



Minutes

of the

Ordinary Meeting of Council

held

on

Thursday 15  
February 2018

In

The Council Chambers  
Honour Avenue Wyalkatchem

*Our purpose*

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

## **Council's Vision**

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

## **Our Purpose**

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

## **Our Guiding Principles**

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

Leaving a positive legacy for future generations and Councils;

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

Responsible financial management;

Informed, evidence-based and representative decision making; and

Effective communication and engagement.

## **Our Goals**

Healthy, strong and connected communities

A prosperous and dynamic district

A sustainable natural and built environment

An effective voice

A well-managed and effective organisation

Facilities and assets that are well used and effectively managed

## Contents

<b>1</b>	<b>Declaration of opening</b>	<b>5</b>
1.1	The Presiding person will declare the meeting open	5
1.2	The Shire of Wyalkatchem disclaimer will be read aloud	5
<b>2</b>	<b>Public question time</b>	<b>5</b>
2.1	Response to previous questions taken on notice	5
2.2	Declaration of public question time opened	5
2.3	Declaration of public question time closed	5
<b>3</b>	<b>Record of attendance, apologies and approved leave of absence</b>	<b>5</b>
3.1	Present	5
3.2	Apologies	5
3.3	On leave of absence	5
3.4	Staff	5
3.5	Visitors	5
3.6	Gallery	5
3.7	Applications for leave of absence	5
<b>4</b>	<b>Petitions, deputations and presentations</b>	<b>5</b>
4.1	Petitions	5
4.2	Deputations	5
4.3	Presentations	5
<b>5</b>	<b>Confirmation of minutes from previous meeting</b>	<b>6</b>
5.1.1	Meetings - Confirmation of Minutes – Ordinary Meeting 14 December 2017	6-7
5.1.2	Meetings – Confirmation of Minutes – Special Meeting 31 January 2018	8-9
<b>6</b>	<b>Announcements by presiding person</b>	<b>10</b>
<b>7</b>	<b>Matters for which meeting may be closed</b>	<b>10</b>
<b>8.1</b>	<b>Land use and planning – no items this meeting</b>	<b>10</b>
<b>8.2</b>	<b>Financials</b>	<b>11</b>
8.2.1	Financial Management – Financial Reporting – Monthly Financial Report – December 2017	11-46
8.2.1	Financial Management – Financial Reporting – Monthly Financial Report – January 2018	47-82
8.2.2	Financial Management – Financial Reporting – Payment Listings December 2017 and January 2018	83-101
8.2.3	Financial Management – Tendering – Undertake Road Works	102-109
8.2.4	Accept Late Item	110
8.2.4	Financial Management – Budgeting – Budget Review 2017-18	111-136
<b>8.3</b>	<b>Officer reports to council</b>	<b>137</b>
8.3.1	Council Properties – Registration – Leases (Reserves): Licence for portion of reserve 15004	137-147
8.3.2	Personnel – Authorisations – Delegations – Delegation Register Review 2018	148-184
8.3.3	Waste Management – Service Provision – Waste Collection Contract Extension – Avon Waste	185-238
<b>8.4</b>	<b>Officer Reports to Council</b>	<b>239</b>

8.4.1	Governance – Reporting – Officer Reports to Council – Chief Executive Officer – December 2017	239-243
8.4.1	Governance – Reporting – Officer Reports to Council – Chief Executive Officer – January 2018	244-247
8.4.2	Governance – Reporting – Officer Reports to Council – Manager of Works – December 2017	248-251
8.4.2	Governance – Reporting – Officer Reports to Council – Manager of Works – January 2018	252-254
8.4.3	Governance – Reporting – Officer Reports to Council – Governance and Emergency – December 2017	255-257
8.4.3	Governance – Reporting – Officer Reports to Council – Governance and Emergency – January 2018	258-260
8.4.4	Governance – Reporting – Officer Reports to Council – Principal Environment Health Officer – December 2017 and January 2018	261-263
8.4.5	Governance – Reporting – Officer Reports to Council – Community and Economic Development - December 2017	264-265
8.4.5	Governance – Reporting – Officer Reports to Council – Community and Economic Development – January 2018	266-267
8.4.6	Governance – Reporting – Officer Reports to Council – Properties and Finance – January 2018	268-269
<b>9.</b>	<b>Motions for which previous notice has been given</b>	<b>270</b>
<b>10.</b>	<b>Questions by members of which due notice has been given</b>	<b>270</b>
<b>11.</b>	<b>New business of an urgent nature introduced by the presiding person</b>	<b>270</b>
<b>12.</b>	<b>Matters for which meeting may be closed</b>	<b>270</b>
<b>13.</b>	<b>Closure of meeting</b>	<b>270</b>

## CONTENTS

Minutes of the Ordinary Meeting of Council held in Council Chambers, Cnr Honour Avenue and Flint Street, Wyalkatchem held on Thursday 15 February 2018.

### **1. DECLARATION OF OPENING**

**1.1 The Shire President declared the Meeting open 3.32pm**

**1.2 The Shire of Wyalkatchem disclaimer was read aloud.**

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

### **2 Public question time**

**2.1 Response to previous questions taken on notice**

Not applicable

**2.2 Declaration of public question time opened 3.32pm**

**2.3 Declaration of public question time closed 3.32pm**

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

**3.1 Present:** Cr Davies Cr Garner Cr Metcalfe Cr Butt Cr Gamble

**3.2 Apologies:** Nil

**3.3 On leave of absence:** Cr Holdsworth

**3.4 Staff** Ian McCabe Craig Harris Claire Trenorden Ella McDonald Sarah Bolt

**3.5 Visitors:** Nil

**3.6 Gallery:** Nil

**3.7 Applications for leave of absence:** Nil


**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 14 December 2017

<b>FILE REFERENCE:</b>	Minute Book
<b>AUTHOR'S NAME AND POSITION:</b>	Ian McCabe Chief Executive Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>NAME OF APPLICANT/ RESPONDENT/LOCATION:</b>	Shire of Wyalkatchem
<b>DATE REPORT WRITTEN:</b>	7 February 2018
<b>DISCLOSURE OF INTEREST:</b>	Not applicable
<b>PREVIOUS MEETING REFERENCE:</b>	Not Applicable

#### **SUMMARY:**

1. Confirm the minutes as an accurate record of the Ordinary Meeting of Council held on 14 December 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:** 04/2018

**Seconded:** Cr Gamble


**Moved:** Cr Butt

**That Council resolve the following:**

- 1. Confirm the minutes as an accurate record of the Ordinary Meeting of Council held on 14 December 2017**

**Vote:** 5/0

### 5.1.2 MEETINGS – CONFIRMATION OF MINUTES - SPECIAL MEETING 31 JANUARY 2018

<b>FILE REFERENCE:</b>	Minute Book
<b>AUTHOR'S NAME AND POSITION:</b>	Ian McCabe Chief Executive Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>NAME OF APPLICANT/RESPONDENT/LOCATION:</b>	Shire of Wyalkatchem
<b>DATE REPORT WRITTEN:</b>	7 February 2018
<b>DISCLOSURE OF INTEREST:</b>	Not applicable
<b>PREVIOUS MEETING REFERENCE:</b>	Not Applicable

#### **SUMMARY:**

- 1. Confirm the minutes as an accurate record of the Special Meeting of Council held on 31 January 2018.**

#### **Appendix:**

There is no attachment to this report.

#### **Background:**

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

#### **Comment:**

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

#### **Consultation:**

Ian McCabe, Chief Executive Officer.

#### **Statutory Environment:**

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

#### **Policy Implications:**

There is no Council Policy relative to this issue.



**Financial Implications:**

There are no Financial Implications relative to this issue.

**Strategic Plan/Risk Implications:**

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

**Voting Requirements:** Simple Majority

**Council Decision Number:** 05/2018

**Seconded:** Cr Garner

**Moved:** Cr Gamble

**That Council resolve the following:**

- 1. Confirm the minutes as an accurate record of the Special Meeting of Council held on 31 January 2018**

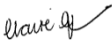
**Vote:** 5/0

**6.0 Announcements by Presiding Person** Cr Davies welcomed everyone to the first meeting of 2018 and wished everyone the best for the coming year. He thanked everyone for their efforts on Australia Day, with special thanks to staff who helped with the set-up and pack-down and also Campbell Jones for his assistance with the lamb spit.

**7.0 Matters for which meeting may be closed** Nil

**8.1 Land Use and Planning** - No Items this meeting

## 8.2.1 FINANCIAL MANAGEMENT – FINANCIAL REPORTING – MONTHLY FINANCIAL REPORT – DECEMBER 2017

<b>FILE REFERENCE:</b>	12.10.02
<b>AUTHOR'S NAME AND POSITION:</b>	Claire Trenorden Manager Corporate Services
<b>AUTHOR'S SIGNATURE:</b>	
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	24 January 2018
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	OMC 14 December 2017 Council decision number: 3549
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	5 – A well-managed and effective Council organization. 6 – Well utilized and effectively managed facilities and assets.

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

That Council resolve the following:

1. Receive the Statement of Financial Activity for the period ended 31 December 2017.

### Appendix:

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

### December 2017 Financial Statements:

- Yearly operating revenue is \$2,042,040 inclusive of net rate income of \$1,193,428 (net of prepaid rates and discounts) – 82% of Budget
- Yearly operating expenditure is \$2,123,894 – 57% of Budget
- Yearly capital expenditure is \$1,375,647 – 75% of Budget
- Yearly capital revenue is \$1,531,440 – 84% of Budget

- Net current assets as 31 December 2017 are \$887,945

**Operating Revenue:** Total operating revenue is 82% 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 \$1,202,290 and discounts, concessions and write offs applied equate to \$19,485. Approximately 87% of Rates have been collected to date, with \$154,590 outstanding.

Breakdown of outstanding rates as at 31 December 2017:

Payment by instalments	\$102,970
Pensioners who have until 30 June 2017 to pay	\$17,450
Ratepayers on a payment arrangement	\$21,713
<i>Legal Action</i>	\$10,956
Deceased estates awaiting probate	\$3,212
Payment in advance	-\$1,711

**Operating Expenditure:** Total operating expenditure is 57% of the Annual Budget.

**Capital Expenditure:** Total Capital Expenditure (\$1,375,647) is 75% of the Annual Budget (\$1,823,181).

Land and Buildings	\$232,151	58 Flint St, 22a Flint St, 4 Slocum St, Railway Station, Railway Barracks, Shire Office and Senior Citizens project are all in progress as of December 2017. The CEACA units contribution and the Recreation Centre are complete for 2017/18.
Plant and Property	\$441,797	The grader, road crew utility and Works Manager vehicle replacements have been completed for 2017/18.
Roadworks	\$553,957	Benjaberring Hindmarsh Rd North and South gravel re-sheeting projects are completed for 2017/18. All other projects are underway as of December 2017.
Footpaths	\$22,442	Projects are completed for 2017/18.
Airport	\$17,128	The project is in progress as of December 2017.
Other Infrastructure	\$57,623	The Tennis Club playground is in progress as of December 2017. The Swimming Pool capital work is complete for 2017/18.
Transfers to Reserves	\$16,847	

**Net Assets:** Net Current Assets as at 31 December 2017 amounts to \$887,945. This is in the majority comprised of Cash Unrestricted – Municipal Funds (\$779,670).

**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:** 06/2018

**Moved:** Cr Gamble                      **Seconded:** Cr Metcalfe

**That Council resolve the following:**

- 1. Receive the Statement of Financial Activity for the period ended 31 December 2017.**

**Vote:** 5/0

**Shire of Wyalkatchem**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 31 December 2017**

**TABLE OF CONTENTS**

Statement of Financial Activity

Note 1

Note 2

Note 3

Note 4

Note 5

Note 6

Note 7

Note 8

Note 9

Note 10

Note 11

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

**Shire of Wyalkatchem**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 December 2017**

	Note	Amended Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a) 3	Var. % (b) - (a) / (b) 3	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Governance		2,100	1,050	6,676	5,626	84.3%	
General Purpose Funding		555,941	277,971	274,698	(3,273)	(1.2%)	
Law, Order and Public Safety		38,762	12,381	35,959	23,578	65.6%	
Health		49,589	23,595	21,610	(1,984)	(9.2%)	
Education and Welfare		0	0	0	0		
Housing		117,849	58,925	59,534	610	1.0%	
Community Amenities		111,408	105,704	105,668	(37)	(0.0%)	
Recreation and Culture		39,816	36,908	5,495	(31,413)	(571.6%)	▼
Transport		295,116	97,558	185,437	87,879	47.4%	▲
Economic Services		15,991	10,496	10,923	427	3.9%	
Other Property and Services		18,092	15,046	142,613	127,567	89.4%	▲
<b>Total (Excluding Rates)</b>		<b>1,244,664</b>	<b>639,632</b>	<b>848,613</b>	<b>208,981</b>	<b>24.6%</b>	
<b>Operating Expense</b>							
Governance		(294,570)	(147,285)	(147,769)	(484)	(0.3%)	
General Purpose Funding		(65,573)	(30,287)	(27,847)	2,439	8.8%	
Law, Order and Public Safety		(109,962)	(54,981)	(59,503)	(4,522)	(7.6%)	
Health		(304,935)	(142,468)	(132,799)	9,668	7.3%	
Education and Welfare		(17,858)	(15,929)	(24,135)	(8,206)	(34.0%)	
Housing		(243,971)	(109,986)	(100,430)	9,555	9.5%	
Community Amenities		(209,911)	(104,956)	(113,277)	(8,321)	(7.3%)	
Recreation and Culture		(750,482)	(375,241)	(368,337)	6,904	1.9%	
Transport		(1,544,304)	(912,152)	(1,165,385)	(253,233)	(21.7%)	▲
Economic Services		(105,831)	(52,916)	(56,018)	(3,102)	(5.5%)	
Other Property and Services		(55,978)	62,011	71,607	9,596	(13.4%)	
<b>Total</b>		<b>(3,703,375)</b>	<b>(1,884,188)</b>	<b>(2,123,894)</b>	<b>(239,707)</b>		
<b>Funding Balance Adjustment</b>							
Add back Depreciation		1,142,817	571,409	603,870	32,461	5.4%	
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		
<b>Net Operating (Ex. Rates)</b>		<b>(1,263,008)</b>	<b>(799,874)</b>	<b>(798,140)</b>	<b>1,735</b>		
<b>Capital Revenues</b>							
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	6,425	6,425	0	0.0%	
Transfer from Reserves	9	1,012,111	993,169	993,169	0	0.0%	
<b>Total</b>		<b>1,829,429</b>	<b>1,531,440</b>	<b>1,531,440</b>	<b>0</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	10	(261,200)	(232,151)	(232,151)	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)	(553,957)	(553,957)	0	0.0%	
Infrastructure Assets - Other	10	(157,500)	(97,193)	(97,193)	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%	
<b>Total</b>		<b>(1,823,181)</b>	<b>(1,375,647)</b>	<b>(1,375,647)</b>	<b>0</b>		
<b>Net Capital</b>		<b>6,248</b>	<b>155,793</b>	<b>155,793</b>	<b>0</b>		
<b>Total Net Operating + Capital</b>		<b>(1,256,760)</b>	<b>(644,081)</b>	<b>(642,346)</b>	<b>1,735</b>		
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%	▲
<b>Closing Funding Surplus(Deficit)</b>	3	<b>80,594</b>	<b>693,273</b>	<b>887,945</b>	<b>194,672</b>	<b>21.9%</b>	

**Shire of Wyalkatchem**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Nature or Type)**  
**For the Period Ended 31 December 2017**

	Note	Amended Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a) 3	Var. % (b) - (a) / (b) 3	
<b>Operating Revenues</b>							
Grants, Subsidies and Contributions	8	\$ 906,888	\$ 412,244	\$ 498,260	\$ 86,016	17.3%	▲
Profit on Asset Disposal	10	0	0	126,727	126,727	100.0%	▲
Fees and Charges		277,751	197,376	202,805	5,429	2.7%	
Interest Earnings		60,025	30,013	20,820	(9,192)	(44.1%)	
Other Revenue		0	0	0	0		
<b>Total (Excluding Rates)</b>		<b>1,244,664</b>	<b>639,632</b>	<b>848,613</b>	<b>208,981</b>		
<b>Operating Expense</b>							
Employee Costs		(1,039,368)	(519,684)	(509,531)	10,153	2.0%	
Materials and Contracts		(1,142,605)	(603,803)	(836,270)	(232,467)	(27.8%)	▲
Utilities Charges		(184,343)	(92,172)	(61,537)	30,634	49.8%	▼
Depreciation (Non-Current Assets)		(1,142,817)	(571,409)	(603,870)	(32,461)	(5.4%)	
Interest Expenses		(18,039)	(9,020)	(4,319)	4,701	108.8%	
Insurance Expenses		(123,317)	(61,659)	(108,368)	(46,709)	(43.1%)	▲
Loss on Asset Disposal	10	(52,886)	(26,443)	0	26,443	100.0%	▼
Other Expenditure		0	0	0	0		
<b>Total</b>		<b>(3,703,375)</b>	<b>(1,884,188)</b>	<b>(2,123,894)</b>	<b>(239,707)</b>		
<b>Funding Balance Adjustment</b>							
Add Back Depreciation		1,142,817	571,409	603,870	32,461	5.4%	
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		
<b>Net Operating (Ex. Rates)</b>		<b>(1,263,008)</b>	<b>(799,874)</b>	<b>(798,140)</b>	<b>1,735</b>		
<b>Capital Revenues</b>							
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	6,425	6,425	0	0.0%	
Transfer from Reserves	9	1,012,111	993,169	993,169	0	0.0%	
<b>Total</b>		<b>1,829,429</b>	<b>1,531,440</b>	<b>1,531,440</b>	<b>0</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	10	(261,200)	(232,151)	(232,151)	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)	(553,957)	(553,957)	0	0.0%	
Infrastructure Assets - Other	10	(157,500)	(97,193)	(97,193)	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%	
<b>Total</b>		<b>(1,823,181)</b>	<b>(1,375,647)</b>	<b>(1,375,647)</b>	<b>0</b>		
<b>Net Capital</b>		<b>6,248</b>	<b>155,793</b>	<b>155,793</b>	<b>0</b>		
<b>Total Net Operating + Capital</b>		<b>(1,256,760)</b>	<b>(644,081)</b>	<b>(642,346)</b>	<b>1,735</b>		
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%	▲
<b>Closing Funding Surplus(Deficit)</b>	3	<b>80,594</b>	<b>693,273</b>	<b>887,945</b>	<b>194,672</b>	21.9%	



**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 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 31 December 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 31 December 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 31 December 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 31 December 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 31 December 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 31 December 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 31 December 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**

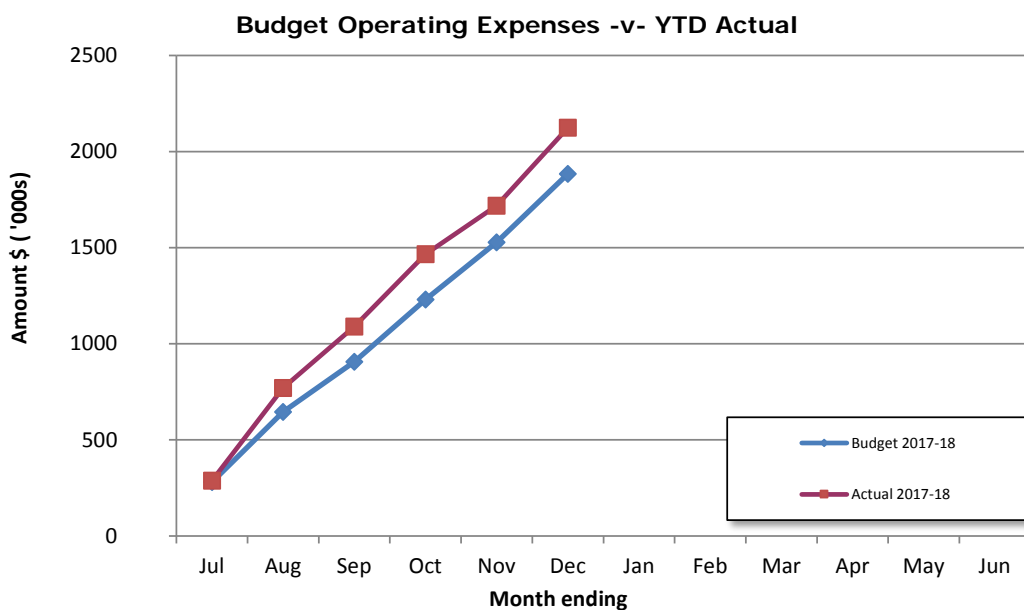
Private works carried out by council and indirect cost allocation pools.

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

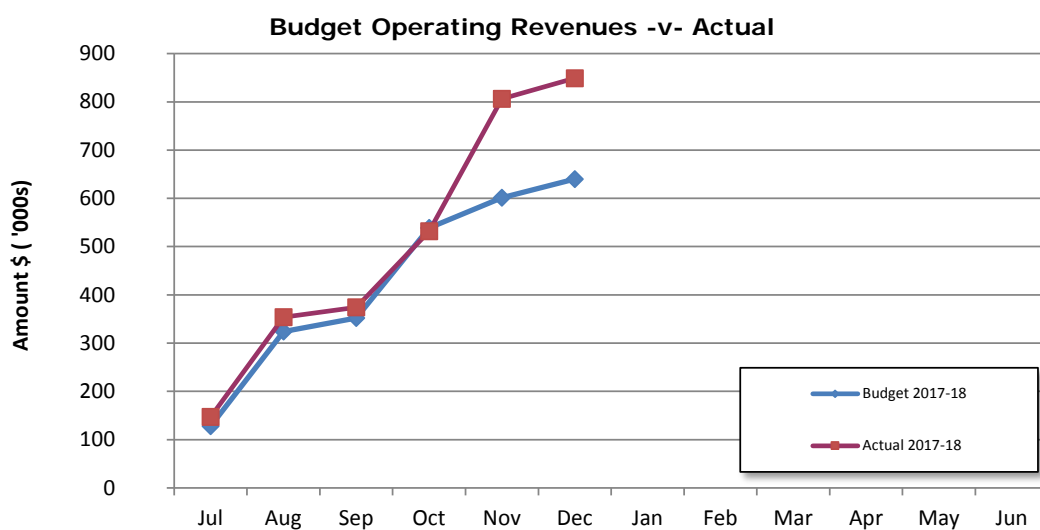


**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



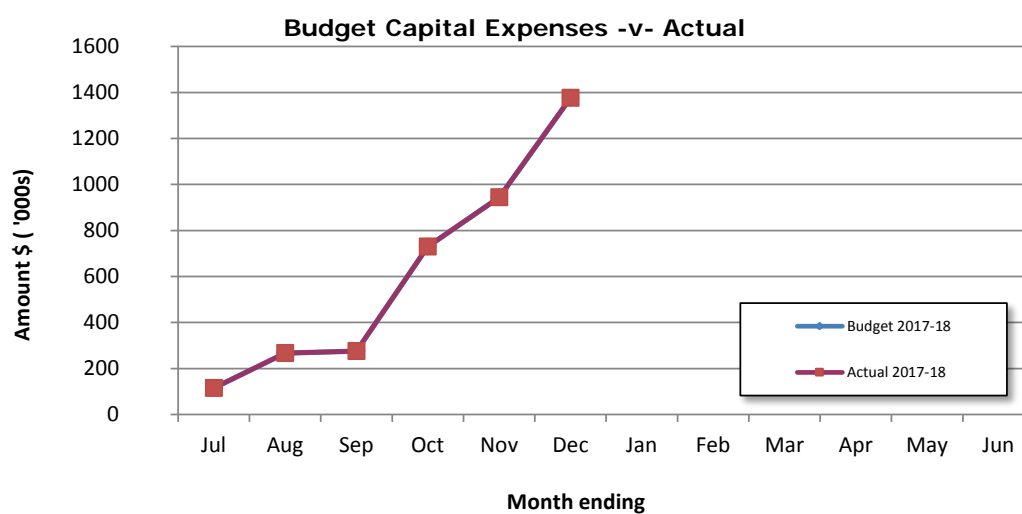
**Comments/Notes - Operating Expenses**



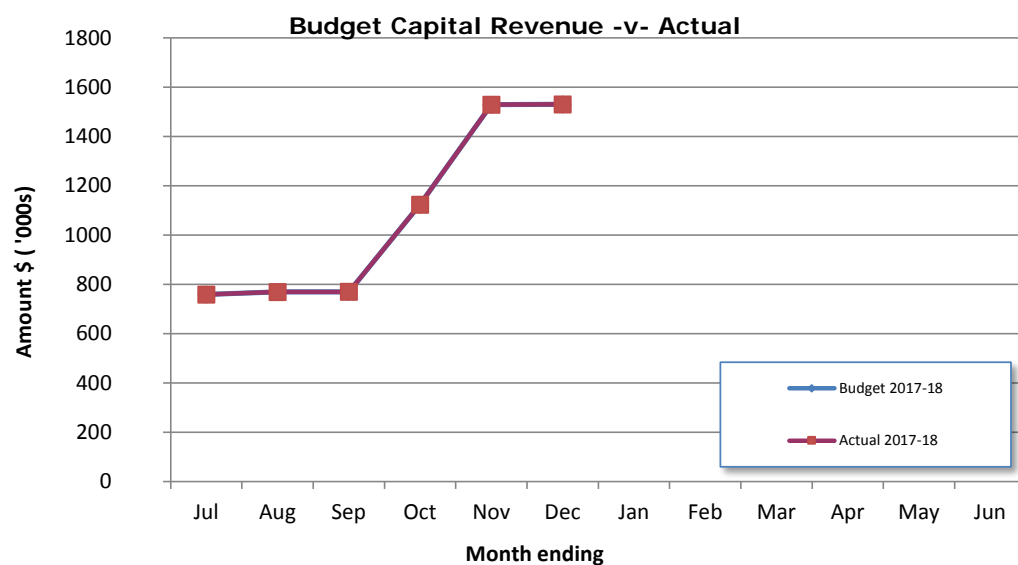
**Comments/Notes - Operating Revenues**

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 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 31 December 2017**

**Note 3: NET CURRENT FUNDING POSITION**

**Current Assets**

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

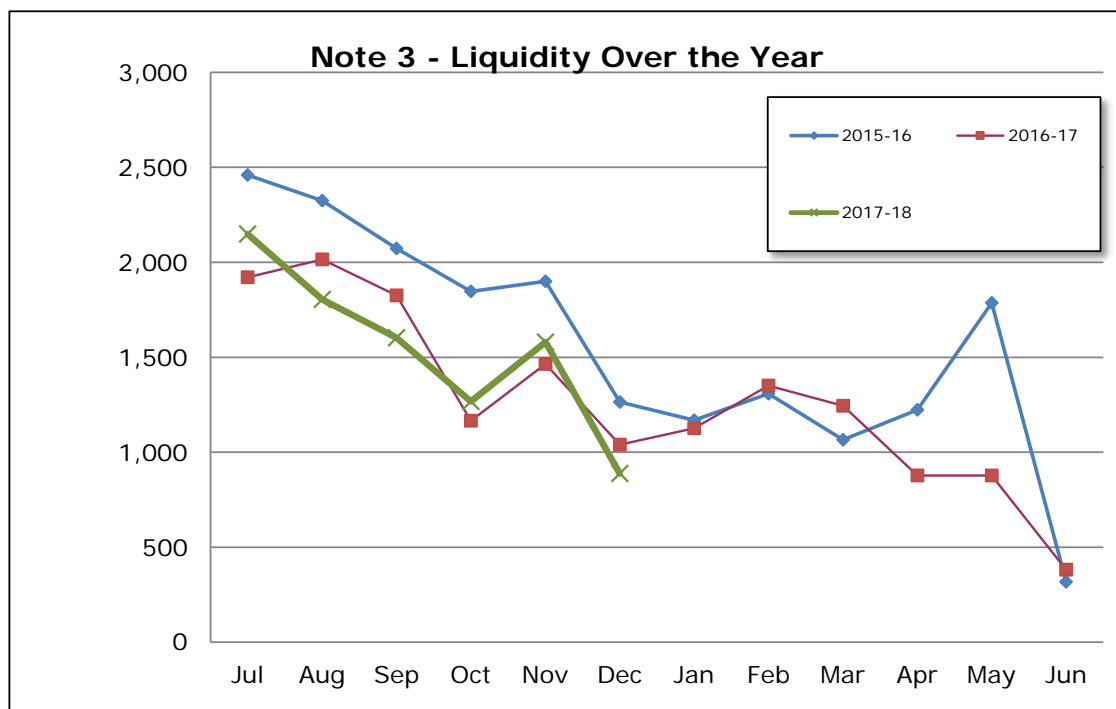
**Less: Current Liabilities**

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
\$	\$	\$
779,670	1,273,615	1,281,230
1,939,895	1,939,895	2,369,462
154,590	187,523	161,741
114,546	4,196	4,442
111,697	92,562	115,230
3,100,398	3,497,791	3,932,105
(222,666)	(240,419)	(28,274)
(49,891)	(49,891)	(70,788)
(272,558)	(290,310)	(99,061)
(1,939,895)	(1,939,895)	(2,369,462)
887,945	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 31 December 2017**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>								
At Call - Municipal	0.05%	142,746				142,746	NAB	Call
At Call - Working	0.01%			6,257		6,257	NAB	Call
(b) <b>Term Deposits</b>								
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) <b>Investments</b>								
<b>Total</b>		142,746	1,939,895	6,257	600,000	2,688,898		

**Comments/Notes - Investments**

## Shire of Wyalkatchem Monthly Investment Report

For the Period Ended 31 December 2017

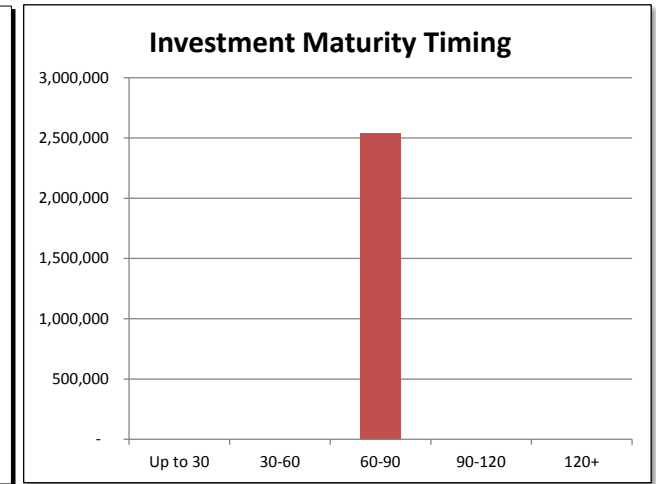
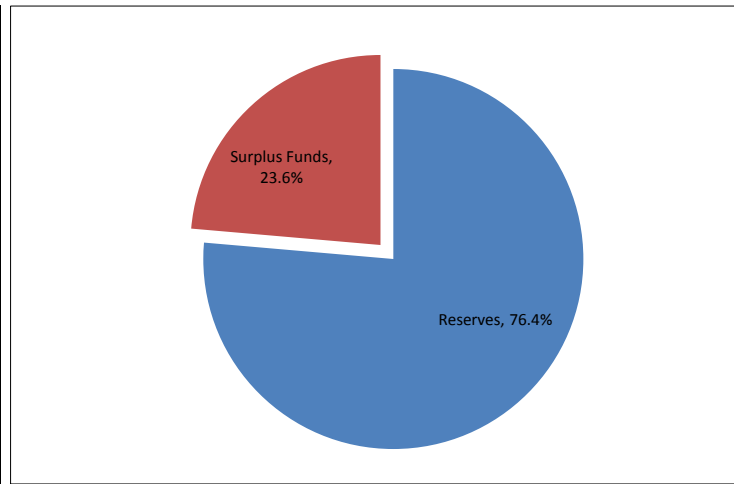
### Note 4A: CASH INVESTMENTS

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

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 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
<b>NAB - Reserves</b>					
TD114022574	25/10/2017	90	2.40%	1,939,895	
<b>Subtotal</b>				<b>1,939,895</b>	<b>76.4%</b>
<b>NAB - Surplus Funds</b>					
925842461	18/10/2017	90	2.40%	600,000	
<b>Subtotal</b>				<b>600,000</b>	<b>23.6%</b>
<b>Subtotal</b>				<b>-</b>	<b>0.0%</b>
<b>Subtotal</b>				<b>-</b>	<b>0.0%</b>
<b>Subtotal</b>				<b>-</b>	<b>0.0%</b>
<b>Total Funds Invested</b>				<b>2,539,895</b>	<b>100.0%</b>



**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance						
		ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
<b>5.1 OPERATING REVENUE (EXCLUDING RATES)</b>						
<b>5.1.1 GOVERNANCE</b>						
I041010	Reimbursements	2,000	1,225	6,676	5,451	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), reimbursement was received for three private people attending the Shire run snake handling course (\$600) and the LGIS good driver rebate was received for 2017 (\$2,653).
<b>5.1.2 GENERAL PURPOSE FUNDING</b>						
<b>5.1.3 LAW ORDER AND PUBLIC SAFETY</b>						
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.
<b>5.1.4 HEALTH</b>						
<b>5.1.5 EDUCATION AND WELFARE</b>						
<b>5.1.6 HOUSING</b>						
<b>5.1.7 COMMUNITY AMENITIES</b>						
<b>5.1.8 RECREATION AND CULTURE</b>						

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 5: MAJOR VARIANCES**

**Comments/Reason for Variance**

		<b>ANNUAL BUDGET</b>	<b>YTD BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>	<b>COMMENTS</b>
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.
<b>5.1.9 TRANSPORT</b>						
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.
<b>5.1.10 ECONOMIC SERVICES</b>						
<b>5.1.11 OTHER PROPERTY AND SERVICES</b>						
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 January.
<b>5.2 OPERATING EXPENSES</b>						
<b>5.2.1 GOVERNANCE</b>						
<b>5.2.2 GENERAL PURPOSE FUNDING</b>						
<b>5.2.3 LAW, ORDER AND PUBLIC SAFETY</b>						
<b>5.2.4 HEALTH</b>						
<b>5.2.5 EDUCATION AND WELFARE</b>						

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance		ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
E082298	Depreciation	(3,858)	(1,929)	(10,135)	(8,206)	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.
<b>5.2.6 HOUSING</b>						
<b>5.2.7 COMMUNITY AMENITIES</b>						
<b>5.2.8 RECREATION AND CULTURE</b>						
<b>5.2.9 TRANSPORT</b>						
E122095	WANDRRA Event	0	0	(252,626)	(252,626)	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.
<b>5.2.10 ECONOMIC SERVICES</b>						
<b>5.2.11 OTHER PROPERTY AND SERVICES</b>						
<b>5.3 CAPITAL REVENUE</b>						
<b>5.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>						
<b>5.3.2 PROCEEDS FROM DISPOSAL OF ASSETS</b>						
<b>5.3.3 PROCEEDS FROM NEW DEBENTURES</b>						



**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 5: MAJOR VARIANCES**

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

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance		ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
<b>5.5 OTHER ITEMS</b>						
<b>5.5.1 RATE REVENUE</b>						
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
<b>5.5.2 OPENING FUNDING SURPLUS(DEFICIT)</b>						
	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.
<b>5.5.3 DEPRECIATION</b>						

Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 December 2017

**Note 6: BUDGET AMENDMENTS**

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

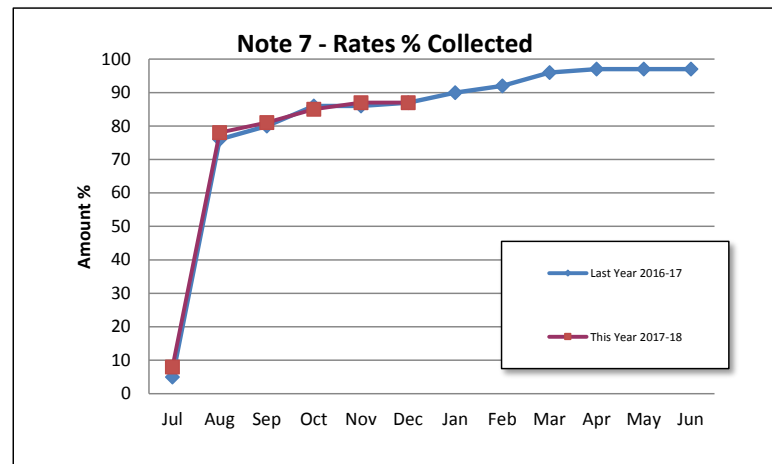
GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption			\$	\$	\$	\$
							0
							0
	Closing Funding Surplus (Deficit)			0	0	0	0

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 7: RECEIVABLES**

**Receivables - Rates and Rubbish**

	Current 2017-18	Previous 2016-17	Total
	\$	\$	\$
Opening Arrears Previous Years		18,195	18,195
Rates Levied this year	1,403,207	0	1,403,207
Interim Rates	220		220
Rates in Advance (Pre-Paid)	(39,418)	0	(39,418)
Instalment Fees	3,793	0	3,793
Administration/Legal Fees	0	0	0
Interest	1,474	0	1,474
Less Discount/Concessions/Write off	(19,485)	0	(19,485)
<u>Less Collections to date</u>	<u>(1,202,290)</u>	<u>(11,106)</u>	<u>(1,213,396)</u>
<b>Equals Current Outstanding</b>	<b>147,501</b>	<b>7,089</b>	<b>154,590</b>
Ex-Gratia Rates	8,109		8,109
<b>Net Rates Collectable</b>	<b>(8,109)</b>		<b>154,590</b>
% Collected			87.45%



**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

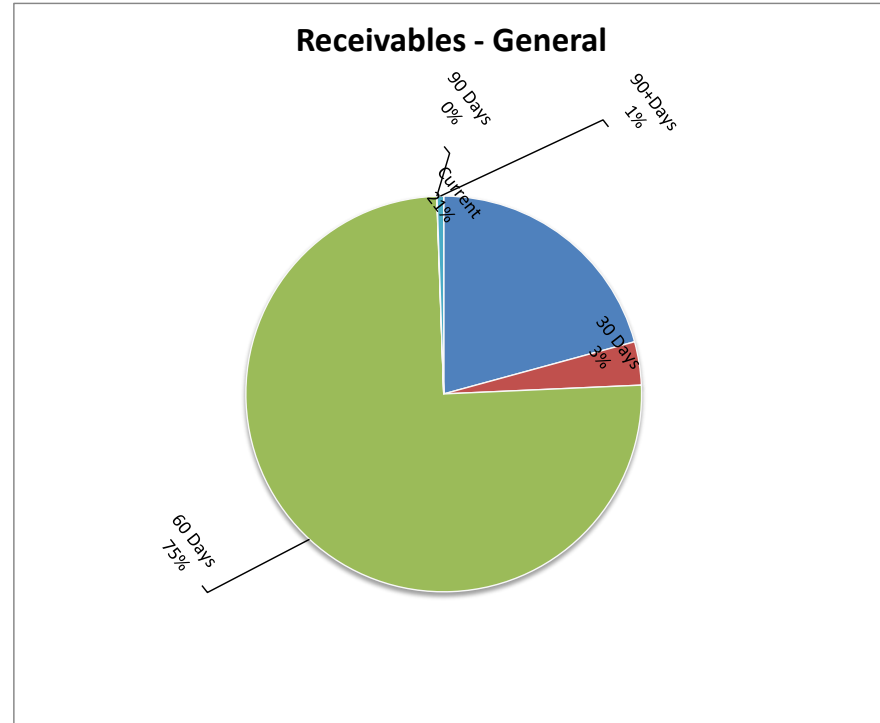
**Receivables - General**

Current	30 Days	60 Days	90 Days	90+Days
\$	\$	\$	\$	\$
23,771	4,053	86,077	25	620

**Total Outstanding**

**114,546**

Amounts shown above include GST (where applicable)



**Comments/Notes - Receivables General**

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 8: GRANTS AND CONTRIBUTIONS**

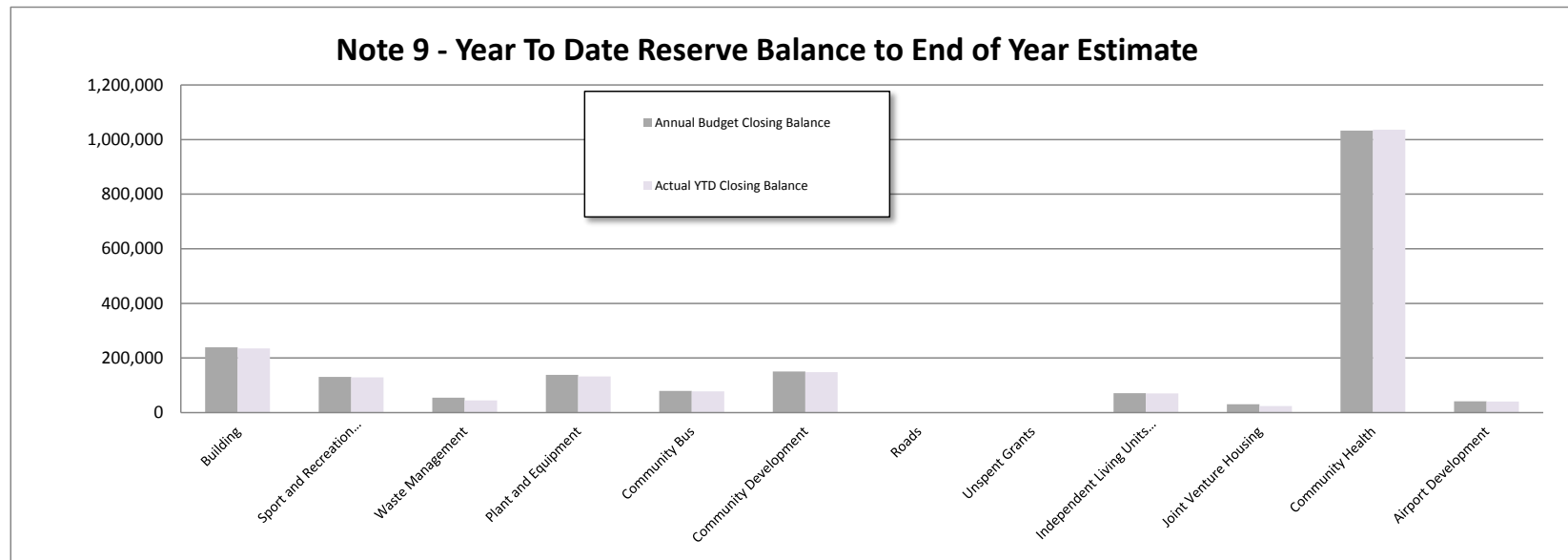
Program/Details GL	Provider	Approval Yes No	2017-18 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status		Estimated Receival Dates
						Received	Not Received	
<b>GENERAL PURPOSE FUNDING</b>		(Yes/No)	\$	\$	\$	\$	\$	
Financial Assistance Grant	State Government	Yes	479,921	0	479,921	241,684	238,237	Approx 50% of 2017/18 grant was pre-paid in June 2017. Balance will be paid quarterly.
<b>GOVERNANCE</b>								
Reimbursements - Miscellaneous	Various		2,000	0	2,000	6,476	(4,476)	
<b>LAW, ORDER, PUBLIC SAFETY</b>								
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
AWARE Grant	DFES	No	0	0	0	24,000	(24,000)	This grant was approved after the Annual Budget was adopted, it will be fully offset by expenditure.
<b>HEALTH</b>								
Medical Centre Contribution	Shire of Koorda	Yes	49,589		49,589	21,610	27,979	Quarterly - Apr, Jun
<b>COMMUNITY AMENITIES</b>								
<b>RECREATION AND CULTURE</b>								
Swimming Pool Grant	Department of Sport & Rec	No	32,000		32,000	0	32,000	Grant will not be received as was cut from State Government Budget.
<b>TRANSPORT</b>								
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)	
<b>OTHER PROPERTY &amp; SERVICES</b>								
Diesel Fuel Rebate	Australian Taxation Office	Yes	15,000		15,000	13,396	1,604	Monthly
<b>TOTALS</b>			<b>1,578,119</b>	<b>0</b>	<b>1,578,119</b>	<b>903,379</b>	<b>674,740</b>	

Comments - Grants and Contributions

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 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
	<b>2,916,217</b>	<b>51,999</b>	<b>16,847</b>	<b>15,146</b>	<b>0</b>	<b>(1,012,111)</b>	<b>(993,169)</b>		<b>1,971,251</b>	<b>1,939,895</b>



**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 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	<b>Other Property and Services</b>	360,000	355,570	(4,430) ▼
		8,727	8,727	Cat Grader	35,000	47,100	12,100 ▲
				Holden Rodeo			
<b>0</b>	<b>0</b>	<b>126,727</b>	<b>126,727</b>	<b>Totals</b>	<b>395,000</b>	<b>402,670</b>	<b>7,670</b>

Comments - Capital Disposal

Contributions Information					Summary Acquisitions	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Annual Budget	Actual	Variance
\$	\$	\$	\$	\$		\$	\$	\$
0	0	0	0	0	<b>Property, Plant &amp; Equipment</b>	0	0	0
261,200	0	0	0	261,200	Land for Resale	261,200	232,151	(29,049) ▼
77,201	0	368,000	0	445,201	Land and Buildings	445,201	441,797	2,797 ▼
0	0	0	0	0	Plant & Property	0	0	0
					Furniture & Equipment			
85,757	752,710	0	0	838,467	<b>Infrastructure</b>	838,467	553,957	(284,510) ▼
0	0	0	0	0	Roadworks	0	0	0
0	0	0	0	0	Drainage	0	0	0
22,500	0	0	0	22,500	Bridges	22,500	22,442	(58) ▼
20,000	0	0	0	20,000	Footpath & Cycleways	20,000	0	(20,000) ▼
35,000	0	0	0	35,000	Parks, Gardens & Reserves	35,000	17,128	(17,872) ▼
0	0	0	0	0	Airports	0	0	0
0	0	0	0	80,000	Sewerage	80,000	57,623	(22,377) ▼
					Other Infrastructure			
<b>501,658</b>	<b>752,710</b>	<b>368,000</b>	<b>0</b>	<b>1,702,368</b>	<b>Totals</b>	<b>1,702,368</b>	<b>1,325,098</b>	<b>(371,069)</b>

Comments - Capital Acquisitions

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 10: CAPITAL DISPOSALS AND ACQUISITIONS**

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

Contributions					Land & Buildings	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year		
\$	\$	\$	\$	\$		Annual Budget	Actual	Variance
12,400				12,400	<b>Governance</b> Shire Office	12,400	11,380	(1,020) ▼
5,000				5,000	<b>Health</b> Medical Centre	5,000	0	(5,000) ▼
108,800				108,800	<b>Education and Welfare</b> Aged Care Services and Accommodation	108,800	108,800	0
0				0	Senior Citizens Homes Project	0	50,101	50,101 ▲
5,000				5,000	<b>Housing</b> 22a Flint St	5,000	3,986	(1,014) ▼
5,000				5,000	4 Slocum St	5,000	2,274	(2,726) ▼
10,000				10,000	58 Flint St	10,000	8,470	(1,530) ▼
5,000				5,000	1 Slocum St	5,000	0	(5,000) ▼
10,000				10,000	Lady Novar	10,000	0	(10,000) ▼
5,000				5,000	<b>Recreation and Culture</b> Town Hall	5,000	0	(5,000) ▼
25,000				25,000	Recreation Centre	25,000	25,435	435 ▲
30,000				30,000	<b>Transport</b> Depot	30,000	0	(30,000) ▼
20,000				20,000	<b>Economic Services</b> Railway Station	20,000	8,028	(11,972) ▼
20,000				20,000	Railway Barracks	20,000	13,678	(6,322) ▼
261,200	0	0	0	261,200	<b>Totals</b>	261,200	232,151	(29,049)

Contributions					Plant & Equipment	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year		
\$	\$	\$	\$	\$		Annual Budget	Actual	Variance (Under)Over
6,201				6,201	<b>Law, Order &amp; Public Safety</b> Tanks for North Korrelocking	6,201	0	(6,201) ▼
		360,000		360,000	<b>Transport</b> Grader	360,000	355,570	(4,430) ▼
33,000				33,000	Road Crew Utility 4x4	33,000	39,127	6,127 ▲
27,000		8,000		35,000	Works Manager Utility	35,000	47,100	12,100 ▲
5,000				5,000	Plate compactor	5,000	0	(5,000) ▼
6,000				6,000	Line Marker	6,000	0	(6,000) ▼
77,201	0	368,000	0	445,201	<b>Totals</b>	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	<b>Totals</b>	0	0	0



**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 10: CAPITAL DISPOSALS AND ACQUISITIONS**

Contributions					Roads	Current Budget			
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year		Variance (Under)Over	
						Annual Budget	Actual		
\$	\$	\$	\$	\$		\$	\$	\$	
15,596				15,596	<b>Transport</b> 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	17,306	1,710	▲
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	32,146	(141,695)	▼
	100,599			100,599	Tammin / Wyalkatchem Rd - SLK 19.60 - 21.83 (2.23 km) - Shoulder Widening & Primersealing Shoulders ONLY (alter TFC with SRRG)	100,599	58,829	(41,770)	▼
27,471	146,289			173,760	Cunderdin/Wyalkatchem Rd	173,760	142,595	(31,165)	▼
	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	39,239	22,546	▲
	16,693			16,693	Benja-Hindmarsh - Sth	16,693	40,123	23,430	▲
	23,847			23,847	Cemetery Rd	23,847	19,153	(4,694)	▼
	27,424			27,424	Elsegood Rd Shoulder Reinstatement	27,424	5,193	(22,232)	▼
	162,624			162,624	Cemetery Rd	162,624	154,739	(7,885)	▼
85,757	752,710	0	0	838,467	Totals	838,467	553,957	(284,510)	

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

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2017**

**Note 10: CAPITAL DISPOSALS AND ACQUISITIONS**

Contributions					Bridges	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year		Variance (Under) Over
						Annual Budget	Actual	
\$	\$	\$	\$	\$		\$	\$	\$
				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 0	Airport Development	35,000	17,128	(17,872) 0	▼
35,000	0	0	0	35,000	Totals	35,000	17,128	(17,872)	

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	3,573	(16,427)	▼
20,000				20,000	Swimming Pool	35,000	54,050	19,050	▲
					Streetscape	20,000	0	(20,000)	▼
48,000	32,000	0	0	80,000	Totals	80,000	57,623	(22,377)	

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 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 31-Dec-17
	\$	\$	\$	\$
<b>Working Account</b>				
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
	<b>13,303</b>	<b>240</b>	<b>(7,286)</b>	<b>6,257</b>

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

**Shire of Wyalkatchem**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 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 \$
<b>Housing</b>									
Loan 68 - 43/45 Wilson	166,942	0	0	19,284	9,478	147,658	157,464	11,181	5,754
<b>Recreation &amp; Culture</b>									
Loan 73 - Community Resource Centre Building Project	148,903	0	0	18,580	8,417	130,323	140,486	6,393	4,069
<b>Transport</b>									
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

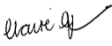
Bank overdraft limit	250,000
Bank overdraft at month end	0
Credit card limit - Total limit approved	13,000
Credit card limit - CEO actual limit accessed	5,000
Credit card balance at month end	2,782

## RECONCILIATION OF BANK ACCOUNTS

Unrestricted Municipal Bank as at 31 December 2017	742,746
Outstanding Deposits	120
Outstanding Payments	(201)
Ending Balance	<u>742,664</u>
Trust Working as at 31 December 2017	6,257
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u>6,257</u>
Reserve Account as at 31 December 2017	1,939,895
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u>1,939,895</u>

	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>	
<b>Bending, Kelly</b>	0	0	0	25	0	25	Bill being deducted from pay. Final amount paid 10/01/18
<b>Chheena, Abdur</b>	0	-22	0	0	0	-22	Overpayment of rent Dec 2017
<b>Contract Aquatic Services</b>	0	1,618	0	0	0	1,618	Rent 22b Flint St 2017/18
<b>D &amp; D Transport</b>	0	600	0	0	0	600	Railway Barracks Accommodation Dec 2017
<b>Jones, Gillian</b>	0	69	0	0	0	69	Railway Station Lease Dec 2017
<b>Main Roads</b>	0	0	85,545	0	0	85,545	WANDRRA Claim - payment followed up by email 23/01/18
<b>McWha, Pam</b>	0	0	532	0	0	532	Hire of Community Bus. Followed up by email 23/01/18, should be paid 24/01/18.
<b>Quade Agriservices</b>	0	295	0	0	0	295	Private works invoice
<b>RATE DEBTORS</b>	114	0	0	0	154,475	154,590	Outstanding Rates as at 31 December 2017
<b>Shire of Koorda</b>	23,771	0	0	0	0	23,771	Invoice for Medical Services Jul-Dec 2017
<b>Tucker, Anthony</b>	0	0	0	0	620	620	Outstanding rent from 10 Honour Ave
<b>Turfmaster Facility Management</b>	0	33	0	0	0	33	Standpipe water usage
<b>West Yorkrakine Cricket Club</b>	0	1,088	0	0	0	1,088	Season Charges 2017/18
<b>Wyalkatchem Basketball Assoc</b>	0	372	0	0	0	372	Season Charges 2017/18
<b>TOTAL</b>	<b>23,886</b>	<b>4,053</b>	<b>86,077</b>	<b>25</b>	<b>155,095</b>	<b>269,136</b>	
	23,771	4,053	86,077	25	620	114,546	Sundry
	114 0	0 0	0 0	0 0	154,475	154,590	Rates

## 8.2.1 FINANCIAL MANAGEMENT – FINANCIAL REPORTING – MONTHLY FINANCIAL REPORT – JANUARY 2018

<b>FILE REFERENCE:</b>	12.10.02
<b>AUTHOR'S NAME AND POSITION:</b>	Claire Trenorden Manager Corporate Services
<b>AUTHOR'S SIGNATURE:</b>	
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	8 February 2018
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	OMC 14 December 2017 Council decision number: 3549
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	5 – A well-managed and effective Council organization. 6 – Well utilized and effectively managed facilities and assets.

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

That Council resolve the following:

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

### Appendix:

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

### Background:

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

### Comment:

### January 2018 Financial Statements:

- Yearly operating revenue is \$2,089,571 inclusive of net rate income of \$1,193,428 (net of prepaid rates and discounts) – 84% of Budget
- Yearly operating expenditure is \$2,419,399 – 65% of Budget
- Yearly capital expenditure is \$1,421,387 – 78% of Budget
- Yearly capital revenue is \$1,532,533 – 84% of Budget
- Net current assets as 31 January 2018 are \$697,064

**Operating Revenue:** Total operating revenue is 84% 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 \$1,264,473 and discounts, concessions and write offs applied equate to \$19,485. Approximately 91% of Rates have been collected to date, with \$103,761 outstanding.

Breakdown of outstanding rates as at 31 January 2018:

Payment by instalments	\$57,924
Pensioners who have until 30 June 2017 to pay	\$15,378
Ratepayers on a payment arrangement	\$18,757
Legal Action	\$10,334
Deceased estates awaiting probate	\$3,212
Payment in advance	-\$1,844

**Operating Expenditure:** Total operating expenditure is 65% of the Annual Budget.

**Capital Expenditure:** Total Capital Expenditure (\$1,421,387) is 78% of the Annual Budget (\$1,823,181).

Land and Buildings	\$236,919	22a Flint St, Railway Station, Railway Barracks, Shire Office and Senior Citizens project are all in progress as of January 2018. The 58 Flint St, 4 Slocum St, the CEACA units' contribution and the Recreation Centre are complete for 2017/18.
Plant and Property	\$441,797	The grader, road crew utility and Works Manager vehicle replacements have been completed for 2017/18.
Roadworks	\$578,839	Benjaberring Hindmarsh Rd North and South gravel re-sheeting projects are completed for 2017/18. All other projects are underway as of January 2018.
Footpaths	\$22,442	Projects are completed for 2017/18.
Airport	\$17,128	The project is in progress as of January 2018.
Other Infrastructure	\$62,217	The Tennis Club playground is in progress as of January 2018. The Swimming Pool capital work is complete for 2017/18.
Transfers to Reserves	\$28,343	

**Net Assets:** Net Current Assets as at 31 January 2018 amounts to \$697,064. This is in the majority comprised of Cash Unrestricted – Municipal Funds (\$560,015).



**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:** 07/2018

**Moved:** Cr Garner

**Seconded:** Cr Butt

**That Council resolve the following:**

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

**Vote:** 5/0

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

**TABLE OF CONTENTS**

Statement of Financial Activity

Note 1

Note 2

Note 3

Note 4

Note 5

Note 6

Note 7

Note 8

Note 9

Note 10

Note 11

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

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

	Note	Amended Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a) 3	Var. % (b) - (a) / (b) 3	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Governance		2,100	1,225	15,386	14,161	92.0%	
General Purpose Funding		555,941	284,018	292,684	8,666	3.0%	
Law, Order and Public Safety		38,762	18,611	41,835	23,224	55.5%	
Health		49,589	23,427	21,610	(1,817)	(8.4%)	
Education and Welfare		0	0	0	0		
Housing		117,849	68,745	69,062	317	0.5%	
Community Amenities		111,408	109,732	106,919	(2,813)	(2.6%)	
Recreation and Culture		39,816	37,726	5,802	(31,924)	(550.2%)	▼
Transport		295,116	101,151	185,437	84,286	45.5%	▲
Economic Services		15,991	13,328	14,795	1,467	9.9%	
Other Property and Services		18,092	10,554	142,613	132,059	92.6%	▲
<b>Total (Excluding Rates)</b>		<b>1,244,664</b>	<b>668,517</b>	<b>896,144</b>	<b>227,627</b>	<b>25.4%</b>	
<b>Operating Expense</b>							
Governance		(294,570)	(171,833)	(181,314)	(9,481)	(5.2%)	
General Purpose Funding		(65,573)	(33,251)	(31,188)	2,063	6.6%	
Law, Order and Public Safety		(109,962)	(64,145)	(63,524)	621	1.0%	
Health		(304,935)	(160,879)	(151,271)	9,608	6.4%	
Education and Welfare		(17,858)	(16,417)	(25,843)	(9,426)	(36.5%)	
Housing		(243,971)	(122,316)	(113,485)	8,832	7.8%	
Community Amenities		(209,911)	(126,448)	(133,709)	(7,260)	(5.4%)	
Recreation and Culture		(750,482)	(437,781)	(429,746)	8,035	1.9%	
Transport		(1,544,304)	(1,000,844)	(1,257,942)	(257,098)	(20.4%)	▲
Economic Services		(105,831)	(61,735)	(62,807)	(1,073)	(1.7%)	
Other Property and Services		(55,978)	17,346	31,429	14,083	(44.8%)	
<b>Total</b>		<b>(3,703,375)</b>	<b>(2,178,302)</b>	<b>(2,419,399)</b>	<b>(241,097)</b>		
<b>Funding Balance Adjustment</b>							
Add back Depreciation		1,142,817	666,643	705,609	38,965	5.5%	
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		
<b>Net Operating (Ex. Rates)</b>		<b>(1,263,008)</b>	<b>(969,869)</b>	<b>(944,374)</b>	<b>25,495</b>		
<b>Capital Revenues</b>							
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	7,518	7,518	0	0.0%	
Transfer from Reserves	9	1,012,111	993,169	993,169	0	0.0%	
<b>Total</b>		<b>1,829,429</b>	<b>1,532,533</b>	<b>1,532,533</b>	<b>0</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	10	(261,200)	(236,919)	(236,919)	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)	(578,839)	(578,839)	0	0.0%	
Infrastructure Assets - Other	10	(157,500)	(101,787)	(101,787)	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)	(28,343)	(28,343)	0	0.0%	
<b>Total</b>		<b>(1,823,181)</b>	<b>(1,421,387)</b>	<b>(1,421,387)</b>	<b>0</b>		
<b>Net Capital</b>		<b>6,248</b>	<b>111,147</b>	<b>111,147</b>	<b>0</b>		
<b>Total Net Operating + Capital</b>		<b>(1,256,760)</b>	<b>(858,723)</b>	<b>(833,227)</b>	<b>25,495</b>		
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%	▲
<b>Closing Funding Surplus(Deficit)</b>	3	<b>80,594</b>	<b>478,631</b>	<b>697,064</b>	<b>218,433</b>	<b>31.3%</b>	

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

	Note	Amended Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 3	
<b>Operating Revenues</b>							
Grants, Subsidies and Contributions	8	\$ 906,888	\$ 422,737	\$ 515,345	\$ 92,608	18.0%	▲
Profit on Asset Disposal	10	0	0	126,727	126,727	100.0%	▲
Fees and Charges		277,751	210,765	217,849	7,084	3.3%	
Interest Earnings		60,025	35,015	36,222	1,207	3.3%	
Other Revenue		0	0	0	0		
<b>Total (Excluding Rates)</b>		<b>1,244,664</b>	<b>668,517</b>	<b>896,144</b>	<b>227,627</b>		
<b>Operating Expense</b>							
Employee Costs		(1,039,368)	(606,298)	(590,619)	15,679	2.7%	
Materials and Contracts		(1,142,605)	(688,370)	(941,467)	(253,098)	(26.9%)	▲
Utilities Charges		(184,343)	(87,533)	(69,013)	18,521	26.8%	
Depreciation (Non-Current Assets)		(1,142,817)	(666,643)	(705,609)	(38,965)	(5.5%)	
Interest Expenses		(18,039)	(10,523)	(4,323)	6,199	143.4%	
Insurance Expenses		(123,317)	(118,935)	(108,368)	10,567	9.8%	
Loss on Asset Disposal	10	(52,886)	(0)	0	0	100.0%	
Other Expenditure		0	0	0	0		
<b>Total</b>		<b>(3,703,375)</b>	<b>(2,178,302)</b>	<b>(2,419,399)</b>	<b>(241,097)</b>		
<b>Funding Balance Adjustment</b>							
Add Back Depreciation		1,142,817	666,643	705,609	38,965	5.5%	
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		
<b>Net Operating (Ex. Rates)</b>		<b>(1,263,008)</b>	<b>(969,869)</b>	<b>(944,374)</b>	<b>25,495</b>		
<b>Capital Revenues</b>							
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	7,518	7,518	0	0.0%	
Transfer from Reserves	9	1,012,111	993,169	993,169	0	0.0%	
<b>Total</b>		<b>1,829,429</b>	<b>1,532,533</b>	<b>1,532,533</b>	<b>0</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	10	(261,200)	(236,919)	(236,919)	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)	(578,839)	(578,839)	0	0.0%	
Infrastructure Assets - Other	10	(157,500)	(101,787)	(101,787)	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)	(28,343)	(28,343)	0	0.0%	
<b>Total</b>		<b>(1,823,181)</b>	<b>(1,421,387)</b>	<b>(1,421,387)</b>	<b>0</b>		
<b>Net Capital</b>		<b>6,248</b>	<b>111,147</b>	<b>111,147</b>	<b>0</b>		
<b>Total Net Operating + Capital</b>		<b>(1,256,760)</b>	<b>(858,723)</b>	<b>(833,227)</b>	<b>25,495</b>		
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%	▲
<b>Closing Funding Surplus(Deficit)</b>	3	<b>80,594</b>	<b>478,631</b>	<b>697,064</b>	<b>218,433</b>	31.3%	

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

**1. SIGNIFICANT ACCOUNTING POLICIES**

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

**(a) Basis of Accounting**

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

**(b) The Local Government Reporting Entity**

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

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

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

**(c) Rounding Off Figures**

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

**(d) Rates, Grants, Donations and Other Contributions**

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

**(e) Goods and Services Tax**

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

**(f) Cash and Cash Equivalents**

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

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

**(g) Trade and Other Receivables**

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

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

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

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(h) Inventories**

**General**

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

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

**Land Held for Resale**

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

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

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

**(i) Fixed Assets**

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

*Mandatory Requirement to Revalue Non-Current Assets*

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

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

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

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

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

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

*Land under Control*

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

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

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

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

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

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(i) Fixed Assets (Continued)**

*Initial Recognition*

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

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

*Revaluation*

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

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

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

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

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

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

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

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

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

*Transitional Arrangement*

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

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

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

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

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(i) Fixed Assets (Continued)**

*Early Adoption of AASB 13 - Fair Value Measurement*

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

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

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

*Land Under Roads*

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

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

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

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

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

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

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

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

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

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 31 January 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

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

**Capitalisation Threshold**

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

**(k) Trade and Other Payables**

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

**(l) Employee Benefits**

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

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

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

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

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

**(m) Interest-bearing Loans and Borrowings**

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

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

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

**Borrowing Costs**

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

**(n) Provisions**

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

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

**(o) Current and Non-Current Classification**

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

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

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(p) Nature or Type Classifications**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

**Non-Operating Grants, Subsidies and Contributions**

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

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

**Materials and Contracts**

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

**Utilities (Gas, Electricity, Water, etc.)**

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

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

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(q) Nature or Type Classifications (Continued)**

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**(r) Statement of Objectives**

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

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

**GOVERNANCE**

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

**GENERAL PURPOSE FUNDING**

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

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

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

**LAW, ORDER, PUBLIC SAFETY**

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

**HEALTH**

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

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

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

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(r) STATEMENT OF OBJECTIVE (Continued)**

**EDUCATION AND WELFARE**

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

**HOUSING**

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

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

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

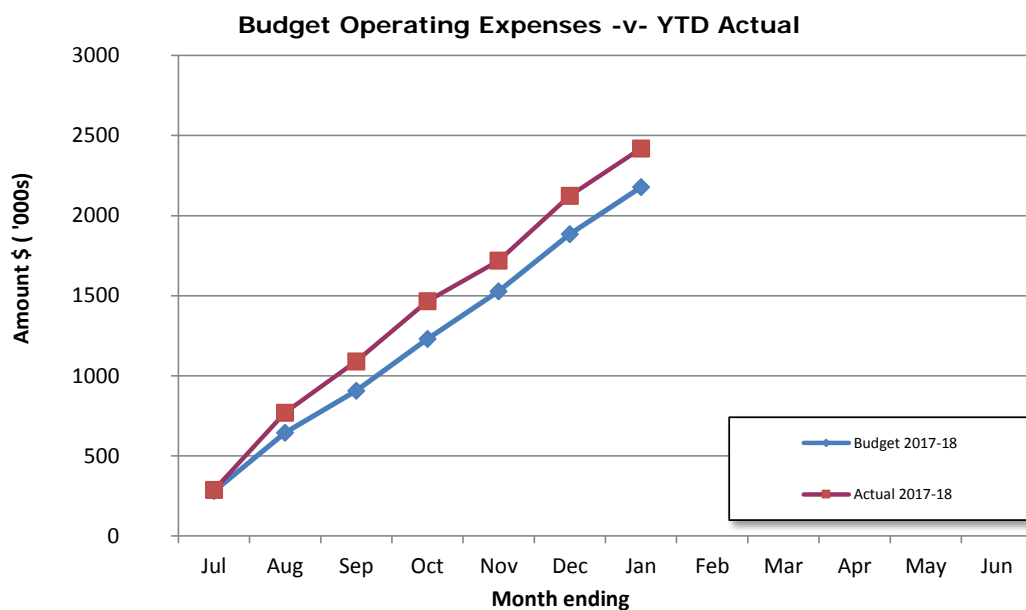
**OTHER PROPERTY & SERVICES**

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

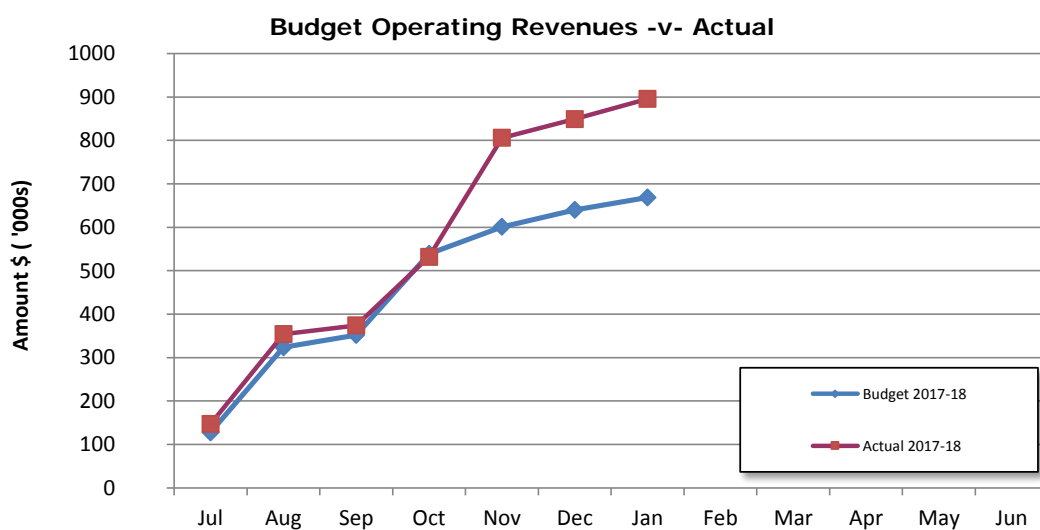
Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

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

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



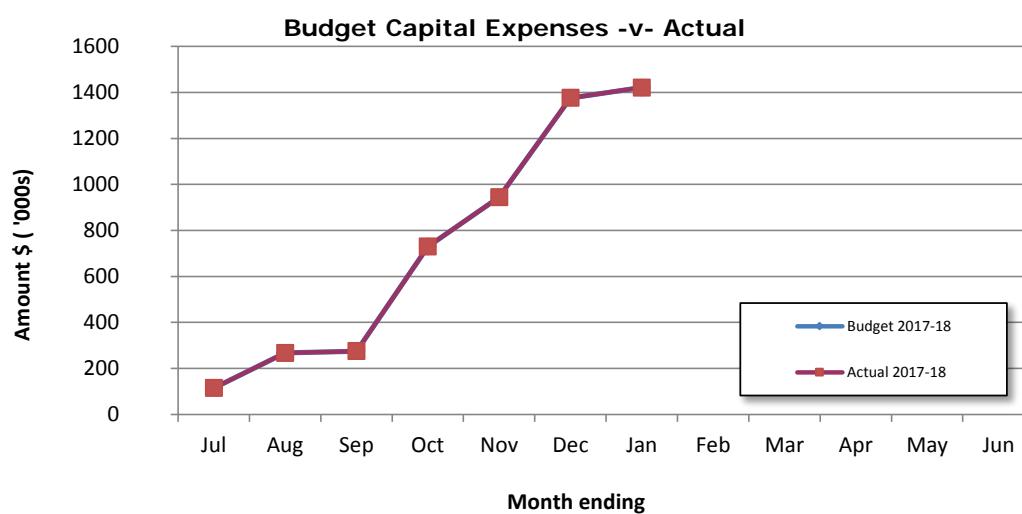
**Comments/Notes - Operating Expenses**



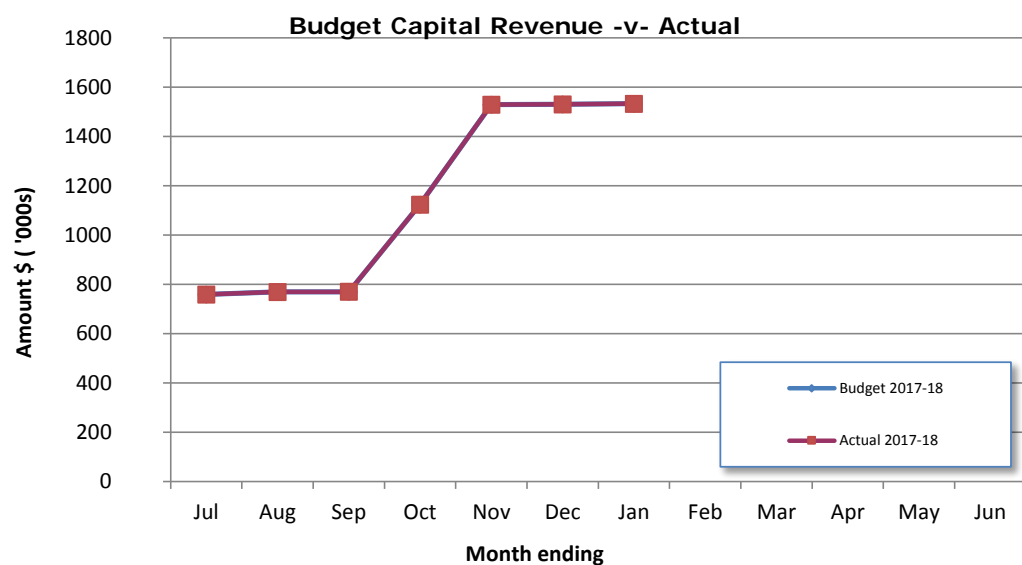
**Comments/Notes - Operating Revenues**

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

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



**Comments/Notes - Capital Expenses**



**Comments/Notes - Capital Revenues**

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

**Note 3: NET CURRENT FUNDING POSITION**

**Current Assets**

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

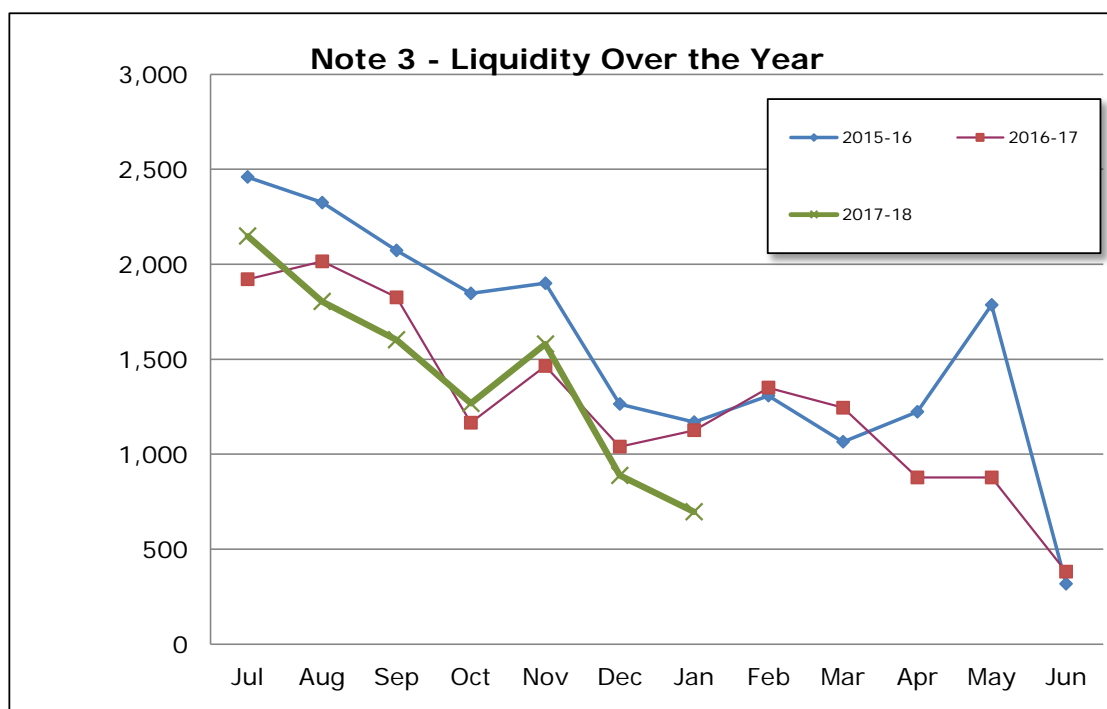
**Less: Current Liabilities**

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
\$	\$	\$
560,015	779,670	954,733
1,951,391	1,939,895	2,021,645
103,761	154,590	109,113
8,132	114,546	18,844
118,308	111,697	121,217
2,741,605	3,100,398	3,225,552
(43,259)	(222,666)	(7,539)
(49,891)	(49,891)	(70,788)
(93,151)	(272,558)	(78,327)
(1,951,391)	(1,939,895)	(2,021,645)
697,064	887,945	1,125,580



**Comments - Net Current Funding Position**

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

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>								
At Call - Municipal	0.05%	559,583				559,583	NAB	Call
At Call - Working	0.01%			6,257		6,257	NAB	Call
(b) <b>Term Deposits</b>								
Reserves	2.40%		1,951,391			1,951,391	NAB	22/04/2018
Surplus Funds	0.00%				0	0	NAB	
(c) <b>Investments</b>								
<b>Total</b>		559,583	1,951,391	6,257	0	2,517,230		

Comments/Notes - Investments



## Shire of Wyalkatchem Monthly Investment Report

For the Period Ended 31 January 2018

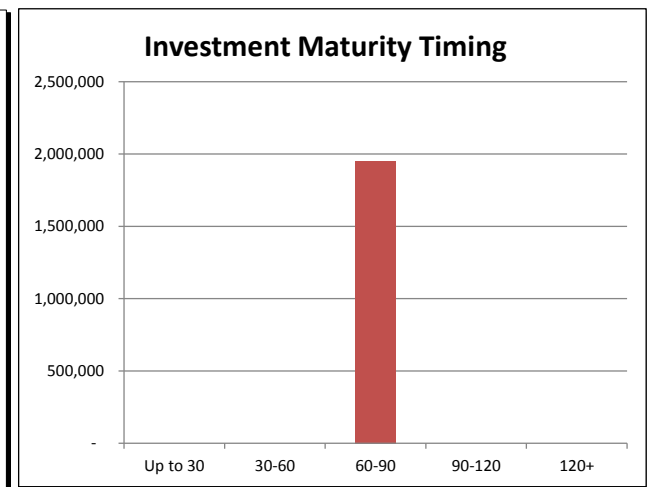
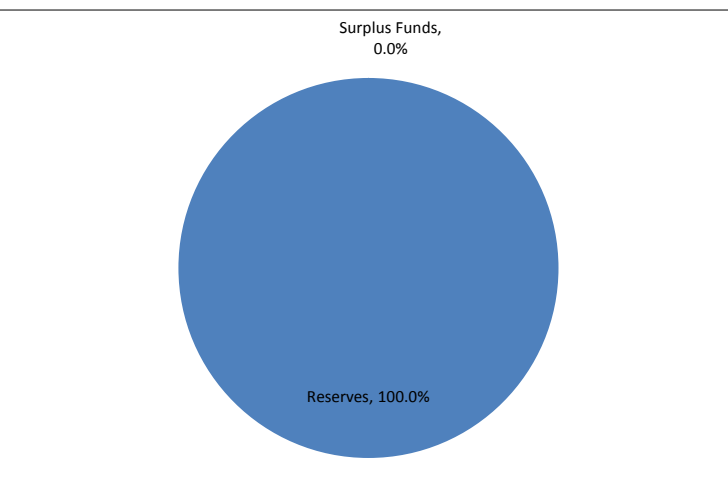
### Note 4A: CASH INVESTMENTS

Deposit Ref	Deposit Date	Institution	Term (Days)	Invested Interest rates	Expected Interest
<b>General Municipal</b>					-
					-
					-
<b>Subtotal</b>					-
<b>Restricted</b>					
Reserves	22/01/2018	NAB	90	2.40%	11,548
<b>Subtotal</b>					<b>11,548</b>
<b>Total Funds Invested</b>					<b>11,548</b>

Amount Invested (Days)					Total
Up to 30	30-60	60-90	90-120	120+	
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	1,951,391	-	-	1,951,391
-	-	1,951,391	-	-	1,951,391
-	-	1,951,391	-	-	1,951,391

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

Deposit Ref	Deposit Date	Term (Days)	Invested Interest rates	Amount Invested	Percentage of Portfolio
<b>NAB - Reserves</b>					
TD114022574	22/01/2018	90	2.40%	1,951,391	
<b>Subtotal</b>				<b>1,951,391</b>	<b>100.0%</b>
<b>NAB - Surplus Funds</b>					
<b>Subtotal</b>				-	0.0%
<b>Subtotal</b>				-	0.0%
<b>Subtotal</b>				-	0.0%
<b>Subtotal</b>				-	0.0%
<b>Subtotal</b>				-	0.0%
<b>Subtotal</b>				-	0.0%
<b>Total Funds Invested</b>				<b>1,951,391</b>	<b>100.0%</b>



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

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance						
		ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
<b>5.1 OPERATING REVENUE (EXCLUDING RATES)</b>						
<b>5.1.1 GOVERNANCE</b>						
I041010	Reimbursements	2,000	1,225	15,186	13,961	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), reimbursement was received for three private people attending the Shire run snake handling course (\$600), the LGIS good driver rebate was received for 2017 (\$2,653) and the LGIS Members Dividend was received as a contribution to the two way radio system repairs (\$7,437).
<b>5.1.2 GENERAL PURPOSE FUNDING</b>						
<b>5.1.3 LAW ORDER AND PUBLIC SAFETY</b>						
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.
<b>5.1.4 HEALTH</b>						
<b>5.1.5 EDUCATION AND WELFARE</b>						
<b>5.1.6 HOUSING</b>						
<b>5.1.7 COMMUNITY AMENITIES</b>						

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

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance						
		ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
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						
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 February.
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						

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

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance		ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
E082298	Depreciation	(3,858)	(2,251)	(11,483)	(9,232)	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.
<b>5.2.6 HOUSING</b>						
<b>5.2.7 COMMUNITY AMENITIES</b>						
<b>5.2.8 RECREATION AND CULTURE</b>						
<b>5.2.9 TRANSPORT</b>						
E122095	WANDRRA Event	0	0	(252,626)	(252,626)	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.
<b>5.2.10 ECONOMIC SERVICES</b>						
<b>5.2.11 OTHER PROPERTY AND SERVICES</b>						
<b>5.3 CAPITAL REVENUE</b>						
<b>5.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>						
<b>5.3.2 PROCEEDS FROM DISPOSAL OF ASSETS</b>						
<b>5.3.3 PROCEEDS FROM NEW DEBENTURES</b>						

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

**Note 5: MAJOR VARIANCES**

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

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

**Note 5: MAJOR VARIANCES**

Comments/Reason for Variance						
		ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
5.5 OTHER ITEMS						
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 31 January 2018

**Note 6: BUDGET AMENDMENTS**

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

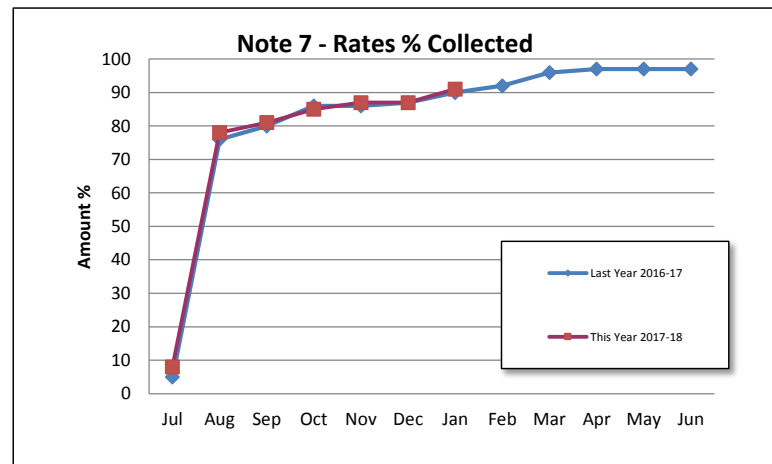
GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption			\$	\$	\$	\$
							0
							0
	Closing Funding Surplus (Deficit)			0	0	0	0

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

**Note 7: RECEIVABLES**

**Receivables - Rates and Rubbish**

	Current 2017-18	Previous 2016-17	Total
	\$	\$	\$
Opening Arrears Previous Years		18,195	18,195
Rates Levied this year	1,403,207	0	1,403,207
Interim Rates	220		220
Rates in Advance (Pre-Paid)	(39,418)	0	(39,418)
Instalment Fees	3,793	0	3,793
Administration/Legal Fees	0	0	0
Interest	1,722	0	1,722
Less Discount/Concessions/Write off	(19,485)	0	(19,485)
<u>Less Collections to date</u>	<u>(1,253,470)</u>	<u>(11,003)</u>	<u>(1,264,473)</u>
<b>Equals Current Outstanding</b>	<b>96,568</b>	<b>7,192</b>	<b>103,761</b>
Ex-Gratia Rates	8,109		8,109
<b>Net Rates Collectable</b>	<b>(8,109)</b>		<b>103,761</b>
% Collected			91.12%



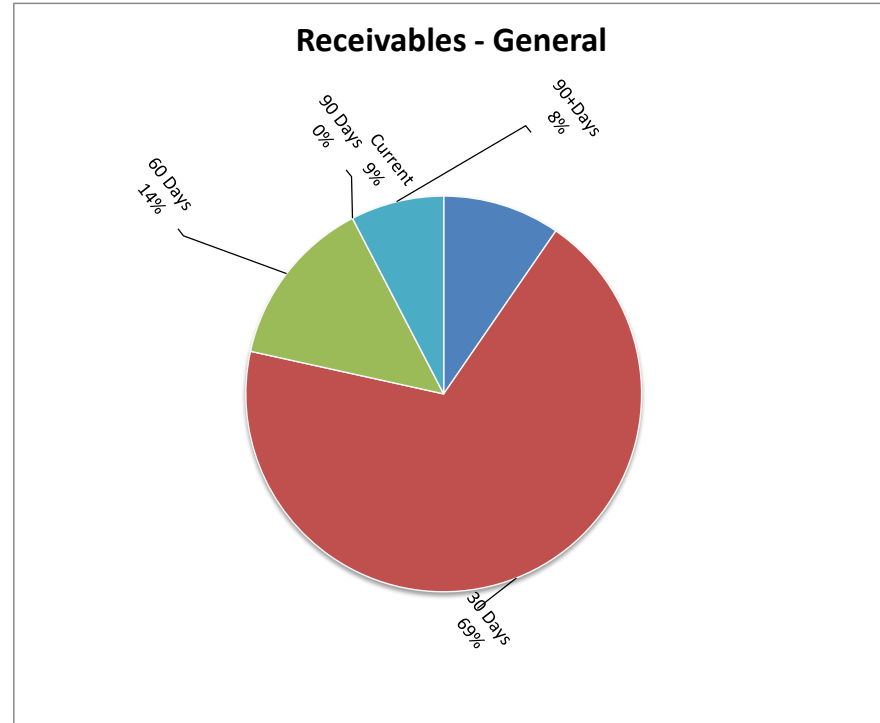
**Comments/Notes - Receivables Rates and Rubbish**

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
	\$	\$	\$	\$	\$
	780	5,600	1,132	0	620
<b>Total Outstanding</b>					<b>8,132</b>

Amounts shown above include GST (where applicable)



**Comments/Notes - Receivables General**



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

**Note 8: GRANTS AND CONTRIBUTIONS**

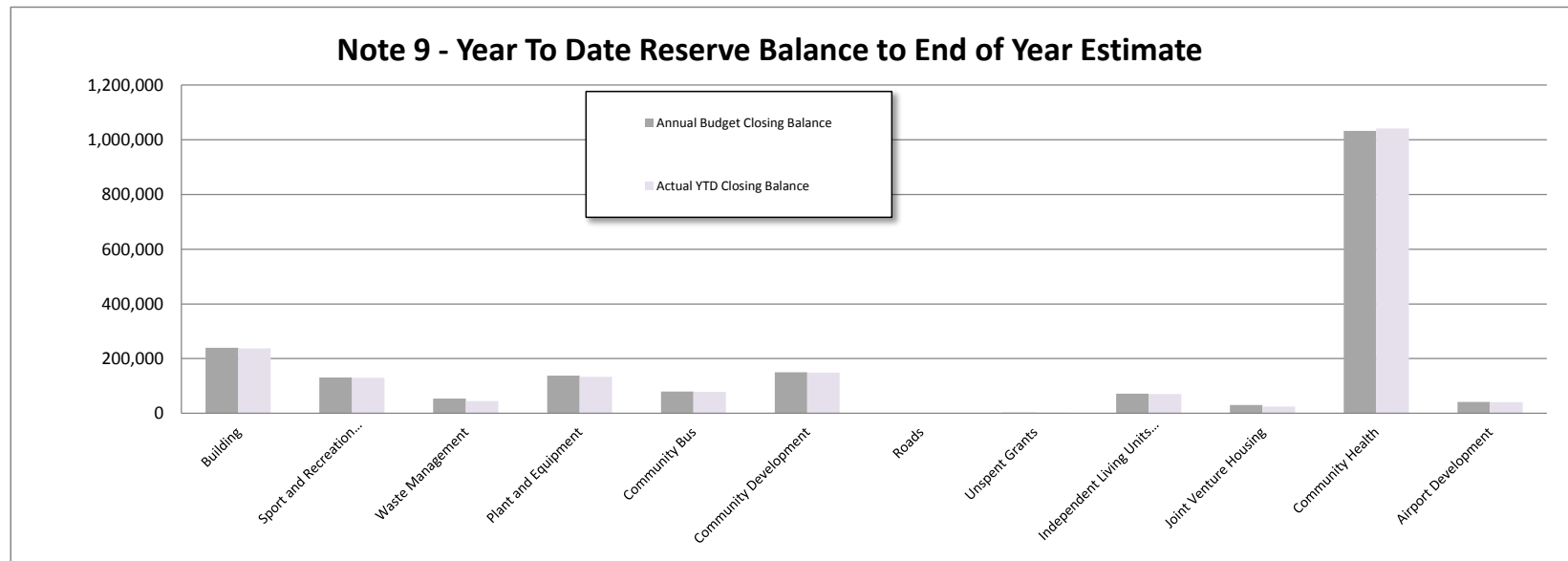
Program/Details GL	Provider	Approval Yes No	2017-18 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status		Estimated Receival Dates
						Received	Not Received	
<b>GENERAL PURPOSE FUNDING</b>		(Yes/No)	\$	\$	\$	\$	\$	
Financial Assistance Grant	State Government	Yes	479,921	0	479,921	241,684	238,237	Approx 50% of 2017/18 grant was pre-paid in June 2017. Balance will be paid quarterly.
Healthway Sponsorship Wylie Fair 2018	Healthway	Yes	0	0	0	2,000	(2,000)	
Road Safety Community Grant	Road Safety Commission	Yes	0	0	0	500	(500)	
<b>GOVERNANCE</b>								
Reimbursements - Miscellaneous	Various		2,000	0	2,000	15,186	(13,186)	
<b>LAW, ORDER, PUBLIC SAFETY</b>								
DFES Operating Grant	DFES	Yes	33,262	0	33,262	11,750	21,512	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)	
<b>HEALTH</b>								
Medical Centre Contribution	Shire of Koorda	Yes	49,589		49,589	21,610	27,979	Quarterly - Apr, Jun
<b>COMMUNITY AMENITIES</b>								
<b>RECREATION AND CULTURE</b>								
Swimming Pool Grant	Department of Sport & Rec	No	32,000		32,000	0	32,000	Grant will not be received as was cut from State Government Budget.
<b>TRANSPORT</b>								
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	
Street Lighting Subsidy	Main Roads WA	Yes	1,419		1,419	0	1,419	Awaiting State Government Budget to find out what downward adjustment there will be to this grant. 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)	
<b>OTHER PROPERTY &amp; SERVICES</b>								
Diesel Fuel Rebate	Australian Taxation Office	Yes	15,000		15,000	13,396	1,604	Monthly
<b>TOTALS</b>			<b>1,578,119</b>	<b>0</b>	<b>1,578,119</b>	<b>920,464</b>	<b>657,655</b>	

Comments - Grants and Contributions

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

**Note 9: Cash Backed Reserve**

Name	Opening Balance	Annual Budget Interest Earned	Actual Interest Earned	Annual Budget Transfers In (+)	Actual Transfers In (+)	Annual Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Annual Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Building	233,708	5,589	3,104						239,297	236,812
Sport and Recreation Facilities	127,946	3,060	1,699						131,006	129,645
Waste Management	44,073	1,272	585	9,110					54,455	44,658
Plant and Equipment	364,578	8,719	3,450			(235,000)	(235,000)		138,297	133,028
Community Bus	77,328	1,849	1,027						79,177	78,355
Community Development	147,084	3,518	1,954						150,602	149,038
Roads	235,452	0	329			(235,452)	(235,781)		0	0
Unspent Grants	523,572	46	754			(521,659)	(522,388)		1,959	1,938
Independent Living Units project	69,763	1,668	927						71,431	70,689
Joint Venture Housing	24,055	720	319	6,036					30,811	24,374
Community Health	1,028,268	24,592	13,657			(20,000)			1,032,860	1,041,926
Airport Development	40,391	966	536						41,357	40,927
	<b>2,916,217</b>	<b>51,999</b>	<b>28,343</b>	<b>15,146</b>	<b>0</b>	<b>(1,012,111)</b>	<b>(993,169)</b>		<b>1,971,251</b>	<b>1,951,391</b>



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

**Note 10: CAPITAL DISPOSALS AND ACQUISITIONS**

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

Comments - Capital Disposal

Contributions Information					Summary Acquisitions	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Annual Budget	Actual	Variance
\$	\$	\$	\$	\$		\$	\$	\$
0	0	0	0	0	<b>Property, Plant &amp; Equipment</b>	0	0	0
261,200	0	0	0	261,200	Land for Resale	261,200	236,919	(24,281) ▼
77,201	0	368,000	0	445,201	Land and Buildings	445,201	441,797	2,797 ▼
0	0	0	0	0	Plant & Property	0	0	0
					Furniture & Equipment			
85,757	752,710	0	0	838,467	<b>Infrastructure</b>	838,467	578,839	(259,628) ▼
0	0	0	0	0	Roadworks	0	0	0
0	0	0	0	0	Drainage	0	0	0
22,500	0	0	0	22,500	Bridges	22,500	22,442	(58) ▼
20,000	0	0	0	20,000	Footpath & Cycleways	20,000	0	(20,000) ▼
35,000	0	0	0	35,000	Parks, Gardens & Reserves	35,000	17,128	(17,872) ▼
0	0	0	0	0	Airports	0	0	0
0	0	0	0	80,000	Sewerage	80,000	62,217	(17,783) ▼
					Other Infrastructure			
<b>501,658</b>	<b>752,710</b>	<b>368,000</b>	<b>0</b>	<b>1,702,368</b>	<b>Totals</b>	<b>1,702,368</b>	<b>1,359,343</b>	<b>(336,824)</b>

Comments - Capital Acquisitions

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

**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	<b>Totals</b>	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	<b>Governance</b> Shire Office	12,400	11,380	(1,020) ▼
5,000				5,000	<b>Health</b> Medical Centre	5,000	0	(5,000) ▼
108,800				108,800	<b>Education and Welfare</b> Aged Care Services and Accommodation	108,800	108,800	0
0				0	Senior Citizens Homes Project	0	50,101	50,101 ▲
5,000				5,000	<b>Housing</b> 22a Flint St	5,000	3,986	(1,014) ▼
5,000				5,000	4 Slocum St	5,000	4,694	(306) ▼
10,000				10,000	58 Flint St	10,000	10,648	648 ▲
5,000				5,000	1 Slocum St	5,000	0	(5,000) ▼
10,000				10,000	Lady Novar	10,000	0	(10,000) ▼
5,000				5,000	<b>Recreation and Culture</b> Town Hall	5,000	0	(5,000) ▼
25,000				25,000	Recreation Centre	25,000	25,435	435 ▲
30,000				30,000	<b>Transport</b> Depot	30,000	0	(30,000) ▼
20,000				20,000	<b>Economic Services</b> Railway Station	20,000	8,028	(11,972) ▼
20,000				20,000	Railway Barracks	20,000	13,848	(6,152) ▼
261,200	0	0	0	261,200	<b>Totals</b>	261,200	236,919	(24,281)

Contributions					Plant & Equipment	Current Budget This Year		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Annual Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$		\$	\$	\$
6,201				6,201	<b>Law, Order &amp; Public Safety</b> Tanks for North Korrelocking	6,201	0	(6,201) ▼
		360,000		360,000	<b>Transport</b> Grader	360,000	355,570	(4,430) ▼
33,000				33,000	Road Crew Utility 4x4	33,000	39,127	6,127 ▲
27,000		8,000		35,000	Works Manager Utility	35,000	47,100	12,100 ▲
5,000				5,000	Plate compactor	5,000	0	(5,000) ▼
6,000				6,000	Line Marker	6,000	0	(6,000) ▼
77,201	0	368,000	0	445,201	<b>Totals</b>	445,201	441,797	2,797

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

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

**Note 10: CAPITAL DISPOSALS AND ACQUISITIONS**

Contributions					Roads	Current Budget			
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year		Variance (Under)Over	
						Annual Budget	Actual		
\$	\$	\$	\$	\$		\$	\$	\$	
15,596				15,596	<b>Transport</b> 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	17,306	1,710	▲
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	41,509	(132,332)	▼
	100,599			100,599	Tammin / Wyalkatchem Rd - SLK 19.60 - 21.83 (2.23 km) - Shoulder Widening & Primersealing Shoulders ONLY (alter TFC with SRRG)	100,599	61,017	(39,582)	▼
27,471	146,289			173,760	Cunderdin/Wyalkatchem Rd	173,760	148,162	(25,598)	▼
	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	39,239	22,546	▲
	16,693			16,693	Benja-Hindmarsh - Sth	16,693	40,123	23,430	▲
	23,847			23,847	Cemetery Rd	23,847	19,153	(4,694)	▼
	27,424			27,424	Elsegood Rd Shoulder Reinstatement	27,424	5,193	(22,232)	▼
	162,624			162,624	Cemetery Rd	162,624	162,504	(120)	▼
85,757	752,710	0	0	838,467	Totals	838,467	578,839	(259,628)	

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

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

**Note 10: CAPITAL DISPOSALS AND ACQUISITIONS**

Contributions					Bridges	Current Budget		
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year		Variance (Under)Over
						Annual Budget	Actual	
\$	\$	\$	\$	\$		\$	\$	\$
				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 0	Airport Development	35,000	17,128	(17,872) 0	▼
35,000	0	0	0	35,000	Totals	35,000	17,128	(17,872)	

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	8,167	(11,833)
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	62,217	(17,783)

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

**Note 11: TRUST FUND**

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

Description	Opening Balance 1-Jul-17	Amount Received	Amount Paid	Closing Balance 31-Jan-18
	\$	\$	\$	\$
<b>Working Account</b>				
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
	<b>13,303</b>	<b>240</b>	<b>(7,286)</b>	<b>6,257</b>

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

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

**SUPPLEMENTARY INFORMATION: INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$
<b>Housing</b>									
Loan 68 - 43/45 Wilson	166,942	0	0	19,284	9,478	147,658	157,464	11,181	5,754
<b>Recreation &amp; Culture</b>									
Loan 73 - Community Resource Centre Building Project	148,903	0	0	18,580	8,417	130,323	140,486	6,393	4,069
<b>Transport</b>									
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	2,782



## RECONCILIATION OF BANK ACCOUNTS

Unrestricted Municipal Bank as at 31 January 2018	559,583
Outstanding Deposits	0
Outstanding Payments	0
Ending Balance	<u>559,583</u>
Trust Working as at 31 January 2018	6,257
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u>6,257</u>
Reserve Account as at 31 January 2018	1,951,391
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u>1,951,391</u>

## A/R Aging Summary As at 31 January 2018

	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>	
Chheena, Abdur	0	1	0	0	0	1	Underpayment of rent Jan 2018
Contract Aquatic Services	0	1,618	0	0	0	1,618	Rent 22b Flint St 2017/18
D & D Transport	0	480	600	0	0	1,080	Railway Barracks Accommodation Dec 2017 and Jan 2018
Double L Construction Pty Ltd	780	0	0	0	0	780	Railway Barracks Accommodation Jan 2018
McWha, Pam	0	0	532	0	0	532	Hire of Community Bus. Paid 06/02/2018.
<b>RATE DEBTORS</b>	248	0	0	0	103,513	103,761	Outstanding Rates as at 31 January 2018
Road Safety Commission	0	550	0	0	0	550	Road Safety Grant for Wylie Fair 2018
Thompson Funeral Services	0	1,458	0	0	0	1,458	Payment for funeral held Jan 2018
Tucker, Anthony	0	0	0	0	620	620	Outstanding rent from 10 Honour Ave
Turfmaster Facility Management	0	33	0	0	0	33	Standpipe water usage
West Yorkrakine Cricket Club	0	1,088	0	0	0	1,088	Season Charges 2017/18
Wyalkatchem Basketball Assoc	0	372	0	0	0	372	Season Charges 2017/18
<b>TOTAL</b>	<b>1,028</b>	<b>5,600</b>	<b>1,132</b>	<b>0</b>	<b>104,133</b>	<b>111,892</b>	
	780	5,600	1,132	0	620	8,132	Sundry
	248	0	0	0	103,513	103,761	Rates

## 8.2.2 FINANCIAL MANAGEMENT – FINANCIAL REPORTING – PAYMENT LISTINGS – DECEMBER 2017 AND JANUARY 2018

<b>FILE REFERENCE:</b>	12.10.02
<b>AUTHOR'S NAME AND POSITION:</b>	Claire Trenorden Senior Finance Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>NAME OF APPLICANT/RESPONDENT/LOCATION:</b>	Not Applicable
<b>NOTIFICATION TO APPLICANT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	6 February 2018
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	OMC: 14 December 2017 Council Decision No. 3551
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	5 – A well-managed and effective council organization. 6 – Well utilized and effectively managed facilities and assets.

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

That Council resolve the following:

1. Receive the Payment Listings as of 31 December 2017;
2. Receive the Payment Listings as of 31 January 2018.

### Appendices:

1. Payment Listings as of 31 December 2017;
2. Payment Listings as of 31 January 2018;
3. Credit Card Statement for November 2017;
4. Credit Card Statement for December 2017;
5. Fuel Card Statement for November 2017;
6. Fuel Card Statement for December 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 December 2017	\$594,229
Total Payments December 2016	\$458,973
Variance \$	\$135,256
Variance %	29%

Percentage paid by EFT December 2017	99.9%
Percentage paid by Cheque December 2017	0.1%

Percentage of Wyalkatchem based Suppliers December 2017 (excluding wages, bank fees, loan payments and utilities providers)	9%
Percentage of suppliers used where no Wyalkatchem based option is available December 2017	90%
Dollar Value spent with Wyalkatchem based Suppliers December 2017	\$36,786

Total Payments January 2018	\$416,012
Total Payments January 2017	\$330,540
Variance \$	\$85,472
Variance %	26%

Percentage paid by EFT January 2018	100%
Percentage paid by Cheque January 2018	0%

Percentage of Wyalkatchem based Suppliers January 2018 (excluding wages, bank fees, loan payments and utilities providers)	6%
Percentage of suppliers used where no Wyalkatchem based option is available January 2018	91%
Dollar Value spent with Wyalkatchem based Suppliers January 2018	\$20,722

**Trust Account – Working**

No transactions

**Reserve Account**

No transactions

Please note: that after-hours on Friday 22 December 2017 an amount of \$26,905.49 was withdrawn directly from the Municipal Bank Account by Commonwealth Securities Limited with the description "Paul Simon White". Commonwealth Securities Limited (also known as Commsec) is Commonwealth Bank's online share brokerage service. As soon as this was detected on Monday 8 January 2018, the first day the Shire Office was open after the Christmas shutdown, an investigation was launched with both National Australia Bank and Commsec. Due to an error on NAB's behalf the investigation was closed but no information was passed back to the Shire, thereby delaying action by the bank(s). With follow-up by Shire staff, a disputed transaction is now being investigated. NAB have advised verbally that disputes can sometimes take 'months' to settle. There have been no

further suspect transactions on the account. An update on the status of this dispute will be provided in this report monthly until resolved.

**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 \$594,229 for December 2017 and \$416,012 for January 2018.

**Strategic Plan/Risk Implications:**

There are no strategic implications relative to this item.

**Voting Requirements**                      Simple Majority

**Council Decision Number:** 08/2018

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

**That Council resolve the following:**

- 1. Receive the Payment Listing as of 31 December 2017;**
- 2. Receive the Payment Listing as of 31 January 2018.**

**Vote:** 5/0

Type	Date	Num	Name	Description	Amount
<b>A01100 - Cash at Bank</b>					
<b>A01101 - Unrestricted Municipal Bank</b>					
General Journal	01/12/2017	2844	NAB	Account Keeping Fee	-32.30
Cheque	01/12/2017		Building Commission - EFT	BSL Nov 2017	-269.00
Liability Cheque	01/12/2017		Dept of Human Services - EFT	CHILD SUPPORT DEDUCTIONS Nov 2017	-192.83
Liability Cheque	01/12/2017		Small Business Super Clearing House - EFT	SUPERANNUATION Oct-Nov 2017	-19,019.14
Bill Pmt -Cheque	01/12/2017		Air Born Amusements - EFT	WYALKATCHEM FAIR 2018 Hire of Amusements	-5,903.50
Bill Pmt -Cheque	01/12/2017		Avon Computech - EFT	MEDICAL CENTRE UPS for Doctors computer, COMPUTER UPS x 6 for all computers	-408.00
Bill Pmt -Cheque	01/12/2017		Brendon Wilkes Electrical - EFT	REC CENTRE Installation of lights in ladies toilets. RAILWAY BARRACKS Upgrade sub-board in kitchen area, Install 5kw airconditionerS. RAILWAY STATION Upgrade sub-board and all lighting and power to have individual RCD's.	-12,776.50
Bill Pmt -Cheque	01/12/2017		Bunnings Midland - EFT	REFUSE SITE Hi-Visibility Plastic Chain, PARKS & GARDENS Fibreglass Fix Repair Kit, 20mm Female Tank Fitting, RAILWAY BARRACKS Insect Screen, Spline, EXPENDABLE TOOLS 40mm Fire Camlock Set, Drum Taps, PLANT PARTS Rubber Matting Sheet, DEPOT MAINTENANCE Brass Padlocks, PUBLIC RELATIONS Solar Christmas Lights, EXPENDABLE TOOLS Rags, REC CENTRE Door Strip Seal	-689.22
Bill Pmt -Cheque	01/12/2017		Cannon Hygiene Australia - EFT	SWIMMING POOL, TOWN HALL, ADMIN OFFICE, REC CENTRE x 2, PUBLIC TOILETS x 2 Sanitary Unit Monthly Service Fee 2017/18, REC CENTRE Nappy Unit Monthly Service Fee 2017/18	-1,390.50
Bill Pmt -Cheque	01/12/2017		Caram Natures Botanicals - EFT	OCC HEALTH & SAFETY 100g Fly Repellent Cream	-220.00
Bill Pmt -Cheque	01/12/2017		Colas West Australia Pty Ltd - EFT	URBAN STREET Bitumen Emulsion	-2,365.00
Bill Pmt -Cheque	01/12/2017		Colonial Clydesdales - EFT	WYALKATCHEM FAIR 2018 Hire of Clydesdales and Wagon	-1,700.00
Bill Pmt -Cheque	01/12/2017		Contract Aquatic Services - EFT	SWIMMING POOL Contract Management Fee Dec 2017, CHEMICALS Pool magic chlorine x 6	-16,062.42
Bill Pmt -Cheque	01/12/2017		Courier Australia - EFT	FREIGHT Works Parts 221117	-9.61
Bill Pmt -Cheque	01/12/2017		D & D Transport - EFT	FREIGHT 6x Drums from Bitumen Tech, North Fremantle	-311.05
Bill Pmt -Cheque	01/12/2017		Dangerous Delights - EFT	WYALKATCHEM FAIR 2018 All Ages Circus Workshop	-1,430.00
Bill Pmt -Cheque	01/12/2017		Drainflow Services Pty Ltd - EFT	STREET SWEEPING Street Sweeping, Fuel per Km	-1,958.00
Bill Pmt -Cheque	01/12/2017		Hanson Construction Materials - EFT	PARKS & GARDENS Sand - Washed white sand	-1,107.70
Bill Pmt -Cheque	01/12/2017		Jason Signmakers - EFT	SIGNAGE Curve Left, Curve Right, Vehicles Entering, T Junction, Crossroads, Floodway, Road Closed, Loose surface, Traffic Hazard	-1,649.45
Bill Pmt -Cheque	01/12/2017		Kennards Hire - EFT	CUNDERDIN WYALKATCHEM RD Traffic Control Lights - 1 set on trailer 011117-151117, Delivery	-1,450.00
Bill Pmt -Cheque	01/12/2017		Ludvigsson, Dane - EFT	TENNIS CLUB PLAYGROUND Boat for Playground	-250.00
Bill Pmt -Cheque	01/12/2017		NEWROC - EFT	NEWROC 2017/18 Fees/Contributions	-45,284.80
Bill Pmt -Cheque	01/12/2017		Senior Citizens Homes Trust - EFT	SENIOR CITIZENS HOMES PROJECT Street Numbers and installation	-229.40
Bill Pmt -Cheque	01/12/2017		Shire of Mt Marshall - EFT	NEWHEALTH expences Sep-Oct 2017	-3,639.95
Bill Pmt -Cheque	01/12/2017		Sigma Chemicals - EFT	CHEMICALS DPD1 tablets, Phenol Red, Calcium Hardness test kit, Cyanuric Acid, Aluminum Sulphate, SWIMMING POOL Fast Act Spill Extinguisher 4kg	-1,057.32
Bill Pmt -Cheque	01/12/2017		Wheatbelt Safetywear - EFT	OCC HEALTH & SAFETY Squinchers, Hi-Vis Vests	-151.00
Bill Pmt -Cheque	01/12/2017		Winc Australia Pty Ltd - EFT	REC CENTRE WORKING GROUP Pads, Pens, document Wallets. REC CENTRE Whiteboard	-372.39
Bill Pmt -Cheque	01/12/2017		Wyalkatchem IGA Express - EFT	COUNCIL WORKSHOP, BARRACKS, LEMC MEETING, STATIONARY, OFFICE AMENITIES, REFRESHMENTS	-110.00
Bill Pmt -Cheque	01/12/2017		Wyalkatchem Tennis Club - EFT	DRUM MUSTER Collection 08/06/2017, 13/09/2017	-292.75
Bill Pmt -Cheque	01/12/2017		XCy Pty Ltd - EFT	VOID: DEPOT MAINTENANCE Radio System Audit Report/System Consulting	0.00
Bill Pmt -Cheque	01/12/2017		Martins Painting Services - EFT	58 FLINT ST Full internal painting of house, RAILWAY BARRACKS Full internal painting of ladies and mens bathrooms	-11,000.00
Bill Pmt -Cheque	01/12/2017		Rowley, Ashley - EFT	SWIMMING POOL Samplstik for pool samples	-75.00
Bill Pmt -Cheque	01/12/2017		Rundell, Sussan - EFT	REC CENTRE Testing and Tagging	-120.00

Bill Pmt -Cheque	01/12/2017		Paul Kraft & Associates - EFT	BENJABERRING HINDMARSH CROSSROAD Survey & preparation and submission of documents required for land resumption	-9,053.00
General Journal	01/12/2017	2864	NAB	Merchant Fees	-52.60
Cheque	01/12/2017	DD011217	Westnet	Internet Access Dec 2017, Email Hosting 190917-191017	-186.86
Bill Pmt -Cheque	04/12/2017	DD041217	NAB Visa	OCC HEALTH Cooling Towel, TRAINING Accommodation Metcalfe for Seminar 171117, TELECOMMUNICATIONS Repair CEO Mobile	-388.82
Bill Pmt -Cheque	07/12/2017	DD071217	Synergy	SERVICE CHARGE 140917-201117	-203.60
Bill Pmt -Cheque	08/12/2017		Wyalkatchem Spraying Service - EFT	ROADSIDE SPRAYING RURAL Contract spraying Nembudding South Rd 301117, Tammin Rd 011217-041217, Koorda Rd 041217	-1,240.00
Bill Pmt -Cheque	08/12/2017		XCy Pty Ltd - EFT	DEPOT MAINTENANCE Radio System Audit Report/System Consulting	-1,150.00
Bill Pmt -Cheque	11/12/2017	DD111217	Telstra	TELEPHONE And INTERNET 171117-161217	-633.92
Paycheque	13/12/2017		Salaries and Wages	PPE131217	-29,500.85
Bill Pmt -Cheque	13/12/2017	DD131217	Synergy	ELECTRICITY SERVICE CHARGES 061017-031117	-637.90
Cheque	14/12/2017		T & E Services Pty Ltd - EFT	MAINTENANCE 000WM Service 60,000km	-871.35
Bill Pmt -Cheque	14/12/2017		Avon Computech - EFT	COMPUTER UPS x 6 for all computers	-544.00
Bill Pmt -Cheque	14/12/2017		Avon Valley Glass - EFT	Installation of Blinds at 4 Slocum St, 22A Flint St, 2A Slocum St, 10 Honour Ave, and 53 Piesse St	-6,503.45
Bill Pmt -Cheque	14/12/2017		Avon Waste - EFT	BINS November 2017, RECYCLING Service bins and Travel 231117	-4,270.10
Bill Pmt -Cheque	14/12/2017		BOC Gases - EFT	SWIMMING POOL oxygen bottles, DEPOT container service charges	-82.72
Bill Pmt -Cheque	14/12/2017		Brendon Wilkes Electrical - EFT	KORRELOCKING HALL Upgrade switchboard, REC CENTRE Install Double Power Point in Kitchen Left Side of Sink, AIRPORT DEVELOPMENT Install Switchboard beside training school hanger, test submains, installed sub meters, 58 FLINT ST Reconnect hot water system	-6,410.25
Bill Pmt -Cheque	14/12/2017		Courier Australia - EFT	FREIGHT Works Parts 271117, 301117, 061217, 071217, Swimming Pool Testing 231117	-125.21
Bill Pmt -Cheque	14/12/2017		Eastern Hills Saws & Mowers - EFT	SWIMMING POOL Parts for ride on mower	-241.50
Bill Pmt -Cheque	14/12/2017		Fuji Xerox - EFT	PHOTOCOPY B&W Copies x 4,834	-47.86
Bill Pmt -Cheque	14/12/2017		Gary's Painting Service - EFT	REC CENTRE Painting in Ladies Toilets. Fit New Toilet roll holders and soap dispensers	-1,750.00
Bill Pmt -Cheque	14/12/2017		Instant Windscreens - EFT	MAINTENANCE 000WM Replacement windscreen (insurance claim)	-1,570.00
Bill Pmt -Cheque	14/12/2017		JK Williams - EFT	TERMINAL BUILDING Trestle tables and Chairs	-1,390.00
Bill Pmt -Cheque	14/12/2017		Landgate - EFT	VALUATION Rural UV Schedule R2017/4	-65.50
Bill Pmt -Cheque	14/12/2017		Landmark - EFT	BARRACKS Gas bottle 45kg	-117.65
Bill Pmt -Cheque	14/12/2017		Local Government Professionals - EFT	SUBSCRIPTIONS LGMA Council Corporate Membership 2017/18	-938.00
Bill Pmt -Cheque	14/12/2017		Lock Stock & Farrell Locksmith - EFT	BARRACKS Key Room 5 x 1	-32.00
Bill Pmt -Cheque	14/12/2017		McLeods Barristers & Solicitors - EFT	LEGAL EXPENSES Payment of Monies into Supreme Court - FM Armstrong	-766.48
Bill Pmt -Cheque	14/12/2017		MJM Mech Services - EFT	Air Conditioner Services 2017	-5,179.90
Bill Pmt -Cheque	14/12/2017		Northam & Districts Glass Service - EFT	TOWN HALL Measure and Reglaze Timber Windows, REC CENTRE Supply and Install Mirrors	-1,537.80
Bill Pmt -Cheque	14/12/2017		Palmer Plumbing - EFT	22A FLINT ST Retiling of shower and shower screens	-3,014.00
Bill Pmt -Cheque	14/12/2017		Petchell Mechanical - EFT	MEDICAL CENTRE Repair issue with generator shutting down and smoking, MAINTENANCE 1EMP976 Investigation into why fire fighter engine wouldn't run	-1,621.26
Bill Pmt -Cheque	14/12/2017		Shire of Goomalling - EFT	PIONEERS PATHWAY Contribution 2017/18	-3,850.00
Bill Pmt -Cheque	14/12/2017		St John Ambulance Australia - EFT	SWIMMING POOL Service of First Aid Kits	-77.00
Bill Pmt -Cheque	14/12/2017		T & E Services Pty Ltd - EFT	MEDICAL SERVICES Dec 2017	-13,750.00
Bill Pmt -Cheque	14/12/2017		WA Contract Ranger Services - EFT	ANIMAL CONTROL Ranger Visits 171117, 291117	-374.00
Bill Pmt -Cheque	14/12/2017		WA Local Government Assoc - EFT	ELECTED MEMBER TRAINING Metcalfe Dec 2017	-390.00
Bill Pmt -Cheque	14/12/2017		Wyalkatchem Community Resource Cntr - EFT	CRC ANNUAL FEE Nov 2017	-2,343.00
Bill Pmt -Cheque	14/12/2017		Wyalkatchem District High School - EFT	PUBLIC RELATIONS WDHS End of year awards 2017 1 primary, 1 secondary	-100.00
Bill Pmt -Cheque	14/12/2017		Wyalkatchem Hotel - EFT	CHRISTMAS PARTY Salad Platters and Refreshments	-1,641.00
Bill Pmt -Cheque	14/12/2017	DD141217	Water Corporation.	WATER USAGE CHARGE 220917-221117, WATER SERVICE CHARGE 011117-311217	-51.41
Bill Pmt -Cheque	15/12/2017	DD151217	Water Corporation.	WATER USAGE and SERVICE CHARGES	-175.75

Bill Pmt -Cheque	18/12/2017	DD181217	Water Corporation.	WATER USAGE and SERVICE CHARGE 270917-241117	-948.15
Cheque	18/12/2017	DD181217	Foxtel	57 FLINT ST Doctors House Foxtel	-152.00
Bill Pmt -Cheque	20/12/2017		ASB Marketing - EFT	UNIFORMS Triton Polo with Shire Logo, UNIFORMS Geneva Softshell Jacket with Shire Logo	-2,246.97
Bill Pmt -Cheque	20/12/2017		Australia Post - Mail - EFT	POSTAGE November 2017	-139.35
Bill Pmt -Cheque	20/12/2017		BA & VM Brookes - EFT	TAMMIN WYALKATCHEM RD Road train hire, MAINTENANCE GRADING Shoulder grading Elsegood Rd Water truck hire, R2R BENJABERRING HINDMARSH RD SOUTH/NORTH Road train hire, CUNDERDIN WYALKATCHEM RD Road train hire, R2R CEMETERY RD SEALING & STABILISING Road train	-38,541.25
Bill Pmt -Cheque	20/12/2017		Baileys Fertiliser - EFT	PARKS & GARDENS 25 Lt Bags Grosorb, Australian Native Fertiliser	-3,834.05
Bill Pmt -Cheque	20/12/2017		Blackwoods - EFT	EXPENDABLE TOOLS sling flat 2 ply 10t x 6m orange, MAINTENANCE WM000 fire extinguisher dry chem 2kg, GREASE grease premium h/d 450gm castrol, EXPENDABLE TOOLS tie cables, PROTECTIVE CLOTHING wipes lens cleaner prosafe 500pk, GREASE Epl2 2.5kg Castrol, Spheerol Lmm Castrol 500g	-1,328.49
Bill Pmt -Cheque	20/12/2017		Burgess Rawson - EFT	Water Usage Charge 111017 - 071217	-1,075.26
Bill Pmt -Cheque	20/12/2017		Courier Australia - EFT	FREIGHT Works Parts	-99.82
Bill Pmt -Cheque	20/12/2017		D & D Transport - EFT	FREIGHT Fertiliser from Baileys Fertilisers, Sand for tennis club playground, Emulsion drums x 3 from Colas, Reticulaton Parts Total Eden Welshpool	-2,019.50
Bill Pmt -Cheque	20/12/2017		Dunnings - EFT	FUEL November 2017	-15,309.45
Bill Pmt -Cheque	20/12/2017		Elders Rural Services - EFT	ROADSIDE SPRAYING Uragan 800wg 5kg	-350.00
Bill Pmt -Cheque	20/12/2017		Exelnetwork - EFT	OCC HEALTH Industrial Tag with Easy Clip	-53.90
Bill Pmt -Cheque	20/12/2017		Gary's Painting Service - EFT	REC CENTRE Painting of all floors in changerooms and toilets, painting of doors and frames in changerooms and toilets	-6,335.00
Bill Pmt -Cheque	20/12/2017		GDR Civil Contracting - EFT	WANDRRA Repairs to Hardwick Rd, Davies Rd, Nembudding South Rd and Tammin Wyalkatchem Rd Posi track, 5t excavator and 6 wheel tipper 091017, 101017, 111017, 161017, URBAN STREETS Repairs to town streets Posi track, 5t excavator and 6 wheel tipper 131017, STORM DAMAGE RURAL Contract Repairs Posi track, 5t excavator and 6 wheel tipper 171017, AIRPORT DEVELOPMENT Contract Posi track, 5t excavator and 6 wheel tipper 181017, WANDRRA Repairs to Nembudding South Rd Posi track and 6 wheel tipper 121017, RURAL ROAD PATCHING Contract Repairs Posi track, 5t excavator and 6 wheel tipper 191017, 201017, 261017, ROADSIDE CLEARING Contract Repairs Posi track, 5t excavator and 6 wheel tipper 231017, 241017, 251017, CUNDERDIN WYALKATCHEM RD Contract Posi track, 5t excavator and 6 wheel tipper 271017, URBAN STREETS Bitumen sprayer 3 day hire, URBAN STREETS Compactor 7 day hire, CUNDERDIN WYALKATCHEM RD Contract Posi track, Side tipper, Excavator 5T, Excavator 14.5T, 6 wheel tipper 301017, 311017, 011117, 021117, CUNDERDIN WYALKATCHEM RD Contract Posi track, Excavator 14.5T, 6 wheel tipper 031117, 061117, 071117, WANDRRA Contract Posi track, Excavator 14.5T, 6 wheel tipper 081117, 091117, 101117, 151117, URBAN STREETS Resealing town streets 131117, 141117, AIRPORT DEVELOPMENT Contract Posi track, Excavator 14.5T, 6 wheel tipper 161117, CEMETERY Contract Posi track, Excavator 14.5T, 6 wheel tipper 171117, Posi track, 6 wheel tipper 201117, BENJABERRING HINDMARSH CROSSROAD Posi track, 6 wheel tipper 211117, 221117, DEPOT Drive in site maintenance Posi track, 6 wheel tipper 231117	-141,087.65
Bill Pmt -Cheque	20/12/2017		JCB Construction Equipment - EFT	EXPENDABLE TOOLS Dynapac LF60 forward Plate compactor	-2,200.00
Bill Pmt -Cheque	20/12/2017		JK Williams - EFT	AIRPORT DEVELOPMENT pipe poly metric 32mm pn12 200m, poly met elbow 32mm philmac, poly met joiner 32x32mm philmac, REC CENTRE OVAL coupling pvc 32mm, pipe pvc press 32mm x cl12	-592.30



Bill Pmt -Cheque	20/12/2017		Landmark - EFT	PARKS & GARDENS Irrigation Parts ball valve 3/4in, 3/4in nipple, ROADSIDE SPRAYING Roundup 20L Drum, Wetter 20L, Roundup Ultra Max 20L, Ammonium Sulphate 25kg, REC CENTRE OVAL Pipe Fitting Barrell union 50mm, REC CENTRE OVAL Assorted fittings and pipe work for tank, PARKS & GARDENS Pipe Fittings 1in Nipple x2, 1in Elbow x2, Tape Thread	-1,645.72
Bill Pmt -Cheque	20/12/2017		Liebherr-Australia Pty Ltd - EFT	MAINTENANCE WM016 Fit rear light guards, OIL 20L basic 100 - Hydraulic Oil, GREASE 25kg 9900 grease, COOLANT 20L coolant	-1,977.80
Bill Pmt -Cheque	20/12/2017		Marty Grant Bulldozing - EFT	CUNDERDIN WYALKATCHEM RD D7 Dozer Pushing Grave, Mobilisation, D6 Dozer Pushing Gravel	-9,891.75
Bill Pmt -Cheque	20/12/2017		Metro Count - EFT	PLANT PARTS 6V Welded Battery Pack	-132.00
Bill Pmt -Cheque	20/12/2017		MJB Industries - EFT	TENNIS CLUB PLAYGROUND Tunnel parts	-2,373.80
Bill Pmt -Cheque	20/12/2017		Petchell Mechanical - EFT	MAINTENANCE Replace belt on toro mower, Investigate side tipper issue, Find fault air solenoid, replace faulty part, WM003 Pressure sensor brake, switch beacon, WM016 Repair of blown hydraulic hose, EXPENDABLE TOOLS Cable Ties, DEPOT Fuel/Emission Hose, MAINTENANCE WM000 Mount beacons to roof racks, wire into cab with switch/plug	-3,117.69
Bill Pmt -Cheque	20/12/2017		Quairading Earthmoving - EFT	BENJABERRING HINDMARSH RD Davies Sth Rd - Gravel push, WYALKATCHEM KOORDA RD Rifle Range Rd Pit Push Up Gravel, CEMETERY RD Davies Rd South Pit Gravel push	-27,577.00
Bill Pmt -Cheque	20/12/2017		Shire of Mt Marshall - EFT	NEWHEALTH expences Nov 2017	-1,566.08
Bill Pmt -Cheque	20/12/2017		St Mark Pharmacy - EFT	OCC HEALTH AND SAFETY Chemist Own SPF50 75ml Sunscreen, 1L Sunscreen, POOL BUILDING UTILITIES Adult/Junior EpiPen	-319.30
Bill Pmt -Cheque	20/12/2017		T-Quip Turf Equipment Solutions - EFT	MAINTENANCE WM014 Toro Belt x 3	-160.30
Bill Pmt -Cheque	20/12/2017		Total Eden - EFT	REC CENTRE OVAL Assorted Sprinkler Parts and FREIGHT	-3,085.34
Bill Pmt -Cheque	20/12/2017		WCS Concrete Pty Ltd - EFT	SENIOR CITIZENS HOMES PROJECT supply and delivery of concrete, supply of retardant, supply sheets of F52 Mesh	-5,913.03
Bill Pmt -Cheque	20/12/2017		Wyalkatchem Community Resource Cntr - EFT	COMMUNITY GRANTS CRC Solar Panels	-950.00
Bill Pmt -Cheque	20/12/2017		Wyalkatchem Tyre Service - EFT	TYRES WM015 Dolly, WM000	-790.00
Cheque	20/12/2017	16852	Department of Commerce.	58 FLINT ST Bond	-418.60
Bill Pmt -Cheque	20/12/2017	16853	Wylie News & Lotteries	REFRESHMENTS Birthday Card, Thank you Card, Catering for SMC 231117, NEWSPAPERS Nov 2017	-201.38
Paycheque	21/12/2017		Salaries and Wages	PPE211217	-2,759.87
Bill Pmt -Cheque	21/12/2017	DD211217	Telstra	TELEPHONE 021117-011217 Mobiles	-114.52
Liability Cheque	22/12/2017		Dept of Human Services - EFT	CHILD SUPPORT DEDUCTIONS Dec 2017	-161.29
Bill Pmt -Cheque	22/12/2017		Bunnings Midland - EFT	PARKS & GARDENS Coolaroo 3.66m Forest Green Shade Cloth - 25 Linear Metres, PARKS & GARDENS Power feed 10L, Pitch forks x 2, SWIMMING POOL Cement Paint	-924.03
Bill Pmt -Cheque	22/12/2017		D & D Transport - EFT	FREIGHT 3x Pallets (10x 205L Drums) Emulsion from Colas WA	-470.67
Bill Pmt -Cheque	22/12/2017		Not Too Dusty Plant Hire - EFT	Dry Hire of Water Truck 071217 - 191217	-4,207.50
Bill Pmt -Cheque	22/12/2017		Palmer Plumbing - EFT	51 FLINT ST Fix Pipe as Requested and Materials, AIRPORT DEVELOPMENT Water Line Connection, Stop Valve and Hose Cock Materials, ADMIN PARK Seal Water Service to Fountain, SWIMMING POOL Clear Blockages in Male and Female Showers, Repair Cistern Leak in Ladies, Replace Cistern in Mens, Supply of Cistern	-1,223.20
Bill Pmt -Cheque	22/12/2017		Playmaster Pty Ltd - EFT	TENNIS CLUB PLAYGROUND A Frame Double Swing with 1X toddler seat and 1X Strap seat	-1,485.00
Bill Pmt -Cheque	22/12/2017		Signet Pty Ltd - EFT	RECREATION SPORTS OVAL Field Marking Paint 15L - White	-303.20
Bill Pmt -Cheque	22/12/2017		St Mark Pharmacy - EFT	SWIMMING POOL 1L Sunscreen, Ventolin, Able Spacer	-136.70
Bill Pmt -Cheque	22/12/2017		Wyalkatchem Men's Bowling Club - EFT	COMMUNITY GRANTS Sponsorship of Wyalkatchem Bowls 2000 Classic 2018	-250.00
Cheque	22/12/2017	dd221217	Commsec	UNKNOWN TRANSACTION Commsec - Dispute lodged with NAB and Commsec	-26,905.49
Paycheque	27/12/2017		Salaries and Wages	PPE271217	-26,451.44
Bill Pmt -Cheque	27/12/2017	DD271217	Water Corporation.	SERVICE CHARGE 111017-071217 AND WATER USAGE 111017-071217	-3,422.48
Bill Pmt -Cheque	27/12/2017	DD271217	Synergy	ELECTRICITY SERVICE CHARGE 250917-241117	-2,226.20
Bill Pmt -Cheque	28/12/2017	DD281217	Water Corporation.	SERVICE CHARGE AND WATER USAGE 111017-061217	-3,078.31

Bill Pmt -Cheque	29/12/2017	DD291217	Water Corporation.
General Journal	29/12/2017	2868	NAB
General Journal	29/12/2017	2869	NAB
Total A01101 · Unrestricted Municipal Bank			

WATER USAGE AND SERVICE CHARGE 101017-071217	-9,189.93
Account Keeping Fee	-27.80
Merchant Fees	-52.60
	<hr/> -594,228.73

#### **CERTIFICATION OF CHIEF EXECUTIVE OFFICER**

I hereby certify that the Schedule of Accounts paid was submitted to Council on Thursday, 15 February 2018.  
All payments are as per the Annual Budget and are supported by vouchers and invoices and were not processed until goods and services were certified as received.

#### **CERTIFICATION OF CHAIRMAN**

I hereby certify this schedule of accounts paid was submitted to the Council on Thursday, 15 February 2018 for information pursuant to Section 6.8(2)(b) of the Local Government Act 1995.

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Ian McCabe, Chief Executive Officer

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Cr Quentin Davies, Chairman

Type	Date	Num	Name	Description	Amount
<b>A01100 - Cash at Bank</b>					
<b>A01101 - Unrestricted Municipal Bank</b>					
Cheque	02/01/2018	dd020118	Westnet	Internet Access Jan 2018, Email Hosting 191017-191117	-193.05
Bill Pmt -Cheque	03/01/2018	dd030118	NAB Visa	MAINTENANCE WYLIE Service 60,000Km, LICENCE WM014, CHRISTMAS PARTY Meat for Staff , COUNCILLOR FAREWELL Gawley present, MAINTENANCE Air Compressor Part, SUBSCRIPTION Australian Standards Evacuation Diagrams, BARRACKS Double bedding set x 3, CHRISTMAS PARTY Meat for BBQ at Depot	-2,782.35
Paycheque	10/01/2018		Salaries and Wages	PPE100118	-26,438.40
Cheque	10/01/2018		Cr Quentin Davies - EFT	COUNCILLOR ALLOWANCES - PRESIDENT Dec 2017 Half Yearly	-5,739.50
Cheque	10/01/2018		Cr Owen Garner - EFT	COUNCILLOR ALLOWANCES - DEPUTY Jul - Dec 2017	-3,456.00
Cheque	10/01/2018		Cr Stephen Gamble - EFT	COUNCILLOR ALLOWANCES Jul - Dec 2017	-2,694.50
Cheque	10/01/2018		Cr Emma Holdsworth - EFT	COUNCILLOR ALLOWANCES Jul - Dec 2017	-2,694.50
Cheque	10/01/2018		Cr Fred Butt - EFT	COUNCILLOR ALLOWANCES Jul - Dec 2017	-2,694.50
Cheque	10/01/2018		Cr Campbell Jones - EFT	COUNCILLOR ALLOWANCES Jul - Oct 2017	-1,796.33
Cheque	10/01/2018		Cr Lynsey Gawley - EFT	COUNCILLOR ALLOWANCES Jul - Oct 2017	-1,796.33
Cheque	10/01/2018		Cr Heather Metcalfe - EFT	COUNCILLOR ALLOWANCES Nov - Dec 2017	-898.17
Bill Pmt -Cheque	10/01/2018	DD100118	Telstra	TELEPHONE and INTERNET 171217-160118	-632.10
Cheque	11/01/2018		Trenorden, Claire L	REIMBURSEMENT Telephone Charges 051117-040118	-146.00
Bill Pmt -Cheque	11/01/2018		Avon Waste - EFT	BINS December 2017, RECYCLING Service bins, RECYCLING Travel to service bins	-4,270.10
Bill Pmt -Cheque	11/01/2018		BA & VM Brookes - EFT	Road Train hire 011217-181217 and Water Tank Hire 061217-191217	-24,612.50
Bill Pmt -Cheque	11/01/2018		Blackwoods - EFT	OCC HEALTH High Vis Vest, Gloves, PROTECTIVE CLOTHING Hodges pants x 5	-181.51
Bill Pmt -Cheque	11/01/2018		Bunnings Midland - EFT	PARKS & GARDENS Irrigation Parts, 24 Hour Timer, Tap Washers, Federal Tinware Galvanised No. 10 Electric Meter Box, EXPENDABLE TOOLS Pen Engraving Tool, Stencil Kit. PLANT PARTS Bolts And Nuts, ADMIN OFFICE Doors, EXPENDABLE TOOLS, 58 FLINT ST Wardrobe Door Carriage and Roller	-1,189.05
Bill Pmt -Cheque	11/01/2018		Courier Australia - EFT	FREIGHT Works Parts 281217,181217, 191217, 201217, 211217	-239.87
Bill Pmt -Cheque	11/01/2018		Drainflow Services Pty Ltd - EFT	STREET CLEANING Street sweeper	-2,018.50
Bill Pmt -Cheque	11/01/2018		Dunnings - EFT	FUEL December 2017	-8,677.89
Bill Pmt -Cheque	11/01/2018		Elders Rural Services - EFT	PROTECTIVE CLOTHING Boots Cooper	-175.00
Bill Pmt -Cheque	11/01/2018		Fuji Xerox - EFT	PHOTOCOPY Lease 210118 - 200218	-546.70
Bill Pmt -Cheque	11/01/2018		Jason Signmakers - EFT	SIGNAGE please drive on bitumen where possible, reduce speed, speed "80" limit, loose surface symbolic	-583.88
Bill Pmt -Cheque	11/01/2018		JK Williams - EFT	53 PIESSE ST 8.5kg top load washing machine	-698.00
Bill Pmt -Cheque	11/01/2018		Landgate - EFT	LAND ENQUIRY x 4	-25.30
Bill Pmt -Cheque	11/01/2018		Landmark - EFT	ROADSIDE SPRAYING TOWN Roundup 20L Drum x 2, Wetter, Metsulfuron - 1kg, PARKS AND GARDENS Faucet Socket Cat 18 20mm, Bush BSP 1" x 3/4", TENNIS CLUB Nipple 1", Socket 1", REC CENTRE OVAL Pipe Riser 300mm x 1", Tank Flange Outlet 25mm, SWIMMING POOL Gas bottle 8.5kg Cylinder, Exchange	-687.96
Bill Pmt -Cheque	11/01/2018		Paul Kraft & Associates - EFT	CEMETERY RD SEALING AND STABILISING Surveying	-1,100.00
Bill Pmt -Cheque	11/01/2018		Petchell Mechanical - EFT	REPAIRS WM160 Fix Air Leak, SWIMMING POOL Oil for Lawn Mower, MAINTENANCE WM027 50,000km Vehicle Service, MAINTENANCE WM00 6 monthly service	-1,087.73
Bill Pmt -Cheque	11/01/2018		R.B. Motors - EFT	MAINTENANCE WM000 Service 15,000km	-437.80
Bill Pmt -Cheque	11/01/2018		State Library of WA - EFT	LOST BOOKS Stocktake Completed 2017. 28 Items.	-380.60
Bill Pmt -Cheque	11/01/2018		T & E Services Pty Ltd - EFT	MEDICAL SERVICES Jan 2018	-13,750.00
Bill Pmt -Cheque	11/01/2018		Tudor House - EFT	PUBLIC RELATIONS Australian Flag 1800x900mm, fully sewn with sister clips x 2	-370.00
Bill Pmt -Cheque	11/01/2018		WA Contract Ranger Services - EFT	ANIMAL CONTROL Ranger Visit 121217	-280.50
Bill Pmt -Cheque	11/01/2018		Winc Australia Pty Ltd - EFT	STATIONERY Diary A5 x 2, Batteries, Whiteboard markers	-70.13
Bill Pmt -Cheque	11/01/2018		Wyalkatchem Community Resource Cntr - EFT	SWIMMING POOL Printing and laminating, CRC ANNUAL FEE Dec 2017	-2,357.10
Bill Pmt -Cheque	11/01/2018		Wyalkatchem Hotel - EFT	DEPOT Meals for two-way repair contractors, CHRISTMAS PARTY Drinks	-302.00
Bill Pmt -Cheque	11/01/2018		XCy Pty Ltd - EFT	DEPOT Mobilisation, Repeater Repair, Mobile Radio Repairs	-8,074.00
Bill Pmt -Cheque	19/01/2018		Australia Post - Mail - EFT	POSTAGE December 2017	-143.14

Bill Pmt -Cheque	19/01/2018		BOC Gases - EFT	DEPOT Oxygen/Acetylene container service charges 281117-281217	-65.65
Bill Pmt -Cheque	19/01/2018		Britex Group - EFT	PARKS & GARDENS Solenoid valve for water fountain in Railway Tce x 1	-368.50
Bill Pmt -Cheque	19/01/2018		Courier Australia - EFT	FREIGHT Admin Office Flags	-10.44
Bill Pmt -Cheque	19/01/2018		Cutting Edges - EFT	BLADES & POINTS WM017 Grader Blade HT Curv (Red), PlowBolt, Plow Nut	-901.94
Bill Pmt -Cheque	19/01/2018		Down to Earth Training & Assessing - EFT	TRAINING Dogging Course Marwick	-936.00
Bill Pmt -Cheque	19/01/2018		E Fire and Safety - EFT	COUNCIL BUILDINGS Servicing of all fire extinguishers and exit lights	-4,642.55
Bill Pmt -Cheque	19/01/2018		Eastern Hills Saws & Mowers - EFT	PARKS AND GARDENS Brush cutter head	-112.00
Bill Pmt -Cheque	19/01/2018		Fuji Xerox - EFT	PHOTOCOPY Colour x 3759, B&W Copies x 1865	-390.60
Bill Pmt -Cheque	19/01/2018		Gary's Painting Service - EFT	ADMIN PARK Painting gazebo, BARRACKS BUILDING Repairs to windows and fly wire doors	-2,580.00
Bill Pmt -Cheque	19/01/2018		Landgate - EFT	VALUATION Gross RV Schedule G2017/1	-65.50
Bill Pmt -Cheque	19/01/2018		Metal Artwork Creations - EFT	MEMBERS MINOR EXPENDITURE Desk Name Plaque, Solid WA Jarrah Desk Name Base	-58.30
Bill Pmt -Cheque	19/01/2018		Signet Pty Ltd - EFT	URBAN STREETS Road Marking Paint 15L - White	-888.43
Bill Pmt -Cheque	19/01/2018		Stabilised Pavements Australia - EFT	CEMETERY RD Stabilise - 2.4m wide both sides, 200mm deep x 16,754m2, CUNDERDIN WYALKATCHEM RD Stabilise - 2.4m wide one side, 1.5% cement, 200mm deep x 5,676m2, TAMMIN WYALKATCHEM RD Stabilise - 2.4m wide one side, 1.5% cement, 200mm deep x 4,104m2	-97,791.65
Bill Pmt -Cheque	19/01/2018		Total Eden - EFT	REC CENTRE OVAL controller icore 6stn outdoor plastic cabinet hunter, REC CENTRE OVAL module 6 station icore hunter	-660.00
Bill Pmt -Cheque	19/01/2018		WA Local Government Assoc - EFT	ELECTED MEMBER TRAINING ELECTED MEMBER TRAINING Serving on Council Metcalfe February 2018, Meeting Procedures and Debating Metcalfe, Garner February 2018	-1,545.00
Bill Pmt -Cheque	19/01/2018		Winc Australia Pty Ltd - EFT	AUSTRALIA DAY Certificate frames, STATIONERY Notebook A5, Notebook A4, Black Pens, Push Pins, CLEANING Disinfectant 5L x 10, Superwipes roll x 10, Bin liners 36L	-646.60
Bill Pmt -Cheque	19/01/2018		Wyalkatchem Weekly - EFT	WYLIE WEEKLY ADVERTISING 061017, 201017, 031117, 171117, 011217, 151217.	-503.00
Bill Pmt -Cheque	22/01/2018		Boral - EFT	R2R CEMETERY RD SEALING & STABILISATION 10mm Single Coat S35E PMB Binder SLK 0.32-3.1, 2780m x 7m wide on bend, C170 95:5 MCC Bitumen @ 1.2 litres/sqm & 7mm Aggregate - Carpark/Drain, Prime & cover using C170 50:50 MCC bitumen @ 0.6L/sqm, TAMMIN WYALKATCHEM RD 10mm Single Coat Cutback CL 170 Bitumen Primerseal SLK 10.66-11.96, CUNDERDIN WYALKATCHEM RD 10mm Single Coat Cutback CL 170 Bitumen Primerseal SLK 0.00-2.00	-116,801.64
Bill Pmt -Cheque	22/01/2018	DD220118	Telstra	TELEPHONE Works Manager Mobile, CEO Mobile, Emergency Phone 020118-010218	-118.03
Cheque	22/01/2018	DD220118	Foxtel	57 FLINT ST Doctors House Foxtel	-152.00
Bill Pmt -Cheque	23/01/2018	DD230118	Treasury Corp	BANK FEES Government Guarantee Fee for period ended 311217	-493.29
Bill Pmt -Cheque	23/01/2018	DD230118	Synergy	ELECTRICITY Street Lights 251117-241217	-2,155.05
Paycheque	24/01/2018		Salaries and Wages	PPE240118	-28,113.13
Bill Pmt -Cheque	25/01/2018		Brick Mart - EFT	TENNIS CLUB PLAYGROUND Limestone Blocks 1000x350x350 Bevelled Edge x35	-845.08
Bill Pmt -Cheque	25/01/2018		Courier Australia - EFT	FREIGHT Works Parts 130118, 180118, 190118	-789.90
Bill Pmt -Cheque	25/01/2018		D & D Transport - EFT	FREIGHT Playground Tennis Club from Kewdale, FREIGHT Pipe for Tennis Club Playground 2x length of pipe, 1x concrete pipe, 2x drains	-675.51
Bill Pmt -Cheque	25/01/2018		Department of Lands - EFT	LEASE White Dam Reserve 010118-300618	-5,362.50
Bill Pmt -Cheque	25/01/2018		Kennards Hire - EFT	CUNDERDIN WYALKATCHEM RD Traffic Control Lights - 1 set on trailer, Delivery/Pickup 151117 - 211117	-900.00
Bill Pmt -Cheque	25/01/2018		Lock Stock & Farrell Locksmith - EFT	AIRSTRIP Padlocks x 3, Keys for each padlock x 4, POSTAGE	-470.10
Bill Pmt -Cheque	25/01/2018		Mitre 10 Solutions Northam - EFT	TENNIS CLUB PLAYGROUND Bricks Lite Cement 17.85Kg bags x12	-107.40
Bill Pmt -Cheque	25/01/2018		MJM Mech Services - EFT	Air Conditioner Repairs and Replacement on Shire Housing and Rec Centre.	-9,537.00
Bill Pmt -Cheque	25/01/2018		Paint West Paint Place - EFT	TENNIS CLUB PLAYGROUND industrial spray enamel 4L White	-96.75
Bill Pmt -Cheque	25/01/2018		Sheridan's for Badges - EFT	UNIFORMS Name Badge Bolt, Metcalfe	-73.04
Bill Pmt -Cheque	25/01/2018		Wheatbelt Business Network - EFT	SUBSCRIPTION Wheatbelt Business Network Membership 2018	-148.50

Bill Pmt -Cheque	25/01/2018		Winc Australia Pty Ltd - EFT	OFFICE AMENITIES Coffee 500g x 3, ADMIN OFFICE Urinal blocks 4kg, ADMIN OFFICE Urinal screen	-179.69
Bill Pmt -Cheque	25/01/2018		Youlie and Son Spreading - EFT	MAINTENANCE GRADING Roller and Operator Hire, Mobilisation/Demobilisation 160118 - 190118	-4,444.00
Bill Pmt -Cheque	29/01/2018	DD290118	Synergy	ELECTRICITY 031117 - 050118 Housing and Facilities	-7,610.05
Bill Pmt -Cheque	30/01/2018	DD300118	Synergy	ELECTRICITY 031117 - 050118	-468.75
General Journal	31/01/2018	2900	NAB	Account Keeping Fee	-30.50
General Journal	31/01/2018	2901	NAB	Merchant Fees	-52.60
Total A01101 · Unrestricted Municipal Bank					<u>-416,011.66</u>

#### **CERTIFICATION OF CHIEF EXECUTIVE OFFICER**

I hereby certify that the Schedule of Accounts paid was submitted to Council on Thursday, 15 February 2018.  
All payments are as per the Annual Budget and are supported by vouchers and invoices and were not processed until goods and services were certified as received.

#### **CERTIFICATION OF CHAIRMAN**

I hereby certify this schedule of accounts paid was submitted to the Council on Thursday, 15 February 2018 for information pursuant to Section 6.8(2)(b) of the Local Government Act 1995.

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Ian McCabe, Chief Executive Officer

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Cr Quentin Davies, Chairman



Statement for

**NAB Business Visa**

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

**Cardholder Details**

Cardholder Name: MR IAN JAMES MCCABE  
Account No: 4557 0455 3738 1455  
Statement Period: 28 October 2017 to 28 November 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
20 Nov 2017	✓ \$6.00	JW SHEPHERD NARROGIN E143075	DCC HEALTH Cooling towel				74564727321
20 Nov 2017	✓ \$241.87	ADINA APARTMENT HOTE PERTH E042115	TRAINING Accommodation Metcalfe for Seminar			171117	74564457324
20 Nov 2017	✓ \$131.95	CELLMATE WARWICK E041217	TELECOMMUNICATIONS Repair CEO mobile				74229857323
28 Nov 2017	\$9.00	CARD FEE					74557047332
<b>Total for this period</b>	<b>\$388.82</b>		<b>Totals</b>				

**Employee declaration**

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

Cardholder signature: \_\_\_\_\_

Date: \_\_\_\_\_

08.01.18

332/21/01/M03074/S008475/016949



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 28 October 2017 to 28 November 2017  
Company Account No: 4557 0498 0000 4281  
Facility Limit: \$13,000

**Your Account Summary**

Balance from previous statement	\$400.46 DR
Payments and other credits	\$400.46 CR
Purchases, cash advances and other debits	\$379.82 DR
Interest and other charges	\$9.00 DR
<b>Closing Balance</b>	<b>\$388.82 DR</b>

**YOUR DIRECT DEBIT PAYMENT OF \$388.82 WILL BE  
CHARGED TO ACCOUNT 000086977- 0000508383313 ON  
04/12/2017 AS PER OUR AGREEMENT.**

332/21/01/M03074/S008474/1016947

see reverse for transaction details



Statement for

**NAB Business Visa**

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

**Cardholder Details**

Cardholder Name: MR IAN JAMES MCCABE  
Account No: 4557 0455 3738 1455  
Statement Period: 29 November 2017 to 28 December 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
29 Nov 2017	\$986.70	GRAND TOYOTA WANGARA E041210	MAINTENANCE WYLIE Service 60,000km			(ced vehicle)	74564457332
30 Nov 2017	\$77.50	DEPT OF TRANSPORT INNALOO E144035	LICENCE WMD14				74940527333
4 Dec 2017	\$60.30	WYLIE COMMUNITY MEAT WYALKATCHEM E042040	CHRISTMAS PARTY meat			(Staff & Council)	01170594994
4 Dec 2017	\$187.55	WYLIE COMMUNITY MEAT WYALKATCHEM "	"			"	01170241337
11 Dec 2017	\$400.00	COLES 0338 WARWICK E042095	COUNCILLOR FAREWELL Hawley				74363967343
12 Dec 2017	\$253.00	AIR AND POWER BELMONT E144040	MAINTENANCE Air compressor				74564457345
14 Dec 2017	\$215.07	SAI GLOBAL LIMITED NSW SYDNEY E041226	SUBSCRIPTION Australian Standard Evaluation Diagrams				74054927348
19 Dec 2017	\$552.88	JPA MANCHESTER PTY REDFERN E132102	BARRACKS Double bedding set x 1				74940527352
22 Dec 2017	\$40.35	WYLIE COMMUNITY MEAT WYALKATCHEM E042040	CHRISTMAS PARTY meat for BBQ at depot			(Staff)	05134179395
28 Dec 2017	\$9.00	CARD FEE					74557047362
<b>Total for this period</b>	<b>\$2,782.35</b>		<b>Totals</b>				

**Employee declaration**

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

Cardholder signature: \_\_\_\_\_

Date: 06-02-18

362/21/01/M03385/S009590/019179





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 November 2017 to 28 December 2017  
Company Account No: 4557 0498 0000 4281  
Facility Limit: \$13,000

**Your Account Summary**

Balance from previous statement	\$388.82 DR
Payments and other credits	\$388.82 CR
Purchases, cash advances and other debits	\$2,773.35 DR
Interest and other charges	\$9.00 DR
<b>Closing Balance</b>	<b>\$2,782.35 DR</b>

**YOUR DIRECT DEBIT PAYMENT OF \$2,782.35 WILL BE  
CHARGED TO ACCOUNT 000086977- 0000508383313 ON  
03/01/2018 AS PER OUR AGREEMENT.**

*Plumlee  
06-02-18*

see reverse for transaction details



Your Local Fuel Distributor

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

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

\*\* TAX INVOICE \*\*

ABN: 29384905038  
SHIRE OF WYALKATCHEM  
PO BOX 224  
WYALKATCHEM 6485

30/11/2017

PAGE: 1  
SHIRW

Location	Order No	ODO	Date	Tax Invoice	Product	Quantity	Unit Price	Amount \$
<b>Card:</b> No Card								
Volvo 5		0	08/11/2017 00:00	001400533547	DISTILLATE BULK	3,000.00	1.245	3,735.01
Volvo 5		0	09/11/2017 00:00	001400533549	DISTILLATE BULK	2,500.00	1.245	3,112.51
Volvo 5		0	28/11/2017 00:00	001400536228	DISTILLATE BULK	5,000.00	1.299	6,495.01
Card Totals						10,500.00		13342.53
<b>Card:</b> 7034320089961764		<b>Rego:</b> WM000	<b>Driver:</b> WM000					
WYALKATCHEM WA		8000	03/11/2017 11:19	262	DIESEL - SERVICE STN	54.11	1.299	70.29
LEEMING WA		0	06/11/2017 06:05	200	DIESEL - SERVICE STN	50.97	1.399	71.31
WYALKATCHEM WA		8200	08/11/2017 13:29	416	DIESEL - SERVICE STN	59.47	1.299	77.25
WYALKATCHEM WA		9500	10/11/2017 10:58	466	DIESEL - SERVICE STN	47.75	1.299	62.02
GIDGEGANNUP WA WM000		0	13/11/2017 06:23	401	DIESEL - SERVICE STN	50.90	1.279	65.10
WYALKATCHEM WA		10000	16/11/2017 15:17	649	DIESEL - SERVICE STN	63.20	1.339	84.62
GIDGEGANNUP WA WM000		0	20/11/2017 07:05	539	DIESEL - SERVICE STN	53.00	1.229	65.14
WYALKATCHEM WA		11500	21/11/2017 13:30	783	DIESEL - SERVICE STN	43.31	1.339	57.99
BANKSIA GROVE W		0	22/11/2017 16:22	218	DIESEL - SERVICE STN	39.34	1.399	55.04
GIDGEGANNUP WA WM000		0	24/11/2017 17:41	646	DIESEL - SERVICE STN	62.89	1.269	79.80
WYALKATCHEM WA		12500	28/11/2017 11:03	997	DIESEL - SERVICE STN	72.31	1.339	96.83
			30/11/2017 00:00	001400538098	DIST CARD FEE	1.00	3.850	3.85
Card Totals						598.25		789.24
<b>Card:</b> 7034320089961772		<b>Rego:</b> ROADPLN1	<b>Driver:</b> ROADPLANT					
			30/11/2017 00:00	001400538099	DIST CARD FEE	1.00	3.850	3.85
Card Totals						1.00		3.85
<b>Card:</b> 7034320089961780		<b>Rego:</b> WM027	<b>Driver:</b> ROADPLANT					
			30/11/2017 00:00	001400538100	DIST CARD FEE	1.00	3.850	3.85
Card Totals						1.00		3.85
<b>Card:</b> 7034320089961798		<b>Rego:</b> WM216	<b>Driver:</b> WM 216					
WYALKATCHEM WA		0	03/11/2017 15:11	277	DIESEL - SERVICE STN	66.98	1.299	87.01
WYALKATCHEM WA		0	17/11/2017 07:13	670	DIESEL - SERVICE STN	65.49	1.339	87.69
WYALKATCHEM WA		0	24/11/2017 07:16	872	DIESEL - SERVICE STN	63.28	1.339	84.73
			30/11/2017 00:00	001400538101	DIST CARD FEE	1.00	3.850	3.85
Card Totals						196.75		263.28
<b>Card:</b> 7034320089961806		<b>Rego:</b> DOCTOR	<b>Driver:</b> DOCTOR					
WYALKATCHEM WA		0	02/11/2017 16:35	239	DIESEL - SERVICE STN	47.22	1.299	61.34
WYALKATCHEM WA		0	09/11/2017 16:09	451	DIESEL - SERVICE STN	32.24	1.299	41.87
WYALKATCHEM WA		0	16/11/2017 17:16	657	DIESEL - SERVICE STN	51.50	1.339	68.96
WYALKATCHEM WA		0	23/11/2017 17:05	865	DIESEL - SERVICE STN	38.75	1.339	51.89
			30/11/2017 00:00	001400538102	DIST CARD FEE	1.00	3.850	3.85
WYALKATCHEM WA		0	30/11/2017 17:13	179	DIESEL - SERVICE STN	41.17	1.349	55.54
Card Totals						211.88		283.45
<b>Card:</b> 7034320089961814		<b>Rego:</b> WM00	<b>Driver:</b> 000 WM					
WYALKATCHEM WA		0	14/11/2017 13:00	579	UNLEADED - SERVICE STN	43.84	1.309	57.38

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PO BOX 169 NORTHAM WA 6401

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\*\* TAX INVOICE \*\*

ABN: 29384905038  
SHIRE OF WYALKATCHEM  
PO BOX 224  
WYALKATCHEM 6485

30/11/2017

PAGE: 2  
SHIRW

Location	Order No	ODO	Date	Tax Invoice	Product	Quantity	Unit Price	Amount \$
WYALKATCHEM WA		0	25/11/2017 11:38	916	UNLEADED - SERVICE STN	21.76	1.349	29.35
			30/11/2017 00:00	001400538103	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	66.60		90.58
<b>Card: 7034320089961822</b> <b>Rego: WYLIE</b> <b>Driver: WM006</b>								
WARWICK WA		0	05/11/2017 13:52	625	UNLEADED - SERVICE STN	43.66	1.279	55.84
WARWICK WA		0	12/11/2017 07:45	970	UNLEADED - SERVICE STN	50.02	1.289	64.48
WYALKATCHEM WA		0	20/11/2017 07:58	749	UNLEADED - SERVICE STN	46.43	1.349	62.63
WARWICK WA		0	27/11/2017 19:21	757	UNLEADED - SERVICE STN	42.04	1.289	54.19
			30/11/2017 00:00	001400538104	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	183.15		240.99
<b>Card: 7034320089963968</b> <b>Rego: WYLIEBUS</b> <b>Driver: WYLIEBUS</b>								
			30/11/2017 00:00	001400538105	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	1.00		3.85
<b>Card: 7034320091090800</b> <b>Rego: WM012</b> <b>Driver:</b>								
WYALKATCHEM WA		0	13/11/2017 07:37	533	DIESEL - SERVICE STN	66.45	1.299	86.32
WYALKATCHEM WA		0	13/11/2017 12:51	542	UNLEADED - SERVICE STN	14.55	1.309	19.05
WYALKATCHEM WA		0	22/11/2017 15:37	822	UNLEADED - SERVICE STN	39.92	1.349	53.85
WYALKATCHEM WA		0	24/11/2017 07:15	871	UNLEADED - SERVICE STN	69.80	1.349	94.16
			30/11/2017 00:00	001400538106	DIST CARD FEE	1.00	3.850	3.85
WYALKATCHEM WA		0	30/11/2017 15:13	170	UNLEADED - SERVICE STN	22.68	1.349	30.60
					Card Totals	214.40		287.83

GST Incl in Total 1,391.77

Invoices Total	UNLEADED - SERVICE STN	394.70	521.53
	DISTILLATE BULK	10,500.00	13,342.53
	DIESEL - SERVICE STN	1,070.33	1,410.74
	DIST CARD FEE	9.00	34.65

Total excl. GST 13,917.68

**Total 15,309.45**



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ABN: 29384905038  
SHIRE OF WYALKATCHEM  
PO BOX 224  
WYALKATCHEM 6485

31/12/2017

PAGE: 1  
SHIRW

Location	Order No	ODO	Date	Tax Invoice	Product	Quantity	Unit Price	Amount \$
<b>Card: No Card</b>								
Wyalkatchem		0	12/12/2017 00:00	001400539564	LIPLEX EP2 20KG (AMPOL)	1.00	228.320	228.32
Volvo 5		0	19/12/2017 00:00	001400540582	DISTILLATE BULK	5,300.00	1.329	7,043.69
					Card Totals	5,301.00		7272.01
<b>Card: 7034320089961764</b>		<b>Rego: WM000</b>	<b>Driver: WM000</b>					
WYALKATCHEM WA		13000	01/12/2017 10:28	201	DIESEL - SERVICE STN	36.74	1.349	49.57
TOODYAY WA WM000		0	04/12/2017 06:47	126	DIESEL - SERVICE STN	57.52	1.349	77.58
WYALKATCHEM WA		14000	08/12/2017 14:12	369	DIESEL - SERVICE STN	45.91	1.349	61.94
WYALKATCHEM WA		14200	12/12/2017 15:35	478	DIESEL - SERVICE STN	54.91	1.349	74.07
GIDGEGANNUP WA WM000		0	18/12/2017 08:01	186	DIESEL - SERVICE STN	63.17	1.339	84.58
WYALKATCHEM WA		14000	20/12/2017 09:20	732	DIESEL - SERVICE STN	47.32	1.379	65.25
GIDGEGANNUP WA WM000		0	28/12/2017 07:29	335	DIESEL - SERVICE STN	62.45	1.359	84.87
			31/12/2017 00:00	001400543110	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	369.02		501.71
<b>Card: 7034320089961772</b>		<b>Rego: ROADPLN1</b>	<b>Driver: ROADPLANT</b>					
			31/12/2017 00:00	001400543111	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	1.00		3.85
<b>Card: 7034320089961780</b>		<b>Rego: WM027</b>	<b>Driver: ROADPLANT</b>					
			31/12/2017 00:00	001400543112	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	1.00		3.85
<b>Card: 7034320089961798</b>		<b>Rego: WM216</b>	<b>Driver: WM 216</b>					
WYALKATCHEM WA		0	05/12/2017 07:42	277	DIESEL - SERVICE STN	57.12	1.349	77.06
WYALKATCHEM WA		0	15/12/2017 07:41	579	DIESEL - SERVICE STN	64.28	1.349	86.71
			31/12/2017 00:00	001400543113	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	122.40		167.62
<b>Card: 7034320089961806</b>		<b>Rego: DOCTOR</b>	<b>Driver: DOCTOR</b>					
WYALKATCHEM WA		0	07/12/2017 18:18	346	DIESEL - SERVICE STN	44.12	1.349	59.52
WYALKATCHEM WA		0	14/12/2017 16:57	569	DIESEL - SERVICE STN	39.78	1.349	53.67
WYALKATCHEM WA		0	21/12/2017 17:28	775	DIESEL - SERVICE STN	45.46	1.379	62.69
			31/12/2017 00:00	001400543114	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	130.36		179.73
<b>Card: 7034320089961814</b>		<b>Rego: WM00</b>	<b>Driver: 000 WM</b>					
WYALKATCHEM WA		0	01/12/2017 12:33	205	UNLEADED - SERVICE STN	36.37	1.349	49.06
WYALKATCHEM WA		0	19/12/2017 12:17	708	UNLEADED - SERVICE STN	32.99	1.349	44.50
SINGLETON WA		0	28/12/2017 10:28	312	UNLEADED - SERVICE STN	34.15	1.459	49.83
			31/12/2017 00:00	001400543115	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	104.51		147.24
<b>Card: 7034320089961822</b>		<b>Rego: WYLIE</b>	<b>Driver: WM006</b>					
WARWICK WA		0	02/12/2017 11:41	985	UNLEADED - SERVICE STN	52.27	1.379	72.08
WYALKATCHEM WA		0	12/12/2017 10:21	465	UNLEADED - SERVICE STN	50.97	1.349	68.76

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\*\* TAX INVOICE \*\*

ABN: 29384905038  
SHIRE OF WYALKATCHEM  
PO BOX 224  
WYALKATCHEM 6485

31/12/2017

PAGE: 2  
SHIRW

Location	Order No	ODO	Date	Tax Invoice	Product	Quantity	Unit Price	Amount \$
WYALKATCHEM WA		0	19/12/2017 12:10	707	UNLEADED - SERVICE STN	52.05	1.349	70.21
			31/12/2017 00:00	001400543116	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	156.29		214.90
<b>Card: 7034320089963968</b>								
	<b>Rego: WYLIEBUS</b>		<b>Driver: WYLIEBUS</b>					
			31/12/2017 00:00	001400543117	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	1.00		3.85
<b>Card: 7034320091090800</b>								
	<b>Rego: WM012</b>		<b>Driver:</b>					
WYALKATCHEM WA		0	18/12/2017 09:44	668	DIESEL - SERVICE STN	67.45	1.349	90.99
WYALKATCHEM WA		0	20/12/2017 07:35	729	UNLEADED - SERVICE STN	2.73	1.352	3.69
WYALKATCHEM WA		0	22/12/2017 15:06	801	UNLEADED - SERVICE STN	21.45	1.379	29.58
BENALLA VIC		0	28/12/2017 16:43	885	UNLEADED - SERVICE STN	39.33	1.399	55.02
			31/12/2017 00:00	001400543118	DIST CARD FEE	1.00	3.850	3.85
					Card Totals	131.96		183.13

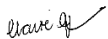
GST Incl in Total 788.90

Invoices Total	UNLEADED - SERVICE STN	322.31	442.73
	DISTILLATE BULK	5,300.00	7,043.69
	DIESEL - SERVICE STN	686.23	928.50
	DIST CARD FEE	9.00	34.65
	LIPLEX EP2 20KG (AMPOL)	1.00	228.32

Total excl. GST 7,888.99

Total 8,677.89

### 8.2.3 FINANCIAL MANAGEMENT – TENDERING – UNDERTAKE ROAD WORKS

<b>FILE REFERENCE:</b>	28.28
<b>AUTHOR'S NAME AND POSITION:</b>	Claire Trenorden Manager of Corporate Services
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	7 February 2018
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.

#### SUMMARY:

That Council resolve the following:

1. Accept the quote by GDR Civil Contracting Pty Ltd for the purpose of undertaking road works;
2. Authorise the Chief Executive Officer and Manager of Works to negotiate an operational agreement and advise all parties of the request outcome; and,
3. Authorise the Chief Executive Officer and President to affix the Common Seal and sign in acceptance of the submission and intention to form an agreement.

#### Appendix:

1. Evaluation Report

##### **Comment:**

Works required by the Shire of Wyalkatchem include culvert installation at Koorda-Wyalkatchem Road and road realignment at the intersection of Goomalling-Merredin Road and Benjaberring-Hindmarsh Road.

Expressions for quotation were listed via WALGA E-Quotes closing Friday 2 February 2018 with one respondent, GDR Civil. The supplier has previously been used by the Shire and their quote is recommended for acceptance.

##### **Consultation:**

Craig Harris, Manager of Works;  
Ian McCabe, Chief Executive Officer.

**Statutory Environment:**

Local Government Act 1995; Local Government (Functions and General) Regulations 1996.

**Policy Implications:**

GP2 Purchasing Policy.

**Financial Implications**

There is no direct financial implication relative to this item as the tender amount is within the budget expectation.

**Strategic Plan/Risk Implications**

There are expected to be a reduction in compliance risk and improvements in record-keeping and financial management.

**Voting Requirements:** Absolute Majority

**Council Decision Number:** 09/2018

**Moved:** Cr Butt                      **Seconded:** Cr Garner

**That Council Resolve the Following:**

1. **Accept the quote by GDR Civil Contracting Pty Ltd for the purpose of undertaking road works;**
2. **Authorise the Chief Executive Officer and Manager of Works to negotiate an operational agreement and advise all parties of the request outcome; and,**
3. **Authorise the Chief Executive Officer and President to affix the Common Seal and sign in acceptance of the submission and intention to form an agreement.**

**Vote:** 5/0





## RFQ EVALUATION REPORT

RFT No:	01/2018 VP97497
Contract Name:	Road Works
Contract Period:	March 2018 to June 2018
Contract Type:	Schedule of Rates
Tender Format:	Via Walga Vendor Panel
Deadline:	4:00 PM (AWST) on Friday 2 <sup>nd</sup> February, 2018.

### 1. Scope

The Shire of Wyalkatchem (The Principal) invites suitably qualified and experienced contractors to supply plant and personnel to complete Road Works comprising of:

1. Culvert installation - Wyalkatchem-Koorda Rd (SLK-4.15).
2. Road re-alignment – Intersection of Goomalling-Meriden Rd and Benjabeering Hindmarsh Rd.

### 2. Budget

Anticipated total value of contract is around \$180k.

### 3. Tenderers

All Tenderers indicated that their tenders conformed with the specification.

GDR Civil

### 4. Evaluation Panel

In accordance with Council's Tendering and Evaluation Procedures & Guidelines the tender was evaluated by:



Name	Position
Craig Harris	Works Manager

## 5. Evaluation Criteria

The tenders were evaluated according to the following criteria in order of priority and weighting:

1. Price	60%
2. Experience and Qualifications	20%
3. Demonstrated Understanding	10%
4. Locality	10%

## 6. Evaluation Matrix

Not Applicable due to sole submission by GDR Civil.

### 1. Referee Checking

GDR Civil are having completed various road works for the shire last year over different periods for a total of approximately 4 months.

### 2. Recommendation

Award the tender to **GDR Civil** who have recently performed well in providing road works to the Shire of Wyalkatchem.

#### WORKS MANAGER

Name: Craig Harris

Signature: 

DATE: 7/2/2018

#### CEO

Name:

Signature: 

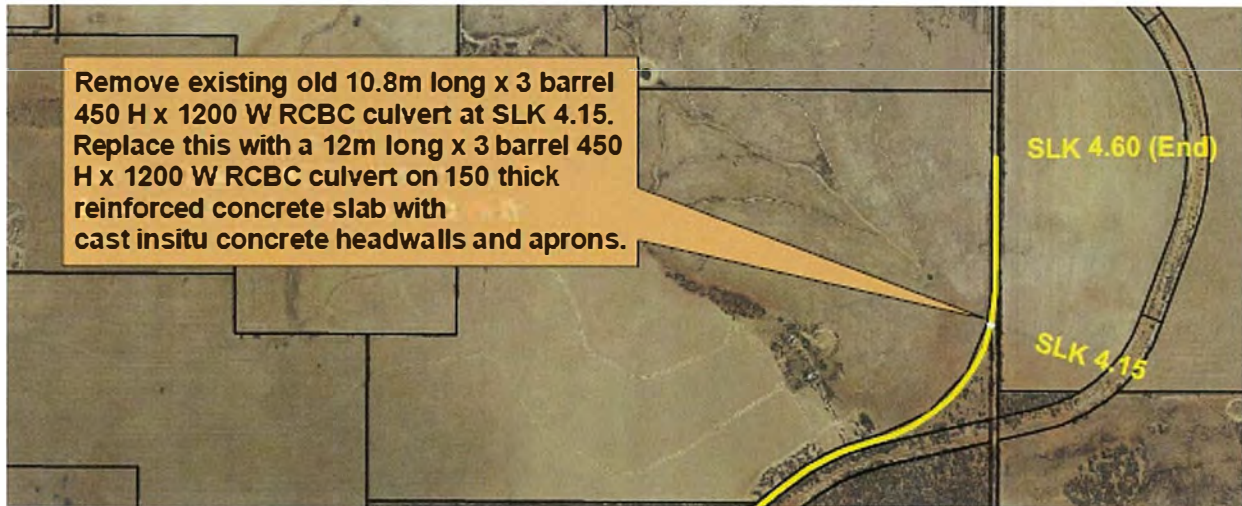
DATE: 07, 02, 18

## Appendix-1 Submitted Rates

Machine	Rate
Grader	\$166.70
Roller	\$130.75
Water Truck - 11,000 L	\$155.20
Loader	\$166.50
Excavator - 14.5	\$177.75
Roller 24 tonne - Multi	\$130.75
Excavator - 5T	\$143.30
Semi Side Tipper	\$172.20
6 Wheel End Tipper	\$133.30
* Rate include GST, WALGA Fee, Travel & Accommodation.	

## Appendix-2 Project Site Details

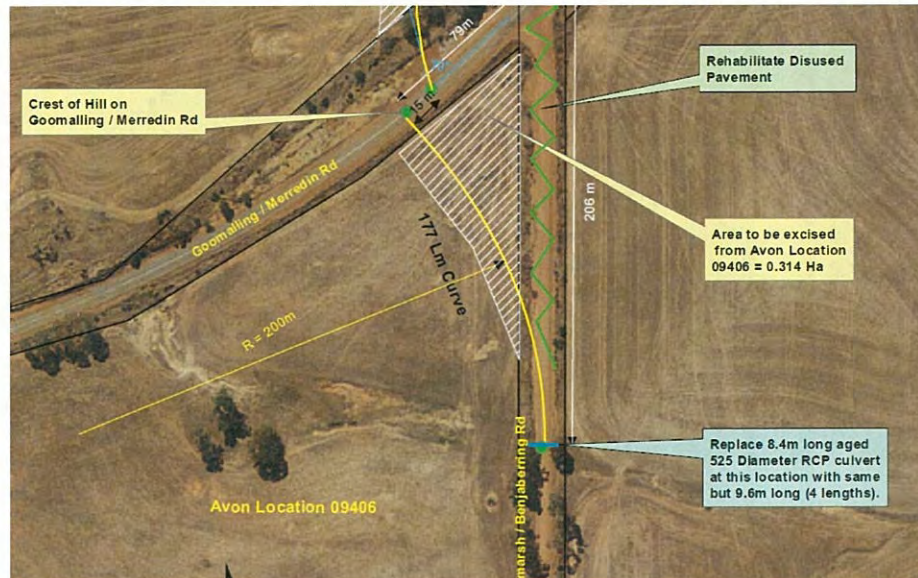
Culvert installation - Wyalkatchem-Koorda Rd (SLK-4.15).





## Road re-alignment – Intersection of Goomalling-Meriden Rd and Benjabeering Hindmarsh Rd.

### Aerial view – Southern Access



### Aerial view – Northern Access



# **Late Agenda Item**

## **8.2.4 Financial Management – Budgeting – Budget Review 2017/18**

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

**Council Decision Number: 10/2018**


**Moved:** Cr Garner

**Seconded:** Cr Butt

**That the late agenda item be accepted**

**Vote:** 5/0

## 8.2.4 FINANCIAL MANAGEMENT – BUDGETING – BUDGET REVIEW 2017/18

<b>FILE REFERENCE:</b>	12.05.06
<b>AUTHORS NAME AND POSITION:</b>	Claire Trenorden Manager Corporate Services
<b>AUTHORS SIGNATURE:</b>	
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not applicable
<b>DATE REPORT WRITTEN:</b>	12 February 2018
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	OMC 29 June 2017 Council decision number: 3473

**SUMMARY:** That Council consider and adopt the Budget Review as presented in the Statement of Financial Activity for the period 1 July 2017 to 31 January 2018.

That Council resolve the following:

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

### Appendix:

1. Review of Budget Report as of 31 January 2018.

### Background:

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2018 for the period ending 31 January 2018 is presented for Council to consider. The *Local Government (Financial Management) Regulations 1996, Regulation 33A as amended*, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of adoption of the review.

### Comment:

The budget review has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. Council adopted a 10% and/or a \$10,000 minimum for the reporting of material variances to be used in the statement of financial activity and the annual budget review. The changes are summarised below:

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

The amended budget isn't a balanced budget with closing net assets of \$80,544. This is so there are funds carried forward to be used at the beginning of the 2018/19 financial year before rates are received.

Areas where significant changes have occurred are detailed below:

**Governance:**

- Expenditure on professional services is increased due to the costs for revaluation of infrastructure for fair value being higher than anticipated (\$11,808);
- NEWROC expenditure is increased due to the Shire making a contribution to the Telecommunications project (\$18,718) and the Medical Enhancement fund (\$6,250).

**Recreation and Culture:**

- The Swimming Pool grant was removed by the State Government in their budget process leading to a deficit of \$32,000.

**Transport**

- The Shire experienced significant storm damage to roads in January 2017, repairs were budgeted to occur in 2016/17 but there was a carryover. In this financial year income received will be \$292,413 and expenditure will be \$273,757;
- Maintenance grading for 2017 began later than normal towards the end of May 2017 and consequently, to complete the entire road maintenance program, more expenditure was incurred in this financial year. If maintenance grading begins at the normal time this year, the budget needed to be increased (\$80,000) to compensate;
- The final Regional Road Group funding has been increased for this financial year (\$32,686) over the three approved projects;
- The final direct Main Roads grant was reduced in the State Government's budget by \$46,475;
- The full budgeted amount for crack sealing was not required this financial year (\$20,100). Further works will be scheduled to be completed in coming financial years.

**Plant and Equipment:**

- The replacement of the Works Manager vehicle was higher than anticipated due to the Works Manager requesting a change to the specifications (\$12,100).

**Infrastructure Assets – Roads:**

- The two gravel re-sheeting projects on Benjaberring Hindmarsh Rd were higher than anticipated due to the project scope being increased by 30%, the location was changed leading to increased transport costs and also the clearing work took longer than anticipated (\$45,976);



- To bring the budget back to the desired closing balance of approximately \$80,000 and also to try and complete the desired gravel re-sheeting projects this year, yet to be completed gravel re-sheeting was increased by \$25,843.

#### **Infrastructure Assets – Other:**

- The swimming pool basin refurbishment was more expensive than was anticipated in the budget due to increased works being completed. This was so the expected life of the repairs would be increased to approximately 10 years. Expenditure on water should be reduced to offset some of this cost. The nett expenditure on this project was exacerbated by state government withdrawal of funding valued at \$32,000.

#### **Reserves:**

- The transfer from the Joint Venture Housing Reserve has been increased by \$10,648 and the transfer decreased by \$2,105 resulting in a net transfer from the reserve of \$12,753. The variance relates to 58 Flint St. The increased amount from reserve was to allow capital maintenance works to be completed while the property was vacant and the decrease in the transfer to reserve was due to the decreased rent being received for 58 Flint St (see explanation under I090302 of Note 4 of the attachment);
- The transfer from the Unspent Grants Reserve was increased to offset the expenditure on the Senior Citizen Homes project.

#### **Consultation:**

Ian McCabe, Chief Executive Officer  
Craig Harris, Manager of Works

#### **Statutory Environment:**

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

1. Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year;
2. Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council;
3. A Council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review;  
\*Absolute majority required.
4. Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department.

#### **Policy Implications:**

The budget is based on the principles contained in the Plan for the Future.

#### **Financial Implications:**

Specific financial implications are as outlined in the Comments section of this report.

#### **Strategic Plan/Risk Implications:**

The Budget Review has been developed based on existing strategic planning documents adopted by Council.

**Triple Bottom Line Assessment:****Economic Implications**

The budget has been reviewed based on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for Council and the community.

**Social Implications**

The budget has been reviewed to deliver social outcomes identified in various planning and community supporting strategies that have previously been adopted by Council.

**Environmental Implications**

The budget has been reviewed to support key environmental strategies and initiatives adopted by Council.

**Voting Requirements:** Absolute Majority

**Council Decision Number:** 11/2018

**Moved:** Cr Garner

**Seconded:** Cr Metcalfe

**That Council resolve the following:**

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

**Vote:** 5/0

**Shire of Wyalkatchem**  
**REVIEW OF BUDGET REPORT**  
**For the Period Ended 31st January 2018**

**TABLE OF CONTENTS**

Statement of Financial Activity

Note 1	Significant Accounting Policies
Note 2	Graphical Representation
Note 3	Net Current Funding Position
Note 4	Predicted Variances
Note 5	Budget Amendments

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

**Shire of Wyalkatchem**  
**STATEMENT OF BUDGET REVIEW**  
**(Nature or Type)**  
**For the Period Ended 31st January 2018**

	Adopted Annual Budget (a)	Revised Annual Budget (b)	YTD Actual	Variance (b) - (a)	Variance	
<b>Operating Revenues</b>	\$	\$	\$	\$	%	
Rate Revenue	1,232,354	1,232,354	1,193,428	0	0	
Grants, Subsidies and Contributions	906,888	1,149,976	515,395	243,088	27	▲
Profit on Asset Disposal	0	693	693	693		▲
Fees and Charges	277,751	274,220	217,849	(3,531)	(1)	▼
Service Charges	0	0	0	0	0	
Interest Earnings	60,025	62,576	36,222	2,551	4	▲
Other Revenue	0	0	0	0	0	
	2,477,018	2,719,819	1,963,587	242,801		▲
<b>Operating Expense</b>						
Employee Costs	(1,039,368)	(1,035,388)	(590,619)	3,980	(0)	▼
Materials and Contracts	(1,142,605)	(1,560,244)	(941,467)	(417,639)	37	▲
Utilities Charges	(184,343)	(184,343)	(69,013)	0	0	
Depreciation (Non-Current Assets)	(1,142,817)	(1,142,817)	(705,609)	0	0	
Interest Expenses	(18,039)	(18,039)	(4,323)	0	0	
Insurance Expenses	(123,317)	(120,870)	(108,368)	2,447	(2)	▼
Loss on Asset Disposal	(52,886)	(39,684)	(39,684)	13,202	(25)	▼
Other Expenditure	0	0	0	0	0	
	(3,703,375)	(4,101,385)	(2,459,083)	(398,010)		▲
<b>Funding Balance Adjustment</b>						
Add Back Depreciation	1,142,817	1,142,817	705,609	0	0	
Adjust (Profit)/Loss on Asset Disposal	52,886	38,991	38,991	(13,895)	100	▼
Adjust Provisions and Accruals	0	0	0	0	0	
<b>Net Operating</b>	(30,654)	(199,758)	249,104	(169,104)		▼
<b>Capital Revenues</b>						
Grants, Subsidies and Contributions	671,231	703,917	405,119	32,686	5	▲
Proceeds from Disposal of Assets	133,000	126,727	126,727	(6,273)	(5)	▼
Proceeds from New Debentures	0	0	0	0	0	
Proceeds from Sale of Investments	0	0	0	0	0	
Proceeds from Advances	0	0	0	0	0	
Self-Supporting Loan Principal	13,087	13,087	7,518	0	0	
Transfer from Reserves	1,012,111	1,074,965	993,169	62,854	0	▲
	1,829,429	1,918,696	1,532,533	89,267		▲
<b>Capital Expenses</b>						
Land Held for Resale	0	0	0	0	0	
Land and Buildings	(261,200)	(312,901)	(236,919)	(51,701)	20	▼
Plant and Equipment	(445,201)	(447,998)	(441,797)	(2,797)	1	▼
Furniture and Equipment	0	0	0	0	0	
Infrastructure Assets - Roads	(838,466)	(911,996)	(578,839)	(73,530)	9	▼
Infrastructure Assets - Other	(157,500)	(181,550)	(101,787)	(24,050)	15	▼
Purchase of Investments	0	0	0	0	0	
Repayment of Debentures	(53,669)	(53,669)	(33,701)	0	0	
Advances to Community Groups	0	0	0	0	0	
Transfer to Reserves	(67,145)	(67,145)	(28,343)	0	(0)	▲
	(1,823,181)	(1,975,259)	(1,421,386)	(152,078)		▼
<b>Net Capital</b>	6,248	(56,563)	111,147	(62,811)		▼
<b>Net Operating + Capital</b>	(24,406)	(256,321)	360,251	(231,915)		▼
Opening Funding Surplus(Deficit)	105,000	336,864	336,864	231,864		▲
<b>Closing Funding Surplus(Deficit)</b>	80,594	80,544	697,114	(50)		▼

**Shire of Wyalkatchem**  
**STATEMENT OF BUDGET REVIEW**  
**(Statutory Reporting Program)**  
**For the Period Ended 31st January 2018**

	Adopted Annual Budget (a)	Revised Annual Budget (b)	YTD Actual	Variance (b) - (a)	Variance %	
<b>Operating Revenues</b>	\$	\$	\$	\$	%	
Governance	2,100	8,100	15,386	6,000	74	▲
General Purpose Funding	1,788,295	1,794,292	1,486,161	5,997	0	▲
Law, Order and Public Safety	38,762	47,125	41,835	8,363	18	▲
Health	49,589	49,589	21,610	0	0	
Education and Welfare	0	0	0	0	0	
Housing	117,849	115,744	69,062	(2,105)	(2)	▼
Community Amenities	111,408	106,683	106,919	(4,725)	(4)	▼
Recreation and Culture	39,816	7,816	5,802	(32,000)	(409)	▼
Transport	295,116	552,394	185,437	257,278	47	▲
Economic Services	15,991	19,291	14,795	3,300	17	▲
Other Property and Services	18,092	18,785	16,579	693	4	▲
	<b>2,477,018</b>	<b>2,719,819</b>	<b>1,963,586</b>	<b>242,801</b>		▲
<b>Operating Expense</b>						
Governance	(294,570)	(327,242)	(181,314)	(32,672)	10	▲
General Purpose Funding	(65,573)	(65,573)	(31,188)	0	0	
Law, Order and Public Safety	(109,962)	(123,669)	(63,524)	(13,707)	11	▲
Health	(304,935)	(307,189)	(151,271)	(2,254)	1	▲
Education and Welfare	(17,858)	(17,858)	(25,843)	0	0	
Housing	(243,971)	(243,971)	(113,485)	0	0	
Community Amenities	(209,911)	(228,411)	(133,709)	(18,500)	8	▲
Recreation and Culture	(750,482)	(753,482)	(429,746)	(3,000)	0	▲
Transport	(1,544,304)	(1,885,383)	(1,257,942)	(341,079)	18	▲
Economic Services	(105,831)	(105,831)	(62,807)	0	0	
Other Property and Services	(55,978)	(42,776)	(8,255)	13,202	(31)	▲
	<b>(3,703,375)</b>	<b>(4,101,385)</b>	<b>(2,459,083)</b>	<b>(398,010)</b>	<b>18</b>	▲
<b>Funding Balance Adjustment</b>						
Add Back Depreciation	1,142,817	1,142,817	705,609	0	0	
Adjust (Profit)/Loss on Asset Disposal	52,886	38,991	38,991	(13,895)	(36)	▲
Adjust Provisions and Accruals	0	0	0	0	0	
<b>Net Operating</b>	<b>(30,654)</b>	<b>(199,758)</b>	<b>249,103</b>	<b>(169,104)</b>	<b>(18)</b>	▼
<b>Capital Revenues</b>						
Grants, Subsidies and Contributions	671,231	703,917	405,119	32,686	5	▲
Proceeds from Disposal of Assets	133,000	126,727	126,727	(6,273)	(5)	▼
Proceeds from New Debentures	0	0	0	0	0	
Proceeds from Sale of Investments	0	0	0	0	0	
Proceeds from Advances	0	0	0	0	0	
Self-Supporting Loan Principal	13,087	13,087	7,518	0	0	
Transfer from Reserves	1,012,111	1,074,965	993,169	62,854	0	▲
	<b>1,829,429</b>	<b>1,918,696</b>	<b>1,532,533</b>	<b>89,267</b>	<b>(0)</b>	▲
<b>Capital Expenses</b>						
Land Held for Resale	0	0	0	0	0	
Land and Buildings	(261,200)	(312,901)	(236,919)	(51,701)	17	▲
Plant and Equipment	(445,201)	(447,998)	(441,797)	(2,797)	1	▲
Furniture and Equipment	0	0	0	0	0	
Infrastructure Assets - Roads	(838,466)	(911,996)	(578,839)	(73,530)	8	▲
Infrastructure Assets - Other	(157,500)	(181,550)	(101,787)	(24,050)	13	▲
Purchase of Investments	0	0	0	0	0	
Repayment of Debentures	(53,669)	(53,669)	(33,701)	0	0	
Advances to Community Groups	0	0	0	0	0	
Transfer to Reserves	(67,145)	(67,145)	(28,343)	0	(0)	▼
	<b>(1,823,181)</b>	<b>(1,975,259)</b>	<b>(1,421,386)</b>	<b>(152,078)</b>		▲
<b>Net Capital</b>	<b>6,248</b>	<b>(56,563)</b>	<b>111,147</b>	<b>(62,811)</b>		▲
<b>Net Operating + Capital</b>	<b>(24,406)</b>	<b>(256,321)</b>	<b>360,250</b>	<b>(231,915)</b>		▲
Opening Funding Surplus(Deficit)	105,000	336,864	336,864	231,864		▲
<b>Closing Funding Surplus(Deficit)</b>	<b>80,594</b>	<b>80,544</b>	<b>697,114</b>	<b>(50)</b>		▼

**Shire of Wyalkatchem**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 31st January 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES**

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

**(a) Basis of Accounting**

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

**(b) The Local Government Reporting Entity**

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

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

**(c) Rounding Off Figures**

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

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

**(e) Goods and Services Tax**

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 BUDGET REVIEW REPORT**  
**For the Period Ended 31st January 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(h) Inventories**

**General**

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

Inventories held from trading are classified as current even if not expected to be raised 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**

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 Municipality includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

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

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

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and 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
Miscellaneous Items under \$2000	100% depreciation at purchase

**Shire of Wyalkatchem**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 31st January 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(k) Impairment**

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

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

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

At the time of preparing this report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2010.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Monthly Statement of Financial Position from a budgetary perspective.

**(l) Trade and Other Payables**

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality 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.

**(m) 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 municipality 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 Council 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 Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.



**Shire of Wyalkatchem**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 31st January 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(n) 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.

**(o) 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.

**(p) 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 BUDGET REVIEW REPORT**  
**For the Period Ended 31st January 2018**

**(q) 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 the 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 BUDGET REVIEW REPORT**  
**For the Period Ended 31st January 2018**

**(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**

*Members of Council*

This is the administration and operation of facilities and services to members of Council. Includes fees, expenses and allowances paid to elected and committee members, election costs, insurance, subscriptions, conference expenses, Chamber expenses,

*Other Governance*

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

**GENERAL PURPOSE FUNDING**

*Rates*

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

*Other General Purpose Funding (GPF)*

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

**Shire of Wyalkatchem**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 31st January 2018**

**(r) STATEMENT OF OBJECTIVE (Continued)**

**LAW, ORDER, PUBLIC SAFETY**

*Fire Prevention*

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

*Animal Control*

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

*Public Safety*

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

**HEALTH**

*Preventive Services*

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

*Health*

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

**EDUCATION AND WELFARE**

*Senior Citizens*

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

**HOUSING**

*Community Housing*

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

**COMMUNITY AMENITIES**

*Sanitation – Household*

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

*Protection of Environment*

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

*Town Planning*

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

#### *Other Amenities*

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

### **RECREATION AND CULTURE**

#### *Public Buildings*

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

#### *Swimming Pool*

Administration and operation of public swimming pool.

#### *Other Recreation*

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

#### *Library*

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

#### *Tidy Towns*

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

#### *Community Grants*

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

### **TRANSPORT**

#### *Public Works*

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

#### *Airstrip*

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

### **ECONOMIC SERVICES**

#### *Tourism*

The development, promotion, support, research, operation etc. of tourism and

#### *Building Control*

Administration, inspection and operations concerned with application of the

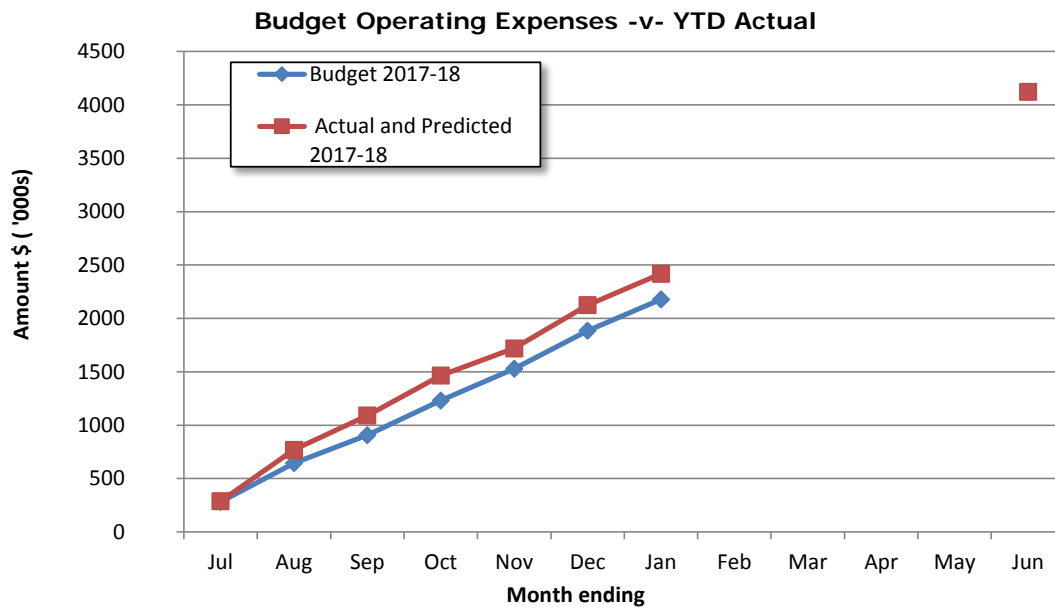
### **OTHER PROPERTY & SERVICES**

#### *Private Works*

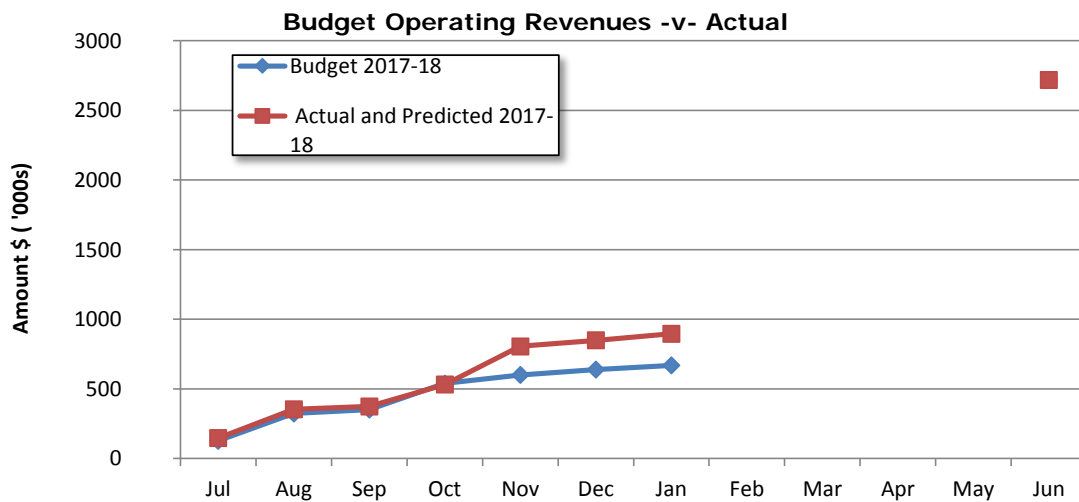
Administration, inspection, and operation of work carried out on property or

**Shire of Wyalkatchem**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 31st January 2018**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



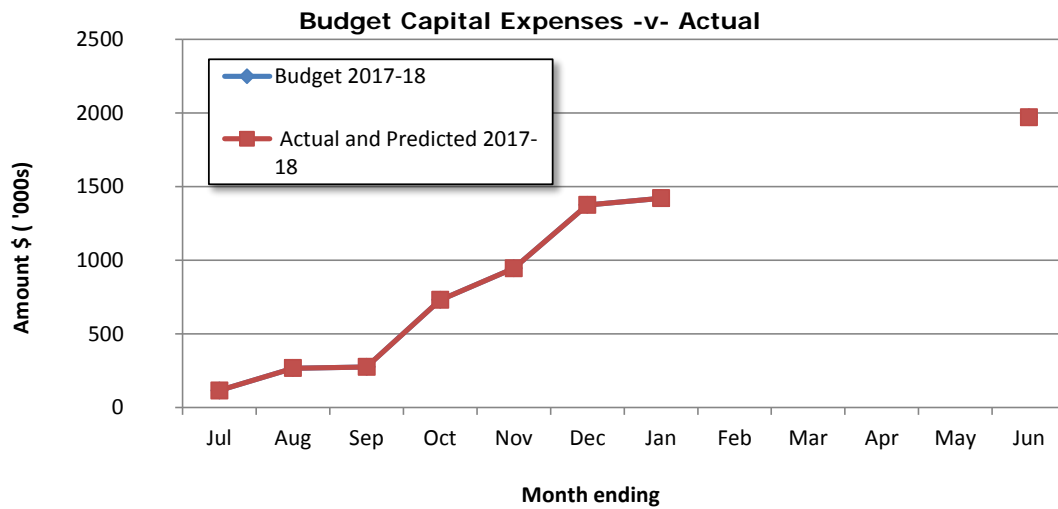
**Comments/Notes - Operating Expenses**



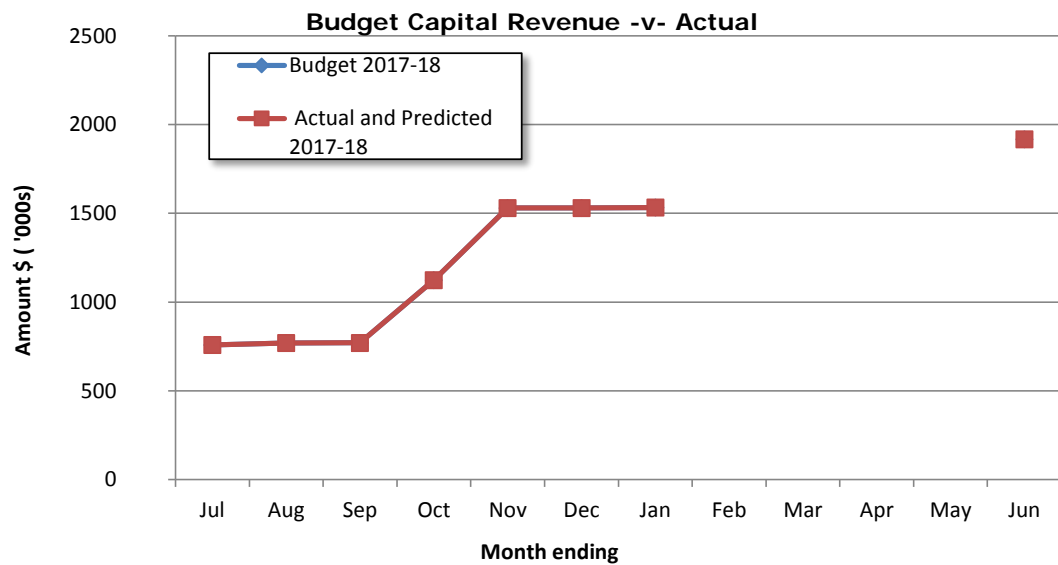
**Comments/Notes - Operating Revenues**

**Shire of Wyalkatchem**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 31st January 2018**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



**Comments/Notes - Capital Expenses**

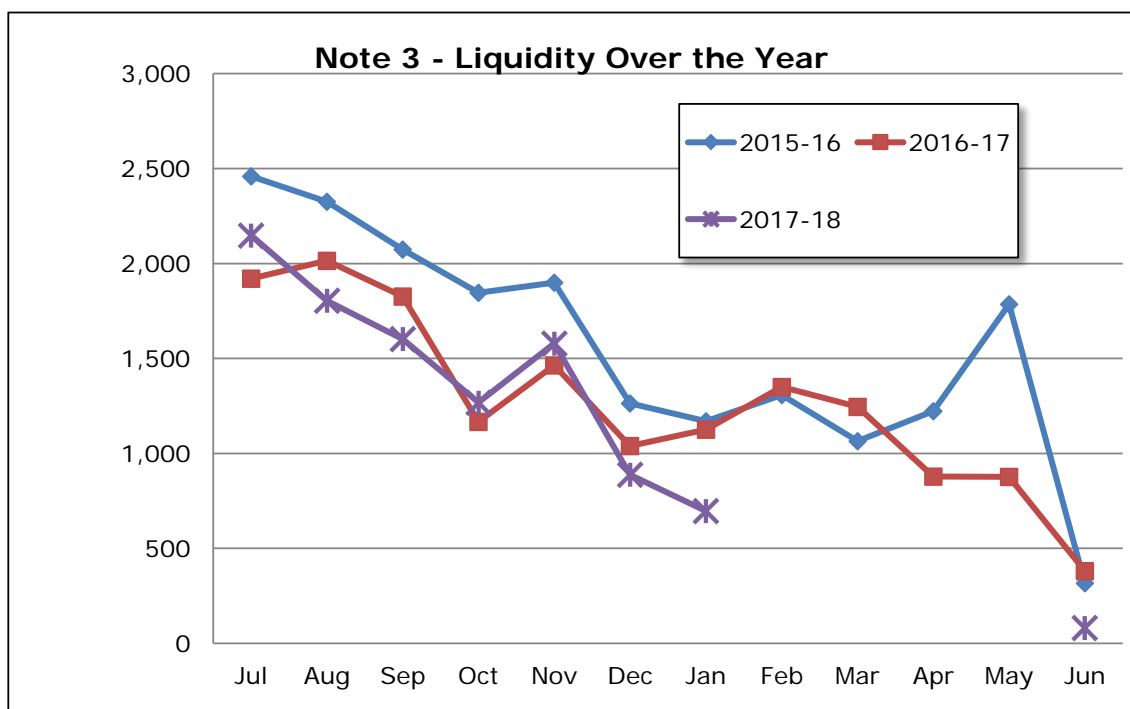


**Comments/Notes - Capital Revenues**

**Shire of Wyalkatchem**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 31st January 2018**

**Note 3: NET CURRENT FUNDING POSTION**

Positive=Surplus (Negative=Deficit)			
2017-18			
Note	This Period	Last Period	Same Period Last Year
	\$	\$	\$
<b>Current Assets</b>			
Cash Unrestricted	112,412	560,015	433,747
Cash Restricted	1,908,399	1,951,391	2,916,217
Receivables - Rates and Rubbish	10,000	103,761	18,195
Receivables -Other	1,000	8,132	213,857
Inventories	70,000	118,308	75,279
	2,101,811	2,741,605	3,657,295
<b>Less: Current Liabilities</b>			
Payables	(77,868)	(43,259)	(354,322)
Provisions	(35,000)	(49,891)	(49,892)
	(112,868)	(93,151)	(404,214)
Less: Cash Restricted	(1,908,399)	(1,951,391)	(2,916,217)
<b>Net Current Funding Position</b>	<b>80,544</b>	<b>697,064</b>	<b>336,864</b>



**Comments/Notes - Net Current Funding Position**



**Shire of Wyalkatchem**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**For the Period Ended 31st January 2018**

**Note 4: PREDICTED VARIANCES**

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
<b>4.1 OPERATING REVENUE (EXCLUDING RATES)</b>		
<b>4.1.1 GOVERNANCE</b>		
I041010 · Reimbursements Higher than average dividends (\$7,437) and safe driver discounts (\$2,653) from LGIS were received.	6,000	
<b>4.1.2 GENERAL PURPOSE FUNDING</b>		
I032010 · FAGS General Purpose The approved grant was slightly higher than 2016/17, which was the figure originally used in the Annual Budget for 2017/18.	3,447	
I032069 · Other miscellaneous grants  Two small grants were approved after the budget was adopted, including a Road Safety Community Grant (\$550) and Healthway sponsorship for the Fair (\$2,000).	2,550	
<b>4.1.3 LAW, ORDER AND PUBLIC SAFETY</b>		
I051005 · DFES Operating Grant The amount approved by DFES was different to the requested grant (-\$9,762) and also the first instalment for 2017/18 was prepaid in June 2017 (-\$5,875).	(15,637)	
I051006 · DFES Aware Grant This grant was approved after the budget was adopted. It will be fully offset by expenditure (E051153).	24,000	
<b>4.1.4 HEALTH</b>		
No Material Variance		
<b>4.1.5 EDUCATION AND WELFARE</b>		
No Material Variance		
<b>4.1.6 HOUSING</b>		
I090302 · 58 Flint St Rent Rent for 58 Flint St is calculated as a percentage of income based on the community housing guidelines from the Housing Authority. As there was a change of tenant after the budget was adopted, rent received is now reduced.	(2,105)	
<b>4.1.7 COMMUNITY AMENITIES</b>		
I101105 · Refuse Collection Fees There were amendments to the quantity of rubbish bins held at private premises after the budget was adopted resulting in a slightly reduced income.	(4,725)	
<b>4.1.8 RECREATION AND CULTURE</b>		
I112015 · Swimming Pool Grant This grant was removed in the State Government budget.	(32,000)	
<b>4.1.9 TRANSPORT</b>		
I121045 · FAGS Road Portion The approved grant was slightly higher than 2016/17, which was the figure originally used in the Annual Budget for 2017/18.	11,340	
I121055 · WANDRRA Grant This grant was not included in the Budget due to the final value of work being unknown. It is offset by expenditure (E122095).	292,413	
I121061 · MRWA Direct Grant This grant was reduced in the State Government budget process.	(46,475)	
<b>4.1.10 ECONOMIC SERVICES</b>		
I133005 · Building Licence Income is estimated in the budget and there has been an increased amount of applications lodged in 2017/18.	1,300	

**Shire of Wyalkatchem**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**For the Period Ended 31st January 2018**

**Note 4: PREDICTED VARIANCES**

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
I135203 · Railway Barracks Fees  Income was estimated as the Shire had only been managing the barracks for 2016/17 so there wasn't much background. Income has been slightly increased this year as there has been increased usage over Summer after having air conditioners installed.	2,000	
<b>4.1.11 OTHER PROPERTY AND SERVICES</b> I146010 · Profit from Sale of Assets Income was slightly increased due to the timing of replacement of the Works Manager vehicle (it was replaced about 1 month earlier than anticipated).	693	
Predicted Variances Carried Forward	<b>242,801</b>	<b>0</b>
Predicted Variances Brought Forward	<b>242,801</b>	<b>0</b>
<b>4.2 OPERATING EXPENSES</b>		
<b>4.2.1 GOVERNANCE</b>		
E041204 · Insurance Workers Compensation The cost of workers compensation insurance was slightly reduced as to what was estimated in the Annual Budget.	2,447	
E041213 · Professional Services The cost of revaluations for infrastructure will be higher than was anticipated in the budget process.	(11,808)	
E041228 · Wyalkatchem Allowance This cost was reduced due to Administration being a staff member short for five months.	2,538	
E041221 · Bank fees The government guarantee fee charged by WA Treasury has previously been charged with the loan payments but this has changed to be a standalone payment, so it is now being coded to bank fees.	(1,017)	
E043100 · NEWROC This was the Shire's contribution to the NEWROC Telecommunications project (\$18,718) and also for a contribution to the Medical Enhancement fund (\$6,250), these were both proposed after the budget was adopted.	(24,832)	
<b>4.2.2 GENERAL PURPOSE FUNDING</b> No Material Variance		
<b>4.2.3 LAW, ORDER AND PUBLIC SAFETY</b>		
E051055 · Other fire prevention The grant requested from DFES wasn't approved so expenditure had to be reduced to offset.	10,293	
E051153 · DFES Aware Grant This expenditure for this grant was approved after the budget was adopted. It is offset by the grant income (I051006).	(24,000)	
<b>4.2.4 HEALTH</b>		
E072010 · Vehicle Maintenance 000WM (Doctors Vehicle) Expenditure is increased due to the replacement of two windscreens, these were insurance claims.	(2,254)	
<b>4.2.5 EDUCATION AND WELFARE</b> No Material Variance		
<b>4.2.6 HOUSING</b> No Material Variance		

**Shire of Wyalkatchem**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**For the Period Ended 31st January 2018**

**Note 4: PREDICTED VARIANCES**

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
<b>4.2.7 COMMUNITY AMENITIES</b>		
E105180 · Cropping Land Cost	(18,500)	
The Department of Lands revalued the white dam cropping land and consequently increased the lease costs to the Shire. This is in the process of being disputed.		
<b>4.2.8 RECREATION AND CULTURE</b>		
E113060 · Korrelocking Hall	(3,000)	
The electrical switchboard was required to be upgraded to Western Power standards so some electrical maintenance work could be completed.		
<b>4.2.9 TRANSPORT</b>		
E122020 · Depot Maintenance	(7,422)	
Repairs to the two way system to increase coverage throughout the Shire were completed, this was offset by the LGIS dividend (I041010).		
E122089 · Maintenance Grading	(80,000)	
Due to the delayed start of maintenance grading in late last financial year (started mid-late May instead of April), more work was completed in this financial year than is normal. If grading starts at the normal time in 2018, an increased annual budget will be required.		
E122095 · WANDRRA Event	(273,757)	
This was not included in the budget for this year but the higher opening figure offset it (as it was included in the Budget Review for 2016/17). This is also offset by income (I121055).		
E122109 · Crack Sealing	20,100	
The full budgeted amount was not required this financial year.		
<b>4.2.10 ECONOMIC SERVICES</b>		
No Material Variance		
<b>4.2.11 OTHER PROPERTY AND SERVICES</b>		
E148005 · Loss on disposal of assets	13,202	
The loss on the disposal of the grader was less than anticipated, this is a non-cash item though and is adjusted back below.		
Predicted Variances Carried Forward	(155,209)	0
Predicted Variances Brought Forward	(155,209)	0
<b>4.3 CAPITAL REVENUE</b>		
<b>4.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>		
I121050 · Regional Road Group Grant	32,686	
Once final figures were released on the approved RRG grant out grant was increased for the three projects.		
<b>4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS</b>		
The proceeds received from the trade of the grader were lower than anticipated by \$7,000.	(6,273)	
<b>4.3.3 PROCEEDS FROM NEW DEBENTURES</b>		
No Material Variance		
<b>4.3.4 PROCEEDS FROM SALE OF INVESTMENT</b>		
No Material Variance		
<b>4.3.5 PROCEEDS FROM ADVANCES</b>		
No Material Variance		
<b>4.3.6 SELF-SUPPORTING LOAN PRINCIPAL</b>		

**Shire of Wyalkatchem**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**For the Period Ended 31st January 2018**

**Note 4: PREDICTED VARIANCES**

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
No Material Variance		
Predicted Variances Carried Forward	(128,796)	0
Predicted Variances Brought Forward	(128,796)	0
<b>4.4 CAPITAL EXPENSES</b>		
<b>4.4.1 LAND HELD FOR RESALE</b>		
No Material Variance		
<b>4.4.2 LAND AND BUILDINGS</b>		
C980202 · Senior Citizens Homes Project This is completely offset by transfers from the Unspent Grants Reserve account.	(50,101)	
C980207 · Railway Barracks This project was within budget but it has been identified that the fridge in the kitchen needs replacing. As funds do allow in the review process, the budget has been increased to accommodate.	(1,600)	
<b>4.4.3 PLANT AND EQUIPMENT</b>		
C980504 · Caterpillar Grader 12M The cost of this new vehicle was slightly lower than anticipated	4,430	
C980502 · Works Crew Utility The cost of this new vehicle was higher than anticipated. This was due to an error in the budget process and the amount not being amended to be for a 4x4 utility.	(6,127)	
C970503 · Works Manager Vehicle This cost was increased due to the change in specifications at the Works Managers request.	(12,100)	
Plate Compactor	5,000	
The cost of this purchase was below the capitalisation threshold (it cost \$2,000) so is included in the Depot maintenance budget but will still be within that budget.		
Line Marker	6,000	
The cost of this purchase was below the capitalisation threshold (it cost \$2,450) so is included in the Recreation Centre Oval budget but will still be within that budget.		
<b>4.4.4 FURNITURE AND EQUIPMENT</b>		
No Material Variance		
<b>4.4.5 INFRASTRUCTURE ASSETS - ROADS</b>		
C980314 · Benjaberring Hindmarsh crossroad This Blackspot project has been on hold pending a change to the project scope. It has just been recommenced and if there is any further expenditure then some of the grant from Main Roads will be claimed.	(1,710)	
C980305 · R2R Lawrence Rd This budget was increased to allow some flexibility with the roads program.	(13,843)	
C970307 · R2R Lewis East Rd This budget was increased to allow some flexibility with the roads program.	(12,000)	
C980309 · Benjaberring Hindmarsh Rd North The cost of this project was increased due to an increased length being resheeted than was originally planned (+30%). The vegetation on the verges being particularly dense and also the gravel pit required rehabilitation afterwards also contributed to increased costs.	(22,546)	
C980310 · Benjaberring Hindmarsh Rd South The cost of this project was increased due to an agreed change of location at the start of the project which added five kilometres to the carting distance. The vegetation on the verges being particularly dense and also the gravel pit required rehabilitation afterwards also contributed to increased costs.	(23,430)	

Shire of Wyalkatchem  
NOTES TO THE REVIEW OF THE ANNUAL BUDGET  
For the Period Ended 31st January 2018

**Note 4: PREDICTED VARIANCES**

Comments/Reason for Variance	Variance \$	
	Permanent	Timing

**Shire of Wyalkatchem**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**For the Period Ended 31st January 2018**

**Note 4: PREDICTED VARIANCES**

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
<b>4.4.6 INFRASTRUCTURE ASSETS - OTHER</b>		
C980801 - Swimming Pool	(19,050)	
The repairs to the swimming pool bowl were higher than anticipated in the Annual Budget. Some of this will be offset by a reduction in water expenses.		
Administration Park water fountain	(5,000)	
The water fountain at the Administration Park has to be replaced as the previous fountain has been vandalised.		
<b>4.4.7 PURCHASES OF INVESTMENT</b>		
No Material Variance		
<b>4.4.8 REPAYMENT OF DEBENTURES</b>		
No Material Variance		
<b>4.4.9 ADVANCES TO COMMUNITY GROUPS</b>		
No Material Variance		
Predicted Variances Carried Forward	(280,873)	0
Predicted Variances Brought Forward	(280,873)	0
<b>4.5 OTHER ITEMS</b>		
<b>4.5.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)</b>		
No Material Variance		
<b>4.5.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)</b>		
Transfer from Joint Venture Housing Reserve	12,753	
As 58 Flint St became vacant this financial year some required capital maintenance was completed on the property (internal painting, evaporative air conditioner replacement and hot water system replacement). These are the first major works to the property since it was built and the funds have been taken out of the associated reserve account for the property to compensate. The overall expenditure on housing assets remains the same as it was within the original \$35,000 budgeted.		
Transfer from Unspent Grants Reserve	50,101	
This is to offset expenditure this financial year on the Senior Citizens Housing Project finishing off works such as concrete works and gardens.		
<b>4.5.1 RATE REVENUE</b>		
No Material Variance		
<b>4.5.2 OPENING FUNDING SURPLUS(DEFICIT)</b>		
The major variance was due to the WANDRRA repair work being in the majority delayed to this financial year and also pre-paid rates from 2017/18 paid in 2016/17 (\$39,418).	231,864	
<b>4.5.3 NON-CASH WRITE BACK OF PROFIT (LOSS)</b>		
The loss on the disposal of the grader was less than anticipated, this is an offset of E148005 and I146010.	(13,895)	
<b>Total Predicted Variances as per Annual Budget Review</b>	<b>(50)</b>	<b>0</b>

**Shire of Wyalkatchem**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 31st January 2018**

**Note 5: 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
	<b>Budget Adoption</b>		Opening Surplus(Deficit)	\$	\$	\$	\$
					<b>231,864</b>		<b>231,864</b>
I032010	FAGS Grants - General Purpose		Operating Revenue		3,447		<b>235,311</b>
I032069	Other Miscellaneous Grants		Operating Revenue		2,550		<b>237,861</b>
I041010	Reimbursements/Grants		Operating Revenue		6,000		<b>243,861</b>
I051005	DFES Operating Grant		Operating Revenue			(15,637)	<b>228,224</b>
I051006	DFES Aware Grant		Operating Revenue		24,000		<b>252,224</b>
I090302	58 Flint St Rent		Operating Revenue			(2,105)	<b>250,119</b>
I101105	Refuse Collection Fees		Operating Revenue			(4,725)	<b>245,394</b>
I112015	Swimming Pool Grant		Operating Revenue			(32,000)	<b>213,394</b>
I121045	FAGS Road Grants		Operating Revenue		11,340		<b>224,734</b>
I121050	Regional Road Group Grant		Capital Revenue		32,686		<b>257,420</b>
I121055	WANDRRA Grant		Operating Revenue		292,413		<b>549,833</b>
I121061	MRWA Direct Grant		Operating Revenue			(46,475)	<b>503,358</b>
I133005	Building Licence		Operating Revenue		1,300		<b>504,658</b>
I135203	Railway Barracks Fees		Operating Revenue		2,000		<b>506,658</b>
I146010	Profit on Sale of Assets		Operating Revenue		693		<b>507,351</b>
E041204	Insurance Workers Compensation		Operating Expenses		2,447		<b>509,798</b>
E041228	Housing Subsidy		Operating Expenses		2,538		<b>512,336</b>
E041213	Professional Services		Operating Expenses			(11,808)	<b>500,528</b>
E041221	Bank Fees		Operating Expenses			(1,017)	<b>499,511</b>
E043100	NEWROC Subscriptions		Operating Expenses			(24,832)	<b>474,679</b>
E051055	Other Fire Prevention		Operating Expenses		10,293		<b>484,972</b>
E051153	DFES Aware Grant		Operating Expenses			(24,000)	<b>460,972</b>
E072010	Vehicle Running Expenses 000WM (Doctor vehicle)		Operating Expenses			(2,254)	<b>458,718</b>
E105180	Cropping Land Cost		Operating Expenses			(18,500)	<b>440,218</b>
E113060	Korrelocking Hall		Operating Expenses			(3,000)	<b>437,218</b>
E122020	Depot Maintenance		Operating Expenses			(7,422)	<b>429,796</b>
E122089	Maintenance Grading		Operating Expenses			(80,000)	<b>349,796</b>
E122095	Storm Event		Operating Expenses			(273,757)	<b>76,039</b>
E122109	Crack Sealing		Operating Expenses		20,100		<b>96,139</b>
E148005	Loss on Disposal of Asset		Operating Expenses		13,202		<b>109,341</b>
	Profit/loss on asset disposal		Non Cash Item			(13,895)	<b>95,446</b>
C980202	Senior Citizens Homes Project		Capital Expenses			(50,101)	<b>45,345</b>
C980801	Swimming Pool		Capital Expenses			(19,050)	<b>26,295</b>

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
				\$	\$	\$	\$
	Admin Park Water Fountain		Capital Expenses			(5,000)	21,295
C980314	Benjaberring Hindmarsh Crossroad		Capital Expenses			(1,710)	19,585
C980305	R2R Lawrence Rd		Capital Expenses			(13,843)	5,742
C980307	R2R Lewis East Rd		Capital Expenses			(12,000)	(6,258)
C980309	Benjaberring Hindmarsh Rd North		Capital Expenses			(22,546)	(28,804)
C980310	Benjaberring Hindmarsh Rd South		Capital Expenses			(23,430)	(52,234)
C980504	Caterpillar 12M Grader		Capital Expenses		4,430		(47,804)
C980502	Replace Works Crew Utility		Capital Expenses			(6,127)	(53,931)
C980503	Replace Works Manager Vehicle		Capital Expenses			(12,100)	(66,031)
	Plate Compactor		Capital Expenses		5,000		(61,031)
	Line Marker		Capital Expenses		6,000		(55,031)
C980207	Railway Barracks		Capital Expenses			(1,600)	(56,631)
	Transfer from Government Joint Venture Housing Reserve		Operating Revenue		12,753		(43,878)
	Transfer from Unspent Grants Reserve (Senior Citizens Project)		Operating Revenue		50,101		6,223
	Proceeds from Sale of Assets		Capital Revenue			(6,273)	(50)
<b>Amended Budget Cash Position as per Council Resolution</b>				<b>0</b>	<b>735,157</b>	<b>(735,207)</b>	<b>(50)</b>



**8.3.1 COUNCIL PROPERTIES – REGISTRATION – LEASES (RESERVES):**  
**Licence for portion of reserve 15004**

<b>FILE REFERENCE:</b>	5.14.01
<b>AUTHOR'S NAME AND POSITION:</b>	Ian McCabe Chief Executive Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>NAME OF APPLICANT/RESPONDENT/LOCATION:</b>	Water Corporation
<b>NOTIFICATION TO APPLICANT:</b>	Required
<b>DATE REPORT WRITTEN:</b>	11 January 2018
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>Strategic Community Plan Reference:</b>	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 making of a renewed licence with Water Corporation for that portion of reserve 15004 Recreation Reserve currently utilised for a sludge drying bed and indicated on drawings attached to an expired licence dated 14 April 2011;**
- 2. That the period of the licence be twenty years from 11 April 2015, expiring 10 April 2035;**
- 3. That approval be given for a 12 month notice of termination by either party;**
- 4. That otherwise the new licence mirror the expired licence in all material respects;**
- 5. That written advice of the approval be provided to Water Corporation and that they produce two copies of the licence for signing;**
- 6. Authorise the President and CEO to sign and affix the Common Seal in execution of the licence.**

**Appendix:**

- 1. Expired licence, 14 April 2011;**
- 2. Written request 11 December 2017 for renewed licence;**

3. Email exchange CEO / WaterCorp, 19 December 2017 – 10 January 2018.

**Background:**

Water Corporation was granted a licence by Council in April 2011 to occupy a portion of land at the Recreation Reserve 15004 for the purpose of operations. Specifically, these operations would be the making of a sludge drying bed adjacent to the treatment pond.

The licence was for a period of four years from 11 April 2011 (expiring 10 April 2015). Water Corporation wrote to the CEO 11 December 2017 requesting a renewed licence.

**Comment:**

Sludge drying beds are the most common method for sludge dewatering; evaporation, earth bunding, compacted fill and discharge to the treatment pond are the key design features (refer attachment 1).

Water Corporation have maintained this facility without incident and have requested an extended licence. The location of the drying bed is a portion of volume 3156 folio 733 and 735, within reserve 15004, Wyalkatchem Recreation Reserve.

There will be no design or function modification to the current facility; the licence will commence from the previous expiry (11 April 2015) for a period of 20 years and Water Corporation will prepare the document for signing.

The only material variations from the expired licence will be the length of period (from four to twenty years) and to provide a notice period of 12 months in the event that Council terminates the licence.

As the facility is part of important waste water infrastructure these elements are supported with a renewed licence commencing 11 April 2015 and expiring 10 April 2035.

**Consultation:**

Ms C. Taylor, Procurement and Property, Water Corporation

**Statutory Environment:**

Land Administration Act 1997; Local Government Act 1995; relevant regulation.

**Policy Implications:**

No direct policy implication.

**Financial Implications:**

There is no financial implication of this recommendation.

**Strategic/Risk Implications:**

There is no risk to the local government involved in accepting this recommendation. Declining the recommendation may result in impacts on health and waste management. Strategically this facility contributes to the sustainability of the community and the provision of basic services.

**Voting Requirements:** Simple Majority

**Council Decision Number:** 12/2018

**Moved:** Cr Garner

**Seconded:** Cr Metcalfe

**That Council Resolve the Following:**

1. **Approve the making of a renewed licence with Water Corporation for that portion of reserve 15004 Recreation Reserve currently utilised for a sludge drying bed and indicated on drawings attached to an expired licence dated 14 April 2011;**
2. **That the period of the licence be twenty years from 11 April 2015, expiring 10 April 2035;**
3. **That approval be given for a 12 month notice of termination by either party;**
4. **That otherwise the new licence mirror the expired licence in all material respects;**
5. **That written advice of the approval be provided to Water Corporation and that they produce two copies of the licence for signing;**
6. **Authorise the President and CEO to sign and affix the Common Seal in execution of the licence.**

**Vote:** 5/0

# Shire of Wyalkatchem

"Strange Name - Beaut Place"



Cnr Flint Street and Honour Ave  
P.O. Box 224  
Wyalkatchem W.A. 6485

Email: [general@wyalkatchem.wa.gov.au](mailto:general@wyalkatchem.wa.gov.au)

Phone: (08) 9681 1166

Fax: (08) 9681 1003



LICENCE AND INDEMNITY AGREEMENT dated 14 April 2011

## BETWEEN:

1. **SHIRE OF WYALKATCHEM** a Local Government authority under the *Local Government Act 1995* of 27-29 Flint Street Wyalkatchem and;
2. **WATER CORPORATION** a body corporate established under the *Water Corporation Act 1995 (WA)*, of 263 Fitzgerald Street, Northam 6401, Western Australia (**Occupier**);

## RECITALS:

- A. The Occupier agrees that the Shire of Wyalkatchem is the exclusive owner of the Land.
- B. The Occupier acknowledges that they have no claim for loss, damage or compensation against the Shire of Wyalkatchem because of the use of the Land and the Shire of Wyalkatchem is entitled to deal with the Land for operational purposes, without restriction from the Occupier.
- C. The parties have agreed that the Occupier may use the premises for the Occupier's use on the terms and conditions of this Agreement.

## OPERATIVE PART:

1. In granting surface use of the Land described at Item 1, for the Usage described at Item 2, for the Amount described at Item 3, for the Term described at Item 4, on the Commencement Date described at Item 5, the Occupier will comply with the Responsibilities described at Item 6 of the Schedule and will release and indemnify the Shire of Wyalkatchem from:
  - (a) liability for any damage, loss, injury or death occurring on the Land; and
  - (b) any action or demand arising from any damage, loss, injury or death caused by the Occupier's act or negligence or occupation of the Land.
2. The Occupier's indemnity does not apply to the extent that the Shire of Wyalkatchem caused or contributed to the damage, loss, injury or death by their act or negligence.
3. The Occupier must extend its current public risk insurance cover to include the Land and provide details of the policy within 14 days of this License and Indemnity Agreement being signed by both parties.
4. Either party may terminate this Agreement provided that one party gives to the other, three months written notice. In the event of a breach of any of the Occupier's Responsibilities or when a change in Usage of the Land occurs, then at the discretion of the Shire of Wyalkatchem, this Agreement can be terminated.
5. The Occupier agrees that this Licence is personal to the Occupier and the Occupier will not assign, charge or sub-licence the premises.

## **SCHEDULE**

### **Item 1**

#### **The Land**

Portion of land comprised in Certificate of Title Volume 3156 Folio 733 and 735 shown coloured red within the black boarder outline on the attached plan.

### **Item 2**

#### **Usage**

Sludge – Drying bed

### **Item 3**

#### **Amount**

\$1.00 + GST for the term

### **Item 4**

#### **Term**

4 years from the Commencement Date of this Agreement.

### **Item 5**

#### **Commencement Date**

11th April 2011

### **Item 6**

#### **Responsibilities of the Occupier**

- a) Maintain and keep the land in good, clean and tidy condition.
- b) Not plant any trees or shrubs on the Land other than those in existence at the Commencement Date and visible in the attached aerial photography.
- c) Not place anything on the Land which is likely to prevent or hinder the Shire of Wyalkatchem in undertaking any operational works.
- d) Not to store chemicals, inflammable liquids, acetylene gas or volatile or explosive oils or compounds or substances or any other hazardous substance upon the premises other than chemicals, compounds or substances pertinent to the operation of the sludge-drying bed and only with prior notification to the Shire of Wyalkatchem inclusive of the appropriate licenses, conditions and approvals of relevant Authorities specific to that use chemicals, compounds or substances.
- e) Not erect or construct any additional structures on the Land without the Shire of Wyalkatchem's written permission other than those in existence at the Commencement Date and visible in the attached area photography of the land to be utilised for the sludge-drying bed.
- f) Not do anything that will damage or contaminate the Shire of Wyalkatchem Land and infrastructure within the leased land and surrounds.
- g) Make good the Land and realign fencing on termination of this agreement unless prior agreement is reached for a further term.
- h) Allow the Shire of Wyalkatchem full and free access to the Land to repair, maintain and improve the existing infrastructure. The Shire of Wyalkatchem will use its reasonable endeavours to minimise disruption to the Occupier.



Dated this 14 APRIL 2011  
SHIRE OF WYALKATCHEM

Signature

*Peter Hecan*

Name

*glabon*

Witness Signature

*Julian Gddacre*

Witness Name (please print)

22 Johnston St Wyalkatchem WA 6445

Address

Environmental Health Office

Occupation

#### WATER CORPORATION

SIGNED by Josephus Johannes Henricus Mensink the Manager, Corporate Real Estate Branch of Water Corporation (a Group E Attorney) and by Phillip Robert Bland the Manager, Acquisitions of Water Corporation (a Group F Attorney) as the attorneys for Water Corporation who state that they have no notice of revocation of the **Power of Attorney No K232301** dated 5 June 2007 under which they sign in the presence of:

*Helen Jones*

Witness

HELEN JONES

Name (please print)

C/- 629 Newcastle Street  
LEEDERVILLE WA 6007

Address

Occupation

*Helen Jones*

Witness

HELEN JONES

Name (please print)

C/- 629 Newcastle Street  
LEEDERVILLE WA 6007

Address

Occupation

Land owner

Signature

*Peter Hecan*

Name

*glabon*

Witness Signature

*Julian Gddacre*

Witness Name (please print)

22 Johnston St Wyalkatchem WA 6445

Address

Environmental Health Office

Occupation

#### Occupier

*Josephus Johannes Henricus Mensink*

Attorney

Josephus Johannes Henricus Mensink

Name (please print)

Manager, Corporate Real Estate of  
Water Corporation

Designated Post

*Phillip Robert Bland*

Attorney

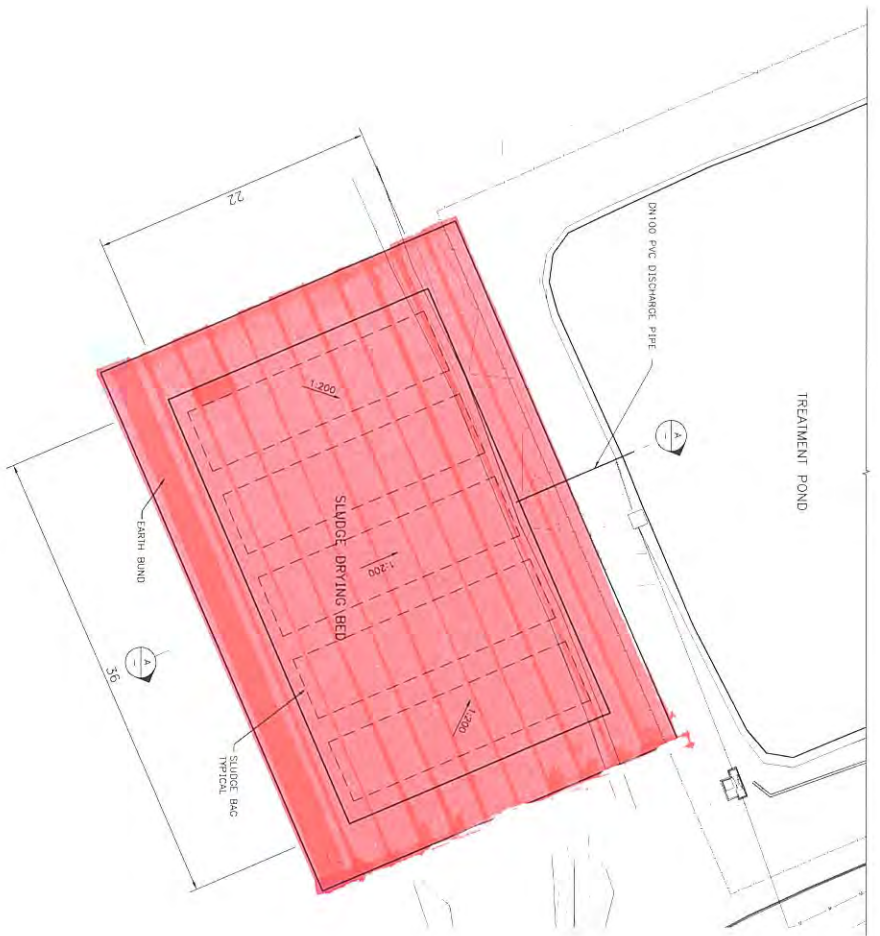
Phillip Robert Bland

Name (please print)

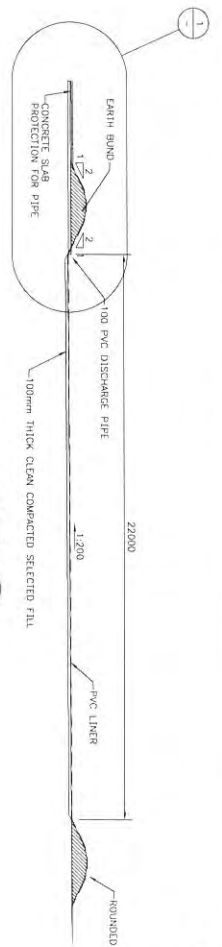
Manager, Acquisitions of Water  
Corporation

Designated Post

# Appendix A

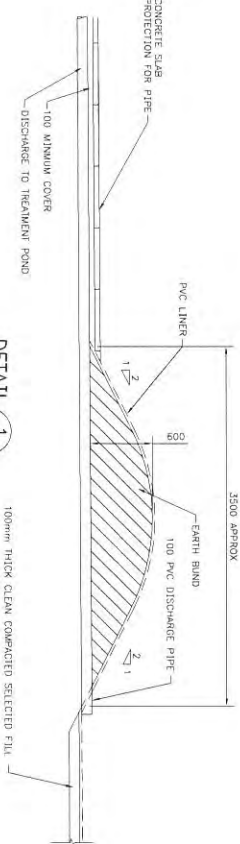


SITE PLAN  
SCALE: ①

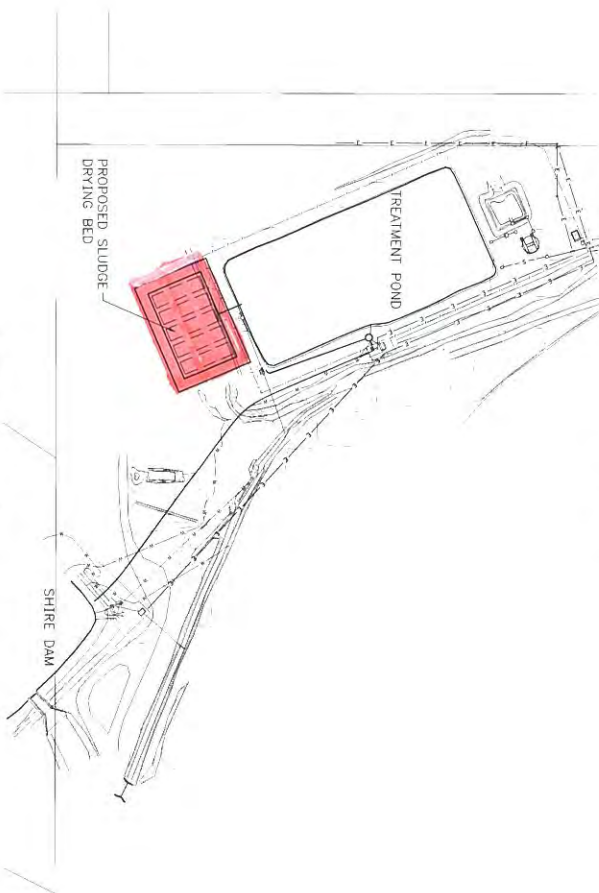


SECTION A

SCALE: 2



DETAIL 1  
SCALE: 3



OVERALL SITE PLAN  
SCALE: ④

ISSUE DATE	REVISION	BEN REC	APPRO	DESIGN SURVEY	VERTICAL DATA AND	BES CALC		RECOMMENDED		WYAKATCHIEU WASTEWATER TREATMENT PLANT	STUDGE DRYING BED	PLAN	DOW	ISSUE	SHEET	SITE	A1						
																		ACTION SURVEY	COORDINATE SYS NAD83-50	BES DO	BEN	5 CULINARY D.C. DO	J CORDON

21.02.02



Ref: N1675 2011 04040  
Enq: Cathrine Taylor  
Email: [REDACTED]@watercorporation.com.au  
Phone: [REDACTED]

11 December 2017

The Chief Executive Officer  
Shire of Wyalkatchem  
PO Box 224  
Wyalkatchem WA 6485

Dear Sir/Madam

**Re: Lot 592 Hands Drive Wyalkatchem – Reserve 15004**

I refer to a Licence agreement between the Shire and Water Corporation for 'sludge drying beds' on portion of the above Reserve vested with the Shire.

The Licence expired on 10<sup>th</sup> April 2015.

I write to request a new long term agreement for continued occupation of the site.

Could you please contact the writer to discuss.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "Cathrine Taylor".

Cathrine Taylor  
Adv Property  
Procurement and Property



## Ian McCabe

---

**From:** Cathrine Taylor [redacted]@watercorporation.com.au>  
**Sent:** Wednesday, 10 January 2018 2:40 PM  
**To:** Ian McCabe  
**Subject:** FW: Reserve 15004 - request for licence by Water Corp  
**Attachments:** Water Corp Sludge Drying Beds 2011 to 2015.pdf

Hi Ian

Thanks for your email. You are correct with the land details.

I have responded to your queries in the body of your email below.

If you require any further information, please let me know.

I look forward to a positive response once Council has considered.

Kind regards

**Cathrine Taylor**  
Adv-Property Management  
Procurement & Property

---

**E:** [redacted]@watercorporation.com.au

**T:** (08) [redacted]



---

**Keep in touch**     **W:** [watercorporation.com.au](http://watercorporation.com.au)

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**From:** Ian McCabe [mailto:ceo@wyalkatchem.wa.gov.au]  
**Sent:** Tuesday, 9 January 2018 3:56 PM  
**To:** Cathrine Taylor  
**Cc:** Claire Trenorden  
**Subject:** FW: Reserve 15004 - request for licence by Water Corp

Good afternoon Cathrine.

Nice speaking with you and Happy New Year. My apologies for misspelling your name which I believe accounts for the mystery around your email!

Please refer following email trail and the attached file. If you can provide some feedback within two weeks I will be able to table this at Council in February.

Enjoy the rest of your week.

Regards,

**Ian McCabe**

**Chief Executive Officer  
Shire of Wyalkatchem**

PO Box 224  
Wyalkatchem WA 6485

Phone: (08) 9681 1166  
Fax: (08) 9681 1003  
Email: [ceo@wyalkatchem.wa.gov.au](mailto:ceo@wyalkatchem.wa.gov.au)  
Web: [www.wyalkatchem.wa.gov.au](http://www.wyalkatchem.wa.gov.au)



**ARE YOU  
BUSHFIRE  
READY?**

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BEFORE PRINTING THIS E-MAIL

**From:** Ian McCabe  
**Sent:** Tuesday, 19 December 2017 10:38 AM  
**To:** 'catherine.taylor@watercorporation.com.au' <[catherine.taylor@watercorporation.com.au](mailto:catherine.taylor@watercorporation.com.au)>  
**Cc:** Claire Trenorden <[corporate@wyalkatchem.wa.gov.au](mailto:corporate@wyalkatchem.wa.gov.au)>  
**Subject:** Reserve 15004 - request for licence by Water Corp

Good morning Catherine.

Thanks for your letter dated 11 December 2017 regarding a licence agreement expiring 10 April 2015. Your letter referred to lot 592 Hands Drive Wyalkatchem reserve 15004; our material associates reserve 15004 with lots 502 and 504, the Wyalkatchem Recreation Reserve (portion of volume 3156 folio 733 and 735) – refer attached file. In referring to the drawings attached to the former licence, I am familiar with the location of the Water Corp's treatment pond and the Shire's Dam and so I am confident about the land location.

That aside, the Shire would be open to continuation of the licence but given it is land and the term requested this will be subject to a council decision. The next opportunity is February 2018. To prepare an agenda item, I need to confirm:

1. Is there any design or function modification to that on the attached drawing? **There will be no design or function modifications required**

2. What term are you requesting (the term will commence 11 April 2015)? **As this is a Reserve and more than 21 years would require Ministerial approval, may we please have 20 years commencing 11 April 2015.**
3. Are you seeking any variation to the licence (see attached)? **We are not seeking any variation other than Item 4 of the Operative Part which we would like to have 12 months written notice from the Shire if terminating. This would give Water Corporation time to source an alternative.**
4. Will Water Corp draft the licence for signing? **Water Corporation can prepare the Licence for signing.**

Please advise as convenient as they will be no action prior to 8 January 2018.

Thanks Catherine.

Best regards for Christmas and New Year.

Regards,

**Ian McCabe**  
**Chief Executive Officer**  
**Shire of Wyalkatchem**

PO Box 224  
 Wyalkatchem WA 6485

Phone: (08) 9681 1166

Fax: (08) 9681 1003

Email: [ceo@wyalkatchem.wa.gov.au](mailto:ceo@wyalkatchem.wa.gov.au)

Web: [www.wyalkatchem.wa.gov.au](http://www.wyalkatchem.wa.gov.au)




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 please consider the environment

Water Corporation E-mail - To report spam Click [here](#)

### 8.3.2 PERSONNEL – AUTHORISATIONS – DELEGATIONS – DELEGATION REGISTER REVIEW 2018

<b>FILE REFERENCE:</b>	22.02.02
<b>AUTHOR'S NAME AND POSITION:</b>	Ella McDonald Administration Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	6 February 2018
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	SMC 5 October 2017 Council Decision No 3521

#### SUMMARY:

That Council resolve the following:

1. Adopt the proposed Delegation Register as presented.

#### Appendix

Appendix 1 - Delegations Register 2018

#### Background

Under Section 5.42 of the *Local Government Act* 1995 and pursuant to section 5.46(2), a Local Government is required to review its delegations at least once each financial year.

An agenda item is presented to the Ordinary Council Meeting for its consideration stating whether the delegations are:

- Required to be amended
- Required to be revoked
- New delegation

The last amendment to the Delegations Register was made in October 2017, which resulted in Delegation C19 being added to the register. However the last formal review of the Delegations Register was completed in February 2017 (Council Decision Number 3409).

#### Comment

To complete the delegation review, all officers with delegations must be advised in writing. Amendments resulting from this review of the Delegations Register are fairly minimal – these are highlighted in red text in the attached register.

Due to the change of job title of one Delegated Employee from 'Senior Finance Officer' to 'Manager of Corporate Services' minor changes were required to be made to Delegations A1, A2, A3, A6 and W1.

Minor grammatical corrections were made to the "Sub-Delegate" sections of Delegations C7, C8 and C14.

Minor administrative changes were made to the 'Recitals' section covering officer job roles.

**Consultation**

Ian McCabe

Chief Executive Officer

**Statutory Environment**

This report is put forward in order to fulfil the statutory requirements of Section 5.42(1), 5.43, 5.44(1), 5.45(1) and 5.46(2) of *The Local Government Act 1995*.

**Policy Implications:**

Delegations are linked to local policies.

**Financial Implications:**

Non-approval of delegations will increase the need for council meetings and Councillor's time.

**Strategic Plan/Risk Implications:**

There are no strategic implications relative to this item.

**Voting Requirements:** Absolute Majority

**Council Decision Number:** 13/2018

**Moved:** Cr Gamble

**Seconded:** Cr Butt

**That Council resolve the following:**

- 1. Adopt the proposed Delegation Register as presented**

**Vote:** 5/0



## **DELEGATIONS REGISTER 2018**

**(Date of Document Adopted/Reviewed/Amended)**

Delegation Register First Adopted 17/08/00

<b>Reviews</b>
21 March 2002
17 July 2003
17 June 2004
21 July 2005 Decision No 211
20 July 2006 Decision No 464
19 July 2007 Decision No 684
15 November 2007 (Interim Review) Decision No 767
17 July 2008 Decision No 914
16 July 2009 Decision No 1118
20 August 2009 Decision No 1147
21 July 2011 Decision No 2321
19 July 2012 Decision No 2549
18 July 2013 Decision No 2759
26 June 2014 Decision No 2938
18 June 2015 Decision No 3111
30 June 2016 Decision No 3299
16 February 2017 Decision No 3409
29 June 2017 Decision No 3475
5 October 2017 Decision No 3521

<b>Delegation</b>	<b>Council Meeting Date</b>	<b>Decision No</b>	<b>Amendment</b>
Delegation No 37/38/39	18/04/2002	Decision No	
Delegation No 40	16/10/2003	Decision No	
Delegation No 41	20/10/2005	Decision No	
Delegation No 42	16/02/2006	Decision No	
Delegation No 15/16	21/12/2006	Decision No	
Decision No 1012	19/12/2009	Decision No	
Decision No 2116	20/05/2010	Decision No	
Delegation No A5, A6, A7	15/12/2011	Decision No	
Delegation No C2A, to C2H	15/03/2012	Decision No 2460	
Delegation No C13, C14	16/08/2012	Decision No 2570	Legislations added
All Delegations	26/06/2014	Decision No 2937	Delegations revoked, amended and deleted (See pages 10-15)
Delegations amendment C23	18/09/2014	Decision No 2977	C23 amended
All Delegations reviewed and Delegation numbers altered Delegations to CEO to authorise various employees to act through on the Control of Vehicles Act, Health Act, Litter Act, Caravan and Parking Act, Food Act, Building Act and Cemeteries Act.	18/06/2015	Decision No 3111	CSO removed, new EHO added, Julian Goldacre removed, John Mitchell added
W5 and W6	16/07/15	Decision No 3128	Remove sub-delegation
W7	30/06/16	Decision No 3299	Add delegation
C1	30/06/16	Decision No 3299	Amend delegation as

			cannot appoint authorised officers under the Building Act
C2, C3, C4	30/06/16	Decision No 3299	Merge the delegations together and form C1
C12, C13, C15, C16	30/06/16	Decision No 3299	Remove delegations as C14 exists which appoints the required officers under the Food Act
A1	16/02/17	Decision No 3409	Amend delegation to include Administration Officers
C18	16/02/17	Decision No 3408	Amend delegation to include Asbestos regulations
C19	16/02/17	Decision No 3409	Add Public Health Act 2016 delegation
W7	29/06/17	Decision No 3475	Re-submit delegation to register due to administration error
C19	5/10/17	Decision No 3521	Add the Health (Asbestos) Regulations 1992



## INTRODUCTION

The *Local Government Act 1995* provides a local government with the ability to delegate any of its powers or the authority to discharge any of its duties, such as those delegated to the Chief Executive Officer (as per section 5.42). There may be limitations to this, such as those limited by sections of the Act (for example, section 5.43 as it applies to the Chief Executive Officer; or, s.5.17, as it applies to a Committee. The Chief Executive Officer may also delegate power and duties to other employees (such as s.5.44), including the ability to exercise any of the Chief Executive Office powers or discharge any of the Chief Executive Officer duties other than the power of delegation

The Delegations of Authority contained in this manual are made to the Chief Executive Officer pursuant to section 5.42 of the *Local Government Act 1995* ('the Act') and to certain Committees pursuant to section 5.16. Where listed, some of these functions are delegated by the Chief Executive Officer to Shire of Wyalkatchem employees pursuant to section 5.44 of the Act. All delegations made by Council must be by **absolute majority** decision.

The Chief Executive Officer is to keep a register that records the delegations that are made to the Committees (Section 5.18) and the delegations that are made to the Chief Executive Officer and to employees of the local government (Section 5.46). The delegations register is to be reviewed by the delegator at least once every financial year.

Furthermore the following regulations prescribe powers and duties which cannot be delegated to a CEO:

- Regulation 18G of the *Local Government (Administration) Regulations 1996* prohibits the delegation to a CEO of the powers and duties under:
  - (i) Sections 7.12A(2), 7.12A(3)(a) and 7.12A(4) of the *Local Government Act 1995* (relating to meetings with auditors); and
  - (ii) Regulations 18C and 18D (relating to the selection and appointment of CEOs and reviews of their performance).
- Regulation 6 of the *Local Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

The Act allows for the Chief Executive Officer to delegate any of their powers to another employee but this must be done in writing. These powers cannot, however, be further sub-delegated (s. 5.44). The Act also allows the delegator to place conditions on any delegations if required.

A register of delegations, being this manual, is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep records relating to the exercise of the power or discharge of the duty. The written record is to contain:

- How and when the person exercised the power or discharged the duty; and
- The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Each instrument of delegation in this register describes the function being delegated and the relevant statutory reference which is the source of power for the exercise of the function. Also included is a reference to related documents such as policies of Council, which may provide guidance in the exercise of the delegation.

## **DELEGATIONS TO COMMITTEES**

A local government may delegate to a committee any of its powers and duties other than the power of delegation (Section 5.16), subject to certain limits (Section 5.17).

### **Section 5.16 – Local Government Act 1995**

- (1) Absolute majority required to delegate and cannot delegate the power of delegation.
- (2) To be in writing and may be general or conditional.
- (3) Can be for a period of time or indefinite.
- (4) Doesn't prevent Council acting through another person

## **Limits on delegation of powers and duties to certain committees**

The authority to delegate the powers and duties of a local government to a committee is subject to the provisions contained in (Section 5.17) and this depends on the type of committee structure that is in place, as determined by (Section 5.9).

### **Section 5.17 – Local Government Act 1995**

- (1) A local government can delegate —
  - (a) To a committee comprising council members only, any of the council's powers or duties under this Act except —
    - (i) Any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
    - (ii) Any other power or duty that is prescribed; and,
  - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and,
  - (c) To a committee referred to in section 5.9(2) (c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
    - (i) The local government's property; or
    - (ii) An event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2) (f). (That is, a committee comprised of other persons only).

## **DELEGATIONS OF SOME POWERS AND DUTIES TO THE CHIEF EXECUTIVE OFFICER**

A local government may delegate to the Chief Executive Officer any of its power and duties other than the power of delegation (Section 5.42), subject to certain limits (Section 5.43)

## ***Section 5.42 – Local Government Act 1995***

- (1) Absolute majority required to delegate
- (2) To be in writing and may be general or conditional.

## **LIMITS ON DELEGATIONS TO CHIEF EXECUTIVE OFFICER**

The authority to delegate the powers and duties of a local government to the Chief Executive Officer is subject to the provisions contained in (Section 5.43)

The Act provides that the following are decisions that cannot be delegated to the Chief Executive Officer (s. 5.43):

- Any power or duty that requires a decision of an absolute majority or 75% majority of the local government.
- Accepting a tender which exceeds an amount determined by the local government.
- Appointing an auditor.
- Acquiring or disposing of any property valued at an amount exceeding the amount determined by the local government.
- Any of the local government's powers under sections 5.98, 5.98A, 5.99, 5.99A and 5.100 of the Act.
- Borrowing money on behalf of the local government.
- Hearing or determining an objection of a kind referred to in section 9.5.
- The power under section 9.49A (4) to authorise a person to sign documents on behalf of the local government.
- Any power or duty that requires the approval of the Minister or the Governor.
- Such other duties or powers as may be prescribed.

## **Register of, and records relevant to delegations to Chief Executive Officer**

### ***Section 5.46 – Local Government Act 1995***

The Chief Executive Officer is to keep a register of the delegations made to the Chief Executive Officer and these delegations are to be reviewed at least once in every financial year.

## ***DELEGATIONS FROM THE CHIEF EXECUTIVE OFFICER TO OTHER EMPLOYEES***

The Chief Executive Officer may delegate to any employee of the local government the right to exercise any of the Chief Executive Powers or the discharge of any of the Chief Executive Officer duties other than the power of delegation (Section 5.44).

### ***Section 5.44 – Local Government Act 1995***

- A delegation must be in writing or in an instrument of delegation
- Council delegation to the Chief Executive Officer and the Chief Executive Officers power to delegate are subject to any condition imposed by the Council on its delegation to the Chief Executive Officer

- Chief Executive Officer has the ability to impose conditions or further conditions on a delegation; and
- The definition of 'conditions' includes qualifications, limitations or exceptions.

## **OTHER MATTERS RELEVANT TO DELEGATIONS**

### **Section 5.45 – Local Government Act 1995**

Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —

- (a) A delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
  - (b) Any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing —
- (a) A local government from performing any of its functions by acting through a person other than the CEO; or
  - (b) A CEO from performing any of his or her functions by acting through another person.

### **REGULATION 19 – LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996**

"Where a power of duty has been delegated under the Act to the Chief Executive Officer or to any other local government employee, the person to who the power or duty has been delegated is to keep a written record of:

- How the person exercised the power or discharged the duty
- When the person exercised the power or discharged the duty
- The person or classes of persons, other than Council or Committee members of the local government, directly affected by the exercise of the power or the discharge of the duty.

The purpose of the staff delegation manual is to record the delegations of authority from the Council by way of resolution to the Chief Executive Officer or other appropriate employee.

The delegation process and the review of delegations is explained in the following sections.

## **Recitals**

The *Local Government Act 1995* (the Act)

**The Shire of Wyalkatchem** (the Shire) is a local government authority situated at Honour Avenue, Wyalkatchem WA 6485.

**Chief Executive Officer** (the CEO) is the person employed by the Shire under *The Act* Part 5 Division 4 Sections 5.36 to 5.46

**Manager of Works** (the MOW) is an employee of the Shire

**Manager of Corporate Services** (the MCS) is an employee of the Shire

**Administration Officer** (the AO) is an employee of the Shire

**Governance and Emergency Officer** (GEO) is an employee of the Shire

**Shire Ranger or Ranger** is an employee or contractor of the Shire

**Environmental Health Officer** (EHO) (may also be referred to as Principal Environmental Health Officer) is an employee of the Shire or an officer who works with this and other Shires.

**Building Surveyor** is a contractor to the Shire of Wyalkatchem through the NEWhealth scheme.

**Council** is the council of the Shire

**President** is the person who holds the office of Councillor on the Shire Council including a person who holds another office under section 2.17 (2) (a) or (b) of the Act as well as the office of Councillor and is elected President of the Shire.

**Councillor** is a person who holds the office of Councillor on the Shire Council including a person who holds another office under section 2.17(2) (a) or (b) of the Act as well as the office of Councillor.

**Chief Bush Fire Control Officer** (CBFCO) is the person who is elected at the Annual General Meeting of the Wyalkatchem Bush Fires Brigade.

**Deputy Chief Bush Fire Control Officer** (DCBFCO) is the person who is elected at the Annual General Meeting of the Wyalkatchem Bush Fires Brigade.

**Budget** is the annual budget adopted by the Shire of Wyalkatchem under Part 6 Division 2 Section 6.2 and 6.3 of the Act.

## **Construction**

Unless expressed to the contrary, words importing:

- The singular include the plural and vice versa
- Any gender include the other genders

## **The delegation Process**

In order to delegate its authority to the Chief Executive Officer, Council must pass a resolution by absolute majority (i.e. make a decision that is binding on the Local Government) that explains what power or duty it has delegated. In other words the delegation is in writing. The Chief Executive Officer, through appropriate staff, then maintains a list of these resolutions for reference in the staff delegation register. Once the delegation is in place, the Chief Executive Officer through a Delegation Authority (Instrument) can in turn delegate to any staff member a delegation to act on his/her behalf.

The delegation Authorities are compiled by the Governance and Emergency Officer.

## **Recording Delegations**

- a) Any delegation under the *Local Government Act* 1995, either by council or the Chief Executive Officer must be recorded in writing
- b) The CEO is to keep a register of the delegations made by Council to the CEO and made by the CEO to other employees.
- c) Any delegation by Council to a committee must also be in writing.

### **Exercising Delegated Authority**

- a) After either the CEO (or any other employee has exercised delegated authority), the following information must be recorded in writing:
- b) How the person exercised the power or discharged the duty
- c) When the person exercised the power or discharged the duty, and
- d) The persons or classes of persons, other than Council or Committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

### **The Staff Delegation Review Process**

Under Section 5.42 of the *Local Government Act 1995* and pursuant to Section 5.46(2) a Local Government is required to review its delegations at least once each financial year. The review itself is a twofold process. The first part requires the delegated officer to enquire of the Chief Executive Officer whether any of the delegations require change. This should occur in May of each year. Once any changes are confirmed, a report is prepared for Council's consideration and included as an agenda item.

Accordingly, an Agenda item is presented to an Ordinary Council meeting for consideration, preferably in June of each year, stating whether the delegations are to:

- continue unchanged;
- required amendment, or
- require revocation.

Once the changes are adopted by resolution, the delegated officer updates the Staff Council Manual.

It should also be noted that a delegation lasts for **up to** 12 months unless it is withdrawn earlier. Each staff member is to be made aware of the adopted delegations register and its location.

### **Maintenance of the Staff Delegation Manual and Further Information**

The Staff Delegation Manual is maintained by the delegated administrative officer. The Delegation Manual is issued to the following officers:

- Chief Executive Officer
- Manager of Works
- Principal Environmental Health Officer/Building Surveyor
- Ranger
- Manager of Corporate Services
- Administration Officer
- Governance and Emergency Officer

*Councillors also have a copy of this Delegation Manual.*

<b>A1 Payments from Trust and Municipal Fund</b>	
<b>Date of adoption</b>	18 June 2015 Council Decision Number 3111
<b>Function delegated</b>	That Council delegate to the Chief Executive Officer the exercise of its power to make payments from the Trust Fund or Municipal Fund (this includes Reserves and Restricted Assets).
<b>Statutory power delegated</b>	Local Government (Financial Management) Regulations 1996 reg. 12(1)(a) Payments from municipal fund or trust fund. <i>Local Government Act 1995 s.5.42 Delegations of some powers or duties to the CEO</i>
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> <i>s.5.42 Delegations of some powers or duties to the CEO</i> <i>s.5.43 Limitations on delegations to the CEO</i>
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
<b>Sub-delegated to</b>	<b>Manager of Corporate Services (changing from SFO)</b> Administration Officers
<b>Compliance links</b>	<i>Local Government (Financial Management) Regulations 1996</i> r. 5 Financial management duties of the CEO r. 11 Payment of accounts r. 13 Lists of accounts Policy FP-2 Bank Signatories
<b>Conditions</b>	Local policies to be adhered to

<b>A2 Investments</b>	
<b>Date of adoption</b>	18 June 2015 Council Decision Number 3111
<b>Function delegated</b>	That the Chief Executive Officer be delegated authority to invest Council funds with approved financial institutions as approved by Council to achieve maximum investment potential.
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s. 6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996</i> r. 19 Management of investments
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
<b>Sub-delegated to</b>	<b>Manager of Corporate Services (changing from SFO)</b>
<b>Compliance links</b>	<i>Local Government Act 1995</i> s. 6.14(2)(a) Comply with regulations  <i>Local Government (Financial Management) Regulations 1996</i> r. 19C Investment of money  <i>Trustees Act 1962 Part III Investments</i>  Policy FP-4 Investment of surplus funds
<b>Conditions</b>	Nil



<b>A3 Write Off Debt</b>	
<b>Date of adoption</b>	18 June 2015 Council Decision Number 3111
<b>Function delegated</b>	<p>Authority to defer, waive, grant concession and conditions or write off any amount of money under section 6.12 of the <i>Local Government Act 1995</i> to a maximum of one thousand dollars (\$1,000).</p> <p><i>Note that s. 6.12(2) of the Local Government Act 1995 does not allow money owed to the Shire in respect of rates and service charges to be waived or for a concession in relation to such money to be granted.</i></p>
<b>Statutory power delegated</b>	<p><i>Local Government Act 1995</i> s. 6.12 Power to defer, grant discounts, waive or write off debts</p>
<b>Statutory power of delegation</b>	<p><i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO</p>
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<p><i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees</p>
<b>Sub-delegated to</b>	<b>Manager of Corporate Services (changing from SFO)</b>
<b>Compliance links</b>	<p><i>Local Government Act 1995</i> s. 6.12 Power to defer, grant discounts, waive or write off debts</p> <p><i>Local Government (Financial Management) Regulations 1996</i> r. 26 Discount, incentive, concession, waiver and write-off information Policy FP-6</p>
<b>Conditions</b>	Nil

<b>A4 Auditor</b>	
<b>Date of adoption</b>	18 June 2015 Council Decision Number 3111
<b>Function delegated</b>	That Council delegate authority to the Audit Committee to meet with the auditor of the Shire of Wyalkatchem accordingly to satisfy the requirement of s. 7.12A (2) of the <i>Local Government Act 1995</i> .
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s. 7.12A(2) Duties of local government with respect to audits
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s. 5.16 Delegation of some powers and duties to certain committees s. 7.1B Delegation of some powers and duties to audit committees
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	Audit Committee
<b>Statutory power to sub-delegate</b>	Nil
<b>Sub-delegated to</b>	Nil
<b>Compliance links</b>	Department of Local Government and Communities Operational Guideline No. 9 – Audit in Local Government
<b>Conditions</b>	Nil. Sub-delegation is prohibited by s. 7.1B

<b>A5 Local Government Act 1995 - Appointment of authorised persons</b>	
<b>Date of adoption</b>	18 June 2015 Council Decision Number 3111
<b>Function delegated</b>	Authority to appoint persons or classes of persons as authorised persons for the purpose of fulfilling prescribed functions within the <i>Local Government Act 1995</i> , including the administration of the Shire of Wyalkatchem Local Laws.
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s. 3.24 Authorising persons under this subdivision s. 9.10 Appointment of authorised persons
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
<b>Sub-delegated to</b>	Nil
<b>Compliance links</b>	<i>Local Government Act 1995</i> Shire of Wyalkatchem Local Laws
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. The CEO may, at his discretion, refer any matter to Council for decision; and</li> <li>2. Details of any prosecutions under a Local Law must be provided to Council.</li> </ol>

<b>A6    Make or renew lease agreements</b>	
<b>Date of adoption</b>	18 June 2015 Council Decision Number 3111
<b>Function delegated</b>	Authority to make or renew lease agreements for properties that are under the care, control and management of the Shire of Wyalkatchem either by management order, lease, sub-lease, licence, sub-licence or freehold.
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s. 3.58 Disposing of property
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
<b>Sub-delegated to</b>	<b>Manager of Corporate Services (changing from SFO)</b>
<b>Compliance links</b>	<i>Local Government (Functions and General) Regulations 1996</i> r. 30 Dispositions of property excluded from Act s. 3.58
<b>Conditions</b>	Nil

<b>W1 Expressions of interest and tenders</b>	
<b>Date of adoption</b>	18 June 2015 Council Decision Number 3111
<b>Function delegated</b>	<p>Authority to determine:</p> <ol style="list-style-type: none"> <li>1. to call tenders [F&amp;G Reg. 11];</li> <li>2. to invite tenders though not required to do so [F&amp;G Reg. 13];</li> <li>3. the selection criteria for deciding which tender should be accepted [F&amp;G Reg. 14(2a)];</li> <li>4. the information to be disclosed to those interested in submitting a tender [F&amp;G Reg. 14(4)(a)];</li> <li>5. to vary tender information after public notice of invitation to tender and before the close of tenders [F&amp;G Reg. 14(5)];</li> <li>6. to seek clarification from tenderers in relation to information contained in their tender submission [F&amp;G Reg. 18(4a)];</li> <li>7. to evaluate tenders and decide which is the most advantageous [F&amp;G Reg. 18(4)];</li> <li>8. to accept or reject tenders [F&amp;G Reg. 18(2) and (4)];</li> <li>9. to decline any tender [F&amp;G Reg. 18(5)];</li> <li>10. minor variations before entering into a contract [F&amp;G Reg. 20];</li> <li>11. to accept the next most advantageous tender where within 6 months of accepting a tender a contract has not been entered into, or the successful tenderer agrees to terminate the contract [F&amp;G Reg. 18 (6) and (7)];</li> <li>12. appropriate circumstances for seeking and inviting expressions of interest for the supply of goods or services [F&amp;G Reg. 21];</li> <li>13. to consider expressions of interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&amp;G Reg. 23].</li> </ol>
<b>Statutory power delegated</b>	<p><i>Local Government Act 1995</i> s. 3.57 Tenders for providing goods and services</p> <p><i>Local Government (Functions and General) Regulations 1996</i> r. 11 When tenders have to be publicly invited r. 13 Requirements when local government invites tenders though not required to do so r. 14(2a) and (5) Publicly inviting tenders, requirements for r. 18 Rejecting and accepting tenders r. 20 Variation of requirements before entry into contract r. 21 Limiting who can tender, procedure for r. 23 Rejecting and accepting expressions of interest to be acceptable tendered</p>
<b>Statutory power of</b>	<i>Local Government Act 1995</i>

<b>delegation</b>	s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	Chief Executive Officer
<b>Council's conditions on delegation</b>	1. Regular supply tenders and tenders for plant and vehicles: may accept the most advantageous tender for all items identified in the adopted Annual Budget; 2. Other tenders: may only accept a tender where the consideration under the resulting contract is \$100,000 (excluding GST) or less and the item is identified in the adopted Annual Budget or resolution of the Council.
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
<b>Sub-delegated to</b>	Governance and Emergency Officer <b>Manager of Corporate Services (changing from SFO)</b>
<b>Compliance links</b>	<i>Local Government (Functions and General) Regulations 1996 – Part 4 Division 2</i>  <i>Local Government (Functions and General) Regulations 1996</i> r. 31 Anti-avoidance provision for Act s. 3.58  Policy GP2 Purchasing Policy

<b>W2 Performing particular things on land which is not local government property</b>	
<b>Date of adoption</b>	18 June 2015 Council Decision Number 3111
<b>Function delegated</b>	<p>The Chief Executive Officer is delegated the power to carry out things prescribed in <b>Schedule 3.2</b> of <i>The Act</i> even though the land is not local government property and the local government does not have consent to do it, as follows:</p> <ol style="list-style-type: none"> <li>1. Carry out works for the <b>drainage of land</b>;</li> <li>2. Do <b>earthworks</b> or other works on land for preventing or reducing flooding;</li> <li>3. <b>Take from land</b> any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate;</li> <li>4. <b>Deposit and leave on land</b> adjoining a thoroughfare any timber, earth, stone, sand, gravel, and other material that persons engaged in making or repairing a thoroughfare, bridge, culvert, fence or gate do not, in the opinion of the local government, require;</li> <li>5. Make a <b>temporary thoroughfare</b> through land for use by the public as a detour while work is being done on a public thoroughfare;</li> <li>6. Place on land <b>signs</b> to indicate the names of public thoroughfares;</li> <li>7. <b>Make safe a tree</b> that presents serious and immediate danger, without having to give the owner the notice otherwise required by regulations;</li> <li>8. <b>Obliterate graffiti</b> that is visible from a public place and that has been applied without the consent of the owner or occupier.</li> </ol>
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s. 3.27 Particular things local governments can do on land that is not local government property
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
<b>Sub-delegated to</b>	Manager of Works
<b>Compliance links</b>	<i>Local Government Act 1995</i> Schedule 3.2 Particular things local governments can do on land even though it is not local government property
<b>Conditions</b>	Nil

<b>W3      Serving notices requiring certain things to be done by owner or occupier of land</b>	
<b>Date of adoption</b>	18 June 2015 Council Decision Number 3111
<b>Function delegated</b>	<p>The Chief Executive Officer is delegated the power to issue a notice in writing relating to the land requiring the person to do anything specified in <b>Schedule 3.1</b>, Division 1 or for the purpose of remedying or mitigating the effects of any offence prescribed in Schedule 3.1, Division 2 including the following:</p> <ol style="list-style-type: none"> <li>1. prevent <b>water</b> from dripping or running from a building;</li> <li>2. placing a <b>number</b> on a property to indicate an address;</li> <li>3. <b>repair</b> a public thoroughfare;</li> <li>4. ensure that land that adjoins a public thoroughfare is suitably <b>enclosed</b>;</li> <li>5. ensure unsightly land is enclosed;</li> <li>5A. ensure <b>overgrown vegetation, rubbish or disused material</b> is removed from land;</li> <li>5B. ensure that <b>graffiti</b> is obliterated;</li> <li>6. take measures to prevent movement of <b>sand, rocks</b> etc;</li> <li>7. ensure that land adjoining a <b>public thoroughfare</b> is not overgrown;</li> <li>8. removing a <b>tree</b> or part that is obstructing a thoroughfare;</li> <li>9. ensuring that a tree that endangers any person is made safe (<b>dangerous tree</b>);</li> <li>10. taking specified measures to prevent damage to the public or property from <b>cyclonic activity</b>;</li> <li>11. remove <b>bees</b> that are a danger or a nuisance;</li> <li>12. ensure that <b>unsightly, dilapidated or dangerous fence</b> is modified or repaired;</li> <li>13. take measures to prevent <b>artificial light</b> or other light being omitted or reflected to remove a nuisance;</li> <li>14. make safe anything that is <b>obstructing a private thoroughfare</b>.</li> </ol>
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s. 3.25 Notices requiring certain things to be done by owner or occupier of land
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
<b>Sub-delegated to</b>	Manager of Works Environmental Health Officer Building Surveyor
<b>Compliance links</b>	<i>Local Government Act 1995</i> Schedule 3.1 Powers under notices to owners or occupiers of land
<b>Conditions</b>	Nil



<b>W4 Additional Powers When Notice is Given to the Owner or Occupier of Land Under Section 3.25</b>	
<b>Date of adoption</b>	18 June 2015 Council Decision Number 3111
<b>Function delegated</b>	The Chief Executive Officer is delegated the power to do anything considered necessary to achieve, so far as is practicable, the purpose for which a notice under section 3.25 was given, including recovering the cost of anything done as a debt due from the person who failed to comply with the notice.
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s. 3.26 Additional powers when notices given
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
<b>Sub-delegated to</b>	Manager of Works
<b>Compliance links</b>	<i>Local Government Act 1995</i> s. 3.25 Notices requiring certain things to be done by owner or occupier of land Schedule 3.1 Powers under notices to owners or occupiers of land
<b>Conditions</b>	Nil

<b>W5      Cat Act 2011 Delegation appointment of authorised person</b>	
<b>Date of adoption</b>	18 June 2015 Council Decision Number 3111
<b>Function delegated</b>	Council delegates to the Chief Executive Officer all the powers and duties of the local government under the Cat Act 2011, except the power to deal with an objection (s. 70).
<b>Statutory power delegated</b>	<i>Cat Act 2011</i> – refer to Schedule A
<b>Statutory power of delegation</b>	<i>Cat Act 2011 s. 44</i>
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Cat Act 2011 s. 45</i>
<b>Sub-delegated to</b>	No sub-delegation
<b>Compliance links</b>	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i>
<b>Conditions</b>	Nil

<b>W6 Dog Act 1976 Appointment of authorized officers</b>	
<b>Date of adoption</b>	18 June 2015 Council Decision Number 3111
<b>Function delegated</b>	Council delegates to the Chief Executive Officer all the powers and duties of the local government under the <i>Dog Act 1976</i> and authorises the Chief Executive Officer to further delegate the powers and duties.
<b>Statutory power delegated</b>	<i>Dog Act 1976</i> <i>Dog Regulations 2013</i>
<b>Statutory power of delegation</b>	<i>Dog Act 1976</i> s. 10AA Delegation of local government powers and duties
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Dog Act 1976</i> s. 10AA(3)
<b>Sub-delegated to</b>	No sub-delegation
<b>Compliance links</b>	<i>Dog Act 1976</i> <i>Dog Regulations 2013</i>
<b>Conditions</b>	Nil

<b>W7 Road Traffic Act 1974</b>	
<b>Date of adoption</b>	30 June 2016 – Council Decision Number 3299
<b>Appointment authorised</b>	Council delegates to the CEO permission to issue a letter of approval to owners of Restricted Access Vehicles requiring use of shire roads in accordance with the network conditions as imposed by Main Roads
<b>Statutory power authorised</b>	Road Traffic Act 1974. Regulation 111 (2aii) (2b)
<b>Authoriser</b>	Council of the Shire of Wyalkatchem
<b>Authorised to</b>	Chief Executive Officer Manager of Works
<b>Compliance links</b>	<i>Road Traffic Act 1974</i>

## Statutory Services

<b>C1 Building Act 2011</b>	
<b>Date of adoption</b>	18 June 2015 Council Decision Number 3111
<b>Function delegated</b>	The authority to approve or refuse to grant permits and issue building orders
<b>Statutory power delegated</b>	s.20 Grant of building permit s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27 Conditions imposed by permit authority s.58 Grant of occupancy permit s.62 conditions imposed by permit authority s.65 Extension of period of duration s.101 powers after entry for compliance purposes s.102 obtaining information and documents s.103 Use of force and assistance s.110 Building orders s.111 Notice of proposed building order other than building order (emergency) s.117 revocation of building order Reg. 53 Inspection of barrier to private swimming pool Reg. 54a Temporary pool barriers Reg. 54 Transitional provisions – persons authorised to carry out inspections of private swimming pools
<b>Statutory power of delegation</b>	<i>Building Act 2011</i> Section 127 Delegation: special permit authorities and local governments
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	Chief Executive Officer Building Surveyor Manager of Works
<b>Statutory power to sub-delegate</b>	<i>Building Act 2011</i> s. 127(6A) Delegation: special permit authorities and local governments – power to sub-delegate is limited to CEO's
<b>Sub-delegated to</b>	Nil
<b>Compliance links</b>	<i>Building Act 2011</i> <i>Building Regulations 2012</i> Building Code of Australia
<b>Conditions</b>	Compliance with Shire of Wyalkatchem building policies.

<b>C5 Grant Occupancy Permit or Building Approval Certificate</b>	
<b>Date of adoption</b>	18 June 2015 Council Decision Number 3111
<b>Function delegated</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Require an applicant to provide any document or information. Required in order to determine an application (s.55)</li> <li>2. Grant or modify an occupancy permit or building approval certificate (s.58)</li> <li>3. Impose, vary or revoke conditions on an occupancy permit or modification, or building approval certificate has effect (s.65 (4))</li> </ol>
<b>Statutory power delegated</b>	<p><i>Building Act 2011</i> Division 3  Section 55 Further Information  Section 58 Grant of Occupancy Permit, Building Approval Certificate  Section 62(1) and (3) Conditions Imposed by Permit Authority  Section 65(4) Extension of Period of Duration</p>
<b>Statutory power of delegation</b>	<p><i>Building Act 2011</i>  Section 127 Delegation: special permit authorities and local governments</p>
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	<p>Chief Executive Officer  Building Surveyor  Manager of Works</p>
<b>Statutory power to sub-delegate</b>	<p><i>Building Act 2011</i>  s. 127(6A) Delegation: special permit authorities and local governments – power to sub-delegate is limited to CEO's</p>
<b>Sub-delegated to</b>	Nil
<b>Compliance links</b>	<p><i>Building Act 2011</i>  <i>Building Regulations 2012</i>  Building Code of Australia</p>
<b>Conditions</b>	Compliance with Shire of Wyalkatchem building policies.

<b>C6 Disposing of Confiscated or Uncollected Goods</b>	
<b>Date of adoption</b>	18 June 2015 Council Decision Number 3111
<b>Function delegated</b>	1. Sell or otherwise dispose of confiscated or uncollected goods in accordance with Section 3.58 of the Local Government Act 1995 [s.3.47]. 2. Authority to recover expenses incurred for removing and impounding and in disposing of confiscated or uncollected goods [s.3.48].
<b>Statutory Power Delegated</b>	Local Government Act 1995: Section 3.47 Confiscated or uncollected goods, disposal of Section 3.48 Impounding expenses, recovery of
<b>Statutory power of delegation</b>	Local Government Act 1995: Section 5.42 Delegation of some powers or duties to the CEO Section 5.43 Limitations on delegations to the CEO
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	Local Government Act 1995: Section 5.44/CEO may delegate some powers and duties to other employees
<b>Sub-delegated to</b>	Manager of Works
<b>Compliance links</b>	Local Government Act 1995: Part 3, Division 3, Subdivision 3 Section 3.58 Disposing of Property
<b>Conditions</b>	Nil

<b>C7 Powers of Entry</b>	
<b>Date of adoption</b>	18 June 2015 Council Decision Number 3111
<b>Function delegated</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Enter on to land to perform any function of the local government under the Act (refers s.3.28)</li> <li>2. Give a notice of entry (s.3.32)</li> <li>3. Seek and execute an entry under warrant. (s.3.33)</li> <li>4. execute entry in an emergency (s.3.34)</li> <li>5. give notice and effect entry by opening a fence (s.3.36)</li> </ol>
<b>Statutory power delegated</b>	<p>Local Government Act 1995:</p> <p>Section 3.32 Notice of entry</p> <p>Section 3.33 Entry under warrant</p> <p>Section 3.34 Entry in an emergency</p> <p>Section 3.36 Opening fences</p>
<b>Statutory power of delegation</b>	<p>Local Government Act 1995</p> <p>Section 5.42 Delegation of some powers or duties to the CEO</p> <p>Section 5.43 Limitations on delegations to the CEO</p>
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	<p>Chief Executive Officer</p> <p>Manager Of Works</p>
<b>Statutory power to sub-delegate</b>	<p>Local Government Act 1995:</p> <p>Section 5.44 CEO may delegate some powers and duties to other employees</p>
<b>Sub-delegated to</b>	Nil (adding)
<b>Compliance links</b>	<p>Local Government Act Part 3, Division 3, Subdivision 3, and specifically: Section 3.31 General procedure for entering property.</p>
<b>Conditions</b>	



<b>C8      Inspection and Copies of Building Records</b>	
<b>Date of adoption</b>	18 June 2015 Council Decision Number 3111
<b>Function delegated</b>	Authority to determine an application from an interest person to inspect and copy a building record [s.131 (2)].
<b>Statutory power delegated</b>	Building Act 2011: Section 131(2) Inspection, Copies of Building Records
<b>Statutory power of delegation</b>	Building Act 2011: Section 127 Delegation: special permit authorities and local governments
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	Chief Executive Officer Building Surveyor
<b>Statutory power to sub-delegate</b>	Building Act 2011: Section 127 (6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Sub-delegated to</b>	Nil (replacing N/A for conformity)
<b>Compliance links</b>	Building Act 2011 Building Regulations 2012
<b>Conditions</b>	

**C9 Noise Control - Noise Management Plans [Reg. 13]**

**EV405\***

**ENVIRONMENTAL PROTECTION ACT 1986**

DELEGATION NO. 111

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of—

- (a) Chief Executive Officer under the *Local Government Act 1995*;
- (b) to any employee of a local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997* other than this power of delegation.

Under section 59(1) (e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013 is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Approved by —

Hon ALBERT JACOBS JP MLA, Minister for Environment; Heritage.

Government Gazette 16 May 2014 – page 1548.

**C10 Noise Control - Noise Regulations**

**ENVIRONMENTAL PROTECTION ACT 1986**

**DELEGATION NO. 112**

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to —

- (a) waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities—noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results—requesting, under regulation 23(b), details of calibration results

undertaken and obtained under Schedule 4;

- (g) sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation—
  - (i) Subregulation 18(13) (b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by —

JOHN DAY, Acting Minister for Environment; Heritage.

Government Gazette 20 December 2013 - page 6282.

**C11 Noise Control – Environmental Protection Notice [s. 65(1)]**

**ENVIRONMENTAL PROTECTION ACT 1986**

**Section 20**

**DELEGATION No. 52**

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1) (e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9<sup>th</sup> day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

Government Gazette 19 March 2004 – page 919.

<b>C14 Food Act 2008 Appointment Authorised Officers</b>	
<b>Date of adoption</b>	18 June 2015 Council Decision Number 3111
<b>Function delegated</b>	1. Appoint a person to be an authorised officer for the purposes of the Food Act 2008 [122(1)]. 2. Appoint a person to be a Designated Officer for the purposes of The Food Act 2008. [126(13)].
<b>Statutory power delegated</b>	<i>Food Act 2008</i> Section 122(1) Appointment of authorised officers Section 126(13) Infringement Notices
<b>Statutory power of delegation</b>	<i>Food Act 2008 s. 118 (2)(b)</i>
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	Chief Executive Officer Environmental Health Officer
<b>Statutory power to sub-delegate</b>	S. 117(2) provides that only sections 119, 122(2), section 123, Part 4, Part 7, Part 7 Division 3, Part 7, Division 4 and Part 8 of the Food Act 2008 can be sub-delegated.
<b>Sub-delegated to</b>	<b>Nil (changing for conformity)</b>
<b>Compliance links</b>	Food Act 2008  Section 122(3) required the Enforcement Agency to maintain a list of authorised officers appointed by the agency.  Section 123(1) requires the Enforcement Agency to provide each authorised officer with a certificate of authority as an authorised officer.  Food Regulations 2009  Dep't of Health: Guideline on the Appointment of Authorised Officers as Meat Inspectors  Dep't of Health: Guideline on the Appointment of Authorised Officers  Dep't of Health: Guideline on the Appointment of Authorised Officers-  Appointment of persons to assist with the discharge of duties of an authorised officer.


<b>C17 Appointment of Authorised Officers – Bush Fires Act 1954</b>	
<b>Date of adoption</b>	18 June 2015 Council Decision Number 3111
<b>Function delegated</b>	To appoint and authorise employees to exercise the powers and duties of a local government to administer and enforce the provisions of the following Act and subsidiary legislation
<b>Statutory power delegated</b>	<i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i> <i>Bush Fire (Infringements) Regulations 1978</i>
<b>Statutory power of delegation</b>	<i>Bush Fires Act 1954 s. 48</i>
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	No statutory power to sub-delegate provided in the <i>Bush Fires Act 1954</i>
<b>Sub-delegated to</b>	Nil
<b>Compliance links</b>	<i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i> <i>Bush Fire (Infringements) Regulations 1978</i>

<b>C18 Health (Miscellaneous Provisions) Act 1911 – Appointment of authorised officers by council</b>	
	18 June 2015 Council Decision Number 3111
<b>Appointment authorised</b>	All powers duties and functions of the Local Government under the Health Act 1911
<b>Statutory power authorised</b>	Health Act 1911 including subsidiary regulations made under the Health (Miscellaneous Provisions) Act 1911
<b>Authoriser</b>	Council of the Shire of Wyalkatchem
<b>Authorised to</b>	Chief Executive Officer Environmental Health Officer
<b>Compliance links</b>	<i>Health Act (Asbestos Regulations) 1992</i> <i>Health (Air handling and water systems) Regulations 1994</i> <i>Health (Cloth Materials) Regulations 1985</i> <i>Health (Public Buildings) Regulations 1992</i> <i>Sewerage (Lighting, ventilation and construction) Regulations 1971</i> <i>Health (Temporary Sanitary Conveniences) Regulations 1997</i> <i>Health (Treatment of sewage and disposal of effluent and liquid waste) Regulations 1974</i>

<b>C19 Public Health Act 2016 – Appointment of authorised officers by council –</b>	
<b>Date of Adoption</b>	5 October 2017 Council Decision Number 3521
<b>Appointment authorised</b>	All powers duties and functions of the Local Government under the Public Health Act 2016 Approved Officer for the purposes of the Public Health Act 2016, Health (Asbestos) Regulations 1992 and the Criminal Procedure Act 2004; giving the power to extend the period to pay or withdraw an infringement notice issued under the legislation
<b>Statutory power authorised</b>	Public Health Act 2016 Health (Asbestos) Regulations 1992 Criminal Procedure Act 2004
<b>Authoriser</b>	Council of the Shire of Wyalkatchem
<b>Authorised to</b>	Chief Executive Officer
<b>Compliance links</b>	<i>Section 17</i> Public Health Act 2016 Regulation 15D(5) Health (Asbestos) Regulations 1992 Part 2 Criminal Procedure Act 2004



### 8.3.3 WASTE MANAGEMENT – SERVICE PROVISION – WASTE COLLECTION CONTRACT EXTENSION: AVON WASTE

<b>FILE REFERENCE:</b>	31.16.11
<b>AUTHOR'S NAME AND POSITION:</b>	Ian McCabe Chief Executive Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>NAME OF APPLICANT/RESPONDENT/LOCATION:</b>	Avon Waste
<b>NOTIFICATION TO APPLICANT:</b>	Required
<b>DATE REPORT WRITTEN:</b>	6 February 2018
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>Strategic Community Plan Reference:</b>	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 taking up of a three year option within the current contract with Avon Waste for the provision of waste collection services, for the period 1 July 2018 to 30 June 2021;
2. Authorise the Chief Executive Officer to execute this resolution by exchange of letters with the supplier.

#### Appendix:

1. Existing agreement, expiring 30 June 2018;
2. Agenda item initiating the service, June 2013;
3. Email exchange (extract) 23 January 2018.

#### Background:

In June 2013, the Shire of Wyalkatchem executed a contract with Avon Waste for the provision of refuse and waste disposal services. This contract was for five years with a three year option and expires 30 June 2018.

The Shire wishes to exercise that option and the supplier is agreeable. The contract would continue under the current terms and conditions (whereby price is adjusted by CPI each year).

**Comment:**

A contract was formed with Avon Waste in 2005 for a five year term, expiring 30 June 2010. Thereafter, for a period of three years, the agreement was extended on a yearly basis by the exchange of letters (an intent to maintain the contract).

The current contract includes a bulk recycling programme and a weekly collection of household and commercial waste in town, transfer to the Shire waste facility and transport of recycled materials to a Perth-based operator.

The 2014 Community Survey found 72% of survey respondents were satisfied that current waste arrangements met their needs; this declined to 64% in the 2017 survey. This result will be reviewed further; however, one consideration may be a community desire to recycle more at the household level – recycling is managed on a bulk basis only in Wyalkatchem. In recent times, the cost of recycling materials has risen 380% in a matter of months due to China banning the importation of many waste items, making recycling more problematic. This supplier is making alternative commercial arrangements to maintain the current pricing regime (increases by CPI each year) and insulate Council from price shock.

The provision of individual recycling bins has been examined by Council in 2007, 2011 and in 2014. Currently, Shire administration is gathering evidence (including pricing) to conduct a further review and consult the public – however, price indications could mean this is untenable for the general community to bear, especially as the waste service is provided on a cost neutral basis that is not subsidised by rates.

This means the total cost of the waste service is paid for solely by rubbish charges (undiscounted services \$315 per service) and by the Rural General Health Levy (\$63 per assessment in 2017/18). The budgeted revenue for waste collections is \$108,132 in 2017/18, equating to the expenditure in providing the service, which includes the allocation of internal overhead, maintenance of the waste facility and local operations related to waste collections.

It is the assessment of the administration that Avon Waste meets the service needs of the Shire and this recommendation is financially prudent. The extension of the current agreement by taking up an option for three years is recommended and can be executed by resolution and an exchange of letters

**Consultation:**

Mr Ashley Fisher, Avon Waste (Stondon Pty Ltd);  
Mrs Claire Trenorden, Manager Corporate Services  
Staff, Shire of Wyalkatchem  
2014 and 2017 Community Surveys

**Statutory Environment:**

Waste Avoidance and Resource Recovery Act 2007

**Policy Implications:**

No direct policy implication.

**Financial Implications:**

There is no direct financial implication of this recommendation. The current agreement is contemplated in budgeted expenditure and future costs are within expectations.

**Strategic/Risk Implications:**

There is no risk to the local government involved in accepting this recommendation. Declining the recommendation may result in impacts on health and waste management. Strategically this facility contributes to the sustainability of the community and the provision of basic services.

**Voting Requirements:** Absolute Majority

**Council Decision Number:** 14/2018

**Moved:** Cr Gamble

**Seconded:** Cr Garner

**That Council Resolve the Following:**

1. Approve the taking up of a three year option within the current contract with Avon Waste for the provision of waste collection services, for the period 1 July 2018 to 30 June 2021;
2. Authorise the Chief Executive Officer to execute this resolution by exchange of letters with the supplier.

**Vote:** 5/0

**BETWEEN**

**THE SHIRE OF WYALKATCHEM**

**"The Council"**

**- and -**

**STONDON PTY LTD - TRADING AS AVON WASTE**

**"The Contractor"**

**AGREEMENT FOR REFUSE AND WASTE  
DISPOSAL SERVICES**

THIS DEED is made the 1<sup>st</sup> day of October 2013.

B E T W E E N:

THE SHIRE OF WYALKATCHEM, whose offices are situated at Honour Avenue in the State of Western Australia ("the Council") on the one part

AND:

STONDON PTY LTD (ACN 009 034 271) trading as AVON WASTE of 34 Crawford Court, York in the said State ("the Contractor") of the other part

W H E R E A S:

- A. The Council is a municipal body established pursuant to the Local Government Act and is responsible for the municipality of the Shire of Wyalkatchem.
- B. The Council wishes to engage an independent contractor to provide services relating to the removal of household rubbish and waste, commercial, office, kitchen, industrial, recreational and other forms of rubbish and waste.
- C. The Council also requires the same Contractor to undertake Bulk Recycling collections from various areas in the Shire.
- D. The Council has accepted a tender submitted by the Contractor.
- E. The acceptance of the tender was subject to the parties entering into a written contract, which is satisfied by this Contract in which the parties record the terms of their agreement.

NOW THIS DEED WITNESSES as follows: -

1. DEFINITIONS

1.1. For the purposes of this Contract:

- (a) "Bulk Recycling Bin" means a 6.0m<sup>3</sup> and/or a 4.5m<sup>3</sup> Frontlift bin for use in and around Wyalkatchem;

- (b) **"Cart"** means a 240 litre container for the storage of Refuse made of hot moulded plastic material complete with lid, handles and wheels;
- (c) **"Collection Rate"** means the services collection rates set out in the Schedule;
- (d) **"Contract"** means the agreement between the Principal and the Contractor consisting of these conditions and any attached Schedules, The Tender Specifications, the Tenderer's Offer, and any other documents (or parts thereof) specified by the Principal;
- (e) **"Council"** means the Council of the Shire of Wyalkatchem;
- (f) **"Disposal Site"** means the Council's Refuse Disposal Site referred to in Clause 7;
- (g) **"District"** means the Municipal District of the Shire of Wyalkatchem;
- (h) **"Environmental Health Officer"** means an Environmental Health Officer as set out in the Health Act 1911 as amended;
- (i) **"Garden Wastes"** means Waste generated from a garden (including lawn clippings and vegetation);
- (j) **"Materials Recovery Facility"** means an approved facility for the processing and sorting of Recyclable materials;
- (k) **"Records"** means all documentation relating to the performance of the services by the Contractor pursuant to this Contract;
- (l) **"Recyclable Materials"** means items of household waste that can be reprocessed for further use and include: glass jars and bottles, plastic (including PET, PVC and HDPE) containers, aluminium cans and foil, steel cans, milk and juice cartons, newspaper and cardboard;
- (m) **"Refuse"** means all household and trade Refuse and other rubbish contemplated by the Waste Avoidance and Resource Recovery Act 2007 (WARR 2007) and local laws and regulations made thereunder and includes Garden Wastes; and
- (n) **"Term"** means the term of this Contract as set out in clause 2.

1.2. In this Contract unless the context otherwise requires:

- (a) The expression:
  - i. **"The Council"** shall mean and include the Council and any other corporate body or Municipal body taking over or assuming the functions of the Shire of Wyalkatchem; and
  - ii. **"The Contractor"** shall mean and include the Contractor and each and every person who is a Contractor and his and their and each of their personal representatives and transferees

and in the case where the Contractor is a corporation or corporations shall mean and include the Contractor and its and their and each of their successors and transferees.

- (b) The singular number includes the plural and the masculine gender includes the feminine and neuter genders and vice versa;
- (c) Any undertaking by more than one person shall be deemed to be made by those persons jointly and each of them severally;
- (d) The captions heading section numbers and clause numbers in this Contract are inserted only as a matter of convenience and in no way define limit construe or describe the scope or intent of the sections or clauses of this Contract nor in any way affect this Contract.
- (e) A reference to a clause, schedule or annexure is a reference to a clause, schedule or annexure to this Contract and a reference to this Contract includes any schedules and annexures.

## **2. TERM AND SERVICES**

- 2.1. The Term shall commence on and from the 1<sup>st</sup> July 2013 and terminate at the expiration of 5 years thereafter subject to the terms and conditions herein set out.
- 2.2. During the Term of this Contract the Contractor shall provide the following services:
  - (a) Weekly empty and removal of household Refuse from Carts situated at such private residences within the town as designated from time to time by the Council;
  - (b) Weekly empty and removal of Refuse from street bins within the town as designated from time to time by the Council;
  - (c) Weekly empty and removal of Refuse from a cart or carts from commercial, industrial, recreational or other locations within the town as designated from time to time by the Council; and

- (d) At call collection and removal of Recycling materials from Bulk Bins situated in the town of Wyalkatchem.

- 2.3. The Contractor shall perform all such services as provided herein with due diligence and in a proper and hygienic manner.
- 2.4. The Contractor shall provide all its own labour, approved plant disinfectant and all other materials to carry out its obligations hereunder at its own expense.
- 2.5. The Contractor undertakes to fulfil all its obligations hereunder in accordance with the by-laws of the Council in force from time to time.
- 2.6. The Contractor undertakes to clean and disinfect all vehicles used to carry out its obligations under this Contract regularly to the satisfaction of the Environmental Health Officer and to take all reasonable steps to keep such vehicles free from offensive odours.
- 2.7. The Contractor undertakes to supply Carts to all premises in the town and to maintain the same in a sound, workable standard and to replace work or damaged Carts as required. The Contractor will replace or repair any Carts damaged or destroyed during servicing by the Contractor.
- 2.8. The Council undertakes to ensure that Carts damaged, lost or destroyed or damaged in any way, other than during servicing by the Contractor, will be replaced or repaired. The Council may use the Contractor to complete the replacement or repairs.
- 2.9. Carts will remain the property of the Contractor at the completion of the Contract.

### 3. COLLECTION FROM RESIDENTIAL PREMISES

- 3.1. The Contractor shall only be required to empty and remove household Refuse as described in Clause 2.2 if the Carts are placed no further than one (1) metre from the kerb of each property on the day of collection PROVIDED THAT should the Council consider that due to the nature of the premises or age or health of the occupier such requirements would be unduly onerous on



the occupier then the Contractor shall be required to empty and remove household Refuse from the Cart placed in an alternative position as determined by the Council in its absolute discretion.

- 3.2. The Council shall notify the Contractor in writing of all premises at which Carts are to be placed in an alternative position and where such Carts are to be placed.

#### 4. REMUNERATION

- 4.1. Subject to Clause 4.2, during the Term the Contractor shall be paid Collection Rates for its services calculated in accordance with the fees specified in the Schedule.
- 4.2. The Collection Rates shall be reviewed and varied and adjusted on the 1st day of July, each year (which respective time for review, hereinafter called the "Review Date"). The Collection Rates as at the Review Date may be increased (if there has been an increase) by a percentage equal to the percentage by which the Consumer Price Index (All Groups) for the City of Perth published by the Commonwealth Bureau of Statistics in respect of the quarter ending on the 30th March in the year of review exceeds that of the Consumer Price Index (All Groups) for the City of Perth in respect of the quarter ending on the 30th March for the previous year. In the event that no statistical information shall be published or available or if the basis of calculating the Consumer Price Index is substantially changed the calculation of the Collection Rates in the manner provided in this Clause 4.2 shall be based upon any index created in substitution for the Consumer Price Index or upon such other index as the parties may agree to substitute for the Consumer Price Index and in the event that the parties fail to agree as to the index to be substituted for the Consumer Price Index, as the Council may in its absolute discretion determine.

#### 5. METHOD OF PAYMENT

- 5.1. The Contractor shall keep all Records relating to performance of the services performed by the Contractor pursuant to this Contract.

5.2. The Council shall subject to the Contractor having complied with and observed the covenants conditions and terms herein contained and on the part of the Contractor to be performed the Council shall within seven (7) days pay to the Contractor the Collection Rates due pursuant to the Contract.

5.3. All Records kept by the Contractor shall be made available for inspection by the Council or its duly authorised Officer at all reasonable times and the Council or its Officers shall be at liberty to take copies thereof and extracts therefrom.

## 6. VEHICLE FOR COLLECTION OF REFUSE

6.1. The collection of Refuse and Recycling as provided in Clause 2 thereof shall be carried out by a mechanically sound collection vehicle attended by employees of the Contractor. Such vehicle shall be in good mechanical condition, of sufficient strength, reliability utility and suitability for the purpose of and incidental to the performance of the Contractor as part of this Contract as shall all fuels and lubricants used therewith and such vehicles shall be of the compaction type which has the hydraulic capacity of handling Carts. The Contractor shall supply a fully enclosed metal body cover to the said vehicle when collecting Refuse and Recycling and shall keep the contents of the vehicle covered except while actually collecting Refuse and Recycling, when depositing Refuse at the Disposal Site as provided in Clause 7 herein or depositing Recycling at an approved Materials Recovery Facility. Any other vehicle to be used by the Contractor is to be first agreed to by the Council, which agreement will not be unreasonably withheld.

6.2. The servicing of the Bulk Bins as provided in Clause 2 thereof shall be carried out by a designated Frontlift Truck.

## 7. DISPOSAL OF REFUSE AND WASTE

7.1. All Refuse and Waste collected by the Contractor pursuant to this Contract shall forthwith be transported to the Disposal Site as from time to time designated by the Council and being within TEN (10) Kilometres distance from the Post Office of the Council.

7.2. Refuse and Waste collected by the Contractor pursuant to this Contract may be transported to an alternative site by agreement of the parties.

7.3. The Contractor shall have free access to the Disposal Site for the purposes of disposing of Refuse and Waste collected from the Council under the terms of this Contract.

7.4. The Contractor shall comply with all reasonable directions given by the Council and/or any of its employees or officers concerning the use of the Disposal Site.

7.5. All Recycling materials collected by the Contractor pursuant to this Contract shall forthwith be transported to an approved Materials Recovery Facility for sorting and processing. The Recycling materials remain the property of the Contractor.

#### 8. SUB-CONTRACTING

8.1. The Contractor shall not at any time sub-contract any of the work under this Contract without the consent in writing of the Council having been first obtained, which consent will not be unreasonably withheld.

#### 9. WASTE AVOIDANCE AND RESOURCES RECOVERY ACT 2007 (WARR 2007)

9.1. The Contractor undertakes to immediately report any observed breach of the WARR Act 2007 as amended or any regulations or local laws made thereunder to the Council.

#### 10. DAYS OF REMOVAL

10.1. The Contractor shall remove Refuse from residential, commercial, industrial, recreational and other locations designated by the Council as provided in this Contract on the same day each week for each particular locality, the intention being that the owners of the property will be made aware of the day of collection by the Contractor or the Council and will therefore be able to place the Carts in a convenient place for collection. Servicing of Bulk Recycling Bins shall be undertaken on a day and frequency agreed by Council.

10.2. The emptying and removal of Refuse and Recycling from residential sites shall take place between the hours of 6.00 am. and 6.00 pm. only.

**11. CONTRACTOR'S EMPLOYEES**

- 11.1. The Contractor covenants with the Council that the Contractor shall take every reasonable precaution that all persons employed by the Contractor to perform the services under this Contract shall be able to perform their duties efficiently.

**12. COMPLIANCE WITH LEGISLATION**

- 12.1. The Contractor shall at all times comply with the provisions of the WARR Act 2007 as amended, the Road Traffic Act 1974 as amended, the Local Government Act as amended and all and any other Act or Acts, regulations, or local laws and any requirements or orders thereunder in anyway affecting or incidental to the Contractor's performance of the terms of this Contract.

**13. INSURANCE**

- 13.1. The Contractor shall take out and maintain at all times during the Term of the Contract and pertaining to the Contract public liability insurance of up to \$20,000,000 in the joint name of the Council and the Contractor and shall if required by the Council provide to the Council copies of all documentation relating to such insurance.
- 13.2. The Contractor shall take out and maintain a valid and enforceable workers' compensation insurance policy which covers all persons employed by the Contractor in an amount necessary to cover any potential liability at law and shall if required by the Council provide to the Council copies of all documentation relating to such insurance.

**14. INDEMNIFICATION**

- 14.1. The Contractor shall indemnify and keep indemnified the Council against all expenses, losses, damages and costs (on a solicitor and own client basis and whether incurred by or awarded against the Council) that the Council may sustain or incur as a result, whether directly or indirectly, of:

- (a) any breach of this Contract by the Contractor including, but not limited to, a breach in respect of which the Council exercises an express right to terminate this Contract; or
- (b) any loss or damage to any property or injury to or death of any person caused by the negligent act or omission or wilful misconduct of the Contractor or its officers and employees, except to the extent that such loss or damage arose from an act of the Council.

14.2. The Contractor shall give the Council prompt notice of any accident, incident or any matter likely to give rise to any claim against the Council that the Contractor becomes aware of.

## 15 ASSIGNMENT

15.1. The Contractor shall not without the previous consent in writing of the Council assign or transfer the Contract or any part thereof.

## 16 TERMINATION BY A PARTY

16.1. If the Contractor: -

- (a) shall in any respect fail to carry out the terms of this Contract or observe or perform any of the terms or conditions of this Contract on its part herein contained for a period of FOURTEEN (14) days after written notice specifying the breach and required it to be remedied is served upon them by the Council; or
- (b) being a company shall fall into liquidation whether compulsory or voluntary not being a voluntary liquidation for the purposes of amalgamation or reconstruction or enter into agreement or composition for the benefit of its creditors; or
- (c) not being a company shall become bankrupt or make assignment of their estate for the benefit of creditors or composition or arrangement with such creditors;

then without prejudice to any other rights or remedies to which the Council may be entitled, the Council may terminate the Contract forthwith by notice in writing to the Contractor.

16.2. The Contractor may terminate this Contract with immediate effect by giving notice in writing to the Council if:

- (a) the Council breaches any provision of this Contract and fails to remedy the breach within 14 days after receiving notice requiring it to do so;
- (b) the Council breaches a material provision of this Contract where that breach is not capable of remedy; or
- (c) if the Council ceases to be able to pay its debts as they become due.

16.3. Accrued rights and remedies

Termination of this Contract under this clause 16 does not affect any accrued rights or remedies of either party.

## 17. ARBITRATION

17.1. In the event of any disagreement or dispute between the parties hereto as to the interpretation of or operation of this Contract or as to any other matter or anyway arising out of or connected with the subject matter thereof then the same shall be referred to a competent arbitrator to be named by the President for the time being of the Law Society of Western Australia (Inc.). The arbitrator from time to time acting hereunder shall have all the powers conferred on arbitrators under the provisions of the Commercial Arbitration Act 1985 as amended or any statutory modification thereof for the time being in force.

## 18. NOTICES

18.1 A party giving notice or notifying under the Contract must do so in writing:

- (a) directed to the recipient's address specified in this clause, as varied by any notice; and
- (b) hand delivered or sent by prepaid post or facsimile to that address.

The parties' addresses and facsimile numbers for this purpose are:

Honour Avenue  
WYALKATCHEM WA 6485  
Facsimile: (08) 9681 1003

Stondon Pty Ltd (trading as Avon Waste)  
34 Crawford Court  
YORK WA 6302  
Facsimile: (08) 9641 1318

19. CONTRACT PERIOD

19.1. The Term of this Contract shall be for 5 years commencing 1<sup>st</sup> July 2013 and expiring on 30<sup>th</sup> June 2018.

19.2. The Contract will have the option of being extended for a further period of 3 years from the expiry date on the same terms and conditions as the initial Contract. This option is exercisable at the Council's discretion. The Council will approach the Contractor at least six (6) months prior to the end of the Contract Period if it wishes to exercise this option.

20. SEVERABILITY

Part or all of any provision of this Contract that is illegal or unenforceable may be severed from this Contract and the remaining provisions of this Contract continue in force.

21. GOVERNING LAW

This Contract is governed by the law applicable in Western Australia.

22. CONFIDENTIALITY

The parties expressly agree that the terms of the Contract shall remain confidential between them unless disclosure is agreed in writing between them.

23. STAMP DUTY

Any stamp duty, duties or other taxes of a similar nature (including fines, penalties and interest) in connection with this Contract must be paid by the parties in equal shares.

24. COSTS

Each party must bear its own costs in relation to the negotiation, preparation and execution of this Contract.

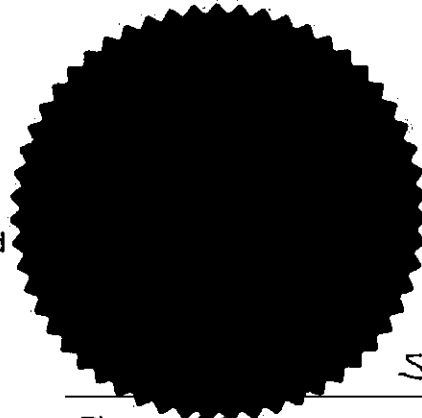
25. ENTIRE AGREEMENT

This Contract constitutes the entire agreement between the parties in connection with its subject matter and supersedes all previous agreements or understandings between the parties in connection with its subject matter.



IN WITNESS whereof the parties hereto have hereunto set their hands and seal the day and year first before written.

THE COMMON SEAL of THE SHIRE  
OF WYALKATCHEM was hereunto duly affixed  
by authority of the Council in the presence of:



Susan Bruse  
PRESIDENT

SUSAN BRUSE  
Please print name

[Signature]  
CHIEF EXECUTIVE OFFICER

[Signature]  
Please print name

EXECUTED BY STONDON PTY LTD  
(A.C.N. 009 034 271) by authority of a  
resolution of the Board of Directors in accordance  
with section 127(1) of the Corporations Act by:

[Signature]  
JEREMY CHRISTIAN FISHER  
DIRECTOR

[Signature]  
ASHLEY JAMES FISHER  
DIRECTOR/SECRETARY

## SCHEDULE 1

### Collection Rates GST inclusive:

- |     |  |                    |
|-----|--|--------------------|
| (1) | Removal of Refuse by 240 litre Cart          | \$2.32 per service |
| (2) | Removal of Refuse from Council's street bins | \$2.32 per service |
| (3) | Removal of Recycling from Bulk Bins          |                    |
|     | - service charge per bin                     | \$66.00 per bin    |
|     | - travel charge per trip                     | \$360.00 per trip  |

## APPENDIX 1

The attached Request for Quotation and Tender Submission form part of this Contract.



# WALGA

## Shire of Wyalkatchem

### Request for:

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#### WASTE COLLECTION CONTRACT SERVICES

Reference Number : VP000000008775

Posted on 07/Jun/13 04:00 PM

To be eligible for consideration, you must finalise and post your response before the 14/Jun/13 05:00 PM.

There are no attachments to this request.

[VendorPanel.com](http://VendorPanel.com)

## Details of the request

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### WASTE COLLECTION CONTRACT SERVICES

**Expected Value** Not disclosed

#### Buyer Details

**Business:** Shire of Wyalkatchem

**Location:** Cnr Honour Ave/Flint St  
WYALKATCHEM  
6485, Western Australia, Australia

**Web Site:** <http://www.wyalkatchem.wa.gov.au>

**Business Overview:** Shire of Wyalkatchem

**Contact:** The buyer has elected to have their personal and contact details hidden. These details will be revealed to you at the buyers discretion.

#### Dates:

**Can be responded between:** 07/Jun/13 12:01 AM and 14/Jun/13 05:00 PM

**Decision Date:** 28/Jun/13

## What's required

5 year contract with three year option for Waste Collection Services commencing 1 July 2013

5 options to be priced:

Option 1: Provision of 240l receptacles to residential and commercial premises (currently approx. 307 services). Weekly pick up and transport refuse to local landfill (approx. 2km for townsite)

Option 2: Provision of 140l receptacles to residential and commercial premises for putrescible waste + provision of 240l receptacles for recycling to all residential premises. Fortnightly pick up of recycling receptacles and transport to regional/metropolitan recycling facility

Option 3: Option 2 + provision of large skip bins to commercial area for recycling to be picked up periodically as required and transport to regional/metropolitan recycling facility

Option 4: Option 3 + provision of 20 additional 240l recycling receptacles to be picked up from the Shire Depot (these will be loaned out to landowners with pickup and delivery to the Shire Depot to be the landowners responsibility)

Option 5: Transportation of putrescible waste to regional landfill facility (i.e. Northam approx 110km from Wyalkatchem) instead of transporting waste to local landfill

#### Questions asked by the buyer

#### Locations required (some or all, see any comments)

Australia

Western Australia

**Additional Location comments:**

Wheatbelt

**Sent to the following panels**

1. Waste Collection Goods and Services (Contract Name/Number: C002/11)

**Vendor Queries**

None...



## Shire of Wyalkatchem

Request for Quote: Shire of Wyalkatchem – Waste Collection Contract Services

Reference number : VP000000008775



**AVON  
WASTE**

Submitted by:

Avon Waste

June 2013



10<sup>th</sup> June 2013

Peter Kocien  
Chief Executive Officer  
PO Box 224  
WYALKATCHEM WA 6485

Dear Peter

**Request for Quote: Shire of Wyalkatchem – Waste Collection Contract Services**

Avon Waste is very pleased to present its quote for the Waste Collection Services Contract in the Shire of Wyalkatchem.

Avon Waste can provide the following benefits for this request:

- **Better Service:** Avon Waste prides itself on its better service because we have a family owned culture rather than a corporate profit culture.
- **Current Involvement:** As Avon Waste currently operates the kerbside rubbish collection for the Shire of Wyalkatchem, our local knowledge makes us perfect to continue the rubbish contract, undertake the new recycling services and organise bulk recycling on behalf of the Shire. We are already well acquainted with the routes required for both rubbish and recycling, including the delivery of the bins and fully understand what is involved in the process.
- **More Responsive:** Being family owned also means we will be more responsive to your needs from the highest levels of our company.
- **Proven Regional Provider:** Avon Waste is an established Western Australian local provider with a regional focus that started over 30 years ago.
- **Experienced Local Government Provider:** We currently service 31 regional councils and our team has experience working both with and for local government. We therefore have a deep understanding of the needs of Council. Furthermore, 90% of our contracts have been in place for over 10 years, with over 40% of them having been in place for at least 20 years.
- **Fit-for-Purpose Technology:** Our system comprises innovative, low-maintenance equipment sourced from industry-leading manufacturers. The equipment is designed and built to work optimally, efficiently and safely, reducing maintenance downtime, maximising productivity and minimising the cost borne by Council.
- **Discount for Being Awarded Both Refuse and Recycling Contracts:** Should Avon Waste be successful in being awarded both the refuse and recycling contracts, we would be prepared to offer a discount of 9 cents per service per week on your refuse services.

Finally, we would very much appreciate the chance to provide these services and look forward to continuing to build strong relationships with you as a best practice service provider. In the meantime, please feel free to contact me directly on 0417 933 322 or 9641 1318 should you require any further information.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Ashley Fisher".

**Ashley Fisher**  
Director – Stondon Pty Ltd trading as Avon Waste

Avon Waste  
34 Crawford Court  
York WA 6302

Website: [www.avonwaste.com.au](http://www.avonwaste.com.au)  
Email: [admin@avonwaste.com.au](mailto:admin@avonwaste.com.au)  
Phone: (08) 9641 1318

ACN 009 034 271  
ABN 50 009 034 271





Shire of Wyalkatchem  
Request For Quote:  
VP00000008775



## UNDERSTANDING OF WORKS

Our understanding of this request is as follows:

1. **OPTION 1:** Provision of weekly Refuse services (using Dark Green 240L Sulo bins with matching green lids) for the Shire of Wyalkatchem for the 5 years from 1<sup>st</sup> July 2013 (with an option for a further 3 year term). This will include services for residential and commercial premises, as well as street bins. The existing bins will continue to be used. These bins are owned by Avon Waste. The Owner/Occupier of the premises will be responsible for the replacement of refuse bins damaged, lost or destroyed other than during servicing. We would propose that refuse services would be carried out on Mondays.
2. **OPTION 2:** Provision of fortnightly Recycling services (using Nature Green 240L Sulo bins with yellow lids) for the Shire of Wyalkatchem for the 5 years from 1<sup>st</sup> July 2013 (with an option for a further 3 year term). This will include services for residential premises. Existing 240L Refuse bins would be swapped out to 140L Refuse bins. These would be Dark Green 140L Sulo bins with matching green lids. All bins would remain the property of Avon Waste at the completion of the Contract. The Owner/Occupier of the premises will be responsible for the replacement of recycling bins damaged, lost or destroyed other than during servicing. We would propose that recycling services would be carried out on Tuesdays.
3. Rollout of Recycling Bins – these will be Nature Green in colour with yellow lids and will be 240L. These bins will have the lid stamped with recycling information (a sample of this stamped information is included at the end of this document). These bins will be issued by Avon Waste and will remain the property of Avon Waste at the completion of the Contract. We undertake to supply bins to all premises on the existing refuse collection route and maintain these bins to a sound, workable standard. Avon Waste will replace worn or damaged bins as required. The Owner/Occupier of the premises will be responsible for the replacement of bins damaged, lost or destroyed other than during servicing.
4. Distribution of Recycling Information – When bins are issued, we will also issue educational information for all residents. This will be in the form of an A4 double sided paper and will include various information on what can be recycled. There will also be a calendar included which shows collection dates for the period 1<sup>st</sup> July 2013 to 30<sup>th</sup> June 2014. We have provided sample information to be issued with the bins at the end of this document. This information will be provided free of charge.
5. Participation in the “Recycle Right” Programme – This program is run by the Southern Metropolitan Regional Council (SMRC) and provides extremely comprehensive recycling educational information for distribution throughout the Shire. This program has recently been adopted by the Shire of Northam and the Shire of Toodyay for the commencement of their kerbside recycling program. We have provided a copy of the information provided by the SMRC to the Shire of Toodyay at the end of this document as an example of what is possible. Further information on what the program entails can be accessed at [www.recycleright.net.au](http://www.recycleright.net.au). Access to this program does come at a cost (but there is the possibility of being able to apply for some funding to offset part of this).
6. Creation of a Master List – a spreadsheet showing all properties addresses and the corresponding bin numbers will be prepared and given to the Shire of Wyalkatchem for their records.
7. **OPTION 3:** In addition to Refuse and Recycling services we are able to provide bulk Frontlift Bins for Commercial Recycling, for Cardboard Only at this stage. For Cardboard Only collections we would provide 6.0m<sup>3</sup> mesh frontlift bins. We would anticipate a regular monthly collection of this



Shire of Wyalkatchem  
Request For Quote:  
VP00000008775



product, but this frequency could be fortnightly if desired. There would be only one travel charge for each trip regardless of the amount of bins to be serviced. For Commercial Recycling of Co-mingled product, we would suggest using a bank of 240L bins, which would be serviced in the same manner as domestic kerbside recycling.

8. **OPTION 4:** In addition to the above services we are able to provide additional 240L Recycling bins for provision of a landowners Recycling Service. These bins would be held at the Shire Depot and loaned to landowners as required.
9. **OPTION 5:** We have also included a travel charge for removal of the Refuse from bins and transport to the Northam Landfill for disposal. Please note that we have assumed that tipping fees for disposal of waste at the Northam Landfill will be invoiced by the Shire of Northam directly to the Shire of Wyalkatchem. The current charges are \$47 per tonne but this is subject to change by the Shire of Northam.
10. **Pricing** – our competitive pricing is based on all facets of the quote being awarded to Avon Waste.
11. **Commencement Date** – given the short timeframe for ordering and delivery of recycling bins we would request a commencement date of 20<sup>th</sup> August 2013 for the recycling services (bins would be delivered approximately 2 weeks before this date). We hope that this later start date will be agreeable with the Shire of Wyalkatchem but are happy to negotiate should this be unworkable. Refuse services will be unaffected.



Shire of Wyalkatchem  
Request For Quote:  
VP000000008775



## PRICING

Please find below our pricing for your perusal.

Requirement	Number of Services	Cost per Service (excl GST)	Cost per Service (incl GST)	Total Annual Price – All services (excl GST)	Total Annual Price – All services (incl GST)
<b>OPTION 1:</b> Provision of Weekly Residential, & Commercial Services (240L Bins)	307	\$2.11	\$2.32	\$33,684.04	\$37,036.48
<b>OPTION 2 REFUSE SERVICES:</b> Provision of Weekly Residential & Commercial Services (140L Bins)	307	\$2.24	\$2.46	\$35,759.36	\$39,271.44
<b>OPTION 2 RECYCLING SERVICES:</b> Provision of Fortnightly Residential Recycling Services (240L Bins)	307	\$4.23	\$4.65	\$33,763.86	\$37,116.30
<b>OPTION 3 BULK COMMERCIAL RECYCLING:</b> Provision of Large Skips Bins for Commercial Recycling		\$60.00 per bin plus travel charge of \$327.28	\$66.00 per bin plus travel charge of \$360.00	N/A	N/A
<b>OPTION 4 LANDOWNER RECYCLING BINS:</b> Provision of 240L Recycling Bins for Landowner Recycling	As required per service	\$4.23	\$4.65	N/A	N/A
<b>OPTION 5:</b> Transportation of waste to Northam Landfill	Per week	\$509.09	\$560.00	\$26,472.68	\$29,120.00
Provision of education materials to all residents		Included in above cost	Included in above cost	Included in above cost	Included in above cost
Adoption of Recycle Right Information through the South Metropolitan Regional Council MRF (one-off charge)		\$1,000.00	\$1,100.00	N/A	N/A
Creation of master list of bins delivered to residents (list to include property address and serial numbers)		Included in above cost	Included in above cost	Included in above cost	Included in above cost

These prices are to be read in conjunction with our understanding of works (see previous page).



Shire of Wyalkatchem  
Request For Quote:  
VP00000008775



## OUR COMPANY AND OUR EXPERIENCE

Avon Waste has provided waste management services across Western Australia for 30 years. We bring together expertise in managing operations across a wide geographic area, serving local and state governments, as well as the commercial and industrial sectors, including many remote regions of the state.

Our resource management professionals are experts at managing our physical fleet and personnel resources to ensure that waste and recyclable resources are collected, recycled and disposed of efficiently. Our systems and procedures allow us to manage this in a sustainable manner, for the benefit of our customers, the communities that we serve and the environment in which we operate. We deal with the delivery of bins every day and have undertaken many rollouts of both rubbish and recycling bins in the past.

We understand the requirements of this contract, both from the Shires' perspectives, as well as from a service provider's perspective. This understanding is based upon our experience in providing a wide range of services to numerous councils, as well as our company director, **Ashley Fisher**, having been an elected member of Local Government (2006-2009) with the Shire of York. Given the critical nature of waste management and its effect and impact on the community, we recognise the importance of providing superior customer service in everything we undertake to ensure ratepayers, council officers and elected members are more than satisfied with our performance.

Avon Waste provides refuse collection services of the highest professional standard. This is demonstrated through the fact that 90% of our current contracts have been in place for over 10 years, with over 40% of contracts having been in place for in excess of 20 years.

90% of our contracts have been in place for over 10 years, with over 40% of them having been in place for at least 20 years.

### Details of similar work

Avon Waste has had significant experience in providing services for similar contracts, and currently we are servicing 31 regional councils. Of these Councils, 15 have implemented kerbside recycling requiring Avon Waste to provide an initial rollout of bins. The majority of these councils are located over a vast area and require highly organised logistics to ensure that all services are regularly serviced. In 2009 we undertook the rollout of over 2000 recycling bins for the Shire of Dandaragan and continue to service this Shire for both waste and recycling. We have also recently undertaken rollout and servicing of recycling in the Shires of Bruce Rock and Beverley and are speaking with other regional Shires to extend their servicing requirements for recycling. We have recently been awarded the rollout of recycling bins for the Shire of Northam and the Shire of Toodyay. This equates to over 6000 bins to be rolled out by end of June 2013.

### List of current contracts

We have provided you with a list of current contracts with councils, as well as information regarding the type of services provided, in Table 1 overleaf.

Table 1 - Current list of contracts with local councils

Council	Dwellings Served - Refuse	Dwellings Served - Recycling	Type of Services Provided					Transfer Station Management	Landfill Management	Commenced
			Domestic refuse collection	Domestic recycling collection	Street and park bin collection	Refuse receptacle repairs & maintenance	Servicing of Frontlift bins			
Beverley	610	-	✓	✓		✓	✓			1/10/1987
Boddington	731	-	✓		✓	✓				1/09/1989
Bruce Rock		400		✓		✓	✓			22/10/2012
Corrigin	568	568	✓	✓		✓	✓	✓	✓	1/07/1989
Dalwallinu	732	468	✓	✓	✓	✓	✓			1/07/1999
Dandaragan	2,120	2,120	✓	✓	✓	✓	✓	✓		2/02/2004
Dowerin	301	294	✓	✓		✓				1/07/1993
Gingin	3,500	-	✓		✓	✓				15/02/2010
Goomalling	377	-	✓			✓				1/07/1993
Kellerberrin	578	-	✓		✓		✓			1/07/1997
Kondinin	450	450	✓	✓	✓	✓	✓	✓	✓	1/07/1989
Koorda	267		✓		✓	✓				1/03/1993
Kulin	269	269	✓	✓	✓	✓	✓	✓	✓	1/07/1989
Merredin	1,656	1,297	✓	✓	✓	✓				1/07/1997
Mt Marshall	244	204	✓	✓	✓	✓				1/03/1993
Mukinbudin	260	248	✓	✓	✓	✓				1/03/1993
Narembeen	385	385	✓	✓	✓	✓	✓	✓	✓	1/09/1989



Shire of Wyalkatchem  
Request For Quote:  
VP000000008775



Council	Dwellings Serviced - Refuse	Dwellings Serviced - Recycling	Type of Services Provided							Commenced
			Domestic refuse collection	Domestic recycling collection	Street and park bin collection	Refuse receptacle repairs & maintenance	Servicing of Frontlift bins	Transfer Station Management	Landfill Management	
Northam	6,044	-	✓	✓	✓	✓	✓	✓	✓	1/11/1985
Nungarin	89	-	✓		✓	✓	✓			1/07/1989
Qualtrading	450	450	✓	✓		✓	✓	✓		1/09/1989
Tammin	156	-	✓				✓			1/07/1989
Toodyay	1,679	-	✓		✓	✓	✓			1/10/2011
Trayning	200	200	✓	✓	✓	✓	✓			1/10/1995
Victoria Plains	272	96	✓	✓	✓	✓	✓			24/08/1998
Wandering	71	71	✓	✓		✓	✓	✓		1/09/1989
Westonia	69	-	✓				✓			1/05/1996
Williams	310	310	✓	✓	✓	✓	✓	✓		29/08/1988
Wongan-Ballidu	677	677	✓	✓	✓	✓	✓	✓		1/03/1993
Wyalkatchem	333	-	✓		✓	✓	✓			1/03/1993
Yilgarn	867	810	✓	✓	✓	✓	✓			1/03/1993
York	1,710	1,710	✓	✓	✓	✓	✓	✓	✓	29/06/1980
Total	25,975	11,027								Ongoing



Map showing current collection area

### Scope and outcomes

Our scope of work consists primarily of domestic refuse and recycling collection, as well as refuse collection of park and street litter bins. Other services we provide include receptacle delivery, repairs and maintenance, servicing of frontlift bins, transfer stations and landfill management.

Avon Waste has successfully serviced these contracts, and all contracts have been renewed due to our superior service levels and competitive pricing.

### Competency and proven track record

Avon Waste provides refuse collection services of the highest professional standard. This is demonstrated through the fact that 90% of our current contracts have been in place for over 10 years, with over 40% of contracts having been in place for in excess of 20 years.

To demonstrate our proven track record of successfully servicing local councils, we have provided contactable referees in Table 2 below. These referees have indicated that they would be happy to discuss our service performance with members of the tender assessment panel.

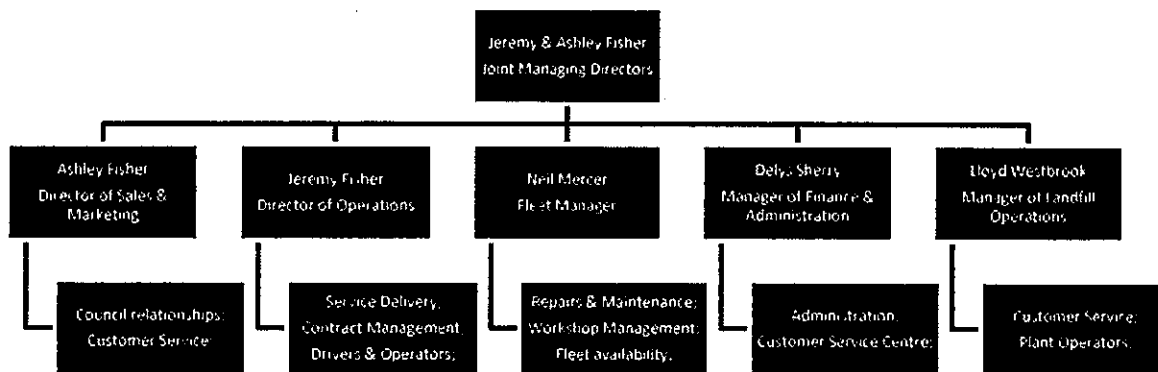
**Table 2 – Referees for Avon Waste**

Name	Position	Council	Telephone	Email address
Lindsay Delahaunty	Ex-Chief Executive Officer	City of Joondalup, City of Perth	(08) 9332 5917	Ldelahaunty@bigpond.com
Tony Nottle	Chief Executive Officer	Shire of Dandaragan	(08) 9652 0800	ceo@dandaragan.wa.gov.au
Carmen Sadleir	Environmental Health Officer	Shire of Northam	(08) 9622 6131	health@northam.wa.gov.au

### Company Organisational Structure

Our company organisation chart in Figure 1 below provides a summary overview of the Avon Waste business.

**Figure 1 - Organisational Structure of Avon Waste**







### Professional memberships and business associations

Avon Waste's managers and supervisors bring together expertise in managing operations across a wide geographic area, serving local and state governments, as well as the commercial & industrial sectors across Western Australia.

Our management team are highly regarded resource management professionals and have strong established relationships with people and businesses within the waste management industry. We have listed some of these in Table 3 below.

Table 3 - Professional memberships and business associations

Name and Role:	Professional Membership and Business Associations:
<b>Jeremy Fisher</b> Director of Operations	<ul style="list-style-type: none"><li>Waste Management Association of Australia (WMAA) WA</li></ul>
<b>Ashley Fisher</b> Director of Sales & Marketing	<ul style="list-style-type: none"><li>Waste Management Association of Australia (WMAA) WA</li></ul>
<b>Delys Sherry</b> Manager of Finance and Administration	<ul style="list-style-type: none"><li>Director of York &amp; Districts Community Financial Services Ltd</li></ul>

## OUR PLANT AND EQUIPMENT

### Fit for purpose plant and equipment

Avon Waste offer superior refuse collection vehicles that have been designed and built for maximum performance, efficiency and safety. This results in reduced maintenance downtime and increased cost savings for the Shire of Wyalkatchem.

In addition our vehicles have superior braking systems and reduced noise emissions, providing several environmental and other advantages. Our compactors provide maximum compaction for transportation of waste, reducing travel costs and minimising landfill volumes. We offer a wide range of refuse receptacles, and assess and maintain them on an ongoing basis.

### Current Fleet

Avon currently own and operate a fleet of Volvo, International Acco and Isuzu trucks, all fitted with MacDonald Johnston compaction units. We also have several vehicles in our fleet which are used solely as backup support vehicles. In addition we employ a full time Fleet Manager, Neil Mercer, who is responsible for maintenance of the vehicles, resulting in constant levels of efficiency and reliability.

### Features of refuse collection vehicles

Item	Details
Compactor Bodies	Our trucks are fitted with McDonald Johnston Engineering side loading compaction bodies. We have used McDonald Johnston Engineering equipment as our prime compactor for the past 30 years, and we have total confidence in their products ability to perform the task of collecting waste in the most efficient and safe way.
Spill Kits	Spill Kits are fitted as standard issue on our trucks. These kits ensure that oil spills are cleaned up in an environmentally friendly manner. The kits utilise a variety of "Envirosorb" premium polypropylene oil and fuel only absorbents and Global Peat ground and floor absorbent. "Envirosorb" is able to recover up to 20 times its own weight in oil and is highly water repellent. Global Peat is highly oil absorbent (up to 5 times) and it is light weight and easy to use.
Use of colour cameras	Colour cameras are used to monitor the hopper, ensuring that bins are fully emptied and monitoring contamination where possible. A colour camera is also fitted to the rear of the vehicle to monitor the reversing of the truck.
Wind deflectors	The trucks are optioned with wind deflectors to guard against waste blowing out of the trucks when travelling to the Landfill site.
Bin carriers	All trucks are fitted with bin carriers, enabling bins to be delivered as the truck makes its collection round. This makes the delivery of new or replacement bins much more efficient. These bin carriers are large enough to carry at least two bins (stacked inside one another) at any given time.
Global positioning system	<p>We are in the process of trialling GPS software for use in our trucks. This system would enable things such as GPS tracking, in-built hands free phone, Satellite navigation and job dispatch capabilities. The software automates GPS vehicle travel tracking data for any day including start and end times, the time a receptacle was emptied, the kilometres and route travelled and drivers' break times.</p> <p>Collection rounds can be recorded and used to aid drivers unfamiliar with the collection route, ensuring all the streets and bins are collected. Alerts can be given to the driver if a street has been missed.</p> <p>The software can be set up to have drivers sign on for duty in the morning. It can request</p>

Item	Details
	they acknowledge that they have done pre-start safety checks and that they are fit for duty.
Bin lifts	Bin lift information will be collected via the GPS software and communicated to the Shire of Wyalkatchem as required.

#### Backup collection fleet

Avon Waste has three back-up trucks based at our York Depot to support our existing fleet, comprising three Iveco Acco's with 22m<sup>3</sup> MJE waste compactor bodies. Any of these vehicles could be deployed to support the Shire of Wyalkatchem collection in the event that a problem should arise. Where necessary, the back-up trucks would enter the refuse or recycling collection system without causing any alteration in the collection methodology.

#### Procedure for handling mechanical breakdowns

In the event that a collection vehicle is unable to continue with collections, the following process will apply:

- The operator will notify the Supervisor
- Repairs will be effected by either the vehicle operator or via the mobile field service unit, or vehicle returns to base for repairs
- Backup vehicle will be deployed to continue collections, in the event that the repair cannot be rectified immediately; and
- Collections will be completed on the scheduled day

The Mobile Service Unit will facilitate any fleet requiring maintenance assistance in the field. This vehicle is stocked with a comprehensive spare parts inventory and tooling to enable the provision of a timely response and to carry out the necessary repairs onsite, minimising operational down-time.





### Plant and equipment maintenance program

With our superior maintenance programme and support staff, we can ensure all of the Plant is maintained to the highest level. We are confident our Fleet Manager, Neil Mercer, along with our maintenance staff, can ensure our trucks are kept to the highest standard.

### Maintenance Workshop

Avon Waste operates a Maintenance Workshop in our York Depot. This workshop is fully equipped to carry out mechanical servicing, electrical repairs, hydraulics, refurbishments and maintenance activities.

Avon Waste is also a Member of the Motor Trades Association of Western Australia.

### Ongoing Plant and Equipment Care

Vehicle operators apply a rigorous procedure where they complete a pre-run Inspection Checklist before commencing collections, along with a post-run Inspection check following the completion of daily collections. These checklists are designed to identify issues across the vehicle, including:

- Compaction unit
- Tailgate
- Bin lifter
- Cabin controls
- Safety equipment
- Hydraulics

In the event that problems are identified, the vehicle can be withdrawn from service so that timely repairs can be conducted, mitigating against the problem arising throughout collection operations. Where appropriate, the backup collection vehicle can be mobilised to provide the collection service.

Our servicing regime ensures the manufacturer's warranty is maintained. The typical cab-chassis servicing regime consists of the A, B and C servicing approach, whereby the following applies:

Type of Service:	A Service	B Service	C Service
Service Interval:	Conducted at 250 hours	Conducted at 500 hours	Conducted at 750 hours
Service Requirements addressed:	Replace engine oil and filters; Tyre check; Check and adjust brakes; Check suspension; Check steering; Check accessory drive belts and replace if necessary; Full safety check;	Includes all service items outlined for A Service plus: Check and service brakes; Change transmission fluids and filter; Change engine coolant; Check and service suspension; Check and service steering; Replace air filters; Replace accessory drive belts;	Includes all service items outlined for A and B Service plus: Change power steering fluid; Check and service transmission; Replace coolant hoses; Replace hydraulic hoses; Service diesel injectors;

### Avon Waste Existing Plant and Equipment

The following table provides a summary Existing Fleet List that we maintain and operate as an organisation as at June 2013. The plant and equipment is owned by Avon Waste. Vehicles from this list, along with operators, can be deployed against this project, if and where the need may arise.

System: Collections			
Make	Configuration	Style	Body
Hino	4x2	Side Loader	McDonald Johnston
Acco	4x2	Side Loader	McDonald Johnston
Acco	4x2	Side Loader	McDonald Johnston
Acco	4x2	Side Loader	McDonald Johnston
Acco	6x4	Side Loader	McDonald Johnston
Acco	6x4	Side Loader	McDonald Johnston
Acco	6x4	Side Loader	McDonald Johnston
Acco	6x4	Side Loader	McDonald Johnston
Acco	6x4	Side Loader	McDonald Johnston
Isuzu	6x4	Side Loader	McDonald Johnston
Volvo	6x4	Side Loader	McDonald Johnston
Isuzu	4x2	Rear Loader	McDonald Johnston
Acco	6x4	Front Loader	McDonald Johnston
Isuzu	6x4	Front Loader	McDonald Johnston
Volvo	6x4	Front Loader	Waste Master
Hino	4x2	Skip Truck	Waste Master
System: Support			
Make	Configuration	Style	Body
Landcruiser	Ute	Service	
Hilux	Ute	Service	
Iveco	Tray back	Service	
Hilux	Ute	General	
Holden	Ute	General	
Volkswagon	Ute	General	
System: Landfill & WTS			
Make	Configuration	Style	Body
Caterpillar	4x4	Landfill Compactor	
Komatsu	4x4	Landfill Compactor	
Komatsu	4x4	Landfill Compactor	
Caterpillar	4x2	Loader	
Ranger	4x2	Loader	
Manitou	4x2	Telehandler	
Caterpillar	4x2	Skidsteer Loader	

## STRATEGY FOR COLLECTION SERVICES

Our significant years of experience in the waste management industry have given us a well-developed strategy for collection services.

### Strategic approach

Avon Waste will adopt the following approach to satisfy the requirements of the contract:

- Deploying a frontline refuse sideloading truck from our Depot in York to collect and transport residential Refuse to the appropriate facility as nominated by the Shire of Wyalkatchem. We expect that refuse would be collected each week on a Monday.
- Deploying a frontline recycling sideloading truck from our Depot in York to collect the recycling product. The recycling material collected will be returned to our Avon Waste Depot for further sorting and will then be transported by Semi-trailer to Perth for processing. The product becomes the property of Avon Waste and we will absorb all processing charges in relation to this product. We would expect that recycling would be collected each fortnight on a Tuesday.
- Ensuring the availability of vehicles and operators to ensure services continue.
- The operation of Depot facilities for the provision of workshop and fleet support, available from our York Depot.
- The provision of a Customer Service Centre and related functions at our Head Office in York.
- The provision of reports to the Shire of Wyalkatchem as required. In addition to this, we have an operational website, which will contain Shire of Wyalkatchem ratepayer specific information, eg collection maps, collection information and links to the Shire's website, if required.
- The provision of assistance and support to the Shire of Wyalkatchem in relation to education, awareness and the management of the contamination within waste receptacles.
- Provision of services in relation to emergency requests.

### Residential Refuse and Recycling services

Avon Waste will use sideloading collection vehicles to provide all services for residential waste collection. When the collection vehicle is fully laden and/or when the daily collection round is complete, it will deliver the waste to the appropriate facility as nominated by the Shire of Wyalkatchem. In the case of recycling, product will be delivered to an approved materials recovery facility. Any proposed changes to the collection methodology and/or collection rounds would be mutually agreed between the Contractor and Council.

Avon Waste's policy is to always return the refuse or recycling bin to its original position, ensuring that it is upright and that the lid is closed. We believe that this policy proactively addresses any aesthetic and health concerns that residents, the Shire and the community may have.

### Collection services for Pensioners or Disabled Residents

The Shire will advise Avon Waste regarding approved services for the collection, emptying and replacement of bins from within private properties of residents who are elderly or disabled.

Our operator will be provided with an up-to-date list of properties that require special services. Our operator will handle these special services as part of their normal collection schedule. These receptacles will be manually serviced by our operator, physically brought to the collection vehicle, emptied and returned back to their original position. Similarly, if any of these bins are reported as requiring repairs or



Shire of Wyalkatchem  
Request For Quote:  
VP000000008775



replacement, our operator will manage the requirements. There will be no additional charge for attending to these services as we feel that it is part of our community service.

#### **Procedure for new services**

Once advised by the Council of a new service, our Customer Service Centre staff will arrange with the Collection driver for the service to commence (including arranging delivery of bins). The Customer Service Centre staff will then update the bin list for these new services. Information such as the date the service commenced and bin number will then be communicated to the Shire of Wyalkatchem in order for them to update their records.

#### **Web Based Tracking and Support Tools**

One of our strategic initiatives is to enhance the efficiency and tracking of our waste management services using web based tracking and support tools.

## THE RECYCLING PROCESS

Avon Waste also has significant expertise in the provision of both bulk recycling and kerbside recycling. The recent Western Australian Waste Strategy sets waste reduction targets for regional Shires. We are actively working with Councils to achieve these goals.

A summary of our recycling process is explained below.

### Recycling Transfer Station

Avon Waste has a dedicated recycling transfer station in York which receives 90% of all our kerbside recycling. We currently collect bulk and/or kerbside recycling from over 20 Shires. This site is used to pre-sort all recyclable materials to minimise contamination. From here we employ the use of a telehandler to load the recyclables into a walking floor style semi-trailer. This semi-trailer is then transported to a Materials Recovery Facility (MRF).



### Designated Materials Recovery Facility (MRF)

At present we send approximately 40 tonnes of recycling to our nominated MRF per week. We are currently able to recycle the following:

- ✓ Glass bottles and jars
- ✓ Liquid paperboard cartons (for example, milk, juice and laundry detergent)
- ✓ Aluminium and steel cans, tins, foil and aerosol cans
- ✓ Plastic bottles and containers (Type 1 to 3)
- ✓ Cardboard boxes and cartons
- ✓ Newspaper, paper, magazines, telephone books and envelopes

Should industry changes lead to there being additional recyclable materials we feel certain that we will be well equipped to handle any additional items.

Once the material has been collected, it is taken to a state of the art MRF to further process and sort materials before they are packaged and sent to various markets both locally and overseas. At present we deliver all of our recycling product to South Metropolitan Regional Council MRF in Bayswater. Should this site be unable to take the recycling, we have other options for delivery at hand.

### Further Information

Should Council personnel wish to receive any further information or organise a tour of either our Recycling Transfer Station in York or the MRF, we would be happy to organise this.



## AVON WASTE'S SAFETY RECORD

### TENDERER'S SAFETY RECORD

Employees are carefully chosen to display an open and friendly disposition, dependability, a caring nature and a positive attitude towards the job. All employees are properly trained in the use of the specialised equipment and of occupational safety and health requirements. We have never had a serious accident or incident in the last 30 years. Avon Waste has an Occupational Safety & Health Management System in place, as well as an Injury Management Procedure Policy. We have an Environmental Policy and Drug and Alcohol Policy and copies of these policies can be provided.

Project	Date of Accident / Notice	Accident or Infringement Notice	Reason	Time Lost
Impact Sweeping	05/10/10	Back injury	Lifting toolbox	4 weeks
Frontlift Operator (Commercial collections)	18/10/11	Right thumb laceration	Removing foreign object from compaction body	None

## RECYCLING BINS – SULO BRAND (EXPERIENCE & QUALITY ASSURANCE)

Avon Waste has used SULO brand MGBs as its primary provider of mobile garbage bins for 30 years. Despite using other brands such as Mastec, F and T and Nylex products in the past, we have always returned to the SULO brand for its quality and long service life. In some of our Shires we still have the original Sulo bins which were first issued in 1989 and are still in a serviceable condition today. We would use the SULO 240L KSB which is a relatively new style of bin and is far superior to traditional MGBs. These bins are manufactured in accordance with Australian Standards (see below) and are designed to reduce the stress on collection containers during lifting. They come with a column structure that provides protection during lifting and disperses stress while allowing the container to flex. Some of the improved features are shown below:

- Footstep at rear to assist in tilting the bin
- Large easy grip rear handles for ease of use
- Ribbed side hand grips
- Designated lifting zone for instant driver recognition
- Specialised lifting columns disperse stress during lifting
- Dual axle housing provides maximum strength
- Textured finish on side lifting columns for improved grip during lifting
- Compatible with all standard vehicles and lifting devices
- Modern footprint provides improved stability

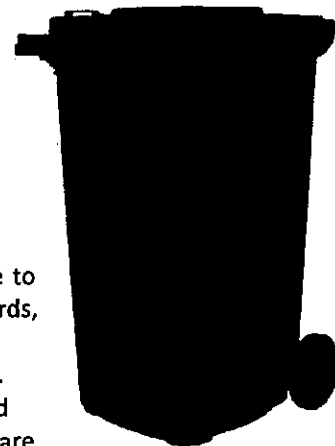
SULO has been the technological leader in the manufacture of garbage bins for more than 100 years, beginning with the manufacture of metal waste bins then branching into collection and culminating in 1975 with the development of the modern plastic Mobile Garbage Bin (MGB).

SULO Australia operates one of the largest plastic injection moulding plants in Australasia at Somersby, just north of Sydney, on the Central Coast of NSW. The SULO facility is the most highly automated large tonnage injection moulding plant in Australia and is famous for the manufacture of wheelie bins.

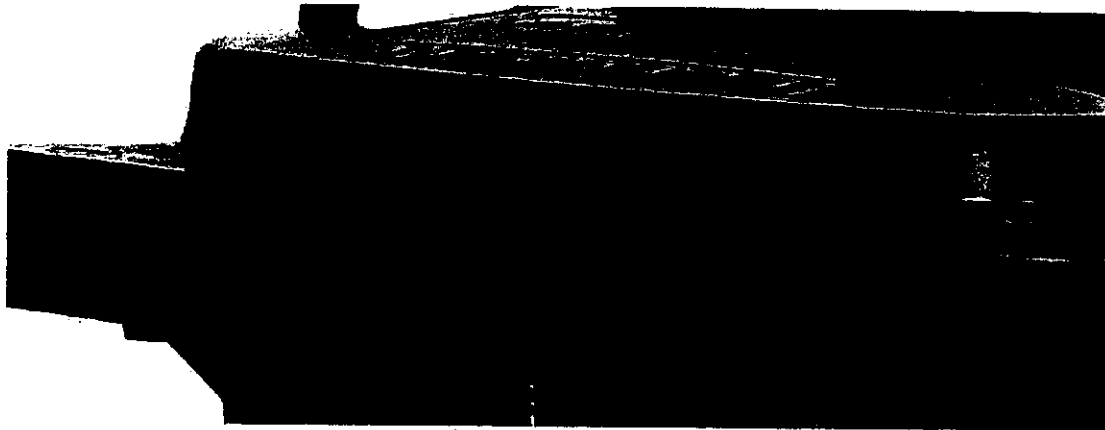
Product samples are subject to a strict inspection and testing schedule to ensure full compliance to both the EN840 and the AS4123 standards, ensuring all bins are consistently manufactured to a high standard. Sample MGBs are put through a drop test, an impact test and stress test. Further testing on weight and volume, consistent wall thickness, axle and handle diameter, strength of the bins' hinges and axles, and UV stability are conducted on a regular basis.

Detailed results from each test are recorded, reviewed and filed. NATA conduct regular onsite audits to ensure full compliance is maintained. All records and testing methods are reviewed and marked against specific criteria.

The full product specifications for this product can be found on the following pages.



Sulo KSB 240L bin (please note the bins will be Nature Green in colour and have Yellow coloured lids)



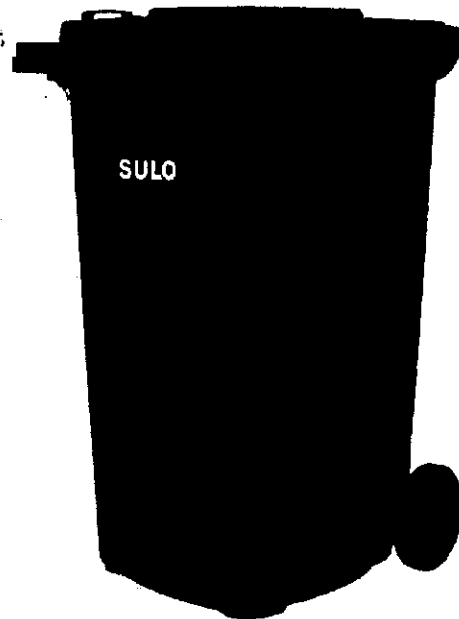
## DRIVEN BY INNOVATION

The introduction of traditional Mobile Garbage Bins (MGBs) changed the way the world collected garbage. The world, however, has since evolved and no longer collects garbage but instead recovers resources. The SULO 240L KSB offers all the traditional advantages of an MGB system but with improved operational safety and reliability for today's collection services.

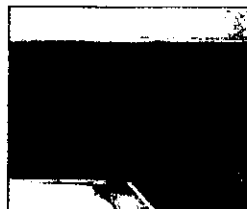
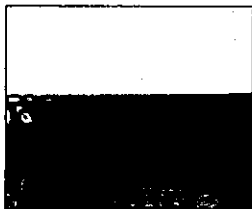
Modern collection vehicles place stress on collection containers as a result of the acceleration forces produced during lifting, which are significantly higher on side loader vehicles commonly used in Australia. The strain on a collection container is enormous. The SULO 240L KSB incorporates a unique column structure that disperses the stress whilst allowing the container to flex.

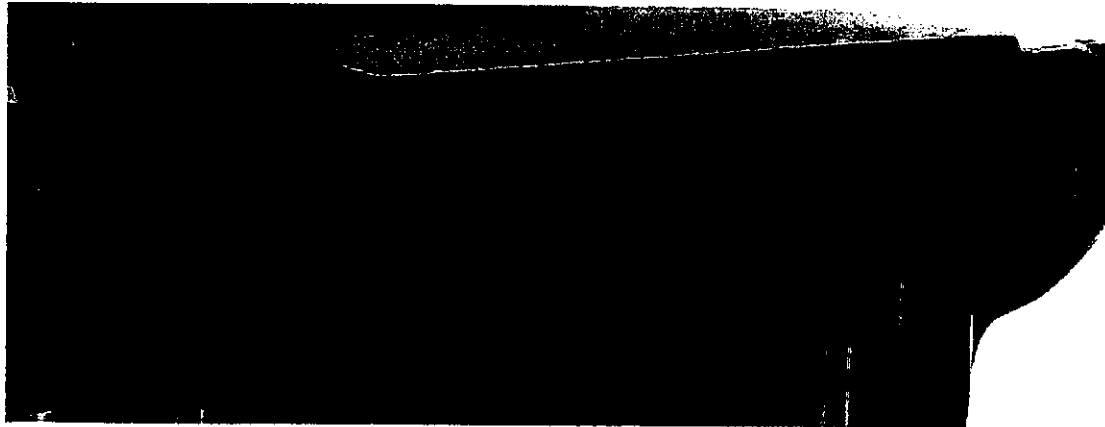
The SULO 240L KSB is manufactured in accordance with the Australian Standard AS4123 and the European Standard EN 840, ensuring the highest quality standards are maintained across the SULO range. It is designed to work in with existing infrastructure, allowing it to be phased into any fleet, and is compatible with standard SULO components.

KSB represents the merging of our Australian innovation with our German heritage, it brings our history into the future.



- K** Klammeraufnahme : Grabber
- S** Säulenstruktur : Column Structure
- B** Behälter : Bin





## DESIGNED FOR THE LOCAL MARKET

The SULO 240L KSB was designed by Australians for Australians, the new innovative shape was specifically created to suit the local market. Its unique column structure disperses the stress placed on a bin during lifting which is the result of acceleration forces initiated by the lifting mechanism on collection vehicles, in particular side loaders.

The ergonomic design of the KSB incorporates large easy grip handles, unique hand grips and a rear footstep for easy handling. The modern footprint and external position of the wheels, as well as the steel axle, ensure maximum stability at all times. The SULO 240L KSB was designed with not only the collector in mind but also the end user.

## IMPROVED DESIGN FEATURES

- Unique Australian design with a specialised lifting structure
- Footstep at rear assists in tilting the bin especially with heavy loads
- Large easy grip rear handles for maximum comfort
- Ribbed side hand grips for easy handling
- Designated lifting zone for instant driver recognition

## INCREASED SAFETY

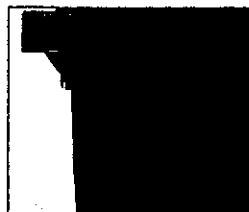
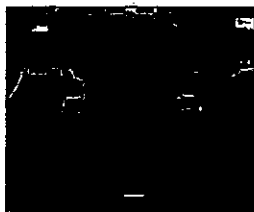
- Specialised lifting columns disperse stress during lifting
- Dual axle housing provides maximum strength
- Textured finish on side lifting columns for improved grip during lifting
- Compatible with all standard vehicles and lifting devices
- Modern footprint provides improved stability

## ACCESSORIES

A comprehensive range of accessories are available for the 240L KSB making a customised solution for any application a reality.

SULO's standard accessories include various recycling apertures, manual and gravity lid locks, bin stands and the application of customer specific markings including the latest unique laser identification and multi colour lid print.

*Minimum order quantities and setup up charges may apply.*

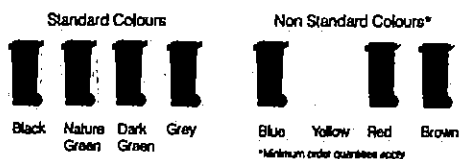


## DELIVERING VALUE THROUGH INTEGRATED SOLUTIONS

SULO's strength lies in decades of experience in waste management. As Australia's largest manufacturer of waste containment solutions SULO has developed a network of distributors, a team of account managers and customer service support together with a dedicated research and development centre that incorporates a NATA (National Association of Testing Authority) accredited laboratory.

In addition to our comprehensive range of products, SULO offers a range of service solutions including financing, assembly and distribution, fleet maintenance and recycling of old containers.

### Colours



### Quality

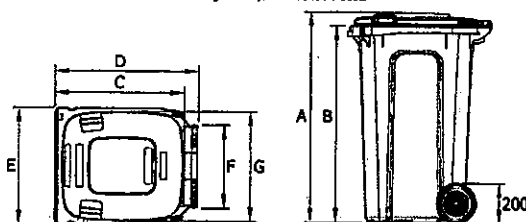
- Certified to AS4123 and EN840

### Dimensions and Weights

- Nominal volume: 240 litres
- Net weight: approx 12.5 kg
- Max load: 96 kg
- Permitted total weight: 110 kg (incl. bin)

- A 1060mm ■ D 730mm ■ G 550mm
- B 890mm ■ E 585mm
- C 660mm ■ F 400mm

Measurements to be used as a guide only - variations will occur



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info@sulo-tailbot.co.nz


**SULO**  
ENVIRONMENTAL TECHNOLOGY

© 2012 Subject to technical amendments.

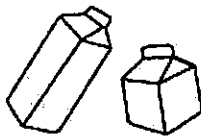
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## RECYCLABLE MATERIALS STAMP INFORMATION


**YES** ✓ ONLY these items can be placed in this **RECYCLING** bin




**GLASS BOTTLES  
& JARS**



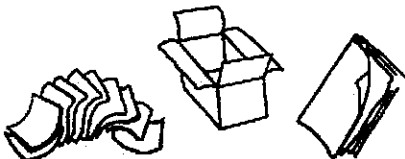
**MILK & JUICE  
CARTONS**



**ALUMINIUM &  
STEEL CANS**



**ALL PLASTIC CONTAINERS**



**PAPER & CARDBOARD**

**NO X**

Plastic Bags	Nappies	Ceramics
Garden Waste	Syringes	Window Glass
Margarine Containers	Take-away Containers	



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## EDUCATIONAL INFORMATION (used recently for the Shire of Beverley)

### RECYCLING IN THE SHIRE OF BEVERLEY



**YOUR FIRST COLLECTION WILL BE ON: FRIDAY 4 JANUARY 2013**

The Shire of Beverley and their Contractor, Avon Waste, are pleased to introduce your new Kerbside Recycling Collection.

*Please read the following information to familiarise yourself with the recycling process.*

#### How The Collection Works:

- You will be provided with a new 240 Litre Recycling Bin. This bin is for recyclable materials only – **NO RUBBISH**.
- Your bins will be collected each fortnight.
- Place your rubbish bin and your recycling bin on the kerb next to each other, leaving a gap of about ½ a metre between the bins.
- Remember: Your rubbish and recycling bins will **not** be emptied at the same time, please leave your bins out until the truck has emptied them.
- Please **do not** place your recycling in plastic bags; it must be loose in your recycling bin.
- Make sure your recycling material is clean, **do not** put full cans, jars or bottles in your recycling – empty and clean them first.

#### Useful Tips:

- Have you thought about putting a second bin in your kitchen? It saves sorting through rubbish to find recyclables, and each bin can be easily emptied into your wheelie bin for collection when they are full.
- Flatten your cardboard boxes and stack them inside each other, this will save room in your bin.
- Make sure you don't jam your bin. If your bin has only been half emptied, it is because the recycling didn't fall out when the bin was tipped up. Place heavier items at the bottom of the bin, they will help to force out lighter items.

**If you have any questions, please contact Avon Waste on (08) 9641 1313, or visit our website [www.avonwaste.com.au](http://www.avonwaste.com.au)**



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### RECYCLABLE MATERIALS

You **CAN** place the following in your recycling bin:

<b>GLASS:</b>	Clean Bottles & Jars (lids removed).
<b>PLASTIC:</b>	Empty bottles and containers with 1, 2 or 3 printed on the bottom (lids removed).
<b>PAPER:</b>	Clean, untied newspapers, paper, magazines, telephone books, envelopes
<b>CARDBOARD:</b>	Clean, flattened boxes and cartons.
<b>ALUMINIUM &amp; STEEL:</b>	Cans, tins, <u>clean</u> foil, aerosol cans.
<b>LIQUID PAPERBOARD:</b>	Milk, juice and laundry detergent cartons

### NON-RECYCLABLE MATERIALS


Do **NOT** place the following in your recycling bin:

- \* Green Waste
- \* Food Scraps
- \* Polystyrene
- \* Plastic Bags
  - \* Nappies / Sanitary Items
  - \* Appliances
  - \* Tools
- \* Lawn Clippings
- \* Liquids
- \* Toys
- \* Clothing

All recycling must be placed loose in your recycling bin, please do not place any plastic bags in your recycling bin.



## EDUCATIONAL INFORMATION

 Shire of Sample Recycling Calendar 2013																																																							
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☐ Sample  
Recycle day  
Fortnightly on a Friday



### WHAT CAN GO INTO YOUR RECYCLE BIN

- Glass - Clean Bottles and Jars (lids removed)
- Plastic - Empty bottles & containers with 1, 2 or 3 printed on bottom
- Paper - Clean, untied newspapers, paper, magazines, telephone books
- Cardboard - Clean, flattened boxes and cartons.
- Aluminium & Steel - Cans, tins, clean foil, aerosol cans.
- Liquid Paperboard - Milk, juice and laundry detergent cartons.

## RECYCLE RIGHT INFORMATION

We have attached some information on the Recycle Right Program as run by the Southern Metropolitan Regional Council. Please note that this information is copyright to the SMRC. The information is a sample of part of the booklet (approximately DL size) which various tabs showing waste management information for the particular area. It can include Shire-specific information on landfill or transfer station opening times, and any other information that the Shire deems relevant. The SMRC will work with the Shire to develop this comprehensive document.

### RESOURCE RECOVERY CALENDAR 2013-2014 Kerbside Bin Collections


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JANUARY 2014							FEBRUARY 2014							MARCH 2014						
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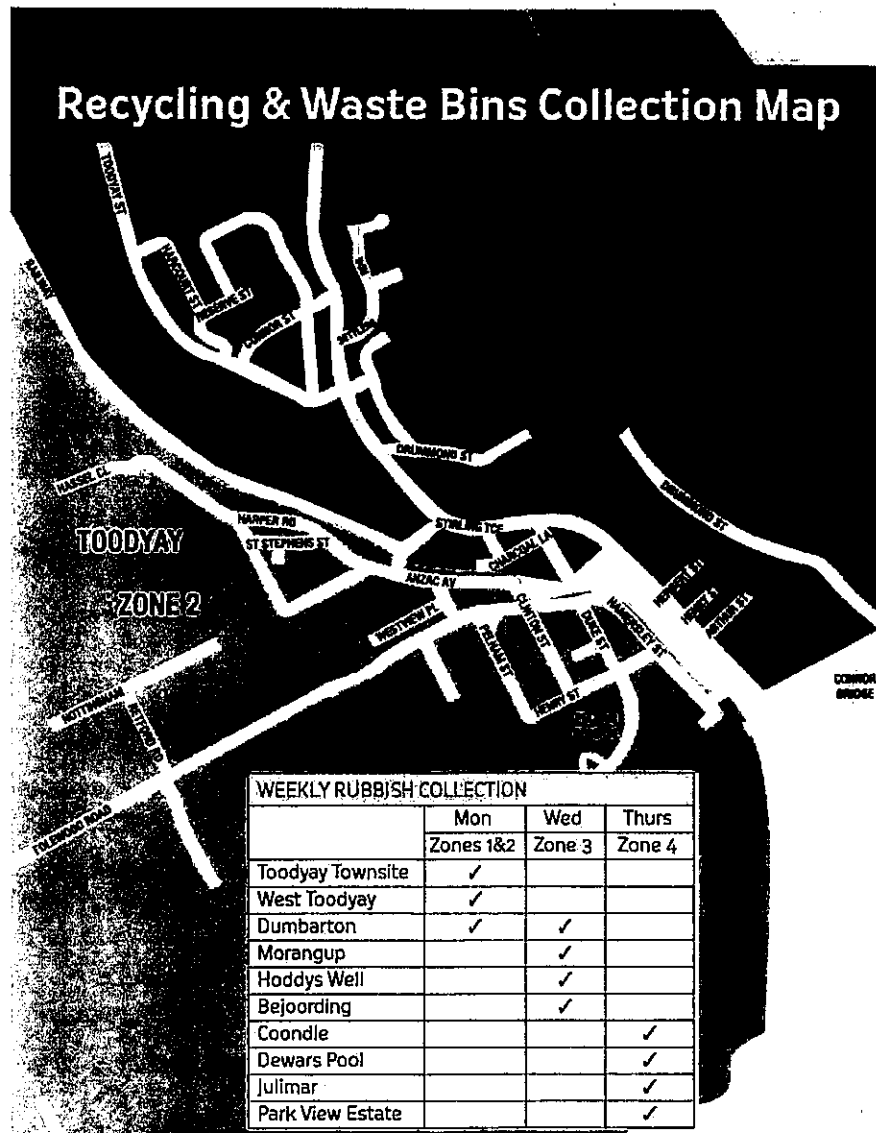
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Please check the map on the next page and tick the  
☐ green (zone 1) ☐ yellow (zone 2) ☐ blue (zone 3)  
 or ☐ orange (zone 4) box to help you remember



  
 SUPPORTED BY  


All bin service enquiries (08) 9574 2256  
or visit [www.toodyay.wa.gov.au](http://www.toodyay.wa.gov.au)



Your waste bin (green-topped) is collected every week.



Your recycling bin (blue-topped) is collected every second week.

To confirm your collection week, or for related enquiries, please contact (08) 9574 2258

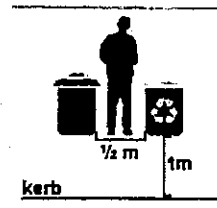
**RECYCLING & WASTE BINS COLLECTION MAP**

## Using your Bins

### BIN PLACEMENT

To assist waste and recycling operators in servicing your bin on collection day:

- Bins should be placed within 1.5 metres of the road kerb by 6.00am on collection day, with the handles facing towards the property, without the bin blocking footpaths or driveways.
- Place your yellow recycling bin about half a metre from the green bin to allow clear access for the side loading service vehicle's grab arm.
- Please do not overfill your bin as the rubbish and recycling trucks' hydraulics cannot lift bins weighing over 70kg, or those overfull with the lid open. Hot or burning ash, liquid wastes, oil, paint, solvents or heavy materials should not be placed in your bin as they may damage the bin, waste collection vehicle and the environment.
- Your bin lid must close so that the contents do not spill when it is lifted or the lid does not blow open causing street litter.
- Place your bin clear of parked cars, trees, poles, etc to allow clear access to the service vehicles.
- Only waste placed inside the bin will be collected.



### RUBBISH COLLECTION

Costs are determined with the yearly budget set by council and details are provided with rates notices yearly. Everyone currently on the rubbish run has also received a yellow-topped recycle bin.

If you require a new or additional service, please contact the Shire Administration Centre for assistance.

### HANDY HINTS

- Return bins to your property as soon as possible.
- Store bins in a shaded area.
- Clean bins regularly.

For information on what to put in your recycle bin visit [recycleright.net.au](http://recycleright.net.au)



### YOUR RECYCLING BIN (YELLOW-TOPPED)

Contents from your yellow-topped bin, collected fortnightly, are sorted and baled at the RRRC and sold for reprocessing.

Items should be LOOSE (not in plastic bags) and rinsed.

This includes:

- ✓ **All glass**, even broken glass.
- ✓ **All plastic** containers (empty), including salad dressing, tomato sauce, condiment bottles & empty plastic bags.
- ✓ **All cans & tins** including aerosol cans & tin foil.
- ✓ **All paper** products including glossy magazines & pizza boxes.

See Resource Recovery A-Z for a list of other items.



Contents from your waste bin (green-topped), collected weekly, are disposed at a landfill site.

Try to keep organic waste out of your green-topped bin as it causes greenhouse gases, such as methane. You could try composting or worm farming at home. Visit [recycleright.net.au](http://recycleright.net.au) for fact sheets about worm farming and composting.

**x NO Glass**

(ALL glass goes in your recycling bin (yellow-topped)).

**x NO Batteries.** Take batteries to Toodyay Waste Transfer Station

**x NO Hazardous Waste:** petrol, gas cylinders, paints, motor oils & fluids, garden chemicals & poisons, pool chemicals, cleaners, acids, bleaches & ammonia, medicines & flammable liquids. Drop off Hazardous Waste to Toodyay Waste Transfer Station.

**x NO Medical wastes or needles.**

**x NO construction, demolition & building materials**  
(no bricks, sand, soil, concrete, rocks or asbestos).

See DISPOSAL for assistance with items that don't go into your bins.

## USING YOUR BINS

## Resource Recovery Guide: A – I

### PLEASE PUT IT IN THE RIGHT BIN!


Yellow-topped bin items Containers, tins, paper, and cardboard

2	Green-topped bin items	General waste
3	Disposal site items	General and hazardous waste
4	Community service items	Reusable items/goods
5	Today's Waste	Household refuse

<b>A</b>		1	Cups & saucers
3	Acids (HHW)	2	Cutlery (plastic)
	Aerosol cans	2	Cutlery (other)
	All glass, any glass	<b>D</b>	
	Aluminium cans	3	Dirt & soil
	Aluminium foil	2	Disposable nappies
3	Ammonia (HHW)	1	Drink cans
4	Auto batteries (Contact local Council)	<b>E</b>	
<b>B</b>		1	Egg cartons
2	Band-Aids	4	Electrical appliances
2	Baskets	5	Furniture
3	Batteries (HHW)	1	Envelopes
	Beer bottles	<b>F</b>	
	Beer cartons	3	Fertiliser (HHW)
4	Blankets	5	Flooring
3	Bleaches (HHW)	2	Fly tape
	Books	1	Foam boxes
	Bottles [top/lids off]	1	Foam meat trays
	Bottle tops/lids	1	Foil
3	Bricks (C&D)	1	Food cans (rinsed)
	Broken glass	1	Fruit juice cartons

## 8.4 MONTHLY OFFICER REPORTS

### 8.4.1 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL – CHIEF EXECUTIVE OFFICER – DECEMBER 2017

<b>FILE REFERENCE:</b>	13.09.01
<b>AUTHOR'S NAME AND POSITION:</b>	Ian McCabe Chief Executive Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	8 January 2018;
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	All key indicators

#### SUMMARY:

That Council resolve the following:

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

#### Appendix:

There is no attachment to this report.

#### 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 16 business days in December. The CEO took one day study leave in December.

Unplanned leave in December totalled three work days (two persons), comprising three days in Works and nil days in Administration. This compares to 1.5 days unplanned leave in November; 3.3 days in December 2016; and, 54 days in December 2015 and January 2016 mainly accrued by two works team members.

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

Dr Emmanuel Awogun signed a new three year agreement 21 December 2017 to deliver general practitioner services to Wyalkatchem and Koorda for three years until 2021. Dr Awogun offers a high standard of GP medical services and since commencing in February 2015, has expanded allied health services and gained accreditation from the Royal Australian College of GP's. The new agreement delivers value to Council and the community and commences 2 February 2018.

#### Council:

Council met in forum 7 December 2017 to discuss:

- Officer updates: Works Manager; Corporate Services Manager; Governance and Emergency Services; CEO;



- Discuss ordinary meeting agenda items – in particular, the Medical Services Agreement;

An audit committee meeting was held Thursday 14 December 2017 to:

- Receive the independent auditor's report and audit management report for the year ended 30 June 2017;
- Receive supplementary information (ratio analysis);
- Consider a request from the Office of the Auditor-General (OAG) for access to the auditor's working papers; this is part of the accreditation process to allow the auditor to continue into 2017/18 as part of the transition to the OAG performing audit.

The ordinary meeting of Council was held Thursday 14 December 2017 to:

- Receive statutory reports (e.g. financial reporting as required by regulation); monthly officer reports; and project updates;
- Make decisions about: workplace health and safety policy; community grant application from the Community Resource Centre; receive the recommendation of the audit committee to release of the auditor's working papers to the Office of the Auditor-General as part of the accreditation process; and consider the forming of a new agreement with Dr E O Awogun for medical services.

The Elector's Meeting was held Thursday 14 December 2017 to adopt the Annual Report. The following matters were discussed:

- Any matters from previous Elector's Meeting (15 December 2016);
- President's Report;
- CEO Report;
- Auditor's Report;
- Financial Report; discussion around labour costs compared to 2013;
- Receipt of the Annual Report;
- General Business and questions from the floor: there were none but electors' present congratulated council on their work.

### Management:

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

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

The CEO and Governance and Emergency Services Officer represented the Shire of Wyalkatchem 1 December at Dowerin for a Public Sector Commission workshop on misconduct awareness; 8 December (by 'phone) Local Government Professionals WA Finance Professionals Network (planning of finance conference).

Key CEO meetings in December included 2 December Medical Services Agreement; 7 December Regional Development Australia; 12 December Mukinbudin with Cr Davies, Council of NEWROC (North Eastern Wheatbelt Regional Organisation of Councils); 20 December with local government insurance scheme, LGIS – annual distribution and service call; 21 December with Cr Davies and Dr E O Awogun, signing of Medical Services Agreement.

Management work in December included various matters related to staff, facilities and community relations, regular operational work and meetings with staff. This included workforce planning (development plans for each member of staff); safety; health planning; and planning for strategy workshop with Council 31 January 2018.

### Strategy:

A key item in December was negotiation of a new Medical Services Agreement as this continues a high standard of GP services for three more years. Additionally this will support the NEWROC Health Strategy and efforts by the Shire of Wyalkatchem to continually improve health and health services in the district.

The CEO also commenced work for the 2018 Council Strategy Workshop which will be held in January.

In addition: CEO is NEWROC Chair and this included activities around health; telecommunications; strategic planning.

Council commitments in January 2018 include:

- 26 January Australia Day;
- 31 January Annual Council Strategic Planning Day.

**Consultation:**

Community, Staff and Council

**Statutory Environment:**

There is no direct statutory environment relevant to this issue.

**Policy Implications:**

There is no direct Council Policy relative to this report.

**Financial Implications**

There is no direct financial implication relative to this item.

**Strategic Plan/Risk Implications**

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

**Voting Requirements**                      Simple Majority

**Council Decision Number:** 15/2018


**Moved:** Cr Garner                      **Seconded:** Cr Gamble

**That Council resolve the following:**

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

**Vote:** 5/0

#### **8.4.1 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL – CHIEF EXECUTIVE OFFICER – JANUARY 2018**

<b>FILE REFERENCE:</b>	13.09.01
<b>AUTHOR'S NAME AND POSITION:</b>	Ian McCabe Chief Executive Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	5 February 2018
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	All key indicators

#### **SUMMARY:**

**That Council resolve the following:**

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

#### **Appendix:**

There is no attachment to this item.

#### **Purpose of this report**

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

#### *Our Purpose*

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

## **Summary of Key Performance Indicators of the Chief Executive Officer:**

- **Deliver budget commitments on time and on budget.** In leading a team, deliver capital and operational budget commitments within financial year and within budget;
- **Comply with 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 17 business days in January. The Shire of Wyalkatchem office re-opened 8 January 2018 following Christmas shutdown (annual leave and public holidays). The CEO took one day additional annual leave in January.

Unplanned leave in January totalled 5.6 work days (two persons), comprising 4.6 days in Works and one day in Administration. This compares to three days unplanned leave in December; and NIL days in January 2017.

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

There has been several incidents of Shire water fountains or reticulation being vandalised in recent months. The Shire will prosecute individuals caught damaging Council property and will ban them from use of public facilities such as the swimming pool.

#### Council:

A Special Meeting of Council was held 31 January 2018 to:

- Make a decision about: appointing a recruitment agency for CEO recruitment (current employment contract ends 30 June 2018).

Council met 31 January 2018 for the annual strategy meeting. This was an all-day meeting to review the Strategic Community Plan and related business planning. The outputs of the workshop will be Council's planning and preparation for the forthcoming budget.

#### Management:

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

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

There were no key representations by the CEO in January.

Key CEO meetings in January included Landgate (property valuations) 8 January and WALGA (Local Government Act review), 29 January.

Management work in January included various matters related to staff, facilities and community relations, regular operational work and meetings with staff.

#### Strategy:

Strategy review and development was a major focus in January with all key planning documents subject to review and discussion.

Council commitments in February 2018 include:

- CEO to meet representatives of Planning Commission 5 February regarding review of Local Planning Scheme;
- CEO to meet (via phone) North East Regional Organisation of Councils (NEWROC) regarding regional health strategy;
- Ordinary meeting of Council 3.30pm 15 February; the agenda will be issued one week prior and will be available via the Shire website;
- Local emergency management exercise with Dowerin Council 23 February;
- Local Emergency Management Committee (LEMC) 28 February.

**Consultation:**

Community, Staff and Council

**Statutory Environment:**

There is no direct statutory environment relevant to this issue.

**Policy Implications:**

There is no direct Council Policy relative to this report.

**Financial Implications**

There is no direct financial implication relative to this item.

**Strategic Plan/Risk Implications**

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

**Voting Requirements**

Simple Majority

**Council Decision Number:** 16/2018

**Moved:** Cr Butt


**Seconded:** Cr Gamble

**That Council resolve the following:**

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

**Vote:** 5/0

#### 8.4.2 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL – WORKS MANAGER – December 2017

<b>FILE REFERENCE:</b>	13.09.01
<b>AUTHOR'S NAME AND POSITION:</b>	Craig Harris Manager of Works
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	17 January 2018
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	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 December 2017 as presented.

#### Road Maintenance and Projects:

Stabilisation works completed by SPA (7,8,11,12,13 December):

1. Tammin Rd - 1.3 km of shoulder, one side only, 4104 m<sup>2</sup> – 1.5% cement (\$19k)
2. Cunderdin Rd - 2 km of shoulder, one side only, 3,840 m<sup>2</sup> – 1.5% cement (\$17k)
3. Cemetery Rd – 2.78 km of shoulder, both sides, 15,100 m<sup>2</sup> – no cement (\$29k)
  - a. + 12x150m carpark (1,800m<sup>2</sup>) – 1.5% cement (\$8k)

Total stabilisation cost = \$73k

Sealing works completed by Boral (19, 20 December):

4. Tammin Rd - 1.3 km of shoulder, one side only, 3,120m<sup>2</sup>. (\$9k)
5. Cunderdin Rd - 2 km of shoulder, one side only, 4,800m<sup>2</sup> (\$17k)
6. Cemetery Rd – 2.78 km, full width (7m), 20,000 m<sup>2</sup>, S35E 10mm. (\$65k)
  - a. Prime shoulders – 11,790 C170. (\$9k)
7. Cemetery Rd Carpark and Intersections – 2,265 m<sup>2</sup>, C170, 7mm. (\$6k)

Total sealing cost = \$106k.



Stabilising Cemetry Rd Carpark



Sealing Cemetry Rd



Works begun on Koorda Road shoulder reinstatement.

## **Town Crew**

Street sweeper covered the majority of the town streets on 13 December 2017.



## **Upcoming works:**

The road crew will be on leave for January, except for William.

New playground equipment will be installed at the tennis club.

## **Personnel:**

NA

## **Ranger Service:**

No major Ranger incidents to report.

## **Safety:**

Audiometric and skin tests were undertaken by the majority of indoor and outdoor staff on 6 December 2017.

## **Vandalism:**

No incidents.

## **Plant and Equipment:**

Radio System Repairs were undertaken on 21 and 22 December 2017 by **XCyIT Solutions**.

Summary of Completed Works:

**Repeater site:**

Tested and tuned repeater to manufactures specs

Installed and re-terminated feeder cable from gland plate and duplexer

Installed feeder cable lightning protection

Installed and cabled dedicated Power Supply Unit with 100AH 12V battery.

SOW Repeater 5-5 Coverage Test 1 40kmSSE 20171222.png

SOW Repeater 5-5 Coverage Test 2 30kmW 20171222.png

Results from these tests show a significant improvement in radio performance.

These results show the RL and VSWR to be good at the operating frequency of 76MHz.

**Mobile Radio Terminals:**

Replaced antennas, tidied/re-terminated cabling in 6 vehicles only.

Issues identified:

- mainly incorrect installation and incorrect antenna parts for the operating frequency.
- lack of maintenance

**Policy Implications:**

There is no Council Policy relative to this report.

**Voting Requirements:** Simple Majority

**Council Decision Number:** 17/2018

**Moved:** Cr Gamble


**Seconded:** Cr Butt

**That Council Resolve the Following:**

1. Accept the Work's Managers Report for the month of December 2017 as presented

**Vote:** 5/0

#### **8.4.2 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL – WORKS MANAGER – January 2018**

<b>FILE REFERENCE:</b>	13.09.01
<b>AUTHOR'S NAME AND POSITION:</b>	Craig Harris Manager of Works
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	30 January 2018
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	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 January 2018 as presented.**

#### **Road Maintenance and Projects:**

Except for William Marwick, the road crew was on annual leave for the month of January. William returned from leave on 8 January and undertook a week long course to obtain his Dogman ticket. For the final two weeks of January William has assisted the town crew as well as completed minor works out of town such as replacing signs and guide posts.

A tender was put out using the WALGA EQuote system to replace a Culvert on Koorda Road and to upgrade the intersection of Benjaberring-Hindmarsh Road and Goomalling-Merriden Road. The tender closing date is Tuesday 6<sup>th</sup> February. Project edetails listed in Appendix.

#### **Town Crew**

Pumping from White dam to the shire dam has been ongoing for the last two weeks of January to fill Shire dam and supplement the watering of recreational grounds.



New equipment was installed into the tennis club playground including a double swing set, a rock climbing structure and pipe tunnels. This project was included in the 2017/18 budget and the installation and format results from consultation with the tennis club members.



*Tennis Club playground project*

### **Upcoming works:**

Replacement of the Floodway on Ryan Rd is scheduled to commence 12 February. Works to be completed by Road Works crew with wet hire of a 30 tonne excavator from local contractor and AP concreting. This work is expected to take about two weeks. This job (value \$15,000) will be the last item of work from the WANDDRA works associated with flood damage that occurred in January 2017.

### **Personnel:**

Town's crew have adjusted break times: when starting at 6am, smoko to be taken for 15 minutes at 8.30am and then lunch for half an hour at 11am.

### **Ranger Service:**

No major Ranger incidents to report.

**Safety:**

One incident this month – an operator impacted with the side of the depot whilst driving the gang truck; resulting in minor vehicle and building damage.

Workplace inspection undertaking for the bottom depot, overall very good, couple of minor paperwork things to be completed but works crew presented the depot very well.

Governance and Emergency Officer, Ella McDonald is working on a “Lone Worker” procedure.

**Vandalism:**

Fountain near IGA damaged again (see note in CEO report).

**Plant and Equipment:**

Roller is down with new brake drums and shoes on order.

**Policy Implications:**

There is no Council Policy relative to this report.

**Voting Requirements:** Simple Majority

**Council Decision Number:** 18/2018


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

**That Council Resolve the Following:**

1. Accept the Work’s Managers Report for the month of January 2018 as presented

**Vote:** 5/0

#### 8.4.3 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL – GOVERNANCE AND EMERGENCY – DECEMBER 2017

<b>FILE REFERENCE:</b>	13.09.01
<b>AUTHOR'S NAME AND POSITION:</b>	Ella McDonald Administration Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	11 January 2018
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	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 December 2017 as presented**

#### **Appendix**

There is no attachment to this report.

#### **Emergency Services**

The State Government announced that the Volunteer Fuel Card Scheme would continue until the 2020/21 financial year and applications opened for new cards in December. Applications were made for all three bush fire brigades to receive new fuel cards – if successful the cards will allow for \$1,000.00 worth of fuel purchasing for each brigade for every financial year until the end of the scheme.

#### **Health and Safety**

The audit of Material Safety Data Sheets (MSDS) was completed in December, with registers and folders completed for the Gardeners' Shed, Top (Piesse St) Depot, Bottom (Wilson St) Depot, and Administration Office Cleaning Cupboard as well as Shire facilities – Recreation Centre, Town Hall, Korrelocking Hall and the Airport Terminal Building. A master register was also developed which will assist in keeping track of all relevant MSDS expiry dates.

Draft versions of the updated evacuation diagrams were received in December from Shire insurer LGIS, following their earlier visit to re-draft the diagrams in all Shire-owned facilities. The Shire has made several recommendations to LGIS and as of December 2017 are awaiting revised drafts.

A Training Matrix was developed for all staff in December, which will allow us to better keep track of what qualifications our staff have obtained and what training we need to source in the future.

### **Governance**

The Governance and Emergency Officer attended a *Misconduct Prevention: An introductory workshop for managers* workshop on 1 December. The workshop was facilitated by the Public Sector Commission and hosted by the Shire of Dowerin with attendees from several regional councils. The workshop focused on recognising and reporting misconduct and was a highly valuable learning experience.

The Workplace Health and Safety policy review was completed and the updated policy was passed by Council on the 14 December.

The annual electors meeting was also held on 14 December – this meeting was unfortunately poorly attended with only two electors present, a decrease from last year's meeting which was attended by four electors and one guest (an Elected Member from a metropolitan Council).

A computerised version of the Disclosure of Interest register was developed – previously only a hand-written copy was kept, posing a risk to the Shire if the file was lost or damaged. Moving forward, both versions will be completed.

### **Consultation:**

Sarah Dunstan	Public Sector Commission
Ian McCabe	Chief Executive Officer, Shire of Wyalkatchem
Greg Cook	LGIS
Craig Harris	Manager of Works, Shire of Wyalkatchem

### **Statutory Environment:**

Local Government Act 1995  
Occupational Safety and Health Act 1984  
Occupational Safety and Health Regulations 1996  
Corruption Crime and Misconduct Act 2003

### **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:** 19/2018


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

**That Council resolve the following:**

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

**Vote:** 5/0

#### 8.4.3 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL – GOVERNANCE AND EMERGENCY – JANUARY 2018

<b>FILE REFERENCE:</b>	13.09.01
<b>AUTHOR'S NAME AND POSITION:</b>	Ella McDonald Administration Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	2 February 2018
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	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 January 2018 as presented**

#### **Appendix**

There is no attachment to this report.

#### **Emergency Services**

The Christmas/New Year period was very quiet with no reported emergency related incidents within the Shire of Wyalkatchem upon administration's return to work on 8 January.

The Governance and Emergency Officer attended a meeting with the Dowerin Local Emergency Management Committee on Monday 29 January to discuss planning for a joint desktop emergency management exercise between the Shires of Wyalkatchem and Dowerin. The exercise will focus on organisation and understanding of emergency response resources, coordination and response during an emergency situation and recovery from emergency events. The exercise has been scheduled for 23 February, with six or more Shires from surrounding areas set to participate on the day.

To accommodate the above exercise the Local Emergency Management Committee will meet 28 February.

## **Health and Safety**

The monthly safety meeting for the works crew was held Wednesday 24 January, at which consultation was sought from staff in regards to the development of a “Lone Worker” procedure. This will be presented in draft form at the February safety meeting.

Consultation with Shire insurer LGIS continued in regards to evacuation diagrams for Council-owned facilities and as at 31 January we are awaiting revised plans to be submitted for review.

A report was received from health provider Spotscreen, who conducted skin checks and audiometric testing for Shire staff in December 2017. The report will be tabled at the upcoming safety meetings and any recommendations will be promptly acted on.

## **Governance**

The Fitness for Work Policy review began in January with research carried out on all aspects to be taken into consideration when enforcing fitness for work standards. Multiple policies belonging to other local governments were examined and compared with our own, as well as the WALGA model policy.

A review of Human Resources documentation commenced in January, with the Governance and Emergency Officer assisting the Chief Executive Officer and the Manager of Corporate Services to ensure adequate staff records are maintained.

Other duties in January included assisting with the coordination of Australia Day celebrations and the induction of one new administration staff member.

## **Consultation:**

Dowerin LEMC

Craig Harris

Manager of Works, Shire of Wyalkatchem

Ian McCabe

Chief Executive Officer, Shire of Wyalkatchem

Claire Trenorden

Manager of Corporate Services, Shire of Wyalkatchem

Greg Cook

LGIS

## **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:** 20/2018


**Moved:** Cr Gamble                      **Seconded:** Cr Garner

**That Council resolve the following:**

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

**Vote:** 5/0

**8.4.4 GOVERNANCE – REPORTING - PRINCIPAL ENVIRONMENTAL HEALTH OFFICER: DECEMBER 2017 and JANUARY 2018.**

<b>FILE REFERENCE:</b>	13.09.01
<b>AUTHOR'S NAME AND POSITION:</b>	Peter Toboss Principal Environmental Health Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>NAME OF APPLICANT/RESPONDENT/LOCATION:</b>	Shire of Wyalkatchem
<b>DATE REPORT WRITTEN:</b>	01 February 2018
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	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 December and January 2018 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 Wyalkatchem office each Thursday. The PEHO attended the Wyalkatchem office on 7, 14, and 21 of December 2017 and on 11, 18 and 25 January 2018 respectively.

**Food Shop and Public Buildings Inspections:**

Nil

**Food Businesses Risk Profiling:**

This process will be ongoing whilst food businesses within the Shire return their food notification and registration forms. The following businesses have returned their forms and given revised food risk classification:

- Wyalkatchem Hotel/Motel – Medium Risk
- West Moto Park - Low Risk

**Food Recall:**

The Department of Health (WA) has distributed the following food recalls in month of December 2017 and January 2018, products being:

1. Coconut Milk Powder Non Organic / Non GMO, Best Before 30.10.18, Batch Code H828FO33HB70510. The recall is due to the presence of an undeclared allergen (milk);

2. Bulla Vanilla ice cream in a 10Lt plastic tub for food service with Best Before 1/12/2019, 4/12/2019, 5/12/2019, 6/12/2019, 7/12/2019, 8/12/2019, 12/12/2019, 13/12/2019, 21/12/2019. Reason for Recall - A packaging fault resulting in the presence of plastic fragments;
3. Miss Maud Bacon and Cheese Sausage Roll. Sausage roll filled with mince, bacon and vegetable filling. Covered in puff pastry. Sold frozen unbaked to distributors in cartons of 33. Best Before Date; Packed on: 08.NOV.17, Best Before: 07.NOV.18. The reason for recall was the presence of foreign matter (metal);
4. Bottled wine, including the following 2017 Rumours Semillon Sauvignon Blanc, 2017 Rumours Pinot Grigio, 2017 Rumours Chardonnay, 2017 Rumours Sauvignon Blanc, 2017 Rumours Moscato, 2017 Gossips Chardonnay, 2017 Gossips Sauvignon Blanc, 2017 Gossips Semillon Sauvignon Blanc, 2017 Gossips Moscato, 2017 Gossips Pink Moscato, 2017 Gossips Dolcetto and Syrah, 2017 Wine Gang Sauvignon Blanc, 2017 Warburn Estate Sangiovese Rose. The package affected are 750ml Glass bottles and cartons containing 6 x 750ml glass bottles with batch code L17289 to L17328, for the 2017 Gossips Moscato the affected lot code is L17289 to L17327. The reason for recall was a packaging fault resulting in the presence of glass.

Where local vendors do not sell affected product, there is some risk residents may acquire them from other outlets. The Principal Environmental Health Officer will work with Shire officers to place suitable notices or information on the Shire website to address this risk.

#### **Wyalkatchem Caravan Park:**

There are new owners of the Traveller's Park and a settlement inspection of Wyalkatchem was conducted by the PEHO in December 2017. There were no non-compliant issues. The Caravan Park was well maintained.

#### **Swimming Pool:**

The PEHO tested and sampled the pool on monthly basis. The December 2017 and January 2018 test results and the water quality met the required standards. This sampling will continue throughout the remainder of the season.

#### **Private pool fence inspections:**

The PEHO is reviewing the list of private pools. Some pools have been removed and others have not been inspected in the relevant time period.

The PEHO will try to bring all the pool fences inspection report up to standard and address the Building legislation requirements.

#### **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*

*Building Act 2011*

*Building regulations 2012*

**Policy Implications:**

There is no Council Policy relative to this issue.

**Financial Interest:**

There are no Financial Implications relative to this issue.

**Voting Requirements:** Simple Majority

**Council Decision Number:** 21/2018

**Moved:** Cr Butt


**Seconded:** Cr Garner

**That Council resolves the following:**

1. **Accept the Principal Environmental Health Officer Report for December 2017 and January 2018 as presented.**

**Vote:** 5/0

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

<b>FILE REFERENCE:</b>	13.09.01
<b>AUTHOR'S NAME AND POSITION:</b>	Tegan McCarthy Administrative Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	22 December 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	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 December 2017 as presented.**

**Appendix: NIL**

**Comment:**

On 13 December I attended the last Pioneers Pathway meeting of 2017, to meet the new executive officer Linda Vernon and elect a new Chairperson. Mr Wally Knott had to step down as he retired from Council with the Shire of Trayning, having been involved with Pioneers Pathway since its inception 32 years ago and serving as Chair for 26 years. Cr Bev Palmer of Nungarin was elected as Chair and Cr Greg Yates of Trayning was elected Deputy Chair.

I travelled to Singleton to pick up the boat for the Tennis Club playground. Mr Rainer Burdack had donated the use of a car trailer to transport the boat and a thank you letter has been sent to Rainer for allowing the Shire to use the trailer free of charge.



The 'Ray of Sunshine' boat will be perfect for the playground as it has a steering wheel and switches already mounted. With endless possibilities the boat will make lots of happy memories for all the children who use it.

Officer work in the month included finance duties (reconciliations, rates related); clean-up for end of year; and preparation for CEDO role hand over with the commencement of Sarah Bolt on 8 January 2018.

**Consultation:**

Linda Vernon	Executive Officer Pioneers Pathway
Rainer Burdack	Car Trailer

**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:** 22/2018


**Moved:** Cr Gamble                      **Seconded:** Cr Metcalfe

**That Council resolve the following:**

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

**Vote:** 5/0

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

<b>FILE REFERENCE:</b>	13.09.01
<b>AUTHOR'S NAME AND POSITION:</b>	Sarah Bolt Administrative Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	30 January 2018
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	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 January 2018 as presented.**

#### **Appendix: NIL**

#### **Comment:**

The Community and Economic Development Officer successfully completed two WALGA e-Learning courses; *Introduction to Local Government* and *Introduction to Local Government Procurement*. Both courses provided useful information on the workings of Local Government which is of great benefit during the employee induction process.

The Community and Economic Development Officer, with the assistance of several colleagues, planned and coordinated the Australia Day celebrations which were held at the Wyalkatchem and Districts Bowling Club on Friday 26 January. The Citizen of the Year was presented to Margaret Cole; the Citizen of the Year – Youth was presented to Clive Davis Junior; and, the Active Citizenship Award Community

Group or Event was presented to the Wyalkatchem Hotel for their event, Quiz for a Cause. The event was well received by the community, with an estimated attendance of just over 100 people.

The Community and Economic Development Officer also completed training on everyday administration support tasks, including the receipting of rates and other payments, daily processing and various other tasks.

Work has begun in earnest for the 2018 Wyalkatchem Fair, including integration with aspects of the Strategic Community Plan.

**Consultation:**

Ian McCabe	Chief Executive Officer
Claire Trenorden	Manager of Corporate Services
Ella McDonald	Governance and Emergency Officer
Tegan McCarthy	Finance, Rates and Housing Officer

**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:** 23/2018

**Moved:** Cr Gamble


**Seconded:** Cr Metcalfe

**That Council Resolve the Following**

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

**Vote:** 5/0

#### **8.4.6 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL– PROPERTIES AND FINANCE OFFICER – JANUARY 2018**

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

#### **SUMMARY:**

**That Council resolve the following:**

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

**Appendix: NIL**

#### **Comment:**

Due to this being my first month in this role I have been learning the processes of the role as well as continuing other work while transitioning. The Manager Corporate Services, Claire Trenorden and I have been reviewing the creation of invoices; the creation of overdue and outstanding rates letters; and the raising of Rates Statements. This month I have been familiarising myself with Shire facilities and housing.

The installation of the new playground at the Tennis Club's is close to completion with just the boat to go in after it has been painted. The works crew have worked extremely hard to get the playground in place with space limitations meaning there wasn't much room for error.

Officer work in the month included finance duties (reconciliations, rates related); Tennis Club Playground consultation and conclusion.

Residential property inspections will occur in February.

**Consultation:**

Claire Trenorden	Manager of Corporate Services Shire of Wyalkatchem
Craig Harris	Manager of Works
Rob Hodges	Leading Hand – Parks and Gardens
Glen Cooper	Works Crew – Parks and Gardens
Simon Martin	Works Crew – Parks and Gardens
William Marwick	Works Crew – Roads
Michael Gibbs	Works Crew – Roads

**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:** 24/2018

**Moved:** Cr Butt

**Seconded:** Cr Garner

**That Council Resolve the Following:**

1. Accept the Properties and Finance Officer's Report for January 2018 as presented.

**Vote:** 5/0

- 9. Motions of which previous notice has been given Nil**
- 10. Questions by members of which due notice has been given Nil**
- 11. New business of an urgent nature introduced by the presiding person Nil**
- 12. Matters for which the meeting may be closed Nil**
- 13. Closure of Meeting 4.21pm**