



NOTICE OF COUNCIL MEETING

The next Ordinary Meeting of the Wyalkatchem Shire Council will be held on Thursday 21 June 2018 in the Council Chambers Cnr Honour Avenue and Flint Street, Wyalkatchem, commencing at 3.30pm.

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

Ian McCabe
CHIEF EXECUTIVE OFFICER



MEETING INFORMATION

NOTICE OF COUNCIL MEETING

The next Ordinary Meeting of the Wyalkatchem Shire Council will be held on Thursday 21 June 2018 in the Council Chambers, Cnr Honour Avenue and Flint Street, Wyalkatchem, commencing at 3.30pm.

COUNCIL MEETINGS

All meetings are held in the Council Chambers at 3.30pm every third Thursday (except for the month of January as there is no Council meeting.)

No action should be taken on any item discussed at a council meeting prior to written advice on the resolution of council being received.

Place: Wyalkatchem Shire Chambers
Cnr Honour Avenue and Flint Street, Wyalkatchem

AGENDAS

The agenda for the upcoming meeting is available in PDF format on the council's website on Monday prior to the meeting. A hard copy is available at the front counter at the Shire Administration building.

MINUTES

Minutes of the latest meetings will be made available on the website within five days of the meeting being held. Hard copy versions are also available at the front counter at the Shire Administration building.

MEETING GUIDELINES

All speakers should be clear and to the point, and speak through the presiding member at all times. Members of the public are not permitted to enter into debate with elected members or staff. Any correspondence received after the agenda is finalised will not be reflected in the staff report and will not be distributed to elected members by administration. To minimise disruption during meetings, please ensure your mobile phone is turned off before entering the chamber. You may enter and leave the chamber at any point during the meeting.

QUESTIONS

Public questions may be asked at council meetings during public question time. Please note the following protocols when asking questions:

Questions must;

- Be submitted to the Chief Executive Officer in writing by 4pm on the day before the meeting and be subsequently signed by the author;
- Be asked by the author at the meeting;
- Not take longer than two minutes to ask;
- Be limited to two per person; and
- Relate to a subject within the Council Agenda

Questions will only appear in full in the council minutes if they comply with the above.

If you wish to ask a question to Council please complete the attached form.

STATEMENTS

Public statements may be made at council meetings during public question time. Please note the following protocols when making statements:

Statements must;

- Be submitted to the Chief Executive Officer in writing by 4pm on the day before the meeting and be subsequently signed by the author;
- Be made by the author at the meeting;
- Not take longer than three minutes to state; and
- Relate to a subject within the council's jurisdiction

Statements will only appear in full in the council minutes if they comply with the above. If you wish to make a statement during a council meeting please complete the attached form.

NOTE: A person who has asked a question will not be permitted to make a statement on the same topic at the same meeting.

PETITIONS

Please note the following protocol for submissions of petitions. Petitions must;

- Be addressed to the Shire President;
- Be made by electors of the district;
- State the request on each page of the petition;
- Contain the names, addresses and signatures of the elector(s) making the request, and the date each elector signed;
- Contain a summary of the reasons for the request; and
- State the name of the person upon whom, and an address at which, notice to the petitioners can be given Petitions should be presented to council by a councillor.

Where a petition does not relate to or conform to the above it may be treated as an 'informal' petition and the CEO may at their discretion forward the petition to council accompanied by an officer report.

APPROVED DEPUTATIONS

Approved deputations to a council meeting will only be received in special circumstances and only with the approval of the council given by a decision at a prior meeting.

An approved deputation;

- Is not to exceed five persons, only two of whom may address the council or committee, although others may respond to specific questions from the members; and
- Is not to address the council or committee for a period exceeding fifteen minutes without the agreement of the council or the committee as the case requires

Any matter which is the subject of a deputation to the council or a committee is not to be decided by the council or committee, until the deputation has completed its presentation.



ASKING A QUESTION AT A COUNCIL OR COMMITTEE MEETING

If you just want to make a statement or express an opinion on an issue before Council or a Committee, please refer to the “Making a statement to a Council or Committee Meeting” information sheet.

If you want to ask a question, here’s what to do:

1. You may ask up to two (2) questions with a total time limit of two (2) minutes per speaker.
2. Please state your name, address and the agenda item number you are referring to, and then ask your question.
3. Please submit your question in writing to the Chief Executive Officer by 5pm on the day before the meeting. This allows for an informed response to be given at the meeting.
4. Questions that have not been submitted in writing by 5pm on the day before the meeting will be responded to if they are straight forward. Otherwise they will be taken on notice and will be answered in writing after the council or committee meeting.
5. A question may relate to any subject that is within the council or committee's jurisdiction but should be a matter of general community concern. Please give staff the opportunity to try to answer your questions before a council or committee meeting.
6. Where a question raises a significant issue about an agenda item that might not have been addressed in the staff report or prior discussions with elected members and cannot be adequately responded to, council or committee will need to consider whether the item should be held over or referred back for further consideration, taking into account statutory deadlines and other implications of deferring the item.
7. A person who has asked a question will not be permitted to make a statement on the same topic at the same meeting – this is unfair to the other members of the public who wish to communicate with council or committee.

PLEASE NOTE

Members of the public should note that no action should be taken on any item discussed at a council or committee meeting prior to written advice on the final resolution being received.



COUNCIL OR COMMITTEE MEETING PUBLIC QUESTION By

4pm on the day before the relevant meeting, please either:

- Fax this form to the Chief Executive Officer on 9681 1003
- Email to: ceo@wyalkatchem.wa.gov.au
- Hand deliver to the Chief Executive Officer at the Administration building

Questions received after that time may be taken on notice and answered in writing after the meeting.

Name

Date

---/---/----

Address

Agenda Item Number _

QUESTION 1

QUESTION 2

Authors Signature _



MAKING A STATEMENT AT A COUNCIL OR COMMITTEE MEETING

Most people just want to express an opinion or give their views on an issue before a committee or council, rather than ask a question. If you do want to ask a question, please refer to the “Asking a question at a council or committee meeting information sheet. If you want to make a statement, here’s what to do:

1. You may make one statement of up to three minutes.
2. Please state your name, address and the agenda item number or subject you are referring to, and then make your statement.
3. Please submit your statement in writing to the Chief Executive Officer by 4pm on the day before the meeting, to assist in meeting administration.
4. Statements that have not been submitted in writing by 4pm on the day before the meeting will be heard, subject to a written copy being provided to the CEO during the meeting. This is to ensure that a proper record of your statement can be made in the minutes of the meeting.
5. A statement may relate to any subject that is within the council or committee's jurisdiction but should be a matter of general community concern. Statements on the same or a related subject will generally be limited to two per meeting, however where a clearly defined difference of opinion exists within the community on a subject, will generally be limited to two for and two against.
6. Where a statement raises a significant issue about an agenda item that might not have been addressed in the staff report or prior discussions with elected members, council or committee will need to consider whether the item should be held over or referred back for further consideration, taking into account statutory deadlines and other implications of deferring the item.
7. A person who has made a statement will not be permitted to ask a question on the same topic at the same meeting – this is unfair to the other members of the public who wish to communicate with the Council or Committee.

PLEASE NOTE

Members of the public should note that no action should be taken on any item discussed at a council or committee meeting prior to written advice on the final resolution being received.



COUNCIL AND COMMITTEE MEETING PUBLIC STATEMENT

By 4pm on the day before the relevant meeting, please either:

- Fax this form to the Chief Executive Officer on 9681 1003
- Email to: ceo@wyalkatchem.wa.gov.au
- Hand deliver to the Chief Executive Officer at the Administration building

Statements received after that time maybe taken on notice and answered in writing after the meeting.

Name

Date / /

Address

Agenda Item Number

STATEMENT1

STATEMENT2

Authors Signature _

DETAILS

SHIRE OF WYALKATCHEM

WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE : USE ONE FORM PER DECLARATION OF INTEREST

Meeting Type: **Ordinary** **Special** **Committee** **Forum**

I, _____ wish to declare an
interest in the following item to be considered by Council at its meeting to be held on

Agenda Item _____

The type of interest I wish to declare is:

- Financial pursuant to Section 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.

The nature of my interest is

The extent of my interest is⁽¹⁾

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

Signature

Date

1. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 of the Act).⁽¹⁾

When does a person have an interest?[s5.60]

For the purpose of the financial interest disclosure provisions you will be treated as having an interest in a matter, if either you (as a relevant person), or a person with whom you are closely associated, has – a direct or indirect financial interest in a matter; or a proximity interest in a matter.

When does a proximity interest exist?[s5.60B]

You (or a person with whom you are closely associated) have a proximity interest in any matter that 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 (development refers to the development, maintenance or management of the land or of services or facilities on the land)

The existence of a proximity interest is established purely by the location of land, a financial effect on the valuation of your land or on the profitability of your business does not have to be established. It is therefore important that you fully understand when a proximity interest exists.

What is to be disclosed?

When disclosing an interest you are required on all occasions to disclose the nature of the interest. You should ensure that the full disclosure and the times you left and re-entered the meeting are recorded in the minutes of the meeting. In recognizing the way in which you, or a closely associated person, may be affected financially or by proximity with the matter being dealt with by the meeting, you have identified the nature of the interest. When disclosing the interest, you should state it in such a way that will enable others to clearly understand what the nature of your interest is

Example 1:

If you have shares in a company that has a matter before the meeting, you are closely associated with that company. You therefore have an interest that must be disclosed. You could disclose the nature of your interest as 'I am closely associated with the company making the application'.

Example 2:

If an application before the meeting is in respect to your land, or land adjacent to yours and the valuation of your land may be affected, you are required to disclose that interest. You could disclose the nature of your interest as 'The application may affect the valuation of land I own'.

Are Disclosures recorded? [S5.73 and Administration Regulation 11(b)]

Having disclosed the nature of your interest, for your own protection you must make sure that the full details of your disclosure and the time of departure from and re-entry to the meeting have been fully recorded in the minutes before the minutes of the meeting are confirmed. If your disclosure is not recorded, you should get it recorded at the next meeting before the minutes are confirmed.

Must a member leave the room after disclosing an interest [5.67]

If you have disclosed an interest in writing before the meeting or immediately before the matter is discussed during the meeting, you must not:

- Preside at the part of the meeting relating to the matter; or
- Participate in, or be present during any discussion or decision-making procedure relating to the matter.

In brief, having disclosed an interest **you must** leave the room. You may re-enter the room and be present during the discussion on the matter in which you disclosed an interest only if allowed by the members present.

The Minister for Local Government may also allow you to be present; (Refer to s5.69, s5.69a of the *Local Government Act 1995*).

Can members be allowed to stay and participate?[s5.68(1)(a)]

After disclosing the nature of your interest in a matter to the meeting, or the presiding person having read out the disclosure, you may, without further disclosure, request to remaining members present who are entitled to vote (you are not entitled to vote) to allow you to be present during any discussion or decision-making procedure on the relevant matter.

Members allow you to participate[s5.68(1)(b)]

After disclosing the nature of your interest in a matter at a meeting, or the presiding person having read out the disclosure, you may, after also disclosing the extent of your interest, request the other members present to allow you to preside (if you are the presiding member) or, to participate in discussions and the decision making procedures relating to the matter. To enable the remaining members to make this judgement you must also disclose the full extent of your interest.

Section 5.59 of the Act defines the extent of an interest to include the value and amount of the interest. The following examples will assist you in determining how to express the extent of the interest to be disclosed;

Example 1:

If you disclose the nature of your interest as: 'I have shares in the company making the application, the value of which may be affected', the extent to be disclosed could be that 'The value of the shares I have in the company is \$11,000 and this value may be affected by a five percent increase'.

Example 2:

If the nature of the interest you have disclosed is 'The application may affect the valuation of land I own', you could disclose the extent of the interest as 'The effect may be a 10 percent increase in the valuation of the land I own which equates to \$4,700'.

You should advise the meeting that you have estimated the extent and outline the method by which you arrived at the estimation. After the request is made to participate you must leave the room while the request is put to the meeting and the members decide whether to allow you to stay. The other members may not feel that they can freely consider your request and its likely implications for council or the committee while you are present.

The remaining members present can allow you to participate only if they decide that the interest is either:

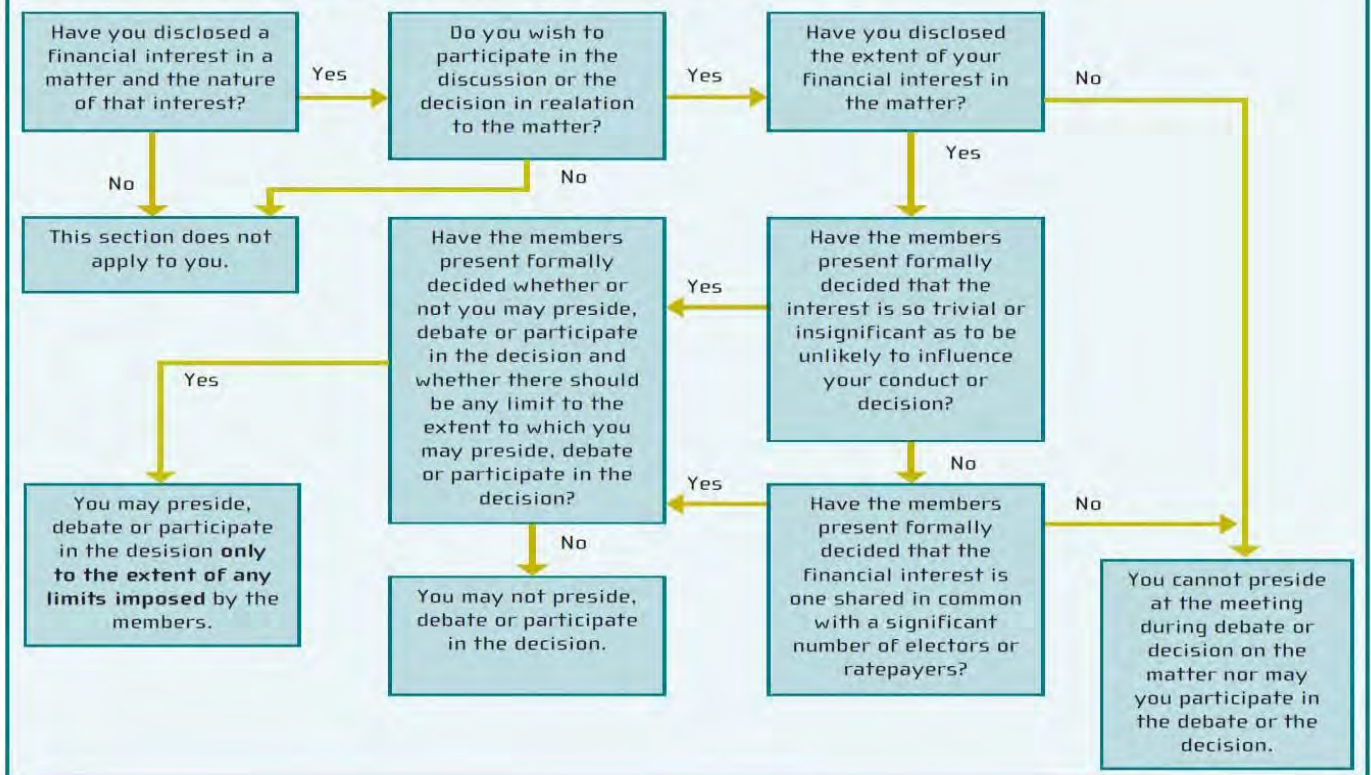
- So trivial or insignificant as to be unlikely to influence your conduct in relation to the matter; or;
- Held in common to a significant number of electors or ratepayers

If allowed by the members to be present, you may return. In determining your request members will also decide the extent of your participation. They may allow you to speak only, vote only or both speak and vote. There is no right of appeal against the decision of the meeting.

When you receive the agenda of a council or committee meeting you are to attend as a member, examine the report for each agenda item and determine the ways that the meeting could deal with that item, then consider whether if the matter is dealt with in any of those ways would it be reasonable to expect that there would be a financial effect on you or a person with whom you are closely associated. You also need to consider whether you have a proximity interest in any items. This process will assist you to determine whether you have an interest to disclose and the nature of the interest.

Figure 3: Section 5.68 (1) of the *Local Government Act 1995*

Some circumstances in which members may allow you to stay and participate



IMPARTIAL INTERESTS

EXAMPLE

A matter is before a council meeting which requires a decision to be made about the provision of footpaths on a particular group of streets. The brother of one of the elected members lives on one of the streets.

Scenario A:

The brother had been a leader in the community push to request the construction of the footpaths.

Decision: *There is no doubt, the member should make an impartiality disclosure.*

Scenario B:

The brother had not been involved in any of the community efforts which have caused council to consider the provision of footpaths.

Decision: *This scenario is more doubtful. Criticism of the member for not making a disclosure could be considered unfair. However, the elected member may still wish to declare, as it does not affect their ability to debate and vote on the issue.*

EXAMPLE

A sporting group has a request before Council seeking a donation or other financial contribution.

Scenario A:

An elected member is an office bearer in the sporting club.

Decision: *The member should make an impartiality disclosure at the meeting.*

Scenario B:

An elected member is a member of the sporting club but the extent of involvement is occasional attendance at meetings and events.

Decision: *Disclosure would probably not be required.*



Agenda

of the

Ordinary

Meeting of Council

To be held on

Thursday
21 June 2018

In

The Council Chambers
Honour Avenue Wyalkatchem

Our Purpose

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

Council's Vision

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

Our Purpose

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

Our commitment

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

Our Guiding Principles

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

Leaving a positive legacy for future generations and Councils

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

Responsible financial management

Informed, evidence-based and representative decision making; and,

Effective communication and engagement.

Our Goals

Healthy, strong and connected communities

A prosperous and dynamic district

A sustainable natural and built environment

An effective voice

A well-managed and effective organisation

Facilities and assets that are well used and effectively managed

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1. DECLARATION OF OPENING

1.1 The Shire President will declare the Meeting open.

1.2 The Shire of Wyalkatchem disclaimer will be 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

2.3 Declaration of public question time closed

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

3.1 Present:

3.2 Apologies:

3.3 On leave of absence:

3.4 Staff

3.5 Visitors:

3.6 Gallery:


3.7 Applications for leave of absence:

4.1 Petitions

4.2 Deputations

4.3 Presentations

5.1.1 MEETINGS – CONFIRMATION OF MINUTES - ORDINARY MEETING 17 MAY 2018

FILE REFERENCE:	Minute Book
AUTHOR'S NAME AND POSITION:	Ian McCabe Chief Executive Officer
AUTHOR'S SIGNATURE:	
NAME OF APPLICANT/RESPONDENT/LOCATION:	Shire of Wyalkatchem
DATE REPORT WRITTEN:	14 June 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 17 May 2018.**

Appendix:

There is no attachment to this report.

Background:

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

Comment:

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

Consultation:

Ian McCabe, Chief Executive Officer.

Statutory Environment:

- 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:

Seconded:

Moved:


Officer Recommendation:

That Council resolve the following:

- 1. Confirm the minutes as an accurate record of the Ordinary Meeting of Council held on 17 May 2018**

Vote:

**5.1.2 MEETINGS – CONFIRMATION OF MINUTES -
SPECIAL MEETING 7 JUNE 2018**

FILER REFERENCE:	Minute Book
AUTHOR'S NAME AND POSITION:	Ian McCabe Chief Executive Officer
AUTHOR'S SIGNATURE:	
NAME OF APPLICANT/ RESPONDENT/LOCATION:	Shire of Wyalkatchem
DATE REPORT WRITTEN:	14 June 2018
DISCLOSURE OF INTEREST:	Not applicable
PREVIOUS MEETING REFERENCE:	Not Applicable

SUMMARY:

- 1. Confirm the minutes as an accurate record of the Special Meeting of Council held on 7 June 2018.**

Appendix:

There is no attachment to this report.

Background:

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

Comment:

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

Consultation:

Ian McCabe, Chief Executive Officer.

Statutory Environment:

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

Policy Implications:

There is no Council Policy relative to this issue.

Financial Implications:

There are no Financial Implications relative to this issue.

Strategic Plan/Risk Implications:

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

Voting Requirements: Simple Majority

Council Decision Number:

Seconded:

Moved:

Officer Recommendation:

That Council resolve the following:

- 1. Confirm the minutes as an accurate record of the Special Meeting of Council held on 7 June 2018**

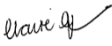
Vote:

6.0 Announcements by Presiding Person

7.0 Matters for which meeting may be closed

8.1.1 Land Use and Planning - No items this month

8.2.1 FINANCIAL MANAGEMENT – FINANCIAL REPORTING – MONTHLY FINANCIAL REPORT – MAY 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:	11 June 2018
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	OMC 17 May 2018 Council decision number: 65/2018
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 May 2018.

Appendix:

1. Monthly Financial Report for the Period Ended 31 May 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:

May 2018 Financial Statements:

- Yearly operating revenue is \$2,547,376 inclusive of net rate income of \$1,193,449 (net of prepaid rates and discounts) – 94% of Budget
- Yearly operating expenditure is \$3,602,773 – 88% of Budget
- Yearly capital expenditure is \$1,933,016 – 98% of Budget
- Yearly capital revenue is \$1,837,514 – 96% of Budget
- Net current assets as 31 May 2018 are \$311,970

Operating Revenue: Total operating revenue is 94% of the Annual Budget.

Rates: Revenue of \$1,403,207 has been raised during the Rate Run for 2017/18 and rates notices were posted out by the planned date of 21 July 2017. The total Rate Run is broken down between Rates \$1,252,111, Rubbish \$98,595, Health Levy \$15,057 and ESL Levy \$37,444. To date income received is \$1,346,244 and discounts, concessions and write offs applied equate to \$19,485. Approximately 97% of Rates have been collected to date, with \$21,989 outstanding.

Breakdown of outstanding rates as at 31 May 2018:

Payment by instalments	\$0
Pensioners who have until 30 June 2018 to pay	\$9,244
Ratepayers on a payment arrangement	\$9,624
<i>Legal Action</i>	\$3,886
Deceased estates awaiting probate	\$3,212
Payment in advance	-\$4,301
Interim rates raised where payment is on time	\$324

Operating Expenditure: Total operating expenditure is 88% of the Annual Budget.

Capital Expenditure: Total Capital Expenditure (\$1,933,016) is 98% of the Annual Budget (\$1,823,181).

Land and Buildings	\$272,711	The new Depot and Medical Centre are all in progress as of May 2018. The CEACA units' contribution, Railway Station, 45 Wilson St, Town Hall, Railway Barracks, 22a Flint St, 58 Flint St, 4 Slocum St, Shire Office, Senior Citizens project and the Recreation Centre are complete for 2017/18.
Plant and Property	\$441,797	The grader, road crew utility and Works Manager vehicle replacements have been completed for 2017/18.
Roadworks	\$993,885	All projects are complete as of May 2018.
Footpaths	\$22,296	Projects are completed for 2017/18.
Airport	\$38,603	The project is in progress as of May 2018.
Other Infrastructure	\$70,165	The Tennis Club playground and the Swimming Pool capital work is complete for 2017/18. The netball court shelter and the streetscape will not be completed this financial year.
Parks, Gardens & Reserves	\$0	Pioneer Park and installing a new water fountain at the Admin Park will not occur this financial year.
Transfers to Reserves	\$39,891	

Net Assets: Net Current Assets as at 31 May 2018 amounts to \$311,970.

Consultation:

Ian McCabe Chief Executive Officer

Statutory Environment:

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

Policy Implications:

There is no Council Policy relative to this issue.

Financial Implications:

There are no Financial Implications relative to this issue.

Strategic Plan/Risk Implications:

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

Voting Requirements Simple Majority

Council Decision Number:

Moved:

Seconded:

Officer Recommendation:

That Council resolve the following:

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

Vote:

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

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

Note	Amended Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 3	Var.
Operating Revenues						
	\$	\$	\$	\$	%	
Governance	8,100	7,425	19,879	12,454	62.6%	
General Purpose Funding	561,938	545,109	550,901	5,791	1.1%	
Law, Order and Public Safety	47,125	47,125	48,373	1,248	2.6%	
Health	49,589	45,457	33,162	(12,295)	(37.1%)	
Education and Welfare	0	0	0	0		
Housing	115,744	106,099	103,706	(2,393)	(2.3%)	
Community Amenities	106,683	106,683	107,041	359	0.3%	
Recreation and Culture	7,816	7,165	8,986	1,822	20.3%	
Transport	552,394	445,361	436,193	(9,168)	(2.1%)	
Economic Services	19,291	17,683	21,269	3,586	16.9%	
Other Property and Services	18,785	17,220	24,419	7,199	29.5%	
Total (Excluding Rates)	1,487,465	1,345,326	1,353,928	8,601	0.6%	
Operating Expense						
Governance	(327,242)	(259,972)	(240,688)	19,283	8.0%	
General Purpose Funding	(65,573)	(59,109)	(54,211)	4,898	9.0%	
Law, Order and Public Safety	(123,669)	(101,363)	(92,772)	8,591	9.3%	
Health	(307,189)	(281,590)	(242,094)	39,496	16.3%	
Education and Welfare	(17,858)	(16,370)	(32,453)	(16,083)	(49.6%)	▼
Housing	(243,971)	(195,640)	(187,249)	8,391	4.5%	
Community Amenities	(228,411)	(208,377)	(198,545)	9,832	5.0%	
Recreation and Culture	(753,482)	(690,692)	(690,416)	276	0.0%	
Transport	(1,885,383)	(1,729,268)	(1,738,969)	(9,702)	(0.6%)	
Economic Services	(105,831)	(97,012)	(100,992)	(3,980)	(3.9%)	
Other Property and Services	(42,776)	(29,211)	(24,384)	4,827	19.8%	
Total	(4,101,385)	(3,668,603)	(3,602,773)	65,830		
Funding Balance Adjustment						
Add back Depreciation	1,142,817	1,047,582	1,085,022	37,440	3.5%	
Adjust (Profit)/Loss on Asset Disposal	38,991	38,991	38,991	0	0.0%	
Movement in Deferred Pensional Rates (Non-Current)			1,991	1,991	100.0%	
Movement in Accrued Salaries and Wages			0	0		
Movement in Employee Benefit Provisions			0	0		
Adjust Provisions and Accruals			0	0		
Net Operating (Ex. Rates)	(1,432,112)	(1,236,703)	(1,122,841)	113,862		
Capital Revenues						
Proceeds from Disposal of Assets	126,727	126,727	126,727	0	0.0%	
Non-Operating Grants	703,917	705,658	705,658	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	13,087	11,960	11,960	0	0.0%	
Transfer from Reserves	1,074,965	993,169	993,169	0	0.0%	
Total	1,918,696	1,837,514	1,837,514	0		
Capital Expenses						
Land Held for Resale	0	0	0	0		
Land and Buildings	(312,901)	(272,711)	(272,711)	0	0.0%	
Plant and Equipment	(447,998)	(441,797)	(441,797)	0	0.0%	
Furniture and Equipment	0	0	0	0		
Infrastructure Assets - Roads	(911,996)	(993,885)	(993,885)	0	0.0%	
Infrastructure Assets - Other	(181,550)	(131,063)	(131,063)	0	0.0%	
Purchase of Investments				0		
Repayment of Debentures	(53,669)	(53,669)	(53,669)	0	0.0%	
Advances to Community Groups				0		
Transfer to Reserves	(67,145)	(39,891)	(39,891)	0	0.0%	
Total	(1,975,259)	(1,933,016)	(1,933,016)	0		
Net Capital						
	(56,563)	(95,502)	(95,502)	0		
Total Net Operating + Capital						
	(1,488,675)	(1,332,206)	(1,218,343)	113,862		
Rate Revenue	1,232,354	1,232,354	1,193,449	(38,906)	(3.3%)	
Opening Funding Surplus(Deficit)	336,864	336,864	336,865	0	0.0%	
Closing Funding Surplus(Deficit)	80,544	237,013	311,970	74,957	24.0%	

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

	Note	Amended Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a) 3	Var. % (b) - (a) / (b) 3
Operating Revenues						
Grants, Subsidies and Contributions	8	\$ 1,149,976	\$ 1,027,072	\$ 1,032,888	\$ 5,817	0.6%
Profit on Asset Disposal	10	693	635	693	58	8.3%
Fees and Charges		274,220	260,258	270,891	10,633	3.9%
Interest Earnings		62,576	57,361	49,455	(7,906)	(16.0%)
Other Revenue		0	0	0	0	
Total (Excluding Rates)		1,487,465	1,345,327	1,353,928	8,601	
Operating Expense						
Employee Costs		(1,035,388)	(949,106)	(945,472)	3,634	0.4%
Materials and Contracts		(1,560,244)	(1,351,224)	(1,279,459)	71,765	5.6%
Utilities Charges		(184,343)	(156,981)	(132,695)	24,287	18.3%
Depreciation (Non-Current Assets)		(1,142,817)	(1,047,582)	(1,085,022)	(37,440)	(3.5%)
Interest Expenses		(18,039)	(16,536)	(12,074)	4,462	37.0%
Insurance Expenses		(120,870)	(110,798)	(108,368)	2,430	2.2%
Loss on Asset Disposal	10	(39,684)	(36,377)	(39,684)	(3,307)	(8.3%)
Other Expenditure		0	0	0	0	
Total		(4,101,385)	(3,668,603)	(3,602,773)	65,830	
Funding Balance Adjustment						
Add Back Depreciation		1,142,817	1,047,582	1,085,022	37,440	3.5%
Adjust (Profit)/Loss on Asset Disposal	10	38,991	38,991	38,991	0	0.0%
Movement in Deferred Pensional Rates (Non-Current)				1,991	1,991	100.0%
Movement in Accrued Salaries and Wages					0	
Movement in Employee Benefit Provisions					0	
Adjust Provisions and Accruals					0	
Net Operating (Ex. Rates)		(1,432,112)	(1,236,703)	(1,122,841)	113,862	
Capital Revenues						
Grants, Subsidies and Contributions	8	703,917	705,658	705,658	0	0.0%
Proceeds from Disposal of Assets	10	126,727	126,727	126,727	0	0.0%
Proceeds from New Debentures					0	
Proceeds from Sale of Investments					0	
Proceeds from Advances					0	
Self-Supporting Loan Principal		13,087	11,960	11,960	0	0.0%
Transfer from Reserves	9	1,074,965	993,169	993,169	0	0.0%
Total		1,918,696	1,837,514	1,837,514	0	
Capital Expenses						
Land Held for Resale		0	0	0	0	
Land and Buildings	10	(312,901)	(272,711)	(272,711)	0	0.0%
Plant and Equipment	10	(447,998)	(441,797)	(441,797)	0	0.0%
Furniture and Equipment	10	0	0	0	0	
Infrastructure Assets - Roads	10	(911,996)	(993,885)	(993,885)	0	0.0%
Infrastructure Assets - Other	10	(181,550)	(131,063)	(131,063)	0	0.0%
Purchase of Investments			0	0	0	
Repayment of Debentures		(53,669)	(53,669)	(53,669)	0	0.0%
Advances to Community Groups					0	
Transfer to Reserves	9	(67,145)	(39,891)	(39,891)	0	0.0%
Total		(1,975,259)	(1,933,016)	(1,933,016)	0	
Net Capital		(56,563)	(95,502)	(95,502)	0	
Total Net Operating + Capital		(1,488,675)	(1,332,206)	(1,218,343)	113,862	
Rate Revenue		1,232,354	1,232,354	1,193,449	(38,906)	(3.3%)
Opening Funding Surplus(Deficit)		336,864	336,864	336,865	0	0.0%
Closing Funding Surplus(Deficit)	3	80,544	237,013	311,970	74,957	24.0%

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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 May 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 May 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 May 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 May 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 May 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 May 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 May 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.

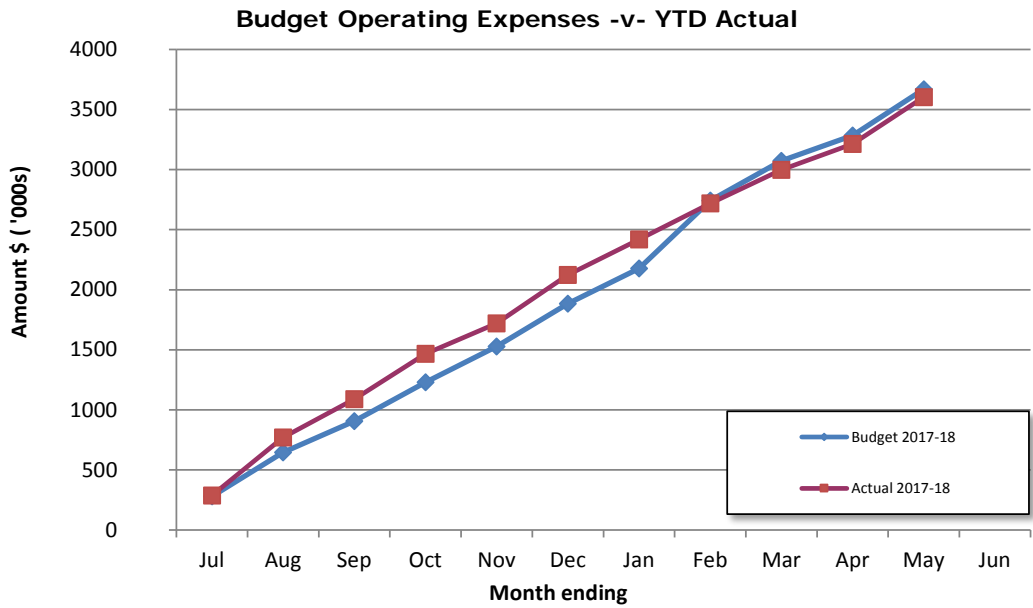
OTHER PROPERTY & SERVICES

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

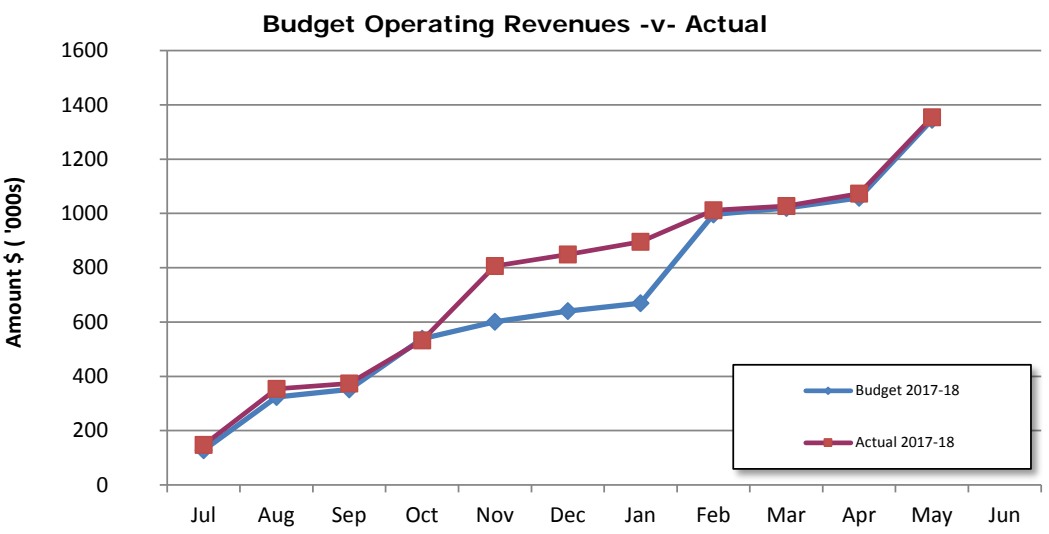
Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

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

Note 2 - Graphical Representation - Source Statement of Financial Activity



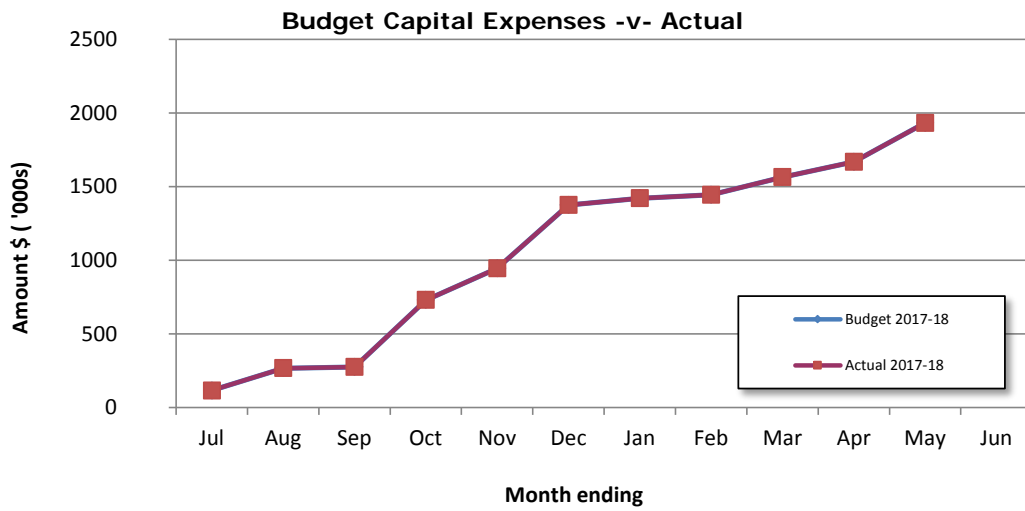
Comments/Notes - Operating Expenses



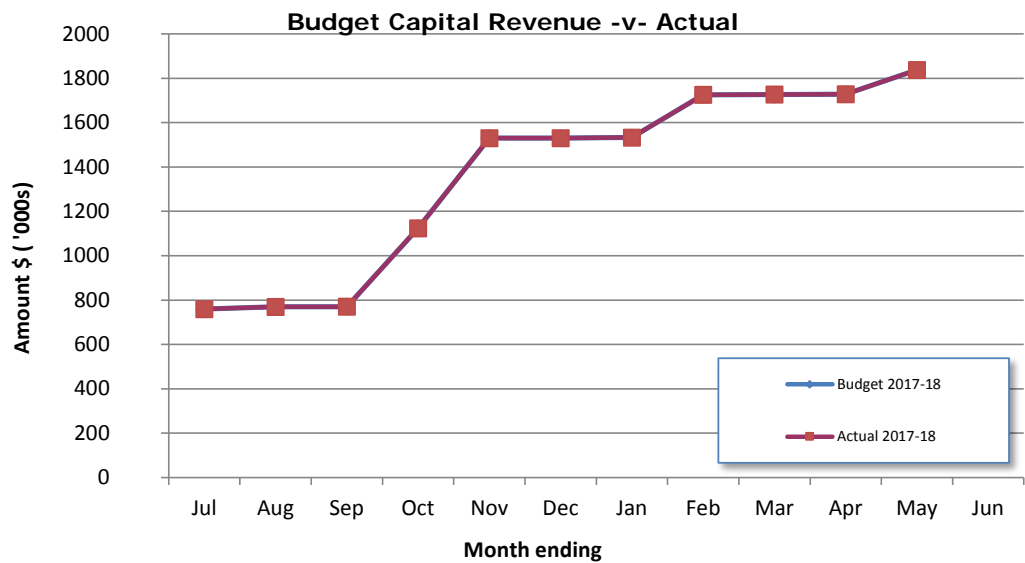
Comments/Notes - Operating Revenues

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

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

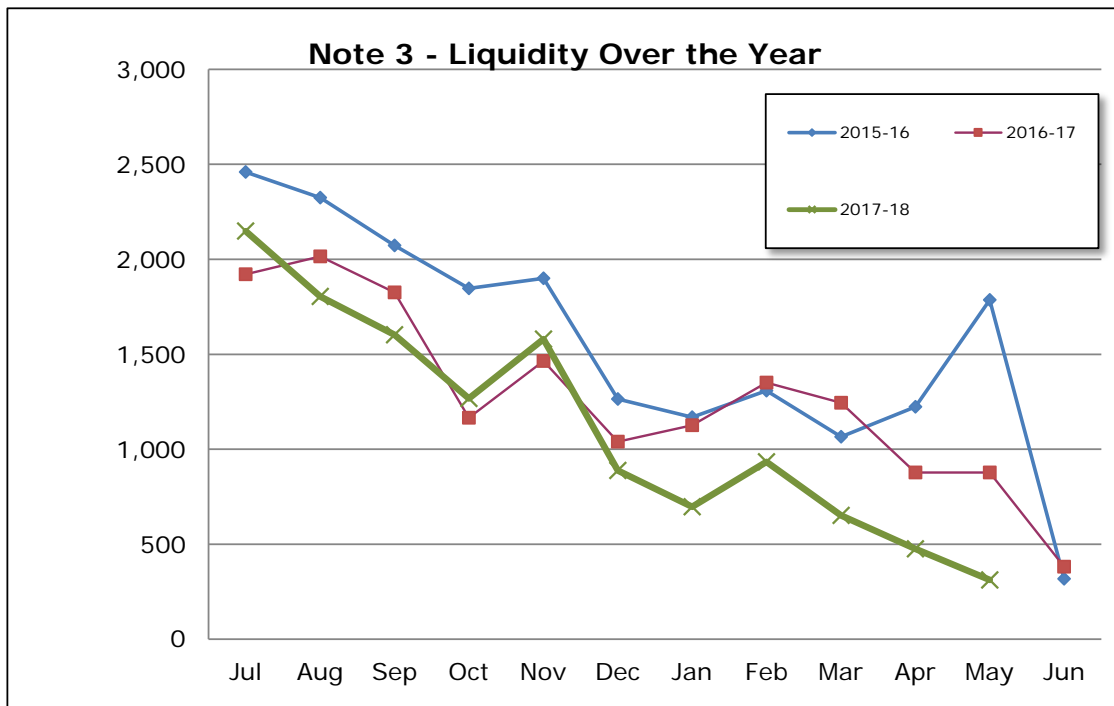


Comments/Notes - Capital Revenues

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

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)			
2017-18			
	This Month	Last Month	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	178,009	585,628	1,174,763
Cash Restricted	1,962,938	1,951,391	2,021,645
Investments			
Receivables - Rates and Rubbish	21,989	94,442	31,590
Receivables -Other	97,290	218,790	2,647
Inventories	87,284	118,308	126,591
	2,347,511	2,968,560	3,357,236
Less: Current Liabilities			
Payables	(22,712)	(34,774)	(18,658)
Current Employee Benefits Provision	(49,891)	(49,891)	(70,788)
	(72,603)	(84,665)	(89,445)
Less: Cash Restricted	(1,962,938)	(1,951,391)	(2,021,645)
Net Current Funding Position	311,970	932,504	1,246,146



Comments - Net Current Funding Position

Shire of Wyalkatchem
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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%	178,009				178,009	NAB	Call
At Call - Working	0.01%			6,257		6,257	NAB	Call
(b) Term Deposits								
Reserves	2.15%		1,962,938			1,962,938	NAB	20/06/2018
Surplus Funds	0.00%				0	0	NAB	
(c) Investments								
Total		178,009	1,962,938	6,257	0	2,147,204		

Comments/Notes - Investments

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

		AMENDED ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
5.1 OPERATING REVENUE (EXCLUDING RATES)						
5.1.1 GOVERNANCE						
1041010	Reimbursements	8,000	7,333	19,879	12,545	This is estimated in the Annual Budget. Two insurance claims were made for the CEO vehicle (\$2,645), the LGIS good driver rebate was received for 2017 (\$2,653) and the LGIS Members Dividend was received as a contribution to the two way radio system repairs (\$7,127)
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						
1113070	Community Bus fees	2,000	1,833	3,601	1,767	This is estimated in the Annual Budget and usage has been slightly higher than anticipated.
5.1.9 TRANSPORT						

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance						
		AMENDED ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
5.1.10 ECONOMIC SERVICES						
I133005	Building Licence	1,800	1,650	2,737	1,087	This is estimated in the Annual Budget based on prior years, this year has been slightly higher.
I135203	Railway Barracks fees	16,000	14,667	17,804	3,138	This is estimated in the Annual Budget based on prior years, this year usage has been slightly higher.
5.1.11 OTHER PROPERTY AND SERVICES						
I141005	Private Works	3,092	2,834	7,695	4,861	Private works are not anticipated in the budget, but due to some down time between the completion of capital roadworks and maintenance grading commencing a job was completed.
5.2 OPERATING EXPENSES						
5.2.1 GOVERNANCE						
5.2.2 GENERAL PURPOSE FUNDING						
5.2.3 LAW, ORDER AND PUBLIC SAFETY						
5.2.4 HEALTH						
E073425	Other Expenses	(20,000)	(20,000)	0	20,000	This was the budget for a community well being project that was to be funded from the Health Reserve fund interest. No project has been identified so this will not be used but the reserve transfer will also not occur in the financial year.

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance						
		AMENDED ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
E074010	Contribution to Newhealth	(35,410)	(32,459)	(20,099)	12,360	Expenditure on Newhealth has not been as high as anticipated through the year.
5.2.5 EDUCATION AND WELFARE						
E082298	Depreciation	(3,858)	(3,537)	(18,453)	(14,916)	Depreciation is increased due to the asset addition of the new Senior Citizens Units, this is a non cash item and won't affect the closing balance.
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						

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

Note 5: MAJOR VARIANCES

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

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

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

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

Note 6: BUDGET AMENDMENTS

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

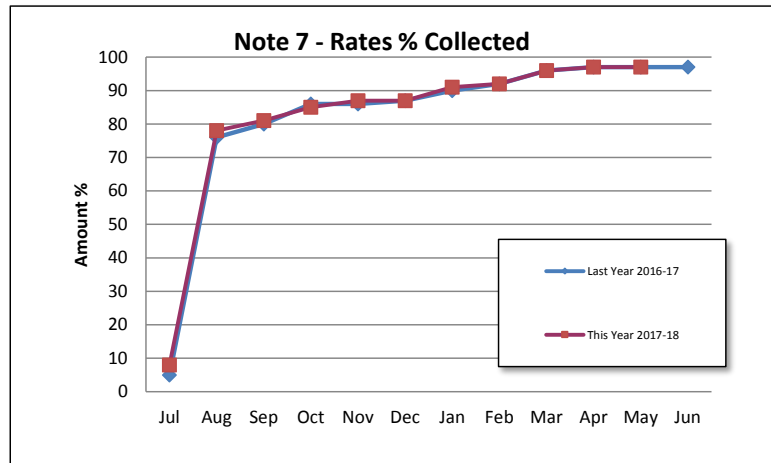
GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption			\$	\$	\$	\$
				0	0	0	0
	Closing Funding Surplus (Deficit)			0	0	0	0

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

Note 7: RECEIVABLES

Receivables - Rates and Rubbish

	Current 2017-18	Previous 2016-17	Total
	\$	\$	\$
Opening Arrears Previous Years		18,195	18,195
Rates Levied this year	1,403,207	0	1,403,207
Interim Rates	220		220
Rates in Advance (Pre-Paid)	(39,418)	0	(39,418)
Instalment Fees	3,793	0	3,793
Administration/Legal Fees	0	0	0
Interest	1,722	0	1,722
Less Discount/Concessions/Write off	(19,485)	0	(19,485)
Less Collections to date	(1,330,669)	(15,575)	(1,346,244)
Equals Current Outstanding	19,369	2,620	21,989
Ex-Gratia Rates	8,109		8,109
Net Rates Collectable	(8,109)		21,989
% Collected			97.01%



Comments/Notes - Receivables Rates and Rubbish

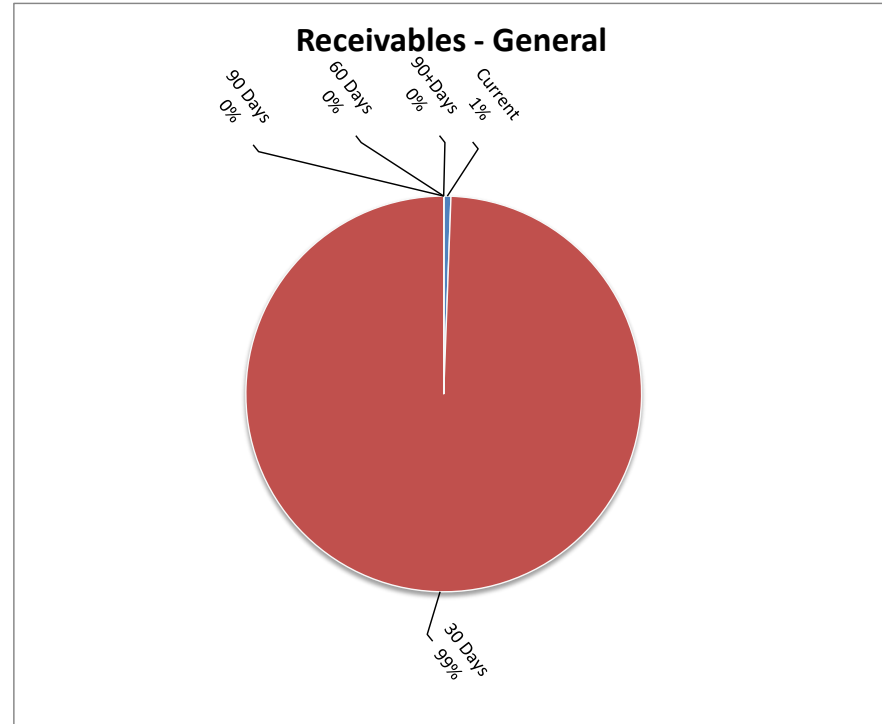
Rates Levied Includes: Rates \$1,126,489; ESL Levy \$33,556; Rural Health Levy \$14,570; Refuse Collection \$98,571

Receivables - General

Current	30 Days	60 Days	90 Days	90+Days
\$	\$	\$	\$	\$
570	96,720	0	0	0
Total Outstanding				97,290

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 May 2018

ote 8: GRANTS AND CONTRIBUTIONS

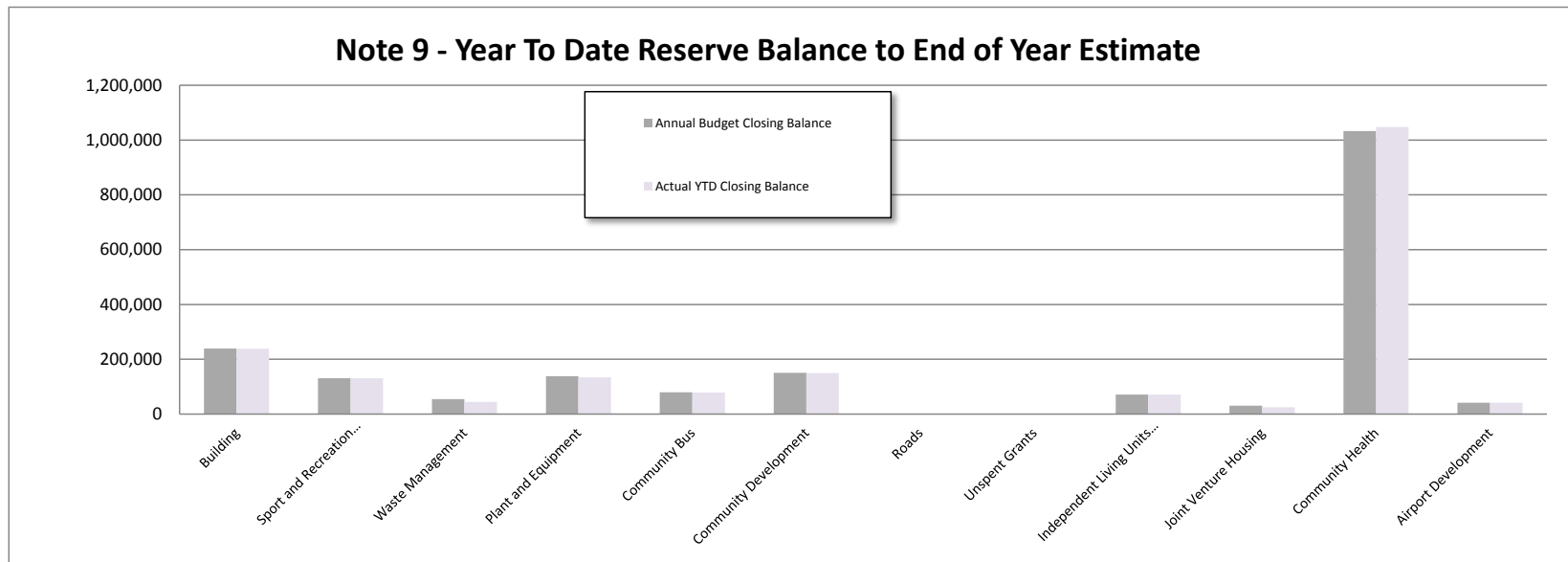
Program/Details GL	Provider	Approval Yes No	2017-18 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status		Estimated Receive Dates
						Received	Not Received	
		(Yes/No)	\$	\$	\$	\$	\$	
GENERAL PURPOSE FUNDING								
Financial Assistance Grant	State Government	Yes	479,921	3,447	483,368	483,368	0	
Healthway Sponsorship Wylie Fair 2018	Healthway	Yes	0	2,000	2,000	2,000	0	
Road Safety Community Grant	Road Safety Commission	Yes	0	550	550	550	0	
Roadwise Program Safety Activities	WALGA	Yes	0	0	0	400	(400)	
GOVERNANCE								
Reimbursements - Miscellaneous	Various		2,000	6,000	8,000	19,879	(11,879)	
LAW, ORDER, PUBLIC SAFETY								
DFES Operating Grant	DFES	Yes	33,262	(15,637)	17,625	17,625	0	
AWARE Grant	DFES	No	0	24,000	24,000	24,000	0	This grant was approved after the Annual Budget was adopted, it will be fully offset by expenditure.
HEALTH								
Medical Centre Contribution	Shire of Koorda	Yes	49,589		49,589	32,218	17,371	Quarterly - Jun
Larry Elsegood Estate Funds			0		0	944		
COMMUNITY AMENITIES								
RECREATION AND CULTURE								
Swimming Pool Grant	Department of Sport & Rec	No	32,000	(32,000)	0	0	0	Grant will not be received as was cut from State Government Budget.
TRANSPORT								
Financial Assistance Grant	State Government	Yes	188,007	11,340	199,347	199,347	0	
Main Roads Direct Grant	Main Roads WA	Yes	105,690	(46,475)	59,215	59,215	0	
Street Lighting Subsidy	Main Roads WA	Yes	1,419		1,419	1,469	(50)	
Regional Road Group	Main Roads WA	Yes	266,112	32,686	298,798	298,798	0	
Roads to Recovery	Department of Infrastructure and Regional Development	Yes	405,119		405,119	406,860	(1,741)	
WANDRRA	Main Roads WA	Yes	0	292,413	292,413	175,844	116,569	
OTHER PROPERTY & SERVICES								
Diesel Fuel Rebate	Australian Taxation Office	Yes	15,000		15,000	16,030	(1,030)	Monthly
TOTALS			1,578,119	278,324	1,856,443	1,738,546	118,841	

Comments - Grants and Contributions

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

Note 9: Cash Backed Reserve

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



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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

Comments - Capital Disposal

Contributions Information					Summary Acquisitions	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Amended Annual Budget	Actual	Variance
\$	\$	\$	\$	\$		\$	\$	\$
0	0	0	0	0	Property, Plant & Equipment			
262,800	0	50,101	0	312,901	Land for Resale	0	0	0
86,271	0	361,727	0	447,998	Land and Buildings	312,901	272,711	(40,190) ▼
0	0	0	0	0	Plant & Property	447,998	441,797	(0) ▼
					Furniture & Equipment	0	0	0
					Infrastructure			
159,286	752,710	0	0	911,996	Roadworks	911,996	993,885	81,889 ▲
0	0	0	0	0	Drainage	0	0	0
0	0	0	0	0	Bridges	0	0	0
22,500	0	0	0	22,500	Footpath & Cycleways	22,500	22,296	(204) ▼
25,000	0	0	0	25,000	Parks, Gardens & Reserves	25,000	0	(25,000) ▼
35,000	0	0	0	35,000	Airports	35,000	38,603	3,603 ▲
0	0	0	0	0	Sewerage	0	0	0
0	0	0	0	99,050	Other Infrastructure	99,050	70,165	(28,885) ▼
590,857	752,710	411,828	0	1,854,445	Totals	1,854,445	1,839,456	(8,788)

Comments - Capital Acquisitions

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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

Contributions					Land & Buildings	Current Budget		
Municipal Funds	Grants	Reserves/Proceeds	Borrowing	Total		This Year		
						Amended Annual Budget	Actual	Variance
\$	\$	\$	\$	\$	\$	\$	\$	
12,400				12,400	Governance Shire Office	12,400	11,380	(1,020) ▼
5,000				5,000	Health Medical Centre	5,000	1,180	(3,820) ▼
108,800				108,800	Education and Welfare Aged Care Services and Accommodation	108,800	108,800	0
0		50,101		50,101	Senior Citizens Homes Project	50,101	49,985	(116) ▼
5,000				5,000	Housing 22a Flint St	5,000	3,986	(1,014) ▼
5,000				5,000	4 Slocum St	5,000	4,694	(306) ▼
10,648				10,648	58 Flint St	10,648	10,648	0
14,352				14,352	45 Wilson St	14,352	17,565	3,213 ▲
5,000				5,000	Recreation and Culture Town Hall	5,000	5,030	30 ▲
25,000				25,000	Recreation Centre	25,000	25,435	435 ▲
30,000				30,000	Transport Depot	30,000	5,866	(24,134) ▼
20,000				20,000	Economic Services Railway Station	20,000	8,028	(11,972) ▼
21,600				21,600	Railway Barracks	21,600	20,115	(1,485) ▼
262,800	0	50,101	0	312,901	Totals	312,901	272,711	(40,190)

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

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

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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions					Roads	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year		
						Amended Annual Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	\$	
17,306				17,306	Transport The approved Blackspot funding was for the Benjaberring/Hindmarsh crossroads on the main Dowerin Wyalkatchem Road. This crossing is in a 110km/h speed zone with no clear line of site in either direction, creating a severe risk when shifting heavy machinery and for the school bus route	17,306	105,072	87,766 ▲
42,690	131,151			173,841	Koorda / Wyalkatchem Rd - SLK 4.30 - 8.30 (4.0 km) - Shoulder Reconditioning (alter Scope of Works & TEC with SRRG)	173,841	226,036	52,195 ▲
	100,599			100,599	Tammin / Wyalkatchem Rd - SLK 19.60 - 21.83 (2.23 km) - Shoulder Widening & Primersealing Shoulders ONLY (alter TFC with SRRG)	100,599	60,584	(40,015) ▼
57,920	115,840			173,760	Cunderdin/Wyalkatchem Rd	173,760	186,040	12,280 ▲
	23,847			23,847	Lewis Rd	23,847	23,286	(561) ▼
13,843	24,610			38,453	Lawrence Rd	38,453	12,334	(26,119) ▼
	19,077			19,077	Harrison Rd	19,077	25,911	6,834 ▲
12,000	27,424			39,424	Lewis East Rd	39,424	11,913	(27,511) ▼
	32,432			32,432	Elsegood Rd Resheeting	32,432	72,999	40,567 ▲
	39,239			39,239	Benja-Hindmarsh - Nth	39,239	40,186	947 ▲
15,407	24,716			40,123	Benja-Hindmarsh - Sth	40,123	41,133	1,010 ▲
	23,847			23,847	Cemetery Rd	23,847	21,603	(2,244) ▼
	27,424			27,424	Elsegood Rd Shoulder Reinstatement	27,424	5,193	(22,232) ▼
120	162,504			162,624	Cemetery Rd	162,624	161,596	(1,028) ▼
159,286	752,710	0	0	911,996	Totals	911,996	993,885	81,889

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

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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

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

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

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

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

Note 11: TRUST FUND

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

Description	Opening Balance 1-Jul-17	Amount Received	Amount Paid	Closing Balance 31-May-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 May 2018

SUPPLEMENTARY INFORMATION: INFORMATION ON BORROWINGS

(a) Debenture Repayments

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

(b) Credit Standby Arrangements


Bank overdraft limit	250,000
Bank overdraft at month end	0
Credit card limit - Total limit approved	13,000
Credit card limit - CEO actual limit accessed	5,000
Credit card balance at month end	3,733

RECONCILIATION OF BANK ACCOUNTS

Unrestricted Municipal Bank as at 31 May 2018	178,009
Outstanding Deposits	0
Outstanding Payments	(300)
Ending Balance	<u>177,709</u>
Trust Working as at 31 May 2018	6,257
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u>6,257</u>
Reserve Account as at 31 May 2018	1,962,938
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u>1,962,938</u>

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	
Hardy, Emma	0	1,582	0	0	0	1,582	Hire of community bus
Jones, Gillian	0	161	0	0	0	161	Use of Railway Station charge
Main Roads	0	91,915	0	0	0	91,915	WANDRRA claim 3 and street light subsidy
Marty Grant Bulldozing	440	0	0	0	0	440	Railway Barracks accommodation
RATE DEBTORS	0	0	0	0	21,989	21,989	Outstanding Rates as at 31 May 2018
Toboss, Peter	0	821	0	0	0	821	Electricity 10 Honour Ave
WALGA	0	440	0	0	0	440	Funding for road safety activities
Webb, Margaret	130	0	0	0	0	130	Prepayment of rent for 2a Slocum St
	0	100	0	0	0	100	Railway Barracks Accommodation Dowerin Field Days 2018 - not due until 31 July 18
Wright, Steven							
Wyalkatchem Koorda District Hospital	0	1,637	0	0	0	1,637	Private works invoice (extended drive, rear of hospital)
Wyalkatchem Rollerskating	0	66	0	0	0	66	Use of Korrelocking Hall
TOTAL	570	96,720	0	0	21,989	119,280	
	570	96,720	0	0	0	97,290	Sundry
	0	0	0	0	21,989	21,989	Rates

**8.2.2 FINANCIAL MANAGEMENT – FINANCIAL REPORTING – PAYMENT LISTINGS
– MAY 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 June 2018
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	OMC: 17 May 2018 Council Decision No. 66/2018
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 May 2018.

Appendices:

1. Payment Listings as of 31 May 2018;
2. Credit Card Statement for April 2018;
3. Fuel Card Statement for April 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 May 2018	\$512,987

Total Payments May 2017	\$455,519
Variance \$	\$57,468
Variance %	13%
Percentage paid by EFT May 2018	99.93%
Percentage paid by Cheque May 2018	0.07%
Percentage of Wyalkatchem based Suppliers May 2018 (excluding wages, bank fees, loan payments and utilities providers)	7%
Percentage of suppliers used where no Wyalkatchem based option is available May 2018	91%
Dollar Value spent with Wyalkatchem based Suppliers May 2018	\$26,860
Trust Account – Working	
No transactions	
Reserve Account	
No transactions	

Consultation:

Ian McCabe Chief Executive Officer

Statutory Environment:

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

Policy Implications:

Relates to Policy Number GP2 – Purchasing Policy.

Financial Implications:

Payment of Accounts Payable as per the attached transaction statements to the value of \$512,987 for May 2018.

Strategic Plan/Risk Implications:

There are no strategic implications relative to this item.

Voting Requirements Simple Majority

Council Decision Number:

Moved: **Seconded:**

Officer Recommendation:

That Council resolve the following:

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

Vote:

Type	Date	Num	Name	Description	Amount
A01100 - Cash at Bank					
A01101 - Unrestricted Municipal Bank					
General Journal	01/05/2018	2993	NAB	Merchant Fees	-52.60
Cheque	01/05/2018	dd010518	Westnet	Internet Access May 2018, Email Hosting 190218-190318	-193.05
Paycheque	02/05/2018		Salaries and Wages	PPE020518	-30,646.83
Cheque	02/05/2018	dd020518	Department of Commerce.	HOUSING BOND 45 Wilson St Hodges	-215.38
Bill Pmt -Cheque	02/05/2018	DD020518	Water Corporation.	SERVICE CHARGE 010318-300418, WATER USAGE 080218-100418	-4,727.19
Bill Pmt -Cheque	03/05/2018	DD030518	Water Corporation.	WATER USAGE 070218-110418, SERVICE CHARGE 010318-300418	-7,927.88
Bill Pmt -Cheque	03/05/2018	DD030518	NAB Visa	FUEL WYLIE 060418, OCC HEALTH Glasses Guthrie, REPAIRS WYLIE Repairs to front bumper and driving lights (insurance claim made), ADVERTISING Works Manager Position on Seek, CREDIT CARD Fees May 2018	-2,862.80
Bill Pmt -Cheque	04/05/2018		BA & VM Brookes - EFT	R2R LEWIS RD Hire of Road Train side tipper to cart gravel 290318, R2R HARRISON RD Hire of Road Train side tipper to cart gravel 270318 and 280318, R2R ELSEGOOD RD RESHEETING Hire of Water Tanker 210318, 220318, and 230318, R2R ELSEGOOD RD RESHEETING Hire of Road Train side tipper to cart gravel 060318, 070318, 090318, 130318, 140318, 150318, 160318, 190318, and 200318.	-21,752.50
Bill Pmt -Cheque	04/05/2018		Blackwoods - EFT	FUELS & OILS Custom Fit Grease Pump	-1,134.16
Bill Pmt -Cheque	04/05/2018		Bloomy's Nursery and Florist - EFT	ANZAC DAY wreath	-150.00
Bill Pmt -Cheque	04/05/2018		Courier Australia - EFT	FREIGHT Works Parts 130418, 180418, 230418, 260418, 060418	-434.65
Bill Pmt -Cheque	04/05/2018		Cutting Edges - EFT	PLANT PARTS WM016 Bolts for Deflector Plates	-43.56
Bill Pmt -Cheque	04/05/2018		Dowerin Community Resource Centre - EFT	ADVERTISING Wyalkatchem Fair Half Page Advertising 220318 and 290318	-33.00
Bill Pmt -Cheque	04/05/2018		Envirapest - EFT	ADMIN OFFICE Accommodation for Pest Controllers x 3 nights	-450.00
Bill Pmt -Cheque	04/05/2018		Graeme Ridgley Cleaning - EFT	REC CENTRE Commercially clean all areas 9hrs x 3 people	-1,978.25
Bill Pmt -Cheque	04/05/2018		Koorda Ag Parts - EFT	REC CENTRE SURROUNDS Remove old fence and erect new fence in correct position Materials, MAIN ROADS DEPOT Existing Shed Repairs	-4,720.10
Bill Pmt -Cheque	04/05/2018		Landgate - EFT	LAND ENQUIRY x 1	-25.30
Bill Pmt -Cheque	04/05/2018		Martins Painting Services - EFT	45 WILSON ST Full painting of interior of house	-12,243.00
Bill Pmt -Cheque	04/05/2018		NNT Uniforms - EFT	UNIFORMS Bolt	-61.60
Bill Pmt -Cheque	04/05/2018		Palmer Plumbing - EFT	PUBLIC TOILETS Supply Invisi system for urinal x 1, Supply and install Invisi 2 Cisterns and invis remote panels and buttons x 4	-3,922.60
Bill Pmt -Cheque	04/05/2018		Shire of Trayning - EFT	ADVERTISING Wyalkatchem Fair Half Page Advertising 290318	-15.00
Bill Pmt -Cheque	04/05/2018		Spandex Asia Pacific Pty Ltd - EFT	BANNERS ON THE TERRACE paint white 1L, black 1L x2, signal red 1L, warm red 1L, orange 1L, tan 1L, middle yellow 1L x2, process yellow 1L x2, yellow ochre 1L, blush 1L	-983.86
Bill Pmt -Cheque	04/05/2018		T.W. Bywaters - EFT	R2R HARRISON RD Hire of road train side tipper for carting gravel 270913-290318 x24hrs, R2R LEWIS RD Road Train Side Tipper Carting Gravel 040418, WYALKATCHEM KOORDA RD Road Train Side Tipper Carting Gravel for shoulders 050418, 060418, 100418, 120418, 130418, 160418, 170418, 180418	-19,008.00
Bill Pmt -Cheque	04/05/2018		Total Eden - EFT	REC CENTRE OVAL Cable connetor 1mm x 12, Coupling 40mm x 6, Elbow 90D 40mm x 6, Valve socket 40mm x 6, Riser Artic 25mm x 300mm x 6, Barrel union 40mm x 3, Tee 40mm x 6, Tee faucet 40mm x 25mm x 6	-91.36
Bill Pmt -Cheque	04/05/2018		Valley Ford - EFT	WORKS MANAGER VEHICLE WM000 Fuel System Flush, New Fuel Filter, Wheel Alignment, and 2x New Tyres	-1,433.10
Bill Pmt -Cheque	04/05/2018		WACA - EFT	TURF/CRICKET WICKETS 1T Bulka Bag Wicket Soil x2	-694.00
Bill Pmt -Cheque	04/05/2018		Webarena - EFT	WEBSITE HOSTING 160518-150818	-132.00
Bill Pmt -Cheque	04/05/2018		Winc Australia Pty Ltd - EFT	STATIONERY Laminating pouch A3 x 200, Laminating pouch A4 x 200	-110.79
Bill Pmt -Cheque	04/05/2018		Wren Oil - EFT	REFUSE SITE Empty waste oil 240418	-16.50
Bill Pmt -Cheque	04/05/2018		Wyalkatchem Hotel - EFT	REFRESHMENTS Council Workshop May 2018	-88.00

Bill Pmt -Cheque	04/05/2018		Wyalkatchem IGA Express - EFT	BARRACKS Cleaning Products, Sugar, REFRESHMENTS Council Workshop Mar 2018, Council Meeting Mar 2018, STREET BINS 240L Bin Liners, OFFICE AMENITIES Mar 2018, PUBLIC RELATIONS Christmas Lights Voucher - Best House, International Womens Day Morning Tea	-222.68
Bill Pmt -Cheque	04/05/2018		Wyalkatchem Road House - EFT	REFRESHMENTS Bacon & Egg Rolls x16 Staff meeting 110418, DEPOT Fuel Jerry, OFFICE AMENITIES Milk 180118, PUBLIC RELATIONS Rec Centre Working Group Meeting 260218	-168.00
Bill Pmt -Cheque	04/05/2018		GDR Civil Contracting - EFT	WYALKATCHEM KOORDA RD Works to culvert 010318-120318, STORM DAMAGE Cunderdin Rd repairs grader 130318-140318, BENJABERRING HINDMARSH CROSSROAD Blackspot intersection works south side of road 150318-270318, MAINTENANCE GRADING Grader and Water Truck 280318-290318	-130,379.75
Bill Pmt -Cheque	04/05/2018	16857	Wylie News & Lotteries	NEWSPAPERS March 18	-52.40
Bill Pmt -Cheque	04/05/2018	DD040518	Water Corporation.	SERVICE CHARGE 010318-300418, WATER USAGE 070218-120418	-651.92
Liability Cheque	07/05/2018		Dept of Human Services - EFT	CHILD SUPPORT April 2018	-771.80
Liability Cheque	07/05/2018		Small Business Super Clearing House - EFT	SUPERANNUATION April 2018	-7,875.21
Bill Pmt -Cheque	10/05/2018	DD100518	Telstra	TELEPHONE Landlines, internet 170418-160518	-1,588.86
Paycheque	16/05/2018		Salaries and Wages	PPE160518	-27,876.82
Cheque	17/05/2018	DD170518	Foxtel	57 FLINT ST Doctors House Foxtel	-152.00
Cheque	17/05/2018	BPAY170518	Australian Taxation Office	FBT Return 010417-310318	-5,634.94
Bill Pmt -Cheque	21/05/2018	DD210518	Telstra	TELEPHONE Mobiles 020518 - 010618	-116.60
General Journal	22/05/2018	2998	NAB	NAB Connect Fee January 2018 (not charged in month)	-54.49
Bill Pmt -Cheque	23/05/2018		Australia Post - Mail - EFT	POSTAGE April 2018	-48.32
Bill Pmt -Cheque	23/05/2018		Brendon Wilkes Electrical - EFT	REC CENTRE Remove damaged lights in ladies changerooms and replace x3 lights, PIONEER PARK Enclosing western power outlet and retic controller into metal enclosure	-995.50
Bill Pmt -Cheque	23/05/2018		Choices by Dallimore - EFT	45 WILSON ST Replace flooring in kitchen, dining, lounge, living room and bedrooms x 3, MEDICAL CENTRE Replace carpet in doctors office	-10,120.00
Bill Pmt -Cheque	23/05/2018		Contract Aquatic Services - EFT	PUBLIC RELATIONS Opening swimming pool 110418-230418 12 days,CHEMICALS Chlorine x 20, Sodium bisulphate x 7, Winteriser/algae clear x 2 drums	-6,831.00
Bill Pmt -Cheque	23/05/2018		Dunnings - EFT	FUEL April 2018	-15,597.72
Bill Pmt -Cheque	23/05/2018		Fuji Xerox - EFT	PHOTOCOPY Colour Copies x 785, B&W copies x 4574 010318-120318	-122.99
Bill Pmt -Cheque	23/05/2018		GDR Civil Contracting - EFT	SIGNAGE & GUIDE POST REPLACEMENT Changing guide posts and signs various roads 100418-190418, CUNDERDIN WYALKATCHEM RD Works 110418	-19,442.50
Bill Pmt -Cheque	23/05/2018		Liebherr-Australia Pty Ltd - EFT	FUELS & OILS WM016 Universal Grease 400g x24	-343.20
Bill Pmt -Cheque	23/05/2018		Northam & Districts Glass Service - EFT	PLANT PARTS WM160 Perspex for window	-209.00
Bill Pmt -Cheque	23/05/2018		Shire of Mt Marshall - EFT	NEWHEALTH expences Mar 2018	-5,879.90
Bill Pmt -Cheque	23/05/2018		St John Ambulance Australia - EFT	TRAINING First Aid Course 100418 McDonald, Bolt, Hodges	-480.00
Bill Pmt -Cheque	23/05/2018		T & E Services Pty Ltd - EFT	MEDICAL SERVICES May 2018	-14,259.70
Bill Pmt -Cheque	23/05/2018		Western Diagnostic Pathology - EFT	OCC HEALTH Drug and Alcohol Testing x14 110418	-1,487.81
Bill Pmt -Cheque	23/05/2018		Westrac - EFT	PLANT PARTS WM017 Grader Lights x2	-140.69
Bill Pmt -Cheque	23/05/2018		Wyalkatchem Community Resource Cntr - EFT	CRC ANNUAL FEE April 2018	-2,388.00
Bill Pmt -Cheque	23/05/2018		Youlie and Son Spreading - EFT	WYALKATCHEM KOORDA RD Dry Hire of Roller x8 Days	-1,672.00
Bill Pmt -Cheque	23/05/2018		Wyalkatchem Hotel - EFT	REFRESHMENTS Staff Farewell 030518	-443.00
Cheque	23/05/2018	230518	Jarluka Developments Pty Ltd	DEVELOPMENT APPLICATION Refund	-147.00
Bill Pmt -Cheque	23/05/2018	DD230518	Synergy	ELECTRICITY 250318-240418	-2,226.85
Bill Pmt -Cheque	25/05/2018		BA & VM Brookes - EFT	R2R LEWIS RD Carting of Gravel from Reillys Pit 040418, WYALKATCHEM KOORDA RD Carting Gravel from Reillys Pit 050418-200418, Carting Gravel from Rifle Range Pit 240418-300418, Water Tanker Hire 010518	-21,087.00
Bill Pmt -Cheque	25/05/2018		Bandicoot Express - EFT	ADVERTISING Wyalkatchem Fair 2018 half page advert 290318	-10.00
Bill Pmt -Cheque	25/05/2018		Boral - EFT	CUNDERDIN WYALKATCHEM RD Spray & Cover Using C170 Bitumen @ 2.4 litres/sqm with 14mm & 7mm Aggregate	-41,052.54

Bill Pmt -Cheque	25/05/2018		Courier Australia - EFT	FREIGHT Works Parts 300418, 020518, 040518	-34.80
Bill Pmt -Cheque	25/05/2018		Jason Signmakers - EFT	SIGNAGE Uni-directional Chevron x 3, Bi-Directional x 3, Curve Left x 10, Curve Right x 10, T Junction x 10, Cross Roads x 10, Floodway x 10	-3,289.00
Bill Pmt -Cheque	25/05/2018		Landgate - EFT	VALUATIONS Rural UV Schedule R2018/1, Consolidated Mining Tenement Roll 2017/18	-295.35
Bill Pmt -Cheque	25/05/2018		Lock Stock & Farrell Locksmith - EFT	REC CENTRE Door handles x 2	-325.80
Bill Pmt -Cheque	25/05/2018		RM Surveys - EFT	BENJABERRING HINDMARSH CROSSROAD Field Surveys x 4hrs 170418, Office Calculations and Drafting 180418-190418 x 6hrs	-2,739.00
Bill Pmt -Cheque	25/05/2018		Tiger Tek Pty Ltd - EFT	SIGNAGE Steel Guide Post with delineators x 300	-5,445.00
Bill Pmt -Cheque	25/05/2018		WA Local Government Assoc - EFT	PROFESSIONAL SERVICES Recruitment manager travel to attend Council Meeting regarding process commencement 150218 375kms, travel for interviews 060418 375kms, Completion of CEO recruitment and process	-12,177.00
Bill Pmt -Cheque	25/05/2018		Westrac - EFT	MAINTENANCE WM017 Universal keys x 5	-40.10
Bill Pmt -Cheque	25/05/2018		Wyalkatchem IGA Express - EFT	PUBLIC RELATIONS Road Safety Week Event Apr 2018, Wyalkatchem Fair feedback voucher, REFRESHMENTS Council Workshop Apr 2018, OMC Council Meeting Apr 2018, WYLIE FAIR 2018 Various Items, BARRACKS Cleaning Products	-201.29
Paycheque	30/05/2018		Salaries and Wages	PPE300518	-27,797.08
Bill Pmt -Cheque	30/05/2018		Advanced Traffic Management - EFT	BENJABERRING HINDMARSH CROSSROAD Traffic Control - Day Rate 7.5hrs 090518	-767.25
Bill Pmt -Cheque	30/05/2018		Autopro Northam - EFT	MAINTENANCE WM160 Kenwood stereo system, Pair of speakers, Radio aerial, WM4201 LED trailer light	-274.96
Bill Pmt -Cheque	30/05/2018		Avon Paper Shred - EFT	RECORDS MANAGEMENT Empty shredding bins x 2	-160.00
Bill Pmt -Cheque	30/05/2018		Avon Waste - EFT	BINS April 2018 x 5 weeks, RECYCLING Service bins x 9 180418	-5,072.06
Bill Pmt -Cheque	30/05/2018		BOC Gases - EFT	DEPOT Container Service Charges 290318-270418, SWIMMING POOL C size oxygen bottles x 2	-64.02
Bill Pmt -Cheque	30/05/2018		Bunnings Midland - EFT	REC CENTRE Wall Mount Key Storage Safe, PARKS & GARDENS Telescopic Aluminium Fan Rake, 10L Concentrate Plant Fertiliser	-146.64
Bill Pmt -Cheque	30/05/2018		Courier Australia - EFT	FREIGHT Works parts 080518, 110518	-34.08
Bill Pmt -Cheque	30/05/2018		D & D Transport - EFT	WYALKATCHEM KOORDA RD Transport of hired roller from Wyalkatchem back to Youlie and Son spreading (Yorkrakine) x 3hrs	-495.00
Bill Pmt -Cheque	30/05/2018		Eastern Hills Saws & Mowers - EFT	MAINTENANCE Pole saw repairs	-166.80
Bill Pmt -Cheque	30/05/2018		Graeme Ridgley Cleaning - EFT	45 WILSON ST Light clean throughout house, BARRACKS Commercial clean of kitchen, lounge, toilets, and showers	-1,189.75
Bill Pmt -Cheque	30/05/2018		Landmark - EFT	PARKS & GARDENS 40mm PVC coupling, 40mm Faucet adaptor, Nipple 1 and a half inch, 50mm Valve socket, Socket 2in x 1 and a half inch, SIGNAGE Fast Setting Concrete 20kg bags x 72 bags	-800.40
Bill Pmt -Cheque	30/05/2018		Nightingale, Rachel - EFT	AWARE Labour and travel 010118-310318	-4,989.27
Bill Pmt -Cheque	30/05/2018		NNT Uniforms - EFT	UNIFORMS McDonald	-115.50
Bill Pmt -Cheque	30/05/2018		Ogle, Sussan - EFT	ADMIN OFFICE Accommodation for building inspectors x 3 nights 150518, 160518, and 170518	-300.00
Bill Pmt -Cheque	30/05/2018		T & T Wilkins Handyman Service - EFT	REC CENTRE Cut to size & hang door to store room and entry box, 2 SLOCUM ST Cut to size and hang door to store shed	-817.30
Bill Pmt -Cheque	30/05/2018		Wheatbelt Safetywear - EFT	PROTECTIVE CLOTHING Shirts x 3, Pants x 2 Gibbs, Shirts x 3, Gloves, Pants x 2 Reid, Jacket Marwick, Pants x 2 Sutherland, Jacket Hodges	-719.00
Bill Pmt -Cheque	30/05/2018		Winc Australia Pty Ltd - EFT	STATIONERY Label printer tape black on white 12mm x 7m x 4, REFRESHMENTS Coffee 500g x 4	-240.49
Bill Pmt -Cheque	30/05/2018		Wyalkatchem Community Resource Cntr - EFT	SWIMMING POOL Poster printing, 45 WILSON ST Key cutting x 8	-52.35
Bill Pmt -Cheque	30/05/2018		Wyalkatchem Road House - EFT	REFRESHMENTS Catering for Workshop lunch and CEACA meeting 100218 x 10 People, Bacon and Egg burgers for Safety Meeting breakfast 030518 x 11 People	-200.00
Bill Pmt -Cheque	30/05/2018	16858	Pattons Panel & Paint - EFT	REPAIRS WM000 Excess for insurance	-300.00
General Journal	31/05/2018	3017	NAB	Safe Custody Fee. TM	-55.00
Bill Pmt -Cheque	31/05/2018	DD310518	Fuji Xerox - EFT	PHOTOCOPY Lease 230518-220618	-317.02

Bill Pmt -Cheque 31/05/2018 DD310518 Synergy
General Journal 31/05/2018 3020 NAB
Total A01101 · Unrestricted Municipal Bank

ELECTRICITY 080318-100518
Account Keeping Fee

-6,664.70
-23.60
-512,986.86

CERTIFICATION OF CHIEF EXECUTIVE OFFICER

I hereby certify that the Schedule of Accounts paid was submitted to Council on Thursday, 21 June 2018.
All payments are as per the Annual Budget and are supported by vouchers and invoices and were not processed until goods and services were certified as received.

Ian McCabe, Chief Executive Officer

CERTIFICATION OF CHAIRMAN

I hereby certify this schedule of accounts paid was submitted to the Council on Thursday, 21 June 2018 for information pursuant to Section 6.8(2)(b) of the Local Government Act 1995.

Cr Quentin Davies, Chairman



Statement for
NAB Business Visa
 NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
 Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &
 AEDT Saturday and Sunday
 Fax 1300 363 658
 Lost & Stolen cards: 1800 033 103 (24 hours within Australia only)

WYALKATCHEM SHIRE
 27 FLINT STREET
 WYALKATCHEM WA 6485

Statement Period 29 March 2018 to 27 April 2018
 Company Account No: 4557 0498 0000 4281
 Facility Limit: \$13,000

Your Account Summary

Balance from previous statement	\$2,694.57 DR
Payments and other credits	\$2,694.57 CR
Purchases, cash advances and other debits	\$2,853.80 DR
Interest and other charges	\$9.00 DR
Closing Balance	\$2,862.80 DR

**YOUR DIRECT DEBIT PAYMENT OF \$2,862.80 WILL BE
 CHARGED TO ACCOUNT 000086977- 0000508383313 ON
 03/05/2018 AS PER OUR AGREEMENT.**



117/21/01/M03623/S010715/021429

see reverse for transaction details

Transaction record for: Billing account



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



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



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

Date	Amount A\$	Details	Reference
3 Apr 2018	\$2,694.57 CR	DIRECT DEBIT PAYMENT	74557048088
Total for this Period:	\$2,694.57 CR		

Cardholder summary

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

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3738-1455	MR IAN JAMES MCCABE	\$5,000	\$0.00	\$2,853.80	\$9.00	\$2,862.80
4557-0498-0000-4281	BILLING ACCOUNT	\$0	\$2,694.57 CR	\$0.00	\$0.00	\$2,694.57 CR
			\$2,694.57 CR	\$2,853.80 DR	\$9.00 DR	\$168.23 DR

Transaction type

Purchase

Annual percentage rate

0.000%

Daily percentage rate

0.00000%

11/7/21/01/M03623/S010715/1021430



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 March 2018 to 27 April 2018
Cardholder Limit: \$5,000

Transaction record for: MR IAN JAMES MCCABE

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
9 Apr 2018	\$10.00	PUMA LESMURDIE LESMURDIE E144020	FUEL WYLIE 060418			-----	06021606221
9 Apr 2018	\$600.00	ALLYSON MAREE RICHES NORTHAM E041212	OCC HEALTH glasses Guthrie			-----	01121236717
11 Apr 2018	\$1,831.30	GRAND TOYOTA WANGARA E041210	REPAIRS WYLIE repairs to front bumper and driving lights			-----	74564458101
16 Apr 2018	\$412.50	SEEK 28786180 MELBOURNE E042015	ADVERTISING Works manager position			-----	74617638106
27 Apr 2018	\$9.00	CARD FEE E041221	CREDIT CARD APRIL 2018			-----	74557048117
Total for this period	\$2,862.80		Totals				

Employee declaration

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

Cardholder signature:  Date: 15-5-18

117/21/01/M03623/S010716/021431



**Account
Statement**

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

E-mail: no-reply@dunningsfuel.com.au
Web: www.dunningsfuel.com.au
Phone: 08 96221413
Fax: 08 96222606
ABN: 29384905038

SHIRE OF WYALKATCHEM
PO BOX 224
WYALKATCHEM
WESTERN AUSTRALIA, 6485



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

Name
SHIRE OF WYALKATCHEM

Date 30/04/2018
Acc. No. SHIRW
Acc. Type 001
ABN 47096937882

Account No. SHIRW	Statement Date 30/04/2018	Terms 21 EOM	Page No. 1
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Please detach and return
with your payment

Date	Reference	Amount \$	Balance
	B/Fwd		9969.86
01/04/2018	SMY	2154.09	12123.95
05/04/2018	00121582/KD/	6263.98	18387.93
20/04/2018	PAYMT	-9969.86	8418.07
30/04/2018	00122489/JL/	7145.00	15563.07
30/04/2018	CARD FEE	34.65	15597.72

Reference	Amount \$
B/Fwd	9969.86
SMY	2154.09
00121582/KD/	6263.98
PAYMT	-9969.86
00122489/JL/	7145.00
CARD FEE	34.65

Please make your payment to our account.
BSB: 016-780
ACC: 835405276

**\$500.00 FREE FUEL WINNER - DONGARA VETERINARY CLIN
TO BE ELIGIBLE MAKE YOUR PAYMENT
ON OR BEFORE 14TH MAY 2018**

Due 21/05/18 Current \$15597.72

Overdue	Current	Total Due
0.00	15,597.72	15,597.72

	Total Due
Please pay this amount	15,597.72

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

30/04/2018

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 SHIRW

Location	Order No	Rego:	ODO	Date	Driver:	Tax Invoice	Product	Quantity	Unit Price	Amount \$
Card:	7034320089961798		WM216		WM 216					
WYALKATCHEM WA			0	04/04/2018 07:21	549		DIESEL - SERVICE STN	49.40	1.389	68.61
WYALKATCHEM WA			0	05/04/2018 12:23	554		DIESEL - SERVICE STN	298.81	1.409	421.02
WYALKATCHEM WA			0	13/04/2018 07:50	585		DIESEL - SERVICE STN	66.47	1.409	93.65
WYALKATCHEM WA			0	26/04/2018 07:30	636		DIESEL - SERVICE STN	46.93	1.429	67.07
				30/04/2018 00:00		001400563438	DIST CARD FEE	1.00	3.850	3.85
							Card Totals	462.61		654.20
Card:	7034320089961780		WM027		ROADPLANT					
				30/04/2018 00:00		001400563437	DIST CARD FEE	1.00	3.850	3.85
							Card Totals	1.00		3.85
Card:	7034320089961806		DOCTOR		DOCTOR					
WYALKATCHEM WA			0	05/04/2018 18:35	556		DIESEL - SERVICE STN	42.96	1.409	60.53
WYALKATCHEM WA			0	10/04/2018 13:36	569		UNLEADED - SERVICE STN	19.00	1.399	26.58
WYALKATCHEM WA			0	12/04/2018 17:31	584		DIESEL - SERVICE STN	39.91	1.409	56.23
WYALKATCHEM WA			0	17/04/2018 13:26	601		UNLEADED - SERVICE STN	20.33	1.399	28.45
WYALKATCHEM WA			0	19/04/2018 16:58	612		DIESEL - SERVICE STN	23.72	1.409	33.43
WYALKATCHEM WA			0	24/04/2018 13:09	627		UNLEADED - SERVICE STN	29.79	1.409	41.98
WYALKATCHEM WA			0	24/04/2018 17:08	631		DIESEL - SERVICE STN	31.62	1.429	45.19
				30/04/2018 00:00		001400563439	DIST CARD FEE	1.00	3.850	3.85
							Card Totals	208.33		296.24
Card:	7034320091090800		WM012							
WYALKATCHEM WA			0	10/04/2018 06:54	567		DIESEL - SERVICE STN	68.16	1.409	96.04
WYALKATCHEM WA			0	11/04/2018 06:53	572		DIESEL - SERVICE STN	14.04	1.409	19.78
WYALKATCHEM WA			0	11/04/2018 12:28	576		UNLEADED - SERVICE STN	18.68	1.399	26.14
WYALKATCHEM WA			0	16/04/2018 07:21	598		DIESEL - SERVICE STN	13.93	1.409	19.63
WYALKATCHEM WA			0	19/04/2018 07:43	607		UNLEADED - SERVICE STN	24.32	1.399	34.02
WYALKATCHEM WA			0	19/04/2018 07:45	608		DIESEL - SERVICE STN	22.40	1.409	31.56
WYALKATCHEM WA			0	21/04/2018 10:53	617		UNLEADED - SERVICE STN	14.26	1.398	19.94
WYALKATCHEM WA			0	21/04/2018 14:24	618		DIESEL - SERVICE STN	42.46	1.409	59.83
				30/04/2018 00:00		001400563443	DIST CARD FEE	1.00	3.850	3.85
WYALKATCHEM WA			0	30/04/2018 08:32	649		DIESEL - SERVICE STN	68.54	1.439	98.63
							Card Totals	287.79		409.42
Card:	7034320089961822		WYLIE		WM006					
WARWICK WA			0	01/04/2018 14:37	839		UNLEADED - SERVICE STN	50.49	1.319	66.61
WANNEROO WA			0	05/04/2018 09:09	681		UNLEADED - SERVICE STN	30.10	1.469	44.22
CASUARINA WA			0	07/04/2018 09:41	955		UNLEADED - SERVICE STN	47.97	1.379	66.15
WYALKATCHEM WA			0	16/04/2018 16:26	599		UNLEADED - SERVICE STN	52.40	1.399	73.31
WYALKATCHEM WA			0	25/04/2018 18:26	634		UNLEADED - SERVICE STN	45.28	1.409	63.81
				30/04/2018 00:00		001400563441	DIST CARD FEE	1.00	3.850	3.85
							Card Totals	227.24		317.95
Card:	No Card									
Volvo 5			0	05/04/2018 00:00		001400558963	DISTILLATE BULK	4,500.00	1.392	6,263.98

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

30/04/2018

PAGE: 2
 SHIRW

Location	Order No	ODO	Date	Tax Invoice	Product	Quantity	Unit Price	Amount \$
Volvo 5		0	30/04/2018 00:00	001400562106	DISTILLATE BULK	5,000.00	1.429	7,145.00
					Card Totals	9,500.00		13408.98
Card:	7034320089961772	Rego:	ROADPLN1	Driver:	ROADPLANT			
			30/04/2018 00:00	001400563436	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	1.00		3.85
Card:	7034320089963968	Rego:	WYLIEBUS	Driver:	WYLIEBUS			
			30/04/2018 00:00	001400563442	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	1.00		3.85
Card:	7034320089961814	Rego:	WM00	Driver:	000 WM			
WYALKATCHEM WA			0 20/04/2018 08:59	616	UNLEADED - SERVICE STN	31.90	1.399	44.63
			30/04/2018 00:00	001400563440	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	32.90		48.48
Card:	7034320089961764	Rego:	WM000	Driver:	WM000			
GIDGEGANNUP WA WM000			0 06/04/2018 18:57	444	DIESEL - SERVICE STN	68.94	1.359	93.69
NORTHAM WA WM000			0 11/04/2018 16:27	215	UNLEADED - SERVICE STN	70.25	1.389	97.58
WYALKATCHEM WA			0 17/04/2018 12:58	600	DIESEL - SERVICE STN	54.00	1.409	76.09
WYALKATCHEM WA			0 24/04/2018 13:58	628	DIESEL - SERVICE STN	60.94	1.429	87.08
			30/04/2018 00:00	001400563435	DIST CARD FEE	1.00	3.850	3.85
WYALKATCHEM WA			0 30/04/2018 12:34	650	DIESEL - SERVICE STN	64.36	1.439	92.61
					Card Totals	319.49		450.90


Total Discount 26.72

GST Incl in Total 1,417.97

Total excl. GST 14,179.75

Invoices Total	UNLEADED - SERVICE STN	454.77	633.42
	DISTILLATE BULK	9,500.00	13,408.98
	DIESEL - SERVICE STN	1,077.59	1,520.67
	DIST CARD FEE	9.00	34.65
Total			15,597.72

8.2.3 FINANCIAL MANAGEMENT – BUDGETING – 2018/19 ANNUAL BUDGET ADOPTION

FILE REFERENCE:	12.5.7
AUTHOR'S NAME AND POSITION:	Claire Trenorden Manager Corporate Services
AUTHOR'S SIGNATURE:	
NAME OF APPLICANT/RESPONDENT/LOCATION:	Shire of Wyalkatchem
NOTIFICATION TO APPLICANT:	Not Applicable
DATE REPORT WRITTEN:	15 June 2018
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
PREVIOUS MEETING REFERENCE:	OMC 29 June 2017 Council Decision No. 3473 OMC 15 February 2018 Council Decision No. 11/2018

SUMMARY: The Shire's 2018/19 Budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. It is presented for Adoption by Council with supporting schedules, including the striking of rates in the dollar and other consequential matters arising from the Budget.

Appendix:

1. Shire of Wyalkatchem Budget for the Year Ending 30 June 2019 and Supporting Schedules;
2. Shire of Wyalkatchem Fees and Charges for the year ending 30 June 2019.

Background:

At the Ordinary Meeting of 29 June 2017, Council resolved as follows:

Voting Requirements: Absolute

Majority Council Decision Number: 3473

Moved: Cr Jones

Seconded: Cr Butt

That Council resolves the following:

1. Budget for 2017/18

In accordance with the provisions of Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, adopt the 2017/18 Budget as attached which includes the following:

- a) *Statement of Comprehensive Income by Nature and Type showing a net result for 2016/17 of -\$555,126;*

- b) *Statement of Comprehensive Income by Program showing a net result for 2017/18 of -\$555,126;*
- c) *Statement of Cash Flows showing total cash at the end of the year of \$2,161,844;*
- d) *Rate Setting Statement showing the amount required to be raised from rates is \$1,232,354;*
- e) *Transfers to/from Reserve Accounts as detailed in note 6 of the Statutory Budget;*
- f) *Notes to and Forming Part of the Budget as detailed on pages 7 to 39 of the Budget document;*
- g) *Operating Account Schedules provided as Supplementary Information in the Budget document;*
- h) *Capital Account Schedules provided as Supplementary Information in the Budget document; and*
- i) *2017/18 Schedule of Fees and Charges provided as Supplementary Information in the Budget document.*

2. *General and Minimum Rates, Instalment Payment Options, Instalment Fees, Penalty Interest and Concessions*

- a) *For the purpose of yielding the deficiency disclosed by the Budget adopted at recommendation 1 above and in accordance with sections 6.32, 6.34 and 6.35 of the Local Government Act 1995 impose the following General and Minimum Rates on Gross Rental Value and Unimproved Value properties:*
 - *Unimproved Values*
General Rate – 1.5790 cents in the dollar
Minimum Rate - \$530
 - *Gross Rental Values – 9.2790 cents in the dollar*
Minimum Rate - \$475
- b) *In accordance with section 6.45 of the Local Government Act 1995 and regulation 64 (2) of the Local Government (Financial Management) Regulations 1996, set the following due dates for the payment of rates in full by instalments:*

• <i>Early repayment date</i>	<i>11 August 2017</i>
• <i>Full payment or 1st instalment due date</i>	<i>25 August 2017</i>
• <i>2nd quarterly instalment due date</i>	<i>27 October 2017</i>
• <i>3rd quarterly instalment due date</i>	<i>5 January 2018</i>
• <i>4th and final quarterly instalment due date</i>	<i>9 March 2018</i>
- c) *In accordance with section 6.45 of the Local Government Act 1995 and regulation 67 of the Local Government (Financial Management) Regulations 1996, adopt an instalment administration charge where the owner has elected to pay rates through an instalment option of \$5 for each instalment after the initial instalment is paid.*
- d) *In accordance with section 6.45 of the Local Government Act 1995 and regulation 68 of the Local Government (Financial Management) Regulations 1996, adopt an interest rate of 5.5% where the owner has elected to pay rates through an instalment option.*
- e) *In accordance with section 6.51 (1) and subject to section 6.51 (4) of the Local Government Act 1995 and regulation 70 of the Local*

Government (Financial Management) Regulations 1996, adopt an interest rate of 11% for rates and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

- f) *In accordance with section 6.46 of the Local Government Act 1995 and regulation 26 of the Local Government (Financial Management) Regulations 1996, provide a 2.5% discount if rates are fully paid within 21 calendar days of the date of service to all ratepayers, being 11 August 2017.*

3. *Material Variances*

In accordance with regulation 34 (5) of the Local Government (Financial Management) Regulations 1996, adopt a material variance plus or minus 10% or \$10,000, whichever is the higher for the 2017/18 financial statements presented to Council during the financial year for review and comparison to the Budget.

Vote: 7/0

Council further considered the financial performance of the Shire and its budgetary needs in the review of the budget which occurred at the ordinary meeting of Council 15 February 2018 and resolved with decision 11/2018 to accept agenda item 8.2.4 2017/18 budget review:

Council considered the agenda item and resolved to:

- *Operating Revenue: Increase by \$242,804;*
- *Operating Expenditure: Increase by \$398,010;*
- *Capital Revenue: Increase by \$26,413;*
- *Capital Expenditure: Increase by \$152,078;*
- *Reserve (Net Transfer): Increase by \$62,854;*
- *Net Assets: Decrease by \$50.*

The amended 2017/18 budget included closing net assets of \$80,544 for carried forward funds to be available at the commencement of the 2018/19 financial year prior to rates collection.

Voting Requirements

Council Decision Number: 11/2018

Absolute Majority

Moved: Cr Garner Seconded: Cr Metcalfe

That Council resolve the following:

1. *That Council adopt the Budget Review as presented;*
2. *That Council adopt the projected actual amounts as revised budget amounts for the year ended 30 June 2018.*

Comment:

The 2018/19 Budget Process commenced with the approval by Council of the budget review 15 February 2018. All officers were asked to consider projects and work for the coming financial year as well as the two following financial years. The public and Council were also asked to prepare submissions and make these by the end of May. No public submissions were received.

In the period from March 2018 to this budget submission, staff critically assessed all budget inputs. All forums with Council made reference to the budget process. Additional meetings occurred with those members of the public who made submissions.

Staff also held concept forums with Council to address budget matters 7 March, 5 April, 19 April, 10 May and 17 May.

Major features considered by Council and the administration in these sessions included:

- Rates revenue and discounts; the historical trend of rates revenue and a strategic approach to long term financial planning;
- Reserves; the structure of reserve accounts, purpose and recommended structure; draft reserve allocations; reserve investment strategy;
- Debt management;
- Fees and Charges;
- Waste Services;
- Salaries;
- Recreation and Culture – in particular, sports facility use, maintenance and replacement;
- Capital Expenditure; roads programme; buildings; projects;
- Identification of issues for investigation, reference to community and other plans.

The main features of the budget include:

- 3.9% increase in rates revenue;
- Fees and charges increase of 2.0%;
- Waste services charges - no change (this is a real decrease of 0.9%);
- Capital expenditure of \$1,131,336, a decrease of \$571,031 on 2017/18;
- Continued free entry to the pool;
- Debt is reduced by \$56,086 (19.1%) to \$237,932;
- A programme of continual improvement that is focussed on great service.

Assumptions incorporated in this budget include:

- Long term annual consumer price index of 2.5%;
- Long term average rates increase of 5.1% over the period of the Shire's long term financial plan (10 years to 30 June 2026); rates increase for 2018/19 is proposed at 3.9% and projected at 5.0% annually thereafter;

- As announced in 2014 Federal Budget, the financial assistance grant (discretionary, non-roads component) was not indexed for the years through to 30 June 2017; this was a real cost to the Shire of approximately \$70,000 per annum for three years, amounting to \$217,000, which has a compounding effect thereafter each and every year; by 30 June 2020, this will be \$234,000 and by 30 June 2030, the value will approach \$300,000 permanently lost to the community;
- The state government withdrew \$42,000 in direct roads funding for local roads in 2017/18 – this is equivalent to a rates increase of 3.4% absorbed by the local government within one year;
- Stable ratepayer base for the three years to 30 June 2019;
- No new debt and fixed interest rates on outstanding debt with debt extinguished in 2023/24; the State Government's fee of 0.7% of the outstanding balance as loan guarantee has been included in calculations.

In preparing this budget, due consideration has been given to the strategic and systematic management of risk. These include changes in government policy; changes in personnel; consideration of short-term changes in population; and strategic SWOT (strengths, weaknesses, opportunities and threats).

Net Current Assets Brought Forward

The Shire's 2018/19 Budget is underpinned by a carry forward surplus at 30 June 2018 of \$122,000.

Rating Strategy

Rates are the main discretionary mechanism to raise revenue, within legislative guidelines. The amount of rates revenue should generate sufficient revenue to adequately provide for those essential public services demanded by the public and decided upon by Council. It is Council's aim to do this in a way that is predictable, transparent, equitable and efficient.

An average of 6.4% rates increase has been required by Council in the last nine (9) years:

Financial Year	2010	2011	2012	2013	2014	2015	2016	2017	2018
Increase	7.5%	10.0%	4.5%	6.5%	7.0%	7.0%	6.0%	5.0%	3.9%
Rolling Average	7.5%	8.8%	7.3%	7.1%	7.1%	7.1%	6.9%	6.7%	6.4%
Five Year Rolling Average	-	-	-	-	7.1%	7.0%	6.2%	6.3%	5.8%

The principal revenue decision underlying the 2018/19 Budget is a 3.9% increase in the rate yield from 2017/18, raising a total of \$1,301,201; this compares to \$1,252,369 in 2017/18 (exclusive of fees, pre-paid rates and discounts) and provides for services, new works, increases due to price and a need to invest in asset renewal.

The current long term financial plan projects annual rates increases to be 5.0% but includes commitments to shire-funded independent living units which may instead be constructed by CEACA (Central East Aged Care Alliance), of which Wyalkatchem is a contributing member. This will reduce the financial burden of aged housing and allow for alternate projects to be delivered on Council's plans or a reassessment of the total rates

required to deliver a revised long term financial plan. A key indicator of improved value for money is the five year rolling average (the average of the last five years' rates increases) which is now 5.8%. If future increases are less than 5.8% this will continue to decline and reach a long term average of five percent within three years.

Rates will contribute approximately 43.5% of budgeted income, an increase on 2017/18 of 4.4%. Over-reliance on external funding does add to risk when making medium and long-term planning. This is because state and federal governments are subject to their election cycle, change in policy and the external economy when allocating funds. This makes adequate reserve allocation and raising community resilience important.

The rating strategy should be developed with due consideration to community service expectations, providing for and maintaining facilities and ensuring adequate provision for the operations of the Shire. In addition, there is a need to correct any deficiencies that prevent asset replacement and renewal. In the context of long term financial planning, community expectations may change and pressures created by demographics and the wider economy mean that long-term planning cannot be overly prescriptive. Annual budgets will apply current requirements and current thinking as an overlay to strategy – always with a view to achieving long term outcomes. This needs to be done in an equitable manner balanced with financial prudence.

An important factor in assessing rates revenue and the setting rates and is the revaluation of the properties by the Valuer General. The Shire imposes rates on the basis of Gross Rental Values and Unimproved Values. Gross Rental Values (GRV's) generally apply to Townsite properties, whereas an Unimproved Value (UV) is a vacant land value applied to all land in Western Australia. In rural areas, the UV is applied on the assumption that the land is in its virgin state or a percentage of the improved land value excluding buildings.

A minimum rate is also applied. The objective of a minimum rate is to ensure that all ratepayers make a reasonable contribution to the cost of the Local Government services/facilities. In 2018/19, this will be \$495 (GRV) and \$550 (Rural/Mining). The following rating parameters are thus recommended as part of the 2018/19 Budget (refer Note 8 Rating Information):

	Rate in \$	No. Properties	2018/19 Budgeted Rate Revenue	Ave. Rates per Assessment
General Rate				
UV - Rural	0.01626	216	\$1,119,623	\$5,183
GRV - Townsite	0.10400	186	\$139,603	\$751
GRV – Other	0.10400	2	\$1,055	\$528
Minimum Rate	Min.			
UV - Rural	\$550	15	\$8,250	\$550
UV - Mining	\$550	9	\$4,950	\$550

GRV - Townsite	\$495	54	\$26,730	\$495
GRV - Other	\$495	2	\$990	\$495
TOTAL	-	484	\$1,301,201	\$2,688

Fees and Charges

A general increase of 2.0% applies to fees and charges not set by State Government statute. The increase for fees and charges reflects the cost of delivery. Some fees and charges are mandated by legislation and are subject to state government regulation.

Charges related to sanitation have no increase in 2018/19 (0% overall; refer section on Sanitation below).

The removal of swimming pool entry fees is continued for 2018/19. The aim is to support our key strategic plank of a healthy community. This will contribute to health programmes for all ages and support the school and sports clubs in their recreational activities. In 2017/18, overall entries increased by 710 persons (+17%) from 2016/17. The Shire will continue efforts to improve utilisation of the facility and promote events with our community partners to increase patronage.

Airport landing fees will be assessed by Council decision; recreational users are exempt. This is to encourage visitor use.

All fees and charges are subject to ongoing operational review and endorsement by Council.

Grants and other income

Approximately 50% of the financial assistance grant for 2018/19 is expected to be pre-paid in June 2018. A balance of \$502,514 is assumed. This is to be received in quarterly payments.

The Shire of Koorda makes a contribution to medical centre operational expenses calculated at 25% of costs plus \$2,500 for administration of the contract. There is some expenditure such as maintenance by the Shire of Wyalkatchem that is not included in the reimbursement calculation. The reimbursement is received in quarterly payments.

Roads funding of \$773,600 (various timing and sources) is included in the budget.

A total of \$85,986 is included for rent received for housing, including \$8,052 from staff. Housing income is 27% lower than 2017/18 due to the termination of a lease by the state government (-\$31,863).

There is \$6,817 realised from fees connected to use or access to facilities. There is \$14,000 included for charges raised from the Railway Barracks accommodation.

Salaries

It is proposed to increase pay for all staff by 2.5% in 2018/19. This is in line with the long term CPI average and is currently provided for in the Shire's workforce planning.

An allowance for the taking of four weeks long-service leave by two works staff in 2018/19 is included in the above figures.

It is proposed for the workforce to remain steady in 2018/19.

Base salaries of \$1,029,968 will comprise 80% of rates revenue in 2018/19 and were 123.6% of rates revenue in 2013/14.

Waste Services (Sanitation)

To make waste charges transparent, rubbish collection charges are set at a level equivalent to the cost of supplying the service. In addition, the amount of pensioner discount was to be set at 30% of the full cost service, which is \$95 in 2018/19. The rural health levy, charged on a per assessment basis, was set at 20% of the full cost service and remains at \$63 per assessment.

The increase in 2018/19 is recommended to be NIL (0%). With efficiencies in works processes, this still enables a continued contribution to reserves of \$8,578.

Recreation and Culture

It is proposed to continue with the removal of all swimming pool entry fees for the 2018/19 financial year and examine ways to further increase utilisation. This initiative will also support health and well-being in the community.

Swimming pool income in 2014/15 was \$5,922 and \$5,778 the prior year. Swimming pool operating expenses are estimated to be \$158,388 in 2018/19. This equates to 12.3% of rates revenue.

Road Expenditure

All local governments in Australia receive Commonwealth Government road funding under the Road to Recovery Programme. In 2018/19 this will be \$201,689, reduced from \$406,860 in 2017/18. Local governments are required to spend own source funds on the construction and maintenance on roads to ensure that Commonwealth funding does not replace local government resources. The Shire of Wyalkatchem minimum own source expenditure to ensure compliance with funding requirements is currently \$55,163. It is proposed to expend own source expenditure of \$137,791 (a decrease of \$40,979 from the 2017/18 budget).

Approximately 50% of the roads component of the federal financial assistance grant was pre-paid in June 2018 and the remainder is expected to be \$217,400. In addition, Main Roads WA is expected to provide funding in 2017/18 of \$354,511. This is a total roads budget of \$1,127,371.

The following road expenditure summary is presented; this includes budgeted own source expenditure of \$137,791, compared to a minimum own source expenditure reference amount of \$55,163:

Capital Works (Regional Road Group Program)	\$
Cunderdin / Wyalkatchem Rd - SLK 2.00 – 4.85 (2.85 km) – Shoulder widen and primer seal to an 8m width and extend the culvert at SLK 2.90	201,230

Cunderdin / Wyalkatchem Rd – SLK 4.85 – 7.85 (3.00km) - Shoulder Recondition to widen carriageway to a minimum 10.5m width	104,790
Tammin / Wyalkatchem Rd – SLK 25.36 – 28.44 (3.08km)	173,760
Capital Works (Roads to Recovery Program)	
Full width re - sheeting	
Lewis East Rd	27,424
Goldfields Rd	35,770
Sealing	
Martin Rd – sealing SLK 12.87 – 13.05	16,065
Operating Expense	
E122035 · Signage	34,490
E122036 · White Guide Post Replacement	13,454
E122050 · Storm Damage Rural Roads	18,631
E122051 · Storm Damage Town Site	7,570
E122056 · Drainage Maintenance Town Site	11,317
E122058 · Urban Street Maintenance	26,150
E122059 · Drainage Maintenance Rural Road	11,545
E122060 · Roadside Spraying/Slashing Rural Roads	26,680
E122065 · Roadside Clearing	38,962
E122089 · Rural Road Mtce Grading	401,491
Crack sealing	5,000
E122104 · Kerbing Maintenance	12,000
Total Road Expenditure	1,127,371

Capital Expenditure

The Shire proposes a capital expenditure budget of \$1,131,336.

Capital projects include:

- Administration office: upgrade of IT and painting of Administration area and foyer \$35,000;
- Replacement of CEO vehicle: \$50,000;
- Replacement of Doctor's vehicle: \$58,710
- Contribution to CEACA units \$10,000;
- Housing capital works at three properties \$32,000;
- Council facilities: Recreation Centre \$25,000; Railway Station \$15,000; Railway Barracks \$15,000;
- Recreation and Culture: replacement of the Toro ride on mower \$42,547; cylinder mower for tennis courts and cricket wicket \$7,999;
- Transport (includes Roads – see Roads section above) \$520,080; replacement of roller \$170,000; aerodrome development works \$35,000; works at new Main Roads depot \$115,000.

Reserves

Reserves are those funds retained for a purpose in a future year. The use of reserve accounts is recognised at s.6.11 Local Government Act 1995 and is common business practice. It recognises that large endeavours need to be provided for over an extended period of time. The Shire of Wyalkatchem currently has 11 reserve accounts recorded as part of internal ledgers and the total funds are held in a term deposit with our banker.

The reserves, balances and budgeted projections are reported to Council each month as 'Note 9 Cash Backed Reserves' and included in item 8.2.1 Financial Management report in the monthly meeting agenda. The total is reconciled at supplementary information following Note 11.

The budgeted reserve balance at 30 June 2014 was \$173,281 (actual as at 30 June 2014 was \$216,797). Reserves at 30 June 2019 will be \$2,007,048; excluding the Larry Elsegood benevolence, reserves will be \$949,584, an increase of \$732,787 since 2014 (+338%). The prepayment of the financial assistance grant in June 2018 will be placed in reserve as at 30 June 2018 and will be transferred out in July 2018. Excluding this transfer there will be a net increase to reserves of \$39,578.

The planned replacement of the Community Bus will be deferred pending a survey of its use and consideration of options by Council. The funds will remain in reserve until that decision is made in a future budget round.

Interest earned from Community Health reserves will be directed to community health programmes. This is estimated at \$20,000 in 2018/19. The draft 2018/19 budget allocates funds to reserves as follows (some rounding in the figures applies):

Reserve	Balance 1 July 2018 \$	Net Transfers \$ (inclusive of interest)	Balance 30 June 2019 \$
Airport Development	41,315	1,008	42,323
Building	239,055	5,834	244,889
Community Bus	79,097	1,930	81,027
Community Development	150,449	53,672	204,121
Community Health	1,051,796	5,668	1,057,464
Government Joint Venture Housing	16,744	1,409	18,153
Plant and Equipment	134,288	3,277	137,565
Road	217,399	-217,399	0

Sports and Recreation Facilities	130,873	3,194	134,067
Unspent Grants	524,388	-501,979	22,409
Waste Management	55,107	9,923	65,030
Totals:	2,640,511	-633,463	2,007,048

The Unspent Grants reserve would usually be expected to have a zero balance at year's end (as grants should be expended) but as a contingency reserve could have amounts depending on whether savings are made or projects run past 30 June.

There is a similar situation with the Road reserve; we generally don't plan to carry over funds but where savings are made, projects run over more than one year or we receive pre-paid grants, these will be identified at this reserve.

Debt Management

At 1 July, 2014, debt was \$660,082; at 30 June 2015, this was \$559,396; at 30 June 2016, this was \$449,189; at 30 June 2017, this was \$347,689; the balance at 30 June 2018 is expected to be \$294,018 and by 30 June 2019 \$237,932. Interest incurred in 2018/19 will be \$15,623. At 30 June 2019, the decrease in debt since 1 July 2014 will be \$422,150 or 64%.

On the above data, debt as a proportion of annual rates was 64.8% at 1 July 2014; 54.9% as at 30 June 2015; 38.2% as at 30 June 2016; 29.2% as at 30 June 2017 and 23.9% as of 31 June 2018. With no further asset sales and continuing with the current debt schedule, debt will approximate 18.5% of annual rates by 30 June 2019. This amount will be extinguished by 2023/24.

There is no absolute as to the right level of debt – it depends on the long term financial plan and the appetite of Council and community to assume responsibility for debt. However, 78.9% of respondents to the 2017 Shire of Wyalkatchem Community Survey believe the shire should have low or no debt.

Managing the level of debt and therefore interest payments improves the ability of Council to invest in current assets and services. Conversely, utilising debt to enable large projects is a legitimate tool.

Public Submissions.

Nil were received.

With a view to the future.

The Shire of Wyalkatchem has previously been assessed as 'Unsustainable' by Access Economics following fiscal analysis completed in 2006 and a subsequent assessment in 2009. The main contributing factor is the financial challenge presented by ageing infrastructure assets.

Operating surpluses are required to enable the Shire to replenish strategic asset cash reserves that will provide for the renewal of assets. The Shire has significantly improved cash reserves in recent years, a trend that the administration is making a concerted effort to continue. It is incumbent on this local government to produce consistent operating surpluses and restrain growth in expenses, in order to ensure asset renewal requirements into the future.

With the review of community planning, Council has identified key projects that will contribute to an improved financial situation and deliver key projects beneficial to the community.

Consultation:

Council of the Shire of Wyalkatchem
Mr Ian McCabe, Chief Executive Officer
Mr Craig Harris, Manager of Works
Ms Ella McDonald, Governance Officer
Ms Tegan McCarthy and Ms Sarah Bolt, Administration Officers'
Community of the Shire of Wyalkatchem
Mr Will Nightingale, President, Wyalkatchem Tennis Club
Council members of CEACA, NEWROC, NEWHealth, NEWTravel
Wheatbelt Development Commission
Regional Development Australia (Wheatbelt)
Department of Local Government and Communities (state)
Department of Infrastructure and Regional Development (federal)
Main Roads WA

Statutory Environment:

Section 6.2 (1) of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Section 5.63 (1) (b) of the *Local Government Act 1995* specifically excludes the need to declare a financial interest in imposing a rate, charge or fee. Also, the declaration provisions of the Act do not apply to Council business re-imbursments or to Member's sitting fees. Any other interest, whether it be financial, proximity or impartial must be declared for matters included in the Budget. For example, an interest affecting impartiality may be as a member of a Committee or a Club that is receiving a grant from Council.

Fees and Charges are set in accordance with Section 6.16 of the *Local Government Act 1995*.

Divisions 5 and 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget.

The draft 2017/18 Budget as presented is considered to meet statutory requirements.

Policy Implications:

Council Policy F22 – Date of Rate Notice – states that the date of issue of rate notices be 1 August or as near as possible to that date each year. This is entirely dependent on the adoption of the Annual Budget and is intended to prevent the late adoption of the budget and the late issue of rates notices. The Shire will meet that obligation upon adoption.

The date of issue will be 20 July 2018 with early payment discount of 2.5% for payment in full by 10 August 2018. First instalment and due date of full payment of rates is 24 August 2018. Payment by instalment is optional (with the first instalment due 24 August 2018).

Issue Date	20/07/2018
Early payment date	10/08/2018
1st Instalment	24/08/2018
2nd Instalment	26/10/2018
3rd Instalment	11/01/2019
4th Instalment	15/03/2019

Financial Implications:

The Budget determines how resources are to be allocated for the financial year. The 2018/19 Budget forecasts closing funds of \$79,931 as at 30 June 2019.

Strategic Plan/Risk Implications:

As noted previously, this budget is framed with a view to the future. This budget attempts to preserve wealth in the community for implementing future plans while commencing the process of repairing asset management.

As there is a considerable degree of consultation still to occur, it is currently unknown with confidence what amount of funds will adequately replace assets while preparing this community for the future. However, the adoption of a risk management approach, while expending funds prudently, will provide the basis for ensuring the success of good planning.

Regional relationships present opportunities to maximise the leveraging of resources. This is predicated on developing an open and transparent understanding of each party's situation in a respectful and equal footing. CEACA (Central East Aged Care Alliance) presents a great opportunity to address issues around creating an aged friendly community and adequate and suitable accommodation for the retired. Wyalkatchem is an active member of CEACA but there remain many questions to be addressed in aligning this local government's long term financial plan and community aspirations with that of CEACA. Accordingly, subscriptions of \$20,000 and an additional allocation of \$14,689 has been allocated in the 2018/19 Budget for contributions to the four CEACA units.

Voting Requirements: Absolute Majority

Council Decision Number:

Moved:

Seconded:

**Officer Recommendation:
That Council resolves the following:**

1. Budget for 2018/19

In accordance with the provisions of Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopt the 2017/18 Budget as attached which includes the following:

- a) Statement of Comprehensive Income by Nature and Type showing a net result for 2018/19 of -\$866,820;
- b) Statement of Comprehensive Income by Program showing a net result for 2018/19 of -\$866,820;
- c) Statement of Cash Flows showing total cash at the end of the year of \$2,057,642;
- d) Rate Setting Statement showing the amount required to be raised from rates is \$1,289,113;
- e) Transfers to/from Reserve Accounts as detailed in note 6 of the Statutory Budget;
- f) Notes to and Forming Part of the Budget as detailed on pages 7 to 39 of the Budget document;
- g) Operating Account Schedules provided as Supplementary Information in the Budget document;
- h) Capital Account Schedules provided as Supplementary Information in the Budget document; and
- i) 2018/19 Schedule of Fees and Charges provided as Supplementary Information in the Budget document.

2. General and Minimum Rates, Instalment Payment Options, Instalment Fees, Penalty Interest and Concessions

- a) For the purpose of yielding the deficiency disclosed by the Budget adopted at recommendation 1 above and in accordance with sections 6.32, 6.34 and 6.35 of the *Local Government Act 1995* impose the following General and Minimum Rates on Gross Rental Value and Unimproved Value properties:

- Unimproved Values
General Rate – 1.6260 cents in the dollar
Minimum Rate - \$550
- Gross Rental Values – 10.4000 cents in the dollar
Minimum Rate - \$495

- b) In accordance with section 6.45 of the *Local Government Act 1995* and regulation 64 (2) of the *Local Government (Financial Management) Regulations 1996*, set the following due dates for the payment of rates in full by instalments:

- Early repayment date 10 August 2018
- Full payment or 1st instalment due date 24 August 2018
- 2nd quarterly instalment due date 26 October 2018
- 3rd quarterly instalment due date 11 January 2019
- 4th and final quarterly instalment due date 15 March 2019

- c) In accordance with section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, adopt an instalment administration charge where the owner has elected to pay rates through an instalment option of \$5 for each instalment after the initial instalment is paid

- d) In accordance with section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, adopt an interest rate of 5.5% where the owner has elected to pay rates through an instalment option.
 - e) In accordance with section 6.51 (1) and subject to section 6.51 (4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, adopt an interest rate of 11% for rates and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.
 - f) In accordance with section 6.46 of the *Local Government Act 1995* and regulation 26 of the *Local Government (Financial Management) Regulations 1996*, provide a 2.5% discount if rates are fully paid within 21 calendar days of the date of service to all ratepayers, being 10 August 2018.
3. Material Variances
- In accordance with regulation 34 (5) of the *Local Government (Financial Management) Regulations 1996*, adopt a material variance plus or minus 10% or \$10,000, whichever is the higher for the 2018/19 financial statements presented to Council during the financial year for review and comparison to the Budget.

Vote:

SHIRE OF WYALKATCHEM
BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

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SHIRE OF WYALKATCHEM
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30TH JUNE 2019

	NOTE	2018/19 Budget \$	2017/18 Actual \$	2017/18 Budget \$
Revenue				
Rates	8	1,289,113	1,240,940	1,232,354
Operating Grants, Subsidies and Contributions		888,639	1,889,005	906,888
Fees and Charges	11	228,446	270,136	277,751
Service Charges	10	0	0	0
Interest Earnings	2(a)	55,149	56,442	60,025
Other Revenue	2(a)	0	0	0
		<u>2,461,347</u>	<u>3,456,523</u>	<u>2,477,018</u>
Expenses				
Employee Costs		(1,090,989)	(1,022,597)	(1,039,368)
Materials and Contracts		(1,140,808)	(1,605,746)	(1,142,605)
Utility Charges		(177,742)	(179,939)	(184,343)
Depreciation on Non-Current Assets	2(a)	(1,237,985)	(1,226,170)	(1,142,817)
Interest Expenses	2(a)	(15,623)	(17,220)	(18,039)
Insurance Expenses		(129,614)	(114,367)	(123,317)
Other Expenditure		0	0	0
		<u>(3,792,761)</u>	<u>(4,166,039)</u>	<u>(3,650,489)</u>
		(1,331,414)	(709,516)	(1,173,471)
Non-Operating Grants,				
Subsidies and Contributions		495,566	770,314	671,231
Profit on Asset Disposals	3	5,247	693	0
Loss on Asset Disposals	3	<u>(36,219)</u>	<u>(39,684)</u>	<u>(52,886)</u>
NET RESULT		(866,820)	21,807	(555,126)
Other Comprehensive Income				
Changes on Revaluation of Non-Current Assets		<u>0</u>	<u>0</u>	<u>0</u>
Total Other Comprehensive Income		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL COMPREHENSIVE INCOME		<u>(866,820)</u>	<u>21,807</u>	<u>(555,126)</u>

Notes:

All fair value adjustments relating to remeasurement of financial assets at fair value through profit or loss (if any) and changes on revaluation of non-current assets in accordance with the mandating of fair value measurement through Other Comprehensive Income, are impacted upon by external forces and is not able to be reliably estimated at the time of budget adoption.

Fair value adjustments relating to the re-measurement of financial assets at fair value through profit or loss will be assessed at the time they occur with compensating budget amendments made as necessary.

It is anticipated, in all instances, any changes upon revaluation of non-current assets will relate to non-cash transactions and as such, have no impact on this budget document.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF WYALKATCHEM
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2019

	NOTE	2018/19 Budget	2017/18 Actual	2017/18 Budget
		\$	\$	\$
Revenue (Refer Notes 1,2,8 to 13)				
Governance		2,000	18,513	2,100
General Purpose Funding		1,854,661	2,294,526	1,788,295
Law, Order, Public Safety		39,486	48,373	38,762
Health		57,105	43,770	49,589
Education and Welfare		0	0	0
Housing		85,986	108,638	117,849
Community Amenities		107,388	107,341	111,408
Recreation and Culture		6,817	8,986	39,816
Transport		278,034	780,235	295,116
Economic Services		14,870	21,500	15,991
Other Property and Services		15,000	24,641	18,092
		<u>2,461,347</u>	<u>3,456,523</u>	<u>2,477,018</u>
Expenses Excluding Finance Costs (Refer Notes 1,2 & 14)				
Governance		(293,087)	(291,078)	(294,570)
General Purpose Funding		(67,929)	(70,993)	(65,573)
Law, Order, Public Safety		(118,942)	(123,508)	(109,962)
Health		(317,241)	(281,787)	(304,935)
Education and Welfare		(44,794)	(34,105)	(17,858)
Housing		(236,202)	(214,871)	(232,790)
Community Amenities		(203,241)	(219,768)	(209,911)
Recreation and Culture		(749,733)	(770,147)	(744,089)
Transport		(1,631,136)	(2,018,868)	(1,544,304)
Economic Services		(111,990)	(114,915)	(105,831)
Other Property and Services		(2,843)	(8,779)	(2,627)
		<u>(3,777,138)</u>	<u>(4,148,819)</u>	<u>(3,632,450)</u>
Finance Costs (Refer Notes 2 & 5)				
Housing		(9,828)	(10,714)	(11,181)
Recreation and Culture		(5,561)	(6,199)	(6,393)
Transport		(234)	(307)	(465)
		<u>(15,623)</u>	<u>(17,220)</u>	<u>(18,039)</u>
Non-operating Grants, Subsidies and Contributions				
General Purpose Funding		0	0	0
Transport		495,566	770,314	671,231
		<u>495,566</u>	<u>770,314</u>	<u>671,231</u>
Profit/(Loss) On Disposal Of Assets (Refer Note 3)				
Other Property and Services		(30,972)	(38,991)	(52,886)
		<u>(30,972)</u>	<u>(38,991)</u>	<u>(52,886)</u>
NET RESULT				
		(866,820)	21,807	(555,126)
Other Comprehensive Income				
Changes on Revaluation of Non-Current Assets		0	0	0
		<u>0</u>	<u>0</u>	<u>0</u>
Total Other Comprehensive Income		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL COMPREHENSIVE INCOME		<u>(866,820)</u>	<u>21,807</u>	<u>(555,126)</u>

**SHIRE OF WYALKATCHEM
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2019**

Notes:

All fair value adjustments relating to remeasurement of financial assets at fair value through profit or loss (if any) and changes on revaluation of non-current assets in accordance with the mandating of fair value measurement through Other Comprehensive Income, is impacted upon by external forces and is not able to be reliably estimated at the time of budget adoption.

Fair value adjustments relating to the remeasurement of financial assets at fair value through profit or loss will be assessed at the time they occur with compensating budget amendments made as necessary.

It is anticipated, in all instances, any changes upon revaluation of non-current assets will relate to non-cash transactions and as such, have no impact on this budget document.

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF WYALKATCHEM
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2019**

	NOTE	2018/19 Budget \$	2017/18 Actual \$	2017/18 Budget \$
Cash Flows From Operating Activities				
Receipts				
Rates		1,294,113	1,240,940	1,242,354
Operating Grants, Subsidies and Contributions		888,639	1,889,005	906,888
Fees and Charges		228,446	384,188	437,751
Service Charges		0	0	0
Interest Earnings		55,149	56,442	60,025
Goods and Services Tax		0	0	0
Other Revenue		0	0	0
		<u>2,466,347</u>	<u>3,570,575</u>	<u>2,647,018</u>
Payments				
Employee Costs		(1,090,989)	(1,032,598)	(1,054,368)
Materials and Contracts		(1,163,145)	(1,818,680)	(1,332,605)
Utility Charges		(177,742)	(179,939)	(184,343)
Interest Expenses		(15,623)	(17,220)	(18,039)
Insurance Expenses		(129,614)	(114,367)	(123,317)
Goods and Services Tax		0	0	0
Other Expenditure		0	0	0
		<u>(2,577,113)</u>	<u>(3,162,804)</u>	<u>(2,712,672)</u>
Net Cash Provided By Operating Activities	15(b)	<u>(110,766)</u>	<u>407,771</u>	<u>(65,654)</u>
Cash Flows from Investing Activities				
Payments for Development of Land Held for Resale	4	0	0	0
Payments for Purchase of Property, Plant & Equipment	4	(576,256)	(734,588)	(706,401)
Payments for Construction of Infrastructure	4	(555,080)	(1,129,095)	(995,966)
Non-Operating Grants, Subsidies and Contributions used for the Development of Assets		495,566	770,314	671,231
Proceeds from Sale of Plant & Equipment	3	102,844	126,727	133,000
Net Cash Used in Investing Activities		<u>(532,926)</u>	<u>(966,642)</u>	<u>(898,136)</u>
Cash Flows from Financing Activities				
Repayment of Debentures	5	(56,086)	(53,669)	(53,669)
Advances to Community Groups		0	0	0
Proceeds from Self Supporting Loans		6,908	13,087	13,087
Proceeds from New Debentures	5	0	0	0
Net Cash Provided By (Used In) Financing Activities		<u>(49,177)</u>	<u>(40,582)</u>	<u>(40,582)</u>
Net Increase (Decrease) in Cash Held		(692,869)	(599,453)	(1,004,372)
Cash at Beginning of Year		<u>2,750,511</u>	<u>3,349,964</u>	<u>3,166,216</u>
Cash and Cash Equivalents at the End of the Year	15(a)	<u><u>2,057,642</u></u>	<u><u>2,750,511</u></u>	<u><u>2,161,844</u></u>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF WYALKATCHEM
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2019**

	NOTE	2018/19 Budget \$	2017/18 Actual \$	2017/18 Budget \$
Revenue	1,2			
Governance		2,000	18,513	2,100
General Purpose Funding		565,548	1,053,586	555,941
Law, Order, Public Safety		39,486	48,373	38,762
Health		57,105	43,770	49,589
Education and Welfare		0	0	0
Housing		85,986	108,638	117,849
Community Amenities		107,388	107,341	111,408
Recreation and Culture		6,817	8,986	39,816
Transport		773,600	1,550,549	966,347
Economic Services		14,870	21,500	15,991
Other Property and Services		20,247	25,334	18,092
		<u>1,673,047</u>	<u>2,986,590</u>	<u>1,915,895</u>
Expenses	1,2			
Governance		(293,087)	(291,078)	(294,570)
General Purpose Funding		(67,929)	(70,993)	(65,573)
Law, Order, Public Safety		(118,942)	(123,508)	(109,962)
Health		(317,241)	(281,787)	(304,935)
Education and Welfare		(44,794)	(34,105)	(17,858)
Housing		(246,030)	(225,585)	(243,971)
Community Amenities		(203,241)	(219,768)	(209,911)
Recreation and Culture		(755,294)	(776,346)	(750,482)
Transport		(1,631,136)	(2,018,868)	(1,544,304)
Economic Services		(111,990)	(114,915)	(105,831)
Other Property and Services		(39,296)	(48,770)	(55,978)
		<u>(3,828,980)</u>	<u>(4,205,723)</u>	<u>(3,703,375)</u>
Net Result Excluding General Rates		(2,155,933)	(1,219,133)	(1,787,480)
Adjustments for Cash Budget Requirements:				
Non-Cash Expenditure and Revenue				
(Profit)/Loss on Asset Disposals	4	30,972	38,991	52,886
Depreciation on Assets	2(a)	1,237,985	1,226,170	1,142,817
Movement in Non-Current Staff Leave Provisions		0	0	0
Movement in Non-Current Receivables		0		0
Capital Expenditure and Revenue				
Purchase Land Held for Resale	3	0		0
Purchase Property, Plant and Equipment	3	(576,256)	(734,588)	(706,401)
Purchase Infrastructure	3	(555,080)	(1,129,095)	(995,966)
Proceeds from Disposal of Assets	4	102,844	126,727	133,000
Repayment of Debentures	5	(56,086)	(53,669)	(53,669)
Proceeds from New Debentures	5	0	0	0
Self-Supporting Loan Principal Income		6,908	13,087	13,087
Transfers to Reserves (Restricted Assets)	6	(107,579)	(779,551)	(67,145)
Transfers from Reserves (Restricted Assets)	6	741,042	1,055,257	1,012,111
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	7	122,000	336,864	105,000
LESS Estimated Surplus/(Deficit) June 30 C/Fwd	7	79,931	122,000	80,594
Amount Required to be Raised from General Rate	8	<u>(1,289,113)</u>	<u>(1,240,940)</u>	<u>(1,232,354)</u>

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Preparation

The budget has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this budget are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the budget has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this budget.

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 financial statements. A separate statement of those monies appears at Note 16 to this budget document.

(b) 2017/18 Actual Balances

Balances shown in this budget as 2016/17 Actual are as forecast at the time of budget preparation and are subject to final adjustments.

(c) Rounding Off Figures

All figures shown in this budget, other than a rate in the dollar, 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 (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a Gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(f) Superannuation

The Council contributes to a number of Superannuation Funds on behalf of employees.

All funds to which the Council contributes are defined contribution plans.

SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 7 - Net Current Assets.

(h) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other 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.

(i) Inventories

General

Inventories are measured 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 necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

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

(j) Fixed Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, 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.

SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Fixed Assets (Continued)

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 on 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 on 30 June 2014, the fair value of all of the assets of the local government -
 - (i) that are plant and equipment; 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.

In 2013, Council 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 budget as necessary.

Land Under Control

In accordance with Local Government (Financial Management) Regulation 16(a), the Council was 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.

Upon 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 detailed in this Note.

Whilst they were initially recorded at cost (being fair value at the date of acquisition (deemed cost) as per AASB 116) they were revalued along with other items of Land and Buildings at 30 June 2014 and now form part of Land and Buildings to be subject to regular revaluation as detailed above.

Initial Recognition and Measurement between Mandatory Revaluation Dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, 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.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation of the next anniversary date in accordance with the mandatory measurement framework detailed above.

SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Fixed Assets (Continued)

Revaluation

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.

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 detailed in the ***Initial Recognition*** section as detailed above.

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

Land Under Roads

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

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Fixed Assets (Continued)

Major depreciation periods used for each class of depreciable asset are:

Buildings	50 years
Land	Not depreciated
Furniture	3 years
Computers	2.5 years
Vehicles	5 years
Graders	8 years
Other Plant and Equipment	3 years
Roads and Streets	
formation	Not depreciated
pavement	50 years
seal	15 years
Footpaths	25 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 profit or loss in the period which they arise.

When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

Capitalisation Threshold

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

(k) Fair Value of Assets and Liabilities

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

Fair Value is the price that Council would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

**SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Fair Value of Assets and Liabilities (Continued)

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset (i.e. the market with the greatest volume and level of activity for the asset or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (ie the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

Fair Value Hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Council selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Council are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Fair Value of Assets and Liabilities (Continued)

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Council gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability and considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

As detailed above, the mandatory measurement framework imposed by the Local Government (Financial Management) Regulations requires, as a minimum, all assets carried at a revalued amount to be revalued at least every 3 years.

(l) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (ie trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or cost.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(I) Financial Instruments (Continued)

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

(i) Financial assets at fair value through profit and loss

Financial assets are classified at “fair value through profit or loss” when they are held for trading for the purpose of short term profit taking. Assets in this category are classified as current assets. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council’s management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available for sale financial assets are classified as non-current.

(v) Financial liabilities

Non-derivative financial liabilities (excl. financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in the profit or loss.

SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Financial Instruments (Continued)

Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which has an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

Derecognition

Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Council no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(m) Impairment of Assets

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116) whereby any impairment loss of a revaluation decrease in accordance with that other standard.

SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Impairment of Assets (Continued)

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of adopting this budget, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2018.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on this budget document.

(n) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(o) Employee Benefits

Short-Term Employee Benefits

Provision is made for the Council's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Council's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Council's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Other Long-Term Employee Benefits

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations or service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Council's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Council does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) 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 until such time as the asset is substantially ready for its intended use or sale.

(q) Provisions

Provisions are recognised when the Council has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(r) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Council, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

(s) Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 1(o) for a description of the equity method of accounting.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Council's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements. Information about the joint ventures is set out in Note 17.

SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(t) 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 the 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 sale where it is held as non-current based on the Council's intentions to release for sale.

(u) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current budget year.

(v) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this budget document relate to the original budget estimate for the relevant item of disclosure.

SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

	2018/19 Budget \$	2017/18 Actual \$	2017/18 Budget \$
2. REVENUES AND EXPENSES			
(a) Net Result			
The Net Result includes:			
(i) Charging as Expenses:			
Auditors Remuneration			
Audit Services	29,400	21,350	17,500
Other Services	1,500	0	2,500
Depreciation			
<u>By Program</u>			
Governance	32,448	31,312	14,809
General Purpose Funding	0	0	0
Law, Order, Public Safety	2,324	2,324	916
Health	23,131	23,131	23,453
Education and Welfare	20,105	20,105	3,858
Housing	42,900	42,900	65,070
Community Amenities	9,841	9,841	9,019
Recreation and Culture	176,021	176,021	170,035
Transport	705,338	705,338	664,369
Economic Services	21,359	21,359	19,781
Other Property and Services	204,518	193,839	171,507
	<u>1,237,985</u>	<u>1,226,170</u>	<u>1,142,817</u>
<u>By Class</u>			
Land and Buildings	158,854	170,553	158,854
Furniture and Equipment	975	975	975
Plant and Equipment	214,634	243,246	214,634
Roads	542,314	580,159	542,314
Footpaths	15,686	15,686	15,686
Drainage	24,813	27,314	24,813
Parks and Gardens Ovals	27,020	29,076	27,020
Airfield	67,155	67,155	67,155
Other Infrastructure	91,366	92,006	91,366
	<u>1,142,817</u>	<u>1,226,170</u>	<u>1,142,817</u>
Interest Expenses (Finance Costs)			
- Debentures (<i>refer note 5(a)</i>)	15,623	17,220	18,039
Other	0	0	0
	<u>15,623</u>	<u>17,220</u>	<u>18,039</u>
(ii) Crediting as Revenues:			
Interest Earnings			
Investments			
- Reserve Funds	48,001	46,828	51,999
- Other Funds	6,000	5,589	6,000
Other Interest Revenue	1,148	4,025	2,026
	<u>55,149</u>	<u>56,442</u>	<u>60,025</u>

**SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

2. REVENUES AND EXPENSES (Continued)

(b) Statement of Objective

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

COMMUNITY VISION

In 2023 Wyalkatchem will be sustainable with growth in population supporting businesses, services and infrastructure; residents will be healthy, safe and caring, surrounded by welcoming public places and a valued natural and built environment.

GOVERNANCE

Members of Council

This is the administration and operation of facilities and services to members of Council. Includes fees, expenses and allowances paid to elected and committee members, election costs, insurance, subscriptions, conference expenses, Chamber expenses, members' entertainment, support staff (secretarial, receptionists etc.), printing, telephones, faxes, delivery expenses.

Other Governance

Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services. Including civic receptions, refreshments, receptions, naturalisation and citizenship ceremonies, polls, referendums, public relations, Freedom of Information requests, research, development and preparation of policy documents, development of local laws, strategic planning, principal activity plans, annual budgets, annual financial reports, audit fees and the annual report.

GENERAL PURPOSE FUNDING

Rates

Rates levied under Division 6 of Part 6 of the Local Government Act 1995. Revenue from a general rate, differential rates, minimum rates, interest and fees on instalment arrangements, interest on arrears, government subsidy for rates deferred by entitled pensioners, less discounts and/or concessions relating to rates levied. Expenditures incurred in administration and maintaining rate records, rating valuations, servicing notices, postage, stationery, advertising, doubtful debt expenses, debt collection, printing, indirect administration costs etc.

Other General Purpose Funding (GPF)

Amounts receivable from the Western Australian Grants Commission and any other Government Grant of a general purpose nature and generally referred to as untied grants. Interest earnings from deposits and investments, including reserve accounts. General overdraft expenses on the Municipal Fund.

LAW, ORDER, PUBLIC SAFETY

Fire Prevention

Administration and operations on fire prevention services, including volunteer bush fire brigades, outlays on roadside clearing operations (slashing, clearing, mowing verges, standpipes, insurance) and other protective burning. Revenues include the sale of local laws, maps, materials relating to fire prevention, fines and penalties imposed under relevant Acts and fines, fees or charges for clearing fire breaks.

SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

2. REVENUES AND EXPENSES (Continued)

(b) Statement of Objective (Continued)

LAW, ORDER, PUBLIC SAFETY (Continued)

Animal Control

Administration, enforcement and operations relating to the control of animals. Includes costs of impounding, destroying and disposal of stray animals. Revenues include dog registration fees, fines and penalties relating to straying dogs, cats, cattle and other livestock and impounding and destruction fees.

Public Safety

Administration, promotion, support and operation of services relating to public order and safety that cannot be assigned to one of the preceding sub-programs. Enforcement of Local Government Laws and impounding vehicles.

HEALTH

Preventive Services

Administration, inspection and operations of programs concerned with the general health of the community. Includes the costs and revenues derived from the inspection of eating houses, itinerant food vendors, stall holders, offensive trade etc. Also includes providing the services of an Environmental Health Officer, in the regional health scheme, and any other outlays concerned with general health inspection and administration services provided by the council.

Other Health

Administration and operation of health facilities, including contributions, subsidies, donations toward the provision of medical services such as the local doctor.

EDUCATION AND WELFARE

Senior Citizens

Administration, support and operation of welfare services for senior citizens.

HOUSING

Community Housing

Administration and management of residential housing for members of the community.

COMMUNITY AMENITIES

Sanitation – Household

Administration and operation of general refuse collection and disposal services. These include the collection of general, recyclable and green waste, and its delivery to a disposal site. Provision and maintenance of the rubbish disposal site.

Protection of Environment

Administration, inspection and operation of flood mitigation work removal of dead animals, derelict and abandoned vehicles. Includes the development, monitoring and operation of pollution and noise control, soil erosion.

Town Planning

Administration, inspection and operation of a town planning service. This includes planning control, the preparation of town planning development schemes, zoning and rezoning. Includes costs associated with the purchase and resumption of land for public open space, community facilities etc. for the expansion or development of this program.

**SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

2. REVENUES AND EXPENSES (Continued)

(b) Statement of Objective (Continued)

COMMUNITY AMENITIES (Continued)

Other Amenities

Includes outlays on public conveniences, drinking fountains, cemetery, rest centres, street seats and other street furniture.

RECREATION AND CULTURE

Public Buildings

Administration, provision and operation of multipurpose venues such as Public Hall, Town Hall, Function Room and Community Centre.

Swimming Pool

Administration and operation of public swimming pool.

Other Recreation

Administration, provision and maintenance of other recreational facilities and services. including indoor and outdoor sporting complexes and facilities such as football and cricket grounds, tennis courts, basketball and netball courts and other recreational areas such as parks and gardens, ovals, playgrounds, barbecue areas, cycleway, dual use paths, Communication Broadcasting, Administration, support, provision and operation of facilities to receive and rebroadcast communication signals.

Library

Administration, provision and operation of the local library, including books, tapes, records, audio-visual aids, and other services.

RECREATION AND CULTURE (Continued)

Tidy Towns

The Shire will continue to work with the Care for Wylie Committee in their program for the improvement of the townscape.

Community Grants

The Shire will continue to fund activities undertaken by community based organisations, where it can be shown that the money will benefit members of the community.

TRANSPORT

Public Works

Administration, regulation and operation relating to the provision of streets and roads, under the control of the Shire and the Commissioner of Main Roads. It also includes drainage works, kerbing, road verges, median strips, footpaths, private streets, crossovers and approaches, road signs and names, street crossings, line marking, street lighting, street trees and street cleaning.

Airstrip

Administration, provision and operation of the airstrip and other associated facilities.

ECONOMIC SERVICES

Tourism

The development, promotion, support, research, operation etc. of tourism and area promotion to attract tourists, promotion to attract tourist development such as brochures, contributions to tourist promotion schemes.

**SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

2. REVENUES AND EXPENSES (Continued)

(b) Statement of Objective (Continued)

ECONOMIC SERVICES (Continued)

Building Control

Administration, inspection and operations concerned with application of the building standards. It includes examination, processing and inspection services, swimming pool inspections etc.

OTHER PROPERTY & SERVICES

Private Works

Administration, inspection, and operation of work carried out on property or services not under the care, control and management of the local government. These include road works on private property, commissions for agencies and fees or service (i.e Transport Licensing).

**SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

3. DISPOSALS OF ASSETS

The following assets are budgeted to be disposed of during the year.

<u>By Program</u>	Net Book Value	Sale Proceeds	Profit(Loss)
	2018/19 BUDGET \$	2018/19 BUDGET \$	2018/19 BUDGET \$
Governance Toyota Camry	26,811	15,000	(11,811)
Health Land Rover Discovery	49,026	35,000	(14,026)
Recreation and Culture Toro Mower	7,597	12,844	5,247
Transport Roller	50,382	40,000	(10,382)
	50,382	102,844	(10,382)

<u>By Class</u>	Net Book Value	Sale Proceeds	Profit(Loss)
	2018/19 BUDGET \$	2018/19 BUDGET \$	2018/19 BUDGET \$
Plant and Equipment	133,816	102,844	(30,972)
	133,816	102,844	(30,972)

Summary

	2018/19 BUDGET \$
Profit on Asset Disposals	5,247
Loss on Asset Disposals	(36,219)
	<u>(30,972)</u>

**SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

4. ACQUISITION OF ASSETS

The following assets are budgeted to be acquired during the year:

Asset Class	Reporting Program									Total \$
	Governance \$	Law, Order, Public Safety \$	Health \$	Education and Welfare \$	Housing \$	Community Amenities \$	Recreation and Culture \$	Transport \$	Economic Services \$	
<i>Property, Plant and Equipment</i>										
Land and Buildings	10,000			10,000	32,000		25,000	115,000	30,000	222,000
Plant and Equipment	50,000		58,710				50,546	170,000		329,256
Furniture and Equipment	25,000									25,000
<i>Infrastructure</i>										
Roads								520,080		520,080
Footpaths										
Drainage										
Parks, Gardens and Ovals										
Airport								35,000		35,000
Other Infrastructure										
	85,000	0	58,710	10,000	32,000	0	75,546	840,080	30,000	1,131,336

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this budget document as follows:

- plant replacement programme
- other assets

- road replacement programme
- other infrastructure

**SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Movement in debentures and interest between the beginning and the end of the current financial year.

Particulars	Principal 1-Jul-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			2018/19 Budget \$	2017/18 Actual \$	2018/19 Budget \$	2017/18 Actual \$	2018/19 Budget \$	2017/18 Actual \$
Housing								
Loan 68 - 43/45 Wilson	147,658		20,636	19,284	127,022	147,658	9,828	10,714
Recreation and Culture								
Loan 73 - Community Resource Centre Building Project	130,323		19,413	18,580	110,910	130,323	5,561	6,199
Transport								
Loan 74 - New Holland Tractor	16,037		16,037	15,805	0	16,037	234	307
	294,018	0	56,086	53,669	237,932	294,018	15,623	17,220

All debenture repayments will be financed by general purpose revenue.

**SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

5. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2018/19

There are no new debentures planned for 2018/19.

(c) Unspent Debentures

Council had no unspent debenture funds as at 30th June 2018 nor is it expected to have unspent debenture funds as at 30th June 2019.

(d) Overdraft

Council has not utilised an overdraft facility during the financial year although an overdraft facility of \$150,000 with the National Australia Bank does exist. It is not anticipated that this facility will be required to be utilised during 2018/19.

SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

	2018/19 Budget \$	2017/18 Actual \$	2017/18 Budget \$
6. RESERVES			
(a) Building Reserve			
Opening Balance	239,055	233,708	233,707
Amount Set Aside / Transfer to Reserve	5,834	5,347	5,589
Amount Used / Transfer from Reserve	0	0	0
	<u>244,889</u>	<u>239,055</u>	<u>239,296</u>
(b) Sport and Recreation Facilities Reserve			
Opening Balance	130,873	127,946	127,946
Amount Set Aside / Transfer to Reserve	3,194	2,927	3,060
Amount Used / Transfer from Reserve	0	0	0
	<u>134,067</u>	<u>130,873</u>	<u>131,006</u>
(c) Waste Management Reserve			
Opening Balance	55,107	44,073	44,073
Amount Set Aside / Transfer to Reserve	9,923	11,034	10,382
Amount Used / Transfer from Reserve	0	0	0
	<u>65,030</u>	<u>55,107</u>	<u>54,455</u>
(d) Plant and Equipment Reserve			
Opening Balance	134,288	364,578	364,578
Amount Set Aside / Transfer to Reserve	3,277	4,710	8,719
Amount Used / Transfer from Reserve	0	(235,000)	(235,000)
	<u>137,565</u>	<u>134,288</u>	<u>138,297</u>
(e) Community Bus Reserve			
Opening Balance	79,097	77,328	77,328
Amount Set Aside / Transfer to Reserve	1,930	1,769	1,849
Amount Used / Transfer from Reserve	0	0	0
	<u>81,027</u>	<u>79,097</u>	<u>79,177</u>
(f) Community Development Reserve			
Opening Balance	150,449	147,084	147,084
Amount Set Aside / Transfer to Reserve	53,672	3,365	3,518
Amount Used / Transfer from Reserve	0	0	0
	<u>204,121</u>	<u>150,449</u>	<u>150,602</u>
(g) Unspent Grants Reserve			
Opening Balance	524,388	593,334	593,334
Amount Set Aside / Transfer to Reserve	1,334	504,882	1,714
Amount Used / Transfer from Reserve	(503,313)	(573,828)	(521,659)
	<u>22,409</u>	<u>524,388</u>	<u>73,389</u>
(h) Government Joint Venture Housing Reserve			
Opening Balance	16,744	24,055	24,055
Amount Set Aside / Transfer to Reserve	1,409	3,337	6,756
Amount Used / Transfer from Reserve	0	(10,648)	0
	<u>18,153</u>	<u>16,744</u>	<u>30,811</u>
Total Reserves C/Fwd	<u>907,261</u>	<u>1,330,001</u>	<u>897,033</u>

**SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

	2018/19 Budget \$	2017/18 Actual \$	2017/18 Budget \$
6. RESERVES (Continued)			
Total Reserves B/Fwd	<u>907,261</u>	<u>1,330,001</u>	<u>897,033</u>
(i) Road Reserve			
Opening Balance	217,399	235,452	235,452
Amount Set Aside / Transfer to Reserve	330	217,728	0
Amount Used / Transfer from Reserve	<u>(217,729)</u>	<u>(235,781)</u>	<u>(235,452)</u>
	<u>0</u>	<u>217,399</u>	<u>0</u>
(j) Community Health Reserve			
Opening Balance	1,051,796	1,028,268	1,028,268
Amount Set Aside / Transfer to Reserve	25,668	23,528	24,592
Amount Used / Transfer from Reserve	<u>(20,000)</u>	<u>0</u>	<u>(20,000)</u>
	<u>1,057,464</u>	<u>1,051,796</u>	<u>1,032,860</u>
(k) Airport Development Reserve			
Opening Balance	41,315	40,391	40,391
Amount Set Aside / Transfer to Reserve	1,008	924	966
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>	<u>0</u>
	<u>42,323</u>	<u>41,315</u>	<u>41,357</u>
Total Reserves	<u><u>2,007,048</u></u>	<u><u>2,640,511</u></u>	<u><u>1,971,250</u></u>

All of the above reserve accounts are to be supported by money held in financial institutions.

SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

6. RESERVES (Continued)	2018/19 Budget \$	2017/18 Actual \$	2017/18 Budget \$
SUMMARY OF RESERVE TRANSFERS			
Transfers to Reserves			
Building Reserve	5,834	5,347	5,589
Sport and Recreation Facilities Reserve	3,194	2,927	3,060
Waste Management Reserve	9,923	11,034	10,382
Plant and Equipment Reserve	3,277	4,710	8,719
Community Bus Reserve	1,930	1,769	1,849
Community Development Reserve	53,672	3,365	3,518
Unspent Grants Reserve	1,334	504,882	1,714
Government Joint Venture Housing Reserve	1,409	3,337	6,756
Road Reserve	330	217,728	0
Community Health Reserve	25,668	23,528	24,592
Airport Development Reserve	1,008	924	966
	<u>107,579</u>	<u>779,551</u>	<u>67,145</u>
Transfers from Reserves			
Building Reserve	0	0	0
Sport and Recreation Facilities Reserve	0	0	0
Waste Management Reserve	0	0	0
Plant and Equipment Reserve	0	(235,000)	(235,000)
Community Bus Reserve	0	0	0
Community Development Reserve	0	0	0
Unspent Grants Reserve	(503,313)	(573,828)	(521,659)
Government Joint Venture Housing Reserve	0	(10,648)	0
Road Reserve	(217,729)	(235,781)	(235,452)
Community Health Reserve	(20,000)	0	(20,000)
Airport Development Reserve	0	0	0
	<u>(741,042)</u>	<u>(1,055,257)</u>	<u>(1,012,111)</u>
Total Transfer to/(from) Reserves	<u>(633,463)</u>	<u>(275,706)</u>	<u>(944,966)</u>

**SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

6. RESERVES (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Building Reserve

To be used for the acquisition, disposal, maintenance and funding of Shire properties.

Sport and Recreation Facilities Reserve

To be used for the acquisition, disposal, maintenance and funding of sports and recreation facilities.

Waste Management Reserve

To be used for the acquisition, disposal, maintenance and funding of the community rubbish tip, waste management and education.

Plant and Equipment Reserve

To be used for the acquisition, disposal, maintenance and funding of shire plant and equipment.

Community Bus Reserve

To be used for the acquisition, disposal, maintenance and funding of the community bus.

Community Development Reserve

To be used for the acquisition, disposal, maintenance and funding of strategic community development projects.

Unspent Grants Reserve

To be used for the purpose of containing funds that are derived from unspent or prepaid grants and contributions from external parties.

Government Joint Venture Housing Reserve

To be used for the purpose of acquisitions, disposals, maintenance and funding of government joint venture housing.

Road Reserve

To be used for the purpose of quarantining unspent or prepaid road grants.

Community Health Reserve

To be used for the purpose of acquisitions, disposals, maintenance and funding of health services.

Airport Development Reserve

To be used for the purpose of acquisitions, disposals, maintenance and funding of airport development.

The Plant and Equipment, Building and Sport and Recreation Reserves are not expected to be used within a set period as further transfers to the reserve accounts are expected as funds are utilised.

**SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

	Note	2018/19 Budget \$	2017/18 Actual \$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	15(a)	50,594	110,000
Cash - Restricted Reserves	15(a)	2,007,048	2,640,511
Receivables		113,000	118,000
Inventories		60,000	70,000
		2,230,642	2,938,511
LESS: CURRENT LIABILITIES			
Trade and Other Payables		(103,772)	(136,109)
Provisions		(39,891)	(39,891)
		(143,663)	(176,000)
NET CURRENT ASSET POSITION		2,086,979	2,762,511
Less: Cash - Restricted Reserves	15(a)	(2,007,048)	(2,640,511)
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD		79,931	122,000

The estimated surplus/(deficiency) c/fwd in the 2017/18 actual column represents the surplus (deficit) brought forward as at 1 July 2018.

The estimated surplus/(deficiency) c/fwd in the 2018/19 budget column represents the surplus (deficit) carried forward as at 30 June 2019.

SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

8. RATING INFORMATION - 2018/19 FINANCIAL YEAR

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2018/19 Budgeted Rate Revenue \$	2018/19 Budgeted Interim Rates \$	2018/19 Budgeted Back Rates \$	2018/19 Budgeted Total Revenue \$	2017/18 Actual \$
General Rate								
UV - Rural	0.016260	216	68,857,500	1,119,623			1,119,623	1,077,539
GRV - Townsite	0.104000	186	1,342,338	139,603			139,603	131,235
GRV - Other Townsite	0.104000	2	10,140	1,055			1,055	0
Sub-Totals		404	70,209,978	1,260,281	0	0	1,260,281	1,208,774
Minimum Payment	Minimum \$							
UV - Rural	550	15	310,600	8,250			8,250	7,420
UV - Mining	550	9	15,246	4,950			4,950	5,300
GRV - Townsite	495	54	76,747	26,730			26,730	28,975
GRV - Other Townsite	495	2	4,815	990			990	1,900
Sub-Totals		80	407,408	40,920	0	0	40,920	43,595
Pre-paid rates							0	0
Discounts (Note 12)							(19,518)	(18,813)
Concessions							(495)	(475)
Write Offs							(500)	(250)
Ex-gratia rates							8,425	8,109
Total Amount Raised from General Rate							1,289,113	1,240,940
Specified Area Rates (Note 9)							0	0
Total Rates							1,289,113	1,240,940

**SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

8(a). RATING INFORMATION - 2017/18 FINANCIAL YEAR (CONTINUED)

All land except exempt land in the Shire of Wyalkatchem is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2018/19 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

**SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

9. SPECIFIED AREA RATE - 2018/19 FINANCIAL YEAR

There will be no specified area rates levied during 2018/19.

10. SERVICE CHARGES - 2018/19 FINANCIAL YEAR

There will be no service charges levied during 2018/19.

11. FEES & CHARGES REVENUE	2018/19 Budget \$	2017/18 Actual \$
Governance	0	0
General Purpose Funding	7,885	8,312
Law, Order, Public Safety	5,500	6,748
Health	0	0
Education and Welfare	0	0
Housing	85,986	108,638
Community Amenities	107,388	107,341
Recreation and Culture	6,817	8,986
Transport	0	0
Economic Services	14,870	21,500
Other Property and Services	0	8,611
	<u>228,446</u>	<u>270,136</u>

**12. RATE PAYMENT DISCOUNTS, WAIVERS AND CONCESSIONS
- 2018/19 FINANCIAL YEAR**

	Type	Disc %	2018/19 Budget \$	2017/18 Actual \$
General Rates	Discount	2.50%	18,914	18,233
Minimum Rate	Discount	2.50%	604	580
			<u>19,518</u>	<u>18,813</u>
Rate Assessment - RSL	Concession		495	475
Rate Assessment	Write-Off		500	250
Pensioner Rubbish Concession	Concession	\$95	7,030	7,139

A 2.5% early payment discount will be granted on Rates paid by 10 August 2018.

Pensioners will be eligible for a \$95 concession on rubbish services (maximum of one concession per ratepayer).

**SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

13. INTEREST CHARGES AND INSTALMENTS - 2017/18 FINANCIAL YEAR

Interest of 11% will accrue daily on all unpaid Rates. It is anticipated the amount received penalty interest will be \$1,000.

Ratepayers will be offered a pay by instalment plan. There will be a \$5 charge for each additional instalment and 5.5% interest on instalment option. It is anticipated instalment costs will bring revenue of \$4,300.

Instalment due dates will be:

Issue Date	20/07/2018
1st Instalment	24/08/2018
2nd Instalment	26/10/2018
3rd Instalment	11/01/2019
4th Instalment	15/03/2019

14. ELECTED MEMBERS REMUNERATION

The following fees, expenses and allowances were paid to council members and the President.

	2018/19 Budget \$	2017/18 Actual \$
Meeting Fees	33,551	30,837
President's Allowance	6,090	6,090
Deputy President's Allowance	1,523	1,523
Travelling Expenses	0	0
Telecommunications Allowance	3,808	3,293
	<u>44,972</u>	<u>41,743</u>

SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

15. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the statement of cash flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	2018/19 Budget \$	2017/18 Actual \$	2017/18 Budget \$
Cash - Unrestricted	50,594	110,000	190,594
Cash - Restricted	2,007,048	2,640,511	1,971,250
	<u>2,057,642</u>	<u>2,750,511</u>	<u>2,161,844</u>

The following restrictions have been imposed by regulation or other externally imposed requirements:

Building Reserve	244,889	239,055	239,296
Sport and Recreation Facilities Reserve	134,067	130,873	131,006
Waste Management Reserve	65,030	55,107	54,455
Plant and Equipment Reserve	137,565	134,288	138,297
Community Bus Reserve	81,027	79,097	79,177
Community Development Reserve	204,121	150,449	150,602
Unspent Grants Reserve	22,409	524,388	73,389
Government Joint Venture Housing Reserve	18,153	16,744	30,811
Road Reserve	0	217,399	0
Community Health Reserve	1,057,464	1,051,796	1,032,860
Airport Development Reserve	42,323	41,315	41,357
	<u>2,007,048</u>	<u>2,640,511</u>	<u>1,971,250</u>

(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result

Net Result	(866,820)	21,807	(555,126)
Depreciation	1,237,985	1,226,170	1,142,817
(Profit)/Loss on Sale of Asset	30,972	38,991	52,886
(Increase)/Decrease in Receivables	5,000	114,052	170,000
(Increase)/Decrease in Inventories	10,000	5,279	10,000
Increase/(Decrease) in Payables	(32,337)	(218,213)	(200,000)
Increase/(Decrease) in Employee Provisions	0	(10,001)	(15,000)
Grants/Contributions for the Development of Assets	(495,566)	(770,314)	(671,231)
Net Cash from Operating Activities	<u>(110,766)</u>	<u>407,771</u>	<u>(65,654)</u>

**(c) Undrawn Borrowing Facilities
Credit Standby Arrangements**

Bank Overdraft Limit	150,000	150,000	150,000
Bank Overdraft at Balance Date	0	0	0
Credit Card Limit	5,000	5,000	5,000
Credit Card Balance at Balance Date	0	0	0
Total Amount of Credit Unused	<u>155,000</u>	<u>155,000</u>	<u>155,000</u>

Loan Facilities

Loan Facilities in use at Balance Date	<u>237,932</u>	<u>294,018</u>	<u>294,018</u>
Unused Loan Facilities at Balance Date	<u>0</u>	<u>0</u>	<u>0</u>

**SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

16. TRUST FUNDS

Funds held at balance date over which the local government has no control and which are not included in the financial statements are as follows:

Detail	Balance 1-Jul-17 \$	Estimated Amounts Received \$	Estimated Amounts Paid (\$)	Estimated Balance 30-Jun-18 \$
Working Account	0			0
Key Deposit	195		0	195
Cleaning Bond	600		0	600
Employee Pay	2,810		(2,810)	0
	<u>3,605</u>	<u>0</u>	<u>(2,810)</u>	<u>795</u>

**SHIRE OF WYALKATCHEM
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

17. MAJOR LAND TRANSACTIONS

It is not anticipated any major land transactions will occur in 2018/19.

18. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

It is not anticipated any trading undertakings or major trading undertakings will occur in 2018/19.



**SHIRE OF WYALKATCHEM
CAPITAL EXPENDITURE
FOR THE BUDGET YEAR ENDED 30TH JUNE 2019**

By Program

Schedule 4 - Governance

Shire Office
Shire Office IT upgrade
Council Chambers
Replace CEO Vehicle

Schedule 5 - Law, Order & Public Safety

Schedule 7 - Health

Medical Centre
Replace Doctors Vehicle

Schedule 8 - Education & Welfare

Aged Care Services and Accommodation
Aged Friendly Communities (project not identified)

Schedule 9 - Housing

1 Slocum St
22a Flint St
Lady Novar

Schedule 10 - Community Amenities

Schedule 11 - Recreation and Culture

Recreation Centre
Replace Toro Ride on Mower
Cylinder mower for tennis courts and cricket wicket

Schedule 12 - Transport

Cunderdin/Wyalkatchem Rd - SLK 2.0 to 4.85

By Class	TOTAL ACQUISITION	MUNI	Transfers from Reserve	Proceeds from Sale of Assets	RRG	R2R	FAGS Road Portion	OTHER GRANTS	TOTAL FUNDING
LB	10,000	10,000							10,000
FE	25,000	25,000							25,000
LB	0	0							0
PE	50,000	35,000		15,000					50,000
	85,000	70,000	0	15,000	0	0	0	0	85,000
		0							0
		0							0
	0	0	0	0	0	0	0	0	0
LB	0	0							0
PE	58,710	23,710		35,000					58,710
	58,710	23,710	0	35,000	0	0	0	0	58,710
LB	10,000	10,000							10,000
LB	0								0
	10,000	10,000	0	0	0	0	0	10,000	10,000
LB	10,000	10,000							10,000
LB	7,000	7,000							7,000
LB	15,000	15,000							15,000
	32,000	32,000	0	0	0	0	0	0	32,000
IO	0	0							0
	0	0	0	0	0	0	0	0	0
LB	25,000	25,000							25,000
PE	42,547	29,703		12,844					42,547
PE	7,999	7,999							7,999
	75,546	62,702	0	12,844	0	0	0	0	75,546
IR	201,230	0			134,152	67,078		0	201,230



**SHIRE OF WYALKATCHEM
CAPITAL EXPENDITURE
FOR THE BUDGET YEAR ENDED 30TH JUNE 2019**

Cunderdin/Wyalkatchem Rd - SLK 4.85 to 7.85
 Tammin / Wyalkatchem Rd - SLK 25.36 to 28.44
 Lewis East Rd
 Goldfields Rd
 Wylie North Rd Sealing
 Martin Rd Sealing
 Footpath
 Floodway Lackman Rd modifications
 Depot - Main Roads
 Replace Roller
 Aerodrome Development

Schedule 13 - Economic Services

Railway Station
 Railway Barracks

By Class

Land Held for Resale
 Land and Buildings
 Infrastructure Assets - Roads
 Infrastructure Assets - Airport
 Infrastructure Assets - Footpaths
 Infrastructure Assets - Drainage
 Infrastructure Assets - Other
 Parks, Gardens and Ovals
 Plant and Equipment
 Furniture and Equipment

By Class	TOTAL ACQUISITION	MUNI	Transfers from Reserve	Proceeds from Sale of Assets	RRG	R2R	FAGS Road Portion	OTHER GRANTS	TOTAL FUNDING
IR	104,790	24,514			69,859	10,417		0	104,790
IR	134,801	0			89,866	44,935			134,801
IR	27,424					27,424			27,424
IR	35,770					35,770			35,770
IR	0	0				0			0
IR	16,065	0				16,065			16,065
IF	0	0							0
ID	0	0							0
LB	115,000	115,000							115,000
PE	170,000	130,000		40,000					170,000
IA	35,000	35,000							35,000
	840,080	304,514	0	40,000	293,877	201,689	0	0	840,080
LB	15,000	15,000							15,000
LB	15,000	15,000							15,000
	30,000	30,000	0	0	0	0	0	0	30,000
	1,131,336	522,926	0	102,844	293,877	201,689	0	0	1,131,336

LB	222,000
IR	520,080
IA	35,000
IF	0
ID	0
IO	0
PG	0
PE	329,256
FE	25,000
	1,131,336

Budget 2018/19 Summary Operating

	Budget 2018/19
Income	
I03 · GENERAL PURPOSE FUNDING	
I031 · Rates	
I031001 · Rates Income	
R005 · Rates - GRV Interims (Town)	0
R006 · Rates - UV Interims (Rural)	0
I031001 · Rates Income - Other	1,301,201
Total I031001 · Rates Income	1,301,201
I031005 · Rates Instalment Fees	4,300
I031020 · Rates Administration Charges	1,985
I031023 · Fees & Charges	1,600
I031024 · Penalty Interest	1,000
I031025 · Ex-Gratia Rates	8,425
I031030 · Discount on Rates	-19,518
I031031 · Pre Paid Rates	0
I031032 · Rate Concessions	-495
I031033 · Write-Offs	-500
Total I031 · Rates	1,297,998
I032 · Other GPF	
I032010 · FAGS Grants-General Purpose	502,514
I032030 · Interest on Invest - Muni	6,000
I032040 · Interest on Invest - Reserves	48,001
I032050 · District Club Loan Interest Rec	148
I032067 · Senior Citizens Trust Reimbursement	0
Total I032 · Other GPF	556,663
Total I03 · GENERAL PURPOSE FUNDING	1,854,661
I04 · GOVERNANCE	
I041 · Compliance	
I041003 · Photocopying & Facsimilies	0
I041010 · Reimbursements/Grants	2,000
I041015 · Salary Sacrifice - Laptop	0
Total I041 · Compliance	2,000
Total I04 · GOVERNANCE	2,000
I05 · LAW ORDER & PUBLIC SAFETY	
I051 · Fire Prevention	
I051005 · FESA Operating Grant	33,986
I051006 · FESA Aware Grant	0
I051010 · Profit on Sale of Assets	0
I051020 · Bush Fire Infringements	0
I051025 · ESL Administration Fee	4,000
Total I051 · Fire Prevention	37,986
I052 · Animal Control	
I052150 · Dog Registrations	1,500
I052155 · Fines & Penalties	0
Total I052 · Animal Control	1,500
Total I05 · LAW ORDER & PUBLIC SAFETY	39,486
I07 · HEALTH	
I072 · Doctor	
I072502 · Reimbursement - Koorda	57,105
I072505 · Reimbursement - Estate Funds	0
Total I072 · Doctor	57,105
I075 · NEWHS	
I075005 · Reimbursement from NEWH Shires	0
Total I075 · NEWHS	0
Total I07 · HEALTH	57,105

Budget 2018/19 Summary Operating

	Budget 2018/19
I08 · EDUCATION & WELFARE	
I08???? · Senior Citizens Fee	0
Total I08 · EDUCATION & WELFARE	0
I09 · HOUSING	
I090100 · Rental Income (Gardening)	2,236
I0902 · STAFF HOUSING	
I090207 · 22A Flint Street	2,908
I090208 · 22B Flint Street	1,950
I090401 · 51 Flint Street	0
I090205 · 10 Honour Ave	9,360
I090305 · 53 Piesse St	9,360
I090404 · 45 Wilson Street	2,908
Total I0902 · STAFF HOUSING	28,722
I0903 · COMMUNITY HOUSING	
I090301 · 4 Slocum Street	9,724
I090202 · 2a Slocum St	9,312
I090302 · 58 Flint Street	4,792
I090303 · 59 Flint Street	7,072
I090403 · 43 Wilson Street	9,724
Total I0903 · COMMUNITY HOUSING	40,624
I0904 · GROH HOUSING	
I090402 · GEHA 55 Flint Street	16,640
Total I0904 · GROH HOUSING	16,640
Total I09 · HOUSING	85,986
I10 · COMMUNITY AMENITIES	
I101 · Sanitation	
I101105 · Refuse Collections Fees	96,075
I101106 · Pensioner Rubbish Concessions	-7,125
I101108 · Scrap Metal Reimbursements	0
I101110 · Rural General Health Levy	15,120
I101111 · New Rubbish Bin Fee	0
I101112 · DEC Waste Management Grant	0
Total I101 · Sanitation	104,070
I104 · Protection of the Environment	
	0
Total I104 · Protection of the Environment	0
I105 · Other Community Amenities	
I105101 · Cemetery Fees	2,018
I105102 · Cropping Land Income	1,000
I105103 · Landcare Funds	0
I105200 · Drum Muster	300
Total I105 · Other Community Amenities	3,318
Total I10 · COMMUNITY AMENITIES	107,388
I11 · RECREATION & CULTURE	
I111 · Public Halls and Civic Centres	
I111005 · Hall Hire	100
Total I111 · Public Halls and Civic Centres	100
I112 · Swimming Pool	
I112010 · Pool Fees	0
I112015 · Pool Subsidy	0
Total I112 · Swimming Pool	0

Budget 2018/19 Summary Operating

	Budget 2018/19
I113 · Other Recreation	
I113070 · Community Bus Fees	2,000
I113131 · Korrelocking Hall Fees	350
I113136 · Recreation Centre & Oval Fees	3,013
I113137 · Tennis Court Charges	1,009
I113140 · Basketball/Netball Court Fees	345
Total I113 · Other Recreation	6,717
I114 · Heritage	
I116010 · Heritage Grants	0
Total I114 · Heritage	0
Total I11 · RECREATION & CULTURE	6,817
I12 · TRANSPORT	
I121 · Roads & Streets	
I121045 · FAGS Road Grants	217,400
I121050 · Road Project Funds RRG (20/20)	293,877
I121060 · Roads 2 Recovery Grant	201,689
I121061 · MRWA Direct Grant	59,215
I121062 · Street Lighting Subsidy	1,419
Total I121 · Roads & Streets	773,600
I124 · Airstrip	
I124004 · Airport Landing Fees	0
I124005 · Hanger Lease Fees	0
I124012 · Airport Terminal Building Fees	0
Total I124 · Airstrip	0
I125 · Transport Licensing	
I125001 · Transport Licensing Commission	0
Total I125 · Transport Licensing	0
Total I12 · TRANSPORT	773,600
I13 · ECONOMIC SERVICES	
I132 · Tourism/Area Promotion	
I132010 · Resale Promotional Materials	0
Total I132 · Tourism/Area Promotion	0
I133 · Building Control	
I133001 · BCITF Commission	20
I133002 · BRB Commission	50
I133005 · Building Licence	500
Total I133 · Building Control	570
I135 · Other	
I135100 · Standpipe Water Charges	300
I135201 · Railway Station Lease Fee	0
I135203 · Railway Barracks Fees	14,000
Total I135 · Other	14,300
Total I13 · ECONOMIC SERVICES	14,870
I14 · OTHER PROPERTY & SERVICES	
I141 · Private Works	
I141005 · Private Works Fees & Charges	0
Total I141 · Private Works	0
I143 · Public Works Overheads	
I143010 · Reimbursements	0
Total I142 · Reimbursements	0
I144 · Plant Operating Costs	
I121041 · Diesel Rebate	15,000
Total I144 · Plant Operating Costs	15,000
I145 · Other Governance	
I145041 · Car Contributions	0

Budget 2018/19 Summary Operating

	Budget 2018/19
Total I145 · Other Governance	0
I146 · Land/Property Aquisitions	
I146010 · Profit on Sale of Assets	5,247
Total I146 · Land/Property Aquisitions	5,247
Total I14 · OTHER PROPERTY & SERVICES	20,247
Total Income	2,962,160
Expense	
E03 · GENERAL PURPOSE FUNDING.	
E031 · Rates	
E031045 · Rate Debt Collection Expenses	1,650
E031055 · Valuation Expenses	11,000
E031090 · Other Minor Rate Expenses	0
E031200 · Admin Allocation - Rates	36,853
E031298 · Depreciation	0
Total E031 · Rates	49,503
E032 · Other	
E032200 · Admin Allocated	18,426
Total E032 · Other	18,426
Total E03 · GENERAL PURPOSE FUNDING.	67,929
E04 · GOVERNANCE.	
E041 · General Governance (ABC's)	
E041201 · Salaries	381,383
E041202 · Superannuation	43,597
E041203 · Fringe Benefits Tax	3,000
E041204 · Insurance Workers Comp	8,445
E041228 · Housing Subsidy	15,000
E041205 · Uniforms	2,000
E041206 · Training	12,000
E041208 · Removal Expenses	10,000
E041209 · Vehicle Running Exp (CEO)000WM	2,984
E041210 · Vehicle Running Expenses (DCEO)	7,242
E041211 · Admin Travel	1,000
E041212 · Occupational Health and Safety	8,060
E041213 · Professional Services	5,000
E041214 · Audit	30,900
E041215 · Administration Office Mtce	21,251
E041216 · Garden Maintenance	11,734
E041217 · Telecommunication Expenses	14,000
E041218 · Computer Maintenance	54,280
E041219 · Insurance	11,759
E041220 · Advertising.	10,000
E041221 · Bank Fees	2,863
E041223 · Records Management.	1,000
E041224 · Postage & Freight	8,600
E041225 · Printing & Stationery	8,888
E041226 · Subscriptions	26,625
E041227 · Legal Expenses	3,000
E041229 · Cleaner Admin Expenses	0
E041301 · Loss on Sale of Assets	0
E041401 · Depreciation	32,448
E041501 · LESS ADMIN ALLOCATED-PROGRAMS	-737,059
Total E041 · General Governance (ABC's)	0

Budget 2018/19 Summary Operating

	Budget 2018/19
E042 · Councillors	
E042015 · Advertising	0
E042020 · Public Relations	36,078
E042025 · Local Government Week	4,000
E042035 · Election Costs	0
E042040 · Christmas Party	2,000
E042050 · Insurance	9,876
E042055 · Chamber Mtce	8,117
E042056 · Members Minor Expenditure	500
E042060 · Telecommunication Allowance	3,808
E042065 · Presidents Fund	3,000
E042070 · Meeting Fees	34,083
E042080 · Presidents Allowance	6,090
E042085 · Deputy Presidents Allow.	1,523
E042095 · Civic Refreshments	6,900
E042110 · Travelling Allowance	0
E042115 · Elected Member Training	5,000
E042120 · Local Laws	5,000
E042200 · Admin Allocation - Members	147,412
E042298 · Depreciation	0
Total E042 · Councillors	273,387
E043 · NEWROC	
E043100 · NEWROC Executive & Projects	17,700
E043102 · NEWTravel & Projects	2,000
Total E043 · NEWROC	19,700
Total E04 · GOVERNANCE.	293,087
E05 · LAW ORDER & PUBLIC SAFETY.	
E051 · Fire Prevention	
E051010 · Protective Burning	11,195
E051035 · FESA Loan 67	0
E051040 · Plant & Equip Maintenance	1,839
E051055 · Other Fire Prevention	12,771
E051060 · FESA Insurance	17,566
E051065 · Bush Fire Truck Shed	1,495
E051150 · Bush Fire Admin Costs	2,315
E051153 · Emergency Management Plan	0
E051200 · Admin Allocation - Fire Control	36,853
E051298 · Depn - Fire Control	2,324
Total E051 · Fire Prevention	86,358
E052 · Animal Control	
E052200 · Admin Allocation - Animal Contr	18,426
E052540 · Pound Maintenance	0
E052535 · Training	5,709
E052536 · Salaries Animal Control	6,078
E052545 · Animal Control Expenses	371
Total E052 · Animal Control	30,584
E053 · Other Law Order & Public Safety	
E053203 · Vandalism Expense	1,000
E053202 · Other Law and Order	500
E053200 · Crime Prevention	500
Total E053 · Other Law Order & Public Safety	2,000
Total E05 · LAW ORDER & PUBLIC SAFETY.	118,942

Budget 2018/19 Summary Operating

	Budget 2018/19
E07 · HEALTH.	
E072 · Doctor	
E072010 · Vehicle Running Exp GP WM014	7,720
E072015 · Loss on Sale of Assets	0
E072020 · Medical Centre Building Maint.	13,221
E072040 · Medical Centre Interest Repay	0
E072126 · ISIS Operating Lease	0
E072200 · Admin Allocated	18,426
E072502 · Medical Centre Operating Exp	159,560
E072503 · Doctor Professional Development/Incentives	0
Total E072 · Doctor	198,927
E073 · Community Health	
E073200 · Admin Allocation - Other Health	18,426
E073410 · Mosquito Control	2,000
E073415 · Rural Counselling Services	500
E073425 · Other Expenses	20,421
Total E073 · Community Health	41,347
E074 · NEWHS	
E074010 · Contribution to Newhealth	35,410
E074200 · Admin Allocation - NEWHS	18,426
Total E074 · NEWHS	53,836
E075 · Other Health	
E075298 · Depn - Prev Services	23,131
Total E075 · Other Health	23,131
Total E07 · HEALTH.	317,241
E08 · EDUCATION & WELFARE	
E081015 · Contribution to Central East Aged Care Alliance	24,689
E082010 · Daycare	0
E082298 · Depn - Education & Welfare	20,105
Total E08 · EDUCATION & WELFARE	44,794
E09 · HOUSING.	
E090 · STAFF HOUSING.	
E090005 · 1 Slocum Street	6,963
E090010 · 2 Slocum Street	10,058
E090011 · 2A Slocum Street (Unit)	8,924
E090015 · Lady Nova - 10 Honour Avenue	6,546
E090035 · 22A Flint Street	5,031
E090040 · 22B Flint Street	7,879
E090080 · 57 Flint Street	9,466
E090115 · 19L Honour Av Lot19	0
Total E090 · STAFF HOUSING.	54,867
E0902 · COMMUNITY HOUSING	
E090012 · 4 Slocum St	9,590
E090065 · 53 Piesse Street	8,101
E090085 · 58 Flint Street	4,975
E090090 · 59 Flint Street	6,975
Total E0902 · COMMUNITY HOUSING	29,641
E0903 · GROH HOUSING	
E090050 · 43 Wilson Street	11,779
E090060 · 45 Wilson Street	13,433
E090095 · GEHA 55 Flint St	7,109
E090110 · GEHA 51 Flint St	8,860
Total E0903 · GROH HOUSING	41,181

Budget 2018/19 Summary Operating

	Budget 2018/19
E094 · HOUSING OTHER	
E090100 · Property Insurance	3,735
E090150 · Housing Interest Expense	0
E090200 · Administration Allocated	73,706
E090298 · Depreciation	42,900
Total E094 · HOUSING OTHER	120,341
Total E09 · HOUSING.	246,030
E10 · COMMUNITY AMENITIES.	
E101 · Sanitation	
E101005 · Refuse Collection Contract	36,743
E101016 · Commercial Recycling Collection	11,228
E101010 · Refuse Site Maintenance	16,503
E101012 · Street Bin Collection	12,742
E101200 · Admin Allocation - Sanitation	18,426
Total E101 · Sanitation	95,642
E104 · Protection of the Environment	
E104001 · NRM Group Scheme Contract (shared between Shires of	8,000
Total E104 · Protection of the Environment	8,000
E105 · Other	
E105135 · Cemetery	5,823
E105136 · Grave Digging	3,318
E105140 · Public Toilets	23,014
E105145 · Townscape Maintenance	0
E105180 · Cropping Land Cost	1,524
E105200 · Admin Allocation - Other Commun	18,426
E105298 · Depn - Other Community Services	9,841
E105300 · Drum Muster	300
Total E105 · Other	62,246
E106 · T.P. & Regional Devel	
E106101 · Town Planning Consultant Fees	0
E106102 · Town Planning Advertising	500
E106200 · Admin Allocation - Town Plannin	36,853
Total E106 · T.P. & Regional Devel	37,353
Total E10 · COMMUNITY AMENITIES.	203,241
E11 · RECREATION & CULTURE.	
E111 · Public Halls & Civic Centres	
E111010 · Town Hall	33,492
E111200 · Admin Allocation - Public Halls	55,279
Total E111 · Public Halls & Civic Centres	88,771
E112 · Swimming Pool	
E112055 · Aquatic Contract Services	71,720
E112??? · Offseason Maintenance Contract	6,300
E112110 · Chemicals	7,500
E112140 · Pool Building Mtce & Utilities	54,442
E112200 · Admin Allocation-Swimming Pool	18,426
Total E112 · Swimming Pool	158,388

Budget 2018/19 Summary Operating

	Budget 2018/19
E113 · Other Recreation	
E113005 · Community Bus Expenses	2,840
E113040 · Basketball\Netball Courts	1,640
E113045 · Tennis Club	20,967
E113060 · Korrelocking Hall	12,742
E113070 · Railway Tce Parks & Gardens	45,340
E113510 · Admin Park	20,130
E113075 · Reticulation	0
E113080 · Recreation Centre	52,634
E113083 · Recreation Sports Oval	36,945
E113511 · Hockey Oval	3,610
E113512 · Turf/Cricket Wickets	15,300
E113513 · Recreation Centre Oval Surrounds	1,421
E113091 · Memorial Park	21,075
E113514 · Golf Club	283
E113515 · Club Development	2,555
E113517 · Community Resource Centre Annual Fee	33,399
E113200 · Administration Allocated	18,426
E113506 · Pump Maintenance	10,330
E113518 · CRC Building	11,850
Total E113 · Other Recreation	311,487
E114 · Library	
E114020 · Library Minor Expenditure	0
E114025 · Postage & Freight	0
E114030 · Library Maintenance	0
E114035 · Lost Books	1,000
E114005 · Wages	0
E114010 · Superannuation	0
E114200 · Admin Allocation - Library	3,685
Total E114 · Library	4,685
E115 · Community Grants	
E115082 · Community Assistance Grant Pool	5,000
Total E115 · Community Grants	5,000
E116 · Other Culture	
E116015 · Heritage Projects	0
E116035 · Museum House	7,136
E116200 · CBH Museum	3,806
E116210 · Arts & Culture	0
E116298 · Depn Other Culture	176,021
Total E116 · Other Culture	186,963
Total E11 · RECREATION & CULTURE.	755,294

Budget 2018/19

Summary Operating

	Budget 2018/19
E12 · TRANSPORT.	
E122 · Roads & Streets	
E122020 · Depot Maintenance	21,879
E122025 · Street Lights	25,030
E122035 · Signage	42,620
E122036 · White Guide Post Replacement	13,454
E122050 · Storm Damage Rural Rds	18,631
E122051 · Storm Damage Town Site	9,109
E122059 · Drainage Maintenance Rural Roads	11,544
E122056 · Drainage Maintenance Town Site	17,948
E122057 · Tree Pruning	16,157
E122058 · Urban Street Maintenance	39,055
E122060 · Roadside Spraying Rural Rds	26,680
E122065 · Roadside Clearing	38,963
E122061 · Roadside Spraying Town Verges	6,038
E122075 · Roman II Subscription + Train	6,459
E122085 · Footpath Maintenance	9,235
E122089 · Rural Road Mtce Grading	401,491
E122099 · Crossovers	4,078
E122101 · Street Verges	10,235
E122102 · Street Cleaning	11,430
E122104 · Kerbing Maintenance	15,078
E122105 · Street Scape Beautification	10,320
E122106 · Relief Labour	0
E122108 · Gravel Pit	17,000
E122109 · Crack Sealing	5,000
E122200 · Admin Allocation - Roads	73,706
E122298 · Depreciation - Transport Other	627,959
E123007 · SRRG Group Admin	1,000
Total E122 · Roads & Streets	1,480,099
E124 · Airstrip	
E124005 · Airstrip Expenses	15,357
E124020 · Terminal Building	7,534
E124030 · RFDS Transfer Building	2,858
E124040 · Airport Storage Shed	0
E124200 · Admin Allocation - Airstrips	47,909
E124298 · Depn - Airstrip	77,379
Total E124 · Airstrip	151,037
E125 · Transport Licensing	
E125200 · Admin Allocation - Licensing	0
Total E125 · Transport Licensing	0
Total E12 · TRANSPORT.	1,631,136
E13 · ECONOMIC SERVICES.	
E131 · Rural Services	
E131055 · Noxious Weeds	0
Total E131 · Rural Services	0
E132 · Tourism/Area Promotion	
E132010 · Promotional Material	1,000
E132??? · Area Promotion	1,569
E132025 · Pioneer Pathways	3,650
E132035 · Information Bays	154
E132100 · Visitor Centre Building Mtce	0
E132101 · Railway Building Maintenance	3,712
E132102 · Barracks Building Maintenance	34,112
E132200 · Admin Allocated - Tourism	18,426
Total E132 · Tourism/Area Promotion	62,623

Budget 2018/19 Summary Operating

	Budget 2018/19
E133 · Building & Planning Control	
E133200 · Admin Alloc. Building Control	18,426
Total E133 · Building & Planning Control	18,426
E135 · Other	
E135005 · Standpipe Expenses	2,952
E135030 · Roadhouse Gardens	0
E135040 · Railway Corridor - Grace St	6,630
E135298 · Depreciation	21,359
Total E135 · Other	30,941
Total E13 · ECONOMIC SERVICES.	111,990
E14 · OTHER PROPERTY & SERVICES.	
E141 · Private Works	
E141005 · Private Works Expense	3,078
Total E141 · Private Works	3,078
E142 · Unclassified Reimbursements	
E142001 · Reimbursements	0
Total E142 · Unclassified Reimbursements	0
E143 · Works Overheads	
E143005 · Salaries	94,212
E143010 · Superannuation	67,386
E143025 · Staff Training	17,579
E143030 · Personal Leave	23,022
E143032 · Public Holidays	26,349
E143035 · Annual Leave	51,092
E143040 · Long Service Leave	9,438
E143045 · Workers Compensation	8,445
E143055 · Allowances	26,289
E143065 · Fringe Benefits Tax	8,000
E143070 · Protective Clothing	6,200
E143075 · Occupational Safety & Health	5,000
E143087 · Expendable Tools	2,000
E143100 · Works Manager Vehicle Expenses	13,480
E143110 · Insurance	7,089
E143120 · Works Administration	0
E143150 · Engineering Consultancy	10,000
E143200 · Admin Allocated - Works	22,112
E143299 · LESS PWOH ALLOCATED-PROJECTS	-397,693
Total E143 · Works Overheads	0
E144 · Plant Operating Costs	
E144010 · Tyres	14,350
E144015 · Blades & Points	5,900
E144020 · Fuels & Oils	85,230
E144025 · Plant Parts	15,000
E144035 · Vehicle Licences + Insurance	21,042
E144040 · Repair Wages & Contract Labour	65,434
E144298 · Depreciation Plant & Equipment	204,518
E144299 · LESS POC ALLOCATED-PROJECTS	-411,474
Total E144 · Plant Operating Costs	0
E145 · Other Governance	
E145600 · Suspense	0
Total E145 · Other Governance	0
E146 · Salaries Control	
E146010 · Gross Total Salaries and Wages	0
E146200 · LESS SALS/WAGES ALLOCATED	0
Total E146 · Salaries Control	0

Budget 2018/19 Summary Operating

	Budget 2018/19
E148 · Unclassified	
E148005 · Loss on Disposal of Asset	36,218
E148050 · Property Settlement Costs	0
Total E148 · Unclassified	36,218
Total E14 · OTHER PROPERTY & SERVICES.	39,296
Total Expense	3,828,980



SHIRE OF WYALKATCHEM

SCHEDULE OF FEES AND CHARGES 2018/2019

SERVICE	DESCRIPTION	2018/19		GST Incl	GST	ACC
		GST Excl	GST			
DISCRETIONARY CHARGES						
ADMINISTRATION						
Photocopying	A4 - per copy	\$0.68	\$0.07	\$0.75	yes	I041003
	A4 double sided - per copy	\$1.00	\$0.10	\$1.10	yes	I041003
	A3 - per copy	\$1.00	\$0.10	\$1.10	yes	I041003
Photocopying – Colour	A4 - per copy	\$2.36	\$0.24	\$2.60	yes	I041003
	A3 - per copy	\$3.45	\$0.35	\$3.80	yes	I041003
Facsimile	Outgoing within W.A - first page	\$4.64	\$0.46	\$5.10	yes	I041003
	Outgoing within W.A - thereafter	\$1.00	\$0.10	\$1.10	yes	I041003
	Incoming - first page	\$4.64	\$0.46	\$5.10	yes	I041003
	Incoming - thereafter	\$1.00	\$0.10	\$1.10	yes	I041003
Rural Road Number	Green Street sign displaying RRN (inc installation)	\$56.18	\$5.62	\$61.80	yes	
FREEDOM OF INFORMATION						
<i>As per Freedom of Information Regulations 1993</i>						
Freedom of Information	Application Fee	\$31.50	\$0.00	\$31.50	Exempt D81	
	Hourly Staff Rate	\$31.50	\$0.00	\$31.50	Exempt D81	
	Advance deposit which may be required by an agency under S.18(a) of the Act, expressed as a percentage of the estimated charged which will be payable in excess of the application fee			25%	Exempt D81	
	Further advance deposit which may be required by an agency under S.18(4) of the Act, expressed as a percentage of the estimated charged which will be payable in excess of the application fee			75%	Exempt D81	
Concession	An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth to that person, or any other card which may be prescribed as being a pensioner concession under the Rates and Charges (Rebates and Deferments) Act 1992, or an applicant in the opinion of the Shire of Wyalkatchem who is impecunious, the charges payable is reduced by 25%. No reduction is applicable to the application					
RATES						
Electoral Rolls	Complete Roll	\$70.00	\$0.00	\$70.00	Exempt D81	I031023
Property Register	Complete Register	\$76.36	\$7.64	\$84.00	yes	I031023
Council Minutes & Agenda	Annual Subscription – Agenda mailed out	\$243.91	\$24.39	\$268.30	yes	I041003
	Annual Subscription – Minutes mailed out	\$243.91	\$24.39	\$268.30	yes	I041003
	Monthly – Agenda mailed out	\$36.27	\$3.63	\$39.90	yes	I041003
	Monthly – Minutes mailed out	\$36.27	\$3.63	\$39.90	yes	I041003
Rates Account Enquiry	Charges per enquiry	\$42.91	\$4.29	\$47.20	yes	I031023
Property Orders and Requisitions	Issued upon request from Settlement Agent	\$42.91	\$4.29	\$47.20	yes	I031023
Rate Payment Arrangement Fee	Payment Agreement	\$50.00	\$0.00	\$50.00	Exempt D81	I031020
Rate Instalment Payment Fee	Per Instalment (First Instalment is not charged a fee)	\$5.00	\$0.00	\$5.00	Exempt D81	I031020
HOUSING - STAFF						
Housing Bond	4 week rent	\$215.40	\$0.00	\$215.40	Exempt D81	L01652
	Up to \$260 as per the Department of Commerce - total for maximum two					
Pet Bond	pets				Exempt D81	L01652
NB - Bond equivalent to four weeks rent and pet bond if applicable are payable on commencement of tenancy and are paid to the Bond Administrator.						
COMMUNITY HOUSING						
Housing Bond	4 week rent					
Pet Bond	Up to \$260 as per the Department of Commerce - total for maximum two pets				Exempt D81	L01652
NB - Bond equivalent to four weeks rent and pet bond if applicable are payable on commencement of tenancy and are paid to the Bond Administrator.						
OTHER PROPERTY						
	Railway Station Rooms per week	\$22.00	\$2.20	\$24.20	yes	I135201
	Railway Barracks per room per night (non air conditioned room)	\$45.45	\$4.55	\$50.00	yes	I135203
	Railway Barracks per room per week (non air conditioned room)	\$109.09	\$10.91	\$120.00	yes	I135203
	Railway Barracks per room per night (air conditioned room)	\$54.55	\$5.45	\$60.00	yes	I135203
	Railway Barracks per room per week (air conditioned room)	\$163.64	\$16.36	\$180.00	yes	I135203
Cat traps, Barking Deterants	Bond for Animal Control Equipment	\$20.00	\$0.00	\$20.00	no	L01625
	Hire of Animal Control Equipment (for up to 3 weeks)	\$15.00	\$1.50	\$16.50	yes	I052151
RUBBISH CHARGES						
Rubbish Bin Collection	240 litre bin service - per annum	\$315.00	\$0.00	\$315.00	Exempt D81	I101105
Rubbish Bin Collection – Pensioner/Senior	240 litre bin service - per annum	\$220.00	\$0.00	\$220.00	Exempt D81	I101105
Additional Bin Collection	240 litre bin service - per annum	\$315.00	\$0.00	\$315.00	Exempt D81	I101105
Additional Bin Collection – Pensioner/Senior	240 litre bin service - per annum	\$220.00	\$0.00	\$220.00	Exempt D81	I101105
Refuse Site Health Levy	Per Rural Rate Assessment	\$63.00	\$0.00	\$63.00	Exempt D81	I101105
Commercial Bulk Recycling Bins	Per pick up	\$72.73	\$7.27	\$80.00	yes	I101113
CEMETERY						
	Land and Burial	\$1,009.09	\$100.91	\$1,110.00	yes	I105101
	Land and Burial Weekend Fees	\$1,519.09	\$151.91	\$1,671.00	yes	I105101
	Reservation of Plot	\$136.36	\$13.64	\$150.00	yes	I105101
	Erection of a Memorial	\$43.64	\$4.36	\$48.00	yes	I105101
	Re-opening of grave	\$1,009.09	\$100.91	\$1,110.00	yes	I105101
	Niche Wall – Double	\$209.09	\$20.91	\$230.00	yes	I105101
	Niche Wall – Single	\$118.18	\$11.82	\$130.00	yes	I105101
	Niche Wall - Reservation	\$27.27	\$2.73	\$30.00	yes	I105101
	Internment of Ashes in Grave (Including Scattering Ashes)	\$159.09	\$15.91	\$175.00	yes	I105101



SHIRE OF WYALKATCHEM

SCHEDULE OF FEES AND CHARGES 2018/2019

SERVICE	DESCRIPTION	2018/19		GST Incl	GST	ACC
		GST Excl	GST			
COMMUNITY FACILITIES						
True Blue Dreaming	Fee is exempt for all Council Facilities	\$0.00	\$0.00	\$0.00	N/A	
Hire of Tressels (Depot Stock only)	per tressles	\$5.45	\$0.55	\$6.00	yes	I111015
Hire of Tables (Square only)	per table	\$3.64	\$0.36	\$4.00	yes	I111015
Hire of Chairs (Depot Stock only)	per chair	\$1.82	\$0.18	\$2.00	yes	I111015
Delivery fee of tressels, tables, chairs		Actual Staff Cost to be determined at time of hire				
Table Cloth	per roll 30m	\$109.09	\$10.91	\$120.00	yes	I111015
Table Cloth	per metre	\$5.18	\$0.52	\$5.70	yes	I111015
Cleaning Bond		\$100.00	\$0.00	\$100.00	no	L01625
Key Deposits		\$15.00	\$0.00	\$15.00	no	L01618
Special Bond Payment		\$300.00	\$0.00	\$300.00	no	L01625
COMMUNITY BUS HIRE						
All Hirers	All fees exclusive of fuel Per Kilometre	\$0.74	\$0.07	\$0.82	yes	I113070
KORRELOCKING HALL						
	Day Hire	\$50.00	\$5.00	\$55.00	yes	I113131
	Casual Hire per hour	\$6.82	\$0.68	\$7.50	yes	I113131
RECREATION CENTRE						
	Function Room and Kitchen Area	\$72.73	\$7.27	\$80.00	yes	I113136
	BBQ Undercover Entertainment Area	\$42.73	\$4.27	\$47.00	yes	I113136
	Bar area	\$72.73	\$7.27	\$80.00	yes	I113136
	Entire Recreation Centre	\$136.36	\$13.64	\$150.00	yes	I113136
	Oval (eg circus)	\$172.73	\$17.27	\$190.00	yes	I113136
	Special events	Fee to be taken to Council per event				
Special event camping	Per Adult (18+) per night on oval	\$9.09	\$0.91	\$10.00	yes	I113136
	Per Child (5-17yrs old) per night on oval	\$4.55	\$0.45	\$5.00	yes	I113136
	Per Child (under 5yrs old) per night on oval	\$0.00	\$0.00	\$0.00	yes	I113136
Powered Sites x 6	Site per day	\$32.73	\$3.27	\$36.00	yes	I113136
TOWN HALL						
	Hire per day	\$50.00	\$5.00	\$55.00	yes	I111005
	Hire per week	\$181.82	\$18.18	\$200.00	yes	I111005
	Casual Hire per hour	\$6.82	\$0.68	\$7.50	yes	I111005
TERMINAL BUILDING						
	Hire per day	\$50.00	\$5.00	\$55.00	yes	I124005
	Hire per week	\$181.82	\$18.18	\$200.00	yes	I124005
	Special events	Fee to be taken to Council per event				
SPORTS CLUB SEASON CHARGES						
	Wyalkatchem Football Club 2019 season	\$495.45	\$49.55	\$545.00	yes	I113136
	Cricket Clubs 2018/19 season	\$1,009.09	\$100.91	\$1,110.00	yes	I113136
	Netball Association 2019 season	\$345.45	\$34.55	\$380.00	yes	I113140
	Hockey Club 2019 season	\$345.45	\$34.55	\$380.00	yes	I113136
	Basketball Association 2018/19 season	\$345.45	\$34.55	\$380.00	yes	I113140
	Tennis Club 2018/19 season	\$1,009.09	\$100.91	\$1,110.00	yes	I113137
SWIMMING POOL						
	All normal individual swimming pool entries are free					
	Special event charge	May be a charge on a case by case basis				
	Opening out of normal hours per hour	\$50.00	\$5.00	\$55.00		
STANDPIPE USAGE						
	Standpipe water charges	\$2.55	\$0.25	\$2.80	Yes	I135100
AIRPORT LANDING FEES						
All commercial airstrip users	Annual License per movement	Fee to be taken to Council per user				
Private Pilots	Fee is exempt					
PRIVATE WORKS						
	Private works for ratepayers are charged as per the following schedule for small jobs, larger jobs will generally be undertaken on a quotation basis, with the CEO or Leading Hand responsible for the preparation of such quotes.					
PLANT HIRE RATES (includes operator)						
	Penalty rates apply out of normal working hours					
	Minimum Charge is 30 minutes for plant					
	Tree Planter (Dry hire per day - NOTE: no operator)	\$100.00	\$10.00	\$110.00	yes	I141005
	CAT 120M WM017 per hour	\$159.09	\$15.91	\$175.00	yes	I141005
	Loader WM009 per hour	\$168.18	\$16.82	\$185.00	yes	I141005
	Isuzu Truck WM015 per hour	\$159.09	\$15.91	\$175.00	yes	I141005
	Isuzu Dual Cab Truck WM003 per hour	\$100.00	\$10.00	\$110.00	yes	I141005
	New Holland Tractor WM005 per hour	\$118.18	\$11.82	\$130.00	yes	I141005
	Ammann Roller WM160 per hour	\$159.09	\$15.91	\$175.00	yes	I141005
	Skid Steer per hour	\$100.00	\$10.00	\$110.00	yes	I141005
	Concrete Saw per day (plus \$2.00 per metre)	\$100.00	\$10.00	\$110.00	yes	I141005
	Compactor	\$59.09	\$5.91	\$65.00	yes	I141005
	Lawn corer (Dry hire per day - NOTE: no operator)	\$45.45	\$4.55	\$50.00	yes	I141005
LABOUR CHARGES						
	Staff Per Hour (minimum one hour)	\$63.64	\$6.36	\$70.00	yes	I141005
	Asbestos Disposal (wrapped) one hour minimum labour charge					
MATERIAL CHARGES						
	Charge is only for materials - delivery costs must be added from plant rates above					
	Gravel - per cubic metre	\$16.36	\$1.64	\$18.00	yes	I141005
	Sand - per tonne	\$18.18	\$1.82	\$20.00	yes	I141005
	Blue metal (seconds mix) - per tonne	\$27.27	\$2.73	\$30.00	yes	I141005
	Mulch - per tonne	\$27.27	\$2.73	\$30.00	yes	I141005
CROSSOVERS						
	Maximum Shire contribution towards a crossover	\$363.64	\$36.36	\$400.00	yes	



SHIRE OF WYALKATCHEM

SCHEDULE OF FEES AND CHARGES 2018/2019

SERVICE	DESCRIPTION	2018/19				ACC	
		GST Excl	GST	GST Incl	GST		
STATUTORY CHARGES							
DOGS							
	<i>Fees set by Other Agency</i>						
Working dog	Sterilized - 1 year	\$5.00	\$0.00	\$5.00	Exempt D81	I052150	
	Sterilized - 1 year (application made after 31 May)	\$2.50	\$0.00	\$2.50	Exempt D81	I052150	
	Unsterilized - 1 year	\$12.50	\$0.00	\$12.50	Exempt D81	I052150	
	Unsterilized - 1 year (application made after 31 May)	\$6.25	\$0.00	\$6.25	Exempt D81	I052150	
	Sterilized - 3 years	\$10.60	\$0.00	\$10.60	Exempt D81	I052150	
	Unsterilized - 3 years	\$30.00	\$0.00	\$30.00	Exempt D81	I052150	
	Sterilized - Lifetime	\$25.00	\$0.00	\$25.00	Exempt D81	I052150	
	Unsterilized - Lifetime	\$62.50	\$0.00	\$62.50	Exempt D81	I052150	
	Non Working dog	Sterilized - 1 year	\$20.00	\$0.00	\$20.00	Exempt D81	I052150
		Sterilized - 1 year (application made after 31 May)	\$10.00	\$0.00	\$10.00	Exempt D81	I052150
Unsterilized - 1 year		\$50.00	\$0.00	\$50.00	Exempt D81	I052150	
Unsterilized - 1 year (application made after 31 May)		\$25.00	\$0.00	\$25.00	Exempt D81	I052150	
Sterilized - 3 years		\$42.50	\$0.00	\$42.50	Exempt D81	I052150	
Unsterilized - 3 years		\$120.00	\$0.00	\$120.00	Exempt D81	I052150	
Sterilized - Lifetime		\$100.00	\$0.00	\$100.00	Exempt D81	I052150	
Unsterilized - Lifetime		\$250.00	\$0.00	\$250.00	Exempt D81	I052150	
NB- Pensioners entitled to discount of 50% of above charges.							
Tags	Replacement Costs	\$2.40	\$0.00	\$2.40	Exempt D81	I052150	
Impounding Fees	Impoundment Fee	\$53.00	\$0.00	\$53.00	Exempt D81	I052150	
	Release Fee	\$32.00	\$0.00	\$32.00	Exempt D81	I052150	
	Sustenance Fee (per day)	\$11.00	\$0.00	\$11.00	Exempt D81	I052150	
Infringements (General Penalties)	Unregistered Dog	\$100.00	\$0.00	\$100.00	Exempt D81	I052150	
*** Infringements for dangerous dogs are double these***	Failure to give notice of a new owner	\$40.00	\$0.00	\$40.00	Exempt D81	I052150	
	Keeping more than prescribed number of dogs	\$100.00	\$0.00	\$100.00	Exempt D81	I052150	
	Breach of kennel establishment licence	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Dog in public place without collar or registration tag	\$50.00	\$0.00	\$50.00	Exempt D81	I052150	
	Owner's name and address not on collar	\$50.00	\$0.00	\$50.00	Exempt D81	I052150	
	Dog not held by a leash in certain public places	\$100.00	\$0.00	\$100.00	Exempt D81	I052150	
	Failure to control dog in exercise areas and rural areas	\$100.00	\$0.00	\$100.00	Exempt D81	I052150	
	Greyhound not muzzled	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Dog in place without consent	\$100.00	\$0.00	\$100.00	Exempt D81	I052150	
	Failure to take steps against parasites	\$50.00	\$0.00	\$50.00	Exempt D81	I052150	
	Dog causing nuisance	\$100.00	\$0.00	\$100.00	Exempt D81	I052150	
	Failure to produce document issued under Act	\$100.00	\$0.00	\$100.00	Exempt D81	I052150	
	Failure of alleged offender to give name and address	\$100.00	\$0.00	\$100.00	Exempt D81	I052150	
Infringements (Specific for Dangerous Dogs)	Dangerous dog not on leash in exercise area	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Dangerous dog not muzzled	\$250.00	\$0.00	\$250.00	Exempt D81	I052150	
	Dangerous dog not under continuous supervision	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Dangerous dog in specifically prohibited area	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Dangerous dog enclosure not complied with	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Dangerous dog not wearing specified collar	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Dangerous dog signs not displayed	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Local Government not advised of dangerous dog attack	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Local Government not advised of missing dangerous dog	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Local Government not advised of dangerous dog change of ownership	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Local Government not advised of dangerous dog location change	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	NB- Fees and Charges set as per Dog Act 1976 Regulations, review Act annually for changes.						
CATS							
	<i>Fees set by Other Agency</i>						
Registration	1 year	\$20.00	\$0.00	\$20.00			
	1 year (application made after 31 May)	\$10.00	\$0.00	\$10.00			
	3 years	\$42.50	\$0.00	\$42.50			
	Life	\$100.00	\$0.00	\$100.00			
NB- Pensioners entitled to discount of 50% of above charges.							
Tags	Replacement Costs	\$2.40	\$0.00	\$2.40	Exempt D81	I052150	
Impounding Fees	Impoundment Fee	\$53.00	\$0.00	\$53.00	Exempt D81	I052150	
	Release Fee	\$32.00	\$0.00	\$32.00	Exempt D81	I052150	
	Sustenance Fee (per day)	\$11.00	\$0.00	\$11.00	Exempt D81	I052150	
Infringements	Unregistered Cat	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Failure to ensure cat is wearing its registration tag in public	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Removing, or interfering with, a cat's registration tag	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Failure to ensure cat is microchipped	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Removing, or interfering with, a cat's microchip	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Failure to ensure cat is sterilised	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Identifying a cat as sterilised that is not	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Transfer of a cat that is not microchipped (and is not exempt)	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Transfer of a cat that is not sterilised (and is not exempt)	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Failure to notify local government or microchip database company of a new owner	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Failure to notify local government or microchip database company of a change of details	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Breeding cats, not being an approved cat breeder	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Cats not to be offered as prizes	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	Refusal by alleged offender to give information on request	\$200.00	\$0.00	\$200.00	Exempt D81	I052150	
	RANGER SERVICES						
	Vehicle Impoundment Fee	Fee per day	\$100.00	\$0.00	\$100.00	Exempt D81	




SHIRE OF WYALKATCHEM

SCHEDULE OF FEES AND CHARGES 2018/2019

SERVICE	DESCRIPTION	2018/19			ACC
		GST Excl	GST	GST Incl	
BUILDING	Fees as prescribed by the <i>Building Regulations 2012</i>				
Local Government approval of battery powered smoke alarms	Regulation 61 (3) (b) of <i>Building Regulations 2012</i> sets maximum amount	\$176.30	\$0.00	\$176.30	Exempt D81
HEALTH	Fees as prescribed by the <i>Building Regulations 2012</i>				
Swimming Pool Fence Inspection Fee	Fees as prescribed by the <i>Building Regulations 2012</i>	\$56.00	\$0.00	\$56.00	Exempt D81
Sewerage Fees	Fees as prescribed by the <i>Health Act 1911; Health (Treatment of Sewerage and Disposal of Effluent and liquid Waste)</i>				Exempt D81
Sewerage Local Government Report Fee	Recommended by Health Department of WA, set by Local Government	\$113.00	\$0.00	\$113.00	Exempt D81
Food Premises Inspection Fees (for every inspection over and above the second on the same matter)	Low Risk Medium Risk High Risk Annual Fee Application Fee	\$50.00 \$50.00 \$50.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$50.00 \$50.00 \$50.00 \$0.00 \$0.00	N/A Exempt D81 Exempt D81 Exempt D81 Exempt D81
TOWN PLANNING	Fees as prescribed by the <i>Planning and Development Regulations 2009</i>				
Home Occupation License	Application for approval	\$20.00	\$0.00	\$20.00	
	Penalty if commenced prior to approval	\$0.00	\$0.00	\$0.00	
	Annual renewal fee - per application	\$20.00	\$0.00	\$20.00	
	Three year renewal fee	\$50.00	\$0.00	\$50.00	
CARAVAN PARK					
Caravan Park Licence Fee	As prescribed by the <i>Caravan and Camping Regulations 1997</i>	\$200.00	\$0.00	\$200.00	Exempt D81
Ian McCabe CHIEF EXECUTIVE OFFICER June 2018					
REVIEW DATES					
The Schedule of Fees and Charges is reviewed on an annual basis at the time of adopting the Municipal Budget for the forthcoming financial year or as needed throughout the year.					

8.3.1 PERSONNEL – EMPLOYMENT CONDITIONS – CODE OF CONDUCT

FILE REFERENCE:	22.07.03
AUTHOR'S NAME AND POSITION:	Ella McDonald Administration Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	8 June 2018
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
STRATEGIC COMMUNITY PLAN REFERENCE	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
PREVIOUS MEETING REFERENCE:	OMC 20 July 2010, Council Decision Number 2154

SUMMARY:

That Council resolve the following:

- 1. Adopt the revised Code of Conduct as presented**

Appendix

Appendix 1 – Shire of Wyalkatchem Code of Conduct 2010

Appendix 2 – Shire of Wyalkatchem Code of Conduct DRAFT 2018

Background

Under Section 5.103 of the *Local Government Act 1995*, each Local Government is required to prepare and adopt a Code of Conduct which is to be observed by council members, committee members and employees. The *Local Government (Administration) Regulations 1996* prescribe the content of Codes of Conduct in regulations 34B and 34C.

Codes of Conduct are put in place in order to provide council members, committee members and employees with a set of consistent guidelines for professional conduct.

The Shire of Wyalkatchem last adopted a Code of Conduct at the Ordinary Meeting of Council on 20 July 2010.

Commentary

The Western Australian Local Government Association (WALGA) has developed a model Code of Conduct. This model has been used by Shire staff as a basis to model a new Code of Conduct for the Shire of Wyalkatchem. Alterations and additions were made as staff saw fit,

consultation was sought from Council in a workshop Thursday 7 June. The revised Code of Conduct is now presented to Council for adoption.

Consultation

Staff

Council

Western Australia Local Government Association

Statutory Environment:

Local Government Act 1995

Local Government (Administration) Regulations 1996

Local Government (Rules of Conduct) Regulations 2007

Policy Implications:

There is no Council Policy relative to this report.

Financial Implications

There are no financial implications relative to this item.

Strategic Plan/Risk Implications

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

Voting Requirements Simple Majority

Council Decision Number:

Moved: **Seconded:**

Officer Recommendation:

That Council resolve the following:

- 1. Adopt the revised Code of Conduct as presented**

Vote:



Shire of Wyalkatchem

CODE OF CONDUCT

FOR

COUNCILLORS, EMPLOYEES

AND

COMMITTEE MEMBERS

Note: For Councillors, this Code of Conduct is to be read in conjunction with the Local Government (Rules of Conduct) Regulations 2007, which are enforceable regulations that specifically relate to the conduct of Council Members (Councillors) and are in addition to the requirements of this Code.

Adopted: At the OMC - 20th July 2010: Item 8.5.3 Council Decision No. 2154

SHIRE OF WYALKATCHEM

CODE OF CONDUCT

FOR

COUNCILLORS, EMPLOYEES AND COMMITTEE MEMBERS

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SHIRE OF WYALKATCHEM
CODE OF CONDUCT
FOR
COUNCILLORS, EMPLOYEES AND COMMITTEE MEMBERS

1. STATEMENT OF INTENT

This code has been prepared in accordance with the requirements of the *Local Government Act 1995* (s5.103).

The Code of Conduct provides Councillors, employees and Committee Members of the Shire of Wyalkatchem (the 'Local Government') with consistent guidelines for an acceptable standard of professional conduct. The Code addresses the broader issue of ethical responsibility and encourages greater transparency and accountability within the organisation.

The Code is complementary to the principles adopted in the Local Government Act and regulations which incorporate four fundamental aims to result in:

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for Councillors, employees and Committee Members. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective local government responsibilities may be based.

In October 2007, enforceable Local Government (Rules of Conduct) Regulations 2007 specifically relating to the Conduct of Council Members (Councillors) came into existence and this Code of Conduct is to be read in conjunction with those regulations. (Refer to Annexure 1).

2. ROLE OF COUNCIL, COUNCILLORS, COMMITTEE MEMBERS AND EMPLOYEES

2.1 Role of Council

The role of Council is in accordance with section 2.7 of the *Local Government Act 1995* as follows:

- (1) The council -
 - (a) directs and controls the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.

- (2) Without limiting subsection (1), the council is to -
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

When making decisions, Council is exercising either its legislative role or its executive role (also known as its administrative role). Its executive role may be an exercise of quasi judicial, review or advocacy functions.

The quasi judicial function is not specifically identified in the Local Government Act but is clearly dictated by various delegated responsibilities of Council to determine applications or matters directly affecting a person's rights or interests.

In exercising these responsibilities, Council is required to comply with the principles of procedural fairness (also known as the rules of natural justice). These principles require higher standards than may apply to other aspects of the Council's executive role.

2.2 Role of Elected Members (Councillors) and Committee Members

The role of Councillors is set out in section 2.10 of *the Local Government Act 1995* where it states:

A councillor -

- (a) represents the interests of electors, ratepayers and residents of the district;
- (b) provides leadership and guidance to the community in the district;
- (c) facilitates communication between the community and the council;
- (d) participates in the local government's decision-making processes at council and committee meetings; and
- (e) performs such other functions as are given to a councillor by this Act or any other written law.

The primary role of a Councillor or a Committee Member is to represent the community, and to effectively translate the community's needs and aspirations into a direction and future for their local government.

A Councillor or a Committee Member is part of a team in which the community has placed its trust to make decisions on its behalf and is therefore entitled to expect high standards of conduct.

In fulfilling the various roles, Councillors and Committee Members' activities will focus on:

- (a) achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- (b) achieving sound financial management and accountability in relation to the local government's finances.
- (c) ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- (d) working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- (e) having an awareness of the statutory obligations imposed on Councillors, Committee Members and on local governments.

2.3 Role of Employees

The role of employees is determined by the functions of the Chief Executive Officer (CEO) as set out in section 5.41 & delegations from the CEO to Officers in section 5.44 (1) of the *Local Government Act 1995* where it states:

Functions of CEO

The CEO's functions are to -

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;
- (b) ensure that advice and information is available to the council so that informed decisions can be made;
- (c) cause council decisions to be implemented;
- (d) manage the day to day operations of the local government;
- (e) liaise with the Shire President or Deputy Shire President on the local government's affairs and the performance of the local government's functions;
- (f) speak on behalf of the local government if the Shire President or Deputy President agrees;
- (g) be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.

3. CONFLICT AND DISCLOSURE OF INTEREST

3.1 Conflict of Interest

- (a) Councillors, employees and Committee Members should ensure that there is no actual (or perceived) conflict or incompatibility between their personal interests and the impartial fulfilment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Councillors, employees and Committee Members will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the Local Government area or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- (d) Councillors, employees and Committee Members who exercise a recruitment or other discretionary function must make disclosure before dealing with relatives or close friends and should disqualify themselves from dealing with those persons.
- (e) Employees should refrain from partisan political activities which could cast doubt on the neutrality and impartiality of acting in their professional capacity.
An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti discriminatory legislation.

3.2 Financial Interest

Councillors, employees and Committee Members will adopt the principles of disclosure of financial interest as contained within the Local Government Act. Part 5, Sections 5.59 – 5.90 and regulation 11 of the Local Government (Rules of Conduct) Regulations 2007. (Refer to Annexure 1)

3.3 Disclosure of Interest

- (a) In addition to disclosure of financial interests, Councillors, employees and Committee Members, including persons under a contract for services –
 - i. attending a council or committee meeting; or
 - ii. giving advice to a council or committee meeting; are required to disclose any interest they have in a matter to be discussed at the meeting that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected.
- (b) where an interest must be disclosed under (a) above, the disclosure is to be made at the meeting immediately before the matter is discussed or at the time the advice is given, and is to be recorded in the minutes of the meeting.

Note (1): For Councillors Interest Affecting Impartiality, refer to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007. (Refer to Annexure 1 and 6)

Note (2): For employees Interest Affecting Impartiality, refer to Regulation 34C of the Local Government (Administration) Regulations 2007. (Refer to Annexure 5 and 6)

- (1) In this regulation –
“interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.
- (2) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest –
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter –
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the time the advice is given.
- (4) A person is excluded from a requirement made under subregulation (2) or (3) of an interest referred to in section 5.60 of the *Local Government Act (1995)*.
- (5) A person is excluded from a requirement made under subregulation (2) or (3) to disclose the nature of an interest if –
 - (a) the person’s failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - (b) the person’s failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (6) If to comply with a requirement made under subregulation (2) or (3), a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting then –
 - (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (7) If –
 - (a) to comply with a requirement made under subregulation (2), the nature of a person’s interest in a matter is disclosed at a meeting; or
 - (b) a disclosure is made as described in subregulation (5)(b) at a meeting; or

- (c) to comply with a requirement made under subregulation (6)(b), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

4. PERSONAL BENEFIT

4.1 Use of Confidential Information

- (a) Councillors, employees and Committee Members will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.
- (b) Information of a confidential nature will not be communicated until it is no longer regarded as confidential.

4.2 Intellectual Property

The title of Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

4.3 Improper or Undue Influence

Councillors, employees and Committee Members will not take advantage of their position to improperly influence other Councillors or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

4.4 Gifts and Acts of Hospitality

- (a) In general, elected members, committee members and employees must not seek or accept (either directly or indirectly) any immediate or future gift (including any financial benefit, reward, donation, or hospitality) for themselves, or for any other person or body, as a result of their role with the Shire.
- (b) Despite the general assumption against seeking or accepting gifts or acts of hospitality, elected members, committee members and employees may accept some types of gifts which are excluded from this code's coverage.

Note (1): For Councillor's gifts, refer to regulation 12 of the Local Government (Rules of Conduct) Regulations 2007. (Refer to Annexure 1)

Note (2): For Employee's gifts, refer to Regulation 34B of the Local Government (Administration) Regulations 2007. (Refer to Annexure 4)

- (1) In this regulation –

“activity involving a local government discretion” means an activity –

- (a) that cannot be undertaken without an authorisation from the local government;
- or
- (b) by way of a commercial dealing with the local government;

“gift” has the meaning given to that term in section 5.82(4) except that it does not include –

- (a) a gift from a relative as defined in section 5.74(1); or
- (b) a gift that must be disclosed under regulation 30B of the Local Government (Elections) or
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;

“notifiable gift”, in relation to a person who is an employee, means –

- (a) a gift worth between \$50 and \$300; or
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;

“prohibited gift”, in relation to a person who is an employee, means –

- (a) a gift worth \$300 or more; or
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.

- (2) A person who is an employee is to refrain from accepting a prohibited gift from a person who -
 - (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (3) A person who is an employee and who accepts a notifiable gift from a person who –
 - (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion, is to notify the CEO, in accordance with subregulation (4) and within 10 days of accepting the gift, of the acceptance.
- (4) Notification of the acceptance of a notifiable gift is to be in writing and include –
 - (a) the name of the person who gave the gift; and
 - (b) the date on which the gift was accepted; and
 - (c) a description, and the estimated value, of the gift; and
 - (d) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (e) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” in subregulation (1) (whether or not it is also a notifiable gift under paragraph (a) of that definition) –
 - (i) a description; and
 - (ii) the estimated value; and
 - (iii) the date of acceptance, of each other gift accepted within the 6 month period.

- (5) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under subregulation (3).

5. CONDUCT OF COUNCILLORS, EMPLOYEES & COMMITTEE MEMBERS

5.1 Personal Behaviour

- (a) Councillors, Employees and Committee Members will:
- (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code and that will not bring the Shire into disrepute;
 - (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
 - (iii) act in good faith (ie, honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
 - (iv) make no allegations which are improper or derogatory (unless true and in public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
 - (v) always act in accordance with their obligation of fidelity to the Local Government.
- (b) Councillors will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents. Regulation 10(3) of the Local Government (Rules of Conduct) Regulations 2007 prohibit an elected member from:
- (i) making a statement that a local government employee is incompetent or dishonest; or
 - (ii) using offensive or objectionable expressions in reference to a local government employee.

5.2 Equal Opportunity and Harassment

- (a) Council considers it the right of every individual to carry out their job in an environment which promotes job satisfaction, maximises performance and provides economic security. Such an environment is dependent of it being free from all forms of harassment, discrimination and victimisation.
- (b) In accordance with the WA Equal Opportunity Act 1984, the Shire has developed an Equal Opportunity Plan and Policies to assist with the implementation of this act, refer to Council's Policies - 'Equal Opportunity and Harassment' and 'Sexual Harassment'.
- (c) Allegations of discrimination or harassment may be discussed, or assistance sought from the Human Resources section, the Chief Executive Officer, or Contact Officers the names of whom are available from the Human Resources department.

5.3 Honesty and Integrity

- (a) Councillors, employees and Committee Members will:

- (i) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
 - (ii) bring to the notice of the Shire President any dishonesty on the part of any other Councillor, in the case of an employee to the Chief Executive Officer and in the case of a Committee Member to the Chairperson of the Committee;
 - (iii) be frank and honest in their official dealing with each other.
- (b) Councillors and Committee Members should refrain from making statements that may damage the reputation of the Council or Committee, or individual Councillors or Committee Members, without providing substantiating evidence.
- (c) The Local Government (Rules of Conduct) Regulations 2007 prohibit an elected member from:
- (i) making a statement that a local government employee is incompetent or dishonest; or
 - (ii) using offensive or objectionable expressions in reference to a local government employee.

5.4 Performance of Duties

- (a) While on duty, employees shall give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- (b) Councillors and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Councillors and Committee Members will be as informed as possible about the functions of the Local Government, and treat all members of the community honestly and fairly.

5.5 Compliance with Lawful Orders

- (a) Councillors, employees and Committee Members will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Councillors, employees and Committee Members will give effect to the lawful policies of the Council, whether or not they agreed with or approve of them.

5.6 Administrative and Management Practices

- (a) Councillors, employees and Committee Members will ensure compliance with:
- (i) proper and reasonable administrative practices and conduct including endorsed Council and Administrative Policies and Procedures.
 - (ii) professional and responsible management practices.

5.7 Corporate Obligations

- a) Standard of Dress.

Councillors, employees and Committee Members are expected to comply with prescribed dress standards whilst undertaking Council or Committee duties and the Shire President and Chief Executive Officer reserve the right to raise the issue of dress with individual Councillors, employees and Committee Members, respectively.

- b) Communication and Public Relations.
- (i) all aspects of communication by employees (including verbal, written or personal), involving the Local Government's activities should reflect the status and objectives of the Local Government. Communications should be accurate, polite and professional;
 - (ii) all press statements on behalf of the Local Government shall be issued by the Shire President or the Chief Executive Officer, or, in specific cases, an announcement agreed to by resolution of Council, on the further understanding that the Chief Executive Officer has authority to delegate his authority to a Senior Officer.
 - (iii) As representatives of the community, Councillors need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Councillors should acknowledge that:
 - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
 - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
 - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Local Government;
 - information concerning adopted policies, procedures and decisions of the Council should be conveyed accurately.
 - (iv) When approached by members of the public to address an issue on their behalf, Councillors should:
 - (a) Ascertain if an approach has been made to a relevant employee and if not, encourage such approach.
 - (b) Obtain comment and any related information from a relevant employee should it be considered necessary to meet with the person(s) or to discuss the matter further.
 - (c) Provide a brief file note of the meeting for Council's records.

5.8 Relationships between Councillors and Employees

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other employees. That teamwork will only occur if Councillors and employees have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position Councillors need to:

- (a) accept that their role is a leadership, not a management or administrative one;
- (b) acknowledge that they have no capacity to individually direct employees to carry out particular functions;
- (c) refrain from publicly criticising employees in a way that casts aspersions on their professional competence and credibility.
- (d) Councillors are only to approach and seek advice from employees, other than in Council meetings or other meetings constituted by the Council, in the same way as any other member of the public; namely by correspondence, telephone, fax, e-mail or appointment.
- (e) Councillors shall refrain from contacting or dealing with any employee on a matter in which they have an obligation to declare an interest, pursuant to the provisions of Local Government Act 1995.
- (f) Councillors shall refrain from directing, demanding or otherwise attempting to influence an employee to either provide information to which the Councillor is not entitled or to prepare a report or recommendation to Council in a particular way, to further the interests of the Councillor or any other third party.
- (g) Councillors shall not enter employee work areas without an appointment or without requesting and receiving approval from the CEO, Director or relevant senior officer. Councillors shall have security access to the Councillors area within the Administration building when required for official duties, meetings and functions.
- (h) Facilities provided for use by Councillors within the Administration Building are not to be used for the pursuit or conduct of private business or interests.

5.9 Appointments to Committees

As part of their representative role, Councillors are often asked to represent the Council on external organisations. It is important that Councillors:

- (a) clearly understand the basis of their appointment; and
- (b) provide regular reports on the activities of the organisation.
- (c) Communicate the resolved position of Council to the body as determined from:
 - (i) resolutions of Council dealing specifically with the matter involving the external organisation;
 - (ii) resolutions of Council dealing generally with matters involving the external organisation; and
 - (iii) relevant statements of the Council's position contained in adopted Council policies or the Shire's Strategic Plan.

6. DEALING WITH COUNCIL PROPERTY

6.1 Use of Local Government Resources

Councillors, employees and Committee Members will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;

- (b) use the Local Government's resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Local Government's resources (including the services of the Local Government's staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

6.2 Travelling and Sustenance Expenses

Councillors and employees will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with the Local Government's Policy.

6.3 Access to Information

- (a) Employees will ensure that Councillors and Committee Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as Councillors or Committee Members.
- (b)
 - (i) any Officer's Report or any other matter under consideration by any Committee or Council, other than in an open meeting, shall be treated as strictly confidential, and shall not be disclosed to the public;
 - (ii) an individual Councillor or Committee Member does not have the right to copies of correspondence unless by special Council resolution, and that the contents of letters are strictly confidential to the Councillor or Committee Member so supplied.
 - (iii) Copies of all reports and correspondence are to be released concurrently to all Councillors or Committee Members and should not be made available to individual Councillors or Committee Members prior to general release.
- (c) Councillors and Committee Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council or Committee.

7. BREACHES AND MISCONDUCT

7.1 Protection of employees reporting unacceptable or illegal behaviour.

While there are many legal avenues to ensure the protection of employees and elected members who report unacceptable or illegal behaviour, (that is, whistleblowers) the CEO is to ensure that they are not in anyway disadvantaged or victimised because of their actions.

7.2 Reporting of Unacceptable or Illegal Behaviour

- (a) Employees are encouraged to take a pro-active role in ensuring the honesty and integrity of all dealings within the workplace and in the first instance, to report unacceptable or illegal behaviour to the relevant supervisor or manager. Misbehaviour of a serious nature may be reported directly to the CEO.
- (b) Consideration should however be given to the requirements of any laws that may be relevant in the reporting of any breaches or allegations of misconduct, such as:
 - (a) Local Government Act 1995

- (b) Local Government (Rules of Conduct) Regulations 2007,
- (c) Local Government (Administration) Regulations 1996,
- (d) Corruption and Crimes Commission Act 2003, and
- (e) Public Interest Disclosure Act 2003

7.3 Breaches

A person may report a breach, or suspected breach of this code;

- (a) by a member or an employee (other than the CEO), to the CEO; or
- (b) by the CEO, to the Shire President

Each report of a breach is to be dealt with quickly and fairly in accordance with principles of procedural fairness. A breach by an elected member of a Rule of Conduct may be reported to the Shire's complaints Officer (the CEO). If so, it will be dealt with under Part 5, Division 9 of the Local Government Act 1995.

7.4 Misconduct

The CEO has a statutory obligation to report to the Corruption and Crime Commission;

- (a) Any allegation of misconduct; or
- (b) any situation that otherwise comes to his or her attention involving misconduct, where the CEO considers on reasonable grounds that misconduct may have occurred. For these purposes, 'misconduct' is defined in section 4 of the Corruption and Crime Commission Act 2003. (refer to annexure 2).

7.5 Corruption and Crime Commission Act 2003

- (a) Matters of misconduct and/or corruption may be reported to the Corruption and Crime Commission (CCC) and that protections are afforded to persons who make reports. It is an offence to:
 - (i) victimise any person who has given evidence to or helps the CCC.
 - (ii) Dismiss or prejudice any person for having appeared before or having given evidence to the CCC; or
 - (iii) Cause injury or detriment to any person for having appeared before or having given evidence to the CCC.

7.6 Public Interest Disclosure Act 2003

- (a) The Public Interest Disclosure Act 2003 provides people who make disclosures of public interest information with certain immunities, protections and remedies, and impose certain requirements. The Shire has developed a policy to reflect the requirements of this act and can be found at the Council Policy – ‘Public Interest Disclosure Act 2003 – Internal Procedures’. (Refer to Annexure 3)
- (b) If you make a disclosure under the Public Interest Disclosure Act 2003 you will not incur any civil or criminal liability for doing so and will not be liable for any disciplinary action under a written law, or be dismissed, or have your services dispensed with or otherwise terminated or be liable for any breach of a duty of secrecy or confidentiality or any other restriction on disclosure (whether or not imposed by a written law) applicable to you.
- (c) Further information can be found by contacting the Shire’s Public Interest Disclosure Officer – the Administration Officer.

8. ANNEXURES

Annexure 1 Local Government (Rules of Conduct) Regulations 2007

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

1. Part 1 — General

1. **Citation**

These regulations are the Local Government (Rules of Conduct) Regulations 2007 1

2. **Commencement**

These regulations come into operation as follows:

(a) regulations 1 and 2 — on the day on which these regulations are published in the Gazette;

(b) the rest of the regulations — on the day on which the Local Government (Official Conduct) Amendment Act 2007 section 11 comes into operation.

3. **General principles to guide the behaviour of council members**

(1) General principles to guide the behaviour of council members include that a person in his or her capacity as a council member should —

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) avoid damage to the reputation of the local government; and

(e) be open and accountable to the public; and

(f) base decisions on relevant and factually correct information; and

(g) treat others with respect and fairness; and

(h) not be impaired by mind affecting substances.

(2) The general principles referred to in sub regulation (1) are for guidance of council members but it is not a rule of conduct that the principles be observed.

4. **Contravention of certain local laws**

(1) In this regulation —

local law as to conduct means a local law relating to conduct of people at council or committee meetings.

(2) The contravention of a local law as to conduct is a minor breach for the purposes of section 5.105(1)(b) of the Act.

2. Part 2 — Rules of conduct

5. Rules of conduct

- (1) This Part contains the rules of conduct referred to in section 5.104(1) of the Act.
- (2) The rules of conduct apply to a council member whether or not acting as a committee member.

6. Use of information

- (1) In this regulation —
closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
confidential document means a document marked by the CEO to clearly show that the information in the document is not to be disclosed;
non-confidential document means a document that is not a confidential document.
- (2) A person who is a council member must not disclose —
 - (a) information that the council member derived from a confidential document; or
 - (b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subregulation (2) does not prevent a person who is a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

7. Securing personal advantage or disadvantaging others

- (1) A person who is a council member must not make improper use of the person's office as a council member —
 - (a) to gain directly or indirectly an advantage for the person or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subregulation (1) does not apply to conduct that contravenes section 5.93 of the Act or The Criminal Code section 83.

8. Misuse of local government resources

- A person who is a council member must not either directly or indirectly use the resources of a local government —
- (a) for the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the Electoral Act 1907 or the Commonwealth Electoral Act 1918; or

- (b) for any other purpose, unless authorised under the Act, or authorised by the council or the CEO, to use the resources for that purpose.

9. Prohibition against involvement in administration

- (1) A person who is a council member must not undertake a task that contributes to the administration of the local government unless authorised by the council or by the CEO to undertake that task.
- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

10. Relations with local government employees

- (1) A person who is a council member must not —
 - (a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.
- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (3) If a person, in his or her capacity as a council member, is attending a council meeting, committee meeting or other organised event and members of the public are present, the person must not, either orally, in writing or by any other means —
 - (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use offensive or objectionable expressions in reference to a local government employee.
- (4) Subregulation (3)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.

11. Disclosure of interest

- (1) In this regulation —

interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (2) A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest:
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.

- (3) Subregulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subregulation (2) does not apply if —
 - (a) a person who is a council member fails to disclose an interest because the person did not know he or she had an interest in the matter; or
 - (b) a person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5) If, under subregulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then —
 - (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure relates is discussed.
- (6) If —
 - (a) under subregulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
 - (b) under subregulation (5)(b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

12. Gifts

(1) In this regulation — **activity involving a local government discretion** means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

gift has the meaning given to that term in section 5.82(4) of the Act except that it does not include —

- (a) a gift from a relative as defined in section 5.74(1) of the Act; or
- (b) a gift that must be disclosed under regulation 30B of the Local Government (Elections) Regulations 1997; or
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;

notifiable gift, in relation to a person who is a council member, means —

- (a) a gift worth between \$50 and \$300; or
 - (b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth between \$50 and \$300;
- prohibited gift, in relation to a person who is a council member, means —
- (a) a gift worth \$300 or more; or

- (b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth \$300 or more.
- (2) A person who is a council member must not accept a prohibited gift from a person —
- (a) who is undertaking or seeking to undertake; or
 - (b) who it is reasonable to believe is intending to undertake, an activity involving a local government discretion.
- (3) A person who is a council member and who accepts a notifiable gift from a person —
- (a) who is undertaking or seeking to undertake; or
 - (b) who it is reasonable to believe is intending to undertake an activity involving a local government discretion must, within 10 days of accepting the gift, notify the CEO of the acceptance in accordance with subregulation (4).
- (4) Notification of the acceptance of a notifiable gift is to be in writing and is to include —
- (a) the name of the person who gave the gift; and
 - (b) the date on which the gift was accepted; and
 - (c) a description, and the estimated value, of the gift; and
 - (d) the nature of the relationship between the person who is a council member and the person who gave the gift; and
 - (e) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) —
 - (i) a description; and
 - (ii) the estimated value; and
 - (iii) the date of acceptance, of each other gift accepted within the 6 month period.
- (5) The CEO must maintain a register of gifts in which details of notices received under subregulation (4) are recorded.

Annexure 2 Corruption and Crime Commission Act 2003

Definitions of 'Misconduct' (Section 4)

4. Term "misconduct"

Misconduct occurs if —

- (a) a public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment;
- (b) a public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person;
- (c) a public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by 2 or more years' imprisonment; or
- (d) a public officer engages in conduct that —
 - (i) adversely affects, or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of a public authority or public officer whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct;
 - (ii) constitutes or involves the performance of his or her functions in a manner that is not honest or impartial;
 - (iii) constitutes or involves a breach of the trust placed in the public officer by reason of his or her office or employment as a public officer; or
 - (iv) involves the misuse of information or material that the public officer has acquired in connection with his or her functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person,
and constitutes or could constitute —
 - (v) an offence against the Statutory Corporations (Liability of Directors) Act 1996 or any other written law; or
 - (vi) a disciplinary offence providing reasonable grounds for the termination of a person's office or employment as a public service officer under the Public Sector Management Act 1994 (whether or not the public officer to whom the allegation relates is a public service officer or is a person whose office or employment could be terminated on the grounds of such conduct).

Annexure 3 *Public Interest Disclosure Act 2003*

Summary of rights and responsibilities of Disclosures

The ***Public Interest Disclosure Act 2003*** (the Act) provides people who make disclosures of public interest information with certain immunities, protections and remedies, and imposes certain requirements.

If you make a disclosure under the Act, you will not incur any civil or criminal liability for doing so and will not be liable for any disciplinary action under a written law, or be dismissed, or have your services dispensed with or otherwise terminated or be liable for any breach of a duty or secrecy or confidentiality or any other restriction (whether or not imposed by a written law) applicable to you.

Making a disclosure does not under the Act affect your liability for any wrongdoing you have been involved in.

A person must not reveal information that might identify or tend to identify anyone as a person who has made a disclosure under the Act. There are certain exceptions where:

- The person consents to the release of such information.
- It is necessary to do so to enable the matter to be investigated effectively
- It is necessary having regard to the principles of natural justice.

If you make a disclosure under the Act and it is necessary to reveal your identity, the Public Interest Disclosure (PID) Officer will take all reasonable steps to notify you in advance. Apart from the exceptions outlined above, it is an offence for anyone to reveal the identity of the discloser and the person about whom the disclosure has been made. Both carry a penalty of \$24,000 or imprisonment for 2 years.

Under the Act, it is the Chief Executive Officer of a public authority who must provide you with the protection against detrimental action. Detrimental action includes action causing, compromising or involving injury, damage, or loss; intimidation or harassment; adverse discrimination, disadvantage, or adverse treatment in relation to a person's career, profession, employment, trade or business; or a reprisal.

A person who takes or threatens to take detrimental action against another person because or substantially because anyone has made, or intends to make, a disclosure of public interest information under the Act commits:

- An offence or reprisal which carries a penalty of \$24,000; or
- Imprisonment for 2 years.

An act of victimisation may be lodged with the Opportunity Commission or dealt with as a tort. If you believe you have suffered detrimental action or that someone is threatening detrimental action against you, advise the PID Officer with whom you lodged your disclosure.

The Act requires you be informed within 3 months of making your disclosure of the action taken or proposed to be taken in relation to the disclosure. You will also be notified of the outcome of an investigation (where one is undertaken) and any action that has been taken

or is proposed to be taken as a result of the investigation and the reason for taking the action.

You must believe on reasonable grounds that the information you have is or may be true. The information you have must be more than a mere suspicion and tend to show that a wrongdoing is, has or is about to occur. It is an offence to make a false or misleading disclosure and the penalty for doing so is \$12,000 or imprisonment for one year.

You can minimise the risk of anyone taking detrimental action against you by keeping your intentions to make a disclosure to yourself – be discreet. Once you have made a public interest disclosure you must maintain confidentiality of the information. This means you cannot go the media or any other person with information contained in your disclosure or your risk losing your protection and you may incur a penalty.

You may speak with the PID Officer or anyone conducting an investigation into the matter. If you believe it is necessary to speak to another person about some aspects of your disclosure, contact the PID Officer first and discuss the matter with them.

In addition to protecting your identity, the Act protects the identity of the person about whom your disclosure is made. You must not reveal any information about the person named in your disclosure to anyone other than the PID Officer with whom you lodged your disclosure or anyone investigating the matter. If you do you may commit an offence which carries a penalty of \$24,000 or two years imprisonment.

Where you are able to, you must assist a person investigating the matter to which your disclosure relates by supplying them with any information requested, whether orally or in writing and within such period as specified by them. It is not your role to investigate the matter and you must not obtain evidence illegally or in such a manner as to expose yourself to any risk.

This information is a summary only. For further information, potential disclosers are urged to speak to a PID Officer, read the Policy contained within the Shire's Council Policy Manual, or visit the Office of the Public Standards Commissioner website at http://www.opssc.wa.gov.au/Public_Interest_Disclosures.

Annexure 4 Local Government (Administration) Regulations 1996

Regulation 34B - Codes of conduct (Gifts)

(1) In this regulation —

activity involving a local government discretion means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

gift has the meaning given to that term in section 5.82(4) except that it does not include —

- (a) a gift from a relative as defined in section 5.74(1); or
- (b) a gift that must be disclosed under regulation 30B of the Local Government (Elections) Regulations 1997; or
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;

notifiable gift, in relation to a person who is an employee, means —

- (a) a gift worth between \$50 and \$300; or
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;

prohibited gift, in relation to a person who is an employee, means —

- (a) a gift worth \$300 or more; or
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.

(2) A code of conduct is to contain a requirement that a person who is an employee refrain from accepting a prohibited gift from a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

(3) A code of conduct is to contain a requirement that a person who is an employee and who accepts a notifiable gift from a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion, notify the CEO, in accordance with subregulation (4) and within 10 days of accepting the gift, of the acceptance.

(4) A code of conduct is to require that the notification of the acceptance of a notifiable gift be in writing and include —

- (a) the name of the person who gave the gift; and
- (b) the date on which the gift was accepted; and

- (c) a description, and the estimated value, of the gift; and
 - (d) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (e) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” in subregulation (1) (whether or not it is also a notifiable gift under paragraph (a) of that definition) —
 - (i) a description; and
 - (ii) the estimated value; and
 - (iii) the date of acceptance, of each other gift accepted within the 6 month period.
- (5) A code of conduct is to require that the CEO maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under subregulation (3).

Annexure 5 Local Government (Administration) Regulations 1996

Regulation 34C - Codes of conduct (disclosure of interests affecting impartiality)

(1) In this regulation —

interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

(2) A code of conduct is to contain a requirement that a person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person disclose the nature of the interest —

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

(3) A code of conduct is to contain a requirement that a person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person disclose the nature of any interest the person has in the matter —

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the time the advice is given.

(4) A code of conduct is to exclude from a requirement made under subregulation (2) or (3) an interest referred to in section 5.60.

(5) A code of conduct is to excuse a person from a requirement made under subregulation (2) or (3) to disclose the nature of an interest if —

- (a) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
- (b) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

(6) A code of conduct is to require that if, to comply with a requirement made under subregulation (2) or (3), a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting then —

- (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- (b) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.

(7) If —

- (a) to comply with a requirement made under sub regulation (2), the nature of a person's interest in a matter is disclosed at a meeting; or
- (b) a disclosure is made as described in sub regulation (5)(b) at a meeting; or
- (c) to comply with a requirement made under sub regulation (6)(b), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

Annexure 6 Disclosure of Interest affecting impartiality

Operational Guidelines for Disclosures of Interest

1. Introduction

This Appendix to the Code of Conduct for Councillors, employees and Committee Members provides operational guidelines on the responsibilities of Councillors, employees and Committee Members disclosing non-financial interest when advising or making decisions. (Refer Code of Conduct clause 3.3 Disclosure of Interest).

2. The Decision to Disclose

For the purposes of requiring disclosure, an interest affecting impartiality is defined in the Regulations as follows:

“interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

The important element of the above definition is the likely public perception as to whether there may be an interest.

When considering this matter, the following questions should be asked:

•If you were to participate in assessment or decision making without disclosing, would you be comfortable if the public or your colleagues became aware of your association or connection with an individual or organisation?

Do you think there would be a later criticism of perceived undisclosed partiality if you were not to disclose?

3. The Impact of an Impartiality Disclosure

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest.

With the declaration of a financial interest a Councillor or Committee Member leaves the room and does not vote (unless permitted to do so by the meeting or the Minister).

With the declaration of interest affecting impartiality, the Councillor or Committee may stay in the room, participate in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the Councillor’s or Committee Member’s involvement in the meeting continues as if no interest existed.

4. Disclosing an Interest

4.1 Who is required to Disclose?

Councillors, employees and Committee Members (including persons under contract) of local governments are required to disclose interests affecting impartiality.

4.2 When should Disclosure be made?

If the matter in which a Councillor, employee or Committee Member has an interest affecting impartiality is to be discussed at a council or committee meeting, the Councillor, employee or Committee Member is to disclose the interest immediately before the matter is discussed.

In relation to a matter where a Councillor, employee or Committee Member has an interest affecting impartiality and is required to give advice on this matter, a disclosure is to be made at the time the advice is given.

Clause 5.2 discusses the type of associations that give rise to interests affecting impartiality.

4.3 What to Disclose

To assist with making the disclosure, the Department of Local Government has prepared the following declaration which Councillors, employees and Committee Members may use when they consider it necessary to disclose an interest affecting impartiality.

“With regard to the matter in item x I disclose that I have an association with the applicant* (or person seeking a decision). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.”

* The Councillor, employee or Committee Member is encouraged to disclose the nature of the association.

4.4 How to Disclose

(a) At Meetings

A Councillor, employee or Committee Member attending a meeting who wishes to disclose an interest affecting impartiality must make a verbal declaration or do so in written form. In either case it is recommended that a written declaration, of the form proposed in Clause 4.3, be made by the Councillor, employee or Committee Member and that this declaration is kept by the local government.

If a Councillor, employee or Committee Member chooses only to make a written disclosure, it is suggested that the process by which written disclosures are dealt with in the financial interest provisions of the Act are followed. That is, the Councillor, employee or Committee Member gives written notice of the interest to the Chief Executive Officer who then ensures the notice is given to the person presiding at the meeting. The presiding member is then required to bring the notice to the attention of the meeting immediately before discussion on the relevant item commences.

All disclosures made are to be recorded in the minutes of the relevant meeting. It is important that the minutes distinguish between disclosures of interests affecting impartiality and disclosures of financial interests.

(b) At Other Times

Situations will arise where employees not attending meetings will have the need to disclose an interest. For example, an officer preparing a report for a matter to be discussed at a council or committee meeting should disclose the interest to their supervisor. In addition, the nature of the interest should be recorded at the beginning of the relevant report that has been included in the agenda for the meeting at which the matter will be discussed.

Employees involved in the preparation of reports for matters to be discussed at council or committee meetings who also attend the meeting at which the matter is discussed will be required to disclose an interest when the report is prepared and also at the meeting where the matter is being discussed.

5. When does an interest affecting impartiality arise?

The existence of an interest affecting impartiality is dependent on:

- the Councillor, employee or Committee Member having an association with a person or organisation that has a matter being discussed at a council or committee meeting; and
- the type of matter being discussed at a council or committee meeting.

It is not expected that a disclosure be made in matters which are solely related to:

- an individual's beliefs, philosophies or attitudes;
- a councillor's election pledges; or
- any other public pledges made by a councillor.

No disclosure should be necessary – unless the matter also involves an association with a person or organisation connected to the councillor.

5.1 What types of matters could result in a perception of impartiality?

The view of the Department of Local Government is that the intent of the impartiality provisions is to capture those matters where persons or organisations associated with Councillors, employees or Committee Members are, by their own action, seeking a decision from Council or a Committee (see Clause 5.2 below for discussion on persons associated).

The types of matters where disclosure is warranted include any matters which require applications for approval, consent or a licence where the financial interest provisions of the Act do not apply. This would include development applications, extensions or construction of facilities, requests for financial assistance, tenders, staff recruitment and so on.

It is recognised that decisions on impartiality disclosures are most difficult where a Councillor, employee or Committee Member has an association with an individual or organisations, which has a passive involvement in a matter before Council or a Committee for a decision.

Example: A matter is before a council meeting which requires a decision to be made about the provision of footpaths on a particular group of streets. The brother of one of the Councillors lives on one of the streets.

Scenario A: The brother had been a leader in the community push to request the construction of the footpaths.

Decision: There is no doubt, the councillor should make an impartiality disclosure.

Scenario B: The brother had not been involved in any of the community efforts which have caused council to consider the provision of footpaths.

Decision: This scenario is more doubtful. Criticism of the councillor for not making a disclosure could be considered unfair. However, the councillor may still wish to declare, as it does not affect their ability to debate and vote on the issue.

5.2 What types of associations may give rise to a perception of impartiality?

There are two major categories of associations that Councillors, employees or Committee Members may have which in certain circumstances may give rise to interests that affect impartiality. These are associations with people and associations with organisations.

(a) Associations with persons

The financial interest provisions of the Act identify particular relationships that a Councillor, employee or Committee Member may have which can result in a financial interest arising. In a similar way, matters involving persons that a Councillor, employee or Committee Member has a relationship with may result in an interest which affects impartiality.

In the opinion of the Department of Local Government, if a relevant matter (see Clause 5.1) is discussed at a council or committee meeting, to avoid a later criticism of undisclosed partiality, disclosure may well be warranted if the matter involves a Councillor's, employees or Committee Members:

- spouse or defacto spouse;
- brother and sister;
- parents and spouse's parents;
- children;
- employer; or
- business partner:

(b) Associations with friends and adversaries

In addition to the persons mentioned in the previous section, the general public is often concerned about impartiality in matters which involve people who are friends or adversaries of Councillors, employees or Committee Members. However, while the definition of persons linked by family ties is generally indisputable, there is some argument about the existence of an acceptable definition of a friend or adversary.

In relation to a friend, the definition which probably comes closest to the Department's view is given in the Macquarie dictionary which defines a friend as "one attached to another by feelings of affection or personal regard", or "one who is on good terms with another".

In another interpretation, the Royal Commission into the City of Wanneroo suggested that two people could be considered friends because they socialised, had business lunches and went on fishing trips to the north of the State together.

A friend may also be considered as someone who regularly participates at another person's family functions or other significant events, or there may be a length of time component which would form part of the definition.

Nonetheless, it would be fair to say that the definition would vary from person to person depending on age, background, gender, geographic location and so on. It is a judgement for each Councillor or Committee Member to make as to whether a person in their local government district would have a reasonable belief that another person is a friend of the councillor or Committee Member. Following this judgement, it is then up to each councillor or Committee Member to decide whether to disclose or not, bearing in mind the potential for later criticism of undisclosed partiality.

It is important to note that, in addition to a friend, the same level of impartiality could be perceived to exist for an adversary or person that a Councillor, employee or Committee Member strongly disliked. When relevant matters come before Council involving such persons, disclosure may well be warranted.

(c) Associations with Organisations

Subject to the person considering the extent of their involvement in an association or organisation, disclosure would be warranted when matters are discussed at council or committee meetings which directly relate to groups with which Councillors, employees and Committee Members are affiliated. These include sporting clubs, resident groups and associations, business groups and associations, professional associations and so on.

Example: A sporting group has a request before Council seeking a donation or other financial contribution.

Scenario A: A councillor is an office bearer in the sporting club. Decision: The councillor should make an impartiality disclosure at the meeting.

Scenario B: A councillor is a member of the sporting club but the extent of involvement is occasional attendance at meetings and events.

Decision: Disclosure would probably not be required.

(d) Associations with donors of gifts and contributors to travel

Sections 5.82 and 5.83 of the Act require Councillors and employees to disclose in an annual return details about:

- the donor and nature of gifts received; and
- who contributed to, and the value of, any contribution made towards any travel including accommodation.

A record of these is to be included in the annual financial interests return.

The Local Government (Administration) Regulations 1996 indicate that for annual returns lodged prior to 1 January 2000, disclosure of gifts and contributions to travel valued at \$500

or below are not required. For returns lodged after this date, gifts over the value of \$200 must be disclosed.

If a relevant matter was discussed at a council or committee meeting involving a person who had previously been a donor of such gifts or contributions to travel, to avoid a later criticism of undisclosed partiality if disclosure was not made, disclosure is likely to be warranted.

(e) Other associations

The Department considers that the associations outlined in Sub-Clauses (a) to (d) of Clause 5.2 are a minimum requirement. Councillors, employees and Committee Members may wish to include other types of associations as they see fit. This may also include other categories of persons or it may include secondary relationships, for example, matters which involve friends of spouses, or friends of children etc.

5.3 Matters which involve a Councillor's beliefs, philosophies, attitudes and election or public pledges

As stated earlier, a councillor's, employee's or Committee Member's beliefs, philosophies, attitudes and election or public pledges are not matters for which an impartiality disclosure is warranted. The key issue is the association with people or organisations who have business with the local government.

As one of the objectives of the interest affecting impartiality provisions is to help make local government decision making transparent, it should be unnecessary for a councillor to disclose issues openly campaigned upon before their election. The following examples outline the Department's views on this matter.

Example 1: A person who actively campaigns on a platform of keeping the rates down is elected in May and in July faces the decision of voting for the budget.

Decision: As the councillor's views on the matter is well known and it does not relate to a specific application etc, the councillor would not be required to disclose an interest.

Example 2: A councillor is known to be anti-development and is a strong campaigner on environmental issues. An issue comes before Council with regards to the clearing of 20ha of pristine bushland known as "Tinglewood Dell".

Decision: As the councillor's views on the matters are well known and there is no association with other individuals or organisations that have an interest in the matter, the councillor would not be required to disclose an interest.

Example 3: As in example 2, except the councillor is deputy president of the organisation "Friends of Tinglewood Dell", a non-profit organisation dedicated to saving the land from development and trying to raise sufficient funds to buy the land.

Decision: As the councillor is an office holder in an organisation which is heavily involved in the matter before Council, the councillor should disclose that association with the organisation.

Example 4: A councillor campaigned at the last election for the zoning of a certain area of land to be retained as residential in contrast to the local government's publicly announced preference to rezone it commercial. By the time the rezoning of the land is debated in Council it has become known the councillor's son (who does not live with the councillor) has an option to buy a block of land, which will become zoned for a commercial building. The financial interest provisions do not apply.

Decision: The councillor should disclose an impartiality interest because in dealing with this matter there is an association with a relative even though the councillor's eventual vote is against the interests of this person."



Shire of Wyalkatchem

Code of Conduct

For

Council Members,

Committee Members

And

Employees

First Adopted: At the OMC – 20 July 2010 – Council Decision Number 2154
This version Adopted:

PREAMBLE

The Code of Conduct provides Council Members, Committee Members and employees of the Shire of Wyalkatchem with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Model Code is complementary to the principles adopted in the Local Government Act and Regulations which incorporates four fundamental aims to result in :-

- (a) *better decision-making by local governments;*
- (b) *greater community participation in the decisions and affairs of local governments;*
- (c) *greater accountability of local governments to their communities; and*
- (d) *more efficient and effective local government.*

The Code provides a guide and a basis of expectations for Council Members, Committee Members and employees. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

STATUTORY ENVIRONMENT

The Model Code of Conduct observes statutory requirements of the *Local Government Act 1995* (S 5.103 – Codes of Conduct) and *Local Government (Administration) Regulations 1996* (Regs 34B and 34C).

RULES OF CONDUCT

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the *Local Government Act 1995* and *Local Government (Rules of Conduct) Regulations 2007*.

SHIRE OF WYALKATCHEM COMMITMENTS TO THE COMMUNITY

Council has passed a set of Guiding Principles and Goals in which they are conscious of when performing their duties as Council members and when acting as Committee members for the Shire of Wyalkatchem.

These comprise:

- Council's Vision;
- Our Purpose;
- Our Commitment;
- Our Guiding Principles; and,
- Our Goals.

SHIRE OF WYALKATCHEM COMMITMENTS

Council's Vision

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

Our Purpose

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

Our commitment

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

Our Guiding Principles

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

Leaving a positive legacy for future generations and Councils

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

Responsible financial management

Informed, evidence-based and representative decision making; and,

Effective communication and engagement.

Our Goals

Healthy, strong and connected communities

A prosperous and dynamic district

A sustainable natural and built environment

An effective voice

A well-managed and effective organisation

Facilities and assets that are well used and effectively managed

SHIRE OF WYALKATCHEM CORPORATE VALUES

Council has endorsed a set of Corporate Values to guide Shire staff in delivering Council's Vision. These are:

Wylie C.A.R.E.S.

Community. Accountability. Respect. Excellence. Safety First.

1. ROLES

1.1 Role of Council Members and Committee Members

The primary role of a Council Member or Committee Member is to represent the community. This involves the effective translation of the community's needs and aspirations into a direction and future for the Local Government and this is the focus of the Council Member's or Committee Member's public life.

The Role of Council Members as set out in section 2.10 of the *Local Government Act 1995* follows:

"A Councillor —

- (a) Represents the interests of electors, ratepayers and residents of the district;*
- (b) provides leadership and guidance to the community in the district;*
- (c) facilitates communication between the community and the council;*
- (d) participates in the local government's decision-making processes at council and committee meetings; and*
- (e) performs such other functions as are given to a Councillor by this Act or any other written law."*

A Council Member or Committee Member is part of a team in which the community has placed its trust to make decisions on its behalf. The community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members' and Committee Members' activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

1.2 Role of Employees

The role of employees is determined by the functions of the CEO as set out in section 5.41 of the *Local Government Act 1995*: -

"The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*

- (b) *ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) *cause council decisions to be implemented;*
- (d) *manage the day to day operations of the local government;*
- (e) *liaise with the President on the local government's affairs and the performance of the local government's functions;*
- (f) *speak on behalf of the local government if the President agrees;*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO."*

1.3 Role of Council

The Role of the Council is in accordance with section 2.7 of the *Local Government Act 1995*:

- "(1) The council —*
- (a) governs the local government's affairs; and*
 - (b) is responsible for the performance of the local government's functions.*
- (2) Without limiting subsection (1), the council is to —*
- (a) oversee the allocation of the local government's finances and resources; and*
 - (b) determine the local government's policies."*

1.4 Principles affecting the employment of employees by the Local Government

The following principles, set out in section 5.40 of the Act, apply to the employment of the **Shire of Wyalkatchem's** employees:

- (a) *employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) *no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) *employees are to be treated fairly and consistently; and*
- (d) *there is to be no unlawful discrimination against employees or persons seeking employment by the local government on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) *employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) *such other principles, not inconsistent with this Division, as may be prescribed.*

1.5 Relationships between Council Members and Employees

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and employees have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following:

- (a) accept that their role is a leadership, not a management or administrative one;
- (b) acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- (c) refrain from publicly criticising employees in a way that casts aspersions on their professional competence and credibility.

2. CONFLICT AND DISCLOSURE OF INTEREST

2.1 Conflict of Interest

- (a) Council Members, Committee Members and employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Council Members, Committee Members and employees will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government district or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (d) Council Members, Committee Members and employees who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Employees will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

2.2 Financial Interest

Council Members, Committee Members and employees will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

2.3 Disclosure of Interest

Definition:

In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 -

“interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (a) A person who is an employee and who has an interest in any matter to be discussed at a Council or Committee meeting attended by the person is required to disclose the nature of the interest -
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.
- (b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter -
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.
- (c) A requirement described under items (a) and (b) exclude an interest referred to in Section 5.60 of the *Local Government Act 1995*.
- (d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -
 - (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then -
 - (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If -
 - (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

3. PERSONAL BENEFIT

3.1 Use of Confidential Information

- (a) Council Members, Committee Members and employees shall not use confidential information to gain improper advantage for themselves or another person or body in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Council.
- (b) Due discretion shall be exercised by all those who have access to confidential or sensitive information. Every matter dealt with by, or brought before, a meeting sitting behind closed doors, shall be treated as strictly confidential, and shall not without the authority of the Council be disclosed to any person other than the Council members and/or employees of the City (and in the case of employees only so far as may be necessary for the performance of their duties) prior to the discussion of the matter at a meeting of the Council held with open doors.
- (c) Nothing in this section prevents a Council member or officer from disclosing confidential information:
 - (i) to a legal practitioner for the purpose of obtaining legal advice; or
 - (ii) if the disclosure is permitted by law.

3.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

3.3 Improper or Undue Influence

- (a) Council Members and employees will not take advantage of their position to improperly influence any other person, entity, Council Member or employee in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
- (b) Council Members, Committee Members and employees shall not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body. Similarly, Council members, committee members and employees shall not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

3.4 Gifts

Definitions:

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 –

“activity involving a local government discretion” means an activity -

- (a) that cannot be undertaken without an authorisation from the local government; or*
- (b) by way of a commercial dealing with the local government;*

“gift” has the meaning given to that term in S 5.82(4) except that it does not include -

- (a) a gift from a relative as defined in S 5.74(1); or*
- (b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

“notifiable gift”, in relation to a person who is an employee, means -

- (a) a gift worth between \$50 and \$300; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

“prohibited gift”, in relation to a person who is an employee, means -

- (a) a gift worth \$300 or more; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

- (a) A person who is an employee, Council member or Committee member is to refrain from accepting a prohibited gift from a person who -
 - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (b) A person who is an employee, Council member or Committee member and who accepts a notifiable gift from a person who -
 - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion, is to notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include -
 - (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and

- (iv) the nature of the relationship between the person who is an employee, Council member or Committee member and the person who gave the gift; and
- (v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) –
 - (1) a description; and
 - (2) the estimated value; and
 - (3) the date of acceptance,
 of each other gift accepted within the 6 month period.
- (d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in section 5.74(1) of the *Local Government Act 1995*) or an electoral gift (to which other disclosure provisions apply).
- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

4. CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND EMPLOYEES

4.1 Personal Behaviour

- (a) Council Members, Committee Members and employees will:
 - (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
 - (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
 - (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
 - (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
 - (v) always act in accordance with their obligation of fidelity to the Local Government.
- (b) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

4.2 Honesty and Integrity

Council Members, Committee Members and employees will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

4.3 Personal Communications and Social Media

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

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

- (b) Employees must not, unless specifically authorised to do so, disclose information, make comments or engage in communication activities about or on behalf of the **Shire**, its Elected Members, employees or contractors, which breach this Code of Conduct.
- (c) Elected Member comments which become public and breach the *Local Government (Rules of Conduct) Regulations 2017* may constitute a serious breach of the *Local Government Act 1995* and may be referred for investigation.
- (d) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be reported under the *Public Sector Management Act 1992*.

4.4 Performance of Duties

- (a) While on duty, employees will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- (b) Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council members and committee members will be as informed as possible about the functions of the Council **and/or Committee**, and treat all members of the community honestly and fairly.

4.5 Compliance with Lawful Orders

- (a) Council Members, Committee Members and employees will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Council Members, Committee Members and employees will give effect to the lawful decisions and policies of the Local Government, whether or not they agree with or approve of them.

4.6 Administrative and Management Practices

Council Members, Committee Members and employees will ensure compliance with proper and reasonable administrative practices and conduct and be professional and responsible in management practices.

4.7 Corporate Obligations

- (a) Standard of Dress

Council Members, Committee Members and employees are expected to comply with neat and responsible dress standards at all times. Accordingly:

- (i) Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.
- (ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual employees.

- (b) Communication and Public Relations

- (i) All aspects of communication by employees (including verbal, written or personal), involving the Local Governments activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
- (ii) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:
 - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
 - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
 - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
 - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

- (iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

4.8 Appointments to Committees

As part of their representative role Council Members are often asked to represent the Council on external organisations. It is important that Council Members:

- (i) clearly understand the basis of their appointment; and
- (ii) provide regular reports on the activities of the organisation.

5. DEALING WITH COUNCIL PROPERTY

5.1 Use of Local Government Resources

Council Members, **Committee Members** and employees will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Local Government's resources (including the services of Council employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

5.2 Travelling and Sustenance Expenses

Council Members, Committee Members and employees will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy, awards and the provisions of the Local Government Act.

5.3 Access to Information

- (a) Employees will ensure that Council Members **and Committee Members** are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council Members **and Committee Members** will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council **and/or Committees**.

6. BREACHES AND MISCONDUCT

6.1 Breaches

A person may report a breach, or suspected breach of this code:

- (a) by a member or an employee (other than the CEO), to the CEO; or
- (b) by the CEO, to the Shire President

Each report of a breach is to be dealt with quickly and fairly in accordance with principles of procedural fairness. A breach by an elected member of a Rule of Conduct may be reported to the Shire's complaints officer (the CEO). If so, it will be dealt with under Part 5, Division 9 of the Local Government Act 1995.

6.2 Minor Misconduct

Minor misconduct occurs if a public officer engages in conduct that:

- Adversely affects the honest or impartial performance of the functions of a public authority or public officer, whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct;
- Involves the performance or functions in a manner that is not honest or impartial;
- Involves a breach of the trust placed in the public officer or;
- Involves the misuse of information or material that is in connection with their functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person; and
- Constitutes, or could constitute, a disciplinary offence providing reasonable grounds for termination of a person's office or employment

If a local government employee is reasonably suspected of minor misconduct, the Principal Officer (CEO) is obligated, under section 45H of the *Corruption, Crime and Misconduct Act 2003*, to report them to the Public Sector Commission.

If a local government elected member is reasonably suspected of minor misconduct, the Principal Officer (CEO) can report them to the Local Government Standards Panel.

The Local Government Standards Panel was established to administer justice and resolve complaints relatively quickly and to provide the local government sector with guidance and benchmarks about acceptable standards of behaviour.

The Standards Panel has the authority to make binding decisions to resolve allegations of minor misconduct submitted by a local government. It deals with complaints about council members who it is alleged have committed a breach of one or more of the provisions of the Rules of Conduct Regulations. The Standards Panel is independent of the Minister for Local Government and the Department.

The Standards Panel has no jurisdiction to deal with complaints made against local government employees.

6.3 Serious Misconduct


Serious misconduct occurs when a public officer:

- Acts corruptly or corruptly fails to act in the course of their duties; or
- Corruptly takes advantage of their position for the benefit or detriments of any person; or
- Commits an offence which carries a penalty of two or more years imprisonment

The main difference between minor and serious misconduct is that serious misconduct must involve corrupt intent and/or criminal conduct.

Should an elected member or employee be reasonably suspected of serious misconduct, the Principal Officer (CEO) is obligated, under section 28 of the *Corruption Crime and Misconduct Act 2003*, to report them to the Corruption and Crime Commission.

8.3.2 CORPORATE MANAGEMENT – POLICY – POLICY MANUAL – MANAGEMENT OF BUSH FIRES POLICY

FILE REFERENCE:	4.14.01
AUTHOR'S NAME AND POSITION:	Ella McDonald Administration Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	14 June 2018
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
STRATEGIC COMMUNITY PLAN REFERENCE	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
PREVIOUS MEETING REFERENCE:	OMC 20 December 2001, Council Decision Number 10.4.4 OMC 19 September 2002, Council Decision Number 10.3.3

SUMMARY:

That Council resolve the following:

- 1. Adopt the Management of Bushfires Policy as presented**

Appendix

Appendix 1 – Bush Fires – General Policy 2002

Appendix 2 – Draft Management of Bush Fires Policy 2018

Background

Council formally adopted a Policy Manual on 20 December 2001, which included a section entitled *Bush Fire Control*; comprising 11 different policies covering various subjects and issues surrounding the control of bushfires, harvest bans, fire breaks and fire permits. The agenda item recommended that all policies within the Policy Manual be revised annually.

On 19 September 2002, Council adopted a revised policy was adopted, which saw the policies divided into five different Bush Fire Control Policies, which were titled as follows:

Policy No B01: Bush Fires – General

Policy No B02: Harvest Bans

Policy No B03: Bush Fire Permits

Policy No B04: Firebreaks

Policy No B05: Burning Off

The policies have not been reviewed since September 2002.

Commentary

The Bush Fires – General Policy (Policy No B01) has been reviewed by the Chief Executive Officer and the Governance and Emergency Officer. Consultation was sought from Chief Bush Fire Control Officer Mr Trent Tyler and the draft revised policy was provided to Council for workshopping in June 2018. The name of the policy was changed to *Management of Bush Fires* and several other changes were made to the document.

The revised policy is now presented to Council for adoption.

Consultation

Staff

Council

Mr Trent Tyler - Chief Bush Fire Control Officer, Wyalkatchem

Statutory Environment:

Local Government Act 1995

Bush Fires Act 1954

Bush Fires Regulations 1954

Policy Implications:

Policy B01 – Bush Fires - General

Financial Implications

There are no financial implications relative to this item.

Strategic Plan/Risk Implications

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

Voting Requirements Simple Majority

Council Decision Number:

Moved: **Seconded:**

Officer Recommendation:

That Council resolve the following:

- 1. Adopt the Management of Bush Fires Policy as presented**

Vote:

Bush Fires - General

Bush Fire Control Policy No B01
First Adopted 20 December 2001 Amended 19 September 2002 Resolution Number
10.3.3

1.1 Annual Meetings

The Annual Bush Fire Advisory meeting will be held on the Second Thursday in October, and that all brigades hold their annual general meeting before that date.

1.2 Chief and Deputy Chief Bush Fire Officers

Both the Chief and Deputy Chief Fire Officers will be elected at the Annual Bush Fire Advisory meeting. Their appointments are subject to ratification by the next Council meeting.

1.3 Attendance by Brigades at Fires

When a Bush Fire Brigade attends a fire, a charge up to the maximum as provided by Section 18 (11) of the Bush Fire Act may be invoked at the request of the Brigade.

1.4 Bush Fire Equipment – Inspection

The Chief Executive Officer is to undertake an annual inspection of Brigade and Shire owned bushfire equipment. This is to ensure the equipment is in a safe and acceptable working condition.

1.5 Fire Reports

The Chief Executive Officer is to deal with fire reports at his discretion.

1.6 Report of Fires to the Authorities

The Fire Control Officers are to advise the Police of a fire as soon as possible.

1.7 Bush Fire Advisory Committee

The Advisory Committee will comprise the Chief and Deputy Chief Fire Control Officer, one delegate from each Bush Fire Brigade, the Chief Executive Officer and one FESA Officer. The minutes of this Committee be sent to all Brigades and the Council.

1.8 Change of Ownership

When the office receives notification of change of ownership of a property, the new owner is given a copy of the Bush Firebreak Local Law.

1.9 Authority Cards

A Certificate of Authority will be forwarded by the Chief Executive Officer to all Fire Control Officers and Brigade Officers.

1.10 Authority of Fire Control Officers

Council does not authorise Fire Control Officers to incur costs on behalf of Council.

1.11 Shire Plant

The Chief Executive Officer is delegated to use Shire plant and machinery for bush fire fighting.

Bush Fires - General

Bush Fire Control Policy No B1 (Continued)

First Adopted 20 December 2001 Amended 19 September 2002 Resolution Number 10.3.3

1.12 Two Way Radio Subsidy

The Shire will subsidise, as approved by Council, two way radio sets purchased by brigades for bush fire fighting purposes, but will not subsidise two way radios purchased by individuals through brigades.

1.13 Two Way Radio Repairs

The Shire will pay 50% of repairs cost on bushfire two way radios, where the radio is in a private vehicle or house. Sets owned by the Shire in a bushfire brigade vehicle or operated by the Chief Fire Control Officer and DCFCO will be maintained by the Shire.

1.14 Water Marker Indicators

The Australian Standard symbol is used for indicating water points for Fire Fighting purposes.

1.15 Fires – Road Reserve

The cost of reinstating vegetation on road reserves that have been burnt, is to met by the farmer responsible for the fire.

Complementary Legislation

Local Government (Uniform Local Provisions) Regs 1996 –

“Disturbing local government land or anything on it

5. A person who, without lawful authority -

(a) interferes with the soil of, or anything on, land that is local government property; or

(b) takes anything from land that is local government property, commits an offence the penalty for which is a fine of \$1000.”

Management of Bush Fires

First Adopted 20 December 2001
Amended 19 September 2002 Resolution Number 10.3.3
Amended XX XXX XXXX Resolution Number XX/XXXX

1.1 Annual Meetings

The Annual General Meeting of Bush Fire Brigades will be held annually on a date agreed in October.

The quorum for the meeting will be at least one representative from each Bush Fire Brigade within the Shire of Wyalkatchem; the Chief Bush Fire Control Officer or the Deputy Chief Bush Fire Control Officer; and at least one Shire representative.

1.2 Chief and Deputy Chief Bush Fire Control Officers and Fire Control Officers

The Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Fire Control Officers will be elected at the Annual General Meeting of Bush Fire Brigades. Their appointments are subject to ratification at the next Council meeting.

1.3 Attendance by Brigades at Fires

When a Bush Fire Brigade attends a fire, expenses may be recovered from the land owner at the request of a Fire Control Officer (refer s.18 (11) Bush Fires Act 1954).

1.4 Bush Fire Equipment – Inspection

The Chief Executive Officer is to undertake, or cause to be undertaken, an annual inspection of Brigade and Shire owned bushfire equipment by a qualified person. This is to ensure the equipment is in a safe and acceptable working condition. All Bush Fire equipment owned by the Department of Fire and Emergency Services is the responsibility of the Department.

1.5 Fire Reports

The Chief Executive Officer is delegated to deal with fire reports. The aim of the Fire Reports are to gather information surrounding fire incidents and may help with securing funding in future years. Every effort is to be made to report all incidents completely.

1.6 Report of Fires to the Authorities

The relevant authorities are to be advised of a fire as soon as possible via the 000 emergency line.

1.7 Bush Fire Advisory Committee

The Bush Fire Advisory Committee will comprise the Chief Bush Fire Control Officer and/or Deputy Chief Bush Fire Control Officer; one representative from the Department of Fire and Emergency Services; one Shire of Wyalkatchem representative; and any other invited member.

The Bush Fire Advisory Committee will meet as required.

1.8 Change of Ownership

When the office receives notification of change of ownership of a property, the new owner is to be given a copy of the Bush Firebreak requirements.

1.9 Authority of Fire Control Officers

Council does not authorise Fire Control Officers to incur costs on behalf of Council without prior written consent.

1.10 Shire Resources

The Chief Executive Officer is delegated to use Shire resources for bush firefighting.


1.11 Water Marker Indicators

Suitable 'emergency water' supply signs will be erected at Shire-installed emergent water supply sites as required.

1.12 Fires – Road Reserve

The Chief Executive Officer is delegated to make determinations about the cost of reinstating vegetation on road reserves that have been burnt, whether from a land owner at fault or other party.

8.3.3 COUNCIL PROPERTIES – LEASING-OUT – PUBLIC LAND - LEASE OF A PORTION OF RESERVE 40516 FOR THE PURPOSE OF A TELECOMMUNICATIONS TOWER

FILE REFERENCE:	5.7.1
AUTHOR'S NAME AND POSITION:	Ian McCabe Chief Executive Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	12 June 2018
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
STRATEGIC COMMUNITY PLAN REFERENCE	This item addresses all six goals of the Plan.

SUMMARY:

That Council resolve the following:

- 1. Approve the proposed lease between the Shire of Wyalkatchem and Crisp Wireless Pty Ltd for a period of ten years from 1 July 2018; and,**
- 2. Authorise the President and CEO to sign, affix the common seal and execute the lease.**

Appendix:

1. 10 May 1985 agreement between D and G Pease and the Shire of Wyalkatchem;
2. Draft Lease with Crisp Wireless Pty Ltd.

Background

In October 1984 an agreement was reached between the Shire of Wyalkatchem and D and G Pease to share ownership in a 'radio mast.' This was formalised 10 May 1985 detailing that D and G Pease owned 75% of the tower and the Shire retained

the remaining 25% (see Attachment 1). The tower was to be located on a reserve under management of the Shire. The primary owner operated the tower for commercial purposes and the Shire maintained radio and emergency communications equipment at the facility.

A Council Decision from that period supporting the agreement has not been located but the President and Shire Clerk (CEO) at the time signed the agreement and although it refers to the Common Seal, this was not affixed. No lease was in place for the use of the land, although Council has the power to lease under the management order.

In April of this year, D and G Pease advised the Shire that the 75% stake had been sold to South West Wireless WA (now Crisp Wireless). Crisp are the technology partner to NEWROC (North Eastern Regional Organisation of Councils) which is delivering fast internet across the region with at least 12 towers and a data centre being constructed. One of these towers will be the existing tower that is on land that is the subject of this lease. The Shire of Wyalkatchem is a member of NEWROC.

Comment:

As the tower is in-situ and in good order (Crisp have obtained an engineers' certificate) there is no in-principle objection to telecommunications operations continuing from the tower. In addition, the reserve is designated for that purpose (refer Reserve Enquiry Detail within the draft lease) and the Telstra tower is co-located on the site (the Telstra tower is subject to a ten year lease, expiring 2022) and Optus operate a facility on private land adjacent to this facility.

To ensure compliance with good land management principles and provide Crisp with some degree of certainty of tenure, a lease is proposed over that part of the land occupied by the tower and its equipment. The lease is proposed at a rent of one dollar per year when demanded and in return Crisp will allow the shire to retain a presence on the tower to facilitate local government communications (refer Attachment 2).

Crisp Wireless have provided their agreement to this draft lease, which is proposed to commence 1 July 2018 for a period of ten years.

Non-lease matters are addressed in a following item to Council.

Consultation:

Full Council (workshops March and June 2018); Leigh Ballard, CEO Crisp Wireless Pty Ltd.

Statutory Environment:

Land Administration Act 1997;
Local Government Act 1995

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 operation of this tower by Crisp Wireless Pty Ltd will facilitate the NEWROC telecommunications project in this district. This will mean additional competition for telecommunications services; improved telecommunications services; the potential for increased economic activity; the possibility of improved and innovative health and education services; support for the retention of population and job creation; the opportunity for increased connectedness; the facilitation of regional; co-operation; by approval of this lease and maintenance of the infrastructure, support for a sustainable built environment; and contribution to Council's effectiveness, business management and utilisation of assets in the district. In short, this is an important piece of infrastructure that will be maintained by the support of this lease. Further, the tower will contribute to emergency services and the operational functions of the local government, making the tower, this lease and Council's support important for the community of Wyalkatchem.

Associated risk is almost nil. The tower is in-situ and the land title determines the use of the land. Other agreements will manage the operation of the site and commercial arrangements around it, all subject to commercial and regulatory oversight.

The execution of this lease and an agreement for non-lease items will be an improvement on past (more informal) arrangements which lacked security of tenure.

Voting Requirements Simple Majority

Council Decision Number:**Moved:****Seconded:**

Officer Recommendation:

That Council resolve the following:

- 1. Approve the proposed lease between the Shire of Wyalkatchem and Crisp Wireless Pty Ltd for a period of ten years from 1 July 2018; and,**

- 2. Authorise the President and CEO to sign, affix the common seal and execute the lease.**

Vote:

EXEMPT

(SECTION 119 STAMP ACT.)

FOR COMMISSIONER OF STATE TAXATION

THIS AGREEMENT is made the 10th day of May 1985

BETWEEN:

DENNIS PEASE and GLENDA JANET PEASE both of Railway Terrace, Wyalkatchem in the State of Western Australia, Business Proprietors, (herein called "the Vendors") of the one part; and

SHIRE OF WYALKATCHEM of Honour Avenue, Wyalkatchem aforesaid, (herein called "the Purchaser") of the other part.



- A. The Vendors own a radio mast and related equipment details of which are itemised in the First Schedule hereto (herein collectively called "the Mast").
- B. The Vendors have agreed to sell to the Purchaser one quarter share in the Mast on the terms and conditions set out in this Agreement.

THIS AGREEMENT WITNESSES:

- 1. The Vendors shall sell and the Purchaser shall purchase one quarter (1/4) share in the Mast for the purchase price of ONE THOUSAND FIVE HUNDRED AND EIGHTY DOLLARS (\$1,580:00) payable to the Vendors by the Purchaser on the 10th day of May 1985.

2. The said purchase price of ONE THOUSAND FIVE HUNDRED AND EIGHTY DOLLARS (\$1,580:00) is allocated as follows:-
 - (a) ONE THOUSAND, FOUR HUNDRED AND ELEVEN DOLLARS AND SEVENTY FIVE CENTS (\$1,411:75) as to one quarter share of the Mast as itemised in the First Schedule.
 - (b) ONE HUNDRED AND SIXTY EIGHT DOLLARS AND TWENTY FIVE CENTS (\$168:25) as to one quarter share of the construction cost of a radio Hut as itemised in the Second Schedule.
3. The Mast and the said radio Hut will be located on Reserve No. 24934 with the boundaries of the Shire of Wyalkatchem.
4. The Vendors shall subject to clause 7 herein meet all costs of and incidental to the maintenance of the Mast and the Hut.
5. The Vendors shall be entitled to receive all rental income from the use or hire by the parties herein of the Mast.
6. The parties herein shall pay in equal shares the premiums on any insurance effected on the Mast and the Hut.
7. The cost of replacing the solar cells at the base of the Mast shall be borne by the parties as follows:-
 - (a) The Vendors 75%
 - (b) The Purchasers 25%

8. Disputes:

Any disputes between the parties herein concerning this Agreement shall be referred to either the parliamentary member at the time for the State electorate of Mount Marshall or his nominee whose decision shall be final.

9. Term:

This Agreement shall commence on the *100th* day of *May* 1985 and terminate on the expiration of three (3) calendar months written notice given by either party to the other.

10. The parties hereto agree that in the event of the business presently conducted by the Vendors being sold by the Vendors then the Purchasers of such business shall immediately be made aware of this Agreement and any such sale to such Purchasers shall be made subject to them agreeing and conforming with the terms of this Agreement.

IN WITNESS whereof the parties have hereunto set their hands and seals the day and year first hereinbefore written.

THE FIRST SCHEDULE

The Mast

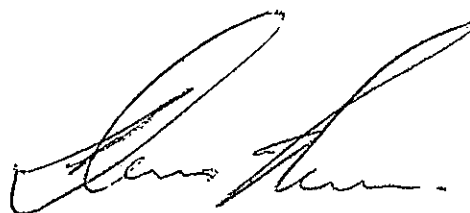
54 metre cyclone mast	\$4,277:00
2 x Phillips solar panels	1,100:00
Mounting frame	100:00
2 x Lucas 223 HR batteries and connectors	<u>170:00</u>
	\$5,647:00
	=====

THE SECOND SCHEDULE

The Hut

Bricks	\$243:00
Roof frame and screws	50:00
Shelving	30:00
Labour	250:00
Door, frame and locks	<u>100:00</u>
	\$673:00
	=====

SIGNED by)
DENNIS PEASE)
in the presence of:)

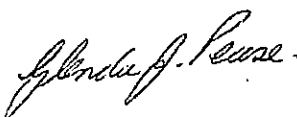


Witness: *Keith S. Metcalf.*

Address: *Box 89 Bowserin.*

Occupation: *Farmer*

SIGNED by)
GLENDA JANET PEASE)
in the presence of:)

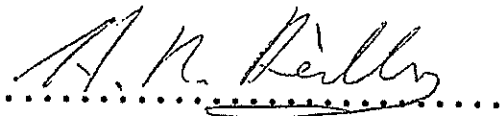


Witness: *Keith S. Metcalf.*

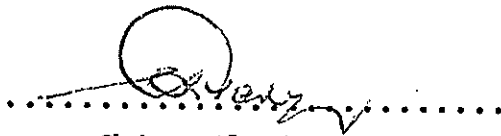
Address: *Box 89 Bowserin*

Occupation: *Farmer.*

THE COMMON SEAL of SHIRE)
OF WYALKATCHEM was duly)
affixed to these presents)
and the same were)
delivered in the presence)
of:)



.....
President



.....
Shire Clerk



1 July 2018

Lease – portion of reserve 40516

Shire of Wyalkatchem

And

Crisp Wireless Pty Ltd

Details	2
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Details

This Lease is made between the **Shire of Wyalkatchem** of PO Box 224 WYALKATCHEM Western Australia 6485 (**Lessor**) and **Crisp Wireless Pty Ltd** of PO Box 1004 NARROGIN Western Australia 6312 (**Lessee**).

Recitals

A The Lessor is the owner of the land described in Item 1 of the Schedule under the Title (the Land).

B The Lessor acknowledges the existing ownership by the Lessee of built assets on the Land.

C The Lessee acknowledges the absolute rights of the Lessor as the Owner of the Land and wishes to enter onto the Land to operate a telecommunications facility (Facility).

D The lease of any portion of the Land for any term is subject to the approval of the Council of the Shire first being obtained.

E The Lessee has requested that the Lessor grant it a lease of that portion of the Land described in Item 1 of the Schedule (the Premises), and the Lessor has agreed subject to the Parties entering into this agreement.

INTERPRETATION

1. Definitions

1.1 In this lease:

Chief Executive Officer means the principal officer of the local government delegated by Council to execute this lease;

Commencement Date means the date specified at Item 4 of the **schedule**;

Company Representative means the accountable officer of the Lessee;

Facility means the concrete footings, equipment hut, antennae or any other fixture, structure, cabling installed, altered or added to in order to achieve the Permitted Use set out in Item 6 of the **schedule** in the lessee's absolute discretion from time to time;

Land means the land more particularly described in item 1 of the **schedule** which is owned by the Lessor and such expressions shall where the context requires include the Premises;

Lessor means the body corporate known being the local government its successors and assigns;

Premises means the Land occupied by the Lessee located on the Land and described in Item 1 of the **schedule**;

Permitted Use means the purpose described in Item 6 of the **schedule**;

Rent means the amount specified at Item 5 of the **schedule**

1.2 Headings

Clause Headings and sub-clause headings are included in this Lease for convenience of reference only and will not be deemed to be part of, and will not be used in the interpretation of, this Lease.

1.3 Rights

Any right given to the Lessor or the Lessee (as the case may be) may where the context so permits be executed by that party's employees, agents, contractors or others authorised (expressly or implicitly) by that party.

1.4 Obligations

Any obligation on the Lessor or the Lessee (as the case may be) may where the context so permits be executed by that party's employees, agents, contractors or others authorised (expressly or implicitly) claiming under or through that party.

2 DEMISE

The Lessor lets and the Lessee takes all those Premises for the Term set out in Item 2 from the date set out at Item 4 and at the Rent set out in Item 5 of the schedule together with the right:

- a) Of unrestricted access at all times to and from the Premises over the Land;
- b) To pass over the Land with or without vehicles for the purpose of access to the Premises where necessary;
- c) To lay electricity cables over or under the land to connect the Premises to the public electricity supply, and also to lay any other cables through the Land in connection with the Permitted Use of the Premises, and of access to that cabling for the purpose of maintenance, repair or renewal of same where necessary.

3 LESSEE'S COVENANTS

The Lessee **AGREES** with the Lessor as follows:

3.1 Rent

The Lessee will pay the Rent on the days and in the manner set out at Item 5 of the schedule. The Lessee will pay Rent and other monies payable to the Lessor under this Lease by electronic funds transfer.

3.2 Installation and maintenance

The Lessee will keep the Premises and the exterior of the Facility in good repair and condition (having regard to the condition of the Premises as at the Commencement Date), fair wear and tear and damage not attributable to misuse

3.3 Re-instatement and making good

The Lessee shall at any time during the Term and in any event shall within three (3) months after the end or sooner determination of the tenancy remove the Facility making good at its own cost any damage to the property of the Lessor situated in the Land or to the Land, or the Premises caused by the removal of the Facility.

3.4 Assignment

- a) The Lessee shall not assign underlet or part with the possession of the Premises to any body or person without the consent of the Lessor;
- b) In the event of an assignment by the Lessee of this Lease, the Lessee shall from the date of such assignment be released from all obligations and liabilities under this Lease, but without prejudice to any prior claim or remedy which the Lessee or Lessor may have against each other.

3.5 Energy Outgoings

The Lessee shall install or maintain at its own cost separate metering for electricity and other services as necessary and to pay all suppliers all charges for such services as consumed or used by the Lessee.

3.6 Use of Premises

The Lessee shall use the Premises for the Permitted Use as set out in Item 6 of the Schedule only and not otherwise without the Lessor's previous written consent.

3.7 Permits and Approvals

The Lessor undertakes to promptly co-operate and sign all documents and provide all information reasonably required by the Lessee to enable the Lessee to meet any compliance obligations.

3.8 Discretion under written law

The entry by the Lessor into this Lease shall not in any way fetter the statutory discretion of the Lessor under any written law.

4 LESSOR'S COVENANTS

The Lessor **AGREES** with the Lessee as follows:

4.1 Non-interference with Facility

The Lessor covenants not to manipulate, tamper with, interfere with, damage, deface, remove or destroy the Facility or any part of its operation without the Lessee's written permission and the Lessor agrees it shall take all reasonable measures to make itself and any person entering on its behalf aware of their safety procedures required for entry to the premises and approach to the antennae.

4.2 Quiet Enjoyment

So long as the Lessee pays the Rent and performs its obligations under this Lease, it is entitled during the tenancy to quietly enjoy the Premises without any interruption by the Lessor or any person lawfully claiming through the Lessor or in any other manner.

4.3 Third Party Rights

The Lessor covenants that any lease or other right of occupation of the Land or any part of it shall not in any way affect or interfere with the Lessee's use of the Premises, including but not limited to the Lessee's present or future operation of the Facility as permitted by this Lease, and shall not impinge upon the provisions of this Lease and the rights of the Lessee under this Lease.

4.4 Non-derogation from Grant

The Lessor shall not derogate from its Grant of the Premises to the Lessee and this obligation of the Lessor shall not be excluded in any way limited by any other provisions of this Lease.

4.5 Surrender

- a) The Lessee may terminate this Lease for any reason on giving the Lessor six months written Notice;
- b) If the Lessee exercises its right to terminate this lease under clause 4.6 (a) then it shall at its own costs reinstate in accordance with 3.3 UNLESS the Lessor in writing releases the Lessee from this obligation.

4.8 Access Track and power connection

Where the Lessee installs, upgrades or maintains at its own costs any access, track or power connection, then any person or entity (excepting the Lessor and successors in title) who wish to utilise said track or power connection shall share in the said cost of installation, upgrading and maintenance as apportioned by the Lessee, and the Lessor covenants it shall ensure that any subsequent grant of a lease or licence shall include an obligation on that Lessee or Licensee to bear such apportioned costs.

4.9 Lessee's Property

Without limitations the Lessee is entitled during the Term to erect, affix, install, remove or replace the Facility or any part of it which at all times shall be the property of the Lessee (unless otherwise specified in the schedule) and make such alterations as the Lessee considers necessary.

4.10 Contamination

The Lessor warrants that the Land is not contaminated with substances hazardous to health or safety and that this warranty remains true during the term and any overholding.

5 MUTUAL CONVENANTS

It is mutually agreed by and between the Lessor and the Lessee as follows:

5.1 Joint and Several Liability

Where the Lessee consists of two or more persons the provisions on their part to be observed shall bind all of them jointly and each of them severally.

5.2 Special Provisions

The special provisions (if any) set out in the schedule shall apply to this Lease and to the extent that such provisions are inconsistent with any other provisions of this Lease shall modify or exclude the latter.

5.3 Indemnity

a) The Lessee shall indemnify and hold indemnified the Lessor from and against all actions, claims, demand, losses, damages, costs and expenses which the Lessor may sustain or incur or for which the Lessor may become liable in respect of loss, damage, injury to property or person, arising out of the Lessee's use or occupation of the Premises and caused by the Permitted Use or negligent act or omission of the Lessee or any servant agent sub-lessee or other persons claiming through the Lessee (to the extent the Lessee or any servant, agent, sub-lessee or other person claiming through the Lessee has contributed thereto).

b) The Lessor shall indemnify and hold indemnified the Lessee from and against all suits, actions, claims or demands by any person or persons for any loss, damage, expense or costs as a result of negligence or default of the Lessor, its officers, servants, agents, contractors, licensees to the extent the Lessee, its officers, servants, agents, contractors or licensees have not negligently contributed thereto.

5.4 Default and re-entry

a) If the Rent is one (1) month in arrears or if the Lessee fails to perform its obligations under this Lease and the Lessee does not within a reasonable time from the date of notice by the Lessor commence and proceed diligently to remedy the default then the Lessor may re-enter upon the Premises or upon any part of the Premises in the name of the whole and this tenancy shall determine on the Lessor's re-entry without prejudice however to any antecedent claim or remedy which either party may have against the other **PROVIDED** that before exercising its rights under this clause for arrears of Rent or performance shall give the Lessee twenty-eight (28) days' written notice that the Rent or performance is in arrears.

b) If any of the Lessor's covenants and conditions contained or implied in this Lease shall not be punctually and effectively performed or observed, and such default shall continue for a period of twenty-eight (28) days after notice specifying such default shall have been served on the Lessor, then it shall be lawful for the Lessee, at any time thereafter, by notice in writing to the Lessor to terminate this Lease, and upon receipt of such notice by the Lessor this Lease shall be at an end, but without prejudice to the right of action of the Lessee or the Lessor for damages for any prior breach.

5.5 Overholding

If the Lessee notifies the Lessor in accordance with clause 5.8(b) without any demand for possession from the Lessor, the Lessee shall hold the Premises under a tenancy determinable at any time upon three (3) months' notice being given by either party to the other at the same Rent and upon the same provisions as this Lease as far as they can be applied to a quarterly tenancy.

5.6 Notices

Any communication required to be given or served under this Lease:

a) shall be given to or served on the Lessee if in writing signed by the Lessor or Chief Executive Officer of the local government and delivered by hand or sent by email or sent by post to the address for the Company Representative as set out in the schedule (or such other address advised by the Lessee at an address in the State in which the Premises are situated); and,

b) shall be duly given to or served on the Lessor if in writing signed by or on behalf of the Company Representative as advised by the Lessee and sent by email, hand delivered to the local government administration office or sent by post to the address set out in the schedule (or such other address of which the Lessor shall have given the Lessee notice in writing);

PROVIDED that where the Lessor consists of two or more persons service upon any one of them shall constitute service upon each of them.

5.7 Costs of Lease

The Parties shall bear their own costs in relation to the preparation or otherwise determining operation of this Lease.

5.8 Option to Renew

Unless the Lessee gives the Lessor either:

- a) At least six (6) months' written notice that the Lessee does not want a new lease of the Premises for a Further Term; or,
- b) Written notice prior to the expiration of term that the Lessee does not want a new lease of the Premises for a further term but that but wishes to remain in possession of the Premises pursuant to clause 5.5;

Then provided the Lessee is not in breach of a term of this Lease of which it has been notified by the Lessor within six (6) months prior to the end of the term of this Lease, then the Lessee is hereby deemed to have exercised its right to a Further Term and the Lessor will present to Council a new lease of the Premises for that Further Term at the Rent which shall be reviewed by Council on the Review Dates and subject to the same provisions as are contained in this Lease except in respect of any exercised right of renewal.

5.9 GST

a) For the purpose of this clause:

i) GST Act means a New Tax System (Goods and Services Tax) Act 1999 as amended;

- ii) GST and taxable supply have the meanings given to those terms in the GST Act;
- iii) related taxable supply means any taxable supply to the Lessor incorporated in a taxable supply by the Lessor to the Lessee pursuant to this lease for which the Lessor seeks direct reimbursement from the Lessee.
- iv) Lease Rental Period means the period commencing on the commencement date of the Lease and expiring on either the day immediately preceding any review date under this Lease or the expiration of this Lease, whichever is the earlier.
- b) The amounts payable to a party under this Lease (the original amount payable) do not include an amount to cover any liability of the party making a taxable supply (the Supplier) for GST on any supplies made under this lease which are taxable supplies within the meaning of the Act.
- c) If applicable, the Supplier agrees to reduce the Original Amount Payable to ensure the benefit of any reduction in or removal of taxes, duties or charges which impacts on the costs to the Supplier making the taxable supply is passed onto the recipient of that supply (the Recipient). If a reduction to the Original Amount Payable is made under this clause, the reduced amount will become the Original Amount payable for the purpose of this clause.
- d) Subject to clause 5.9(c), if the Supplier is liable to pay GST in respect of taxable supplies made under this Lease, the Supplier may, by notice in writing to the Recipient, increase the Original Amount Payable by the Recipient by the amount of GST that is payable by the Supplier on that part of the Original Amount Payable which relates to the taxable supply as if that part of the Original Amount Payable is the value of the supply for the purposes of the GST Act.
- e) Subject to clause 5.9(f), at the time at which each payment is due under this Lease from the Supplier, the Supplier must give the Recipient a tax invoice for that payment in accordance with the requirements of the GST Act.
- f) Notwithstanding clause 5.9(e), where the Lessor is the Supplier under this clause the Lessor will issue to the Lessee a tax invoice in the form specified in Schedule 2 in respect of Rent and the GST payable thereon by the Lessee for the Lease Rental Period, to the extent to which that form is consistent with the requirements of the GST Act and in the event of any inconsistency, in accordance with the GST Act.
- g) Nothing in this Lease obliges the Lessee to pay to the Lessor any amount for GST paid or payable by the Lessor in respect of a related taxable supply to the extent to which the Lessor is entitled to claim an input tax credit in respect to that supply.

6 CONSENT

This Lease is subject to and conditional upon the consent of the Council of the Shire of Wyalkatchem being obtained and endorsed on this Lease within three (3) months of the date of this Lease.

Schedule

Item 1 Land and Premises

Being part of reserve 40516 within Avon location (lot) 28879 on Deposited Plan 216291 and being the whole of the land comprised in Crown Land Certificate of Title Volume LR3126/256.

Premises

That portion of the Land on which a Facility, being a telecommunications tower and shed known as 'the Mast', being assets owned by the Lessee, is located at 31° 9'43.46"S 117°23'31.96"E and adjacent to the Telstra tower, as hachured on the plan annexed hereto.

Item 2 Term

Ten (10) years commencing on 1 July 2018 and expiring on 30 June 2028

Item 3 Further Term

By signed Agreement not less than six months' prior to expiry of this Agreement

Item 4 Commencement Date

1 July 2018

Item 5 Rent

Rent will be the amount of \$1 (one dollar) per annum payable on demand, being the gross rent, payable yearly in advance if and when demand and payable by electronic funds transfer.

Item 6 Permitted Use

Operation of a telecommunications facility consisting footings, tower, storage shed and ancillary equipment

Item 7 Public Liability Insurance

\$20,000,000 (Twenty Million Dollars)

Item 8 Rent Review

Six months prior to expiry of the Lease

Schedule 2

Tax Invoice

Date for payment	Annual Rent Payable \$ (ex-GST)	GST Payable \$	Annual Rent GST Inclusive \$

Signed by (or on behalf of) the Lessor _____

Name: _____

Date: _____

Signing page

EXECUTED on the first day July of 2017

THE COMMON SEAL of the SHIRE OF WYALKATCHEM was hereunto
affixed by authority of a resolution of the Council in the presence of:

)

_____ Cr Quentin Davies _____

President (Print Full Name)

)

_____ Ian McCabe _____

Chief Executive Officer (Print Full Name)

)

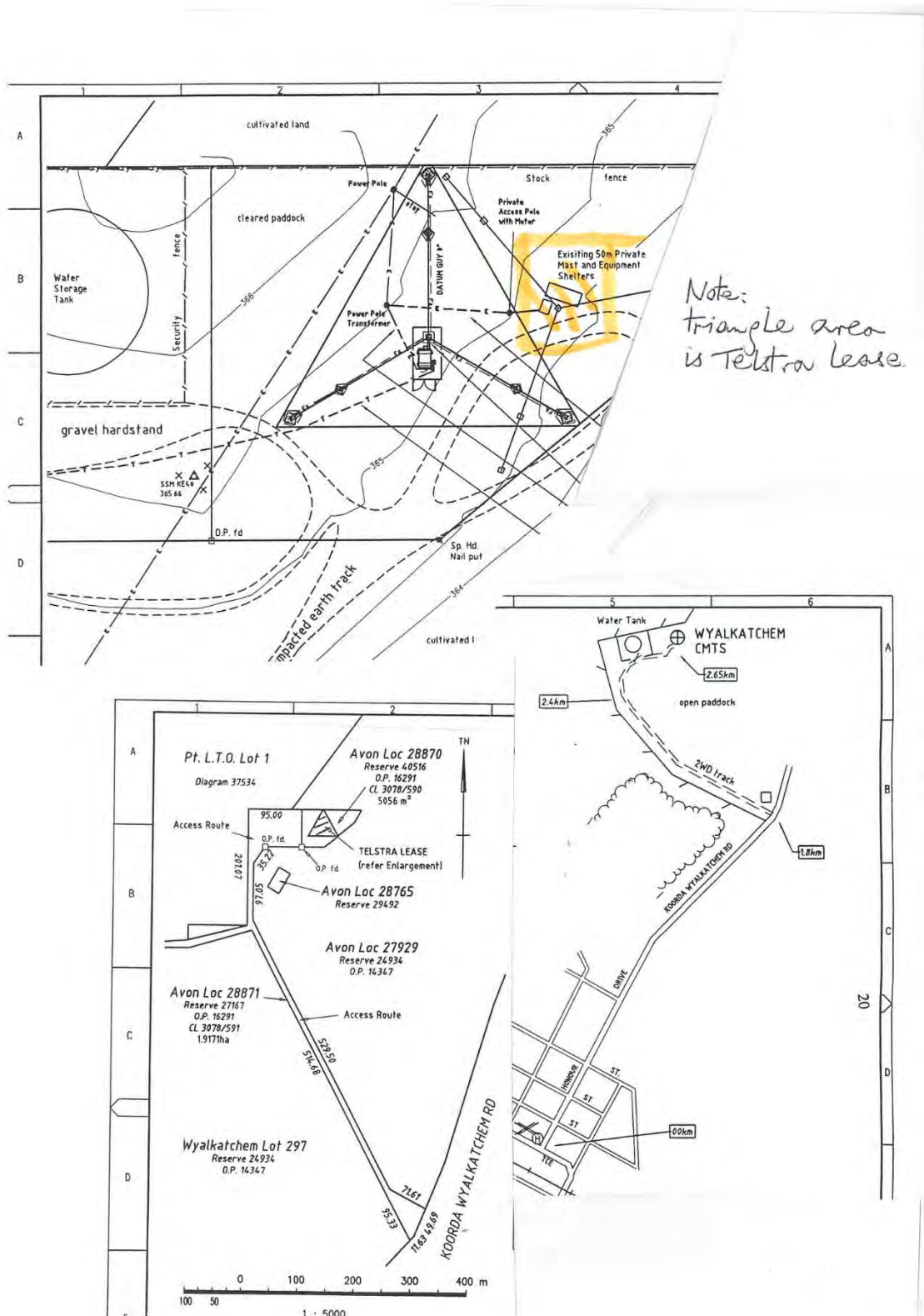
_____ Leigh Ballard for Crisp Pty Ltd _____

)

_____ Witness _____

Name of witness: _____

Annexure A – Plan of Premises



Reserve Enquiry Detail [5100L]

[Screen Friendly](#) [Print](#)

Reserve Name 40516 Legal Area (ha) 0.5056
 Status Current
 Type Current Purpose RADIO COMMUNICATIONS SITE
 Notes WITH POWER TO LEASE FOR ANY TERM.
 File Number 1971/985

Class	Responsible Agency	Date of Last Change
C	DEPARTMENT FOR PLANNING AND INFRASTRUCTURE	25/07/1991

Management Orders	Document	Land Use	Local Government Authority
SHIRE OF WYALKATCHEM		RADIO	WYALKATCHEM, SHIRE OF

Add Item	CLT Number	Parcel Identifier	Street Address Suburb	File Number	PIN	Area (sqm)	Map
<input type="checkbox"/>	LR3126-256	Lot 28870 On Plan 216291		02053-1957-01RO.	957914	5056.735	


Reserve Number 40516

Previous Certificates of Title	Historic Crown Allotments
	AVON Location 28870

Gaz Page/Document	Date	Type	Text
1665	20/05/1988	Current Vesting	VEST SHIRE OF WYALKATCHEM W P L ANY T
1680	20/05/1988	Current Area	0.5056
1680	20/05/1988	Class	C
1680	20/05/1988	Current Purpose	RADIO COMMUNICATIONS SITE
1680	20/05/1988	Correspondence File Number	1971/985
1680	20/05/1988	Location	AVON LOC 28870
1680	20/05/1988	Original Gazettal and page	ORIGINAL GAZETTE
1680	20/05/1988	Public Plan	WYALKATCHEM REGIONAL
1680	20/05/1988	Street Name	WYALKATCHEM TOWNSITE
1680	20/05/1988	Survey Number	OP:16291

This product is for information purposes only. A search of the original documentation is required for all legal purposes
 Western Australian Land Information Authority (Landgate)

8.3.4 COUNCIL PROPERTIES – ACQUISITION AND DISPOSAL – SALE OF A MINORITY SHARE IN A TELECOMMUNICATIONS TOWER

FILE REFERENCE:	5.2
AUTHOR'S NAME AND POSITION:	Ian McCabe Chief Executive Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	12 June 2018
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
STRATEGIC COMMUNITY PLAN REFERENCE	This item addresses all six goals of the Plan.

SUMMARY:

That Council resolve the following:

- 1. Approve the sale of the Shire of Wyalkatchem's 25% share of the telecommunications tower on reserve 40516 to Crisp Wireless Pty Ltd; and,**
- 2. Authorise the President and CEO to sign, affix the Common Seal and execute the Agreement; and,**
- 3. Delegate operational matters related to this item to the CEO for action.**

Appendix:

1. Draft agreement by the Shire of Wyalkatchem to sell 25% share of radio mast on reserve 40516 to Crisp Wireless Pty Ltd for the amount of \$5,000.

Background

Material in item 8.4.7 provides background to this item.

The radio mast located on a part of reserve 40516 was owned 75% share by D and G Pease and 25% share by the Shire of Wyalkatchem. The majority owner sold this share to Crisp Wireless Pty Ltd and subsequently notified the Shire of Wyalkatchem 3 April 2018.

Crisp Wireless are a technology partner to NEWROC (North East Regional Organisation of Councils), of which Wyalkatchem is a member. Crisp will deliver and maintain infrastructure for the carriage of internet and other services via masts such as this facility.

The Shire of Wyalkatchem proposes to sell the 25% share in this tower while securing local government services at no cost.

Comment:

The consideration of \$5,000 reflects market rates as it is proportional to the value of the sale of the 75% share. Further, it is an exempt transaction for the purpose of the cl. 30 (3) of the Local Government (Functions and General) Regulations 1996, as follows:

*'(3) A disposition of property other than land is an exempt disposition if –
(a) Its market value is less than \$20,000;'*

This recommendation complements the previous item 8.4.7. Crisp Wireless Pty Ltd will have ownership of the facility and the lease over the land on which it sits provides business certainty. The two agreements with the Shire provides the local government with sufficient certainty and recall to manage their affairs and exchange mechanisms for the two parties to make adjustments where required.

Consultation:

Full Council; Leigh Ballard CEO Crisp Wireless Pty Ltd

Statutory Environment:

Local Government Act 1995;

Local Government (Functions and General) Regulations 1996

Policy Implications:

There is no direct Council Policy relative to this report.

Financial Implications

The Shire of Wyalkatchem will receive a financial benefit and reduce operational costs.

Strategic Plan/Risk Implications

This sale will support the economic activities of Crisp which has economic and social benefits for the community by ensuring the local delivery of the NEWROC telecommunications project. This will have benefits across all six goals of the Strategic Community Plan.

The sale agreement, lease and NEWROC agreements will provide certainty of service continuity to the Shire and provide a minor financial benefit.

Voting Requirements Simple Majority

Council Decision Number:

Moved: **Seconded:**

Officer Recommendation:

That Council resolve the following:

1. Approve the sale of the Shire of Wyalkatchem's 25% share of the telecommunications tower on reserve 40516 to Crisp Wireless Pty Ltd; and,
2. Authorise the President and CEO to sign, affix the Common Seal and execute the Agreement; and,
3. Delegate operational matters related to this item to the CEO for action.

Vote:

An Agreement between the Parties for the purchase of a one-quarter share in the tower located at reserve 40516, which is vested in Council.

This Agreement is made the 22 day of June 2018.

1. Between the Shire of Wyalkatchem ('the Shire') of PO Box 224 Wyalkatchem WA 6485 ('the Vendor') and Crisp Wireless Pty Ltd ('Crisp') of PO Box 1004 Narrogin WA 6312 ('the Purchaser'), collectively 'the Parties';
2. The Vendor owns 25% of the radio tower and related equipment located at reserve 40516, hereafter referred to as 'the Mast';
3. The Vendor agree to sell to the Purchaser the one quarter share in the Mast on the terms and conditions set out in this Agreement;
4. The Vendor shall sell and the Purchaser shall purchase one-quarter (1/4) share in the Mast for the purchase price of \$5,000 payable to the Vendor by the Purchaser on the 22 day of June 2018;
5. The purchase price is wholly allotted to the Mast and related assets; it does not include equipment retained by the Shire and DFES for the purpose of Shire operations and emergency services;
6. Crisp shall have no responsibility for insuring, maintaining or repair of Shire or DFES equipment;
7. Crisp agree to the continued location on the Mast equipment owned by the Shire or DFES that is consistent with the amount and type of equipment on the Mast at the time this agreement is made; and agrees when given prior notice to allow the Shire or its agents such reasonable access as may be required for its maintenance, repair, removal or installation;
8. The Vendor renounces all claims to any revenue that may be or may have been derived from the Mast;
9. The Purchaser will make no claim from the Shire for any costs associated with the Mast;
10. The Vendor and Purchaser will agree to a lease that secures tenure of use in the land for the purpose of the Mast;
11. The Purchaser is to provide six months' written notice to the Chief Executive Officer of the Shire of intended sale or proposed removal of the Mast;
12. The Shire will provide six months' written notice to the Purchaser of intended modification or removal of equipment on the Mast.

Signature Page:

EXECUTED on the 22 day of June 2018

The Common Seal of the Shire of Wyalkatchem was hereto affixed by the authority of a resolution of Council in the presence of:


Cr Q Davies, President, Shire of Wyalkatchem

Ian McCabe, Chief Executive Officer, Shire of Wyalkatchem

Leigh Ballard for Crisp Wireless

Witness

8.3.5 CORPORATE MANAGEMENT– POLICY – DISABILITY ACCESS AND INCLUSION PLAN 2017 – 2019 (UPDATED)

FILE REFERENCE:	4.13.6; 4.14; 7.3.2
AUTHOR'S NAME AND POSITION:	Ian McCabe Chief Executive Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	13 June 2018
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
STRATEGIC COMMUNITY PLAN REFERENCE	1. Healthy, strong and connected communities; 1.1.5 Support people with complex needs; 4. An effective voice; 5. A well-managed and effective Council organisation; 5.3.6 Implement best practice people management policies and practices.

SUMMARY:

That Council resolve the following:

- 1. Endorse the draft 2017 – 2019 Shire of Wyalkatchem Disability Access and Inclusion Plan (DAIP) as presented.**

Appendix:

Attachment 1: Disability Access and Inclusion Plan 2017 – 2019 (Updated).

Purpose of this Plan

The Disability Services Act 1993 requires all local governments and selected State Government agencies to develop a Disability Access and Inclusion Plan (DAIP).

The purpose of the DAIP is to assist public authorities plan and implement improvements for access and inclusion across seven outcome areas, in regard to

services and events, buildings and facilities, information, quality of service, complaints, consultation processes and employment.

It is important to note that these are expectations for local and state government and are not binding on the general population – however, example and facilitation with some attention to planning and land management can extend this expectation of full access and inclusion to the wider community.

The Act requires the development, implementation and reporting of the DAIP and it must apply to all activities of the local government, including staff, agents and contractors.

Comment:

The Shire of Wyalkatchem's Plan covers the period 2017 – 2019 and was endorsed by Council 23 November 2017. A public consultation period 24 November 2017 to 13 December 2017 followed with public notice and website invitations to comment. No submissions were received.

The endorsed Plan was submitted to the Disability Services Commission 14 December 2017. Feedback was received 18 December 2017 that the Plan was not compliant because:

- The word 'disabilities' was used where the reviewer said 'disability' ought to apply;
- The word 'disability' was used where the reviewer said 'disabilities' ought to apply;
- Outcome Four was not complaint because it included Councillors, contractors and agents, as well as staff; the Commission officer required the removal of other references other than staff.

These changes have been made. An opportunity to review the content was taken and I'm pleased to note we are able to add the employment of a person living with disability to our achievements.

With Council's endorsement, a revised Plan as presented will be submitted to the Commission and posted on the Shire's website. A public notice will follow.

Consultation:

Susan Henson, Senior Access & Inclusion Officer, Disability Services, Department of Communities
Community, Staff and Council

Statutory Environment:

Disability Services Act 1993;
Equal Opportunity Act 1984 (WA);
Financial Administration and Audit Act 1985;
Equal Opportunity Act 2010 (Cwth)

Policy Implications:

The principles of equal opportunity are enshrined in council policy across all areas of activity.

Financial Implications

There is no direct financial implication relative to this item.

Strategic Plan/Risk Implications

Connecting and supporting all members of the community is an underlying principle of Council's plans for the community.

Voting Requirements Simple Majority

Council Decision Number:

Moved: **Seconded**

Officer Recommendation:

That Council resolve the following:

- 1. Endorse the draft 2017 – 2019 Shire of Wyalkatchem Disability Access and Inclusion Plan (DAIP) as presented.**

Vote:



November 2017

Disability Access and Inclusion Plan 2017 - 2019

Shire of Wyalkatchem

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.

Prepared by:

Shire of Wyalkatchem
PO Box 224
WYALKATCHEM WA 6485

Document number:

Version / Date:

v. 2.0 Endorsed by Council 23 November 2017

v. 2.1 Compliance amendments and updated review material Received by Council
21 June 2018

File Reference: 4.13.6 / 7.3.2

Strategic Community Plan Statement:

This Plan will have references across all Strategic Community Plan indicators; in particular, these include:

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;

1.1.4 Develop and implement a community well-being plan;

1.1.5 Support people with complex needs;

1.1.6 Meet the needs of children, young people and families;

5.3.6 Implement best practice people management policies and procedures;

6.2.2 Increase opportunities to access recreational facilities and spaces.

This Plan will be incorporated into the local government's Corporate Business Plan to facilitate planning, budgeting and reporting of relevant initiatives.

It will be reviewed annually and revised in 2019.

Document Status:

Version	Purpose of document	Author	Review	Review Date	Approval Date	Issue Date
Draft 0.1	Draft for Council Decision	McCabe				23 November 2017
2.0	Approved	McCabe	March 2019	February – November 2017	23 November 2017	14 December 2017
2.1	Approved	McCabe		13 June 2018	21 June 2018	22 June 2018

Disclaimer

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Executive Summary

The Shire of Wyalkatchem has a legal obligation to complete a disability access and inclusion plan but sees such a plan as an obvious way to meet its own Vision and Purpose and create an inclusive, positive community.

This plan details the background, framework and strategies that have been and will be employed by the Shire of Wyalkatchem to be more accessible and more inclusive.

While the aim of the Plan is to address possible barriers to access and inclusion encountered by persons who live with a disability, these will almost certainly contribute to a better standard of service for everyone.

Relationship of this plan to Integrated Planning and Reporting Framework

This Plan provides the strategic basis for actions that will be included in the Corporate Business Plan (for implementation) as well as guidance for future budgets.

The Corporate Business Plan activates the Strategic Community Plan, details the resource strategies required for specific outcomes and is reviewed each two years. Planned outcomes, timing and strategies are reviewed annually to deliver the annual budget.

Disability Access and Inclusion Plans

A disability is any continuing condition that restricts everyday activities. A reduced capacity may be temporary or it may be for an extended period or ongoing. This could mean a disability can reduce a person's capacity to communicate, to interact socially, to learn or be mobile or may require continuing support services.

Access and inclusion is the empowering of persons to live a full and productive life. The Vision and Purpose of the local government is to be inclusive and to enhance the quality of life for all. This means addressing sensory, information, knowledge and attitudinal barriers as well as physical barriers.

Persons living with a disability or supporting others who live with a disability have the same rights as other people in accessing services within the community. These rights are built into state and federal legislation which make it unlawful to discriminate against a person with a disability.

The degree and type of disability will be a matter of individual circumstance but people living with a disability face barriers to services and inclusion every day, whether it's accessing a website, understanding a document or entering a building.

Access and inclusion is about ensuring all public services, facilities and information are available to all community members, including those with disabilities, so that the opportunity and choice to participate is available in all aspects of community life.

The Disability Services Act 1993 requires all local governments and selected State Government agencies to develop a Disability Access and Inclusion Plan (DAIP). The purpose of the DAIP is to assist public authorities plan and implement improvements for access and inclusion across seven outcome areas, in regard to services and events, buildings and facilities, information, quality of service, complaints, consultation processes and employment.

The Disability Services Act

Public authorities in Western Australia, including local governments, are required under the Disability Services Act 1993 to develop and promote a Disability Services and Inclusion Plan (DAIP). The improvement of services and access will increase independence, opportunity and inclusion in the community and these goals align with the Vision and Purpose of the council of the Shire of Wyalkatchem.

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.

The Act makes the development and implementation of a DAIP mandatory and guides the development, implementation and reporting of the DAIP which applies to staff, agents and contractors.

Section 29B of the Act states:

... 'a public authority that has a disability access and inclusion plan must take all practicable measures to ensure that the plan is implemented by the public authority and its officer, employees, agents or contractors.'

Background and History

The Shire of Wyalkatchem is located 192km from Perth in the Western Australian Wheatbelt and has an area of 1,743 square kilometres.

The predominant industry is agriculture, such as wheat, wool and livestock, with gypsum mining and seasonal tourism contributing to the local economy. An airfield has recently been upgraded to provide excellent opportunities for aviation activities. There are transport, farm services, shopping and commercial and home-based businesses within the town.

The town Wyalkatchem is located on the Goomalling-Merredin Road with a 2016 population of 516 (ABS Census) with more than one-third being persons aged 60 years or more. The shire is over-represented in the older demographics with a greater dependency on less working age persons than most communities in Australia. The population experienced a significant decline between 2001 (664 persons) and 2006 (564 persons) due to withdrawal of state government services, the impact of technology on farming productivity, a shift in livestock management requiring less labour; and continued population drift to coastal locations.

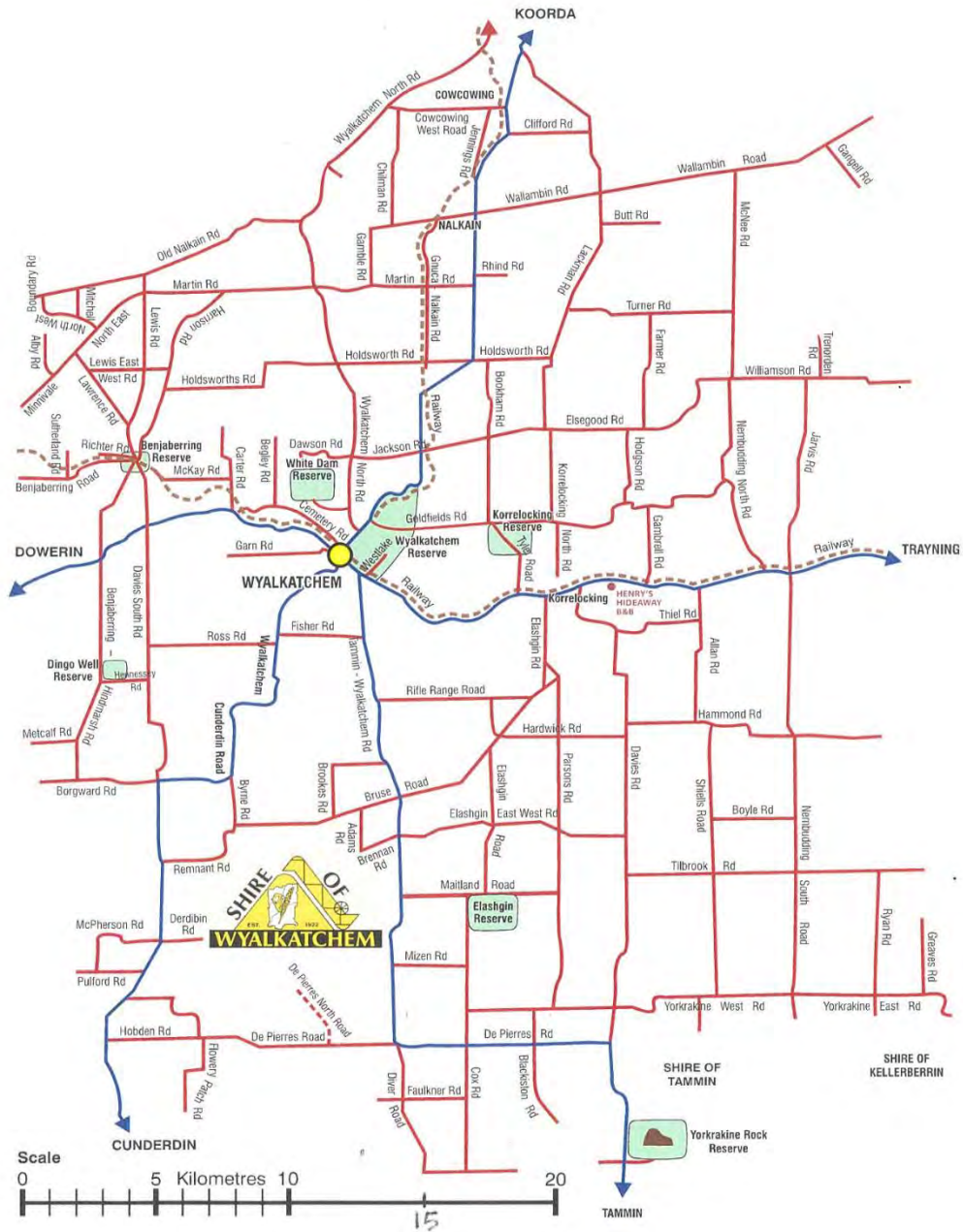
The 2011 Census result of 523 persons has stabilised somewhat with 516 recorded in 2016. This contrasts with the WA Planning Commission projection for 2016 of 420 and is better than Shire projections of 486. This does support the local government strategies of planning for service and infrastructure at current levels of populations with sustainable (low level) development beyond that.

The town has a main shopping district in Railway Terrace with essential services available up to six days per week with limited shopping on Sunday. There is a small but well-stocked supermarket; a news agency and café; pharmacy; butcher; a new and used goods and furniture store; bank; post office; hotel; and special services stores. In adjacent streets there are rural agencies, sign specialist, transport, community services and recreational club, as well as the Caravan Park and short term stay accommodation. There is a district high school operating K-year 10 and a 2017 enrolment of 79. Almost all services and facilities are limited to the town site.

There is a core of active volunteer, community and sporting clubs and volunteering was reported at 82% in the 2017 community survey, compared to 31% Australia-wide.

The Shire of Wyalkatchem is a local government with a headcount of 16 and approximately 13 full-time equivalents. The 2017/18 budget has an operational budget of \$3.7 million, including \$305,000 for health. The local government is reliant on external sources for 61% of revenue (71% in 2016/17), a reliance that creates a degree of risk when state and federal governments are fiscally challenged. This makes the provision of any service more problematic and investment in improving access and inclusion a greater challenge.

Map of the District



Responsibility for the planning process

It is a requirement of the Disability Act 1993 that all local and state government authorities develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which the authority will ensure that people with disabilities have equal access to its facilities and services.

Other legislation underpinning the planning of access and inclusion includes:

- Equal Opportunity Act 1984 (WA);
- Financial Administration and Audit Act 1985;
- Equal Opportunity Act 2010 (Cwth)

All councillors and staff have a responsibility to contribute to the process of developing and appropriate plan that reflects the commitment, Vision, Purpose and Values of the Shire of Wyalkatchem to the improved quality of life of all persons in the local government.

The DAIP is prepared by staff, approved by council and monitored by staff. Annual reporting is prepared by staff and submitted to the Disability Services Commission. To ensure the quality of the plan is improved, it will be included in the strategic and corporate planning process from 2017.

Functions, Facilities and Services (in-house and contracted) provided by the Shire of Wyalkatchem

The Shire of Wyalkatchem is governed by seven elected members of Council, who are responsible for an annual operating budget of \$3.7 million and capital expenditure of \$1.7 million in 2017/18. The Shire of Wyalkatchem provides a range of functions, facilities and services including:

Services to property: construction and maintenance of roads and footpaths; storm water drainage; domestic waste collection and disposal, including the recycling of certain domestic waste, waste motor oil collection, 'Drum Muster' collection services, litter control and street cleaning; street tree and roadside tree pruning; bushfire control; animal control; care and maintenance of parks and gardens.

Recreation Services to the community: provision and maintenance of outdoor playing areas for football, cricket, hockey, basketball, tennis; public swimming pool facility; children's playgrounds; the Pioneer Park war memorial and rose garden; the provision and maintenance of the Wyalkatchem Recreations Centre sporting complex with its social lounge/bar facilities and a magnificent Town Hall which caters for civic events such as stage shows.

General Services to the community: providing asset support (housing, professional premises and motor vehicle) for the engagement of general practitioner service; public library and visitor services; community open space and built facilities, including the premises for the Community Resource Centre; provision of public services including the community bus and cemetery.

Local Government Regulatory Services: land use and planning advice and regulation; building approvals; environmental health; public health and ranger's animal control; parking control.

Local Government Administration Services: provision of general information to the public, lodging and resolution of complaints, collection of rates, vehicle licensing, firearms licensing, and dog registrations.

Processes of Local Government include: administration of the local government, including: Council and committee meetings; community meetings and consultation; provision of the election of Council members.

Access and inclusion Policy statement for people with disabilities, their families and carers

The Shire of Wyalkatchem is committed to ensuring that this is an accessible and inclusive community for everyone who lives or visits the district.

The Shire of Wyalkatchem interprets an accessible and inclusive community as one in which all council functions, facilities, and services (in-house and contracted) are open, available and accessible to any person. This includes anyone living with a disability or supporting someone who lives with a disability, providing them with the same opportunities, rights and responsibilities enjoyed by other persons in the community.

The Shire of Wyalkatchem recognises that people with disability are valued members of our community who make a variety of contributions to local social, economic and cultural life. The Shire believes that a community that recognises its diversity and supports the participation and inclusion of all its members makes for a richer community life.

The Shire of Wyalkatchem believes that people with disability, their families and carers who live in country areas should be supported to remain in the community of their choice.

Community consultation process

In 2014, the Shire of Wyalkatchem conducted a community survey in which more than 28% of the adult population participated. Participation in the 2017 Community

Survey was approximately 17%. These and other consultations fed into a revision of the 2012-2017 DAIP and several initiatives addressing the limitations of age and creating an aged friendly community.

This was followed up by periodic progress reporting to the Disability Services Commission and the Shire's review of its own Strategic Community Plan.

Regular consultation was conducted via the community surveys (2014 and 2017); Wyalkatchem Weekly advertising May 2014; June 2015; February 2017; March 2017; June 2017; November 2017; public notice and promotion via the Shire website; workshops and discussion at council and the In A Better Place (all ages forum) and Building An Age Friendly Community forums of March 2017 and August 2017.

Additionally, the process included:

- Reviewing the existing DAIP 2012 -2017;
- Reviewing the Strategic Community Plan, planning framework and related plans (long term financial plan, asset management plans);
- Discussing the opportunity with staff and council to improve our accessibility and inclusion.

People with disability in the Shire of Wyalkatchem

The 2016 ABS Census recorded 60 persons in Wyalkatchem as having delivered unpaid assistance to persons with a disability. This was 13.8% of persons aged 15 years or greater – greater than the state average of 9.8% and greater than the national average of 11.3%.

The Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (2015) states 18.5% of the WA population has a disability; as the Shire population has 516 people, it is estimated that up to 95 people are living in the Shire with a physical disability. The proportion of people living with a disability increases with age. Given that the shire has a demographic profile with 37% of all persons aged 60 years or greater, there will be many among us living with age related limitations such as restricted movement, loss of sensory perception or loss of understanding.

The 2014 and 2017 Shire of Wyalkatchem Community Survey indicated eight persons reported a household member living with a disability. In 2017 this was ten persons. Extrapolating the total survey return in 2017 of 17% of the adult population completing a survey, approximately 59 persons have a family member living with a disability in Wyalkatchem, equivalent to the 2016 Census result.

The Shire of Wyalkatchem does consider the needs of all living with a disability. The Shire supports medical services by the operations of a high standard medical centre and asset support for a general practitioner and the town is well –served by a

pharmacist and district hospital with access to remote 'telehealth' consultations where required. A volunteer ambulance brigade provides services around the clock and if necessary all weather airstrips provide a reliable alternative for the evacuation of patients by the Royal Flying Doctor Service.

Public toilet facilities are located in the shopping district at Railway Terrace with facilities suitable for people with disabilities. Similarly there are disabled toilet facilities at the Recreation Centre, the community building, The Bushel and the aerodrome. A planned review in early 2018 of toilet facilities will aim to upgrade and add to this number.

The Shire of Wyalkatchem works with the community to deliver appropriate services. The 2016 construction of four independent living units in partnership with the Wyalkatchem Senior Citizens Homes Trust Inc. is stage one of a major retirement development. The Shire upgraded power and water to a Trust site in Wilson Street to accommodate at least twenty units and is pursuing further development with partner local governments as part of the Central Eats Aged Care Alliance (CEACA).

Population drift and the attraction of new residents is a challenge. There is evidence that Wyalkatchem and the Wheatbelt is a viable alternative for retiring persons seeking safe and affordable living. Equally, some will retire to coastal locations to maintain familial connections where people have re-located for economic reasons.

Where people are considering a move to the Wheatbelt, they will be influenced by the standard of available facilities, such as medical services and the accessibility and inclusivity of the towns. Towns with accessible public buildings, footpaths, shops and clubs will be considered highly when a choice to relocate is made. The planning of the local government recognises these factors and prioritises improved infrastructure and services to better position this community for supporting quality of life for current and future generations. An important part of this is consideration and prioritisation of access and inclusion initiatives.

Progress since 2012

The Shire of Wyalkatchem is committed to facilitating the inclusion of people with disability through the improvement of access to its facilities and services. To meet this goal, Council and staff have reviewed the Disability Access and Inclusion Plan in 2015 and 2017 in order to address barriers for people with disability and ensure present and future needs for persons with disability are identified and addressed.

Since adopting the plan, the Shire of Wyalkatchem has implemented a number of initiatives, some of which are highlighted at *'Appendix 1: Achievements'* later in this document. The main area of progress has been in age related disability with significant investment in infrastructure and increased levels of engagement.

Access and inclusion policy statement for people with disabilities, their families and carers

The Shire of Wyalkatchem is committed to ensuring that the community is accessible and inclusive for people with disabilities, their families, and carers.

The Shire of Wyalkatchem also interprets an accessible and inclusive community as one in which all Council functions, facilities, and services (both in-house and contracted) are inclusive and accessible for all persons, including those who live with disability and support others who live with a disability.

The Shire will endeavour to the best of the Shire's capacity to meet the needs of persons with disabilities.

The Shire of Wyalkatchem:

- Recognises that people with disabilities are valued members of the community who make a variety of contributions to local, social, economic, and cultural life;
- Believes that a community that recognises its diversity and supports the participation and inclusion of all its members makes for a richer community life;
- Believes that people with disabilities, their families and carers should be supported to remain living and participating in the community;
- Is committed to consulting with people with disabilities, their families and carers, and the community in general, to ensure that barriers to access and inclusion are appropriately addressed;
- Is committed to supporting local community groups and other relevant organisations to facilitate the inclusion of people with disabilities through access to information, services, and facilities in the community.
- Will ensure all members of the organisation (councillors, staff, agents and contractors) take all practicable measures in ensuring desired outcomes are achieved.

The Shire of Wyalkatchem is also dedicated to achieving the seven desired outcomes through its DAIP. They are:

- 1) People with disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Wyalkatchem;
- 2) People with disability have the same opportunities as other people to access buildings and other facilities of the Shire of Wyalkatchem;

- 3) People with disability receive the same level and quality of information from the Shire of Wyalkatchem in a format that will enable them to access the information as readily as other people are able to access it;
- 4) People with disability receive the same level and quality of service from the staff of the Shire of Wyalkatchem as other people receive from the staff of the Shire of Wyalkatchem;
- 5) People with disability have the same opportunities as other people to make complaints to the Shire of Wyalkatchem;
- 6) People with disability have the same opportunities as other people to participate in any public consultation process with the Shire of Wyalkatchem; and,
- 7) People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Wyalkatchem.

Development of the 2017 – 2019 Disability Access and Inclusion Plan (DAIP)

Responsibility for the planning process

Council and staff have a responsibility to provide planning for the organisation and so all persons within the Shire of Wyalkatchem have a role in contributing to planning while ensuring implementation.

Staff prepare the plan, council will approve and each will have a part in funding, approval and monitoring the plan.

Since the DAIP was initiated the environmental health officer (EHO) was the main officer preparing documentation and advising on initiatives. Uniquely, the EHO was also the building surveyor allowing for a comprehensive view of the DAIP requirements.

This has not been the case since 2014 with a high rotation of officers in the (shared) EHO position. It is envisaged that the DAIP will firmly fall within the responsibilities of the Community and Economic Development Officer (CEDO) for monitoring and future plan development. This role reports to the Corporate Services Manager with accountability for the plan resting with the Chief Executive Officer.

This Plan has been drafted by the Chief Executive Officer.

Responsibility for implementing the DAIP

It is a requirement of the Disability Services Act 1993 that public authorities must take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents, and contractors. Implementation of the DAIP is the

responsibility of all areas of the Shire of Wyalkatchem. Implementation actions, timelines and accountabilities will be identified included in the Corporate Business Plan and this will be approved by Council and overseen by the Chief Executive Officer.

Communicating the plan to staff and people with disability

- On completion, a copy of the Disability Access and Inclusion Plan is distributed to other members of the Shire administration staff for comment;
- Council advertised the DAIP in its local newsletter advising that copies can be obtained from the Shire administration office, and to seek public comment on the DAIP;
- Copies of the DAIP will be made available via the Shire's website, as well as in alternative formats on request;
- As DAIPs are amended, Shire council, staff and community will be advised of the availability of updated plans;
- Staff, Agents and Contractors will receive Plan information at induction or referred to the Shire website as appropriate.

Review and evaluation mechanisms

The Disability Services Act 1993 outlines the minimum review requirements for public authorities in relation to DAIPs. The Shire of Wyalkatchem current DAIP will be reviewed at least every five years, in accordance with the Disability Services Act 1993. The DAIP Implementation Plan may be amended on a more regular basis to reflect progress and to action any access and inclusion issues as they arise. Whenever the Shire's DAIP is amended, a copy of the amended plan will be lodged with the Disability Services Commission.

The review of the existing plan, strategies and information involved all staff and Council with materials workshopped and discussed. In addition, information from events such as the age friendly workshops, strategic communication inputs and anecdotal information from service providers such as medical practitioners has been considered.

As referred to in 'Community Consultation Process' (p.12), there have been published Feedback Requests via the Wyalkatchem Weekly and the Shire website on a periodic basis prior to the review, as well as four occasions in 2017 (February, March, June and November 2017) and a number of public events with no submissions received.

Review and monitoring

All strategies and actions will be included in the shire's corporate planning and subject to corporate key performance indicators and reporting. This means that there will be regular reference in council agendas and public notices such as Shire Notes, as well as the Annual Report.

The DAIP will be reviewed and submitted to the Disability Services Commission at the end of each financial year (2 July in 2018). The report will outline what has been achieved under the Shire of Wyalkatchem DAIP.

Strategies to improve Access and Inclusion

The seven desired outcomes provide a framework for strategies aimed at improving access and inclusion for people with disabilities. The following strategies will be reflected in Council's 2017-2019 Implementation Plan, subsequent budgets and Corporate Business Plans.

Outcome 1:

People with disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Wyalkatchem:

Strategies	Timeline
Consult people with disabilities on services and accessibility requirements; Respond appropriately to service requirements; Appropriately configure 2019 Community Survey to improve access and inclusion;	Immediate and Ongoing
Actively survey and monitor Shire facilities and services to ensure equitable access and inclusion	Ongoing
Promote the inclusion of the DAIP values and goals into other Shire plans and strategies	Immediate and Ongoing
Provide events that are accessible and inclusive to people with disability	Immediate and Ongoing
Engage with appropriate entities to implement and broadcast the Shire's access and inclusion initiatives	Immediate and Ongoing

Outcome 2:

People with disability have the same opportunities as other people to access buildings and other facilities of the Shire of Wyalkatchem:

Strategies	Timeline
Identify required public building upgrades to incorporate standards for access and inclusion	Immediate and Ongoing
Deliver building works to implement mobility and disability wherever practicable	Immediate and Ongoing
Review and improve signage for colour, contrast and lettering	Immediate and Ongoing
New building works to have mobility disability access as appropriate, where required and where practicable	Immediate and Ongoing
Advocate to local businesses the benefits of accessible venues and the importance of identifying the requirements for disabled access	Immediate and Ongoing

Engage with appropriate entities to implement and broadcast the Shire's access and inclusion initiatives	Immediate and Ongoing
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Outcome 3:

People with disability receive the same level and quality of information from the Shire of Wyalkatchem in a format that will enable them to access the information as readily as other people are able to access it:

Strategies	Timeline
Identify opportunities to improve information access and introduce these wherever practicable	Immediate and Ongoing
Use minimum 12 point Arial on all documents	Immediate and Ongoing
Review and upgrade functionality of website; meet W3C standard; implement technology where practicable to improve access and inclusion	When delivery is practicable, make available (TBA).
On request, make Council and Shire information available in alternate formats to assist visually and hearing impaired persons to easily understand published information	When delivery is practicable, make available (TBA)

Outcome 4:

People with disability receive the same level and quality of service from the staff of the Shire of Wyalkatchem as other people receive from the staff of the Shire of Wyalkatchem:

Strategies	Timeline
Develop the capacity and capability of the organisation to deliver high standards of service.	Immediate and Ongoing
Make DAIP information widely available and increase disability awareness	Immediate and Ongoing
Encourage the identification of opportunities to improve the quality of service to people with disability.	Immediate and Ongoing

Outcome 5:

People with disability have the same opportunities as other people to make complaints to the Shire of Wyalkatchem:

Strategies	Timeline
Develop the capacity and capability of the organisation to deliver high standards of service.	Immediate and Ongoing

Identify opportunities to make alternate channels of complaint available.	Immediate and Ongoing
When practicable, make alternate channels of complaint available.	When delivery is practicable, make available (TBA).

Outcome 6:

People with disability have the same opportunities as other people to participate in any public consultation process with the Shire of Wyalkatchem:

Strategies	Timeline
Identify opportunities for improved consultation	Immediate and Ongoing.
Public consultation is facilitated to maximise the inclusion of persons with disability	Immediate and Ongoing
When practicable, technology and other tools is utilised to maximise the participation of persons with disability in public consultation	When delivery is practicable, make available (TBA).

Outcome 7:

People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Wyalkatchem:

Strategies	Timeline
Incorporate a statement on each position description and job advertisement that the Shire is an equal opportunity employer.	Immediate and Ongoing.
Identify opportunities for employment, training or volunteering of persons living with a disability and engage persons living with a disability when suitable candidates present.	Immediate and Ongoing.
Identify barriers to persons living with a disability serving as an elected member; identify requirements to removing barriers where practicable; and engage with the community to encourage the participation of persons with a disability to serve as an elected member.	When delivery is practicable, make available (TBA).
Undertake the monitoring of personal need associated with disability, address those needs wherever practicable and maximise opportunities to maintain employment.	Immediate and Ongoing

Appendix 1: Achievements

Progress under the Disability Access and Inclusion Plan(s):

Outcome 1:

People with disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Wyalkatchem:

- Increased number of audio books (talking books) and large print books held at the library, rotated regularly through the WA LISA rotation program. These books are located at easily accessible levels and are well signed;
- Increased level of capital works for the provision of disabled access toilets for the community (public, recreation centre, community building and aerodrome);
- Standardised font and size of print on shire website; uploading of increased level of public documents to shire website; standardised size and font on all shire documents for readability;
- Positive inter-government relationships, local government and other entities to facilitate collaboration;
- Included access and inclusion in all public plans and documents;
- Surveyed level of disability and need;
- Improved strategic planning to address access and inclusion;
- Improved access to events – for example, spacing of stalls, siting of events to access disabled toilets;
- Relocated services to community building (library and licensing) to improve access.

Outcome 2:

People with disability have the same opportunities as other people to access buildings and other facilities of the Shire of Wyalkatchem:

- Access ramps from footpaths to road surface have been provided in expanded number of areas;
- Auto door to main entrance to Shire office;

- Disabled access ramps to the Shire office and Town Hall with rails;
- Widened and increased meterage of paths;
- Mobility features in new Independent Living Units;
- Fitted automatic door, medical centre;
- Built community building with accessible features – automated door, disabled toilets, function rooms for engagement and social cohesion.

Outcome 3:

People with disability receive the same level and quality of information from the Shire of Wyalkatchem in a format that will enable them to access the information as readily as other people are able to access it:

- The Shire advertised through the local Council newsletter that Council information is available in alternative formats upon request;
- Font type and size standardised.

Outcome 4:

People with disability receive the same level and quality of information from the staff of the Shire of Wyalkatchem as other people receive from the staff of the Shire of Wyalkatchem:

- Council staff deliver a high standard of customer service and work to identify opportunities to continually improve quality and accessibility of information;
- Community Survey was made available in print, electronic and where required verbally assisted formats.

Outcome 5:

People with disability have the same opportunities as other people to make complaints to the Shire of Wyalkatchem:

- The Shire has expanded the level and amount of information through public documents, public notice and advertisements;
- On election days the Shire ensures that buildings are accessible and that modified polling booths are available;
- The Shire staff have proven themselves to be most understanding and very giving in assistance towards people with disabilities

Outcome 6:

People with disability have the same opportunities as other people to participate in any public consultation process with the Shire of Wyalkatchem:


- Shire staff and officers have assisted people with disabilities to access and be included in all Council discussions and functions on request;
- Staff provide and explain the purpose of the Council function or meetings in a professional manner;
- Additional disability related criteria included in Community Survey

Outcome 7:

People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Wyalkatchem:

- Equal Opportunity Statements included in job advertisements;
- Opportunities for volunteering presented to persons with disability;
- Applications accepted from persons with disability and two persons with identified disability interviewed;
- Staff training in the employment of person with disability;
- Employment of a person with disability on a part-time basis which will convert to full-time employment July 2018.

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

FILE REFERENCE:	13.09.01
AUTHOR'S NAME AND POSITION:	Ian McCabe Chief Executive Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	8 June 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 May 2018 as presented.**

Appendix:

There is no attachment to this item.

Purpose of this report

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

Our Purpose

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

Summary of Key Performance Indicators of the Chief Executive Officer:

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

Comment:

Calendar:

There were 23 business days in May. The CEO took five days annual leave 21 – 25 May and Mrs Claire Trenorden was acting CEO.

Craig Harris ceased as Manager of Works 4 May; Craig commenced with the Shire in September 2016 and will be re-locating to be closer to family. We wish Craig well. Details around recruitment for the position are included later in this report.

The Shire of Wyalkatchem and the CRC hosted an event to mark Road Safety Week on 1 May. Congratulations to organisers Ella McDonald and Sarah Hammond on a very successful launch to the week.

The regular works team safety meeting took place 3 May and included a presentation from Bree Phillips, Wheatbelt flora conservation officer with the Department of Biodiversity, Conservation and Attractions. Ms Phillips presented examples of rare flora within the Shire of Wyalkatchem; how these are indicated by road-side markers; and discussed how rare flora and roadworks can be managed.

Unplanned leave in the month was 8.0 works days for four staff members (one work day, one person in administration; 7.0 days, three persons in works). In all cases of unplanned leave, the Shire follows due process with support for all employees within the law and Council policy.

Council:

Council had a very useful and productive meeting with the Executive (management) Committee of CEACA, the Central East Aged Care Alliance Inc. on 10 May.

The membership of CEACA is comprised of eleven local governments but has the vision of including community membership in becoming an independent provider of aged accommodation and services to our seniors' community throughout the Wheatbelt. Wyalkatchem has been a key driver of this initiative and invited the committee to meet Council to enable information exchange and relationship building.

The Shire of Wyalkatchem, as a member of CEACA, is facilitating work toward an agreement between CEACA and the Wyalkatchem Senior Citizens' Homes Trust Inc. that will see CEACA build four independent living units on the Wilson Street site in 2018/19. This will bring the total number of independent living units in Wyalkatchem to 18 with eight constructed in the period 2016-19. The four CEACA units are part of a 72 units project being constructed with earthworks recently commencing at Merredin and Kellerberrin.

Council met in workshop 10 May and discussed the CEACA project; Council's 2018/19 budget; recruitment of the Works Manager (management note follows); a draft social media and communications policy (refer Council Minutes May 2018); correspondence from the community regarding Wallambin Lodge (management note follows); broadcast correspondence from Hon. Mick Murray MLA, the Minister for Seniors and Ageing; Volunteering; Sport and Recreation (about being more self-sufficient in regard to sports facilities); an RAC survey on transport priorities; the draft May Council agenda; Auspire / Australia Day Council and Australia Day; and operational updates from staff.

A Special Meeting of Council was held 10 May to endorse a preferred candidate for Manager of Works and authorise contract negotiation (see management note about Manager of Works' recruitment).

Council held an ordinary meeting 17 May and made decisions about minutes for the meetings 19 and 26 April and 10 May 2018; to receive statutory financial reports; to conditionally approve a Development Application for a moveable building; to approve Mrs Claire Trenorden to act as CEO 21-25 May inclusive (McCabe annual leave) as well as the period 25 June to 20 July inclusive (McCabe annual leave from 25 June and ceasing 30 June and Ms Taryn Dayman commencing 23 July 2018); to endorse a social media and communications policy; and to receive officer reports.

Management:

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

- Community
- Accountability;

- Respect;
- Excellence;
- Safety First.

The CEO represented the Shire with Cr Davies at CEACA in Kellerberrin 2 May; with Cr Davies, 15 May, met with community group Wyalkatchem Community Care and health professionals to discuss the nature of peaks and troughs in occupancy of Wallambin Lodge and aged care generally; and as CEO of NEWROC (North Eastern Wheatbelt Regional Organisation of Councils) with John Nuttall, CEO Shire of Mount Marshall and representatives of Crisp Wireless, 30 May at Northam, to discuss the NEWROC telecommunications project.

Key meetings in May included: 11 May with Claire Trenorden, Manager Corporate Services and representatives of Grant Thornton, auditors, by phone, to discuss preparations for interim audit June 2018; 17 May with Dr Awogun, regular business meeting; 17 May with Subin Daniel, acting administrator, Wyalkatchem-Koorda District Hospital, regular business meeting; 20 May Senior Sergeant Mark Tobiassen, WA Police, regional policing.

Management work in May included various matters related to staff, facilities and community relations, regular operational work and meetings with staff; preparation of budget; policy development; the review of local emergency management arrangements; the preparation and approval of information to Council; the review and approval of senior officer position descriptions; the review and preparation for Council of a revised Code of Conduct; the recruitment of works manager.

The recruitment of the Manager of Works is an activity of major importance to the Shire. The recruitment of the works' manager commenced promptly and fourteen applicants were received with a good short-list of four interviewed. Council identified a preferred candidate at the Special Meeting 10 May but unfortunately contract agreement with the candidate was not fulfilled. The position was re-advertised 18 May 2018, closing 1 June. Sixteen applications were received with several in similar roles at other local governments but an over-representation from allied industries without direct experience in roads construction. This made short-listing difficult but three candidates were short-listed with interviews taking place 5 June. Council is expected to consider the candidates and authorise an offer of employment to be made by 8 June.

The invitation to Council and the CEO to meet to discuss the Wallambin Lodge took place at the hospital 15 May with the CEO and Cr Davies attending. Doctor Awogun, hospital administrator Subin Daniel and members of Wyalkatchem Community Care

attended also. The latter group expressed a natural concern for the success of the Lodge and for the provision of health and aged services generally. The exchange of information and opinions by all attending the meeting did see an understanding of the challenges facing a small community in providing major services such as health and aged care. It was recognised that occupancy at the Lodge will alter over time and importantly the Lodge, the provision of aged housing and health services are all reliant on utilisation. A key to this is for all community members to be aware that funding and facilities are only provided where need is clearly demonstrated to other tiers of Government so it's important to register for Home and Community Care (HACC), in-home care packages or other services to whatever degree these may be required. Any community member or their families should discuss with their doctor, the hospital staff or a trusted community worker what these services mean and how they might fit with your family's needs now or into the future.

For the wider community, it's important that even while our older members of the community are still vital and independent, they still receive any degree of support. Any incremental service adds up in identifying to Government the level of need required and will assist in retaining our health professionals in the region – hospitals, doctor, carers, allied health providers or administrators – and to realise this will have an impact on whether the state or local governments will add to housing or services or retain what is currently available.

Being able to support others or your family goes wider still to the success of businesses and the vitality of community groups and cohesion across the district and the region. Any loss of a friend or family member to another location means we all lose a friend or family member, a neighbour, a source of our collective history and culture. There is no good reason not to have the discussion with your doctor or trusted health professional about how can you remain in the community as your health or mobility changes.

My thanks to Mrs Claire Trenorden for her assistance in my absence while on annual leave.

It's my intention to tender my June report as a late item for this meeting.

Council commitments in June / July 2018 include:

- 22 June CEO ceases (annual leave 25 – 29 June, end of contract period 30 June 2018); Mrs Claire Trenorden, acting CEO 25 June to 20 July, inclusive; Ms Taryn Dayman, CEO designate, commencing as CEO, Shire of Wyalkatchem, Monday 23 July 2018;

- 28 June Kellerberrin WALGA (WA Local Government Association) zone meeting;
- 5 July Council workshop;
- 19 July Ordinary meeting of Council;
- 23 July CEO commencement date.

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:

Moved: **Seconded:**

Officer Recommendation:


That Council resolve the following:

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

Vote:

**8.4.2 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL – WORKS
MANAGER – No Report this Month**

**8.4.3 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL – GOVERNANCE
AND EMERGENCY – MAY 2018**

FILE REFERENCE:	13.09.01
AUTHOR'S NAME AND POSITION:	Ella McDonald Administration Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	30 April 2018
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
STRATEGIC COMMUNITY PLAN REFERENCE	1 – Healthy, strong and connected communities. 2 – A prosperous and dynamic district. 4 – An effective voice. 5 – A well-managed and effective Council organisation. 6 – Well utilized and effectively managed facilities and assets

SUMMARY:

That Council resolve the following:

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

Appendix

Appendix 1 – Local Emergency Management Arrangements Progress Report May 2018

Emergency Services

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

A Road Safety Week morning tea was held Tuesday 1 May. The theme for Road Safety Week (29 April to 6 May 2018) overall was “Drive so Others Survive” and the daily theme for the Tuesday was “Protect those who help us – First Responders”. The Community and Economic Development Officer together with the Governance and Emergency Officer planned and hosted the morning tea at the Wyalkatchem Community Resource Centre to honour our local first responders and to promote the Road Safety message. The event was attended by four St John Ambulance Representatives and 16 members of the public, with the feedback being received largely positive. The morning tea was reported on in both the Road Safety Commission newsletter and the WALGA RoadWise newsletter.

A quarterly report was submitted to the Office of Emergency Management on Tuesday 1 May for the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) risk project that

is being facilitated by Mrs Rachel Nightingale. The project is progressing well, with almost all supporting material having been finished for the participating Shires – the physical workshops are being scheduled one at a time for completion.

Automatic Vehicle Location checks and vehicle audits were completed on all three bushfire brigade appliances on Thursday 3 May. The Governance and Emergency Officer accompanied Department of Fire and Emergency Services (DFES) District Officer Daniel Hendriksen to the on-site inspections. All vehicles were found in good repair and the Automatic Vehicle Location is functioning in all three also.

A Crew Protection Due Diligence Review was submitted to the Future Fleet department at DFES on Tuesday 8 May. This was a feedback form regarding the fitting of complete crew protection to the Wyalkatchem Bushfire Brigade's truck. Mr Kim Hutchison from Future Fleet made contact with the Governance and Emergency Officer on Tuesday 22 May to report that the Fast Attack vehicles (assigned to the Nalkain and Yorkrakine brigades) may also be fitted with complete crew protection in the 2018/2019 financial year as new funding has been announced, coming into effect 1 July 2018. The Shire will follow up on this in the new financial year.

The Governance and Emergency Officer and Chief Executive Officer Ian McCabe met with Mrs Yvette Grigg from the Office of Emergency Management on Friday 11 May to discuss the upcoming Local Emergency Management Arrangements (LEMA) review. The current document will be revised and updated as required. It is the intention of the Governance and Emergency Officer that a draft be ready for workshopping at the August meeting of the Local Emergency Management Committee, with an estimated project completion date of October 2018. The arrangements must then be submitted to the State Emergency Management Committee by June 2019 for endorsement. For a record of work completed on the LEMA review in May, please refer to Appendix 1.

The Annual and Preparedness Report Capability Survey was received once again, the Governance and Emergency Officer completed the survey in consultation with Chief Executive Officer and it was submitted to the Office of Emergency Management on Wednesday 16 May. The survey highlighted some areas requiring some thought and possible room for improvement – these areas will be addressed during the LEMA review.

Work began on the budgeted project of installation of water tanks for bush firefighting purposes. In consultation with Chief Bush Fire Control Officer Trent Tyler, the north-eastern corner of the Shire was identified as the area with the most pressing need for an emergency water source. The Elliot Nature Reserve (Corner Elsegood and McNee Roads) was identified as the location of choice, due to location, proximity to a water main and its capacity to house the tanks, allowing for enough room for a truck to perform a U-turn if required. This reserve is jointly vested with the Department of Biodiversity, Conservation and Attractions (Parks and Wildlife Service). The Governance and Emergency Officer contacted the Wheatbelt Headquarters of the Department on Monday 21 May in order to seek permission to erect the tanks on the site. A response was received from Mr David Jolliffe on Wednesday 23 May explaining the required information and a basic outline of the process involved. An on-site meeting was scheduled between the Shire and Parks and Wildlife for Friday 8 June.

A review of the Bushfires – General policy was completed by the Governance and Emergency Officer and the Chief Executive Officer. The policy was renamed “Management of Bushfires” and several alterations were made to the content of the document. Consultation was sought from Chief Bush Fire Control Officer Trent Tyler in regards to the operational aspects of the policy, ensuring an across-the-board approach was taken towards the review. The policy will be workshopped and put to Council in June 2018.

Health and Safety

There were three hazard reports and one incident report submitted in May, all of which will be discussed at the June safety meeting.

A complete audit of Pre-Start forms was completed in May – minor updates and changes were made to all forms. Consultation was sought from works crew Leading Hands Ashley Sutherland (Roads) and Robert Hodges (Parks and Gardens) during the audit. The changes were discussed with administration staff during a team meeting on Tuesday 15 May. Operational decisions were made to ensure pre-starts are completed regularly on all Shire vehicles and plant, including small vehicles. The forms have been distributed to staff with no major issues reported back as yet. All forms and documents related to Occupational Health and Safety are reviewed regularly and updated as required, with a complete overhaul-style review of Pre-Start forms having been programmed to be completed annually.

A Pre-Start register was developed by the Governance and Emergency Officer - all completed pre-starts are now recorded in the register and then kept on file for future reference. This process will assist in keeping accurate records on Shire plant and equipment, for servicing, repair and maintenance purposes.

Consultation continued with Shire Insurer LGIS regarding the updating of evacuation diagrams in Council facilities. LGIS have engaged independent contractor Chris Knight to complete the project. A draft example of an evacuation diagram was submitted to the Shire and approval of the format was given to Mr Knight on Tuesday 1 May. The drafts were received from LGIS Monday 28 May for review by the Governance and Emergency Officer. Once reviews are complete they will be returned to LGIS for final edits and orientation. Evacuation marshal training will be scheduled for later in the year.

Chris Gilmour, Regional Risk Coordinator from LGIS, proposed an online training platform that will, in its preliminary stages, host inductions for new employees and Shire contractors. This initiative has been rolled out in the Goldfields region with success and is now being brought into the Greater Eastern Wheatbelt region. The Chief Executive Officer and the Governance and Emergency Officer requested a meeting with Mr Gilmour in order to assess the platform’s

suitability for the Shire. Due to time constraints this meeting has been pencilled in for August 2018.

Governance

The Code of Conduct was reviewed against the WALGA model Code of Conduct, with the Governance and Emergency Officer and the Chief Executive Officer meeting on Wednesday 16 May to review both Codes and discuss arrangements for the implementation of the revised Code of Conduct. Minor changes and additions were agreed upon and a draft Code of Conduct was prepared, with a review of the draft taking place on Tuesday 29 May. A final draft was prepared and distributed to Council for consideration the same day.

Notification was received from the Department of Home Affairs on Monday 21 May that one Wyalkatchem citizen has been approved for Australian citizenship. The Governance and Emergency Officer began preparations for the ceremony, which has been scheduled for Thursday 5 July.

Consultation:

Ian McCabe	Chief Executive Officer, Shire of Wyalkatchem
Sarah Bolt	Community and Economic Development Officer, Shire of Wyalkatchem
Yvette Grigg	District Advisor, Office of Emergency Management
Daniel Hendriksen	District Officer, Department of Fire and Emergency Services
Ashley Sutherland	Leading Hand – Roads, Shire of Wyalkatchem
Robert Hodges	Leading Hand – Parks and Gardens, Shire of Wyalkatchem
Rachel Nightingale	Facilitator, NEWROC Risk Project
Chris Gilmour	Regional Risk Coordinator, LGIS
Cliff Simpson	Road Safety Advisor, WALGA RoadWise
Claire Thomas	Road Safety Commission
Trent Tyler	Chief Bush Fire Control Officer, Wyalkatchem
Kim Hutchison	Future Fleet, Department of Fire and Emergency Services
Adam Daymond	Perth Citizenship Section, Department of Home Affairs
David Jolliffe	Department of Biodiversity, Conservation and Attractions

Statutory Environment:

Local Government Act 1995
Occupational Safety and Health Act 1984
Occupational Safety and Health Regulations 1996
Bush Fires Act 1954
Bush Fires Regulations 1954

Policy Implications:

There is no Council Policy relative to this report.

Financial Implications

There are no financial implications relative to this item.

Strategic Plan/Risk Implications

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

Voting Requirements Simple Majority

Council Decision Number:

Moved: **Seconded:**

Officer Recommendation:

That Council resolve the following:


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

Vote:

LEMA Progress Report: May 2018

Task:	Status at EOM
Completed research on Australasian Inter-Service Incident Management System (AIIMS) in preparation for LEMA review	Complete
Familiarisation with <i>Emergency Management Act 2005</i> and <i>Emergency Management Regulations 2006</i>	Complete
Completed audit and update of the "General Acronyms" as per SEMC acronyms	Complete pending LEMC approval
Completed audit and update of the "Glossary of Terms" as per SEMC Glossary	Complete pending LEMC approval
Place call for public submissions for LEMA review in Wylie Weekly, on Shire website and on CRC Facebook page	Complete
Completed formatting and editing of "Introduction" section of the LEMA	Complete pending LEMC approval
Completed formatting and editing of "Coordination of Emergencies" section of the LEMA	Complete pending LEMC approval
Emailed Wyalkatchem IGA seeking arrangement for after hours opening of store in the event of an emergency	Complete - Affirmative response received
Emailed Wylie Community Meats seeking arrangement for after hours opening of store in the event of an emergency	Complete - Affirmative response received
Emailed CRC asking permission to list them as a meeting place for Incident Support Group	Complete - Affirmative response received
Begin compiling contacts and resources list - make contact with listed agencies and individuals to ensure information is up to date	In progress
Send draft Introduction section of LEMA to LEMC and Council for feedback	Complete - Awaiting feedback
Draft an "Evacuation Record" to be used to record evacuees in the event an emergency situation requiring evacuation arises	Complete pending LEMC approval

8.4.4 GOVERNANCE – REPORTING - PRINCIPAL ENVIRONMENTAL HEALTH OFFICER: May 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:	5 June 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 May 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 3, 10, 17 and 24 of May respectively.

Food Premises and Public Buildings Inspections:

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

- Wyalkatchem Roadhouse
- Wylie News and Lotteries
- Wyalkatchem Hotel

In addition to the Food Premises inspection, the PEHO also completed a public building routine assessment of Wyalkatchem Hotel.

All inspections returned good results.

Food Recall:

The Department of Health (WA) has distributed food recalls in the month of May for Coles Mini Classics Ice Creams 360mL - Vanilla (with best before 16/04/2020 and 17/04/2020) and Classic Almond (best before 18/04/2020).

The recalled product has been available for sale since May 2018 in Coles Supermarkets, Coles Online, and Coles Express in NSW, QLD, ACT, and WA. The recall is due to the potential presence of metal fragments. Consumers should not eat these products.

Town Planning Scheme

The Principal Environment Health Officer investigated one reported incident of unauthorised use of a property as per the town planning scheme. The investigation is ongoing.

Camping other than at a Caravan Park or Camping Ground:

The Principal Environmental Health Officer investigated one reported incident of a resident camping on a private property without Council approval, which is forbidden under the *Caravan Parks and Camping Grounds Regulations 1997*. The Principal Environmental Health Officer contacted the owner of the property and the matter was resolved.

Noise Pollution:

The Principal Environmental Health Officer has developed an information note on noise and a form for investigation of any noise related complaint. The *Environmental Protection (Noise) Regulations 1997* set out the prescribed standard for noise control under the *Environmental Protection Act 1986*. The Regulations deal with noise passing from one premise to another. Unwanted or unreasonable noise can have a significant impact on our health and the amenity of the area. Individuals experiencing an unreasonable level of noise from a neighbouring property will be advised to read our "Information on Noise" leaflet and also to discuss the issue with the individual responsible for the noise. If the noise problem persists; an individual can lodge a formal complaint with Shire's Principal Environmental Health Officer by completing a "Noise Complaint Form" and returning it to the Shire office.

Consultation:

Mr Ian McCabe, Chief Executive Officer

Ms Ella McDonald, Administration Officer - Governance and Emergency

Statutory Environment:

Food Act 2008

Health (Miscellaneous Provisions) Act 1911

Environmental Protection Act 1986

Shire of Wyalkatchem Local Planning Scheme 4.

Shire of Wyalkatchem Health Local Laws 2002

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:

Moved:

Seconded:


Officer Recommendation:

That Council resolves the following:

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

Vote:

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

FILE REFERENCE:	13.09.01
AUTHOR'S NAME AND POSITION:	Sarah Bolt Administration Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	5 June 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 May 2018 as presented.**

Appendix: NIL

Comment:

The Community and Economic Development Officer met with CRC Co-Ordinator Craig Cooper, Tracey Print Sergeant Wyalkatchem Police, Nathan Eley Constable Wyalkatchem Police to discuss possible activities and ventures targeting local youth. It was proposed to meet again in June and to invite Wyalkatchem District High School Principal Colin Fergusson along with two student representative to discuss their views and interest for local youth.

The Community and Economic Development Officer and CRC Co-Ordinator Craig Cooper attended a Wheatbelt CRC meeting held on Monday 14 May at the Narembeen Rec Centre. This meeting was to follow up with Wheatbelt Business Network to discuss the outcomes of the meetings with the Minister and the departmental Director-General; Workshop the solutions identified at the meeting on 20 April 2018; gather feedback on the funding cuts and if there were any points that

required clarification or suggestions on how the cut is implemented; the future of the traineeship program; and develop a collective response to the letter received from DPIRD.

The Community and Economic Development Officer attended the roller-skating AGM on Monday 14 May, the season has been opened again seniors will commence Friday 25 May, run by Clive Davies and juniors will commence Monday 28 May, run by Erin Holdsworth and both will be held fortnightly for terms two and three.

Expressions of interest were published in the Wylie Weekly and surrounding town papers, flyers were also sent to day care providers in surrounding towns, to find any interested persons to provide a family day care service for Wyalkatchem.

Expressions of interest are due by 4pm Wednesday 6 June.

The Community and Economic Development Officer contacted Linda Vernon, NewTravel Tourism Officer, to gather introductory information to NewTravel/Wheatbelt Way which was then passed onto the new owners of the Wyalkatchem Caravan Park, Susan Eltringham and Tom Nelson. Susan and Tom were very interested in Wheatbelt Way and have asked to be kept informed of any relevant information we receive.

The Community and Economic Development Officer attended a number of community events this month, on Friday the 25 May a volunteer week breakfast was held by the Wyalkatchem Community Resource Centre. It was a very well attended event with 13 community members from numerous community groups and clubs receiving nominations. All 13 nominees received a small prize to thank them for all they do for their group and the community. The Cancer Council's Australia's Biggest Morning tea was held on Wednesday 30 May at the Wyalkatchem District High School Library. Students and staff had been busy baking and creating decorations for the library, they had organised raffles and were busy making cups of tea, it was a well-attended event.

Pioneers' Pathway meeting was held in Toodyay on Tuesday 29 May at the Wicklow Shearing Shed. The new website is in the process of being re developed and is scheduled to be live by June 30. Information has been collected from each town in regard to a local Pioneer that links to an attraction in town, the stories of each town were discussed along with any feedback on strengths or weaknesses in their choice of story. A short list of copy writers has been made with one writer being chosen who will be contacted by Linda Vernon, Pioneers' Pathway Executive Officer, to discuss a contract and timeframe. Drafts are expected by 30 September 2018, with final stories to be completed by 30 November 2018.

The Community and Economic Development Officer attended a business after hours meeting conducted by Wheatbelt Business Network. The meeting was run by Amanda Walker, WBN Chair and owner of Yerecoin Traders, who share tips and tricks for promoting the buy local message. A SWOT (Strengths, Weaknesses, Opportunities and Threats) was done on local business in Wyalkatchem which will be compiled into a report and sent to all those that attended for referral. The meeting was well attended by a number of local businesses. Amanda also gave updates on

Wheatbelt Business Network projects, such as their HR toolbox, the Wheatbelt business excellence awards and advocacy work.

Consultation:

Ian McCabe	Chief Executive Officer
Claire Trenorden	Manager of Corporate Services
Emma Grant	HASS/English/The Arts Teacher WDHS
Craig Cooper	CRC Co-Ordinator
Tracey Print	Sargent Wyalkatchem Police
Nathan Eley	Constable Wyalkatchem Police
Wendy Chapman	Library Officer WDHS
Linda Vernon	Pioneers' Pathway Executive Officer
Amanda Walker	Wheatbelt Business Network chair and owner of Yerecoin Traders.

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:

Moved:

Seconded:


Officer Recommendation:

That Council Resolve the Following

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

Vote:

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

FILE REFERENCE:	13.09.01
AUTHOR'S NAME AND POSITION:	Tegan McCarthy Administration Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	5 June 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 May 2018 as presented.**

Appendix: NIL

Comment:

There was no major activity in Property in May.

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

There were no project or strategic duties in May.

In June, there will be a risk review of Council facilities in partnership with insurer LGIS; the benefit of this review is to identify maintenance and compliance issues and therefore lower the cost of insurance to the scheme.

Consultation:

Claire Trenorden	Manager of Corporate Services Shire of Wyalkatchem
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Statutory Environment:

There is no statutory environment relevant to this issue

Policy Implications:

There is no Council Policy relative to this report.

Voting Requirements: Simple Majority

Council Decision Number:

Moved: **Seconded:**

Officer Recommendation:

That Council resolve the following:

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

Vote:

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