



SHIRE OF WYALKATCHEM



NOVEMBER 2019

ATTACHMENTS

LIST OF ATTACHMENTS

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7.1.2	Special Meeting of Council Minutes - 21 October 2019
7.2.1	NEWROC Executive Meeting Minutes - 22 October 2019
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10.1.3	Monthly Financial Report – October 2019
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15.	15.1 Information Bulletin



MINUTES OF THE ORDINARY MEETING OF COUNCIL

**HELD ON
THURSDAY, 17 OCTOBER 2019**

**Council Chambers
Honour Avenue
Wyalkatchem
Commencement 3:38pm
Closure 4:05pm**

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 17 October 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 3:38pm.

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 3:38pm.

2.3. Declaration of Public Question Time closed

Public question Time closed at 3:39pm.

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. Mischa Stratford	
	Cr. Heather Metcalfe	

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

3.2. Apologies

Nil

3.3. Approved Leave of Absence

Nil

3.4. Applications for Leave of Absence

Nil

4. OBITUARIES

It was advised that Mr Ian Neale 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 – 23 September 2019

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Monday 23 September 2019 (Attachment 7.1.1)

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Monday 23 September 2019 (Attachment 7.1.1) be confirmed as a true and correct record.

COUNCIL RESOLUTION:

(135 /2019) Moved: Cr Garner

Seconded: Cr Holdsworth

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Monday 23 September 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 – 24 September 2019

Minutes of the NEWROC Executive Meeting held on Tuesday 24 September 2019 (Attachment 7.2.1)

OFFICER RECOMMENDATION:

That the minutes of the NEWROC Executive Meeting of Tuesday 24 September 2019 (Attachment 7.2.1) be received by Council.

COUNCIL RESOLUTION:

(136 /2019) Moved: Cr Stratford

Seconded: Cr Garner

That the minutes of the NEWROC Executive Meeting of Tuesday 24 September 2019 (Attachment 7.2.1) be received by Council.

CARRIED 6/0

7.2.2. Northam District Operations Advisory Committee – 10 September 2019

Minutes of the Northam Districts Operations Advisory Committee meeting of Tuesday 10 September 2019 (Attachment 7.2.2)

OFFICER RECOMMENDATION:

That the minutes of the Northam Districts Operations Advisory Committee meeting of Tuesday 10 September 2019 (Attachment 7.2.2) be received by Council.

COUNCIL RESOLUTION:

(137 /2019) Moved: Cr Gamble

Seconded: Cr Metcalfe

That the minutes of the Northam Districts Operations Advisory Committee meeting of Tuesday 10 September (Attachment 7.2.2) be received by Council.

CARRIED 6/0

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Davies thanked and congratulated all persons involved in the submission for the relocation of the tennis courts.

Cr Davies commented on the Production of 'Smilie the boy from Wylie'. Both nights of the show were well supported and a credit to all those involved, both music and dramatics. Congratulations and thank you to Paul de Pierres.

Cr Davies commented the 50yr anniversary of the Rotary was well attended and enjoyed.

Cr Davies confirmed it is Election weekend for Local Governments.

Cr Davies confirmed a Special Meeting of Council is proposed for Monday 21 October to swear in Councillors and conduct the review of positions and seats.

Cr Davies commented the new owners of the IGA have arrived and wished them well.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil.

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – SEPTEMBER 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 October 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Nil

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 September 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 \$12,113.06

Previous Accounts for Payment report to enable council to check that no sequential payment numbers have been missed from the previous accounts for payment reports and the report presented as attached, the following information is provided on the last cheque or EFT number used.

Bank Account	Payment Type	Last Number	First Number in report
Municipal	Cheque	16873	No Payments

Municipal & Trust	EFT	EFT84	EFT85
Trust	Cheque	CHEQUE	No Payments
Reserves	EFT	EFT	No Payments

Please note that the above does not include payments made via Direct Debit (DD) as they are not in sequential number order.

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 September 2019:

- 1. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$171,694.49;*
- 2. Direct Debit (DD) payments in the Municipal Fund totalling \$28147.51;*
- 3. Payroll Journal (JNL) payments in the Municipal Fund totalling \$54,460.33;*
- 4. Electronic Funds Transfer (EFT) payments in the Trust Fund totalling \$113.30;*
- 5. Total payments for the month of September 2019 being \$254,415.63, as listed in attachment 10.1.1.*

COUNCIL RESOLUTION:

(138 /2019) Moved: Cr Garner

Seconded: Cr Metcalfe

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

- 1. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$171,694.49;***
- 2. Direct Debit (DD) payments in the Municipal Fund totalling \$28147.51;***
- 3. Payroll Journal (JNL) payments in the Municipal Fund totalling \$54,460.33;***
- 4. Electronic Funds Transfer (EFT) payments in the Trust Fund totalling \$113.30;***
- 5. Total payments for the month of September 2019 being \$254,415.63, as listed in attachment 10.1.1.***

CARRIED 6/0

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – SEPTEMBER 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 October 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 Declaration & Statement – September 2019

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 30 July 2019 to 28 August 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 Manager Corporate Services, 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 Manager Corporate Services 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 2018/2019 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 30 July 2019 to 28 August 2019 totalling \$1,779.95.

COUNCIL RESOLUTION:

(139 /2019) Moved: Cr Stratford

Seconded: Cr Garner

That Council in accordance with attachment 10.1.2, endorse credit card payments made for the period 30 July 2019 to 28 August 2019 totalling \$1,779.95.

CARRIED 6/0

10.1.3. MONTHLY FINANCIAL REPORT – SEPTEMBER 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 October 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.02.02
Attachment Reference:	Nil

SUMMARY

For Council to review and accept the monthly financial report for the period ending 30 September 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 30 September 2019, as included in attachment 10.1.3 as presented, and notes any material variances.

COUNCIL RESOLUTION:

(140 /2019) Moved: Cr Stratford

Seconded: Cr Gamble

That Council accepts the Statement of Financial Activity for the month ending 30 September 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 TO COUNCIL – CHIEF EXECUTIVE OFFICER – SEPTEMBER 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 October 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 September 2019 the CEO has attended the following meetings and events.

- Weekly and adhoc ITvision meetings
- Councillor Elect – Mischa Stratford
- Craig Manton, Regional Manager Wheatbelt Main Roads
- Swearing in ceremony – Cr Stratford
- Council workshop
- ASK Waste Management – NEWROC waste project
- Wyalkatchem Koorda Health Services – Executive visit
- Wheatbelt Regional Health Forum
- Wyalkatchem Bowling Club, Football Club and District Club – Cropping lease
- Council Meeting
- IPR Planning Workshop
- NEWROC executive Meeting
- Tennis Working Group Meeting
- Jenifer Collins, Department of Local Government, Sport and Cultural Industries and Tennis Working Group Meeting

The CEO commitments in October 2019 include;

- CEACA
- Weekly and adhoc ITvision meetings
- Council Workshop
- WA Police – Introduction to the new Wyalkatchem Officer in Charge
- LEMC
- Council Meeting
- Auditors

- NEWROC Council Meeting
- Bushfire Meeting

Manager of Works

Mr Les Vidovich has accepted the position of Manager of Works with the Shire of Wyalkatchem. Mr Vidovich will commence on 2 December 2019.

Relocation of Tennis Courts / Lighting of Bowling Greens

A submission to the Annual and Forward Planning Grant was submitted on the 27 September 2019 for the Wyalkatchem Tennis Club Relocation and Lighting of Wyalkatchem Bowling Greens.

Project Description:

The Wyalkatchem Tennis Club currently consists of two synthetic (lit) and two grass courts (unlit). A recent audit of the court surfaces has identified that the continued deterioration of the synthetic courts requires immediate remedial action to be taken to repair both the sub-grade and surface. The existing grass courts, while being in fair condition, require significant upkeep and watering.

The tennis facility is currently standalone. The project will co-locate alongside the newly renovated bowling greens, creating a sporting and community hub within the Wyalkatchem District Club Precinct.

The Wyalkatchem Bowling Club currently consists of 8-rink synthetic Bowling Green (unlit); the bowling is located at the Wyalkatchem District Club being the proposed new sporting and community hub.

This project involves the construction of three new acrylic courts at the Wyalkatchem District Club precinct on the disused bowling green adjacent to the district club complex.

The principal components of the proposed development are:

1. Two (2) gel-cushioned, acrylic tennis courts;
2. One (1) gel-cushioned, acrylic multi-use court with line markings for tennis, basketball and netball;
3. Court Perimeter fencing;
4. Lighting of Tennis Courts
5. Lighting of Bowling Greens.

The co-location and development of multi-use courts will align with the project outcomes being

- A resurgence of social activity and recreational/competitive sporting opportunity
- Improved sustainability of sporting clubs and venues in the community

2019 Extraordinary Election

An Extraordinary Election will be held on 7 December 2019 to fill the remaining vacancy, with the term expiring October 2023.

Call for nominations has commenced.

Nominations open 24 October 2019 and close 4pm 31 October 2019.

Interested candidates are encourage to contact the shire and obtain a candidate's information pack.

Auditors

In accordance with the Act, the Shire's annual financial statements for the period ending 30 June 2019 was submitted to the auditors on 30 September 2019. The auditors will be conducting the Shire's audit from the 14 October 2019 onwards, with a site visit to be scheduled on the week commencing 21 October for approximately three days.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Chief Executive Officers report for the month of September 2019.

COUNCIL RESOLUTION:

(141 /2019) Moved: Cr Holdsworth

Seconded: Cr Garner

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

CARRIED 6/0

10.2.2. WHEATBELT SECONDARY FREIGHT NETWORK PROGRAM

Applicant:	Wheatbelt Secondary Freight Network
Location:	Shire of Wyalkatchem
Date:	10 October 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	28.18
Attachment Reference:	Attachment 10.2.2.1 - WSFN Governance Plan Attachment 10.2.2.2 - WSFN Program Delivery Plan Attachment 10.2.2.3 - WSFN MCA Methodology

SUMMARY

Council to consider and endorse its commitment to the Wheatbelt Secondary Freight Network (WSFN) Program, receive the WSFN Program documents and endorse the Program Governance Plan process and procedures.

BACKGROUND

42 Local Governments of the Wheatbelt region have worked collaboratively for over 4 years to secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt. The WSFN Program has successfully been allocated \$70 million of Federal funding (ROSI) and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded. The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.

Attached is Program Governance Plan (PGP) which identifies how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG) and Local Governments. The PGP will provide a framework and guidelines for all members of the WSFN Program to operate within. The PGP will be used to communicate to all stakeholders how the program will be governed. This PGP should be read in conjunction with the attached Program Delivery Plan and the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how on-ground capital works will be delivered for Stage 1 and beyond.

Now that the initial funding for the delivery of on-ground capital works for Stage 1 has been confirmed, it is proposed that all 42 Local Governments formalise their commitment to WSFN Program, to be eligible for future funding and project consideration. It is requested by the WSFN Steering committee that this formal commitment from all 42 Councils be via a formal resolution of Council, which will entail the presentation and acknowledgement of the following WSFN program documents:

- Project Governance Plan
- Program Delivery Plan
- Multi Criteria Analysis Methodology.

The 42 Council resolutions will be collated as addendums to a formal agreement that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSNF program formalising the ongoing commitment to the program.

In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding. A prioritisation of the Wheatbelt Secondary Freight Network routes will via a multi-criteria analysis (MCA) will be developed to score each route based on the available data submitted by Local Governments and the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. The criteria upon which each route will be assessed in the MCA includes:

Data Set	Description
ROSMA KSI Rate	ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition
ADT Counts	Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.
ESA Counts	An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.

On-ground works for the WSNF program are expected to commence in financial year 2020/21 and be staged over a 3 to 5 year period depending upon Federal Government stipulations.

For the year 2019/20 the WSNF have identified 2 x pilot projects to begin on-ground works and refine project delivery methodologies and processes. These will be \$1 million dollars each and have been identified for the following Shires:

- Wheatbelt North
 - Shire of Victoria Plains
 - Lancelin to Meckering Route

- Mogumber - Yarawindah Road
 - Project value \$1M
- Wheatbelt South
 - Shire of Quairading
 - Cunderdin to Kweda Route
 - Cunderdin - Quairading Road
 - Project Value \$1M

COMMENT

It is requested by the Wheatbelt Secondary Freight Network Steering Committee that the associated 42 Local Governments formalise their commitment to WSFN Program, to be eligible for future funding and project consideration, via a formal resolution of Council.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Local Governments with projects approved over the course of the WSFN program will be required to contribute approximately 7% of each individual project's total cost. The remaining funding will be provided by Federal Government 80% and State Government 13%.

WORKFORCE IMPLICATIONS:

Officers from LGs with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the PTT to undertake both informal and formal training of LGA staff to upskill and improve their technical capacity. Where possible neighbouring LGs will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

- Individual Shires will provide the following to the Steering Committee for approval before any funding will be released
 - Scope
 - Budget
 - Methodology
 - Delivery
- WSFN 5 Year Plan incorporated in their LTFP.
- Individual Shires incorporate into Council Budgets Annually.
- Funding will be distributed to LGs via MRWA in accordance with Governance Plan.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A Prosperous and dynamic district

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. *Formalise their commitment to the program the Wheatbelt Secondary Freight Network Program enabling them to be eligible for future funding and project consideration.*
2. *Receive the following Wheatbelt Secondary Freight Network Program documents which outline how the Wheatbelt Secondary Freight Network Steering Committee propose to administer the Wheatbelt Secondary Freight Network Program:*
 - *Program Governance Plan*
 - *Program Delivery Plan*
 - *Multi Criteria Analysis Methodology.*
3. *Endorse the processes and procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the Wheatbelt Secondary Freight Network Steering Committee to make decisions in accordance with in the Program Governance Plan.*

COUNCIL RESOLUTION:

(141 /2019) Moved: Cr Metcalfe

Seconded: Cr Gamble

That Council:

1. ***Formalise their commitment to the program the Wheatbelt Secondary Freight Network Program enabling them to be eligible for future funding and project consideration.***
2. ***Receive the following Wheatbelt Secondary Freight Network Program documents which outline how the Wheatbelt Secondary Freight Network Steering Committee propose to administer the Wheatbelt Secondary Freight Network Program:***
 - ***Program Governance Plan***
 - ***Program Delivery Plan***
 - ***Multi Criteria Analysis Methodology.***
3. ***Endorse the processes and procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the Wheatbelt Secondary Freight Network Steering Committee to make decisions in accordance with in the Program Governance Plan.***

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 4:05pm.





MINUTES OF THE SPECIAL MEETING OF COUNCIL

**HELD ON
MONDAY, 21 October 2019**

**Council Chambers
Honour Avenue
Wyalkatchem
Commencement 3:33pm
Closure 4:59pm**

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 22 October 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 Chief Executive Officer Ms Taryn Dayman opened the meeting at 3:33pm.

2. ELECTION OF SHIRE PRESIDENT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	15 October 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.07.06
Attachment Reference:	Nil

SUMMARY

To elect the President of the Council for the following two (2) year term of office.

BACKGROUND

Schedule 2.3 provides the legislative framework for how the positions of President are filled by the Council;

- The council is to elect a councillor to fill the office.
- The election is to be conducted by the CEO in accordance with the procedure prescribed.
- Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.
- Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.
- If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.
- The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.
- The votes cast under are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.
- As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

COMMENT

On receiving nominations and undertaking the Election process the newly Elected Shire President will be required to be declared into office by the Chief Executive Officer, in accordance with the Local Government Act 1995 and Local Government (Constitutional) Regulations 1998 (Form 7).

At the conclusion of electing the Shire President, the President will 'assume the chair'.

STATUTORY ENVIRONMENT

Local Government Act 1995, Schedule 2.3.

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

ELECTION PROCESS

The Local Government Act 1995 states that the nomination for President is to be made in writing before the meeting or at the meeting before close of nominations. The election is to be conducted by the Chief Executive Officer in accordance with the procedure prescribed.

The Chief Executive Officer advised that she has received one (1) nomination for the position of President from Cr Davies.

The Chief Executive then called for any further nominations from Councillors for the position of President. No further nominations were forthcoming.

The Chief Executive Officer declared Cr Davies elected to the position of President.

Cr Davies made his declaration in accordance with Form 7 – Declaration by elected member of Council and took the chair at 3.37pm

3. ELECTION OF DEPUTY SHIRE PRESIDENT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	15 October 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.07.06
Attachment Reference:	Nil

SUMMARY

To elect the Deputy President of the Council for the following two (2) year term of office.

BACKGROUND

Schedule 2.3 provides the legislative framework for how the positions of Deputy President are filled by the Council;

- The council is to elect a councillor to fill the office.
- The election is to be conducted by the CEO in accordance with the procedure prescribed.
- Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.
- Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.
- If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.
- The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.
- The votes cast under are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.
- As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

COMMENT

On receiving nominations and undertaking the Election process the newly Elected Deputy Shire President will be required to be declared into office by the Chief Executive Officer, in accordance with the Local Government Act 1995 and Local Government (Constitutional) Regulations 1998 (Form 7).

At the conclusion of electing the Deputy Shire President, the Deputy President will 'assume their chair'.

STATUTORY ENVIRONMENT

Local Government Act 1995, Schedule 2.3

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

ELECTION PROCESS

The Local Government Act 1995 states that the nomination for Deputy President is to be made in writing before the meeting or at the meeting before close of nominations. The election is to be conducted by the Chief Executive Officer in accordance with the procedure prescribed.

The Chief Executive Officer advised that she has received one (1) nomination for the position of Deputy President from Cr Garner.

The Chief Executive then called for any further nominations from Councillors for the position of Deputy President. No further nominations were forthcoming.

The Chief Executive Officer declared Cr Garner elected to the position of Deputy President.

Cr Davies made his declaration in accordance with Form 7 – Declaration by elected member of Council and was seated at 3.41pm

4. BALLOT FOR SEATING

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	15 October 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	
Attachment Reference:	Nil

SUMMARY

A Ballot will be conducted by the Chief Executive Officer for seating of Councillors in the Chambers.

BACKGROUND

The Shire of Wyalkatchem Standing orders provides the framework on how the allocation of Council seating arrangements;

Clause 8.2 Members to Occupy Own Seats

At the first meeting held after each ordinary Election Day, the CEO is to allot by random draw, a position at meetings of the Council until such time as there is a call by a majority of Councillors for a re-allotment of positions

COMMENT

After the conclusion of the ballot, the Shire President will invite Councillors to take their seats.

STATUTORY ENVIRONMENT

Local Government Act 1995

Shire of Wyalkatchem Standing Orders 8.2 Members to Occupy Own Seats

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

BALLOT PROCESS

Chief Executive Officer, Ms Taryn Dayman, conducted the ballot process with the names being drawn as follows in a clockwise direction.

- Vacant
- Cr Garner
- Cr Holdsworth
- Cr Stratford
- Cr Metcalfe
- Cr Gamble

The following seating arrangements were not allocated by ballot, being the Shire President and Staff and are as follows in a clockwise direction

- Manager Corporate Services
- Manager of Works
- Shire President
- Chief Executive Officer
- Governance Executive Officer / Minute taker

At the conclusion of the ballot, the Shire President, Cr. Davies, invited Councillors to take their seats.

The meeting adjourned at 3:46pm.

Peter Wood and David Holdsworth left the meeting.

The meeting resumed at 3:54pm

5. PUBLIC QUESTION TIME

5.1. Response to Public Questions Previously Taken on Notice

Nil

5.2. Declaration of Public Question Time opened

Public Question Time opened at 3:55pm.

There were no members of the Public.

5.3. Declaration of Public Question Time closed

Public question Time closed at 3:55pm.

6. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

6.1. Attendance

Members:	Cr. Quentin Davies	President (Presiding Member)
	Cr. Owen Garner	Deputy President
	Cr. Emma Holdsworth	
	Cr. Stephen Gamble	
	Cr. Mischa Stratford	
	Cr. Heather Metcalfe	

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

6.2. Apologies

Nil

6.3. Approved Leave of Absence

Nil

6.4. Applications for Leave of Absence

Nil

7. OBITUARIES

Nil

8. PETITIONS, DEPUTATIONS, PRESENTATIONS

8.1. Petitions

Nil

8.2. Deputations

Nil

8.3. Presentations

Nil

9. DECLARATIONS OF INTEREST

9.1. Financial and Proximity Interest

Chief Executive Officer Ms Taryn Dayman declared an interest in:

Confidential Item 14.1 Chief Executive Officer Performance Review -

- *a matter affecting an employee or employees;*
- *the personal affairs of a person and*
- *matters of a contract which may be entered into, by the local government*

9.2. Impartiality Interests

Nil

10. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Davies thanked Council and expressed his appreciation for their support in being re-elected as Shire President.

Cr Davies thanked Cr Gamble for re-nominating and wished him well for his second term with Council.

Cr Davies congratulated Owen Garner in being re-elected as Deputy Shire President.

Cr Davies addressed Council and their positions as leaders in the Community.

Cr Davies focused on the importance of Councillors listening to the Community and focusing on the positive ideas and thoughts of the Community. Cr Davies looks forward to continuing to work with fellow Councillors for the strategic benefit of the community.

Cr Davies highlighted the importance of the vacant position being filled.

11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

11.1. Confidential Item 14.1 – Chief Executive Officer Performance Review.

12. REPORTS

12.1. CORPORATE AND COMMUNITY SERVICES

12.1.1. APPOINTMENT OF MEMBERS TO COMMITTEES OF COUNCIL

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	15 October 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.08
Attachment Reference:	Attachment 12.1.1 – Audit and Risk Management Committee Charter and Terms of Reference

SUMMARY

To appoint elected members to Committees of Council.

BACKGROUND

Following the Ordinary Council Election Council is required to appoint elected members to committees.

In accordance with section 5.8, 5.9 and 5.10 of the *Local Government Act 1995* Council has established the following Committees

- Audit and Risk Committee

The tenure of members of Council Committees expires on the date of the Local Government Election being 19 October 2019.

Council's Audit and Risk Committee has been established under Terms of Reference which are attached.

In the past Council has appointed all elected members to the Audit and Risk Management Committee.

COMMENT

Audit & Risk Management Committee Details:

Purpose:	The primary objective of the Audit and Risk Management Committee is to accept responsibilities for the annual external audit and liaise with the Shire's auditor so that Council can be satisfied with the performance of the Shire of Wyalkatchem (the Shire) in managing its financial affairs.
Meeting Frequency:	Quarterly
Next Meeting:	21 November 2019
Current Meeting Day:	Wednesday
Current Council Representatives:	All Elected Members
Term of Reference:	As provided under attachment 12.1.1

Officers Comment:	No Changes are proposed to the previous Term of Reference as these were recently subject to a review and subsequently adopted by the Council at its meeting held on 21 February 2019.
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STATUTORY ENVIRONMENT

- *Local Government Act 1995, Part 5 Administration, Division 2 Council meetings, committees and their meetings and electors' meetings.*
- *Local Government Act 1995 Section 7.1a. Audit committee.*
- *Local Government Act 1995 Section 7.23A Duties of local government with respect to audits*

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:

1. *In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes an Audit Committee, named Audit and Risk Committee and adopt the Terms of Reference as provided in attachment 12.1.1;*
2. *Appoint all elected members to the Audit and Risk Management Committee.*

COUNCIL RESOLUTION:

(142 /2019) Moved: Cr Garner

Seconded: Cr Holdsworth

That Council:

1. ***In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes an Audit Committee, named Audit and Risk Committee and adopt the Terms of Reference as provided in attachment 12.1.1;***
2. ***Appoint all elected members to the Audit and Risk Management Committee.***

CARRIED BY ABSOLUTE MAJORITY 6/0

12.1.2. APPOINTMENT OF MEMBERS TO ADVISORY COMMITTEES

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	15 October 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.08
Attachment Reference:	Nil

SUMMARY

To appoint elected members to Advisory Committee of Council

BACKGROUND

Following the Ordinary Council Election Council is required to appoint elected members to committees.

Council has established the following advisory committees:

Local Emergency Management Committee

COMMENT

Local Emergency Management Committee (LEMC):

Purpose	This committee is made up of Hazard Management Agencies (HMA's), operational and combat agencies. While LEMC is a non-operational committee, if requested by the HMA members may become an Incident Support Group (ISG) to assist in an incident. This Committee is also to assist in the development of the local government's emergency plans and procedures
Meeting Frequency	Quarterly
Next Meeting	16 October 2019
Current Meeting Day	Wednesday
Current Council Representatives:	Shire President Chief Executive Officer Governance and Emergency Officer
Term of Reference	To be developed
Officers Comment	Term of reference is currently under development.

There is currently no Term of Reference for this committee. The Chief Executive Officer has had discussions with Members of the LEMC to establish a Term of Reference. This is currently under developments. Once develop the term of reference will be endorsed by LEMC with the recommendation to Council for its endorsement. It is anticipated that the Term of Reference will include a listing of committee appointments, which will also be endorsed by Council.

Until this term, and for the purpose of this report, Council is request to endorse the Shire's representation only.

STATUTORY ENVIRONMENT

- *Local Government Act 1995, Part 5 Administration, Division 2 Council meetings, committees and their meetings and electors' meetings.*
- *Emergency Management Act 2005 Section 38 – Local Emergency Management Committees.*

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:

1. *Appoints the following elected members to the Local Emergency Management Committee;*
 - *Shire President*
2. *Appoint the following Shire employees to the Local Emergency Management Committee;*
 - *Chief Executive Officer*
 - *Manager of Works*
 - *Governance Executive Officer*

COUNCIL RESOLUTION:

(143 /2019) Moved: Cr Stratford

Seconded: Cr Gamble

That Council:

1. ***Appoints the following elected members to the Local Emergency Management Committee;***
 - ***Shire President***
2. ***Appoint the following Shire employees to the Local Emergency Management Committee;***
 - ***Chief Executive Officer***
 - ***Manager of Works***
 - ***Governance Executive Officer***

CARRIED BY ABSOLUTE MAJORITY 6/0

12.1.3. DELEGATES TO EXTERNAL COMMITTEES

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	15 October 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.08
Attachment Reference:	Nil

SUMMARY

To appoint Council delegates to external committees to which the Shire of Wyalkatchem has voting rights.

BACKGROUND

The Shire of Wyalkatchem is a member at a number of external groups and organisations. These external groups and organisations provide a regional collaborative approach to the objectives of the individual groups.

These committees are independent of Council.

The following are details on external committees, to which the Shire of Wyalkatchem is a member and requires the appointment of delegates who having voting rights.

Committee Name:	(North Eastern Wheatbelt Regional Organisation of Councils (NEWROC))
Purpose:	To work collaboratively with the Shire's of Koorda, Mt Marshall, Mukinbudin, Nungarin and Trayning with a range of advocacy and project focuses.
Meeting Frequency:	Bi-Monthly
Next Meeting:	22 October 2019
Current Meeting Day:	Tuesday
Meeting Location:	Various locations rotated between member councils
Current Council Representatives:	Shire President (delegate with voting rights) Chief Executive Officer All Councillors - Proxies

Committee Name:	Central East Aged Care Alliance (CEACA)
Purpose:	This organisation was initiated by eleven local governments to progress housing and aged care services in order to transform our districts into age friendly communities.
Meeting Frequency:	Quarterly
Next Meeting:	16 October 2019
Current Meeting Day:	Wednesday
Meeting Location:	Typically Kellerberrin or Merredin

Current Council Representatives:	Shire President Chief Executive Officer
----------------------------------	--

Committee Name:	Great Eastern Country Zone of WALGA
Purpose:	Zones are groups of geographically aligned Member Councils who are responsible for direct elections of State Councillors, providing input into policy formulation and providing advice on various matters.
Meeting Frequency:	Quarterly
Next Meeting:	28 November 2019
Current Meeting Day:	Thursday
Meeting Location:	Typically Merredin and Kellerberrin
Current Council Representatives:	Shire President (Delegate with voting rights) All Councillors (Proxy delegates with voting rights) Chief Executive Officer (Proxy delegation with voting rights in the absence of Council representation.

Committee Name:	Wheatbelt Regional Road Group North.
Purpose:	To make recommendations to State Advisory Committee (SAC) in relation to the Annual Local Government Roads Program for their region and any other relevant issues.
Meeting Frequency:	Quarterly
Next Meeting:	To be confirmed
Current Meeting Day:	Non allocated
Meeting Location:	Various locations rotated between Members Council. Meetings are also held via telephone conferences
Current Council Representatives:	Cr Garner (Delegate with voting rights) Cr Holdsworth (Proxy delegates with voting rights)

Committee Name:	Northam District Operational Advisory Committee. Previously known as: Great Eastern District Operations Advisory Committee (DOAC)
Purpose:	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.

Meeting Frequency:	At least two (2) meetings per year
Next Meeting:	To be confirmed
Current Meeting Day:	Non allocated
Meeting Location:	Various locations rotated between Members Council.
Current Council Representatives:	Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer Governance and Emergency Officer
Comments	The committees term of reference states the following; The Chief Bush Fire Control Officer or Fire Control Officer and Shire CEO or delegate from each Local Government shall have voting rights.

Committee Name:	Pioneers Pathway Advisory Committee
Purpose:	Comprising of seven local government authorities working collaboratively developing tourism in the region by promoting a self-drive trail from Perth reminiscing the path of Pioneers' during the gold rush in eastern goldfields.
Meeting Frequency:	Quarterly
Next Meeting:	30 January 2020
Current Meeting Day:	Thursday
Meeting Location:	Various locations rotated between Members Council.
Current Council Representatives:	Community and Economic Development Officer

Committee Name:	NEWTravel
Purpose:	To market and promote the Wheatbelt Way self-drive route and the tourism assets in the NEWTravel area.
Meeting Frequency:	Quarterly
Next Meeting:	23 October 2019
Current Meeting Day:	Thursday
Meeting Location:	Various locations rotated between Members Council.
Current Council Representatives:	Community and Economic Development Officer

Committee Name:	NEWHealth
Purpose:	Conduct a joint Health Scheme for the purpose of employing officers and equipment necessary for the proper conduct of the scheme

Meeting Frequency:	As required
Next Meeting:	None scheduled
Current Meeting Day:	Non allocated
Meeting Location:	Various locations rotated between Members Council.
Current Council Representatives:	Chief Executive Officer Cr Butt (resigned)

COMMENT

Council is requested to consider the role of its Councillors as delegate's external committees. Councillors need to be aware of the time commitment that can occur with attendance at meetings. Only appointed delegates have voting rights to these external committees, other members may attend as an observer only.

STATUTORY ENVIRONMENT

Local Government Act 1995

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

Simple Majority

OFFICER'S RECOMMENDATION

That Council appoint the following delegates:

- *North Eastern Wheatbelt Regional Organisation of Councils (NEWROC)*
 - *Delegate 1: Shire President*
 - *Delegate 2 (Proxy): Any one Councillor*
 - *Delegate 3 (Proxy): Chief Executive Officer*

- *Central East Aged Care Alliance (CEACA)*
 - *Delegate 1: Cr Davies*
 - *Delegate 2: Chief Executive Officer*
- *Great Eastern Country Zone of WALGA*
 - *Delegate 1: Shire President*
 - *Delegate 2: Deputy Shire President*
 - *Delegate 3 (Proxy): Any one Councillor*
 - *Delegate 4 (Proxy): Chief Executive Officer*
- *Wheatbelt Regional Road Group North.*
 - *Delegate 1: Cr _____*
 - *Delegate 2 (Proxy): Cr _____*
- *Pioneers Pathway Advisory Committee*
 - *Delegate 1: Chief Executive Officer*
 - *Delegate 2 (Proxy): Governance Executive Officer*
- *NEWTravel*
 - *Delegate 1: Chief Executive Officer*
 - *Delegate 2 (Proxy): Governance Executive Officer*
- *NEWHealth*
 - *Delegate 1: Cr _____*
 - *Delegate 2: Chief Executive Officer*

COUNCIL RESOLUTION:

(144 /2019) Moved: Cr Stratford Seconded: Cr Gamble
That Council appoint the following delegates:

- ***North Eastern Wheatbelt Regional Organisation of Councils (NEWROC)***
 - ***Delegate 1: Shire President***
 - ***Delegate 2 (Proxy): Any one Councillor***
 - ***Delegate 3 (Proxy): Chief Executive Officer***
- ***Central East Aged Care Alliance (CEACA)***
 - ***Delegate 1: Cr Davies***
 - ***Delegate 2: Chief Executive Officer***
- ***Great Eastern Country Zone of WALGA***
 - ***Delegate 1: Shire President***
 - ***Delegate 2: Deputy Shire President***
 - ***Delegate 3 (Proxy): Any one Councillor***
 - ***Delegate 4 (Proxy): Chief Executive Officer***

- **Wheatbelt Regional Road Group North.**

- **Delegate 1: Cr Gamble**
- **Delegate 2 (Proxy): Cr Holdsworth**

- **Pioneers Pathway Advisory Committee**

- **Delegate 1: Chief Executive Officer**
- **Delegate 2 (Proxy): Governance Executive Officer**

- **NEWTravel**

- **Delegate 1: Chief Executive Officer**
- **Delegate 2 (Proxy): Governance Executive Officer**

- **NEWHealth**

- **Delegate 1: Shire President**
- **Delegate 2: Chief Executive Officer**
- **Delegate 3: Any one Councillor**

CARRIED 6/0

12.1.4. REPRESENTATIVES TO COMMUNITY BASED COMMITTEES OR GROUPS

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	15 October 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.08
Attachment Reference:	Nil

SUMMARY

To appoint Council representatives to various community based committees and groups.

BACKGROUND

Community based committees are an important part of the social structure of the wider community and give residents and ratepayers a voice in 'their' community. Council representation on these committees demonstrates Council interest and allows for feedback to Council of community concerns and ideas.

In the past Council has had representation to the community committees and groups: Council representative are not appointed as a delegate. Voting rights will be determined by the individual group or committee. The intent of attending these meetings is to act as a liaison between the community and the Shire.

COMMENT

The following is a list of community groups and representation

Organisation / Group	Representative
CBH Museum	Agenda and minutes only – Council representative to attend if required.
Friends of the Cemetery	Chief Executive Officer, Manager of Works
RSL	Cr Garner Cr Holdsworth
Wheatbelt Agcare	Cr Metcalfe
Local Health Advisory Group	Cr Metcalfe
Senior Citizen Homes Trust	Cr Butt (resigned)

Previously the Senior Citizen Home Trust constitution included a Shire representatives as a committee member. It is understood that the new constitution excludes this requirement.

STATUTORY ENVIRONMENT

Local Government Act 1995

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

Simple Majority

OFFICER'S RECOMMENDATION

That Council makes the following appointments to community committees or groups.

- CBH Museum
 - Cr _____
- Friends of the Cemetery
 - Chief Executive Officer
 - Manager of Works
- RSL
 - Cr _____
- Wheatbelt Agcare
 - Cr _____
- Local Health Advisory Group
 - Cr _____
- Senior Citizen Home Trust
 - Cr _____

COUNCIL RESOLUTION:

(145 /2019) Moved: Cr Holdsworth

Seconded: Cr Gamble

That Council makes the following appointments to community committees or groups.

- **CBH Museum**
 - **Primary - Cr Garner**
 - **Secondary - Cr Holdsworth**
- **Friends of the Cemetery**
 - **Chief Executive Officer**
 - **Manager of Works**
- **RSL**
 - **Primary - Cr Gamble**
 - **Secondary - Cr Garner**
- **Wheatbelt Agcare**
 - **Primary - Cr Metcalfe**
 - **Secondary - Cr Stratford**
- **Local Health Advisory Group**
 - **Primary - Cr Stratford**
 - **Secondary - Cr Garner**
- **Senior Citizen Home Trust**
 - **Primary - Shire President**
 - **Secondary - Cr Stratford**

CARRIED 6/0

13.MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

15.URGENT BUISNESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Nil

16.MATTERS BEHIND CLOSED DOORS

OFFICER'S RECOMMENDATION

That Council suspends Standing Orders and moves behind closed doors in accordance with Section 5.23 (2)(a) & (b) and 5.23 (2)(c) of the Local Government Act 1995, to deal with matters that relate to:

- *a matter affecting an employee or employees;*
- *the personal affairs of a person and*
- *matters of a contract which may be entered into, by the local government*

COUNCIL RESOLUTION:

(146 /2019) Moved: Cr Garner

Seconded: Cr Gamble

That Council suspends Standing Orders and moves behind closed doors in accordance with Section 5.23 (2)(a) & (b) and 5.23 (2)(c) of the Local Government Act 1995, to deal with matters that relate to:

- ***a matter affecting an employee or employees;***
- ***the personal affairs of a person and***
- ***matters of a contract which may be entered into, by the local government***

CARRIED 6/0

Ms Elvidge left the meeting at 4:49pm.

16.1. CHIEF EXECUTIVE OFFICER (CEO) PERFORMANCE REVIEW

Applicant:	Ms Taryn Dayman, Chief Executive Officer
Location:	Shire of Wyalkatchem
Date:	15 October 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	The Chief Executive Officer has interest in this item, as it relates to matters concerning her employment contract arrangements
File Number:	22.05.01/Dayman Taryn
Attachment Reference:	Confidential CEO Performance Review – To be provided

Reason for Confidentiality

The Chief Executive Officer's Report is confidential in accordance with section 5.23(2)(a) & (b) of the Local Government Act because it deals with matters affecting an employee and the personal affairs of a person.

STATUTORY ENVIRONMENT

Local Government Act 1995, section 5.38

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

Simple Majority

OFFICER'S RECOMMENDATION

That Council pursuant to Section 5.38 of the Local Government Act 1995;

- 1. Notes that Ms Taryn Dayman's Performance Review in the role as Chief Executive Officer for the Shire of Wyalkatchem for the 2018-2019 appraisal period has been undertaken;*
- 2. Endorses Ms Dayman's overall rating of 'Meets Performance Requirements'*
- 3. Schedules the next review of the Chief Executive Officer to be completed by October 2020.*

4. *Authorise the Shire President to commence discussions with the Chief Executive Officers in establishing and agreeing to Key Performance Indicators for the next 12 months to be endorsed by Council.*

OFFICER'S RECOMMENDATION

That Council resumes Standing orders and move out from closed doors.

COUNCIL RESOLUTION:

(147 /2019) Moved: Cr Garner

Seconded: Cr Holdsworth

That Council resumes Standing orders and move out from closed doors.

CARRIED 6/0

COUNCIL RESOLUTION:

(148 /2019) Moved: Cr Gamble

Seconded: Cr Holdsworth

That Council pursuant to Section 5.38 of the Local Government Act 1995;

1. ***Notes that Ms Taryn Dayman's Performance Review in the role as Chief Executive Officer for the Shire of Wyalkatchem for the 2018-2019 appraisal period has been undertaken;***
2. ***Endorses Ms Dayman's overall rating of 'Meets Performance Requirements'***
3. ***Schedules the next review of the Chief Executive Officer to be completed by October 2020.***
4. ***Authorise the Shire President to commence discussions with the Chief Executive Officers in establishing and agreeing to Key Performance Indicators for the next 12 months to be endorsed by Council.***

CARRIED 6/0

17.CLOSURE OF THE MEETING

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 4.59pm.



Council Meeting

29 October 2019

Trayning District Club

MINUTES

1.30pm
2.00pm

Lunch and networking
NEWROC Meeting

NEWROC Vision Statement

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

www.newroc.com.au

ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> 🔥 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) 🔥 Council reviews NEWROC project priorities 	Council
March	<ul style="list-style-type: none"> 🔥 WDC attendance to respond to NEWROC project priorities 🔥 Submit priority projects to WDC, Regional Development and WA Planning 🔥 Discussion regarding portfolios vs projects, current governance structure 	Executive
April	<ul style="list-style-type: none"> 🔥 NEWROC Budget Preparation 🔥 Review NEWTRAVEL Tourism Officer Contract - expires June 2017 	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 Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

(November 2017 – November 2019)

Shire of Koorda

Shire of Mukinbudin

Shire of Trayning

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NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes for the Council Meeting held at the Trayning District Club on Tuesday 29 October 2019 commencing at 2.04pm.

MINUTES

1. OPENING AND ANNOUNCEMENTS

Cr Davies opened the meeting at 2.04pm and addressed the members as outgoing NEWROC Chair

- 👉 Cr Davies welcomed all Shire Presidents and passed his best wishes onto the Shire of Koorda
- 👉 Cr Davies shared a few thoughts about achieving NEWROC projects collaboratively without too much distraction
- 👉 Cr Davies thanked the CEO's for their expertise and contributions
- 👉 Cr Davies thanked Cr O'Connell for her time in NEWROC and acknowledged her significant contribution to the organisation over the past 25yrs
- 👉 Cr Davies thanked the NEWROC CEO, Taryn Dayman and NEWROC EO Caroline Robinson

2. ELECTION OF NEWROC CHAIR, CEO and DELEGATES

Cr Storer was appointed the NEWROC Chair and Darren Simmons the NEWROC CEO

- 👉 Cr Storer thanked Cr Davies and Taryn Dayman
- 👉 Cr Storer welcomed new President for the Shire of Nungarin and thanked Cr O'Connell for her time and effort to the NEWROC

3. RECORD OF ATTENDANCE AND APOLOGIES

3.1. Attendance

Cr Ricky Storer	NEWROC Chair, President Shire of Koorda
Cr Pippa De Lacy	President, Shire of Nungarin
Cr Melanie Brown	President, Shire of Trayning
Cr Quentin Davies	President, Shire of Wyalkatchem
Cr Tony Sasche	President, Shire of Mt Marshall
Darren Simmons	CEO, Shire of Koorda
Taryn Dayman	CEO, Shire of Wyalkatchem
Dirk Sellenger	CEO, Shire of Mukinbudin
Adam Majid	CEO, Shire of Nungarin
Brian Jones	CEO, Shire of Trayning

NEWROC Officer

Caroline Robinson

Executive Officer, NEWROC

3.2. Apologies

Cr Gary Shadbolt	President, Shire of Mukinbudin
Cr Rod Comerford	Shire of Mukinbudin
Cr Nick Gillett	Shire of Mt Marshall
Cr Marlon Hudson	Shire of Trayning
John Nuttall	CEO, Shire of Mt Marshall

3.3. Guests

Nil

3.4. Leave of Absence Approvals / Approved

Nil

4. Declarations of Interest and Delegations Register

Nil

4.1. Delegation 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
NEWROC Website	CEO	NEWROC EO	Council June 2017

5. Presentations

Nil

6. MINUTES OF MEETINGS

6.1. Executive Meeting 24 September 2019

Minutes of the Executive Meeting held 24 September 2019 have previously been circulated.

MOTION

That the Minutes of the Executive Meeting held on 24 September 2019 be received as a true and correct record of proceedings.

Moved Cr Davies

Seconded Cr Sachse

CARRIED 5/0

6.2. Council Meeting 27 August 2019

Minutes of the Council Meeting held 27 August 2019 have previously been circulated.

MOTION

That the Minutes of the Council Meeting held on 27 August 2019 be received.

Moved Cr Sachse

Seconded Cr Brown

CARRIED 5/0

6.3. Business Arising

Nil

7. FINANCIAL MATTERS

7.1. Income, Expenditure and Profit and Loss

FILE REFERENCE: 42-2 Finance Audit and Compliance
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 11 October 2019
ATTACHMENT NUMBER: #1 Profit and Loss
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENTS

Summary of income and expenses from 1 August 2019 – 30 September 2019

Date	Description	Reference	Credit	Debit	Running Balance	Gross
BB NEWROC Funds-5557						
Opening Balance			179,137.38	0.00	179,137.38	0.00
01 Aug 2019	Bendigo Bank	Interest Received	15.23	0.00	179,152.61	15.23
01 Aug 2019	Payment: Monitor Bookkeeping Services	Monitor Bookkeeping - XERO Subscription	0.00	50.00	179,102.61	(50.00)
02 Aug 2019	Payment: ATO	ATO-BAS Apr-June	0.00	15,731.00	163,371.61	(15,731.00)
06 Aug 2019	Payment: Solum Wheatbelt Business Solutions	Solum- EO Services July	0.00	3,520.00	159,851.61	(3,520.00)
14 Aug 2019	Payment: Shire of Koorda	Subscription	14,300.00	0.00	174,151.61	14,300.00
23 Aug 2019	Payment: Shire of Wyalkatchem	Subscription	14,300.00	0.00	188,451.61	14,300.00
23 Aug 2019	Payment: Shire of Mt Marshall	Subscription	14,300.00	0.00	202,751.61	14,300.00
01 Sep 2019	Bendigo Bank	Interest	15.03	0.00	202,766.64	15.03
01 Sep 2019	Bendigo Bank	Bank Fee	0.00	0.80	202,765.84	(0.80)
02 Sep 2019	Payment: Shire of Trayning	Subscription	14,300.00	0.00	217,065.84	14,300.00
02 Sep 2019	Payment: Monitor Books	Monitor Bookkeeping - XERO Subscription	0.00	50.00	217,015.84	(50.00)
03 Sep 2019	Payment: Solum Wheatbelt Business Solutions	Solum- EO Services Aug	0.00	4,567.50	212,448.34	(4,567.50)
03 Sep 2019	Payment: Rural and Regional Economic Solutions	Energy case study	0.00	2,137.88	210,310.46	(2,137.88)
10 Sep 2019	Payment: Shire of Nungarin	Subscription	14,300.00	0.00	224,610.46	14,300.00
27 Sep 2019	Payment: Trayning Hotel Motel	Catering – NEWROC Health	0.00	2,750.00	221,860.46	(2,750.00)
27 Sep 2019	Payment: Solum Wheatbelt Business Solutions	EO Services Sept	0.00	3,482.50	218,377.96	(3,482.50)
27 Sep 2019	Payment: Crisp Wireless	Tower	0.00	15,620.00	202,757.96	(15,620.00)
Total BB NEWROC Funds-5557			71,530.26	47,909.68	202,757.96	23,620.58
Closing Balance			202,757.96	0.00	202,757.96	0.00
BB Term Deposit Account-1388						
Opening Balance			150,000.00	0.00	150,000.00	0.00
26 Aug 2019	Bendigo Bank	Interest Received - Term Deposit	1,603.36	0.00	151,603.36	1,603.36
Total BB Term Deposit Account-1388			1,603.36	0.00	151,603.36	1,603.36
Closing Balance			151,603.36	0.00	151,603.36	0.00
Total			73,133.62	47,909.68	25,223.94	25,223.94

Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils
As at 30 September 2019

30 SEP 2019

Assets

Bank

BB NEWROC Funds-5557	202,757.96
BB Term Deposit Account-1388	151,603.36
Total Bank	354,361.32

Current Assets

Sundry Debtors Control	15,675.00
Total Current Assets	15,675.00

Total Assets

370,036.32

Liabilities

Current Liabilities

Gst Payable	1,599.28
Sundry Creditors Control	162.00
Total Current Liabilities	1,761.28

Total Liabilities

1,761.28

Net Assets

368,275.04

Equity

Current Year Earnings	50,152.62
Retained Earnings	318,122.42
Total Equity	368,275.04

MOTION

That the income and expenditure from 1 August 2019 to 30 September 2019 and the P and L and balance sheet as at 30 September 2019 be received.

Moved Cr Sachse

Seconded Cr De Lacy

CARRIED 5/0

MOTION

That the banking signatories for NEWROC be Darren Simmons and Caroline Robinson, removing Taryn Dayman

Moved Cr Brown

Seconded Cr De Lacy

CARRIED 5/0

8. MATTERS FOR CONSIDERATION

8.1. NEWROC Strategic Planning – Project Updates

FILE REFERENCE: 041-5 Strategic and Future Planning
REPORTING OFFICER: Caroline Robinson, Executive Officer
DISCLOSURE OF INTEREST: Nil
DATE: 21 October 2019
ATTACHMENT NUMBER: #2 Project Methodology – Waste
#3 Project Scope - Update
CONSULTATION: Western Power
Innovation Central Midlands
Taryn Dayman
Darren Simmons
Giles Perryman
Cr Davies
Stephen Grimmer
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

Below is an updated status report for the NEWROC Strategic Projects. Please note integrated planning and childcare has been added to the Strategic Projects.

NEWROC STRATEGIC PROJECTS – Status Report

	NEWROC PRIORITY PROJECT as developed at February 2018 Strategy Day	PROGRESS	NEWROC EO NEXT STEP CEO SUPPORT	FUTURE FUNDING
Projects 2018	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) NEWROC EO met with Western Power Design Energy Team NEWROC EO met with Steve Mason ICM regarding their energy project Micro Grids Funding out 	Micro Grid funding application proposal	BBRF - \$20,000 under Business Case (Announced Sept 2018)
	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) 	
	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 NEWROC CEO and NEWROC EO met with DLG and discussed the 		

		regional subsidiary regulations (16/4/19)		
	4. Integrated Planning	<ul style="list-style-type: none"> Stephen Grimmer attended NEWROC Executive meeting to present on the peer support program 	<ul style="list-style-type: none"> Review proposal 	
	5. Childcare	<ul style="list-style-type: none"> Proposal to engage with REED regarding childcare services in Mt Marshall Shire, Wyalkatchem and Koorda (as well as other members as required) 	<ul style="list-style-type: none"> Taryn, John and NEWROC EO had a meeting with REED to discuss proposal NEWROC EO had a follow up meeting with REED in Narrogin 	
	6. 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 Mukinbudin tower completed 	<ul style="list-style-type: none"> Agreement sent to Crisp Wireless – still no response 21/10/2019 Continue to promote CW for sign ups <p>John Nuttall</p>	
2019	7. 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 	
	8. 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 ASK Waste Mgt awarded work for the business case. Waste steering group formed to guide ASK Waste Mgt (Taryn, Darren and Caroline). Meeting held over the phone on Tues 11 Sept 	<ul style="list-style-type: none"> ASK Waste Mgt email providing update on scope 	

Following a project steering group teleconference with Giles Perryman of ASK Waste Management a revised methodology has been developed.

The key changes are:

- 👉 A desktop assessment of the existing landfills and their suitability as a regional facility.
- 👉 The addition of option 4. Establishing a single regional landfill, that would be supported by satellite transfer stations
- 👉 Providing information about the financial difference between remote CCTV / swipe card access compared to staffing the facilities.

In order to include these additional tasks within the original budget, the scope now excludes:

- 👉 The implementation plan and strategic actions to align with the selected option (1 – 4)
- 👉 The end of project presentation via telecom.

Discussion at Executive Meeting:

- 👉 Members discussed the updated methodology from ASK Waste Management following a teleconference with Taryn Dayman, Darren Simmons and the NEWROC EO
- 👉 Members agreed that the work needed to address different options with a detailed analysis (cost analysis, logistics, capital requirements, funding options, risks etc) so that NEWROC members could make an informed decision regarding waste going forward and how to implement it
- 👉 Strategic option number 4 was included for future consideration, to also help inform Waste Strategy WA response
- 👉 The Shire of Koorda is considering engaging ASK Waste Management to do some localised work as well
- 👉 Preferred timeline is to see the work completed by the November Council meeting
- 👉 NEWROC EO provided an update on the childcare project and REED's agreement to proceed further with the provision of a mobile childcare service. NEWROC EO to meet with REED CEO to determine next steps
- 👉 NEWROC EO has met with the Western Power Design team
- 👉 Members discussed the integrated planning workshop with Stephen Grimmer and agreed to add it to the list of strategic projects. The general understanding was that the members would consider a joint review in early 2020, a NEWROC Strategic Plan and individualised plans linking to it

At the Executive Meeting, members queried some of the scope and an email was sent to Giles Perryman for clarification, response is below. The project should be presented in November to members

26 September 2019

Hi Caroline

The info in the report will provide enough info to make an informed decision and possible funding sources. Regarding infrastructure items, the report will provide the key stuff, but more work would be required to work up the 'preferred option' into a fully itemised project, with bill of quantities, designs, schedules etc ready for implementation.

Regarding timelines, I've attached a revised schedule for the amended method. Assuming we get the 'green light' this month, and the Shires and Avon Waste provide the info promptly, we will have the draft report completed by end of Nov.

*Cheers
GP*

*Giles Perryman BSc DMS MCIWM
Director
ASK Waste Management*

OFFICER RECOMMENDATION

Waste Management Scope additional information is received.
Information is received

MOTION

Waste Management Scope with the additional information is received.

Information is received regarding the strategic projects

In early 2020 the NEWROC to hold a strategy session

Moved Cr Davies

Seconded Cr Sachse

CARRIED 5/0

Discussion:

- Cr Brown asked members why childcare was a strategic project for the NEWROC. General discussion about common challenges faced across the communities
- Discussion around what constitutes a regional project? The NEWROC EO indicated projects were on the strategic plan following strategy sessions with members and they have remained the same for the year, with only childcare and IPR added recently
- Discussion regarding the NEWROC strategic plan and forward planning. The integrated planning project with Stephen Grimmer may help provide the group with direction
- Discussion regarding working together collaboratively on common projects
- 2020 workshop to confirm strategic direction and processes for getting projects on the list

8.2. CHILDCARE

FILE REFERENCE:	085 – 2 Children
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	21 October 2019
ATTACHMENT NUMBER:	Nil
CONSULTATION:	Taryn Dayman John Nuttall Kylie Helgensen (REED)
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Regional Early Education and Development Inc. (REED) has been established in response to challenges identified by Early Childhood Education and Care services in more than 20 communities across the Wheatbelt region.

REED is a not-for profit incorporated association and a charity registered with the Australian Charities and Not-for-profits Commission. Any surplus is reinvested to support the provision of the best standard of care and education.

REED is governed by a voluntary Board which takes responsibility for the functions, roles, duties and obligations of organisational governance.

REED will:

- 👉 provide ongoing reliable and high quality services to children and families,
- 👉 support staff with increased opportunities for professional development and growth, and
- 👉 meet the needs of the communities which they serve across the Wheatbelt.

REED is currently in the process of transitioning current childcare services in the Wheatbelt under their banner, for example Narembreen Numbats will come under REED, Narrogin and Corrigin Day Care Centres have come under their banner and Mukinbudin will be coming under them shortly. There are potentially 10 services coming under REED. They are funded by the State Government to implement these transitions.

NEWROC members – the Shires of Wyalkatchem, Mt Marshall and Koorda have expressed an interest in transitioning their services or establishing new services under REED. In all discussions with REED, the NEWROC EO has also considered Trayning and Nungarin potential services and implications for Mukinbudin too.

A summary of discussions with REED and the CEO's of Mt Marshall and Wyalkatchem in August and September:

- 👉 Mobile service, under one banner servicing Beacon and Bencubbin (current opening hours) as well as Wyalkatchem and Koorda.
- 👉 Possibly three staff doing the mobile service
- 👉 Trayning, Nungarin are welcome to be included
- 👉 Mukinbudin (existing service) will be transferring to REED in near future (discretion of their Board)

Meeting between NEWROC EO and Kylie Helgensen, REED CEO on Tuesday 15 October:

- 🔥 REED to investigate what is needed in regards to transferring the Shire of Mt Marshall service to REED
- 🔥 NEWROC and REED job advert to identify any prospective staff (November)
- 🔥 NEWROC or individual members to consider contributions to the service:
 - Venue
 - Vehicle for mobile service (possibly seek a grant)
 - Housing for staff if required
 - In kind support levels
- 🔥 REED will conduct an audit on current equipment available in Koorda and Wyalkatchem and what is needed, with the view to a future Lotterywest grant (Mt Marshall is all ready an approved service with the necessary equipment)
- 🔥 REED will initiate emergency funding which can be used to establish a new service – following NEWROC discussions
- 🔥 NEWROC and individual members to consider letters of support for REED indicating a need for the service and support provided

OFFICER RECOMMENDATION

Members to discuss whether this project should be a joint project with NEWROC and what support, if any, should be provided

NEWROC and individual members to provide letters of support to REED (NEWROC EO to write template), on the need for childcare services in the district

Information is received.

MOTION

Childcare to be include on the NEWROC strategic project list

NEWROC and individual members to provide letters of support to REED (NEWROC EO to write template), on the need for childcare services in the district

The childcare project will not cost the NEWROC any resources, apart from some NEWROC EO time, but participating Shires may be asked for a contribution or may incur specific costs associated with the services in their communities

If the NEWROC EO time is excessive in regards to progressing the childcare project then it is to come back to the NEWROC members for further consideration

Moved Cr Sachse

WITHDRAWN

MOTION

Childcare to be include on the NEWROC strategic project list

NEWROC and individual members to provide letters of support to REED (NEWROC EO to write template), on the need for childcare services in the district

The childcare project will not cost the NEWROC any resources, apart from some NEWROC EO time, but participating Shires may be asked for a contribution or may incur specific costs associated with the services in their communities

If the NEWROC EO time is excessive in regards to progressing the childcare project then it is to come back to the NEWROC members for further consideration

Moved Cr Sasche

Seconded Cr De Lacy

CARRIED 5/0

Discussion:

- 👉 REED provides value due to the economies of scale, REED runs the business of childcare, REED has access to Federal Government rebates for families, REED can access emergency funding
- 👉 General discussion about the level of demand in Wyalkatchem, Bencubbin and Beacon and how the service in the Mt Marshall Shire has only grown
- 👉 REED is seeking individual Shire support regarding the delivery venues (getting them up to a standard for the audit)
- 👉 Shire of Mukinbudin's service will remain as a separate entity to this NEWROC project
- 👉 Whilst the Shire of Nungarin does not see an immediate demand for the service in their community, they are supportive of other member Councils pursuing the service

ACTION: NEWROC EO to ask REED for the building compliance checklist for the Shire of Nungarin and Trayning

B Jones left the meeting at 3.07pm and returned at 3.10pm

8.3. Integrated Planning

FILE REFERENCE:	035-1 Grants General
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	21 October 2019
ATTACHMENT NUMBER:	#4 Stephen Grimmer Discussion Paper #5 Albany IPR Assessment
CONSULTATION:	Stephen Grimmer
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Stephen Grimmer, City of Albany was invited to attend the NEWROC Executive Meeting to run an integrated planning workshop and discuss with interested member Councils a peer support program.

There was a genuine desire from the member Councils to work together on integrated planning.

Stephen Grimmer wrote to the Department of Local Government and other representatives in the program being offered by the Department, following the NEWROC workshop, as follows:

*From: Caroline Robinson <caroline@solum.net.au>
Sent: Thursday, 3 October 2019 9:05 PM
To: Stephen Grimmer <stepheng@albany.wa.gov.au>
Cc: Stacey Hutt <shutt@amrshire.wa.gov.au>; 'Candy Choo' <candy@lgprofessionalswa.org.au>; Jodie Holbrook <jodie.holbrook@dlqsc.wa.gov.au>; Edmondson, Sheree <Sheree.Edmondson@joondalup.wa.gov.au>; Cathy Burton <cathy.burton@busselton.wa.gov.au>; Tony Brown <tbrown@walga.asn.au>; LG Boardroom <boardroom@lgprofessionalswa.org.au>; Helen Karageorgiou <helenk@harvey.wa.gov.au>; Phil Anastasakis <Phil.Anastasakis@dardanup.wa.gov.au>; Elizabeth Toohey <liz.toohey@dlqsc.wa.gov.au>; Sarah Pierson <Sarah.Pierson@busselton.wa.gov.au>
Subject: RE:NEWROC Visit*

Thank you to Steve and the Department for supporting the visit to NEWROC.

This will now become a strategic priority for the group of 6 Councils and there is a genuine desire to see a regional strategic plan with localised plans feeding into it.

Thanks Steve, much appreciated

Caroline Robinson
NEWROC Executive Officer
M 0403 225 900
www.newroc.com.au

On 2019-10-01 09:37, Stephen Grimmer wrote:

Good morning

My visit to the NEWROC councils was informative and rewarding. There was an authentic commitment to regional co-operation and in fact the group of CEO's raised the idea of taking a regional approach to their IPR major review and their Strategic Community Plan. They agreed they would like to jointly carry out an IPR major review next year and very much supported the excel Corporate Business Plan format and the quarterly report that drops out of this. We also

went through the Peer Assessment template which they felt would give them a good understanding of current gaps and opportunities in IPR. All attendees were happy to complete this assessment in the next couple of months, which will provide our steering group with invaluable information on the best way to support them.

We also discussed the concept of a regional conference and this idea was supported, provided it addresses the mandatory training of Elected Members in IPR.

I have copied Caroline Robinson the NEWROC EO into this email and will look to explore their feedback and ideas in more detail when in Perth next week so we can work out how to provide meaningful support. Caroline please pass my thanks on to all attendees.

Regards
Steve
STEPHEN GRIMMER / Facilitator Strategy & Improvement
stepheng@albany.wa.gov.au
PO BOX 484, Albany, WA, 6331

Stephen has sent NEWROC members a discussion paper and feedback is sought on the workshop and paper.

His email is as follows, Monday 21 October 2019:

Hi Caroline

As discussed on Friday please find attached a discussion paper regarding an advanced level of peer support for selected rural LG's. I discussed this with LG Professionals last week and will only be offering this package to NEWROC and Great Southern participants.

If accepted we would look to offer this service from the beginning of next year with the initial priority being a facilitated Peer Review for each participant. I have also attached the Peer Review report for the Albany review we looked at during my visit.

I am on leave from this Thursday until the 18th of November and will contact you on my return for feedback.

Kind Regards
Stephen Grimmer / Facilitator Strategy & Improvement

OFFICER RECOMMENDATION

That the information be received and discussed.

MOTION

That the information be received and discussed, additional clarification from Stephen Grimmer and a strategic planning workshop to be held in early 2020

Moved Cr Davies

Seconded Cr Sachse

CARRIED 5/0

Discussion:

- 👉 Discussion about the workshop with Stephen Grimmer
- 👉 Great Southern group has already developed a suite of IPR tools and they are very practical, it is practitioners developing the frameworks not consultants
- 👉 Each member Shire is in a different stage of IPR however Stephen Grimmer is proposing to work collectively and more cost effectively

- 👉 Opportunity for the NEWROC to develop an overarching strategic plan with individualised Shire plans dropping from the master document
- 👉 Cr Brown queried whether there was a risk of amalgamation in going through this process, general discussion followed
- 👉 Shire of Trayning is focusing on in-house completion of its IPR but has indicated it does see merit in working together on asset management

8.4. Telecommunications

FILE REFERENCE: 035-1 Grants General
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 21 October 2019
ATTACHMENT NUMBER:
CONSULTATION: Leigh Ballard, Crisp Wireless
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

Actions by the NEWROC EO in September:

- 🔥 Survey sent to residents in Yorkrakine
- 🔥 Updated Social Media flyers to promote free signup campaign sent to all CEO's
- 🔥 Maildrop completed in Bencubbin, spoke to Maree to coordinate this in other towns, this is to be confirmed unfortunately too late for current promotion but could be considered for future promotions. Dependent on success of Bencubbin maildrop – this was arranged a few months back

Discussion at Executive Meeting:

- 🔥 John Nuttall suggested Crisp Wireless to speak with Silver Chain regarding their take up on the internet service. NEWROC EO to speak to Crisp Wireless
- 🔥 Invoice for the Mukinbudin tower has been received and will be paid
- 🔥 NEWROC EO to remind Crisp Wireless to speak to the Education Department

An update from Crisp Wireless as at 11 October 2019:

- 🔥 Capital raising project underway for an extension of the Crisp Wireless network in the southern end of the Wheatbelt. If they tap into the data centre in Merredin, costs are associated with this
- 🔥 Crisp Wireless team has moved from the Trayning house and are now in a house in Kununoppin
- 🔥 Tower is completed in Mukinbudin – connections will begin the week of 14/10
- 🔥 Crisp Wireless marketing is promoting that there is no installation costs for a long term contract
- 🔥 Nungarin CRC has come on as a selling agent
- 🔥 1 EOI received for Yorkrakine tower by NEWROC and 6 received from Crisp Wireless
- 🔥 Currently 143 customers - 2 customers booked in for next week, following up a further 10 who are interested just need paperwork signed off on.

MOTION

That the information be received

Moved Cr Brown

Seconded Cr De Lacy

CARRIED 5/0

Discussion:

- 🔥 General discussion about the project, desire to have a response from Crisp Wireless in regards to their agreement with NEWROC, follow ups with Police and Education Office

- 👉 Shire of Mukinbudin received information about some poor customer service from Crisp Wireless, NEWROC EO will pass this on
- 👉 NBN upgrades in Nungarin resulted in the Shire switching over to Crisp Wireless, it took a week to get it working properly but it was good once it was working

8.5. NEWROC HEALTH FORUM

FILE REFERENCE:	071-1 Health General
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	21 October 2019
ATTACHMENT NUMBER:	#6 Health Forum Report #7 Media Release
CONSULTATION:	Marissa MacDonald, WALGA
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The NEWROC Health Forum was held on Friday 20 September 2019 in Trayning.

Discussion at the Executive Meeting:

- 👉 Members discussed the presentations at the NEWROC Health Forum
- 👉 NEWROC EO tried to contact the ABC Radio however no luck, Taryn Dayman may have a contact
- 👉 NEWROC EO is collecting the presentations from presenters to send out to attendees
- 👉 NEWROC EO will follow up with WALGA regarding the outcomes of the day
- 👉 NEWROC EO to email out media release

Update since the Executive Meeting:

A summary from WALGA regarding the day is attached and was sent to all attendees except the politicians who attended – feedback is sought on whether this should be sent to them at this stage.

Feedback on the report is requested by 25 October 2019.

There were 57 people in attendance.

Thank you to WALGA for their assistance in organizing the event.

The presentations that are currently available are located on the WALGA website:
<https://walga.asn.au/Policy-Advice-and-Advocacy/People-and-Place/Health-and-Wellbeing/Regional-Health-Services>

More presentations may be added as we receive them from the presenters.

MOTION

Information is received and WALGA Health Forum Report is discussed

Moved Cr Brown

Seconded Cr Davies

CARRIED 5/0

Discussion:

- 👉 Cr Storer congratulated everyone, and he would provide a contact for the ABC regarding a story

B Jones left at 3.42pm and returned at 3.54pm

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

9.1. NEWTRAVEL

At last meeting of NEWTRAVEL, the Shire of Trayning indicated it was likely to withdraw from the group in 2021

9.2. LATE ITEM – MICROGRID ENERGY

FILE REFERENCE:

REPORTING OFFICER:

Caroline Robinson

DISCLOSURE OF INTEREST:

Nil

DATE:

28 October 2019

ATTACHMENT NUMBER:

CONSULTATION:

Chris Ingram – Western Power
Tara Whitney – Whitney Consulting
Tammy King – Grants Empire

STATUTORY ENVIRONMENT:

Nil

VOTING REQUIREMENT:

Simple Majority

COMMENT

Energy is listed as a strategic project for the NEWROC.

To date, the NEWROC has been undertaking small pieces of work (by Juliet Grist of Rural and Regional Economics) around the topic with the general consensus that the NEWROC will stay abreast of the issue and changes in the market place before committing to further work.

The NEWROC EO has met with Western Power twice to convey our desire to see the reliability of energy improved in the district and express our interest in future innovative infrastructure projects in the area.

The Regional and Remote Communities Reliability Fund - Microgrids (the program) was announced recently by the Australian Government to support feasibility studies into more reliable, secure and cost effective energy supply to regional and remote communities in Australia. The program will fund feasibility studies looking at microgrid technologies to replace, upgrade or supplement existing electricity supply arrangements in off-grid and fringe-of grid communities located in regional and remote areas.

The objective of the program is to support regional and remote communities to investigate whether replacing, upgrading or supplementing a microgrid or upgrading existing off-grid and fringe-of-grid supply with microgrid or related new energy technologies would be cost effective.

The minimum grant amount is \$100,000.

The maximum grant amount is \$10 million.

The grant amount will be up to 100 per cent of eligible project costs (grant percentage). The NEWROC EO has spoken to the Federal Government confirming some of the grant conditions and guidelines.

Eligible activities may include:

- 🔥 scoping and monitoring analyses, including modelling and load profiling and improved data quality
- 🔥 consultation and planning, including community engagement and awareness
- 🔥 testing of alternate commercial models for energy supply through microgrid systems\

- 🔥 design and temporary deployment of microgrid technologies, including hybrid systems to demonstrate effectiveness and interoperability
- 🔥 non-ongoing/temporary activities to monitor the performance of the supply, reliability and quality of microgrid systems and technologies
- 🔥 knowledge sharing activities including demonstration and workshops.

Applicants must be an incorporated trading organisation – as NEWROC is not this, the NEWROC EO has had informal discussions with RDA Wheatbelt who are happy to be the applicant on behalf of the NEWROC.

Additionally, the writing of the grant would be outsourced and quotes to write the grant have been received:

- 🔥 Tammy King from Grants Empire \$3432
- 🔥 Tara Whitney from Whitney Consulting \$5424

The grant writing expense can be allocated to the business case line item in the budget, which is within current budget allocations. The NEWROC EO does have skills in grant writing however grant applications are becoming more and more specialist. The NEWROC EO would support the chosen grant writer with project information and planning assistance.

The purpose of presenting this to the NEWROC is that:

- 🔥 this is the first grant of this type to be presented
- 🔥 it could provide an opportunity to progress the energy project without committing substantial funds during stage 1 planning.

Applications close 21 November 2019

OFFICER RECOMMENDATION

Information is received and discussed.

Note – if there is support for an application then a small cash contribution towards the project is sought, although not essential

MOTION

NEWROC EO to have the delegated authority to engage Tammy King to complete the micro- grid funding application and NEWROC to contribute \$10,000 towards the project (cash contribution) in the 2020/21 NEWROC budget if required

Scope for the project to be developed and CEO's to assist in preparing the application

Moved Cr Davies

Seconded Cr Brown

CARRIED 5/0

D Sellenger left at 4.04pm and did not return

10. Other Business – To Be Noted and Received

An invite be sent to Cr O'Connell to attend the final meeting of the year

11. 2019 MEETING SCHEDULE

26 November

Executive

TRAYNING

12. CLOSURE

Cr Storer thanked everyone for their attendance and input and closed the meeting at 4.06pm





Annual General Meeting Minutes

Meeting to be held on Thursday 24th October 2019, at the Mukinbudin Council Chambers

Opening 10.23am

Attendees:

Kim Storer (Chair)	Cr Tony Sachse (Mt Marshall)	Cr Tanya Gibson (Mt Marshall)
Linda Vernon (Tourism Officer)	Rebecca Watson (Mt Marshall)	Dirk Sellenger (Mukinbudin CEO)
Nola Comerford-Smith (Mukinbudin)	Tony Clarke (Koorda)	
Stacey Geier (Westonia)	Darren Simmons (Koorda CEO)	
Alyce Ventris (Mukinbudin CRC)	Rebecca McCall (Dowerin CEO)	
Cr Sandie Ventris (Mukinbudin)	Stephanie Elvidge (Wyalkatchem)	
Sharon Kett (Bencubbin CRC)	Cr Ray Mizia (Nungarin)	

Apologies:

Jamie Criddle (Westonia)	Brian Jones (Trayning)	Cr Freda Tarr (Trayning)
Cr. Bill Huxtable (Westonia)	John Nuttall (Mt Marshall)	Cr Eileen O'Connell (Nungarin)
Melinda Brown (Nungarin CRC)	Adam Majib (Nungarin)	Jim Boyd (Beacon)
Cr Nick Gillett (Mt Marshall)	Deb Jacobs (Beacon)	

1. Declarations of Interest

Nil

2. Membership Applications

Resolution:

That the following Membership applications be accepted:

Ordinary Member – Council:

1. Shire of Dowerin
2. Shire of Nungarin
3. Shire of Wyalkatchem
4. Shire of Mt Marshall
5. Shire of Westonia
6. Shire of Koorda
7. Shire of Mukinbudin

Ordinary Member

1. Koorda Community Resource Centre
2. Koorda Motor Museum & Military Collection

Associate Member

1. Mukinbudin CRC

Moved: Alyce Ventris

Seconded: Stacey Geier

CARRIED

3. Previous Minutes

1.1 Confirmation (Previous Meeting Minutes click [Here](#))

Resolution:

That the Minutes of the NEWTRAVEL Annual General Meeting held in Trayning on 25th October 2018 be confirmed as a true and correct record of proceedings.

Moved: Nola Comerford-Smith

Seconded: Stacey Geier

CARRIED

1.2 Business arising from previous minutes

Cr Tony Sachse asked for clarification on the Shire of Westonia payment, being \$1500 less than other Council Members. Explained that the Shire of Westonia pay \$1500 contribution towards Regional Marketing Initiatives through WEROC, not NEWROC/NEWTRAVEL and that accounts for their contribution being less.

4. Chairman's Report

Kim Storer verbally presented her Chairman's report to the meeting.

Resolution:

That the Chairman's report be received.

Moved: Stacey Geier

Seconded: Cr Sandie Ventris

CARRIED

5. Financial Report

North Eastern Wheatbelt Travel Association General Cheque Account

Financial Report 1 October 2018 to 30 September 2019

Bendigo Bank Cheque Account Opening Balance 1 October 2018 **\$62,281.22**

Income

NEWTRAVEL Council Contributions 18-19	\$26,500.00
NEWTRAVEL Council Contributions 19-20	\$44,000.00
NEWROC Contribution	\$3,000.00
Other Income	
Total Income	\$73,500.00

Expenses

Tourism Association Memberships	\$482.00
Press Advertising	\$7,228.20
Consumer Shows	\$1,792.00
Brochure and Guidebook Reprints	\$2,194.50
Website	\$1,051.60
Internet Marketing	\$4,078.30
Postage	\$559.15
App	\$6,996.00
Video Marketing	\$1,350.00
Training	\$7,233.97
Signage	\$6,369.14
Tourism Officer Services	\$1,585.10
Total Expenses	\$40,919.96

Bendigo Bank Cheque Account Closing Balance 30 September 2019

\$94,861.01

Ending Financial Position at 30 September 2019

\$94,861.26

Resolution:

That the Annual Financial Report as presented from 1 October 2018 – 30 September 2019 be accepted.

Moved: Cr Tony Sachse

Seconded: Rebecca Watson

CARRIED

6. Election of Office Bearers

Kim Storer declared all positions vacant and asked Linda Vernon to be returning officer for the process of election of Office Bearers.

- **Chairman**
Darren Simmons nominated Kim Storer, seconded Rebecca Watson, Accepted.
Elected unopposed.
- **Deputy Chairman**
Rebecca Watson nominated Tony Clarke, seconded Darren Simmons, Accepted.
Elected unopposed.
- **Administrator/Treasurer**
NEWTRAVEL appointed Linda Vernon in her role as Tourism Officer as the Administrator/Treasurer.

. General Business

1. NEWTRAVEL Name

Linda explained that somehow over the years NEWTRAVEL has managed to register its name slightly differently:

Incorporated Associations Name: NEWTRAVEL (North Eastern Wheatbelt Travel Association) Inc.

Australian Business Register Name: North Eastern Wheatbelt Travel Association (NEWTRAVEL) Inc.

This has become a problem in that we are unable to open any further bank accounts with Bendigo Bank due to not having the correct name documentation with the Australian Business Register (ABR). To date it has proven difficult to be able to change/amend the name with the ABR.

Recommend that we consider cancelling current registration and re-applying with correct Incorporated Associations Name.

Resolution:

That NEWTRAVEL cancel their current ABR and re-apply with the Incorporated Associations Name.

Moved: Rebecca Watson

Seconded: Cr Tanya Gibson

CARRIED

2. Clarification of Voting Delegates

Meeting sort clarification of voting delegates under the new constitution. In summary, 1 membership application, 1 delegate, 1 vote. Proxies are allowed. Observers to NEWTRAVEL meetings are always welcome. Relevant clauses from constitution are listed below.

- 6.5 An ordinary member has full voting rights and any other rights conferred on members by these rules or approved by resolution at a general meeting or determined by the committee.
- 6.6 An associate member has the rights referred to in subrule (5) other than full voting rights.
- 49.1 Subject to subrule (2), an ordinary member may appoint an individual who is an ordinary member as his or her proxy to vote and speak on his or her behalf at a general meeting.
- 49.2 An ordinary member may be appointed the proxy for not more than 5 other members.
- 49.3 The appointment of a proxy must be in writing and signed by the member making the appointment.
- 49.4 The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf.

- 49.5 If no instructions are given to the proxy, the proxy may vote on behalf of the member in any matter as the proxy sees fit.
- 49.6 If the committee has approved a form for the appointment of a proxy, the member may use that form or any other form —
(a) that clearly identifies the person appointed as the member's proxy; and
(b) that has been signed by the member.
- 49.7 Notice of a general meeting given to an ordinary member under rule 52 must —
(a) state that the member may appoint an individual who is an ordinary member as a proxy for the meeting; and
(b) include a copy of any form that the committee has approved for the appointment of a proxy.
- 49.8 A form appointing a proxy must be given to the secretary before the commencement of the general meeting for which the proxy is appointed.
- 49.9 A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association not later than 24 hours before the commencement of the meeting.

Next Annual General Meeting: October 2020

AGM Close 10.45am.

General Meeting to Follow.





Minutes – GENERAL MEETING

General Meeting held on Thursday 24th October 2019, at Mukinbudin Council Chambers.

Opening 10.46am

Attendees:

Kim Storer (Chair)	Cr Tony Sachse (Mt Marshall)	Cr Tanya Gibson (Mt Marshall)
Linda Vernon (Tourism Officer)	Rebecca Watson (Mt Marshall)	Dirk Sellenger (Mukinbudin CEO)
Nola Comerford-Smith (Mukinbudin)	Tony Clarke (Koorda)	
Stacey Geier (Westonia)	Darren Simmons (Koorda CEO)	
Alyce Ventris (Mukinbudin CRC)	Rebecca McCall (Dowerin CEO)	
Cr Sandie Ventris (Mukinbudin)	Stephanie Elvidge (Wyalkatchem)	
Sharon Kett (Bencubbin CRC)	Cr Ray Mizia (Nungarin)	

Apologies:

Jamie Criddle (Westonia)	Brian Jones (Trayning)	Cr Freda Tarr (Trayning)
Cr. Bill Huxtable (Westonia)	John Nuttall (Mt Marshall)	Cr Eileen O'Connell (Nungarin)
Melinda Brown (Nungarin CRC)	Adam Majib (Nungarin)	Jim Boyd (Beacon)
Cr Nick Gillett (Mt Marshall)	Deb Jacobs (Beacon)	

1. Previous Minutes

1.1 Confirmation (Previous Meeting Minutes click [Here](#))

RESOLUTION:

That the Minutes of the NEWTRAVEL Meeting held in Westonia on 25th July 2019 be confirmed as a true and correct record of proceedings.

Moved: Stacey Geier

Seconded: Nola Comerford-Smith

CARRIED

1.2 Business arising from previous minutes

ACTION – Marcus Falconer offered to follow up and investigate this organisation and membership offer.

ACTION – Linda to extend the offer to all Local Governments about updating/replacing signage at Wheatbelt Way sites before ordering signs for the Shire of Trayning.

ACTION – advice to be provided to NEWTRAVEL Local Governments to advise them of the membership and delegate required to be provided and clarify that there is to be no Deputy/Proxy.

ACTION: Local Governments are immediately advised of the 2019-2020 Financial Contributions to NEWTRAVEL

2. Correspondence

2.1 Correspondence In

- 2.1.1 Various Emails inward.
- 2.1.2 Australian Regional Tourism Ltd Local Government Call for Case Studies
- 2.1.3 AGO Wildflower Feature in The West
- 2.1.4 FACET Astrotourism Workshop
- 2.1.5 Letter of Support Roe Tourism
- 2.1.6 Letter of Support Shire of Merredin
- 2.1.7 Letter of Support AGO
- 2.1.8 Letter of Support Wheatbelt Business Network
- 2.1.9 Letter of Support WEROC
- 2.1.10 Letter of thanks and appreciation RoeTourism

2.2 Correspondence Out

- 2.2.1 Various Emails outward.
- 2.2.2 Qantas Grant Submission
- 2.2.3 REDS Grant Submission
- 2.2.4 AGO Destination WA Filming

<p>Resolution:</p> <p>That the NEWTRAVEL inward correspondence is accepted and the outward correspondence be endorsed.</p> <p>Moved: Darren Simmons Seconded: Stephanie Elvidge CARRIED</p>
--

2.3 Business arising from Correspondence

Nil

3. Financial Report

<u>Cheque Acc Opening Balance 1 July 2019</u>		<u>\$66,351.80</u>
<u>INCOME</u>	Shire of Mukinbudin – 2019-2020	\$6,500.00
	Shire of Nungarin – 2019-2020	\$6,500.00
	Shire of Mt Marshall – 2019-2020	\$6,500.00
	Shire of Koorda – 2019-2020	\$6,500.00
	Shire of Westonia – 2019-2020	\$5,000.00
	Shire of Dowerin – 2019-2020	\$6,500.00
	Shire of Wyalkatchem – 2019-2020	\$6,500.00
	Total Income	<u>\$44,000.00</u>
<u>EXPENSES</u>		
Press Advertising	Display Advertising – The West Wildflower Feature.	\$733.20
Tourism Association Membership	AGO 2019-2020 Gold Membership	\$295.00
App	Tangelo Creative – 50% payment to App update	\$3,696.00
Consumer Shows	Dowerin Events Management – Dowerin Field Days	\$556.00
	Cubic Promote – Jelly Beans	\$638.00
	Mukinbudin Community Resource Centre - Printing	\$55.00
Website	Network 24	\$198.00
Postage & Freight	Mukinbudin Trading Post - Postage	\$57.05
Internet Marketing	PP & LA Vernon – Facebook marketing reimbursement	\$1,223.30
	PP & LA Vernon – Facebook marketing reimbursement	\$825.00
Signage	Jason Signs – Welcome and RV Dump Point Signs	\$5,404.14
	Turbo Signs – Nungarin WBW Banner	\$225.00
Tourism Officer Services	PP & LA Vernon – Tourism Officer, August 2019	\$1,585.10
	Total Expenditure	<u>\$15,490.79</u>
<u>Cheque Acc Closing Balance 30 September 2019</u>		<u>\$94,861.01</u>
<u>Other income</u>	Shire of Trayning – part payment – 2019-2020	\$3,500.00
<u>Outstanding Payments</u>	Mukinbudin Trading Post	\$90.82
	Extra Mile Writing Services	\$1,410.00
	Wheatbelt Business Network	\$1,320.00
	PP & LA Vernon – Tourism Officer September 2019	\$1,210.00
	PP & LA Vernon – Facebook marketing reimbursement	\$277.95
<u>Ending Financial Position at 10 October 2019</u>		<u>\$94,052.24</u>

Signage Funds Remaining

Total Signage Funds Remaining	\$4,279.56
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Resolution:

That the NEWTRAVEL finance report be received.

Moved: Rebecca Watson

Seconded: Nola Comerford-Smith

CARRIED

4.0 NEWROC Tourism Officer March – October 2019 Report

Main Activities	Description	Progress/Update
1. NewTravel Administration		
a. Organise, attend and minute NEWTRAVEL meetings. Attending to any correspondence or motions at these meetings.	Organise and attend NEWTRAVEL Meetings	<ul style="list-style-type: none"> Attempting to amend the NEWTRAVEL name change discrepancy. Finalised Forward Directions document
b. Take recommendations from NEWTRAVEL as the key advisory Committee to NEWROC for action.	Prepare Agendas and Minutes; attend to correspondence and motions as directed.	<ul style="list-style-type: none"> July Meeting Minutes prepared and circulated.
	Undertake financial responsibility for NEWTRAVEL including invoicing, paying accounts, preparing and presenting financial reports.	<ul style="list-style-type: none"> Monthly financials completed and accounts paid.
2. Marketing		
a. Implement the Wheatbelt Way Marketing Plan	Develop, adopt and implement annual marketing plan.	<ul style="list-style-type: none"> Engaged services of Extra Mile Writing Services for 5 x Blogs and photography. Implemented Spring/Wildflower Marketing campaign for Wheatbelt Way.
b. Support NEWTravel to undertake tourism marketing activities across NEWROC to the benefit of the member Councils.	Promote the Wheatbelt Way through press advertising and any other opportunities as they arise.	<ul style="list-style-type: none"> August "The West" advertising in the AGO Wildflower feature. Significant contribution and feature of Wheatbelt Way region.
	Update and distribute Wheatbelt Way Brochures and Booklets.	<ul style="list-style-type: none"> Booklet update delayed due to other priority commitments in this time period. Will be completed now ready for next year.
	Arrange for the preparation of promotional packages for individuals, groups, companies and arrange appropriate distribution	<ul style="list-style-type: none"> Information and assistance provided to an American famer group who are coming out to view harvesting in November.
3. Website and Social Media		
a. Develop and maintain a presence for the Wheatbelt Way on internet and social media.	Maintain the Wheatbelt Way website	<ul style="list-style-type: none"> Website updated weekly with wildflower and blog updates in this period.
	Answer all Wheatbelt Way enquiries via the website and respond to requests for merchandise as required.	<ul style="list-style-type: none"> 112 Wheatbelt Way website enquiries.
	Create a Wheatbelt Way Facebook Page and maintain it regularly.	<ul style="list-style-type: none"> Posting and sharing of Wheatbelt Way content daily on Facebook and instagram during this period.
4. Stakeholder Communications		
a. Work closely with NEWROC, the Director of Economic Services and Wheatbelt Way Local Governments to implement identified Wheatbelt Way marketing activities.	Monthly Reports to Director of Economic Services and LGs	<ul style="list-style-type: none">
b. Maintain relationships with Central Wheatbelt Visitors Centre and Australia's Golden Outback	Quarterly Newsletter to Stakeholders	<ul style="list-style-type: none"> E-news distributed in July, August and September.
	Attend Regional Working Group Meetings	<ul style="list-style-type: none"> Took lead on regional marketing and branding project and wrote funding applications to Qantas (unsuccessful) and REDS grants.
5. Maintenance and Monitoring		

a. <i>Assist in the maintenance of the Wheatbelt Way Infrastructure and monitoring of Tourism across NEWROC</i>	Coordinate and collate tourism data for the region.	<ul style="list-style-type: none"> Quarterly statistics from Mar –June collected and collated. 21st August phone hook up & Meeting with Graham Thompson, 4th October on “The Wheatbelt Way: A Drive for Backroad Tourism in Rural Western Australia.
	Coordinate annual auditing of Wheatbelt Way sites with individual shires and reporting of recommendations back to shires.	<ul style="list-style-type: none"> Individual Shires to undertake – template provided.
6. Supporting additional activities		
a. <i>Any other duties within the Contractors range of abilities as directed by the Director of Economic Services if time and resources allow.</i>	Assist with planning and conducting tourism initiatives as required (incl. local famils and trade shows).	- Dowerin Field Days – 27th-29 th August.
	Carry out research and manage projects as required	<ul style="list-style-type: none">

Discussion was held by members on:

- Dowerin Field Days – how was this event? Was it still worthwhile attending? Numbers low in morning and on Thursday with poor weather. Very fortunate and appreciative of the Shire of Merredin support with this activity through Robyn McCarthy being able to be on the stand both days. Genuine enquiries, noticed a younger demographic interested this year.*

ACTION – Rebecca McCall to see if there was an opportunity with Dowerin Events Management to work together with them to improve the tourism focus, exhibitors and location at the Dowerin Field Days in 2020.

- Mingenew Wildflower TV Advertising – was a general feeling that this has been very successful by the Shire of Mingenew as many visitors we mentioning it. An effect of this was that perhaps Mingenew was inundated by visitors at one point and services were not able to cope. Was it something we could look into? Cost?*

5.1 Quarterly Accommodation Statistics

Snapshot Summary of Statistics Collected: Please send in your statistics for the period 1 March – 30 June 2019.

<i>Period:</i>	<i>1 November – 28 February</i>			<i>1 March – 30 June 2019</i>		
Site	Total No. Visitors 18/19	Total No. Visitors 17/18	% Visitor No. Difference	Total No. Visitors 18/19	Total No. Visitors 17/18	% Visitor No. Difference
Bencubbin Caravan Park	88	136	↓35%	117	172	↓31%
Beacon Caravan Park	118	176	↓32%	255	334	↓23%
Koorda Caravan Park	120	42	↑185%	240	141	↑70%
Mukinbudin Caravan Park	185	348	↓46%	695	557	↑24%
Nungarin Caravan Park	16	14	↑14%	66	76	↓13%
Trayning Caravan Park	No data	74		50	130	↓61%
Westonia Caravan Park	250	325	↓23%	602	624	↓3%
Wyalkatchem Barracks	26	161	↓83%	No data	174	

The next reporting period is 1 July 2019 – 31st October 2019, can all participation accommodation please provide data to Linda by Wednesday 13th November 2019.

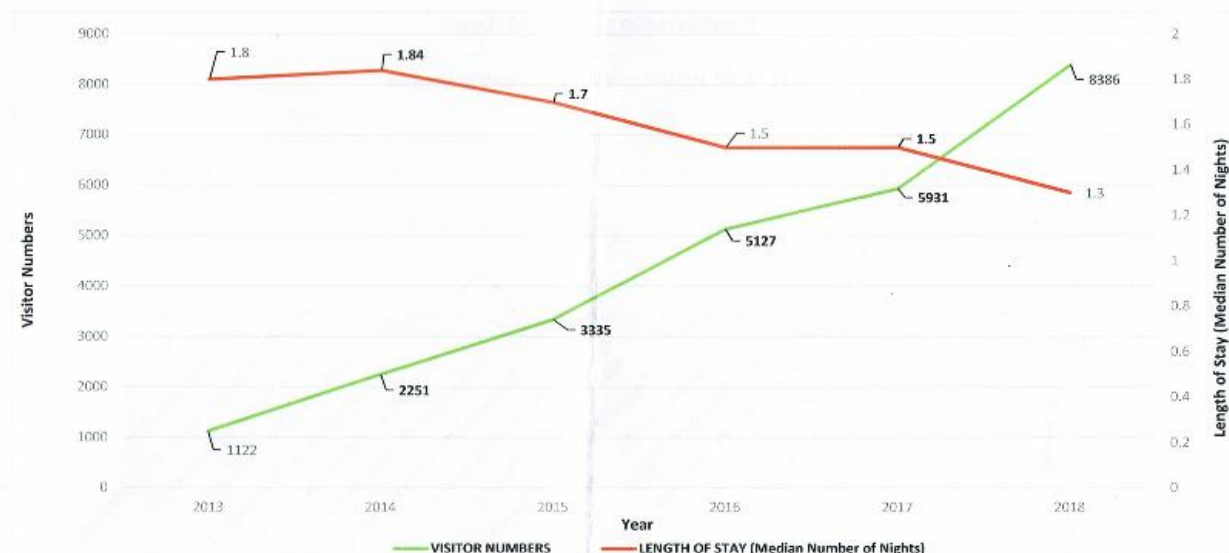
A reminder that the reporting periods are:

- 1. July – October*
- 2. November – February*
- 3. March – June*

If Shires could please submit their complete Excel spreadsheets within the fortnight of the end of each period it would be greatly appreciated.

Graham Thompson from Curtin University has received faculty funding to complete a Thesis called *The Wheatbelt Way: A Drive for Back Road Tourism in Rural Western Australia.*

Thesis: The Wheatbelt Way is a self-drive trail through the North Eastern wheatbelt in WA. Since its launch at the Dowerin Field Days in 2012 it has seen increases in visitor numbers, spending and requests for information. This has brought economic and social benefits to the region. Thus on the demand side the future of the Wheatbelt Way is looking good. However, visitors length of stay is in decline. Arguably, this is because visitor expectations of campsite infrastructure (e.g. activities, accommodation, facilities, information....) are not being met. If expectations were being met then visitors would stay longer. This decline on the supply side could adversely affect the long term viability of the Wheatbelt Way as a growing tourism destination. The imbalance between supply and demand will need to be addressed. This paper will further explore these hypotheses.



Strong **demand** (> visitor numbers), but decreases in length of time staying (< days).

= Weaker on the **supply** side??

Why? How? What can be done?

Is campsite infrastructure an issue? If improved, would visitors stay longer?

Maintaining good visitor numbers **and** encouraging visitors to stay a little longer is central to maintaining growth in this sector??

Now at a crucial stage of 'development' (see ***Tourism Area Life Cycle TALC*** model).✳

We further explore these issues using a ***site-mix analysis***

5.2 Website and Social Media Data

Linda provided a Power Presentation to the meeting of a summary of data from social media and website and results from the implementation of the 2018-2019 Marketing Plan. This will be circulated with the minutes.

Discussion was held on the meaning of the social media statistics and how to measure effectiveness. What data did NEWTRAVEL members want to know?

ACTION – Linda to look into cost of programs(ie Hootesuite) and options (i.e 20/20 Marketing) for measuring effectiveness of Wheatbelt Way Marketing and present to February 2020 NEWTRAVEL meeting.

6.0 General Business

6.1 Review of Peak Period

BACKGROUND:

Opportunity to provide/share feedback as to comments received by members after peak tourist season. Discussion can be held or perhaps some suggested actions.

COMMENT:

Below is a summary of direct feedback the Tourism Officer has received since July to October:

- **Koorda** Caravan Park They felt that \$27/night was too high for what was on offer and compared to other caravan parks like Beacon which at \$26/night but you got the \$10 voucher. The ablutions needed improving altogether but in their view: the showerheads in the male showers were poor and needed replacing, needed more hooks available in the cubicles for hanging up clothing (apparently only 1) and perhaps a bench to place your items on somehow. They were concerned about the limited door space when opening the doors to the toilet cubicles – particularly being older if you fell or needed assistance you would not be able to open the toilet door to get assistance. The sites needed better levelling/flat surface for caravans
- **Elachbutting** – toilet, was full and required cleaning 3 times in period June to October.
- **Eaglestone** - toilet was full and required cleaning
- I found **Beacon** lovely and it would have easily made my pick of the towns list if the Beacon Co-op hadn't only sold pod coffee which tasted like water on the only occasion I purchased one.
- **Many of the shire websites** have very little information and certainly no images for tourists. Having worked at a shire I know that sometimes one feels like no one ever looks at the shire website, but they really are one of the very few sources of tourist information out there for people visiting our part of the world. In particular most shire websites had no information at all about local cafes or shops. One tends to think that if the local shire isn't proud of its local attractions, why would tourists come to see them.
- The **Dowerin Bird Hide** really needs some work. I wandered the Tin Dog Walk trail (which was poorly signed) where I found rubbish bins lying on their side on the ground and turned off to the bird hide. The area does not smell good and I'm not sure if the human made dams there hold effluent. There is a nice wooden boardwalk up to the bird hide and some good signage about birds, but the bird hide turned out to be just a few torn and ragged pieces of green shade cloth barely hanging on to a fence around a human made dam.
- I also tried to have a look at **Dowerin Lakes** but there was no signage or a visitor entry point at all as far as I could see.
- **Datjoin Rock** is well signed off the Burakin-Bonnie Rock Road, however there is supposed to be a lookout and more to see from an entry off Clark Road which for the life of me I couldn't find.
- The **Shire of Mt Marshall** have an excellent wildflower guide on their website - https://www.mtmarshall.wa.gov.au/Profiles/mtmarshall/Assets/ClientData/Wildflower_Guide_Finished.pdf
- In my travels the only suggested place that I feel could have an additional Wheatbelt Way sign (if there were any signs leftover) was at the intersection of **Maisefield Rd** and **Elachbutting Rd** as per the attached photograph. I followed the trail from Beringbooding across to Elachbutting and when I got to the intersection I felt lost (even though I live out here). I worked out that I needed to go right but because it is fairly remote out there I reckon another one of those brown Wheatbelt Way signs indicating that you need to make a right turn to get to Elachbutting Rock would be brilliant (if there are any available).

- The Wheatbelt Way facilities and information bay signs look fantastic and I believe they make a huge difference to the tourist friendliness of the region.

ACTION – Linda to distribute this feedback directly to relevant Shires for them to look into further.

6.2 Joint Marketing Project – Marketing Panel and Funding Opportunities

BACKGROUND:

After the joint local Tourism Group meetings on the 7th June, discussion was held around whilst both Roe Tourism and NEWTRAVELS (as well as the CWVC/WEROC) core role was marketing their regions both groups lacked the skills and resources to do this effectively.

At this point in time it was felt that the region already has enough tourism attractions in its natural attractions and that was our immediate visitor target market – we just need to focus on marketing it better – not developing product and infrastructure.

COMMENT:

A draft Joint Project concept has been developed for NEWTRAVEL members to consider:

[Joint Project Summary – Marketing Panel](#)

[Joint Project - Brainstorm](#)

NEWTRAVEL support provided at the July meeting, Linda took the lead and prepared and submitted the following funding applications seeking up to \$200,000 of funding in total.

1. [Qantas Regional Grants](#) – closed 30th August 2019, application submitted and was notified unsuccessful, 1200 applications received and only 20 successful.

2. [REDS Grants](#) – closes 13th September, application submitted.

NEWTRAVEL have an opportunity to present to RDA Wheatbelt on the 13th November and intend to focus on this as key message, will do short presentation and hand out.

Discussion held. Wait and re-assess at February 2020 NEWTRAVEL Meeting.

6.3 NEWTRAVEL Forward Plan

BACKGROUND:

In July NEWTRAVEL endorsed the [Forward Plan document](#).

COMMENT:

1. Update and discussion on how members wish to tackle implementing some of the Strategic Objectives.
2. Brainstorm on ideas for “Develop a ‘visit friends and relatives and local community program as a community pride, buy local and value of tourism campaign”. (#MYWHEATBELT, Deals and Promos).

ACTION – All members to consider and forward ideas on possible initiatives for a visit friends and relatives and local community program as a community pride, buy local ad value of tourism campaign by the end of November to Linda for consideration by a sub-committee.

Sub-committee to consist of Linda Vernon, Nola Comerford-Smith and Tony Clarke, met in December and present something back to February NEWTRAVEL meeting.

Linda to ask Graham Thompson from Curtin University if there is any scope for marketing students to work with NEWTRAVEL on this.

7. Reports

6.1 Member Shire Reports

Verbal reports to be presented by shire representatives, Full written reports can be found if link is indicated on Shire name below. Key points of interested listed only.

Shire of [Westonia](#):

- Caravan Park numbers slightly down – believe due to short wildflower season.
- Museum scenes continue to be developed.
- Elachbutting toilet and high usage of site continue to be a problem.

Shire of Dowerin:

No report this meeting.

Shire of Koorda:

- Stargazing night, successful.
- Koorda Show, gate numbers were down – perhaps due to date clash with other events.
- 2 x car clubs weekends have been held. **ACTION – can these be written up as case studies.**
- Accommodation – joint project with Shire and CBH, subject to an amendment to the planning scheme, up to 20 bed (4-5 units) to be built at Koorda Caravan Park to allow for both worker and visitor accommodation.

Shire of [Mt Marshall](#)

Beacon:

- Single unit's open and taking bookings at the Beacon Caravan Park.
- Beacon Café is now closed at present.
- Wildflower Tours –only got visitor bookings on 1 week, the other week locals attended to trial it. Lots of lessons learnt. Likely to try again next year.
- Billiburning Reserve - Billy Can entry statement project, indigenous information sign on back of existing WBW Information sign.
- Beacon Progress Association – Volunteer Award Finalists.

Bencubbin:

- Streetscape work planned to remove some islands to make Main Street more accessible.
- Installation of town signs/banners.
- Actively investigating solutions for providing an evening meal in Bencubbin.
- Both Bencubbin and Beacon Shop Local Christmas campaigns.

Shire of [Mukinbudin](#):

- The Caravan Park was very busy in the week leading up to the Mangowine Concert. Visitors organised a bus to take passengers from Muka to Nungarin and back.
- CRC Country Arts WA Dino Show was held Monday 26th August with approximately 160 attendees. This included community members from Mukinbudin, Beacon, Bencubbin, Nungarin, and Merredin. The event was well received and enjoyed by all whom attended.
- Mt Jackson was the destination for the annual Farm Bike Crop Ride in September

Shire of Nungarin

- 29th February 2020 holding a Vintage Rally.
- McCorry's Hotel is now open and operating with accommodation and meals.
- Harvest festival weekend was very successful and well supported. (Perhaps even stretched resources a little too much with high visitor numbers at some events).

Shire of Trayning:

No report.

Shire of [Wyalkatchem](#)

- "Smiley the Boy from Wylie" Big Jim Productions musical show was a sold out success, raising \$8000 for the Community and attended by people near and far.
- The Shire made available the Recreation Centre Grounds and facilities for Caravan stays and Camping while the Travellers Park was closed. Positive reviews were posted about this. The Wyalkatchem Caravan Park is now open, but is for sale.
- Blacksmith scene being built at the Wyalkatchem' Museum.

7.0 Other Business

7.1 Jan Devlin – Gingin Gravity Discovery Centre, writing a Regional Events Grant Application for bringing Astro-workshops/festival to NEWTRAVEL region.

7.2 RDA Wheatbelt - visiting the region on 13th November, invitation extended for NEWTRAVEL to attend lunch in Bencubbin and give short presentation/pitch.

7.3 Presentation to Councils and Communities – with some Council having new elected members, but offer open to all Councils and Communities for Linda to come and present on Tourism in the Wheatbelt, NEWTRAVEL and the Wheatbelt Way.

8.0 Next Meeting

Will be the NEWTRAVEL General Meeting at 10am on Thursday 27th February 2020 in Bencubbin.

9.0 Meeting Close 1.07pm.





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

Ref No.	Date	Name	Description	Amount	Bank	
EFT147	15/10/2019	Allwest Plant Hire Australia Pty Ltd	Hire of Grader	15249.30	MUNI	EFT
EFT148	15/10/2019	Blackwell Plumbing & Gas Pty Ltd	Plumbing Services	3037.20	MUNI	EFT
EFT149	15/10/2019	Dormakaba Australia	Automatic Door Services	467.50	MUNI	EFT
EFT150	15/10/2019	Chris Mitchell Hills Landscaping Supplies	Soil Conditioner	2150.00	MUNI	EFT
EFT151	15/10/2019	BOB DAVEY REAL ESTATE	Valuation of LOT 19 Honour Ave	50.00	MUNI	EFT
EFT152	15/10/2019	Soils Aint Soils	Black Mulch	3388.00	MUNI	EFT
EFT153	15/10/2019	Perfect Computer Solutions Pty Ltd	IT Services	170.00	MUNI	EFT
EFT154	15/10/2019	Brendon Wilkes Electrical Contractor	Electrical services	227.70	MUNI	EFT
EFT155	15/10/2019	Bunnings Midland	Spray paint cans	73.44	MUNI	EFT
EFT156	15/10/2019	TOLL Australia	Courier Services	232.06	MUNI	EFT
EFT157	15/10/2019	Wyalkatchem Electrical and Air conditioning Services	Electrical services	451.00	MUNI	EFT
EFT158	15/10/2019	Dunnings	Colas bitumen emulsion 200lt	732.73	MUNI	EFT
EFT159	15/10/2019	ITVISION	Synergysoft Milestone Payment	1535.33	MUNI	EFT
EFT160	15/10/2019	Landgate	SLIP Subscription Licence Renewal	2318.00	MUNI	EFT
EFT161	15/10/2019	Lock Stock & Farrell Locksmith	Standpipe Keys and padlocks	196.40	MUNI	EFT
EFT162	15/10/2019	MetroCount	Traffic Counter and Hire of Roadpod	11913.00	MUNI	EFT
EFT163	15/10/2019	Shire of Mt Marshall	Provision of Health Services	4690.13	MUNI	EFT
EFT164	15/10/2019	Total Eden	Repair Dam Pumps	1980.00	MUNI	EFT
EFT165	15/10/2019	WA Contract Ranger Services	Ranger Services	607.75	MUNI	EFT
EFT166	15/10/2019	WA Local Government Association	2019 Election Advertising	3095.00	MUNI	EFT
EFT167	15/10/2019	Wheatbelt Construction	Repairs at Railway Station	4390.00	MUNI	EFT
EFT168	15/10/2019	Wyalkatchem General Store	Refreshments	99.95	MUNI	EFT
EFT169	15/10/2019	Wyalkatchem Hotel	Refreshments	296.00	MUNI	EFT
EFT170	15/10/2019	Wyalkatchem Spraying Service	Weed Spraying	800.00	MUNI	EFT
EFT171	15/10/2019	Wyalkatchem Tyre Service	Community Bus Tyres	958.00	MUNI	EFT
EFT172	16/10/2019	ATO Small Business Super Clearing House	Superannuation Contributions	8687.38	MUNI	EFT

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

Ref No.	Date	Name	Description	Amount	Bank	
EFT173	24/10/2019	Australian Taxation Office	Payroll Deductions	19752.00	MUNI	EFT
EFT174	28/10/2019	Allwest Plant Hire Australia Pty Ltd	Hire of Ute	1100.00	MUNI	EFT
EFT175	28/10/2019	Chris Mitchell Hills Landscaping Supplies	Soil Conditioner	3570.00	MUNI	EFT
EFT176	28/10/2019	Crusader Removals	Removalist Services	2870.00	MUNI	EFT
EFT177	28/10/2019	Australia Post	Postage	90.91	MUNI	EFT
EFT178	28/10/2019	Avon Waste	Rubbish Collection	4016.00	MUNI	EFT
EFT179	28/10/2019	BA & VM Brookes	Hire of Road Train	13563.00	MUNI	EFT
EFT180	28/10/2019	BOC Gases	Container Service Charges and C size oxygen bottles	60.19	MUNI	EFT
EFT181	28/10/2019	Brendon Wilkes Electrical Contractor	Electrical Services	339.90	MUNI	EFT
EFT182	28/10/2019	Data#3	Microsoft Office license	2506.03	MUNI	EFT
EFT183	28/10/2019	ITVISION	SynergySoft Financial Software - Y0 Saas Payment	5307.50	MUNI	EFT
EFT184	28/10/2019	Jason Signmakers	Signage	54.45	MUNI	EFT
EFT185	28/10/2019	Kleenheat Gas	Yearly facility fees gas cylinders	598.40	MUNI	EFT
EFT186	28/10/2019	Landmark	Chemicals	1123.10	MUNI	EFT
EFT187	28/10/2019	Lock Stock & Farrell Locksmith	Replacement of Lost Keys	89.50	MUNI	EFT
EFT188	28/10/2019	Pattons Panel & Paint	Insurance excess for repairs	300.00	MUNI	EFT
EFT189	28/10/2019	Pet Tags Australia	Registration Tags expiry 2022	278.50	MUNI	EFT
EFT190	28/10/2019	RM Surveys	Supply PDF Autocad depot conept plan	715.00	MUNI	EFT
EFT191	28/10/2019	Shire of Merredin	Central Wheatbelt Visitor Centre Membership 2019/20	187.00	MUNI	EFT
EFT192	28/10/2019	Wheatbelt Business Network	Consultancy Services	2851.20	MUNI	EFT
EFT193	28/10/2019	Winc Australia Pty Ltd	Various Stationery	390.91	MUNI	EFT
EFT194	28/10/2019	Wyalkatchem General Store	Refreshments	362.90	MUNI	EFT
EFT195	28/10/2019	Wyalkatchem Spraying Service	Weed Spraying	640.00	MUNI	EFT
DD288.1	01/10/2019	Westnet	Internet Subscription	191.51	MUNI	DD
DD290.1	01/10/2019	Treasury Corp	Loan 73 Repayment	12486.59	MUNI	DD
DD293.1	02/10/2019	Synergy	Electricity Charges 14/8/2019 TO 10/9/2019	111.33	MUNI	DD
DD295.1	03/10/2019	Synergy	Electricity Charges 11/7/2019 TO 10/9/2019	63.03	MUNI	DD
DD297.1	03/10/2019	Synergy	Electricity Charges 11/7/2019 TO 10/9/2019	71.68	MUNI	DD

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

Ref No.	Date	Name	Description	Amount	Bank	
DD299.1	03/10/2019	Synergy	Electricity Charges 12/7/2019 TO 10/9/2019	109.07	MUNI	DD
DD301.1	03/10/2019	Synergy	Electricity Charges 12/7/2019 TO 10/9/2019	109.63	MUNI	DD
DD303.1	03/10/2019	Synergy	Electricity Charges 11/7/2019 TO 10/9/2019	110.56	MUNI	DD
DD305.1	03/10/2019	Synergy	Electricity Charges 11/7/2019 TO 9/9/2019	110.73	MUNI	DD
DD307.1	03/10/2019	Synergy	Electricity Charges 11/7/2019 TO 10/9/2019	117.10	MUNI	DD
DD309.1	03/10/2019	Synergy	Electricity Charges 12/7/2019 TO 10/9/2019	119.03	MUNI	DD
DD311.1	03/10/2019	Synergy	Electricity Charges 12/7/2019 TO 10/9/2019	122.91	MUNI	DD
DD313.1	03/10/2019	Synergy	Electricity Charges 12/7/2019 TO 10/9/2019	123.56	MUNI	DD
DD315.1	03/10/2019	Synergy	Electricity Charges 11/7/2019 TO 9/9/2019	142.29	MUNI	DD
DD317.1	03/10/2019	Synergy	Electricity Charges 12/7/2019 TO 10/9/2019	146.44	MUNI	DD
DD319.1	03/10/2019	Synergy	Electricity Charges 12/7/2019 TO 10/9/2019	147.83	MUNI	DD
DD321.1	03/10/2019	Synergy	Electricity Charges 12/7/2019 TO 10/9/2019	179.66	MUNI	DD
DD323.1	03/10/2019	Synergy	Electricity Charges 17/7/2019 TO 9/9/2019	254.99	MUNI	DD
DD325.1	03/10/2019	Synergy	Electricity Charges 12/7/2019 TO 10/9/2019	366.80	MUNI	DD
DD327.1	03/10/2019	Synergy	Electricity Charges 11/7/2019 TO 9/9/2019	569.73	MUNI	DD
DD329.1	03/10/2019	Synergy	Electricity Charges 12/7/2019 TO 10/9/2019	622.30	MUNI	DD
DD331.1	03/10/2019	Synergy	Electricity Charges 11/7/2019 TO 9/9/2019	645.54	MUNI	DD
DD333.1	03/10/2019	Synergy	Electricity Charges 11/7/2019 TO 9/9/2019	869.21	MUNI	DD
DD335.1	04/10/2019	Synergy	Electricity Charges 11/7/2019 to 9/9/2019	108.52	MUNI	DD
DD337.1	04/10/2019	Synergy	Electricity Charges 11/7/2019 to 9/9/2019	628.24	MUNI	DD
DD339.1	09/10/2019	Telstra	Phone Charges	694.60	MUNI	DD
DD341.1	10/10/2019	Synergy	Electricity Charges 12/7/2019 TO 10/9/2019	644.23	MUNI	DD
DD343.1	16/10/2019	Water Corporation.	Water Charges 1/8/2019 TO 24/9/2019	7.79	MUNI	DD
DD345.1	16/10/2019	Water Corporation.	Water Charges 2/8/2019 TO 24/9/2019	97.58	MUNI	DD
DD347.1	16/10/2019	Water Corporation.	Water Charges 1/8/2019 TO 24/9/2019	111.46	MUNI	DD
DD349.1	17/10/2019	Foxtel	Foxtel Subscription	154.00	MUNI	DD
DD351.1	21/10/2019	Telstra	Phone Charges	116.60	MUNI	DD
DD353.1	21/10/2019	BP Australia Pty Ltd	Fuel Supplies	336.06	MUNI	DD
DD355.1	21/10/2019	Crisp Wireless	Internet Subscription	526.90	MUNI	DD

LIST OF PAYMENTS MADE FOR THE MONTH OF OCTOBER 2019
PRESENTED AND ENDORSED AT THE ORDINARY MEETING OF COUNCIL - NOVEMBER 2019

Ref No.	Date	Name	Description	Amount	Bank	
DD357.1	23/10/2019	Synergy	Electricity Charges Street Lighting 25/8/2019 TO 24/9/2019	2571.60	MUNI	DD
DD359.1	25/10/2019	Water Corporation.	Water Charges 1/9/2019 TO 31/10/2019	243.86	MUNI	DD
DD361.1	25/10/2019	Water Corporation.	Water Charges 1/9/2019 TO 31/10/2019	243.86	MUNI	DD
DD363.1	25/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	244.25	MUNI	DD
DD365.1	25/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	258.48	MUNI	DD
DD367.1	25/10/2019	Water Corporation.	Water Charges 1/9/2019 TO 31/10/2019	274.74	MUNI	DD
DD369.1	25/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	282.23	MUNI	DD
DD371.1	25/10/2019	Water Corporation.	CANCELLED - PROCESSED TWICE	0.00	MUNI	DD
DD373.1	25/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	285.88	MUNI	DD
DD375.1	25/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	285.88	MUNI	DD
DD377.1	25/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	287.71	MUNI	DD
DD379.1	25/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	300.50	MUNI	DD
DD381.1	25/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	307.81	MUNI	DD
DD383.1	25/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	313.29	MUNI	DD
DD385.1	25/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	454.34	MUNI	DD
DD389.1	29/10/2019	Synergy	Electricity Charges 11/9/2019 TO 9/10/2019	92.64	MUNI	DD
DD393.1	30/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	58.72	MUNI	DD
DD395.1	30/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	130.77	MUNI	DD
DD397.1	30/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	303.85	MUNI	DD
DD399.1	30/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	346.98	MUNI	DD
DD401.1	30/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	379.16	MUNI	DD
DD403.1	30/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	461.83	MUNI	DD
DD405.1	30/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	523.58	MUNI	DD
DD407.1	30/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	733.94	MUNI	DD
DD409.1	30/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	764.37	MUNI	DD
DD411.1	30/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	5139.46	MUNI	DD
DD414.1	31/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	106.08	MUNI	DD
DD415.1	31/10/2019	Water Corporation.	Water Charges 14/8/2019 TO 8/10/2019	45.34	MUNI	DD

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

Ref No.	Date	Name	Description	Amount	Bank	
DD417.1	31/10/2019	Fuji Xerox	Copier charges	317.02	MUNI	DD
DD420.1	03/10/2019	NAB	Credit Card payment for the month of September	136.84	MUNI	DD
16874	28/10/2019	Greg Watkins	Refund for Railway Barracks	20.00	MUNI	CHQ
16875	28/10/2019	Department of Primary industries and Regional Development	Re-registration of non-farming property ID	76.50	MUNI	CHQ
16876	29/10/2019	Shire of Wyalkatchem - Petty Cash	Petty Cash Reconciliation	81.70	MUNI	CHQ
JNL	01/10/2019	Payroll	Fortnightly Payroll Payments	28071.06	MUNI	JNL
JNL	15/10/2019	Payroll	Fortnightly Payroll Payments	24562.12	MUNI	JNL
JNL	29/10/2019	Payroll	Fortnightly Payroll Payments	26786.17	MUNI	JNL

\$245,272.42

MUNICIPAL ACCOUNT PAYMENTS	\$245,272.42
TRUST ACCOUNT PAYMENTS	\$ -

\$245,272.42





**SHIRE OF WYALKATCHEM
NAB BUSINESS VISA
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 29 AUGUST TO 27 SEPTEMBER 2019**

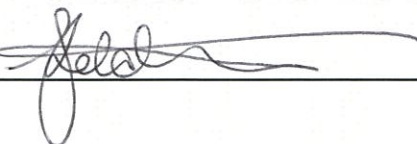
DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-8668			
9/09/2019	Red Dot - Northam	Clear plastic tubs for organising stationary cupboard	\$ 34.99
10/09/2019	Wyalkatchem CRC	Vehicle registration P1TOB537	\$ 25.90
10/09/2019	Wyalkatchem CRC	Vehicle registration WM005	\$ 66.95
27/09/2019	NAB	Card fee	\$ 9.00
TOTAL CREDIT CARD PAYMENTS			\$ 136.84

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

*** Please be advised there is two missing credit card receipts for this period. I can confirm these were paid for the Shire of Wyalkatchem and not for personal use.

I have seen the invoices when they arrived in the mail, and confirm that they were paid via credit card. The invoices with attached receipts have since been misplaced. These invoices were for Shire vehicle registrations, which have now been paid to be brought into line with the rest of the Shires fleet.

Sheldon Cox  14/11/2019



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 August 2019 to 27 September 2019
Company Account No: 4557 0498 0000 4281
Facility Limit: \$13,000

Your Account Summary

Balance from previous statement	\$1,779.95 DR
Payments and other credits	\$1,779.95 CR
Purchases, cash advances and other debits	\$127.84 DR
Interest and other charges	\$9.00 DR
Closing Balance	\$136.84 DR

**YOUR DIRECT DEBIT PAYMENT OF \$136.84 WILL BE
CHARGED TO ACCOUNT 000086977- 0000508383313 ON
03/10/2019 AS PER OUR AGREEMENT.**

270/21/01/M03641/S010776/021551

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
3 Sep 2019	\$1,779.95 CR	DIRECT DEBIT PAYMENT	74557049245
Total for this Period:	\$1,779.95 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	\$127.84	\$9.00	\$136.84
4557-0498-0000-4281	BILLING ACCOUNT	\$0	\$1,779.95 CR	\$0.00	\$0.00	\$1,779.95 CR
			\$1,779.95 CR	\$127.84 DR	\$9.00 DR	\$1,643.11 CR

Transaction type

Purchase

Annual percentage rate

0.000%

Daily percentage rate

0.00000%

ON 1 SEPTEMBER 2019, THE INSURER FOR THE COMPLIMENTARY INSURANCE ON COMMERCIAL CREDIT CARDS CHANGED TO ALLIANZ AUSTRALIA INSURANCE LIMITED ABN 15 000 122 850 AFSL 234708 (ISSUED AND MANAGED BY AWP AUSTRALIA PTY LTD). THE AMENDED UNAUTHORISED TRANSACTION INSURANCE POLICY INFORMATION BOOKLET IS AVAILABLE ON NAB.COM.AU.



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 8
AEDT Saturday and Sunday
Fax 1300 363 658
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MISS TARYN LEANNE DAYMAN
Account No: 4557 0455 3793 8668
Statement Period: 29 August 2019 to 27 September 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
9 Sep 2019	\$34.99	RED DOT STORES NORTHAM					74940529250
10 Sep 2019	\$25.90	WYALKATCHEM COMMUNIT WYALKATCHEM					74940529252
10 Sep 2019	\$66.95	WYALKATCHEM COMMUNIT WYALKATCHEM					74940529252
27 Sep 2019	\$9.00	CARD FEE					74557049270
Total for this period	\$136.84		Totals				

Employee declaration

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

Cardholder signature: _____ Date: _____

270/21/01/M03641/S010777/1021553



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

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

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PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 15 November 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 POLICES

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.

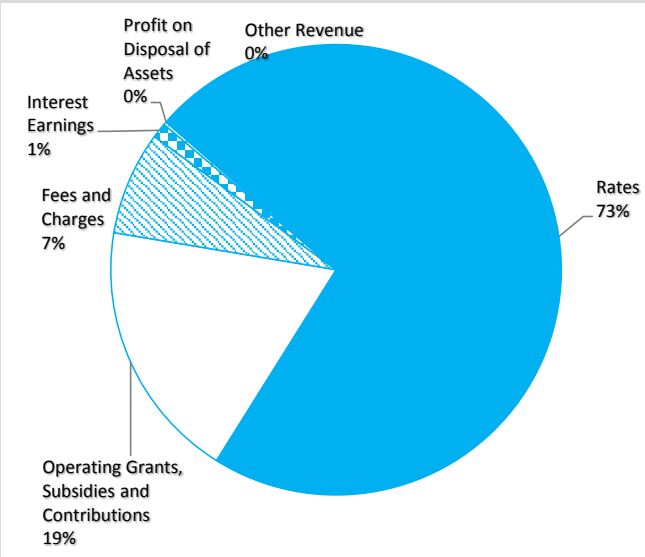
CRITICAL ACCOUNTING ESTIMATES

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.

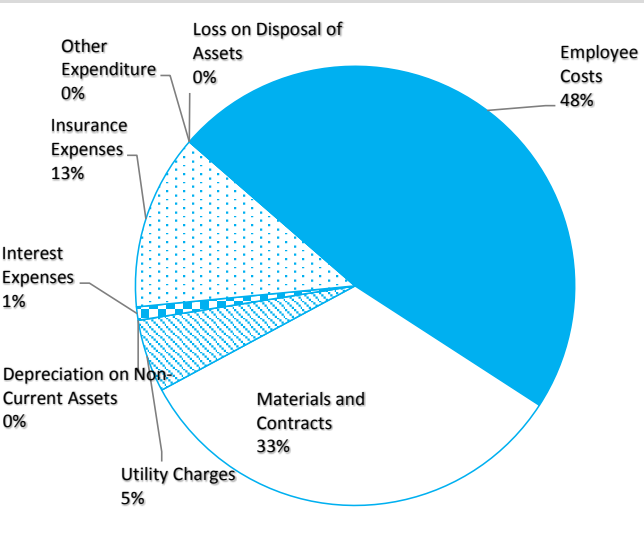
ROUNDING OFF FIGURES

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

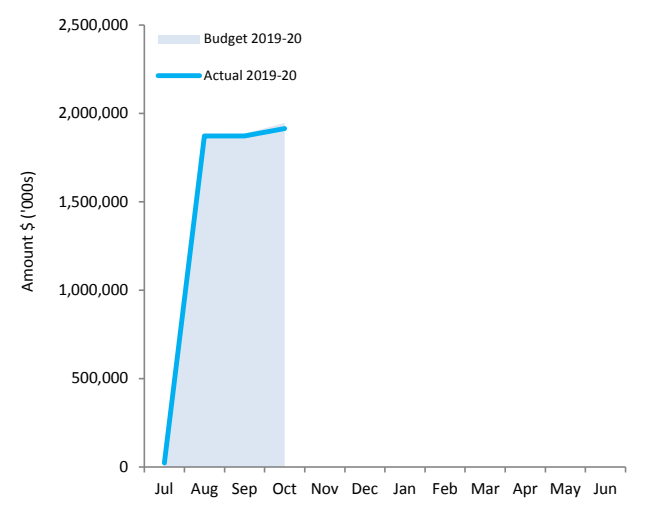
OPERATING REVENUE



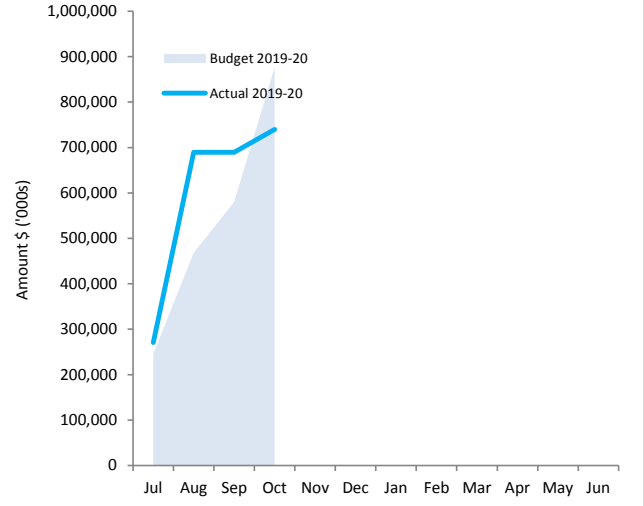
OPERATING EXPENSES



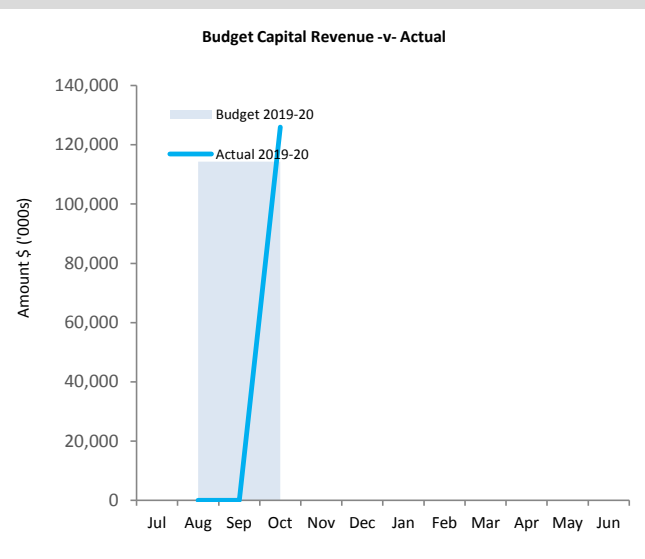
Budget Operating Revenues -v- Actual



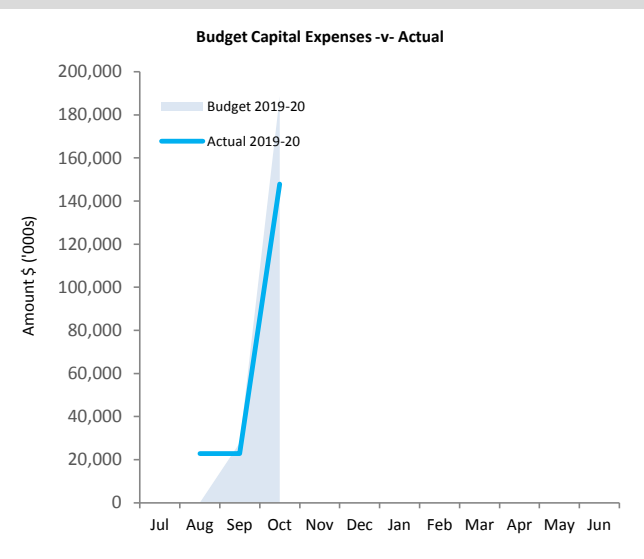
Budget Operating Expenses -v- YTD Actual



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 OCTOBER 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	54,881	(1,980)	(3.48%)	
Revenue from operating activities							
General Purpose Funding - Rates	6	1,314,255	1,314,255	1,297,080	(17,175)	(1.31%)	
General Purpose Funding - Other		895,426	238,016	214,286	(23,730)	(9.97%)	
Law, Order and Public Safety		29,035	12,760	14,662	1,902	14.91%	
Health		42,146	10,537	12	(10,525)	(99.89%)	▼
Housing		84,753	27,712	16,946	(10,766)	(38.85%)	▼
Community Amenities		113,513	95,010	105,510	10,500	11.05%	▲
Recreation and Culture		19,045	60	4,445	4,385	7308.33%	
Transport		109,546	108,046	108,046	0	0.00%	
Economic Services		21,200	5,000	7,545	2,545	50.90%	
Other Property and Services		47,568	20,108	20,071	(37)	(0.18%)	
		2,676,487	1,831,504	1,788,603	(42,901)		
Expenditure from operating activities							
Governance		(489,211)	(141,552)	(111,243)	(30,309)	(27.25%)	▼
General Purpose Funding		(76,572)	(27,078)	(17,832)	(9,246)	(51.85%)	
Law, Order and Public Safety		(83,423)	(37,065)	(35,139)	(1,926)	(5.48%)	
Health		(270,205)	(74,564)	(49,191)	(25,373)	(51.58%)	▼
Education and Welfare		(56,566)	(22,913)	(22,379)	(534)	(2.39%)	
Housing		(166,951)	(55,058)	(42,146)	(12,912)	(30.64%)	▼
Community Amenities		(236,789)	(63,640)	(48,546)	(15,094)	(31.09%)	▼
Recreation and Culture		(925,526)	(184,553)	(161,138)	(23,415)	(14.53%)	▼
Transport		(1,574,506)	(333,303)	(319,873)	(13,430)	(4.20%)	
Economic Services		(257,858)	(76,442)	(69,236)	(7,206)	(10.41%)	
Other Property and Services		(81,608)	139,610	136,827	2,783	(2.03%)	
		(4,219,215)	(876,558)	(739,896)	136,662		
Non-cash amounts excluded from operating activities	1(a)	1,376,295	0	0	0	0.00%	
Amount attributable to operating activities		(166,433)	954,946	1,048,707	93,761		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	12(b)	994,966	114,320	126,025	11,705	10.24%	▲
Proceeds from disposal of assets	7	35,000	0	0	0	0.00%	
Purchase of property, plant and equipment	8	(1,634,315)	(188,556)	(147,893)	40,663	21.57%	▲
Amount attributable to investing activities		(604,349)	(74,236)	(21,868)	52,368		
Financing Activities							
Transfer from Reserves	10	1,069,629	800,928	800,928	0	0.00%	
Repayment of Debentures	9	(42,365)	(20,884)	(20,884)	0	0.00%	
Transfer to Reserves	10	(313,343)	(150,000)	(14,793)	135,207	(90.14%)	
Amount attributable to financing activities		713,921	630,044	765,251	135,207		
Closing Funding Surplus / (Deficit)	1(c)	(0)	1,567,615	1,846,970			

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 OCTOBER 2019

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears 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 *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* 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.

NATURE OR TYPE DESCRIPTIONS

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 OCTOBER 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	54,881	(1,980)	(3.48%)	
Revenue from operating activities							
Rates	6	1,314,255	1,314,255	1,297,080	(17,175)	(1.31%)	
Operating grants, subsidies and contributions	12(a)	1,032,702	326,386	334,994	8,608	2.64%	
Fees and charges		251,805	167,203	133,167	(34,036)	(20.36%)	
Interest earnings		77,274	23,660	19,333	(4,327)	(18.29%)	
Profit on disposal of assets	7	450	0	0	0	0.00%	
		2,676,486	1,831,504	1,788,604	(42,900)		
Expenditure from operating activities							
Employee costs		(1,110,401)	(363,841)	(353,380)	10,461	2.88%	▲
Materials and contracts		(1,469,672)	(311,830)	(244,038)	67,792	21.74%	▲
Utility charges		(160,513)	(55,141)	(39,670)	15,471	28.06%	▲
Depreciation on non-current assets		(1,374,705)	0	0	0	0.00%	
Interest expenses		(13,129)	(5,742)	(7,235)	(1,493)	(26.00%)	
Insurance expenses		(140,004)	(140,004)	(95,574)	44,430	31.73%	▲
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)	(876,558)	(739,897)	136,661		▲
Non-cash amounts excluded from operating activities	1(a)	1,376,295	0	0	0	0.00%	
Amount attributable to operating activities		(166,433)	954,946	1,048,707	93,761		▲
Investing activities							
Non-operating grants, subsidies and contributions	12(b)	994,966	114,320	126,025	11,705	10.24%	▲
Proceeds from disposal of assets	7	35,000	0	0	0	0.00%	
Payments for property, plant and equipment	8	(1,634,315)	(188,556)	(147,893)	40,663	(21.57%)	▲
Amount attributable to investing activities		(604,349)	(74,236)	(21,868)	52,368		▲
Financing Activities							
Transfer from reserves	10	1,069,629	800,928	800,928	0	0.00%	
Repayment of debentures	9	(42,365)	(20,884)	(20,884)	0	0.00%	
Transfer to reserves	10	(313,343)	(150,000)	(14,793)	135,207	(90.14%)	▲
Amount attributable to financing activities		713,921	630,044	765,251	135,207		▲
Closing Funding Surplus / (Deficit)	1(c)	(0)	1,567,615	1,846,970			

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 Oct 2018	Year to Date 31 Oct 2019
Adjustments to net current assets					
Less: Reserves - restricted cash	10	(3,185,729)	(3,185,729)	(1,985,118)	(2,399,594)
Add: Borrowings	9	42,365	42,365	42,365	21,481
Add: Provisions - employee	11	90,155	90,155	65,952	90,155
Add: User defined		(90,155)	(90,155)	(49,891)	(90,155)
Total adjustments to net current assets		(3,143,364)	(3,143,364)	(1,926,693)	(2,378,113)

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

Current assets					
Cash and cash equivalents	2	3,447,450	3,447,450	3,464,882	4,030,523
Rates receivables	3	18,796	18,796	230,030	399,261
Receivables	3	41,473	41,473	93,393	(21,040)
Other current assets	4	1,878	1,878	95,394	(4,354)
Less: Current liabilities					
Payables	5	(178,832)	(178,832)	(55,332)	(69,044)
Borrowings	9	(42,365)	(42,365)	(42,365)	(21,481)
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)	(1,926,693)	(2,378,113)
Closing Funding Surplus / (Deficit)		54,881	54,881	1,809,417	1,845,597

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	1,630,529	0	0	1,630,529	Bank	Variable	Cheque Acc.
Trust Fund Cash at bank	Cash and cash equivalents	0	0	6,673	6,673	Bank	Variable	Cheque Acc.
SOW Term Deposit 1 - TD	Cash and cash equivalents	0	2,399,594	0	2,399,594	Bank	1.85%	26/01/2020
Total		1,630,930	2,399,594	6,673	4,037,196			
Comprising								
Cash and cash equivalents		1,630,930	2,399,594	6,673	4,037,196			
Financial assets at amortised cost		0	0	0	0			
		1,630,930	2,399,594	6,673	4,037,196			

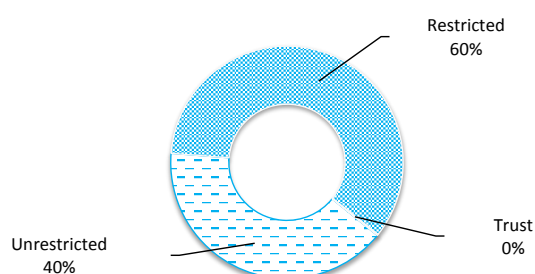
KEY INFORMATION

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
\$4.04 M	\$1.63 M

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

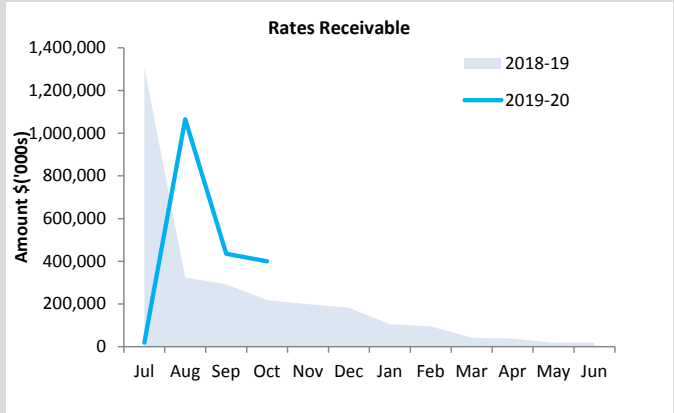
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates Receivable	30 Jun 2019	31 Oct 19
	\$	\$
Opening Arrears Previous Years	123161	18,796
Levied this year	0	1,297,080
Less - Collections to date	(104,365)	(915,946)
Equals Current Outstanding	18796	399,930
Net Rates Collectable	18,796	399,930
% Collected	84.7%	69.6%

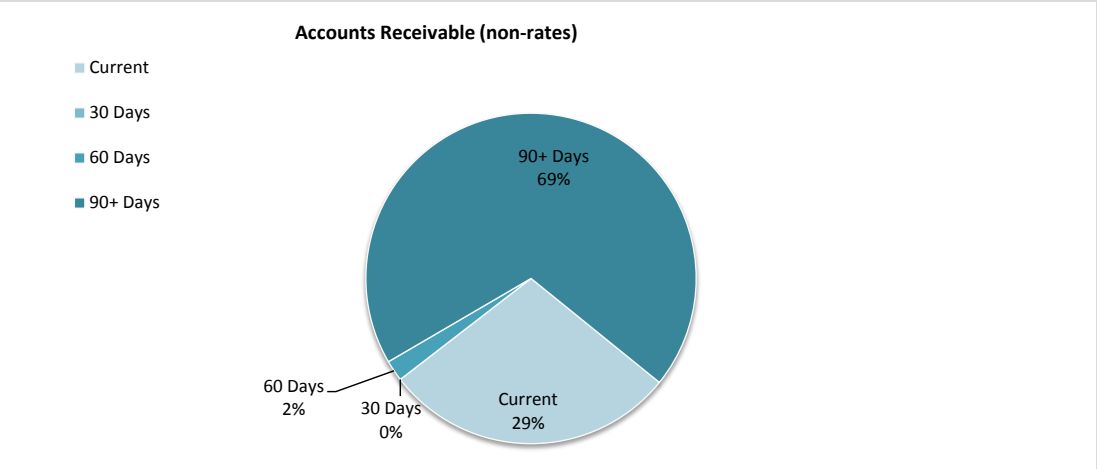
Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	(21,006)	7,625	0	546	18,396	5,561
Percentage	-377.7%	137.1%	0%	9.8%	330.8%	
Balance per Trial Balance						
Sundry receivable		5,561				5,561
GST receivable		13,241				13,241
Other receivables [describe]						0
Excess Rates Receipts		38,793				(38,793)
Other Rate & Services receivable		(4,398)			5,447	(1,049)
Total Receivables General Outstanding						(21,040)

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
69.6%	\$399,930



Debtors Due
(\$21,040)
Over 30 Days
341%
Over 90 Days
330.8%

	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 31 Oct 19
Other Current Assets	\$	\$	\$	\$
Inventory				
Inventories Fuel	716	34,481	(39,275)	(5,510)
Inventories Road Materials	1,156	0	0	1,156
Total Other Current assets				(4,354)

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.

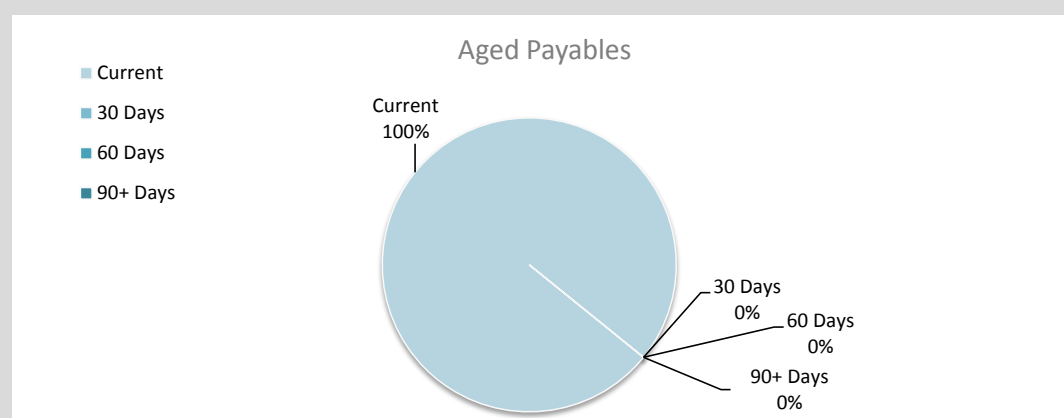
CONTRACT ASSETS

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.

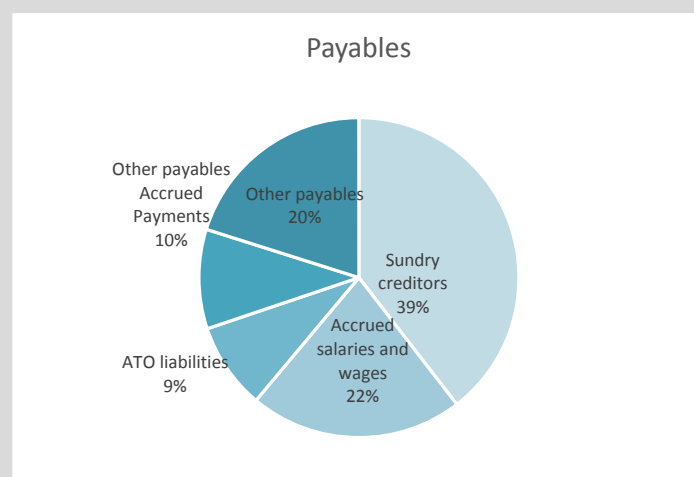
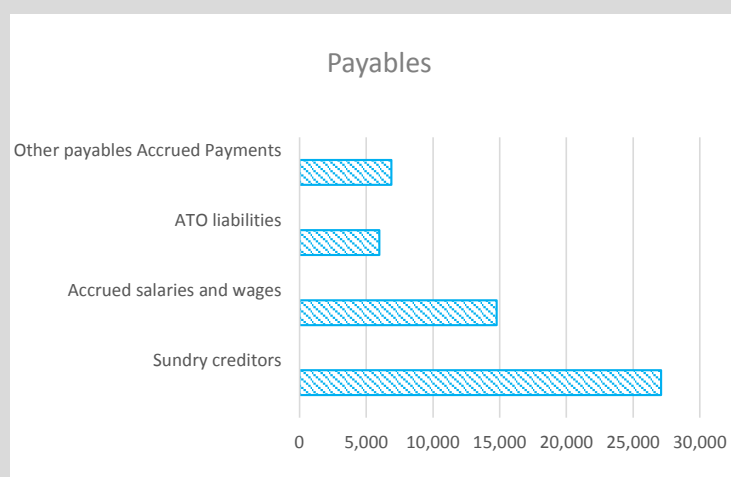
Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	27,088	0	0	0	27,088
Percentage	0%	100%	0%	0%	0%	
Balance per Trial Balance						
Sundry creditors		27,088				27,088
Accrued salaries and wages				14,763		14,763
ATO liabilities		5,986				5,986
Other payables Accrued Payments				6,886		6,886
Other payables		13,776				13,776
Total Payables General Outstanding						69,044

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.

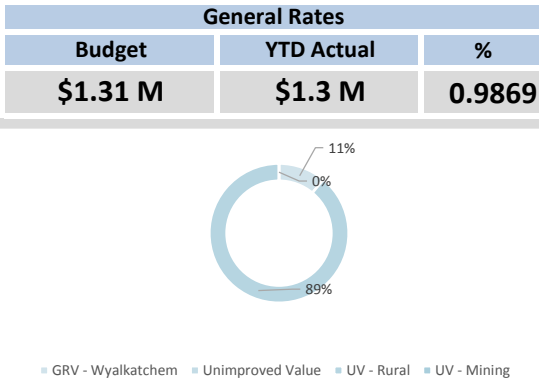
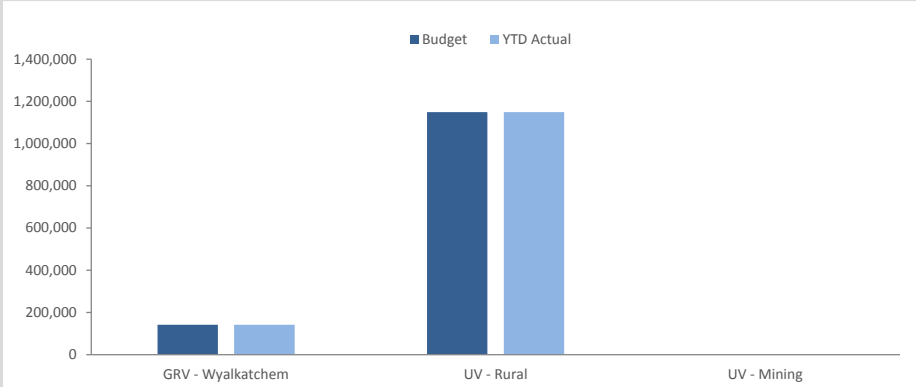


Creditors Due
\$69,044
Over 30 Days
0%
Over 90 Days
0%



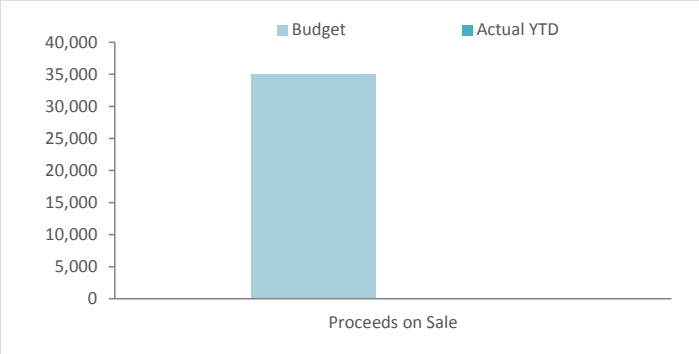
General Rate Revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
Gross Rental Value											
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)				(35,670)
Amount from General Rates							1,314,255				1,297,080
Total General Rates							1,314,255				1,297,080

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%

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

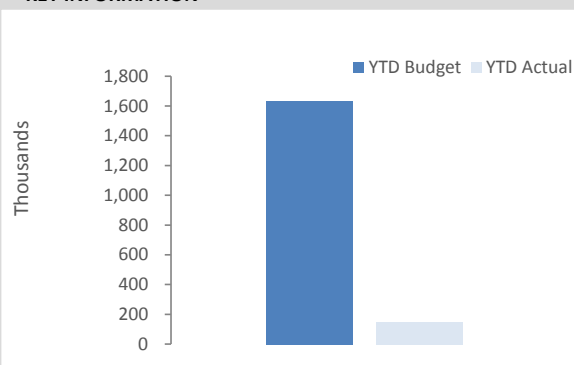
**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

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	188,556	142,317	(46,239)	24.52%
Infrastructure - Footpaths	7,609	0	0	0	0.00%
Infrastructure - Other	691,933	0	0	0	0.00%
Capital Expenditure Totals	1,634,315	188,556	147,893	(40,663)	
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	
Capital grants and contributions	994,966	114,320	126,025	11,705	
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)	(726,692)	(779,060)	(52,368)	
Capital Funding Total	1,634,315	188,556	147,893	(40,663)	

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	\$0.15 M	9%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$0.99 M	\$0.13 M	13%