



Minutes

of the

Ordinary Meeting of Council

held

on

Thursday 14
December 2017

In

The Council Chambers
Honour Avenue Wyalkatchem

Our purpose

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

Council's Vision

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

Our Purpose

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

Our Guiding Principles

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

Leaving a positive legacy for future generations and Councils;

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

Responsible financial management;

Informed, evidence-based and representative decision making; and

Effective communication and engagement.

Our Goals

Healthy, strong and connected communities

A prosperous and dynamic district

A sustainable natural and built environment

An effective voice

A well-managed and effective organisation

Facilities and assets that are well used and effectively managed

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1. DECLARATION OF OPENING

1.1 The Shire President declared the Meeting open: 3.47pm

1.2 The Shire of Wyalkatchem disclaimer was read aloud.

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

2 Public question time

2.1 Response to previous questions taken on notice

Not applicable

2.2 Declaration of public question time opened 3.47pm

2.3 Declaration of public question time closed 3.47pm

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

3.1 Present: Cr Davies, Cr Garner, Cr Butt, Cr Holdsworth, Cr Gamble, Cr Metcalfe

3.2 Apologies: Nil

3.3 On leave of absence: Nil

3.4 Staff: Ian McCabe, Craig Harris, Claire Trenorden, Ella McDonald

3.5 Visitors: Nil

3.6 Gallery: Nil

3.7 Applications for leave of absence: Cr Holdsworth submitted an application for leave of absence for the Ordinary Meeting of Council to be held on Thursday 15 February 2018. The application for leave of absence was approved with no objections.

4.1 Petitions Nil

4.2 Deputations Nil

4.3 Presentations Nil

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1.1 MEETINGS – CONFIRMATION OF MINUTES - ORDINARY

MEETING 23 November 2017

FILE REFERENCE:	Minute Book
AUTHOR'S NAME AND POSITION:	Ian McCabe Chief Executive Officer
AUTHOR'S SIGNATURE:	
NAME OF APPLICANT/RESPONDENT/LOCATION:	Shire of Wyalkatchem
DATE REPORT WRITTEN:	7 December 2017
DISCLOSURE OF INTEREST:	Not applicable
PREVIOUS MEETING REFERENCE:	Not Applicable

SUMMARY:

1. Confirm the minutes as an accurate record of the Ordinary Meeting of Council held on 23 November 2017.

Appendix:

There is no attachment to this report.

Background:

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

Comment:

There is no further comment to this item.

Consultation:

Ian McCabe, Chief Executive Officer.

Statutory Environment:

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

Policy Implications:

There is no Council Policy relative to this issue.

Financial Implications:

There are no Financial Implications relative to this issue.

Strategic Plan/Risk Implications:

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

Voting Requirements: Simple Majority

Council Decision Number: 3549

Moved: Cr Gamble

Seconded: Cr Garner

That Council resolve the following:

- 1. Confirm the minutes as an accurate record of the Ordinary Meeting of Council held on 23 November 2017**

Vote: 6/0

6.0 Announcements by Presiding Person: Cr Davies expressed Council's sincere condolences to the Garner family who recently lost Barbara's mother. Ex-Councillor of the Shire of Dowerin, Mr Bill Coote also passed away recently - his funeral will be held Tuesday 19 December at 10am in the Dowerin Town Hall.

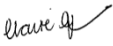
Cr Davies announced that he attended the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) Meeting and Christmas function earlier in the week which was unfortunately poorly attended. NEWROC are having a full-day strategic meeting on 27 February 2018 followed by a "wind-up" dinner and Cr Davies urges all Councillors to do their best to attend.

Cr Davies wished everyone a great Christmas and New Year. He encouraged his fellow Councillors to rest up for the month of January and come back next year full steam ahead.

7.0 Matters for which meeting may be closed : 12.1 - Public Health -
Agreements - Medical Services Agreement - Dr E O Awogun

8.1 Land Use and Planning: No items this month

8.2.1 FINANCIAL MANAGEMENT – FINANCIAL REPORTING – MONTHLY FINANCIAL REPORT – NOVEMBER 2017

FILE REFERENCE:	12.10.02
AUTHOR'S NAME AND POSITION:	Claire Trenorden Manager Corporate Services
AUTHOR'S SIGNATURE:	
NAME OF APPLICANT/RESPONDENT:	Not Applicable
DATE REPORT WRITTEN:	6 December 2017
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	OMC 23 November 2017 Council decision number: 3537
STRATEGIC COMMUNITY PLAN REFERENCE	5 – A well-managed and effective Council organization. 6 – Well utilized and effectively managed facilities and assets.

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

That Council resolve the following:

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

Appendix:

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

Background:

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

Comment:

November 2017 Financial Statements:

- Yearly operating revenue is \$1,999,732 inclusive of net rate income of \$1,193,428 (net of prepaid rates and discounts) – 81% of Budget
- Yearly operating expenditure is \$1,719,162 – 46% of Budget
- Yearly capital expenditure is \$943,706 – 52% of Budget
- Yearly capital revenue is \$1,530,353 – 84% of Budget
- Net current assets as 30 November 2017 are \$1,579,485

Operating Revenue: Total operating revenue is 81% of the Annual Budget.

Rates: Revenue of \$1,403,207 has been raised during the Rate Run for 2017/18 and rates notices were posted out by the planned date of 21 July 2017. The total Rate Run is broken down between Rates \$1,252,111, Rubbish \$98,595, Health Levy \$15,057 and ESL Levy \$37,444. To date income received is \$1,200,908 and discounts, concessions and write offs applied equate to \$19,485. Approximately 87% of Rates have been collected to date, with \$166,870 outstanding.

Breakdown of outstanding rates as at 30 November 2017:

Payment by instalments	\$111,588
Pensioners who have until 30 June 2018 to pay	\$16,248
Ratepayers on a payment arrangement	\$24,269
Legal Action	\$7,156
Deceased estates awaiting probate	\$7,609

Operating Expenditure: Total operating expenditure is 46% of the Annual Budget.

Capital Expenditure: Total Capital Expenditure (\$943,706) is 52% of the Annual Budget (\$1,823,181).

Land and Buildings	\$188,488	58 Flint St, Recreation Centre, Railway Station, Railway Barracks, Shire Office and Senior Citizens project are all in progress as of November 2017. The CEACA units contribution is complete for 2017/18.
Plant and Property	\$441,797	The grader, road crew utility and Works Manager vehicle replacements have been completed for 2017/18.
Roadworks	\$180,100	All projects are underway as of November 2017.
Footpaths	\$22,442	Projects are completed for 2017/18.
Airport	\$6,031	The project is in progress as of November 2017.
Other Infrastructure	\$54,300	The Tennis Club playground is in progress as of November 2017. The Swimming Pool capital work is complete for 2017/18.
Transfers to Reserves	\$16,847	

Net Assets: Net Current Assets as at 30 November 2017 amounts to \$1,579,485. This is in the majority comprised of Cash Unrestricted – Municipal Funds (\$1,300,197).

Consultation:

Ian McCabe   Chief Executive Officer

Statutory Environment:

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

Policy Implications:

There is no Council Policy relative to this issue.

Financial Implications:

There are no Financial Implications relative to this issue.

Strategic Plan/Risk Implications:

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

Voting Requirements   Simple Majority

Council Decision Number: 3550

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

That Council resolve the following:

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

Vote: 6/0

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

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LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

	Note	Amended Annual Budget 4	TD Budget (a)	TD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 3	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		2,100	875	3,726	2,851	76.5%	
General Purpose Funding		555,941	277,971	274,329	(3,642)	(1.3%)	
Law, Order and Public Safety		38,762	12,151	35,959	23,808	66.2%	
Health		49,589	0	0	(0)	(100.0%)	
Education and Welfare		0	0	0	0		
Housing		117,849	49,104	46,311	(2,793)	(6.0%)	
Community Amenities		111,408	107,420	105,668	(1,753)	(1.7%)	
Recreation and Culture		39,816	34,590	2,971	(31,619)	(1064.2%)	▼
Transport		295,116	97,965	185,437	87,472	47.2%	▲
Economic Services		15,991	8,663	9,560	897	9.4%	
Other Property and Services		18,092	12,538	142,345	129,806	91.2%	▲
Total (Excluding Rates)		1,244,664	601,277	806,305	205,028	25.4%	
Operating Expense							
Governance		(294,570)	(92,738)	(85,533)	7,205	8.4%	
General Purpose Funding		(65,573)	(26,322)	(24,078)	2,244	9.3%	
Law, Order and Public Safety		(109,962)	(50,318)	(54,110)	(3,793)	(7.0%)	
Health		(304,935)	(115,056)	(106,645)	8,412	7.9%	
Education and Welfare		(17,858)	(16,358)	(22,428)	(6,070)	(27.1%)	
Housing		(243,971)	(91,655)	(84,703)	6,952	8.2%	
Community Amenities		(209,911)	(87,463)	(94,515)	(7,052)	(7.5%)	
Recreation and Culture		(750,482)	(292,701)	(282,595)	10,106	3.6%	
Transport		(1,544,304)	(788,359)	(1,003,293)	(214,934)	(21.4%)	▲
Economic Services		(105,831)	(44,096)	(45,306)	(1,210)	(2.7%)	
Other Property and Services		(55,978)	76,676	84,043	7,367	(8.8%)	
Total		(3,703,375)	(1,528,389)	(1,719,162)	(190,773)		
Funding Balance Adjustment							
Add back Depreciation		1,142,817	476,174	502,131	25,957	5.2%	
Adjust (Profit)/Loss on Asset Disposal	10	52,886	(126,727)	(126,727)	0	0.0%	
Movement in Deferred Pensional Rates (Non-Current)				0	0		
Movement in Accrued Salaries and Wages				0	0		
Movement in Employee Benefit Provisions				0	0		
Adjust Provisions and Accruals				0	0		
Net Operating (Ex. Rates)		(1,263,008)	(577,665)	(537,454)	40,212		
Capital Revenues							
Proceeds from Disposal of Assets	10	133,000	126,727	126,727	0	0.0%	
Non-Operating Grants		671,231	405,119	405,119	0	0.0%	
Proceeds from New Debentures		0	0	0	0		
Proceeds from Sale of Investments				0	0		
Proceeds from Advances				0	0		
Self-Supporting Loan Principal		13,087	5,338	5,338	0	0.0%	
Transfer from Reserves	9	1,012,111	993,169	993,169	0	0.0%	
Total		1,829,429	1,530,353	1,530,353	0		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	10	(261,200)	(188,488)	(188,488)	0	0.0%	
Plant and Equipment	10	(445,201)	(441,797)	(441,797)	0	0.0%	
Furniture and Equipment	10	0	0	0	0		
Infrastructure Assets - Roads	10	(838,466)	(180,100)	(180,100)	0	0.0%	
Infrastructure Assets - Other	10	(157,500)	(82,773)	(82,773)	0	0.0%	
Purchase of Investments				0	0		
Repayment of Debentures		(53,669)	(33,701)	(33,701)	0	0.0%	
Advances to Community Groups				0	0		
Transfer to Reserves	9	(67,145)	(16,847)	(16,847)	0	0.0%	
Total		(1,823,181)	(943,706)	(943,706)	0		
Net Capital		6,248	586,647	586,647	0		
Total Net Operating + Capital		(1,256,760)	8,981	49,193	40,212		
Rate Revenue		1,232,354	1,232,354	1,193,428	(38,926)	(3.3%)	
Opening Funding Surplus(Deficit)		105,000	105,000	336,864	231,864	68.8%	▲
Closing Funding Surplus(Deficit)	3	80,594	1,346,335	1,579,485	233,149	14.8%	

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

	Note	Amended Annual Budget 4	TID Budget (a)	TID Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 3	
Operating Revenues		\$	\$	\$	\$	%	
Grants, Subsidies and Contributions	8	906,888	397,537	473,900	76,363	16.1%	▲
Profit on Asset Disposal	10	0	0	126,727	126,727	100.0%	▲
Fees and Charges		277,751	178,730	185,184	6,455	3.5%	
Interest Earnings		60,025	25,010	20,494	(4,517)	(22.0%)	
Other Revenue		0	0	0	0		
Total (Excluding Rates)		1,244,664	601,277	806,305	205,028		
Operating Expense							
Employee Costs		(1,039,368)	(433,070)	(436,696)	(3,626)	(0.8%)	
Materials and Contracts		(1,142,605)	(446,502)	(626,744)	(180,241)	(28.8%)	▲
Utilities Charges		(184,343)	(46,810)	(40,905)	5,904	14.4%	
Depreciation (Non-Current Assets)		(1,142,817)	(476,174)	(502,131)	(25,957)	(5.2%)	
Interest Expenses		(18,039)	(7,516)	(4,319)	3,197	74.0%	
Insurance Expenses		(123,317)	(118,317)	(108,368)	9,949	9.2%	
Loss on Asset Disposal	10	(52,886)	0	0	(0)	100.0%	
Other Expenditure		0	0	0	0		
Total		(3,703,375)	(1,528,389)	(1,719,162)	(190,773)		
Funding Balance Adjustment							
Add Back Depreciation		1,142,817	476,174	502,131	25,957	5.2%	
Adjust (Profit)/Loss on Asset Disposal	10	52,886	(126,727)	(126,727)	0	0.0%	
Movement in Deferred Pensional Rates (Non-Current)					0		
Movement in Accrued Salaries and Wages					0		
Movement in Employee Benefit Provisions					0		
Adjust Provisions and Accruals					0		
Net Operating (Ex. Rates)		(1,263,008)	(577,665)	(537,454)	40,212		
Capital Revenues							
Grants, Subsidies and Contributions	8	671,231	405,119	405,119	0	0.0%	
Proceeds from Disposal of Assets	10	133,000	126,727	126,727	0	0.0%	
Proceeds from New Debentures					0		
Proceeds from Sale of Investments					0		
Proceeds from Advances					0		
Self-Supporting Loan Principal		13,087	5,338	5,338	0	0.0%	
Transfer from Reserves	9	1,012,111	993,169	993,169	0	0.0%	
Total		1,829,429	1,530,353	1,530,353	0		
Capital Expenses							
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Land and Buildings	10	(261,200)	(188,488)	(188,488)	0	0.0%	
Plant and Equipment	10	(445,201)	(441,797)	(441,797)	0	0.0%	
Furniture and Equipment	10	0	0	0	0		
Infrastructure Assets - Roads	10	(838,466)	(180,100)	(180,100)	0	0.0%	
Infrastructure Assets - Other	10	(157,500)	(82,773)	(82,773)	0	0.0%	
Purchase of Investments			0		0		
Repayment of Debentures		(53,669)	(33,701)	(33,701)	0	0.0%	
Advances to Community Groups					0		
Transfer to Reserves	9	(67,145)	(16,847)	(16,847)	0	0.0%	
Total		(1,823,181)	(943,706)	(943,706)	0		
Net Capital		6,248	586,647	586,647	0		
Total Net Operating + Capital		(1,256,760)	8,981	49,193	40,212		
Rate Revenue		1,232,354	1,232,354	1,193,428	(38,926)	(3.3%)	
Opening Funding Surplus(Deficit)		105,000	105,000	336,864	231,864	68.8%	▲
Closing Funding Surplus(Deficit)	3	80,594	1,346,335	1,579,485	233,149	14.8%	

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

1. SIGNIFICANT ACCOUNTING POLICIES

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

(a) Basis of Accounting

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Cash and Cash Equivalents

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

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

(g) Trade and Other Receivables

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

Mandatory Requirement to Revalue Non-Current Assets

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

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

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

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

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

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

Land under Control

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Fixed Assets (Continued)

Initial Recognition

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

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

Revaluation

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

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

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

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

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

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

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

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

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

Transitional Arrangement

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Fixed Assets (Continued)

Early Adoption of AASB 13 - Fair Value Measurement

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

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

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

Land Under Roads

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

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

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

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

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

(j) Depreciation of Non-Current Assets

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

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

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

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

Capitalisation Threshold

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

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

GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

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

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(r) STATEMENT OF OBJECTIVE (Continued)

EDUCATION AND WELFARE

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

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

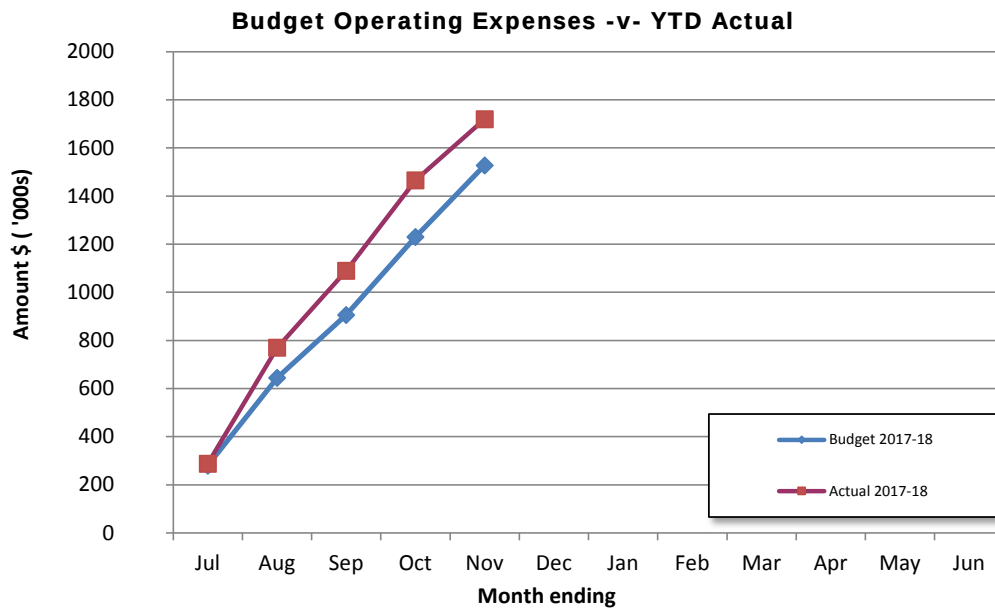
Tourism, pest control, building controls and natural resource management. Tourism facilities, information and directional signs. Weed and pest control services. Necessary building control services.

OTHER PROPERTY & SERVICES

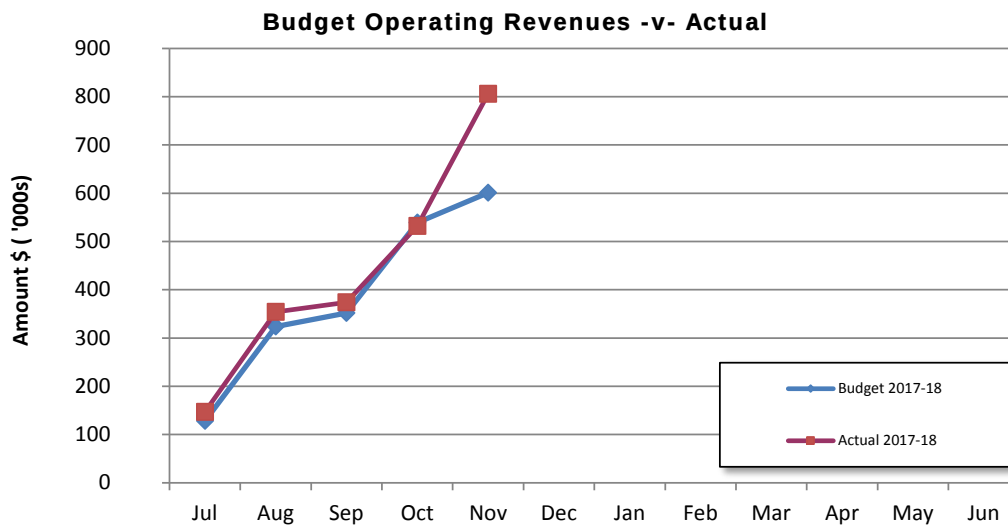
Private works carried out by council and indirect cost allocation pools.
Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

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

Note 2 - Graphical Representation - Source Statement of Financial Activity



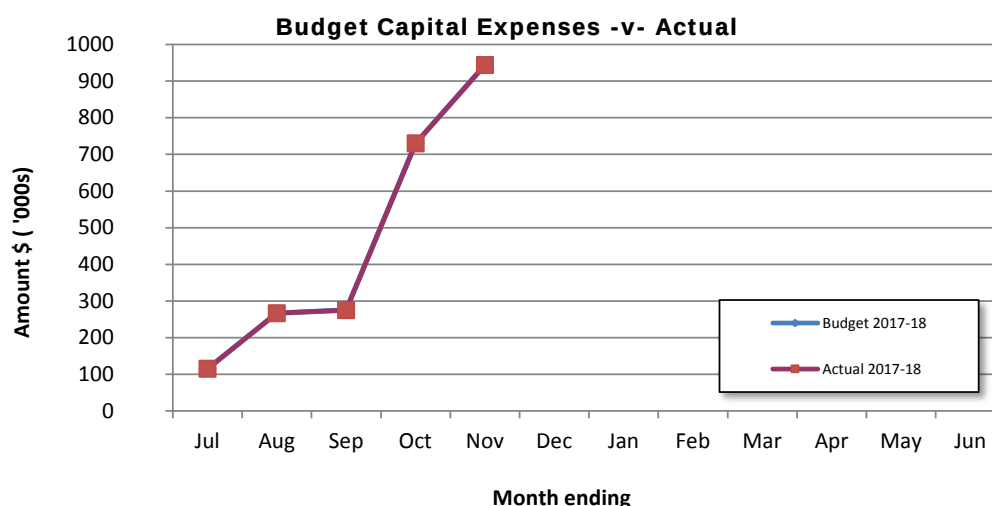
Comments/Notes - Operating Expenses



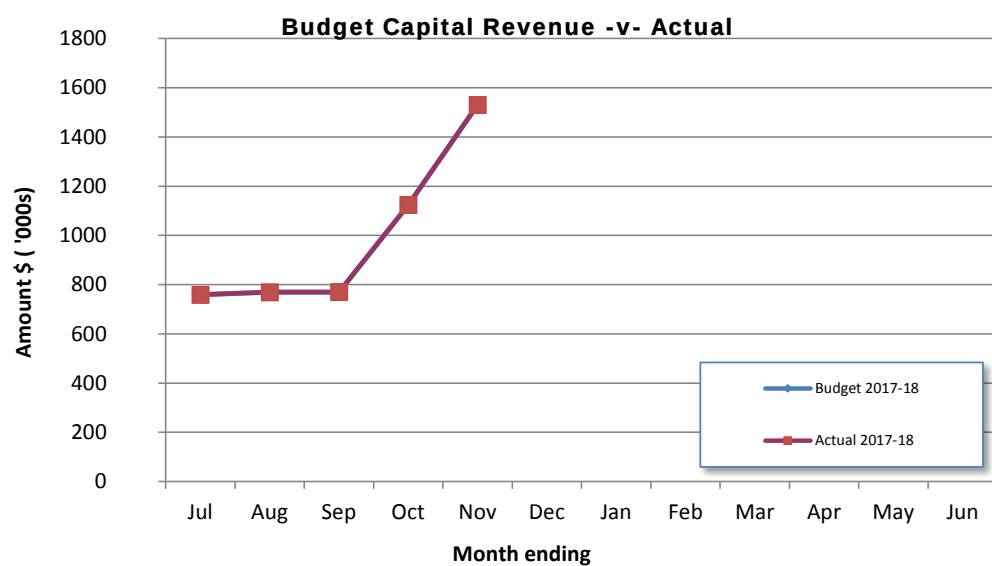
Comments/Notes - Operating Revenues

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

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses



Comments/Notes - Capital Revenues

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

Note 3: NET CURRENT FUNDING POSITION

Current Assets

Cash Unrestricted
Cash Restricted
Investments
Receivables - Rates and Rubbish
Receivables -Other
Inventories

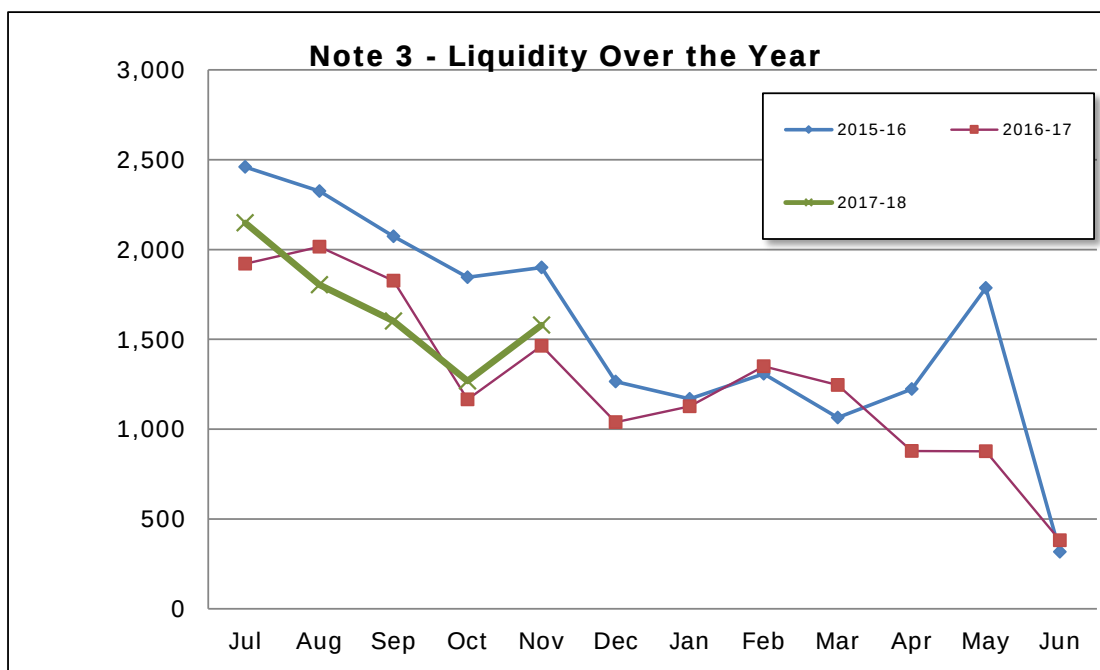
Less: Current Liabilities

Payables
Current Employee Benefits Provision

Less: Cash Restricted

Net Current Funding Position

Positive=Surplus (Negative=Deficit)		
2017-18		
This Month	Last Month	Same Period Last Year
\$	\$	\$
1,300,197	1,273,615	1,281,230
1,939,895	1,939,895	2,369,462
166,870	187,523	161,741
88,324	4,196	4,442
99,568	92,562	115,230
3,594,854	3,497,791	3,932,105
(25,582)	(240,419)	(28,274)
(49,891)	(49,891)	(70,788)
(75,473)	(290,310)	(99,061)
(1,939,895)	(1,939,895)	(2,369,462)
1,579,485	1,267,585	1,463,581



Comments - Net Current Funding Position

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

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
At Call - Municipal	0.05%	699,565				699,565	NAB	Call
At Call - Working	0.01%			6,257		6,257	NAB	Call
(b) Term Deposits								
Reserves	2.40%		1,939,895			1,939,895	NAB	23/01/2018
Surplus Funds	2.40%				600,000	600,000	NAB	16/01/2018
(c) Investments								
Total		699,565	1,939,895	6,257	600,000	3,245,717		

Comments/Notes - Investments

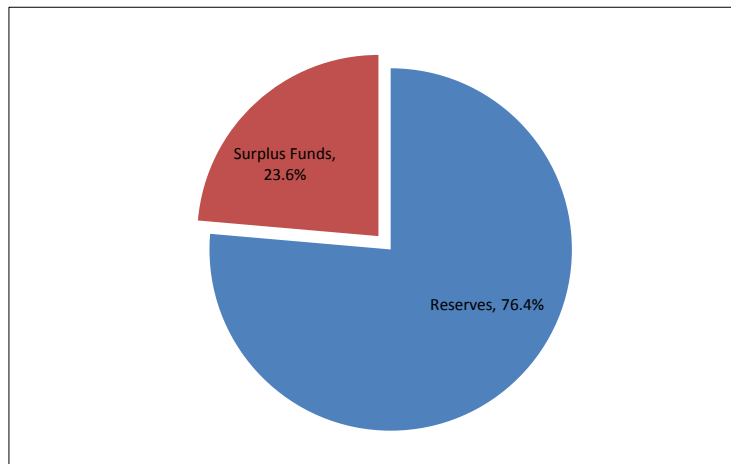
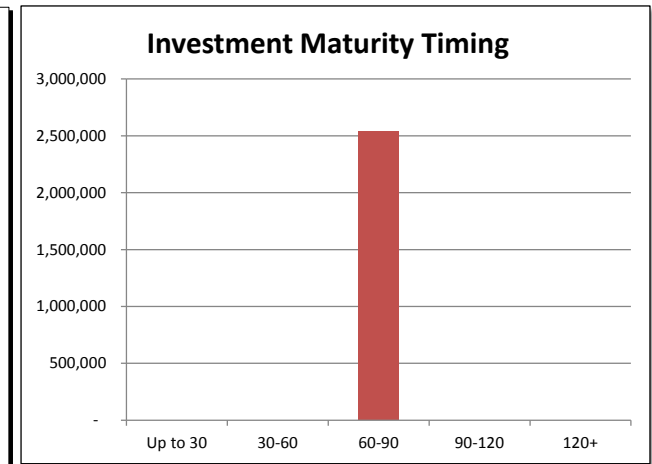
For the Period Ended 30 November 2017

Deposit Ref	Deposit Date	Institution	Term (Days)	Invested Interest rates	Expected Interest
General Municipal					
Surplus Funds	18/10/2017	NAB	90	2.40%	3,551
					-
				Subtotal	3,551
Restricted					
Reserves	25/10/2017	NAB	90	2.40%	11,480
				Subtotal	11,480
				Total Funds Invested	15,031

Amount Invested (Days)					Total
Up to 30	30-60	60-90	90-120	120+	
-	-	600,000	-	-	600,000
-	-	600,000	-	-	600,000
-	-	1,939,895	-	-	1,939,895
-	-	1,939,895	-	-	1,939,895
-	-	2,539,895	-	-	2,539,895

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

Deposit Ref	Deposit Date	Term (Days)	Invested Interest rates	Amount Invested	Percentage of Portfolio
NAB - Reserves					
TD114022574	25/10/2017	90	2.40%	1,939,895	
Subtotal				1,939,895	76.4 %
NAB - Surplus Funds					
925842461	18/10/2017	90	2.40%	600,000	
Subtotal				600,000	23.6 %
Subtotal				-	0.0 %
Subtotal				-	0.0 %
Subtotal				-	0.0 %
Subtotal				-	0.0 %
Total Funds Invested				2,539,895	100.0 %



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

Note 5: MAJOR VARIANCES

Comments / Reason for Variance						
		ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
5.1 OPERATING REVENUE (EXCLUDING RATES)						
5.1.1 GOVERNANCE						
I041010	Reimbursements	2,000	1,225	3,726	2,501	This is estimated in the Annual Budget. An insurance claim was received for replacing the windscreen on the Doctor's vehicle (\$1,127), a bonus was given by Isuzu for the purchase of a ute (\$500) and reimbursement was received for three private people attending the Shire run snake handling course (\$600).
5.1.2 GENERAL PURPOSE FUNDING						
5.1.3 LAW ORDER AND PUBLIC SAFETY						
I051006	Aware Grant	0	0	24,000	24,000	This grant was approved after the Annual Budget was adopted. It will be fully offset with expenditure
5.1.4 HEALTH						
5.1.5 EDUCATION AND WELFARE						
5.1.6 HOUSING						
5.1.7 COMMUNITY AMENITIES						
5.1.8 RECREATION AND CULTURE						
I112015	Swimming Pool Revitalisation Grant	32,000	32,000	0	(32,000)	This grant will not be received due to the State Government withdrawing it in the State Budget.
5.1.9 TRANSPORT						

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

Note 5: MAJOR VARIANCES

Comments / Reason for Variance		ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
I121055	WANDRRA	0	0	85,545	85,545	The WANDRRA claim was not included in the Annual Budget but it is to offset the expenditure of E122095. This is only claim one and there will be further claims to come
5.1.10 ECONOMIC SERVICES						
5.1.11 OTHER PROPERTY AND SERVICES						
I146010	Profit from sale of assets	0	0	126,727	126,727	This is for the trade in of the grader and is only as a journal has not been completed for the profit/loss. This will be completed in December.
5.2 OPERATING EXPENSES						
5.2.1 GOVERNANCE						
5.2.2 GENERAL PURPOSE FUNDING						
5.2.3 LAW, ORDER AND PUBLIC SAFETY						
5.2.4 HEALTH						
5.2.5 EDUCATION AND WELFARE						
E082298	Depreciation	3,858	1,608	8,428	6,821	Depreciation is increased due to the asset addition of the new Senior Citizens Units, this is a non cash item and won't affect the closing balance
5.2.6 HOUSING						
5.2.7 COMMUNITY AMENITIES						

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

Note 5: MAJOR VARIANCES

Comments / Reason for Variance					
	ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
5.2.8 RECREATION AND CULTURE					
5.2.9 TRANSPORT					
E122095 WANDRRA Event	0	0	221,484	221,484	This was due to timing as work was budgeted to commence in 2016/17 but didn't start until July 2017. This is offset by a higher opening surplus figure and also income that will be received once claims are approved by Main Roads.
5.2.10 ECONOMIC SERVICES					
5.2.11 OTHER PROPERTY AND SERVICES					
5.3 CAPITAL REVENUE					
5.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS					
5.3.2 PROCEEDS FROM DISPOSAL OF ASSETS					
5.3.3 PROCEEDS FROM NEW DEBENTURES					
5.3.4 PROCEEDS FROM SALE OF INVESTMENT					
5.3.5 PROCEEDS FROM ADVANCES					
5.3.6 SELF-SUPPORTING LOAN PRINCIPAL					
5.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)					
5.4 CAPITAL EXPENSES					
5.4.1 LAND HELD FOR RESALE					

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

Note 5: MAJOR VARIANCES

Comments / Reason for Variance					
	ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
5.4.2 LAND AND BUILDINGS					
5.4.3 PLANT AND EQUIPMENT					
5.4.4 FURNITURE AND EQUIPMENT					
5.4.5 INFRASTRUCTURE ASSETS - ROADS					
5.4.6 INFRASTRUCTURE ASSETS - OTHER					
5.4.7 PURCHASES OF INVESTMENT					
5.4.8 REPAYMENT OF DEBENTURES					
5.4.9 ADVANCES TO COMMUNITY GROUPS					
5.4.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)					
5.4.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)					
5.5 OTHER ITEMS					

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

Note 5: MAJOR VARIANCES

Comments / Reason for Variance		ANNUAL	YTD			
		BUDGET	BUDGET	ACTUAL	VARIANCE	COMMENTS
5.5.1 RATE REVENUE						
I031031	Pre Paid Rates	0	0	(39,418)	(39,418)	These are rates for 2017/18 that were pre-paid in the 2016/17 financial year. It is assumed that if about the same amount are pre-paid in June 2018 for next year that the closing balance as at 30 June 2018 will be \$0.
5.5.2 OPENING FUNDING SURPLUS(DEFICIT)						
	Opening Surplus	105,000	105,000	336,864	231,864	The opening surplus was higher mainly due to the timing of the work beginning for WANDRRA repairs. This is offset by higher expenditure on transport in 2017/18
5.5.3 DEPRECIATION						

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

Note 6: BUDGET AMENDMENTS

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

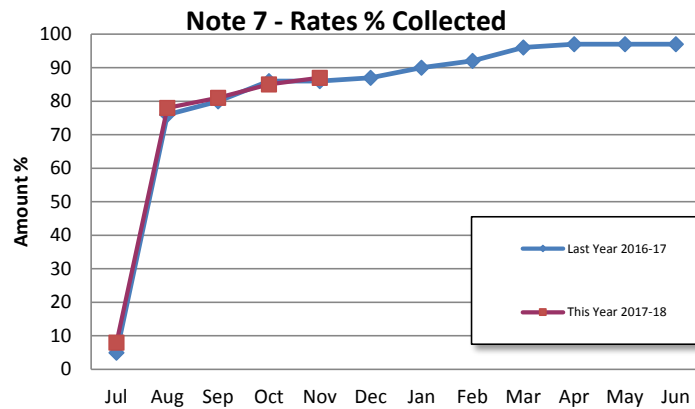
GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption			\$	\$	\$	\$
							0
							0
	Closing Funding Surplus (Deficit)			0	0	0	0

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

Note 7: RECEIVABLES

Receivables - Rates and Rubbish

	Current 2017-18	Previous 2016-17	Total
Opening Arrears Previous Years	\$	\$	\$
Rates Levied this year		18,195	18,195
Interim Rates	1,403,207	0	1,403,207
Rates in Advance (Pre-Paid)	220		220
Instalment Fees	(39,418)	0	(39,418)
Administration/Legal Fees	3,793	0	3,793
Interest	0	0	0
Less Discount/Concessions/Write off	1,266	0	1,266
Less Collections to date	(19,485)	0	(19,485)
Equals Current Outstanding	(1,193,511)	(7,397)	(1,200,908)
Ex-Gratia Rates	156,072	10,798	166,870
Net Rates Collectable	(8,109)		166,870
% Collected			86.57%



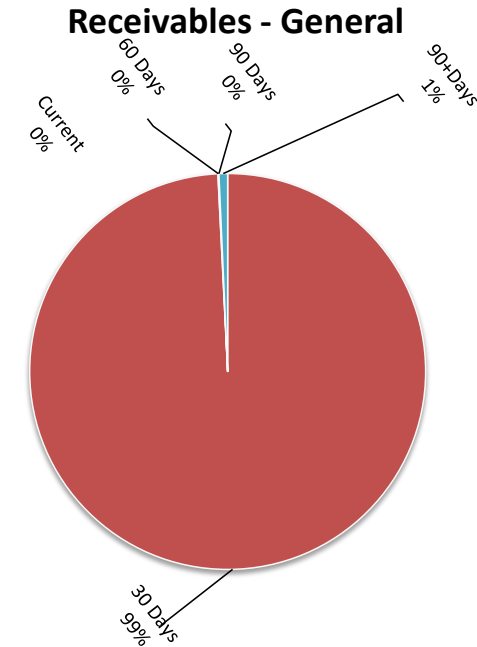
Comments/Notes - Receivables Rates and Rubbish

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

Receivables - General

	Current	30 Days	60 Days	90 Days	90+Days
	\$	\$	\$	\$	\$
	0	87,629	75	0	620
Total Outstanding					88,324

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

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

Note 8: GRANTS AND CONTRIBUTIONS

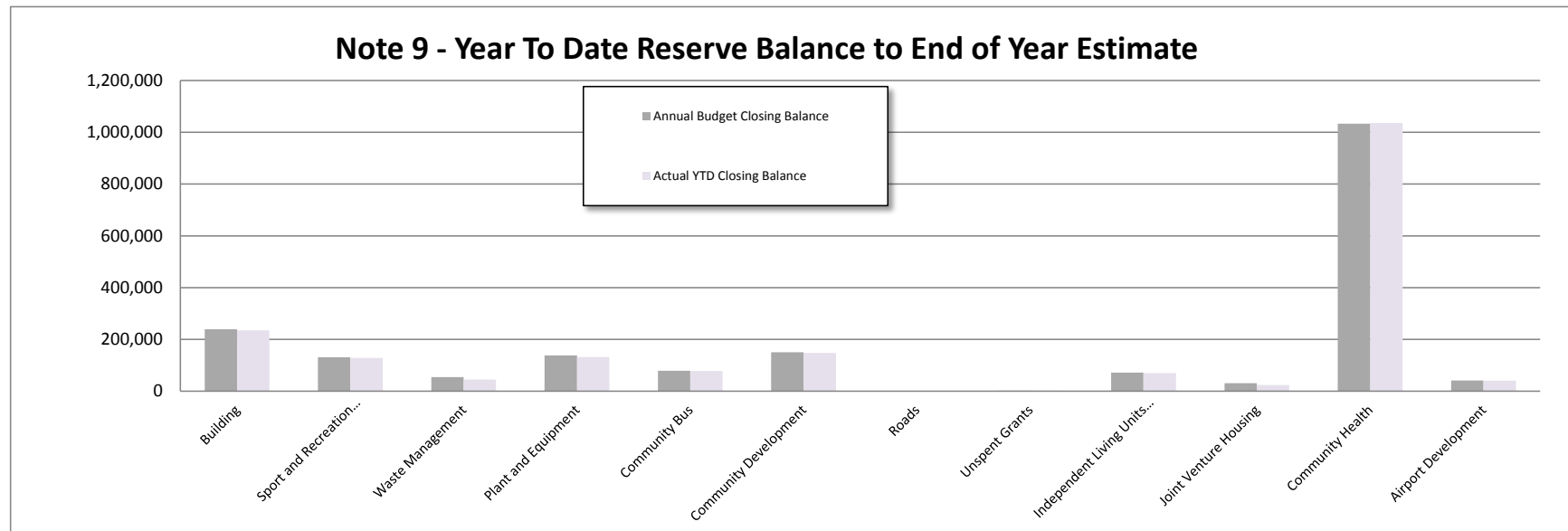
Program/Details GL	Provider	Approval Yes No	2017-18 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status		Estimated Receival Dates
						Received	Not Received	
GENERAL PURPOSE FUNDING		(Yes/No)	\$	\$	\$	\$	\$	
Financial Assistance Grant	State Government	Yes	479,921	0	479,921	241,684	238,237	Approx 50% of 2017/18 grant was pre-paid in June 2017. Balance will be paid quarterly.
GOVERNANCE								
Reimbursements - Miscellaneous	Various		2,000	0	2,000	3,726	(1,726)	
LAW, ORDER, PUBLIC SAFETY								
DFES Operating Grant	DFES	Yes	33,262	0	33,262	5,875	27,387	The 1st instalment for 2017/18 was pre-paid in June 2017 This grant was approved after the Annual Budget was adopted, it will be fully offset by expenditure.
AWARE Grant	DFES	No	0	0	0	24,000	(24,000)	
HEALTH								
Medical Centre Contribution	Shire of Koorda	Yes	49,589		49,589	0	49,589	Quarterly - Oct, Jan, Apr, Jun
COMMUNITY AMENITIES								
RECREATION AND CULTURE								
Swimming Pool Grant	Department of Sport & Rec	No	32,000		32,000	0	32,000	
TRANSPORT								
Financial Assistance Grant	State Government	Yes	188,007		188,007	99,674	88,334	Approx 50% of 2017/18 grant was pre-paid in June 2017. Balance will be paid quarterly.
Main Roads Direct Grant	Main Roads WA	Yes	105,690		105,690	0	105,690	Awaiting State Government Budget to find out what downward adjustment there will be to this grant.
Street Lighting Subsidy	Main Roads WA	Yes	1,419		1,419	0	1,419	May 18
Regional Road Group	Main Roads WA	Yes	266,112		266,112	0	266,112	
Roads to Recovery	Department of Infrastructure and Regional Development	Yes	405,119		405,119	405,119	0	Quarterly
WANDRRA	Main Roads WA	Yes	0		0	85,545	(85,545)	Quarterly
OTHER PROPERTY & SERVICES								
Diesel Fuel Rebate	Australian Taxation Office	Yes	15,000		15,000	13,396	1,604	Monthly
TOTALS			1,578,119	0	1,578,119	879,019	699,100	

Comments - Grants and Contributions

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

Note 9: Cash Backed Reserve

Name	Opening Balance	Annual Budget Interest Earned	Actual Interest Earned	Annual Budget Transfers In (+)	Actual Transfers In (+)	Annual Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Annual Budget Closing Balance	Actual YTD Closing Balance
Building	\$ 233,708	\$ 5,589	\$ 1,709	\$	\$	\$	\$		\$ 239,297	\$ 235,417
Sport and Recreation Facilities	127,946	3,060	936						131,006	128,881
Waste Management	44,073	1,272	322	9,110					54,455	44,395
Plant and Equipment	364,578	8,719	2,666			(235,000)	(235,000)		138,297	132,244
Community Bus	77,328	1,849	566						79,177	77,894
Community Development	147,084	3,518	1,076						150,602	148,160
Roads	235,452	0	329			(235,452)	(235,781)		0	0
Unspent Grants	523,572	46	743			(521,659)	(522,388)		1,959	1,927
Independent Living Units project	69,763	1,668	510						71,431	70,273
Joint Venture Housing	24,055	720	176	6,036					30,811	24,231
Community Health	1,028,268	24,592	7,520			(20,000)			1,032,860	1,035,788
Airport Development	40,391	966	295						41,357	40,686
	2,916,217	51,999	16,847	15,146	0	(1,012,111)	(993,169)		1,971,251	1,939,895



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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Profit(Loss) of Asset Disposal				Disposals	Current Budget Replacement			
Cost	Accum Depr	Proceeds	Profit (Loss)		Annual Budget	Actual	Variance	
\$	\$	\$	\$		\$	\$	\$	
		118,000	118,000	Other Property and Services				
		8,727	8,727	Cat Grader	360,000	355,570	(4,430)	▼
				Holden Rodeo	35,000	47,100	12,100	▲
0	0	126,727	126,727	Totals	395,000	402,670	7,670	

Comments - Capital Disposal

Contributions Information					Summary Acquisitions	Current Budget			
Municipal Funds	Grants	Reserves / Proceeds	Borrowing	Total		Annual Budget	Actual	Variance	
\$	\$	\$	\$	\$		\$	\$	\$	
					Property, Plant & Equipment				
0	0	0	0	0	Land for Resale	0	0	0	
261,200	0	0	0	261,200	Land and Buildings	261,200	188,488	(72,712)	▼
77,201	0	368,000	0	445,201	Plant & Property	445,201	441,797	2,797	▼
0	0	0	0	0	Furniture & Equipment	0	0	0	
					Infrastructure				
85,757	752,710	0	0	838,467	Roadworks	838,467	180,100	(658,367)	▼
0	0	0	0	0	Drainage	0	0	0	
0	0	0	0	0	Bridges	0	0	0	
22,500	0	0	0	22,500	Footpath & Cycleways	22,500	22,442	(58)	▼
20,000	0	0	0	20,000	Parks, Gardens & Reserves	20,000	0	(20,000)	▼
35,000	0	0	0	35,000	Airports	35,000	6,031	(28,970)	▼
0	0	0	0	0	Sewerage	0	0	0	
0	0	0	0	80,000	Other Infrastructure	80,000	54,300	(25,700)	▼
501,658	752,710	368,000	0	1,702,368	Totals	1,702,368	893,157	(803,010)	

Comments - Capital Acquisitions

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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

Contributions					Land & Buildings	Current Budget			
						This Year			
Municipal Funds	Grants	Reserves / Proceeds	Borrowing	Total		Annual Budget	Actual	Variance	
\$	\$	\$	\$	\$		\$	\$	\$	
12,400				12,400	Governance Shire Office	12,400	11,380	(1,020)	▼
5,000				5,000	Health Medical Centre	5,000	0	(5,000)	▼
108,800				108,800	Education and Welfare Aged Care Services and Accommodation	108,800	108,800	0	
0				0	Senior Citizens Homes Project	0	43,047	43,047	▲
5,000				5,000	Housing 1 Slocum St	5,000	0	(5,000)	▼
5,000				5,000	4 Slocum St	5,000	0	(5,000)	▼
5,000				5,000	58 Flint St	5,000	1,320	(3,680)	▼
5,000				5,000	45 Wilson St	5,000	0	(5,000)	▼
15,000				15,000	Lady Novar	15,000	0	(15,000)	▼
5,000				5,000	Recreation and Culture Town Hall	5,000	0	(5,000)	▼
25,000				25,000	Recreation Centre	25,000	16,620	(8,380)	▼
30,000				30,000	Transport Depot	30,000	0	(30,000)	▼
20,000				20,000	Economic Services Railway Station	20,000	7,183	(12,817)	▼
20,000				20,000	Railway Barracks	20,000	138	(19,862)	▼
261,200	0	0	0	261,200	Totals	261,200	188,488	(72,712)	

Contributions					Plant & Equipment	Current Budget		
						This Year		
Municipal Funds	Grants	Reserves / Proceeds	Borrowing	Total		Annual Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$		\$	\$	\$
6,201				6,201	Law, Order & Public Safety	6,201	0	(6,201) ▼
		360.000		360.000	Tanks for North Korrelocking			
33,000				33,000	Transport	360.000	355.570	(4.430) ▼
27,000		8,000		35,000	Grader	33,000	39,127	6,127 ▲
5,000				5,000	Road Crew Utility 4x4	35,000	47,100	12,100 ▲
6,000				6,000	Works Manager Utility	5,000	0	(5,000) ▼
					Plate compactor	6,000	0	(6,000) ▼
					Line Marker			
77,201	0	368,000	0	445,201	Totals	445,201	441,797	2,797

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

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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions					Roads	Current Budget			
						This Year			
Municipal Funds	Grants	Reserves / Proceeds	Borrowing	Total		Annual Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$		\$	\$	\$	
15,596				15,596	Transport The approved Blackspot funding was for the Benjaberring/Hindmarsh crossroads on the main Dowerin Wyalkatchem Road. This crossing is in a 110km/h speed zone with no clear line of site in either direction, creating a severe risk when shifting heavy machinery and for the school bus route	15,596	4,594	(11,002)	▼
42,690	131,151			173,841	Koorda / Wyalkatchem Rd - SLK 4.30 - 8.30 (4.0 km) - Shoulder Reconditioning (alter Scope of Works & TEC with SRRG)	173,841	8,914	(164,927)	▼
	100,599			100,599	Tammin / Wyalkatchem Rd - SLK 19.60 - 21.83 (2.23 km) - Shoulder Widening & Primersealing Shoulders ONLY (alter TEC with SRRG)	100,599	20,203	(80,396)	▼
27,471	146,289			173,760	Cunderdin/Wyalkatchem Rd	173,760	25,563	(148,197)	▼
	23,847			23,847	Lewis Rd	23,847	8,732	(15,115)	▼
	24,610			24,610	Lawrence Rd	24,610	12,500	(12,110)	▼
	19,077			19,077	Harrison Rd	19,077	8,280	(10,797)	▼
	27,424			27,424	Lewis East Rd	27,424	10,481	(16,943)	▼
	32,432			32,432	Elsegood Rd Resheeting	32,432	4,643	(27,789)	▼
	16,693			16,693	Benja-Hindmarsh - Nth	16,693	33,586	16,893	▲
	16,693			16,693	Benja-Hindmarsh - Sth	16,693	30,478	13,785	▲
	23,847			23,847	Cemetery Rd	23,847	6,934	(16,913)	▼
	27,424			27,424	Elsegood Rd Shoulder Reinstatement	27,424	5,193	(22,232)	▼
	162,624			162,624	Cemetery Rd	162,624	0	(162,624)	▼
85,757	752,710	0	0	838,467	Totals	838,467	180,100	(658,367)	

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

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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

Contributions					Footpaths & Cycleways	Current Budget This Year		
Municipal Funds	Grants	Reserves / Proceeds	Borrowing	Total		Annual Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$		\$	\$	\$
22,500				22,500	Transport Footpath	22,500	22,442	(58)
				0				0
22,500	0	0	0	22,500	Totals	22,500	22,442	(58)

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

Contributions					Airports	Current Budget This Year		
Municipal Funds	Grants	Reserves / Proceeds	Borrowing	Total		Annual Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$		\$	\$	\$
35,000				35,000	Airport Development	35,000	6,031	(28,970)
				0				0
35,000	0	0	0	35,000	Totals	35,000	6,031	(28,970)

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

Contributions					Other Infrastructure	Current Budget This Year		
Municipal Funds	Grants	Reserves / Proceeds	Borrowing	Total		Annual Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$		\$	\$	\$
5,000				5,000	Recreation and Culture			
20,000				20,000	Netball Court Shelter	5,000	0	(5,000)
3,000	32,000			35,000	Tennis Courts Playground	20,000	250	(19,750)
20,000				20,000	Swimming Pool	35,000	54,050	19,050
				0	Streetscape	20,000	0	(20,000)
48,000	32,000	0	0	80,000	Totals	80,000	54,300	(25,700)

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

Note 11: TRUST FUND

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

Description	Opening Balance 1-Jul-17	Amount Received	Amount Paid	Closing Balance 30-Nov-17
	\$	\$	\$	\$
Working Account				
Key Deposit	195			195
Interest	1		(1)	0
Cleaning Bond	600			600
Proceeds of Lot 2 Station St, Korrelocking sale	7,045		(7,045)	0
Rose & Heritage Festival Committee	2,651			2,651
Councillor Nomination Payments	0	240	(240)	0
Employee Pay	2,810			2,810
	13,303	240	(7,286)	6,257

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

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

SUPPLEMENTARY INFORMATION: INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$
Housing									
Loan 68 - 43/45 Wilson	166,942	0	0	19,284	9,478	147,658	157,464	11,181	5,754
Recreation & Culture									
Loan 73 - Community Resource Centre Building Project	148,903	0	0	18,580	8,417	130,323	140,486	6,393	4,069
Transport									
Loan 74 - New Holland Tractor	31,842	0	0	15,805	15,805	16,037	16,037	465	465
	347,687	0	0	53,669	33,701	294,018	313,986	18,039	10,288

(b) Credit Standby Arrangements

Bank overdraft limit	250,000
Bank overdraft at month end	0
Credit card limit - Total limit approved	13,000
Credit card limit - CEO actual limit accessed	5,000
Credit card balance at month end	1,453

RECONCILIATION OF BANK ACCOUNTS

Unrestricted Municipal Bank as at 30 November 2017	1,299,565
Outstanding Deposits	300
Outstanding Payments	
Ending Balance	<u>1,299,865</u>
Trust Working as at 30 November 2017	6,257
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u>6,257</u>
Reserve Account as at 30 November 2017	1,939,895
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u>1,939,895</u>

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	
Bending, Kelly	0	0	75	0	0	75	Bill payment to be deducted from pay
Chheena, Abdur	0	803	0	0	0	803	Rent December 2017
Davies, Brad	0	749	0	0	0	749	Private works
Main Roads	0	85,545	0	0	0	85,545	WANDRRA Claim
McWha, Pam	0	532	0	0	0	532	Hire of Community Bus
RATE DEBTORS	0	0	0	0	166,867	166,867	Outstanding Rates as at 30 November 2017
Tucker, Anthony	0	0	0	0	620	620	Outstanding rent from 10 Honour Ave
TOTAL	0	87,629	75	0	167,487	255,191	
	0	87,629	75	0	620	88,324	Sundry
	0	0	0	0	166,867	166,867	Rates

8.2.2 FINANCIAL MANAGEMENT – FINANCIAL REPORTING – PAYMENT LISTINGS – NOVEMBER 2017

FILE REFERENCE:	12.10.02
AUTHOR'S NAME AND POSITION:	Claire Trenorden Senior Finance Officer
AUTHOR'S SIGNATURE:	
NAME OF APPLICANT/RESPONDENT/LOCATION:	Not Applicable
NOTIFICATION TO APPLICANT:	Not Applicable
DATE REPORT WRITTEN:	6 December 2017
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	OMC: 23 November 2017 Council Decision No. 3538
STRATEGIC COMMUNITY PLAN REFERENCE	5 – A well-managed and effective council organization. 6 – Well utilized and effectively managed facilities and assets.

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

That Council resolve the following:

1. Receive the Payment Listings as 30 November 2017.

Appendices:

1. Payment Listings as of 30 November 2017;
2. Credit Card Statement for October 2017;
3. Fuel Card Statement for October 2017.

Background:

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

Comment:

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

Municipal Account	
Total Payments November 2017	\$625,729
Total Payments November 2016	\$467,207
Variance \$	\$158,522
Variance %	34%
Percentage paid by EFT November 2017	98.7%
Percentage paid by Cheque November 2017	1.3%
Percentage of Wyalkatchem based Suppliers November 2017 (excluding wages, bank fees, loan payments and utilities providers)	5%
Percentage of suppliers used where no Wyalkatchem based option is available November 2017	95%
Dollar Value spent with Wyalkatchem based Suppliers November 2017	\$24,161
Trust Account – Working	
Transfers to Municipal Account	\$7,285
Reserve Account	
No transactions	

Consultation:

Ian McCabe   Chief Executive Officer

Statutory Environment:

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

Policy Implications:

Relates to Policy Number GP2 – Purchasing Policy.

Financial Implications:

Payment of Accounts Payable as per the attached transaction statements to the value of \$625,729 for November 2017.

Strategic Plan/Risk Implications:

There are no strategic implications relative to this item.

Voting Requirements Council Simple Majority

Decision Number: 3551

Moved: Cr Gamble

Seconded: Cr Butt

That Council resolve the following:

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

Vote: 6/0

Type	Date	Num	Name	Description	Amount
A01100 · Cash at Bank					
A01101 · Unrestricted Municipal Bank					
Paycheque	01/11/2017		Salaries and Wages	PPE011117	-26,218.01
Cheque	01/11/2017		McCarthy, Tegan	TRAVEL Community Development Training 191017-201017	-386.76
Bill Pmt -Cheque	01/11/2017	DD011117	Water Corporation.	Water Usage Charge 040817-101017, Water Service Charge 010917-311017	-7,021.57
Cheque	01/11/2017	DD011117	Westnet	Internet Access Jan 2017, Email Hosting 191016-191116	-182.00
Paycheque	02/11/2017		Salaries and Wages	PPE021117 Additional timesheet	-745.42
Bill Pmt -Cheque	02/11/2017		Gary's Painting Service - EFT	RAILWAY STATION Painting of wood panelling in rooms x 4	-600.00
Bill Pmt -Cheque	02/11/2017		Landmark - EFT	ROADSIDE SPRAYING TOWN Roundup x 2 drums, ROADSIDE SPRAYING TOWN Roundup 20L x 2, Wetter 20L	-800.58
Bill Pmt -Cheque	02/11/2017		Palmer Plumbing - EFT	ADMIN PARK Fix tap on fountain so it can't be left on, 43 WILSON ST Purchase and install new kitchen taps	-622.10
Bill Pmt -Cheque	02/11/2017		The Green Emu - EFT	SENIOR CITIZENS HOMES PROJECT Landscaping works to front gardens x 4, Purchase of Hunter Node Station Controllers, latching coil and solenoid valve x 4	-7,559.00
Bill Pmt -Cheque	02/11/2017		Webarena - EFT	WEBSITE HOSTING 160817-151117	-132.00
Bill Pmt -Cheque	02/11/2017		Wetdeck Pools - EFT	SWIMMING POOL Payment No 1 - Partial rebuild of control joints, Painting of pool shell including learners and baby pool with 2 coats of chlorinated rubber paint	-22,000.00
General Journal	02/11/2017	2821	NAB	Audit Cert Fee.	-70.00
Bill Pmt -Cheque	02/11/2017	DD021117	Water Corporation.	Water Service Charge 010917-311017, Water Usage Charge 030817-111017	-1,831.19
Bill Pmt -Cheque	02/11/2017	CREDIT CARD	NAB Visa	PARKING CEO, TRAINING Accommodation, PUBLIC RELATIONS Flowers, CARD FEE	-400.46
Cheque	06/11/2017		Building Commission - EFT	BSL Oct 2017	-56.65
Paycheque	06/11/2017		Salaries and Wages	PPE061117 Additional timesheet	-356.38
Bill Pmt -Cheque	06/11/2017		BA & VM Brookes - EFT	R2R LEWIS RD Carting away roadside clearing 111017, R2R LEWIS EAST RD Carting away roadside clearing 121017-161017, 201017, R2R HARRISON RD Carting away roadside clearing 161017-171017, 191017-201017, R2R LAWRENCE RD Carting away roadside clearing 171017-191017, R2R BENJABERRING HINDMARSH RD NORTH Carting away roadside clearing 251017-271017, R2R BENJABERRING HINDMARSH RD SOUTH Carting away roadside clearing 301017-311017	-16,549.50
Bill Pmt -Cheque	06/11/2017		Data#3 - EFT	COMPUTER Microsoft Office licence, Microsoft Windows licence 011117-311018	-2,479.05
Bill Pmt -Cheque	06/11/2017		Dave's Tree Services - EFT	TREE PRUNING Main street, Various trees in townsite 231017-241017	-5,720.00
Bill Pmt -Cheque	06/11/2017		T & E Services Pty Ltd - EFT	MEDICAL SERVICES Oct 2017	-13,750.00
Bill Pmt -Cheque	06/11/2017		Westrac - EFT	CATERPILLAR 12M MOTOR GRADER includes 14' blade, C7 engine, 2D Grade Control and Advance Joysticks, Supply and fit electric adjustable side mirrors, Supply and install BEKA Max 4kg autolube system	-261,327.00
Cheque	07/11/2017	16849	Supreme Court of Western Australia	WORKING TRUST Armstrong - Balance of funds from sale of 6465 Nungarin Wyalkatchem Rd, Korrelocking	-7,044.86
Bill Pmt -Cheque	08/11/2017	DD081117	Telstra	TELEPHONE 171017-161117, INTERNET 171017-161117	-633.14
Cheque	09/11/2017		Cr Owen Garner - EFT	REFUND Councillor Nomination Fees	-80.00
Cheque	09/11/2017		Cr Emma Holdsworth - EFT	REFUND Councillor Nomination Fees	-80.00
Bill Pmt -Cheque	09/11/2017		Able Sales (WA) - EFT	MEDICAL CENTRE BUILDING MAINTENANCE Oil pressure sensor for 22KVa generator	-66.00
Bill Pmt -Cheque	09/11/2017		Australias Golden Outback.com - EFT	AREA PROMOTION Australia's Golden Outback Holiday Planner 2018	-1,675.00
Bill Pmt -Cheque	09/11/2017		Baileys Fertiliser - EFT	REC CENTRE OVAL 3-1-1 Lawn Food 20kg bags, PARKS & GARDENSPARKS & GARDENS Pallets, Soil Improver Bulka Bag, Brilliance 20kg bags	-2,797.85
Bill Pmt -Cheque	09/11/2017		BOC Gases - EFT	DEPOT Oxygen/Acetylene Container Service Charges 290817-270917	-63.52
Bill Pmt -Cheque	09/11/2017		Brendon Wilkes Electrical - EFT	DEPOT Repair Air Compressor in Bottom Depot, 2 SLOCUM ST Replace faulty fluoro light, ADMIN OFFICE Connect Generator, Change over switch, replace two lights in passage, CRC BUILDING Installation of DC Isolator on Front Auto Doors	-4,618.90

Bill Pmt -Cheque	09/11/2017		Bunnings Midland - EFT	PARKS AND GARDENS PowerFit 2.4mm x 44m Round Premium Trimmer Line, PLANT PARTS PowerFit 2.4mm x 44m Twist Premium Trimmer Line, Toledo 6-16mm Perforated Clamp Hose Fit, Jflex 11-16mm Worm Drive Hose Clamps - 6 Pack, Holman 12mm Hose Fit Adapter Rubber O Ring Set - 10 Pack, Holman 18mm Rubber O-Ring - 5 Pack, Kinet, Nuts and Bolts, Flat Washers, snap hook, D shackle, Outdoor Rope	-571.34
Bill Pmt -Cheque	09/11/2017		Burgess Rawson - EFT	PARKS AND GARDENS Water Usage Charge 040817 - 101017, PUBLIC TOILETS Water Usage Charge 040817 - 101017, CBH MUSEUM Water Usage Charge 040817 - 101017.	-565.47
Bill Pmt -Cheque	09/11/2017		Courier Australia - EFT	FREIGHT Works Parts 251017, 261017, 271017, 171017, 181017, 201017, 301017, 011117, 021117.	-488.61
Bill Pmt -Cheque	09/11/2017		Cutting Edges - EFT	BLADES Grader Blade (5 Foot) x 10, Blade (4 foot) x 5	-2,268.59
Bill Pmt -Cheque	09/11/2017		D & D Transport - EFT	FREIGHT loader tyre from Liebherr	-134.20
Bill Pmt -Cheque	09/11/2017		Elders Rural Services - EFT	PROTECTIVE CLOTHING boots Guthrie, Bending, ROADSIDE SPRAYING TOWN Garlon 10L	-510.00
Bill Pmt -Cheque	09/11/2017		Fuji Xerox - EFT	PHOTOCOPY Lease 211117-201217, PHOTOCOPY B&W Copies x 4834	-594.55
Bill Pmt -Cheque	09/11/2017		Jason Signmakers - EFT	SIGNAGE Shire logo Park in Bays Only	-149.60
Bill Pmt -Cheque	09/11/2017		Joelectrics - EFT	CRC BUILDING Repair of electrical fault to front desk	-135.00
Bill Pmt -Cheque	09/11/2017		Liebherr-Australia Pty Ltd - EFT	LIEBHERR FRONT END LOADER Spare rim and tyre	-5,668.30
Bill Pmt -Cheque	09/11/2017		MJB Industries - EFT	CUNDERDIN WYALKATCHEM 375mm class 4 concrete pipe and rings, TAMMIN WYALKATCHEM RD 375mm class 4 concrete pipe and rings, 600mm class 4 concrete pipe and rings. WYALKATCHEM KOORDA RD Freight, long Box Culvert, BENJABERRING HINDMARSH CROSSROAD long Box Culvert, 300mm class 4 concrete pipe and rings, 375mm class 4 concrete pipe and rings, TAMMIN WYALKATCHEM RD 375mm Headwall, 600mm Headwall, Freight, BENJABERRING HINDMARSH CROSSROAD 300mm Headwall, 375mm Headwall	-18,309.94
Bill Pmt -Cheque	09/11/2017		Nara Management - EFT	GRAVE DIGGING Hire of Excavator to dig grave	-200.00
Bill Pmt -Cheque	09/11/2017		NNT Uniforms - EFT	UNIFORMS McDonald	-322.30
Bill Pmt -Cheque	09/11/2017		Piano Magic - EFT	TOWN HALL Tuning of Piano	-275.00
Bill Pmt -Cheque	09/11/2017		St Mark Pharmacy - EFT	OCCUPATIONAL HEALTH AND SAFETY Band aids for first aid kits	-54.95
Bill Pmt -Cheque	09/11/2017		Turrbo Signs - EFT	MAINTENANCE Shire Vehicle Door Stickers WM000 and WM216	-38.40
Bill Pmt -Cheque	09/11/2017		WA Contract Ranger Services - EFT	ANIMAL CONTROL Ranger visit 061017, 161017, 171017	-1,098.62
Bill Pmt -Cheque	09/11/2017		Wheatbelt Safetywear - EFT	PROTECTIVE CLOTHING Pants x 2 Martin, Pants x 3 Cooper, Hat Martin, PROTECTIVE CLOTHING Steel cap boots Hodges	-400.00
Bill Pmt -Cheque	09/11/2017		Winc Australia Pty Ltd - EFT	MAINTENANCE WM00 Log book, ADMIN OFFICE Dust pan & brush, All purpose broom, CLEANING Spray bottle with trigger, STATIONERY Post it flags large, Post it flags, Post it flags small, Post it notes, Black pens	-255.41
Bill Pmt -Cheque	09/11/2017		Wurth - EFT	EXPENDABLE TOOLS Nitrile disposable glove - pk 100, Pump spray bottle	-76.60
Bill Pmt -Cheque	09/11/2017		Wyalkatchem Road House - EFT	REFRESHMENTS Kellerberrin Co-op meeting lunch 191017, BUSH FIRE ADMIN COSTS 6 x pizzas for 171017 - Bushfire AGM	-167.50
Bill Pmt -Cheque	09/11/2017		Wyalkatchem Tyre Service - EFT	TYRES WM012, WM160 Repair Roller Wheel, 20" tube, WM015 Rotate Dolly Spare	-1,360.00
Bill Pmt -Cheque	09/11/2017		Wyalkatchem Weekly - EFT	ADVERTISING EOI Catering Age Friendly Forum 250717, Stop sign reminder and Road works update 250717, Council Elections 080817, Rubbish tip and road works, Toilet Rolls, WW Photo comp ad, Elections and theft reminder, Council Elections, WW Photo competition ad, Wylie Fair Community Recommendations, Citizenship Awards 050917, LG Elections Call for Nominations 050917, Photo comp ad, Change of October OMC date 190917, Election Results 190917, Elected Member Afternoon Tea 190917, Citizenship Awards 190917, Council Elections 190917, WYLIE WEEKLY x 3 280717-220917	-274.50
Bill Pmt -Cheque	09/11/2017	16850	Ratima, Tania.	REFRESHMENTS Catering for Aged Friendly Community Forum dinner 2017	-525.00
Cheque	14/11/2017	16851	Wyalkatchem Community Mart	COMMUNITY GRANT Insurance 2017/18	-616.00

Bill Pmt -Cheque	15/11/2017		Contract Aquatic Services - EFT	SWIMMING POOL Contract Management Nov 2017	-15,468.42
Bill Pmt -Cheque	15/11/2017		Courier Australia - EFT	FREIGHT Works Parts 061117, 101117	-102.15
Bill Pmt -Cheque	15/11/2017		Domus Nursery - EFT	PARKS & GARDENS Scaevola Bondi Blue and Bondi White x 40, Leptospermum Scoparium Nanum Rubrum and Riot x 15, Nandina Domestica Flir Tm Mulasaki x 10, Grevillea Apricot Glow, Fire Cracker and Cherry Ripe x 15, Plumbago Auriculata Royal Cape x 36	-789.76
Bill Pmt -Cheque	15/11/2017		Dunnings - EFT	FUEL October 2017	-9,804.26
Bill Pmt -Cheque	15/11/2017		Landmark - EFT	ROADSIDE SPRAYING TOWN Round up x 2, Metsulfuron x 1kg, 22B FLINT ST Gas bottles 45kg x 2, AIRSTRIP Roundup 20L Drum x 2, ADMIN GARDENS Retic parts	-999.44
Bill Pmt -Cheque	15/11/2017		Macleod Corporation Pty Ltd - EFT	AUDIT Year end audit 2016/17	-11,165.00
Bill Pmt -Cheque	15/11/2017		Super Civil Pty Ltd - EFT	CRACK SEALING Various roads around town 181017-241017	-16,390.00
Bill Pmt -Cheque	15/11/2017		Wheatbelt Safetywear - EFT	PROTECTIVE CLOTHING Shirts x 5 Hodges, Shirts x 3 Martin, Shirts x 3 Davis	-330.00
Bill Pmt -Cheque	15/11/2017		Woodlands - EFT	PARKS AND GARDENS Dog waste bag dispensers, POSTAGE	-272.80
Bill Pmt -Cheque	15/11/2017		Wyalkatchem Spraying Service - EFT	AIRSTRIP Contract spraying 271017, ROADSIDE SPRAYING RURAL Contract spraying Wylie North Rd 091117, Cunderdin Rd 101117	-1,040.00
Paycheque	15/11/2017		Salaries and Wages	PPE151117	-26,502.92
Bill Pmt -Cheque	15/11/2017	BPAY151117	Water Corporation.	BENJABERRING HINDMARSH CROSSROAD Relocation of water meter	-1,358.19
Cheque	17/11/2017	BPAY171117	Foxtel	57 FLINT ST Doctors House Foxtel	-152.00
Cheque	21/11/2017		McDonald, Ella	TRAINING Travel for Occ Health Course 011117-31117	-339.24
Cheque	21/11/2017		Trenorden, Claire L	REIMBURSEMENT Home Phone and Internet 050917-041117	-146.00
Bill Pmt -Cheque	21/11/2017	DD211117	Telstra	TELEPHONE 021017-011117 Works Manager, CEO, Emergency Mobiles	-121.12
Bill Pmt -Cheque	22/11/2017		A P Concrete Pty Ltd - EFT	SENIOR CITIZENS HOMES PROJECT Extra concreting work around units	-6,234.80
Bill Pmt -Cheque	22/11/2017		Australia Post - Mail - EFT	POSTAGE October 2017	-277.72
Bill Pmt -Cheque	22/11/2017		Avon Waste - EFT	BINS September 2017, RECYCLING Service bins 200917, BINS October 2017, RECYCLING Service bins 191017	-9,354.46
Bill Pmt -Cheque	22/11/2017		BOC Gases - EFT	DEPOT Oxygen/Acetylene container service charges 280917-281017	-65.65
Bill Pmt -Cheque	22/11/2017		Brendon Wilkes Electrical - EFT	RAILWAY STATION Inspect switchboard, TENNIS CLUB Repair power point and install RCD's x 2, CRC BUILDING Repair auto door, repair 1 light, correct lighting in conference room and inspect fire system, TERMINAL BUILDING Check security lights.	-2,472.25
Bill Pmt -Cheque	22/11/2017		Bunnings Midland - EFT	MAINTENANCE WM000 Tool box, EXPENDABLE TOOLS Fibreglass hammer, Paint marker	-255.43
Bill Pmt -Cheque	22/11/2017		Colas West Australia Pty Ltd - EFT	URBAN STREETS Bitumen Emulsion 200L Drum, Bitumen Emulsion 200L x 6	-2,128.50
Bill Pmt -Cheque	22/11/2017		Cutting Edges - EFT	BLADES WM016	-719.47
Bill Pmt -Cheque	22/11/2017		Dowerin Community Resource Centre - EFT	SCHOOL SUPPORT Protective behaviours information session 251017 sponsorship	-500.00
Bill Pmt -Cheque	22/11/2017		Eastern Hills Saws & Mowers - EFT	PARKS & GARDENS Walk behind blowervac petrol, MAINTENANCE Whipper snipper heads (aluminium) x 2 plus fitting nuts, PARKS & GARDENS Davey Fire Fighter Pump GX160	-1,452.00
Bill Pmt -Cheque	22/11/2017		Fuji Xerox - EFT	PHOTOCOPY B&W Copies x 4995 Oct 2017	-49.45
Bill Pmt -Cheque	22/11/2017		GDR Civil Contracting - EFT	AIRPORT DEVELOPMENT Tilt Tray Hire for removal of old transportable	-1,212.75
Bill Pmt -Cheque	22/11/2017		JK Williams - EFT	43 WILSON ST Door rollers, PARKS & GARDENS Seasol and powerfeed 10L	-148.12
Bill Pmt -Cheque	22/11/2017		Kleenheat Gas - EFT	57 FLINT ST, 22A FLINT ST, 22B FLINT ST Gas yearly facility fees	-145.20
Bill Pmt -Cheque	22/11/2017		Landgate - EFT	LAND ENQUIRY x 2	-25.30
Bill Pmt -Cheque	22/11/2017		Lock Stock & Farrell Locksmith - EFT	DEPOT Depot Master Key, Bottom Depot Key, SWIMMING POOL Key, BARRACKS Room 16 Key, POSTAGE Keys	-203.00
Bill Pmt -Cheque	22/11/2017		Lombardi Pty Ltd - EFT	GST on purchase of side tipper trailer	-6,079.30
Bill Pmt -Cheque	22/11/2017		NNT Uniforms - EFT	UNIFORMS McDonald	-46.20
Bill Pmt -Cheque	22/11/2017		Palmer Plumbing - EFT	58 FLINT ST Electric storage hot water system 125L	-1,320.00
Bill Pmt -Cheque	22/11/2017		Snakes Harmful & Harmless - EFT	ANIMAL CONTROL TRAINING Snake handling course 31 October 2017	-2,035.00
Bill Pmt -Cheque	22/11/2017		Tiger Tek Pty Ltd - EFT	WHITE POSTS Steel Guide Post with Delineator 1.35m, FREIGHT White posts	-2,695.00
Bill Pmt -Cheque	22/11/2017		WA Contract Ranger Services - EFT	ANIMAL CONTROL Ranger Visits 011117, 071117	-514.25

Bill Pmt -Cheque	22/11/2017		WCS Concrete Pty Ltd - EFT	FOOTPATH ROADHOUSE Supply and delivery of 6.6m3 of concrete and 3 sheets of mesh	-2,579.28
Bill Pmt -Cheque	22/11/2017		Wetdeck Pools - EFT	SWIMMING POOL Partial rebuild of control joints, Painting of pool shell including learners and baby pool with 2 coats of chlorinated rubber paint, SWIMMING POOL Repair failing sealant to construction joint	-35,420.00
Bill Pmt -Cheque	22/11/2017		Wyalkatchem Community Resource Cntr - EFT	CRC ANNUAL FEE Oct 2017	-2,343.00
Bill Pmt -Cheque	22/11/2017		Wyalkatchem Road House - EFT	REC CENTRE WORKING GROUP Catering for 9 people for dinner 091117, REFRESHMENTS Snake handling Morning tea and Lunch 311017	-190.00
Bill Pmt -Cheque	22/11/2017		Wyalkatchem Spraying Service - EFT	ROADSIDE SPRAYING RURAL Cunderdin Rd 171117, 211117	-680.00
Bill Pmt -Cheque	22/11/2017	DD221117	Synergy	ELECTRICITY Street Lights 250917-241017	-2,155.05
Bill Pmt -Cheque	24/11/2017	DD241117	Synergy	ELECTICITY Council Properties 060917-021117	-3,985.40
Cheque	28/11/2017		Cr Heather Metcalfe - EFT	COUNCILLOR NOMINATION Refund, COUNCILLOR TRAINING Travel for seminar 171117	-341.36
Bill Pmt -Cheque	28/11/2017		EcoJarrah - EFT	PARKS & GARDENS Jarrah Mulch 28m3, SENIOR CITIZENS HOMES PROJECT Jarrah mulch 54m3	-7,508.60
Bill Pmt -Cheque	28/11/2017		Wyalkatchem Spraying Service - EFT	STREET VERGES Spraying for calthrop 231117	-200.00
General Journal	28/11/2017	2842	NAB	NAB Connect Fee. TM	-37.74
Cheque	29/11/2017		McDonald, Ella	TRAVEL LEMC in Dowerin 221117	-46.20
Paycheque	29/11/2017		Salaries and Wages	PPE291117	-26,400.13
Total A01101 · Unrestricted Municipal Bank					-625,728.73
A01404 · Trust Working					
Transfer	9/11/2017		Transfer to Municipal Account	Transfer from Working Trust for Armstrong - Balance of funds from sale of 6465 Nungarin Wyalkatchem Rd, Korrelocking paid on 07/11/2017 from Municipal Account	-7,044.86
Transfer	9/11/2017		Transfer to Municipal Account	Transfer from Working Trust for Councillor Nomination fees - Holdsworth, Garner	-160.00
Transfer	28/11/2017		Transfer to Municipal Account	Transfer from Working Trust for Councillor Nomination fees - Metcalfe	-80.00
Total A01110 · Reserved Cash					-7,284.86

CERTIFICATION OF CHIEF EXECUTIVE OFFICER

I hereby certify that the Schedule of Accounts paid was submitted to Council on Thursday, 14 December 2017. All payments are as per the Annual Budget and are supported by vouchers and invoices and were not processed until goods and services were certified as received.

CERTIFICATION OF CHAIRMAN

I hereby certify this schedule of accounts paid was submitted to the Council on Thursday, 14 December 2017 for information pursuant to Section 6.8(2)(b) of the Local Government Act 1995.

Ian McCabe, Chief Executive Officer

Cr Quentin Davies, Chairman



Statement for

NAB Business Visa

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

WYALKATCHEM SHIRE
27 FLINT STREET
WYALKATCHEM WA 6485

Statement Period 29 September 2017 to 27 October 2017
Company Account No: 4557 0498 0000 4281
Facility Limit: \$13,000

Your Account Summary

Balance from previous statement	\$1,705.77 DR
Payments and other credits	\$1,705.77 CR
Purchases, cash advances and other debits	\$391.46 DR
Interest and other charges	\$9.00 DR
Closing Balance	\$400.46 DR

**YOUR DIRECT DEBIT PAYMENT OF \$400.46 WILL BE
CHARGED TO ACCOUNT 000086977- 0000508383313 ON
02/11/2017 AS PER OUR AGREEMENT.**

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

Billor 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.

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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.

300/27/07/M03594/S00886//07/734

Annual percentage rate
0.000%

Daily percentage rate
0.00000%

HOW TO QUERY A TRANSACTION

**IF A CHARGE IS INCORRECT, UNAUTHORISED OR FOR SOMETHING NOT RECEIVED, YOU MAY BE ENTITLED TO A REFUND.
YOU SHOULD ACT QUICKLY: YOU MAY LOSE RIGHTS OVER TIME.
TO QUERY A CHARGE, CALL 13 10 12.
FOR MORE INFO, SEE NAB.COM.AU/QUERYATRANSACTION.**



Statement for

NAB Business Visa

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

nab

Cardholder Details

Cardholder Name: MR IAN JAMES MCCABE
Account No: 4557 0455 3738 1455
Statement Period: 29 September 2017 to 27 October 2017
Cardholder Limit: \$5,000

Transaction record for: MR IAN JAMES MCCABE

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
6 Oct 2017	\$19.48	SECURE PARKING FORTE EAST PERTH	MEET THE MINISTER 05/10/17				74940527278
16 Oct 2017	\$23.18	CITY OF PERTH CAR PARK PERTH	PARKING CEO WALGA Roundtable				74564457286
18 Oct 2017	\$284.20	Quest Mandurah Mandurah	" WALGA People & Culture Seminar				74619707291
23 Oct 2017	\$59.00	WARWICK GROVE FLORIS WARWICK	TRAINING ACCOMMODATION McCarthy				74940527295
27 Oct 2017	\$5.60	TOWN OF CAMBRIDGE FLOREAT	PUBLIC RELATIONS Flowers for Susan Budge				74940527299
27 Oct 2017	\$9.00	CARD FEE	PARKING CEO WALGA Roundtable				74557047300
Total for this period	\$400.46		Totals				

Employee declaration

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

Cardholder signature:

Date:

01.12.17



Your Local Fuel Distributor

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

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

** TAX INVOICE **

ABN: 29384905038
SHIRE OF WYALKATCHEM
PO BOX 224
WYALKATCHEM 6485

31/10/2017
PAGE: 1
SHIRW

Location	Order No	Card:	No Card	ODO	Date	Tax Invoice	Product	Quantity	Unit Price	Amount \$
Kenworth 9				0	03/10/2017 00:00	001400527389	DISTILLATE BULK	6,165.00	1.250	7,706.23
							Card Totals	6,165.00		7,706.23
Card:	7034320089961764									
BANKSIA GROVE W				0	01/10/2017 15:15	611	DIESEL - SERVICE STN	46.54	1.319	61.39
WYALKATCHEM WA				3500	06/10/2017 15:39	315	DIESEL - SERVICE STN	51.78	1.269	65.70
CASUARINA WA				0	08/10/2017 16:23	862	DIESEL - SERVICE STN	55.19	1.319	72.80
WYALKATCHEM WA				5000	09/10/2017 11:28	402	DIESEL - SERVICE STN	66.57	1.269	84.48
WYALKATCHEM WA				5500	12/10/2017 12:35	491	DIESEL - SERVICE STN	48.50	1.269	61.56
KARDINYA WA				0	14/10/2017 18:37	604	DIESEL - SERVICE STN	64.74	1.319	85.39
WYALKATCHEM WA				5700	16/10/2017 08:54	610	DIESEL - SERVICE STN	51.38	1.269	65.21
GOOMALLING WA	WM000			0	17/10/2017 13:46	663	DIESEL - SERVICE STN	63.04	1.269	79.99
WYALKATCHEM WA				6000	19/10/2017 14:34	704	DIESEL - SERVICE STN	44.60	1.269	56.59
BANKSIA GROVE W				0	22/10/2017 05:41	728	DIESEL - SERVICE STN	44.33	1.339	59.36
WYALKATCHEM WA				7000	24/10/2017 11:27	842	DIESEL - SERVICE STN	59.68	1.269	75.75
WYALKATCHEM WA				8000	27/10/2017 10:22	941	DIESEL - SERVICE STN	68.12	1.269	86.45
WYALKATCHEM WA				6000	30/10/2017 15:20	139	DIESEL - SERVICE STN	71.76	1.269	91.07
					31/10/2017 00:00	001400532118	DIST CARD FEE	1.00	3.850	3.85
							Card Totals	737.23		949.59
Card:	7034320089961772									
ROADPLN1							ROADPLANT			
					31/10/2017 00:00	001400532119	DIST CARD FEE	1.00	3.850	3.85
							Card Totals	1.00		3.85
Card:	7034320089961780									
WM027							ROADPLANT			
					31/10/2017 00:00	001400532120	DIST CARD FEE	1.00	3.850	3.85
							Card Totals	1.00		3.85
Card:	7034320089961798									
WYALKATCHEM WA				0	02/10/2017 07:06	140	DIESEL - SERVICE STN	58.96	1.269	74.82
WYALKATCHEM WA				0	06/10/2017 07:10	278	DIESEL - SERVICE STN	64.47	1.269	81.82
WYALKATCHEM WA				0	18/10/2017 15:40	685	DIESEL - SERVICE STN	64.02	1.269	81.25
WYALKATCHEM WA				0	26/10/2017 13:36	913	DIESEL - SERVICE STN	52.87	1.269	67.09
					31/10/2017 00:00	001400532121	DIST CARD FEE	1.00	3.850	3.85
							Card Totals	241.32		308.83
Card:	7034320089961806									
WYALKATCHEM WA				0	05/10/2017 16:29	270	DIESEL - SERVICE STN	47.41	1.269	60.16
WYALKATCHEM WA				0	12/10/2017 17:33	500	DIESEL - SERVICE STN	39.55	1.269	50.19
WYALKATCHEM WA				0	19/10/2017 17:45	712	DIESEL - SERVICE STN	40.18	1.269	50.98
WYALKATCHEM WA				0	26/10/2017 16:52	922	DIESEL - SERVICE STN	38.58	1.269	48.96
					31/10/2017 00:00	001400532122	DIST CARD FEE	1.00	3.850	3.85
							Card Totals	166.72		214.14
Card:	7034320089961814									
WYALKATCHEM WA				0	07/10/2017 15:31	345	UNLEADED - SERVICE STN	29.01	1.279	37.09

E & OE



Your Local Fuel Distributor

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

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

** TAX INVOICE **

ABN: 29384905038
SHIRE OF WYALKATCHEM
PO BOX 224
WYALKATCHEM 6485

31/10/2017
PAGE: 2
SHIRW

Location	Order No	ODO	Date	Tax Invoice	Product	Quantity	Unit Price	Amount \$
WYALKATCHEM	WA	0	21/10/2017 07:59	758	UNLEADED - SERVICE STN	24.12	1.279	30.84
			31/10/2017 00:00	001400532123	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	54.13		71.78
Card: 7034320089961822								
WYALKATCHEM	WA	WYLIE	04/10/2017 10:24	218	UNLEADED - SERVICE STN	44.33	1.279	56.69
WARWICK	WA		08/10/2017 08:02	249	UNLEADED - SERVICE STN	39.33	1.131	44.48
WYALKATCHEM	WA		12/10/2017 08:55	480	UNLEADED - SERVICE STN	41.51	1.279	53.10
WYALKATCHEM	WA		17/10/2017 07:54	632	UNLEADED - SERVICE STN	29.95	1.279	38.31
WYALKATCHEM	WA		26/10/2017 09:33	901	UNLEADED - SERVICE STN	40.39	1.279	51.67
WARWICK	WA		29/10/2017 15:59	308	UNLEADED - SERVICE STN	45.00	1.259	56.66
			31/10/2017 00:00	001400532124	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	241.51		304.76
Card: 7034320089963968								
WYALKATCHEM	WA	WYLIEBUS	31/10/2017 00:00	001400532125	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	1.00		3.85
Card: 7034320091090800								
WYALKATCHEM	WA	WM012	09/10/2017 08:00	391	UNLEADED - SERVICE STN	45.89	1.279	58.70
WYALKATCHEM	WA		12/10/2017 10:23	487	UNLEADED - SERVICE STN	11.98	1.279	15.32
WYALKATCHEM	WA		13/10/2017 08:04	508	UNLEADED - SERVICE STN	20.00	1.280	25.59
WYALKATCHEM	WA		18/10/2017 08:33	664	UNLEADED - SERVICE STN	39.12	1.259	49.25
WYALKATCHEM	WA		26/10/2017 10:45	903	DIESEL - SERVICE STN	66.72	1.269	84.67
			31/10/2017 00:00	001400532126	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	184.71		237.38

GST Incl in Total	891.29	Invoices Total	UNLEADED - SERVICE STN	410.63	517.70
			DISTILLATE BULK	6,165.00	7,706.23
			DIESEL - SERVICE STN	1,208.99	1,545.68
Total excl. GST	8,912.97		DIST CARD FEE	9.00	34.65
		Total			9,804.26

8.3.1 CORPORATE MANAGEMENT - DRAFT POLICY – WORKPLACE HEALTH AND SAFETY POLICY

FILE REFERENCE:	13.05.01
AUTHOR'S NAME AND POSITION:	Ella McDonald Administration Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	4 December 2017
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	OMC 21 May 2015 – Council Decision Number 3093

SUMMARY:

That Council resolve the following:

1. Adopt the draft policy, 'GP43 Workplace Health and Safety Policy', as presented;

and,

2. Support endorsement of the revised policy by the Chief Executive Officer and its communication to staff, contractors and other stakeholders.

Appendix/Appendices:

1. Policy adopted 21 May 2015: 'GP43 Workplace Health and Safety Policy';
2. Draft Policy, revised December 2017, 'GP43 Workplace Health and Safety Policy'

Background:

Under s.19 of the *Occupational Safety and Health Act 1984* (WA), the Shire of Wyalkatchem has a duty of care to, as far as is practicable, provide and maintain a safe working environment for employees.

The safety, health and wellbeing of our employees, contractors, sub-contractors, volunteers and visitors are of the utmost importance, therefore all levels of management and supervision should regard this aspect of doing business as their highest priority.

In accordance with s.19 and s.23D of the *Occupational Safety and Health Act 1984*, where the Shire of Wyalkatchem engages a contractor to carry out work, the Shire is responsible for the provision of a safe system of work in regard to workplace health and safety.

Comment:

The objective of the 'Workplace Health and Safety' Policy is to promote the safety, health and well-being of the Shire of Wyalkatchem's employees, contractors and other people affected by our work. It aims to ensure that the Shire of Wyalkatchem takes appropriate steps to eliminate risks and hazards as far as is reasonably practicable. If the risks cannot be entirely eliminated, then it is the responsibility of management and all employees to see that effective controls are established.

The employer, as far as is practicable, will provide a healthy, safe and clean workplace with the correct safety equipment to protect employees and enable them to work in a safe manner. Employees are responsible for ensuring they work in accordance with the company's safety procedures and protocols.

Consultation:

Ian McCabe, Chief Executive Officer
Chris Gilmore, LGIS (Council's insurer)

Statutory Environment:

Occupational Safety and Health Act 1984
Occupational Safety and Health Regulations 1996

Policy Implications:

This is a revised policy

Financial Implications:

Nil

Strategic Plan/Risk Implications:

There are major risk Implications relative to this item in the event of non-compliance.

Voting Requirements: Simple Majority

Council Decision Number: 3552

Moved: Cr Garner

Seconded : Cr Metcalfe

That Council resolve the following:

1. Adopt the draft policy, 'GP43 Workplace Health and Safety Policy', as presented;

and,

2. Support endorsement of the revised policy by the Chief Executive Officer and its communication to staff, contractors and other stakeholders.

Vote: 6/0

GP43 – WORK PLACE HEALTH AND SAFETY POLICY

First Adopted: 21 May 2015 Council Decision Number 3093

OBJECTIVE

To promote, improve and maintain the safety and health of all employees, contractors, sub-contractors, volunteers and visitors within the workplace.

POLICY

The primary duty under Section 19 of the *Occupational Safety and Health Act 1984* requires the Shire of Wyalkatchem to have due diligence in providing safe systems of work for all its employees, contractors, sub-contractors, volunteers and visitors.

The Shire of Wyalkatchem is committed to promoting a culture where harm to our people through work is unacceptable.

The employer acknowledges a duty of care to:

- Provide and maintain a safe working environment
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and near miss occurrences in order to identify and control the cause to reduce the level of risk in the workplace.
- Comply with AS/NZS 4801:2001 Occupational Health and Safety Management Systems audit requirements.
- Comply with the current *Occupational Safety and Health Act 1984*, and *Occupational Safety and Health Regulations 1996*, relevant Australian Standards including AS/NZS ISO 31000:2009, Codes of Practice and Guidance Notes.

Employees have a duty of care to:

- Working with care for their own safety and that of other employees, contractors, volunteers and public who may be affected by their actions or omissions.
- Reporting hazards, accidents, incidents and near misses to their supervisor
- Co-operating positively in the fulfilment of the obligations placed on their employer
- Assisting in the reporting and investigation of any accidents with the objective of introducing and reviewing controls to prevent re-occurrence.

An employee as defined under Section 20 of the *Occupational Safety and Health Act 1984* shall take reasonable care to ensure his or her own safety and health at work. Employees have a responsibility in complying with this policy so far as they are reasonably able.

GP43 – WORK PLACE HEALTH AND SAFETY POLICY

First Adopted: 21 May 2015;

Revised and endorsed by Council: 14 December 2017

OBJECTIVE

To promote the safety, health and well-being of the Shire of Wyalkatchem's employees, contractors and other people affected by our work.

POLICY

As an employer, the Shire of Wyalkatchem's primary duty under Section 19 of the Occupational Safety and Health Act 1984 is to exercise due diligence in providing a safe work environment for all of its employees, contractors, sub-contractors, volunteers and visitors. The Shire of Wyalkatchem is committed to promoting a culture where harm to our people through work is unacceptable.

Council is committed to, as far as is practicable:

- Providing and maintaining a workplace free from hazards;
- Providing adequate training and supervision to enable employees to perform their work safely;
- Communicating and consulting with employees and contractors during OSH related decision-making;
- Providing the necessary human, physical and financial resources to achieve safety outcomes;
- Investigating all actual and near miss occurrences in order to identify and control the cause to reduce the level of risk in the workplace;
- Putting in place adequate and effective risk management processes;
- Comply with the relevant legislation, regulation and Australian Standards, as updated from time to time.

Council acknowledges that in order for Occupational Safety and Health outcomes to be successfully achieved, all persons involved must be committed to their role in achieving those outcomes as set out above.

Employees have a duty of care to:

- Work with care for their own safety and that of other employees, contractors, volunteers and public who may be affected by their actions or omissions;
- Report hazards, incidents and near misses to their line manager;

- Co-operate positively in the fulfilment of the obligations placed on their employer as per Section 19 of the Occupational Safety and Health Act 1984;
- Assist in the reporting and investigation of any incidents with the objective of introducing and reviewing controls to prevent re-occurrence.

An employee as defined under Section 20 of the *Occupational Safety and Health Act 1984* shall take reasonable care to ensure his or her own safety and health at work. Employees have a responsibility in complying with this policy so far as they are reasonably able.

Endorsement: _____

Ian McCabe, Chief Executive Officer   15 December 2017

Cr Davies declared an Impartial Interest in the following item.

8.3.2 GRANTS AND SUBSIDIES – APPLICATIONS – COMMUNITY GROUPS – Community Resource Centre

FILE REFERENCE:	15.2.1
AUTHOR'S NAME AND POSITION:	Ian McCabe Chief Executive Officer
AUTHOR'S SIGNATURE:	
NAME OF APPLICANT/RESPONDENT/LOCATION:	Chair, CRC Management Committee
NOTIFICATION TO APPLICANT:	Required
DATE REPORT WRITTEN:	7 December 2017
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
Strategic Community Plan Reference:	2.4.4 Foster sustainability as a business tool; 3 A sustainable natural and built environment; 6 Well utilised and effectively managed facilities and assets.

SUMMARY:

That Council resolve the following:

- 1. Approve the community grant to the Management Committee of the Community Resource Centre to the value of \$950 GST-inclusive;**
- 2. That payment be made within 14 days;**
- 3. That the CRC make public notice acknowledging the support of the Shire of Wyalkatchem in completing this project.**

Appendix:

1. Application for community grant 7 December 2017.

Comment:

The Wyalkatchem Community Resource Centre occupies the Shire of Wyalkatchem community building, The Bushel. As with many entities electricity is a major recurring expense, leading the management committee to pursue a federal grant to assist with the purchase of solar generation infrastructure.

Three quotes have been obtained by the CRC Co-Ordinator and these were reviewed by the CRC Co-Ordinator, the CBH Museum Chair and the CEO.

The CEO prepared a comparison and made a recommendation on that assessment (Brendon Wilkes). The grant recipient does not have to accept that recommendation – however, the Shire must approve the installation and be prepared to accept the asset as the asset will form part of the major fixed asset, the building (whether this be The Bushel or the CBH Museum). Accordingly, the solar photo voltaic installation and components transfer to the Shire on completion of the project.

There is a funding shortfall of \$950 which the CRC Management Committee has requested the Shire provide by way of community grant.

As this project fits within Council Strategic Community Plan framework; will reduce power costs to the CRC and therefore support its viability; and will improve the asset value of The Bushel, this application is recommended for support.

Consultation:

Mrs D. Davies Chair, Community Resource Centre Management Committee
Mr D Holdsworth President CBH Museum
Mr C Cooper, CRC Co-ordinator
Mrs C Trenorden Corporate Services Manager

Statutory Environment:

Budgeted expenditure as per s6.8, *Local Government Act 1995*
Community Grant application form

Policy Implications:

Shire of Wyalkatchem policy 'FP7 Community Grants and User Groups, Deduction in Charges, Applications and Procedures.'

Financial Implications:

Community grants were anticipated in the budget process 2017/18.

Strategic/Risk Implications:

This initiative is supportive of focus within the Wyalkatchem Community Strategic Plan 2023.

Voting Requirements: Simple Majority

Council Decision Number 3553

Moved: Cr Butt

Seconded: Cr Garner

- 1. Approve the community grant to the Management Committee of the Community Resource Centre to the value of \$950 GST-inclusive;**
- 2. That payment be made within 14 days;**
- 3. That the CRC make public notice acknowledging the support of the Shire of Wyalkatchem in completing this project.**

Vote: 6/0



Shire of Wyalkatchem
PO Box 224
WYALKATCHEM WA 6485
Email: general@wyalkatchem.wa.gov.au
Ph: (08) 9681 1166
Fax: (08) 9681 1003

COMMUNITY GRANT APPLICATION FORM

Date: 06/12/2017

Name of Group: Wyalkatchem Community Resource Centre

Contact Person: Dianne Davies

Phone Number: 0429976203

Address: PO Box 156, Wyalkatchem. W.A. 6485

ABN: 51 521 343 853

Association Number (IARN):

Amount of Grant Requested: \$950:00

Detail the anticipated income for the current financial year:

\$160952

Detail the anticipated expenses for the current financial year:

\$164479

Expected Bank Balances as at 30 June for the current financial year:

\$58,000



Shire of Wyalkatchem
PO Box 224
WYALKATCHEM WA 6485
Email: general@wyalkatchem.wa.gov.au
Ph: (08) 9681 1166
Fax: (08) 9681 1003

Details of each fundraising activity held in the last financial year (including sum of money raised):

Arts event: (held simply for fund raising purposes)

\$986.38

Details of each fundraising activity held in this financial year (including sum of money raised):

Popup Shopup Day (held simply for fund raising purposes)

\$748.00

What Strategic Community Plan outcomes are the community group achieving? (Choose 1-6 from list below) and why?

1 – Healthy, strong and connected communities, 2- A prosperous and dynamic district, 3- A sustainable, natural and built environment, 4-An effective voice, 5 - A well-managed and effective council organisation, 6-Well utilised and effectively managed facilities and assets.

1 – Healthy, strong and connected communities, 2- A prosperous and dynamic district, 3- A sustainable, natural and built environment, 4-An effective voice, 6-Well utilised and effectively managed facilities and assets.

Give a detailed budget for how the grant will be used (please attach a minimum of two written quotations where applicable):

Cost

\$ 9800.00 inc GST - Solar Panels, converter & Installation

\$ 300.00 incidentals (unknowns)

\$10100.00

Budget:

\$3300.00 STC's

\$ 950.00 Shire (TBC)

\$ 950.00 CRC

\$4900.00 Grant – inc GST

\$ 000.00 Museum – Crane use and driver (donated)

\$0.00

Any further relevant information:

Dianne Davies
PO Box 164
WYALKATCHEM WA 6485

7/12/17

CEO,
Shire of Wyalkatchem,
Honour Avenue,
WYALKATCHEM WA 6485

Dear Ian,

As Chairperson of the Wyalkatchem Community Resource Centre, I am writing to inform Councillors of The Wyalkatchem Shire Council, for the purpose of a Wyalkatchem Shire Community Grant, that the Wyalkatchem CRC Committee supports the application for the grant applied for by our Manager to purchase and install Solar Panels on the roof of the Wyalkatchem Museum, but connected to the Shire owned building - 'The Bushel'.

We are pleased that the grant application with the Australian Government-Dept. of Industry, Innovation and Science and Dept. of Infrastructure and Regional Development "Stronger Communities Programme" (STCO63077) has been successful.

As you would be aware, the main purpose of the application for this grant is to provide a more environmentally sustainable source of power for the Wyalkatchem Community Resource Centre (and therefore the Wyalkatchem Museum). We regard the addition of the Solar Panels as an improvement to the community building/s, on which they will be erected.

We believe this project is beneficial to us all, and hope that Councillors will agree with this by endorsing the community grant for \$950, which will be half of the shortfall to complete the project. The other half will be covered by the Wyalkatchem CRC, with funds from a fundraiser, held earlier this year.

Yours sincerely,



Dianne Davies
Chairperson,
Wyalkatchem Community Resource Centre



Australian Government
Department of Industry,
Innovation and Science
Department of Infrastructure
and Regional Development

Business

business.gov.au
13 28 46
Delivered by AusIndustry

Your reference no: STCO63077

Mr Craig Cooper
Manager
Wyalkatchem Community Resource Centre Incorporated
PO Box 156
Wyalkatchem WA 6485

GPO Box 2013
Canberra, ACT, 2601
p: 1300 793 261
e: STCOContracts@industry.gov.au
w: www.business.gov.au
abn: 74 599 608 295

Dear Mr Craig Cooper

Your application has been successful

As outlined in your application under the Stronger Communities Programme (Round 3) and programme guidelines, on receipt of this letter you are a party to a grant agreement. You must contact us immediately if your circumstances have changed and you are no longer able to carry out your project.

The agreement

This agreement is a binding agreement between Wyalkatchem Community Resource Centre Incorporated ABN 51521343853 (grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Innovation and Science (Commonwealth/we).

The agreement includes:

- this letter
- the grant schedule (attachment A)
- the grant terms and conditions (attachment B)
- your application
- the programme guidelines applicable on the date you submitted your application.

We may use information contained in this agreement for public reporting purposes, including the grantee name and grant amount.

What you must do

You must undertake the project in line with this agreement. You must only spend the grant on the project or on eligible activities to undertake the project.

If you spend any amount of the grant on activities not identified in the project, or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must provide a final report, including a statement that you spent the grant in accordance with this agreement, by the due date. We will also send you the report template to complete after you finish your project. You can find a sample report template at attachment C.

You must acknowledge the Commonwealth's support in any material published about the project by using the following: "This project received grant funding from the Australian Government."

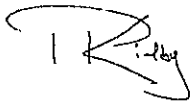
What we will do

We will pay the grant into the bank account that you nominate in attachment A within 28 days of you submitting the completed vendor request form.

Any questions?

If you have any questions please call our team on 1300 793 261.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. Kidby', with a stylized flourish at the end.

Peter Kidby
Stronger Communities Programme Delivery Lead
AusIndustry – Business Services
15 November 2017

Attachment A – Grant schedule

Programme	Stronger Communities Programme (Round 3)
Grantee	Wyalkatchem Community Resource Centre Incorporated
Grantee ABN	51521343853
Project	Installation of Solar Panels
Project number	STCO63077
Project description	As set out in the Project Details and Funding section of your application
Project start date	21/11/2017
Project end date	22/11/2017
Total eligible expenditure	\$9,800.00
Grant percentage	Up to 50%
Total/maximum grant	\$4,900.00 (plus GST as applicable)
Capped amount in financial year 2017/18	\$4,900.00 (plus GST as applicable)
Final report due date	20/02/2018
Agreement end date	21/04/2018

Bank details

You must provide your bank details by completing [this Vendor Request form](#)¹ online.

¹ <https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=vendor-request>

Late Agenda Item

8.3.3 Financial Management – Audit – Reports: Request for access to working papers

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

Council Decision Number: 3554

Moved: Cr Butt

Seconded: Cr Garner

That the late agenda item be accepted

Vote: 6/0

8.3.3 FINANCIAL MANAGEMENT – AUDIT – REPORTS: REQUEST FOR ACCESS TO WORKING PAPERS

FILE REFERENCE:	12.02.03
AUTHOR'S NAME AND POSITION:	Ian McCabe Chief Executive Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	4 December 2017
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.

SUMMARY:

That Council resolve the following:

- 1. Accept the recommendation of the Audit Committee to authorise the release of the 2016/17 audit papers to the Office of the Auditor-General;**
- 2. Support the appointment of Paul Gilbert FCPA as auditor for the 2017/18 financial year;**
- 3. Chief Executive Officer is to forward a minuted copy of this item to the Office of the Auditor-General.**

Appendix: Letter from Office of Auditor-General dated 29 November 2017.

Comment:

The proclamation of the *Local Government (Auditing) Amendment Act 2017* transfers responsibility for audit to the Office of Auditor General (OAG).

There will be a period of transition between local appointment of the auditor and provision of audit service by the OAG (or its contractors). To assist in this process, there is the possibility of accreditation of council's current auditor, facilitated by the release of his working papers to the OAG.

Once they assess that work as meeting their requirements, he may be retained to perform the 2017/18 audit.

Consultation:

Mrs Claire Trenorden

Corporate Services Manager

Statutory Environment:

There is no direct statutory environment relevant to this issue.

Policy Implications:

There is no Council Policy relative to this report.

Financial Implications

There are no direct financial implications relative to this item.

Strategic Plan/Risk Implications

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

Voting Requirements

Simple Majority

Council Decision Number:

3555

Moved: Cr Holdsworth

Seconded: Cr Metcalfe

That Council resolve the following:

- 1. Accept the recommendation of the Audit Committee to authorise the release of the 2016/17 audit papers to the Office of the Auditor-General;**
- 2. Support the appointment of Paul Gilbert FCPA as auditor for the 2017/18 financial year;**
- 3. Chief Executive Officer is to forward a minuted copy of this item to the Office of the Auditor-General.**

Vote: 6/0



OAG Ref: 7816

Mr Ian McCabe
Shire of Wyalkatchem
PO Box 224
WYALKATCHEM WA 6485



7th Floor, Albert Facey House
469 Wellington Street, Perth

Mail to: Perth BC
PO Box 8489
PERTH WA 6849

Tel: (08) 6557 7500
Fax: (08) 6557 7600
Email: info@audit.wa.gov.au

Dear Mr McCabe

ACCESS TO 2016-17 AUDIT WORKING PAPERS

Further to the Auditor General's email of 1 November 2017, I understand that when the *Local Government (Auditing) Amendment Act 2017* was proclaimed on 27 October 2017, you did not have a signed audit contract in place for your annual financial audits. This means the Auditor General is now responsible for your financial audits from 2017-18.

We propose to use the services of your last contract audit firm, Macleod Corporation, to conduct your 2017-18 financial audit under our management. Before appointing Macleod Corporation, we first need to determine that they meet certain quality criteria. To do this we will request access to the firm's working papers for your 2016-17 audit. I expect that the firm will also advise you that they are providing us with this access.

If Macleod Corporation meets our quality criteria, we will discuss their 2017-18 audit plan with them and request a quotation for your 2017-18 audit. We will then be in a position to inform you of our indicative audit fee and schedule an audit entrance meeting. I anticipate this will be by March 2018.

I will contact you in the new year to commence our audit planning and discuss any queries you or your staff may have.

I recognise this is potentially quite a change for your local government, as it is for us, if you have any questions or concerns please take a look at the FAQs on our website at www.audit.wa.gov.au or contact me on 6557 7644 or patrick.arulsingham@audit.wa.gov.au.

Yours sincerely

PATRICK ARULSINGHAM
SENIOR DIRECTOR
FINANCIAL AUDIT
29 November 2017

8.4 MONTHLY OFFICER REPORTS

8.4.1 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL – CHIEF EXECUTIVE OFFICER – NOVEMBER 2017

FILE REFERENCE:	13.09.01
AUTHOR'S NAME AND POSITION:	Ian McCabe Chief Executive Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	7 December 2017
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
STRATEGIC COMMUNITY PLAN REFERENCE	All key indicators

SUMMARY:

That Council resolve the following:

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

Appendix:

Attachment 1: Major projects update.

Purpose of this report

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

Our Purpose

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

Summary of Key Performance Indicators of the Chief Executive Officer:

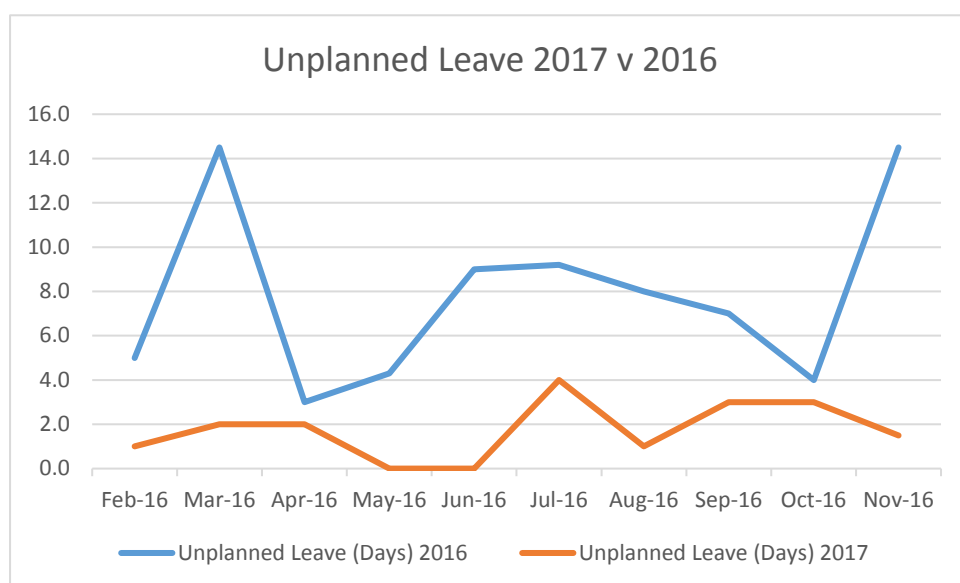
- **Deliver budget commitments on time and on budget.** In leading a team, deliver capital and operational budget commitments within financial year and within budget;
- **Comply with Intergrated Planning and Reporting requirements** by the June 2018 ordinary meeting of council and publish any relevant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

Comment:

Calendar:

There were 22 business days in November. The CEO took 0.5 days annual leave in November.

Unplanned leave in November totalled 1.5 work days (two persons), comprising 0.5 day in Works and one day in Administration. This compares to three days unplanned leave in October; 14.5 days in November 2016; and, 12.0 work days November 2015. In comparing the period between February and November 2017 against the same months in 2016, there's been a 78% reduction in unplanned leave.



In all cases of unplanned leave, the Shire follows due process with support for all employees within the law and Council policy.

A delayed opening for the pool became necessary due to significant leaks making the pool uneconomic. Repairs to the pool took longer than anticipated but there is hoped to be a fantastic result with significant financial savings. The pool was due to open at the end of November.

Council:

Council met in forum 2 November to discuss: Central East Aged Care Alliance (CEACA); 2018 meeting dates; Australia Day awards; audit and the Auditor-General; vacancy on Council; recreation centre working group; the visit of representatives of the Kellerberrin Co-Op; the review of the Code of Conduct.

The ordinary meeting of Council was held Thursday 23 November 2017 to:

- Receive statutory reports (e.g. financial reporting as required by regulation); monthly officer reports; and project updates;
- Make decisions about: a development application; an amendment to the fees and charges; to approve the 2016/17 annual report; to approve the draft Disability Access and Inclusion Plan; to endorse appointments for bush fire control officers; to approve council's committee representation.

Management:

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

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

The CEO represented the Shire of Wyalkatchem 1 November Kellerberrin at two meetings for CEACA (AGM, plus a general meeting, with Cr Davies); the state government is reviewing aspects of this important infrastructure project which is plans four units to be built in Wyalkatchem in 2018. Recent decisions by Government to withdraw \$32,000 in funding to the shire's swimming pool and \$44,000 in direct

roads funding could have represented a potential 6% increase in rates (this has been averted by re-prioritising other projects).

Prudent financial management has assisted in mitigating the risk of uncertainty around government decisions. However, when combined with the shortened agreement for the CRC (18 months rather than three years), as well as other decisions affecting regional centres such as Wyalkatchem, there is some concern that Government budget decisions may have a disproportionate effect in this local government.

The CEO represented the shire 10 November at Wyalkatchem District High School, with Crs Garner, Metcalfe, Gamble; lead by Deputy Principal Julie Duthie, the staff and students made several presentations; former President Mr Eddie Garner made a reading; and Mr Paul dePierres made a short speech. A very good ceremony in a great setting. The school put on a morning tea afterward.

Other CEO representations included: 20 November, Merredin, with Cr Davies, Special Meeting of CEACA; 22 November, Northam, District Health Advisory Council; 27 November Perth, Local Government Professionals Age Friendly Network / Dept. of Communities, 2018 planning meeting; 28 November, Nungarin, as Chair, North East Wheatbelt Regional Organisation of Councils (NEWROC); 30 November WALGA (West Australian Local Government Association) zone meeting, Merredin.

Key CEO meetings in November included 3 November supplier meeting; 14 November Wyalkatchem Senior Citizens' Homes Trust Inc.; 14 November supplier meeting; 29 November, draft regional plan Dept. Biodiversity, Conservation and Attractions; 29 November Western Power, consultation.

Management work in November included various matters related to staff, facilities and community relations, regular operational work and meetings with staff. This included workforce planning; corporate values; safety; health planning; preparation to assume as NEWROC executive Chair; bush fire preparedness.

Strategy:

Preparation for a new agreement with Dr Awogun began with the current agreement ending 2 February 2018. A great deal of progress has been made since commencing in 2015 with the practice being accredited by the Royal Australian College of GP's; patient numbers increasing and additional; allied health services added.

Several communications with the Office of the Auditor General are making progress toward the state government's new audit regime for local government. The

proclamation of the Local Government (Auditing) Amendment Act 2017 transfers responsibility for audit to the Office of Auditor General (OAG).

There will be a period of transition between local appointment of the auditor and provision of audit service by the OAG (or its contractors). To assist in this process, there is the possibility of accreditation of council's current auditor which may result in retention for the 2017/18 audit before the OAG takes over fully in the subsequent year.

Looking Back:

This report reflects on November 2017 but will be the last published report for the calendar year, so I'd like to include a few comments looking back on the year as we near Christmas.

The year has flown! It has also brought some great achievements and many examples of collaborative, quality work by the staff and council of Wyalkatchem on behalf of the community.

The audit for 2016/17 completes a four year journey that sees the financial position of the shire much improved. The Department of Local Government will confirm how they measure that success when they publish the Financial Health Indicator (FHI) for the Shire of Wyalkatchem in early 2018; however, the FHI was 48 in 2013/14 and had improved to 91 in 2015/16 and is expected to be 95 points out of a possible 100 for the year just completed. This improved financial position allows Council and the community to be resilient, make better long term decisions and be confident about the future.

This could not be possible without a great team. The Council and staff of Wyalkatchem are a great team and have delivered great work to continually improve the levels of professionalism, quality and value in the services of the local government.

Some examples in 2017 include:

- Much improved safety performance – thanks go to everyone but leadership kudos go to Ms Ella McDonald and Craig Harris for working with our insurer and all staff to improve policy, practice and information in all safety related activities;
- Commencement toward a new works depot;
- Improvements at the cricket wickets and parks and gardens;
- A very high standard of roads, drainage and remedial works, particularly in recovery from the flash floods of January / February 2017;

- The NEWROC Telecomm's project which will deliver improved internet capability;
- The approval of an Optus mobile tower;
- The approval and funding of four units for the aged as part of the CEACA project;
- Community grants to the school; hockey club; Men's Shed; senior leisure group; golf club; and community mart;
- Support for visitor schemes NEW Travel and Pioneers' Pathway;
- Works at the aerodrome that upgrades infrastructure, creates leases and starts the process of commercialising the site;
- Continued upgrades to plant including operational vehicles, tools and the purchase of a motorised grader;
- Complete rehabilitation of the swimming pool to end continuous leaks;
- A very high standard in administration – thank you ladies.

In closing, I'd like to take this opportunity to sincerely thank my Council and my team for the support given to me in work I have very much enjoyed. I wish them all and their families a safe and happy Christmas and a successful 2018 and beyond.

Thank you.

Sincerest best wishes to the community of Wyalkatchem for Christmas, New Year and the years ahead. There is a great deal to be proud of and confidence should determine the path for all – not fear of the future and no recriminations for the past – just knowledge and hard work and love of what we do.

Council commitments in December include:

- 7 December council workshop;
- 14 December ordinary meeting of council;
- 14 December elector's meeting;
- 25 December - 5 January 2018, administration office closed, public holidays and annual leave shutdown (emergency contacts will apply).

Consultation:

Community, Staff and Council

Statutory Environment:

There is no direct statutory environment relevant to this issue.

Policy Implications:

There is no direct Council Policy relative to this report.

Financial Implications

There is no direct financial implication relative to this item.

Strategic Plan/Risk Implications

The CEO is Council's chief strategy implantation officer.

Voting Requirements   Simple Majority

Council Decision Number: 3556

Moved: Cr Metcalfe   **Seconded :** Cr Butt

That Council resolve the following:

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

Vote: 6/0

Major Projects and Budget Initiatives 2017/18	
1	Major Projects and Budget Initiatives 2017/18

Expected End Date	% Complete	Project	Budgeted Value	Actual Value	Notes
	100.0%	Replace faulty power generator at admin building	\$8,000	\$11,755	Additional works required to integrate electronics with existing systems.
TBD		Painting internal office admin building	\$4,400		
April		Install emergent water supply tanks (Korrelocking)	\$6,201		Location to be confirmed by Bush Fire Advisory Committee February 2018
TBD		Medical centre maintenance works	\$5,000		Awaiting advice from medical centre
	100.0%	CEACA contribution to four independent living units	\$108,800	\$108,800	Capital contribution; approx. project cost \$1m; start date unknown.
TBD	50.0%	Housing capital works across six properties	\$35,000		Still being assessed; will include major roof repairs at Lady Novar.
TBD		Capital works Town Hall	\$5,000		
December		Capital Works: Recreation Centre	\$25,000	\$16,620	Mirrors, painting to be completed by Christmas
TBD		Capital Works: Netball shelter	\$5,000		
TBD		Capital Works: Railway Station	\$20,000	\$7,182	Guttering, roof still to be completed.
TBD	50.0%	Capital Works: Railway Barracks	\$20,000		
Christmas		Capital Works Tennis Club (playground)	\$20,000		Agreement reached with club and works now being completed.
TBD		Capital Works: Main Street Streetscape	\$20,000		
TBD		Capital Works: Pioneer Park	\$20,000		
	100.0%	Capital Works: Swimming Pool leaks	\$35,000	\$54,050	State govt removed \$32,000 pool funding (post budget decision); extensive issues correcting previous repair works.
	100.0%	Replacement of grader	\$360,000	\$355,570	Delivered 31 October and pressed into service the next day.
	100.0%	Replacement of works manager ute	\$35,000	\$47,100	A number of essential tools fitted post-budget (for eg. tow bar); replacement value under-estimated as this is an upgrade in quality from previous vehicle.
	100.0%	Purchase 4x4 ute Team Leader Works	\$33,000	\$39,127	Budgeting error - budget not corrected upon receiving quote.
TBD		Aerodrome development works	\$35,000		\$5,703 thus far - removal of derelict buildings; repairs to hanger door; cleaning of bird waste; currently getting quotes to complete electrical works .
	100.0%	Footpath and related senior cit's units site	\$22,500	\$22,442	
TBD		Works at new depot site	\$30,000		
	100.0%	Purchase: Plate compactor	\$5,000	\$2,000	
	100.0%	Purchase: Line marker	\$6,000	\$2,450	
TBD = To Be Determined					

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

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

SUMMARY:

That Council resolve the following:

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

Road Maintenance and Projects:

Road Crew

The road crew completed gravel re-sheeting on the Benjabeering-Hindmarsh Road.

Preperation of the three jobs which require stabilisation and sealing works was completed by the road crew:

1. Tammin Rd - 1.3 km of shoulder, one side only, 3,120m² – 1.5% cement
2. Cunderdin Rd - 2 km of shoulder, one side only, 4,800m² – 1.5% cement
3. Cemetery Rd – 2.78 km of shoulder, both sides, 6,672 m² – no cement; and,
  - a. + 12x150m carpark (1,800m²) – 1.5% cement

The stabilisation contractor advised that they were unable to supply the 2.4m wide machine requested. An alternative contractor is currently being sought with the sealing program being pushed back from 11 December through to 20 December 2017.



Town Crew

Mulch was installed to all of the garden beds within the main street.

The tennis club playground had all of the equipment removed in preparation for new works.



Contractors

The two portable buildings at the airport were removed as they were derelict.

New power and water services were installed to the large hanger in preparation for lease.

The carpark area and road reserve out the front of Harringtons (cnr Railway Terrace and Gamblke Street) was resealed with cold emulsion. This is to correct private works conducted in May 2016 and the subject of council decision 3341 at council meeting 18 August 2016. Bitumen works completed by contractors and Shire labour 6 May 2016 at the corner of Railway Terrace and Gamble Street Wyalkatchem included road, verge, cross-over and private land abutting to 55 Railway Terrace Wyalkatchem have been subject to partial fail with recurring sweeping and repair being required. These works will correct that need.



Derelict buildings removed from aerodrome site; one has been salvaged for use by the Towns crew at the Recreation Centre.



Repairs to the corner Railway Tce and Gamble St

GDR Civil completed culvert extensions on the Cunderdin and Tammin Roads.
Quaraiding Earthmoving pushed up 10,000 m³ of gravel on Rifle Range Road.



Upcoming works:

The road crew will begin shoulder reinstatement works on the Koorda Road.

The town crew will install mulch around the senior citizens units (this is costed to the construction project).

New playground equipment will be installed at the tennis club as approved in the 2017/18 budget.

Personnel:

NA

Ranger Service:

No major Ranger incidents to report.

Safety:

NA

Vandalism:

Three of the pine trees at the hall were damaged and had to be trimmed back to about half of the height.

Plant and Equipment:

NA

Policy Implications:

There is no Council Policy relative to this report.

Voting Requirements

Simple Majority

Council Decision Number: 3557

Moved: Cr Holdsworth

Seconded: Cr Gamble

That Council resolve the following:

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

Vote: 6/0

8.4.3 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL – GOVERNANCE AND EMERGENCY – NOVEMBER 2017

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

SUMMARY:

That Council resolve the following:

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

Appendix

There is no attachment to this report.

Emergency Services

The Governance and Emergency Officer attended the quarterly District Emergency Management Committee (DEMC) meeting in Northam on 16 November. Presenters included Steven Duggan from the Bureau of Meteorology, who gave a presentation on flood warning systems; Professor Myra Keep from the University of Western Australia, who presented on earthquakes in the Wheatbelt region; and several Department of Fire and Emergency Services (DFES) representatives, including District Officer Sven Anderson, who spoke about the upcoming bushfire season. It is looking to be an average season, slightly busier than last year and DFES have undertaken a lot of mitigation work as the wet summer in 2016/17 led to high fuel loads for bushfires.

The Governance and Emergency Officer attended the Shire of Dowerin's Local Emergency Management Committee (LEMC) meeting on 22 November. The intention of the meeting was to arrange a joint exercise for the Wyalkatchem and Dowerin LEMCs to partake in early next year – it was decided that the exercise would be a desktop (theoretical) exercise, held in Dowerin in either February or March 2018. The Shires of Wongan Hills and Victoria Plains will also be participating in the exercise. Consultation with the Dowerin LEMC will continue during the planning process for the event.

Health and Safety

The Governance and Emergency Officer attended days four and five of the *Introductory Training Course for Safety and Health Representatives* and with completion of this training is now a qualified Safety and Health Representative. The training was once again completed with Training Services Australia in Mt Lawley. The focus of day four of the training course was workplace inspections, while day five focused on the processes surrounding provisional improvement notices. The training was highly informative and will assist in the Occupational Safety and Health administration completed by the Governance and Emergency Officer.

The Shire of Wyalkatchem hosted a Greater Eastern Wheatbelt Regional Safety Advisory Group on 7 November, with the meeting held at the Wyalkatchem Community Resource Centre to make use of the centre's technology in the conference room. The meeting was attended by representatives from the Shires of Dowerin, Koorda, Mt Marshall, Kellerberrin, Narembeen and Cunderdin and was chaired by Chris Gilmour from Shire Insurer LGIS. Rob Goodfellow from LGIS was also in attendance to give a presentation on a contractor induction process that he has recently developed. The meeting provided an excellent opportunity for Safety and Health professionals from the various Shires to network and discuss ideas and processes.

The Governance and Emergency Services Officer applied the knowledge gained in the Safety and Health Representative course in order to review and re-design the Shire's Health and Safety Induction booklet. An induction booklet for contractors will be developed using this new booklet once it is formally adopted by management.

The first aid kits at the pool were audited and re-stocked with the assistance of Tracy Dickson from the local St John Ambulance sub-centre – the first aid kits are now equipped for the upcoming pool season.

A workplace inspection was carried out at the Wilson Street works depot on 29 November with the assistance of Robert Hodges; Leading Hand Parks and Gardens – overall it was a good inspection. Some minor issues were picked up and a subsequent overhaul of Material Safety Data Sheets (MSDS) and hazardous substance registers began in late November, with the intention an MSDS folder and register be made available at all Council facilities.

Governance

During the month of November, the Workplace Health and Safety Policy and the Fitness for Work Policy reviews were carried out.

The Code of Conduct review also continued throughout the month, with a decision being made that separate Codes be developed for Councillors, Employees and Contractors.

Consultation:

Chris Gilmour	LGIS
Craig Cooper	Wyalkatchem Community Resource Centre
Rob Goodfellow	LGIS
Tracy Dickson	St John Ambulance, Wyalkatchem
Prof Myra Keep	University of Western Australia
Steven Duggan	Bureau of Meteorology
Sven Anderson	Department of Fire and Emergency Services
Robert Hodges	Leading Hand: Parks and Gardens, Shire of Wyalkatchem
Andrea Selvey	Chief Executive Officer, Shire of Dowerin

Statutory Environment:

Local Government Act 1995

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Policy Implications:

There is no Council Policy relative to this report.

Financial Implications

There are no financial implications relative to this item

Strategic Plan/Risk Implications

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

Voting Requirements   Simple Majority

Council Decision Number: 3558

Moved: Cr Garner   **Seconded:** Cr Metcalfe

That Council resolve the following:

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

Vote: 6/0

8.4.4 GOVERNANCE – REPORTING - PRINCIPAL ENVIRONMENTAL HEALTH OFFICER: NOVEMBER 2017

FILE REFERENCE:	13.09.01
AUTHOR'S NAME AND POSITION:	Peter Toboss Principal Environmental Health Officer
AUTHOR'S SIGNATURE:	
NAME OF APPLICANT/RESPONDENT/LOCATION:	Shire of Wyalkatchem
DATE REPORT WRITTEN:	05 December 2017
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
STRATEGIC COMMUNITY PLAN REFERENCE	1.1.2 Promote regional health solutions; 2.6 Effective enforcement of local laws and regulation; 5.2 A customer focussed organisation.

SUMMARY:

That Council resolves the following:

1. Accept the Principal Environmental Health Officer Report for November 2017 as presented.

Appendix/Appendices: There is no attachment to this report

Comment:

Principal Environmental Health Officer (PEHO) Position:

The Principal Environmental Health Officer attends the Shire of Wyalkatchem office every Thursday. The PEHO attended the Shire of Wyalkatchem office on 2, 9 and 23 of November respectively.

Food Shop and Public Buildings Inspections:

None to report.

Food Businesses Risk Profiling:

This process will be ongoing whilst food businesses within the Shire of Wyalkatchem return their food notification and registration forms.

Complaint:

There was one noise complaint in November which was investigated. The issue was resolved by providing noise control information to the people in question, with no further action having been required to date.

Seminar/Training:

The PEHO attended a Food Safety Seminar and two other training courses in November; a Tobacco Control training and a Department of Health training, both of which were held in Perth.

The seminar was on *Reducing Foodborne Illness across the Food Chain*. It outlined the roles and responsibilities of the different agencies involved in the management of foodborne illness across the food chain. Representatives from a range of organisations, including the Department of Primary Industries and Regional Development, Murdoch University, the City of Vincent, OzFoodNet, the Department of Health, Environmental Health Directorate and Communications Directorate, delivered presentations outlining their role in reducing foodborne illness; covering the management of foodborne illness throughout the food chain, including primary food production, food service and food safety at home.

The Department of Health Training focused on Food Poisoning Outbreak Investigations. Attendees included Environmental Health Officers, Public Health Nurses and Doctors. The main learning objective for the workshop was to better understand the investigation of foodborne disease outbreaks including:

- Roles and responsibilities of different agencies;
- The purpose and process of outbreak investigations;
- Gathering epidemiological, laboratory and environmental evidence;
- Using the evidence to determine the cause of the outbreak; and
- Preventing future outbreaks.

Consultation:

Mr Ian McCabe, Chief Executive Officer

Ms Ella McDonald, Administration Officer - Governance and Emergency

Statutory Environment:

Public Health Act 2016

Health (Miscellaneous Provisions) Act 1911

Food Act 2008

Policy Implications:

There is no Council Policy relative to this issue.

Financial Interest:

There are no Financial Implications relative to this issue.

Voting Requirements: Simple Majority

Council Decision Number: 3559

Moved: Cr Gamble

Seconded: Cr Holdsworth

That Council resolves the following:

1. **Accept the Principal Environmental Health Officer Report for November 2017 as presented.**

Vote: 6/0

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

FILE REFERENCE:	13.09.01
AUTHOR'S NAME AND POSITION:	Tegan McCarthy Administrative Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	30 November 2017
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
STRATEGIC COMMUNITY PLAN REFERENCE	1 – Healthy, strong and connected communities. 2– A prosperous and dynamic district. 4 – An effective voice. 6 – Well utilised and effectively managed facilities and assets.

SUMMARY:

That Council resolve the following:

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

Appendix: NIL

Comment:

Craig Harris (Manager of Works) and I have been meeting representatives of the Wyalkatchem Tennis Club, Will Nightingale, Cassie Stratford and Gabrielle Quade, as consultation to agree on the design of the new playground to be installed at the Tennis Courts. There will be a double swing, tunnel with a viewing box, large rocks to climb on, and a small boat going into the playground area. The concept is nature play and the design has been approved by Council's insurer LGIS.

This project is to remove a non-compliant, potentially unsafe playground and replace that with a design that meets the needs of the Tennis Club and the requirements of council (design, budget, risk containment, maintenance).

Musical entertainment has been booked for the Wyalkatchem Fair evening event and amusements for the day include Colonial Clydesdales who attend the Dowerin Field Days with their horse drawn wagon, circus workshops, rides and show amusements.

Officer work in the month included finance duties (reconciliations, rates related); liaison with the Community Resource Centre; representing the Shire at regional tourism group, NEW Travel and various administrative work.

Consultation:

Craig Harris	Manager of Works, Shire of Wyalkatchem
Chris Gilmour	Regional Risk Coordinator, LGIS
Will Nightingale	Wyalkatchem Tennis Club
Cassie Stratford	Wyalkatchem Tennis Club

Statutory Environment:

There is no statutory environment relevant to this issue

Policy Implications:

There is no Council Policy relative to this report.

Voting Requirements: Simple Majority

Council Decision Number: 3560

Moved: Cr Holdsworth

Seconded: Cr Butt

That Council Resolve the Following

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

Vote: 6/0

- 9. Motions of which previous notice has been given Nil**
- 10. Questions by members of which due notice has been given Nil**
- 11. New business of an urgent nature introduced by the presiding person Nil**

**Matters for which the meeting may be closed - 12.1 Public Health -Agreements
- Medical Services Agreement - Dr E O Awogun**

Voting Requirement: Absolute Majority

Council Decision Number: 3561

Moved: Cr Holdsworth

Seconded: Cr Butt

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

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

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

(a) a matter affecting an employee or employees;

(b) the personal affairs of any person;

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

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

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

(i) a trade secret

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

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

Vote: 6/0

Cr Davies declared a Financial Interest in the following item and left the room at 4.15pm

12.1 PUBLIC HEALTH – AGREEMENTS – MEDICAL SERVICES AGREEMENT – DR E O AWOGUN

FILE REFERENCE:	3.16 and 24.1
AUTHOR'S NAME AND POSITION:	Ian McCabe Chief Executive Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	8 December 2017
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
STRATEGIC COMMUNITY PLAN REFERENCE	1. Healthy, strong and connected communities; 1.1.1 Maintain asset and financial support for the independent general practitioner; 2. A prosperous and dynamic district; 6. Well-utilised and effectively managed facilities and assets.

SUMMARY:

That Council resolve the following:

- 1. Endorse the agreement between the Shire of Wyalkatchem and Dr Emmanuel Olamidele AWOGUN for the provision of general practitioner (medical services) by Dr Awogun for a period of three years, commencing 2 February 2018; and,**
- 2. Authorise the affixing of the Common Seal and execution of the agreement by the Shire President and the Chief Executive Officer.**

Appendix:

1. Medical Services Agreement

Comment:

The relevant previous Council Decision is 3053, 19 February 2015: item 12.4 Public Health – Agreements – Medical Services Agreement – Dr E O Awogun.

The Shire wishes to ensure that the provision of general practitioner medical services is continued within the Shire's district. This is particularly important at a time when State and Federal Governments are reassessing levels of expenditure and their commitments to the delivery of health services. The primary role of this local government in delivering GP services demonstrates a willingness to assume responsibility where other levels of government have abrogated them.

Following an extensive selection process in 2014, which included representatives of the Shire of Koorda, Dr Emmanuel Olamidele AWOGUN was selected as independent contractor for the delivery of GP services at the Wyalkatchem Medical Centre and Koorda Medical Centre.

The period since then has been successful with accreditation from the Royal Australian College of General Practitioners as well increased patient numbers and the provision of allied health services. A significant benefit for Council has been the reduction in Shire resources consumed in management of the medical centre, as well as managing relations between the former general practitioner and other health professionals and various entities.

The Medical Services Provider has agreed to provide general practitioner medical services within the district and accepts that the Medical Services Provider is in all respects an independent contractor.

With Council's endorsement of this contract, the Shire and the Medical Services Provider will evidence the terms of their agreement in relation to the provision of the medical services. I commend this agreement to Council for endorsement.

Consultation:

Dr E O Awogun

Shire Presidents and Councils, Wyalkatchem and Koorda

David Burton, CEO, Shire of Koorda

Statutory Environment:

Complex; Local Government Act and regulations; reference to contract and health services law.

Policy Implications:

There is no direct policy relevant to this item.

Financial Implications

The delivery of health services requires a commitment of \$155,560 in medical practice support in each calendar year. In addition, housing and motor vehicle resources are required. This agreement also provides approximately \$3,000 in funding to apply for accreditation renewal by the RACGP's. There is partial reimbursement of expenses by the shire of Koorda that approximates \$49,589 in 2017/18.

Strategic Plan/Risk Implications

Retention of adequate health services is a primary requirement of Council's community planning – to provide for the aged and to attract new residents. This is an essential service.

Voting Requirements   Absolute Majority

Council Decision Number: 3562

Moved: Cr Butt

Seconded: Cr Gamble

That Council resolve the following:

- 1. Endorse the agreement between the Shire of Wyalkatchem and Dr Emmanuel Olamidele AWOGUN for the provision of general practitioner (medical services) by Dr Awogun for a period of three years, commencing 2 February 2018; and,**
- 2. Authorise the affixing of the Common Seal and execution of the agreement by the Shire President and the Chief Executive Officer.**

Vote: 5/0

Ian McCabe left the room at 4.18pm
Ian McCabe entered the room at 4.18pm
Cr Davies entered the room at 4.18pm

13. Closure of the meeting 4.18pm