION OF CHIEF EXECUTIVE OFFICER

I hereby certify that the Schedule of Accounts paid was submitted to Council on Thursday, 20 September 2018. All payments are as per the Annual Budget and are supported by vouchers and invoices and were not processed until goods and services were certified as received.

Taryn Dayman, Chief Executive Officer

CERTIFICATION OF CHAIRMAN

I hereby certify this schedule of accounts paid was submitted to the Council on Thursday, 20 September 2018 for information pursuant to Section 6.8(2)(b) of the Local Government Act 1995.

Cr Quentin Davies, Chairman



Your Local Fuel Distributor

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

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

** TAX INVOICE **

ABN: 29384905038
SHIRE OF WYALKATCHEM
PO BOX 224
WYALKATCHEM 6485

31/07/2018

PAGE: 1
SHIRW

Location	Order No	Rego:	ODO	Date	Driver:	Tax Invoice	Product	Quantity	Unit Price	Amount \$
Card: 7034320089961814 WYALKATCHEM WA		WM00	0	14/07/2018 13:40	902	000 WM	UNLEADED - SERVICE STN	31.32	1.479	46.32
				31/07/2018 00:00	001400579097		DIST CARD FEE	1.00	3.850	3.85
							Card Totals	32.32		50.17
Card: 7034320089961806 WYALKATCHEM WA WYALKATCHEM WA X190 - WYALKATCHEM WA		DOCTOR	0	05/07/2018 13:43	881	DOCTOR	DIESEL - SERVICE STN	40.56	1.499	60.80
			0	12/07/2018 17:14	898		DIESEL - SERVICE STN	43.58	1.499	65.33
			0	26/07/2018 17:11	937		DIESEL - SERVICE STN	38.53	1.499	57.76
				31/07/2018 00:00	001400579096		DIST CARD FEE	1.00	3.850	3.85
							Card Totals	123.67		187.74
Card: 7034320091090800 WYALKATCHEM WA X190 - WYALKATCHEM WA		WM012	0	12/07/2018 07:49	894		DIESEL - SERVICE STN	61.26	1.499	91.83
			0	25/07/2018 11:55	931		DIESEL - SERVICE STN	91.97	1.499	137.86
				31/07/2018 00:00	001400579100		DIST CARD FEE	1.00	3.850	3.85
							Card Totals	154.23		233.54
Card: No Card Volvo 5 Wyalkatchem			0	25/07/2018 00:00	001400577147		DISTILLATE BULK	5,000.00	1.509	7,545.01
			0	30/07/2018 00:00	001400577680		LIPLEX EP2 450G (AMPOL)	24.00	5.604	134.50
							Card Totals	5,024.00		7679.51
Card: 7034320089961772		ROADPLN1		31/07/2018 00:00	001400579093	ROADPLANT	DIST CARD FEE	1.00	3.850	3.85
							Card Totals	1.00		3.85
Card: 7034320089963968		WYLIEBUS		31/07/2018 00:00	001400579099	WYLIEBUS	DIST CARD FEE	1.00	3.850	3.85
							Card Totals	1.00		3.85
Card: 7034320089961822 X190 - WYALKATCHEM WA		WYLIE	0	26/07/2018 09:55	934	WM006	UNLEADED - SERVICE STN	34.24	1.479	50.64
				31/07/2018 00:00	001400579098		DIST CARD FEE	1.00	3.850	3.85
							Card Totals	35.24		54.49
Card: 7034320089961780 X190 - WYALKATCHEM WA		WM027	0	23/07/2018 07:47	918	ROADPLANT	DIESEL - SERVICE STN	57.15	1.499	85.67
				31/07/2018 00:00	001400579094		DIST CARD FEE	1.00	3.850	3.85
							Card Totals	58.15		89.52
Card: 7034320089961764 X190 - WYALKATCHEM WA X190 - WYALKATCHEM WA		WM000	0	28/07/2018 10:01	941	WM000	DIESEL - SERVICE STN	38.56	1.499	57.80
				31/07/2018 00:00	001400579092		DIST CARD FEE	1.00	3.850	3.85
			0	31/07/2018 18:20	954		DIESEL - SERVICE STN	54.81	1.499	82.16
							Card Totals	94.37		143.81



Your Local Fuel Distributor

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

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

** TAX INVOICE **

ABN: 29384905038
 SHIRE OF WYALKATCHEM
 PO BOX 224
 WYALKATCHEM 6485

31/07/2018

PAGE: 2
 SHIRW

Location	Order No	Rego	ODO	Date	Driver	Tax Invoice	Product	Quantity	Unit Price	Amount \$
Card:	7034320089961798	WM216			WM 216					
WYALKATCHEM WA			0	03/07/2018 15:33	876		DIESEL - SERVICE STN	50.69	1.499	75.99
WYALKATCHEM WA			0	07/07/2018 16:36	886		DIESEL - SERVICE STN	58.81	1.499	88.15
X190 - WYALKATCHEM WA			0	18/07/2018 06:47	908		DIESEL - SERVICE STN	55.96	1.499	83.88
X190 - WYALKATCHEM WA			0	24/07/2018 15:24	925		DIESEL - SERVICE STN	61.29	1.499	91.88
				31/07/2018 00:00		001400579095	DIST CARD FEE	1.00	3.850	3.85
							Card Totals	227.75		343.75

Total Discount 14.38

GST Incl in Total 799.11

Total excl. GST 7,991.12

Invoices Total	DISTILLATE BULK	5,000.00	7,545.01
	DIESEL - SERVICE STN	653.17	979.11
	UNLEADED - SERVICE STN	65.56	96.96
	DIST CARD FEE	9.00	34.65
	LIPLEX EP2 450G (AMPOL)	24.00	134.50
Total			8,790.23



WHEATBELT NORTH REGIONAL ROAD GROUP
Comprising Avon, Kellerberrin, North East and Moora Sub Groups

WHEATBELT SOUTH REGIONAL ROAD GROUP
Comprising Hotham-Dale, Lakes, Narrogin and Roe Sub Groups
correspondence to RRG Secretariat, Main Roads WA PO Box 333 NORTHAM WA 6401

Briefing Note:

Wheatbelt Secondary Freight Route

August 2018

OVERVIEW

The Wheatbelt Secondary Freight Route (WSFR) network in the Main Roads WA Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost effective access to business. The WSFR project is developing a business case, with the supporting evidence and documentation required, to seek the addition of a program of road improvements across the network be added to the Infrastructure Australia Priority List.

WSFR WORKING GROUP

The project is being driven by local government authorities associated with the Regional Road Groups of the Wheatbelt Region. The project is intended to support and contribute to other work being undertaken by Main Roads WA, the Department of Transport and the Department of Primary Industries and Regional Development that is considering strategic transport investments across the agricultural regions through the Revitalising Agricultural Regional Freight (RARF) project.

A project Working Group has been established consisting of representatives from the following organisations:

- Wheatbelt North Regional Road Group (WN RRG)
- Wheatbelt South Regional Road Group (WS RRG)
- WA Local Government Association (WALGA)
- Regional Development Australia - Wheatbelt (RDA-W)
- Main Roads WA-Wheatbelt Region (MRWA-WR)
- Wheatbelt Development Commission (WDC)



The project has been encouraged by indications from the Federal Government that they are keen to receive well developed business cases for investment in nationally significant supply chains, with the Working Group

developing the Wheatbelt Secondary Freight Routes project. Secondary Freight Routes connect with State and National highways, providing access for heavy vehicles into the region, allowing trucks safe, cost effective access to businesses.

GOAL - INFRASTRUCTURE AUSTRALIA INFRASTRUCTURE PRIORITY LIST

The immediate goal is the inclusion of the WSFR project on the Infrastructure Australia Infrastructure Priority List (IPL), which is a prioritised list of nationally significant investments. It provides decision makers with advice and guidance on specific infrastructure investments that will underpin Australia's continued prosperity. Infrastructure Australia is seeking submissions for the next update of the Infrastructure Priority List, which will be published in February 2019.

The long term goal is to obtain funding support from the Federal Government for a broadly estimated, \$500 million capital works program over 10 - 20 year timeframe to bring the network up to a fit for purpose standard for current and anticipated future needs. In order to be considered for this list Infrastructure Australia require a Stage 4 Business Case submission.

Led by the Wheatbelt North and Wheatbelt South Regional Road Groups, work is underway to secure the funds needed to do the work required to formally submit the Wheatbelt Secondary Freight Routes proposal for consideration by Infrastructure Australia. RDA Wheatbelt (RDAW) have provided seed funding of approximately \$80k to support project scoping with the aim of securing the \$2 million to \$5 million (depending on the findings) needed to development an investment ready business case. The project development costs are likely to be of the order of 1% of the final investment.

To be confident that sufficient funds are available before starting the detailed planning, engineering and costing, preliminary data has been collected from Local Governments concerning roads that have been identified as part of the network. These works constitute components associated with the development of Stages 1 and 2 of Infrastructure Australia's IPL submission process.

The WSFR Working Group proponents are currently investigating funding options for funding the Stage 4 IPL submission of up to \$5M. This has primarily sought State Government support of \$1.25 million cash through the Leverage Fund, administered by the Department of Primary Industries and Regional Development, *conditional upon* Federal cash support of \$3.5 million through an application to the Building Better Regions Fund and Local Government cash and in-kind support of \$350,000. These funds will be utilised to prepare complete and compliant Stage 1 to Stage 4 submissions to Infrastructure Australia. If successful, this will result in the project being added to the Infrastructure Priority List, facilitating conversations with the Federal Government for capital funding contributions.

AUSTRALIAN FEDERAL GOVERNMENT – INQUIRY INTO NATIONAL FREIGHT AND SUPPLY CHAIN PRIORITIES

The Federal Government has announced the Roads of Strategic Importance (ROSI) initiative. The aim of this initiative is to implement actions that address findings from the Inquiry into National Freight and Supply Chain Priorities.

The Federal Government has allocated \$3.5 billion over the next decade through the new Roads of Strategic Importance (ROSI) initiative, to ensure key freight roads efficiently connect agricultural and mining regions to ports, airports and other transport hubs.

The Major Project Business Case Fund will also provide an Australian Government contribution towards planning and business case development on projects with clear strategic merit. The Fund will facilitate earlier Australian Government engagement in the project planning stage to ensure broader Commonwealth objectives are considered as projects are developed. \$250M has been allocated towards planning and business cases development works on projects across the country, as priorities are identified through ongoing consultation with state and territory governments.

In July 2017 RDA Wheatbelt of behalf the Wheatbelt RRG submitted a full paper to the National Freight and Supply Chain Priorities Inquiry (*July 2017 RDA Wheatbelt Inc Submission* to the ***Inquiry into National***

Freight and Supply Chain Priorities), which discusses the various issues in relation to the need for the WSFR project to receive priority.

This paper outlined the fundamental issues that will be addressed by this project are the growing and changing freight task, consolidation of grain receival facilities, increasing use of larger vehicles, pressure to increase supply chain productivity, poor road safety outcomes and the lack of available capital to meet requirements.

The efficiency of supply chains serving industries in the Wheatbelt region is determined by the performance of the weakest link. Failure to maintain and improve productivity of the secondary freight network will reduce the international competitiveness of the Wheatbelt agricultural sector, which underpins employment and economic activity in the region. Transport links need to be addressed if the production of this sector is to be supported.

WA STATE GOVERNMENT – DEPARTMENT OF TRANSPORT: REVITALISING AGRICULTURAL REGIONAL FREIGHT PROJECT

Separately Western Australian Department of Transport (DoT) in association with Department of Industry and Regional Development (DPIRD) and Main Roads WA are developing a strategy and investment proposals to support improvements to freight related infrastructure in the agricultural regions. The project team is working to ensure that the need for investment in Local Government roads (secondary freight routes) is reflected in the analysis to ensure these don't remain the weakest link in the supply chain.

The WSFR Working Group has submitted a draft submission to the RARF project which outlines the process undertaken so far as part of the WSFR project, route identification, data collection, project scoping and costing, business case development and initial route prioritisation. This submission is on behalf of all local governments associated with the Wheatbelt RRG. It focuses on the priorities of local government roads within the region.

WSFR Working group will continue to work with MRWA WR and WDC as part of the RARF project consultation, and see this consultation as ongoing throughout the course of 2018 and beyond. The WSFR is representative of the views of all Wheatbelt local governments through the RRG, will be the key local government consultation point for the RARF Project. The Committee through its membership is in regular consultation with both MRWA WR and WDC, as part of our project development.

PROPOSED BUDGET AND FUNDING OPTIONS

The draft budget and potential funding options are summarised as follows:

Capital Cost	\$500M	Details
Planning Cost	\$5M	~1% of capital cost
Federal Govt	\$3.5M	BBRF - requires co-contribution; or Major Project Business Case Fund
WA State Govt	\$1.25M	DPIRD Leverage Fund DoT – RARF
Local Govt	\$250K	Approx. - \$6K each from 42 LGAs

Feedback from DPIRD regarding the Leverage Fund application of \$1.2M by RDA-Wheatbelt on behalf of WSFR, was that the application was considered better suited for MRWA consideration and to link into with the current RARF project work given the significant alignment between the two sets of work. It was recommended that the WSFR Working Group continue to pursue their relationship with DoT and MRWA to ensure the requirements of the WSFR are adequately included in the RARF activities. The WSFR Working Group has

continued on-going discussions and consultation with RARF via Main Roads WA-WR and WDC as directed by DPIRD.

ADVOCACY AND CONSULTATION

The working group is continuing to use every opportunity to promote and seek support for the proposal with stakeholders, the community and political leaders at Federal and State level. It will be helpful if Local Governments can support this effort. The way in which this is done will depend on the audience and the key issues in your area. However, the common messages are:

1. Industry and jobs depend on an efficient supply chain in order to remain internationally competitive;
2. The supply chain is only as strong as the weakest link, which are typically the connections to the major highways;
3. The size, weight and productivity of trucks has increased and is expected to continue to do so;
4. The road freight task has increased and is expected to continue to do so;
5. Local Governments in the Wheatbelt Regions are spending more than \$100m per year maintaining roads. To make this expenditure more efficient, some roads need to be upgraded to a higher standard as they were not designed for the purposes for which they are now used;
6. This proposed project is a step change for a defined network. Once delivered it will contribute to lower freight costs, lower road network operating costs and a safer road network.

At the Federal level Ministers Corman and Porter as well as Members Melissa Price and Rick Wilson have received a briefing. At the State level, Ministerial advisers and senior department staff have been briefed and discussions held with local members Darren West and Mia Davies.

State support for an application to Infrastructure Australia will be critical. The project team is seeking to ensure that this work supports and is supported by other project work being undertaken by the Department of Transport in conjunction with Main Roads WA and the Department of Primary Industries and Regional Development analysing strategic freight issues. It also builds on work completed in 2017 looking specifically at the agricultural lime freight task.

A summary of consultation undertaken is as follows:

Organisation	Personnel	Details
Local Govt	42 LGAs RRG WN and WS	Project scoping Data collection Technical Representatives
Federal Govt	McCormack and McVeigh Ministers Corman and Porter Members Melissa Price and Rick Wilson RDA Wheatbelt	Advisor Briefing Teleconference Summary Documentation
State Govt	DPIRD - Minister MacTiernan DoT – Minister Saffioti RAFT MRWA WR WDC	State Leverage Fund – requested \$1.25M RARF Submission In-principle support Communication conduit
Industry	CBH Ag Lime WA	Match priority routes Lime Strategy
Infrastructure Australia	Nicole Lockwood (Director)	Advice on IA Stage 3 – 4 submission Assistance at each step
Freight and Logistics Council	Kellie Houlahan (Policy Adviser)	Conduit to State Govt

AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION - NATIONAL LOCAL ROADS AND TRANSPORT CONGRESS

In November 2017 Cr Ricky Storer, President of the Shire of Koorda and Chair of the WN RRG, delivered a presentation outlining the proactive, collective approach of Wheatbelt Councils to the regional freight challenges and the outcomes that would result from investment in secondary freight routes in the Wheatbelt at the Australian Local Government Association National Local Roads and Transport Congress. The Hon Darren Chester, Minister for Infrastructure and Transport as well as Acting Minister for Regional Development and Local Government delivered a presentation during the same session which was attended by a number of senior Federal Government officers and more than 200 Local Government delegates from around Australia.

PROJECT METHODOLOGY

Over the last 2 years 42 Local Government authorities across the Wheatbelt region have collaborated to identify priority routes across the Secondary Freight Network and have also participated in a technical data collection process led by the Shire of Dandaragan to estimate costs, preparation of a business case and a cost benefit analysis of the work to be undertaken. The in-kind investment by Local Government to date, facilitated through the RRG, is estimated to be well in excess of \$750,000.

The work flow is currently nearing the end of Phase 2 and seeking resources to support Phase 3. No capital funding request can occur without Phase 3 being completed (a requirement of the Federal funding processes for capital projects over \$100m).

Two workshops were undertaken in March 2018 that reviewed the road and traffic data available. The Technical Representatives from each of the Regional Road Group Sub-groups were invited to participate in these workshops, along with Main Roads WA staff and other stakeholders. The workshops provided direction to the consultants that have been commissioned by RDA Wheatbelt to prepare the funding submission for Building Better Regions Fund.



Phase 1: Scoping

1. Assessment of the condition of the existing road network (based on available data supplemented with consultation and field investigations) covering the identified secondary freight network.
2. Development of transport modelling to inform scope and design criteria.
3. Development and agreement as to the scope and standards required across the 80+ routes.
4. Development of concept design to facilitate a P50 cost estimate for the 80+ routes (including methodology to determine costings across a large road network with limited data).
5. Assessment and prioritisation of routes for a program of delivery including supporting justification for costs and benefits within a business case framework.

The cost estimating process for this phase will require input from a number of disciplines including the following consultants;

- geotechnical
- environmental
- consultation
- transport and traffic engineering
- civil engineering

Phase 2: Preparation of Business Case and BBRF application

This phase is used to undertake the work required to compile the evidence and complete the business case to support the submission for the required funding amount (determined from Phase 1). Completion of this Phase is subject to finalisation of the required co-contributions based on the figure calculated in Phase 1.

RDA Wheatbelt is providing seed funding for this Phase to be completed subject to the agreement of RRG North and South in relation to meeting the required minimum co-contribution level. The required co-contributions are set by the Federal Government based on the physical location of the benefit of the project. For areas classified as Remote or Very Remote the required co-contribution is 25% of the project amount (i.e. \$1 for every \$3 of grant funding). For other classifications it is \$1 for \$1.

Tasks to complete Phase 2 include the following:

1. Undertake problem definition and needs assessment
2. Develop opportunity statement based on potential benefits of the project
3. Quantify benefits of undertaking the work against the following areas:
 - a. Criteria 1: Economic Benefit
 - b. Criteria 2: Social Benefit
4. Provide Input as necessary into the following areas:
 - a. Criteria 3: Value for Money
 - b. Criteria 4: Project Delivery
5. Collation of business case and supporting evidence for inclusion in BBRF application.

PROJECT SCOPING

This process has been an excellent example of a large number of local governments (42) working together on a common strategic regional priority. To date, local government staff has provided a large amount of information and data in an in-kind capacity. The key undertakings of the project so far are:

1. Identification of nominated WSFR roads based upon a simple criteria developed by RRG with routes that:
 - i. Listed on Roads 2030.
 - ii. Regional Distributor that connects Regional Centres or major freight generating locations.
 - iii. Parallel routes not to be closer than 20km apart.
 - iv. Route not to duplicate or replace existing freight routes on State or National Highways.
 - v. Routes serving significant recent increases in regional freight that is anticipated to be sustained.
2. Determination of basic project framework and minimum design standards.
3. Road condition assessment of all identified roads across 42 local governments against minimum design standards.
4. High level scope of works and order of magnitude costs for upgrades required.
5. A summary of data collection and assessment across the 42 local of governments for both Wheatbelt north and south is:

	Route Length (km)	Proposed Works (km)	Proposed Length (%)	Indicative Costs (\$)
Wheatbelt North	1,608	1,134	71	\$ 197,000,000
Wheatbelt South	2,729	1,717	63	\$ 296,000,000
TOTAL	4,337	2,851	66	\$ 493,000,000

BUSINESS CASE

The WSFR engaged economic consultant, Pracsys, to develop a BBRF business case for the planning and staging prioritisation of the secondary freight routes. This planning work will inform the strategic allocation of road capital works funding provided to LGAs in the region, identifying the economically optimal sequence for developing the network and ensuring that roads are designed and constructed to an optimal standard from a 'whole-of-life' asset management perspective. If successful, BBRF funding will allow for the development of a detailed scope of works that will form the basis for a subsequent submission for Infrastructure Australia funding. It will therefore be important to consider the benefits associated with both the initial planning stage, and broader project, within the BBRF Business Case.

The methodology was divided into two components:

1. Phase 1: Estimating Benefits High Level at an IA IPL submission level and for the BBRF proposal
It is recommended that a Benefit Cost Ratio (BCR) of at least 1.2 be targeted as lower levels are unlikely to attract funding under the BBRF. In addition, a \$30 million impact threshold applies to IA funding applications. This phase will be used to understand and produce high level estimates of project benefits, informing a 'go/no go' decision for phase 2.
2. Phase 2: Developing a BBRF CBA and Business Case
Based on the outcomes of Phase 1, document a concise Cost-Benefit Analysis and Business Case in support of the BBRF submission.

Estimating Planning Benefits

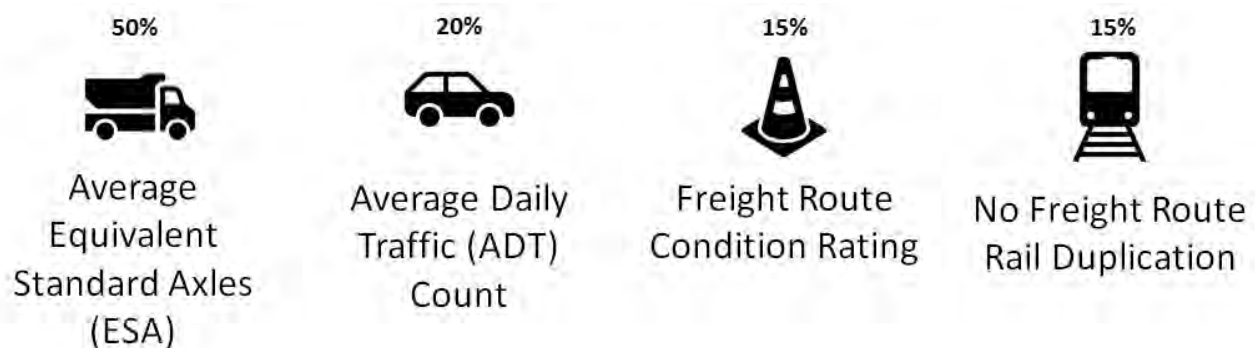
The benefits attributable to the Wheatbelt secondary freight routes prioritisation planning process were outlined and in turn used to provide a preliminary prioritisation of works for internal review. Benefits were calculated where possible, however some benefits are unquantifiable, and other benefits are best left for in-depth quantification in the detailed planning phase. The methodology included:

- Investigate plausible project benefits and compare to typical costs
- Apply assumed BCRs to hypothetical 100km works segments (over 5 to 10 years)
- Conduct comparison of net benefit using scenarios
Scenario A: Conduct works without strategic planning – using randomised project sequence
Scenario B: Conduct works based on strategic planning - using an optimised project sequence

The detailed planning exercise is expected to achieve a benefit in the order of \$20 million based solely on the benefits gained from freight route prioritisation.

Initial Prioritisation System

The WSFR were evaluated on a route-by-route basis to give an early indication of their relative upgrade priorities. The evaluation conducted was a Multiple Criteria Analysis (MCA) assessing the following criteria weightings – this may be added to in future:



Attachment 1 shows a the initial first draft of the staging plan and prioritisation process. This will evolve as further planning is undertaken and additional data collected.

PROPOSED DELIVERY METHODOLOGY

The Working Group is currently investigating a number of delivery methods for the development of the IA Stage 4 submission. These will largely be dependent upon the level of funding available. The options considered include complete outsourcing of the project, or a collaborative delivery method undertaken by the RRG and its associated LGA staff with various levels of support from consultants and/or Main Roads WA staff. The more collaborative model provides the opportunity to utilise the technical skills of staff within the region that have the greatest understanding and knowledge of the road network and its associated issues. It also allows for collaboration amongst all stakeholders and working party members, as well the opportunity for information sharing, capacity building and upskilling. The latter approach would entail local government and state government agency staff working together to deliver a project with regional benefits.

The proposed delivery options are:

Option A - Fully Funded – Consultant Delivery

- \$5M
- Technical Consultant
 - Full project delivery
 - Target greater number of routes
 - Wider scale technical input
- Local Government
 - Project Management
 - Input from Technical Working Group
- MRWA
 - Technical Support
 - Review

Option B - Partially Funded – RRG Delivery

- \$1M - \$5M depending upon funding levels
 - LGA project team could be funded or In-kind.
 - MRWA FTE
 - WDC FTE
- LGA – Project Delivery Team
 - LGA Driven
 - Technical Working Group
 - Project Delivery Team
 - Technical Consultant
- Technical Consultant
 - Funding used for specific technical purposes
 - Targeted technical input
 - Prioritised routes
 - Economic assessment and business case development

IMPLICATIONS FOR LOCAL GOVERNMENT

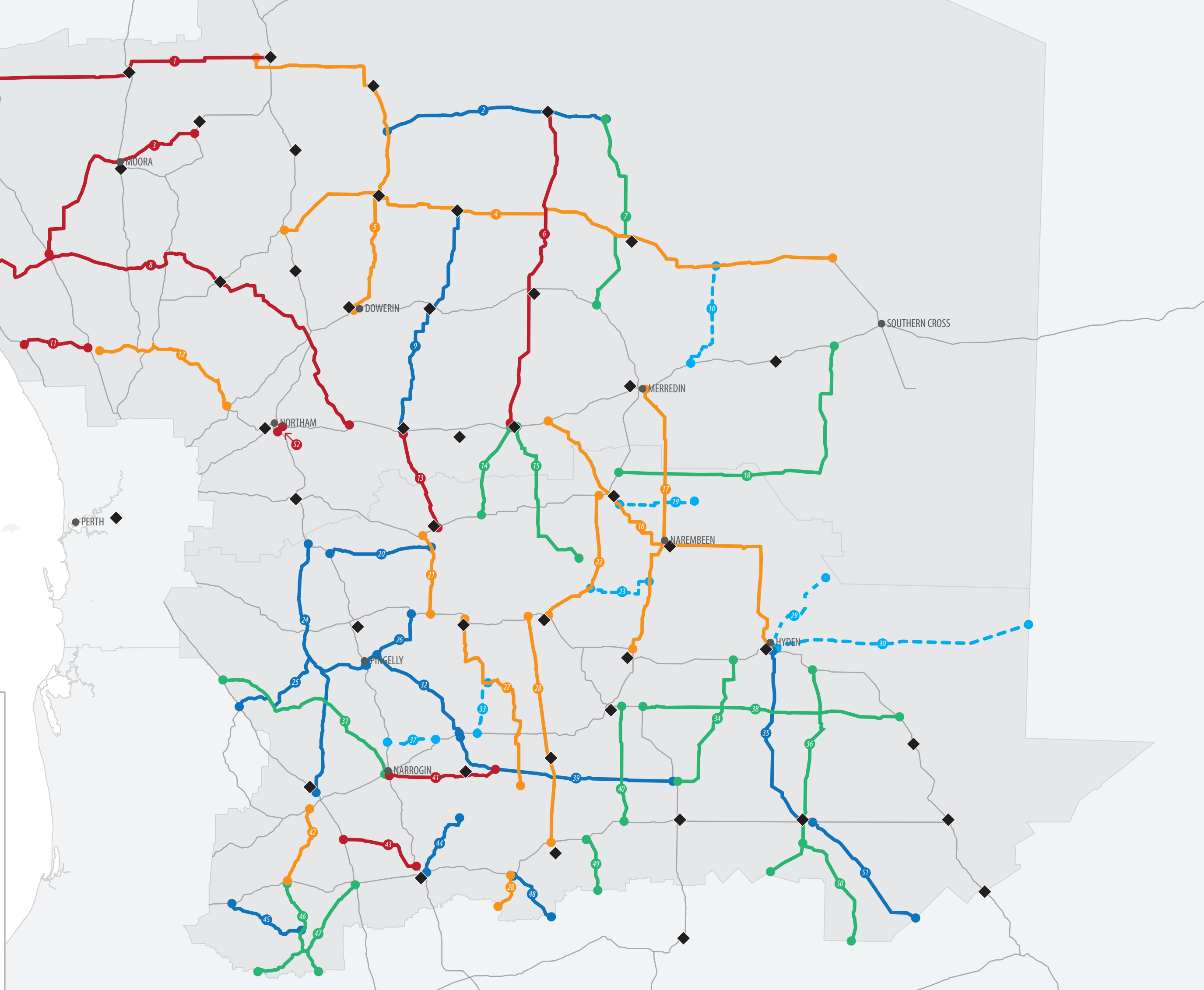
The in-kind support from staff and Councillors at 42 Local Governments who have provided data so far is greatly appreciated.

1. Road Group Sub Groups have undertaken ongoing consultation via the Sub-groups and Technical Representative regarding outcomes being requested through this project to ensure they properly reflects the needs of LGAs in progressing the WSFR network. It would be of value if each Shire could ensure their representative receives these monthly updates (you can add them to the mailing list through admin@rdawheatbelt.com.au)
2. Cash Co-contributions are requested from LGA with a contribution of \$6,000 per local government being requested to provide an overall contribution of \$250,000 across the 42 LGA. It is requested that these funds come from 2018/19 budgets and request each LGA to draft an Agenda Item – August or September Council Meetings
3. Shire of Dandaragan will be undertaking the project management role for this application (should it proceed) on behalf of all 42 local governments (thankyou Dandaragan).
4. It is still the intention to seek other forms of co-contribution for this project as outlined.
5. The Working Group will continue to work towards the development of a Technical Working Group and Project Delivery Team. It will seek to identify potential resources for these roles through the RRG and nominations via Sub-groups and their respective LGAs. Positions within these groups may be either funded or in-kind depending upon funding available or the ultimate delivery methodology.

[Back to Agenda Item](#)

LEGEND

- State Roads
 - ◆ Primary Grain Bin
 - ◆ Secondary Grain Bin
 - ◆ Satellite Grain Bin
- Secondary Freight Routes
- Phase One
 - Phase Two
 - Phase Three
 - Phase Four
 - - - No Data





SHIRE OF WYALKATCHEM



SEPTEMBER 2018

INFORMATION BULLETIN

INFORMATION BULLETIN SEPTEMBER 2018

CONTENTS

1. Council Meeting Status Report

2. DLGSC Royal Commission into Institutional Responses to Child Sex Abuse - Local Government Summary

3. DLGSC Royal Commission into Institutional Responses to Child Sex Abuse

4. Email from Kirstie Davies, WALGA - regarding the Royal Commission into Institutional Responses to Child Sex Abuse

SHIRE OF WYALKATCHEM COUNCIL MEETING STATUS REPORT

Council makes a number of decisions at its monthly ordinary meeting of Council.

In accordance with the Local Government Act 1995 5.41(c) the function of the CEO is to; Cause council decisions to be implemented.

The purpose of the Shire of Wyalkatchem Council Meeting Status report is to provide Council's with a progress status and actions performed to date, as well as anticipated completion dates. The presentation of the status report is effective from the August 2018 Ordinary Council Meeting. Items that have been reported as completed will be removed in future reports.

MINUTE REFERENCE	DETAIL	REPOSIBLE OFFICER	STATUS / COMMENTS	ANTICIPATED COMPLETION DATE
OMC – 16/8/2018 104/2018	That Council Resolve the following: Cr Garner be granted leave of absence from the Ordinary Meeting of Council to be held on Thursday 20 September 2018.	1. GEO	1. Noted Cr Garner to be recorded in the agenda and minutes for the September meeting as being granted a leave of absence. Leave of absence to be reflected in newly created attendance register	20 September 2018
OMC – 16/8/2018 108/2018	That Council resolve the following: In accordance with the Local Government Act section 6.8, approves the following amendments to the 2018/2019 budget; 1. Defer the capital purchase of the Chief Executive Officer Vehicle valued at \$50,000. 2. Include the capital purchase of a Manager of Works Vehicle valued at \$51,455. 3. Increase the proceeds from sale of asset for the Toyota Camry, to \$16,364.	1. MCS 2. MCS 3. MCS	1. Budget amended accordingly 2. Budget amended accordingly 3. Budget amended accordingly	1. Completed 2. Completed 3. Completed

MINUTE REFERENCE	DETAIL	REPOSIBLE OFFICER	STATUS / COMMENTS	ANTICIPATED COMPLETION DATE
OMC – 16/8/2018 109/2018	<p>That Council resolve the following:</p> <ol style="list-style-type: none"> 1. To continue to be member of the North Eastern Wheatbelt organisation of Councils (NEWROC) and approve the signing of an MOU for the period July 2018 to June 2020; 2. To authorise the affixing of the common seal and signing of the MOU by the Shire President and the CEO. 	<ol style="list-style-type: none"> 1. CEO 2. CEO 	<ol style="list-style-type: none"> 1. NEWROC MOU signed by CEO and Shire President. 2. Affixing common seal on signed MOU is currently pending 	<ol style="list-style-type: none"> 1. Completed 1. In progress
OMC – 16/8/2018 116/2018	<p>That Council resolve the following: Approves a variation of employment contract - Schedule 2 – Contract Details for Ms Taryn Dayman, Chief Executive Officer as follows;</p> <ol style="list-style-type: none"> 1. Amend the Motor vehicle class type, from a medium size sedan, or equivalent to an SUV sports Terrain Vehicle or as agreed, 2. Amend the Motor Vehicle (private use component) value to \$18,941 3. Acknowledge that as a result in the change of vehicle class that an increase of \$7,244 is applied to the reward package, resulting in a total rewards package value of \$167,021. 	<ol style="list-style-type: none"> 1. CEO 2. CEO 3. CEO 	<ol style="list-style-type: none"> 1. Noted and Amended 2. NOTED and Amended 3. Noted and Amended. Letter from Shire President to CEO advising change of total rewards package completed. CEO acknowledge of variation received 	<ol style="list-style-type: none"> 1. Completed 2. Completed 3. Completed



Information and Discussion Paper – Local Government Summary

Brief Overview

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions to protect children from child sexual abuse, report abuse, and respond to child sexual abuse.

The Final Report was handed down on 15 December 2017.

The Western Australian Government's (the State Government) response was released on 27 June 2018, committing to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The findings of the Royal Commission are extensive and require careful and thorough consideration as to how implementation of the recommended reforms will occur. Reform will be a long-term commitment. Given the large scale and scope of the Royal Commission's recommendations, some reforms will be implemented in early phases, with others over a longer timeframe.

In the second half of 2018, the State Government will develop a staged implementation plan which will identify reform priorities, timeframes and resourcing options.

DLGSC Engagement with Key Stakeholders

The Department of Local Government, Sport and Cultural Industries (DLGSC) has commenced engagement with stakeholders and funded bodies to provide information and understanding of the Royal Commission, as well as to gather feedback that will be considered when developing the State Government's implementation plan.

DLGSC engagement will be underpinned by the attached Information and Discussion Paper which focuses on the findings and recommendations from the Final Report relevant to the Department's stakeholders, as well as posing several prompt questions to initiate further discussion.

Local Government

The Royal Commission made one key recommendation specifically for local government:

- With support from governments at the national, state and territory levels, **local governments should designate child safety officer positions from existing staff profiles** to carry out the following functions:
 - a. developing child safe messages in local government venues, grounds and facilities;
 - b. assisting local institutions to access online child safe resources;
 - c. providing child safety information and support to local institutions on a needs basis;
 - d. supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.

This recommendation acknowledges local government as the closest tier of government to the community; one that frequently provides an expansive range of direct services, as well as information, support and guidance to community-based organisations and individuals.

DLGSC plans to consult with the WA Local Government Association, LG Professionals WA and Western Australian local government authorities on this and other recommendations that are relevant to the sector.

Key Local Government: Discussion points

- What impact would the designation of child safety officers have within a local government's workforce?
- What areas of the local government do you believe this designation would occur and how might it benefit and / or be effective in supporting the community to create child safe environments?
- What training, resources and support would be required by the local government to successfully implement designated child safety officers?
- What would be the most effective method(s) of supporting local government with the implementation of child safety officers?

Other Key Recommendations for Local Government

The Royal Commission made several other recommendations with the aim of providing child safe environments that will impact on local governments and the broader community that authorities operate in, support and deliver services to. These include:

- All sport and recreation institutions, including arts, culture, community and hobby groups, that engage with or provide services to children should implement the Child Safe Standards; and
- A nationally-consistent approach to Working with Children Check legislation should be developed.

The attached Information and Discussion Paper provides further information (Section 2) and discussion prompts (Section 3) on these and other recommendations.

Key Links

- The WA Government's response to the Royal Commission recommendations can be accessed at: <http://www.dpc.wa.gov.au/childabuseroyalcommission>
- To access a full version of the Royal Commission's Findings and the Final Report, follow the link at: <https://www.childabuseroyalcommission.gov.au>
- The National Redress Scheme link is available at: <https://www.nationalredress.gov.au>

For further information (contact)

Gordon MacMile
Director Strategic Coordination and Delivery
Department of Local Government, Sport and
Cultural Industries
Email: gordon.macmile@dlgsc.wa.gov.au

246 Vincent Street, LEEDERVILLE WA 6007
Telephone: (08) 492 9700
Website: www.dlgs.wa.gov.au



Department of
**Local Government, Sport
and Cultural Industries**

Royal Commission into Institutional Responses to Child Sexual Abuse

**Department of Local Government, Sport and
Cultural Industries**

Information and Discussion Paper

31 July 2018

Contents

Introduction to the Royal Commission and the Western Australian Government Response	3
Western Australian Government - Next Steps	5
Information and Consultation	6
1. Royal Commission – Summary of Findings	7
Royal Commission – Summary of Findings in the Community Setting	7
Current responsibilities of institutions	8
Current institutional responses to improve child safety	9
Where child sexual abuse occurred	9
Children with harmful sexual behaviours	10
Grooming	10
Risk Factors	10
Impacts	11
Institutional responses	11
Barriers to disclosing	11
Enabling factors	12
Institutional Responses to Child Sexual Abuse	12
2. Royal Commission – Key Recommendations	14
Creating child safe environments through prevention	14
Child Safe Institutions *	15
Royal Commission – Key DLGSC, Stakeholder and Community recommendations	17
Sport and Recreation	17
Local Government	18
Legislation *	18
Working with Children Check (WWCC)	18
Other Legislation	20
Redress	20
Responding and Reporting, Record Keeping and Information Sharing	21
Responding and reporting institutional child sexual abuse.	22
Recordkeeping and information sharing	23
3. Royal Commission – Key Discussion Points	24
Sport and Recreation	24
Local Government	25
Legislation	26
Recordkeeping and information sharing	27

Introduction to the Royal Commission and the Western Australian Government Response

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions* to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse;
- address the impact of past and future institutional child sexual abuse.

* For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families;
- Does not include the family.

The Western Australian Government (the State Government) strongly supported the work of the Royal Commission throughout the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks (August 2015)*; *Redress and Civil Litigation (September 2015)* and *Criminal Justice (August 2017)*.

The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse was handed down on 15 December 2017.

To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions.

Of the 409 recommendations, 310 are applicable to the State Government. The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented.

The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration.

The WA Government's response to the Royal Commission recommendations can be accessed at: <http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

Of the 99 recommendations that are not applicable to the State Government:

- 58 are for religious institutions specifically;
- 9 are for 'non-government institutions';
- 29 are for the Commonwealth Government;
- 2 are for other state governments;
- 1 refers to legislation that is not applicable in Western Australia.

Some of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

The State Government recognises that everyone in our community has a role to play in preventing child sexual abuse. The State Government has called on local governments, non-government institutions and community organisations, including churches, religious schools, charities, and non-government social and welfare services, to match the State Government's strong commitment to progressing the Royal Commission's recommendations.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services. The Royal Commission's Final Report and other publications can be accessed by [clicking on this link](#).

Western Australian Government - Next Steps

The findings of the Royal Commission are extensive and require careful and thorough consideration as to how implementation of recommended reforms will occur.

Reform will be a long-term commitment. Given the large scale and scope of the Royal Commission's recommendations, some reforms will be implemented in early phases, with others over a longer timeframe.

In the second half of 2018, the State Government will develop a staged implementation plan which will identify reform priorities, timeframes and resourcing options.

The State Government is determined to use resources efficiently and effectively and to prioritise reform work. In developing a staged implementation plan, the focus will be on ensuring the optimal allocation and use of existing resources to achieve the greatest benefits for victims and survivors of child sexual abuse, and for children, present and future, within Western Australia.

Additionally, the State Government will work in partnership with other states and territories, and the Commonwealth Government to progress recommendations identified as being national priorities.

There has already been progress with implementing some Royal Commission recommendations. A report on progress will be tabled in the State Parliament at the end of 2018.

Implementing recommended reforms that are aimed at keeping children safe, improving institutional responses, strengthening criminal justice responses, and providing restitution and reparation to victims of child sexual abuse, will require a coordinated and dedicated effort across all levels of government; local, state and the Commonwealth, together with a commitment from the non-government sector and community groups.

The breadth of the Royal Commission's recommendations confirms that keeping children safe is everybody's business.

Information and Consultation

The Royal Commission used an expansive definition of ‘sport and recreation’ to include: sport, recreation, exercise groups, dance, martial arts, cadets and other defence force activity for children, outdoor adventure groups, Scouts and Girl Guides, hobby groups, community groups, arts groups, crafts groups, cultural pursuits, musical pursuits, and tuition groups.

The Department of Local Government, Sport and Cultural Industries (DLGSC) accepts this broad definition as also reflecting our stakeholder organisations, as well as the broader community that our stakeholders operate in, support and deliver services to. This Information and Discussion Paper focuses on the findings and recommendations in the Final Report relevant to DLGSC’s stakeholders, funded bodies and the broader community.

DLGSC has commenced engagement with stakeholders and funded bodies to provide information and understanding of the Royal Commission, as well as to gather feedback that will be considered when developing the State Government’s implementation plan.

DLGSC engagement will occur over two phases:

1. **INFORM** (early August 2018) – the key promise of this phase will be to provide stakeholders with detailed information regarding the Royal Commission’s recommendations. The key aim / outcome will be that stakeholders have a greater understanding of recommendations and (potential) implications to further consider.

This phase will be underpinned by the distribution of this Information and Discussion Paper, focused on:

- providing general information on Royal Commission recommendations;
- proposing several key questions to prompt consideration and discussion within the stakeholder organisation.

These discussion prompts will be further explored during the consultation phase and can be, at the organisation’s option, the trigger for a written submission to DLGSC.

2. **CONSULT** (mid-August to late-September 2018) – the key promise of this phase will be for DLGSC to consult on the key recommendations highlighted in this Paper that potentially impact on stakeholders, the industries and communities that they operate in, support and deliver services to. The aim will be that the feedback from stakeholders will be taken into account when developing the implementation framework.

The consultation phase will focus on the recommendations highlighted in this Paper with presentations and briefings at select stakeholder events, meetings and workshops. A Departmental representative will be available to answer enquiries at other events (where the agenda of the event may not be suitable for a presentation or briefing).

Key DLGSC contact details for further enquiries are provided at the end of this Paper.

1. Royal Commission – Summary of Findings

The Royal Commission into Institutional Responses to Child Sexual Abuse was established in response to allegations of sexual abuse of children in institutional contexts that had been emerging in Australia for many years.

The Royal Commission conducted their work through a combination of public hearings, policy and research, case studies, private sessions and community engagement.

This summary details extracts from the Final Report and focuses on the findings and recommendations published relevant to DLGSC, our stakeholder organisations and funded bodies, as well as the broader community that our stakeholders and funded bodies operate in, support and deliver services to.

Royal Commission – Summary of Findings in the Community Setting

The Royal Commission adopted a broad definition of sport and recreation, all reference to ‘sport and recreation’ in this summary accepts this definition, as no distinctions were provided in the Final Report.

The Royal Commission defined the ‘sport and recreation’ to include: sport, recreation, exercise groups, dance, martial arts, cadets and other defence force activity for children, outdoor adventure groups, Scouts and Girl Guides, hobby groups, community groups, arts groups, crafts groups, cultural pursuits, musical pursuits, and tuition groups.

From a broad sport and recreation perspective, the Royal Commission categorised the various institutional types that provided services to children into two main groups:

- Federated (or partly) institutions with compliance obligations – that typically operate at a national level with affiliate bodies working at the state, regional and local level;
- Unaffiliated institutions with minimal compliance obligations – that typically includes not-for-profit institutions and for-profit institutions operating as small businesses and sole traders providing activities or private tuition to children.

The definition of sport and recreation used by the Royal Commission extensively covers the sphere of operation for DLGSC (sport and recreation, arts and culture, multicultural interests and Aboriginal culture and history) and the setting (including local government and the broader community).

The Final Report does not consider what the broader industry related to 'sport and recreation' is currently doing in the child safeguarding area, rather presenting the findings and future considerations (some of which may already be actioned and / or in the process of implementation).

The past work of the State Government and others working in the community has already made a strong contribution to creating safer environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's Final Report.

The Royal Commission examined the nature and adequacy of institutional responses and drew out common failings. The recommendations made are aimed at preventing child sexual abuse from occurring in sport and recreation institutions and the community setting and, where it does occur, to help ensure an effective response.

The Royal Commission references the importance of volunteers and parent contributions stating that "without their contribution, children's sport and recreation opportunities would be seriously curtailed". This statement is paramount to all findings from the Royal Commission relevant to the industries that DLGSC operate and partner in. Also acknowledged is that most volunteers and parents contribute to sport, recreation and community activities with a genuine intent, goodwill and appropriate conduct.

The industry is heavily reliant from an operational perspective on parents and volunteers, and any recommendations should consider the practicality of implementation and the balance of responsibility and capability through this mechanism.

Current responsibilities of institutions

International, national and state legal and policy frameworks provide guidance and regulate the many different institutions that provide sport and recreation services to children. These include:

- United Nations Convention of the Rights of the Child;
- National Framework for Protecting Australia's Children 2009 – 2020;
- State and Territory schemes for conducting Working with Children Checks (WWCC);
- State and Territory obligatory reporting laws;
- Various other Commonwealth, State and Territory laws, statutes and regulations;
- Use of funding as a regulatory tool to promote compliance with certain child safe obligations.

The Western Australian sport and recreation industry and community organisations are primarily guided by the *Working with Children (Criminal Record Checking) Act 2004* which has always been promoted within a broad child safety context.

Other state and territory governments currently have different legislation that relates to child safeguarding.

Current institutional responses to improve child safety

Some of the measures most commonly used by sport and recreation institutions and the community to help mitigate the risk of child sexual abuse identified in the Final Report were:

- Preventative measures;
 - Screening of adults with specified roles through Working with Children Checks;
 - Following mandatory child safety requirements where required by law;
 - Following member protection policies and establishing member protection information officers;
 - Registration and club accreditation through peak bodies;
- Complaint handling;
 - Policies and procedures enacted through institutions to respond to complaints;
- Play by the Rules resource provision;
- Risk management and insurance.

The Royal Commission provided key insights into the background of institutional abuse, a research area that had previously been quite rudimentary.

These insights are important to help the industry appropriately understand the reasons why child sexual abuse occurs, as well as how best to prevent it and respond if it does occur.

Below is a summary of the Royal Commission's findings presented on a national perspective, gathered from the combination of public hearings, policy and research, case studies, private sessions and community engagement.

It is not defined within the findings presented what information specifically relates to Western Australia.

Where child sexual abuse occurred

Child sexual abuse can occur in a range of settings and contexts. Throughout the Royal Commission the following were identified as common places of abuse:

- Camps, overnight competitions and excursions;
- Overnight stays;
- Billeting and hosting arrangements;
- Travel arrangements;
- Change rooms and concealed or obscured environments;
- The internet and associated technology;
- Public environments.

These settings and contexts have different enablers that have allowed sexual abuse to occur. The industry would need to collectively work together to help mitigate associated risks.

Children with harmful sexual behaviours

The term 'children with harmful sexual behaviours (HSB)' refers to children under the age of 18 years who have behaviours that fall across a spectrum of sexual behaviour problems, including those that are problematic to the child's own development, as well as those that are coercive, sexually aggressive and predatory towards others.

The Royal Commission received information about a small proportion of children who were abused by other children in a sport and recreations context.

While research is limited on children with HSB in sport and recreation, some studies suggest the sexual abuse and harassment of children by teammates and peers in sport is significant.

Children with HSB are not the same as adult perpetrators and do not necessarily go on to be adult offenders. Responses need to be considered in context of the child experiencing the abuse, as well as the child engaging in HSB.

Grooming

The Royal Commission identified grooming in sport and recreation as an issue in the sector. Common grooming strategies described included:

- Coaching relationships – perpetrators exploiting their positions of authority;
- Inappropriate activity and adult material – alcohol and other enticements used by perpetrators;
- Erosion of interpersonal boundaries – shifting the boundaries from the acceptable (e.g. correcting technique) to the inappropriate;
- Targeting vulnerability – those who are experiencing difficulties in their home life can be targets for perpetrators.

Risk Factors

Sport and recreation institutions often have unique environments that they operate within and are often highly permeable to broader cultural influences.

The following characteristics can create risk factors for child sexual abuse:

- Violent and aggressive behaviours can become normalised in competitive environments;
- Sexualised cultures can be normalised;
- Adults (coaches and instructors) are sometimes valued over children's wellbeing, especially when highly driven by performance;

Children who have a high level of involvement may be at greater risk.

Impacts

The impacts of child sexual abuse can be devastating. The commonalities of child sexual abuse identified in sport and recreation contexts include:

- Mental and emotional health – long-term mental health problems were the most common impact of child sexual abuse;
- Disengagement – often irreparably damaging the passion and enthusiasm that the child once had for sport and recreation;
- Isolation – ‘high-level’ athlete’s lives can be insular, and contact limited to those in sporting community. Disengaging from these small communities as a consequence of abuse, can be severely isolating;
- Interpersonal relationships – survivors described difficulties with interpersonal relationships, including with intimate partners, family members and friends;
- Impact to families, carers and others can also be devastated by both the abuse and response of the institution;
- Social and wellbeing implications, impacting education, employment and overall economic security.

Institutional responses

An overview of the areas that the industry should consider and address to keep children safe were identified and are summarised below.

Barriers to disclosing

Common barriers that were identified by the survivors in disclosing their abuse include:

- Fear of not being believed – this was especially dominant when they felt the abuser had greater credibility and power. The elevated status of the perpetrator contributed to this perception;
- Fear of consequences, especially in small or close-knit communities;
- Feelings of shame and embarrassment – perception that disclosing harassment and abuse may be associated with weakness;
- Uncertainty as to what is abusive;
- Fear of negative impacts on future successes.

Future policy and education needs to consider these barriers in helping to create child safe environments.

Enabling factors

A varied range of factors can lead to child sexual abuse including the following enabling factors in a sport and recreation context.

- Institutional leadership, governance and culture:
 - Unchecked and unaccountable leaders and poor leadership – operation without appropriate governance structures and accountability mechanisms;
 - Pursuit of excellence at any cost – an institution's commitment to success may result in a lack of vigilance, or challenge to, inappropriate behaviour;
 - Protection of reputation – both from legal action and negative publicity;
 - Institutional cultures of physical abuse and bullying.
- Inadequate institutional policies and procedures:
 - No policies or procedures in place;
 - Lack of understanding around existing policies and procedures;
 - Lack of support and guidance to enact appropriately;
- Education, training and communication of policies:
 - Challenge identified for peak bodies member protection policies filter down to a local level, particularly at a grassroots level where there is a high turnover of staff and volunteers.
- Inadequate recordkeeping and information sharing:
 - Not appropriately recording or sharing information in a timely manner;
 - Limited or no practices existing;
 - Perpetrators are consequently able to continue their involvement or move to another institution.

Institutional Responses to Child Sexual Abuse

The Royal Commission heard numerous scenarios as to how institutions responded to child sexual abuse including:

- No action taken to known or suspected child sexual abuse. The factors that contributed to this inaction are complex and varied. Some reasons included:
 - Not legally obliged to do so;
 - Fears about consequences, especially in small or close-knit communities;
 - Institutions culture, leadership and governance;
 - Personal relationships within the institution;
 - Complaints of child sexual abuse were poorly or inappropriately managed;
 - Complaint inadequately investigated.

Where an investigation was conducted, it was often initiated after considerable delay and handled in an inappropriate or insensitive manner.

Action was not taken immediately, and failed to adequately assess and manage the risk, enabling the alleged perpetrator to have continued access to the children.

Small sport and recreation institutions faced particular challenges in handling complaints including:

- Limited resources and capacity to implement complaint handling procedures;
- Closely connected groups of people (confidentiality implications);
- Subject of the complaint was also the owner of the institution.

These barriers and challenges should help formulate future policy and support to the sport and recreation industry, as well as the broader community to respond effectively to child sexual abuse disclosures.

2. Royal Commission – Key Recommendations

This section details the key recommendations of the Royal Commission that relate to DLGSC, our stakeholders and funded bodies, as well as the broader community.

Importantly, while the State Government has provided an initial response to the Final Report, the implementation of reforms and initiatives that respond to these and other recommendations remain under consideration.

Consideration needs to be given to how reforms and initiatives may be applied, particularly noting the varying resources and capacity of organisations, as well as local context differences between states and territories, as well as metropolitan, regional and remote areas.

Creating child safe environments through prevention

The Royal Commission made a total of 409 recommendations and noted *'that for institutions to be safe for children, the communities in which they operate need to be safe for children. The whole nation can contribute to change to keep children safe'*.

The Royal Commission believes the Commonwealth Government should oversee the development and implementation of a national strategy to prevent child sexual abuse (Recommendation 6.1) and that this work should be undertaken by a proposed National Office for Child Safety.

The Commonwealth Government accepted recommendation 6.1 and the National Office for Child Safety was established within the Department of Social Services on 1 July 2018.

The National Office for Child Safety will establish a mechanism in consultation with state and territory governments and non-government stakeholders to advise on the development and implementation of a strategy to prevent child sexual abuse.

The Commonwealth Government will prioritise collaboration with other jurisdictions to progress a new National Framework on Child Safety (Recommendation 6.15).

The new framework will focus on prevention, education, evaluation and cultural change.

The strategy will apply a public health approach to the issue.

The Royal Commission recommended (recommendation 6.2) that the national strategy encompasses several complementary initiatives that could contribute to change in communities, including:

- Social marketing campaigns for all communities;
- Prevention education through early childhood centres, schools and other institutional settings for children and parents;
- Online safety education for children, young people and their parents;
- Prevention education for tertiary students intending to work in child-related activities;
- Help-seeking services for potential perpetrators;
- Information and help-seeking services for bystanders who are concerned that an adult they know may perpetrate child sexual abuse or that a child may be at risk of displaying harmful sexual behaviours.

Child Safe Institutions *

* For clarity in this Paper:

- The term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:
 - Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families;
 - Does not include the family.
- The terms 'child safe institutions / child safe organisations' means entities or a group of entities that create cultures, adopt strategies and take action to prevent harm to children, including sexual abuse. The Australian Children's Commissioners and Guardians (ACCG) defines a child safe institution / organisation as one that consciously and systematically:
 - Creates conditions that reduce the likelihood of harm to children;
 - Create conditions that increase the likelihood of identifying and reporting harm;
 - Responds appropriately to disclosures, allegations and suspicions of harm.

All institutions engaged in child-related work have a duty to keep children safe. The community expects that institutions will take appropriate steps to promote the safety and wellbeing of all children with whom they engage. This can be achieved by ensuring the best interests of the child are the primary consideration in their operations, that their cultures and practices create an environment that prevents abuse from occurring, and that, where abuse does occur, it is identified and responded to appropriately.

Institutions that engage with children who are vulnerable need to have rigorous measures in place to protect these children from abuse.

State Government oversight and regulatory mechanisms can support all institutions through assisting them to build their capacity to be child safe, and by monitoring and enforcing agreed frameworks and standards.

The Royal Commission made 51 recommendations relating to child safety within institutions. These recommendations are found in Volume 6 of the Final Report (Making Institutions Child Safe); Volume 13 (Schools); Volume 14 (Sport, Recreation, Arts, Culture, Community and Hobby Groups); and Volume 15 (Contemporary Detention Environments).

Thirty-six of these 51 recommendations apply to the State Government. The State Government accepts or accepts in principle all 36 recommendations.

The Royal Commission made 15 recommendations about making institutions child safe that do not apply to the State Government and are directed to the Commonwealth Government.

The Royal Commission's recommendation regarding child safe institutions, included:

- *(Recommendation 6.4) - All institutions should uphold the rights of the child. Consistent with Article 3 of the United Nations Convention on the Rights of the Child, all institutions should act with the best interests of the child as a primary consideration.*

To achieve this, institutions should implement the Child Safe Standards identified by the Royal Commission.

- *(Recommendation 6.5) - 10 Child Safe Standards that are essential for a child safe institution are:*
 1. *Child safety is embedded in institutional leadership, governance and culture;*
 2. *Children participate in decisions affecting them and are taken seriously;*
 3. *Families and communities are informed and involved;*
 4. *Equity is upheld, and diverse needs are taken into account;*
 5. *People working with children are suitable and supported;*
 6. *Processes to respond to complaints of child sexual abuse are child focused;*
 7. *Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training;*
 8. *Physical and online environments minimise the opportunity for abuse to occur;*
 9. *Implementation of the Child Safe Standards is continuously reviewed and improved;*
 10. *Policies and procedures document how the institution is child safe.*
- *(Recommendation 6.8) - State and territory governments should require all institutions that engage in child-related work to meet the Child Safe Standards.*

The State Government has committed to work with Commonwealth and state and territory governments to develop a National Statement of Principles for Child Safe Organisations (National Principles) based on the recommended Child Safe Standards.

The National Principles are due to be endorsed by the Council of Australian Government (COAG) by the end of 2018 and will be used to improve child safety in all institutions that engage in child-related work in Western Australia.

Recommendations on institutional child safety also include that an independent oversight body be responsible for monitoring and enforcing the Child Safe Standards.

Consideration of how the Standards may be applied and how independent oversight could be implemented in Western Australia will be carried out in the remainder of 2018.

The State Government will take into account Western Australia's existing frameworks that exceed the proposed Child Safe Standards.

Royal Commission – Key DLGSC, Stakeholder and Community recommendations

Sport and Recreation

The Royal Commission made three key recommendations directly relating to the sport and recreation industry:

- *(Recommendation 14.1) - All sport and recreation institutions, including arts, culture, community and hobby groups, that engage with or provide services to children should implement the Child Safe Standards identified by the Royal Commission.*

The ten Child Safe Standards developed by the Royal Commission (recommendation 6.5) set the benchmark against which institutions can assess their child safe capacity.

The Standards are intended to provide a structured framework for institutions to assess and minimise or mitigate the range of risks that contribute to institutional child sexual abuse.

There is scope for the Standards to be principle-based to allow flexibility and be incorporated into existing structures and practice.

The Child Safe Standards are the foundation of the nationally consistent approach proposed by the Royal Commission.

- *(Recommendation 14.2) - The National Office for Child Safety should establish a child safety advisory committee for the sport and recreation sector with membership from government and non-government peak bodies to advise the national office on sector-specific child safety issues.*

The advisory committee is proposed to be an information conduit between the different institutional types and the National Office for Child Safety. It is proposed to provide opportunities for representatives to share knowledge, insights and experience to influence better child safe policy and practice.

- *(Recommendation 14.3) - The education and information website known as Play by the Rules should be expanded and funded to develop resources – in partnership with the National Office for Child Safety – that are relevant to the broader sport and recreation sector.*

It is recommended that Play by the Rules is expanded and funded, so that resources are relevant to a more diverse range of sport and recreation institutions, including those delivered by the private sector.

Local Government

The Royal Commission made one recommendation specifically for local government as follows:

- *(Recommendation 6.12) - With support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:*
 - a. developing child safe messages in local government venues, grounds and facilities;*
 - b. assisting local institutions to access online child safe resources;*
 - c. providing child safety information and support to local institutions on a needs basis;*
 - d. supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.*

This recommendation acknowledges local government as the closest tier of government to the community; one that frequently provides an expansive range of direct services, as well as information, support and guidance to community-based organisations and individuals.

Legislation *

* For clarity in this Paper, the term 'legislation' means and includes acts and regulations.

Working with Children Check (WWCC)

The Working with Children Check is a screening strategy that aims to safeguard children by identifying people with the kinds of criminal histories that indicate they may pose a risk of harm to children, prohibiting them from engaging in certain types of work that involves children.

In Australia, all states and territories have a WWCC scheme.

Western Australia's WWCC scheme is compulsory in the State and the Indian Ocean Territories and includes an Expanded National Police History Check and consideration of any information relevant to whether a child may be exposed to risk of harm, should a person engage in child-related work. Applicants' criminal records in Western Australia are also monitored for the life of their card.

The Royal Commission makes recommendations for a nationally-consistent approach to WWCC legislation including that state and territory governments should amend their WWCC laws to:

- incorporate a consistent and simplified definition of child-related work;
- provide that work must involve contact between an adult and one or more children to qualify as child-related work;
- provide that the phrase 'contact with children' refers to physical contact, face-to-face contact, oral communication, written communication or electronic communication;
- agree on standard definitions for each kind of contact and amend their WWCC laws to incorporate those definitions.
- exempt the following:
 - all children under 18 years of age, regardless of their employment status;
 - employees and supervisors in a workplace, unless the work is child-related;
 - people who engage in child-related work for seven days or fewer, except for overnight excursions or stays;
 - parents who engage in child-related work in the same capacity as the child;
 - parents or guardians who volunteer for services or activities that are usually provided to their children, in respect to that activity, except in respect of overnight excursions or stays;
- remove all other exemptions and exclusions;
- prohibit people who have been denied a WWCC, and subsequently not granted one, from relying on any exemptions.

The Royal Commission made 36 recommendations relating to WWCC's which appeared in the Royal Commission's Working with Children Checks report (released in August 2015).

Thirty-four of the 36 recommendations apply to the State Government. The State Government has accepted or accepted in principle 30 of these.

The State Government needs to give further consideration to four of the 34 applicable recommendations. The State Government supports the intent of the two recommendations that serious adult criminal history should, as a rule, result in the refusal of a Working with Children Card.

Not all serious criminal history, however, is indicative of a risk to children, and there are circumstances where discretion is appropriate and should be retained. This requires further consideration regarding national consistency and how the appeals process applies.

The recommendation to process Working with Children Card applications within five working days and no longer than 21 working days for more complex cases also needs further consideration to ensure the comprehensive behaviour assessment undertaken in Western Australia is not compromised.

Lastly, the State Government needs to further consider the recommendations regarding the full portability of Working with Children Checks to ensure the protections currently in place for children in Western Australia are not reduced.

Other Legislation

The Royal Commission's key recommendation in relation to other key legislation is:

- *(Recommendation 7.9) - State and territory governments should establish nationally consistent legislative schemes (reportable conduct schemes), based on the approach adopted in New South Wales, which oblige heads of institutions to notify an oversight body of any reportable allegation, conduct or conviction involving any of the institution's employees.*

The Royal Commission revealed that institutional child sexual abuse had been widely under reported where abuse was known or suspected.

A reportable conduct scheme is identified as the only model for independent oversight of institutional responses to complaints of old child sexual abuse and neglect across multiple sectors. The scheme also obliges the oversight body to monitor institutions' investigations and handling of allegations.

Redress

The Royal Commission made 100 recommendations related to redress and civil litigation, 99 of which appeared in the Redress and Civil Litigation report (released in September 2015) and one civil litigation recommendation which appeared in the Criminal Justice report.

The Royal Commission recommended:

- the establishment of a nation-wide redress scheme for survivors;
- changes to civil litigation laws around Australia, allowing survivors of historical child sexual abuse to make legal claims for damages for the wrongs done to them in the past.

Under a nation-wide redress scheme, survivors could seek an ex-gratia payment in recognition of sexual abuse suffered within an institution, a personal apology and access to therapeutic counselling.

The Commonwealth Government announced in November 2016 that it would establish a redress scheme for survivors who were abused in Commonwealth institutions.

At this time, the Commonwealth also announced that other governments and non-government institutions (such as religious institutions) could join the scheme by opting in.

Through the establishment of the National Redress Scheme, the Commonwealth Government decided how it would progress the recommendations of the Royal Commission regarding redress.

The State Government has agreed to join the National Redress Scheme and has accepted or accepted in principle all 69 recommendations relating to how governments implement the Royal Commission recommendations about redress for survivors of child sexual abuse.

However, the State Government acknowledges that several National Redress Scheme elements, as established by the Commonwealth, differ from the recommendations made by the Royal Commission recommendations about the maximum payment under the scheme, and the delivery of counselling and psychological care under the scheme.

Applications under the National Redress Scheme are open and can be made any time before 30 June 2027.

Individuals can apply to the National Redress Scheme if:

- they experienced sexual abuse as a child (under 18 years of age);
- the abuse happened before 1 July 2018;
- an institution was responsible for bringing the individual into contact with the person who abused them;
- the individual was born before 30 June 2010;
- the individual is an Australian citizen or permanent resident.

The National Redress Scheme link is available at: <https://www.nationalredress.gov.au/>

Responding and Reporting, Record Keeping and Information Sharing

Distress and trauma suffered by survivors can be exacerbated by delays in or failures to identify and respond to risks and incidents of child sexual abuse. The Royal Commission made recommendations aimed at improving the handling of complaints by institutions and establishing independent oversight of complaint handling by certain institutions.

When risks or incidents of child sexual abuse are identified, it is important that these are reported promptly and that these reports lead to swift, consistent and appropriate responses that minimise the trauma to the survivor. Procedures for reporting need to be simple, reliable and supportive. Reporting and responding roles need to be clearly defined and well understood. To assist reporting and responding, accurate recordkeeping, responsive procedures for accessing records and effective information sharing are crucial.

The Royal Commission made 40 recommendations about institutional responding and reporting, recordkeeping and information sharing. All 40 of these recommendations apply to the State Government. The State Government accepts or accepts in principle 36 of these recommendations. The Royal Commission recommended:

- *(Recommendation 8.4) - All institutions that engage in child-related work should implement the five principles for record keeping to a level that responds to the risk with the institution;*
- *(Recommendation 8.6) - The Commonwealth Government and state and territory governments should make nationally consistent legislative and administrative arrangements to share information relevant to child sexual abuse;*
- *(Recommendation 12.1) - The Commonwealth Government and state and territory governments should develop nationally agreed terms and definitions in relation to child sexual abuse for data collection and reporting.*

Responding and reporting institutional child sexual abuse.

Of the 40 recommendations, 17 relate to responding and reporting institutional child sexual abuse. The State Government has accepted or accepted in principle 13 of the 17 recommendations as set out in the Final Report.

The State Government needs to give further consideration to four recommendations related to reporting and responding. Two of these recommendations relate to blind reporting and two relate to expansion of mandatory reporting.

Blind reporting is the reporting of an allegation of sexual abuse without revealing the identity of the victim. These recommendations require further consideration to explore the range of issues and consult with the wide range of stakeholders involved.

The Criminal Justice Report also explores whether and how reporting offences should apply to institutions, or officers of institutions, and if they should be subject to reporting obligations backed by the Crimes Act or Criminal Code.

Recommendations around failure to report refer to offences where the person fails to report to police when they know, suspect or should have suspected that an adult associated with the institution was sexually abusing or had sexually abused a child.

A failure to protect offence focuses on preventing child sexual abuse rather than reporting abuse that has occurred to police. It can apply to action taken or not taken before it is suspected that a child sexual abuse offence is being or has been committed.

Reporting requirements under failure to protect and failure to report cannot be considered in isolation. Thought will be required as to how they interact with other reporting mechanisms including mandatory reporting and reportable conduct.

Recordkeeping and information sharing

Of the 40 recommendations, 23 relate to recordkeeping and information sharing. The State Government accepts or accepts in principle all 23 recommendations.

The Royal Commission directed recommendations about records retention periods and adherence to a set of record keeping principles to “all institutions that engage in child related work”.

The State Government commits to examining how legislation can be amended that will mandate non-government organisations to comply with the same record keeping standards that State Government agencies are bound to comply with under the *State Records Act 2000 (WA)*.

3. Royal Commission – Key Discussion Points

Section 2 of this Paper focuses on Royal Commission recommendations that directly impact on DLGSC’s stakeholder organisations, as well as the broader community that our stakeholders operate in, support and deliver services to with the aim of providing child safe environments.

Further consideration of the (potential) impacts of these recommendations is commenced in this section, with understanding needed to inform the implementation of reforms in a Western Australian context.

Sport and Recreation

The Royal Commission made three key recommendations for the sport and recreation industry (this includes sport, recreation, arts, culture, community and hobby groups).

- Implement the child safe standards;
- Developing a national sport and recreation child safety advisory committee;
- Expanding and funding Play by the Rules.

It is the recommendation of DLGSC that further consultation with the industry occurs to inform the State Government’s implementation framework planning. Consultation is required to understand and to determine the feasibility of the different (potential) approaches to implementing Child Safe Standards, how different approaches could work in a localised Western Australian context and what support and resources would be required with each approach.

Child Safe Standards: Discussion points

- 1) What do the child safe standards mean to organisations and the community?
- 2) How could child safe standards be met or delivered in varying WA community settings (metropolitan, regional or remote)?
- 3) Should child safe standards be regulated or principles-based? *
- 4) In addition to overnight stays (e.g. camps), what other high-risk areas could be regulated to comply with the Standards?
- 5) What training, resources and support would be required by an organisation and the community with either approach (regulated or principles-based) to the standards?
- 6) What special considerations would be required to support institutions/organisations/groups with a high percentage of volunteers, seasonal factors (summer/winter; wet/dry) and regular turn-over?
- 7) What should organisations be required to do to demonstrate they are meeting the child safe standards?

* For clarity in this Paper, the term:

- 'Regulated' means having a set of structured, prescriptive and detailed rules that establish specific practices to achieve an outcome or outcomes, in this case to reduce or mitigate risk regarding child safety. Meeting the requirements of rules would be applicable to all institutions, regardless of size or circumstance
- 'Principles-based' means having a framework, with a focus on outcomes that allows flexibility of implementation which can be tailored to different organisational size, context and level of risk

National sport and recreation child safety advisory committee: Discussion points

- 8) What level of state representation should sit on the child safety advisory committee?

Play by the Rules: Discussion points

- 9) Are organisations currently aware of and use the Play by the Rules resource?
- 10) Have you found information provided by Play by the Rules relevant to WA? If so how (or how not)?
- 11) What information and resources would organisations and the community find most valuable?

Local Government

The Royal Commission made a key recommendation that with support from governments at the national, state and territory levels; local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:

- a) developing child safe messages in local government venues, grounds and facilities;
- b) assisting local institutions to access online child safe resources;
- c) providing child safety information and support to local institutions on a needs basis;
- d) supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.

It is the recommendation of DLGSC that further consultation occurs with the WA Local Government Association, LG Professionals WA and Western Australian local government authorities to inform the State Government's implementation framework planning.

Consultation is required to understand the types and areas of local government operations that may be impacted by the designation of child safety officers and how these positions may be called on to support the community with child safeguarding, as well as the training, resources and support required to be successful in a localised and varied Western Australian context.

Local Government: Discussion points

- 12) What impact would the designation of child safety officers have within a local government's workforce?
- 13) What areas of the local government do you believe this designation would occur and how might it benefit and / or be effective in supporting the community to create child safe environments?
- 14) What training, resources and support would be required by the local government to successfully implement designated child safety officers?
- 15) What would be the most effective method(s) of supporting local government with the implementation of child safety officers?

Legislation

The Royal Commission recommended that state and territory governments should:

- establish nationally consistent legislative schemes, including the amendment of WWCC laws;
- introduce legislation that implements a national legal response in relation to disclosing or revealing the identity of a mandatory reporter to a law enforcement agency.

The Royal Commission had in essence, recommended the streamlining of the scope of which individuals require a WWCC.

Ultimately improvements to and clarity within legislation (and the policy parameters) is essential to interpret, apply and comply with the WWCC for the sport and recreation industry.

Additionally, it is essential in this recommendation to acknowledge the volunteer nature of sport and recreation; containing people with varying knowledge and capability.

Legislation: Discussion points

- 16) What additional training and resources would be required to support the implementation of any legislative change to working with children checks?

Recordkeeping and information sharing

The Royal Commission recommended that:

- Institutions that engage in child-related work should implement the five principles for record keeping to a level that responds to the risk with the institution;
- Australian governments implement a nationally consistent information sharing exchange related to children's safety and wellbeing. It is recommended that sport and recreation institutions that provide overnight services be considered for inclusion in the scheme;
- Facilitated by a national model for WWCC's, establish a centralised database, that is readily accessible to all jurisdictions to record WWCC decisions;
- Australian governments to develop nationally agreed terms and definitions in relation to child sexual abuse for data collection and reporting.

Record Keeping and Information Sharing: Discussion points

- 17) What support will be needed to implement principles of record keeping and information sharing across different organisations and institutions?
- 18) Are organisations aware of and compliant with existing record keeping and information sharing legislation (including the Associations Incorporation Act 2015 and Privacy Act 2014)?
- 19) What information would better assist community-level organisations to improve child safeguarding?
- 20) Has your organisation had trouble accessing information regarding an individual coming from overseas, and their appropriateness to undertake child-related work or activities (i.e. coaching or volunteering)?

Acknowledgements

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at [https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

For more information, please contact:

Gordon MacMile
Director Strategic Coordination and Delivery
Email: gordon.macmile@dlgsc.wa.gov.au

Department of Local Government, Sport and Cultural Industries
246 Vincent Street, LEEDERVILLE WA 6007
PO Box 329, LEEDERVILLE WA 6903
Telephone: (08) 492 9700
Website: www.dlgc.wa.gov.au

Ella McDonald

From: Kirstie Davis <KDavis@walga.asn.au>
Sent: Wednesday, 12 September 2018 2:17 PM
To: Taryn Dayman
Subject: RE: Royal Commission Into Child Sexual Abuse

Hi Taryn,

The first webinar only lasted about that long. The second one (which we are having difficulty in converting the recording at this stage was a bit longer).

Please see summarised below and what I am anticipating forwarding to the group for endorsement as a sector submission:

The recommendation is final as determined by the Royal Commission, the only area of influence for Local Government is in the State based implementation plan that we have been consulting with the sector on to refine, so State Government can develop and resource accordingly.

The principles of the recommendation are fundamentally sound in that it determines the role of Local Government as a capacity building function with all resources, training and associated materials to be the responsibility of State Government, Department of Communities.

The majority of feedback coming back from Local Governments is generalised support. However there are concerns surrounding:

- that increasing the level of service Local Governments provide to its community groups, with no additional resources
- the potential for scope creep of the Child Safety designated officers over time
- the safety mechanisms for Local Government officers if/when a disclosure (intended/or unintended) does occur

The above will inform the basis of the recommendation that WALGA provide to DLGSC on behalf of the sector and it is guided and supported by additional submissions provided by Cunderdin, Broome, Rockingham, Stirling, CDN Committee, Wanneroo and South Perth (at this stage as consultation is still open).

For further information please see the two power points provided at each webinar available in the Dropbox link.

Please don't hesitate to continue to contact Gordon MacMile, DLGSC, with further queries, or myself.

Hope this is helpful.

Kirstie Davis | Policy Manager Community | WALGA

(p) (08) 9213-2044 | (mob) 0407 423 585 | (f) (08) 9213 2077 | (e) kdavis@walga.asn.au



www.walga.asn.au

This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the

From: Taryn Dayman [mailto:ceo@wyalkatchem.wa.gov.au]
Sent: Tuesday, September 11, 2018 4:09 PM
To: Kirstie Davis <KDavis@walga.asn.au>
Subject: RE: Royal Commission Into Child Sexual Abuse

Hi Kirstie

The above mentioned webinar is a presentation that last 15 minutes, however it appears to cut off at the end, giving me the impression that it is not the entire presentation. Is there a 2nd part to the webinar?

Regards,

Taryn Dayman
Chief Executive Officer
Shire of Wyalkatchem

PO Box 224
Wyalkatchem WA 6485

Phone: (08) 9681 1166
Fax: (08) 9681 1003
Email: ceo@wyalkatchem.wa.gov.au
Web: www.wyalkatchem.wa.gov.au



Disclaimer by the Shire of Wyalkatchem. This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Shire unless this is clearly indicated. You should scan this email and any attachments for viruses. The Shire accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email. This notice should not be removed.



From: Kirstie Davis [mailto:KDavis@walga.asn.au]
Sent: Friday, 7 September 2018 10:48 AM
To: Kirstie Davis <KDavis@walga.asn.au>
Subject: FW: Royal Commission Into Child Sexual Abuse

Thank you for your recent participation in the consultation between State and Local Government into the Royal Commission Inquiry of Child Sexual Abuse.

At your request, please see the webinar presentations available by opening the Drop Box Link below.

<https://www.dropbox.com/sh/a6pt296s7vom1do/AACT1YXRVSdKvYFqRCNfgJtBa?dl=0>

Moving forward WALGA will be providing a submission to the Department on behalf of the sector based on information you have provided to us through this engagement process.

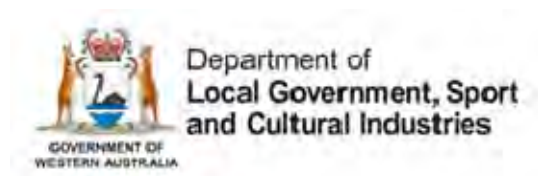
Submissions will assist the Department to formulate a State Implementation Plan that will need to be appropriately resourced.

Please provide your submission responses to WALGA no later than **13 September**.

Alternatively you may like to provide your response directly to:

Gordon MacMile

Director Strategic Coordination and Delivery
Planning and Service Delivery



246 Vincent Street, Leederville, WA, 6007
PO Box 329, Leederville, WA, 6903
Telephone: (08) 9492 9752
Mobile: 0418 968 952
Email: gordon.macmile@dlgsc.wa.gov.au
Website: www.dlgsc.wa.gov.au

For further information about the Inquiry and what this means to Local Government please don't hesitate to contact either myself or Gordon.

We look forward to hearing from you.

Kirstie Davis | Policy Manager Community | WALGA

(p) (08) 9213-2044 | (mob) 0407 423 585 | (f) (08) 9213 2077 | (e) kdavis@walga.asn.au



www.walga.asn.au

This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Association unless this is clearly indicated. You should scan this email and any attachments for viruses. The WA Local Government Association accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email.