



SHIRE OF WYALKATCHEM



SEPTEMBER 2019

ATTACHMENTS

LIST OF ATTACHMENTS

- | | | |
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| 1. | 7.1.1 | Ordinary Meeting of Council Minutes - 15 August 2019 |
| 2. | 7.2.1 | NEWROC Executive Meeting Minutes - 27 August 2019 |
| 3. | 7.2.2 | Northam DOAC Meeting Minutes Binder - 12 March 2019 |
| 4. | 7.2.3 | Audit and Risk Committee Meeting Minutes - 15 August 2019 |
| 5. | 10.1.1 | Payment Listing – August 2019 |
| 6. | 10.2.1 | Credit Card Declaration and Statement - August 2019 Monthly |
| 7. | 10.1.3 | Financial Report – August 2019 |
| 8. | 10.2.3 | Permission to Collect Native Flora Request |
| 9. | 14.2.2 | RFT 01 - 1920 Wyalkatchem Aquatic Centre |
| 10. | 15.1 | Information Bulletin |



MINUTES OF THE ORDINARY MEETING OF COUNCIL

**HELD ON
THURSDAY, 15 August 2019**

**Council Chambers
Honour Avenue
Wyalkatchem
Commencement 3:37pm
Closure 4:35pm**

Preface

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

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

Unconfirmed Minutes

These minutes were approved for distribution on 16 August 2019.



Taryn Dayman

Chief Executive Officer

Disclaimer

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

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1. DECLARATION OF OPENING

The Chairperson, Shire President Cr Davies opened the meeting at 3:37pm.

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

Nil

2.2. Declaration of Public Question Time opened

Public Question Time opened at 3:37pm.

2.3. Declaration of Public Question Time closed

Public question Time closed at 3:37pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

Members:	Cr. Quentin Davies	President (Presiding Member)
	Cr. Owen Garner	
	Cr. Emma Holdsworth	
	Cr. Stephen Gamble	
	Cr. Fred Butt	
	Cr. Heather Metcalfe	

Staff:	Taryn Dayman	Chief Executive Officer
	Stephanie Elvidge	Governance Executive Officer

Apologies:	Darryn Watkins	Manager of Works
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3.2. Approved Leave of Absence

Nil

3.3. Applications for Leave of Absence

Cr Metcalfe made application for a leave of absence for the Ordinary Meeting of Council on the 19th September 2019.

COUNCIL RESOLUTION:

(93 /2019) Moved: Cr Holdsworth

Seconded: Cr Garner

That Council grants Cr Metcalfe leave of absence for the September Ordinary Meeting of Council (19th September 2019).

CARRIED 6/0

4. OBITUARIES

It was advised that Mr John Trenorden recently passed away.

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.1. Petitions

Nil

5.2. Deputations

Nil

5.3. Presentations

Nil

6. DECLARATIONS OF INTEREST

6.1. Financial and Proximity Interest

Nil

6.2. Impartiality Interests

Nil

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 18 July 2019

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 18 July 2019 (Attachment 7.1.1)

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 18 July 2019 (Attachment 7.1.1) be confirmed as a true and correct record.

COUNCIL RESOLUTION:

(94 /2019) Moved: Cr Butt

Seconded: Cr Holdsworth

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 18 July 2019 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 6/0

7.1.2. Special Meeting of Council – 5 August 2019

Minutes of the Shire of Wyalkatchem Special Meeting held on Thursday 5 August 2019 (Attachment 7.1.2)

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Special Meeting of Council of Thursday 5 August 2019 (Attachment 7.1.2) be confirmed as a true and correct record.

COUNCIL RESOLUTION:

(95 /2019) Moved: Cr Gamble

Seconded: Cr Garner

That the minutes of the Shire of Wyalkatchem Special Meeting of Council of Thursday 5 August 2019 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 6/0

7.2. Receipt of Minutes

7.2.1. NEWROC Council Minutes – 23 July 2019

Minutes of the NEWROC Executive Meeting held on Tuesday 23 July 2019 (Attachment 7.2.1)

OFFICER RECOMMENDATION:

That the minutes of the NEWROC Executive Meeting of Tuesday 23 July 2019 (Attachment 7.2.1) be received by Council.

COUNCIL RESOLUTION:

(96 /2019) Moved: Cr Metcalfe

Seconded: Cr Garner

That the minutes of the NEWROC Executive Meeting of Tuesday 23 July 2019 (Attachment 7.2.1) be received by Council.

CARRIED 6/0

7.2.2. WALGA Great Eastern Country Zone Minutes – 27 June 2019

Minutes of the WALGA Great Eastern Country Zone Meeting held on Thursday 27 June 2019 (Attachment 7.2.4)

OFFICER RECOMMENDATION:

That the minutes of the WALGA Great Eastern Country Zone Meeting of Thursday 27 June 2019 (Attachment 7.2.4) be received by Council.

COUNCIL RESOLUTION:

(97 /2019) Moved: Cr Holdsworth

Seconded: Cr Butt

That the minutes of the WALGA Great Eastern Country Zone Meeting of Thursday 27 June 2019 (Attachment 7.2.1) be received by Council.

CARRIED 6/0

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Davies thanked Ms Dayman and the staff for arranging the Community Workshops which were well attended.

Cr Davies provided an update on the Local Government Convention that he and the CEO attended last week.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – JULY 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	5 August 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 Accounts for Payment – July 2019

SUMMARY

To provide Council with a list of accounts paid by the Chief Executive Officer in accordance with its delegated authority and for Council to endorse the payments made for the prior month.

BACKGROUND

In accordance with the *Local Government (Financial Management) Regulations 1996, s13(1)*, If a local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared.

A list prepared under sub regulation (1) is to be –

- a. Presented to the council at the next ordinary meeting of the council after the list is prepared; and
- b. Recorded in the minutes of that meeting.

Council has delegated to the CEO (delegation number 1.2.17) the power to make payments from the municipal fund or trust fund.

COMMENT

A payment listing for the month of July 2019 is presented for Council for their endorsement and includes payments made via cheque, Electronic Funds Transfer (EFT) and Direct Debit.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$0.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations, S13.1

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2019/2020 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
5.4	Robust and accountable business and financial processes	5.4.2	Ensure efficient use of resources

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the following payments for the month of July 2019:

1. *Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$181,896.36;*
2. *Direct Debit (DD) payments in the Municipal Fund totalling \$22,365.46;*
3. *Payroll Journal (JNL) payments in the Municipal Fund totalling \$61,538.75;*
4. *Reserve Journal (JNL) payments in the Reserve Fund totalling \$800,928.00.*
5. *Total payments for July 2019 being \$1,066,728.57.*

COUNCIL RESOLUTION:

(98 /2019) Moved: Cr Gamble

Seconded: Cr Holdsworth

That Council endorse the following payments for the month of July 2019:

1. ***Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$181,896.36;***
2. ***Direct Debit (DD) payments in the Municipal Fund totalling \$22,365.46;***
3. ***Payroll Journal (JNL) payments in the Municipal Fund totalling \$61,538.75;***
4. ***Reserve Journal (JNL) payments in the Reserve Fund totalling \$800,928.00.***
5. ***Total payments for July 2019 being \$1,066,728.57.***

CARRIED 6/0

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – JULY 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	5 August 2019
Reporting Officer:	Sheldon Cox, Finance and Administration Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.2. Credit Card Statement + Declaration – June 2019

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 29 May 2019 to 28 June 2019.

BACKGROUND

This information is provided to Council on a monthly basis in accordance with the provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Council is presented with the monthly accounts for payment at each Council meeting, providing information of payments made for the reporting period (note attachment 10.1.2). This report includes the monthly payment of the credit card debit to the National Australia Bank.

COMMENT

Accountability in local government can be multifaceted, as council seek to achieve diverse social, political and financial goals for the community benefit. The accountability principles of local government are based on strong financial probity, financial propriety, adherence to conflict of interest principals and expectations that the local government is fully accountable for community resources.

This report provides Council with detailed information of purchases paid using the Shire of Wyalkatchem Corporate Credit Cards.

A monthly review of credit card use is independently assessed by the Finance and Administration Officer, to confirm that all expenditure has been occurred, is for the Shire of Wyalkatchem and has been made in accordance with Council policy, procedures and the Local Government Act 1995 and associated regulations. The review by the Finance and Administration Officer also ensures that misuse of any corporate credit card can be readily detected.

This review has been conducted and no issues are evident and all areas of compliance have been met.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 6 – Financial Management s.6.4

Local Government (Financial Management) Regulations 1996, R34

POLICY IMPLICATIONS

Policy Number 2.1 – Purchasing Policy.

Policy Number 2.3 – Credit Card Policy.

FINANCIAL IMPLICATIONS

Financial implications and performance to budget are reported to Council on a monthly basis. In this regard, expenditure must be in accordance with the 2019/2020 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council in accordance with attachment 10.1.2, endorse credit card payments made for the period 29 May to 28 June 2019, totalling \$1,491.30

COUNCIL RESOLUTION:

(99 /2019) Moved: Cr Gamble

Seconded: Cr Garner

That Council in accordance with attachment 10.1.2, endorse credit card payments made for the period 29 May to 28 June 2019, totalling \$1,491.30

CARRIED 6/0

10.1.3. MONTHLY FINANCIAL REPORT – JULY 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	5 August 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.3. – Statement of Financial Activity

SUMMARY

For Council to review and accept the monthly financial report for the period ending 31 July 2019.

BACKGROUND

The *Local Government (Financial Management) Regulations 34* states that a local government must prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d) and states the information required to be included in the financial activity reporting.

Council has adopted a material variance on 10% with a minimum value of \$10,000.

COMMENT

Financial activity reports have been prepared in accordance with the *Local Government (Financial Management) Regulations (34)*, including reporting on the variances between budgeted and actual expenditure.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 6 – Financial Management S6.4
Local Government (Financial Management) Regulations, R34

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Nil – Monthly Statement of Financial Activity reporting on council's current financial position.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
5.4	Robust and accountable business and financial processes	5.4.2	Ensure efficient use of resources

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Statement of Financial Activity for the month ending 31 July 2019, as included in Attachment 10.1.3 as presented, and notes any material variances.

COUNCIL RESOLUTION:

(100 /2019) Moved: Cr Garner

Seconded: Cr Holdsworth

That Council accepts the Statement of Financial Activity for the month ending 31 July 2019, as included in Attachment 10.1.3 as presented, and notes any material variances.

CARRIED 6/0

10.2. GOVERNANCE AND COMPLIANCE

10.2.1. OFFICERS REPORT – CHIEF EXECUTIVE OFFICER – JULY 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	5 August 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

SUMMARY

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

COMMENT

In the month of July 2019 the CEO has attended the following meetings and events.

- CEACA – Special Meeting
- CEACA – General Meeting
- ITVision – Project Briefing meetings
- Tennis Relocation Working Group meeting
- RRG Meeting
- Council Workshops
- Council Meeting
- Shire of Dowerin meeting
- NEWROC Executive Meeting
- Gordon Fairman, WA Police
- Graeme Hall, Tennis West & Tennis Relocation working group onsite meeting

The CEO commitments in August 2019 include;

- Special Meeting of Council – Budget Adoption
- LG Convention
- Council Meeting
- Tennis Relocation Working Group meeting
- NEWROC council meeting

SynergySoft

The implementation of SynergySoft has been completed with the shire going live 1 July 2019. ITVision has been onsite providing training, as well as being available offsite. Staff will be able to utilise a priority client support for a period of six weeks, while learning how to use the system. Procedures, guidelines and templates currently under review to be in line with the new system and achieving best practice.

Manager of Corporate Services

The contract with the Acting Manager of Corporate services has been terminated. The CEO will look to upskill the current Finance and Administration Officer to complete some of the monthly financial tasks. In the interim, the CEO will oversee the management of finances, including financial reporting.

Manger of Works

Applications for the Manager of Works closed on the 31 July 2019. Applications are currently being reviewed and will be shortlisted for interview.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

		5.3.6	Implement best practice people management policies and practices.
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VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Chief Executive Officers Report for the month of July 2019.

COUNCIL RESOLUTION:

(101 /2019) Moved: Cr Holdsworth

Seconded: Cr Gamble

That Council accepts the Chief Executive Officers Report for the month of July 2019.

CARRIED 6/0

Cr Garner left the meeting at 4:07pm

Cr Holdsworth left the meeting at 4:07pm

Cr Garner returned to the meeting at 4:08pm

Cr Holdsworth returned to the meeting at 4:10pm

10.2.2. OFFICERS REPORT – PRINCIPAL ENVIRONMENTAL HEALTH – JULY 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	06 August 2019
Reporting Officer:	Peter Toboss – Principal Environmental Health Officer
Disclosure of Interest:	NIL
File Number:	13.09.01
Attachment Reference:	NIL

SUMMARY

Council is to consider and accept the Principal Environmental Health Officer report for July 2019 as presented.

BACKGROUND

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

COMMENT

The Principal Environmental Health Officer attends the Wyalkatchem office each Thursday. The PEHO attended the Wyalkatchem office on 4, and 25 of July respectively.

HEALTH, BUILDING AND PLANNING ENQUIRIES

The PEHO completed a total of eight (6) health, building and planning enquiries completed in July 2019.

FOOD PREMISES & PUBLIC BUILDINGS INSPECTION

Nil.

TOWN PLANNING SCHEME

The Principal Environment Health Officer inspected a property within the town site of Wyalkatchem to be used as a caretaker's dwelling as per the town planning scheme. An application was received. Following a consultation with the Shire's Town planner, it was determined that the land is zoned Commercial in which an 'Office' use is a 'P' (permitted) use. Therefore, development approval of the local government is not required for a development that is a use identified in this Scheme as a use that is permitted in the zone in which the development is located.

WASTEWATER TRAINING

The PEHO a three day Land Capability Assessment (LCA) for On-Site Wastewater Management Course from 16 to 18 July 2019, organised by Department of Health WA and Centre for Environmental Training (CET). The course covered areas of planning, design, installation, regulation, management, and performance supervision of on-site and decentralised wastewater management systems. It was particularly relevant to Environmental Health Officers, Building Inspectors, Plumbers, Environmental Managers, Planners, Surveyors, Catchment Managers, Site and Soil Assessors, Environmental and Engineering Consultants as well as on-site systems designers, manufacturers and installation and maintenance technicians.

STATUTORY ENVIRONMENT

*Shire of Wyalkatchem Local Planning Scheme No. 4
Building Regulations 2012*

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: Healthy, Strong and connected communities

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

Objective: A prosperous and dynamic district

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Principal Environmental Health Officers Report for the month of July 2019.

COUNCIL RESOLUTION:

(102 /2019) Moved: Cr Butt

Seconded: Cr Garner

That Council accepts the Principal Environmental Health Officers Report for the month of July 2019.

CARRIED 6/0

10.2.3. OFFICERS REPORT – GOVERNANCE EXECUTIVE OFFICER – JULY 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	2 August 2019
Reporting Officer:	Stephanie Elvidge, Governance Executive officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

SUMMARY

Council is to consider and accept the Governance Executive Officers report for the month of July 2019.

BACKGROUND

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

COMMENT

Occupational Health and Safety:

- A combined Parks and Gardens/ Road Crew Training Day has been planned for 21 August with OHS representative Chris Gilmour from LGIS order to review and implement all Safe Work Method Statements.
- Fire Equipment Servicing will take place 19 – 21 August in all Public Buildings.

Other Business

- Pioneer Pathway

Rikki Clarke (Creative Spaces) has provided the Shire with her concepts for the development and installation of the John Lyndsay themed display. The display will begin to be implemented over the next 12 months with the initial Building Better Regions funding.

Since the recommitment of all seven Shires in 2017, the Pioneer Pathway has been steadily achieving the goals set out in the Strategic Operational Plan. The group is on track to complete the upgrade to interpretation at the sites and develop a solid marketing plan.

The proposed Marketing Plan for the Pioneers' Pathway for 2019-2020 can be found in the Information Bulletin.

The next Pioneers' Pathway Advisory Group Meeting - Thursday 26th September, 10am in Nungarin. A key item to discuss at this meeting is the future of the participating Councils MoU for the Pioneers' Pathway which expires at 30 June 2020.

STATUTORY ENVIRONMENT

Local Government Act 1995

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Emergency Management Act 2005
Emergency Management Regulations 2006

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

Objective: Well utilised and effectively managed facilities and assets

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

Objective: Healthy, Strong and connected communities

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Governance Executive Officers Report for the month of July 2019.

COUNCIL RESOLUTION:

(103 /2019) Moved: Cr Garner

Seconded: Cr Holdsworth

That Council accepts the Governance Executive Officers Report for the month of July 2019.

CARRIED 6/0

unconfirmed

10.2.4. APPOINTMENT OF SHIRE OF WYALKATCHEM COUNCILLOR

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	6 August 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.7
Attachment Reference:	Nil

SUMMARY

Council to consider the appointment of Mrs Mischa Kelly Stratford, of 94 West Lake Road, Wyalkatchem, to the position of Councillor for the Shire of Wyalkatchem.

BACKGROUND

In September 2017, the Returning Officer called for nominations for four vacant positions of Council at the Shire of Wyalkatchem. Two nominations were received and two candidates were elected unopposed, with their terms expiring October 2021.

As a result of the two remaining vacancies, an extraordinary election was held, with the Returning Officer calling for nominations for two vacant positions of Council at the Shire of Wyalkatchem. One nomination was received and the candidate elected unopposed, with their term expiring October 2021.

The Shire has written to the Hon David Templeman MLA, Minister for Local Government; Heritage; and Culture and the Arts, advising that Council has not been able to find an eligible person to appoint, as provided for by section 4.57(3) of the *Local Government Act 1995* (the Act).

As council has satisfied the provisions of s4.57(1) and (2) of the Act, Council may proceed with an appointment under section 4.57(3) of the Act.

Section 4.57(3) of the Act states;

If, at the close of nominations for an extraordinary election required under subsection (1) or (2) there are no candidates or the number of candidates is less than the number of offices to be filled at the election, the council may appoint to any unfilled office a person who would be eligible to be a candidate for election to the office and who is willing to accept the appointment.*

** Absolute majority required.*

A person appointed under subsection (3) is to be regarded as having been elected.

COMMENT

Under section 4.57(3) of the Act, Council has the option to appoint persons willing and eligible to the Council.

The Chief Executive Officer has received email correspondence from Mrs Mischa Stratford confirming her interest in filling the Shire's current vacancy of Councillor.

Mrs Stratford is on the Electoral Roll and eligible to be appointed to Council.

Council is requested to consider and endorse the appointment of Mischa Stratford to the position of Councillor for the Shire of Wyalkatchem for a term expiring October 2021.

Should Council not make an appointment, call for nominations for the vacant position will be included in the upcoming 2019 election.

STATUTORY ENVIRONMENT

Local Government Act 1995, s4.57(3)(4)

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.1	Implement effective governance structures

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council, in accordance with Section 4.57(3) of the Local Government Act 1995, appoints Mischa Stratford of 94 West Lake Road Wyalkatchem, as councillor for the Shire of Wyalkatchem.

COUNCIL RESOLUTION:

(104 /2019) Moved: Cr Garner

Seconded: Cr Metcalfe

That Council, in accordance with Section 4.57(3) of the Local Government Act 1995, appoints Mischa Stratford of 94 West Lake Road Wyalkatchem, as councillor for the Shire of Wyalkatchem.

CARRIED BY ABSOLUTE MAJORITY 6/0

10.3. WORKS AND SERVICES

10.3.1. OFFICERS REPORT – MANAGER OF WORKS – JULY 2019

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	10 TH August 2019
Reporting Officer:	Darryn Watkins – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

SUMMARY

Council is to consider and accept the Manager of Works report for the month of July 2019.

BACKGROUND

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

COMMENT

Road Crew

Maintenance grading activity:

Yorakine East Rd	Yorakine West Rd
Ryan Rd	Greaves Rd
Tilbrook Rd	Shields Rd
Hammond Rd	Parsons Rd
Teal Rd	Hardwick Rd
Elashgin East West Rd	Cox Rd
Blakiston Rd	Thiel Rd
Mizen Rd	Maitland Rd
Bruse Rd	Elashgin Rd
Rifle Range Rd	Wilson Rd
Fisher Rd	Brooke Rd

Parks / Town Services Crew

Town street verge maintenance, brush cutting and weed spraying.

Cemetery garden maintenance.

Town pathway weed spraying.

Grounds maintenance to shire owned assets.

Medical Centre garden maintenance.

Admin park mowing.

Lady Nova grounds maintenance.

Town Hall garden maintenance.

Railway reserve maintenance.

Pioneer Park maintenance.

Rec Oval dam maintenance.

White Dam catchment weed spraying.

Rec oval mowing.

Road House gardens maintenance

Signage

Wheatbelt Way signage installed at shire boundary on Tammin- Wyalkatchem Rd.

Various signage /guide post replacements.

Buildings

Electrical repairs to Recreation Centre building.

TV satellite receiver installed to 43 Wilson St house.

Solar hot water unit repairs to 2 Slocum street house.

Aerodrome

Weekly aerodrome and lighting inspection carried out.

Waste Management

Weekly push up of deposited waste.

Recycled Water Scheme

Ongoing water sampling by EHO and Water Corporation.

Plant Servicing and Repairs

Monthly genset checks.

2 new tyres fitted to Toyota Corolla WM00.

General Items

Repairs to leaking standpipe on Elashgin East West Rd.

Preparation and submission of MCA 2020/21 Regional Road Group projects.

Ongoing liaison with DWER in relation to clearing permit application CPS 8560/1 for Cunderdin – Wyalkatchem Rd.

Further liaison with Landgate Geographic Names consultant regarding the road name spelling of “Thurstun St”. Landgate records show the spelling as THURSTUN ST with no record of origin. A search of their survey plans from 1960 and earlier lot certificates of title, show the road spelt the same way. Historical records for that name in the Wyalkatchem area shown both variants of the THURSTUN and THURSTON name spelling.

As the current spelling on the road name is that what is lodged with Landgate and as shown on the Main Roads IRIS database, it is proposed that no further action be taken unless further information comes to hand and a formal written request from descendants of the family is made to Council. Even at that stage any proposed change to the road name will need to be approved by the Landgate Geographic Names Committee.

OSH

Safe Work Method Statement training scheduled for 21st August. To be delivered by LGIS.

Private Works

Nil

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A prosperous and dynamic district

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

Objective: Well utilised and effectively managed facilities and assets

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Manager of Work's Report for the month of July 2019.

COUNCIL RESOLUTION:

(105 /2019) Moved: Cr Gamble

Seconded: Cr Metcalfe

That Council accepts the Manager of Work's Report for the month of July 2019.

CARRIED 6/0

11.MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

Nil

14.MATTERS BEHIND CLOSED DOORS

Nil

15.INFORMATION BULLETIN

15.1. Information Bulletin

The information bulletin has been provided as an attachment (Attachment 15.1)

15.2. Business Arising from the Information Bulletin

Nil

16.CLOSURE OF THE MEETING

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 4:35pm.



Council Meeting

Tuesday 27 August 2019

Meeting held at the Kellerberrin Recreation Centre
Lot 260 Connelly Street, Kellerberrin WA 6410

MINUTES

12.30pm Meeting

NEWROC Vision Statement

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

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ANNUAL CALENDAR OF ACTIVITIES

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

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC Chair Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem (November 2017 – November 2019)

Shire of Koorda

Shire of Mukinbudin

Shire of Trayning

NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Ordinary Meeting of Council held at the Kellerberrin Recreation Centre, Lot 260 Connelly Street, Kellerberrin on Tuesday 27 August 2019 commencing at 12.28pm.

AGENDA

1. OPENING AND ANNOUNCEMENTS

NEWROC Chair, Cr Quentin Davies opened the meeting at 12.28pm

2. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1. Attendance

Elected Members

Cr Quentin Davies	Delegate	NEWROC Chair, President, Shire of Wyalkatchem
Cr Gary Shadbolt	Delegate	President, Shire of Mukinbudin
Cr Tony Sachse	Delegate	President, Shire of Mt Marshall
Cr Eileen O'Connell	Delegate	President, Shire of Nungarin
Cr Bev Palmer		Shire of Nungarin
Cr Melanie Brown	Delegate	President, Shire of Trayning
Cr Geoff Waters		Shire of Trayning

Chief Executive Officers

Taryn Dayman	NEWROC CEO, Shire of Wyalkatchem
John Nuttall	CEO, Shire of Mt Marshall
Adam Majid	CEO, Shire of Nungarin
Brian Jones	CEO, Shire of Trayning
Dirk Sellenger	CEO, Shire of Mukinbudin

NEWROC Officer

Caroline Robinson	NEWROC Executive Officer
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2.2. Apologies

Cr Ricky Storer	Delegate	President, Shire of Koorda
Darren Simmons	CEO	Shire of Koorda
Cr Nick Gillett		Shire of Mt Marshall

2.3. Requests for Leave of Absence

Nil

2.4. DECLARATIONS OF INTEREST AND DELEGATIONS REGISTER

2.5. Declarations of Interest

Declaration By (i.e. Cr B Example)	Shire (i.e. Shire of Barley Leaf)	Agenda Item #	Type and details of Interest (i.e. financial)
Caroline Robinson	NEWROC EO	6.6	Financial – NEWROC EO
Cr Brown	Shire of Trayning		Crisp Wireless tower on property

2.6. Delegations Register

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

Description of Delegations	Delegatee	Delegated to	Approval
Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Wyalkatchem)	Council	CEO	Council Dec 2017
Management of NEWTravel EO	CEO	NEWROC	Council March 2019
NEWROC Website	CEO	NEWROC EO	Council June 2017

3. PRESENTATIONS

Nil

Cr Shadbolt entered the meeting at 12.29pm

4. MINUTES OF MEETINGS

4.1. Minutes of Ordinary Meetings

4.1.1. Minutes of Ordinary Meeting of NEWROC Council – 25 June 2019

Minutes of the meeting held 25 June 2019 have previously been circulated.

RESOLUTION

That the Minutes of the NEWROC Meeting of Council held on 25 June 2019, be confirmed as a true and correct record of proceedings.

Moved Cr O'Connell

Seconded Cr Shadbolt

Carried 5/0

4.1.2. Business Arising from NEWROC Council meeting

Nil

Cr Palmer entered at 12.30pm

4.1.3. Minutes of Ordinary Meeting of NEWROC Executive – 23 July 2019

Minutes of the meeting held 23 July 2019 have previously been circulated.

RESOLUTION

That the Minutes of the NEWROC Executive meeting held on 23 July 2019, be received

Moved Cr O'Connell

Seconded Cr Brown

Carried 5/0

4.1.4. Business Arising from NEWROC Executive meeting

Nil

5. FINANCIAL MATTERS

5.1. List of Income and Expenditure

REPORTING OFFICER:	Caroline Robinson, Executive Officer
FILE REFERENCE:	42-2 Finance Audit and Compliance
DISCLOSURE OF INTEREST:	Nil
DATE:	14 August 2019
ATTACHMENT NUMBER:	Nil
CONSULTATION:	Dannelle Foley
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENTS

The below list outlines the income and expenditure and profit and loss from 1 June 2019 – 31 July 2019

Account Transactions

North Eastern Wheatbelt Regional Organisation of Councils
For the period 1 June 2019 to 31 July 2019

Date	Description	Reference	Credit	Debit	Running Balance
BB NEWROC Funds-5557					
Opening Balance			194,358.92	0.00	194,358.92
01 Jun 2019	Bendigo Bank	Transaction Fees	0.00	2.00	194,356.92
01 Jun 2019	Bendigo Bank	Interest received	10.42	0.00	194,367.34
03 Jun 2019	Payment: Monitor Bookkeeping Services	Monitor Bookkeeping - Xero Subs	0.00	50.00	194,317.34
13 Jun 2019	Payment: Cullen McLeod Lawyers	Cullen McLeod Inv 035052 - Crisp Agreement	0.00	2,943.50	191,373.84
17 Jun 2019	Payment: Management Solutions	SEGRA Conference - J Nuttall	0.00	1,218.53	190,155.31
17 Jun 2019	Payment: Solum Wheatbelt Business Solutions	Solum - EO Services Inv0048	0.00	3,347.50	186,807.81
17 Jun 2019	Payment: Vernon Contracting	Vernon - TO Services Inv9	0.00	2,426.38	184,381.43
27 Jun 2019	Payment: TechCloud Enterprises	TechCloud - Webiste Support Subscription	0.00	328.00	184,053.43
27 Jun 2019	Payment: Vernon Contracting	Vernon Cont. TO Services Inv11	0.00	1,215.50	182,837.93
27 Jun 2019	Payment: Solum Wheatbelt Business Solutions	Solum - Eo Services Inv50	0.00	3,392.50	179,445.43
01 Jul 2019	Payment: Monitor Bookkeeping Services	Monitor Booking Inv1273	0.00	50.00	179,395.43
01 Jul 2019	Bendigo Bank	Interest Received	19.75	0.00	179,415.18
01 Jul 2019	Bendigo Bank	Transaction Fees	0.00	2.80	179,412.38
16 Jul 2019	Payment: Monitor Bookkeeping	Monitor Bookkeeping - Advisory and helpdesk support – chart of accounts	0.00	275.00	179,137.38
Total BB NEWROC Funds-5557			30.17	15,251.71	179,137.38
Closing Balance			179,137.38	0.00	179,137.38
Total			30.17	15,251.71	(15,221.54)

Profit and Loss
NEWROC
For the 2 months ended 31 July
2019
Cash Basis

Account	Jun-Jul 2019
Trading Income	
Interest	30.17
Total Trading Income	30.17
Gross Profit	30.17
Operating Expenses	
Accounting/Audit fees	340.90
Bank charges	62.83
Event / Ceremony Expenses	77.27
Executive Officer Contract Services	5,945.00
Executive Officer Travel	795.00
Expenses for Reimbursement	977.73
Legal expenses	2,675.91
Telecommunications	1,458.00
Contractor/Services	3,300.00
Tourism Officer Contract Services	341.88
Tourism Officer Travel	298.18
Website and Database	16,272.70
Total Operating Expenses	16,272.70
Net Profit	(16,242.53)

** the tourism officer expenses ceased as of June 30 2019 (now handled by NEW Travel)

** expenses for reimbursement are SEGRA fees for John Nuttall

The below list outlines the Balance Sheet as at 31 July 2019

Balance Sheet
NEWROC
As at 31 July 2019

Account	31 Jul 2019
Assets	
Bank	
BB NEWROC Funds-5557	179,137.38
BB Term Deposit Account-1388	150,000.00
Total Bank	329,137.38
Total Assets	329,137.38
Liabilities	
Current Liabilities	
Gst Payable	(4,437.54)
Sundry Creditors Control	15,731.00
Total Current Liabilities	11,293.46
Total Liabilities	11,293.46
Net Assets	317,843.92
Equity	
Current Year Earnings	(278.50)
Retained Earnings	318,122.42
Total Equity	317,843.92

RESOLUTION

That the income and expenditure, the profit and loss report and balance sheet as at 31 July 2019 as listed, be endorsed.

Moved Cr Sachse

Seconded Cr O'Connell

Carried 5/0

MOTION

NEWROC Executive Officer investigate whether Bendigo Bank can offer a 1.7% interest rate for 6 months, if they can not meet this then it is reinvested at 1.75% for 3 months

Moved Cr Sachse

Seconded Cr O'Connell

Carried 5/0

Discussion:

- 👉 Term Deposit is due for renewal (Westpac 1.75% for 3 months, Bankwest 1.8% for 3 months)
- 👉 Funding of the Mukinbudin and Yorkrakine towers will be from the NEWROC 19/20 Budget
- 👉 Interest was not charged on the NEWROC funding forwarded to the Shire of Nungarin to help deliver the telecommunications project

5.2. NEWROC Audit

PORTFOLIO:	Corporate Capacity
FILE REFERENCE:	42-2 Finance Audit and Compliance
REPORTING OFFICER:	Caroline Robinson, Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	17 August 2019
ATTACHMENT NUMBER:	#1 Middleton Accountants Audit Quote
CONSULTATION:	Neville Middleton - Middleton Accountants Byfields RSM Muntz and Partners
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Quotes for the annual NEWROC Audit are included.

RSM declined to submit a quote.

Byfields and Muntz and Partners had not been received when the agenda was sent.

Scope of the audit to include:

- 👉 Financial review
- 👉 Review of delegations and other governance documents
- 👉 Review of minutes regarding financial matters

NEWROC has budgeted \$2,400 for the audit in the 2019/20 year

RESOLUTION

Middleton Accountants be engaged for the 2018/19 NEWROC Audit (approx. cost \$1,078)

Moved Cr Sachse

Seconded Cr O'Connell

Carried 5/0

Discussion:

- 👉 Quote received just before the meeting - Byfields \$2200, Muntz and Partners no quote as yet

6. MATTERS FOR DECISION

6.1. NEWROC Strategic Planning

REPORTING OFFICER: Caroline Robinson
FILE REFERENCE: 041-5 Strategic and Future Planning
DISCLOSURE OF INTEREST: Nil
DATE: 14 August 2019
ATTACHMENT NUMBER: #2 WALGA Cooperation and Regional Sharing Document
#3 ASK Waste Management Quote
#4 TALIS Waste Quote
#5 RRR Energy Briefing Note
CONSULTATION: Taryn Dayman, CEO, Shire of Wyalkatchem
TALIS
ASK Waste Mgt
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

Below is an updated status report for the NEWROC Strategic Projects:

NEWROC STRATEGIC PROJECTS – Status Report

Projects 2018	NEWROC PRIORITY PROJECT as developed at February 2018 Strategy Day	PROGRESS	NEWROC EO NEXT STEP CEO SUPPORT	FUTURE FUNDING
	1. Renewable Energy Investigation Business Case	<ul style="list-style-type: none"> Discussion with Power Ledger following their presentation to Innovation Central Midlands MicroGrid Report released Renewable Energy Project Plan developed Stage 2 Report Completed (included DPIRD and Western Power meetings) 		BBRF - \$20,000 under Business Case (Announced Sept 2018) Purpose – options analysis
	2. IT Services Investigation into IT support for members as well as businesses in the district	<ul style="list-style-type: none"> Presentation to Executive at May Executive meeting by IWS Corporate Three members progressing with IT Vision 	<ul style="list-style-type: none"> Formation of a IT steering group (C Robinson, A Majid) NEWROC EO has encouraged IWS Corporate to submit an application to be a preferred WALGA supplier (opened in June and closed in July 2019). IWS Corporate submitted an application IWS Corporate will apply for a REDS grant to host a local IT employee to service the NEWROC area 	REDS 2019
	3. Regional Subsidiary Investigation and preparation	<ul style="list-style-type: none"> Executive working on charter and business plan (DRAFT) Meeting held with the Minister for Local Government February 2019 NEWROC Letter of thanks to the Minister for the meeting 	<ul style="list-style-type: none"> NEWROC CEO and NEWROC EO met with DLG and discussed the regional subsidiary regulations (16/4/19) ACTION – NEWROC to provide feedback on 	

			financial compliance and suggested amendments as well as projects we would use within a regional subsidiary structure <ul style="list-style-type: none"> Note the information sent from Tony Brown regarding regional collaboration 	
	4. Telecommunications – contemporary and future focused Advocacy	<ul style="list-style-type: none"> Crisp Wireless has developed a strategic infrastructure investment list NEWROC has commissioned a tower in the Shire of Mukinbudin In principle support for a tower in Yorkrakine 	<ul style="list-style-type: none"> Continue to promote CW for sign ups John Nuttall	
2019	5. Roads Contracting to MRWA Investigation	<ul style="list-style-type: none"> NEWROC EO spoke with Shire of Chapman Valley CEO to discuss their roads contracting service under the regional council March Executive meeting, members brought Amount (dollars) of road works that was outsourced last financial year and any previous years and the amount (dollars) of engineering that was outsourced last financial year and any previous years 	<ul style="list-style-type: none"> Project plan and sample job description developed for an engineer across the NEWROC Contact made with WDC regarding this position as a cash or in kind contribution to the Wheatbelt Secondary Freight Network – would only be considered in kind 	
	6. Waste Investigation	<ul style="list-style-type: none"> Improving local waste sites Giles Perryman from ASK Waste Management presented at June Council meeting NEWROC EO met with RDA Wheatbelt EO to discuss NEWROC strategic projects and waste was raised – current Board member of RDA Wheatbelt is interested in waste and our interest will be raised with the Board 	<ul style="list-style-type: none"> Quote received from ASK Waste Management for a business case to progress the project 	

ENERGY STRATEGIC PROJECT

Briefing Note on the energy project be discussed, with possible next steps to be:

Energy

1. Work with Western Power to clearly identify the areas of NEWROC that are experiencing high incidence of power interruptions.
2. Meet with Western Power Design Consultancy team to review short term solutions to identified power reliability issues identified in 1. Above (whilst keeping the long-term view in mind).
3. Work with Western Power and industry to understand the size and pattern of power usage within NEWROC including identified future needs.

Industry Development

4. Gather data on what possible sources of fuel exist within the NEWROC region for a bioenergy conversion.
5. Gather industry data on organisations that require volumes of heating/cooling and electricity for other uses. This should include an analysis of each of the Shire Administration's needs (street lighting, swimming pools, etc).

RESOLUTION

Rural and Regional Economics Briefing Note on the energy project be received

Moved Cr Sachse

Seconded Cr O'Connell

Carried 5/0

WASTE STRATEGIC PROJECT

Scope for the waste project was provided to two consultants (see below). Quote received from ASK Waste Management and a quote has also been requested from Talis and 360 Waste Solutions (not received). It is the intention to receive the final report on this project as soon as possible.

WASTE PROJECT – SCOPE

PROJECT BACKGROUND

The waste sites across the NEWROC are registered. There are varying services across the district in regards to kerbside collections, but currently one provider services the members under individual agreements. The waste sites are unmanned and experience common challenges such as – commercial waste that is dumped which may be illegal, waste being dumped by non residents / rate payers, waste site compliance etc. The NEWROC is keen to see waste sites improved and their life extended. So too the management of waste (general waste, recycling, commercial, green etc). The members aim to work collectively to solve common problems and achieve efficiencies.

PROJECT GOALS

- 👉 Feasible concepts and strategies to improve waste sites and waste management across the NEWROC preferably collectively (all six members or part thereof) or individually
- 👉 Written report which can be used in funding submissions

INFORMATION SUPPLIED BY THE NEWROC

- 👉 Tonnes of waste received (2018 and previous years)
- 👉 Previous waste studies

TIMEFRAME

Work to be completed by 20 August 2019

DESIRED OUTCOMES

- 👉 Feasible and fully costed concepts to improve waste sites in the NEWROC (micro and macro solutions)
- 👉 Feasible and fully costed strategies to improve waste management practices and processes in the NEWROC
- 👉 Clearly actions for each member and the group to move forward in solving common challenges in waste management
- 👉 Identification of external funding to implement the concepts and strategies

RESOLUTION**That:**

- i) **NEWROC EO meet with Western Power Design Team for an initial discussion;**
- ii) **Data to be gathered on possible sources of fuel in the NEWROC – discussion with Wheatbelt Development Commission for assistance with this (DPIRD)**

Moved Cr O'Connell**Seconded Cr Shadbolt****Carried 5/0**

Discussion:

- 👉 Cr Brown asked why the energy project was proceeding, following on from Juliet Grist's advice to wait for further market and government developments. NEWROC EO outlined that the NEWROC still needed to be in the 'conversation' around energy with DPIRD and Western Power. Purpose of continued engagement with Western Power was to address energy reliability and power during emergencies.

MOTION

ASK Waste Management be engaged for the Waste Project for the quoted amount. ASK Waste Management to deliver a video conference at the conclusion of the project, not a teleconference. Small project steering group of CEO's to be formed for the project

Moved Cr Sachse**Seconded Cr O'Connell****Carried 5/0**

Discussion:

- 👉 Significant project for the NEWROC, budgeted within existing Business Case funds (no funding requested from member Councils), long term plan to address common issues (note the Shire of Muckinbudin has recently improved their tip)
- 👉 Desired outcomes for the project was discussed which included:
 - Feasible and fully costed concepts to improve waste sites in the NEWROC (micro and macro solutions)
 - Feasible and fully costed strategies to improve waste management practices and processes in the NEWROC
 - Clearly actions for each member and the group to move forward in solving common challenges in waste management
 - Identification of external funding to implement the concepts and strategies
- 👉 Taryn Dayman and Darren Simmons were suggested for the project steering group

6.2. Telecommunications Project

FILE REFERENCE:	035-1 Grants General
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	14 August 2019
ATTACHMENT NUMBER:	
CONSULTATION:	Taryn Dayman, CEO Shire of Wyalkatchem John Nuttall, CEO Shire of Mt Marshall Maree Gooch, Crisp Wireless Leigh Ballard, Crisp Wireless
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Update provided from Crisp Wireless (14 July 2019):

- 👉 Crisp Wireless website updated to include testimonials
- 👉 Changed the 'name' of the Residential Plans to *Residential and SME Plans*. There are a couple of changes still required on the website
- 👉 On the *Residential and SME Plans* webpage they have added information about the free connection for 3 year contracts and that connection fees apply for two year contracts.
- 👉 If anyone wants the \$55 plan that is not published then the connection fees apply
- 👉 New printed flyer for an upcoming mail drop (attached)

Actions by the NEWROC EO:

- 👉 PPSR completed on towers
- 👉 Letter to Crisp Wireless sent with the agreement for their review
- 👉 Letter ready for residents in Wyalkatchem and Mukinbudin regarding new tower and proposed tower – just sorting out residential addresses

Discussion at Executive Meeting:

- 👉 The 2019/20 NEWROC Budget includes \$90K for new towers in the NEWROC. The new towers for Mukinbudin and proposed in Yorkrakine will come from this budget allocation and will not be a cost to member Councils
- 👉 A General Deed needs to be developed – NEWROC EO getting quotes for this. Once the NEWROC and Crisp Wireless Agreement has been signed, a general deed is signed
- 👉 NEWROC EO to suggest some marketing on the containers, particularly between Koorda and Mukinbudin, Koorda and Beacon
- 👉 Approximately 3 sign ups a week, 6 bookings in next week or so, 8 yet to sign but on prospects

Actions since Executive Meeting:

- 👉 Development Application for a 12m POP Tower in the Shire of Mukinbudin submitted to the Shire of Mukinbudin for their consideration at their 20th August 2019 Council meeting
- 👉 Quote for the development of a General Deed of Security:
 - circa \$3,850.00 by Cullen Macleod Lawyers
 - Earnshaw Lawyers (property specialists) – yet to be received when agenda was sent

OFFICER RECOMMENDATION

That:

- i) NEWROC EO to wait until Crisp Wireless has signed the Agreement before completing additional work on the project (promotions etc); and
- ii) _____ to complete the work for a General Deed of Security at a cost of __

MOTION

Information is received

Moved Cr Shadbolt

Seconded Cr O'Connell

Carried 5/0

Discussion:

- 👉 123 customers (20 unpaid)
- 👉 Minutes from a recent Crisp Wireless meeting were discussed
- 👉 NEWROC EO to remind Crisp Wireless about contacting the District Education Office (Neil Darby)
- 👉 NEWROC EO working towards a General Deed of Security, which needs to be signed by both parties (note maintenance of the towers is Crisp Wireless responsibility)
- 👉 NEWROC EO to wait until the Agreement is signed before further promotional work
- 👉 NEWROC EO to review Agreement and ownership of towers if Crisp Wireless sells the business

6.3. RURAL HEALTH FORUM

REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	14 August 2019
ATTACHMENT NUMBER:	
CONSULTATION:	WALGA Taryn Dayman, CEO Shire of Wyalkatchem
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Save the date invitations were circulated on 14 August 2019, the flyer has been sent to CEO's and Presidents to distribute to all Councillors of the NEWROC member Shires and relevant staff are invited to attend. The invitation has also been sent to WEROC, AROC, Hon Mia Davies (Nationals), Hon. Laurie Graham (ALP), Hon Darren West (ALP), Peter Geraghty, Dr Walker and the Wyalkatchem GP.

Members are asked to encourage attendance and provide RSVP's via the WALGA event website.

NEWROC
North Eastern Wheatbelt Regional Organisations of Council
Shire of Donnybrook | Shire of Dumbleton | Shire of Harvey | Shire of Merredin | Shire of Northam | Shire of Northcliffe | Shire of Northrup | Shire of Pinjarra | Shire of South Coast | Shire of Toodyay | Shire of Warburton | Shire of Wheatbelt

WALGA

THE NORTH EASTERN WHEATBELT
REGIONAL ORGANISATIONS OF
COUNCIL AND WALGA PRESENT THE

SAVE THE DATE

Wheatbelt Regional Health Forum

20 SEPTEMBER 2019 • 9:30 A.M.
TRAYNING SPORTS CLUB

The event aims to bring together key stakeholders including the WA Country Health Service, St John's Ambulance and senior Wheatbelt decision makers and practitioners. A follow on event from WALGA's Health Forum earlier in 2019 but with a localised focus to problem solve. More information to follow.
<https://walga.asn.au/News,-Events-and-Publications/Events/Wheatbelt-Regional-Health-Services-Forum>

RESOLUTION

That the information is received.

Moved Cr Brown

Seconded Cr O'Connell

Carried 5/0

Discussion:

- 👉 St Johns Ambulance Wheatbelt appears to have declined the invitation, NEWROC EO to follow up
- 👉 Hon Mia Davies will attend, Hon Laurie Graham an apology
- 👉 NEWROC EO to encourage speakers to stay for the afternoon workshop
- 👉 Question time for each speaker is to be allocated

6.4. SEGRA CONFERENCE 2019

PORTFOLIO:
FILE REFERENCE:

035-6 Federal Grants (Telco Project)

REPORTING OFFICER:

Caroline Robinson

DISCLOSURE OF INTEREST:

Nil

DATE:

19 August 2019

ATTACHMENT NUMBER:

Nil

CONSULTATION:

John Nuttall, CEO Shire of Mt Marshall

STATUTORY ENVIRONMENT:

Nil

VOTING REQUIREMENT:

Simple Majority

COMMENT

The SEGRA Conference will be held in Barooga NSW between August 20 – 22 2019. The theme is Rivers of Opportunity: Activating your potential. The conference is aimed at community and economic development practitioners as well as community leaders.

NEWROC made a written submission to present the telecommunications project and was successful. John Nuttall will attend SEGRA and present (Cr Storer and RDA Wheatbelt Director Mandy Walker will also be in attendance)

Whilst the delegation is there, they will be meeting with the University of Technology Sydney, a policy advisor to the Telecommunications Minister and Infrastructure Australia.

Members have approved expenditure for the attendance by John Nuttall and budget to actuals is as follows

	NEWROC BUDGETED	ACTUALS
Flights Perth to Sydney Sydney to Albury	\$750	\$1145
Accommodation	\$450	\$715
SEGRA Conference Fee	\$1800	\$1250
Hire Car (if required, can also catch bus)	\$1000	\$240
Parking	\$0	\$106
Taxi / Uber		\$100 (projected)
TOTAL	\$4000	\$3556

John Nuttall will provide an update at the meeting regarding the conference and meetings.

RESOLUTION



That the information is received

Moved Cr Brown

Seconded Cr Shadbolt

Carried 5/0

Discussion:

-  Cr Storer passed on his congratulations to John Nuttall on his professional presentation
-  John Nuttall spoke about the themes of the conference - Living and working in regional areas, economic prosperity of rural areas. The 2 day conference focused on place based economic development. There was a good level of interest in the NEWROC project

- 👤 John Nuttall and Cr Storer also attended a meeting with the Institute of Public Policy and Governance from UTS and discussed the amalgamation and de-amalgamation of councils in NSW, so too community engagement and local government direction
- 👤 John Nuttall attended a meeting with Alex Taylor (Communications Advisor to Telecommunications Federal Minister) to update him on the NEWROC telecommunications project and advocate for Telstra back up power. Alex mentioned the Wheatbelt Regional Telecommunications Project – NEWROC EO to follow up
- 👤 John Nuttall thanked the NEWROC for the opportunity to attend SEGRA

6.5. NEWTRAVEL

REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Caroline Robinson is the CEO of the Wheatbelt Business Network
DATE:	17 August
ATTACHMENT NUMBER:	#6 NEWTRAVEL Strategic Directions #7 NEWTRAVEL July Minutes
CONSULTATION:	Linda Vernon, Tourism Officer NEWTRAVEL
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

A strategic plan (developed by the WBN) has been submitted to NEWTravel and adopted.

NEWTravel, CWVC and Roe Tourism have discussed a joint marketing project and the WBN has developed a project plan, which will be submitted to the QANTAS Regional Grant Scheme (August 2019).

The July NEWTRAVEL Meeting minutes have been attached.

RESOLUTION



That the information is received

Moved Cr Sachse

Seconded Cr Shadbolt

Carried 5/0

Discussion:

-  Strategic Plan was adopted at the meeting
-  Encourage member Councils to attend the next NEWTravel meeting

6.6. NEWROC EO CONTRACT REVIEW

PORTFOLIO:	Corporate Capacity
FILE REFERENCE:	042 -2 Executive Officer
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Caroline Robinson has written the agenda item and is the current NEWROC EO
DATE:	18 August 2019
ATTACHMENT NUMBER:	#8 Revised NEWROC EO Contract
CONSULTATION:	Taryn Dayman
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The NEWROC Executive Officer contract has expired (June 2019).

SOLUM has held the contract since 2013, with a review and renewal in 2016.

The Executive passed the following resolution at the July meeting

RESOLUTION:

NEWROC CEO to commence discussions with current NEWROC EO regarding contract

Moved B Jones

Seconded D Simmons

Carried 6/0

The NEWROC CEO discussed the contract with SOLUM (Caroline Robinson) and has amended the contract as attached

OFFICER RECOMMENDATION

Information submitted for discussion.

Caroline Robinson left the meeting at 1.41pm

MOTION

That the Shire of Wyalkatchem be given delegated authority to enter into the contract, as presented, with SOLUM

Moved Cr O'Connell

Seconded Cr Brown

Carried 5/0

Caroline Robinson returned at 1.56pm

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

Nil

8. WALGA ZONE ISSUES

Nil

9. OTHER BUSINESS – For Noting

9.1. Digital Innovation in Secondary Education

The Education and Health Standing Committee are currently undertaking an inquiry into digital innovation in secondary education

([http://www.parliament.wa.gov.au/Parliament/commit.nsf/\(EvidenceOnly\)/3F680A88AE84920F4825842600134D3D?opendocument#Details](http://www.parliament.wa.gov.au/Parliament/commit.nsf/(EvidenceOnly)/3F680A88AE84920F4825842600134D3D?opendocument#Details)) . The NEWROC has made a submission to the inquiry, albeit on short notice (approved by the NEWROC CEO). It is attached for members.

9.2. Integrated Planning Workshop

An integrated planning workshop with Stephen Grimmer prior to the September Executive meeting is being planned. The purpose of the workshop is to undertake some collaborative learning and discuss integrated planning requirements, challenges and solutions collectively. It was proposed to be held at the Shire of Trayning however this is unable to proceed.

Members are asked to consider another suitable location.

Discussion:

- 👉 Shire of Trayning discussed their position on the workshop
- 👉 Shire of Wyalkatchem offered their Recreation Centre as a venue - accepted

ACTION: NEWROC EO to request an agenda from Stephen Grimmer, presenter

10. MEETING SCHEDULE

10.1. 2019 Meeting Schedule

24 September	Executive	WYALKATCHEM
29 October	Council	Trayning
26 November	Executive	TRAYNING
10 December	Council	Wyalkatchem

Note: Venue change for the September and November Executive Meetings

MOTION

NEWROC Council meeting planned for Tuesday 22 October 2019 be moved to Tuesday 29 October 2019 in Trayning, in light of local government elections on Saturday 19 October

Moved Cr O'Connell

Seconded Cr Brown

Carried 5/0

11. CLOSURE OF MEETING

Thanks from Cr Palmer (Shire of Nungarin) for encouraging her attendance as a guest at NEWROC Council meetings, Cr Palmer will be stepping down from Council in October 2019.

NEWROC Chair, Cr Davies thanked everyone for their attendance and closed the meeting at 2.06pm.





NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

MINUTES **DRAFT**

Tuesday 12th March 2019 @ 0830hrs

Chairman: Ross Lane

1. Record of Attendance – Committee Members

Ross Lane	Chair/CBFCO	Shire of Wongan-Ballidu
Torben Bendtsen	Executive Officer	DFES
Tracy McBride	Minutes Secretary	DFES
Bruce Kilpatrick	CBFCO	Shire of Beverley
Andrew Shaw	FCO	Shire of Beverley
Alec McRae	CBFCO	Shire of Quairading
Brendon Rutter	A/CESM	Shire of Northam
Troy Granville	CESM	Shire's York/Beverley
Wayne Collins	CBFCO	Shire of York
Ash Burges	CBFCO	Shire of Cunderdin
Simon Bell	A/CESM	Shire's Cunderdin/Quairading
George Storer	CBFCO	Shire of Koorda
Lindsay White	CBFCO	Shire of Goomalling
Robert Koch	CESM	Shire of Toodyay/Goomalling
Craig Stewart	CBFCO	Shire of Toodyay
Invited Members		
Michael Lovell	A/DO Northam	DFES
Rob Steel	A/AO Mortlock	DFES
Justin Corrigan	AO Lower Wheatbelt	DFES
Phil Hay	Incoming DO Avon	DFES
Antony Sadler	Superintendent Goldfields/Midlands	DFES
Dave Gossage		Assoc Volunteer Bush Fire Brigades (AVBFB)
Greg Durrell		DBCA P&W Service
Rob Towers		DBCA P&W Service

Apologies

Stan Scott	CEO	Shire of Toodyay
Matt McQueen	CBFCO	Shire of Northam
Graeme Keals	District Fire Co-ordinator	P&W – Wheatbelt

The meeting was declared open at 0835hrs by Ross Lane – Chairperson
Ross welcomed everyone to the meeting and asked that everyone introduce themselves.

2. Confirmation of Previous Minutes

That the minutes of the meeting held on September 11th, 2018 be confirmed as a true and accurate record.

Moved: Craig Stewart

Seconded: George Storer

All in Favour



NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

3. Business Arising – NIL

4. Action List

	Action	By/When
1	It was noted by AVBFB rep that “District” is the wrong terminology for this committee and should in fact be a “Regional” committee as per the ACT. A motion was presented in favour of name change, did not pass. Additional discussion required with full membership. Letter to CEO’s of Local Governments requesting input to the above motion. The attendance issue to be raised again also.	Tracy CEO Shire of Toodyay Stan Scott made comment via email (presented in correspondence) NOTE no decision/motion proposed for this item Remain
2	Terms of Reference were discussed in general and was decided they were due for review. Members are to review Terms of Reference document and send through suggested changes to Tracy for collating.	Carried over September 2018 AVBFB suggested further alterations Motion to go back to LG’s for further discussions, see Agenda item 8

5. Correspondence

Correspondence

5.1 Correspondence In

Commissioner Darren Klemm – Request for nominations Bushfire Operations Committee

Email – Darren Brown, AVBFB – September Meeting reflection

Email – Stan Scott, CEO Shire of Toodyay – response to name change proposal

5.2 Correspondence Out

To All CEO’s Northam DOAC – name change DOAC to ROAC proposal

6. Matters arising from Correspondence - Nil

7. Submitted Agenda Items

7.1 Clarification of incident classification – Craig Stewart

- We were requested to classify incident as per metro/urban classifications



NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

- Torben – Comcen change, career/metro use 1st 2nd 3rd alarm which dictates what is turned out, Level 1/2/3 can be used as per SAP/SOP with same requests for resources if required.
- Need to take back to local brigades for this clarification as they will be the ones being asked.
- Dave Gossage – working to get the career sync information out of the Comcen
- Alec – York fire level? This ticked the box for Zone 3 turn out as a level 1 fire.
- Rob Towers – P&W use level 1/2/3 – if “Alarm” is used they won’t understand, additionally they have no oversight/understanding of “Zone 3”
- Ant will follow up with Comcen

7.2 Bushfire Operations Committee – Craig Stewart

- Newly formed committee
- Min 2 meetings per year
- 1st meeting was to set structure, committee machinations etc
- Greg Day from Upper Great Southern DOAC is Chair
- Committee composition, format and administration still to be confirmed
- 1st action/discussions in regards to the handing back of incidents to mining/conglomerates/tree companies/defence etc – which appears to be a common cause
- I would like to think it will be a useful committee – common cause already identified so hopefully.
- Dave – BOC is a consultative committee, not legislative group, will report to State BOC

MOTION – That Ross Lane and Craig Stewart remain as the representatives from this DOAC for the BOC.

Moved – George Storer

Second – Ash Burges

All in favour

8. Tabled Reports/Information from invited members

Parks and Wildlife Service

Greg Durell

- Spoke to tabled report
- Release of Gazetted draft Management Plan for Wheatbelt – comments open
- Conservation burns mostly in the Wheatbelt
- Planned burn list will be sent through to Tracy

Rob Towers

- Autumn burn plans going ahead, York, Avon Valley/Julimar
- Late harvest may delay burns

AVBFB - Dave Gossage

- Read tabled report



NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

Terms of Reference – proposed changes/information

- Aligned with legislation
- Re-worded to ensure bushfire voice remains
- “CESM” is automatically included under Local Government Act doesn’t need to be singled out.
- Ross Lane – take back suggestions to LG’s for discussion
- Dave - suggest a resolution to make the changes through further consultation with LG’s

MOTION – That committee members take back to their Local Governments the changes proposed by the AVBFB for comment.

Moved – Craig Stewart

Second – George Storer

- ESL – Operations Manual for LGGS-getting clarification, possibly removing eligible items list, insurance coming out of ESL not rates, allow for everything you need, we can assist with putting grants together, DFES Regional offices do not “approve” submissions
- Peer Support Program – being re-introduced
- Train the trainers will be used again

Torben – ESL comments – all managers are happy to help with submissions and we do not veto anything you are requesting

Operational Fleet

- Information sent to LG’s requesting for nominations for PAT teams/fleet suggestions
- Ash Burges – suggested changes for 4.4
- George – sat on old committee, trucks were designed for the middle ground

DFES

Antony Sadler

- Introduced himself, will try to get around to all LG’s over next 12 months
- Thanks for the invitation, have a good relationship would like for this to continue
- Staff Changes – Micheal Lovell returning to shift, Torben heading to new position in Perth – thank you to both for their work
- Busy summer – huge thanks to all who have helped with appliances and personnel, it was imperative to our operations

Torben Bendtsen

- The Commissioner requested list of BGU’s who have helped out over the season – thank you
- TFB reference Shire of Beverley – may have been called due to resources and availabilities if other incidents started
- Torben thanked all for the last 11 years and introduced Phil Hay as his replacement

Ross Lane thanked Torben for his time and efforts in the Region and welcomed Phil.



NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

9. Local Government Reports

Shire of Beverley – Bruce Kilpatrick

- Busy in Dale/Kokeby area
- Sourced machinery through Northam office
- 000 Agreement issues – Northam sorted, faith in the agreement system is low
- Personnel changes in Central BFB – truck is more active
- BFAC coming up
- TFB clarifications one in particular declared in February?
- ESL funding for electronic FDR signs? – NDRP Funding will cover these, LG can apply
- Coming into busy time
- Rob Towers – landscape maybe changing in the electronic board space
- Rob Koch – Shire of Toodyay has them, \$10,000, hidden costs if questions aren't directly asked to Barco, had trouble buying boards through NDRP

Troy – suggest resolution to push for board funding through WALGA?

MOTION – Local Governments to push up to WALGA to source funding for Electronic Boards

Moved - Bruce Kilpatrick

Second – Wayne Collins

Shire of Quairading – Alec McRae

- Busy
- Restricted burning was extended
- Many deployments attended with appliances
- York fire – appliances sent, access to fire ground was inappropriate – one way in, one way out, small land holders need to be accountable as do the LG in setting rules
- Whats App – not a fan, mis information being delivered, can't manage social media, creates issues, Shire level not manageable, brigade level is ok

Shire of Toodyay – Craig Stewart

- Quiet with deployments
- Permit season for broad acre only with heavy restrictions
- Electronic permit system still working well
- Recent Shady Hills (Avon Valley) triggered our response plan
- Blocked out upcoming long weekends with HVM bans

Shire of Goomalling – Lindsay White

- New CEO very active
- New Whats App works well for us
- Had a couple of lightning strikes



NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

Shire of Cunderdin – Ash Burges

- Moderate season
- Most fire on our boundaries
- York fire – Cunderdin didn't get call out
- Fuel loading is fairly high
- 000 hwy callers cause huge issues with calls, exasperated with the higher fuel loads adding to plumes.
- Welcome to Simon Bell, our acting CESM, doing a good job.

Shire of Koorda – George Storer

- Quiet

Shire of York – Wayne Collins

- Always looking for volunteers
- Congratulations to Troy for Australia Day event
- In restricted burning
- York has received grant for \$250, 000 mitigation through MAF funding

Shire of Wongan-Ballidu – Ross Lane

- 39 incidents since 1st September, 5 through arsonists
- Increase in header fires – seed destructor
- Chaser bins with FF units saved us in approx. 10 fires
- Increased fuel loads
- Restricted 15th February, with increased restrictions on permits
- Will likely extend into April
- Local farmer with converted 6 wheel drive, 10,000L tank is spectacular
- Permits – stubble mulching machine stipulated on some permits
- New Appliance – if this is not sorted soon it will need to go back on the Action list – DFES need to lift their game. NOTE – Antony Sadler stated he had information, out of session
- Social Media – receiving face book requests for help

Meeting closed at 1030hrs

Date for the next Northam DOAC is September 10th, 2019



NORTHAM DISTRICT OPERATIONAL ADVISORY COMMITTEE

Terms of Reference

The Northam District Operational Advisory Committee is formed by the following Shires in accordance with Section 68 (See appendix 1) of the Bush Fires Act 1954 as amended, and is known as the Northam District Operational Advisory Committee (Northam DOAC).

- Shire of Beverley,
- Shire of Cunderdin,
- Shire of Dalwallinu.
- Shire of Dowerin,
- Shire of Goomalling,
- Shire of Northam,
- Shire of Quairading,
- Shire of Toodyay,
- Shire of Wongan- Ballidu.
- Shire of Wyalkatchem,
- Shire of York,
- Shire of Koorda

Role and Function of the Committee

To represent and protect the interests of the Local Governments, Volunteer Advisory Bush Fire Brigade Committees and Volunteers within those Local Governments.

As a representative committee, provide advice, direction and develop recommendations for Local Governments to consider individually and collectively on all aspects of the co ordination and planning of their activities in preventing, controlling and extinguishing bush fires.~~fire management in the functional areas of Equipment, Training, Prevention, and Operational Preparation and Response.~~

Identify ~~strategic directions for the region through~~ opportunities for representation from this committee on the Volunteer Bush Fire Brigade Advisory Committees and ~~relevant Volunteer Advisory~~ Groups as maybe formed from time to time.

Composition of Committee

- Chief Bush Fire Control Officer or a Fire Control Officer of each Local Government
- Chief Executive Officer or Delegate, ~~which may include the Community Emergency Services Manager (CESM),~~ of each Local Government

Chairperson

The position of Chairperson will change annually at the September meeting. Each Chief Bush Fire Control Officer will take the position of Chairperson for a 12month period from September to September. This will occur in alphabetical order of represented Local Government. The Deputy Chairperson will be the next in line for Chairperson.

Secretarial Support Officer

The Department of Fire & Emergency Services will provide a Secretary who is responsible for the preparation of the agenda, minutes, correspondence and action sheets as required.

Q:- Has the option of this service being provided by local government been explored given it is a local government committee?

Q: - Other doac/roacs are rotating the meetings around each local government so all members get to see and experience each other's patch, it shares the travel and the host local government provides secretarial support, has this been considered?

Voting Rights

The Chief Bush Fire Control Officer or Fire Control Officer and Shire CEO or delegate from each Local Government shall have voting rights. ~~Where the CESM is the Local Government delegate, and represents more than one Local Government, he/she shall have one vote per delegation.~~ Co-opted members do not have voting rights.

Carriage of items.

For an item that requires a vote to be passed, the item shall be deemed to be carried when a simple majority is reached. That is, 50% of the members present, plus one (1) vote.

All motions are to be sent back to respective local governments for consideration.

Meetings

At least two (2) meetings per year, or more with notice of four (4) weeks. Extra meetings may be called as required with a minimum of 7 days' notice.

Quorum

There must be no less than 5 local governments represented of which one is to be the chairperson.

Co-opted members

The committee may co-opt DFES staff, volunteers or external expertise when required. Co-opted members may have full participation on request but no voting rights.

Minutes

All discussions are to be recorded in the minutes of all meetings with all background materials attached to the minutes for distribution.

All minutes will be forwarded by the Secretary to the full membership of the committee and any co-opted members present at that meeting.

Volunteer Advisory Group representatives are responsible for tabling the minutes of those meetings and providing agenda items that require advice from DOAC on any relevant items to this committee ~~to be included in the meetings minutes.~~ Those items are to be discussed with Local Government and there Bushfire Brigades before advice is provided.

Distribution of minutes within Local Government brigades is the responsibility of the Chief Bush Fire Control Officers and the relevant Shire.

Appendix 1

68. **Regional advisory committees**

- (1) *A group of 2 or more local governments may by agreement join in appointing a regional bush fire advisory committee to assist them in the performance of their functions under this Act.*
- (2) *Where a group of local governments agree to appoint a committee under this section —*
 - (a) *those local governments, by agreement —*
 - (i) *shall fix the number of members of the committee and the quorum for the transaction of business at meetings of the committee;*
 - (ii) *shall determine the interests to be represented on the committee;*
 - (iii) *may make rules for the guidance of the committee;*
 - (b) *each of those local governments —*
 - (i) *shall be entitled to appoint the same number of persons as members of the committee and, subject to paragraph (a)(ii), may so appoint such persons as they think fit;*
 - (ii) *may accept the resignation in writing of, or remove, a member of the committee appointed by it;*
 - (iii) *may, where for any reason a vacancy occurs in the office of a member of the committee appointed by it, appoint a person to fill that vacancy; and*
 - (c) *the committee —*
 - (i) *may from time to time meet and adjourn as the committee thinks fit;*
 - (ii) *shall not transact business at a meeting unless the quorum fixed pursuant to paragraph (a)(i) is present;*
 - (iii) *is answerable to those local governments and shall, as and when required by them, report fully on its activities.*
- (3) *The function of a regional advisory committee established under this section by a group of local governments is to advise those local governments individually and collectively on all aspects of the co-ordination and planning of their activities in preventing, controlling and extinguishing bush fires.*



NORTHAM DISTRICT OPERATIONAL ADVISORY COMMITTEE

Terms of Reference

The Northam District Operational Advisory Committee is formed by the following Shires in accordance with Section 68 (See appendix 1) of the Bush Fires Act 1954 as amended, and is known as the Northam District Operational Advisory Committee (Northam DOAC).

- Shire of Beverley,
- Shire of Cunderdin,
- Shire of Dalwallinu.
- Shire of Dowerin,
- Shire of Goomalling,
- Shire of Northam,
- Shire of Quairading,
- Shire of Toodyay,
- Shire of Wongan- Ballidu.
- Shire of Wyalkatchem,
- Shire of York,
- Shire of Koorda

Role and Function of the Committee

To represent and protect the interests of the Local Governments, Volunteer Advisory Bush Fire Brigade Committees and Volunteers within those Local Governments. As a representative committee, provide advice, direction and develop recommendations for fire management in the functional areas of Equipment, Training, Prevention, and Operational Preparation and Response.

Identify strategic directions for the region through representation on the Volunteer Bush Fire Brigade Advisory Committees and relevant Volunteer Advisory Groups as maybe formed.

Composition of Committee

- Chief Bush Fire Control Officer or a Fire Control Officer of each Local Government
- Chief Executive Officer or Delegate, which may include the Community Emergency Services Manager (CESM), of each Local Government

Chairperson

The position of Chairperson will change annually at the September meeting. Each Chief Bush Fire Control Officer will take the position of Chairperson for a 12month period from September to September. This will occur in alphabetical order of represented Local Governments. The Deputy Chairperson will be the next in line for Chairperson.

Secretarial Support Officer

The Department of Fire & Emergency Services will provide a Secretary who is responsible for the preparation of the agenda, minutes, correspondence and action sheets as required.

Voting Rights

The Chief Bush Fire Control Officer or Fire Control Officer and Shire CEO or delegate from each Local Government shall have voting rights. Where the CESM is the Local Government delegate, and represents more than one Local Government, he/she shall have one vote per delegation. Co-opted members do not have voting rights.

Carriage of items.

For an item that requires a vote to be passed, the item shall be deemed to be carried when a simple majority is reached. That is, 50% of the members present, plus one (1) vote.

Meetings

At least two (2) meetings per year, or more with notice of four (4) weeks. Extra meetings may be called as required with a minimum of 7 days' notice.

Quorum

There must be no less than 5 local governments represented of which one is to be the chairperson.

Co-opted members

The committee may co-opt DFES staff, volunteers or external expertise when required. Co-opted members may have full participation on request but no voting rights.

Minutes

All discussions are to be recorded in the minutes of all meetings with all background materials attached to the minutes for distribution.

All minutes will be forwarded by the Secretary to the full membership of the committee and any co-opted members present at that meeting.

Volunteer Advisory Group representatives are responsible for tabling any relevant items to this committee to be included in the meetings minutes.

Distribution of minutes within Local Government brigades is the responsibility of the Chief Bush Fire Control Officers and the relevant Shire.

Appendix 1

68. **Regional advisory committees**

- (1) *A group of 2 or more local governments may by agreement join in appointing a regional bush fire advisory committee to assist them in the performance of their functions under this Act.*
- (2) *Where a group of local governments agree to appoint a committee under this section —*
 - (a) *those local governments, by agreement —*
 - (i) *shall fix the number of members of the committee and the quorum for the transaction of business at meetings of the committee;*
 - (ii) *shall determine the interests to be represented on the committee;*
 - (iii) *may make rules for the guidance of the committee;*
 - (b) *each of those local governments —*
 - (i) *shall be entitled to appoint the same number of persons as members of the committee and, subject to paragraph (a)(ii), may so appoint such persons as they think fit;*
 - (ii) *may accept the resignation in writing of, or remove, a member of the committee appointed by it;*
 - (iii) *may, where for any reason a vacancy occurs in the office of a member of the committee appointed by it, appoint a person to fill that vacancy; and*
 - (c) *the committee —*
 - (i) *may from time to time meet and adjourn as the committee thinks fit;*
 - (ii) *shall not transact business at a meeting unless the quorum fixed pursuant to paragraph (a)(i) is present;*
 - (iii) *is answerable to those local governments and shall, as and when required by them, report fully on its activities.*
- (3) *The function of a regional advisory committee established under this section by a group of local governments is to advise those local governments individually and collectively on all aspects of the co-ordination and planning of their activities in preventing, controlling and extinguishing bush fires.*

A landscape photograph showing a fire burning in the background, with thick black smoke rising into a blue sky. In the foreground, there is a wide, sandy dirt road with visible tire tracks. The fire is consuming dry vegetation and shrubs along the horizon.

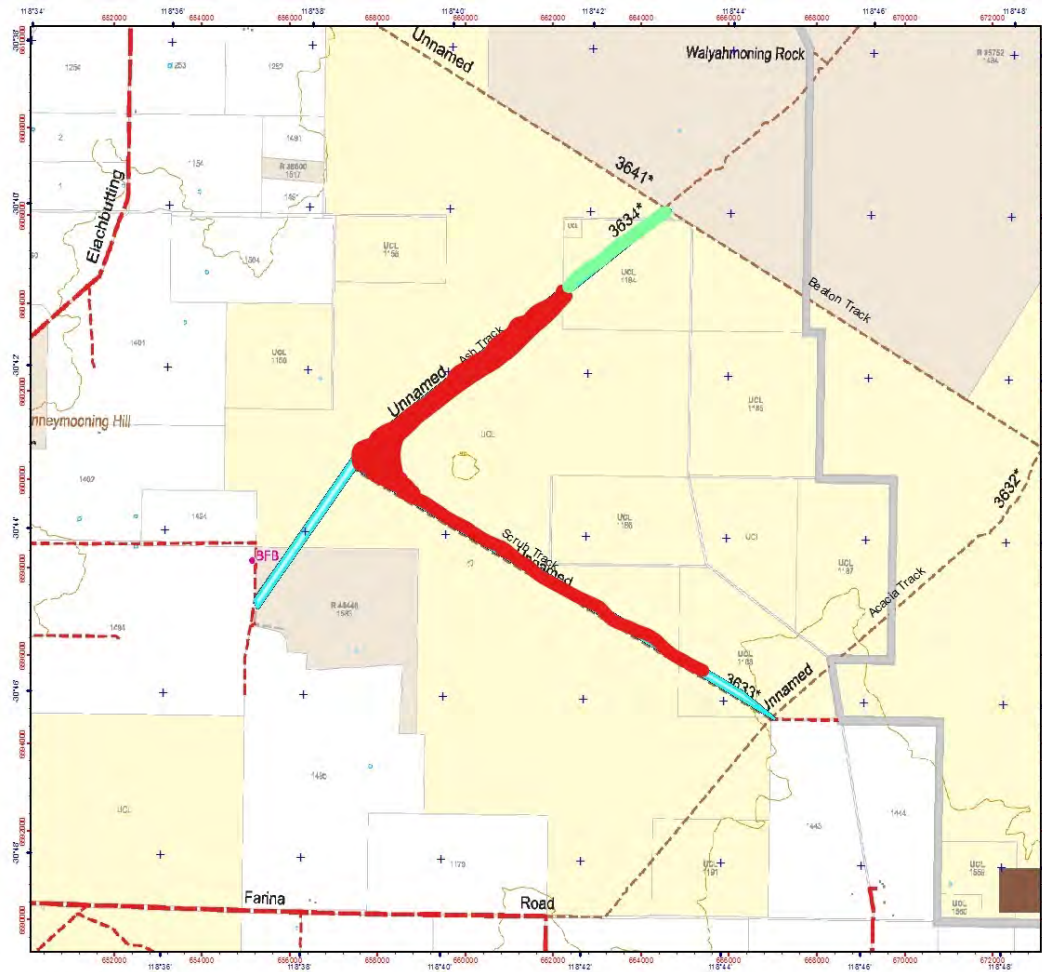
Central Wheatbelt Burn Program 2019

Central Wheatbelt Burn Program

Burn ID	Name	Overall Priority	Planning Status	Burn Size	Burn Perimeter	Buffer Length
CWB_018	Walyahmoning UCL	2	Corporate Approved	89.0ha	48.5km	5km
CWB_028	Meranda Road North UCL	1	Corporate Approved	440.4ha	52.1km	24km
CWB_031	Forrestania UCL	2	Corporate Approved	542.4ha	54.2km	27km
CWB_034	Mount Hampton NR	2	Corporate Approved	119.6ha	13.9km	6.8km
CWB_036	Yellowdine UCL/NR	2	Corporate Approved	614.3ha	160.1km	79km
CWB_037	Mollerin NR	2	To be Corporate Approved	12.8ha	1.8km	----



CWB_018 Walyahmoning

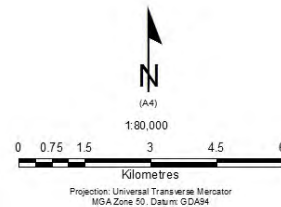


Walyahmoning Buffer Burn

Legend

- MBP_Autumn_2019a
- Aboriginal Sites Register
- Registered Site
- Local Govt. Authorities (LGA)
- Autumn_2016_Burn_Program

BURNED 2018
WOODLAND

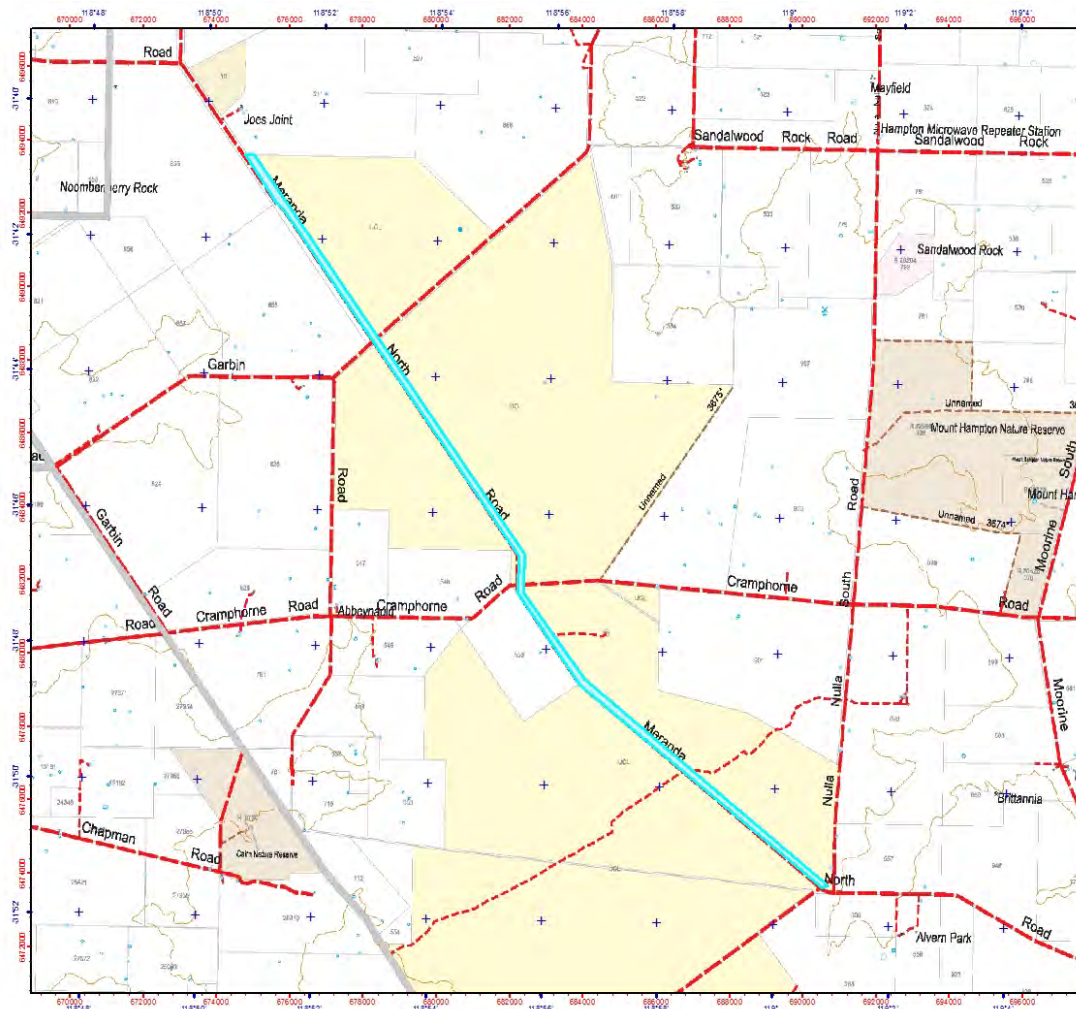


Produced by G Keal,
Department of
Parks and Wildlife



Produced at 9:47am, on May 27, 2016

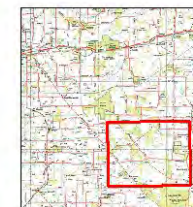
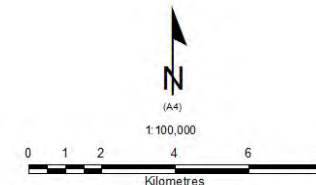
CWB_028 - Meranda North Road UCL



Merranda North Road Buffer Burn

Legend

- MBP_Autumn_2017a
- Local Govt. Authorities (LGA)

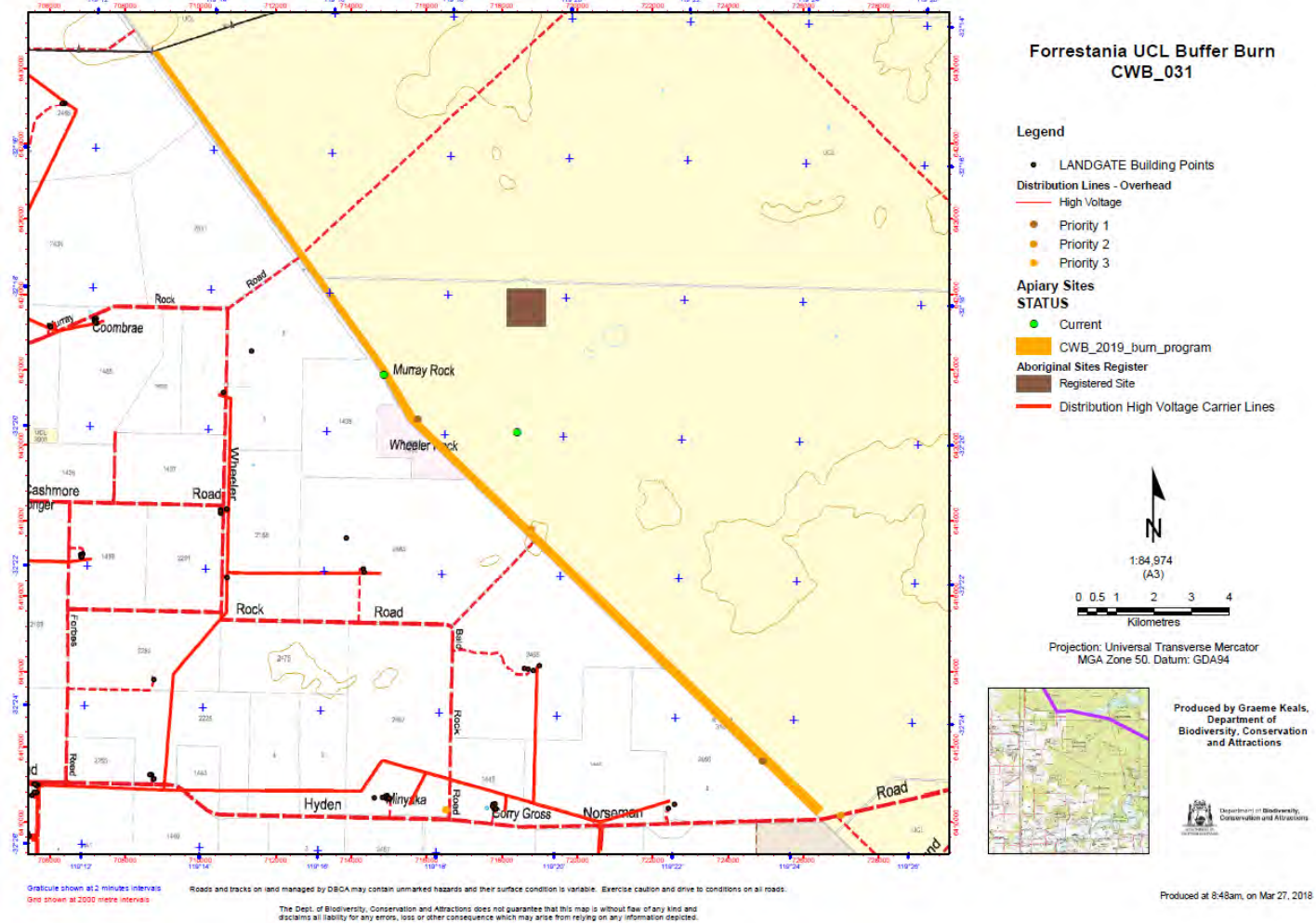


Produced by G Keals,
Department of
Parks and Wildlife

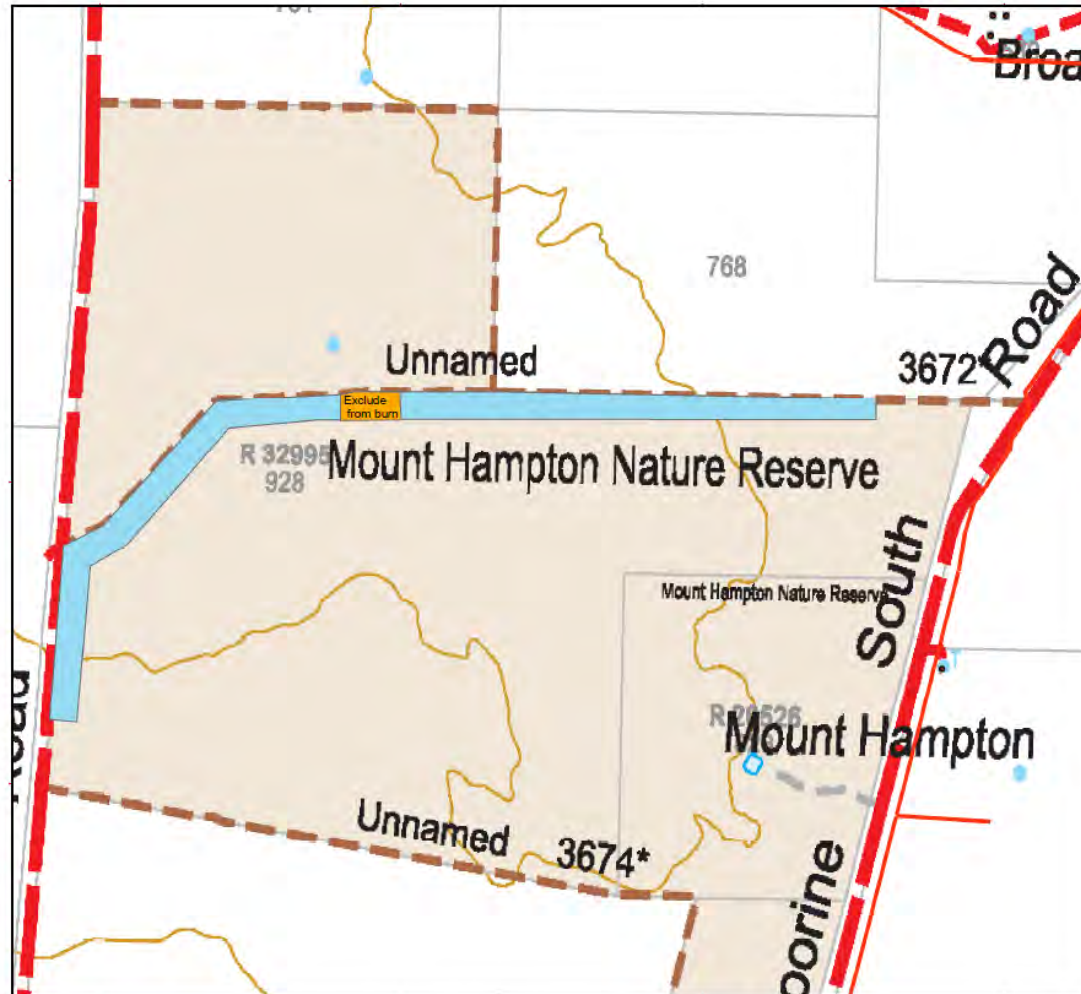


Produced at 9:47am, on May 27, 2016

CWB_031 - Forresterania UCL



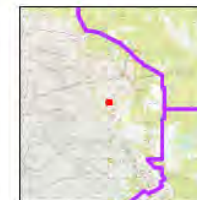
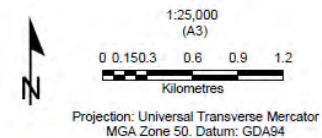
CWB_034 – Mount Hampton Nature Reserve



Mount Hampton Nature Reserve
Buffer Burn CWB_034

Legend

- CWB_2018_burn_program
- LANDGATE Building Points
- Distribution High Voltage Carrier Lines



Produced by Graeme Keals,
Department of
Biodiversity, Conservation
and Attractions



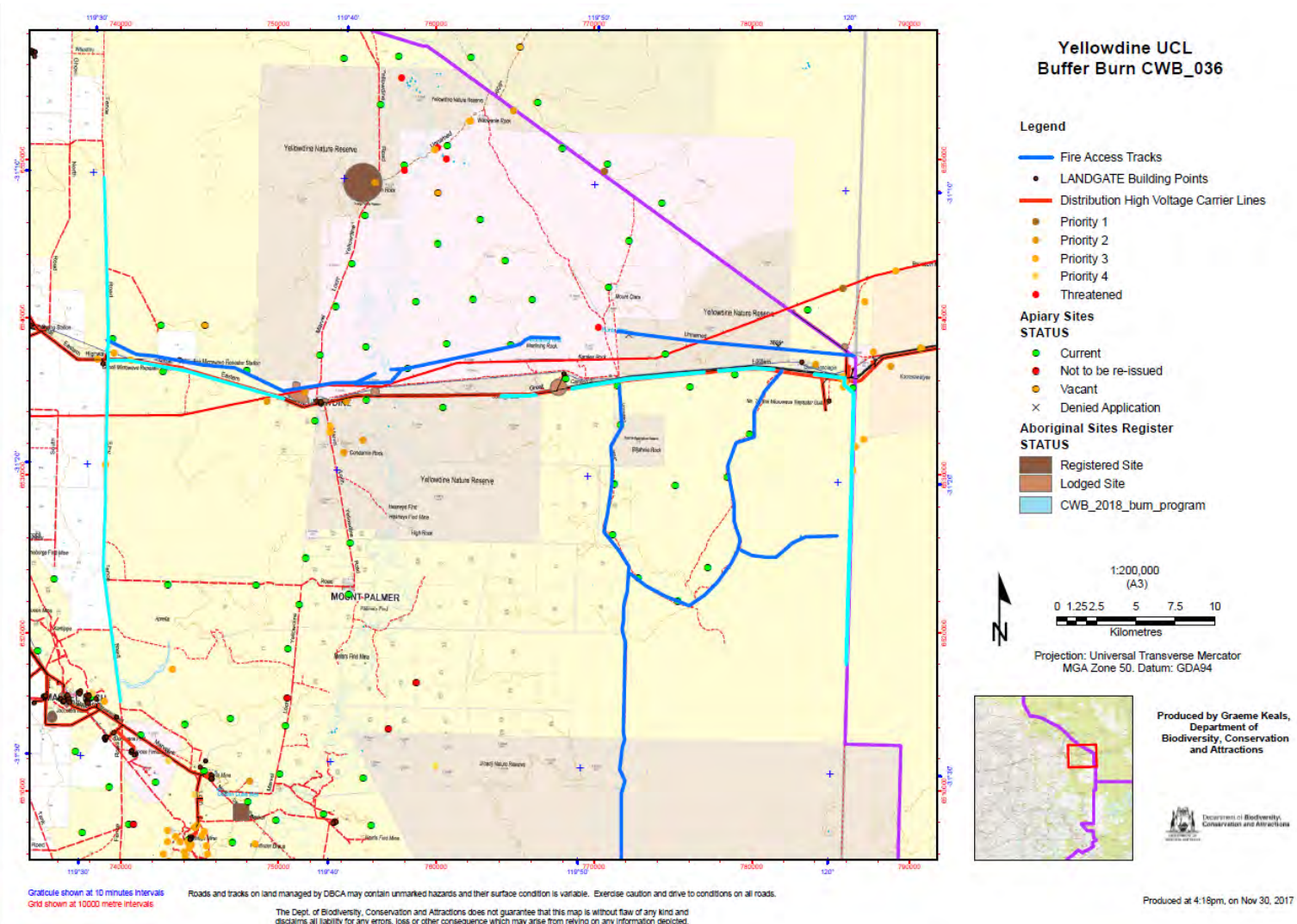
Gridline shown at 10 minutes intervals
Grid shown at 10000 metre intervals

Roads and tracks on land managed by DBCA may contain unmarked hazards and their surface condition is variable. Exercise caution and drive to conditions on all roads.

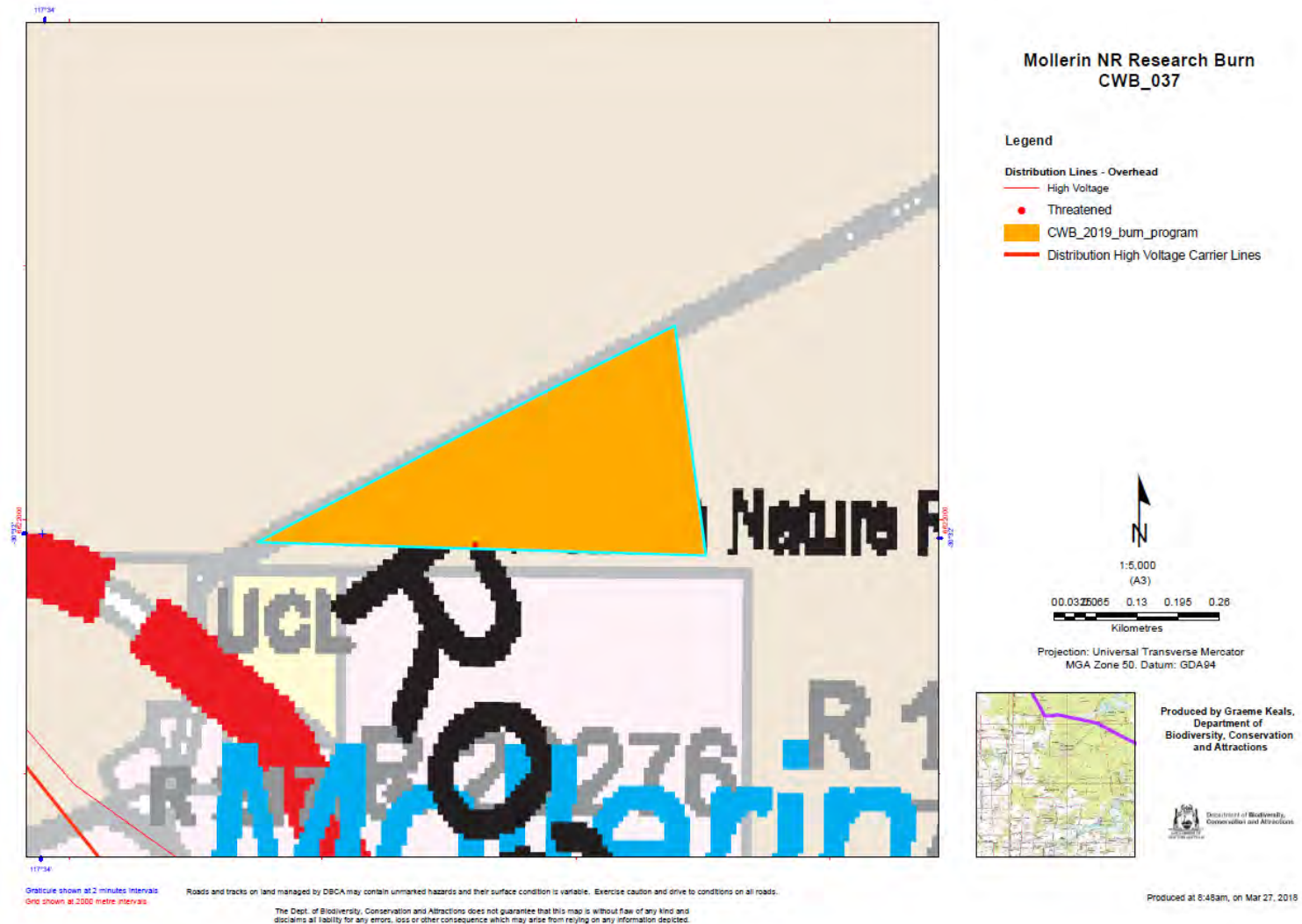
The Dept. of Biodiversity, Conservation and Attractions does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.

Produced at 4:18pm, on Nov 30, 2017

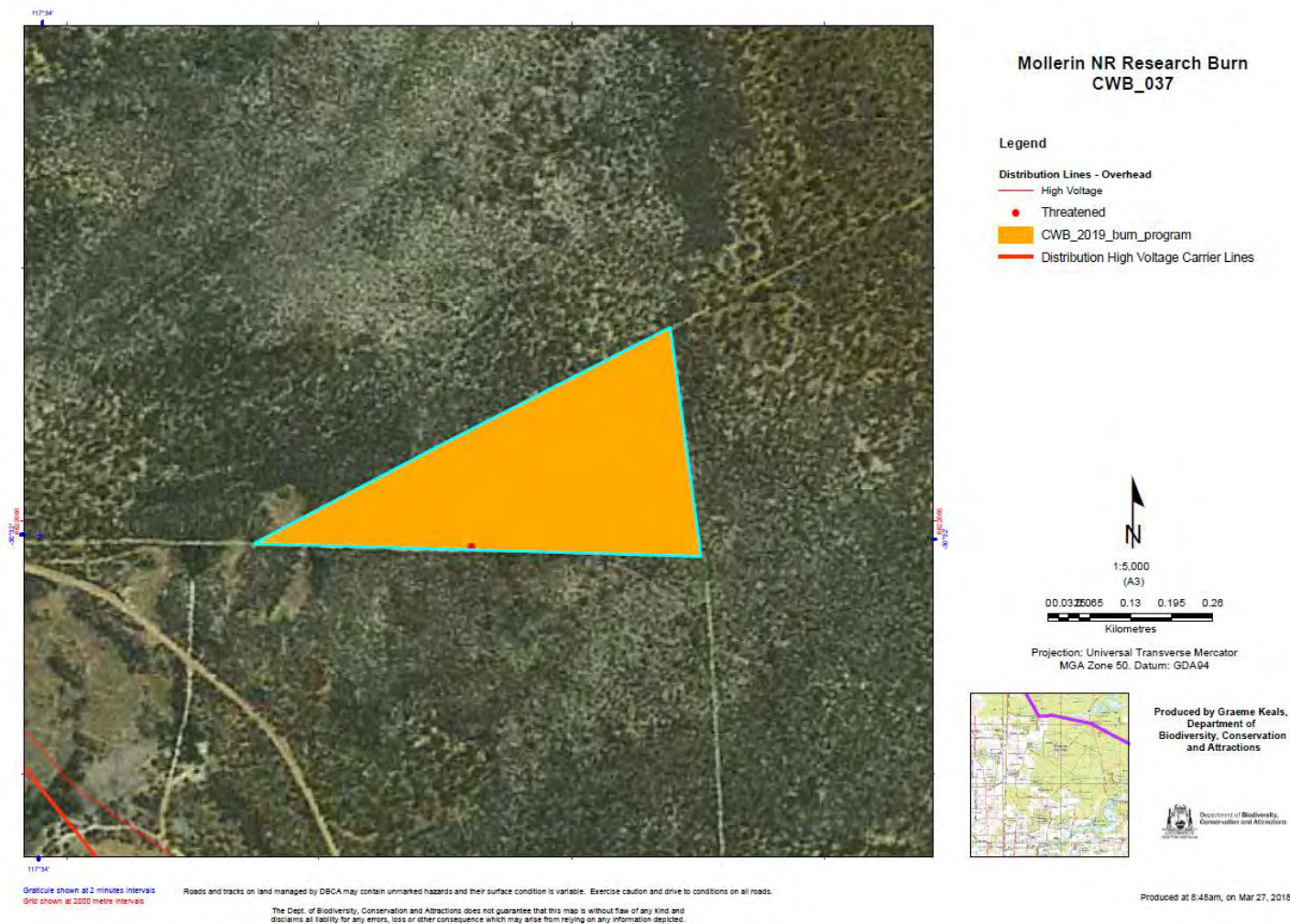
CWB_036 – Yellowdine UCL



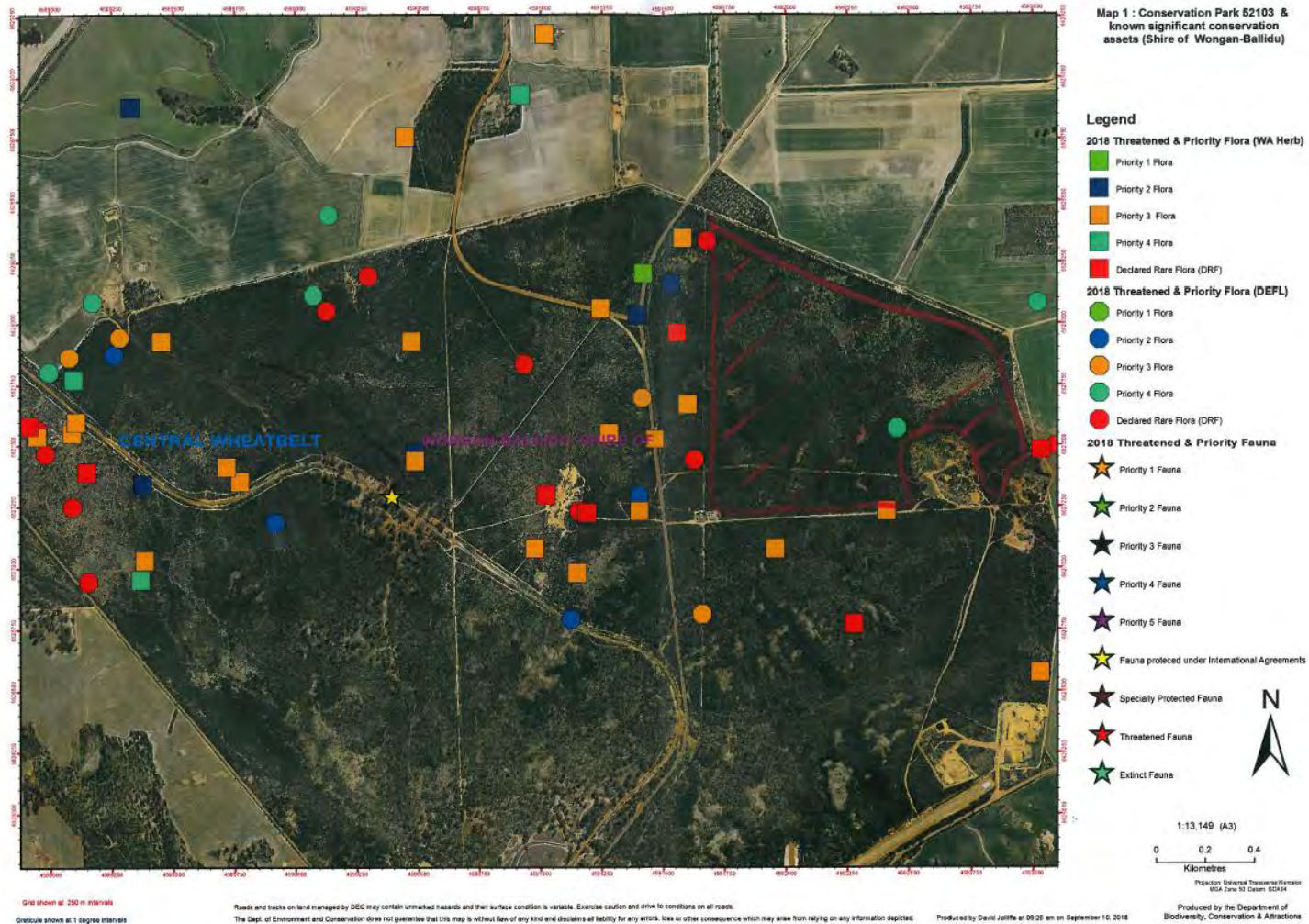
CWB_037 – Mollerin NR



CWB 037 – Mollerin NR



Wongan Hills



Gairdner Nature Reserve



Grid shown at 2 minutes intervals
Grid shown at 2000 metre intervals

Roads and tracks on land managed by DBCA may contain unmarked hazards and their surface condition is variable. Exercise caution and drive to conditions on all roads.

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Charles Gardner Nature Reserve Burn CWB_

Legend

- LANDGATE Building Points

Distribution Lines - Overhead

High Voltage

- Priority 1
- Priority 2
- Priority 3
- Priority 4
- Threatened



1:20,000
(A3)

0 0.125 0.25 0.5 0.75 1
Kilometres

Projection: Universal Transverse Mercator
MGA Zone 50. Datum: GDA64



Produced by Graeme Keals,
Department of
Biodiversity, Conservation
and Attractions



Department of Biodiversity,
Conservation and Attractions

Produced at 8:48am, on Mar 27, 2016



Ordnance shown at 12 minutes intervals
Grid shown at 2000 metre intervals

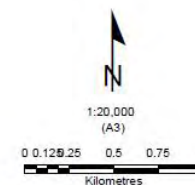
Roads and tracks on land managed by DBCA may contain unmarked hazards and their surface condition is variable. Exercise caution and drive to conditions on all roads.

The Dept. of Biodiversity, Conservation and Attractions does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.

East Nugadong Nature Reserve Burn CWB_

Legend

- LANDGATE Building Points
- Distribution Lines - Overhead
 - High Voltage



Projection: Universal Transverse Mercator
MGA Zone 50. Datum: GDA94



Produced by Graeme Keals,
Department of
Biodiversity, Conservation
and Attractions



Produced at 8:48am, on Mar 27, 2018



Operational Fleet Project

Delivering a Fit for Purpose Fleet Together



BFS

Project Overview

March 2019

Agenda

- Project Overview
- Operational Fleet Catalogue
- Operational Fleet Design and Delivery Model
- Project Streams Status
- Communications
- How to Get Involved
- Fleet Allocation Queries

Overview

What are we doing?

- New 'Operational Fleet Design & Delivery Model'
- Greater involvement from end users and stakeholders
- Streamline the process to deliver the design, specifications, first of type and build contracts for DFES fleet
- Piloting and refining the model across high priority fleet
- Online Fleet Catalogue to improve access to operational fleet information

Why are we doing this?

- To develop a robust model
- Ensure fleet specifications and tender responses meet both State needs and user requirements
- 'Fit for Purpose' will better equip all fire & emergency services to protect the community
- To improve end user inclusion in fleet design and evaluation
- Consider innovation
- Bring consistency to the process
- Improve visibility of fleet delivery

How will it work?

- Opportunity to contribute for all services and regions
- Continual engagement with end users and stakeholders is critical
- Not a 'One Size Fits All' exercise
- Minor configurations to suit local conditions
- Standardising fleet composition where possible will maximise interoperability & improve efficiencies

What does success look like?



Operational Fleet Catalogue

- Sits on DFES external web site
- Greater understanding of available fleet
- Easy access to fleet information
- Filtering capability
 - Fleet type
 - Class
 - Mobility
 - Primary Incident
 - Service
- Click on fleet image for specifications and capabilities

The screenshot displays the 'Operational Fleet Catalogue' website. At the top, the DFES (Department of Fire & Emergency Services) logo is visible alongside emergency contact numbers: 000 for fire or life threatening emergencies, 132 500 for SES emergency assistance, and 13 DFES (13 3337) for emergency information. A search bar and navigation links (Home, Publications, Links, Contact Us) are present. The left sidebar contains a menu with categories like 'About Us', 'News and Media', 'Safety Information', 'Recruitment and Training', 'Volunteering', 'School Education', 'Regulation and Compliance', 'Emergency Services Levy', 'WA Emergency & Risk Management', 'Recovery (WANDRRA / DRFA-WA)', and 'Recovery'. The main content area features the 'EmergencyWA' logo and a yellow banner for alerts. Below this, the 'Operational Fleet' section provides an overview of the fleet's purpose and a description of the catalogue. A filtering section allows users to select by Category (Pumper), Class (None selected), Mobility (4x4, 4x2, 4x4, 6x4, 6x6, 8x4, 8x6, 10x4, 10x6, 12x4, 12x6, 14x4, 14x6, 16x4, 16x6, 18x4, 18x6, 20x4, 20x6, 22x4, 22x6, 24x4, 24x6, 26x4, 26x6, 28x4, 28x6, 30x4, 30x6, 32x4, 32x6, 34x4, 34x6, 36x4, 36x6, 38x4, 38x6, 40x4, 40x6, 42x4, 42x6, 44x4, 44x6, 46x4, 46x6, 48x4, 48x6, 50x4, 50x6, 52x4, 52x6, 54x4, 54x6, 56x4, 56x6, 58x4, 58x6, 60x4, 60x6, 62x4, 62x6, 64x4, 64x6, 66x4, 66x6, 68x4, 68x6, 70x4, 70x6, 72x4, 72x6, 74x4, 74x6, 76x4, 76x6, 78x4, 78x6, 80x4, 80x6, 82x4, 82x6, 84x4, 84x6, 86x4, 86x6, 88x4, 88x6, 90x4, 90x6, 92x4, 92x6, 94x4, 94x6, 96x4, 96x6, 98x4, 98x6, 100x4, 100x6), Primary Incident (None selected), and Service (None selected). A 'Select all' button is also available. Below the filters, there are images of various fleet vehicles, including a 'COMBINATION AERIAL PUMPER', 'COMBINATION LADDER PLATFORM', 'UNDER DEVELOPMENT', 'INCIDENT CONTROL VEHICLE', and 'COMMAND AND CONTROL'.

Operational Fleet Catalogue



Government of Western Australia
Department of Fire & Emergency Services



Category

Name

Tanker 3.4 Urban Tanker

Mobility



Mass Class



Image



Services



Standard Specification

Crew Capacity	Provision for six (6) crew
Dimensions	8072 L x 3024 H x 2490 W mm (2900 W mm mirror to mirror)
Weight	14,010 kg
Cab Chassis	Isuzu FTS 139-260 4x4 / 14,200 kg GVM / Crew cab / 191kw diesel engine / automatic transmission
Crew Protection	AVL, Deluge, Radiant heat shields, Lagging, Burn over blankets and In cab air units
Pump	Waterous CLVT close coupled to an independent 4 cyl water cooled Isuzu 4JG1TPW-01 Engine
Pump Performance	1850 L/m @ 700 kPa
Pumping Modes	Stationary / Pump and Roll
Primer Pump	Electrically powered (Oil less) vane type
Foam System	A Class Injected
Deliveries	Three (3) x 64mm BIC Female
Collectors	Two (2) x 64mm BIC Male One (1) x 100mm Storz Hard Suction One (1) x 64mm BIC Male Tank fill (direct)
Hose Reels	One (1) electric rewind 50m x Ø25mm One (1) electric rewind 30m x Ø19mm
Water Capacity	3600 litres (3000 litres operational / 600 litres deluge)
Foam Capacity	60 litres A Class foam tank
Lighting	24 volt LED Lighting
Ladder	Arion 7.65 triple extension
Welfare	32 litre fridge

Configurations

BA equipped	4 x BA set stowage 4 x spare BA cylinder stowage Additional rear locker for flat hose stowage B Class foam induction post delivery 200 litres B Class foam tank Little Giant ladder
-------------	---

Primary
Incident



Bushfire



Structure
Fire
(external)



Structure
Fire
(internal)

Operational Fleet Catalogue



Government of Western Australia
Department of Fire & Emergency Services



Category

**Command
and Control**

Name

**Incident Control
Vehicle**

Mobility



Mass Class



Image



Standard Specification

Crew Capacity	Provision for six (6) crew
Dimensions	TBC
Weight	TBC
Cab Chassis	4x2 / 15,000 kg GVM / diesel engine / automatic transmission
Crew Protection	AVL
Functional areas	Internal radio operations / internal incident management / external briefing / external check-in/out
Communications	UHF, VHF high band, VHF mid band, HF radio / 3G & 4G cellular / BGAN satellite
Lighting	24 volt LED lighting
Power	Inverter / auxiliary batteries / generator
Welfare	Fridge / air conditioning

**Primary
Incident**

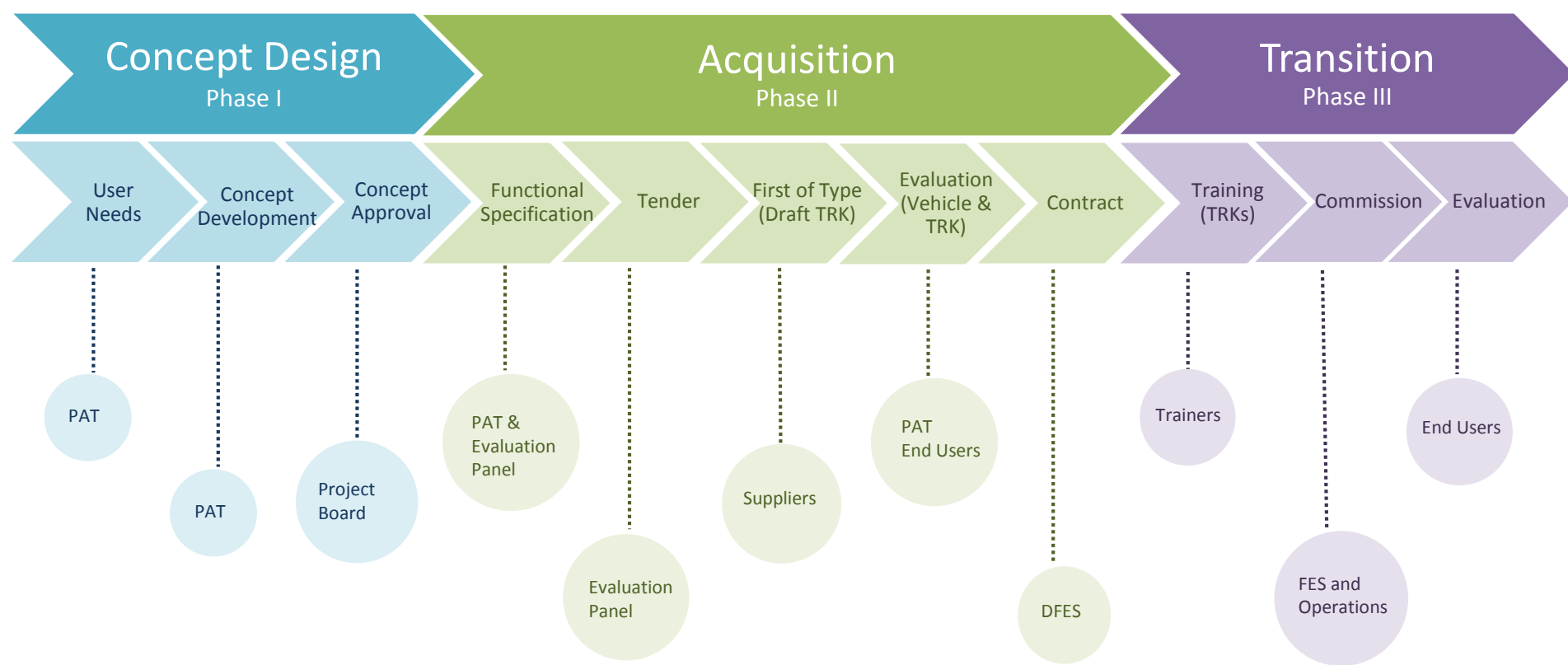
Services



Version 1.1 9-01-2019

Operational Fleet Design & Delivery Model

Simplified Version



Key Features

- Roadmap for consistent design and delivery of all fleet
- Enables validation of initial concept
- Ensures agreement from all before moving to acquisition phase
- Opportunity to confirm we've achieved what was agreed during concept design through functional specifications, tender responses and evaluation
- Fleet supplier at evaluation to answer questions
- Includes development of learning resources to ensure preparedness
- Involvement of end users at multiple steps

Project Streams Status

Project Stream Dashboard

Status Update - March 2019

Fleet Project Stream	Current Status	Next Steps
Piloting the Model - New Fleet Contracts		
General Rescue Utility (Formerly Rescue Vehicle)	Concept Design has been endorsed by Project Reference Group and approved by Project Board. Functional Specification reviewed by PAT members. PAT Chair is Jon Kirk.	Commence first of type build through CUA. The first of type will be tested by FES and then evaluated by end users.
Acquisition Functional Specification		
Flood Rescue Boat	Tender Period closed, Tender in Evaluation by panel which includes volunteers as observers. PAT Nominations have been finalised. PAT Chair is Graham Sears.	Tender Evaluation to conclude. PAT kick-off meeting planned for April 2019 to confirm design for first of type build.
Acquisition Tender		
Combined Aerial Pumper Appliance	Concept Design endorsed by Project Reference Group and approved by Project Board. Functional Specification being drafted for review. PAT Chair is Brad Delavale.	Functional specifications due for completion late March 2019. Publishing of tender scheduled for April 2019.
Acquisition Functional Specification		
Piloting the Model - Continuing Work Previously Started		
<p>The project has mapped the status of fleet vehicles that were part of previous work against the new model. Gaps have been identified and, where feasible, we will close them through application of the new model and its guiding principles.</p> <p>* There have been a number of vehicles where specifications were developed with limited stakeholder engagement. Importantly, we are looking for opportunities to involve stakeholders now where we can.</p> <p>** Interim Contracts for new builds will go through a first of build assessment which aligns to the Acquisition – First of Type stage.</p>		
Road Crash Rescue Tender	Tender in Evaluation. PAT nominations have been finalised. PAT Chair Sven Andersen.	Tender Evaluation activities continue. PAT kick-off meeting planned for March 2019 to confirm design for first of type build.
Acquisition First of Type		
General Rescue Truck	Tender in Evaluation. PAT nominations have been finalised. PAT Chair is Jon Kirk.	Tender Evaluation activities continue. PAT kick-off meeting planned for March 2019 to confirm design for first of type build.
Acquisition First of Type		
Ultra Light Tanker*	Tender in Evaluation. PAT nominations have been finalised. PAT Chair is Brad Slater.	Tender evaluation activities continue. PAT to be formed and kick-off in April 2019.
Acquisition Tender		
Light Tanker*	Tender responses declined. PAT nominations have been finalised. PAT Chair is Murray Mc Bride.	Vehicle Concept to be reviewed by PAT and prepare for acquisition. PAT to be formed in April 2019.
Concept Concept Development		

Project Stream Groupings

“Piloting the Design and Delivery Model”

Group 1: New Fleet Contracts

Group 2: Continuing the Work Previously started - *In Acquisition*

Group 3: Continuing the Work Previously started - *First of Type Evaluation*



Prioritisation Ranking (each scored out of 10)

1. PESTLE (Political, Economic, Social, Technical, Legal, Environmental)
2. Contract Driven
3. Volume/Cost of Fleet Required
4. Proximity of End of Life/Replacement Schedule
5. Opportunity Cost (Change Management, Schedule, Technical Debt reduction)
6. Safety

Project Stream Group 2

Continuing the work previously started *In Acquisition*

Project Focus:

- Establish PAT's and confirm schedule of activities
- Apply the steps of the model to current Tender Evaluations
 - Interim Contracts (re-establishing supply)
 - Light Fleet Tender

Light Tanker (tendered as Ultra Light Tanker)

Objective:

Fast response vehicle with focus on urban fire (limited crew cab protection)

Stream Strategy:

Piloting the Model - Continuing work previously started (In Acquisition).

Current Status:

- Tender under Evaluation.

Next Steps:

- Tender evaluation activities continue.

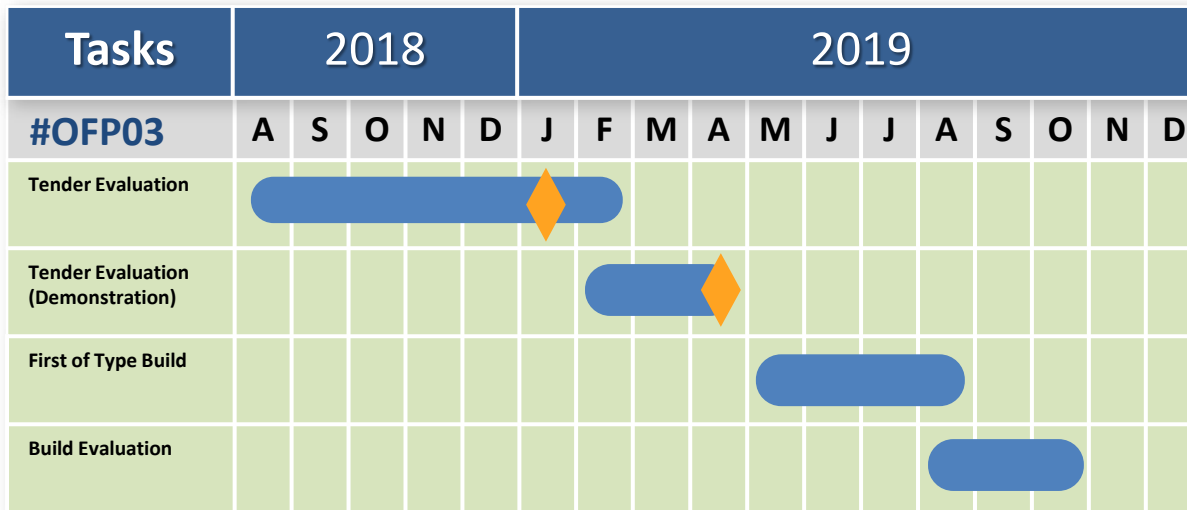
PAT Activities:

- PAT kick-off meeting in April

Risk / Issues / Opportunities:

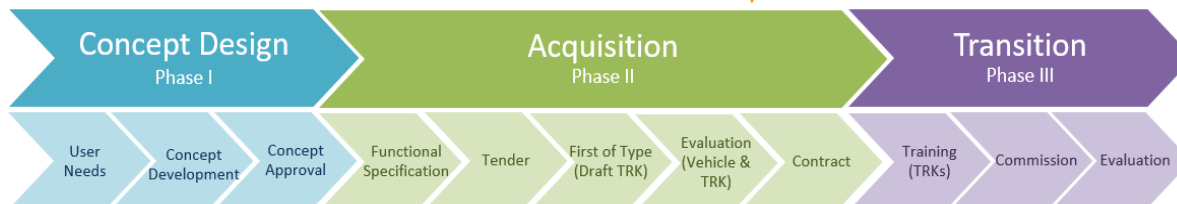
Prioritisation Ranking:

46/60



PAT Chair: Brad Slater

♦ = PAT meeting / workshop



Status Update: March 2019

1.4 Tanker (tendered as Light Tanker)

Objective:

Fast response vehicle with focus on rural fire with full crew cab protection

Stream Strategy:

Piloting the Model - Continuing work previously started (In Acquisition).

Current Status:

- Rural ConOps under review to clarify fleet capability requirements
- Tender responses declined.

Next Steps:

- Tender Evaluation recommendation report to be issued
- Review vehicle concept design activities

PAT Activities:

- PAT nominations finalised.
- PAT kick-off in April to review vehicle concept and requirements

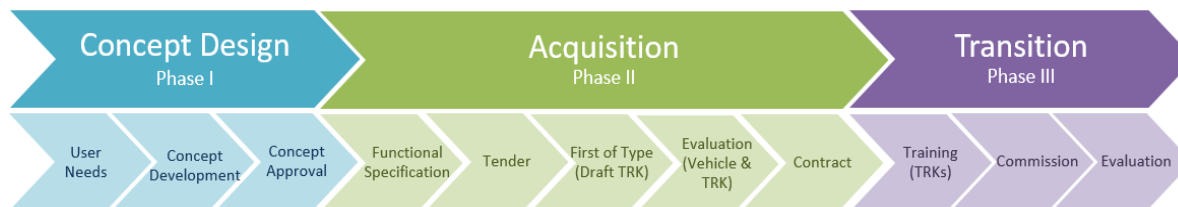
Prioritisation Ranking:

60/60

Tasks	2018					2019											
#OFP04	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Tender Evaluation																	
Concept Definition Review																	
Functional Specification																	
Tender Request																	
Tender Evaluation (Desktop)																	

PAT Chair: Murray McBride

◆ = PAT meeting / workshop

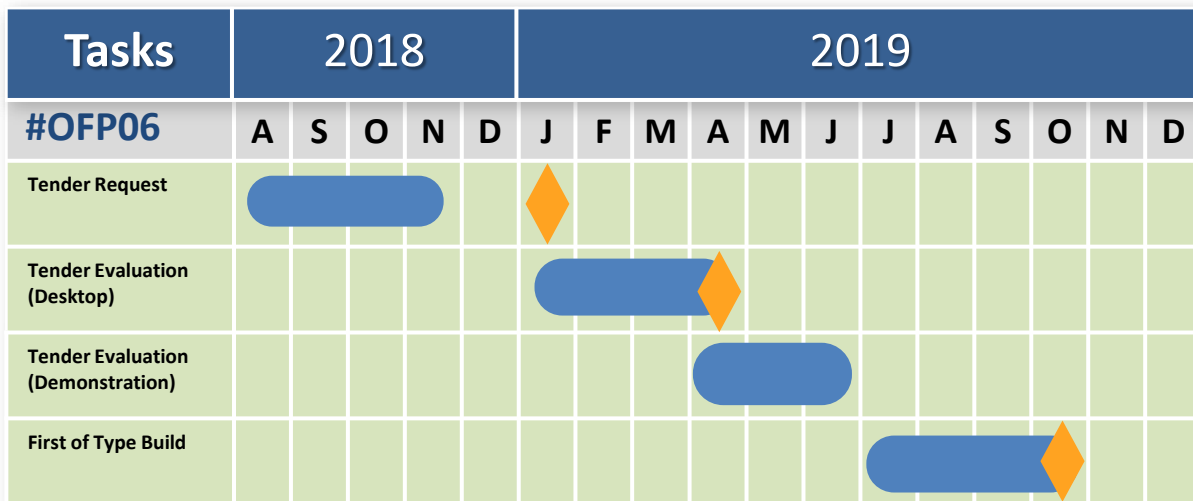


Status Update: March 2019

4.4 Broadacre Tanker

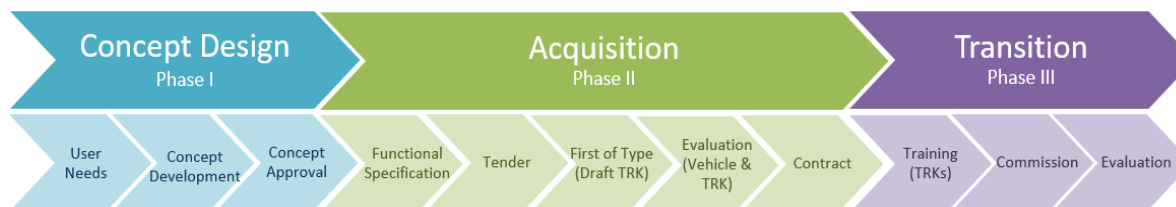
Objective:

Re establishment of Vehicle supply contract



PAT Chair: Paul Blechynden

♦ = PAT meeting / workshop



Stream Strategy:

Piloting the Model - Continuing work previously started (In Acquisition).

Current Status:

- Tender in Evaluation (involving volunteers)
- PAT nominations finalised

Next Steps:

- Tender evaluation activities continue.

PAT Actions:

- PAT Kick-off in April

Risk / Issues / Opportunities:

- Resource availability risk to evaluation panel during high threat period.

Prioritisation Ranking:

43/60

Status Update: March 2019

Project Stream Group 3

Continuing the Work Previously started *First of Type Evaluation*

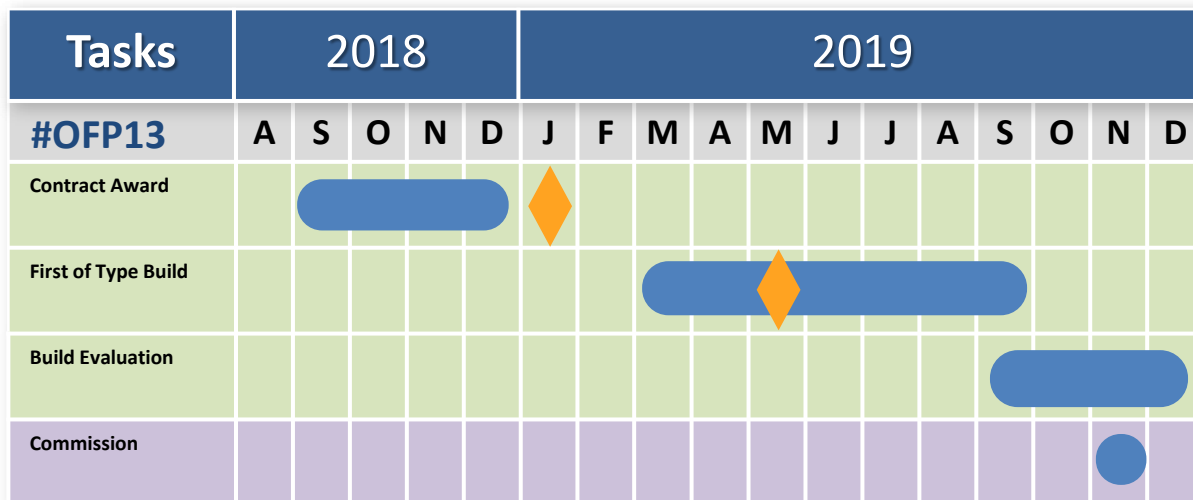
Project Focus:

- Establish PAT's and confirm schedule of activities
- Supporting the first of build process through evaluation and trial activities of the model.

2.4 Broadacre Tanker

Objective:

Re establishment of Vehicle supply contract



Stream Description:

Piloting the Model - Continuing work already started (Acquisition)

Current Status:

- Contract Awarded to GH Varley

Next Steps:

- PAT nominations and kick-off to review first of build specifications.
- Contract Award issued and delivery schedule to be established.

PAT Actions:

- PAT kick-off in May

Risk / Issues / Opportunities:

- Allocation of 2.4 replacement fleet

Prioritisation Ranking:

18/60

PAT Chair: Torben Bendsten

◆ = PAT meeting / workshop

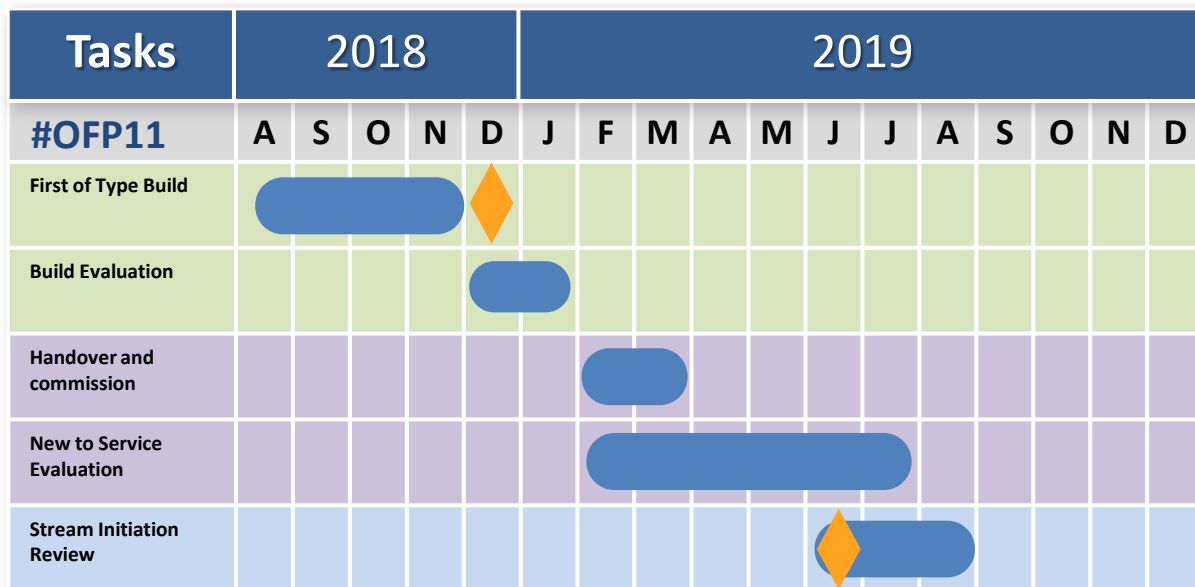


Status Update: March 2019


3.4 Urban Tanker

Objective:

Re establishment of Vehicle supply contract



PAT Chair: Brad Delavale

 = PAT meeting / workshop



Stream Strategy:

Piloting the Model - Continuing work previously started (Build Program)

Current Status:

- Handover of new appliances to BGU's has commenced.

Next Steps:

- New to Service evaluations to be conducted with BGU's receiving appliances.

PAT Actions:

- Review new to service evaluation findings

Risk / Issues / Opportunities:

- Limited scope for rework due to delivery through interim contract stream.

Prioritisation Ranking:

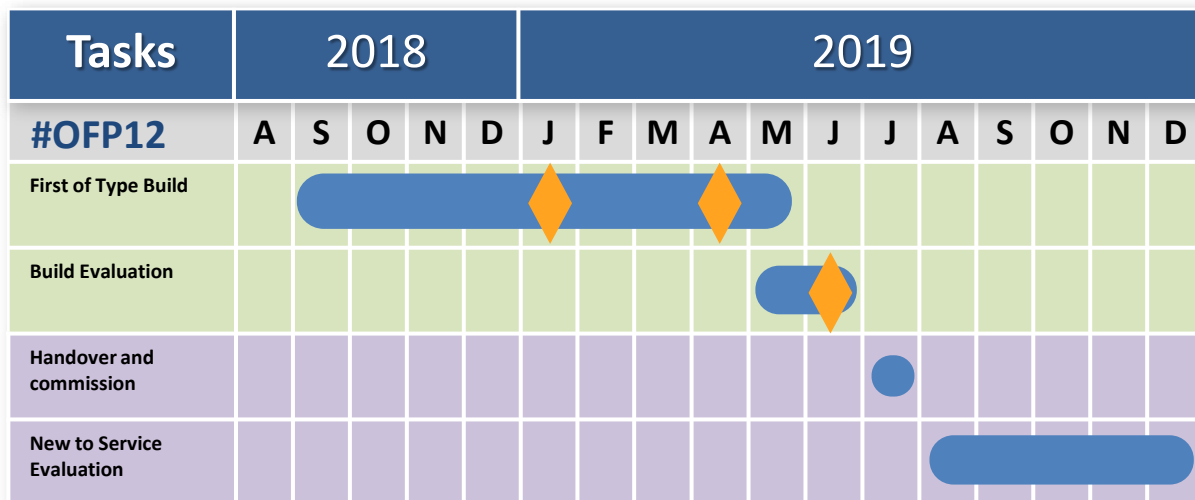
24/60

Status Update: March 2019

Bulk Water Carrier

Objective:

Re establishment of Vehicle supply contract



PAT Chair: Paul Southam

◆ = PAT meeting / workshop



Stream Strategy:

Piloting the Model - Continuing work previously started (Build Program)

Current Status:

- In-build by Frontline Fire

Next Steps:

- First of Type build expected May 2019.

PAT Actions:

- PAT kick-off in April to confirm design for First of Type build

Risk / Issues / Opportunities:

- None to report

Prioritisation Ranking:

8/60

Status Update: March 2019

Communications

Volunteer & Staff Portal

HOME

NEWS AND CIRCULARS

- DFES Circulars
- Bushfire Ready
- Operational Fleet
- Road Work Notifications
- School Aged Education
- State Operations Centre
- Statement of Strategic Intent
- Volunteer ID Cards
- Volunteer Portal Improvements
- WAPES Conference

SUPPORT

- Strategic Volunteer and Youth Programs Team
- Health and Safety Services
- Insurance Claims and Policies
- Mental Health and Wellness
- Standards and Conduct
- Support For Your Employer
- Volunteer Resource Research and Development
- Volunteer Support Legislation
- Volunteer Sustainability Strategy
- Workers Compensation/Injury Management
- Youth Safety

TOOLSBOXES

- Administration
- Community Engagement
- Engaging with Aboriginal Communities
- Incident Management
- Intelligence and Hazard Planning
- JAFFA
- Maps
- Purchasing
- Recruitment
- Retention
- Taxation Information
- Youth Training Programs

TRAINING

- eAcademy
- eAcademy Updates
- Emergency Management Volunteer Scholarships
- SIMCEN
- Volunteer Leadership Program

PROJECTS

- 400MHz Radio Transition
- Automatic Vehicle Location
- CAD Replacement
- Fuel Card Scheme
- Group Call Replacement
- Legacy Foam Strategy



HOME **OVERVIEW** **OPERATIONAL FLEET CATALOGUE**

OPERATIONAL FLEET DESIGN AND DELIVERY MODEL **LATEST NEWS** **FAQS**

VIDEOS **CONTACTS AND FEEDBACK**

The Operational Fleet Project (OFF) is developing a model that will enhance stakeholder engagement and streamline the process to deliver the design, specifications, prototypes and build contracts for the DFES operational fleet.

By building a robust model that involves end users at multiple steps, such as needs analysis and prototype evaluation, this new process will result in vehicle specifications and tender responses that meet both State needs and your requirements, as end users.

Vehicle Project Streams Dashboard

Below is a snapshot of the design and delivery progress for our priority fleet.

Status Update - November 2018

Fleet Project Stream	Current Status	Next Steps
Piloting the Model - New Fleet Contracts		
Rescue Vehicle	Safety Assessments, Proof of concept and Operational Concept document workshops being conducted	Finalisation and issue of operational concept for endorsement and approval. Develop Functional Spec.
CAPA	Safety Assessments, Proof of concept and Operational Concept document workshops being conducted	Finalisation and issue of operational concept for endorsement and approval. Develop Functional Spec.
Piloting the Model - Continuing Work Previously Started		
The project has mapped the status of fleet vehicles that were part of previous work against the new model. Gaps have been identified and, where feasible, we will close them through application of the new model and it's guiding principles.		
* There have been a number of vehicles where specifications were developed with limited stakeholder engagement. Importantly, we are looking for opportunities to involve stakeholders now where we can.		
** Interim Contracts for new builds will go through a first of build assessment which aligns to the Acquisition-Prototype stage.		
In Acquisition		
Road Crash Rescue Tender	Tender evaluation report being finalised by Procurement. PAT chair has been nominated.	Tender evaluation recommendations issued and pre-production award activities to commence. PAT Chair briefing and team nominations to be issued.
Acquisition - Tender		
General Rescue Truck	Tender evaluation report being finalised by Procurement. PAT chair has been nominated.	Tender evaluation recommendations issued and pre-production award activities to commence. PAT Chair briefing and team nominations to be issued.
Acquisition - Tender		



- New content every month
- Emails and eNewsletters to link directly to the site

Project Streams Dashboard

- Status update for all fleet
- Current & next steps
- Position in model indicated
- Updated every month

Communications

Monthly Project Update

Operational Fleet Project

Delivering a Fit for Purpose Fleet Together



UPDATE | February 2019

What has been happening?

- First Project Advisory Team (PAT) Chair briefing session held late January - PAT chairs for Urban Pumper, HAZMAT Structural Rescue, Bulk Water Carrier and 2.4 Broadacre Tanker were taken through how PATs work, their responsibilities and their project stream activities. A second session will be held early in February for remaining project streams. PATs will be finalised by the end of February 2019.
- Following the second OFP Reference Group meeting late January, we now have acceptance of the CAPA and General Rescue Utility concepts.
- New project team members – Welcome to Uchit Luktuke and Skye Pichler.

What is next?

- OFP Roadshow to kick off in February – our Project Director will be travelling around the state providing updates and briefings to various services.
- Second PAT Chairs Briefing session 7th February 2019.
- Number of PATs will be kicking off over the next two months to support development of First of Types, concept design and evaluations.

Project Overview Presentation now available

Share the word with your Brigade/Group/Unit (BGU) – complete with speaking notes
For your copy - visit the [DFES intranet](#) or the [Volunteer Portal](#) (scroll to bottom of page).

FEBRUARY HIGHLIGHT

3.4 Urban Tanker PAT User Trial Outcomes

In December 2018 volunteers from Volunteer Fire and Rescue Service (VFRS), Volunteer Fire and Emergency Services (VFES) and Bush Fire Service (BFS) from across the state gathered to participate in a hands on trial of the first new series 3.4 Urban Tankers off the production line.

Working with end users in the build program provided them the opportunity to point out things not necessarily noticeable to the supplier. Following valuable feedback, a number of immediate changes will address challenges with radio microphone locations, suction inlet valve interference with rear recovery, safer removal of standpipe and bar mounting and inclusion of a wheel brace extension bar.

Four 3.4 Urban Tankers are being delivered to Halls Creek, Wyndham, Brookton and Toodyay. New to Service trials will now commence once handed over to the brigades.



"Thank you for the opportunity to be part of the user trial...it gives me confidence when someone asks 'Why?' instead of saying 'That's just how it is'."

Andrew Waters, BFS, Pink Lake, Esperance

3.4 UT PAT Video – [Click here for highlights](#)



Government of Western Australia
Department of Fire & Emergency Services

For further details or feedback on this update, please contact the project team OperationalFleetProject@dfes.wa.gov.au or visit us at the [DFES Intranet](#) or the [Volunteer Portal](#).



How to Get Involved

Stay Up to Date

- Websites
 - DFES Intranet
 - Volunteer Portal
 - Project Stream Status Updates
 - Videos
- Monthly project updates sent to
 - Local Government CEOs
 - CESMs
 - CBFCOs
 - SES Local Managers
 - Volunteer Associations and UFUWA
- Project Briefings/Updates – Meetings and Forums
- eNewsletters
 - Local Government News
 - Association Newsletters
 - DFES Volunteer Update
- Project enquiry email - OperationalFleetProject@dfes.wa.gov.au
 - For any questions or feedback
 - To receive monthly updates

Get Involved

- Register your interest to become a PAT member
 - Be part of concept design and first of type evaluation
 - Send us an email to operationalfleetproject@dfes.wa.gov.au with your name, Service, Role, ID, contact details, Region/location and fleet of interest
 - Number PAT members is limited – will do our best
- PATs are only one part of the evaluation model
- Other opportunities include
 - First of type user trials
 - New to service user trials
 - User trials in different locations to ensure 'Fit for Purpose' for those locations
 - All evaluations will feed back into the 'Design and Delivery' cycle for ongoing improvements

Fleet Allocation Queries

- Operational Fleet Project scope is to design and deliver a fit for purpose operational fleet to ensure the right types of fleet are available on contract.
- As part of this, the Operational Fleet Model is designed to be inclusive of end users to help:
 - design the concept
 - evaluate submissions from the tender process
 - evaluate ‘first of type’
 - test the end product
 - includes provision of advice on functional specifications through the Project Advisory Teams
- The project does not manage fleet allocations or replacement schedules
- DFES still maintains its replacement schedule
- Any changes to fleet allocation will be considered through the DFES Resource to Risk Process or the Change Fleet Appliance Procedure
- If you have any further queries regarding fleet allocation for your BGU please contact your region.
- Refer to online ‘Operational Fleet Catalogue’ for information on available Fleet
 - ‘Operational Information’ on DFES Website
 - Links from Operational Fleet Project websites on DFES intranet and Volunteer Portal



Minutes for the Audit Committee Meeting to be held in the Shire of Wyalkatchem Council Chambers
on the 15 August 2019



MINUTES OF THE

Shire of Wyalkatchem

Audit and Risk Committee Meeting

Held on Thursday 15 August 2019

Council Chambers.

Honour Avenue, Wyalkatchem

Meeting opened: 2.07pm

Meeting closed: 2.16pm

Regulation 16 of the Local Government (Audit) Regulations 1996 states that:

"An audit committee —

a) is to provide guidance and assistance to the local government —

- i. as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and*
- ii. as to the development of a process to be used to select and appoint a person to be an auditor; and*

b) may provide guidance and assistance to the local government as to —

- i. matters to be audited; and*
- ii. the scope of audits; and*
- iii. its functions under Part 6 of the Act; and*
- iv. the carrying out of its functions relating to other audits and other matters related to financial management; and*

c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —

- i. report to the council the results of that review; and*
- ii. give a copy of the CEO's report to the council."*

Preface

When the Chief Executive Officer approved these Minutes for distribution they are in essence “*Unconfirmed*” until the following Audit and Risk Committee Meeting, where the minutes will be confirmed subject to any amendments.

The “*Confirmed*” Minutes are then signed off by the Chairperson.

Disclaimer

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

Unconfirmed Minutes

These minutes were approved for distribution on 16 August 2019.



Taryn Dayman
Chief Executive Officer
Shire of Wyalkatchem

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1. DECLARATION OF OPENING

The Acting Chairperson, Cr Davies, opened the meeting at 2:07pm

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

Nil

2.2. Declaration of Public Question Time opened

Public Question time opened at 2:07pm

There were no members of the public.

2.3. Declaration of Public Question Time closed

Public question time closed at 2:07pm

3. ATTENDANCE /APOLOGIES/LEAVE OF ABSENCE

3.1. Attendance

Members:	Cr. Quentin Davies	Acting Chairperson
	Cr. Stephen Gamble	
	Cr. Fred Butt	
	Cr. Heather Metcalfe	
	Cr Emma Holdsworth	
Staff:	Taryn Dayman	Chief Executive Officer
	Stephanie Elvidge	Governance Executive Officer

3.2. Apologies

Cr. Owen Garner Chairperson

3.3. Approved Leave of Absence

Nil

3.4. Applications for Leave of Absence

Nil

4. PETITIONS, DEPUTATIONS, PRESENTATIONS

Nil

5. DECLARATIONS OF INTEREST

Nil

6. CONFIRMATION AND RECEIPT OF MINUTES

6.1. AUDIT AND RISK COMMITTEE MEETING – 16 MAY 2019

Minutes of the Shire of Wyalkatchem's Audit and Risk Committee Meeting held on the 16 May 2019 (Attachment 6.1)

OFFICERS RECOMMENDATION

That the minutes of the Wyalkatchem Audit and Risk Committee Meeting held on the 16 May 2019 (Attachment 6.1); be confirmed as a true and correct record.

COMMITTEE RESOLUTION:

(12 /2019) Moved: Cr Butt

Seconded: Cr Holdsworth

***That the minutes of the Wyalkatchem Audit Committee Meeting held on the 16
May 2019 (Attachment 6.1) be confirmed as a true and correct record.***

CARRIED 5/0

7. MATTERS ARISING FROM THE MINUTES

Nil

8. ANNOUNCEMENT BY THE PRESIDING PERSON WITHOUT DISCUSSIONS

Nil

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

unconfirmed

10. MATTERS REQUIRING A COMMITTEE DECISION

10.1. CORPORATE SERVICES REPORTS

10.1.1. AUDIT AND RISK COMMITTEE STATUS REPORT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	7 August 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interests to disclose
File Number:	12.02.02
Attachment Reference:	Attachment 10.1.1 - Status Report

SUMMARY

The purpose of this report is to provide the Audit and Risk Committee with a status update of outcomes from previous meeting.

BACKGROUND

In the past the Audit and Risk Committee has met when required with no status report being presented. The committee now meets every quarter to fulfil its functions and objectives as outlined in its term of reference.

COMMENT

A new status report has been developed being effective from the February 2019 Audit and Risk Management meeting and will provide the committee with a progress status and actions performed to date. Actions and status updates since the last status report will be indicated in bold. Items that have been reported as completed will be removed in future reports.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996 s.5 (2)(c)

Local Government (Audit) Regulations 1996 s.17

Local Government Act 1995

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
5.4	Robust and accountable business and financial processes	5.4.2	Ensure efficient use of resources

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee receives the Audit and Risk Committee Status Report, as per attachment 10.1.1, and recommends that council;

- 1. Receives the Audit and Risk Committee Status Report as per attachment 10.1.1.*

COMMITTEE RESOLUTION:

(13 /2019) Moved: Cr Gamble Seconded: Cr Metcalfe

That the Audit and Risk Committee receives the Audit and Risk Committee Status Report, as per attachment 10.1.1, and recommends that council;

- 1. Receives the Audit and Risk Committee Status Report as per attachment 10.1.1.***

CARRIED 5/0

10.2. RISK MANAGEMENT

10.2.1. COMPLIANCE STATUS REPORTS

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	7 August 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interests to disclose
File Number:	12.02.02, 13.11, 12.19.01
Attachment Reference:	Attachment 10.2.1.1 – Audit Regulation 17 and Financial Management Review Action Plan Status Report Attachment 10.2.1.2 – Compliance Calendar Status Report Attachment 10.2.1.3 – Compliance Audit Return Management Action Plan Status Report

SUMMARY

The purpose of this report is to provide the Audit and Risk Committee with a progress status reports on the appropriateness and effectiveness of the Shire's Systems and procedures in relation to the following:

- Audit Regulation 17
- Financial Management Review
- Statutory Compliance Calendar
- Compliance Audit Return
- Audit Findings Report

BACKGROUND

Audit Regulation 17

The Regulation 17 Review audit was conducted by AMD Chartered Accountants and produced a comprehensive list of recommendations sanctioned into the following main compliance areas

- Risk Management
- Legislative Compliance
- Internal Controls

AMD Chartered Accountants provided a number of recommendations to ensure that compliance and best practices are being followed. These recommendations were noted and an action plan was developed. A cumulative total of 16 framework components and actions were identified to increase procedural and system effectiveness in accordance with legislative requirements. These have been incorporated into an action plan

Financial Management Review

The Financial Management Review audit was conducted by AMD Chartered Accountants. The objective of the review is to assist the Chief Executive Officer discharge responsibilities in respect to Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* and provide a review of the appropriateness and effectiveness of the Shire of Wyalkatchem's financial management systems and procedures.

AMD Chartered Accountants provided a number of recommendations to ensure that compliance and best practices are being followed. These recommendations were noted and an action plan was

developed. A cumulative total of 18 framework components and actions were identified to increase procedural and system effectiveness in accordance with legislative requirements. These have been incorporated into an action plan.

Statutory Compliance Calendar

The Statutory Compliance Calendar has been developed utilising a Statutory Compliance Calendar template provided by Western Australia Local Government Association (WALGA) being a tool that helps the Council to indent the yearly compliance actives throughout the calendar year. The objective is to assist responsible officers in being aware of monthly activities that require compliance and accountability across a various legislative components.

Compliance Audit Return

The Compliance Audit Return (CAR) assists the Shire to monitor legislative compliance by examining a range of prescribed requirements. The Shire's Compliance Audit Return 2018 was completed in January 2019 with items of non-compliance being reviewed and where applicable incorporated into a Management Action Plan.

Audit Findings Report

As part of the Council's annual audit, Council's auditor is to provide a Management Report, which contains an Audit Findings Report. For the period ending 30 June 2018 one matter was raised in their report in relation to journal entries having a significant rating. This matter was also identified in the Financial Management Review and has been included in this action plan. As only one matter was raised a status report on the Auditors Audit Findings report is not required. For an update on the progress of this action – please refer to item Reg – 3.2.2 on the Financial Management Review / Regulation 17 Action Plan Status report.

COMMENT

The action plan status reports provide the organisation with a comprehensive overview of practices and continuous improvement activities that work towards increasing best practice standards across the Shire.

Regulation 17 and Financial Management Review Action Plan Status Report

The action plan provides the organisation with a comprehensive list of actions that will ensure continuous improvement methodologies that work towards increasing best practice standards across the shire.

There are a number of actions that have completed, partially completed or in progress. Full details are in contained within attachment 10.2.1.1.

Statutory Compliance Calendar

The Statutory Compliance Calendar incorporates all compliance requirements over the course of a year, including the next due date where an item is not carried out at least once per year.

Staff are provided with a monthly "take action" providing them with their upcoming requirements. The calendar's actions have been recorded and report from responsible officer, populating the relevant details as outlined in attachment 10.2.1.2.

Compliance Audit Return

The majority of the items included in the Management Action Plan have already been identified and included in the Regulation 17 and/or Financial Management Review action plans. With that being said, it is important that the Audit committee are provided with updated progress of the actions as identified within the CAR Management Action plan to ensure that the required items are being actioned / addressed. Full details are contained within attachment 10.2.1.3.

New System

The Shire has recently purchased the compliance calendar module within SynergySoft and is currently implementing the system. This included a complete review of the items and timing off. The new system will allow for greater control over notification of requirements, tracking and record keeping and management review of completed and outstanding items. Each staff will be able to track requirements using their workflow function within SynergySoft. It is anticipated that the new system will go live within the next month, and a new reporting format presented at the next Audit and Risk Committee meeting.

Outstanding items

There are a number of items that are pending completion. The majority of items are outstanding only due to the suggested timing and have not resulted in any compliance breach. Council has a number of tasks that are required in order to meet compliance and best practice. Significant delays have occurred due to the reduction of staff resources and the implementation of the new financial system.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996 s.5 (2)(c)

Local Government (Audit) Regulations 1996 s.17

Local Government Act 1995

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
5.4	Robust and accountable business and financial processes	5.4.2	Ensure efficient use of resources

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee;

1. *Receives the Audit Regulation 17 and Financial Management Review Action Plan Status Report (Attachment 10.2.1.1).*
2. *Receives the Statutory Compliance Calendar Status Report (Attachment 10.2.1.2).*
3. *Receives the Compliance Audit Return Management Action Plan Status Report (Attachment 10.2.1.3).*

That the Audit Committee recommends that Council;

1. *Receives the Audit Regulation 17 and Financial Management Review Action Plan Status Report (Attachment 10.2.1.1).*
2. *Receives the Statutory Compliance Calendar Status Report (Attachment 10.2.1.2).*
3. *Receives the Compliance Audit Return Management Action Plan Status Report (Attachment 10.2.1.3).*

COMMITTEE RESOLUTION:

(14 /2019) Moved: Cr Holdsworth

Seconded: Cr Butt

That the Audit and Risk Committee;

1. ***Receives the Audit Regulation 17 and Financial Management Review Action Plan Status Report (Attachment 10.2.1.1).***
2. ***Receives the Statutory Compliance Calendar Status Report (Attachment 10.2.1.2).***
3. ***Receives the Compliance Audit Return Management Action Plan Status Report (Attachment 10.2.1.3).***

That the Audit Committee recommends that Council;

1. ***Receives the Audit Regulation 17 and Financial Management Review Action Plan Status Report (Attachment 10.2.1.1).***
2. ***Receives the Statutory Compliance Calendar Status Report (Attachment 10.2.1.2).***
3. ***Receives the Compliance Audit Return Management Action Plan Status Report (Attachment 10.2.1.3)***

CARRIED 5/0

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12. QUESTIONS BY MEMBER OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

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

Nil

14. MATTERS BEHIND CLOSED DOORS

Nil

15. CLOSURE OF THE MEETING

There being no further business to discuss, the Acting Chairperson thanked everyone for their attendance and closed the meeting at 2:16pm.

unconfirmed



Regulation 17 & FMR Action Plan Status Report

AREA	Risk Rating	Management Action	Primary Responsible Officer	Current Status	Deadline Date	Comments
FMR- 1.2.1 Sundry Debtors	Minor	Develop and implement an "Authority to Raise Debtor Invoice" form	Finance & Administration Officer	Pending	28-Feb-19	Complete, CEO Review and Approval required
FMR- 1.2.1 Sundry Debtors	Minor	Raising of invoices procedure to be developed and communicated to staff.	Finance & Administration Officer	Pending	28-Feb-19	Review of current procedure underway - on hold pending Synergy Implementation
FMR-2.2.1 Pool Receipting Procedures	Minor	Develop Pool income receipting and end of day procedures.	Manager Corporate Services	Pending	28-Feb-20	No Comment available at this time
FMR-3.2.1 Key Security & Register	Moderate	Procedure regarding security of plant to be developed and communicated to staff	Manager of Works	In Progress	30-Apr-19	Security upgraded and communicated. Estimate to be completed by 30 June 2019. Electronic Gate System on hold pending new Depot. New Depot plans deferred to next financial year. Gates to remain manually locked.
FMR-3.2.1 Key Security & Register	Moderate	Depot / plant key register to be developed	Manager of Works	Pending	30-Apr-19	To follow office key sign in and out procedure and communicate to staff by 31/5/2019
FMR-3.2.1 Key Security & Register	Moderate	Management will investigate an electronic key booking system, which tracks the issue and return of key	Finance Officer	Pending	31-Mar-19	Will commence May 2019
FMR-4.2.1 End of Month Reconciliations	Significant	Develop a Financial End of Month Check list	Manager Corporate Services	In Progress	28-Feb-19	Currently under development, to be implemented August 2019 EOM.
FMR-4.2.1 End of Month Reconciliations	Significant	End of month reconciliations to be conducted monthly and reviewed independently	Manager Corporate Services	Pending	28-Feb-19	Process being updated due to new financial system
FMR-4.2.1 End of Month Reconciliations	Significant	End of month procedures to be developed and included in the Register of Procedures	Manager Corporate Services	Pending	31-Mar-19	No Comment available at this time
FMR-4.2.2 - FBT & BAS independent Review	Moderate	BAS procedure to be developed and included in the Register of Procedures	Manager Corporate Services	Pending	28-Feb-19	Process being updated due to new financial system
FMR-4.2.2 - FBT & BAS independent Review	Moderate	FBT procedure to be developed and included in the Register of Procedures	Manager Corporate Services	Pending	31-Mar-19	No Comment available at this time
FMR-4.2.2 - FBT & BAS independent Review	Moderate	BAS monthly reconciliation and calculations to be independently reviewed and authorised	Manager Corporate Services	In Progress	28-Feb-19	BAS being independently reviewed and authorised, process to be amended / developed with new financial system
FMR-4.2.2 - FBT & BAS independent Review	Moderate	FBT calculations to be independently reviewed and authorised	Manager Corporate Services	Pending	30-Apr-19	FBT Calculations independently reviewed and authorised, process to be amended / developed with new financial system
FMR-5.2.1-Credit Card	Significant	Credit Card Agenda item, including credit card summary, credit card statements and independent review to be presented to Council each month.	Manager Corporate Services	In Progress	11-Feb-19	Practice in place, formal procedures to be developed
FMR-5.2.1-Credit Card	Significant	Review and/or develop Credit Card Holder agreement	Manager Corporate Services	Pending	15-Mar-19	No Comment available at this time
FMR-5.2.1-Credit Card	Significant	Credit Card independent review / authorisation procedure to be developed and included in the Register of Procedures	Manager Corporate Services	Pending	31-Mar-19	No Comment available at this time
FMR-5.2.1-Credit Card	Significant	Credit Card transactions to be reviewed by and independent reviewer (MCS)	Manager Corporate Services	Complete - no further action	31-Jan-19	Credit Card transactions are currently being reviewed by an independent reviewer
FMR-5.2.2-Changes to Creditor Master File	Significant	'Change to Creditors Masterfile' procedure to be developed and included in the Register of Procedures	Manager Corporate Services	Pending	30-Apr-19	No Comment available at this time
FMR-5.2.2-Changes to Creditor Master File	Significant	'Change to Payroll Masterfile' procedure to be developed and included in the Register of Procedures	Manager Corporate Services	Pending	30-Apr-19	No Comment available at this time
FMR-5.2.2-Changes to Creditor Master File	Significant	'Change to Creditors Masterfile' authorisation coversheet to be developed	Manager Corporate Services	Pending	30-Apr-19	No Comment available at this time
FMR-5.2.2-Changes to Creditor Master File	Significant	'Change to Payroll Masterfile' authorisation coversheet to be developed	Manager Corporate Services	Pending	30-Apr-19	No Comment available at this time
FMR-5.2.2-Changes to Creditor Master File	Significant	Random Audit of bank accounts listed on payments to be audited for each payment	Manager Corporate Services	Pending	30-Apr-19	No Comment available at this time
FMR-5.2.3 - Quotation Form	Significant	A Request for Quotation form to be reviewed and implemented.	Chief Executive Officer	In Progress	30-Apr-19	Currently in draft, to be workshopped with MOW

AREA	Risk Rating	Management Action	Primary Responsible Officer	Current Status	Deadline Date	Comments
FMR-5.2.3 - Quotation Form	Significant	Procedures to be developed in line with Council's purchasing policy and included in the Register of Procedures	Chief Executive Officer	Pending	30-Apr-19	Procedures to be developed on finalisation of Request for Quotation
FMR-5.2.4 - Purchase Orders	Moderate	Develop CEO's authorisation to incur liabilities procedure and included in the Register of Procedures	Chief Executive Officer	In Progress	30-Mar-19	Draft procedures have been prepared, to be finalised and added to the register
FMR-5.2.5-Petty Cash Reconciliation	Minor	Petty Cash procedures to be developed and included in the Register of Procedures	Finance Officer	Pending	31-Jan-19	FO will complete by May 31st 2019
FMR-5.2.5-Petty Cash Reconciliation	Minor	Monthly reconciliation to be included on EOM financial checklist.	Manager Corporate Services	Pending	28-Feb-19	Currently under development, to be implemented August 2019 EOM.
FMR-5.2.5-Petty Cash Reconciliation	Minor	Petty Cash recoup to be independently revised and authorised	Manager Corporate Services	Pending	28-Feb-19	No Comment available at this time
FMR-6.2.1 - Depot Visits	Moderate	Review After-hours access for depots	Manager of Works	In Progress	30-May-19	Procedure to be developed
FMR-6.2.1 - Depot Visits	Moderate	Identify cost effective security measures and implement	Manager of Works	In Progress	30-May-19	Needs to be formalised
FMR-6.2.1 - Depot Visits	Moderate	Develop a depot master plan ensuring adequate security measures	Manager of Works	In Progress	30-Apr-19	Being included in Depot master plan
FMR-6.2.1 - Depot Visits	Moderate	Develop Fuel usage policy	Chief Executive Officer	Pending	21-Mar-19	No Comment available at this time
FMR-6.2.1 - Depot Visits	Moderate	Develop fuel usage for all bowers (including mobile bowers) procedures and included in the Register of Procedures	Manager of Works	Pending	31-Mar-19	will address once Policy revised
FMR-6.2.1 - Depot Visits	Moderate	Implement monthly fuel usage records and monthly stocktake	Manager Corporate Services	In Progress	28-Feb-19	Recording and entering of fuel usage has commenced
FMR-6.2.1 - Depot Visits	Moderate	Fuel stock on hand to be reconciled monthly	Manager Corporate Services	In Progress	28-Feb-19	Process being updated due to new financial system
FMR-6.2.1 - Depot Visits	Moderate	Fuel stock on hand reconciliation to be included on EOM financial check list	Manager Corporate Services	In Progress	28-Feb-19	Currently under development, to be implemented August 2019 EOM.
FMR-6.2.2 - Payroll / HR	Moderate	Termination calculation coversheet to be reviewed and include evidence of an independent review and authorisation.	Manager Corporate Services	Pending	31-Mar-19	No Comment available at this time
FMR-6.2.2 - Payroll / HR	Moderate	Review and/or Develop Human Resource framework and included in the Register of Procedures	Chief Executive Officer	Pending	30-Nov-19	No Comment available at this time
FMR-6.2.2 - Payroll / HR	Moderate	Review and/or Develop Payroll / HR / Staff policies	Chief Executive Officer	Pending	21-Mar-19	No Comment available at this time
FMR-6.2.3 Fuel Card / Usage Policy	Minor	Develop a Fuel stock usage policy	Chief Executive Officer	Pending	21-Mar-19	No Comment available at this time
FMR-6.2.4 - Loss on Private Works	Minor	Review current private works arrangements	Manager Corporate Services	Pending	31-May-19	No Comment available at this time
FMR-7.2.1 - Complaints Officer	Significant	Appoint Manager or works as the complaints officer in the event of a complaint against the CEO	Chief Executive Officer	Complete - no further action	31-Mar-19	Policy adopted including MOW as complaints officer - CEO to write to MOW formalising appointment.
FMR-7.2.1 - Complaints Officer	Significant	Develop a Complaints procedure and include in the Register of Procedures	Chief Executive Officer	Pending	30-Apr-19	No Comment available at this time
FMR - 7.2.3 - Primary & Annual Returns Register	Moderate	Develop procedures for the management of Primary & Annual Return Registers including increase in record keeping practices ensuring compliance is met	Governance Executive Officer	For Review	30-Apr-19	CEO to review and approve
Reg 17-2.2.1 Risk Management Plan & Register	Significant	Review Risk Management Plan	Chief Executive Officer	In Progress	30-Apr-19	Quotes obtain for review of plan
Reg 17-2.2.1 Risk Management Plan & Register	Significant	Review Risk Register.	Chief Executive Officer	Pending	30-Apr-19	Quotes obtain for review of risk Register
Reg 17-2.2.1 Risk Management Plan & Register	Significant	Review and/or develop Risk Management Framework policies.	Chief Executive Officer	Pending	30-May-19	To be completed once plan has been finalised, if required
Reg 17-2.2.1 Risk Management Plan & Register	Significant	Review and/or develop Risk Framework procedures	Chief Executive Officer	Pending	30-Jun-19	To be completed once plan has been finalised, if required
Reg 17-2.2.1 Risk Management Plan & Register	Significant	Status on Risk Register to be presented to Shire's Audit Committee on a regular basis	Chief Executive Officer	Pending	16-May-19	to commence once plan has been finalised
Reg 17 - 2.2.2 Contract Management	Moderate	A contract management framework to be developed in line with Council's reviewed policies and procedures.	Chief Executive Officer	Pending	30-Jul-19	No Comment available at this time

AREA	Risk Rating	Management Action	Primary Responsible Officer	Current Status	Deadline Date	Comments
Reg 17 - 2.2.2 Contract Management	Moderate	A register of contracts to be reviewed and/or developed in line with ADM recommendations	Chief Executive Officer	Pending	30-May-19	No Comment available at this time
Reg 17 - 2.2.2 Contract Management	Moderate	Staff Training. Staff who are required to oversee the appointments of contacts, including risk assessment, valuation, compliance etc. to attend Contract Management training by WALGA.	Chief Executive Officer	Pending	10-Apr-19	Staff are yet to attend training, next training will occur in November
Reg 17 - 2.2.2 Contract Management	Moderate	Contract management resources, including WALGA processes and templates to be incorporated into Shire contract management processes	Chief Executive Officer	Pending	30-Jul-19	Will be delayed, due to delay in attending training
Reg 17 - 2.2.2 Contract Management	Moderate	Contract Administration to be reviewed and processes to be developed to meet compliance and best practices.	Chief Executive Officer	Pending	30-May-19	Will be delayed, due to delay in attending training
Reg 17 - 2.2.2 Contract Management	Moderate	Roll Out Velpic online induction Platform	Governance Executive Officer	Being Reviewed	30-May-19	continuous process
Reg 17 - 2.2.3 - Lease Management	Moderate	Review / Develop a Lease Register	Finance & Administration Officer	Pending	31-Mar-19	to be commenced May 2019
Reg 17 - 2.2.3 - Lease Management	Moderate	Lease Register key dates to be incorporated into Compliance Calendar	Governance Executive Officer	Pending	31-Mar-19	To be completed once lease register has been updated by AFO
Reg 17 - 2.2.3 - Lease Management	Moderate	Lease Register to be regularly reviewed and actioned	Finance & Administration Officer	Pending	31-Mar-19	To be completed
Reg 17 - 2.2.4 - Risk Management Policies & Procedures	Moderate	Develop a complete register of procedures	All Staff	In Progress	30-Dec-19	Register of procedures format being reviewed, to be rolled out and used as a template for complete register of procedures
Reg 17 - 2.2.5 - Councillor Inductions	Minor	Develop a Council Induction procedure, including checklists, acknowledgments and verification	Chief Executive Officer	Pending	31-Oct-19	
Reg 17 - 2.2.5 - Councillor Inductions	Minor	Council induction to be incorporated into Council Election checklists	Chief Executive Officer	Pending	1-Jul-19	
Reg 17 - 2.2.6 - Attendance at Local Government Training and Conferences	Minor	Develop a training matrix based on position descriptions	Finance & Administration Officer	Pending	30-May-19	
Reg 17 - 2.2.6 - Attendance at Local Government Training and Conferences	Minor	Identify gaps and training requirements	Finance & Administration Officer	Pending	14-Jun-19	
Reg 17 - 2.2.6 - Attendance at Local Government Training and Conferences	Minor	Develop a Staff training program and budget.	Finance & Administration Officer	Pending	14-Jun-19	
Reg 17 - 2.2.6 - Attendance at Local Government Training and Conferences	Minor	Identify LG specific training, seminars and conferences that meet the needs of the organisation and staff development.	Finance & Administration Officer	Pending	14-Jun-19	
Reg 17 - 3.2.1 - Tendering	Significant	Identified Staff to attend WALGA Procurement training	Chief Executive Officer	Pending	30-Apr-19	Staff identified, training now to be attended in November
Reg 17 - 3.2.1 - Tendering	Significant	Physical Tender Register to be developed	Finance & Administration Officer	Pending	30-May-19	
Reg 17 - 3.2.1 - Tendering	Significant	Tendering Framework and procedures to be developed, including checklists, risk assessments, templates etc. and incorporating items included in the AMD recommendations.	Chief Executive Officer	Pending	30-Jun-19	To be commenced on completion of training
Reg 17 - 3.2.2 - General accounting journals	Significant	Develop a new Journal Authorisation procedure and include in the Register of Procedures.	Manager Corporate Services	Pending	28-Feb-19	No Comment available at this time
Reg 17 - 3.2.3. Masterfile Accuracy and Validity	Significant	Master Details procedure to be developed and included in the Register of Procedures	Manager Corporate Services	Pending	31-Mar-19	No Comment available at this time
Reg 17 - 3.2.4. Business Continuity Plan, Backup Procedures and Security of the Server	Moderate	External Backup Procedure to be reviewed and included in Register or Procedures.	Manager Corporate Services	Pending	30-May-19	No Comment available at this time
Reg 17 - 3.2.4. Business Continuity Plan, Backup Procedures and Security of the Server	Moderate	Additional backup tapes to be purchased.	Manager Corporate Services	Complete - no further action	28-Feb-19	Complete
Reg 17 - 3.2.4. Business Continuity Plan, Backup Procedures and Security of the Server	Moderate	Nightly backup tape to be taken offsite (proposed Australia Post).	Manager Corporate Services	In Progress	28-Feb-19	Taken off site each night to suitable premises. Discussions to be had with the Post Office or other designated option.
Reg 17 - 3.2.4. Business Continuity Plan, Backup Procedures and Security of the Server	Moderate	Business Continuity Plan to be developed	Chief Executive Officer	Pending	30-Jun-19	

AREA	Risk Rating	Management Action	Primary Responsible Officer	Current Status	Deadline Date	Comments
Reg 17 - 3.2.4. Business Continuity Plan, Backup Procedures and Security of the Server	Moderate	IT Disaster Recovery Plan to be developed	Chief Executive Officer	Pending	30-Jun-19	
Reg 17 - 3.2.4. Business Continuity Plan, Backup Procedures and Security of the Server	Moderate	IT Disaster Recovery Plan to be tested biannually	Manager Corporate Services	Pending	30-Jun-19	No Comment available at this time
Reg 17 - 3.2.5. Information Technology	Moderate	Develop an IT Strategic Plan and IT replacement schedule.	Manager Corporate Services	In Progress	30-May-19	It Replacement schedule has been developed, to be incorporated into IT Strategic Plan
Reg 17 - 3.2.5. Information Technology	Moderate	Develop use of external USB devices policy	Chief Executive Officer	Pending	21-Mar-19	No Comment available at this time
Reg 17 - 3.2.5. Information Technology	Moderate	Develop use of external USB devices procedures and include in Register of Procedures.	Manager Corporate Services	Pending	30-May-19	No Comment available at this time
Reg 17 - 3.2.5. Information Technology	Moderate	Computer profiles to be set up to automatically lock after a few minutes of inactivity.	Manager Corporate Services	Pending	31-Jan-19	No Comment available at this time
Reg 17 - 3.2.5. Information Technology	Moderate	Review Data#3 IT infrastructure report and recommendations. Include in IT Strategic Plan.	Manager Corporate Services	Pending	30-May-19	No Comment available at this time
Reg 17 - 3.2.6. Grant Funding Register	Moderate	Grant Register to be reviewed.	Finance & Administration Officer	In progress	30-Apr-19	Process being updated due to new financial system
Reg 17 - 3.2.6. Grant Funding Register	Moderate	Grant Register reconciliation / status updates to be included in End of Month Financial Checklists / Compliance Calendar	Finance & Administration Officer	Pending	30-Apr-19	To be completed once Register is finalised
Reg 17 - 4.3.1. Audit Committee	Moderate	Regular audits of Council's Website	Finance & Administration Officer	In Progress	31-May-19	Checking website and constantly updated. New Website to be developed
Reg 17 - 4.3.2. Integrated Strategic Planning	Moderate	Develop Asset Management Plan.	Chief Executive Officer	Pending	30-Dec-19	To be developed in 2019-20
Reg 17 - 4.3.2. Integrated Strategic Planning	Moderate	Develop Long Term Financial Plan.	Chief Executive Officer	Pending	30-Dec-19	To be developed in 2019-20
Reg 17 - 4.3.2. Integrated Strategic Planning	Moderate	Conduct a "full review" of Council's Strategic Community Plan	Chief Executive Officer	In Progress	30-May-19	Community engagement currently in progress, plan to be developed on completion
Reg 17 - 4.3.2. Integrated Strategic Planning	Moderate	Develop Corporate Business Plan	Chief Executive Officer	Pending	30-Jun-19	SCP currently in progress, CBP to be developed once completed
Reg 17 - 4.3.2. Integrated Strategic Planning	Moderate	Review and/or develop other informing strategies, i.e. Workforce plan.	Chief Executive Officer	Pending	31-Jul-19	To be developed in 2019-20
Reg 17 - 4.3.2. Integrated Strategic Planning	Moderate	Review and/or develop Strategic Asset Management Policy	Chief Executive Officer	Pending	21-Mar-19	To be developed in 2019-20
Reg 17 - 4.3.3. Compliance Manual	Moderate	Develop Compliance Calendar Procedures	Governance Executive Officer	Being Reviewed	31-Jan-19	Process being updated due to new financial system

Wyalkatchem Compliance Calendar

STATUS REPORT

1 MAY 2019 TO 30 JUNE 2019

			Endorsement Required by									
	Compliance Action	Compliance Frequency	Audit Committee	Council	Due Date	Position Title Officer Responsible for Action Compliance	Status	Compliance Met	Notice of reportable compliance breach	Date Completed	Comments. If Action not completed, report on plan to rectify non-compliance	
	March - Take Action - Outstanding Items											
Mar	Community Engagement Develop a community engagement policy / strategy			✓	15/03/2019	Chief Executive Officer	In Progress	✗	✗	N/A	Pending development in conjunction with the review of the CSP - deferment in timing only. Date only a suggested timing only. Not a compliance breach.	
Mar	Customer Complaints Handling - Review • Review the complaint handling policy, procedures and Elected Member and Employee training • Analyse complaints data to identify opportunities to improve service provision • Provide periodic reports to Council on complaints data analysis Last completed: dd/mm/yyyy Next Due: dd/mm/yyyy	Annual		✓	15/03/2019	Chief Executive Officer	In Progress	✗	✗	N/A	Policy reviewed and adopted 18/04/2019. Handling procedure review can now commence. Completion date was a suggestion timing only. Not a compliance breach	
Mar	Authorisations to Incur Liabilities - Review Review list of persons authorised under the CEO's procedures for FM.Reg.5 to incur a liability. Check \$value limitations and authorised persons to ensure efficient operations and appropriate internal controls	Annual			31/03/2019	Chief Executive officer	In Progress	✗	✗	N/A	Timing suggestion only. Staff have been briefed on changes and requirements, Formal documentation required in order to complete task. No compliance breach. Officers have been reviewed. Process to be reviewed in line with new financial system	
Mar	Public Interest Disclosure Officer - Internal Audit - CEO must appoint a specified position with the authority as the person responsible for receiving public interest disclosures. PID Officer Declaration Form must be completed and provided to the PSC Commissioner	Annual			31/03/2019	Governance Executive Officer	Complete - no further action	✓	✗	27/05/2019	Complete	
Mar	Public Interest Disclosure Procedures - Internal Audit - LG must prepare and publish internal procedures relating to the LG's obligations under the PID Act. Procedures must be consistent with the Commissioner's Guidelines.	Annual			31/03/2019	Governance Executive Officer	For Review	✗	✗	N/A	Policy reviewed and adopted 18/04/2019.PID procedures to now be reviewed to ensure inline with Council policy. Timing, suggested timing only - no compliance breach PID procedure reviewed pending finalisation	
Mar	Approved Gates across Public Thoroughfares Register - Internal Audit Review Register for compliance with ULP.Reg.9 and ensure Register accurately records all gates and other devices approved across public thoroughfares.	Annual			31/03/2019	Manager of Works	Complete - no further action	✓	✗		COMPLETE New Register in place	
Mar	Strategic Community Plan - Preparation Commence SCP preparation, including appointment of consultants, Community engagement, Statistical information	4-yearly			31/03/2019	Chief Executive officer	Complete - no further action	✓	✗		Complete	

			Endorsement Required by								
	Compliance Action	Compliance Frequency	Audit Committee	Council	Due Date	Position Title Officer Responsible for Action Compliance	Status	Compliance Met	Notice of reportable compliance breach	Date Completed	Comments. If Action not completed, report on plan to rectify non-compliance
	April - Take Action - Outstanding Items										
Apr	Review and Reconcile Grant Register. Status Updates required for each monthly Financial Checklist.	Monthly			30/04/2019	Finance and Administration Officer	In Progress	✗	✗		Grant Register template to be re-developed using new financial system capabilities
Apr	Publish Complaints Policy and Procedure on Council's website				30/04/2019	Finance and Administration Officer	In Progress	✗	✗		New Policy Adopted, procedures to be prepared inline with policy. To be published on the Shire's website once completed
Apr	Elections - Enrolment Eligibility Claims (Owners and Occupiers) Register - Prepare for Elections - Review register and take action re expired Eligibility Claims (no longer property owner / claim based on occupation or nominee expired)	Biannual (Apr & Nov)			30/04/2019	Chief Executive Officer	Complete - no further action	✓	✗		Complete
Apr	Review Risk Management Plan	Annual			30/04/2019	Chief Executive Officer	Not commenced	✗	✗		To be completed in 2019-20. Timing suggestion only. No compliance breach
Apr	Review Risk Register and record Status updates	Quarterly			30/04/2019	Chief Executive Officer	Not commenced	✗	✗		To be completed in 2019-20. Timing suggestion only. No compliance breach
Apr	Official Conduct Complaints Register - Internal Audit Review register for compliance with s.5.121	Annual			30/04/2019	Governance Executive Officer	Complete - no further action	✓	✗		Complete
Apr	Gift & Travel Register Online - Internal Audit Audit the Register for: <ul style="list-style-type: none">• Compliance with Admin.Reg.28A• Register accurately records all declarations• Declaration form complies with disclosure requirements under s.5.82 and s.5.83	Annual			30/04/2019	Governance Executive Officer	Complete - no further action	✓	✗	31/03/2019	Complete

			Endorsement Required by								
	Compliance Action	Compliance Frequency	Audit Committee	Council	Due Date	Position Title Officer Responsible for Action Compliance	Status	Compliance Met	Notice of reportable compliance breach	Date Completed	Comments. If Action not completed, report on plan to rectify non-compliance
	May - Take Action										
May	Strategic Community Plan - Review Review completed after community consultation, and adopted by Council, by absolute majority, at least once every 4 years Last reviewed (OCM decision date): 18/07/2013 Next Due by: 16/05/2019	4-yearly		✓	16/05/2019	Chief Executive Officer	In Progress	✗	✗		Community engagement currently underway. SCP to be developed on completion - Anticipated - September 2019
May	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Monthly		✓	16/05/2019	Manager of Corporate Services	Complete - no further action	✓	✗	16/05/2019	COMPLETE
May	Rate Exempted Properties - Review In preparation for next financial year, review previously approved rate exempt properties to determine if the basis of exemption remains unchanged. Advise owners where status is changed or approval has expired.	Annual			31/05/2019	Manager of Corporate Services	In Progress	✓	✗		Review has been conducted. 3 Properties identified to date. Previous application documentation has yet to be located. Currently in progress
May	Authorised Persons - Review Review the LG's authorised persons to ensure authorisations are accurate, valid and the correct certificates of authorisation and / or identity cards have been issued.	Annual			31/05/2019	Chief Executive Officer	In Progress	✗	✗		In progress. Timing suggestion only. No compliance breach
May	Primary Returns - Request Primary Return from any new employee who is a Designated Employee. Return must be received by CEO within 3 months of the person's start day	Bi-monthly			31/05/2019	Governance Executive Officer	Complete - no further action	✓	✗	27/05/2019	COMPLETE - no new Employees
May	Financial Interests Register - Review Review register to remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles) or for Elected Members who have resigned. Returns that are removed are to be kept by the CEO as LG Record for at least 5 years after the person ceased to be a Designated Employee.	Bi-monthly			31/05/2019	Governance Executive Officer	Complete - no further action	✓	✗	27/05/2019	COMPLETE
May	Elected Members - Review Meeting Attendance Register - check EMs have not been absent for 3 consecutive meetings without Leave of Absence being granted	Quarterly			31/05/2019	Executive Governance Officer	Complete - no further action	✓	✗	27/05/2019	COMPLETE
May	Complete End of Month Financial Checklist.	Monthly			31/05/2019	Manager of Corporate Service	In Progress	✗	✗	N/A	End of Month Checklist has been developed, pending finalisation, to be implemented August end of Month. No compliance breach

			Endorsement Required by								
	Compliance Action	Compliance Frequency	Audit Committee	Council	Due Date	Position Title Officer Responsible for Action Compliance	Status	Compliance Met	Notice of reportable compliance breach	Date Completed	Comments. If Action not completed, report on plan to rectify non-compliance
	June - Take Action										
Jun	Corporate Business Plan - Review (Council Workshop) Schedule a workshop with Council Members and Executive staff to review options and priorities (including the Capital Works Plan) and to finalise the Corporate Business Plan for recommendation to Council.	Annual			6/06/2019	Chief Executive officer	Pending	✗	✗		Pending finalisation of CSP
Jun	Business Continuity Plan - Review Review the Business Continuity Plan to ensure it remains functional and is tested against current operational requirements.	Biennial	✓	✓	20/06/2019	Chief Executive Officer	Pending	✗	✗		To be developed, in conjunction with Risk management plan. Suggested timing only. No Compliance breach.
Jun	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Monthly		✓	20/06/2019	Manager of Corporate Services	Complete - no further action	✓	✗	14/06/2019	COMPLETE
Jun	Corporate Business Plan - Review (Council Adoption) Council to adopt by absolute majority. Amended Corporate Business Plan informs the preparation of the budget.	Annual		✓	20/06/2019	Chief Executive Officer	In Progress	✗	✗		Pending finalisation of CSP
Jun	Elections - Council Report required determine if Electoral Commission will conduct the Election. Electoral Commission agreement to conduct the election required by: (80th day)	Biennial			20/06/2019	Chief Executive Officer	Complete - no further action	✓	✗	6/06/2019	CEO has made the determination to conduct the 2019 LG Elections in house, due to the costs associated with the Electoral Commission conducting the election
Jun	Decision Objection and Review Rights - Internal Audit Review the LG's template permits, licences, notices and approval letters issued under the Act and Local Laws to ensure they include advice to the receipt of their objection and review rights.	Annual			30/06/2019	Chief Executive officer	Not commenced	✗	✗		Pending. Suggested timing only. No compliance breach.
Jun	Public Access to Information - Audit Check LG website, Library and LG office to ensure all information listed in s.5.94 and Admin. Reg.29 is publicly accessible (see s.5.96 too) and that customer service staff are trained to provide access accordingly. Audit to note limitations: s.5.95 and Admin. Regs. 29A and 29B	Annual			30/06/2019	Finance and Administration Officer	Not commenced	✗	✗		Pending. Suggested timing only. No compliance breach.
Jun	FOI Annual Statistical Data - Response to Information Commissioner Due by: 30 June	Annual			30/06/2019	Governance Executive Officer	Complete - no further action	✓	✗	3/07/2019	COMPLETED

			Endorsement Required by								
	Compliance Action	Compliance Frequency	Audit Committee	Council	Due Date	Position Title Officer Responsible for Action Compliance	Status	Compliance Met	Notice of reportable compliance breach	Date Completed	Comments. If Action not completed, report on plan to rectify non-compliance
Jun	Revaluation of Assets - Plant and Equipment LG must revalue all assets within the Plant and Equipment Class by the expiry of each 3-yearly interval after 30 June 2016	3-5-yearly			30/06/2019	Manager of Corporate Service	Complete - no further action	✓	✗	30/06/2019	Not required. Regulations updated between 3-5 years. CEO has made a determination to schedule every 5 years - compliance calendar to be updated
Jun	Tender Register - Internal Audit Review Register for compliance with F&G.Reg.17 and ensure the Register accurately and completely records all tenders. This is to include checklists, risk assessments, templates etc. and incorporate the items included in the AMD recommendations.	Annual			30/06/2019	Chief Executive Officer	Not commenced	✗	✗		Suggested timing issue only. Currently pending, will commence after attending training. Due date to be revised.
Jun	Trust Fund s.6.9 - Internal Audit Conduct an audit of the Trust Fund to ensure compliance with the following: <ul style="list-style-type: none">• Trust Fund holds all money or value of assets required by this Act or other written laws• Money or value of assets held only applied for the purposes of the Trusts affecting it.• Money or value of assets is paid or delivered to the person entitled to it, when due - including interest earned.• Money held for 10 years may be transferred to Municipal Fund, but LG is required to repay the money, together with interest earned, to a person claiming and establishing a right to repayment - records have been retained and protected to evidence entitlement. Option: Report Audit Outcomes / Actions to Audit Committee	Annual			30/06/2019	Manager of Corporate Services	Complete - no further action	✓	✗	30/06/2019	Trust has been reviewed as part of new financial system. OAG has also released a position in regards to trust.
Jun	Annual Budget - Fees and Charges - Review In preparation for the Annual Budget, undertake an Administrative review of Fees and Charges to inform the fees and charges proposed for including in the Annual Budget. The Review should ensure: <ul style="list-style-type: none">• Fees / Charges are set for a proper purpose - s.6.16(2)• The amount of each Fee or Charge has been set in accordance with s.6.17• Fees and Charges to be imposed by the LG under other written laws are included and separately identified as to if the LG has the power to set the level of the Fee or Charge OR if the level has been set by / under the other written law.	Annual			30/06/2019	Manager of Corporate Services	Complete - no further action	✓		16/07/2019	Complete, included in Budget Workshop

			Endorsement Required by								
	Compliance Action	Compliance Frequency	Audit Committee	Council	Due Date	Position Title Officer Responsible for Action Compliance	Status	Compliance Met	Notice of reportable compliance breach	Date Completed	Comments. If Action not completed, report on plan to rectify non-compliance
Jun	Annual Budget - Borrowings - Changes or New In preparation for the Annual Budget, the preliminary Council report may be provided, recommending endorsement for inclusion in the Annual Budget. Early Council consideration enables <ul style="list-style-type: none"> • detailed review outside of the Budget adoption • any changes proposed are then included in the Budget calculations. In any case, Borrowings must be include in the Annual Budget and Annual Budget report, with a separate recommendation for Council to resolve, to expend the money or utilise the loan.	Annual			30/06/2019	Manager of Corporate Services	Complete - no further action	✓	✗		Complete - no action required
Jun	Biannual testing of Server and Back Up systems	Biannual (June and December)			30/06/2019	Manager of Corporate Services	Complete - no further action	✓	✗	Apr-19	New Server and Systems installed and checked by PCS on installation.
Jun	Complete End of Month Financial Checklist.	Monthly			31/05/2019	Manager of Corporate Service	Not commenced	✗	✗	N/A	Not commenced due to financial management systems being updated. No compliance requirement. Best practice only
July - Take Action											
Jul	Organisational Structure - Review Following each major review of the Community Strategic Plan and the consequential review of the Corporate Business and Workforce Plans, undertake a review of the Organisational Structure to ensure alignment for achieving Council's objectives Due 18/07/2019	4-yearly		✓	18/07/2019	Chief Executive Officer	Not commenced	✗	✗		To be completed once SCP, CBP has been completed. Suggested timing only. No Compliance breach
Jul	Workforce Plan - Review Update the Workforce Plan to include outcomes of Corporate Business Plan Review and report, with recommendations to Council	Annual		✓	18/07/2019	Chief Executive officer	Not commenced	✗	✗		To be completed once SCP, CBP has been completed. Suggested timing only. No Compliance breach
Jul	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Monthly		✓	18/07/2019	Manager of Corporate Services	Complete - no further action	✓	✗	18/07/2019	Complete
Jul	CEO Setting of KPI's - Schedule Council Meeting/s to undertake the CEO's KPI's in accordance with the CEO's contract	Annual			23/07/2019	Chief Executive Officer	In Progress	✗	✗		Pending CEO review - to be completed in August 2019

			Endorsement Required by								
	Compliance Action	Compliance Frequency	Audit Committee	Council	Due Date	Position Title Officer Responsible for Action Compliance	Status	Compliance Met	Notice of reportable compliance breach	Date Completed	Comments. If Action not completed, report on plan to rectify non-compliance
Jul	Financial Interests Register - Internal Audit Review the register for • Compliance with s.5.88 and Admin. Reg. 28 • Register accurately records all declarations • Declarations comply with disclosure requirements under LG Act, Part 5, Div.6, SubDiv.1.	Biennial			31/07/2019	Governance Executive Officer	Complete - no further action	✓	✗	9/07/2019	COMPLETE
Jul	Financial Reporting - Material Variances Each Financial Year, a LG is to adopt a percentage or value, calculated in accordance with AAS, to be used in statements of financial activity for reporting material variances. <i>(adopt and apply in the following Financial Year)</i>	Annual			31/07/2019	Manager of Corporate Services	Complete - no further action	✓	✗	5/08/2019	COMPLETE
Jul	Annual Budget - Fees and Charges Schedule In preparation for the Annual Budget, a preliminary Council report may be provided detailing the revised Schedule of Fees and Charges, recommending endorsement for inclusion in the Annual Budget. Council's early consideration enables separate and detailed review, outside of the budget adoption, with any changes proposed then included in the Budget calculations. <u>In any case, the Schedule of Fees and Charges must be included in the Annual Budget and Annual Budget Report, with a separate recommendation for Council to impose the Schedule of Fees and Charges, by absolute majority, as part of the Annual Budget adoption.</u>	Annual			31/07/2019	Manager of Corporate Services	Complete - no further action	✓	✗	5/08/2019	COMPLETE
Jul	Annual Budget - Health (Miscellaneous Provisions) Act 1911 Fees and Charges Fees or charges fixed by resolution under a Health Local Law as prescribed in s.334C(1), notice of the resolution must be published at least 14-days before the day on which the resolution is to take effect: • in the Government Gazette and • in a newspaper circulating gernally throughout the LG's District Due by: 31/07/2019	Annual			31/07/2019	EHO	Complete - no further action	✓	✗	5/08/2019	COMPLETE

			Endorsement Required by								
	Compliance Action	Compliance Frequency	Audit Committee	Council	Due Date	Position Title Officer Responsible for Action Compliance	Status	Compliance Met	Notice of reportable compliance breach	Date Completed	Comments. If Action not completed, report on plan to rectify non-compliance
Jul	Annual Budget - Rate Setting Statement In preparation for the Annual Budget, a preliminary Council report may be provided detailing the Rates Setting Statement. Early Council consideration enables: <ul style="list-style-type: none">• consideration of public submissions on Differential Rates - see. s.6.36(4)• separate and detailed review of rating implications, outside of the budget adoption• Any changes proposed are then included in the Budget calculations. In any case, the Rate Setting Statement <u>must</u> be included in the Annual Budget Adoption Report, with a separate recommendation for Council to impose, by absolute majority: <ul style="list-style-type: none">• the general rate (uniformly or differentially)• a specified area rate• minimum payment,• service charges• impose a discount	Annual			31/07/2019	Manager of Corporate Services	Complete - no further action	✓	✕	5/08/2019	COMPLETE
Jul	Annual Budget - Setting Elected Member Fees, Payments and Reimbursements Salaries and Allowances Tribunal Determination for Local Government Elected Members (published annually usually in April). Report to Council for decision to set fees, allowances and reimbursements in accordance with the determination.	Annual			31/07/2019	Manager of Corporate Services	Complete - no further action	✓	✕	5/08/2019	Complete
Jul	Annual Budget - Reserve Accounts - Changes or New Council decision, by absolute majority, if Annual Budget proposes: <ul style="list-style-type: none">• Changes to the purpose of a Reserve Account; OR• Using the money in a Reserve Account for another purpose	Annual			31/07/2019	Manager of Corporate Services	Complete - no further action	✓	✕	5/08/2019	Complete
Jul	Annual Budget - Setting Interest Rate for Money Owed Council decision, by absolute majority, to require a person to pay interest rate set in the Annual Budget on any amount of money (other than rates and service charges) owed to the Local Government for a period of time as determined by Council that is not less than 35 days . May be by separate report or included in Annual Budget report with separate recommendation.	Annual			31/07/2019	Manager of Corporate Services	Complete - no further action	✓	✕	5/08/2019	Complete
Jul	Annual Budget - Adoption During period 1 June to 31 August , Local Government is to prepare and adopt, by absolute majority, an Annual Budget for the next financial year. Annual budget content to comply with FM.Reg.22. Due 31.07.2019	Annual			31/07/2019	Manager of Corporate Services and Council	Complete - no further action	✓	✕	5/08/2019	Complete

			Endorsement Required by								
	Compliance Action	Compliance Frequency	Audit Committee	Council	Due Date	Position Title Officer Responsible for Action Compliance	Status	Compliance Met	Notice of reportable compliance breach	Date Completed	Comments. If Action not completed, report on plan to rectify non-compliance
Jul	Primary Returns - Request Primary Return from any new employee who is a Designated Employee. Return must be received by CEO within 3 months of the person's start day	Bi-monthly			31/07/2019	Governance Executive Officer	Complete - no further action	✓	✗	31/07/2019	No new Employees
Jul	Financial Interests Register - Review Review register to remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles) or for Elected Members who have resigned. Returns that are removed are to be kept by the CEO as LG Record for at least 5 years after the person ceased to be a Designated Employee.	Bi-monthly			31/07/2019	Governance Executive Officer	Complete - no further action	✓	✗	31/07/2019	No new Employees or Changes with Elected members
Jul	Annual Returns - Request Elected Members and Designated Employees to provide an Annual Return by no later than 31 August CEO's Annual Return must be lodged with the President / Mayor	Biennial			31/07/2019	Governance Executive Officer	Complete - no further action	✓	✗	12/08/2019	Requests sent
Jul	Primary and Annual Return compliance Register - Review and update (where possible).	Bi-monthly			31/03/2019	Governance Executive Officer	Complete - no further action	✓	✗		Complete
Jul	Elections - Electoral Commission agreement to conduct the election required by: (80th day) 31/07/2019	Biennial			31/07/2019	Chief Executive Officer	Complete - no further action	✓	✗	31/07/2019	2019 Election to be conducted in house
Jul	Disability Access and Inclusion Plan to be made available - Internal Audit LG must publish the DAIP on request in electronic format, hard copy in standard and large print, on request by email and on the website	Biennial			31/07/2019	Administration and Finance Officer	Complete - no further action	✓	✗	31/07/2019	DAIP published on Council's website.
Jul	Record Keeping Systems - Review Undertake a review of the efficiency and effectiveness of the LGs record keeping systems - evaluated not less than once every 5 years. CEO function - to ensure that records and document are properly kept. Last completed: 08/10/2013 Due by: 31/07/2019	5-yearly			31/07/2019	Chief Executive Officer	In Progress	✗	✗		In progress, to be completed in conjunction with the development of new electronic record keeping system. Extension has been granted
Jul	Complete End of Month Financial Checklist.	Monthly			31/07/2019	Manager of Corporate Service	Not commenced	✗	✗	N/A	Not commenced due to financial management systems being updated. No compliance requirement. Best practice only

Compliance Audit Return Management Action Plan

Status Report – as at 8 August 2019.

Question	Response	Comments	Comments / Action Plan	Status / Comments
Disposal of Property				
Was Local Public Notice given prior to disposal for any property not disposed by public auction or tender (except where excluded by Section 3.58(5))	No	Disposal of Grader (value \$118k) was not disposed of by tender or auction and no local public notice of disposal completed	<p>Tendering Framework was raised in the Shire's Regulation 17 review. Management Actions to address the Shire's Tendering Frameworks are;</p> <ul style="list-style-type: none"> • Staff Training • Physical Tender Register to be developed <p>Tendering Framework and procedures to be developed, including checklists, risk assessments, templates etc, incorporating items included in the AMD recommendations</p>	<p>Pending</p> <p>Staff Training was scheduled for April. Unable to attend due to other commitments. Staff to attend upcoming training, obtaining information for the development of framework and procedures to meet best practice.</p>

Question	Response	Comments	Comments / Action Plan	Status / Comments
Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	No	Disposal of Grader (value \$118k) was not disposed of by tender or auction and no local public notice of disposal completed	As above	As Above
Integrated Planning and Reporting				
Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond	Yes	Last Corporate Business Plan was adopted in Sept 2015. Review of the Shire's Corporate Business Plan to be conducted by June 2019	Review of Corporate Business Plan has been identified. Review anticipated to be conducted by June 2019	In Progress Consultant has been appointed. Community Engagement maybe deferred to after seeding to ensure maximum participation. As a result, the CBP development will occur later than anticipated

Question	Response	Comments	Comments / Action Plan	Status / Comments
Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	No	Last Corporate Business Plan was adopted in Sept 2015. Review of the Shire's Corporate Business Plan to be conducted by June 2019	Review of Corporate Business Plan has been identified. Review anticipated to be conducted by June 2019	As Above
Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	SCP adopted July 2013. Review of framework June 2017. Complete review and development of SCP to be conducted by June 2019	Review of Strategic Community Plan has been identified. Review anticipated to be conducted by June 2019	As Above

Question	Response	Comments	Comments / Action Plan	Status / Comments
Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Framework was reviewed in June 2017.	Review of Strategic Community Plan has been identified. Review anticipated to be conducted by June 2019	As Above
Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	No	Development of an Asset Management Plan to be conducted in the next 12 months	Development of an Asset Management Plan to be conducted in the next 12 months	Not Commenced. Anticipated for development in 2019/20 on completion of SCP & CBP.

Question	Response	Comments	Comments / Action Plan	Status / Comments
Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	No	Development of a Long Term Financial Plan to be conducted in the next 12 months	Development of a Long Term Financial Plan to be conducted in the next 12 months	As Above

Question	Response	Comments	Comments / Action Plan	Status / Comments
Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	Workforce plan adopted in April 2014. Review of the Workforce plan to be conducted in the next 12 months	Review of a Council's Workforce Plan to be conducted in the next 12 months	As Above
Tendering for Providing Goods and Services				
Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	No	unable to locate a written record of such notification	Requirement to be included in the Tendering Framework review	Pending As per item 1

**LIST OF PAYMENTS MADE FOR THE MONTH OF AUGUST 2019
PRESENTED AND ENDORSED AT THE ORDINARY MEETING OF COUNCIL - SEPTEMBER 2019**

Ref No.	Date	Name	Description	Amount	Bank	
EFT32	16/08/2019	Allwest Plant Hire Australia Pty Ltd	Dry Hire of Komatsu and mobilisation	6449.30	MUNI	EFT
EFT33	16/08/2019	The Happy Pill Pharmacy	Flu vaccinations	240.00	MUNI	EFT
EFT34	16/08/2019	Blackwell Plumbing & Gas Pty Ltd	Plumbing Services	1832.75	MUNI	EFT
EFT35	16/08/2019	Claire Trenorden	Telephone reimbursement - 05/04/2019 to 04/05/2019	122.00	MUNI	EFT
EFT36	16/08/2019	Avon Waste	Waste Collection Services	3224.00	MUNI	EFT
EFT37	16/08/2019	Central East Aged Care Alliance Inc	Annual Contribution 2019/2020	22000.00	MUNI	EFT
EFT38	16/08/2019	TOLL Australia	Courier Services	50.82	MUNI	EFT
EFT39	16/08/2019	Dowerin Engineering Works	Steel tubing for road signage	94.27	MUNI	EFT
EFT40	16/08/2019	Great Eastern Country Zone WALGA	Annual Subscription 2019/2020	1925.00	MUNI	EFT
EFT41	16/08/2019	LG Assist Australia	Employee Recruitment advertising	330.00	MUNI	EFT
EFT42	16/08/2019	Local Government Professionals WA	2019-2020 Council Coporate Membership	1473.00	MUNI	EFT
EFT43	16/08/2019	Local Health Authorities Analytical	LHAAC Sampling Program 2019/2020	396.00	MUNI	EFT
EFT44	16/08/2019	Shire of Mt Marshall	NEWHealth Recoup EHO and Building Survveryor	5163.80	MUNI	EFT
EFT45	16/08/2019	T & E Services Pty Ltd	Flu Vaccines	605.00	MUNI	EFT
EFT46	16/08/2019	Total Eden	Reticulation & plant supplies	1365.27	MUNI	EFT
EFT47	16/08/2019	Tutt Bryant Equipment Pty Ltd	250hr Service - BOMAG Rubber Wheel Roller	836.00	MUNI	EFT
EFT48	16/08/2019	Wyalkatchem Community Resource Centre	CRC Financial Contribution	4776.00	MUNI	EFT
EFT49	16/08/2019	Wyalkatchem Weekly	Shire Notes publication & advertising	184.00	MUNI	EFT
EFT50	16/08/2019	Wylie News & Lotteries	Refreshements	78.50	MUNI	EFT
EFT51	22/08/2019	Iris Consulting Group Pty Ltd	Record Keeping consultation	1540.00	MUNI	EFT
EFT52	22/08/2019	Blackwell Plumbing & Gas Pty Ltd	Plumbing Services	2422.00	MUNI	EFT
EFT53	22/08/2019	Lo-Go Appointments	Temporary Staff	8954.55	MUNI	EFT
EFT54	22/08/2019	Total Concept Cabinet Making	Supply and install CEO office furniture	1000.00	MUNI	EFT
EFT55	22/08/2019	Australia Post	Postage	40.75	MUNI	EFT
EFT57	22/08/2019	Avon Waste	Waste Collection Services	5858.01	MUNI	EFT
EFT58	22/08/2019	Blackwoods	Castor wheels x 6	14.39	MUNI	EFT
EFT59	22/08/2019	BOC Gases	Container Service Charges and oxygen bottles	61.79	MUNI	EFT
EFT60	22/08/2019	Brendon Wilkes Electrical Contractor	Electrical Repairs	165.00	MUNI	EFT

**LIST OF PAYMENTS MADE FOR THE MONTH OF AUGUST 2019
PRESENTED AND ENDORSED AT THE ORDINARY MEETING OF COUNCIL - SEPTEMBER 2019**

Ref No.	Date	Name	Description	Amount	Bank	
EFT61	22/08/2019	Bunnings Midland	Various items	357.89	MUNI	EFT
EFT62	22/08/2019	TOLL Australia	Courier Services	262.22	MUNI	EFT
EFT63	22/08/2019	Dunnings	Fuel and Bulk Diesel	16040.84	MUNI	EFT
EFT64	22/08/2019	Frontline Fire & Rescue Equipment	Fire PPE	594.00	MUNI	EFT
EFT65	22/08/2019	ITVISION	SynergySoft milestone payment	11299.17	MUNI	EFT
EFT66	22/08/2019	JR & A Hersey Pty Ltd	Safety PPE	319.49	MUNI	EFT
EFT67	22/08/2019	Landgate	Valuations	39.80	MUNI	EFT
EFT68	22/08/2019	Landmark	Chemicals	1175.68	MUNI	EFT
EFT69	22/08/2019	Moore Stephens	Monthly Financial Reporting Template	550.00	MUNI	EFT
EFT70	22/08/2019	NEWROC	Annual Subscription 2019/20	14300.00	MUNI	EFT
EFT71	22/08/2019	RAMM Software Pty Ltd	Pocket RAMM fees 01/07/2019 - 30/06/20	7539.41	MUNI	EFT
EFT72	22/08/2019	Shire of Mt Marshall	NEWHEALTH - provision of Health Services	204.67	MUNI	EFT
EFT73	22/08/2019	ATO Small Business Super Clearing House	Superannuation contributions	17536.87	MUNI	EFT
EFT74	22/08/2019	WA Contract Ranger Services	Ranger services	607.75	MUNI	EFT
EFT75	22/08/2019	WA Local Government Association	Membership Subscriptions 19/20	19711.04	MUNI	EFT
EFT76	22/08/2019	Webarena	Website fees 16/08/19 - 15/11/19	132.00	MUNI	EFT
EFT77	22/08/2019	Westrac	WM017 Grader 1500hr Service	3509.23	MUNI	EFT
EFT78	22/08/2019	Wheatbelt Construction	Replace awning at barracks final payment	6133.90	MUNI	EFT
EFT79	22/08/2019	Wheatbelt Office & Business Machines	black and white and colour copies July 2019	734.95	MUNI	EFT
EFT80	22/08/2019	Wyalkatchem Community Resource Centre	CRC Financial Contribution	2448.00	MUNI	EFT
EFT81	22/08/2019	Wyalkatchem Hotel	Council meeting refreshments	173.00	MUNI	EFT
EFT82	22/08/2019	Wyalkatchem Spraying Service	Weed spraying on Shire properties	2240.00	MUNI	EFT
EFT84	22/08/2019	Wyalkatchem Tyre Service	WM016 roller tyres x 4	4480.00	MUNI	EFT
DD101.1	01/08/2019	Synergy	Electricity charges 1 July 2019 to 10/7/2019	58.35	MUNI	DD
DD103.1	01/08/2019	Synergy	Electricity charges 1/5/2019 to 10/7/2019	67.00	MUNI	DD
DD105.1	01/08/2019	Synergy	Electricity charges 17/5/2019 to 16/7/2019	98.70	MUNI	DD

**LIST OF PAYMENTS MADE FOR THE MONTH OF AUGUST 2019
PRESENTED AND ENDORSED AT THE ORDINARY MEETING OF COUNCIL - SEPTEMBER 2019**

Ref No.	Date	Name	Description	Amount	Bank	
DD107.1	01/08/2019	Synergy	Electricity charges 16/5/2019 to 16/7/2019	100.45	MUNI	DD
DD109.1	01/08/2019	Synergy	Electricity charges 16/5/2019 to 16/7/2019	101.10	MUNI	DD
DD111.1	01/08/2019	Synergy	Electricity charges 16/5/2019 to 16/7/2019	102.85	MUNI	DD
DD113.1	01/08/2019	Synergy	Electricity charges 16/5/2019 to 16/7/2019	114.45	MUNI	DD
DD115.1	01/08/2019	Synergy	Electricity charges 16/5/2019 to 16/7/2019	129.20	MUNI	DD
DD117.1	01/08/2019	Synergy	Electricity charges 16/5/2019 to 16/7/2019	129.85	MUNI	DD
DD119.1	01/08/2019	Synergy	Electricity charges 16/5/2019 to 16/7/2019	136.85	MUNI	DD
DD121.1	01/08/2019	Synergy	Electricity charges 16/5/2019 to 16/7/2019	138.35	MUNI	DD
DD123.1	01/08/2019	Synergy	Electricity charges 16/5/2019 to 16/7/2019	165.80	MUNI	DD
DD125.1	01/08/2019	Synergy	Electricity charges 16/5/2019 to 16/7/2019	181.65	MUNI	DD
DD127.1	01/08/2019	Synergy	Electricity charges 16/5/2019 to 16/7/2019	182.70	MUNI	DD
DD129.1	01/08/2019	Synergy	Electricity charges 16/5/2019 to 16/7/2019	225.75	MUNI	DD
DD131.1	01/08/2019	Synergy	Electricity charges 16/5/2019 to 16/7/2019	238.90	MUNI	DD
DD133.1	01/08/2019	Westnet	Internet Charges 1/8/2019 to 1/9/2019	240.05	MUNI	DD
DD135.1	01/08/2019	Synergy	Electricity Charges 16/5/2019 to 16/7/2019	554.15	MUNI	DD
DD137.1	01/08/2019	Synergy	Electricity Charges 16/5/2019 to 16/7/2019	692.40	MUNI	DD
DD139.1	01/08/2019	Synergy	Electricity Charges 16/5/2019 to 16/7/2019	756.05	MUNI	DD
DD141.1	01/08/2019	Synergy	Electricity Charges 17/5/2019 to 17/7/2019	100.10	MUNI	DD
DD143.1	02/08/2019	Synergy	Electricity Charges 17/5/2019 to 17/7/2019	602.60	MUNI	DD
DD145.1	02/08/2019	Synergy	Electricity Charges 16/5/2019 to 17/7/2019	715.00	MUNI	DD
DD147.1	05/08/2019	NAB	July Credit Card Fee	5480.45	MUNI	DD
DD149.1	09/08/2019	Synergy	Electricity Charges 5/6/2019 to 24/7/2019	29.50	MUNI	DD
DD151.1	19/08/2019	Foxtel	Foxtel Subscription 17/8/2019 to 16/9/2019	154.00	MUNI	DD
DD153.1	21/08/2019	Water Corporation.	Water charges - De Pierres Standpipe 1 July 2019 to 31 Aug 2019	25.34	MUNI	DD
DD155.1	21/08/2019	Crisp Wireless	Internet subscriptions x3	526.90	MUNI	DD
DD157.1	22/08/2019	Synergy	Electricity charges 02/7/2019 to 01/8/2019	2484.45	MUNI	DD
DD160.1	23/08/2019	Water Corporation.	Water charges 1/7/2019 to 31/8/2019	10.14	MUNI	DD
DD162.1	23/08/2019	Water Corporation.	Water charges 1/7/2019 to 31/8/2019	92.17	MUNI	DD

**LIST OF PAYMENTS MADE FOR THE MONTH OF AUGUST 2019
PRESENTED AND ENDORSED AT THE ORDINARY MEETING OF COUNCIL - SEPTEMBER 2019**

Ref No.	Date	Name	Description	Amount	Bank	
DD164.1	26/08/2019	Water Corporation.	WATER CHARGES - TAMMIN-WYALKATCHEM STANDPIPE - 1/7/2019 TO 31/8/2019	55.75	MUNI	DD
DD166.1	26/08/2019	Water Corporation.	WATER CHARGES - AIRSTRIIP STANDPIPE - 1/7/2019 TO 31/8/2019	65.14	MUNI	DD
DD168.1	26/08/2019	Water Corporation.	WATER CHARGES - AIRSTRIIP ELASHGIN RD - 1/7/2019 TO 31/8/2019	532.14	MUNI	DD
DD171.1	30/08/2019	Synergy	ELECTRICITY CHARGES - 10/7/2019 TO 14/8/2019	141.55	MUNI	DD
DD175.1	21/08/2019	BP Australia Pty Ltd	FUEL USAGE - JULY 2019	107.12	MUNI	DD
DD177.1	21/08/2019	Telstra	MOBILE PHONE CHARGES	146.40	MUNI	DD
DD179.1	23/08/2019	NAB	LOAN 68 REPAYMENT	15232.13	MUNI	DD
DD181.1	30/08/2019	Fuji Xerox	PHOTOCOPIER LEASE/RENTAL - 23/9/2019 TO 22/10/2019	317.02	MUNI	DD
JNL	06/08/2019	Payroll	Fortnightly Payroll Payments	27949.96	MUNI	JNL
JNL	20/08/2019	Payroll	Fortnightly Payroll Payments	27771.33	MUNI	JNL

\$268,545.90

MUNICIPAL ACCOUNT PAYMENTS	\$268,545.90
TRUST ACCOUNT PAYMENTS	\$ -

\$268,545.90



**SHIRE OF WYALKATCHEM
NAB BUSINESS VISA
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 29 JUNE TO 29 JULY 2019**

DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-8668			
3/07/2019	Wyalkatchem Community Resource Centre	Vehicle Registrations	\$ 5,471.45

TOTAL CREDIT CARD PAYMENTS \$ 5,471.45

I, Sheldon Cox, Finance & Administration Officer, have reviewed the credit card payments and confirm that from the descriptions on the documentation provide that;

- all transactions are expenses incurred by the Shire of Wyalkatchem;
- all purchases have been made in accordance with the Shire of Wyalkatchem policies and procedures;
- all purchases are in accordance with the Local Government Act 1995 and associated regulations;
- no misuse of the corporate credit card is evident

Sheldon Cox

 6, 19, 19

DD 147

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 June 2019 to 29 July 2019

Company Account No:

4557 0498 0000 4281

Facility Limit:

\$13,000

Your Account Summary

Balance from previous statement	\$1,491.30 DR
Payments and other credits	\$1,491.30 CR
Purchases, cash advances and other debits	\$5,471.45 DR
Interest and other charges	\$9.00 DR
Closing Balance	\$5,480.45 DR

**YOUR DIRECT DEBIT PAYMENT OF \$5,480.45 WILL BE
CHARGED TO ACCOUNT 000086977- 0000508383313 ON
05/08/2019 AS PER OUR AGREEMENT.**

210/04/19/M13126/S021210/1042419

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
4 Jul 2019	\$1,491.30 CR	DIRECT DEBIT PAYMENT	74557049184
Total for this Period:	\$1,491.30 CR		



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



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



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

Cardholder summary

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

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3793-8668	MISS TARYN LEANNE DA	\$13,000	\$0.00	\$5,471.45	\$9.00	\$5,480.45
4557-0498-0000-4281	BILLING ACCOUNT	\$0	\$1,491.30 CR	\$0.00	\$0.00	\$1,491.30 CR
			\$1,491.30 CR	\$5,471.45 DR	\$9.00 DR	\$3,989.15 DR

Transaction type

Purchase

Annual percentage rate

0.000%

Daily percentage rate

0.00000%

FROM 1.09.19 THE INSURER FOR THE COMPLIMENTARY INSURANCE ON COMMERCIAL CREDIT CARDS WILL CHANGE TO ALLIANZ AUSTRALIA INSURANCE LIMITED ABN 15 000 122 850 AFSL 234708 (ISSUED BY AWP AUSTRALIA PTY LTD). THE UNAUTHORISED TRANSACTION INSURANCE POLICY INFORMATION BOOKLET WILL BE AMENDED AND AVAILABLE ON NAB.COM.AU FROM 1.09.19

Cardholder Details

Cardholder Name: MISS TARYN LEANNE DAYMAN

Account No: 4557 0455 3793 8668

Statement Period: 29 June 2019 to 29 July 2019

Cardholder Limit: \$13,000

Transaction record for: MISS TARYN LEANNE DAYMAN

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
3 Jul 2019	\$5,471.45	WYALKATCHEM COMMUNIT	WYALKATCHEM				74940529183
29 Jul 2019	\$9.00	CARD FEE					74557049210
Total for this period	\$5,480.45		Totals				

Employee declaration

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

Cardholder signature: DaymanDate: 3/9/2019



SHIRE OF WYALKATCHEM
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 August 2019

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

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MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31 AUGUST 2019

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 18 September 2019

Prepared by: Taryn Dayman

Reviewed by: Taryn Dayman

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not inconsistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has 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 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 13.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

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.

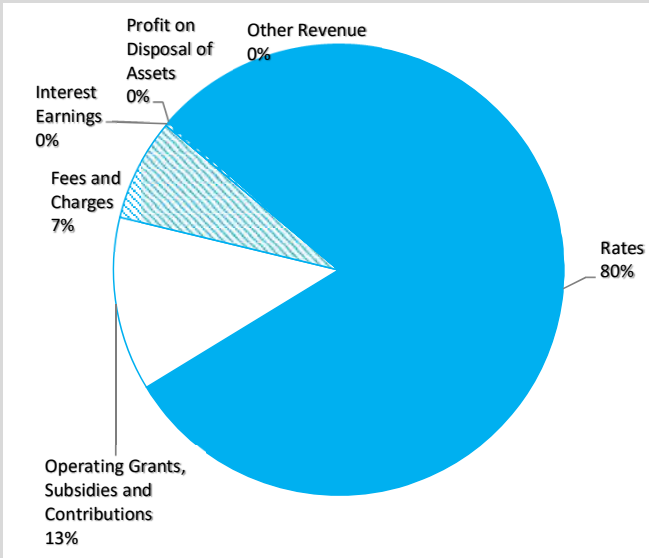
CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

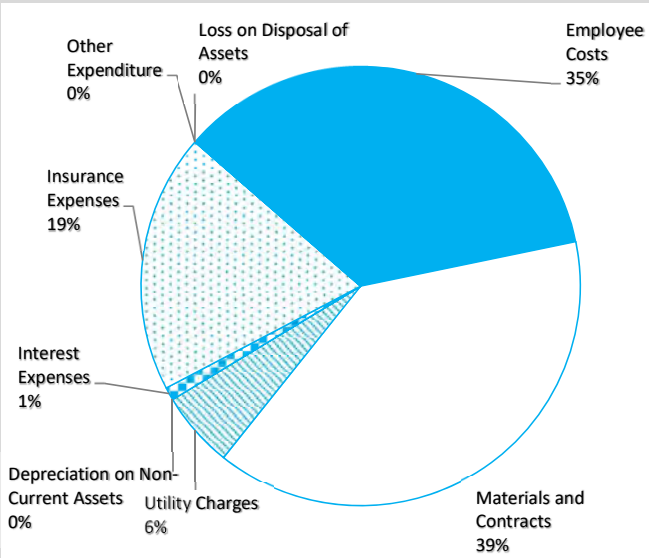
ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

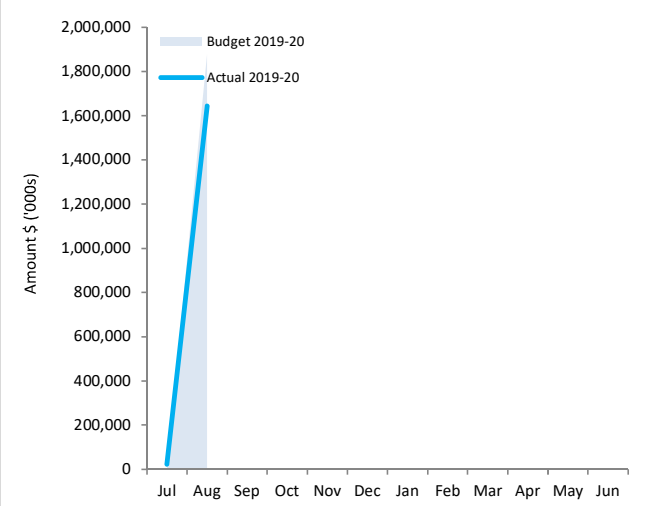
OPERATING REVENUE



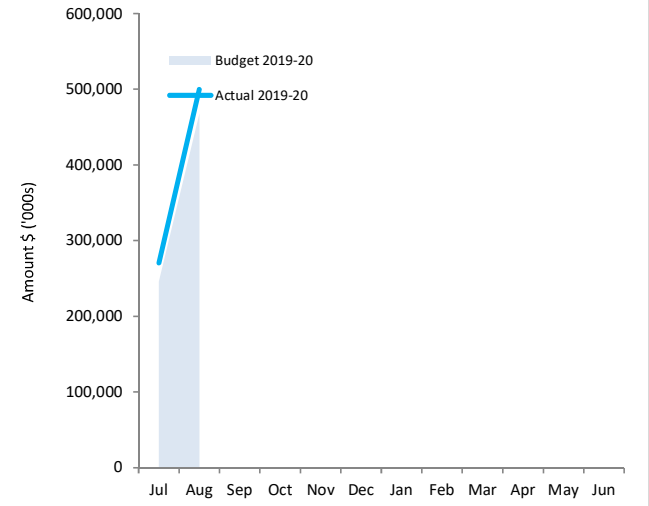
OPERATING EXPENSES



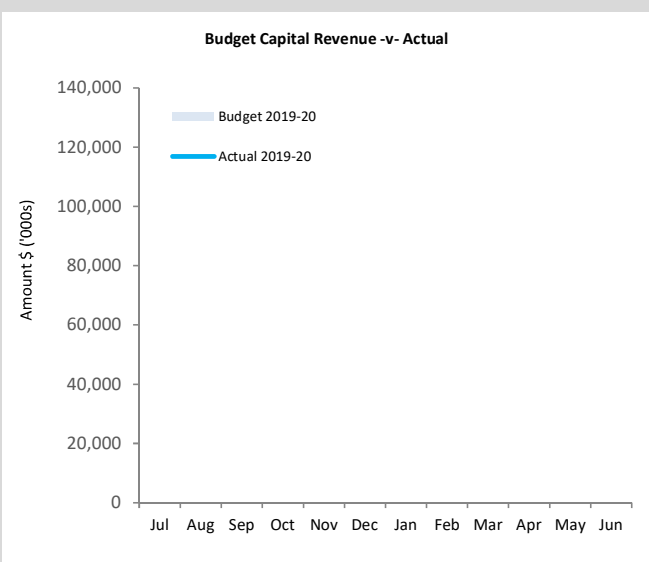
Budget Operating Revenues -v- Actual



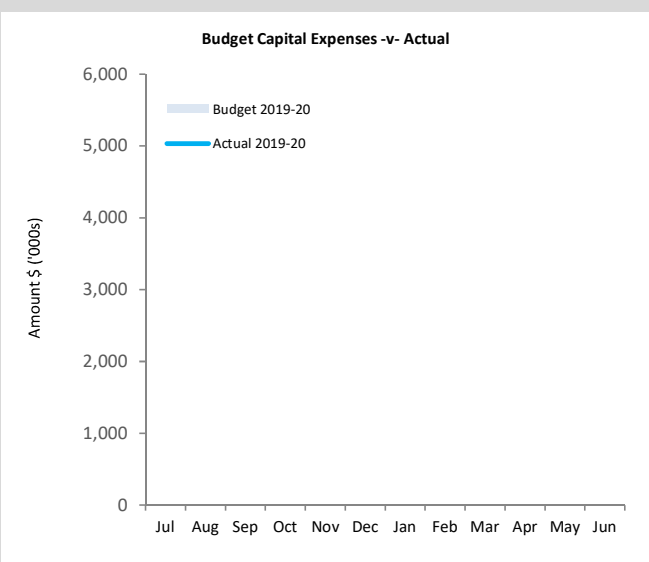
Budget Operating Expenses -v- YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources	Include the activities of members of council and the administrative support available to the Council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not specific the Shire services.
GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services	Rates, general purpose government grants and interest revenue
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various Acts, regulations and by-laws relating to fire prevention, animal control and other aspects of public safety including emergency services
HEALTH To provide an operational framework for environmental and community health	Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance. Administration of the ReoROC health scheme and provision of various medical facilities.
EDUCATION AND WELFARE To provide services to the disadvantaged persons, the elderly, children and youth.	Maintenance and support of child minding and playgroup centres, senior citizen and aged care facilities. Provision and maintenace of home care programs and youth services
HOUSING To provide and maintain staff and rental housing	Provision and maintenace of staff, community and joint venture housing
COMMUNITY AMENITIES To provide services required by the community	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery, public conveniences and community bus
RECREATION AND CULTURE To establish and effectively manage infrastructure and resource which will help the social well	Maintenance of public halls, aquatic centres, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens, reserves and playgrounds. Provision of library services (contract). Support of museum and other cultural facilities and services.
TRANSPORT To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, streets, footpaths, cycling ways, airstrip, parking facilities and traffic control. Cleaning of streets and maintenace of street trees, street lighting etc.
ECONOMIC SERVICES To help promote the shire and its economic wellbeing.	Toursim and area promotion of the of the district. Provision of rural services including weed control, vermin control and standpipes. Building control.
OTHER PROPERTY AND SERVICES To monitor and control council's overhead operating accounts	Private works operation, plant repair and operation costs and engineering operating costs.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus / (Deficit)	1(c)	56,861	56,861	56,861	0	0.00%	
Revenue from operating activities							
Governance		0	0	0	0	0.00%	
General Purpose Funding - Rates	6	1,314,255	1,314,255	1,313,225	(1,030)	(0.08%)	
General Purpose Funding - Other		895,426	219,280	198,747	(20,533)	(9.36%)	
Law, Order and Public Safety		29,035	50	277	227	454.00%	
Health		42,146	0	0	0	0.00%	
Education and Welfare		0	0	0	0	0.00%	
Housing		84,753	13,856	7,963	(5,893)	(42.53%)	
Community Amenities		113,513	93,310	103,008	9,698	10.39%	
Recreation and Culture		19,045	0	4,177	4,177	0.00%	
Transport		109,546	108,046	0	(108,046)	(100.00%)	▼
Economic Services		21,200	1,200	3,086	1,886	157.17%	
Other Property and Services		47,568	13,073	13,352	279	2.13%	
		2,676,487	1,763,070	1,643,835	(119,235)		
Expenditure from operating activities							
Governance		(489,211)	(26,657)	(20,293)	6,364	23.87%	
General Purpose Funding		(76,572)	(6,300)	(701)	5,599	88.87%	
Law, Order and Public Safety		(83,423)	(14,826)	(18,613)	(3,787)	(25.54%)	
Health		(270,205)	(36,329)	(10,318)	26,011	71.60%	▲
Education and Welfare		(56,566)	(20,000)	(20,000)	0	0.00%	
Housing		(166,951)	(26,586)	(18,933)	7,653	28.79%	
Community Amenities		(236,789)	(25,369)	(20,553)	4,816	18.98%	
Recreation and Culture		(925,526)	(65,711)	(47,980)	17,731	26.98%	▲
Transport		(1,574,506)	(198,265)	(185,312)	12,953	6.53%	
Economic Services		(257,858)	(25,466)	(22,641)	2,825	11.09%	
Other Property and Services		(81,608)	(22,631)	(134,581)	(111,950)	(494.68%)	▼
		(4,219,215)	(468,140)	(499,925)	(31,785)		
Non-cash amounts excluded from operating activities	1(a)	1,376,295	0	0	0	0.00%	
Amount attributable to operating activities		(166,433)	1,294,930	1,143,910	(151,020)		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	12(b)	994,966	114,320	0	(114,320)	(100.00%)	▼
Proceeds from disposal of assets	7	35,000	0	0	0	0.00%	
Purchase of property, plant and equipment	8	(1,634,315)	0	(5,676)	(5,676)	0.00%	
Amount attributable to investing activities		(604,349)	114,320	(5,676)	(119,996)		
Financing Activities							
Proceeds from New Debentures		0	0	0	0	0.00%	
Proceeds from self supporting loans		0	0	0	0	0.00%	
Transfer from Reserves	10	1,069,629	800,928	800,928	0	0.00%	
Advances to Community Groups		0	0	0	0	0.00%	
Repayment of Debentures	9	(42,365)	(10,854)	(10,854)	0	0.00%	
Transfer to Reserves	10	(313,343)	(6,763)	(3,535)	3,228	(47.73%)	
Amount attributable to financing activities		713,921	783,311	786,539	3,228		
Closing Funding Surplus / (Deficit)	1(c)	(0)	2,249,422	1,981,634			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer threshold. Refer to Note 14 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 AUGUST 2019

NATURE OR TYPE DESCRIPTIONS

REVENUE
RATES All rates levied under the <i>Local Government Act 1995</i> . 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 and service charges.
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 <i>Division 6 of Part 6 of the Local Government Act 1995</i> . <i>Regulation 54 of the Local Government (Financial Management) Regulations 1996</i> identifies these as 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.

EXPENSES
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.
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 State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus / (Deficit)	1(c)	56,861	56,861	56,861	0	0.00%	
Revenue from operating activities							
Rates	6	1,314,255	1,314,255	1,313,225	(1,030)	(0.08%)	
Operating grants, subsidies and contributions	12(a)	1,032,702	317,024	205,317	(111,707)	(35.24%)	
Fees and charges		251,805	124,777	120,458	(4,319)	(3.46%)	
Interest earnings		77,274	7,014	4,836	(2,178)	(31.05%)	
Profit on disposal of assets	7	450	0	0	0	0.00%	
		2,676,486	1,763,070	1,643,836	(119,234)		
Expenditure from operating activities							
Employee costs		(1,110,401)	(181,241)	(176,793)	4,448	2.45%	
Materials and contracts		(1,469,672)	(184,140)	(194,930)	(10,790)	(5.86%)	
Utility charges		(160,513)	(2,141)	(28,124)	(25,983)	(1213.59%)	
Depreciation on non-current assets		(1,374,705)	0	0	0	0.00%	
Interest expenses		(13,129)	(4,778)	(4,778)	0	0.00%	
Insurance expenses		(140,004)	(95,840)	(95,301)	539	0.56%	
Other expenditure		51,250	0	0	0	0.00%	
Loss on disposal of assets	7	(2,040)	0	0	0	0.00%	
		(4,219,214)	(468,140)	(499,926)	(31,786)		
Non-cash amounts excluded from operating activities	1(a)	1,376,295	0	0	0	0.00%	
Amount attributable to operating activities		(166,433)	1,294,930	1,143,910	(151,020)		
Investing activities							
Non-operating grants, subsidies and contributions	12(b)	994,966	114,320	0	(114,320)	(100.00%)	
Proceeds from disposal of assets	7	35,000	0	0	0	0.00%	
Payments for property, plant and equipment	8	(1,634,315)	0	(5,676)	(5,676)	0.00%	
Amount attributable to investing activities		(604,349)	114,320	(5,676)	(119,996)		
Financing Activities							
Transfer from reserves	10	1,069,629	800,928	800,928	0	0.00%	
Repayment of debentures	9	(42,365)	(10,854)	(10,854)	0	0.00%	
Transfer to reserves	10	(313,343)	(6,763)	(3,535)	3,228	(47.73%)	
Amount attributable to financing activities		713,921	783,311	786,539	3,228		
Closing Funding Surplus / (Deficit)	1(c)	(0)	2,249,422	1,981,634			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 14 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals		(450)	0	0
Add: Loss on asset disposals		2,040	0	0
Add: Depreciation on assets		1,374,705	0	0
Total non-cash items excluded from operating activities		1,376,295	0	0

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 Jun 2019	This Year Opening 01 Jul 2019	This Time Last Year 30 Aug 2018	Year to Date 31 Aug 2019
Adjustments to net current assets					
Less: Reserves - restricted cash	10	(3,185,729)	(3,185,729)	(1,973,102)	(2,388,336)
Add: Borrowings	9	42,365	42,365	42,365	31,511
Add: Provisions - employee	11	90,155	90,155	65,952	90,155
Add: User defined		(90,155)	(90,155)	(49,891)	
Total adjustments to net current assets		(3,143,364)	(3,143,364)	(1,914,676)	(2,266,670)

(c) Net current assets used in the Statement of Financial Activity

Current assets					
Cash and cash equivalents	2	3,447,450	3,447,450	3,546,305	3,562,276
Rates receivables	3	19,229	19,229	339,090	1,065,389
Receivables	3	(6,519)	(6,519)	172,224	2,141
Other current assets	4	1,878	1,878	81,602	22,224
Less: Current liabilities					
Payables	5	(129,293)	(129,293)	(64,679)	(202,400)
Borrowings	9	(42,365)	(42,365)	(42,365)	(31,511)
Provisions	11	(90,155)	(90,155)	(49,892)	(90,155)
Less: Total adjustments to net current assets	1(c)	(3,143,364)	(3,143,364)	(1,914,676)	(2,266,670)
Closing Funding Surplus / (Deficit)		56,861	56,861	2,067,610	2,061,294

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. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Petty Cash and Floats	Cash and cash equivalents	400	0	0	400		Nil	On Hand
Municipal Bank Account	Cash and cash equivalents	1,173,541	0	0	1,173,541	Bank	Variable	Cheque Acc.
Trust Fund Cash at bank	Cash and cash equivalents	0	0	6,457	6,457	Bank	Variable	Cheque Acc.
SOW Term Deposit 1 - TD	Cash and cash equivalents	0	2,388,335	0	2,388,335	Bank	1.85%	26/10/2019
Total		1,173,941	2,388,335	6,457	3,568,732			
Comprising								
Cash and cash equivalents		1,173,941	2,388,335	6,457	3,568,732			
Financial assets at amortised cost		0	0	0	0			
		1,173,941	2,388,335	6,457	3,568,732			

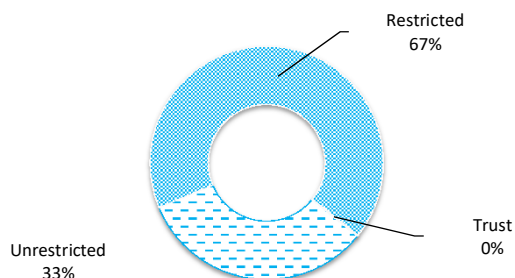
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less 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 reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Total Cash	Unrestricted
\$3.57 M	\$1.17 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

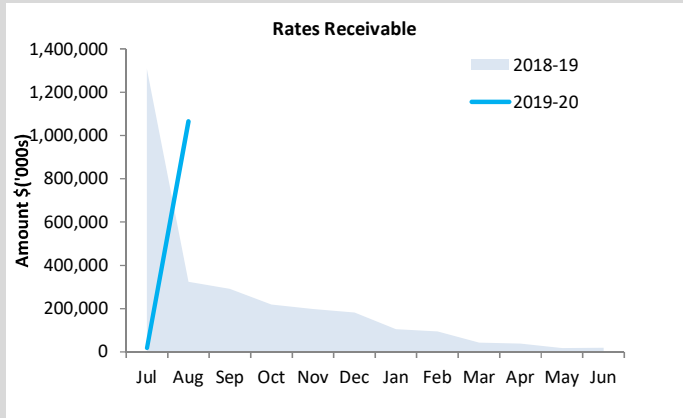
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates Receivable	30 Jun 2019	31 Aug 19
	\$	\$
Opening Arrears Previous Years	19229	19,229
Levied this year	0	1,313,225
Less - Collections to date	0	(267,065)
Equals Current Outstanding	19229	1,065,389
Net Rates Collectable	19,229	1,065,389
% Collected	0%	20%

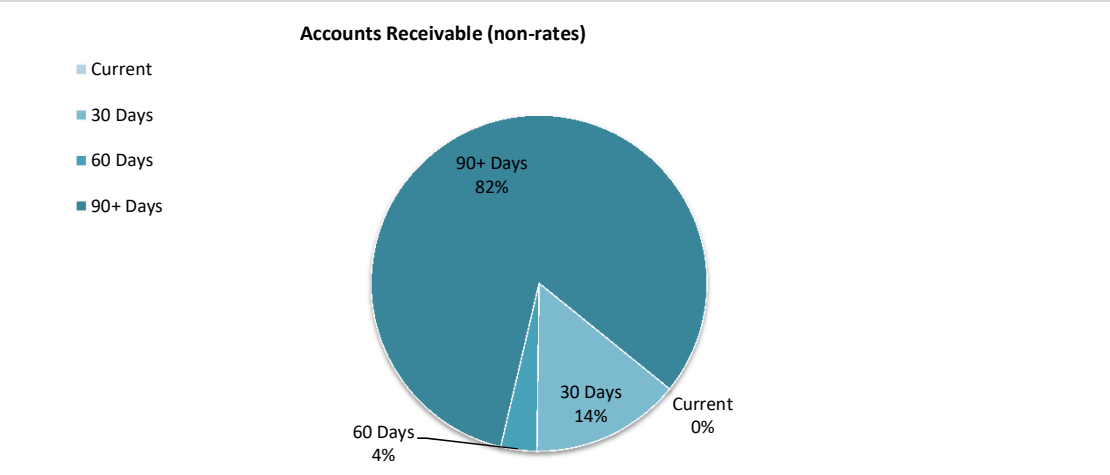
Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	(2,828)	0	1,960	471	11,200	10,804
Percentage	-26.2%	0%	18.1%	4.4%	103.7%	
Balance per Trial Balance						
Sundry receivable						10,804
GST receivable		28,774				28,774
Other receivables [describe]					(170)	(170)
Excess Rates Receipts		(37,267)				(37,267)
Other Rate & Services receivable					5,447	0
Total Receivables General Outstanding						2,141

KEY INFORMATION

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.



Collected	Rates Due
20%	\$1,065,389



Debtors Due
\$2,141
Over 30 Days
126%
Over 90 Days
103.7%

	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 31 August 2019
Other Current Assets	\$	\$	\$	\$
Inventory				
Inventories Fuel	716	20,352	0	21,068
Inventories Road Materials	1,156	0	0	1,156
Total Other Current assets				22,224

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

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 resale 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. Borrowing 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 onto the buyer at this point.

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

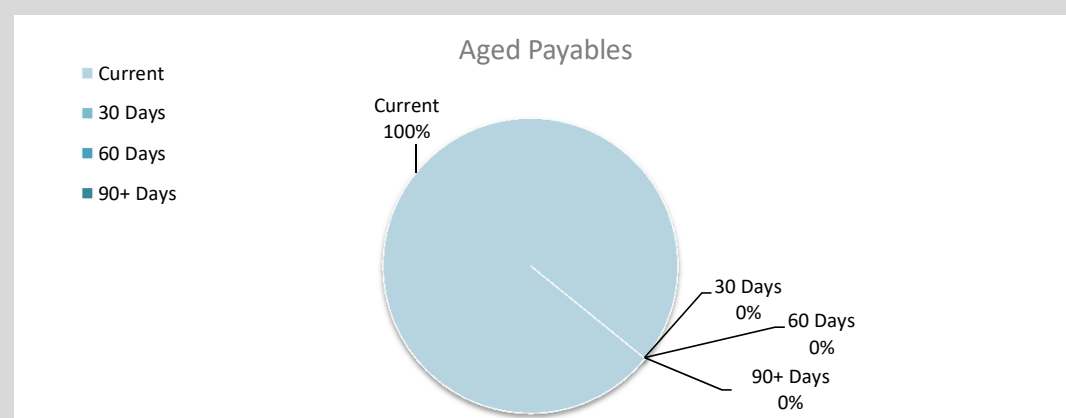
CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

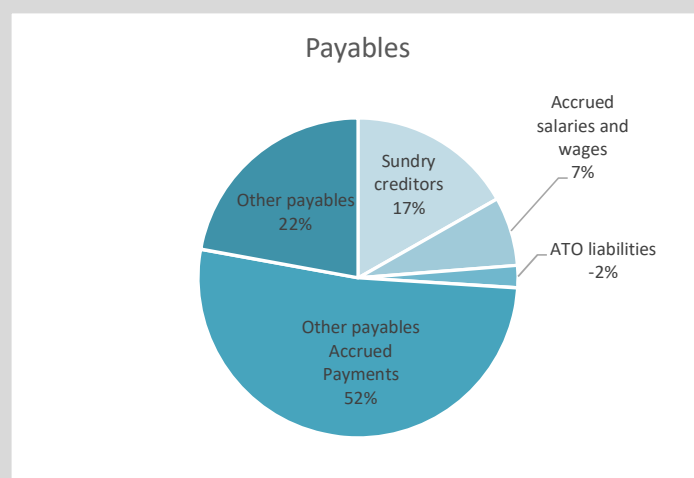
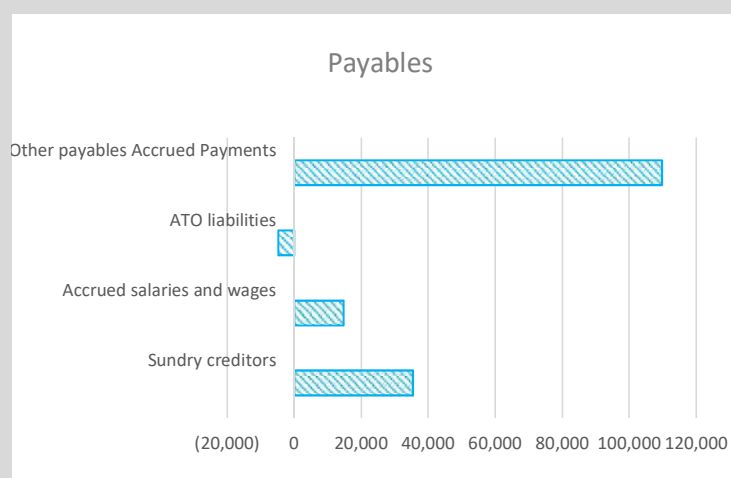
Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	35,468	0	0	0	35,468
Percentage	0%	100%	0%	0%	0%	
Balance per Trial Balance						
Sundry creditors		35,468				35,468
Accrued salaries and wages			14,763			14,763
ATO liabilities		(4,773)				(4,773)
Other payables Accrued Payments			109,795			109,795
Other payables		46,817				46,817
Total Payables General Outstanding						202,400

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire 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, are recognised as a current liability and are normally paid within 30 days of recognition.



Creditors Due
\$202,400
Over 30 Days
0%
Over 90 Days
0%

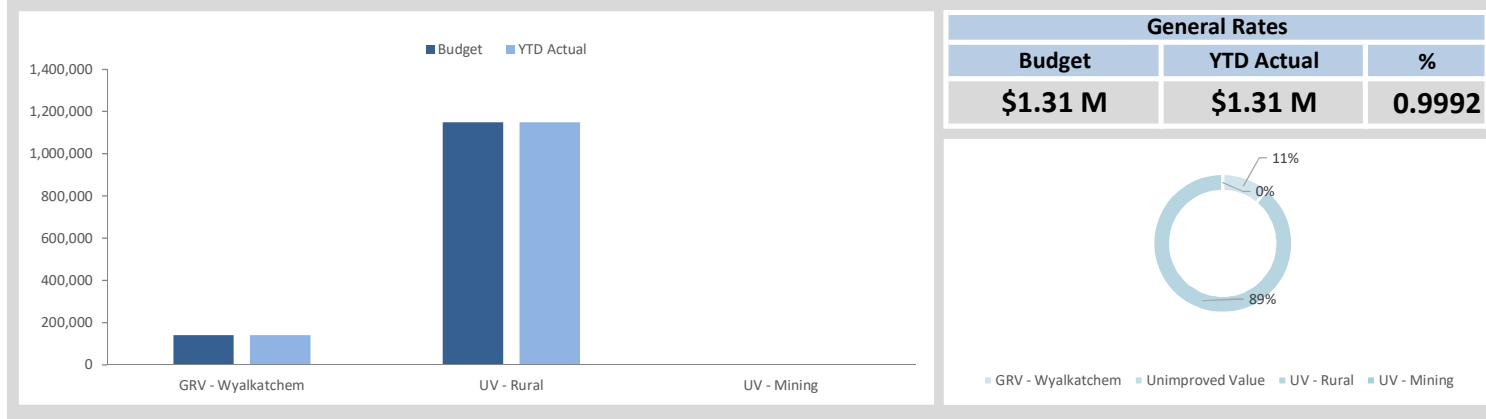


General Rate Revenue

	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget				YTD Actual			
				Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
Gross Rental Value											
GRV - Wyalkatchem	0.10504	195	1,352,478	142,064	0	0	142,064	142,064	0	0	142,064
Unimproved Value											
UV - Rural	0.01642	212	69,942,500	1,148,666	0	0	1,148,666	1,148,666	0	0	1,148,666
UV - Mining	0.01642	0	0	0	0	0	0	0	0	0	0
Sub-Total		407	71,294,978	1,290,730	0	0	1,290,730	1,290,730	0	0	1,290,730
Minimum Payment	Minimum \$										
Gross Rental Value											
GRV - Wyalkatchem	495	56	81,562	27,720	0	0	27,720	27,720	0	0	27,720
Unimproved Value											
UV - Rural	550	16	285,900	8,800	0	0	8,800	8,800	0	0	8,800
UV - Mining	550	10	18,306	5,500	0	0	5,500	5,500	0	0	5,500
Sub-Total		82	385,768	42,020	0	0	42,020	42,020	0	0	42,020
Discount							(18,495)				(19,525)
Amount from General Rates							1,314,255				1,313,225
Total General Rates							1,314,255				1,313,225

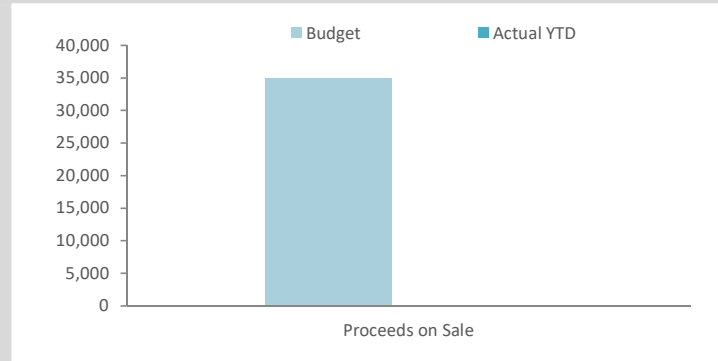
KEY INFORMATION

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.



Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Other property and services								
	CEO Vehicle	27,040	25,000	0	(2,040)	0	0	0	0
	LH Town Utility - WM027	9,550	10,000	450	0	0	0	0	0
		36,590	35,000	450	(2,040)	0	0	0	0

KEY INFORMATION



Proceeds on Sale		
Annual Budget	YTD Actual	%
\$35,000	\$0	0%

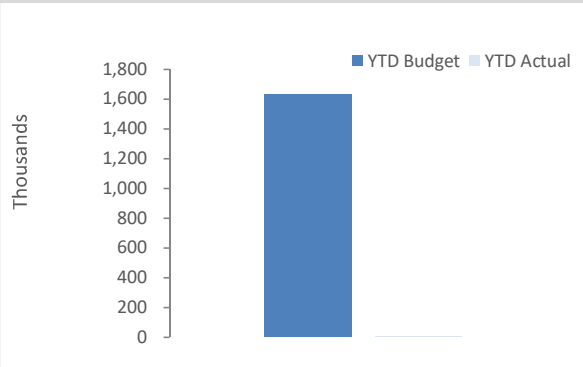
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted		YTD Actual	YTD Actual Variance	YTD Actual Variance
	Budget	YTD Budget			
	\$	\$	\$	\$	%
Buildings - non-specialised	7,000	0	5,576	5,576	0.00%
Furniture and equipment	7,000	0	0	0	0.00%
Plant and equipment	128,000	0	0	0	0.00%
Infrastructure - Roads	792,774	0	100	100	0.00%
Infrastructure - Footpaths	7,609	0	0	0	0.00%
Infrastructure - Other	691,933	0	0	0	0.00%
Capital Expenditure Totals	1,634,315	0	5,676	5,676	
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	
Capital grants and contributions	994,966	114,320	0	(114,320)	
Other (Disposals & C/Fwd)	35,000	0	0	0	
Cash Backed Reserves					
Building Reserve	50,000		0	0	
Community Health Reserve	28,000		0	0	
Community Development Reserve	50,000		0	0	
Sport & Recreation Reserve	134,000		0	0	
Unspent Grant Reserve	802,629	800,928	800,928	0	
Government Joint Venture Reserve	5,000		0	0	
Contribution - operations	(465,280)	(915,248)	(795,252)	119,996	
Capital Funding Total	1,634,315	0	5,676	5,676	

SIGNIFICANT ACCOUNTING POLICIES

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 local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value 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.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$1.63 M	\$.01 M	0%

Capital Grant	Annual Budget	YTD Actual	% Received
	\$.99 M	\$. M	0%

Capital Expenditure Total
Level of Completion Indicators



0%
20%
40%
60%
80%
100%
Over 100%

Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

% of
Completion

Level of completion indicator, please see table at the end of this note for further detail.

ion

Level of completion indicator, please see table at the end of this note for further detail.			Adopted				
Account Description			Budget	YTD Budget	YTD Actual	Variance (Under)/Over	
0%	<div></div>	Infrastructure - Other	Water Management Project	101,933	0	0	0
	<div></div>	Infrastructure - Other	Tennis Court Redevelopment	500,000	0	0	0
	<div></div>	Buildings - non-specialised	Oval P&G Storage	7,000	0	0	0
	<div></div>	Buildings - non-specialised	Railway Barracks	0	0	5,576	5,576
	<div></div>	Infrastructure - Roads	R2R - Hobden Road	126,223	0	0	0
	<div></div>	Infrastructure - Roads	R2R Martin Road Floodyway	79,160	0	0	0
	<div></div>	Infrastructure - Roads	Tammin-Wyalkatchem Road	117,400	0	0	0
	<div></div>	Infrastructure - Roads	RRG-Cunderdin-Wyalkatchem Road	318,701	0	100	100
	<div></div>	Infrastructure - Roads	R2R-Cunderdin Rd	75,854	0	0	0
	<div></div>	Infrastructure - Roads	CRC Carpark Reseal	16,872	0	0	0
	<div></div>	Infrastructure - Roads	Deiperres Road	58,564	0	0	0
	<div></div>	Infrastructure - Footpaths	Pathway Solar Lights	7,609	0	0	0
	<div></div>	Infrastructure - Other	Main Street Redevelopment	90,000	0	0	0
	<div></div>	Furniture and equipment	Admin Phone Upgrade	7,000	0	0	0
	<div></div>	Plant and equipment	CEO Vehicle	65,000	0	0	0
	0%	<div></div>	Plant and equipment	LH Town Utility	40,000	0	0
<div></div>		Plant and equipment	Plant Trailer	20,000	0	0	0
<div></div>		Plant and equipment	Town Trailer	3,000	0	0	0
<div></div>		Grand Total		1,634,315	0	5,676	5,676

Repayments - Borrowings

Information on Borrowings		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments		
		1 July 2019	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	
Housing										
Loan 68 - 43/45 Wilson		127,022			10,854	22,083	116,168	104,939	4,378	8,382
Economic services										
Loan 73 - CRC Building		110,910			0	20,282	110,910	90,628	400	4,747
		237,932	0	0	10,854	42,365	227,078	195,568	4,778	13,129
Total		237,932	0	0	10,854	42,365	227,078	195,568	4,778	13,129
Current borrowings		42,365					31,511			
Non-current borrowings		195,567					195,567			
		237,932					227,078			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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

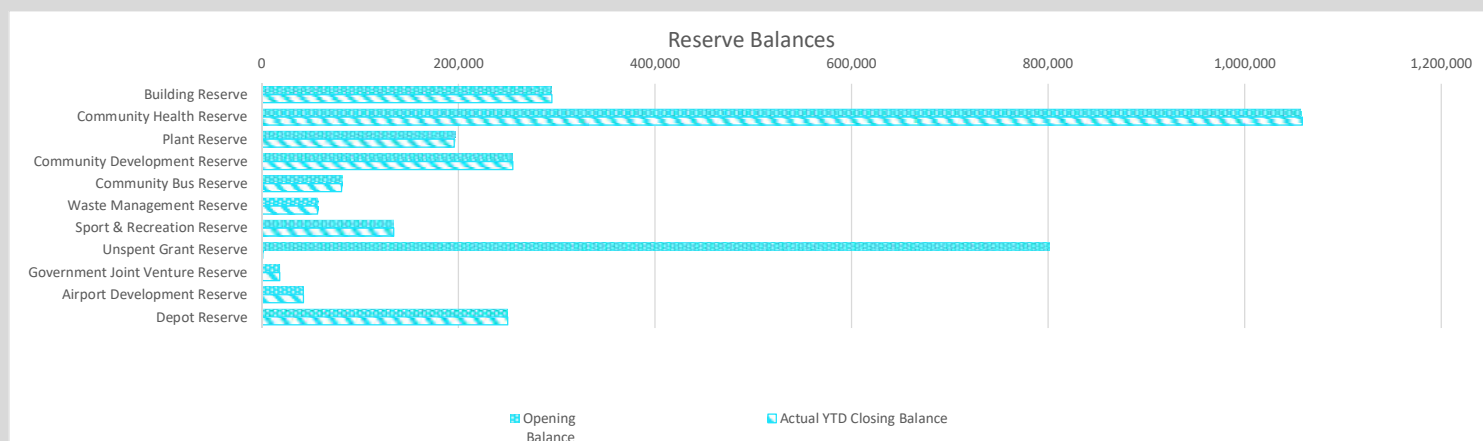
	Actual	Budget
Borrowings	10,854	42,365

Principal Repayments	\$10,854
Interest Earned	\$4,836
Reserves Bal	\$2.39 M
Interest Expense	\$4,778
Loans Due	\$0.23 M

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building Reserve	294,814	7,749	327	0	0	(50,000)	0	252,563	295,141
Community Health Reserve	1,057,222	28,782	1,173	0	0	(28,000)	0	1,058,004	1,058,395
Plant Reserve	195,636	5,349	217	7,138	0	0	0	208,123	195,853
Community Development Reserve	255,207	7,541	283	69,931	0	(50,000)	0	282,679	255,490
Community Bus Reserve	81,003	2,215	90	8,000	0	0	0	91,218	81,093
Waste Management Reserve	56,435	1,668	63	10,000	0	0	0	68,103	56,498
Sport & Recreation Reserve	134,026	1,989	149	0	0	(134,000)	0	2,015	134,175
Unspent Grant Reserve	800,928	1,701	889	0	0	(802,629)	(800,928)	(0)	889
Government Joint Venture Reserve	18,148	465	20	0	0	(5,000)	0	13,613	18,168
Airport Development Reserve	42,310	1,157	47	0	0	0	0	43,467	42,357
Depot Reserve	250,000	9,658	277	150,000	0	0	0	409,658	250,277
	3,185,729	68,274	3,535	245,069	0	(1,069,629)	(800,928)	2,429,443	2,388,336

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES**

Other Current Liabilities	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 31 August 2019
		\$	\$	\$	\$
Provisions					
Annual leave		43,621	0	0	43,621
Contract Liabilities					
Lease liability		0			0

A breakdown of contract liabilities and associated movements is provided on the followign pages at 11(a) and 11(b)

KEY INFORMATION

PROVISIONS

Provisions are recognised when the Shire has a present 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.

EMPLOYEE BENEFITS

Short-term employee benefits

Provision is made for the Shire'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 Shire'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 calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

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 of 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 Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire 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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

NOTE 12(a)

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Unspent Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating Grants and Subsidies											
General purpose funding											
Financial Assistance Grant - General	552,419			552,419		552,419	138,105	552,419		552,419	141,314
Financial Assistance Grant - Roads	248,509			248,509		248,509	62,127	248,509		248,509	52,452
Law, order, public safety											
ESL- Bushfire Brigade - Operating Grant	8,831			8,831		23,280		23,280		23,280	0
Recreation and culture											
Wylie Fair Grants	0					13,000		13,000		13,000	0
Transport											
Roads Direct Grant	0					108,046	108,046	108,046		108,046	0
	809,759	0	0	809,759	0	945,254	308,278	945,254	0	945,254	193,765
Operating Contributions											
General purpose funding											
Reimbursement of Debt Collection Costs	0					3,500		3,500		3,500	0
Law, order, public safety											
ESL- Bushfire Brigade - Admin Fee	0					4,000		4,000		4,000	0
Health											
Medical Services Contribution	0					42,146		42,146		42,146	0
Recreation and culture											
Swimming Pool Reimbursement	0					200		200		200	0
Kidsports	0					1,000		1,000		1,000	0
Wylie Fair Income	0					1,300		1,300		1,300	0
Transport											
Light Subsidy	0					1,500		1,500		1,500	0
Other property and services											
Admin - Records training Reimbursement	0					5,471	5,471	5,471		5,471	5,471
Diesel Fuel Rebate Income	0					15,000	2,500	15,000		15,000	3,275
Parental Leave Reimbursement	0					13,331	4,102	13,331		13,331	4,040
	0	0	0	0	0	87,448	12,073	87,448	0	87,448	12,786
TOTALS	809,759	0	0	809,759	0	1,032,702	320,351	1,032,702	0	1,032,702	206,551

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

NOTE 12(b)

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability					Non Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-Operating Grants and Subsidies											
Community amenities											
Community Water Supply Fundinfg	0					68,000		68,000		68,000	0
Recreation and culture											
CSRRF - Tennis Court redevelopment	0					166,666		166,666		166,666	0
Transport											
Regional Road Group Funding	0					285,800	114,320	285,800		285,800	0
Roads to Recovery Funding	0					282,834		282,834		282,834	0
Economic services											
Main Street Redevelopment funding	0					25,000		25,000		25,000	0
	0	0	0	0	0	828,300	114,320	828,300	0	828,300	0
Non-Operating Contributions											
Recreation and culture											
Community donations - tennis court	0					166,666		166,666		166,666	0
	0	0	0	0	0	166,666	0	166,666	0	166,666	0
Total Non-operating grants, subsidies and contributions	0	0	0	0	0	994,966	114,320	994,966	0	994,966	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**NOTE 13
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 July 2019	Amount Received	Amount Paid	Closing Balance 31 Aug 2019
	\$	\$	\$	\$
Key, Halls & Equipment Bonds	795	100	0	895
Unclaimed Monies	2,810	0	0	2,810
Rose & Heritage Fund	2,651	0	0	2,651
BSL	0	170	0	170
Housing Bond	0	100	0	100
	6,256	371	0	6,627

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

NOTE 13
BUDGET AMENDMENTS

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
Budget Adoption			Opening Surplus				(0)
							(0)
				0	0	0	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**NOTE 14
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Transport	(108,046)	(100.00%)	▼ Timing	Pending Direct Grant Claim
Expenditure from operating activities				
Health	26,011	71.60%	▲ Timing	Decrease in Dr Finanail Cont. Expenditure brought forward/ accrual reversal pending
Recreation and Culture	17,731	26.98%	▲ Timing	
Other Property and Services	(111,950)	(494.68%)	▼ Timing	Accrual reversal pending. Fuel Allocation
Investing Activities				
Non-operating Grants, Subsidies and Contributions	(114,320)	(100.00%)	▼ Timing	Pending RRG 40% Claim



Mrs J Taylor & Mrs S Poli
32 Pilbra Crescent
JANE BROOK WA 6056
supoli@iinet.net.au

21 June 2019

Chief Executive Officer
Ms Taryn Dayman
Wyalkatchem Shire
PO Box 224
Wyalkatchem WA 6485

Dear Ms Taryn Dayman

RE: COLLECTION OF NATIVE FLORA

We are seeking permission from your council to collect native flora, within your shire boundaries, for the next 24 months.

I have been collecting Quondongs for over 16 years and have had approval in the past from your shire.

I have recently had assistance from Suzanne Poli, who has a license with other shires and wish for her to be able to assist me in collecting the following: Salt bush (*Atriplex nummularia*) Quondong (*Santalum acuminatum*) Samphire (*Tecticornia*)

We take care not to disturb fauna habitation, flora and soil from the areas in which we collect. We follow hygiene practices to protect the environment, and also use a spray recommend by Department of Parks and Wildlife, which is a combination of water and methylated sprits. Which ensures that we do not transport any soil diseases or pests, we also check the soles of our shoes and clothing to prevent the spread of weeds from other areas. We are parked safely off the road when collecting and refrain from picking on major roads. Where possible we collect other peoples rubbish and re-vegetate the flora, in seed form, we have collected.

Suzanne is also photographing Native Bushfoods for educational purposes, completing a bush food course on line, an would also like permission to collect species for identification and research.

We would appreciate you presenting our letter for consideration to council at your next meeting.

If you require any further information please do not hesitate to contact us. Mrs Suzanne Poli 0412014248. supoli@iinet.net.au, Mrs Jenny Taylor 9255 2682.

Yours Sincerely



Mrs Jeanette Taylor



Mrs Suzy Poli



Shire of Wyalkatchem Request for Tender

Request for Tender:	Management and Operation of the Shire of Wyalkatchem Aquatic Centre
----------------------------	---

Deadline:	12.00noon, Wednesday 18 th September 2019
------------------	--

**Address for Hand
Delivery**

Tender 01/1920
CEO - Shire of Wyalkatchem
Cnr Flint Street and Honour Avenue
WYALKATCHEM W A 6485

**Address for Postal
Delivery**

Taryn Dayman
Chief Executive Officer
Shire of Wyalkatchem
PO Box 224
WYALKATCHEM W A 6485

Facsimile and email tenders will not be accepted.

RFT Number:	RFT 01/1920
--------------------	-------------

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1 Conditions of Tendering

1.1 Definitions

Below is a summary of some of the important defined terms used in this Request:

Attachments:	The documents you attach as part of your Tender.
Contractor:	Means the person or persons, corporation or corporations whose Tender is accepted by the Principal, including the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
Deadline:	The deadline for lodgement of your Tender as detailed on the front cover of this Request.
General Conditions of Contract:	Means the General Conditions of Contract for the <i>Management and Operation of the Wyalkatchem Aquatic Centre</i> in Part 3.
Offer:	Your offer to supply the Requirements.
Principal:	<i>Shire of Wyalkatchem</i>
Request OR RTF OR Request for Tender	This document.
Requirement:	The Goods and/or Services requested by the Principal.
Selection Criteria:	The Criteria used by the Principal in evaluating your Tender.
Special Conditions:	The additional contractual terms.
Specification:	The Statement of Requirements that the Principal requests you to provide if selected.
Tender:	Completed Offer form, Response to the Selection Criteria and Attachments.
Tenderer:	Someone who has or intends to submit an Offer to the Principal.
Tender Open Period:	The time between advertising the Request and the Deadline.

1.2 Tender Documents

This Request for Tender is comprised of the following parts:

- Part 1 – Conditions of Tendering (*read and keep this part*).
- Part 2 – Specification and/or plans/drawings (*read and keep this part*).
- Part 3 – General Conditions of Contract (*read and keep this part*).
- Part 4 – Special Conditions of Contract (*read and keep this part*).
- Part 5 – Tenderer's Offer (*complete and return this part*).

Separate Documents

- a) Addenda and any other special correspondence issued to Tenderers by the Principal.
- b) Any other policy or document referred to but not attached to the Request.

1.3 How to Prepare Your Tender

- a) Carefully read all parts of this document.
- b) Ensure you understand the Requirements.
- c) Complete and return the Offer (Part 5) in all respects and include all Attachments.
- d) Make sure you have signed the Offer form and responded to all of the Selection Criteria; and
- e) Lodge your Tender before the Deadline.

1.4 Contact Persons

Tenderers should not rely on any information provided by any person other than the person/people listed below:

Name:	Taryn Dayman
Telephone	(08) 9681 1166
Email:	ceo@wyalkatchem.wa.gov.au

1.5 Requests for Clarification

Tenderers may submit a written request for clarification on any part of the RFT documents, prior to lodgement of their Tender. Written clarifications must be submitted by email to the Contact Person as identified in Clause 1.4.

No requests for information or clarification to the RFT documents will be accepted later than 4 days prior to the Deadline of this Request.

1.6 Tender Briefing/Site Inspection

Nil, however site inspection can be made by appointment with the Shire contact person.

1.7 Lodgement of Tenders and Delivery Method

The Tender must be lodged by the Deadline. The Deadline for this request is 12.00noon, Wednesday 18th September 2019.

The Tender is to be:

- a) Placed in a sealed envelope clearly endorsed with the tender number and title as shown on the front cover of this Request; and

- b) Delivered by hand and placed in the Tender Box at the Shire of Wyalkatchem, 27 Flint Street Wyalkatchem WA 6485 (by the Tenderer or the Tenderer's private agent) or sent through the mail to the Chief Executive Officer PO Box 224 Wyalkatchem WA 6485.

Electronic mail Tenders and Tenders submitted by Facsimile **will not** be accepted.

Tenderers must ensure that they have provided two signed copies of their Tender; one to be marked "ORIGINAL" and unbound and clipped (not stapled) and the other(s) to be marked "COPY" and bound. All pages must be numbered consecutively and the Tender must include an index. Any brochures or pamphlets must be attached to both the original and the copies.

1.8 Rejection of Tenders

A Tender will be rejected without consideration of its merits in the event that:

- a) it is not submitted before the Deadline; or
- b) it is not submitted at the place specified in the Request; or
- c) it may be rejected if it fails to comply with any other requirements of the Request.

1.9 Late Tenders

Tenders received:

- a) after the Deadline; or
- b) in a place other than that stipulated in this Request;

will not be accepted for evaluation.

1.10 Acceptance of Tenders

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

1.11 Disclosure of Contract Information

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court order.

All Tenderers will be given particulars of the successful Tenderer or be advised that no Tender was accepted.

1.12 Tender Validity Period

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Principal's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

1.13 Precedence of Documents

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the General Conditions of Contract, the terms and conditions appearing in this Request will have precedence.

1.14 Alternative Tenders

All Alternative Tenders may be accompanied by a conforming Tender.

Tenders submitted as Alternative Tenders or made subject to conditions that the General and Special Conditions of Contract must in all cases be clearly marked "**Alternative Tender**".

The Principal may in its absolute discretion reject any Alternative Tender as invalid.

Any printed "General Conditions of Contract" shown on the reverse of a Tenderer's letter or quotation form will not be binding on the Principal in the event of a Contract being awarded unless the Tender is marked as an Alternative Tender.

1.15 Tenderers to Inform Themselves

Tenderers will be deemed to have:

- a) examined the Request and any other information available in writing to Tenderers for the purpose of tendering;
- b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquires;
- c) satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices which will be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein;
- d) acknowledged that the Principal may enter into negotiations with a chosen Tenderer and that negotiations are to be carried out in good faith; and
- e) satisfied themselves they have a full set of the Request documents and all relevant attachments.

1.16 Alterations

The Tenderer must not alter or add to the Request documents unless required by these Conditions of Tendering.

The Principal will issue an addendum to all registered Tenderers where matters of significance make it necessary to amend or supplement the issued Request documents before the Deadline.

1.17 Risk Assessment

The Principal may have access to and give consideration to:

- a) any risk assessment undertaken by any credit rating agency;
- b) any financial analytical assessment undertaken by any agency; and
- c) any information produced by the Bank, financial institution, or accountant of a Tenderer;

so as to assess that Tender and may consider such materials as tools in the Tender assessment process.

Tenderers may be required to undertake to provide to the Principal (or its nominated agent) upon request all such information as the Principal reasonably requires to satisfy itself that Tenderers are financially viable and have the financial capability to provide the Services for which they are submitting and meet their obligations under any proposed Contract. The Principal reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact you concerning the financial information that you are required to provide.

The financial assessment is specifically for use by the Principal for the purpose of assessing Tenderers and will be treated as strictly confidential.

1.18 Evaluation Process

This is a Request for Tender.

Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

- a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed Offer form and Attachments) may be excluded from evaluation.
- b) Tenders are assessed against the Selection Criteria. Contract costs are evaluated (e.g. tendered prices) and other relevant whole of life costs are considered.

- c) The most suitable Tenderers may be short-listed and may also be required to clarify their Tender, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Tenderer.

A Contract may then be awarded to the Tenderer whose Tender is considered the most advantageous to the Principal.

1.19 Selection Criteria

The Contract may be awarded to a Tenderer who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices will be assessed together with Qualitative and Compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a best value for money approach to this Request. This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the Qualitative Criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. The extent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

1.20 Compliance Criteria

These criteria are detailed within *Part 5* of this document and will not be point scored. Each Tender will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Tender from consideration.

1.21 Qualitative Criteria

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the Qualitative Criteria as detailed within Part 5 of this document. Each criterion is weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

It is essential that Tenderers address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel. Failure to provide the specified information may result in elimination from the tender evaluation process or a low score.

1.22 Value Considerations

The Tender price will receive a weighting, the price will be assessed as part of the qualitative criteria

WEIGHTED COSTS CRITERIA

Criteria	Weighting
Tendered Price	25%

1.23 Price Basis

All prices for goods/services offered under this Request are to be fixed for the term of the Contract. Tendered prices must include Goods and Services Tax (GST), the tender price should be shown excluding GST, the GST proportion shown separately and then the total tendered sum including GST.

Unless otherwise indicated prices tendered must include all applicable levies, duties, taxes and charges. Any charge not stated in the Tender, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.24 Ownership of Tenders

All documents, materials, articles and information submitted by the Tenderer as part of or in support of the Tender will become upon submission the absolute property of the Principal and will not be returned to the Tenderer at the conclusion of the Tender process PROVIDED that the Tenderer be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.25 Canvassing of Officials

If the Tenderer, whether personally or by an agent, canvasses any of the Principal's Commissioners or Councillors Officers (as the case may be) with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its absolute discretion omit the Tenderer from consideration.

1.26 Identity of the Tenderer

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer in

Part 5 and whose execution appears on the Offer Form in Part 5 of this Request. Upon acceptance of the Tender, the Tenderer will become the Contractor.

1.27 Costs of Tendering

The Principal will not be liable for payment to the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their Offer.

1.28 Tender Opening

Tenders will be opened in the Principal's offices, following the advertised Deadline. All Tenderers and members of the public may attend or be represented at the opening of Tenders.

The names of the persons who submitted a Tender by the due Deadline will be read out at the Tender Opening. No discussions will be entered into between Tenderers and the Principal's officers present or otherwise, concerning the Tenders submitted.

The Tender Opening will be held on or as soon as practicable after the Deadline at the Shire of Wyalkatchem, 27 Flint Street, Wyalkatchem WA 6485.

1.29 In House Tenders

The Principal does not intend to submit an In House Tender.

2 Specification

2.1 Contract Requirements in Brief

This contract is for the management and operation of the Wyalkatchem Aquatic Centre. A full statement of the services required under the proposed contract, appears in the Specification 2.4.

2.2 Introduction

The Shire of Wyalkatchem is seeking tenders from suitably qualified and experienced aquatic facility managers to undertake the management of the Wyalkatchem Aquatic Centre. The successful tender will need to demonstrate a willingness to work in partnership with the Shire and the local community in terms of provision of services and agreed programmes and activities.

The Wyalkatchem Aquatic Centre is located on Riches Street within the townsite of Wyalkatchem. Wyalkatchem is located on the Goomalling-Wyalkatchem Road, 190km from the Perth metropolitan area. The Centre includes a 7 lane 50m outdoor swimming pool and a separate toddler/infant pool. A kiosk is also operated at the centre by the contract manager. The centre is open seasonally from 1 November to 31 March (seasonally extensions negotiable). The centre is open 6 days a week from 11am to 6pm.

The successful tenderer will be required to enter into a fixed price contractual agreement with the Shire of Wyalkatchem for a period of THREE (3), with the option to extend for a further TWO (2) years, commencing with the 2019/20 pool season

2.3 Definitions

‘Act’ means the Health Act 1911 (as amended) and all regulations made under it, as amended from time to time;

‘Approval’ means approval by the Council or the Supervisor;

‘Acts, Regulations, Local Laws and Codes’ means an Act of Parliament (whether State or Federal) and all regulations made pursuant to it and all local laws made or adopted by the Council under the Local Government Act 1995 and shall include all amendments of those acts, regulations, local laws and Codes applicable to public swimming pools made from time to time;

‘Attendant’ means an employee of the Contractor; other than the Manager, employed in accordance with the requirements of and to perform the duties of the Contractor under this Contract;

'Budget year' means the period commencing on July 1st and ending on June 30th of each year;

'Contract' means the contract entered into by the Council and the Contractor for the management of the Aquatic Centre as evidenced by this contract;

'Contractor' means the successful tenderer and its successors and permitted assignees;

'Contractor's Plant' means all or any of the implements, appliances, equipment, tools or other things provided by the Contractor

'Equipment' means all the items of plant and equipment situated at the Aquatic Centre at the date of the Contract

'Labour' shall be read as including the work done or required to be done and the employment of those persons required to undertake such work as required by the Contract;

'Manager' means the Contractor or a suitable qualified person employed or appointed by the Contractor from time to time to undertake the day to day management of the Aquatic Centre;

'Chief Executive Officer' means the person from time to time appointed by the Shire in the capacity of the Chief Executive Officer of the Shire of Wyalkatchem;

'Materials' shall include markers, signs or any other materials required to be provided either as part of, or in order to effect to, the provisions of the Contract;

'Season' means the period of consecutive months in which the Aquatic Centre is open to the public and as agreed upon from time to time by the Council;

'Supervisor' means the officer of the local government nominated to supervise and administer this Contract;

'Swimming Pool' or 'Pool' means the Shire of Wyalkatchem, Aquatic Centre and includes all premises, buildings, land and equipment used in connection with the Swimming Pool located at Riches Street, Wyalkatchem.

2.4 Scope of Work/ Specific Requirements of the Contract

In respect of the operation of the Aquatic Centre, the Contractor consents as follows:

- a) At all times to operate the Aquatic Facility in accordance with the requirements of all relevant Acts, Regulations, Local Laws and Codes and in particular shall ensure that all chemicals required for the water treatment in respect of the Swimming Pool are correctly stored and utilised in accordance with the requirements of the Acts, Regulations and Local Laws and in the absence of such legislative requirements then in accordance with the manufacturers' specifications or with any direction as may be given by the Council or the Supervisor from time to time.
- b) No later than 30th April of any budget year, to present to Council a detailed management and planning report outlining the operations of the Swimming Pool and its facilities including an estimate of costs for the forthcoming Budget year. This estimate must include details relating to the necessary capital expenditure required to maintain the Aquatic Facility including all premises and buildings, to the standards

required by Council, and in order to comply with all relevant Acts, Regulations, Local Laws and Codes.

- c) That in the event of a problem relating to the Aquatic Facility the Contractor shall notify the Council as soon as possible, the Council shall take reasonable action to prevent pool closure.
- d) Will have exclusive use of pool kiosk for the period of the contract. No charges shall be levied by the Supervisor or the Contractor for the use of the kiosk and associated equipment.
- e) The Contractor may keep and maintain a kiosk at all times whilst the Aquatic Centre is open to the public. The kiosk shall be constructed and maintained in accordance with the requirements of the Act and all foodstuffs available for purchase shall at all times comply with the requirements of the Act. No Charges shall be levies by the Shire of Wyalkatchem for the use of the kiosk and associated equipment. The Contractor is responsible to ensure any products are protected against theft, spoilage or vermin.
- f) To ensure that the Aquatic Facility is ready for opening to the public no later than the first day of November of each year, or on such other date of opening as may be noted by the Council or the Supervisor to the Contractor.
- g) To ensure that at the end of the Contract the Aquatic Facility is closed down and the whole Swimming Pool area, including all premises, buildings, plant, equipment and other things are secured.
- h) To ensure that only persons qualified in accordance with the requirements of the Act, and all relevant Acts, Regulations, Local Laws and Codes of Practice are employed in the capacity of Manager or Attendant. Further, the Manager/Attendant/s are to be qualified in methods of rescue and resuscitation and hold a Certificate of Competency as a qualified person in accordance with the *Health Act (Swimming Pools) Regulation 2007* as issued by the Executive Director of Public Health, Western Australia.
- i) To ensure that the internal surrounds of the Aquatic Facility, including the Pool concourse are maintained in a well-kept, clean and safe condition in accordance with the requirements of the Council and the Supervisor and to ensure that any directions in respect of those areas given by the Council or Supervisor from time to time are immediately acted upon.
- j) To ensure that the internal and external areas of all buildings at the Aquatic Facility including offices, toilets, change rooms, sheds, outbuildings, paths and walkways are maintained in a well-kept, hygienic and safe condition at all times and in accordance with the requirements of the Council and Supervisor and that any directions in this regard given by Council or the Supervisor from time to time are immediately acted upon.
- k) To order and ensure that all stores, chemicals, equipment, tools or other items required for the maintenance and operation of the Swimming Pool in accordance with the standards and requirement of the Acts or other Acts, Regulations and Local Laws of the Council, are safely and securely stored so as to be inaccessible to the public (including patrons of the Swimming Pool).

- l) To ensure that all gates, doors, windows, and other means of entrance to any building or area including plant rooms, balance tanks, storerooms, kiosks, or any other room to which the public, including patrons of the Aquatic Facility, are not permitted access are kept locked and secure at all times except as necessary for emergency purposes.
- m) To ensure that the Aquatic Centre is left secure at all times when not in use and all safety or security lighting or other apparatus or equipment required to be utilised is utilised and maintained in a safe operational condition at all times.
- n) To ensure that all instructions or directions either given verbally or in writing by the Council or Supervisor are implemented and complied with within seven (7) days of the date of which they are given or within such other period of time as may be specified by the Council or Supervisor.
- o) To deposit all admission charges collected on a weekly basis at the Wyalkatchem Shire Office and complete the necessary Admission returned as required by the Council.
- p) To permit the Council and the Supervisor, or other authorised officers to have access to the Aquatic Centre premises and all buildings and improvements at all reasonable times by arrangement with the Contractor.
- q) The clarity of the water in the swimming pools is maintained in accordance with sub-regulation 10 of the *Health Act (Swimming Pools) Regulation 2007*.
- r) The chemical standards of the swimming pools are maintained in accordance with sub-regulation 11 of the *Health Act (Swimming Pools) Regulation 2007*.
- s) Ensure that the water samples are undertaken and recorded in accordance with sub-regulation 12 of the *Health Act (Swimming Pools) Regulation 2007 as follows*
 - At least twice daily for residual free chlorine and pH: and
 - At least weekly for isocyanurate levels.
- t) That public notice is given at least two weeks prior and immediately prior to the pool being closed for major events/ carnivals in the local Wylie Weekly or similar circulating local newsletter and Council Website and Social Media.
- u) Maintain the swimming pools during the off season in accordance with the Department of Health Code of Practice. The Principal will undertake low level maintenance of lawns, gardens and grassed areas of the facility during the office season.
- v) Commence from the pre-season start up for the Facility to be opened on 1 November each contracted year.

3 General Conditions of Contract

3.1 Contract Requirements in Brief

Public Liability (required) – All companies are required to have this insurance up to a limit of \$20,000,000 to protect them against claims arising from personal injury or property damage caused by the actions and operations of the insured.

Workers' Compensation or Personal Accident Insurance Cover (required) – All employees in Australia must be insured by their employer for Workers' Compensation. Or in the case of a sole business owner or operation then Personal Accident Insurance Cover is required. The company or person appointed will be required to have the appropriate insurance in effect.

3.2 Period of Contract and Termination

The Contract will be in force for the period of three (3) years with an option to extend for a further two (2) years. This is expected to run from the 1st of October 2019 to the 30th September 2022 with the option from the 1st October 2022 to the 30th September 2024. However, in the event of the Contractor failing in any manner to carry out the Contract to the Principal's satisfaction, the Principal may forthwith determine the Contract by written notice to the Contractor.

4 Special Conditions of Contract

4.1 Housing

Subsidised Housing is available for the full term of the contract.

5 Tenderer's Offer

5.1 Form of Tender

The Chief Executive Officer
Shire of Wyalkatchem
27 Flint Street, WYALKATCHEM WA 6485

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to RFT 01/1920 Management and Operation of the Shire of Wyalkatchem Aquatic Centre.

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.

The tendered price is valid up to ninety (90) calendar days from the date of the Tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome.

The tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Dated this _____ day of _____ 20____

Signature of authorised signatory of Tenderer: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

5.2 Selection Criteria

5.2.1 Compliance Criteria

Please select “Yes” or “No” whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
a) Tenders are to provide acknowledgement that your organisation has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of you pricing submitted in the format required by the Principal.	Yes / No
b) Tenders are to provide any Licences or Registrations.	Yes / No
c) Compliance with the Specification contained in the Request.	Yes / No
d) Compliance with and completion of Price Schedule	Yes / No
e) Compliance with Delivery Date.	Yes / No
f) Risk Assessment Tenderers must address the following information in an attachment and label it “Risk Assessment” <ul style="list-style-type: none"> i) <i>An outline of your organisational structure inclusive of any branches and number of personnel.</i> ii) <i>If companies are involved, attach their current ASC company extracts search including latest annual return.</i> iii) <i>Provide the organisations directs/company owners or any other positions help with other organisations.</i> iv) <i>Provide a summary of the number of years your organisation has been in business.</i> v) <i>Attach details of you referees. You should give examples of work provided for your referees where possible.</i> vi) <i>Are you acting as an agent for another party? If Yes, attach details (including name and address) of your Principal.</i> vii) <i>Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries.</i> viii) <i>Do you intend to subcontract any of the Requirements? If Yes, provide details of the subcontractor(s) including; the name, address and the number of people employed; and the Requirements that will be subcontracted.</i> ix) <i>Will any actual or potential conflict of interest in the performance of your</i> 	Yes / No

Part 5 COMPLETE AND RETURN THIS PART

obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.

- x) Are you presently able to pay all your debts in full as and when they fall due?*
- xi) Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more? If Yes, please provide details.*
- xii) In order to demonstrate your financial ability to undertake this contract, include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.*

The insurance requirements for this Request are stipulated in Part 3 of this Request. Tenderers are to supply evidence of their insurance coverage including insurer, expiry date, value and type of insurance. If the Tenderer holds "umbrella insurance" please ensure a breakdown of the required insurances are provided. A copy of the Certificate of Currency is to be provided to the Principal within 14 days of acceptance.

5.2.2 Qualitative Criteria

Before responding to the following qualitative criteria, Tenderers must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Tender;
- b) Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- d) Tenderers are to address each issue outlined within a qualitative criterion.

A. Relevant Experience	Weighting	
Tenderers must address the following information in an attachment and label it " Relevant Experience ":	15%	
<ul style="list-style-type: none"> <i>a) Provide details of similar work.</i> <i>b) Provide scope of the Tenderer's involvement including details of outcomes.</i> <i>c) Provide details of issues that arose during the project and how these were managed.</i> <i>d) Demonstrate competency and proven track record of achieving outcomes.</i> 	"Relevant Experience"	Tick if attached <input type="checkbox"/>

<p>B. Key Personnel Skills and Experience</p> <p>Tenderers must address the following information in an attachment and label it “Key Personnel Skills and Experience”:</p>	<p>Weighting</p> <p>15%</p>	
<p>a) <i>The Tenderer’s role in the performance of the Contract.</i></p> <p>b) <i>Curriculum vitae of key staff inclusive of membership to any professional or business association, qualifications etc.</i></p> <p>c) Qualifications with particular emphasis on experience of personnel in projects of a s similar requirement</p>	<p>“Key Personnel”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>Supply any other relevant details in an attachment and label it “Key Personnel Skills and Experience”.</p>		

<p>C. Tenderer’s Resources</p> <p>Tenderers must address the following information in an attachment and label it “Tenderer’s Resources”.</p>	<p>Weighting</p> <p>15%</p>	
<p>a) <i>Plant, equipment and materials</i></p> <p>b) <i>Any contingency measures or backup of resources including personnel (where applicable).</i></p> <p>c) <i>Resources Schedule.</i></p>	<p>“Tenderer’s Resources”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it “Tenderer’s Resources”.</p>		

<p>D. Demonstrated Understanding</p> <p>Tenderers must address the following information in an attachment and label it “Demonstrated Understanding”.</p>	<p>Weighting</p> <p>30%</p>	
<p><i>a) The process for the delivery of the Service.</i></p> <p><i>b) Demonstrated understanding of the Scope of Work.</i></p> <p><i>c) Proposed Management Agreement or contract</i></p>	<p>“Demonstrated Understanding”</p>	<p>Tick if attached</p> <p><input type="checkbox"/></p>
<p>Supply details and provide an outline of your proposed methodology in an attachment and label it “Demonstrated Understanding”.</p>		

5.3 Price Information

Tenderers must complete the following "Price Schedule". Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

5.3.1 Price Basis

Are you prepared to offer a fixed price?	Yes / No
--	----------

5.3.2 Price Schedule

Year	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
2019/20	Full Pool Season including off Season			
2020/21	Full Pool Season including off Season			
2021/22	Full Pool Season including off Season			
2022/23*	Full Pool Season including off Season *			
2023/24*	Full Pool Season including off Season *			
	Additional Hours over Contract Hours			

* Option Years

THIS IS THE END OF THE DOCUMENT