



Minutes

of the

Ordinary Meeting of Council

Held

on

Thursday

16

February 2017

At 3.30 pm

In

The Council Chambers

Honour Avenue Wyalkatchem

*Our purpose*

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

## **Council's Vision**

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

## **Our Purpose**

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

## **Our Guiding Principles**

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

Leaving a positive legacy for future generations and Councils;

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

Responsible financial management;

Informed, evidence-based and representative decision making; and

Effective communication and engagement.

## **Our Goals**

Healthy, strong and connected communities

A prosperous and dynamic district

A sustainable natural and built environment

An effective voice

A well-managed and effective organisation

Facilities and assets that are well used and effectively managed

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Minutes of the Ordinary Meeting of Council to be held in Council Chambers, Cnr Honour Avenue and Flint Street, Wyalkatchem held on Thursday 16 February 2017.

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

**1.1 The Shire President XYWUfYX the Meeting open`15.33.**

**1.2 The Shire of Wyalkatchem disclaimer k Ug`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`15.35**

Eddie Garner thanked the council personally for the Long and Loyal service to Local Government Award he received at Local Government week. Eddie offered some words of wisdom; "Don't try and please all of the people all of the time".

**2.3 Declaration of public question time closed 15.39**

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

**3.1 Present:** Cr Holdsworth, Cr Butt, Cr Garner, Cr Jones, Cr Gamble, Cr Davies

**3.2 Apologies:** Cr Gawley, Craig Harris

**3.3 On leave of absence:** None

**3.4 Staff:** Ian McCabe, Llew Withers, Ella McDonald, Rachel Nightingale

**3.5 Visitors:** Eddie Garner, Vera Garner

**3.6 Gallery:**

**3.7 Applications for leave of absence:** None


**4.1 Petitions:** None

**4.2 Deputations:** None

**4.3 Presentations:** None

## 5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### 5.1.1 MEETINGS – CONFIRMATION OF MINUTES - ORDINARY MEETING 15 DECEMBER 2016

<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>	10 February 2017
<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 15 December 2016.

#### 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:** 3403

**Moved:** Cr Gamble

**Seconded:** Cr Butt

**That Council resolve the following:**

- 1. Confirm the minutes as an accurate record of the Ordinary Meeting of Council held on 15 December 2016**

**Vote:** 6/0

## **6.0 Announcements by Presiding Person**

Cr Davies welcomed Tegan McCarthy, Ella McDonald and Llew Withers to the council meeting.

Cr Davies congratulated his mother in law Thelma Maitland on turning 90 and advised that she has spent every birthday in Wyalkatchem.

Cr Davies extended his condolences to the family of Cheryl Dimmack and advised that there will be a service at the golf club on Saturday.

Cr Davies extended his condolences to the family of Ben Rolls and advised that there will be a function at the Men's Shed on Saturday.

Cr Davies thanked everyone who organised the Australia Day Awards and Christmas Light presentations.

Cr Davies thanked all those who organised Australia Day with special thanks to Claire Trenorden for all the work she did.

Cr Davies thanked all staff and volunteers who helped out during the recent rain event.


Cr Davies advised that Mikahla had now finished her role with the Shire of Wyalkatchem and thanked her for her contribution.

## **7.0 Matters for which meeting may be closed - None**



## 8.1 LAND USE AND PLANNING

### 8.1.1 LAND USE AND PLANNING - COUNCIL PROPERTIES – ACQUISITION AND DISPOSAL — WYALKATCHEM MAIN ROADS DEPOT

<b>FILE REFERENCE:</b>	5.2
<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; Main Roads WA
<b>NOTIFICATION TO APPLICANT:</b>	Required
<b>DATE REPORT WRITTEN:</b>	3 February 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	6.1 Assets are well managed and used to meet the needs of current and future generations.

#### SUMMARY:

##### That Council resolve the following:

1. Authorise the Chief Executive Officer to accept the transfer of the management order for the Wyalkatchem Main Roads depot on a 'as is' basis and at no real financial cost to Council;
2. Authorise the Chief Executive Officer to take any actions required to give this decision effect such as the payment of minor fees and required assessments as associated with the transfer of land;
3. Direct that the asset be incorporated into the Shire's asset register once acquired and that suitable development plans and budgets are developed for approval by Council at a later date.

#### Appendix:

1. Documents supplied by Main Roads WA (title, contamination report, diagrams).

#### Background:

The Wyalkatchem Strategic Community Plan 'Wyalkatchem 2023' as approved by Council in 2013 included a proposal to re-locate the works depot in 2017 at an estimated cost of \$1.0 million dollars. There is no business case or plan for that proposal.

In recent years, the Shire of Wyalkatchem has been investing in renewed plant assets to improve productivity and provide the tools of trade for the work team. This has been a successful programme but has resulted in restricted access and reduced storage space at the Shire's two works depots for plant and vehicles. This is logistically difficult but also presents potential issues around safety.

The Chief Executive Officer approached Main Roads with an expression of interest to lease or acquire the Main Roads Wyalkatchem depot on more than one occasion in the last two years. At a meeting 12 December 2016, in-principle agreement was reached subject to Council approval for the local government to assume the management order for the Main Roads depot on a 'as is' basis and at no cost.

The depot is a few hundred metres north of the Wyalkatchem District High School on the Wyalkatchem-Koorda Road and 1.5km from the current depot locations. The site has been inspected by the CEO and Works Manager and has usable infrastructure including serviceable road surface, access to water and power, bays suitable for road materials, a large shed and gates and fencing. There is adequate space for long term use by the Shire which would provide at least 25 years useful life. The proposed use is consistent with the title's approved use and would not have native title or other implications. Development of the site would be staged in accordance with approved budgets and detailed planning.

#### **Comment:**

Main Roads WA will support the transfer of the management order by Department of Lands (and relevant Ministers) but require Council's written consent. With approval of this agenda item the CEO will write to the relevant parties to action.

Main Roads WA provided title details, a contamination clearance and other information. These are attached to this item. With Council's consent to acquire, due diligence will be conducted as part of the acquisition process.

It is proposed to seek the transfer of the title in the current financial year. Thereafter a draft business plan will form part of the 2017/18 budget process and Council will be asked to approve the development of the site as well as any associated plans.

The planned acquisition of this site and its development addresses a number of logistical issues for Council. These are becoming pressing and will require resolution in the short to medium term. This acquisition will allow for a planned and orderly transfer of assets to a new facility. The facility will be developed in a staged and prioritised manner that will meet business needs and yet be financially sustainable. It is expected that the total cost of development will be a significant reduction on the projected amount contained in the 2013 Strategic Plan.

The CEO and Manager of Works agree this project would have major operational, productivity and strategic benefits and recommend that Council support this project

This item will be workshopped with Council prior to a decision.

#### **Consultation:**

Craig Manton, Regional Manager Main Roads WA  
Janet Hartley-West, Asset Manager Main Roads WA

Craig Harris Manager of Works

This proposal has been previously discussed with a prior Manager of Works and the President.

**Statutory Environment:**

Local Government Act 1995  
Transfer of Land Act 1893  
Land Administration Act 1997

**Policy Implications:**

There is no Council Policy relative to this item.

**Financial Implications:**

There are no immediate financial implications for Council. Once title to this land is secured the preparation of plans and budgets will be reviewed with Council. This will be done in a staged approach to work and financial commitment to ensure it is a sustainable project. For example, the Shire of Wyalkatchem would approach government for support in developing this project but manage the risk of this funding being unavailable by providing adequate own source funding. The major variables in this approach are timeline and competing priorities.

**Strategic Plan/Risk Implications:**

The need for improved works depot facilities has been identified for some years. A previous proposal was not fully costed and was unfunded. This proposal does not require immediate funding and has associated base assets that reduce the cost of development. Financial risk is therefore low.

The risk of the site not being suitable (such as access to site) or having unforeseen development requirements is assessed as low.

The risks that transfer of site costs being unforeseen or unmanageable are assessed as low.

The operational risk to Council of not planning for an expanded depot is high. There are pressing logistical issues around access to site, including having two current depots with equipment and stores at both, as well as difficulties with the storage of plant.

Strategically, there is an opportunity for Council to divest of the two depot sites and redevelop them for housing or another beneficial use for the community. This would improve the amenity of the area around the current site for nearby residents. It is assumed that sales revenue from these sites (if sold) would equate to the cost of rehabilitation and / or be subsumed into the costs of the transfer project. This would contribute to improving the general streetscape of the town.

**Voting Requirements:**

Simple Majority

**Council Decision Number:** 3404

**Moved:** Cr Garner

**Seconded:** Cr Jones

**That Council resolve the following:**

1. Authorise the Chief Executive Officer to accept the transfer of the management order for the Wyalkatchem Main Roads depot on a 'as is' basis and at no real financial cost to Council;
2. Authorise the Chief Executive Officer to take any actions required to give this decision effect such as the payment of minor fees and required assessments as associated with the transfer of land;
3. Direct that the asset be incorporated into the Shire's asset register once acquired and that suitable development plans and budgets be developed for approval by Council at a later date.

**Vote:** 6/0

WESTERN AUSTRALIA  
Land Act 1933 as amended

## RESERVE DOCUMENT

LOCAL AUTHORITY 4 3 1

No.

E434742

## Executive Council

Western Australia

Department File No. 45/990 (176)

Minute No. 1490

The Council respectfully advises His Excellency the Governor to

~~1. approve, under Section 19 of the Land Act 1933, of the amendment of the boundaries of Vyalkatchem Townsite to exclude the area as described in the Schedule to the Notice at page 495 of Land Administration File 10453/908.~~

2. issue Orders in Council under Section 34B(1) of the said Act revoking:-

- a) the Order in Council dated 8 April, 1970 whereby Reserve No. 15697 was vested in the Minister for Works in trust for the purpose of "Water Supply" and approve the cancellation of the relevant Vesting order accordingly. (Land Administration File 4986/914)
- b) the Order in Council dated 8 April, 1970 whereby Reserve No. 16626 was vested in the Minister for Works in trust for the purpose of "Water Supply" and approve the cancellation of the relevant Vesting Order accordingly. (Land Administration File 1005/916)

~~3. approve, under Section 37 of the said Act, of the amendment of:-~~

- a) Reserve No. 15697 (Avon District) "Water Supply" to comprise Location 28894 on Plan 16701 in lieu of Locations 11637, 20515 and 28650 and of its area being reduced accordingly. (Land Administration File 4986/914)
- b) Reserve No. 16626 (Avon District) "Water Supply" to comprise Location 28895 on Plan 16700 in lieu of Locations 21376, 28655 and Vyalkatchem Lot 410 and of its area being reduced accordingly. (Land Administration File 1005/916)
- c) Reserve No. 31081 (at Vyalkatchem) "Railway Purposes" to comprise Lot 414 on Diagram 87658 in lieu of Lot 358 and of its area being increased accordingly. (Land Administration File 3757/60)

4. approve, under Section 29 of the said Act, of Avon Location 28961 being set apart as Reserve No. 41419 for the purpose of "Depot Site". (Land Administration File 804/987)

*Kay Hallahan*  
MINISTER FOR LANDS

*Chris Barnett*  
Premier

NOTICE GAZETTED  
10 DEC 1990

Date of Meeting 31 JUL 1990  
06PM188

Approved

Governor

Executive Council  
Western Australia

Department File No. 45/990

Minute No. 1490

The Council respectfully advises His Excellency the Governor to

5. issue Orders in Council under Section 33 of the said Act directing that:-

a) Reserve No. 41419 (Avon Location 28961) shall vest in and be held by the Commissioner of Main Roads in trust for the purpose of "Depot Site". (Land Administration File 804/987)

~~b) Reserve No. 15607 (Avon Location 16701) shall vest in and be held by the Water Authority of Western Australia in trust for the purpose of "Water Supply". (Land Administration File 4986/914)~~

c) Reserve No. 16626 (Avon Location 28895) shall vest in and be held by the Water Authority of Western Australia in trust for the purpose of "Water Supply". (Land Administration File 1985/916)

~~AND to sign the Vesting Orders (2) accordingly.~~

AVON

Lot/AOC	28961
CLA No.	3066/744
ISSUED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SURVEY	PLAN 16700

NOTICE GAZETTED  
10 AUG 1990

*Kay Hallahan*  
MINISTER FOR LANDS

*Chris Lee*  
Premier

Date of Meeting 31 JUL 1990  
06PM18E

*PK*  
Approved Governor

**SETTLEMENT AND CONVEYANCING**

**CROWN ALLOTMENT FILE UPDATE**

UPDATE TENURE DETAILS: ☒ Y ☐ N

CHANGE CLR STATUS TO ISSUED: ☒ Y ☐ N

No.

**E434742**

**RESERVE DOCUMENT**

FEES (office use)	\$	c
<input checked="" type="checkbox"/>	90 AGG 29	-9 08
	<b>EXEMPT</b>	

**E 434742 XE**



Lodged by:

Settlement and Conveyancing Branch  
Dept of Land Administration

Phone:

**ENDORISING INSTRUCTIONS**

CLR(S) .....

1. ....
2. ....
3. ....
4. ....

CLR(S) .....

1. ....
2. ....
3. ....
4. ....

Lodged 31 August 1996

at 13.49 o'clock and  
particulars entered in the Register Book.

RESERVE REGISTER VALIDATED  
AND DOCUMENT EXAMINED BY:

.....

Initials  
of Signing  
officer.

PLC

*[Signature]*  
Acting Executive Director  
Department of Land Administration

**EXECUTIVE DIRECTOR**

NT 62

WESTERN



AUSTRALIA

REGISTER NUMBER	
28961/DP216700	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
N/A	N/A

# RECORD OF QUALIFIED CERTIFICATE OF

VOLUME  
LR3066

FOLIO  
744

## CROWN LAND TITLE

UNDER THE TRANSFER OF LAND ACT 1893  
AND THE LAND ADMINISTRATION ACT 1997

### NO DUPLICATE CREATED

The undermentioned land is Crown land in the name of the STATE of WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

### LAND DESCRIPTION:

LOT 28961 ON DEPOSITED PLAN 216700

### STATUS ORDER AND PRIMARY INTEREST HOLDER: (FIRST SCHEDULE)

STATUS ORDER/INTEREST: RESERVE UNDER MANAGEMENT ORDER

PRIMARY INTEREST HOLDER: COMMISSIONER OF MAIN ROADS  
(XE E434742 ) REGISTERED 29 AUGUST 1990

### LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

1. E434742 RESERVE 41419 FOR THE PURPOSE OF DEPOT SITE REGISTERED 29.8.1990.  
E434742 MANAGEMENT ORDER. CONTAINS CONDITIONS TO BE OBSERVED.  
REGISTERED 29.8.1990.

- Warning: (1) A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
(2) Lot as described in the land description may be a lot or location.  
(3) The land and interests etc. shown hereon may be affected by interests etc. that can be, but are not, shown on the register.  
The interests etc. shown hereon may have a different priority than shown.

-----END OF CERTIFICATE OF CROWN LAND TITLE-----

### STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: LR3066-744 (28961/DP216700).  
PREVIOUS TITLE: This Title.  
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.  
LOCAL GOVERNMENT AREA: SHIRE OF WYALKATCHEM.  
RESPONSIBLE AGENCY: MAIN ROADS WESTERN AUSTRALIA.

NOTE 1: A000001A CORRESPONDENCE FILE 804/1987.

END OF PAGE 1 - CONTINUED OVER



ORIGINAL CERTIFICATE OF CROWN LAND TITLE  
QUALIFIED

REGISTER NUMBER: 28961/DP216700 VOLUME/FOLIO: LR3066-744

PAGE 2

NOTE 2: LAND PARCEL IDENTIFIER OF AVON LOCATION 28961 ON SUPERSEDED PAPER  
CERTIFICATE OF CROWN LAND TITLE CHANGED TO LOT 28961 ON DEPOSITED  
PLAN 216700 ON 20-SEP-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.  
NOTE 3: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE  
OF TITLE.

SkyView LETTER FROM SHIRE TO MAIN ROADS:  
 - WILLING TO TAKE LAND AS IS,  
 - DEPARTMENT OF LANDS HAS BEEN CONSULTED  
 AS SKYVIEW TAKING OVER MANAGEMENT RESPONSIBILITY  
 FOR THE RESERVE FOR EXISTING PHASE OF DEPT. SITE.

JASON GIBBONS  
 A/MANAGER WHEATBELT - DEPARTMENT OF LANDS  
 [REDACTED]

Page 1 of 1  
 Help | About |



MRWA INITIAL CONSULTATION WITH JASON GIBBONS VIA NICK KITIN  
 LAND ASSEMBLY MANAGER ON 23/11/16.

# CONTAMINATION ASSESSMENT

D14#561345

08/6010

## Initial Screening Questionnaire

The questionnaire below should be completed for each of the agency's landholdings. When answering the questions below, the answer "No" should only be given when all the available information supports this response to the question asked. Where there is any doubt or uncertainty (e.g. due to incomplete or absent information), the "Uncertain" response should be given.

Site Name, Location and Certificate of Title details (if available)	Honour Avenue WYALKATCHEM DEPOT ^41419
---	---

		Yes	Uncertain	No
1.	Current land use: is a potentially contaminating activity, industry or land use* occurring on site now?			X
2.	Historical land use: has a potentially contaminating activity, industry or land use occurred at the site in the past? (Consider all land uses and activities since the site was first developed/native vegetation was first cleared)			X
3.	Information gaps: are there any gaps in the historical land use information? (i.e. time periods when the land use is unknown or unclear?)			X
4.	Contamination incidents/spillages: are there any records available suggesting that there have been operational problems/poor housekeeping/pollution incidents at the site?			X
5.	Use of imported fill: are there any records available to suggest that imported material (i.e. material brought from off-site) has ever been used to fill or level the site?			X

## Initial Screening Assessment

Answers	Initial Screening Priority
If the answer to <b>ALL</b> questions was <b>No</b>	<b>No Further Action</b>
If the answer to Question 1 or 2 was <b>Yes</b> <u>and</u> the answer to Question 4 was <b>Yes</b>	<b>I</b>
If the answer to Questions 1, 2 or 5 was <b>Yes</b> (except where already assigned Priority I)	<b>II</b>
All other combinations	<b>III</b>

Initial Screening Priority assigned	
-------------------------------------	--

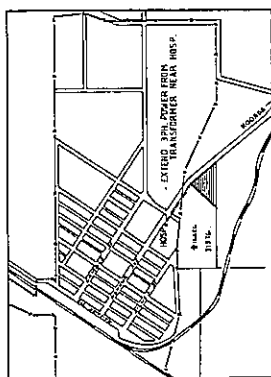
Person completing questionnaire

Jeanne Lawler

Date

24 December 2002

\* Refer to attached list of Potentially Contaminating Activities, Industries and Landuses

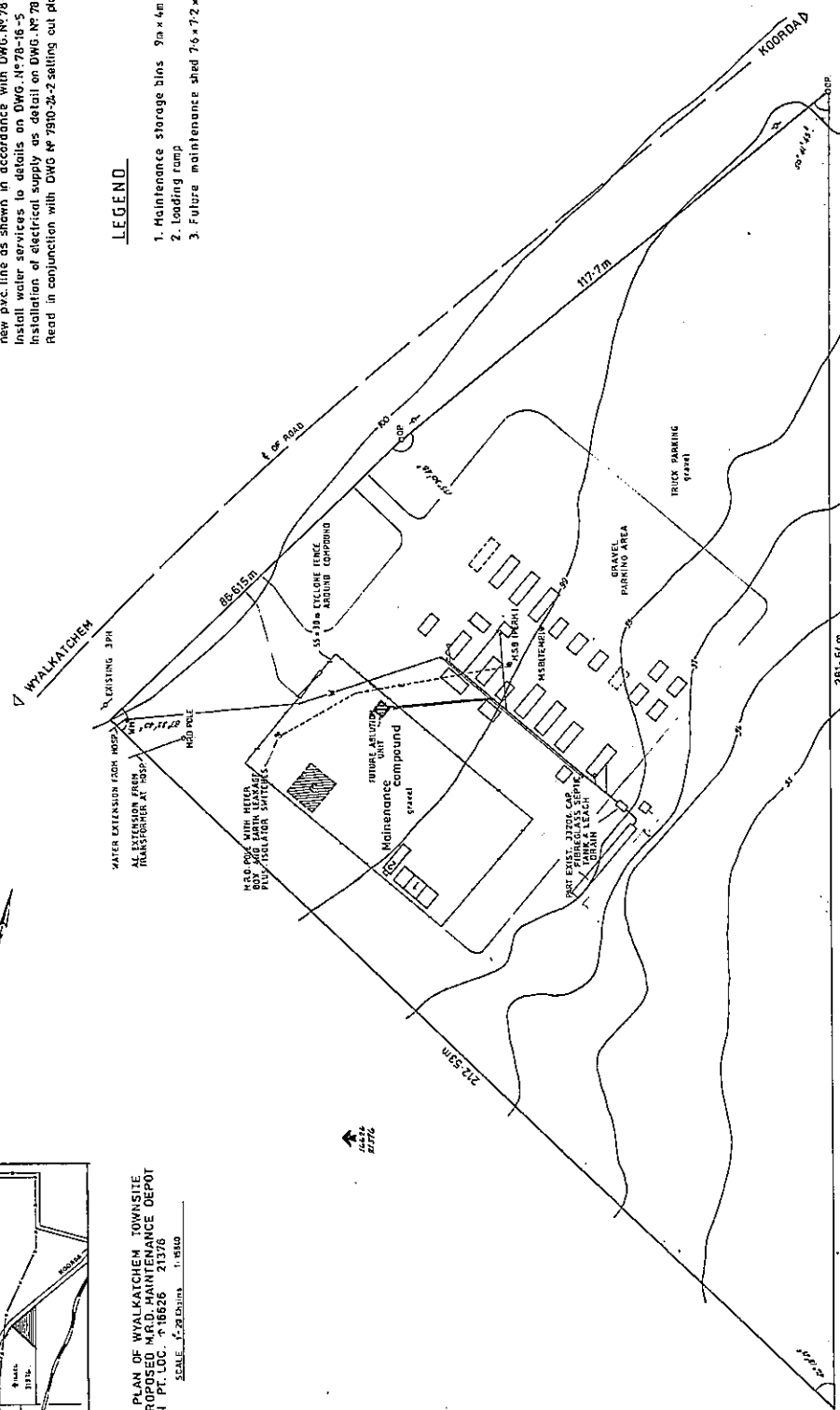


SKETCH PLAN OF WYALKATCHEM TOWNSITE  
SHOWING PROPOSED M.R.D. MAINTENANCE DEPOT  
ON PT. LOC. 21376  
SCALE 1:2500

**NOTES:**  
Remove existing sewerage line and install new p.v.c. line as shown in accordance with DWG. N°78-16-5 (plumbing layout).  
Install water services to details on DWG. N°78-16-5.  
Installation of electrical supply as detail on DWG. N°78-15-4.  
Read in conjunction with DWG. N°790-2-2 setting out plan.

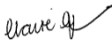
# **LEGEND**

1. Maintenance storage bins 9m x 4m
2. Loading ramp
3. Future maintenance shed 7.6 x 7.2 x 3.6 m



## 8.2 FINANCIALS

### 8.2.1 FINANCIAL MANAGEMENT – FINANCIAL REPORTING – MONTHLY FINANCIAL REPORT – DECEMBER 2016 AND JANUARY 2017

<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:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	3 February 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	OMC 15 December 2016 Council decision number: 3391
<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 2016;
2. Receive the Statement of Financial Activity for the period ended 31 January 2017.

#### **Appendix:**

1. Monthly Financial Report for the Period Ended 31 December 2016 and supporting documentation;
2. Monthly Financial Report for the Period Ended 31 January 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:**

#### **January 2017 Financial Statements:**

- Yearly operating revenue is \$2,328,962 inclusive of net rate income of \$1,142,666 (net of prepaid rates and discounts) – 72% of Budget
- Yearly operating expenditure is \$1,868,883 – 55% of Budget
- Yearly capital expenditure is \$1,557,815 – 50% of Budget
- Yearly capital revenue is \$1,271,098 – 60% of Budget

- Net current assets as 31 January 2017 are \$1,125,580

**Operating Revenue:** Total operating revenue is 72% of the Annual Budget.

**Rates:** Revenue of \$1,341,949 has been raised during the Rate Run for 2016/17. The total Rate Run is broken down between Rates \$1,192,288, Rubbish \$99,540, Health Levy \$14,868 and ESL Levy \$35,253. To date income received is \$1,205,051 and discounts applied equate to \$18,553. Approximately 90% of Rates have been collected to date, with \$109,113 outstanding. Ex-gratia rates for CBH were raised and paid in October 2016 (\$7,724).

Breakdown of outstanding rates as at 31 January 2017:

Payment by instalments (62.1%)	\$67,767
Pensioners who have until 30 June 2017 to pay (13.3%)	\$14,489
Ratepayers on a payment arrangement (7.2%)	\$7,883
Legal Action (3.6%)	\$3,960
Deceased estates awaiting probate (13.8%)	\$15,014

**Law Order and Public Safety:** The third instalment of the DFES Operating Grant was received in January 2017 (\$10,516).

**Health:** The second quarter's contribution from the Shire of Koorda for medical services was received in January 2017 (\$15,171) as per the Annual Budget.

**Recreation and Culture:** The Community Pool Revitalisation Grant was received for 2016/17 (\$32,000), this was \$2,000 than what was estimated in the Annual Budget.

**Operating Expenditure:** Total operating expenditure is 55% of the Annual Budget.

**Capital Expenditure:** Total Capital Expenditure (\$1,557,815) is 50% of the Annual Budget (\$3,103,273).

Land and Buildings	\$971,167	4 Slocum St, 53 Piesse St, 1 Slocum St, Shire Office and Senior Citizens project are all in progress as of January 2017. The Railway Station, Bush Fire Truck Shed, Tennis Club, Recreation Centre and 51 Flint St are complete for 2016/17.
Plant and Property	\$107,768	The turf roller replacement has been completed for 2016/17. The new side tipper was purchased in October 2016. A deposit for the Front End Loader was paid in November 2016.
Roadworks	\$339,695	Wallambin Rd, Elsegood Rd, Nembudding South Rd and Wyalkatchem/Koorda Rd are all in progress as at January 2017. Wyalkatchem North Rd, Parsons Rd, Ross Rd and Yorkrakine West Rd are complete as of January 2017.

Other Infrastructure	\$13,385	Cunderdin-Wyalkatchem Rd culverts and Pioneer Park are in progress as of January 2017. Admin Park is complete as of January 2017.
Transfers to Reserves	\$36,847	

**Net Assets:** Net Current Assets as at 31 January 2017 amounts to \$1,125,580. This is in the majority comprised of Municipal funds (\$954,733).

**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:** 3405

**Moved:** Cr Butt                      **Seconded:** Cr Holdsworth

**Officer Recommendation:**

**That Council resolve the following:**

1. **Receive the Statement of Financial Activity for the period ended 31 December 2016;**
2. **Receive the Statement of Financial Activity for the period ended 31 January 2017.**

**Vote:** 6/0

**15.49 Rachel Nightingale left the room**

**15.50 Rachel Nightingale returned to the room**

**15.50 Eddie and Vera Garner left the room**

**15.55 Ella McDonald left the room**

# Shire of Wyalkatchem

## MONTHLY FINANCIAL REPORT

For the Period Ended 31 December 2016

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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 2016

	Note	Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a) 3	Var. % (b) - (a) / (b) 3	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		2,100	1,050	6,280	5,230	83.3%	
General Purpose Funding		1,068,785	534,393	541,754	7,361	1.4%	
Law, Order and Public Safety		38,962	16,981	15,758	(1,223)	(7.8%)	
Health		51,273	11,137	10,345	(792)	(7.7%)	
Education and Welfare		0	0	0	0		
Housing		130,831	65,416	67,482	2,067	3.1%	
Community Amenities		110,197	110,198	112,914	2,717	2.4%	
Recreation and Culture		47,684	33,842	37,382	3,540	9.5%	
Transport		625,508	312,754	312,428	(326)	(0.1%)	
Economic Services		3,910	1,955	12,818	10,863	84.7%	
Other Property and Services		10,000	5,000	13,151	8,151	62.0%	
Total (Excluding Rates)		2,089,250	1,092,724	1,130,311	37,587	3.3%	
Operating Expense							
Governance		(303,146)	(119,573)	(111,514)	8,059	7.2%	
General Purpose Funding		(60,120)	(29,460)	(27,305)	2,155	7.9%	
Law, Order and Public Safety		(100,981)	(52,491)	(57,357)	(4,867)	(8.5%)	
Health		(310,233)	(147,117)	(140,152)	6,964	5.0%	
Education and Welfare		(9,489)	(9,490)	(10,541)	(1,051)	(10.0%)	
Housing		(250,010)	(125,005)	(124,195)	810	0.7%	
Community Amenities		(220,184)	(110,092)	(109,304)	788	0.7%	
Recreation and Culture		(686,738)	(328,369)	(318,911)	9,458	3.0%	
Transport		(1,404,179)	(720,090)	(729,474)	(9,385)	(1.3%)	
Economic Services		(79,969)	(43,985)	(47,527)	(3,543)	(7.5%)	
Other Property and Services		0	0	61,213	61,213	(100.0%)	
Total		(3,425,049)	(1,685,670)	(1,615,069)	70,601		
Funding Balance Adjustment							
Add back Depreciation		1,049,519	524,760	543,767	19,007	3.5%	
Adjust (Profit)/Loss on Asset Disposal	10	(102,502)	1,690	1,690	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		
Adjust Provisions and Accruals					0		
Net Operating (Ex. Rates)		(388,782)	(66,496)	60,699	127,195		
Capital Revenues							
Proceeds from Disposal of Assets	10	72,727	0	6,455	6,455	100.0%	
Non-Operating Grants		995,750	445,369	445,369	0	0.0%	
Proceeds from New Debentures		0	0	0	0		
Proceeds from Sale of Investments					0		
Proceeds from Advances					0		
Self-Supporting Loan Principal		12,169	4,963	4,963	0	0.0%	
Transfer from Reserves	9	1,043,266	450,000	450,000	0	0.0%	
Total		2,123,912	900,333	906,788	6,455		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	10	(1,197,492)	(930,193)	(930,193)	0	0.0%	
Plant and Equipment	10	(363,182)	(46,591)	(107,768)	(61,177)	(56.8%)	▲
Furniture and Equipment	10	0	0	0	0		
Infrastructure Assets - Roads	10	(895,107)	(229,202)	(229,202)	0	0.0%	
Infrastructure Assets - Other	10	(196,929)	(39,318)	(39,318)	0	0.0%	
Purchase of Investments					0		
Repayment of Debentures		(101,502)	(58,099)	(58,099)	0	0.0%	
Advances to Community Groups					0		
Transfer to Reserves	9	(349,061)	(21,365)	(21,365)	0	0.0%	
Total		(3,103,273)	(1,324,769)	(1,385,946)	(61,177)		
Net Capital		(979,361)	(424,436)	(479,158)	(54,722)		
Total Net Operating + Capital		(1,368,143)	(490,932)	(418,459)	72,473		
Rate Revenue		1,142,763	1,142,763	1,142,611	(152)	(0.0%)	
Opening Funding Surplus(Deficit)		300,000	300,000	315,191	15,191	4.8%	
Closing Funding Surplus(Deficit)	3	74,620	951,831	1,039,343	87,512	8.4%	

Shire of Wyalkatchem  
STATEMENT OF FINANCIAL ACTIVITY  
(Nature or Type)  
For the Period Ended 31 December 2016

	Note	Amended Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a) 3	Var. % (b) - (a) / (b) 3	
Operating Revenues		\$	\$	\$	\$	%	
Grants, Subsidies and Contributions	8	1,650,006	869,254	885,542	16,288	1.8%	
Profit on Asset Disposal	10	102,502	0	0	0		
Fees and Charges		279,730	194,964	220,549	25,585	11.6%	▲
Interest Earnings		57,012	28,506	24,092	(4,414)	(18.3%)	
Other Revenue		0	0	0	0		
Total (Excluding Rates)		2,089,250	1,092,724	1,130,183	37,459		
Operating Expense							
Employee Costs		(962,332)	(454,166)	(456,518)	(2,352)	(0.5%)	
Materials and Contracts		(1,129,740)	(509,270)	(414,714)	94,556	22.8%	▼
Utilities Charges		(137,538)	(68,769)	(65,897)	2,872	4.4%	
Depreciation (Non-Current Assets)		(1,049,519)	(524,760)	(543,767)	(19,007)	(3.5%)	
Interest Expenses		(21,603)	(10,802)	(11,588)	(786)	(6.8%)	
Insurance Expenses		(124,317)	(117,904)	(120,767)	(2,864)	(2.4%)	
Loss on Asset Disposal	10	0	0	(1,690)	(1,690)	(100.0%)	
Other Expenditure		0	0	0	0		
Total		(3,425,049)	(1,685,670)	(1,614,941)	70,728		
Funding Balance Adjustment							
Add Back Depreciation		1,049,519	524,760	543,767	19,007	3.5%	
Adjust (Profit)/Loss on Asset Disposal	10	(102,502)	1,690	1,690	0	0.0%	
Movement in Deferred Pensional Rates (Non-Current)					0		
Movement in Accrued Salaries and Wages					0		
Movement in Employee Benefit Provisions					0		
Adjust Provisions and Accruals					0		
Net Operating (Ex. Rates)		(388,782)	(66,496)	60,699	127,195		
Capital Revenues							
Grants, Subsidies and Contributions	8	995,750	445,369	445,369	0	0.0%	
Proceeds from Disposal of Assets	10	72,727	0	6,455	6,455	100.0%	
Proceeds from New Debentures					0		
Proceeds from Sale of Investments					0		
Proceeds from Advances					0		
Self-Supporting Loan Principal		12,169	4,963	4,963	0	0.0%	
Transfer from Reserves	9	1,043,266	450,000	450,000	0	0.0%	
Total		2,123,912	900,333	906,788	6,455		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	10	(1,197,492)	(930,193)	(930,193)	0	0.0%	
Plant and Equipment	10	(363,182)	(46,591)	(107,768)	(61,177)	(56.8%)	▲
Furniture and Equipment	10	0	0	0	0		
Infrastructure Assets - Roads	10	(895,107)	(229,202)	(229,202)	0	0.0%	
Infrastructure Assets - Other	10	(196,929)	(39,318)	(39,318)	0	0.0%	
Purchase of Investments			0		0		
Repayment of Debentures		(101,502)	(58,099)	(58,099)	0	0.0%	
Advances to Community Groups					0		
Transfer to Reserves	9	(349,061)	(21,365)	(21,365)	0	0.0%	
Total		(3,103,273)	(1,324,769)	(1,385,946)	(61,177)		
Net Capital		(979,361)	(424,436)	(479,158)	(54,722)		
Total Net Operating + Capital		(1,368,143)	(490,932)	(418,459)	72,473		
Rate Revenue		1,142,763	1,142,763	1,142,611	(152)	(0.0%)	
Opening Funding Surplus(Deficit)		300,000	300,000	315,191	15,191	4.8%	
Closing Funding Surplus(Deficit)	3	74,620	951,831	1,039,343	87,512	8.4%	

Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 December 2016

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 2016

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 2016

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 2016

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 2016

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 2016

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 2016

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 2016

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.

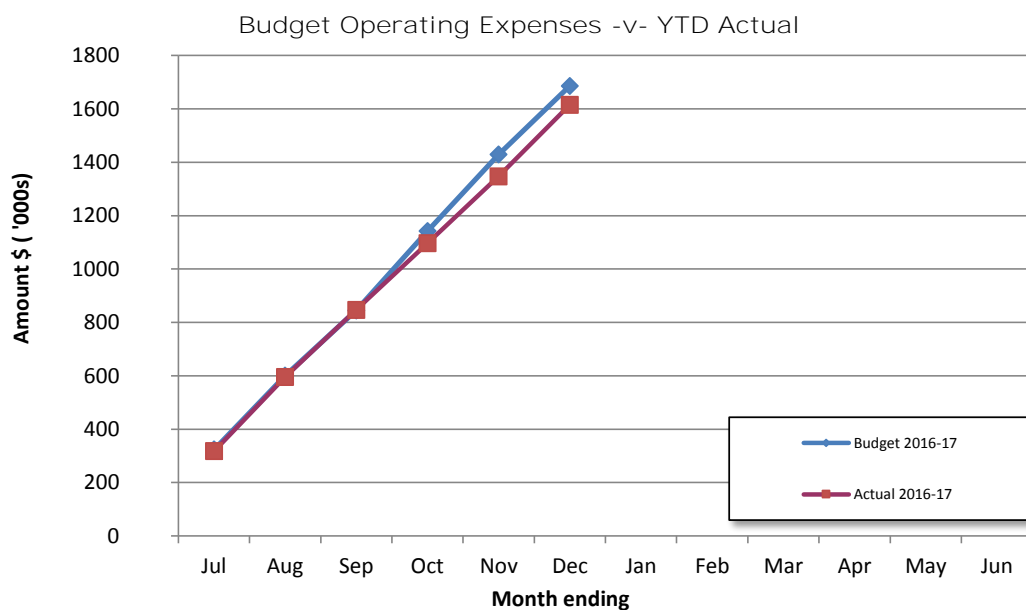
OTHER PROPERTY & SERVICES

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

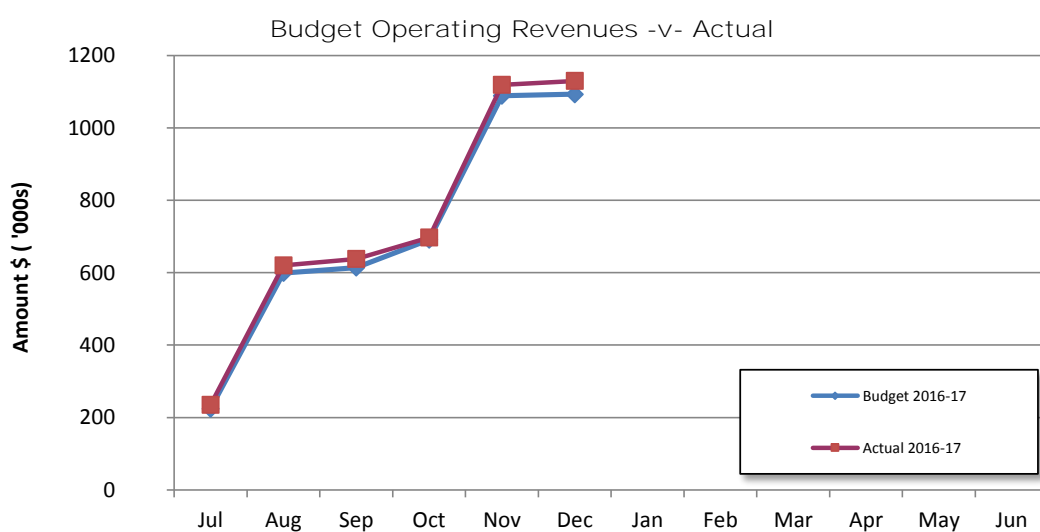
Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 December 2016

Note 2 - Graphical Representation - Source Statement of Financial Activity



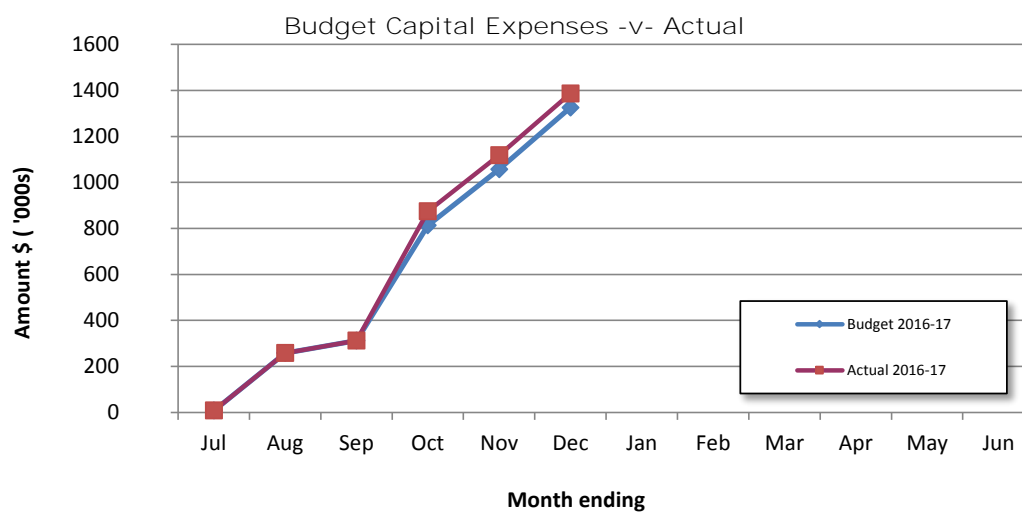
**Comments/Notes - Operating Expenses**



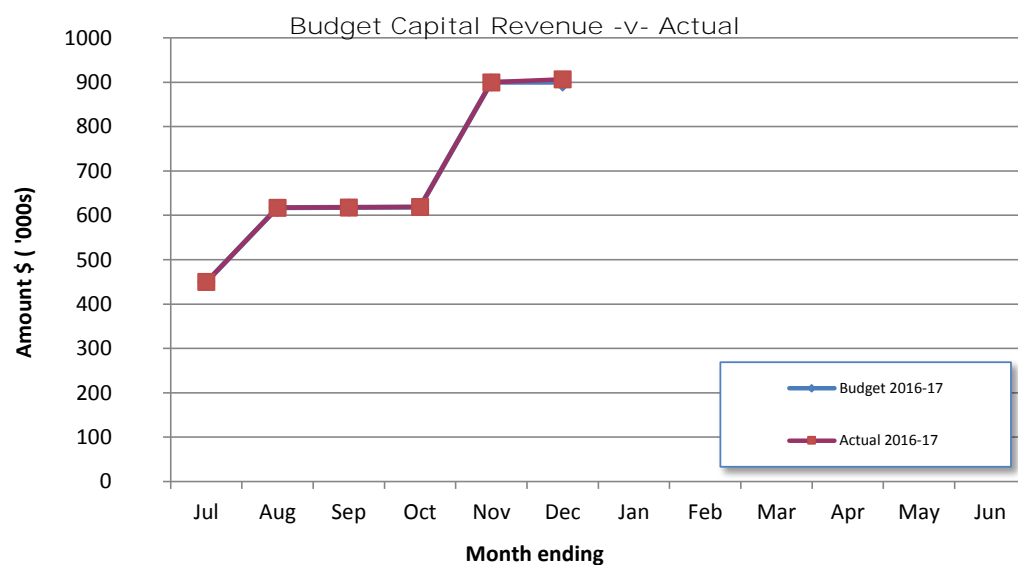
**Comments/Notes - Operating Revenues**

Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 December 2016

Note 2 - Graphical Representation - Source Statement of Financial Activity



**Comments/Notes - Capital Expenses**

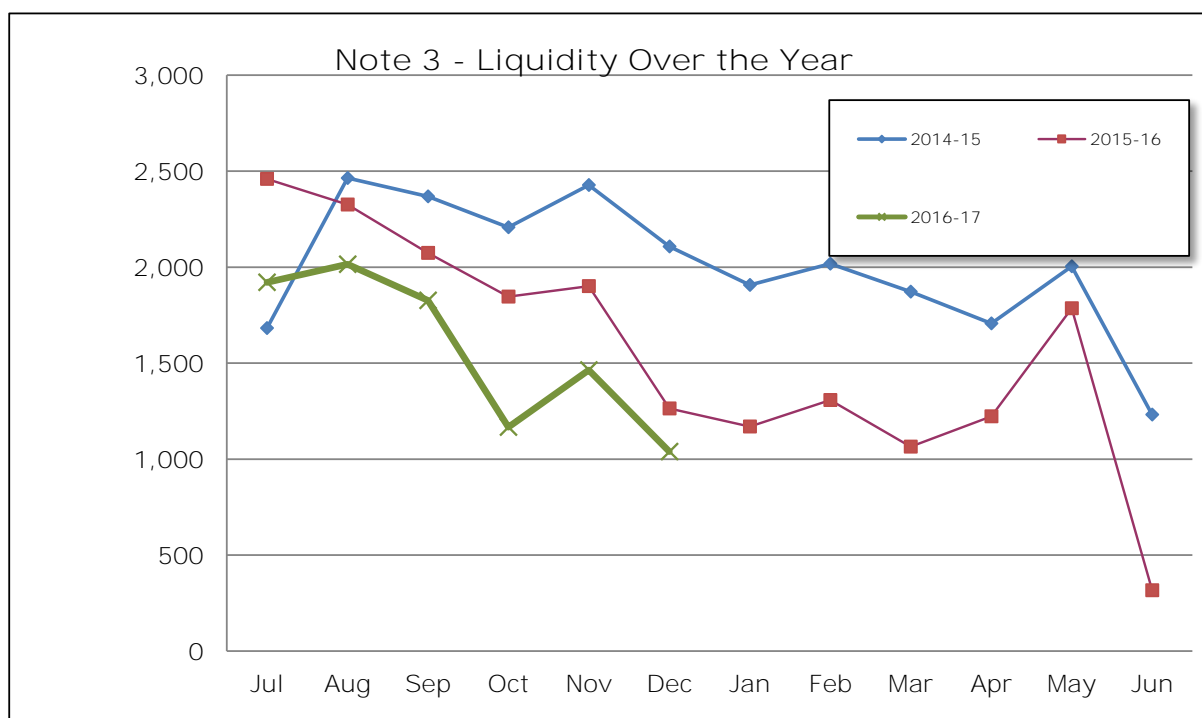


**Comments/Notes - Capital Revenues**

Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 December 2016

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)			
2016-17			
Note	This Month	Last Month	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	832,731	1,281,230	1,171,453
Cash Restricted	2,369,462	2,369,462	1,573,323
Investments			
Receivables - Rates and Rubbish	156,347	161,741	136,919
Receivables -Other	1,114	4,442	9,920
Inventories	121,217	115,230	104,704
	3,480,871	3,932,105	2,996,319
Less: Current Liabilities			
Payables	(1,279)	(28,274)	(92,227)
Current Employee Benefits Provision	(70,788)	(70,788)	(66,808)
	(72,067)	(99,061)	(159,036)
Less: Cash Restricted	(2,369,462)	(2,369,462)	(1,573,323)
Net Current Funding Position	1,039,343	1,463,581	1,263,960



Comments - Net Current Funding Position

Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 December 2016

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
At Call - Municipal	0.05%	834,544				834,544	NAB	Call
At Call - REBA	0.01%			300		300	NAB	Call
At Call - Working	0.01%			15,303		15,303	NAB	Call
(b) Term Deposits								
Reserves	2.65%		2,369,462			2,369,462	NAB	19/01/2017
(c) Investments								
Total		834,544	2,369,462	15,603	0	3,219,609		

**Comments/Notes - Investments**

# Shire of Wyalkatchem Monthly Investment Report

For the Period Ended 31 December 2016

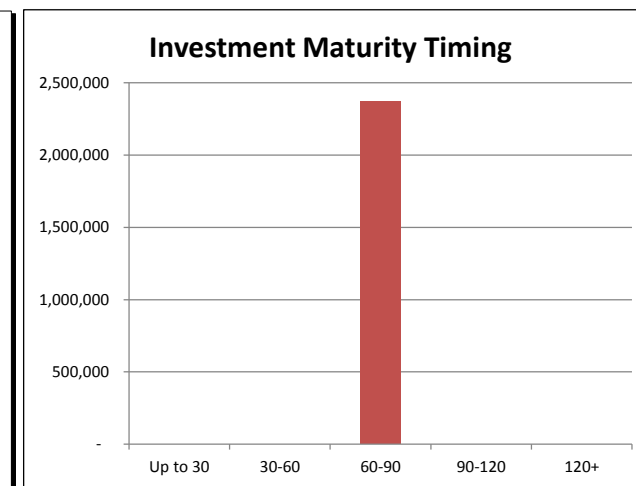
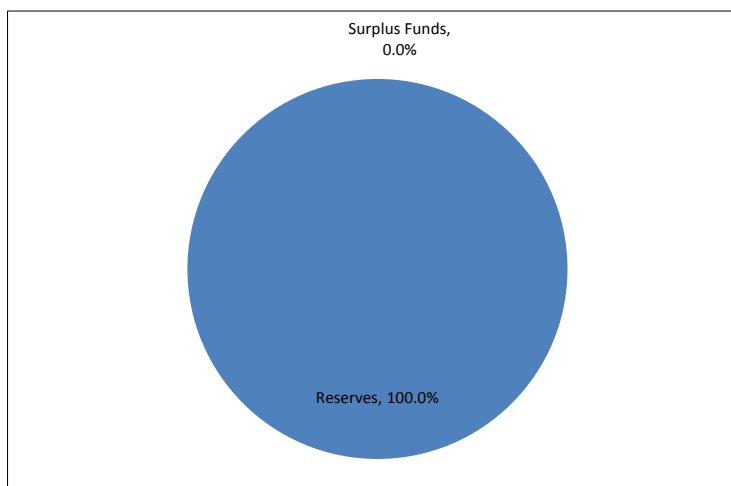
## Note 4A: CASH INVESTMENTS

Deposit Ref	Deposit Date	Institution	Term (Days)	Invested Interest rates	Expected Interest
General Municipal					-
					-
					-
Subtotal					-
Restricted					
Reserves	20/10/2016	NAB	90	2.65%	15,483
Subtotal					15,483
Total Funds Invested					15,483

Amount Invested (Days)					Total
Up to 30	30-60	60-90	90-120	120+	
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	2,369,462	-	-	2,369,462
-	-	2,369,462	-	-	2,369,462
-	-	2,369,462	-	-	2,369,462

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
NAB - Reserves					
TD114022574	20/10/2016	90	2.65%	2,369,462	
Subtotal				2,369,462	100.0%
NAB - Surplus Funds					
Subtotal				-	0.0%
Subtotal				-	0.0%
Subtotal				-	0.0%
Subtotal				-	0.0%
Subtotal				-	0.0%
Total Funds Invested				2,369,462	100.0%



Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 December 2016

Note 5: MAJOR VARIANCES

Comments/Reason for Variance		ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANC E	COMMENTS
5.1 OPERATING REVENUE (EXCLUDING RATES)						
5.1.1 GOVERNANCE						
1041010 Reimbursements		2,000	2,000	6,234	4,234	Higher than average dividends (\$1,916) and safe driver discounts (\$2,841) from LGIS were received than were estimated
5.1.2 GENERAL PURPOSE FUNDING						
1032069 Other Miscellaneous Grants		0	0	3,000	3,000	Grants from Healthways and the Road Safety Commission that were approved after the budget was adopted
5.1.3 LAW ORDER AND PUBLIC SAFETY						
5.1.4 HEALTH						
5.1.5 EDUCATION AND WELFARE						
5.1.6 HOUSING						
5.1.7 COMMUNITY AMENITIES						
5.1.8 RECREATION AND CULTURE						
5.1.9 TRANSPORT						
5.1.10 ECONOMIC SERVICES						
1133005 Building Licence		500	250	3,833	3,583	The amount in the Annual Budget is estimated whereas there has been a number of applications so far this year
1135203 Railway Barracks Fees		2,000	1,000	8,249	7,249	The Shire is currently managing the Railway Barracks so income is increased
5.1.11 OTHER PROPERTY AND SERVICES						
1141005 Private Works Income		0	0	2,881	2,881	No private works were included in the Budget but there was a charge to a business owner for doing some bitumen works that was carried over from 2015/16
1121041 Diesel Rebate		10,000	5,000	10,269	5,269	Diesel fuel rebate received has been higher than anticipated as sheets for May and June 2016 were only provided in September
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						
5.2.6 HOUSING						
5.2.7 COMMUNITY AMENITIES						
5.2.8 RECREATION AND CULTURE						
5.2.9 TRANSPORT						
5.2.10 ECONOMIC SERVICES						
5.2.11 OTHER PROPERTY AND SERVICES						
E143 Works Overheads		0	0	(68,511)	(68,511)	Overheads are overallocated currently, meaning that the overhead rate may be to high. When holidays are taken in January this will bring this figure out but our overhead rate may need to be lowered. This will be monitored in the new year.
5.3 CAPITAL REVENUE						
5.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS						
5.3.2 PROCEEDS FROM DISPOSAL OF ASSETS						
Side Tipper		0	0	6,455	6,455	This is the disposal of the old side tipper trailer. A budget amendment item was taken to Council at the OMC in October 2016 in regards to replacing it, this will be adjusted in the Budget Review



Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 December 2016

Note 5: MAJOR VARIANCES

Comments/Reason for Variance	ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
5.3.3 PROCEEDS FROM NEW DEBENTURES					
5.3.4 PROCEEDS FROM SALE OF INVESTMENT					
5.3.5 PROCEEDS FROM ADVANCES					
5.3.6 SELF-SUPPORTING LOAN PRINCIPAL					
5.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)					
5.4 CAPITAL EXPENSES					
5.4.1 LAND HELD FOR RESALE					
5.4.2 LAND AND BUILDINGS					
5.4.3 PLANT AND EQUIPMENT C970502 Side Tipper	0	0	61,177	61,177	Budget amendment item taken to Council at the OMC in October 2016. This will be adjusted in the Budget Review
5.4.4 FURNITURE AND EQUIPMENT					
5.4.5 INFRASTRUCTURE ASSETS - ROADS					
5.4.6 INFRASTRUCTURE ASSETS - OTHER					
5.4.7 PURCHASES OF INVESTMENT					
5.4.8 REPAYMENT OF DEBENTURES					
5.4.9 ADVANCES TO COMMUNITY GROUPS					
5.4.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)					
5.4.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)					
5.5 OTHER ITEMS					
5.5.1 RATE REVENUE					
5.5.2 OPENING FUNDING SURPLUS(DEFICIT)					
5.5.3 DEPRECIATION					

Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 December 2016

**Note 6: BUDGET AMENDMENTS**

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

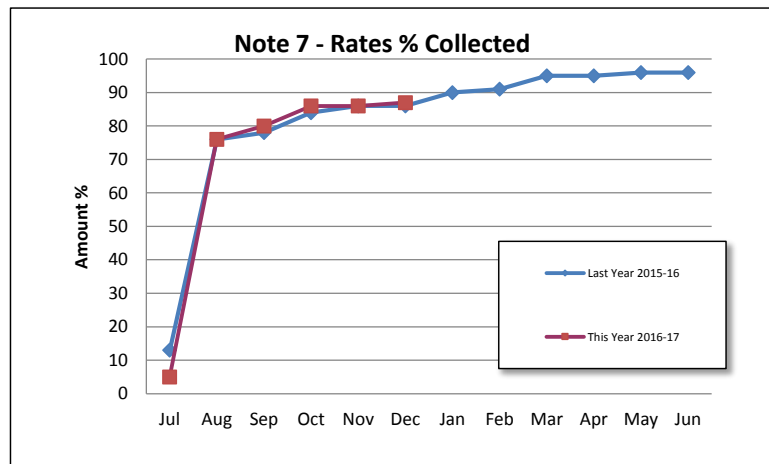
GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption			\$	\$	\$	\$ 0
	Side Tipper Trailer	3362	Capital Expenses			(84,000)	(84,000)
	Closing Funding Surplus (Deficit)			0	0	0	(84,000)

Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 December 2016

**Note 7: RECEIVABLES**

Receivables - Rates and Rubbish

	Current 2016-17	Previous 2015-16	Total
	\$	\$	\$
Opening Arrears Previous Years		14,726	14,726
Rates Levied this year	1,341,949	0	1,341,949
Interim Rates			0
Rates in Advance (Pre-Paid)	(29,301)	0	(29,301)
Instalment Fees	4,269	0	4,269
Administration/Legal Fees	100	0	100
Interest	973	0	973
Less Discount/Concessions/Write off	(18,553)	0	(18,553)
Less Collections to date	(1,145,479)	(12,338)	(1,157,817)
Equals Current Outstanding	153,959	2,388	156,347
Ex-Gratia Rates	7,724		7,724
Net Rates Collectable	(7,724)		156,347
% Collected			86.88%



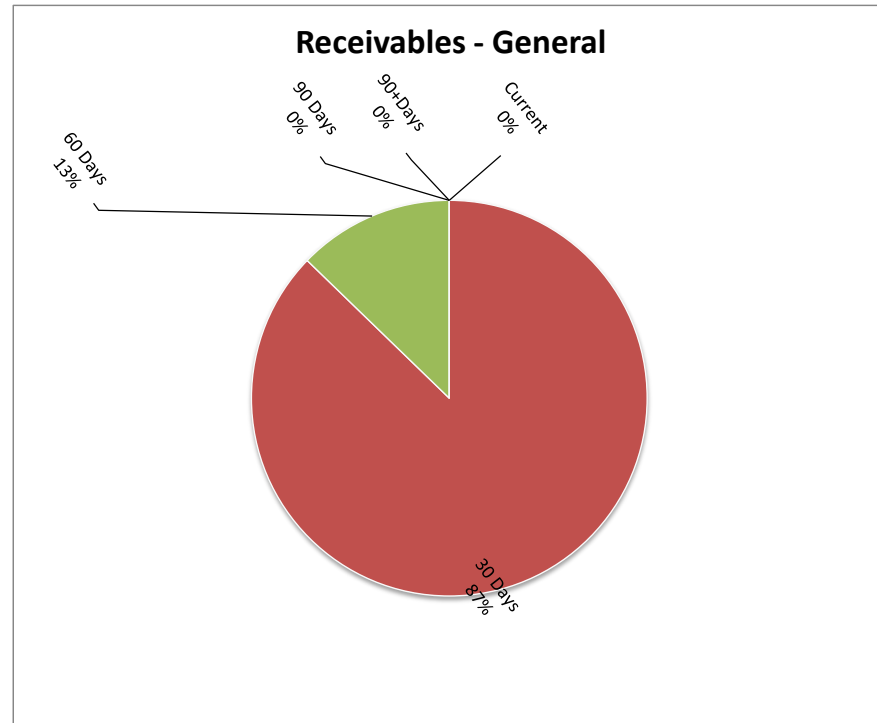
**Comments/Notes - Receivables Rates and Rubbish**

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

Receivables - General

	Current	30 Days	60 Days	90 Days	90+Days
	\$	\$	\$	\$	\$
	0	972	142	0	0
Total Outstanding					1,114

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 2016

**Note 8: GRANTS AND CONTRIBUTIONS**

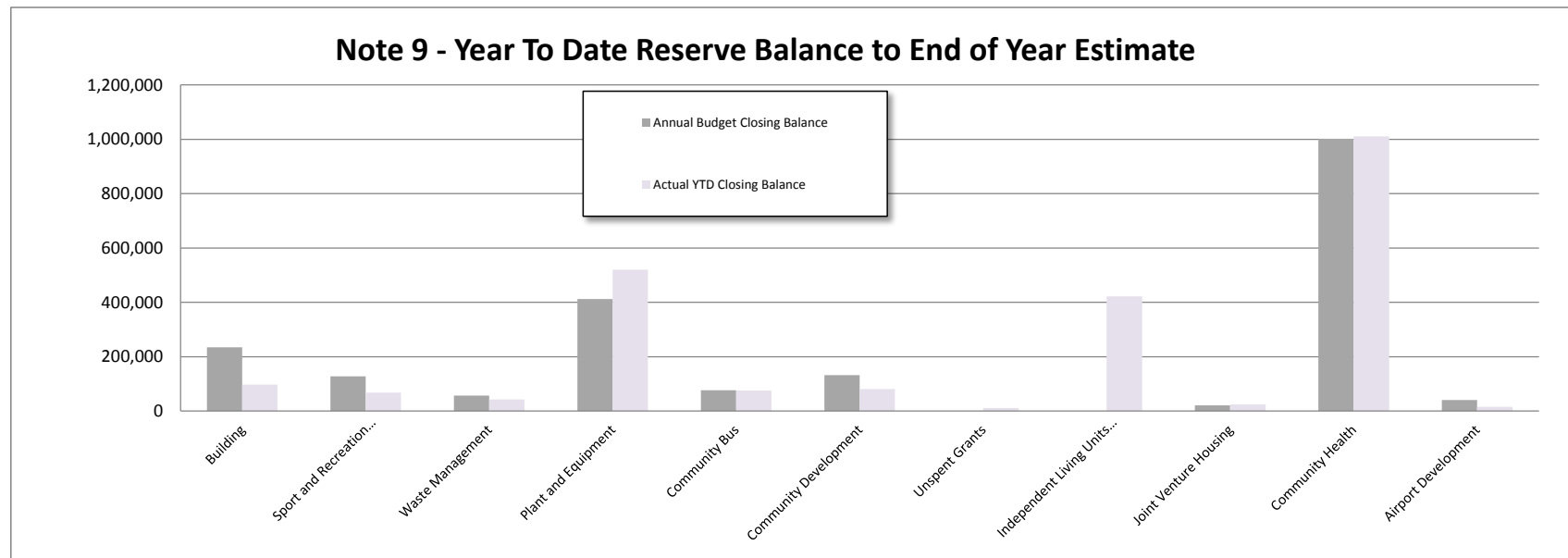
Program/Details GL	Provider	Approval Yes No	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status		Estimated Receival Dates
						Received	Not Received	
GENERAL PURPOSE FUNDING		(Yes/No)	\$	\$	\$	\$	\$	
Financial Assistance Grant	State Government	Yes	996,465		996,465	500,790	495,675	Quarterly - Feb, May
Contribution from Senior Citizens Homes	Senior Citizens Homes Trust	Yes	45,455		45,455	45,455	0	
Healthway Sponsorship	Healthway	Yes	0		0	2,000	(2,000)	
Road Safety Community Grant	Road Safety Commission	Yes	0		0	1,000	(1,000)	
GOVERNANCE								
Reimbursements - Miscellaneous	Various		2,000		2,000	6,416	(4,416)	
LAW, ORDER, PUBLIC SAFETY								
DFES Operating Grant	DFES	No	33,262		33,262	10,516	22,746	First instalment for 2016/17 pre-paid, remainder in 4 instalments
HEALTH								
Medical Centre Contribution	Shire of Koorda	Yes	51,273		51,273	10,345	40,928	Quarterly - Jan, Apr, Jun
COMMUNITY AMENITIES								
RECREATION AND CULTURE								
Swimming Pool Grant	Department of Sport & Rec	No	34,000		34,000	32,000	2,000	
TRANSPORT								
Financial Assistance Grant	State Government	Yes	424,917		424,917	211,730	213,188	Quarterly - Feb, May
Main Roads Direct Grant	Main Roads WA	Yes	96,670		96,670	100,658	(3,988)	
Street Lighting Subsidy	Main Roads WA	Yes	1,419		1,419	0	1,419	May 2017
Regional Road Group	Main Roads WA	Yes	388,396		388,396	119,712	268,684	60% on completion of projects
Roads to Recovery	Dept of Transport	Yes	561,899		561,899	280,203	281,696	Quarterly - Feb, Apr
OTHER PROPERTY & SERVICES								
Diesel Fuel Rebate	Australian Taxation Office	Yes	10,000		10,000	10,269	(269)	Monthly
TOTALS			2,645,756	0	2,645,756	1,331,093	1,314,663	

Comments - Grants and Contributions

Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 December 2016

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	96,201	2,983	843	135,000					234,184	97,045
Sport and Recreation Facilities	67,195	1,628	589	59,000					127,823	67,784
Waste Management	42,954	727	377	13,405					57,086	43,330
Plant and Equipment	515,861	6,656	4,522	0		(110,000)			412,517	520,383
Community Bus	75,365	972	661	0					76,337	76,025
Community Development	80,000	1,871	701	65,000		(15,000)			131,871	80,701
Unspent Grants	11,177	144	98	0		(11,321)			0	11,275
Independent Living Units project	867,848	11,198	4,445	0		(879,046)	(450,000)		0	422,293
Joint Venture Housing	24,337	373	213	4,588		(7,900)			21,398	24,550
Community Health	1,002,160	20,000	8,784	0		(20,000)			1,002,160	1,010,944
Airport Development	15,000	516	131	25,000					40,516	15,131
	2,798,098	47,068	21,365	301,993	0	(1,043,267)	(450,000)		2,103,892	2,369,462



Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 December 2016

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	
\$	\$	\$	\$		\$	\$	\$	
8,400	(255)	6,455	0 (1,690)	Other Property and Services Komatsu Front End Loader Side Tipper trailer	318,182 0	25,727 61,177	(292,455) 61,177	▼ ▲
8,400	(255)	6,455	(1,690)	Totals	318,182	86,904	(231,278)	

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	Property, Plant & Equipment	0	0	0	
241,469	54,077	901,946	0	1,197,492	Land for Resale	1,197,492	930,193	(267,299)	▼
264,455	0	182,727	0	447,182	Land and Buildings	447,182	107,768	(339,414)	▼
0	0	0	0	0	Plant & Property	0	0	0	
					Furniture & Equipment				
8,123	886,984	0	0	859,083	Infrastructure	895,107	229,202	(665,905)	▼
0	108,724	0	0	108,724	Roadworks	108,724	11,570	(97,154)	▼
0	0	0	0	0	Drainage	0	0	0	
20,000	0	0	0	20,000	Bridges	20,000	0	(20,000)	▼
33,205	0	0	0	33,205	Footpath & Cycleways	33,205	13,385	(19,820)	▼
10,000	0	0	0	10,000	Parks, Gardens & Reserves	10,000	0	(10,000)	▼
0	0	0	0	0	Airports	0	0	0	
0	0	0	0	25,000	Sewerage	25,000	14,364	(10,636)	▼
					Other Infrastructure				
577,252	1,049,785	1,084,673	0	2,700,686	Totals	2,736,710	1,306,482	(1,430,228)	

Comments - Capital Acquisitions

Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 December 2016

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

Contributions					Land & Buildings	Current Budget			
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year			
						Annual Budget	Actual	Variance	
\$	\$	\$	\$	\$		\$	\$	\$	
42,982	45,455	879,046		42,982	Governance	42,982	19,850	(23,132)	▼
25,000				Shire Office	25,000	0	(25,000)	▼	
				Council Chambers					
17,420				Law, Order and Public Safety	17,420	13,159	(4,261)		
				Bush Fire Truck Shed					
17,500				Health	17,500	10,506	(6,994)		
				Medical Centre					
				Education and Welfare					
				Senior Citizens Homes Project					
10,000				15,000	924,501	25,000	924,501	Aged Friendly Communities	821,320
				25,000	Housing	0	(25,000)		
7,000	7,900			7,000	1 Slocum St	7,000	1,390	(5,610)	▼
6,880				4 Slocum St	6,880	2,371	(4,510)	▼	
10,000				51 Flint St	10,000	0	(10,000)	▼	
5,000				53 Piesse St	5,000	1,421	(3,580)	▼	
				59 Flint St	7,900	0	(7,900)	▼	
6,000				Lady Novar	6,000	0	(6,000)		
				Recreation and Culture					
5,000				Town Hall	5,000	0	(5,000)	▼	
15,000				Recreation Centre	15,000	15,041	41	▲	
22,500				Tennis Club	22,500	23,263	763	▲	
	8,622		8,622	Rec Centre Shade Sail	7,882	(740)	▼		
				Economic Services					
14,460				14,460	Railway Station	13,991	(469)		
36,727				Railway Barracks	36,727	0	(36,727)		
241,469	54,077	901,946	0	1,197,492	Totals	1,197,492	930,193	(267,299)	

Contributions					Plant & Equipment	Current Budget			
						This Year			
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Annual Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$		\$	\$	\$	
20,000				20,000	Transport				
135,455		182,727		318,182	Turf Roller	20,000	20,864	864	▲
25,000				25,000	Front End Loader	318,182	25,727	(292,455)	▼
84,000				84,000	Two way radio	25,000	0	(25,000)	▼
					Side Tipper	84,000	61,177	(22,823)	▼
264,455	0	182,727	0	447,182	Totals	447,182	107,768	(339,414)	

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	Totals	0	0	0	

Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 December 2016

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions					Roads	Current Budget			
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year			
						Annual Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$		\$	\$	\$	
8,123	134,869			134,869	Transport The approved Blackspot funding was for the Benjaberring/Hindmarsh crossroads on the main Dowerin Wyalkatchem Road. This crossing is in a 110km/h speed zone with no clear line of site in either direction, creating a severe risk when shifting heavy machinery and for the school bus route	134,869	160	(134,709)	▼
	169,952			178,075	Koorda / Wyalkatchem Rd - SLK 4.30 - 8.30 (4.0 km) - Shoulder Reconditioning (alter Scope of Works & TEC with SRRG)	178,075	51,496	(126,579)	▼
	112,761			112,761	Tammin / Wyalkatchem Rd - SLK 19.60 - 21.83 (2.23 km) - Shoulder Widening & Primersealing Shoulders ONLY (alter TFC with SRRG)	112,761	1,340	(111,421)	▼
	94,445			94,445	Nembudding Sth Rd - SLK 2.65 - 4.00 & 17.64 - 19.64 (3.35 km) - Seal / Reseal with 10mm cutback bitumen seal	94,445	0	(94,445)	▼
	66,057			66,057	Wyalkatchem North Rd - SLK 0.00 - 2.41 (2.41 km) - Seal / Reseal with 10mm cutback bitumen seal	66,057	20,071	(45,986)	▼
	33,759			33,759	Parsons Rd - SLK 15.53 - 16.18 (0.65 km) - Clear verges to Widen and Gravel Sheet, and clean out side drains and construct extra to prevent further water erosion of road section.	33,759	36,821	3,062	▲
	105,045			105,045	Shiells Rd - SLK 0.3 - 3.3 (3.0 km) - Clear verges to Widen and Gravel Sheet.	105,045	0	(105,045)	▼
	54,573			54,573	Yorkrakine West Rd - SLK 4.01 - 6.48 (2.47 km) - Shoulder Reconditioning to widen carriageway from 7.2m to 10.0m width	54,573	67,803	13,230	▲
	36,024			36,024	Swan St - SLK 0.00 - 0.72 (0.72 km) - Seal 11.2m wide primerseal with 10mm cutback bitumen seal	36,024	0	(36,024)	
	30,735			30,735	Elsegood Rd - SLK 1.65 - 2.78 (1.13 km) - Seal 3.6 m wide seal with 2 coat (14 & 7m) PMB Seal.	30,735	7,611	(23,124)	▼
	20,026			20,026	Wallambin Rd - SLK 9.63 - 10.13 (0.5 km) - Seal 4.9 m wide seal with 2 coat (14 & 7m) PMB Seal.	20,026	6,802	(13,224)	▼
	28,738			28,738	Lewis Rd - SLK 3.70 - 4.70 (1.0 km) - Seal 3.7 m wide seal with 2 coat (14 & 7m) PMB Seal.	28,738	0	(28,738)	▼
	0			0	R2R Scott St	0	1,227	1,227	▲
0			0	Ross Rd	0	33,459	33,459	▲	
0			0	Divers Rd	0	2,413	2,413	▲	
8,123	886,984	0	0	859,083	Totals	895,107	229,202	(665,905)	

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



Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 December 2016

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

	108,724			108,724	Cunderdin / Wyalkatchem Rd - Replace 3 barrel 600 H x 1200 W RCBC Culverts at SLK 16.88 & 21.33 each with 6 barrel x diameter 600 HDPE Pipe culverts with rock lined batters and aprons. Construct sidetracks around culverts to install.	108,724	11,570	(97,154)	
				0				0	▼
				0				0	
0	108,724	0	0	108,724	Totals	108,724	11,570	(97,154)	

Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 December 2016

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

Contributions					Footpaths & Cycleways	Current Budget			
						This Year			
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Annual Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$		\$	\$	\$	
20,000				20,000	Transport Solar Lighting	20,000	0	(20,000)	▼
				0				0	
20,000	0	0	0	20,000	Totals	20,000	0	(20,000)	

Contributions					Parks, Gardens & Reserves	Current Budget			
						This Year			
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Annual Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$		\$	\$	\$	
12,900				12,900	Pioneer Park	12,900	5,405	(7,495)	▼
14,405				14,405	Admin Park reticulation, shade sail and sand replacement	14,405	7,980	(6,425)	▼
5,900				5,900	Rec Centre trotting track and park sand replacement	5,900	0	(5,900)	▼
				0				0	
33,205	0	0	0	33,205	Totals	33,205	13,385	(19,820)	

Contributions					Airports	Current Budget			
						This Year			
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Annual Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$		\$	\$	\$	
10,000				10,000	Airport Development	10,000	0	(10,000)	▼
				0				0	
10,000	0	0	0	10,000	Totals	10,000	0	(10,000)	

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)
					Streetscape	20,000	0	(20,000)
					Swimming Pool	0	14,364	14,364
25,000	0	0	0	25,000	Totals	25,000	14,364	(10,636)

Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 December 2016

**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-16	Amount Received	Amount Paid	Closing Balance 31-Dec-16
	\$	\$	\$	\$
<b>REBA Bond Account</b>				
Contract Aquatic	300			300
<b>Working Account</b>				
Key Deposit	195	15	(15)	195
Interest	1			1
Cleaning Bond	2,700		(100)	2,600
Proceeds of Lot 2 Station St, Korrelocking sale	0	7,045		7,045
Rose & Heritage Festival Committee	0	2,651		2,651
Employee Pay	0	2,810		2,810
	3,196	12,521	(115)	15,603

Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 December 2016

**SUPPLEMENTARY INFORMATION: INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$
<b>Housing</b>									
Loan 68 - 43/45 Wilson	184,962	0	0	18,020	8,857	166,942	176,105	12,445	6,375
Loan 71b - GEHA 51/55 Flint	50,063	0	0	50,063	24,812	0	25,251	1,334	886
<b>Recreation &amp; Culture</b>									
Loan 73 - Community Resource Centre Building Project	166,687	0	0	17,784	8,794	148,903	157,893	7,189	3,692
<b>Transport</b>									
Loan 74 - New Holland Tractor	47,477	0	0	15,635	15,635	31,842	31,842	635	635
	449,189	0	0	101,502	58,099	347,687	391,090	21,603	11,588

(b) Credit Standby Arrangements

Bank overdraft limit	250,000
Bank overdraft at month end	0
Credit card limit - Total limit approved	13,000
Credit card limit - CEO actual limit accessed	5,000
Credit card balance at month end	(1,501)

## RECONCILIATION OF BANK ACCOUNTS

Unrestricted Municipal Bank as at 31 December 2016	834,544
Outstanding Deposits	0
Outstanding Payments	(2,113)
Ending Balance	<u>832,431</u>
Trust REBA as at 31 December 2016	300
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u>300</u>
Trust Working as at 31 December 2016	15,303
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u>15,303</u>
Reserve Account as at 31 December 2016	2,369,461
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u>2,369,461</u>

## A/R Aging Summary As at 31 December 2016

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>	
Dowerin Church of Christ	0	0	142	0	0	142	Paid 04/01/2017
Eaton, Kylie	0	115	0	0	0	115	Paid 06/01/2017
RATE DEBTORS	2,238	26	0	0	154,084	156,347	Outstanding Rates as at 31 December 2016
Trenorden, Claire	0	-215	0	0	0	-215	Electricity paid in advance
Tucker, Anthony	0	666	0	0	0	666	Electricity for 10 Honour Ave
Tulip. Sue	0	45	0	0	0	45	Invoice for Terminal Building, paid 19/01/2017
Wyalkatchem Basketball Assoc	0	361	0	0	0	361	Season Charges 2016/17
<b>TOTAL</b>	<b><u>2,238</u></b>	<b><u>997</u></b>	<b><u>142</u></b>	<b><u>0</u></b>	<b><u>154,084</u></b>	<b><u>157,461</u></b>	
	0	972	142	0	0	1,114	Sundry
	2,238	26	0	0	154,084	156,347	Rates

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

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

	Note	Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a) 3	Var. % (b) - (a) / (b) 3	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		2,100	2,100	6,453	4,353	67.5%	
General Purpose Funding		1,068,785	564,458	558,108	(6,350)	(1.1%)	
Law, Order and Public Safety		38,962	24,728	26,402	1,674	6.3%	
Health		51,273	25,636	25,516	(121)	(0.5%)	
Education and Welfare		0	0	0	0		
Housing		130,831	76,318	79,112	2,794	3.5%	
Community Amenities		110,197	110,197	112,970	2,773	2.5%	
Recreation and Culture		47,684	40,816	37,382	(3,434)	(9.2%)	
Transport		625,508	312,754	312,483	(271)	(0.1%)	
Economic Services		3,910	2,281	13,513	11,232	83.1%	
Other Property and Services		10,000	5,833	14,358	8,524	59.4%	
Total (Excluding Rates)		2,089,250	1,165,120	1,186,296	21,176	1.8%	
Operating Expense							
Governance		(303,146)	(151,835)	(146,386)	5,449	3.7%	
General Purpose Funding		(60,120)	(33,570)	(31,398)	2,172	6.9%	
Law, Order and Public Safety		(100,981)	(58,906)	(62,720)	(3,814)	(6.1%)	
Health		(310,233)	(164,969)	(155,433)	9,536	6.1%	
Education and Welfare		(9,489)	(9,489)	(10,868)	(1,379)	(12.7%)	
Housing		(250,010)	(145,839)	(138,743)	7,096	5.1%	
Community Amenities		(220,184)	(128,441)	(123,883)	4,558	3.7%	
Recreation and Culture		(686,738)	(382,597)	(373,024)	9,573	2.6%	
Transport		(1,404,179)	(817,604)	(807,702)	9,903	1.2%	
Economic Services		(79,969)	(49,649)	(53,867)	(4,219)	(7.8%)	
Other Property and Services		0	0	35,142	35,142	(100.0%)	
Total		(3,425,049)	(1,942,899)	(1,868,883)	74,016		
Funding Balance Adjustment							
Add back Depreciation		1,049,519	615,219	635,337	20,117	3.2%	
Adjust (Profit)/Loss on Asset Disposal	10	(102,502)	1,690	1,690	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		
Adjust Provisions and Accruals					0		
Net Operating (Ex. Rates)		(388,782)	(160,870)	(45,560)	115,309		
Capital Revenues							
Proceeds from Disposal of Assets	10	72,727	0	6,455	6,455	100.0%	
Non-Operating Grants		995,750	445,369	445,369	0	0.0%	
Proceeds from New Debentures		0	0	0	0		
Proceeds from Sale of Investments					0		
Proceeds from Advances					0		
Self-Supporting Loan Principal		12,169	5,974	5,974	0	0.0%	
Transfer from Reserves	9	1,043,266	813,300	813,300	0	0.0%	
Total		2,123,912	1,264,643	1,271,098	6,455		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	10	(1,197,492)	(971,167)	(971,167)	0	0.0%	
Plant and Equipment	10	(363,182)	(46,591)	(107,768)	(61,177)	(56.8%)	▲
Furniture and Equipment	10	0	0	0	0		
Infrastructure Assets - Roads	10	(895,107)	(339,695)	(339,695)	0	0.0%	
Infrastructure Assets - Other	10	(196,929)	(44,239)	(44,239)	0	0.0%	
Purchase of Investments					0		
Repayment of Debentures		(101,502)	(58,099)	(58,099)	0	0.0%	
Advances to Community Groups					0		
Transfer to Reserves	9	(349,061)	(36,847)	(36,847)	0	0.0%	
Total		(3,103,273)	(1,496,638)	(1,557,815)	(61,177)		
Net Capital		(979,361)	(231,995)	(286,717)	(54,722)		
Total Net Operating + Capital		(1,368,143)	(392,864)	(332,277)	60,587		
Rate Revenue		1,142,763	1,142,763	1,142,666	(97)	(0.0%)	
Opening Funding Surplus(Deficit)		300,000	300,000	315,191	15,191	4.8%	
Closing Funding Surplus(Deficit)	3	74,620	1,049,899	1,125,580	75,681	6.7%	



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

	Note	Amended Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a) 3	Var. % (b) - (a) / (b) 3	
Operating Revenues		\$	\$	\$	\$	%	
Grants, Subsidies and Contributions	8	1,650,006	922,773	913,109	(9,664)	(1.1%)	
Profit on Asset Disposal	10	102,502	(0)	0	0	(100.0%)	
Fees and Charges		279,730	209,091	233,140	24,049	10.3%	
Interest Earnings		57,012	33,257	39,920	6,663	16.7%	
Other Revenue		0	0	0	0		
Total (Excluding Rates)		2,089,250	1,165,120	1,186,168	21,048		
Operating Expense							
Employee Costs		(962,332)	(561,360)	(530,984)	30,376	5.7%	
Materials and Contracts		(1,129,740)	(554,969)	(494,297)	60,672	12.3%	▼
Utilities Charges		(137,538)	(80,231)	(74,093)	6,138	8.3%	
Depreciation (Non-Current Assets)		(1,049,519)	(615,219)	(635,337)	(20,117)	(3.2%)	
Interest Expenses		(21,603)	(12,602)	(11,588)	1,014	8.7%	
Insurance Expenses		(124,317)	(118,518)	(120,767)	(2,249)	(1.9%)	
Loss on Asset Disposal	10	0	0	(1,690)	(1,690)	(100.0%)	
Other Expenditure		0	0	0	0		
Total		(3,425,049)	(1,942,899)	(1,868,755)	74,144		
Funding Balance Adjustment							
Add Back Depreciation		1,049,519	615,219	635,337	20,117	3.2%	
Adjust (Profit)/Loss on Asset Disposal	10	(102,502)	1,690	1,690	0	0.0%	
Movement in Deferred Pensional Rates (Non-Current)					0		
Movement in Accrued Salaries and Wages					0		
Movement in Employee Benefit Provisions					0		
Adjust Provisions and Accruals					0		
Net Operating (Ex. Rates)		(388,782)	(160,870)	(45,560)	115,309		
Capital Revenues							
Grants, Subsidies and Contributions	8	995,750	445,369	445,369	0	0.0%	
Proceeds from Disposal of Assets	10	72,727	0	6,455	6,455	100.0%	
Proceeds from New Debentures					0		
Proceeds from Sale of Investments					0		
Proceeds from Advances					0		
Self-Supporting Loan Principal		12,169	5,974	5,974	0	0.0%	
Transfer from Reserves	9	1,043,266	813,300	813,300	0	0.0%	
Total		2,123,912	1,264,643	1,271,098	6,455		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	10	(1,197,492)	(971,167)	(971,167)	0	0.0%	
Plant and Equipment	10	(363,182)	(46,591)	(107,768)	(61,177)	(56.8%)	▲
Furniture and Equipment	10	0	0	0	0		
Infrastructure Assets - Roads	10	(895,107)	(339,695)	(339,695)	0	0.0%	
Infrastructure Assets - Other	10	(196,929)	(44,239)	(44,239)	0	0.0%	
Purchase of Investments			0		0		
Repayment of Debentures		(101,502)	(58,099)	(58,099)	0	0.0%	
Advances to Community Groups					0		
Transfer to Reserves	9	(349,061)	(36,847)	(36,847)	0	0.0%	
Total		(3,103,273)	(1,496,638)	(1,557,815)	(61,177)		
Net Capital		(979,361)	(231,995)	(286,717)	(54,722)		
Total Net Operating + Capital		(1,368,143)	(392,864)	(332,277)	60,587		
Rate Revenue		1,142,763	1,142,763	1,142,666	(97)	(0.0%)	
Opening Funding Surplus(Deficit)		300,000	300,000	315,191	15,191	4.8%	
Closing Funding Surplus(Deficit)	3	74,620	1,049,899	1,125,580	75,681	6.7%	

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

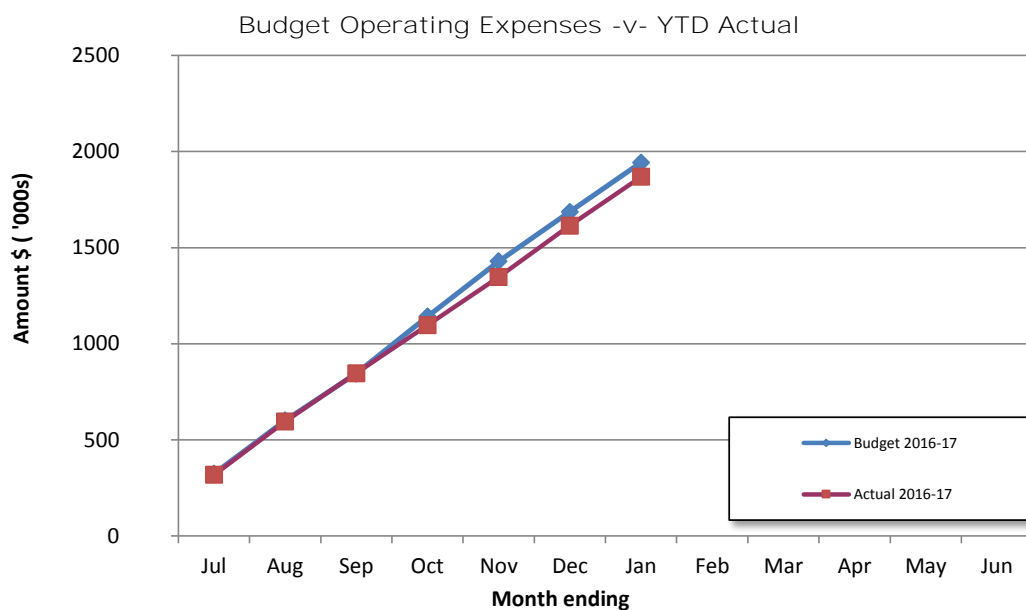
OTHER PROPERTY & SERVICES

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

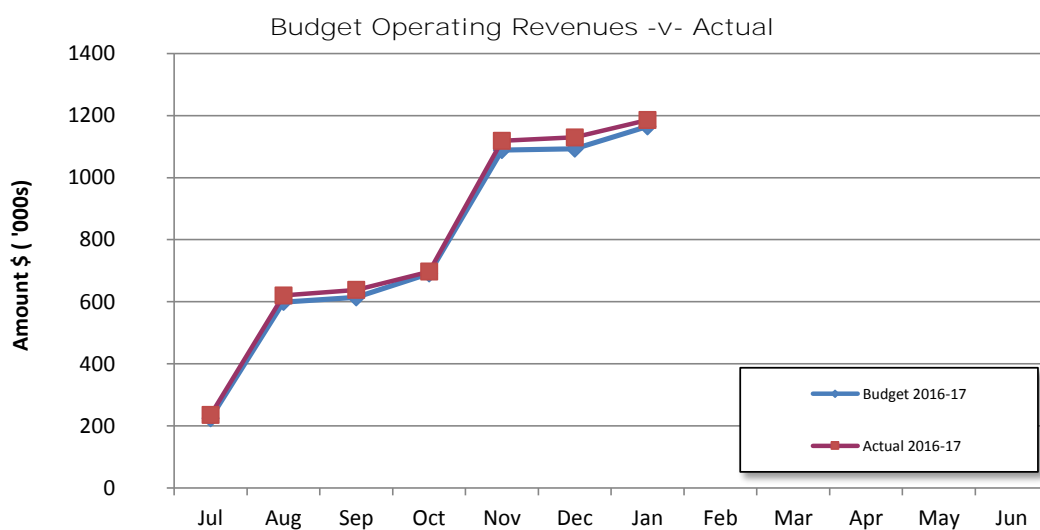
Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

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

Note 2 - Graphical Representation - Source Statement of Financial Activity



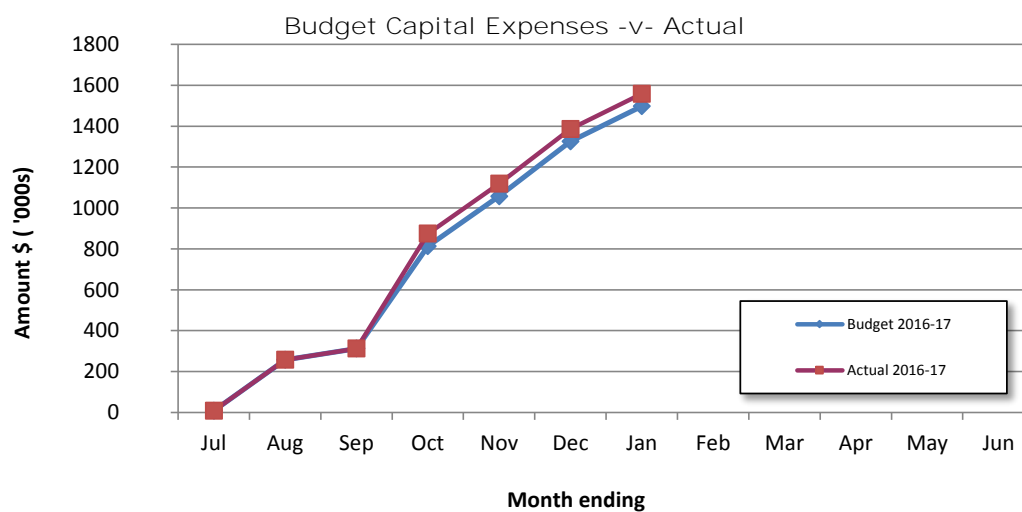
**Comments/Notes - Operating Expenses**



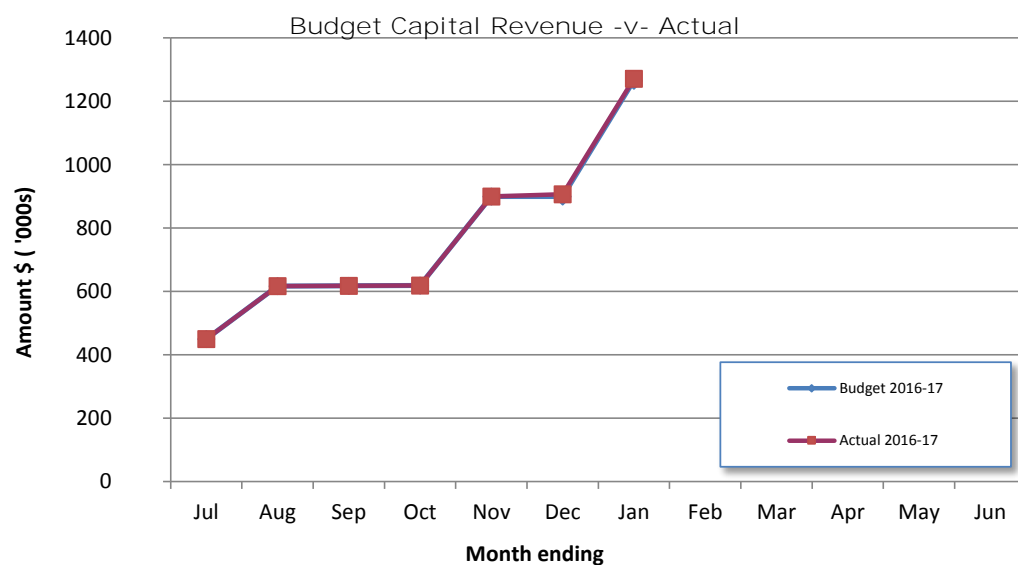
**Comments/Notes - Operating Revenues**

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

Note 2 - Graphical Representation - Source Statement of Financial Activity



**Comments/Notes - Capital Expenses**

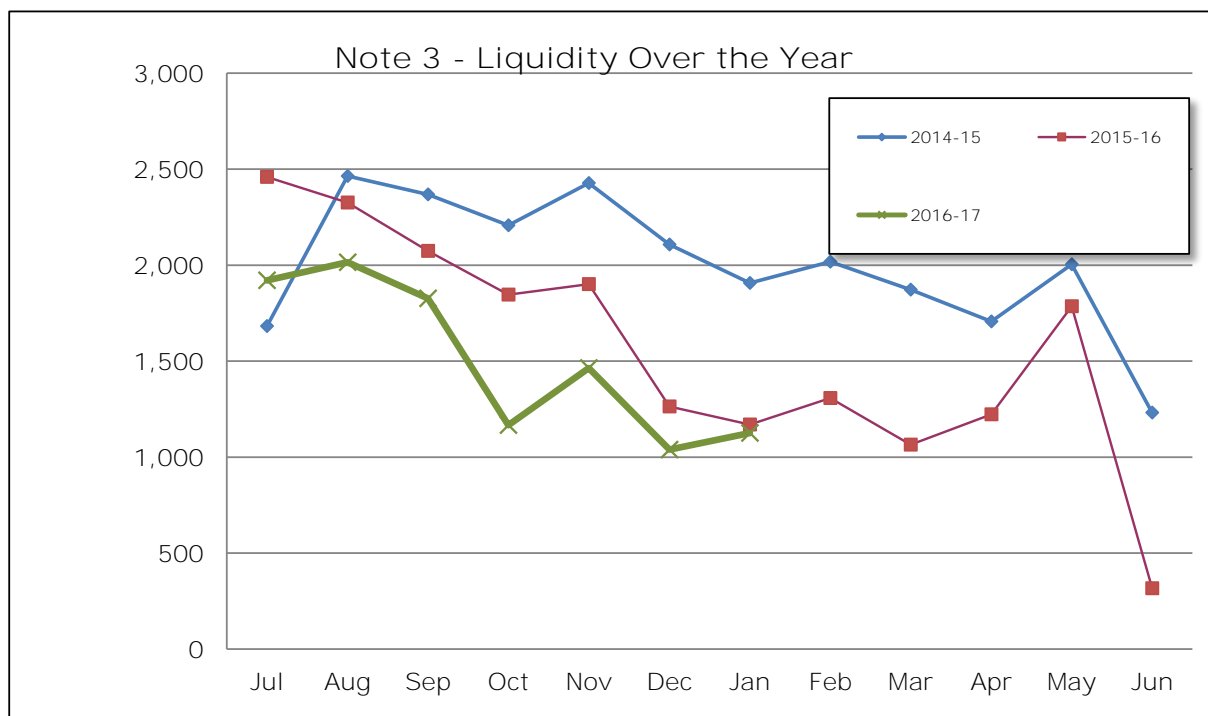


**Comments/Notes - Capital Revenues**

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

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)			
2016-17			
Note	This Month	Last Month	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	954,733	832,731	983,762
Cash Restricted	2,021,645	2,369,462	1,573,323
Investments			
Receivables - Rates and Rubbish	109,113	156,347	87,139
Receivables -Other	18,844	1,114	75,331
Inventories	121,217	121,217	104,704
	3,225,552	3,480,871	2,824,259
Less: Current Liabilities			
Payables	(7,539)	(1,279)	(15,595)
Current Employee Benefits Provision	(70,788)	(70,788)	(66,808)
	(78,327)	(72,067)	(82,403)
Less: Cash Restricted	(2,021,645)	(2,369,462)	(1,573,323)
Net Current Funding Position	1,125,580	1,039,343	1,168,532



Comments - Net Current Funding Position

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

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
At Call - Municipal	0.05%	954,511				954,511	NAB	Call
At Call - REBA	0.01%			0		0	NAB	Call
At Call - Working	0.01%			13,303		13,303	NAB	Call
(b) Term Deposits								
Reserves	2.55%		2,021,645			2,021,645	NAB	20/04/2017
(c) Investments								
Total		954,511	2,021,645	13,303	0	2,989,458		

**Comments/Notes - Investments**

# Shire of Wyalkatchem Monthly Investment Report

For the Period Ended 31 January 2017

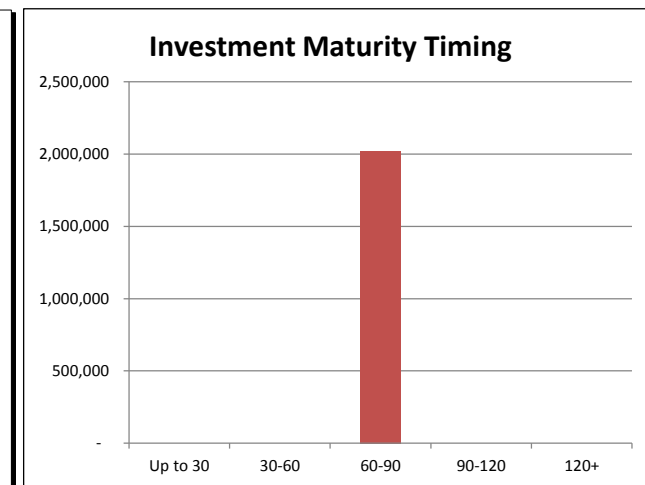
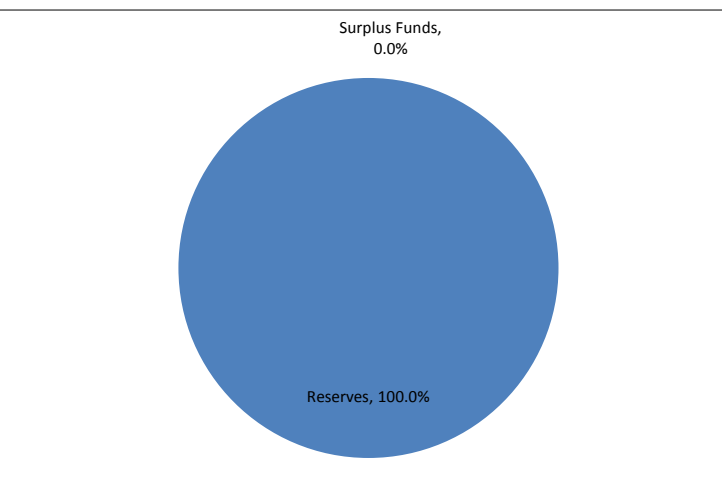
## Note 4A: CASH INVESTMENTS

Deposit Ref	Deposit Date	Institution	Term (Days)	Invested Interest rates	Expected Interest
General Municipal					-
					-
					-
Subtotal					-
Restricted					
Reserves	21/01/2017	NAB	90	2.55%	12,711
Subtotal					12,711
Total Funds Invested					12,711

Amount Invested (Days)					Total
Up to 30	30-60	60-90	90-120	120+	
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	2,021,645	-	-	2,021,645
-	-	2,021,645	-	-	2,021,645
-	-	2,021,645	-	-	2,021,645

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
NAB - Reserves					
TD114022574	21/01/2017	90	2.55%	2,021,645	
Subtotal				2,021,645	100.0%
NAB - Surplus Funds					
Subtotal				-	0.0%
Subtotal				-	0.0%
Subtotal				-	0.0%
Subtotal				-	0.0%
Subtotal				-	0.0%
Total Funds Invested				2,021,645	100.0%



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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance		ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANCE	COMMENTS
5.1 OPERATING REVENUE (EXCLUDING RATES)						
5.1.1 GOVERNANCE						
1041010 Reimbursements		2,000	2,000	6,472	4,472	Higher than average dividends (\$1,916) and safe driver discounts (\$2,841) from LGIS were received than were estimated
5.1.2 GENERAL PURPOSE FUNDING						
1032069 Other Miscellaneous Grants		0	0	3,500	3,500	Grants from Healthways, Bike Week 2017 and the Road Safety Commission that were approved after the budget was adopted
5.1.3 LAW ORDER AND PUBLIC SAFETY						
5.1.4 HEALTH						
5.1.5 EDUCATION AND WELFARE						
5.1.6 HOUSING						
5.1.7 COMMUNITY AMENITIES						
5.1.8 RECREATION AND CULTURE						
5.1.9 TRANSPORT						
5.1.10 ECONOMIC SERVICES						
1133005 Building Licence		500	292	3,833	3,541	The amount in the Annual Budget is estimated whereas there has been a number of applications so far this year
1135203 Railway Barracks Fees		2,000	1,167	8,813	7,646	The Shire is currently managing the Railway Barracks so income is increased
5.1.11 OTHER PROPERTY AND SERVICES						
1141005 Private Works Income		0	0	2,881	2,881	No private works were included in the Budget but there was a charge to a business owner for doing some bitumen works that was carried over from 2015/16
1121041 Diesel Rebate		10,000	5,833	11,476	5,643	Diesel fuel rebate received has been higher than anticipated as sheets for May and June 2016 were only provided in September
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						
5.2.6 HOUSING						
5.2.7 COMMUNITY AMENITIES						
5.2.8 RECREATION AND CULTURE						
5.2.9 TRANSPORT						
5.2.10 ECONOMIC SERVICES						
5.2.11 OTHER PROPERTY AND SERVICES						
E143 Works Overheads		0	0	(49,766)	(49,766)	Overheads are overallocated currently, meaning that the overhead rate may be too high. When holidays are taken in January this will bring this figure out but our overhead rate may need to be lowered. This will be monitored in the new year.
E144 Plant Operating Costs		0	0	11,944	11,944	Plant costs are slightly underallocated, this is normal for January as plant isn't used as much. The allocations will be monitored in coming months and if necessary operating costs will be adjusted
5.3 CAPITAL REVENUE						
5.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS						
5.3.2 PROCEEDS FROM DISPOSAL OF ASSETS						

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance					
	ANNUAL BUDGET	YTD BUDGET	ACTUAL	VARIANC E	COMMENTS
Side Tipper	0	0	6,455	6,455	This is the disposal of the old side tipper trailer. A budget amendment item was taken to Council at the OMC in October 2016 in regards to replacing it, this will be adjusted in the Budget Review
5.3.3 PROCEEDS FROM NEW DEBENTURES					
5.3.4 PROCEEDS FROM SALE OF INVESTMENT					
5.3.5 PROCEEDS FROM ADVANCES					
5.3.6 SELF-SUPPORTING LOAN PRINCIPAL					
5.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)					
5.4 CAPITAL EXPENSES					
5.4.1 LAND HELD FOR RESALE					
5.4.2 LAND AND BUILDINGS					
5.4.3 PLANT AND EQUIPMENT C970502 Side Tipper	0	0	61,177	61,177	Budget amendment item taken to Council at the OMC in October 2016. This will be adjusted in the Budget Review
5.4.4 FURNITURE AND EQUIPMENT					
5.4.5 INFRASTRUCTURE ASSETS - ROADS					
5.4.6 INFRASTRUCTURE ASSETS - OTHER					
5.4.7 PURCHASES OF INVESTMENT					
5.4.8 REPAYMENT OF DEBENTURES					
5.4.9 ADVANCES TO COMMUNITY GROUPS					
5.4.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)					
5.4.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)					
5.5 OTHER ITEMS					
5.5.1 RATE REVENUE					
5.5.2 OPENING FUNDING SURPLUS(DEFICIT)					
5.5.3 DEPRECIATION					



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

**Note 6: BUDGET AMENDMENTS**

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

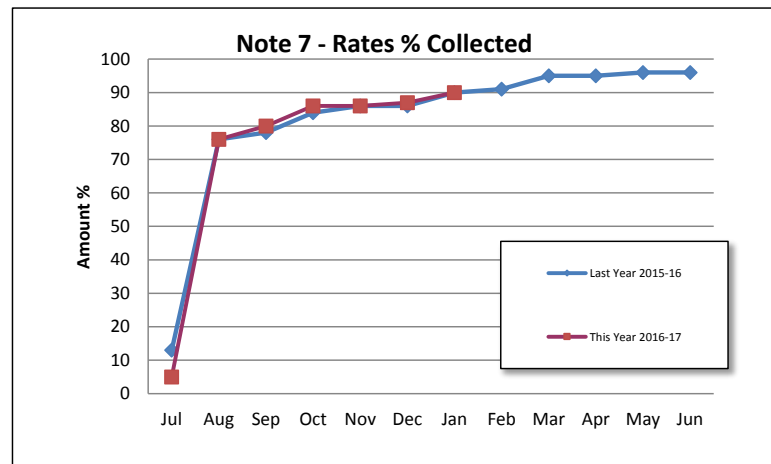
GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption			\$	\$	\$	\$ 0
	Side Tipper Trailer	3362	Capital Expenses			(84,000)	(84,000)
	Closing Funding Surplus (Deficit)			0	0	0	(84,000)

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

**Note 7: RECEIVABLES**

Receivables - Rates and Rubbish

	Current 2016-17	Previous 2015-16	Total
	\$	\$	\$
Opening Arrears Previous Years		14,726	14,726
Rates Levied this year	1,341,949	0	1,341,949
Interim Rates			0
Rates in Advance (Pre-Paid)	(29,301)	0	(29,301)
Instalment Fees	4,269	0	4,269
Administration/Legal Fees	100	0	100
Interest	973	0	973
Less Discount/Concessions/Write off	(18,553)	0	(18,553)
Less Collections to date	(1,192,700)	(12,351)	(1,205,051)
Equals Current Outstanding	106,738	2,375	109,113
Ex-Gratia Rates	7,724		7,724
Net Rates Collectable	(7,724)		109,113
% Collected			90.42%



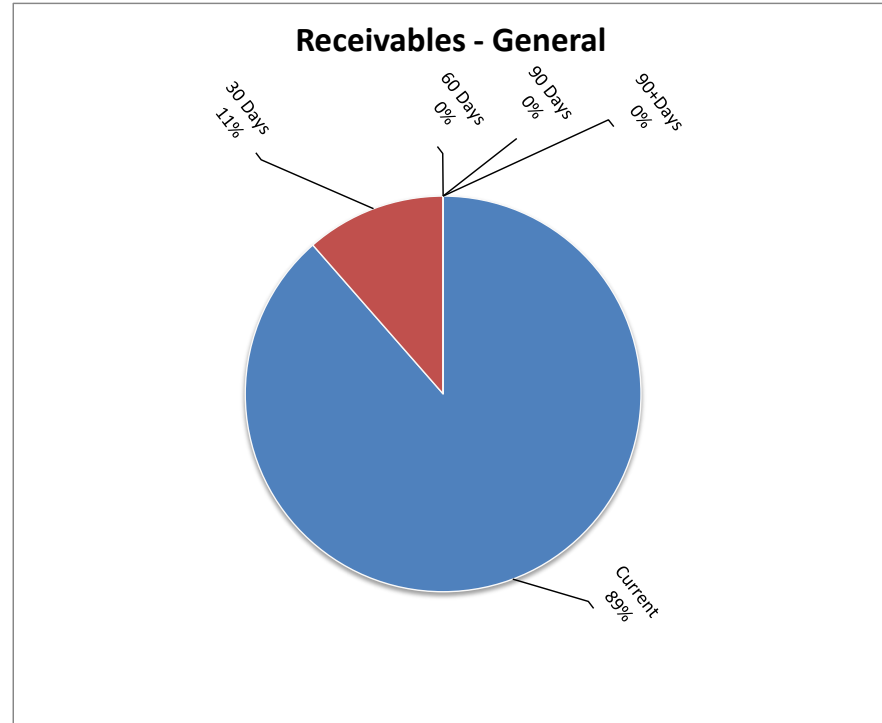
**Comments/Notes - Receivables Rates and Rubbish**

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
\$	\$	\$	\$	\$
16,688	2,157	0	0	0
Total Outstanding				18,844

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 2017

**Note 8: GRANTS AND CONTRIBUTIONS**

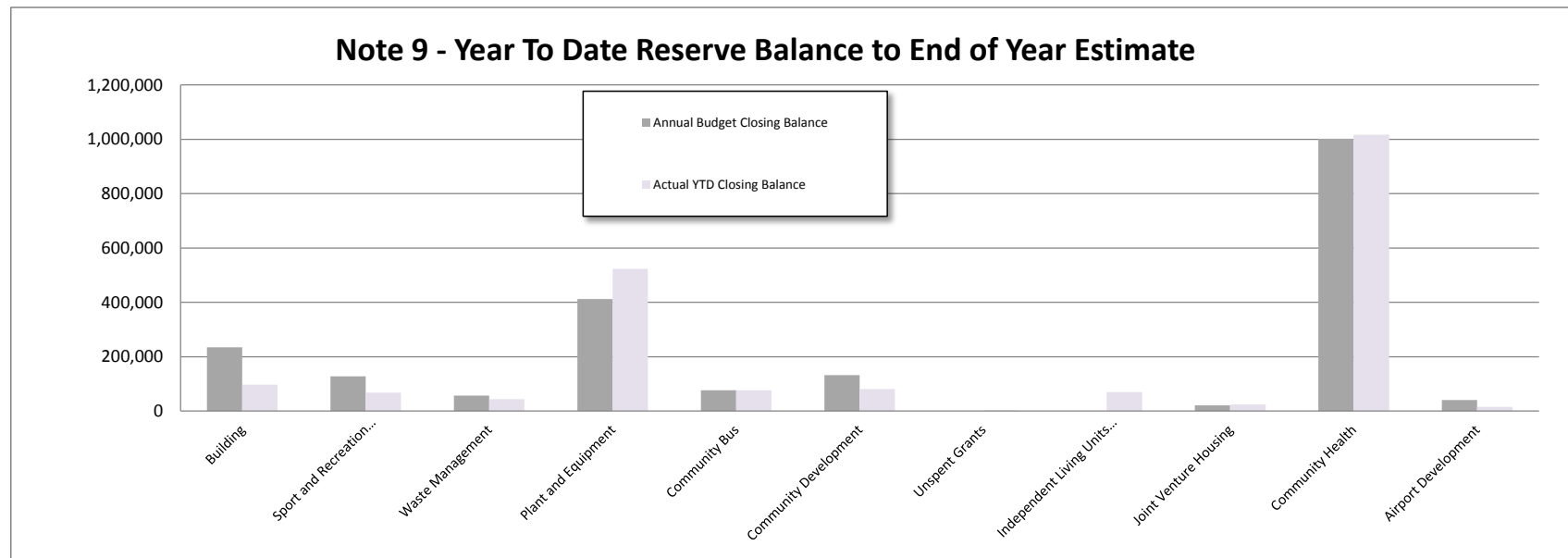
Program/Details GL	Provider	Approval Yes No	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status		Estimated Receival Dates
						Received	Not Received	
GENERAL PURPOSE FUNDING		(Yes/No)	\$	\$	\$	\$	\$	
Financial Assistance Grant	State Government	Yes	996,465		996,465	500,790	495,675	Quarterly - Feb, May
Contribution from Senior Citizens Homes	Senior Citizens Homes Trust	Yes	45,455		45,455	45,455	0	
Healthway Sponsorship	Healthway	Yes	0		0	2,000	(2,000)	
Road Safety Community Grant	Road Safety Commission	Yes	0		0	1,000	(1,000)	
Bike Week 2017	Department of Transport	Yes	0		0	500	(500)	
GOVERNANCE								
Reimbursements - Miscellaneous	Various		2,000		2,000	6,408	(4,408)	
LAW, ORDER, PUBLIC SAFETY								
DFES Operating Grant	DFES	No	33,262		33,262	21,032	12,230	First instalment for 2016/17 pre-paid, remainder in 4 instalments
HEALTH								
Medical Centre Contribution	Shire of Koorda	Yes	51,273		51,273	25,516	25,757	Quarterly - Apr, Jun
COMMUNITY AMENITIES								
RECREATION AND CULTURE								
Swimming Pool Grant	Department of Sport & Rec	No	34,000		34,000	32,000	2,000	
TRANSPORT								
Financial Assistance Grant	State Government	Yes	424,917		424,917	211,730	213,188	Quarterly - Feb, May
Main Roads Direct Grant	Main Roads WA	Yes	96,670		96,670	100,658	(3,988)	
Street Lighting Subsidy	Main Roads WA	Yes	1,419		1,419	0	1,419	May 2017
Regional Road Group	Main Roads WA	Yes	388,396		388,396	119,712	268,684	60% on completion of projects
Roads to Recovery	Dept of Transport	Yes	561,899		561,899	280,203	281,696	Quarterly - Feb, Apr
OTHER PROPERTY & SERVICES								
Diesel Fuel Rebate	Australian Taxation Office	Yes	10,000		10,000	11,476	(1,476)	Monthly
TOTALS			2,645,756	0	2,645,756	1,358,478	1,287,278	

Comments - Grants and Contributions

Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 January 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	96,201	2,983	1,477	135,000					234,184	97,679
Sport and Recreation Facilities	67,195	1,628	1,032	59,000					127,823	68,227
Waste Management	42,954	727	660	13,405					57,086	43,614
Plant and Equipment	515,861	6,656	7,922	0		(110,000)			412,517	523,783
Community Bus	75,365	972	1,157	0					76,337	76,522
Community Development	80,000	1,871	1,229	65,000		(15,000)			131,871	81,229
Unspent Grants	11,177	144	172	0		(11,321)	(8,754)		0	2,594
Independent Living Units project	867,848	11,198	7,204	0		(879,046)	(804,545)		0	70,507
Joint Venture Housing	24,337	373	374	4,588		(7,900)			21,398	24,710
Community Health	1,002,160	20,000	15,390	0		(20,000)			1,002,160	1,017,550
Airport Development	15,000	516	230	25,000					40,516	15,230
	2,798,098	47,068	36,847	301,993	0	(1,043,267)	(813,300)		2,103,892	2,021,645



Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 January 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	
\$	\$	\$	\$		\$	\$	\$	
8,400	(255)	6,455	0 (1,690)	Other Property and Services Komatsu Front End Loader Side Tipper trailer	318,182 0	25,727 61,177	(292,455) 61,177	▼ ▲
8,400	(255)	6,455	(1,690)	Totals	318,182	86,904	(231,278)	

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	Property, Plant & Equipment	0	0	0
247,369	54,077	901,946	0	1,203,392	Land for Resale	1,203,392	971,167	(232,225) ▼
264,455	0	182,727	0	447,182	Land and Buildings	447,182	107,768	(339,414) ▼
0	0	0	0	0	Plant & Property	0	0	0
					Furniture & Equipment			
8,123	886,984	0	0	859,083	Infrastructure	895,107	339,695	(555,412) ▼
0	108,724	0	0	108,724	Roadworks	108,724	13,182	(95,542) ▼
0	0	0	0	0	Drainage	0	0	0
20,000	0	0	0	20,000	Bridges	20,000	0	(20,000) ▼
27,305	0	0	0	27,305	Footpath & Cycleways	27,305	15,119	(12,186) ▼
10,000	0	0	0	10,000	Parks, Gardens & Reserves	10,000	0	(10,000) ▼
0	0	0	0	0	Airports	0	0	0
0	0	0	0	25,000	Sewerage	25,000	15,937	(9,063) ▼
577,252	1,049,785	1,084,673	0	2,700,686	Other Infrastructure			
					Totals	2,736,710	1,462,869	(1,273,841)

Comments - Capital Acquisitions

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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

Contributions					Land & Buildings	Current Budget			
						This Year			
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Annual Budget	Actual	Variance	
\$	\$	\$	\$	\$		\$	\$	\$	
42,982	45,455	879,046		42,982	Governance	42,982	19,850	(23,132)	▼
25,000				25,000	Shire Office	25,000	0	(25,000)	▼
					Council Chambers				
17,420				17,420	Law, Order and Public Safety	17,420	13,159	(4,261)	
					Bush Fire Truck Shed				
17,500				17,500	Health	17,500	12,679	(4,821)	
					Medical Centre				
					Education and Welfare				
					Senior Citizens Homes Project				
10,000					15,000	924,501	924,501	840,179	(84,322)
	8,622	7,900		25,000	Aged Friendly Communities	25,000	0	(25,000)	
					Housing				
7,000				7,000	1 Slocum St	7,000	1,390	(5,610)	▼
6,880				6,880	4 Slocum St	6,880	5,491	(1,389)	▼
10,000				10,000	51 Flint St	10,000	8,791	(1,209)	▼
5,000				5,000	53 Plesse St	5,000	4,541	(459)	▼
				7,900	59 Flint St	7,900	0	(7,900)	▼
6,000				6,000	Lady Novar	6,000	3,121	(2,879)	
					Recreation and Culture				
5,000					Town Hall	5,000	0	(5,000)	▼
20,900	8,622			20,900	Recreation Centre	20,900	16,829	(4,071)	▼
22,500				22,500	Tennis Club	22,500	23,263	763	▲
				8,622	Rec Centre Shade Sail	8,622	7,882	(740)	▼
					Economic Services				
14,460				14,460	Railway Station	14,460	13,991	(469)	
36,727				36,727	Railway Barracks	36,727	0	(36,727)	
247,369	54,077	901,946	0	1,203,392	Totals	1,203,392	971,167	(232,225)	

Contributions					Plant & Equipment	Current Budget			
						This Year			
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Annual Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$		\$	\$	\$	
20,000				20,000	Transport				
135,455		182,727		318,182	Turf Roller	20,000	20,864	864	▲
25,000				25,000	Front End Loader	318,182	25,727	(292,455)	▼
84,000				84,000	Two way radio	25,000	0	(25,000)	▼
					Side Tipper	84,000	61,177	(22,823)	▼
264,455	0	182,727	0	447,182	Totals	447,182	107,768	(339,414)	

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	Totals	0	0	0	

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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions					Roads	Current Budget			
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		This Year			
						Annual Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$		\$	\$	\$	
8,123	134,869			134,869	Transport The approved Blackspot funding was for the Benjaberring/Hindmarsh crossroads on the main Dowerin Wyalkatchem Road. This crossing is in a 110km/h speed zone with no clear line of site in either direction, creating a severe risk when shifting heavy machinery and for the school bus route	134,869	160	(134,709)	▼
	169,952			178,075	Koorda / Wyalkatchem Rd - SLK 4.30 - 8.30 (4.0 km) - Shoulder Reconditioning (alter Scope of Works & TEC with SRRG)	178,075	51,496	(126,579)	▼
	112,761			112,761	Tammin / Wyalkatchem Rd - SLK 19.60 - 21.83 (2.23 km) - Shoulder Widening & Primersealing Shoulders ONLY (alter TFC with SRRG)	112,761	1,340	(111,421)	▼
	94,445			94,445	Nembudding Sth Rd - SLK 2.65 - 4.00 & 17.64 - 19.64 (3.35 km) - Seal / Reseal with 10mm cutback bitumen seal	94,445	61,780	(32,665)	▼
	66,057			66,057	Wyalkatchem North Rd - SLK 0.00 - 2.41 (2.41 km) - Seal / Reseal with 10mm cutback bitumen seal	66,057	61,319	(4,738)	▼
	33,759			33,759	Parsons Rd - SLK 15.53 - 16.18 (0.65 km) - Clear verges to Widen and Gravel Sheet, and clean out side drains and construct extra to prevent further water erosion of road section.	33,759	36,821	3,062	▲
	105,045			105,045	Shiells Rd - SLK 0.3 - 3.3 (3.0 km) - Clear verges to Widen and Gravel Sheet.	105,045	0	(105,045)	▼
	54,573			54,573	Yorkrakine West Rd - SLK 4.01 - 6.48 (2.47 km) - Shoulder Reconditioning to widen carriageway from 7.2m to 10.0m width	54,573	67,803	13,230	▲
	36,024			36,024	Swan St - SLK 0.00 - 0.72 (0.72 km) - Seal 11.2m wide primerseal with 10mm cutback bitumen seal	36,024	0	(36,024)	
	30,735			30,735	Elsegood Rd - SLK 1.65 - 2.78 (1.13 km) - Seal 3.6 m wide seal with 2 coat (14 & 7m) PMB Seal.	30,735	7,804	(22,931)	▼
	20,026			20,026	Wallambin Rd - SLK 9.63 - 10.13 (0.5 km) - Seal 4.9 m wide seal with 2 coat (14 & 7m) PMB Seal.	20,026	7,058	(12,968)	▼
	28,738			28,738	Lewis Rd - SLK 3.70 - 4.70 (1.0 km) - Seal 3.7 m wide seal with 2 coat (14 & 7m) PMB Seal.	28,738	1,837	(26,901)	▼
	0			0	R2R Scott St	0	6,406	6,406	▲
0			0	Ross Rd	0	33,459	33,459	▲	
0			0	Divers Rd	0	2,413	2,413	▲	
8,123	886,984	0	0	859,083	Totals	895,107	339,695	(555,412)	

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

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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

	108,724			108,724	Cunderdin / Wyalkatchem Rd - Replace 3 barrel 600 H x 1200 W RCBC Culverts at SLK 16.88 & 21.33 each with 6 barrel x diameter 600 HDPE Pipe culverts with rock lined batters and aprons. Construct sidetracks around culverts to install.	108,724	13,182	(95,542)	
				0				0	▼
				0				0	
0	108,724	0	0	108,724	Totals	108,724	13,182	(95,542)	



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

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

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

Contributions					Footpaths & Cycleways	Current Budget			
						This Year			
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Annual Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$		\$	\$	\$	
20,000				20,000	Transport Solar Lighting	20,000	0	(20,000)	▼
				0				0	
20,000	0	0	0	20,000	Totals	20,000	0	(20,000)	

Contributions					Parks, Gardens & Reserves	Current Budget			
						This Year			
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Annual Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$		\$	\$	\$	
12,900				12,900	Pioneer Park	12,900	6,958	(5,943)	▼
14,405				14,405	Admin Park reticulation, shade sail and sand replacement	14,405	8,162	(6,243)	▼
				0				0	
27,305	0	0	0	27,305	Totals	27,305	15,119	(12,186)	

Contributions					Airports	Current Budget			
						This Year			
Municipal Funds	Grants	Reserves/ Proceeds	Borrowing	Total		Annual Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$		\$	\$	\$	
10,000				10,000	Airport Development	10,000	0	(10,000)	▼
				0				0	
10,000	0	0	0	10,000	Totals	10,000	0	(10,000)	

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)
					Streetscape	20,000	0	(20,000)
					Swimming Pool	0	15,937	15,937
25,000	0	0	0	25,000	Totals	25,000	15,937	(9,063)

Shire of Wyalkatchem  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 January 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-16	Amount Received	Amount Paid	Closing Balance 31-Jan-17
	\$	\$	\$	\$
<b>REBA Bond Account</b>				
Contract Aquatic	300		(300)	0
<b>Working Account</b>				
Key Deposit	195	15	(15)	195
Interest	1			1
Cleaning Bond	2,700		(2,100)	600
Proceeds of Lot 2 Station St, Korrelocking sale	0	7,045		7,045
Rose & Heritage Festival Committee	0	2,651		2,651
Employee Pay	0	2,810		2,810
	3,196	12,521	(2,415)	13,303

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

**SUPPLEMENTARY INFORMATION: INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$
<b>Housing</b>									
Loan 68 - 43/45 Wilson	184,962	0	0	18,020	8,857	166,942	176,105	12,445	6,375
Loan 71b - GEHA 51/55 Flint	50,063	0	0	50,063	24,812	0	25,251	1,334	886
<b>Recreation &amp; Culture</b>									
Loan 73 - Community Resource Centre Building Project	166,687	0	0	17,784	8,794	148,903	157,893	7,189	3,692
<b>Transport</b>									
Loan 74 - New Holland Tractor	47,477	0	0	15,635	15,635	31,842	31,842	635	635
	449,189	0	0	101,502	58,099	347,687	391,090	21,603	11,588

(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	(669)

## RECONCILIATION OF BANK ACCOUNTS


Unrestricted Municipal Bank as at 31 January 2017	954,511
Outstanding Deposits	222
Outstanding Payments	(300)
Ending Balance	<u>954,433</u>
Trust Working as at 31 January 2017	13,303
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u>13,303</u>
Reserve Account as at 31 January 2017	2,021,644
Outstanding Deposits	
Outstanding Payments	
Ending Balance	<u>2,021,644</u>

# A/R Aging Summary

## As at 31 January 2017

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>	
Department of Transport	0	550	0	0	0	550	Bike Week grant
Eaton, Kylie	0	92	0	0	0	92	Monthly charge for Railway Station
Energy Made Clean	0	0	0	0	0	0	Accommodation at Barracks for Field Days
Gibbs, Michael	0	25	0	0	0	25	Private works
 RATE DEBTORS	 0	 0	 0	 0	 109,113	 109,113	 Outstanding Rates as at 31 January 2017
Road Safety Commission	0	0	0	0	0	0	Grant for Wyalkatchem Fair
Shire of Koorda	16,688	0	0	0	0	16,688	Contribution to Medical Expenses
Thompson Funeral Services	0	0	0	0	0	0	Invoice for funeral, paid in full 04/10/16
Trenorden, Claire	0	-172	0	0	0	-172	Electricity paid in advance
Tucker, Anthony	0	1,120	0	0	0	1,120	Rent and electricity for 10 Honour Ave
Tulip. Sue	0	30	0	0	0	30	Invoice for Terminal Building
WA Stabilising	0	150	0	0	0	150	Barracks accommodation
Wyalkatchem Basketball Assoc	0	361	0	0	0	361	Season Charges 2016/17
<b>TOTAL</b>	<b><u>16,688</u></b>	<b><u>2,157</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>109,113</u></b>	<b><u>127,957</u></b>	
	16,688	2,157	0	0	0	18,844	Sundry
	0	0	0	0	109,113	109,113	Rates

## 8.2.2 FINANCIAL MANAGEMENT – FINANCIAL REPORTING – PAYMENT LISTINGS – DECEMBER 2016 AND JANUARY 2017

<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>	1 February 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	OMC: 15 December 2016 Council Decision No. 3392
<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 2016;
2. Receive the Payment Listings as of 31 January 2017.

### Appendices:

1. Payment Listings as of 31 December 2016;
2. Payment Listings as of 31 January 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 2016

\$458,973

Total Payments December 2015	\$691,005
Variance \$	-\$232,032
Variance %	-34%
Percentage paid by EFT December 2016	99.5%
Percentage paid by Cheque December 2016	0.5%
Percentage of Wyalkatchem based Suppliers December 2016 (excluding wages, bank fees, loan payments and utilities providers)	9%
Percentage of suppliers used where no Wyalkatchem based option is available January 2017	87%
Dollar Value spent with Wyalkatchem based Suppliers January 2017	\$32,738
Total Payments January 2017	\$330,540
Total Payments January 2016	\$288,975
Variance \$	\$41,565
Variance %	14%
Percentage paid by EFT January 2017	99.9%
Percentage paid by Cheque January 2017	0.1%
Percentage of Wyalkatchem based Suppliers January 2017 (excluding wages, bank fees, loan payments and utilities providers)	3%
Percentage of suppliers used where no Wyalkatchem based option is available January 2017	95%
Dollar Value spent with Wyalkatchem based Suppliers January 2017	\$5,674
<b>Trust Account – Working</b>	
Total Payments January 2017	\$2,000
<b>Trust Account – REBA</b>	
Total Payments January 2017	\$300
<b>Reserve Account</b>	
Total Payments January 2017	\$363,300

#### **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 \$458,973 for December 2016 and \$330,540 for January 2017.

**Strategic Plan/Risk Implications:**

There are no strategic implications relative to this item.

**Voting Requirements**                      Simple Majority

**Council Decision Number:** 3406

**Moved:** Cr Gamble                      **Seconded:** Cr Holdsworth

**That Council resolve the following:**

- 1. Receive the Payment Listing as of 31 December 2016;**
- 2. Receive the Payment Listing as of 31 January 2017.**

**Vote:** 6/0

**Cr Butt asked if insurance would cover any of the damage to the pumps.  
Ian said he would look into it.**



# Attachment 1

Type	Date	Num	Name	Description	Amount
<b>A01100 - Cash at Bank</b>					
<b>A01101 - Unrestricted Municipal Bank</b>					
Cheque	01/12/2016	dd011216	Westnet	Internet Access Dec 2016, Email Hosting 190916-191016	-179.15
Bill Pmt -Cheque	01/12/2016	dd011216	Synergy	ELECTRICITY Terminal Building 130916-141116	-256.10
Bill Pmt -Cheque	05/12/2016	dd051216	NAB Visa	TENNIS CLUB Smoke alarm, REFRESHMENTS Lunch CEO & President while at CEACA 031116, PRINTING Honourary Freeman poster remake, SWIMMING POOL Lifeguard training Course Metcalfe, Basketball, TRAINING Tag & Test Course Adams, COMPUTER Credits for Property Inspection App, ADMIN OFFICE Projector, TRAINING Accommodation for Occ Health Course Adams, LICENCE WM014 Toro	-2,733.87
Cheque	06/12/2016		Harris, Craig R	SWIMMING POOL Noodles x 5	-15.00
Bill Pmt -Cheque	06/12/2016		Carbon Footie - EFT	ADMIN OFFICE, MEDICAL CENTRE Solar Panels 10.2kW PV system deposit	-7,000.00
Bill Pmt -Cheque	06/12/2016		DFES - EFT	ESL Shire Properties 2016/17	-1,846.29
Bill Pmt -Cheque	06/12/2016		Northam Holden - EFT	MAINTENANCE WM000 150,000km service plus various repairs required	-4,229.68
Bill Pmt -Cheque	06/12/2016	16822	Wyalkatchem Gourmet Meats - EFT	CHRISTMAS PARTY Meat	-319.65
Bill Pmt -Cheque	12/12/2016	dd121216	Telstra	TELEPHONE Landlines 171116-161216	-699.77
Paycheque	14/12/2016		Salaries and Wages	PPE141216	-25,684.48
Bill Pmt -Cheque	14/12/2016		Davies, QR & DJ - EFT	MEDICAL CENTRE Plants	-213.00
Bill Pmt -Cheque	14/12/2016		T & E Services Pty Ltd - EFT	MEDICAL CENTRE Conmed Hyfrecator 2000, MAINTENANCE 000WM Service	-2,519.50
Bill Pmt -Cheque	14/12/2016		Yardley, Bruce - EFT	CRICKET WICKETS Curating 191116-251116, 281116, 061216-111216	-2,475.00
Bill Pmt -Cheque	14/12/2016	dd141216	Water Corporation.	SERVICE CHARGE Standpipe at De Pierres Rd 011116-311216	-41.74
Bill Pmt -Cheque	15/12/2016	dd151216	Water Corporation.	WATER USAGE 270916-231116	-156.71
Bill Pmt -Cheque	16/12/2016	dd161216	Water Corporation.	WATER USAGE Airport 270916-241116, SERVICE CHARGE Standpipe at Airport 011116-311216	-119.74
Cheque	19/12/2016	dd191216	Foxtel	57 FLINT ST Foxtel Doctor House	-150.00
Bill Pmt -Cheque	19/12/2016	dd191216	Water Corporation.	SERVICE CHARGE Standpipes at Nembudding South and Elashgin Rd 011116-311216	-85.73
General Journal	21/12/2016	2511	NAB	NAB Connect Fee. CG	-47.24
Bill Pmt -Cheque	21/12/2016	dd211216	Telstra	TELEPHONE Mobiles 021116-010117	-291.91
Cheque	22/12/2016		Senior Citizens Homes Trust - EFT	RATES REFUND for overpayment Ass #851	-2,020.00
Cheque	22/12/2016		Adams, Christopher J	TRAINING Meal Allowance, Travel Allowance Occ Health Training 121216-131216	-231.40
Bill Pmt -Cheque	22/12/2016		4 Kings Pest - EFT	2 SLOCUM ST Pest Control in ceiling	-202.00
Bill Pmt -Cheque	22/12/2016		AMPAC Debt Recovery - EFT	DEBT COLLECTION 40 Johnston St, 23 Piesse St, 62 Wilson St (on charged)	-1,436.69
Bill Pmt -Cheque	22/12/2016		Australia Post - Mail - EFT	POSTAGE Nov 2016	-110.64
Bill Pmt -Cheque	22/12/2016		Avon Waste - EFT	BINS November 2016 - 320 x 4 weeks, 12 Street x 4 weeks	-3,240.32
Bill Pmt -Cheque	22/12/2016		BA & VM Brookes - EFT	WYALKATCHEM KOORDA RD Road train hire 15.5hrs 221116-231116, Water tanker hire 9hrs 231116-241116, R2R WALLAMBIN RD Road train hire 6.5hrs 251116, Water tanker hire 4hrs 251116-281116	-5,901.50
Bill Pmt -Cheque	22/12/2016		Blackwoods - EFT	REC CENTRE OVAL Shade cloth 50m roll	-186.00
Bill Pmt -Cheque	22/12/2016		Brendon Wilkes Electrical - EFT	PUMP Upgrade board with safety switch protection, short circuit protection, over load protection, star delta start up of motor	-3,696.00
Bill Pmt -Cheque	22/12/2016		Burgess Rawson - EFT	WATER USAGE Public Toilets, CBH Museum, Railway Tce Parks 111016-061216	-957.93
Bill Pmt -Cheque	22/12/2016		Carbon Footie - EFT	MEDICAL CENTRE Solar Panels 9.18kW PV system, ADMIN OFFICE Solar Panels 10.2kW PV system (balance of invoice)	-14,422.00
Bill Pmt -Cheque	22/12/2016		Contract Aquatic Services - EFT	SWIMMING POOL Contract Management Fee Dec 2016, CHEMICALS Cyanuric acid 40kg, Dry Chlorine 40kg x 4, Acid x 2	-16,412.00
Bill Pmt -Cheque	22/12/2016		D & D Transport - EFT	FREIGHT Swimming pool chemicals	-81.95
Bill Pmt -Cheque	22/12/2016		Dowerin Engineering Works - EFT	BUSH FIRE TRUCK SHED Frame for sign	-115.50
Bill Pmt -Cheque	22/12/2016		Dunnings - EFT	FUEL November 2016	-8,655.83
Bill Pmt -Cheque	22/12/2016		Eastern Hills Saws & Mowers - EFT	PLANT PARTS Honda brush cutter cord x 4 rolls, MAINTENANCE battery for Husqvarna RZ42-21, OILS Chain and bar oil	-389.00
Bill Pmt -Cheque	22/12/2016		EJ Charlton & Co - EFT	R2R YORKRAKINE WEST RD Gravel 4,000m3	-2,200.00

Bill Pmt -Cheque	22/12/2016		Gamble & Co - EFT	WYALKATCHEM KOORDA RD Gravel 2,000m3	-1,100.00
Bill Pmt -Cheque	22/12/2016		Gary's Painting Service - EFT	1 SLOCUM ST Minor maintenance, 43 WILSON ST Minor maintenance, LADY NOVAR Minor maintenance, 59 FLINT ST Change gate, TENNIS CLUB Secure windows, 4 SLOCUM ST Replace laundry trough top, treat mould in bathroom and bedroom, paint bathroom ceiling, 2A SLOCUM ST Minor maintenance, ADMIN OFFICE Minor maintenance	-3,945.00
Bill Pmt -Cheque	22/12/2016		Goodalls Brick Paving - EFT	DRAINAGE TOWN SITE Clean drains using mini skidsteer south of Railway Tce	-1,188.00
Bill Pmt -Cheque	22/12/2016		Landmark - EFT	CRICKET PITCHES wool packs for grass clippings, TERMINAL BUILDING Mouse Baits	-59.12
Bill Pmt -Cheque	22/12/2016		LGIS Insurance Broking - EFT	MAINTENANCE GRADING Insurance of various hire plant 2015/16	-2,000.68
Bill Pmt -Cheque	22/12/2016		LGMA - EFT	TRAINING Aged Friendly Forum 181116 McCabe	-45.00
Bill Pmt -Cheque	22/12/2016		MCG Architects Pty Ltd - EFT	SENIOR CITIZENS HOMES PROJECT Preparation of contracts, contract administration 20%	-1,980.00
Bill Pmt -Cheque	22/12/2016		Metcalf, KR & JM - EFT	R2R ROSS RD Gravel 1,000m3	-550.00
Bill Pmt -Cheque	22/12/2016		Not Too Dusty Plant Hire - EFT	R2R YORKRAKINE WEST RD Dry Hire Water Truck 3/11/16 to 8/11/16 x 3 days	-1,402.50
Bill Pmt -Cheque	22/12/2016		Petchell Mechanical - EFT	MAINTENANCE WM00 Service 6 months, WM160 Service 250hr, Auroh Lawn Mower Service 6 month, Toro Service 6 month, PLANT PARTS WM015 Side Tipper Labour to make up new hyraulic hose for grease line	-1,091.76
Bill Pmt -Cheque	22/12/2016		Pete's Shed - EFT	PRINTING Frame remade Frank Begley Honorary Freeman certificate	-150.00
Bill Pmt -Cheque	22/12/2016		Quairading Earthmoving - EFT	R2R YORKRAKINE WEST RD Gravel push up 2,500m3, WYALKATCHEM KOORDA RD Gravel push up 4,000m3, R2R ROSS RD Gravel push up 3,000m3, GRAVEL PIT REHAB Eaton's pit	-24,543.75
Bill Pmt -Cheque	22/12/2016		Snap Osborne Park - EFT	PRINTING Business Cards Harris	-130.00
Bill Pmt -Cheque	22/12/2016		St Mark Pharmacy - EFT	OCC HEALTH Hep A & C Vaccination Guthrie, SWIMMING POOL First Aid Kit items	-378.95
Bill Pmt -Cheque	22/12/2016		Universal Electrical Service Co - EFT	PUMP Replace 18.5w motor on pump	-1,846.96
Bill Pmt -Cheque	22/12/2016		Wattleup Tractors - EFT	PLANT PARTS Howard Slasher Clutch Kit	-280.95
Bill Pmt -Cheque	22/12/2016		Wheatbelt Landscaping - EFT	55 FLINT ST Replace reticulation controller and six station controllers, 51 FLINT ST Locate and repair reticulation valves, 4 SLOCUM ST Locate and repair faulty reticulation valve, 1 SLOCUM ST Install reticulation system in front garden, 1 SLOCUM ST, 2 SLOCUM ST, 4 SLOCUM ST, 57 FLINT ST, 58 FLINT ST, 59 FLINT ST, 51 FLINT ST Check & fix reticulation for summer, REC CENTRE OVAL Program reticulation	-2,652.38
Bill Pmt -Cheque	22/12/2016		Wyalkatchem Community Resource Cntr - EFT	PRINTING Posters, etc for pool, CRC ANNUAL FEE November 2016	-2,382.90
Bill Pmt -Cheque	22/12/2016		Wyalkatchem District High School - EFT	PUBLIC RELATIONS WDHS End of year awards 2016 1 primary, 1 secondary	-100.00
Bill Pmt -Cheque	22/12/2016		Wyalkatchem Hotel - EFT	REFRESHMENTS Council Workshop 011216 Pizzas x 5, Drinks, CHRISTMAS PARTY Salads & drinks 021216	-1,675.00
Bill Pmt -Cheque	22/12/2016		Wyalkatchem IGA Express - EFT	SWIMMING POOL Things for opening, OFFICE AMENITIES, COUNCIL WORKSHOP/MEETING Nov 16, BARRACKS Cleaning items	-236.07
Bill Pmt -Cheque	22/12/2016		Wyalkatchem Tennis Club - EFT	DRUM MUSTER Collections 030316, 061016	-460.25
Bill Pmt -Cheque	22/12/2016		Wyalkatchem Tyre Service - EFT	TYRES WM012 x 1	-155.00
Bill Pmt -Cheque	22/12/2016		Lombardi Pty Ltd - EFT	REPAIRS WM015 Remove & Replace Various Parts Equip Tandem Dolly 9RN517	-3,248.11
Bill Pmt -Cheque	22/12/2016	16823	Ward, ME & EM	SENIOR CITIZENS HOMES PROJECT Sand 49tonne, URBAN STREETS Sand 120tonne	-1,859.00
Bill Pmt -Cheque	22/12/2016	16824	Wyalkatchem Gourmet Meats - EFT	CHRISTMAS PARTY Depot Xmas BBQ Sausages 3.435kg	-51.50
Bill Pmt -Cheque	22/12/2016	16825	Wylie News & Lotteries	OFFICE AMENITIES Milk, NEWSPAPERS Nov 2016, REFRESHMENTS Curtin Uni Group 231116 Morning tea for 13 people, CHRISTMAS LIGHTS Tinsel, lights	-253.70
Paycheque	22/12/2016		Salaries and Wages	PPE221216	-1,331.79
Bill Pmt -Cheque	22/12/2016	dd221216	Water Corporation.	SERVICE CHARGES Shire Houses 011116-311216	-2,164.00
Bill Pmt -Cheque	23/12/2016		Elders Rural Services - EFT	REC CENTRE OVAL Chlorpyrifos 20L, SWIMMING POOL Kamba M 1L	-247.20
Bill Pmt -Cheque	23/12/2016		Fuji Xerox - EFT	PHOTOCOPY Lease 211216-200117, B&W Copies x 4169 011116-301116	-587.97

Bill Pmt -Cheque	23/12/2016		JK Williams - EFT	DEPOT Hand held two ways twin set, 43 WILSON ST Air conditioner service, pads x 4, 45 WILSON ST Air conditioner service, pads x 4, 22A FLINT ST, 1 SLOCUM ST, REC CENTRE x 3, 4 SLOCUM ST, 57 FLINT ST, 58 FLINT ST, 59 FLINT ST, 53 PIESSE ST Air conditioner service, DEPOT Bolts, Nuts, PARKS & GARDENS Sprayer Pressure 5L, Hose joiners, DEPOT Screws, screwdriver bit	-2,006.17
Bill Pmt -Cheque	23/12/2016		Landgate - EFT	LAND ENQUIRY x 8	-74.55
Bill Pmt -Cheque	23/12/2016		Mitre 10 Solutions Northam - EFT	COMMUNITY BUS Wall mounted Key storage safe, CHRISTMAS LIGHTS Solar lights x 5	-119.23
Bill Pmt -Cheque	23/12/2016		NNT Uniforms - EFT	UNIFORMS Trenorden, Dagnall	-401.16
Bill Pmt -Cheque	23/12/2016		Northam & Districts Glass Service - EFT	MAINTENANCE WM000 Windscreen replacement excess	-300.00
Bill Pmt -Cheque	23/12/2016		Shire of Kellerberrin - EFT	R2R SCOTT ST Street Sweeping 7hrs, STREET CLEANING Street sweeping 7hrs	-2,700.04
Bill Pmt -Cheque	23/12/2016		Shire of Koorda - EFT	TRAINING Accommodation for Moore Stephens rates training	-97.50
Bill Pmt -Cheque	23/12/2016		Staples Australia - EFT	STATIONERY Lever Arch Files x 5, CLEANING EXPENSES Bin liners 36L x 5, Spray n Wipe 5L, SWIMMING POOL Sunscreen 500ml x 6, ADMIN OFFICE Airwick automatic fragrance refill, STATIONERY Scissors, Highlighters x 10, Notepads mini x 10, Clipboards x 6, Diaries x 2, SWIMMING POOL Urinal blocks 4kg, CLEANING EXPENSES Toilet Cleaner 5L x 4, Lemon disinfectant 5L x 4, Centrefeed hand towel x 1ctn, Superwipes x 2, Mop heads x 3, STATIONERY Highlighters x 5, Pens Black x 12, Post it notes x 5, ADMIN OFFICE Airwick automatic airfreshener refill	-593.88
Bill Pmt -Cheque	23/12/2016		T & E Services Pty Ltd - EFT	MEDICAL SERVICES Jan 2017, OCC HEALTH Guthrie Hep A & C booster	-13,820.00
Bill Pmt -Cheque	23/12/2016		Training Services Australia - EFT	OCC HEALTH Safety rep course 2d and 3d course Adams	-900.00
Bill Pmt -Cheque	23/12/2016		Westrac - EFT	BLADES WM017 Cutting, MAINTENANCE WM017 Service 6,000Hrs	-4,881.94
Bill Pmt -Cheque	23/12/2016		Wyalkatchem Spraying Service - EFT	REC CENTRE OVAL, TENNIS CLUB Spraying for black beetle	-540.00
Bill Pmt -Cheque	23/12/2016	dd231216	Water Corporation.	WATER USAGE Shire houses 111016-061216	-1,313.48
Paycheque	28/12/2016		Salaries and Wages	PPE281216	-24,083.62
Cheque	28/12/2016	dd281216	Treasury Corp	LOAN 71 - GEHA HOUSES	-25,698.04
Bill Pmt -Cheque	28/12/2016	dd281216	Synergy	ELECTRICITY Street Lights 251016-241116	-2,165.70
Bill Pmt -Cheque	28/12/2016	dd281216	Water Corporation.	WATER USAGE Shire facilities 111016-061216	-11,432.01
Bill Pmt -Cheque	29/12/2016		Mcgrath Modular - EFT	SENIOR CITIZENS HOMES PROJECT Tender 02/16 Claim 5 Contract No. 161024-161027	-200,339.77
General Journal	30/12/2016	2518	NAB	Account Keeping Fee	-32.90
General Journal	30/12/2016	2519	NAB	Merchant Fees	-52.60
Total A01101 · Unrestricted Municipal Bank					-458,973.45

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

I hereby certify that the Schedule of Accounts paid was submitted to Council on Thursday, 16 February 2017. All payments are as per the Annual Budget and are supported by vouchers and invoices and were not processed until goods and services were certified as received.

#### **CERTIFICATION OF CHAIRMAN**

I hereby certify this schedule of accounts paid was submitted to the Council on Thursday, 16 February 2017 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

## Attachment 2

Type	Date	Num	Name	Description	Amount
<b>A01100 - Cash at Bank</b>					
<b>A01101 - Unrestricted Municipal Bank</b>					
Cheque	03/01/2017	dd030117	Westnet	Internet Access Jan 2017, Email Hosting 191016-191116	-179.15
Bill Pmt -Cheque	03/01/2017	dd030117	NAB Visa	1 SLOCUM ST Reticulation Parts, PUBLIC RELATIONS Yoga mats, REC CENTRE Vacuum Cleaner, SENIOR CITIZENS HOMES PROJECT Power connection (\$801)	-1,500.70
Bill Pmt -Cheque	04/01/2017		Telstra	SENIOR CITIZENS HOMES PROJECT Set up 8 service addresses	-11,905.50
Paycheque	11/01/2017		Salaries and Wages	PPE110117	-24,140.42
Bill Pmt -Cheque	12/01/2017	dd120117	Telstra	TELEPHONE Landlines 171216-160117	-673.54
Cheque	17/01/2017	dd170117	Foxtel	57 FLINT ST Foxtel Doctor	-150.00
Cheque	18/01/2017		Nightingale, Rachel J	TENNIS CLUB Door handles for vanity	-21.95
Cheque	18/01/2017	CRED180117b	Hideaway	BARRACKS Refund for 1 night x 2 rooms not used	-100.00
Bill Pmt -Cheque	18/01/2017		Australia Post - Mail - EFT	POSTAGE Dec 2016	-130.75
Bill Pmt -Cheque	18/01/2017		Brendon Wilkes Electrical - EFT	PUMP MAINTENANCE Reconnect and test new pump, TENNIS CLUB Check pump control and replaced three stolen relays, PUMP MAINTENANCE Fault finding and disconnecting pump (total \$2,188); CRC BUILDING Fixed airconditioner fault and replace LED in passage, TENNIS CLUB Install smoke alarm	-2,534.95
Bill Pmt -Cheque	18/01/2017		Bunnings Midland - EFT	DEPOT 8m Autolock Tape Measure, Click Digital Multimeter, Expanding Foam 500ml Boom Expanding Foam, 10m Magnesium Case Measuring Tape, Fluorescent Bricklayers Line, Spray Paint,, MAINTENANCE 25mm x 3m 300kg Autocam Tie Down - 4 Pack, PARKS & GARDENS 12mm Universal Tap Nut Hose Fitting Adapter, 12mm Flow Hose Connector, DEPOT 1.5kg Bag Of White Rags, 12mm x 30m Holman Oz Hose, 6mm x 30m Yellow And Black Truck And Transport Rope, Professional 30 x 50cm Green Power Wipes - 90 Pack, MAINTENANCE 6-16mm Perforated Clamp Hose Fit, 13-25mm Perforated Clamp Hose Fit, Hose Fit Joiner, Hose Fit Connector, Galvanised D Shackle, Heavy Duty T Shape Hinge, Multi-purpose Orange Rope, 3.6 x 5.5m Heavy Duty Tarpaulin	-565.29
Bill Pmt -Cheque	18/01/2017		Colas West Australia Pty Ltd - EFT	NEMBUDDING SOUTH RD SLK 2.65-4.00 10mm single coat cutback CL170 bitmean seal 9,720m2, NEMBUDDING SOUTH RD SLK 17.64-19.64 10mm single coat cutback CL170 bitmean seal 13,800m2, WYALKATCHEM NORTH RD 10mm single coat cutback CL170 bitmean seal 15,424m2, R2R SCOTT ST 10mm single coat cutback CL170 bitmean seal 1,904m2	-119,027.27
Bill Pmt -Cheque	18/01/2017		Contract Aquatic Services - EFT	SWIMMING POOL Contract Management Fee Jan 2017	-15,180.00
Bill Pmt -Cheque	18/01/2017		Courier Australia - EFT	FREIGHT Works Parts 130117, 050117, Library Books 151216, Works Parts 201216, Signage 131216, 141216	-118.48
Bill Pmt -Cheque	18/01/2017		Covs Parts - EFT	PROTECTIVE CLOTHING MSA Arctic Gold Glasses Black Smoke x 12	-205.64
Bill Pmt -Cheque	18/01/2017		Dunnings - EFT	FUEL December 2016	-1,050.25
Bill Pmt -Cheque	18/01/2017		Eastern Hills Saws & Mowers - EFT	PLANT PARTS Corer Belts x 1	-14.00
Bill Pmt -Cheque	18/01/2017		Eco Hydraulic Solutions WA - EFT	SENIOR CITIZENS HOMES PROJECT Final site inspection and report	-1,650.00
Bill Pmt -Cheque	18/01/2017		Fuji Xerox - EFT	PHOTOCOPY Lease 210117-200217	-546.70
Bill Pmt -Cheque	18/01/2017		Heat Pumps Perth - EFT	4 SLOCUM ST, 51 FLINT ST, 55 FLINT ST, 10 HONOUR AVE Bosch Compress 3000 Heat Pump Hot Water System including installation	-11,216.00
Bill Pmt -Cheque	18/01/2017		Ings Engineering WA - EFT	MAINTENANCE Corer Belt x 4	-56.10
Bill Pmt -Cheque	18/01/2017		Jason Signmakers - EFT	SIGNAGE Rural Street Address 181 Ross Road	-23.50
Bill Pmt -Cheque	18/01/2017		Landmark - EFT	REC CENTRE Pipe fittings, CRICKET WICKETS Reticulation parts, SWIMMING POOL Gas Bottle 9kg	-305.67
Bill Pmt -Cheque	18/01/2017		LGMA - EFT	SUBSCRIPTIONS LGMA Membership 2016/17 McCabe	-513.00
Bill Pmt -Cheque	18/01/2017		Lock Stock & Farrell Locksmith - EFT	REC CENTRE Lock for mens toilets, DEPOT Padlocks for DMK x 4	-450.60
Bill Pmt -Cheque	18/01/2017		McClellands - EFT	PUBLIC RELATIONS Members Rose Garden plaques	-924.00
Bill Pmt -Cheque	18/01/2017		McLeods Barristers & Solicitors - EFT	LEGAL EXPENSES Dec 2016	-376.21

Bill Pmt -Cheque	18/01/2017		Moore Stephens - EFT	TRAINING Onsite RBO training	-172.39
Bill Pmt -Cheque	18/01/2017		Northam & Districts Glass Service - EFT	REC CENTRE Install security flydoor to kitchen, install flyscreens to all windows in changerooms, replace windows x 3	-1,966.80
Bill Pmt -Cheque	18/01/2017		Petchell Mechanical - EFT	PLANT PARTS WM015 Side Tipper Labour to make up new hyraulic hose for grease line	-85.93
Bill Pmt -Cheque	18/01/2017		Shenton Aquatic - EFT	SWIMMING POOL Inspection for leak and report	-1,402.50
Bill Pmt -Cheque	18/01/2017		Shire of Koorda - EFT	NEWHEALTH Building Fees Oct - Dec 2016	-770.00
Bill Pmt -Cheque	18/01/2017		Signet Pty Ltd - EFT	URBAN STREETS Painted Timber Survey Pegs 25mm x 25mm x 900mm (Bundle of 25), Timber Survey Stake White - 25mm x 50mm x 450mm (Bundle of 15), Flagging Tape 25mm x 75m - Red	-253.61
Bill Pmt -Cheque	18/01/2017		St John Ambulance Australia - EFT	TENNIS CLUB First Aid Restock	-35.20
Bill Pmt -Cheque	18/01/2017		Staples Australia - EFT	OFFICE AMENITIES Sugar x 4, SWIMMING POOL Urinal blocks 10kg	-132.97
Bill Pmt -Cheque	18/01/2017		True Plumbing & Gas - EFT	4 SLOCUM ST Inspect hot water system and gas cooktop, ADMIN PARK Inspect drinking fountain, SWIMMING POOL Install new tap and shower heads and investigate leaking and no pressure in showers	-1,108.25
Bill Pmt -Cheque	18/01/2017		WA Contract Ranger Services - EFT	OTHER FIRE PREVENTION Fire break inspections	-303.87
Bill Pmt -Cheque	18/01/2017		WCS Concrete Pty Ltd - EFT	DRAINAGE RURAL RD Concrete 6.4m3 for Cemetery Rd	-2,198.94
Bill Pmt -Cheque	18/01/2017		Wheatbelt Safetywear - EFT	PROTECTIVE CLOTHING Eyres Terminator Safety Glasses - Blue Grey Lens, Ear Plugs, OCC HEALTH Squinchers - Electrolyte - pk of 50, PROTECTIVE CLOTHING Anderson, Rees	-778.00
Bill Pmt -Cheque	18/01/2017		Wyalkatchem Community Resource Cntr - EFT	CRC ANNUAL FEE December 2016, SWIMMING POOL Posters for inflatable days, ADVERTISING Calendar sponsorship	-2,378.70
Bill Pmt -Cheque	18/01/2017		Wyalkatchem Hotel - EFT	CHRISTMAS PARTY, REFRESHMENTS Council Meeting Dec 2016	-195.00
Bill Pmt -Cheque	18/01/2017		Yardley, Bruce - EFT	CRICKET WICKETS Reticulation bits, Soaker Hoses	-389.61
Bill Pmt -Cheque	18/01/2017	16826	Wyalkatchem Post Office - EFT	STATIONERY Stamp	-13.40
Bill Pmt -Cheque	18/01/2017	16827	Wylie News & Lotteries	REFRESHMENTS Afternoon tea for Mia Davies visit 161216 for 8 people, NEWSPAPERS Dec 2016	-120.10
Bill Pmt -Cheque	18/01/2017		RPS Australia Pty Ltd - EFT	PROFESSIONAL SERVICES Streetscape consultancy project	-6,336.00
Bill Pmt -Cheque	20/01/2017		Gary's Painting Service - EFT	MEDICAL CENTRE Painting doctor's room, waiting room and metal details externally	-2,390.00
Bill Pmt -Cheque	20/01/2017		Quality Comms - EFT	DEPOT MAINTENANCE repair to 2 x VHF radios	-110.00
Bill Pmt -Cheque	21/01/2017	dd210117	Telstra	TELEPHONE Mobiles 021216-010117	-203.67
Cheque	23/01/2017	dd230117	Treasury Corp	GOVERNMENT GUARANTEE FEE 2016	-764.18
Cheque	24/01/2017		Harris, Craig R	FUEL WM000 Jan 2017	-105.53
Cheque	24/01/2017		Cr Quentin Davies - EFT	COUNCILLOR ALLOWANCES - PRESIDENT Jul - Dec 2016	-5,680.00
Cheque	24/01/2017		Cr Owen Garner - EFT	COUNCILLOR ALLOWANCES - DEPUTY Jul - Dec 2016	-3,396.50
Cheque	24/01/2017		Cr Stephen Gamble - EFT	COUNCILLOR ALLOWANCES Jul - Dec 2016	-2,635.00
Cheque	24/01/2017		Cr Emma Holdsworth - EFT	COUNCILLOR ALLOWANCES Jul - Dec 2016	-2,635.00
Cheque	24/01/2017		Cr Fred Butt - EFT	COUNCILLOR ALLOWANCES Jul - Dec 2016	-2,635.00
Cheque	24/01/2017		Cr Campbell Jones - EFT	COUNCILLOR ALLOWANCES Jul - Dec 2016	-2,635.00
Cheque	24/01/2017		Cr Lynsey Gawley - EFT	COUNCILLOR ALLOWANCES Jul - Dec 2016	-2,635.00
Bill Pmt -Cheque	24/01/2017		Avon Waste - EFT	BINS December 2016 - 320 x 4 weeks, 12 street x 4 weeks, RECYCLING Service bins x 6 021216, 291216	-5,048.24
Bill Pmt -Cheque	24/01/2017		Courier Australia - EFT	FREIGHT Library Books 110117, Signage 170117, 190117, Minutes Books 180117, Works Parts 180117	-118.70
Bill Pmt -Cheque	24/01/2017		Jason Signmakers - EFT	SIGNAGE Curve left x 3, Curve right x 3, Curve left then right x 2, Saddle bag x 2, Speed limit various x 8, No overtaking or passing x 2, Do not overtake x 2, Prepare to stop x 2, Reduce speed x 2, Road work ahead x 2, Arrows x 2, Traffic light x 2, Workman x 2, Multi message sign frame x 2, Bi-pod legs x 2, SENIOR CITIZENS HOMES PROJECT Royalties for Regions sign 1200 x 900	-1,095.71
Bill Pmt -Cheque	24/01/2017		JK Williams - EFT	CRICKET WICKETS Reticulation parts, 4 SLOCUM ST Laundry taps	-298.21

Bill Pmt -Cheque	24/01/2017		Landgate - EFT	VALUATIONS Rural UV Schedule R2016/3, GRV Schedule G2016/4	-224.50
Bill Pmt -Cheque	24/01/2017		Regional Development Australia - EFT	TRAINING Benefit Cost Analysis Workshop 081216 McCabe, Trenorden	-550.00
Bill Pmt -Cheque	24/01/2017		Shire of Koorda - EFT	NEWHEALTH October - December 2016	-8,700.13
Bill Pmt -Cheque	24/01/2017		Wyalkatchem IGA Express - EFT	OFFICE AMENITIES, COUNCIL MEETING, RETICULATION PARTS, CHRISTMAS DECORATIONS Main Street	-238.72
Paycheque	25/01/2017		Salaries and Wages	PPE250117	-25,367.77
Bill Pmt -Cheque	25/01/2017		Quality Comms - EFT	SWIMMING POOL Install radio antenna	-238.70
Bill Pmt -Cheque	25/01/2017	dd250117	Synergy	ELECTRICITY Shire properties 031116-040117	-8,858.85
General Journal	27/01/2017	2537	NAB	NAB Connect Fee. CG	-44.49
Cheque	31/01/2017		O'Hare, Steve - EFT	AUSTRALIA DAY Flags, etc	-41.50
Liability Cheque	31/01/2017		Small Business Super Clearing House - EFT	SUPERANNUATION Dec 2016-Jan 2017	-15,687.02
Bill Pmt -Cheque	31/01/2017		Brendon Wilkes Electrical - EFT	4 SLOCUM ST, 51 FLINT ST, 55 FLINT ST, LADY NOVAR Connect hot water system, PIONEER PARK Install meter box and switchboard	-2,975.50
Bill Pmt -Cheque	31/01/2017		Chatfields - EFT	BLADES AND POINTS 2 x plough discs, tips and gagues for tree planter	-628.98
Bill Pmt -Cheque	31/01/2017		E Fire and Safety - EFT	SHIRE PROPERTIES Service exit lights and fire extinguishers	-2,585.00
Bill Pmt -Cheque	31/01/2017		Eastern Hills Saws & Mowers - EFT	PLANT PARTS 4 wheeler Battery	-159.00
Bill Pmt -Cheque	31/01/2017		Fast Finishing Services - EFT	RECORDS MANAGEMENT Council minutes binding April to September 2016	-169.40
Bill Pmt -Cheque	31/01/2017		Gary's Painting Service - EFT	51 FLINT ST Painting all internal walls with one coat and two coats on gloss areas	-5,670.00
Bill Pmt -Cheque	31/01/2017		Kidsafe WA - EFT	SIGNAGE Hot car signs x 6	-432.45
Bill Pmt -Cheque	31/01/2017		MCG Architects Pty Ltd - EFT	SENIOR CITIZENS HOMES PROJECT Site visits 191216, 130117, Contract Administration 20%	-5,940.00
Bill Pmt -Cheque	31/01/2017		True Plumbing & Gas - EFT	ADMIN PARK Repairs to drinking fountain, SWIMMING POOL Dig up and unblock and remove old shower drain	-528.00
Bill Pmt -Cheque	31/01/2017		Webarena - EFT	SUBSCRIPTIONS Website Hosting 160217-150517	-132.00
Bill Pmt -Cheque	31/01/2017		Wheatbelt Landscaping - EFT	ADMIN PARK Fix wiring on reticulation, PIONEER PARK Adjust flows on reticulation, TOWN HALL Fix master valve/wiring on reticulation	-322.19
Bill Pmt -Cheque	31/01/2017		Wheatbelt Safetywear - EFT	PROTECTIVE CLOTHING Adams	-536.00
Bill Pmt -Cheque	31/01/2017		Wyalkatchem Gourmet Meats - EFT	AUSTRALIA DAY Lamb/Sausages	-330.00
Bill Pmt -Cheque	31/01/2017		Wyalkatchem Weekly - EFT	ADVERTISING 071016-161216, WYLIE WEEKLY 071016-161216	-1,102.00
Cheque	31/01/2017	16828	Department of Commerce.	BOND 22B Flint St - Contract Aquatic	-300.00
General Journal	31/01/2017	2538	NAB	Account Keeping Fee	-33.50
Bill Pmt -Cheque	31/01/2017		Grants Empire - EFT	PROFESSIONAL SERVICES Grant writing BBRF application 50% deposit	-4,158.00
Total A01101 · Unrestricted Municipal Bank					-330,540.38
<b>A01403 · Trust REBA</b>					
Transfer	31/01/2017		Transfer to Municipal Account	Housing Bond for 22B Flint St - Contract Aquatic Services to be paid to Bond Administrator (see cheque 16828 above)	-300.00
Total A01403 · Trust REBA					-300.00
<b>A01404 · Trust Working</b>					
Cheque	18/01/2017		The Racewars Group	BOND REFUND Terminal Building/Airstrip	-2,000.00
Total A01404 · Trust Working					-2,000.00
<b>A01110 · Reserved Cash</b>					
Transfer	17/01/2017		Transfer to Municipal Account	Transfer from Unspent Grants Reserve Account for Senior Citizens Homes Project and CBH Grant	-363,299.86
Total A01110 · Reserved Cash					-363,299.86

**CERTIFICATION OF CHIEF EXECUTIVE OFFICER**

I hereby certify that the Schedule of Accounts paid was submitted to Council on Thursday, 16 February 2017.  
All payments are as per the Annual Budget and are supported by vouchers and invoices and were not  
processed until goods and services were certified as received.

**CERTIFICATION OF CHAIRMAN**

I hereby certify this schedule of accounts paid was submitted to the Council on Thursday, 16 February 2017  
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

### 8.2.3 FINANCIAL MANAGEMENT – BUDGETING – BUDGET REVIEW 2016/17

<b>FILE REFERENCE:</b>	12.05.06
<b>AUTHORS NAME AND POSITION:</b>	Claire Trenorden Senior Finance Officer
<b>AUTHORS SIGNATURE:</b>	
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not applicable
<b>DATE REPORT WRITTEN:</b>	3 February 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	OMC 30 June 2016 Council decision number: 3298

**SUMMARY:** That Council consider and adopt the Budget Review as presented in the Statement of Financial Activity for the period 1 July 2016 to 31 January 2017.

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 2017.

**Appendix:**

1. Review of Budget Report as of year to date 31 January 2017.

**Background:**

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2016 for the period ending 26 February 2016 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:** Decrease by \$66,843  
**Operating Expenditure:** Increase by \$168,686  
**Capital Revenue:** Decrease by \$151,163  
**Capital Expenditure:** Decrease by \$211,178  
**Reserve (Net Transfer):** Decrease by \$39,722  
**Net Assets:** Decrease by \$1,935



The amended budget isn't a balanced budget with closing net assets of \$72,685. This is so there are funds carried forward to be used at the beginning of the 2017/18 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 of grant writing assistance to apply for the Building Better Regions Fund (\$7,560);
- Computer maintenance expenditure was decreased to delay the IT upgrade project to next financial year (\$15,000), this was necessary to allow for the increase in expenditure for storm damage;
- Public relations expenditure was decreased due to the Aglime Cup and the Amazing Race not occurring this financial year (\$12,900).

**Community Amenities**

- NRM Expenses have been reduced (\$25,000), this was necessary to allow for the increase in expenditure for storm damage.

**Recreation and Culture:**

- The budget allowed for Arts and Culture has been removed for this financial year; this was necessary to allow for the increase in expenditure for storm damage.

**Transport**

- The Shire experienced significant storm damage to roads in January 2017, consequently expenditure has been budgeted up to the maximum cap for WANDRRA funding (\$153,400) plus provision for additional expenditure in preventative work to stop reoccurrence in future (estimate \$46,600);
- The method for calculating profit on sale of assets has been changed to remove the adjustment for fair value; this has resulted in a decrease of \$102,502. This is a non-cash item so is adjusted back and as such won't affect the estimated surplus carried forward;
- Regional Road Group funding has been reduced for this financial year (\$57,926) as the Blackspot project for the Benjaberring - Hindmarsh intersection will be staged over 2016/17 and 2017/18. Total funding hasn't been reduced, it's just split over the two years;
- 'Roads 2 Recovery' grant funding was reduced by the Federal Government in their Annual Budget (\$91,965).

**Land and Buildings:**

- Work on the ablution block at the Railway Barracks was found to be not required once the structure was assessed by a qualified builder (\$30,727);
- The Aged Friendly Communities project budget was reduced by \$20,000, this was necessary to allow for the increase in expenditure for storm damage; no project had been identified as yet.

**Plant and Equipment:**

- The purchase of the Front End Loader was \$26,404 less than was budgeted;
- As per decision number 3362 at the OMC on 20 October 2016, the side tipper was replaced with a cost of \$61,177.

- The two way radio replacement has been deferred and will be reassessed for next budget; this was necessary to allow for the increase in expenditure for storm damage (\$25,000).

#### **Infrastructure Assets – Roads:**

- The Roads 2 Recovery grant was decreased by \$91,965 for 2016/17 and consequently expenditure on capital roads projects was decreased.
- The Benjaberring Hindmarsh crossroad project was split to be staged over 2016/17 and 2017/18 (\$88,082).

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

- The Roads 2 Recovery grant was decreased by \$91,965 for 2016/17 and projects have been reorganised including two for culverts;
- The solar lighting project has been deferred, this was necessary to allow for the increase in expenditure for storm damage (\$20,000).

#### **Reserves:**

- The transfer from plant reserve has been increased to also include the changeover price for the side tipper (\$54,722).
- As the Aged Friendly project was deferred, the transfer from community development reserve has also been reduced (-\$15,000).

#### **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: 3407**

**Moved: Cr Butt      Seconded: Cr Jones**

**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 2017.**

**Vote: 6/0**

**Ian explained about the budget review and the requirement to find the unbudgeted amount of \$153,500. Cr Garner asked whether gravel agreements were in place for the extra needs. Ian to check with Craig.**

**Cr Davies asked if there could be a reserve set up in the future for events that affect items that are uninsured such as roads.**

**Cr Jones suggested a recovery fund for which amounts could be put in each year.**

**Shire of Wyalkatchem**  
**REVIEW OF BUDGET REPORT**  
**For the Period Ended 31st January 2017**

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Statement of Financial Activity

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Note 2	Graphical Representation
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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 2017**

	Adopted Annual Budget (a)	Revised Annual Budget (b)	YTD Actual	Variance (b) - (a)	Variance	
<b>Operating Revenues</b>	\$	\$	\$	\$	%	
Rate Revenue	1,142,763	1,142,763	1,142,666	0	0	
Grants, Subsidies and Contributions	1,650,006	1,672,224	913,109	22,218	1	▲
Profit on Asset Disposal	102,502	0	0	(102,502)	(100)	▼
Fees and Charges	279,730	293,171	233,140	13,441	5	▲
Service Charges	0	0	0	0	0	
Interest Earnings	57,012	57,012	39,920	0	0	
Other Revenue	0	0	0	0	0	
	<b>3,232,013</b>	<b>3,165,170</b>	<b>2,328,835</b>	<b>(66,843)</b>		▼
<b>Operating Expense</b>						
Employee Costs	(962,332)	(964,935)	(530,984)	(2,603)	0	▲
Materials and Contracts	(1,129,740)	(1,281,019)	(494,297)	(151,279)	13	▲
Utilities Charges	(137,538)	(136,178)	(74,093)	1,360	(1)	▼
Depreciation (Non-Current Assets)	(1,049,519)	(1,049,519)	(635,337)	0	0	
Interest Expenses	(21,603)	(21,603)	(11,588)	0	0	
Insurance Expenses	(124,317)	(124,317)	(120,767)	0	0	
Loss on Asset Disposal	0	(16,164)	(1,690)	(16,164)		▲
Other Expenditure	0	0	0	0	0	
	<b>(3,425,049)</b>	<b>(3,593,735)</b>	<b>(1,868,755)</b>	<b>(168,686)</b>		▲
<b>Funding Balance Adjustment</b>						
Add Back Depreciation	1,049,519	1,049,519	635,337	0	0	
Adjust (Profit)/Loss on Asset Disposal	(102,502)	16,164	1,690	118,666	100	▲
Adjust Provisions and Accruals	0	0	0	0	0	
<b>Net Operating</b>	<b>753,981</b>	<b>637,118</b>	<b>1,097,106</b>	<b>(116,863)</b>		▼
<b>Capital Revenues</b>						
Grants, Subsidies and Contributions	995,750	845,859	445,369	(149,891)	(15)	▼
Proceeds from Disposal of Assets	72,727	71,455	6,455	(1,272)	(2)	▼
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	12,169	12,169	5,974	0	0	
Transfer from Reserves	1,043,266	1,082,988	813,300	39,722	0	▲
	<b>2,123,912</b>	<b>2,012,471</b>	<b>1,271,098</b>	<b>(111,441)</b>		▼
<b>Capital Expenses</b>						
Land Held for Resale	0	0	0	0	0	
Land and Buildings	(1,197,492)	(1,140,058)	(971,167)	57,434	(5)	▲
Plant and Equipment	(363,182)	(373,819)	(107,768)	(10,637)	3	▼
Furniture and Equipment	0	0	0	0	0	
Infrastructure Assets - Roads	(895,107)	(730,120)	(339,695)	164,987	(18)	▲
Infrastructure Assets - Other	(196,929)	(197,535)	(44,239)	(606)	0	▼
Purchase of Investments	0	0	0	0	0	
Repayment of Debentures	(101,502)	(101,502)	(58,099)	0	0	
Advances to Community Groups	0	0	0	0	0	
Transfer to Reserves	(349,061)	(349,061)	(36,847)	0	0	
	<b>(3,103,273)</b>	<b>(2,892,095)</b>	<b>(1,557,815)</b>	<b>211,178</b>		▲
<b>Net Capital</b>	<b>(979,361)</b>	<b>(879,624)</b>	<b>(286,717)</b>	<b>99,737</b>		▲
<b>Net Operating + Capital</b>	<b>(225,380)</b>	<b>(242,506)</b>	<b>810,390</b>	<b>(17,126)</b>		▼
Opening Funding Surplus(Deficit)	<b>300,000</b>	<b>315,191</b>	<b>315,191</b>	<b>15,191</b>		▲
<b>Closing Funding Surplus(Deficit)</b>	<b>74,620</b>	<b>72,685</b>	<b>1,125,580</b>	<b>(1,935)</b>		▼

**Shire of Wyalkatchem**  
**STATEMENT OF BUDGET REVIEW**  
**(Statutory Reporting Program)**  
**For the Period Ended 31st January 2017**

	Adopted Annual Budget (a)	Revised Annual Budget (b)	YTD Actual	Variance (b) - (a)	Variance %	
<b>Operating Revenues</b>	\$	\$	\$	\$	%	
Governance	2,100	7,100	6,453	5,000	70	▲
General Purpose Funding	2,211,548	2,220,163	1,700,774	8,615	0	▲
Law, Order and Public Safety	38,962	42,035	26,402	3,073	7	▲
Health	51,273	51,273	25,516	0	0	
Education and Welfare	0	0	0	0	0	
Housing	130,831	130,831	79,112	0	0	
Community Amenities	110,197	114,138	112,970	3,941	3	▲
Recreation and Culture	47,684	40,684	37,382	(7,000)	(17)	▼
Transport	625,508	525,536	312,483	(99,972)	(19)	▼
Economic Services	3,910	15,410	13,513	11,500	75	▲
Other Property and Services	10,000	18,000	14,358	8,000	44	▲
	<b>3,232,013</b>	<b>3,165,170</b>	<b>2,328,963</b>	<b>(66,843)</b>		▼
<b>Operating Expense</b>						
Governance	(303,146)	(277,135)	(146,386)	26,011	(9)	▼
General Purpose Funding	(60,120)	(60,120)	(31,398)	0	0	
Law, Order and Public Safety	(100,981)	(100,981)	(62,720)	0	0	
Health	(310,233)	(308,233)	(155,433)	2,000	(1)	▼
Education and Welfare	(9,489)	(9,489)	(10,868)	0	0	
Housing	(250,010)	(250,010)	(138,743)	0	0	
Community Amenities	(220,184)	(207,021)	(123,883)	13,163	(6)	▼
Recreation and Culture	(686,738)	(666,738)	(373,024)	20,000	(3)	▼
Transport	(1,404,179)	(1,604,179)	(807,702)	(200,000)	12	▲
Economic Services	(79,969)	(93,665)	(53,867)	(13,696)	15	▲
Other Property and Services	0	(16,164)	35,142	(16,164)	100	▼
	<b>(3,425,049)</b>	<b>(3,593,735)</b>	<b>(1,868,883)</b>	<b>(168,686)</b>	<b>108</b>	▲
<b>Funding Balance Adjustment</b>						
Add Back Depreciation	1,049,519	1,049,519	635,337	0	0	
Adjust (Profit)/Loss on Asset Disposal	(102,502)	16,164	1,690	118,666	734	▼
Adjust Provisions and Accruals	0	0	0	0	0	
<b>Net Operating</b>	<b>753,981</b>	<b>637,118</b>	<b>1,097,106</b>	<b>(116,863)</b>	<b>842</b>	▼
<b>Capital Revenues</b>						
Grants, Subsidies and Contributions	995,750	845,859	445,369	(149,891)	(15)	▼
Proceeds from Disposal of Assets	72,727	71,455	6,455	(1,272)	(2)	▼
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	12,169	12,169	5,974	0	0	
Transfer from Reserves	1,043,266	1,082,988	813,300	39,722	0	▲
	<b>2,123,912</b>	<b>2,012,471</b>	<b>1,271,098</b>	<b>(111,441)</b>	<b>(17)</b>	▼
<b>Capital Expenses</b>						
Land Held for Resale	0	0	0	0	0	
Land and Buildings	(1,197,492)	(1,140,058)	(971,167)	57,434	(5)	▼
Plant and Equipment	(363,182)	(373,819)	(107,768)	(10,637)	3	▲
Furniture and Equipment	0	0	0	0	0	
Infrastructure Assets - Roads	(895,107)	(730,120)	(339,695)	164,987	(23)	▼
Infrastructure Assets - Other	(196,929)	(197,535)	(44,239)	(606)	0	▲
Purchase of Investments	0	0	0	0	0	
Repayment of Debentures	(101,502)	(101,502)	(58,099)	0	0	
Advances to Community Groups	0	0	0	0	0	
Transfer to Reserves	(349,061)	(349,061)	(36,847)	0	0	
	<b>(3,103,273)</b>	<b>(2,892,095)</b>	<b>(1,557,815)</b>	<b>211,178</b>		▼
<b>Net Capital</b>	<b>(979,361)</b>	<b>(879,624)</b>	<b>(286,717)</b>	<b>99,737</b>		▼
<b>Net Operating + Capital</b>	<b>(225,380)</b>	<b>(242,506)</b>	<b>810,390</b>	<b>(17,126)</b>		▲
Opening Funding Surplus(Deficit)	300,000	315,191	315,191	15,191		▲
<b>Closing Funding Surplus(Deficit)</b>	<b>74,620</b>	<b>72,685</b>	<b>1,125,580</b>	<b>(1,935)</b>		▼

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

**(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 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 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 2017**

**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 2017**

**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 2017**

**(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 2017**

**(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 2017**

**(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

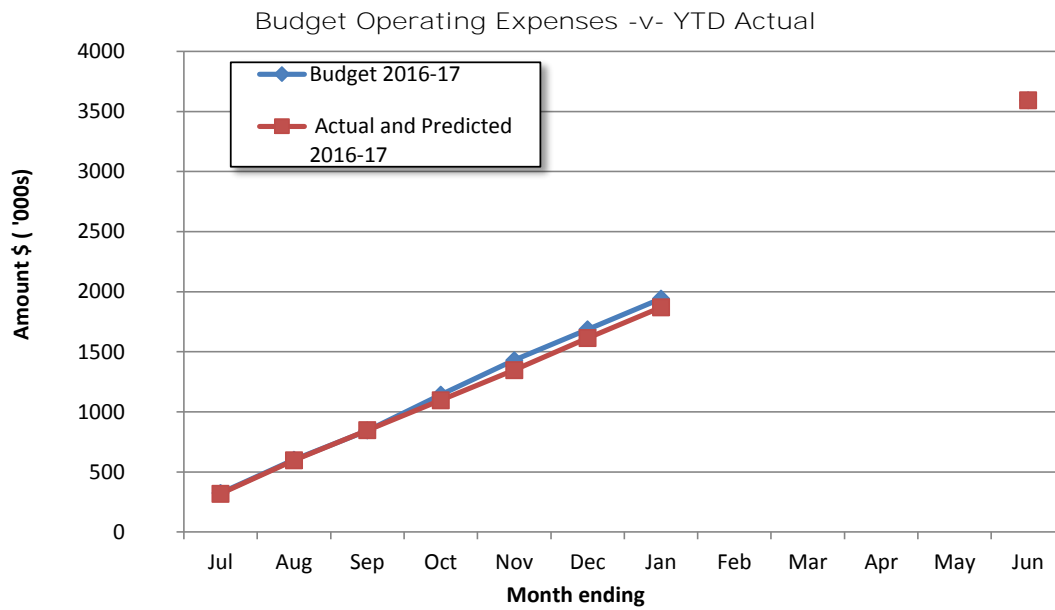
### **OTHER PROPERTY & SERVICES**

#### *Private Works*

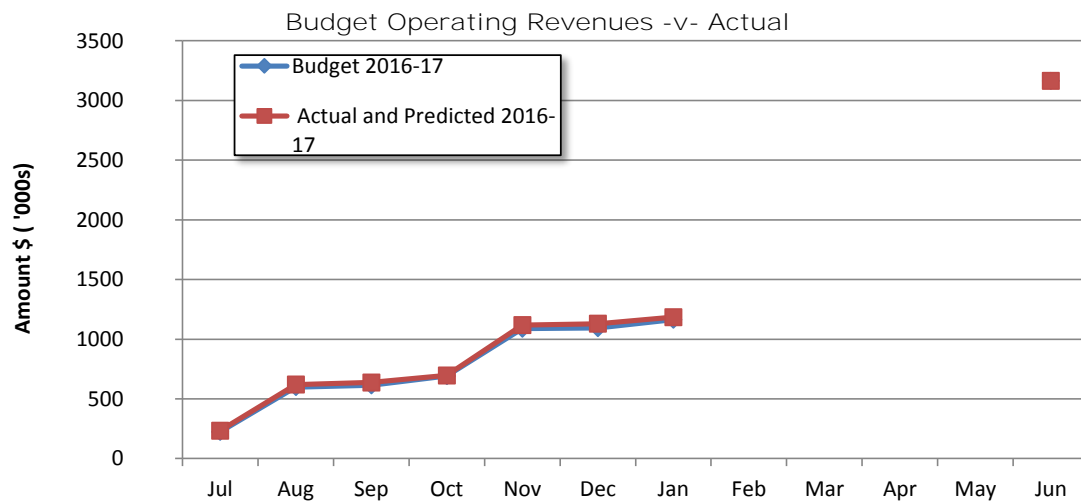
Administration, inspection, and operation of work carried out on property or

**Shire of Wyalkatchem**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 31st January 2017**

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



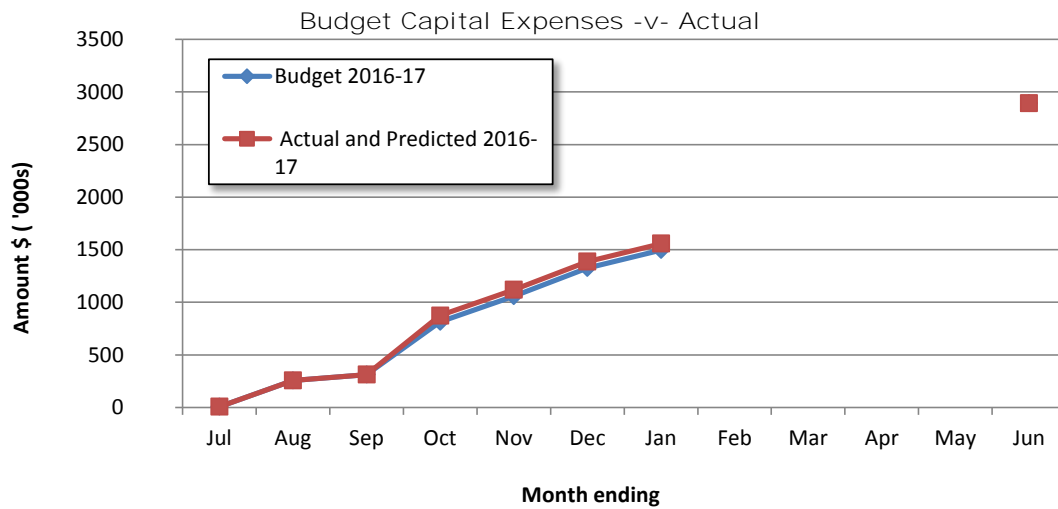
**Comments/Notes - Operating Expenses**



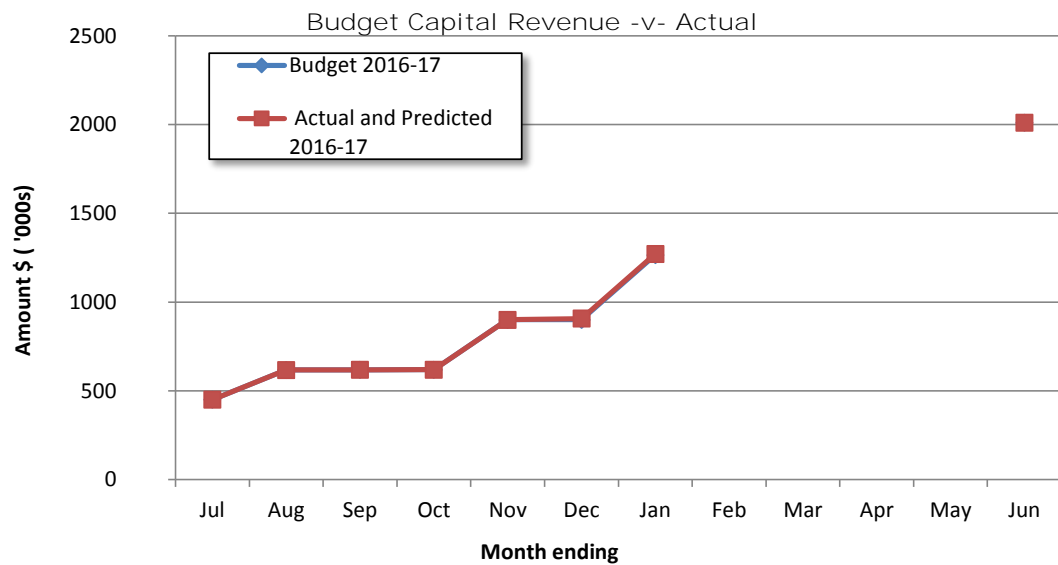
**Comments/Notes - Operating Revenues**

**Shire of Wyalkatchem**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 31st January 2017**

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



**Comments/Notes - Capital Expenses**



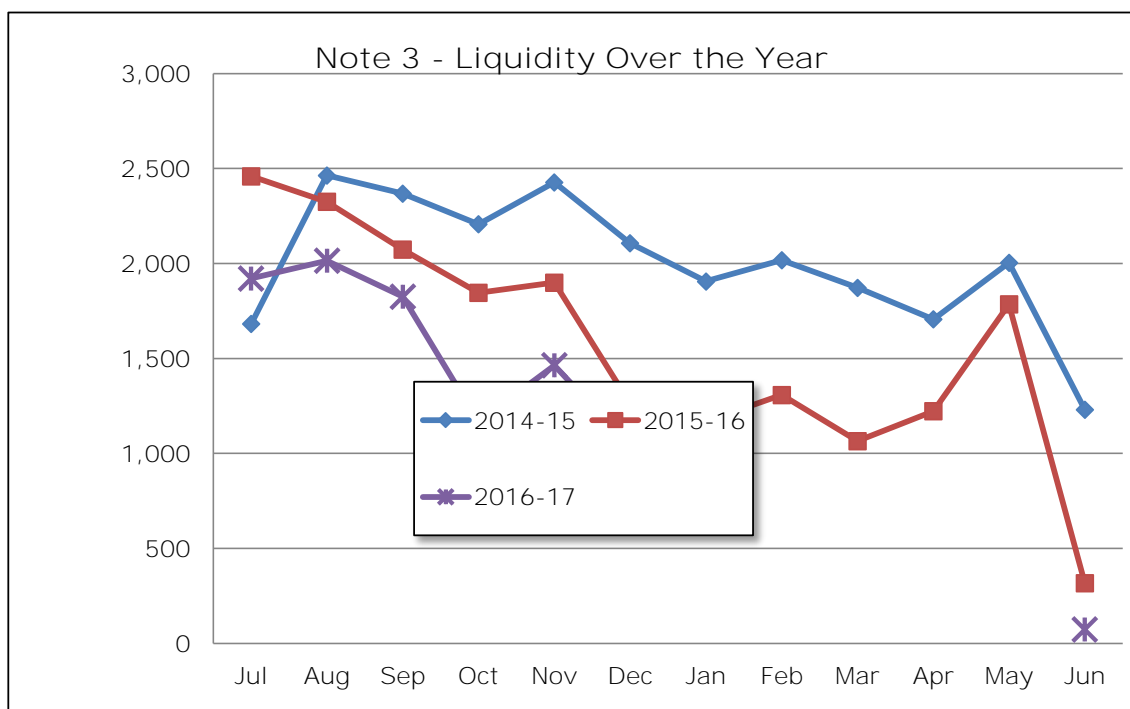
**Comments/Notes - Capital Revenues**



**Shire of Wyalkatchem**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 31st January 2017**

**Note 3: NET CURRENT FUNDING POSITION**

Positive=Surplus (Negative=Deficit)			
2016-17			
Note	This Period	Last Period	Same Period Last Year
	\$	\$	\$
<b>Current Assets</b>			
Cash Unrestricted	116,685	954,733	415,571
Cash Restricted	2,064,170	2,021,645	2,798,097
Receivables - Rates and Rubbish	10,000	109,113	14,726
Receivables -Other	1,000	18,844	68,769
Inventories	70,000	121,217	80,528
	2,261,855	3,225,551	3,377,691
<b>Less: Current Liabilities</b>			
Payables	(60,000)	(7,539)	(193,615)
Provisions	(65,000)	(70,788)	(70,788)
	(125,000)	(78,327)	(264,403)
Less: Cash Restricted	(2,064,170)	(2,021,645)	(2,798,097)
<b>Net Current Funding Position</b>	<b>72,685</b>	<b>1,125,580</b>	<b>315,191</b>



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

**Shire of Wyalkatchem**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**For the Period Ended 31st January 2017**

**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 (\$1,916) and safe driver discounts (\$2,841) from LGIS was received.	5,000	
<b>4.1.2 GENERAL PURPOSE FUNDING</b>		
I032010 · FAGS General Purpose The approved grant was slightly higher than 2015/16, which was the figure originally used in the Annual Budget for 2016/17.	5,115	
I032069 · Other miscellaneous grants Several small grants were approved after the budget was adopted, including a Road Safety Community Grant (\$1,000), Healthway sponsorship for the Fair (\$2,000) and a Bike Week grant (\$500).	3,500	
<b>4.1.3 LAW, ORDER AND PUBLIC SAFETY</b>		
I051005 · DFES Operating Grant The amount approved by DFES was slightly different to the anticipated grant.	3,073	
<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>		
No Material Variance		
<b>4.1.7 COMMUNITY AMENITIES</b>		
I105101 · Cemetery Fees Fees collected have been higher than anticipated.	3,941	
<b>4.1.8 RECREATION AND CULTURE</b>		
I112015 · Swimming Pool Grant The Swimming Pool Grant was estimated to increase slightly from 2015/16 but it remained the same.	(2,000)	
I113070 · Community Bus Fees Usage of the bus has been reduced as compared to last financial year.	(5,000)	
<b>4.1.9 TRANSPORT</b>		
I121045 · FAGS Road Portion There was a slight reduction in the grant as compared to last financial year, which was the figure used in the Annual Budget.	(1,458)	
I121061 · MRWA Direct Grant This grant slightly increased as compared to what was received in 2015/16.	3,988	
I146010 · Profit from Sale of Assets The method for calculating the profit on sale of assets has been changed to remove the adjustment for fair value, this is a non-cash item so is adjusted back and as such won't affect the estimated surplus carried forward.	(102,502)	
<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 2016/17.	3,500	
I135203 · Railway Barracks Fees The Shire took over management of the Railway Barracks in July 2016 leading to increased income.	8,000	
<b>4.1.11 OTHER PROPERTY AND SERVICES</b>		

**Shire of Wyalkatchem**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**For the Period Ended 31st January 2017**

**Note 4: PREDICTED VARIANCES**

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
I141005 · Private Works Fees & Charges It was not anticipated in the Annual Budget that there would be any private works completed but there has been some minor works completed.	3,000	
I121041 · Diesel Rebate This has been higher than anticipated this financial year.	5,000	
Predicted Variances Carried Forward	(66,843)	0
Predicted Variances Brought Forward	(66,843)	0
<b>4.2 OPERATING EXPENSES</b>		
<b>4.2.1 GOVERNANCE</b>		
E041208 · Removal Expenses Budget was allocated for Works Manager and the full amount was not required.	3,405	
E041213 · Professional Services The cost of grant writing assistance to apply for the Building Better Regions Fund was slightly higher than anticipated.	(7,560)	
E041218 · Computer Maintenance Due to damage to roads that occurred in the January 2017 storms, the Shire has allocated \$200,000 to repair costs. This has meant that some projects have had to be delayed to a future years budget.	15,000	
E042020 · Public Relations The Aglime Cup and the Amazing Race event will not occur this financial year.	12,900	
E042025 · Local Government Week Local Government Week was not attended by the President this financial year.	2,266	
<b>4.2.2 GENERAL PURPOSE FUNDING</b>		
No Material Variance		
<b>4.2.3 LAW, ORDER AND PUBLIC SAFETY</b>		
No Material Variance		
<b>4.2.4 HEALTH</b>		
E072502 · Medical Centre Operating Exp Expenditure budgeted to replace IT equipment has been deferred to the 2017/18 budget when a full review can be completed.	2,000	
<b>4.2.5 EDUCATION AND WELFARE</b>		
No Material Variance		
<b>4.2.6 HOUSING</b>		
No Material Variance		
<b>4.2.7 COMMUNITY AMENITIES</b>		
E104001 · NRM Expenses Due to damage to roads that occurred in the January 2017 storms, the Shire has allocated \$200,000 to repair costs. This has meant that some projects have had to be delayed to a future years budget.	25,000	
E105136 · Grave Digging Expenditure is estimated in the Annual Budget and this has been increased this financial year.	(11,837)	
<b>4.2.8 RECREATION AND CULTURE</b>		
E116210 · Arts and Culture Due to damage to roads that occurred in the January 2017 storms, the Shire has allocated \$200,000 to repair costs. This has meant that some projects have had to be delayed to a future years budget.	20,000	
<b>4.2.9 TRANSPORT</b>		
E122059 · Drainage Maintenance Rural Roads	(5,000)	

**Shire of Wyalkatchem**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**For the Period Ended 31st January 2017**

**Note 4: PREDICTED VARIANCES**

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
Expenditure has been increased due to a culvert collapse on Cemetery Road, this has been offset by a reduction in the Budget for spraying rural road verges. E122060 · Roadside Spraying Rural Roads Budget has been reduced to offset above, sufficient works will still be completed this financial year.	5,000	
E122057 · Tree Pruning Variance is due to staff classifying work as pruning rather than roadside clearing, overall variance is \$0.	(25,000)	
E122065 · Roadside Clearing Variance is due to staff classifying work as pruning rather than roadside clearing, overall variance is \$0.	25,000	
E122061 · Roadside Spraying Town Verges Variance is due to staff classifying work as roadside spraying rather than street verges, overall variance is \$0.	(2,000)	
E122095 · WANDRRA Event Expenditure has been allowed to cover up to the maximum cap of costs to the Shire for a WANDRRA event (\$153,400) plus \$46,600 to do works on some roads to prevent the same thing reoccurring.	(200,000)	
E122101 · Street Verges Variance is due to staff classifying work as roadside spraying rather than street verges, overall variance is \$0.	2,000	
<b>4.2.10 ECONOMIC SERVICES</b>		
E135102 · Railway Barracks Maintenance Expenditure is increased due to the Shire taking over management of the Barracks, this is mainly associated with cleaning expenses.	(13,696)	
<b>4.2.11 OTHER PROPERTY AND SERVICES</b>		
E148005 · Loss on disposal of assets The method for calculating the profit or loss on sale of assets has been changed to remove the adjustment for fair value, this is a non-cash item so is adjusted back and as such won't affect the estimated surplus carried forward.	(16,164)	
Predicted Variances Carried Forward	(235,529)	0
Predicted Variances Brought Forward	(235,529)	0
<b>4.3 CAPITAL REVENUE</b>		
<b>4.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>		
I121050 · Regional Road Group Grant The Blackspot project which was originally budgeted to be completed in 2016/17 has been split over two years. This is offset by a reduction in Capital Expenditure on the project.	(57,926)	

**Shire of Wyalkatchem**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**For the Period Ended 31st January 2017**

**Note 4: PREDICTED VARIANCES**

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
I121060 · Roads 2 Recovery Grant The grant funding was reduced by the Federal Government in their Annual Budget. This is offset by a reduction in capital expenditure on roads projects.	(91,965)	
<b>4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS</b>		
The trade in price of the Front End Loader was lower than anticipated by \$7,724. The sale of the side tipper was not anticipated (\$6,455).	(1,272)	
<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>		
No Material Variance		
Predicted Variances Carried Forward	(386,692)	0
Predicted Variances Brought Forward	(386,692)	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>		
C970201 · Bush Fire Truck Shed Only one concrete apron has been installed in this financial year, the remaining one has been deferred.	4,261	
C970202 · Tennis Club Expenditure was slightly higher than the budgeted \$20,000.	(763)	
C970204 · 1 Slocum St Tiling work has been deferred to a later financial year.	2,000	
C970208 · Recreation Centre The project on the trotting track has been cancelled for this financial year.	4,811	
C970209 · Railway Barracks A project that was budgeted for the Barracks was not required to be completed after it was assessed by a qualified builder.	30,727	
C970212 · 51 Flint St Final painting cost came in under budget	1,209	
Aged Friendly Communities Due to damage to roads that occurred in the January 2017 storms, the Shire has allocated \$200,000 to repair costs. This has meant that some projects have had to be delayed to a future years budget.	20,000	
<b>4.4.3 PLANT AND EQUIPMENT</b>		
C970501 · Turf Roller The cost of this new vehicle was slightly higher than anticipated	(864)	
C970503 · Front End Loader The cost of this new vehicle was lower than anticipated.	26,404	
C970502 · Side Tipper The side tipper was required to be replaced unexpectedly due to what it was going to cost to repair it. This is as per Council Decision number 3362.	(61,177)	
Two way radio	25,000	

**Shire of Wyalkatchem**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**For the Period Ended 31st January 2017**

**Note 4: PREDICTED VARIANCES**

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
Due to damage to roads that occurred in the January 2017 storms, the Shire has allocated \$200,000 to repair costs. This has meant that some projects have had to be delayed to a future years budget.		
<b>4.4.4 FURNITURE AND EQUIPMENT</b>		
No Material Variance		
<b>4.4.5 INFRASTRUCTURE ASSETS - ROADS</b>		
C970301 · Benjaberring Hindmarsh crossroad	88,082	
The Blackspot project which was originally budgeted to be completed in 2016/17 has been split over two years. This is offset by a reduction in Capital Revenue.		
C970306 · Parsons Road	(3,062)	
This project was slightly over budget, this was required to meet the Shire's own source expenditure requirements after the the Benjaberring Hindmarsh project was reduced.		
C970308 · Yorkrakine West Road	(13,230)	
This project was over budget, this was required to meet the Shire's own source expenditure requirements after the the Benjaberring Hindmarsh project was reduced.		
C970312 · Scott Street	(12,000)	
This project was required to be bought forward due to an increasing amount of potholes developing in the surface.		
C960318 · Ross Road	(35,872)	
This project was originally anticipated to be completed in the 2015/16 financial year but it wasn't so was carried over into 2016/17.		
C960317 · Swan Street	36,024	
Due to a reduction in Roads 2 Recovery funding this project was required to be deferred to a later financial year.		
Shiells Road	105,045	
Due to a reduction in Roads 2 Recovery funding this project was required to be deferred to a later financial year.		
<b>4.4.6 INFRASTRUCTURE ASSETS - OTHER</b>		
C970313 · Cunderdin Wyalkatchem Road culverts	13,990	
Due to a reduction in Roads 2 Recovery funding and also a change in the priorities of work that was required, this project was required to have it's scope of work changed.		
C970314 · Tammin Wyalkatchem Road culverts	(45,650)	
This project was required to be bought forward to be completed at the same time as the Cunderdin Road culverts.		
C970402 · Admin Park	6,243	
The shade sail replacement has been deferred to a future years' budget.		
Solar Lighting	20,000	
Due to damage to roads that occurred in the January 2017 storms, the Shire has allocated \$200,000 to repair costs. This has meant that some projects have had to be delayed to a future years budget.		
<b>4.4.7 PURCHASES OF INVESTMENT</b>		
No Material Variance		

**Shire of Wyalkatchem**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**For the Period Ended 31st January 2017**

**Note 4: PREDICTED VARIANCES**

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
<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	(175,514)	0

Predicted Variances Brought Forward	(175,514)	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 Plant Reserve	54,722	
Due to damage to roads that occurred in the January 2017 storms, the Shire has allocated \$200,000 to repair costs. To get back to a balanced budget the cost to replace the side tipper has been taken from the plant reserve.		
Transfer from Community Development Reserve	(15,000)	
As the Aged Friendly project has been deferred this transfer from reserve isn't required.		
<b>4.5.1 RATE REVENUE</b>		
No Material Variance		
<b>4.5.2 OPENING FUNDING SURPLUS(DEFICIT)</b>		
There were minor variances in the opening surplus.	15,191	
<b>4.5.3 NON-CASH WRITE BACK OF PROFIT (LOSS)</b>		
Profit/Loss on Asset Disposals	118,666	
The method for calculating the profit or loss on sale of assets has been changed to remove the adjustment for fair value, this is a non-cash item and is offset by the profit on sale of assets and loss on sale of assets revenue and expenditure accounts.		
<b>Total Predicted Variances as per Annual Budget Review</b>	<b>(1,935)</b>	<b>0</b>

**Shire of Wyalkatchem**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 31st January 2017**

**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>15,191</b>		<b>15,191</b>
I032010	FAGS Grants - General Purpose		Operating Revenue		5,115		<b>20,306</b>
I032069	Other Miscellaneous Grants		Operating Revenue		3,500		<b>23,806</b>
I041010	Reimbursements/Grants		Operating Revenue		5,000		<b>28,806</b>
I051005	DFES Operating Grant		Operating Revenue		3,073		<b>31,879</b>
I105101	Cemetery Fees		Operating Revenue		3,941		<b>35,820</b>
I112015	Swimming Pool Grant		Operating Revenue			(2,000)	<b>33,820</b>
I113070	Community Bus Fees		Operating Revenue			(5,000)	<b>28,820</b>
I121045	FAGS Road Grants		Operating Revenue			(1,458)	<b>27,362</b>
I121050	Regional Road Group Grant		Capital Revenue			(57,926)	<b>(30,564)</b>
I121060	Roads 2 Recovery Grant		Capital Revenue			(91,965)	<b>(122,529)</b>
I121061	MRWA Direct Grant		Operating Revenue		3,988		<b>(118,541)</b>
I133005	Building Licence		Operating Revenue		3,500		<b>(115,041)</b>
I135203	Railway Barracks Fees		Operating Revenue		8,000		<b>(107,041)</b>
I141005	Private Works Fees & Charges		Operating Revenue		3,000		<b>(104,041)</b>
I121041	Diesel Rebate		Operating Revenue		5,000		<b>(99,041)</b>
I146010	Profit on Sale of Assets		Operating Revenue			(102,502)	<b>(201,543)</b>
E041208	Removal Expenses		Operating Expenses		3,405		<b>(198,138)</b>
E041213	Professional Services		Operating Expenses			(7,560)	<b>(205,698)</b>
E041218	Computer Maintenance		Operating Expenses		15,000		<b>(190,698)</b>
E042020	Public Relations		Operating Expenses		12,900		<b>(177,798)</b>
E042025	Local Government Week		Operating Expenses		2,266		<b>(175,532)</b>
E072502	Medical Centre Operating Expenditure		Operating Expenses		2,000		<b>(173,532)</b>
E104001	NRM Group Scheme Contract		Operating Expenses		25,000		<b>(148,532)</b>
E105136	Grave Digging		Operating Expenses			(11,837)	<b>(160,369)</b>
E116210	Arts & Culture		Operating Expenses		20,000		<b>(140,369)</b>
E122059	Drainage Maintenance Rural Roads		Operating Expenses			(5,000)	<b>(145,369)</b>
E122060	Roadside Spraying Rural Roads		Operating Expenses		5,000		<b>(140,369)</b>
E122057	Tree Pruning		Operating Expenses			(25,000)	<b>(165,369)</b>
E122065	Roadside Clearing		Operating Expenses		25,000		<b>(140,369)</b>
E122061	Roadside Spraying Town Verges		Operating Expenses			(2,000)	<b>(142,369)</b>
E122095	Storm Event		Operating Expenses			(200,000)	<b>(342,369)</b>
E122101	Street Verges		Operating Expenses		2,000		<b>(340,369)</b>
E132102	Railway Barracks Maintenance		Operating Expenses			(13,696)	<b>(354,065)</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
				\$	\$	\$	\$
E148005	Loss on Disposal of Asset		Operating Expenses			(16,164)	(370,229)
	Profit/loss on asset disposal		Non Cash Item		118,666		(251,563)
C970201	Bush Fire Truck Shed		Capital Expenses		4,261		(247,302)
C970202	Tennis Club		Capital Expenses			(763)	(248,065)
C970204	1 Slocum St		Capital Expenses		2,000		(246,065)
C970208	Recreation Centre		Capital Expenses		4,811		(241,254)
C970212	51 Flint St		Capital Expenses		1,209		(240,045)
C970402	Admin Park		Capital Expenses		6,243		(233,802)
	Aged Friendly Communities		Capital Expenses		20,000		(213,802)
C970501	Turf Roller		Capital Expenses			(864)	(214,666)
C970301	Benjaberring Hindmarsh Crossroad		Capital Expenses		88,082		(126,584)
C970306	Parsons Road		Capital Expenses			(3,062)	(129,646)
C970308	Yorkrakine West Road		Capital Expenses			(13,230)	(142,876)
C970313	Cunderdin Wyalkatchem Road culverts		Capital Expenses		13,990		(128,886)
C970312	Scott Street		Capital Expenses			(12,000)	(140,886)
C970314	Tammin Wyalkatchem Road culverts		Capital Expenses			(45,650)	(186,536)
C960318	Ross Road		Capital Expenses			(35,872)	(222,408)
C970307	Swan Street		Capital Expenses		36,024		(186,384)
	Shiells Road		Capital Expenses		105,045		(81,339)
C970503	Front End Loader		Capital Expenses		26,404		(54,935)
C970502	Side Tipper	3362	Capital Expenses			(61,177)	(116,112)
C970209	Railway Barracks		Capital Expenses		30,727		(85,385)
	Solar Lighting		Capital Expenses		20,000		(65,385)
	Two Way Radio		Capital Expenses		25,000		(40,385)
	Transfer from Plant Reserve		Operating Revenue		54,722		14,337
	Transfer from Community Development Reserve		Operating Revenue			(15,000)	(663)
	Proceeds from Sale of Assets		Capital Revenue			(1,272)	(1,935)
<b>Amended Budget Cash Position as per Council Resolution</b>				<b>0</b>	<b>729,063</b>	<b>(730,998)</b>	<b>(1,935)</b>

### 8.3 Officer reports to council

#### 8.3.1 PERSONNEL – AUTHORISATIONS – APPOINTMENT OF AUTHORISED OFFICERS

<b>FILE REFERENCE:</b>	13.12
<b>AUTHOR'S NAME AND POSITION:</b>	Llew Withers Principal Environmental Health Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>NOTIFICATION TO APPLICANT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	1 February 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	2.6 – Effective enforcement of local laws and regulation

#### SUMMARY

That Council resolve the following:

1. **Appoint the Environmental Health Officer Llew Withers as an authorised Officer to issue, modify and rescind Infringement Notices.**

#### Appendices:

None

#### Background:

Recent amendments to the *Health (Asbestos) Regulations 1992* allow the provision of Infringement Notices where a prosecution is not intended (unless the Infringement Notice is not paid within the prescribed time period). Modified Penalties or Infringement Notices can only be issued by an Authorised Officer (e.g. the Environmental Health Officer) & can only be modified or rescinded by an Approved Officer (e.g. the Chief Executive Officer of the Local Government) Council needs to appoint both positions in writing in accordance with the *Criminal Procedure Act 2004*.

The Department of Health completed a review of the *Health (Asbestos) Regulations 1992* as part of the review of all Regulations made under the Health Act 1911.

The process of reviewing all regulations will take another three to five years from July 2016 when the new *Public Health Act 2016* was enacted and which will come into being in stages to allow for an orderly transition from old legislation to new.

Local Government has requested the Chief Health Officer to increase fines and introduce modified penalties with urgency in advance of the regulation review process.

Issuing of Infringement Notices would be an encouragement to resolve issues of a less serious nature that require a quick resolution

#### Statutory Environment:

Environmental Health Officers appointed under the Health Act 1911 are considered skilled & qualified to enforce the *Health (Asbestos) Regulations 1992*. The appointment under these Regulations can be included in the general provisions of appointment of an Authorised Officer under the *Public Health Act 2016* and shall be addressed separately.

The Chief Executive Officer appointment as an Approving Officer and the Environmental Health Officer as an Authorised Officer is a new requirement under the *Criminal Procedure Act 2004* (section 6) to allow infringement notices to be issued.

**Policy Implications:**

There is no council policy relevant to this report

**Financial Implications:**

There are no financial implications relative to this report

**Strategic Plan/Risk Implications:**

There are no direct strategic/risk implications relative to this item

**Voting Requirements:** Absolute Majority

**Council Decision Number:** 3408

**Moved:** Cr Holdsworth


**Seconded:** Cr Garner

**That Council resolve the following:**

- 1. Appoint the Environmental Health Officer Llew Withers as an authorised Officer to issue, modify and rescind Infringement Notices.**

**Vote:** 6/0

### 8.3.2 PERSONNEL – AUTHORISATIONS – DELEGATIONS – DELEGATION REGISTER REVIEW 2017

<b>FILE REFERENCE:</b>	22.02.02
<b>AUTHOR'S NAME AND POSITION:</b>	Rachel Nightingale Administration Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	7 February 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>PREVIOUS MEETING REFERENCE:</b>	OMC 30 June 2016 Council Decision No 3299

#### SUMMARY:

That Council resolve the following:

1. Adopt the proposed Delegation Register as presented.

#### Appendix

Appendix 1 Delegations Register 2017

#### 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. The Last Review was conducted in June 2016. An Agenda item is then presented to the Ordinary Council Meeting for its consideration stating whether the delegations are:

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

New legislation, the Public Health Act 2016, has replaced the Health Act 1911. As council has appointed a relieving Environmental Health Officer, the appointment needs to be ratified by Council.

#### Comment

To complete the delegation review, all officers with delegations must be advised in writing. This review was conducted with the advice of WALGA and other local governments. An effort has been taken to provide more detail and be more explicit in what the delegation of power means.

Below is a list of the current Delegations for the Shire of Wyalkatchem and the review recommendations for each:

#### Consultation

Ian McCabe  
Ella McDonald  
Llew Withers

Chief Executive Officer  
Governance and Emergency Officer  
Environmental Health 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** 3409

**Moved:** Cr Jones

**Seconded:** Cr Holdsworth

**Officer Recommendation:**

**That Council resolve the following:**

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

**Vote:** 6/0



## **DELEGATIONS REGISTER 2017**

**(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 2938
18 June 2015 Decision 3111

<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			Amend delegation to include Administration Officers
C18			Amend delegation to include Asbestos regulations
C19			Add Public Health Act 2016 delegation



## 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

**Senior Finance Officer** (the SFO) is an employee of the Shire

**Rates and Finance Officer** (the RFO) 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** is an employee of the Shire

**Environmental Health Officer** (EHO) is an employee of the Shire or an officer who works with this and other Shires.

**Building Surveyor** is an employee of the Shire of Merredin but contracts to the Shire of Wyalkatchem through NEWhealth.

**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 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
- Senior Finance Officer
- Rates and Finance Officer
- 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>	Senior Finance Officer Governance and Emergency - revoke <b>Administration Officers - amend</b>
<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 <b>Policy FP1 - Payment of accounts - amend</b> 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>	Senior Finance Officer
<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>	Senior Finance Officer
<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>	Senior Finance Officer
<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 Senior Finance Officer
<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

W2 Performing Particular Things on Land which is not Local Government Property	
Date of adoption	18 June 2015 Council Decision Number 3111
Function delegated	<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>
Statutory power delegated	<i>Local Government Act 1995</i> s. 3.27 Particular things local governments can do on land that is not local government property
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO
Delegator	Council of the Shire of Wyalkatchem
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
Sub-delegated to	Manager of Works
Compliance links	<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
Conditions	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>	<div>Minutes for Ordinary Meeting of Council 16 February 2017</div> <div>Page 144 of 255</div>



<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</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</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

## 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>  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:  Section 3.32 Notice of entry  Section 3.33 Entry under warrant  Section 3.34 Entry in an emergency  Section 3.36 Opening fences</p>
<b>Statutory power of delegation</b>	<p>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</p>
<b>Delegator</b>	Council of the Shire of Wyalkatchem
<b>Delegate</b>	<p>Chief Executive Officer  Manager Of Works</p>
<b>Statutory power to sub-delegate</b>	<p>Local Government Act 1995:  Section 5.44 CEO may delegate some powers and duties to other employees</p>
<b>Sub-delegated to</b>	
<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>	n/a
<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>	n/a
<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>C19 Public Health Act 2016 – Appointment of authorised officers by council – New delegation</b>	
<b>Appointment authorised</b>	All powers duties and functions of the Local Government under the Public Health Act 2016
<b>Statutory power authorised</b>	Public Health Act 2016
<b>Authoriser</b>	Council of the Shire of Wyalkatchem
<b>Authorised to</b>	Environmental Health Officer Chief Executive Officer
<b>Compliance links</b>	<i>Section 17</i> Public Health Act 2016

<b>C18 Health (Miscellaneous Provisions) Act 1911 – Appointment of authorised officers by council - <b>amend</b></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>	<p><i><b>Health Act (Asbestos Regulations) 1992</b></i></p> <p><i>Health (Air handling and water systems) Regulations 1994</i></p> <p><i>Health (Cloth Materials) Regulations 1985</i></p> <p><i>Health (Public Buildings) Regulations 1992</i></p> <p><i>Sewerage (Lighting, ventilation and construction) Regulations 1971</i></p> <p><i>Health (Temporary Sanitary Conveniences) Regulations 1997</i></p> <p><i>Health (Treatment of sewage and disposal of effluent and liquid waste) Regulations 1974</i></p>

### 8.3.3 COUNCIL PROPERTIES – ACQUISITION AND DISPOSAL — WYALKATCHEM AIRPORT TERMINAL BUILDING – LOT 500 - LEASE TO HAIRDRESSER

<b>FILE REFERENCE:</b>	5.19.14
<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; Ms Sue Tulip
<b>NOTIFICATION TO APPLICANT:</b>	Required
<b>DATE REPORT WRITTEN:</b>	3 February 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	2.4.5 Proactively develop opportunities for new industry; 6.1.1 Provide ongoing management of existing assets.

#### SUMMARY:

That Council resolve the following:

1. Dispose of that part of the Wyalkatchem Airport Terminal Building located at Lot 500 Wyalkatchem, as per section 3.58 (3) of the Local Government Act 1995, as per the attached agreement with Sue Tulip, for the purpose of hairdressing services; and,
2. Endorse the period of that agreement to be between Wednesday 15 February 2017 and 30 June 2017 inclusive; and,
3. Authorise the CEO or delegate to complete any necessary arrangements to effect this decision, including the placement of public notice and where required the return of the matter to Council in the event of reasonable written objection to this proposal.
4. To vary the 2016/17 fees and charges to include a daily rate of \$20 for the hire of the aerodrome terminal building to hairdresser, Sue Tulip until 30 June 2017.

#### Appendix:

1. Copy of proposed User Agreement.
2. Public Notice of Disposition of Property

#### Background:

The applicant requested permission to lease space at the aerodrome in September 2016 pending the availability of suitable commercial space in Wyalkatchem. Council approved



the lease of aerodrome terminal space for the period 14 November 2016 to 14 February 2017 at a fee of \$15 per day – a reduction from the amount of \$55 per day as per the 2016/17 approved fees and charges. The reduction indicated support for the retention of a service to the community. This objective would seem to have been achieved as the applicant has requested an extension to 30 June 2017 and has suggested the fee of \$20 per day.

**Comment:**

In accordance with *section 3.58, Local Government Act 1995*, a disposition of property includes leasing, selling or otherwise disposing of a property whether absolute or not. Property includes the whole or any part of the interest of a local government in property.

In accordance with section 3.58 (3) the lease can occur providing the local government gives local public notice of the proposed disposition, describing the property concerned; giving details of the proposed disposition; and, inviting submissions to be made to the local government within two weeks after the notice is given. Council advertised the proposed disposition by lease in the Wylie Weekly dated 21 October 2016. There was one submission received by the closing date of Wednesday 26 October 4pm. This submission was in regards to adding a fee for the use of the building. This was discussed with Sue and a fee of \$15 per day was agreed for a period of three months (to 14 February 2017).

The applicant wishes to continue the arrangement. This item pre-dates a public notice of intent to dispose of the property but is an extension. Accordingly, Council is asked to approve the agreement and support subsequent public notice. This acknowledges the difficulty of providing public notice in the period where the local paper was not published due to Christmas and New Year. The fee of \$15 per day to 14 February 2017 was a nominal amount not based on the applicant's expected revenue or evidence of the actual costs that would be incurred by Council. It is appropriate to review actual costs for the information of the applicant, Council and the community – but balance this with the continued desire to retain the service and foster enterprise.

Power use at the site is 60% above nominal levels (an increase of about \$10 per day for the eight days of use by the applicant); in addition, there is gas and water use above historical levels. The payment of \$20 per day is likely to cover the actual utility usage of the applicant but not cover normal maintenance, capital requirements and depreciation included in the full fee of \$55 per day.

This agreement supports Council's strategic objectives to support business and encourage the use of existing assets. The increased fee goes some way to addressing the accountability of Council to create a sustainable and financially responsible organisation.

Accordingly, the agreement is recommended to Council for the period to 30 June 2017 and to include its review within the 2017/18 budget process.

This requires an adjustment to the fees and charges which must be accepted by council. If a decision from council is reached then an adjustment to the fees and charges will result, this must therefore be accepted by council and advertised accordingly.

**Consultation:**

Sue Tulip  
Rachel Nightingale

The Head Shed  
Governance and Emergency Services Officer

**Statutory Environment:**

*Local Government Act 1995 s.3.58*

**Policy Implications:**

There is no Council Policy relative to this item.

**Financial Implications:**

Although a reduced fee is proposed for this applicant, there is no real financial loss to the local government. This is because there is no budgeted income for the facility. The only consideration is whether increased use creates increased costs (such as power use) and whether this cost is covered by any fee. It is thought that the amount of \$20 per day should equate to increased utility use associated with this agreement.

**Strategic Plan/Risk Implications:**

This item is supportive of Council's endeavour to engage commerce, retain economic services and utilise council facilities; these outcomes have been balanced with the need to ensure the containment of risk and financially sustainable management of the organisation.

The site has been assessed by the Environmental Health Officer as appropriate and he has discussed relevant regulations with the applicant. The applicant is required to have appropriate insurance. There is no perceived increased risk to the building, facility or visitors beyond the normal risk profile of the facility.

There is a medium risk that support of the enterprise could result in withdrawal of the service from this community.

**Voting Requirements:**

Simple Majority

**Council Decision Number: 3410**

**Moved:** Cr Holdsworth

**Seconded:** Cr Jones

**That Council resolve the following:**

1. Dispose of that part of the Wyalkatchem Airport Terminal Building located at Lot 500 Wyalkatchem, as per section 3.58 (3) of the Local Government Act 1995, as per the attached agreement with Sue Tulip, for the purpose of hairdressing services; and,
2. Endorse the period of that agreement to be between Wednesday 15 February 2017 and 30 June 2017 inclusive;
3. Authorise the CEO or delegate to complete any necessary arrangements to effect this decision, including the placement of public notice and where required the return of the matter to Council in the event of reasonable written objection to this proposal.
4. To vary the 2016/17 fees and charges to include a daily rate of \$20 for the hire of the aerodrome terminal building to hairdresser, Sue Tulip until 30 June 2017.

**Vote:** 6/0

**AGREEMENT**

between

**Shire of Wyalkatchem**

And

**The Head Shed (“Lessee”)**

**15 February 2017 to 30 June 2017**

## **BACKGROUND**

The Shire of Wyalkatchem ("Lessor") is the owner of the Wyalkatchem Aerodrome

The Head Shed ("Lessee") is the operator of the hairdressers

The lessor and lessee enter into this deed to set the terms and conditions of this agreement.

## **AGREEMENT**

1. The "Aerodrome" means the facilities located on Lot 500, Wyalkatchem Tammin Road, Wyalkatchem. The lessee has a designated area for the hairdressing facility as outlined in annexure A.
2. Subject to the conditions set out hereafter, the shire agrees to grant the lessee the right to enter the Terminal Building for the purposes of operating the hairdressing service.
3. The terms of the lessee agreement ("the agreement") shall commence 15 February 2017 and will be valid until 30 June 2017 when it will be reviewed unless otherwise terminated.
4. The agreement is conditional upon the following:
  - I. The room is to be left clean and tidy and any breakages are to be reported to the Shire immediately. In the event that the area designated to hairdressing (annexure A) is not left clean, the Shire's cleaning staff will be requested to carry out the cleaning and the lessee will be charged these additional costs.
  - II. The lessee has been allocated one key for the rooms. This key will remain in their possession for the duration of the agreement. A bond of \$15 for the key is payable.
  - III. Access is only permitted on agreed operational days. A request for access outside these days may be made to the Shire of Wyalkatchem for consideration.
  - IV. The lessee agrees that this is a non-exclusive lease.
  - V. The building must be LOCKED on exit and all lights are to be switched off.
5. The lessee agrees that she will at all times remain responsible for her own health, safety and welfare and further acknowledges that the Shire does not have any responsibility to her in this regard whatsoever.
6. The lessee agrees to indemnify the Shire against any loss or damage that the Shire may suffer as a result of any act or omission by her regardless of whether or not that act or omission is negligent or careless
  - I. The lessee is required to obtain public liability Insurance (\$10,000,000) and agrees to indemnify the Shire against all actions, claims, demands and costs arising out of or in connection with the use/hire of this facility. Copies of certificates of currency are required to be submitted to the shire each year.

- II. The lessee is required to obtain Property Insurance for all equipment held in their possession. Copies of certificates of currency are required to be submitted to the shire each year.
  - III. In the event that the Terminal building is damaged during use, the lessee will be responsible for the first \$1000 damage (insurance excess).
7. The lessee will pay a \$20 per day lease, payable for each day of access. This will be reviewed during the 2017/18 budget process.
  8. The lessee shall not make any building alterations or affix fittings/fixtures without receiving prior approval from the Shire.
  9. **Breach of licence conditions.** If not remedied within 14 days from date of notice, the Shire will withdraw permission to use the facility and cancel this agreement without further notice.

## **PAYMENT OF MONEY**

- I. The lessee is responsible for electricity usage in excess of \$1500 per annum
- II. The Shire of Wyalkatchem is responsible for the water costs up to an amount of \$1000 per annum

Any Amounts Payable to the Shire under this agreement must be paid to the Shire at the address of the Shire referred to in the Licence or as otherwise directed by the Shire by Notice from time to time.

## **USE**

### **Restrictions on Use**

#### **Generally**

The lessee must not and must not suffer or permit a person to –

- I. Use the Terminal Building or any part of it for any purpose other than as a hairdressing facility.
- II. Use the Terminal Building for habitation purposes or as a permanent or temporary residence;

### **No offensive or illegal acts**

The lessee must not and must not suffer or permit a person to do or carry out on the Licensed Premises any harmful, offensive or illegal act, matter or thing.

### **No nuisance**

The lessee must not and must not suffer or permit a person to do or carry out on the Licensed Premises anything which causes a nuisance, damage or disturbance to the Shire or to owners or occupiers of neighbouring properties.

### **No dangerous substances**

The lessee must not and must not suffer or permit a person to place any explosive or highly flammable material on the Licensed Premises without appropriate precautions and without having first obtained the written approval of the Shire.

## **MAINTENANCE AND REPAIR**

The lessee AGREES with the Shire that during the Term

- I. The lessee shall be responsible to keep and maintain the designated Area as referenced in Annexure A in good and substantial repair, order and condition and in a clean and tidy state free from refuse, rubbish, garbage and litter; The lessee is responsible for the costs of any of the repairs.

## **NO ASSIGNMENT, SUBLETTING AND CHARGING**

### **No Assignment or Subletting**

The rights in this agreement are personal to the lessee, and the lessee may not transfer, assign, sublet, assign or otherwise part with possession or in any way dispose of any of its rights or obligations.

## **OBLIGATIONS ON EXPIRY OR TERMINATION OF LICENCE**

### **Peacefully Surrender**

On Termination the lessee must peacefully surrender and return to the Shire the Licensed Area in a condition consistent with the performance of the lessee's Obligations under this Licence.

### **Restoration of Licensed Area**

If directed to do so by the Shire, the lessee must at own cost and expense and to the Shire's satisfaction restore the Licensed Area to the same or substantially the same condition as it was immediately prior to the Commencement Date.

### **Removal and Sale of Improvements**

- I. Unless otherwise agreed by the Shire in writing in the event this Licence is terminated or otherwise determined the lessee must at its own cost and to the Shire's satisfaction remove all fixtures, buildings, improvements and structures erected on the Licensed Area by the lessee .

### **Obligation to continue**

The lessee obligations under this clause will continue, notwithstanding the end or Termination of this Licence.

## **DISPUTES**

### **Appointment of Arbitrator**

Any dispute or difference arising between the parties to this Licence touching any aspect of this Licence or the operation or construction hereof shall be referred to a single arbitrator in accordance with and subject to the provisions of the *Commercial Arbitration Act 1987* and in any such proceedings the parties shall be entitled to be represented by a legal practitioner.

## **NOTICE**

### **Form of Delivery**

A Notice to a person must be in writing and may be given or made:

- (a) By a delivery to the person personally; or
- (b) By addressing it to the person and leaving it, e-mailing or posting it by registered post to the address of the Party appearing in this Licence or any other address nominated by a Party by notice to the other.

### **Service of Notice**

A Notice to a person is deemed to be given or made:

- (a) If by personal delivery, when delivered;
- (b) If by leaving the Notice at the Shire of Wyalkatchem, Cnr Honour Avenue and Flint Street, Wyalkatchem during business hours. Or by e-mailing [general@wyalkatchem.wa.gov.au](mailto:general@wyalkatchem.wa.gov.au)

## **AMENDMENTS TO LICENCE**

Subject to such consents as are required by this Licence or at law, this Licence may be varied by the agreement of the parties in writing.

## **ACTS BY AGENTS**

All acts and things which the Shire is required to do under this Licence may be done by the Shire, the CEO, an officer or the agent, solicitor, contractor or employee of the Shire.

## **FURTHER ASSISTANCE**

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Licence.

## **SEVERANCE**

If any part of this Licence is or becomes void or unenforceable, that part is or will be severed from this Licence to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.



**Executed** by the parties as a deed

**Shire of Wyalkatchem:**

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Name of Chief Executive Officer in full

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

**The Head Shed:**

\_\_\_\_\_  
Signature of lessee

\_\_\_\_\_  
Name of lessee in full

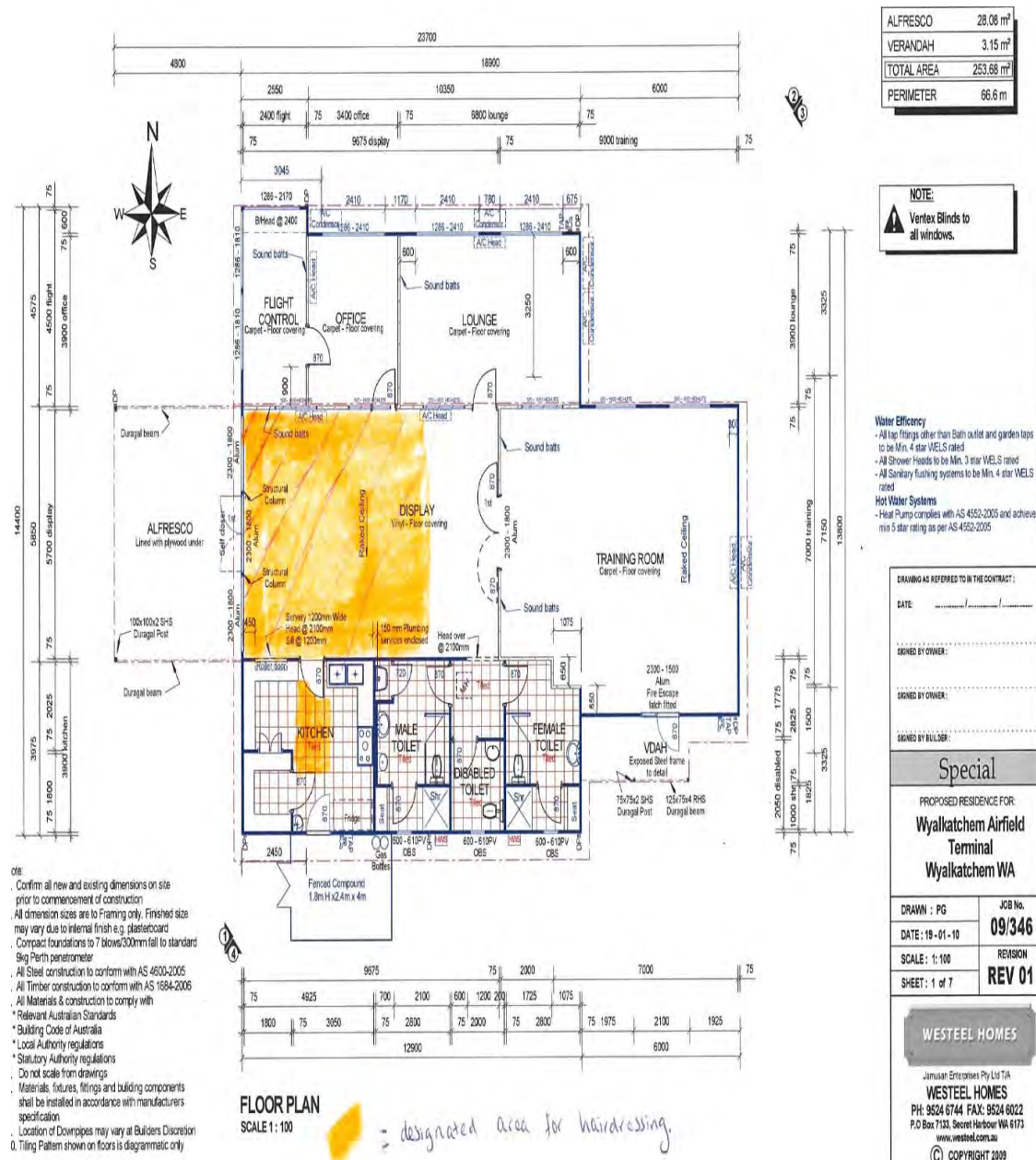
Date: \_\_\_\_\_

In the presence of:


\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Witness in full

# ANNEXURE A



### 8.3.4 COMMUNITY AGREEMENTS – CARE AND MAINTENANCE OF CRICKET WICKETS

<b>FILE REFERENCE:</b>	3.1
<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; Wyalkatchem Cricket Club; West Yorkrakine Cricket Club
<b>NOTIFICATION TO APPLICANT:</b>	Required
<b>DATE REPORT WRITTEN:</b>	3 February 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>STRATEGIC COMMUNITY PLAN REFERENCE</b>	6.1 Assets are well-managed and used to meet the needs of current and future generations.

#### SUMMARY:

That Council resolve the following:

1. To authorise a grant to the amount of \$8,000 to the Wyalkatchem Cricket Club and West Yorkrakine Cricket Club jointly for the sole purpose of care and maintenance of the Wyalkatchem turf cricket wickets for the period 27 December 2016 to 31 March 2017, inclusive;
2. Authorise the CEO to make a written agreement to manage this arrangement and ensure the proper acquittal of the funds for the said purpose.

#### Appendix:

There is no attachment to this item.

#### Background:

The Shire of Wyalkatchem maintains six turf cricket wickets at the Wyalkatchem Recreation Grounds. These have cost an average of \$25,000 per year to maintain in recent years and have proved to be a valuable asset to the cricket clubs, junior cricketers and the community.

#### Comment:

Access to expertise in the preparation and maintenance of turf wickets is difficult to arrange. In addition, great care in regard to watering and turf management needs to be

exercised. In recent months, there have been changes in Council staff and disruption to water supplies which meant that the turf wickets have been stressed at times, requiring more than average attention. This has been exacerbated by the holiday period.

Discussions with the Wyalkatchem Cricket Club and West Yorkrakine Cricket Club and the co-operation of Mr Bruce Yardley have been of great assistance to the Shire of Wyalkatchem in managing this risk. The provision of funds to the clubs to fully expend solely for the purpose of care and maintenance of the cricket wickets will ensure that regular and finals competition will take place as scheduled.

Council is requested to approve an \$8,000 grant to the cricket clubs jointly for this purpose. This amount will be drawn from operational budgets for that purpose and will not create unbudgeted expenditure for Council. The clubs will sign an agreement to give effect to the grant and there will be an acquittal on the expenditure of the funds.

This will ensure the Shire meets an operational need; it will comply with audit and regulatory requirements; it will also ensure the clubs have a prepared playing surface for upcoming fixtures; and there will be no net financial benefit to the clubs.

Council is requested to support this grant.

**Consultation:**

Cr Q Davies

Cr O Garner

Mr B Yardley

Craig Harris, Manager of Works

Rachel Nightingale, Governance and Emergency Services Officer

Claire Trenorden, Senior Finance Officer

**Statutory Environment:**

*Local Government Act 1995 and regulations*

**Policy Implications:**

There is no Council Policy relative to this item.

**Financial Implications:**

There is no unforeseen financial impact beyond budgeted expenditure.

**Strategic Plan/Risk Implications:**

There is a low risk that the clubs will not meet this commitment – however that will mean they do not have a prepared playing surface, so that risk is unlikely to eventuate.

This proposal will assist Shire operations and support community engagement. This will improve the prospect of developing a long term strategy to address wicket preparation and management.

**Voting Requirements:**

Simple Majority

**Council Decision Number:** 3411

**Moved:** Cr Jones

**Seconded:** Cr Butt

**That Council resolve the following:**

1. To authorise a grant to the amount of \$8,000 to the Wyalkatchem Cricket Club and West Yorkrakine Cricket Club jointly for the sole purpose of care and maintenance of the Wyalkatchem turf cricket wickets for the period 27 December 2016 to 31 March 2017, inclusive;
2. Authorise the CEO to make a written agreement to manage this arrangement and ensure the proper acquittal of the funds for the said purpose.

**Vote:** 6/0

Declarations of Interest were received from staff and councillors as outlined below: Cr Davies - impartial interest as life member of West Yorkrakine Cricket Club and Wyalkatchem Cricket Club

Cr Jones - impartial interest as Wyalkatchem Cricket Club member


Cr Garner - impartial interest as Captain and Player of West Yorkrakine Cricket Club

Rachel Nightingale - impartial interest as two children play for the Junior Cricket Club

Cr Davies asked whether Councillors could remain part of the discussion.

Ian advised that he is well aware of Councillors and staff involvement in the cricket but realised that they do not benefit financially at all and should be involved in the discussion.

### **8.3.5 PERSONNEL – EMPLOYEES – CURRENT EMPLOYEES – CHIEF EXECUTIVE OFFICER, LEAVE – HIGHER DUTIES**

<b>FILE REFERENCE:</b>	22.5.1
<b>AUTHOR'S NAME AND POSITION:</b>	Ian McCabe Chief Executive Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	10 February 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.

#### **SUMMARY:**

**That Council resolve the following:**

**1. Authorise Mrs Claire Trenorden to act as Chief Executive Officer for the period 13 March 2017 to 7 April 2017, inclusive.**

#### **Appendix:**

1. Shire of Wyalkatchem Policy GP1 Acting CEO

#### **Comment:**

With Council's approval, the CEO will be absent from the Shire for the period 13 March 2017 to 7 April 2017 for annual leave. Policy GP1 Acting CEO stipulates that to be paid higher duties as CEO, the person must perform the substantive duties of CEO for a period in excess of one day. Any person approved by Council may act as CEO for periods up to five weeks.

The role of CEO is managerial and administrative. The nomination recommendation considers availability of staff, workplace demands (such as ability to delegate tasks to others), succession planning and the ability and skills to undertake this role.

Mrs Claire Trenorden is the Senior Finance Officer of the Shire and has the necessary qualifications and knowledge and is nominated to be acting CEO for the above period.

**Consultation:**

Mrs Claire Trenorden	Senior Finance Officer
Cr Quentin Davies	President

**Statutory Environment:**

There is no direct statutory environment relevant to this issue.

**Policy Implications:**

GP1 Acting CEO

**Financial Implications**

Higher duties are included in the 2016/17 budget; there is no financial impact.

**Strategic Plan/Risk Implications**

There is no strategic implication.

**Voting Requirements**                      Simple Majority

**Council Decision Number** 3412

**Moved:** Cr Jones                      **Seconded:** Cr Butt

**That Council resolve the following:**

**1. Authorise Mrs Claire Trenorden to act as Chief Executive Officer for the period 13 March 2017 to 7 April 2017, inclusive.**

**Vote:** 6/0

<b>GP1 - ACTING CEO</b>
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**Old Reference: A11**

First Adopted 17 February 2005 Council Decision No 99 Amended 15 October 2009 Council Decision No. 1175 Amended 19 January 2010 SMC Amended 18 November 2010 Council Decision No. 2188 Amended 20 December 2012 Council Decision No. 2669 Amended 21 August 2014 Council Decision No. 2964
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**OBJECTIVES**

To provide for the appointment of an Acting Chief Executive Officer during extended absences of the Chief Executive Officer.

**POLICY STATEMENT**

This policy applies to absences of more than one day.

That any person may act in the position of Acting Chief Executive Officer during absences of the Chief Executive Officer for periods of up to five weeks, provided that the Acting Chief Executive Officer is approved by Council on the recommendation of the nominal CEO.

Where this recommendation is not provided, the Manager of Works will act as CEO until Council considers the matter. In the absence of the Manager of Works, then the Senior Finance Officer is the next most senior officer and would assume the role of CEO until Council considers the matter.

The acting CEO will be paid the base rate for the role as determined by the Salaries and Administrative Tribunal for the applicable band for this local government. To be paid higher duties as Acting CEO, the person must perform the substantive duties of Chief Executive Officer for more than one day.

**REGULATORY COMPLIANCE**

*Local Government Act 1995* Section 5.36 – Local Government employees.

*Local Government Act 1995* Section 5.39 - Contracts for CEO's and senior employees.



# **Late Agenda Item**

**8.3.6 GOVERNMENT RELATIONS – LOCAL AND REGIONAL LIAISON –  
NEWROC: Grant Application, Telecommunications**

**8.3.7 TELECOMMUNICATIONS – PLANNING – PROPOSED OPTUS  
TELECOMMUNICATIONS TOWER – LOT 1, WYALKATCHEM NORTH ROAD**

**Council Decision Number: 3413**

**Moved** Cr Garner

**Seconded** Cr Butt

**That the late items 8.3.6 and 8.3.7 be accepted**

**Vote 6/0**

### 8.3.6 GOVERNMENT RELATIONS – LOCAL AND REGIONAL LIAISON – NEWROC: Grant Application, Telecommunications

<b>FILE REFERENCE:</b>	14.9.5
<b>AUTHOR'S NAME AND POSITION:</b>	Ian McCabe Chief Executive Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	15 February 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; 5. A well-managed and effective Council organisation.

#### **SUMMARY:**

**That Council resolve the following:**

- 1. To support the Building Better Regions Fund grant application by NEWROC for this telecommunications project;**
- 2. Authorise the CEO to make provision for this project in the 2017/18 budget planning;**
- 3. Authorise the CEO to provide a letter of support from Council that includes a commitment to fund up to \$18,718 in 2017/18 for this project.**

#### **Appendix:**

- 1. Draft letter of support for this project.**

#### **Background:**

The NEWROC vision is to *create a strong, cohesive regional leadership group that fosters economic prosperity of member Councils*

Telecommunications has been a strategic priority for the NEWROC for the last few years. The following activities have occurred to progress this strategic priority:

- 👉 Identification by the NEWROC that telecommunications is a priority and documentation in strategy plans
- 👉 Advocacy to various politicians, regional stakeholders, Telstra and NBN representatives
- 👉 Investigation into ADSL upgrades in each town, including costings by Telstra
- 👉 Completion of a Telecommunications Business Case 2016 (funded partly by the NEWROC and Royalties for Regions)
- 👉 Close work with Regional Development Australia (Wheatbelt) and Wheatbelt Development Commission regarding the issue
- 👉 Presentation by Telstra (2014) and Optimi Digital (Jim Wyatt) in 2016

The Building Better Regions Fund was announced in late 2016. The NEWROC expressed an interest in pursuing this funding opportunity.

A workshop by Regional Development Australia (Wheatbelt) was delivered in Wyalkatchem in December 2016 to discuss developing a benefit cost analysis and the Building Better Regions Fund guidelines. At the December NEWROC Council meeting the possibility of an application to the fund was discussed with the priority and most “shovel ready” project being telecommunications improvements for each of the member Shires.

To progress an application for the Building Better Regions Fund a number of activities needed to occur, an out of session NEWROC meeting was held via email with the following resolution passed on the 28 January 2017:

#### RESOLUTION

That:

- 1) A BBRF application for a total of \$938,500+GST be submitted seeking \$703,875 from the BBRF on behalf of the NEWROC with the lead applicant/proponent being the Shire of Nungarin;
- 2) The project be submitted as a two phase approach; Phase 1 – Detailed Scope; Phase 2 – Implementation
- 3) NEWROC contribute \$6,000+GST to complete the Cost Benefit Analysis (CBA) required to support the grant application and RPS be endorsed to complete the CBA

- 4) NEWROC contribute \$4,200+GST to write the BBRF Application and Tammy King be endorsed to complete the application;
- 5) Other funding opportunities (government and corporate) be explored and pursued to fund Phase 1 totalling \$21,500 (SWW quote)
- 6) Each member local government commit administration support for the scoping and implementation of the project;
- 7) The NEWROC write a letter of support for the project;
- 8) Each member local government submit a letter of support for the project;
- 9) A meeting be held with the Shire of Merredin seeking support through commitment of land for the Data Centre and a financial contribution. David Burton, Stephen Tindale and two Presidents be nominated to meet with Greg Powell and Shire of Merredin President Ken Hooper;
- 10) Bendigo Bank be approached for a minimum \$6,000 contribution if funding is successful and a letter of support for the project;
- 11) Identified stakeholders be approached for financial contributions to the project, a minimum of \$10,000 in total be secured from external contributors to support the application; and
- 12) Letters of support be obtained from state and federal politicians, key franchise businesses, WBN and other key groups within the NEWROC

Resolution supported by:

Shire of Wyalkatchem

Shire of Trayning




Shire of Mukinbudin

Shire of Mt Marshall

Shire of Nungarin absent during the period

Shire of Koorda supported Resolution 1 in initial correspondence (above resolution removes Council contribution)

As of the 31 January 2017 the following activities have occurred:

-  RPS has been engaged to complete the Cost Benefit Analysis for the project and the funding application
-  Rebekah Burges has been engaged to update the Business Case
-  South Western Wireless is adding information to the Business Case and asset management plans, procurement plans, risk management plan etc

- 👉 Tammy King, Grants Empire has been engaged to write the BBR grant application

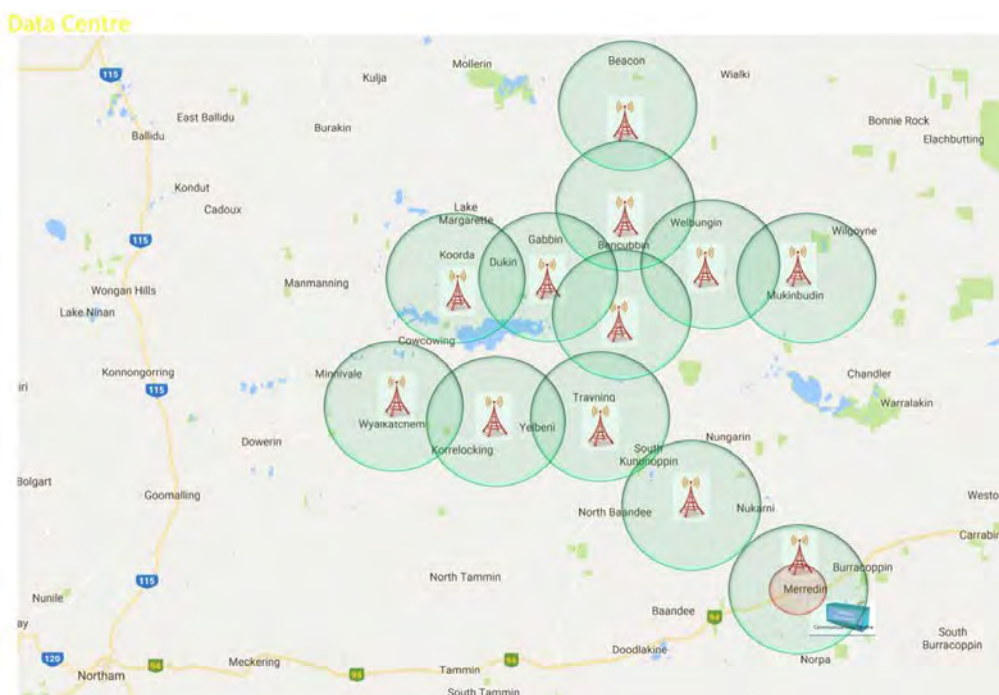
## COMMENT

At the NEWROC Executive Meeting on the 7 February 2017, Jeremy Devenish, WA State Manager, South Western Wireless was invited to present (SWW is the infrastructure developer for the proposed telecommunications upgrade in the NEWROC). The following is a summary of his presentation:

- 👉 SWW is currently working in 22 regions on the east coast. They have been rolling out this type of infrastructure for the past 5 years, with improvements being made along the way
- 👉 SWW works with NextGen who have fibre, with immense capacity running through Merredin and Kellerberrin
- 👉 With this in mind Merredin or Kellerberrin are possible locations for the data centre (\$300,000) to be located as both towns have fibre running through them and have a node which can be accessed. The Data Centre has a 300 kilometre (km) radius with the support of repeaters
- 👉 For the NEWROC telecommunications project 11 repeaters are proposed (no power source required, they run on solar power)
- 👉 The 11 repeaters can be relocated / redeployed in the future
- 👉 Distance between repeaters “speaking” to each other is 30km, 15km from the repeaters for residents to access
- 👉 The repeaters work in emergencies when other systems fail
- 👉 SWW requires 200 subscribers across the network for it to be feasible
- 👉 Subscribers need a line of sight to the repeater (approx. 30m high) and subscribers can put an aerial on their premise to be in this line of sight (suggestion made for the repeaters to go on CBH grain silos)
- 👉 Highest latency in the system is 10 milliseconds – as data is going through repeaters. The 300km radius is the maximum distance between the data centre and repeaters or else data transmission is effected
- 👉 SWW provides a unique symmetrical service – download and upload speeds are the same (where as NBN has varying download and upload speeds)
- 👉 Towers “seem” to be exempt from planning laws – 30m maximum
- 👉 Where the repeaters do not service households, there is the option for private networks to be established (between \$6,000-\$10,000)
- 👉 Discussion regarding the involvement of neighbouring Shires in the project, time constraints for the funding and future partnerships with other Shires wishing to access the service - SWWW are open to discussions about a profit sharing model
- 👉 David Burton and Graham Merrick are meeting the Shire of Merredin and Cr Ken Hooper on the 7 February to discuss the Data Centre

- 👉 Suggestion from the Shire of Mukinbudin that SWW should identify the gaps in NEWROC where the service is not being delivered and that the project should be a truly NEWROC project
- 👉 Discussion around a staged project and ensuring the residents in the areas that are not being serviced are serviced in the future (possible State Funding)
- 👉 SWW need to still complete a land survey to identify the locations for the repeaters, but have a general idea of location. This will cost \$21,500 up front however if the BBR application is successful and the project rolls out, it will come off the cost of the \$300,000 data centre
- 👉 All the data within the network stays within in the network, it can then act like an intranet. Additionally data is cached e.g. if a resident downloads a movie such as Grease in Nungarin, and a resident in Koorda also wants to download this movie, then because the data is cached it can be retrieved and no further data is used
- 👉 Residential contracts are for 24mths and business contracts are 36mths
- 👉 SWW indicated they are in the project for a long term investment
- 👉 In the future the Data Centre upgrade is not onerous and SWW is responsible for the upgrades to the Data Centre and repeaters

Indicative Map - Important to note this particular image below is indicative only. The detailed onsite work is still required with a final map to be presented. Once the work is done and consultation has taken place to ensure the absolute best coverage possible then a detailed map using Google Earth will show the boundaries of the network in greater detail.



Following SWW's presentation, members discussed:

- 👉 The Shires of Mukinbudin and Nungarin already have access to NBN Fixed Wireless technology and this project may be perceived as duplicating this service. NBN towers only cover a 14km radius
- 👉 It was noted that the NBN has upload and download differences as well as data capacity limits
- 👉 The focus for SWW is on business subscribers rather than domestic subscribers
- 👉 Discussion occurred around financial contributions by each member Shire centred on geographical footprint and population coverage – equity in financial contributions based on the above
- 👉 Discussion regarding the financial contribution and role of the Shire of Merredin, as they have residents / businesses who can access the service and the impact this may or may not have on each of the NEWROC member Shire financial contributions proposed
- 👉 Discussion around SWW infrastructure's ability to facilitate new opportunities in the future (private networks or more repeaters) for more residents to access the service, particularly relevant for the Shires of Koorda, Mukinbudin and Wyalkatchem
- 👉 Discussion around future proofing telecommunications in each of the member Shires
- 👉 Discussion regarding financial contributions by each Shire as well as the NEWROC and what is required for the BBR funding application (minutes of Council meetings are required confirming contributions)

The following motion was passed after the discussions:

#### **MOTION**

**The NEWROC be responsible for the cost of the South Western Wireless land survey (cost of \$21,500) which will identify the locations of the proposed repeaters. Funding to be allocated from the NEWROC Term Deposit**

**Each member Shire allocate \$18,718 in their 2017/18 budgets (totalling \$112,308) and the NEWROC contribute \$112,308 (to be allocated from the NEWROC Term Deposit) for the 25% contribution required to support the Building Better Regions fund 2017 application**

**Moved Graham Merrick**

**Seconded John Nuttall**

**CARRIED 6/0**

**Consultation:**

Full Council

Cr Quentin Davies

President

**Statutory Environment:**

There is no direct statutory environment relevant to this issue.

**Policy Implications:**

There is no policy applicable to this item.

**Financial Implications**

Should the NEWROC grant application be successful, an allocation of \$18,718 will be required in the 2017/18 budget.

There will also a certain amount of administration time allocated to the project but the extent is unknown at this time. It is expected that this will be minor and be limited to the Chief Executive Officer and Senior Finance Officer. For assessing the cost/benefit of this project, administration costs of \$5,500 could be attributed to the project (maximum of 50 hours).

Inclusive of any public relations and other costs this indicates approximate project costs of \$25,000 to the Shire of Wyalkatchem.

Telecommunications towers have a useful life of 25 years (reference ATO ruling 2016-001c1); without allowing for any discounting or other financial analysis, this equates to an investment by the Shire of Wyalkatchem of \$1,000 per year.

There is potential for a number of value added benefits that may be generated by this technology – additional telecommunications capacity; improved capability through increased speed, increased bandwidth and reduced latency; additional access across the region to telecommunications and services; demonstrable support for regional partners; and, potential for businesses of all sizes to grow services delivered via online telecommunications. In addition, this local government may access ‘in-the-cloud’ applications and back-up of data which will maintain downward pressure on costs and improve risk management and business continuity. It is highly likely that these benefits would exceed the nominal \$1,000 per year cost of this recommendation.



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

There is limited risk to Council. If the grant application is unsuccessful the requirement to fund the project does not eventuate. If the grant application does succeed the majority of costs are borne by private enterprise, NEWROC and the Federal Government. Accepted acquittal procedures would apply.

Continued investment in telecommunications reduces risk associated with emergency; it also improves opportunity for business and the ability of business operators to manage risk; access to online services will reduce the risk of business continuity for this local government in the event of emergency or business system failure.

Strategically, this is a targeted investment with regional benefit. Accordingly, it meets the criteria of the Strategic Community Plan to improve community connectedness; to facilitate a thriving local economy; and work toward regional solutions.

**Voting Requirements**                      Absolute Majority

**Council Decision Number** 3414

**Moved:** Cr Gamble                      **Seconded:** Cr Jones

**That Council resolve the following:**

- 1. To support the Building Better Regions Fund grant application by NEWROC for this telecommunications project;**
- 2. Authorise the CEO to make provision for this project in the 2017/18 budget planning;**
- 3. Authorise the CEO to provide a letter of support from Council that includes a commitment to fund up to \$18,718 in 2017/18 for this project.**

**Vote:** 6/0

17 February 2017

Building Better Regions Fund  
Department of Infrastructure and Regional Development  
GPO Box 594  
CANBERRA ACT 2601

Dear Sir/Madam

**LETTER OF SUPPORT & FINANCIAL CONTRIBUTION  
TELECOMMUNICATIONS UPGRADE PROJECT**

As one of the six members of the North Eastern Wheatbelt Region Organisation of Councils (NEWROC), the Shire of Wyalkatchem is pleased to provide this letter in support and confirmation of cash contribution towards the upgrade of the telecommunication system in the Wheatbelt region.

This Project supports our mission to deliver sustainable, quality services that meet the needs of Wyalkatchem today and into the future. It also aligns with our Strategic Community Plan 2016 as follows:

*Sustainable Community*


Objective 7: Community resources, services and assets are developed to ensure they are sustainable for future generations.

7.3 Business opportunities are expanded to create employment in niche tourism, heritage and environmental markets.

This Project will have significant benefits for our community and assist us in achieving our long term vision as per our Strategic Community Plan. I confirm the we are agreeable to the Shire of Nungarin submitting a BBRF Application on behalf of the six member Councils (NEWROC). To evidence our support, I am authorised on behalf of the Shire of Wyalkatchem, to confirm a cash contribution of \$\_\_\_\_\_ (ex gst) in the 2017/18 financial year towards this Project.

Yours sincerely

### 8.3.7 TELECOMMUNICATIONS – PLANNING – PROPOSED OPTUS TELECOMMUNICATIONS TOWER – LOT 1, WYALKATCHEM NORTH ROAD

<b>FILE REFERENCE:</b>	10.15
<b>AUTHOR'S NAME AND POSITION:</b>	Ian McCabe Chief Executive Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>NAME OF APPLICANT/ RESPONDENT/LOCATION:</b>	Daly International
<b>NOTIFICATION TO APPLICANT:</b>	Required
<b>DATE REPORT WRITTEN:</b>	16 February 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.

**SUMMARY: That Council resolve the following:**

1. That Council grant development approval for a telecommunications tower facility to be located on Lot 1 Wyalkatchem North Road;
2. That Council delegate authority to the Chief Executive Officer to make all other decisions to implement this decision.

**Appendices:**

1. Development Application 8 November 2016;
2. Updated drawings inclusive of changed specification 15 February 2017;
3. Emailed advice as to change of specification 15 February 2017;
4. Development Assessment Report, Building Surveyor and Governance Officer 30 November 2016.

**Background:**

This item was addressed by Council at the ordinary meeting 15 December 2016. Previous decision reference 3390.

There has been a minor alteration in the design with a dish size being reduced from 2400mm to 1800mm; and secondary dish being reduced from 1800mm to 1200mm and re-located to the top of the tower. Refer Appendix 1m the original development application and Appendix 2, updated drawings.

There is no other substantial change to the original application.

Optus Mobile proposes to install a new telecommunications facility at Lot 1 Wyalkatchem North Road. The facility will provide coverage in the Wyalkatchem area, including major

connecting roads around Wyalkatchem. Improved mobile phone will have a positive impact on the economic and social fabric of the community, with no detrimental impact on the environment. It is recommended that the proposal be supported by the Council.

An application was received from Optus Mobile Ltd for a telecommunications tower to be erected at Lot 1 Wyalkatchem North Road, in a portion of the lot subject to a lease of 160m<sup>2</sup> with the landowner. Optus have considered all feasible options for a site for the tower, including existing Optus facilities and sharing of existing facilities. The chosen site will enhance the Optus network while being close to other towers but away from residential areas. The site is already cleared land.

**Comment:**

The proposed communications tower is part of a nationwide roll out to improve mobile coverage and access to enhanced services via the Optus network in metropolitan, regional and rural areas across Australia. All mobile carriers are bound by the Federal *Telecommunications Act 1997*, and the relevant code of practice. The tower is not considered exempt from Local Government approval, hence this application seeking development approval. The works include a 56m tower with antenna and dishes attached; equipment shed of less than 10m<sup>2</sup>; and ancillary equipment; the facility will be fenced in a 2.4m high chain-link security fence compound.

The benefit of mobile technology for families and businesses is significant to the social lives of communities and the economy. In isolated farming communities the safety benefits are also significant. Having a mobile telecommunications network that is continuous, and high quality, is part of daily life for many Australians in urban, regional and rural areas. This tower will contribute towards improving the mobile network in the Wyalkatchem and surrounding districts.

**Consultation:**

Ian McCabe	CEO
Stuart Coles	Daly International
John Gosper	Building Surveyor
Rachel Nightingale	Governance and Emergency Services Officer

**Statutory Environment:**

Shire of Wyalkatchem TPS 4  
State Planning Policy 5.2 Telecommunications Infrastructure  
Building Act 2011

**Policy Implications:**

There is no Council Policy relative to this item.

**Financial Implications:**

There is no financial implication for the local government.

**Voting Requirements**      Simple Majority

**Council Decision Number** 3415

**Moved** Cr Jones                      **Seconded** Cr Garner

**That Standing Orders be suspended**

**Vote** 6/0

**Voting Requirements**      Simple Majority

**Council Decision Number** 3416

**Moved** Cr Jones                      **Seconded** Cr Garner

**That Standing Orders be resumed**

**Vote** 6/0

**Strategic Plan/Risk Implications:**

Improved telecommunications will reduce emergency services risk, improve business conditions and make communications services more readily available to visitors and residents.

**Voting Requirements:**                      Simple Majority

**Council Decision Number:** 3417

**Moved:** Cr Butt                                      **Seconded:** Cr Holdsworth

**That Council resolve the following:**

1. That Council grant development approval for a telecommunications tower facility to be located on Lot 1 Wyalkatchem North Road;
2. That Council delegate authority to the Chief Executive Officer to make all other decisions to implement this decision.

**Vote:** 6/0



Our Ref: P8099 Wyalkatchem

08/11/2016

Shire of Wyalkatchem  
Rachel Nightingale  
PO Box 224  
Wyalkatchem WA 6485

Dear Rachel,

**Lodgement of Development Application for new Telecommunications Facility at Lot 1 Wyalkatchem North Road WYALKATCHEM WA 6485 (Lot 1 on Diagram 37534).**

I am writing on behalf of Optus Pty Ltd, who are seeking to install a new telecommunications facility supporting Optus communications infrastructure at the above address.

The works will involve installation of one (1) 56m Lattice Tower, four (4) panel antennas, one (1) 2400mm and one (1) 1800mm parabolic transmission antenna, one (1) new prefabricated equipment shelter and ancillary equipment associated with operation of the facility.

The proposal does not constitute 'Low Impact Development' under the *Telecommunications (Low Impact Facilities) Determination* 1997 and therefore requires Development Approval.

Please find attached the following documents:

- Development Application Report and Appendices; and
- Application Form with landowner's signature

Thank you for your assistance with this application. Should you have any enquiries regarding this application, or require more information to assist in your assessment, please feel free to contact me on the details listed below.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Stuart Coles', is written over a horizontal line.

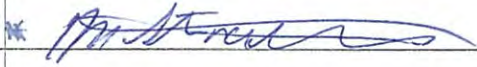
**Stuart Coles** | Town Planner  
**DALY INTERNATIONAL**  
| M +61 401 789 219  
scoles@dalyinternational.com.au

*Planning & Development (Local Planning Schemes) Regulations  
Schedule 2 Clause 86*

**APPLICATION FOR DEVELOPMENT APPROVAL**

**OWNER DETAILS**

Name :	DARRELL RONALD STRATFORD		
ABN (if applicable) :			
Address :	POST OFFICE BOX 16, WHALIKACHEM		
		Postcode :	6485
Phone :	Fax :	Email :	
Work : _____	_____	dstraty @	
Home : _____		gmail.com	
Mobile : 0427681191			

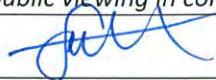
Contact Person(s) for Correspondence :	DARRELL RONALD STRATFORD		
Signature :		Date :	6/11/2016
Signature :		Date :	

*The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 62(2).*

**APPLICANT DETAILS (if different from owner)**

Name :	OPTUS MOBILE PTY LTD (C/- DALY INTERNATIONAL)		
Address :	Box 14 / LEVEL 5 / 97 PIRIE ST		
	ADELAIDE, SA	Postcode :	5000
Phone :	Fax :	Email :	
Work : _____	_____	Scoles @	
Home : _____		dalyinternational.com.au	
Mobile : 0401789219			



Contact Person(s) for Correspondence :		STUART COVES			
The information and plans provided with this application may be made available by the local government for public viewing in connection with this application.				YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Signature :				Date :	3/11/16
<b>PROPERTY DETAILS</b>					
Lot No :	1	House/Street No :		Location No :	
Diagram or Plan No :	37534	Certificate of Title Vol No :	1748	Folio :	954
Title encumbrances (eg. easements, restrictive covenants) : _____					
Street Name :		No STREET ADDRESS INFO AVAILABLE		Suburb :	WALKATCHEM
Nearest Street Intersection :		-			
<b>PROPOSED DEVELOPMENT</b>					
Nature of Development :	Works <input type="checkbox"/> Use <input type="checkbox"/> Works and Use <input checked="" type="checkbox"/>	Is an exemption from development claimed for part of the development?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, is the exemption for :	Works <input type="checkbox"/> Use <input type="checkbox"/>
Description of proposed works and/or land use :		TELECOMMUNICATIONS INFRASTRUCTURE			
Description of exemption claimed (if relevant) :		/			
Nature of any existing buildings and/or land use :		RURAL			
Approximate cost of proposed development (Excl GST) :		\$ 250,000			
Estimated time of completion :		2017 - MID YEAR.			
<b>OFFICE USE ONLY</b>					
Acceptance Officer's Initials :				Date Received :	
Local Government Reference Number :					





# **Planning Application Proposed New Telecommunications Facility**

## **Lot 1 Wyalkatchem North Road WYALKATCHEM WA 6485**

### **(Lot 1 on Diagram 37534)**

Prepared on behalf of **Optus**  
by Daly International Pty Ltd  
November 2016



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## EXECUTIVE SUMMARY

<b>Proposal</b>	<p>Optus Mobiles Pty Ltd (Optus) proposes installation of a new telecommunications facility at Lot 1 Wyalkatchem North Road WYALKATCHEM WA 6485 (Lot 1 on Diagram 37534).</p> <p>The proposal is part of a nationwide rollout to improve mobile coverage and access to enhanced services via the Optus mobile network in metropolitan, regional and rural areas across Australia. The proposed works involve installation of:</p> <ul style="list-style-type: none"> <li>• one (1) new 56m tall lattice tower;</li> <li>• four (4) new 12 port panel antennas, to be mounted at the top of the tower on a square headframe (55m Centre Line);</li> <li>• one (1) new 2400mm parabolic transmission antenna (at 45m);</li> <li>• one (1) new 1800mm parabolic transmission antenna (at 42m);</li> <li>• one (1) new equipment shelter coloured 'Paper Bark', with a floor area of 7.5m<sup>2</sup>, located adjacent to the new lattice tower; and;</li> <li>• ancillary equipment associated with the operation of the facility.</li> </ul> <p>The new facility will be wholly contained within a compound enclosed by a 2.4m tall chain link fence.</p> <p><i>**1 x 12 port antenna may have the outward appearance of two separate antennas. For this reason works involve the installation 4 x 12 Port antennas which equal a total of 8 x panel antennas**</i></p>	
<b>Purpose</b>	To provide continuous coverage in the Wyalkatchem area, including the major connecting roads around Wyalkatchem	
<b>Property Details</b>	Property Description: Lot 1 on Diagram 37534 Street Address: Lot 1 Wyalkatchem North Road WYALKATCHEM WA 6485	
<b>Town Planning Scheme</b>	Council: Shire of Wyalkatchem Scheme: Shire of Wyalkatchem Local Planning Scheme No 4 Zone: Rural Definition: Telecommunications Infrastructure	
<b>Metropolitan Region Scheme</b>	N/A	
<b>Planning Considerations</b>	Referrals	N/A
	State Planning	SPP 5.2 (Telecommunications Infrastructure)
	Local Policies/Strategy	N/A
	Development and use of the land for the purpose of a new mobile telecommunications base station.	
<b>Application</b>	Daly International Level 5, 97 Pirie St ADELAIDE, SA 5000 Contact: Stuart Coles scoles@dalyinternational.com.au	

DA for New Telecommunications Facility at  
Lot 1 Wyalkatchem North Road WYALKATCHEM WA 6485  
(Lot 1 on Diagram 37534)



	Ref: P8099 Wyalkatchem RFNSA Ref: 6485003
<b>Applicant</b>	Optus Mobile Pty Ltd (C/-Daly International)
<b>Quality and Assurance Check</b>	Daniel Hay

# 1 INTRODUCTION

This Development Application has been prepared by Daly International Pty Ltd, acting on behalf of Optus Mobile Pty Ltd ('Optus') for the deployment of mobile telecommunications facilities. This application seeks approval for the construction of a new mobile phone base station at the Lot 1 Wyalkatchem North Road WYALKATCHEM WA 6485.

Optus regularly tests the efficiency of its existing network and has identified shortcomings in coverage and mobile blackspots around the Wyalkatchem area.

The proposed facility comprises installation of:

- one (1) new 56m tall lattice tower;
- four (4) new 12 port panel antennas, to be mounted at the top of the tower on a square headframe (55m Centre Line);
- one (1) new 2400mm parabolic transmission antenna (at 45m);
- one (1) new 1800mm parabolic transmission antenna (at 42m);
- one (1) new equipment shelter coloured 'Paper Bark', with a floor area of 7.5m<sup>2</sup>, located adjacent to the new lattice tower; and;
- ancillary equipment associated with the operation of the facility.

The facility is to be located within a 160.16m<sup>2</sup> leased compound, enclosed by a new 2.4m high chainlink security fence.

All mobile carriers are bound by the operational provisions of the Telecommunications Act 1997 and the Telecommunications Code of Practice 1997. While some works can be carried out under the Telecommunications (Low Impact Facilities) Determination 1997 without development approval, this proposal is not defined as 'Low Impact' and therefore requires Council approval to proceed.

This report supports an application for development and use of the leased area within the subject site for a new telecommunications facility servicing the Wyalkatchem area. Optus considers the proposed facility and its impacts would be appropriate and acceptable in the proposed location and respectfully requests favourable consideration by the Shire of Wyalkatchem.

## 2 BACKGROUND.

### 2.1 *Benefits of Mobile Technologies*

Mobile telecommunications play a central role in society and are becoming more deeply integrated into our day to day lives. Mobile communications networks shape how and when people communicate and how we access information on a daily basis. Today, improved connectivity means that mobile devices are used for everything from commerce and research to location-based services and social media.

Individuals, families, businesses and society are all benefiting from the improved connectivity facilitated by mobile technologies.

In addition to its personal and social value, the evolution of mobile technologies has delivered significant benefits to the Australian economy by improving productivity, business management and customer engagement. Since its introduction, mobile technology has played a key role in stimulating labour productivity growth by allowing employees to be more efficient, with more productive use of time. According to Deloitte (2016), the Australian economy is approximately \$34 billion larger in 2015 than it would have been otherwise due to the long-term productivity of mobile technologies.

Mobile technology's economic contribution is not limited to improving productivity. It improves connectivity and participation in the workforce. Mobile technology also provides employees with the flexibility to work from home, promoting sustainable commuting and reducing traffic congestion. According to the Australian Mobile Telecommunications Association (AMTA), two decades ago only 4% of Australians owned a mobile device. According to the Australian Bureau of Statistics (ABS), there are now over 21 million subscribers with internet access connections via a mobile handset in Australia (ABS, 2015). Mobile technology's continual development has allowed it to become the preferred channel to access the internet for most people in Australia and the rest of the world.

## ***2.2 Purpose of the Proposal***

To cater for the growing demand for mobile services, Optus has embarked on a nationwide rollout to deliver an improved, reliable telecommunications network to the Australian public. The rollout will provide improved mobile coverage and enhanced services in metropolitan, regional and rural areas throughout Australia. The rollout consists of the upgrade of existing telecommunications facilities and, where required, the installation of new mobile base stations to expand the coverage footprint and offer seamless mobile services.

Additional base stations are required where surrounding facilities cannot provide sufficient coverage to a target area. New facilities are also required where existing base stations are fully utilised and cannot service additional uses in the area. Optus has undertaken analysis of their mobile network in the Wyalkatchem area and has identified that coverage and network quality need to be improved. If this investment is not made, the following main issues will arise:

- Users may have difficulty connecting to the mobile network or the call may drop out. This impacts businesses, residents, visitors to the area and the ability of the user to contact emergency services.
- Users may experience reduced data transfer speeds, longer download times and poor network performance at busy times of the day with data intensive and time sensitive applications (e.g. newscasts, social media, mobile banking, weather forecasts, sports highlights etc.).

Optus has undertaken investigations into the use of other Carrier and broadcast facilities within the area. In this case there are no existing facilities that meet the criteria for Optus' improvements, as discussed in more detail below. As such, it is concluded that the deployment of a new Optus mobile phone base station in the Wyalkatchem area is the only viable solution.

## **2.3 Network Coverage Objectives**

Optus regularly undertakes detailed assessments of the performance and coverage of their digital mobile telephone network to ensure the system is reliable and achieving the required objectives. Reference to customer demand also provides an indication of poor performance or where coverage does not exist.

Recently, the network has experienced significant and growing demand for mobile broadband. As usage of smart phones, tablets and other wireless devices continues to rapidly expand, further demand is placed on the network. Optus is aware that their customers are sensitive to network dropouts and poor speed and wants to provide services that meet the expectations of the Australian community.

In this case, Optus has identified significant demand for coverage by users in and around the target area.

## **3 SITE SELECTION**

### **3.1 Site Selection Process**

Optus carefully examined a range of possible deployment options in the area before concluding that a new telecommunications facility located at Lot 1 Wyalkatchem North Road would be the most appropriate solution.

Optus commenced the site selection process with a search of potential sites that meet the network's technical requirements, with a view to also having the least possible impact on the surrounding area. Optus applies and evaluates a range of criteria as part of this site selection process.

Optus assesses the technical viability of potential sites through the use of computer modelling tools that produce predictions of the coverage that may be expected from these sites, as well as from the experience and knowledge of radio engineers.

There are also a number of other important criteria that Optus uses to assess and select potential site options. These take into account factors other than the technical performance of the site, and include:

- The potential to upgrade existing Optus facilities within the region;



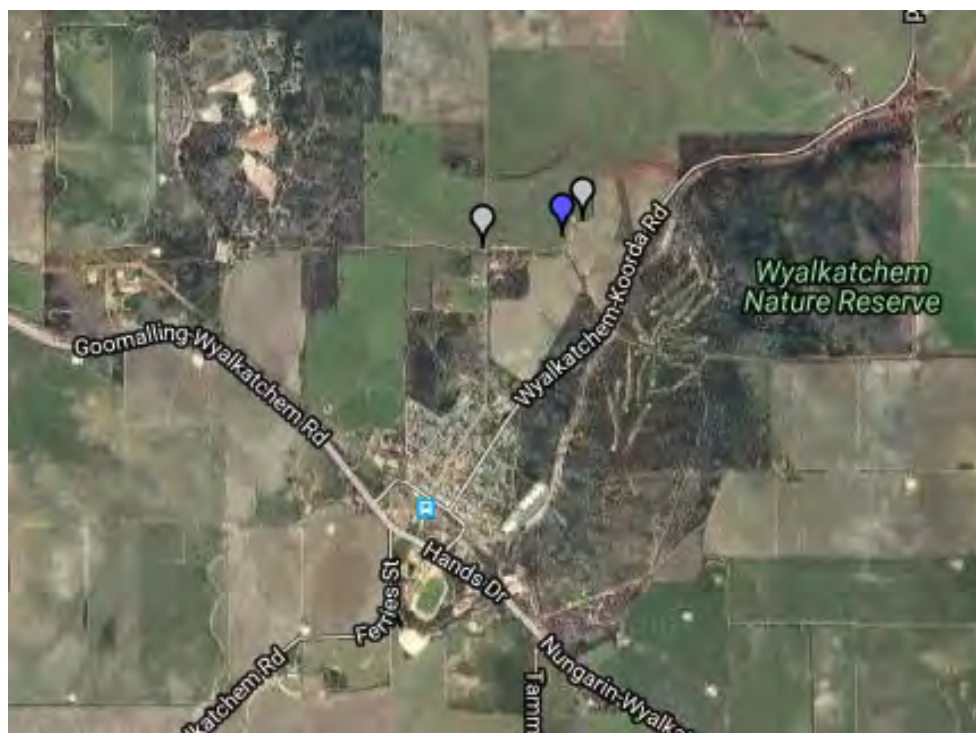
- The potential to co-locate on an existing telecommunications facility;
- The potential to locate on an existing building or structure;
- The ability to minimise environmental, visual and heritage impacts;
- Proximity of the site to community sensitive locations;
- Regulatory compliance and the potential to obtain relevant planning approvals;
- Proximity to community sensitive locations and areas of environmental heritage;
- Impacts on the existing use of the site;
- The ability to secure tenure with landowner; and
- The cost of developing the site and the provision of utilities (power, access to the facility and transmission links).

During the site selection process for the new facility, Optus carefully considered all of the above criteria. This analysis is detailed in the following sections.

### 3.1.2 Co-location

The Communications Alliance Industry Code – Mobile Phone Base Station Deployment promotes the use of existing sites in order to mitigate the effects of facilities on the landscape. A number of existing facilities within proximity to search area were investigated as potential candidates for co-location.

The closest mobile facilities in the area are as follow, also shown in **figure 1**:



**Figure 1: Existing facilities within the Wyalkatchem region (Google Earth)**



- **RFNSA 6485001** (184m) LOT 28870 Plan 216291 WYALKATCHEM NORTH RD WYALKATCHEM WA 6485

This is a Telstra facility located 184m from the proposed facility. This facility was deemed to be structurally incapable of accommodating the proposed Optus infrastructure.

- **RFNSA 6485004** (577m) Wyalkatchem No Street Address - Lot 1 WYALKATCHEM WA 6485 NBN Co

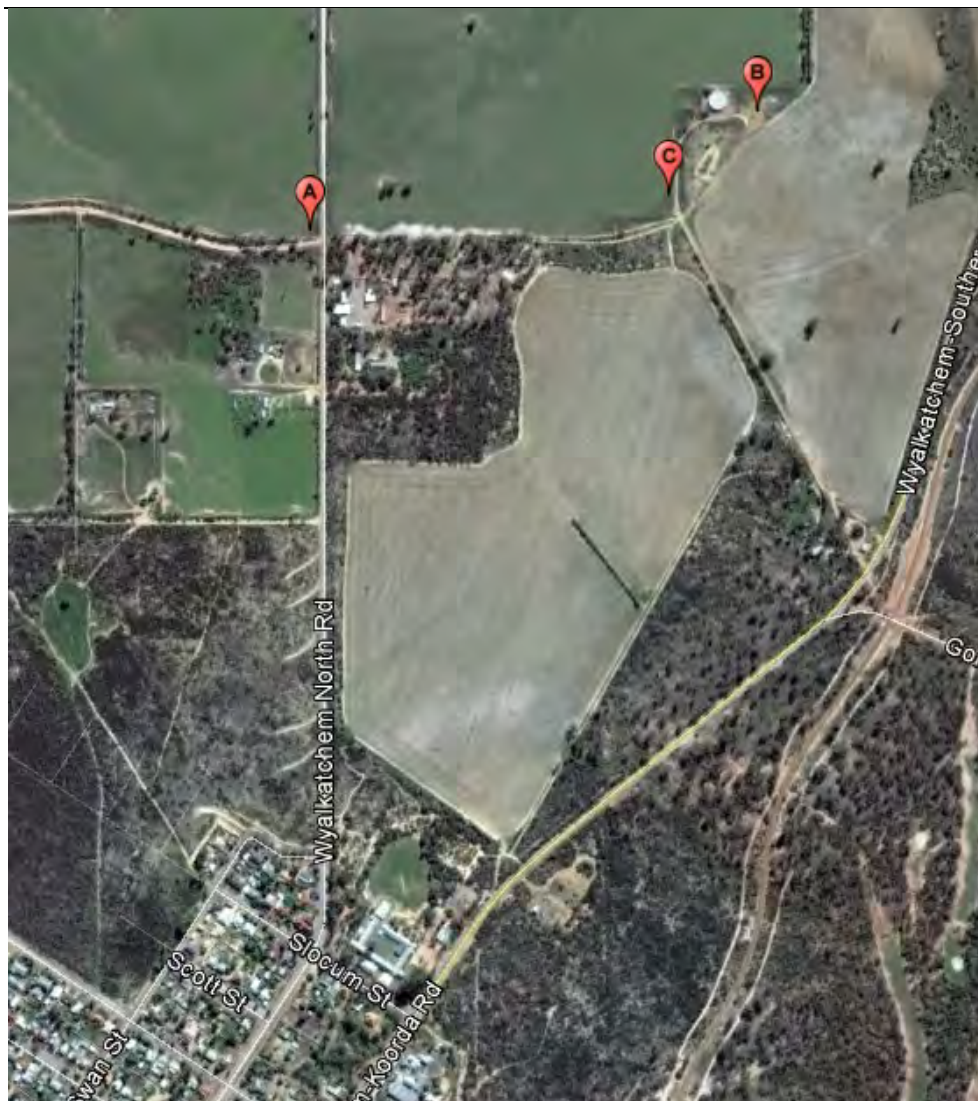
This is a proposed NBN Co. facility (previous DA approval 2013) but has since lapsed. NBN have placed this site on hold. Site not envisaged to be progressed for the foreseeable future.

In addition to there being no suitable telecommunications structures for co-location, there were no tall buildings or structures that are capable to support the Optus infrastructure. A guyed mast located adjacent to the Telstra facility (RFNSA 6485001) was investigated for co-location, however was also identified as structurally inadequate.

As no co-location options are suitable, Optus considers that a new telecommunications facility will be required to service the Wyalkatchem area.

### **3.1.3 Candidates**

A number of potential sites were initially identified through a desk based assessment. A shortlist of the three (3) most suitable candidates was drawn up and a detailed assessment undertaken. The locations of these are shown in **figure 2. Table 1** provides the summary of the assessment of each site.



**Figure 2: Candidates investigated for new Optus facility**

Candidate	Site Details	Facility Type	Description & Comments
<b>A</b>	Lot 1 Wyalkatchem North Road, 6485  (-31.16385 , 117.38447)	55m Lattice Tower	NBN 60m tower previously approved in this location in 2013. DA has since lapsed and development placed on hold.  The site is zoned as Rural as per the Shire of Wyalkatchem Planning Scheme. This form of development is discretionary of council.  Land owner willing to enter into a lease.
<b>B</b>	Lot 28870 P216291 Wyalkatchem North Rd	Co-location (37m) on Telstra Guyed Mast	Location is zoned 'Public Purposes - Radio' as per the Shire of Wyalkatchem Planning Scheme.  Co-location is a low-impact development – ideal from planning, resulting in the regulation of towers in the area.

			Structurally this existing guyed mast is incapable of accommodating the proposed Optus infrastructure.
<b>C</b>	Lot 1 Wyalkatchem North Road, 6485  (-31.16320, 117.39049)	55m Lattice Tower	<p>The site is zoned as Rural as per the Shire of Wyalkatchem Planning Scheme. This form of development is discretionary of council.</p> <p>Proposed location is within 200m of an existing Telstra facility and radio guyed mast. Congregating towers on the outskirts of township is valuable in limiting the proliferation of towers across the wider region.</p> <p>Site location allows for easy construction and design. Short power run available.</p> <p>This location utilises the highest point of elevation within the property, able to maximise coverage.</p> <p>Land owner willing to enter into a lease.</p>

**Table 1: Candidates investigated during scoping**

A thorough assessment of potential telecommunications base-station sites in the surrounding area has been undertaken. For one or more reasons, the majority of these sites have been ruled out.

As previously identified, **candidate B**, co-location on the existing Telstra or radio guyed mast (*LOT 28870 on Plan 216291*) was investigated, however was disregarded due to structural inadequacy.

**Candidate A**, previously approved 60m NBN Co. tower location was investigated, however **candidate C**, located on the adjacent property was deemed more favourable as it utilised the higher elevation and was better positioned closer to existing structures in the area, limiting the proliferation of tower across the region. **Candidate A** was also considered to be closer to residential and public viewpoints, therefore Optus recommendation was made to locate further east. **Candidate C** will allow for future NBN co-location.

Given the willingness of the owner to enter an agreement with Optus, and the location closer to existing towers, **candidate C** was acknowledged as the best possible location for this development.

## 4 SITE CONTEXT

### 4.1 Subject Site and Surrounds

The subject land is located in a rural locality well separated from residential and or sensitive uses. The township of Wyalkatchem is located approximately 1.2km south-west from the proposed site (as the crow flies).

The subject property is a large piece of land used for the purposes of farming (cropping/grazing).

The subject land is defined as a rural as per the local planning scheme. The zoning is discussed in more detail below.

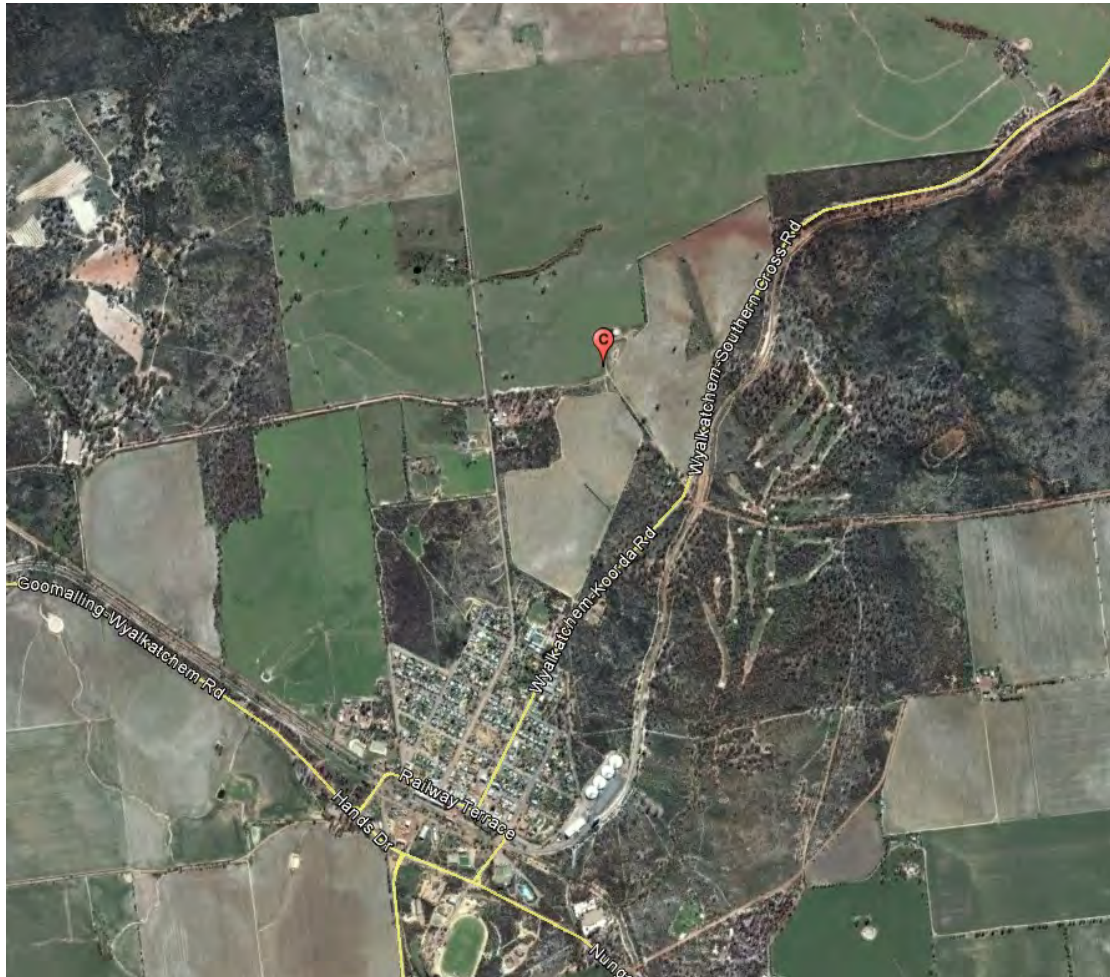
Access to the site is to be via an existing earth track from Wyalkatchem North Road and future proposed Optus internal access track. 4WD required for all season access. **(See figure 5).**

**Figures 3-10** illustrate the context and appearance of the proposed site.



**Figure 3: Subject land (Google Earth)**





**Figure 4: Context of proposed Optus Site to Wyalkatchem area (Google Earth)**



**Figure 5: Access to proposed Optus Site**



**Figure 6: View of the site looking north-east (existing Telstra and radio structures in the distance)**





**Figure 7: View from the site looking north.**



**Figure 8: View from the site looking south**





**Figure 9: View from the site looking west**



**Figure 10: View looking east towards the proposed site from Wyalkatchem North Road.**



## **5 THE PROPOSAL**

### **5.1 Installation details**

Optus proposes to construct a new telecommunications facility comprising installation of the following elements:

- one (1) new 56m tall lattice tower;
- four (4) new 12 port panel antennas, to be mounted at the top of the tower on a square headframe (55m Centre Line);
- one (1) new 2400mm parabolic transmission antenna (at 45m);
- one (1) new 1800mm parabolic transmission antenna (at 42m);
- one (1) new equipment shelter coloured 'Paper Bark', with a floor area of 7.5m<sup>2</sup>, located adjacent to the new lattice tower; and;
- ancillary equipment associated with the operation of the facility.

The new facility will be wholly contained within a compound enclosed by a 2.4m tall chain link fence.

### **5.2 Access details**

Mobile base stations operate on a continuously unmanned basis and require infrequent maintenance. Accordingly, the proposed facility will not be a significant generator of vehicular or pedestrian traffic and will not adversely impact local traffic flow.

Access to the site is proposed via an existing property gate off an existing earth track as can be seen in **figure 5**.

Vehicles and plant involved in the construction will be parked inside the site, away from existing road networks on the cleared area adjacent to the proposed compound. The exact details of plant location will be finalised once the construction contractor has been selected. No dedicated parking spaces are proposed; the ongoing maintenance will be completed by a single light vehicle visiting the site 1-5 times per year who can park on the access track at the rear of the property.

### **5.3 Power details**

The power will be run underground to the facility from the nearest transformer, located within the lessor's property. The approval process with Western Power has commenced.

### **5.4 Construction of the Proposed Facility**

The construction of a telecommunications facility fundamentally consists of four stages:

1. Site preparation;
2. Facility construction;
3. Equipment installation and commission; and
4. Facility optimisation.

Any traffic impacts associated with construction will be of a short term nature and are not anticipated to adversely impact the surrounding road network. In the unlikely event that a road closure will be required, Optus will request permission from the relevant authorities.

Impacts on the environment and local amenity as a result of the construction by means of noise, dust and vibration will be short term in nature. The distance between the proposal site and any residential or sensitive development will mitigate any detrimental impacts.

## 6 COMMONWEALTH PLANNING CONTROLS

Licensed telecommunications carriers must operate under the provisions of the *Telecommunications Act 1997* and the following legislation:

- *The Telecommunications (Low Impact Facilities) Determination 1997* (as amended);
- *The Telecommunications Code of Practice 1997*; and
- *The Environment Protection and Biodiversity Conservation (EPBC) Act 1999*.

### 6.1 ***Telecommunications Act 1997 & Telecommunications (Low Impact Facilities) Determination 1997***

*The Telecommunications Act 1997* has been operative since 1 July 1997. This legislation establishes the criteria for 'Low Impact' telecommunications facilities. If a proposed facility satisfies the requirements of a 'Low Impact' facility, the development is exempt from the planning approval process.

Further clarification of the term 'Low Impact' is provided in *The Telecommunications (Low Impact Facilities) Determination 1997*, which identifies the type of facilities that can be 'Low Impact' and the areas in which these facilities can be installed.

The facility proposed here is not 'Low Impact' under the definitions contained in the Commonwealth Legislation and is therefore subject to State and local planning laws and guidelines. In this case, the provisions of *The Planning & Development Act 2005*, and the Shire of Wyalkatchem Local Planning Scheme, together with relevant policies made under these documents, will be applicable to the proposal. The Shire of Wyalkatchem will be the determining authority in relation to the proposal.

## 6.2 Telecommunications Code of Practice

Under *The Telecommunications Act 1997* the Government established *The Telecommunications Code of Practice 1997*, which sets out the conditions under which a carrier must operate.

Section 2.11 of *The Telecommunications Code of Practice 1997* sets out the design, planning and installation requirements for the carriers to ensure the installation of facilities in accordance with industry 'best practice'.

## 6.3 The Mobile Phone Base Station Deployment Industry Code C564:2011

The Mobile Phone Base Station Deployment Industry Code C564:2011 (the 'Deployment Code') is designed to allow communities and Councils to have greater participation in decisions made by telecommunications carriers when deploying mobile phone base stations, and to provide greater transparency to local communities and councils when a carrier is planning, selecting a site for, installing and operating mobile phone radio communications infrastructure.

**Table 2**, below, demonstrates how the objectives of the Deployment Code have been met in this case. The terms Electromagnetic Emissions (EME) and Electromagnetic Radiation (EMR) are used interchangeably in the Deployment Code to mean the radiofrequency portion of the electromagnetic spectrum.

Deployment Code Objective	Response
Apply a precautionary approach to the deployment of mobile phone radio communications infrastructure	<b>The site selection process utilised here follows guidance set out at section 4 of the Deployment Code considering environmental and community sensitivities.</b>
Provide best practice processes for demonstrating compliance with relevant exposure limits and protection of the public	<b>An Environmental EME Report has been produced for the site in accordance with requirements of the Deployment Code and following the template shown at Appendix C of the Deployment Code. The site specific report is provided at Appendix B to this report, showing that the maximum EME level calculated as a result of the proposed systems is 0.19% of the public exposure limit.</b>
Ensure that the exposure of the community to EMR is minimised	<p><b>The environmental EME level is minimised through radio network design. Adaptive power control is the network feature that automatically adjusts the power and hence minimises EME from both the base station and the handset. Another feature, called discontinuous transmission, reduces EME emissions by automatically switching the transmitter off when no speech or data is sent.</b></p> <p><b>The site has been designed to restrict public access to any areas that exceed the general public exposure limits.</b></p> <p><b>EME exposure to the public will be minimised by:</b></p>

	<ul style="list-style-type: none"> <li>• Inherent height of antenna and separation from publically accessible areas;</li> <li>• Site access restrictions – secure fence, locked gates and &amp; signage;</li> <li>• Site access restrictions – restricted ladder access.</li> </ul>
<p>To ensure relevant stakeholders are informed, consulted and engaged with before mobile phone radio communications infrastructure is constructed</p> <p>Specify standards for consultation, information availability and presentation</p>	<p><b>As per guidance in the Deployment Code, it is expected that public consultation will occur through the Development Application process where one is required.</b></p> <p><b>Given the significant distance to any sensitive locations or uses, it has not been considered necessary to undertake any advance consultation in relation to the proposed development.</b></p>
Consider the impact on the wellbeing of the community, physical or otherwise, of mobile phone radio communications infrastructure site selection	<p><b>The preferred site recommended for development maximises separation to any residential and sensitive development. As a result, detrimental impacts on the local community are minimised, while providing a high quality mobile telecommunications service for the benefit of the community.</b></p>
To ensure Council and community views are incorporated into the mobile phone radio communications infrastructure site selection.	<p><b>This opportunity will be provided during the Development Application process.</b></p>

**Table 2: Summary of how Optus has addressed the objectives of the Deployment Code.**

## **6.4 The Environment Protection and Biodiversity Conservation (EPBC) Act 1999**

*The EPBC Act 1999* obliges telecommunications carriers to consider ‘matters of national environmental significance’. Under this legislation, an action will require approval from the Minister of Environment if it has, or is likely to have, an impact on a matter of ‘national environment significance’. There are nine matters of national significance protected under the EPBC that must be considered, classified as:

- World heritage places
- National heritage places
- Wetlands of international importance (listed under the Ramsar Convention);
- Listed threatened species and ecological communities;
- Migratory species protected under international agreements;
- Commonwealth marine area;
- The Great Barrier Reef Marine Park;
- Nuclear actions (including uranium mines);
- A water resource in relation to coal seam gas development and large coal mining development.

**Figure 11**, together with the EPBC Act Protected Matters Report generated on the location of the proposed facility, shows that there is 1 listed threatened ecological community, 17 threatened species, 3 migratory species, 7 marine species, and 15 invasive species within the region. There will be no clearing and no removal of habitat associated with the construction of the facility and therefore these species are not foreseen to be affected by the future development.

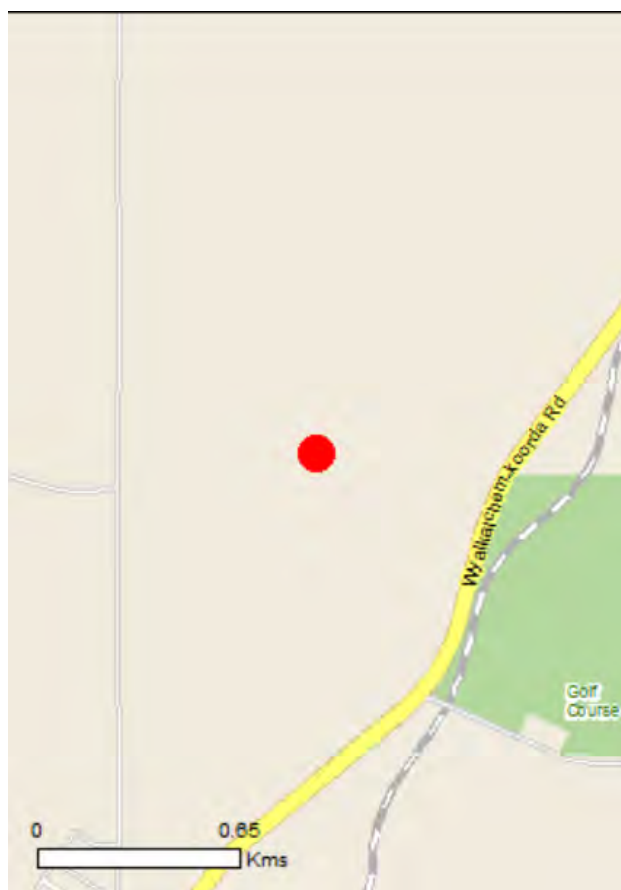


Figure 11: EPBC Protected Matters Search ([www.environment.gov.au](http://www.environment.gov.au))

## 6.5 Bushfire Prone Areas

The proposed facility is **not** located within an area identified as Bush Fire Prone (shown on maps produced by the Department of Fire & Emergency Service, figure 14). SPP 3.7 – Planning in Bushfire Prone areas and provisions under the Local Planning Scheme seek to prevent increasing the risk or consequence of bushfires in the area. The development will not emit undue heat or sparks and will not provide a source of fuel for bushfires. No habitable buildings are being introduced and therefore the development does not introduce any additional risks.



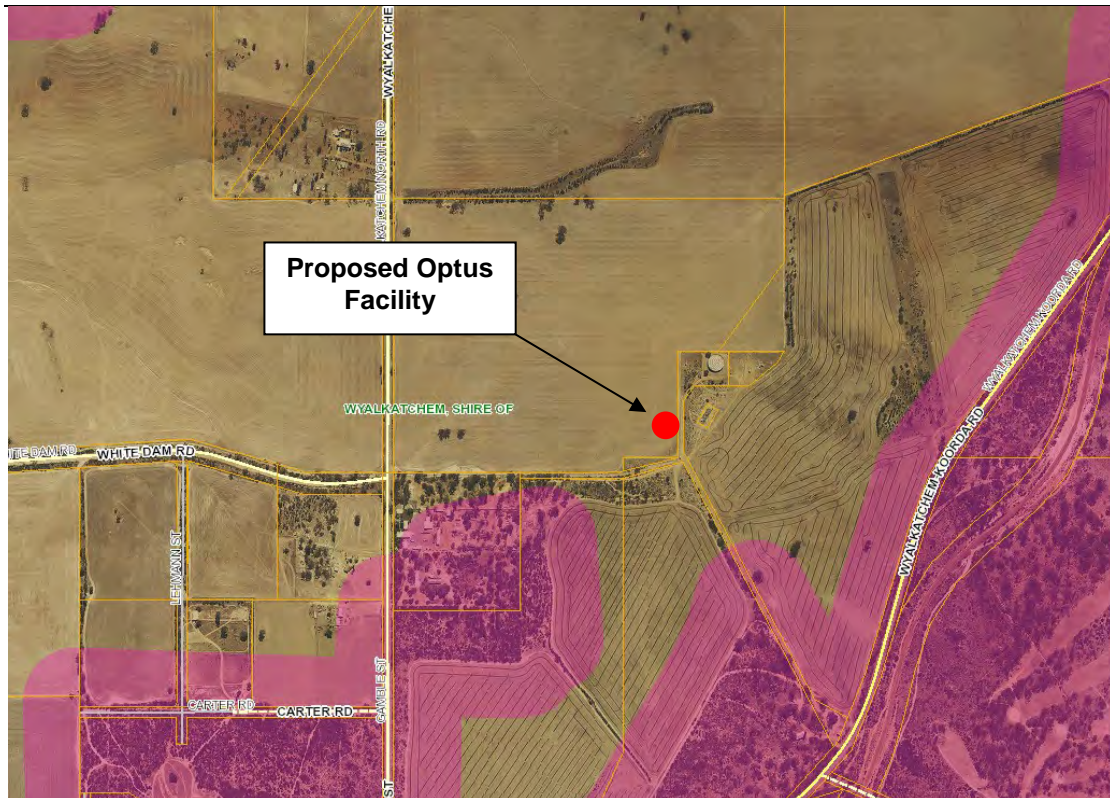


Figure 12: Map of Bush Fire Prone Areas 2016 (Landgate SLIP)

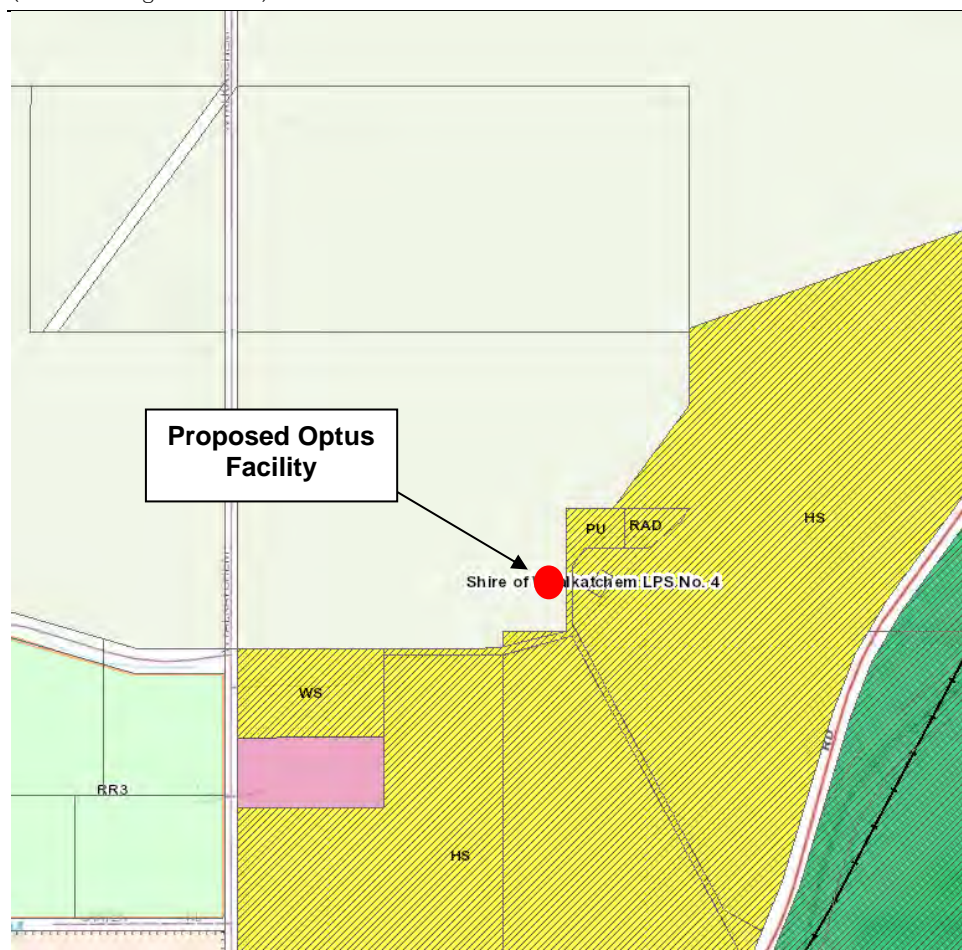
## 7 ASSESSMENT AGAINST THE PLANNING SCHEME

The subject land is located in the Shire of Wyalkatchem area. The Local Planning Scheme No. 4 is the relevant Planning Scheme.

The subject site is located in a Rural Zone.

In determining an application for planning approval the local government is to have due regard to the objectives of the rural zone.

Telecommunications Infrastructure is classified as a 'D' use as per the zoning table in the local planning scheme. A 'D' use *means that the use is not permitted unless the local government has exercised its discretion by granting planning approval.*



**Figure 13: Rural Zone. (Shire of Wyalkatchem Town Planning Scheme No. 4)**

*The Planning & Development Act 2005* is the primary piece of legislation governing development and subdivision in Western Australia. It sets out overarching development controls, in particular the requirement to obtain approval to commence development where it is established in a planning scheme.

### **7.1.1 Rural Zone**

As is identified in **figure 13**, the proposed site falls within a *rural zone*. The property in question is bordered by an area identified as *Public purposes – Public utility* to the east and *Public purposes – High School* to the south. The north and west of the property are also zoned *rural*.

As identified under **Table 1 – Zoning Table** of the Shire of Wyalkatchem Local Planning Scheme, ‘telecommunications infrastructure’ is classed a ‘D’ use in a rural zone. This means that the use is not permitted unless the local authority has exercised its discretion by granting approval.

In general, the facility will sit in the background of the Wyalkatchem Township. The proposed location is well separated from built up residential dwellings and sensitive areas and will not result in a major disturbance to the landscape.

**Table 3**, responds to the objectives of the rural zone with respect to the proposed installation of a new Optus telecommunication facility.

Objective	Response
<p>To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality</p>	<p><b>The proposed development is not consistent with the existing rural nature of the land use. The proposed telecommunication facility will however provide an imperative communication service which will be utilised by many throughout the rural area.</b></p> <p>The existing area is not immune to this form of development as previously identified, with the existing Telstra guyed mast located within 200m.</p> <p>The exact location of the facility is best positioned to limit direct visual impact on residential properties. The site has been located in excess of 1km from the Wyalkatchem Township, significantly reducing visual impact onto privately owned dwellings and sensitive areas or land uses.</p> <p>Mobile base stations are relatively commonplace in today's landscape – thousands of mobile telecommunications facilities are in operation across Australia, over a variety of land uses and environments. Rural locations well separated from residential and or sensitive uses are considered good planning outcomes. It is of Optus assessment, that this location is a favourable planning location which can appropriately service the population of Wyalkatchem.</p>
<p>To protect land from urban uses that may jeopardise the future use of that land for other planned purposes that are compatible with the zoning.</p>	<p><b>The development of this proposed telecommunication facility will not cause detrimental impact to the current rural use of the property.</b></p> <p>The proposed Optus compound area will cover an area of 160.16m<sup>2</sup> on the eastern boundary of the property. This location close to the boundary fence limits the amount of prime agricultural land disturbed by development.</p> <p>This proposed facility will not adversely impact on soil, watercourses or any other ecological resources within the region. The site will be unmanned and thus will not generate liquid effluent. The development will not require connection to sewerage or stormwater and thus is not expected to impact on runoff or groundwater concerns.</p>



To protect the land from closer development that would detract from the rural character and amenity of the area.	As previously detailed, there are two existing telecommunications structures in the vicinity of this proposed location. The addition of this Optus structure, well separated from the Wyalkatchem Township is not foreseen to significantly detract from the rural amenity of the region.
To encourage small scale, low impact tourist accommodation in rural locations.	<p>Expansion of mobile infrastructure is a reflection of required utility services in modern society. As new technologies arise and the demand for this service grows, so does the demand for improved telecommunications infrastructure and reliable services.</p> <p>Mobile services provide a community with strong social advantages by enabling residents and visitors to communicate, join social networks and carry out essential daily tasks, such as banking, with more convenience. High quality mobile services are particularly beneficial for education and entertainment and can allow geographically or socially isolated residents to connect with their community, regularly seen in rural /edge of metropolitan settings.</p> <p>This proposed mobile telecommunications facility will not only provide reliable service to the existing population of Wyalkatchem but also to passing visitors to the township.</p>
To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.	This is not a rural land use.
To support mining activities where an environmental management plan has been prepared and is acceptable to the Council and EPA.	This is not a mining activity
To preclude the disposal of used tyres or any other material that may be detrimental to the quality of the land.	This development will not result in the disposal of harmful material to the existing rural area.

**Table 3: Response to objectives of the Rural Zone (Shire of Wyalkatchem LPS No.4)**

## **8 State Planning Policy No. 5.2 – Telecommunications Infrastructure**

Primarily, the policy aims to balance the need for effective telecommunications services and effective roll-out of networks with the community interest in protecting the visual character of local areas. The objectives of the policy are to:

- Facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs;
- Manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure;
- Ensure that telecommunications infrastructure is included in relevant planning processes as essential infrastructure for business, personal and emergency reasons; and
- Promote a consistent approach in the preparation, assessment and determination of planning decisions for telecommunications infrastructure.

The site was selected to minimise the disruption on the built up Wyalkatchem Township and limit the need to remove vegetation. **Table 4**, below, sets out the provisions of the policy relating to visual impacts together with the response for this situation.

Policy provision	Response
<b>Telecommunications infrastructure should be sited and designed to minimise visual impact and whenever possible:</b>	
a) be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites	<p><b>The proposed location for this new Optus structure has been strategically located in excess of 1km from the edge of the Wyalkatchem Township to the south.</b></p> <p><b>Congregating the site within 200m of two existing guyed mast structures is also beneficial in limiting the proliferation of towers surrounding the town.</b></p> <p><b>There are no identified scenic routes, lookouts and or recreation sites where this new development will significantly impact.</b></p>
b) be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land	<p><b>The site has been selected so as not to compromise any significant views, places of significance or local landmarks.</b></p> <p><b>There are no identified heritage items within close proximity of the site.</b></p> <p><b>The nearest residential dwelling is located approximately 615m to the south and the next closest 685m west. This distance is deemed to be appropriate separation from the site. Significant vegetation between these locations and the site is foreseen to aid visual mitigation.</b></p> <p><b>Given the height of the structure, it will be seen from various perspectives in the region. This height is required in order for the facility to operate correctly. Optus believes the site provides appropriate separation from built up areas, significantly reducing the visual impact of such a development.</b></p>

<p>c) not be located on sites where environmental, cultural heritage, social and visual landscape values may be compromised</p>	<p><b>A detailed assessment has been carried out and confirms that the subject site is not impacted by any natural environment or cultural heritage constraints. There are no key buildings, meeting places or other socially valuable locations in the vicinity that will be negatively impacted upon by the proposal.</b></p> <p><b>The site has been located and designed to minimise visual impact and maintain established distance to any residential or sensitive uses.</b></p>
<p>d) display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape;</p>	<p><b>The site location has been selected to maintain and not proliferate the potential visual impact. The antennas will be factory standard unpainted grey colour and the shelter will be 'paper bark' and not openly visible from public view.</b></p> <p><b>No landscaping is proposed due to the existing nature of the rural property.</b></p>

**Table 4: Assessment against State Planning Policy No. 5.2 – Telecommunications Infrastructure**

In addition to the visual impact assessment addressed in **table 4**, SPP 5.2 highlights that telecommunications infrastructure should be located where it will facilitate continuous network coverage and/or improve telecommunications services to the community. As described in more detail in throughout this report, in this situation the facility will provide improved coverage and capacity to the Wyalkatchem area.

**SPP 5.2** goes on to highlight that telecommunications infrastructure should be co-located where possible and preferably within existing infrastructure corridors where existing or proposed buildings are not available. In this case, as set out in **section 3**, no co-location opportunities were structurally adequate and there are no buildings or structures that could be used that would be capable of achieving coverage objectives.

As set out above, the proposal is in compliance with the aims and objectives of **SPP 5.2**.

## 9 CONCLUSION

Optus propose to provide improved call and data quality coverage to the wider Wyalkatchem region.

The facility will form an integral component in the Optus mobile phone network and will provide an important community benefit by providing improved and reliable communications services to the local community, visitors and other users of the passing road networks.

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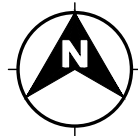
The location of the proposal within a rural zoned property is considered to be logical and appropriate. Given that the works will not significantly impact on the use of the rural zone, the facility will be assembled within close proximity to existing large structures and the location is well separated from residential and or sensitive uses, the rural zoned property is deemed a suitable location.

Importantly, the proposed facility represents a necessary piece of community infrastructure that the community rely upon, and one which future populations will continue to utilise.

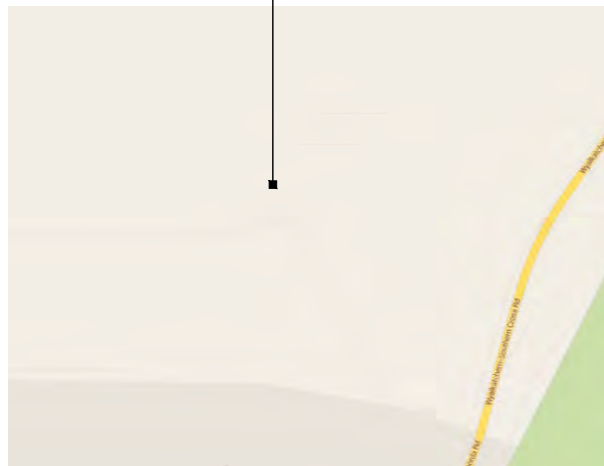
Optus considers the proposed facility and its impacts would be appropriate and acceptable in the proposed location and respectfully requests favourable consideration by the Shire of Wyalkatchem.

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## **Appendix A**



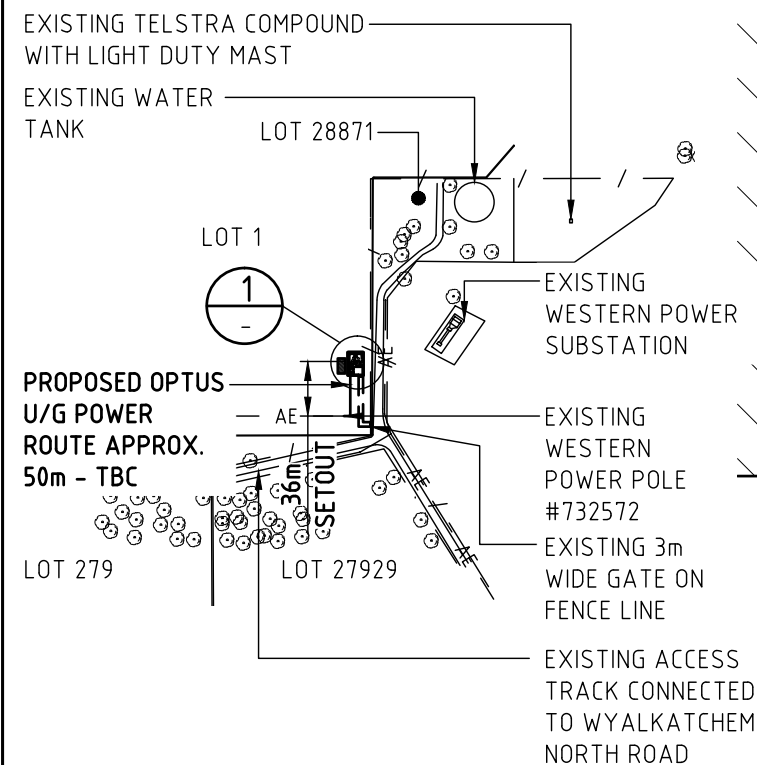
PROPOSED OPTUS  
BASE STATION



## LOCALITY MAP

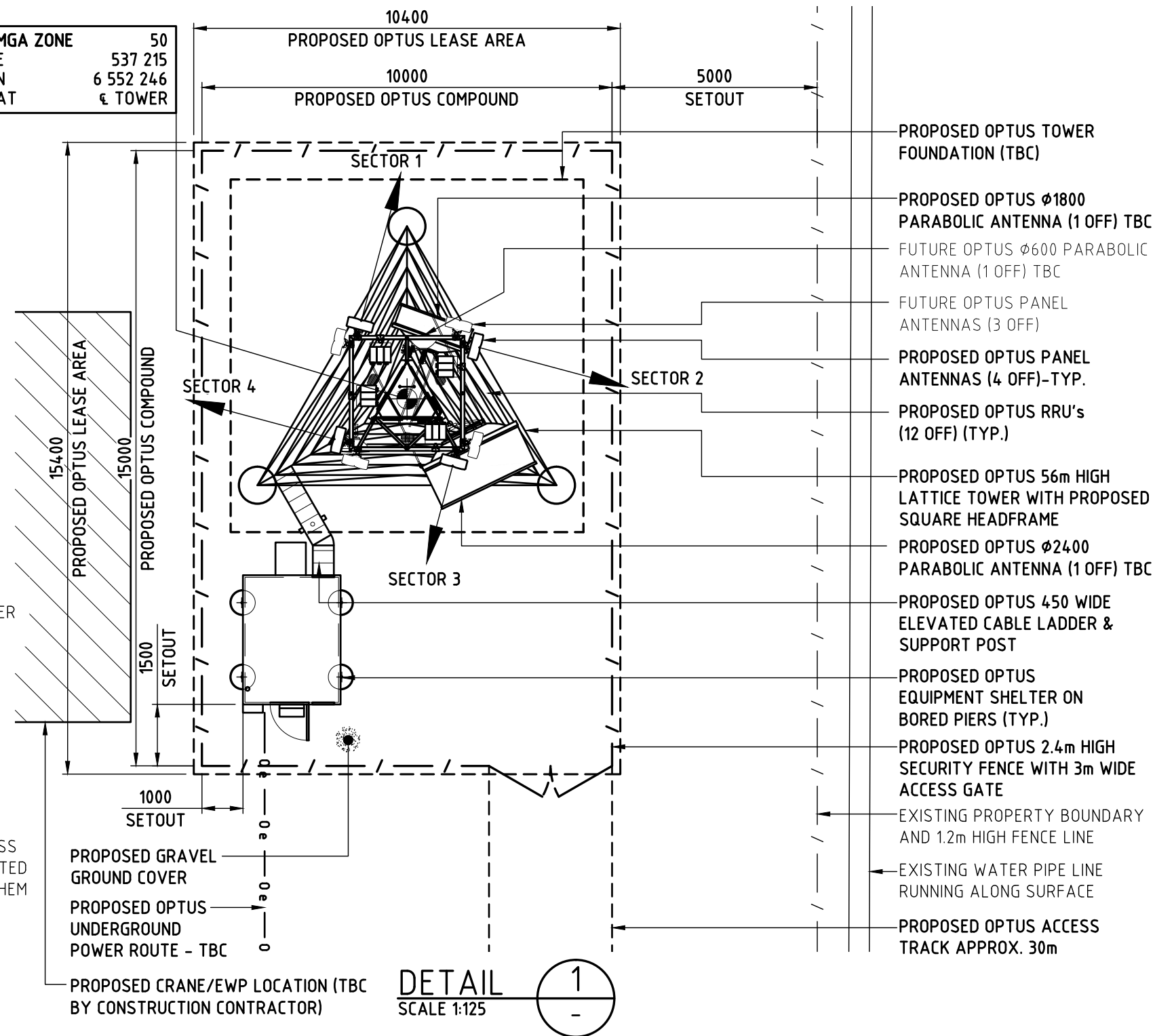
COPYRIGHT © GOOGLE MAPS

MGA ZONE 50  
E 537 215  
N 6 552 246  
AT 6 TOWER



## OVERALL SITE PLAN

SCALE 1:5000



### NOTE:

THIS DRAWING IS DIAGRAMMATIC ONLY  
AND SHOULD NOT BE SCALED.  
DIMENSIONS, COORDINATES, AND LEVELS  
SHOWN ARE NOMINAL AND SUBJECT TO  
CONFIRMATION BY SURVEYOR.

### SITE ADDRESS:

LOT 1 WYALKATCHEM NORTH ROAD,  
WYALKATCHEM WA 6485

### NOTES:

- BASIS OF DESIGN**
  - > SITE INSPECTION 27/04/2016
- PANEL ANTENNAS**
  - > 1-OFF PER SECTOR (EACH 2.495m LONG) AT EL 55m & 1-OFF PER SECTOR (FUTURE)
  - > SECTOR 1 - 15°, SECTOR 2 - 105°, SECTOR 3 - 195°, SECTOR 4 - 285°
  - > MOUNTED ON SQUARE HEADFRAME
- TRANSMISSION**
  - > PROPOSED Ø2400 PARABOLIC ANTENNA AT EL 45m - TBC & PROPOSED Ø1800 PARABOLIC ANTENNA AT EL 42m - TBC & FUTURE Ø600 PARABOLIC ANTENNA AT EL 50m - TBC
  - > LINK SITE: KELLERBERRIN (P0407)
  - > TO BE CONFIRMED BY OPTUS
- EQUIPMENT SHELTER**
  - > VOS 1.3 EQUIPMENT SHELTER (3.15m x 2.38m) SANDWICH PANEL SHELTER, COLOURED "PAPER BARK"
  - > SUPPORTED ON BORED PIERS - TBC
- OPTUS TOWER**
  - > 56m HIGH LATTICE TOWER WITH SQUARE HEADFRAME AT EL 55m
- FEEDER CABLES**
  - > 4 OFF 9/18 MLEH ALL SECTORS
  - > LENGTH: 65m ALL SECTORS
  - > 450mm WIDE HORIZONTAL CABLE LADDER
- SITE ACCESS**
  - > FROM WYALKATCHEM NORTH RD, THEN VIA EXISTING EARTH TRACK AND PROPOSED OPTUS ACCESS TRACK. 4WD REQUIRED FOR ALL SEASON ACCESS.
- ANTENNA ACCESS**
  - > LADDER & 'LAD-SAF' PROVIDED ON TOWER
- POWER SUPPLY**
  - > 3-PHASE SUPPLY IS AVAILABLE FROM EXISTING POWER POLE NO-732572
  - > DETAILS TO BE CONFIRMED BY WESTERN POWER
- OTHER (PAINTING, LANDSCAPING, SCREENING)**
  - > N/A

Rev	Date	Revision Details	Consultant	CAD	Designer	Verifier	Approver
01	03.06.16	ISSUED FOR APPROVAL	DALY	BRS	MI	DI	KM



HUAWEI TECHNOLOGIES (AU) PTY LTD  
ABN 49 103 793 380  
SYDNEY  
LEVEL 6 TOWER B 799 PACIFIC HIGHWAY  
CHATSWOOD NSW 2067  
TEL: +61 2 9528 3886 FAX: +61 2 9411 8533  
MELBOURNE  
LEVEL 24 459 COLLINS STREET  
MELBOURNE VIC 3000  
TEL: +61 3 8610 0600 FAX: +61 3 9621 1575



Client:  
Project:  
**MOBILE NETWORK  
AUSTRALIA**  
SITE No:- P8099 - C  
WYALKATCHEM  
LOT 1 WYALKATCHEM ROAD

Drawing Title:  
**DRAFT SITE LAYOUT**

Drawing Status:  
**FOR APPROVAL**

Drawing No.  
**P8099-P1**

Revision  
**01**

**NOTE:**  
THIS DRAWING IS DIAGRAMMATIC ONLY  
AND SHOULD NOT BE SCALED.

01	03.06.16	ISSUED FOR APPROVAL		DALY	BRS	MI	DI	KM
Rev	Date	Revision Details		Consultant	CAD	Designer	Verifier	Approver



**HUAWEI TECHNOLOGIES (AU) PTY LTD**  
ABN 49 103 793 380

**SYDNEY**  
LEVEL 6 TOWER B 799 PACIFIC HIGHWAY  
CHATSWOOD NSW 2067  
TEL: +61 2 9928 3888 FAX: +61 2 9411 8533

**MELBOURNE**  
LEVEL 24 459 COLLINS STREET  
MELBOURNE VIC 3000  
TEL: +61 3 8610 0600 FAX: +61 3 9621 1575

Client:
---------



Project:

MOBILE NETWORK  
AUSTRALIA  
SITE No:- P8099 - C  
WYALKATCHEM  
LOT 1 WYALKATCHEM ROAD

Drawing Title:

# DRAFT SITE ELEVATION

Drawing Status:

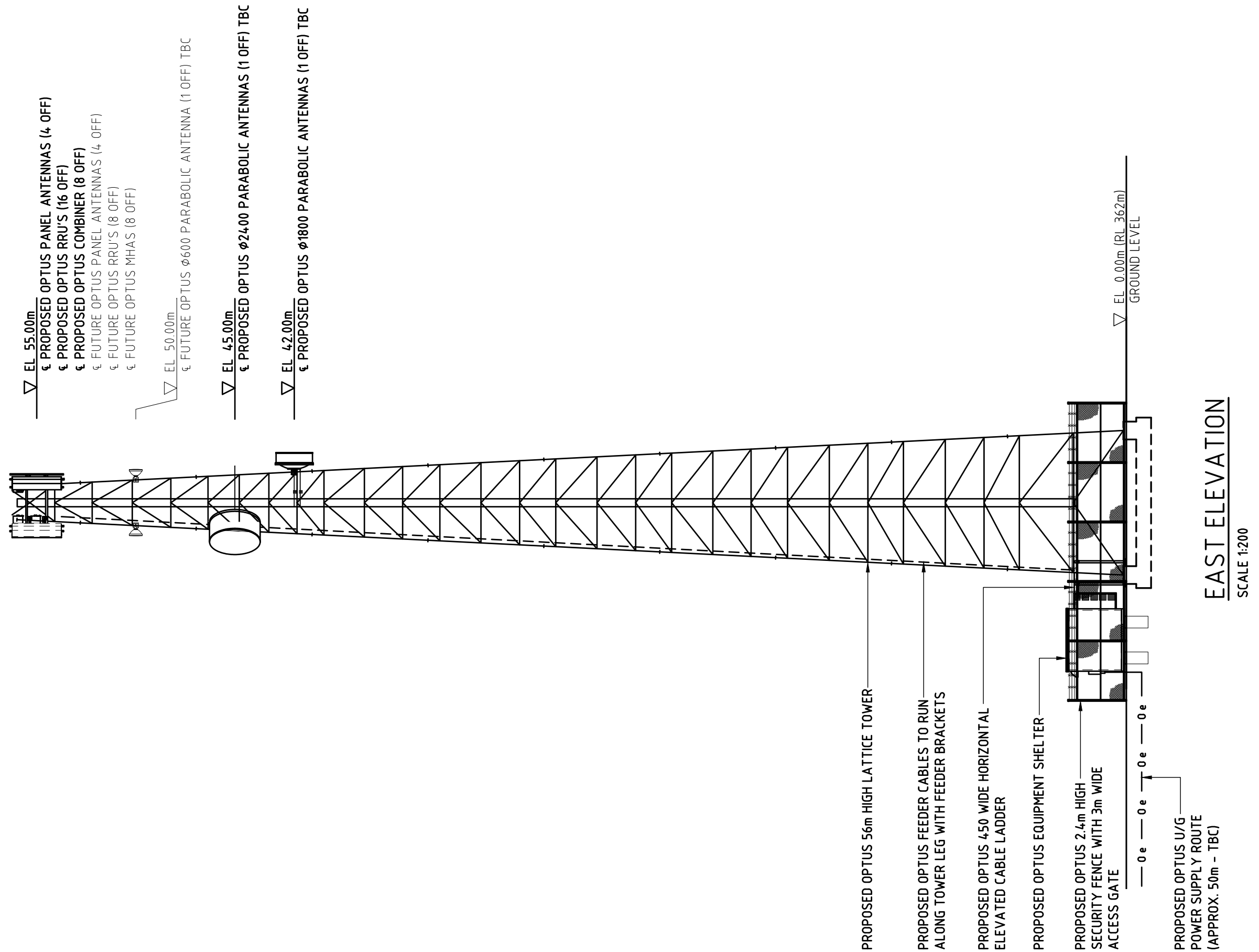
**FOR APPROVAL**

Drawing No.

P8099-P2

Revision

01





## **Appendix B**



## **Environmental EME Report**

### **Lot 1 Wyalkatchem North Road, WYALKATCHEM WA 6485**

**This report provides a summary of Calculated RF EME Levels around the wireless base station**

**Date 28/9/2016**

**RFNSA Site No. 6485003**

## **Introduction**

The purpose of this report is to provide calculations of EME levels from the existing facilities at the site and any proposed additional facilities.

This report provides a summary of levels of radiofrequency (RF) electromagnetic energy (EME) around the wireless base station at Lot 1 Wyalkatchem North Road WYALKATCHEM WA 6485. These levels have been calculated by Huawei using methodology developed by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA).

The maximum EME level calculated for the proposed systems at this site is 0.19% of the public exposure limit.

## **The ARPANSA Standard**

ARPANSA, an Australian Government agency in the Health and Ageing portfolio, has established a Radiation Protection Standard specifying limits for general public exposure to RF transmissions at frequencies used by wireless base stations. The Australian Communications and Media Authority (ACMA) mandates the exposure limits of the ARPANSA Standard.

## **How the EME is calculated in this report**

The procedure used for these calculations is documented in the ARPANSA Technical Report "Radio Frequency EME Exposure Levels - Prediction Methodologies" which is available at <http://www.arpansa.gov.au>.

RF EME values are calculated at 1.5m above ground at various distances from the base station, assuming level ground.

The estimate is based on worst-case scenario, including:

- wireless base station transmitters for mobile and broadband data operating at maximum power
- simultaneous telephone calls and data transmission
- an unobstructed line of sight view to the antennas.

In practice, exposures are usually lower because:

- the presence of buildings, trees and other features of the environment reduces signal strength
- the base station automatically adjusts transmit power to the minimum required.

Maximum EME levels are estimated in 360° circular bands out to 500m from the base station.

These levels are cumulative and take into account emissions from all mobile phone antennas at this site.

The EME levels are presented in three different units:

- volts per metre (V/m) – the electric field component of the RF wave
- milliwatts per square metre (mW/m<sup>2</sup>) – the power density (or rate of flow of RF energy per unit area)
- percentage (%) of the ARPANSA Standard public exposure limit (the public exposure limit = 100%).

## **Results**

The maximum EME level calculated for the proposed systems at this site is 2.19 V/m; equivalent to 12.71 mW/m<sup>2</sup> or 0.19% of the public exposure limit.

## Radio Systems at the Site

There are currently no existing radio systems for this site.

It is proposed that this base station will have equipment for transmitting the following services:

Carrier	Radio Systems
Optus	WCDMA2100 (proposed), LTE700 (proposed), WCDMA900 (proposed), LTE1800 (proposed)

## Calculated EME Levels

This table provides calculations of RF EME at different distances from the base station for emissions from existing equipment alone and for emissions from existing equipment and proposed equipment combined.

Distance from the antennas at Lot 1 Wyalkatchem North Road in 360° circular bands	Maximum Cumulative EME Level – All carriers at this site					
	Existing Equipment			Proposed Equipment		
	Electric Field V/m	Power Density mW/m <sup>2</sup>	% ARPANSA exposure limits	Electric Field V/m	Power Density mW/m <sup>2</sup>	% ARPANSA exposure limits
0m to 50m				1.54	6.25	0.088%
50m to 100m				1.71	7.74	0.11%
100m to 200m				1.33	4.66	0.062%
200m to 300m				2.014	10.76	0.16%
300m to 400m				2.19	12.71	0.19%
400m to 500m				2.12	11.93	0.17%
<b>Maximum EME level</b>				2.19	12.71	0.19
				339.99 m from the antennas at Lot 1 Wyalkatchem North Road		

## Calculated EME levels at other areas of interest

This table contains calculations of the maximum EME levels at selected areas of interest that have been identified through the consultation requirements of the Communications Alliance Ltd Deployment Code C564:2011 or via any other means. The calculations are performed over the indicated height range and include all existing and any proposed radio systems for this site.

Additional Locations	Height / Scan relative to location ground level	Maximum Cumulative EME Level All Carriers at this site Existing and Proposed Equipment		
		Electric Field V/m	Power Density mW/m <sup>2</sup>	% of ARPANSA exposure limits
No locations identified				

## RF EME Exposure Standard

The calculated EME levels in this report have been expressed as percentages of the ARPANSA RF Standard and this table shows the actual RF EME limits used for the frequency bands available. At frequencies below 2000 MHz the limits vary across the band and the limit has been determined at the Assessment Frequency indicated. The four exposure limit figures quoted are equivalent values expressed in different units – volts per metre (V/m), watts per square metre (W/m<sup>2</sup>), microwatts per square centimetre (μW/cm<sup>2</sup>) and milliwatts per square metre (mW/m<sup>2</sup>). Note: 1 W/m<sup>2</sup> = 100 μW/cm<sup>2</sup> = 1000 mW/m<sup>2</sup>.

Radio Systems	Frequency Band	Assessment Frequency	ARPANSA Exposure Limit (100% of Standard)
LTE 700	758 – 803 MHz	750 MHz	37.6 V/m = 3.75 W/m <sup>2</sup> = 375 μW/cm <sup>2</sup> = 3750 mW/m <sup>2</sup>
WCDMA850	870 – 890 MHz	900 MHz	41.1 V/m = 4.50 W/m <sup>2</sup> = 450 μW/cm <sup>2</sup> = 4500 mW/m <sup>2</sup>
GSM900, LTE900, WCDMA900	935 – 960 MHz	900 MHz	41.1 V/m = 4.50 W/m <sup>2</sup> = 450 μW/cm <sup>2</sup> = 4500 mW/m <sup>2</sup>
GSM1800, LTE1800	1805 – 1880 MHz	1800 MHz	58.1 V/m = 9.00 W/m <sup>2</sup> = 900 μW/cm <sup>2</sup> = 9000 mW/m <sup>2</sup>
LTE2100, WCDMA2100	2110 – 2170 MHz	2100 MHz	61.4 V/m = 10.00 W/m <sup>2</sup> = 1000 μW/cm <sup>2</sup> = 10000 mW/m <sup>2</sup>
LTE2300	2302 – 2400 MHz	2300 MHz	61.4 V/m = 10.00 W/m <sup>2</sup> = 1000 μW/cm <sup>2</sup> = 10000 mW/m <sup>2</sup>
LTE2600	2620 – 2690 MHz	2600 MHz	61.4 V/m = 10.00 W/m <sup>2</sup> = 1000 μW/cm <sup>2</sup> = 10000 mW/m <sup>2</sup>
LTE3500	3425 – 3575 MHz	3500 MHz	61.4 V/m = 10.00 W/m <sup>2</sup> = 1000 μW/cm <sup>2</sup> = 10000 mW/m <sup>2</sup>

## Further Information

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is a Federal Government agency incorporated under the Health and Ageing portfolio. ARPANSA is charged with responsibility for protecting the health and safety of people, and the environment, from the harmful effects of radiation (ionising and non-ionising).

Information about RF EME can be accessed at the ARPANSA website, <http://www.arpansa.gov.au>, including:

- Further explanation of this report in the document “Understanding the ARPANSA Environmental EME Report”
- The procedure used for the calculations in this report is documented in the ARPANSA Technical Report; “Radio Frequency EME Exposure Levels - Prediction Methodologies”
- the current RF EME exposure standard  
Australian Radiation Protection and Nuclear Safety Agency (ARPANSA), 2002, ‘Radiation Protection Standard: Maximum Exposure Levels to Radiofrequency Fields — 3 kHz to 300 GHz’, Radiation Protection Series Publication No. 3, ARPANSA, Yallambie Australia.  
[Printed version: ISBN 0-642-79400-6 ISSN 1445-9760] [Web version: ISBN 0-642-79402-2 ISSN 1445-9760]

The Australian Communications and Media Authority (ACMA) is responsible for the regulation of broadcasting, radiocommunications, telecommunications and online content. Information on EME is available at <http://emr.acma.gov.au>

The Communications Alliance Ltd Industry Code C564:2011 ‘Mobile Phone Base Station Deployment’ is available from the Communications Alliance Ltd website, <http://commsalliance.com.au>.

Contact details for the Carriers (mobile phone companies) present at this site and the most recent version of this document are available online at the Radio Frequency National Site Archive, <http://www.rfnsa.com.au>.

## **Appendix C**

WESTERN



AUSTRALIA

REGISTER NUMBER <b>1/D37534</b>	
DUPLICATE EDITION <b>1</b>	DATE DUPLICATE ISSUED <b>1/4/2014</b>

# **RECORD OF CERTIFICATE OF TITLE** **UNDER THE TRANSFER OF LAND ACT 1893**

VOLUME  
**1748**FOLIO  
**954**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTRAR OF TITLES



## **LAND DESCRIPTION:**

LOT 1 ON DIAGRAM 37534

## **REGISTERED PROPRIETOR:** **(FIRST SCHEDULE)**

DARRELL RONALD STRATFORD OF POST OFFICE BOX 16, WYALKATCHEM  
 (T M540320 ) REGISTERED 4 FEBRUARY 2014

## **LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:** **(SECOND SCHEDULE)**

1. THE LAND THE SUBJECT OF THIS CERTIFICATE OF TITLE EXCLUDES ALL PORTIONS OF THE LOT DESCRIBED ABOVE EXCEPT THAT PORTION SHOWN IN THE SKETCH OF THE SUPERSEDED PAPER VERSION OF THIS TITLE. VOL 1748 FOL 954.

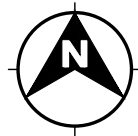
Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
 \* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
 Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

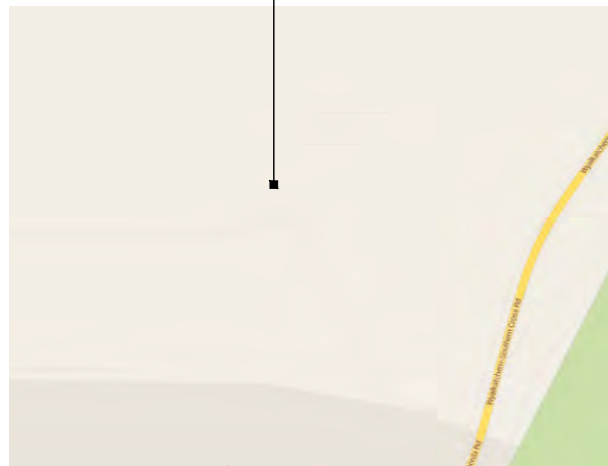
## **STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1748-954 (1/D37534).  
 PREVIOUS TITLE: 535-191A.  
 PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.  
 LOCAL GOVERNMENT AREA: SHIRE OF WYALKATCHEM.

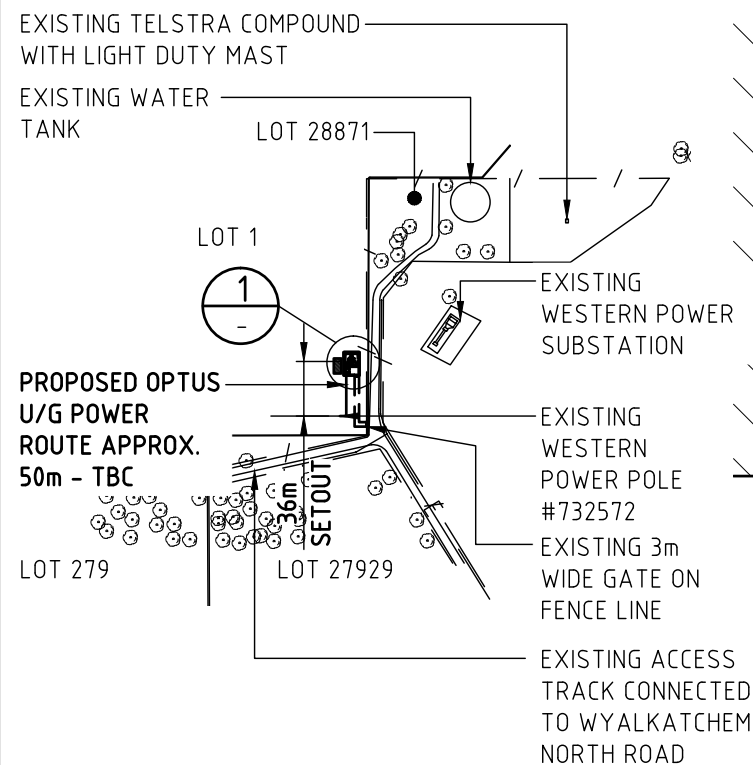


PROPOSED OPTUS  
BASE STATION



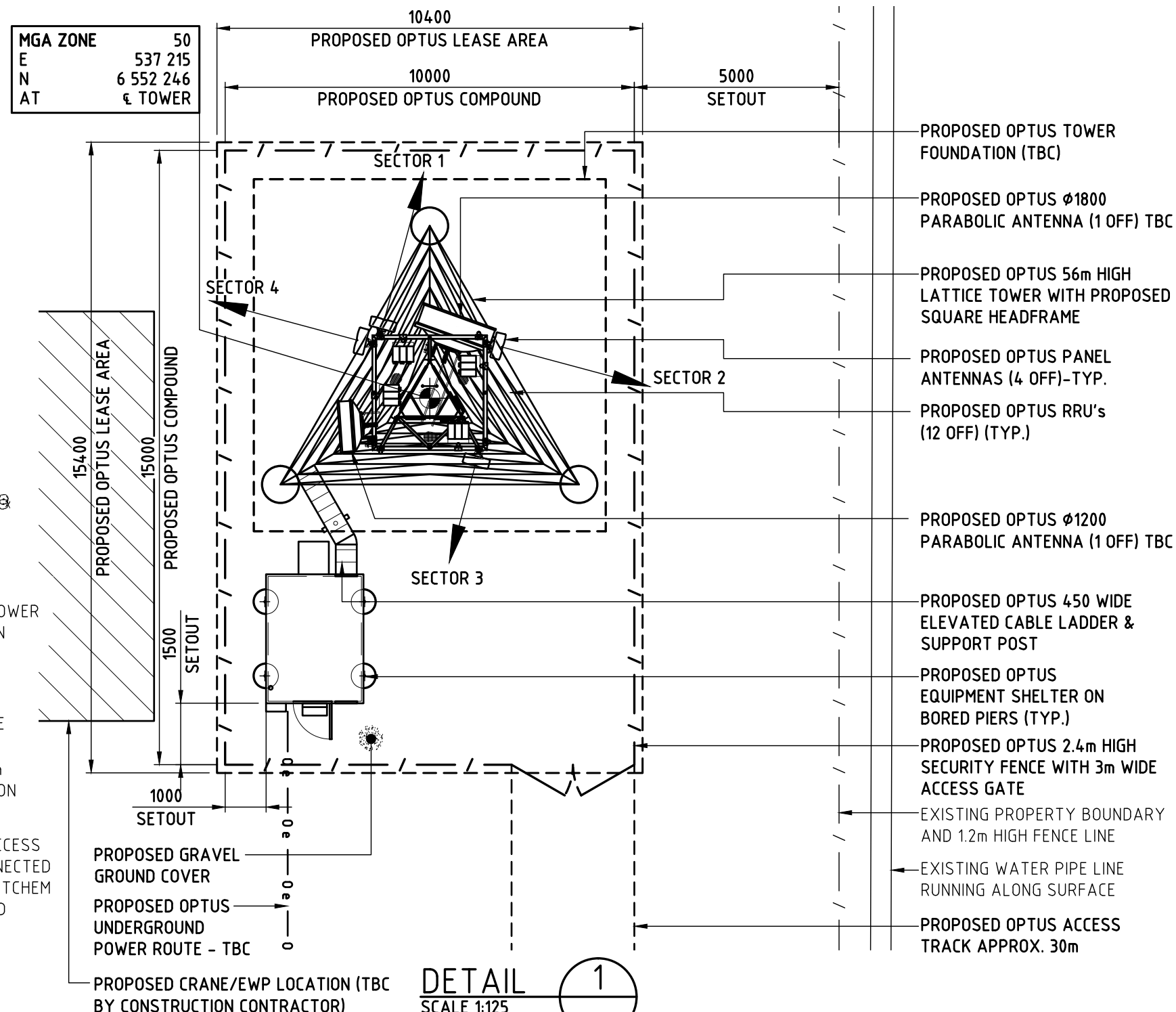
## LOCALITY MAP

COPYRIGHT © GOOGLE MAPS



## OVERALL SITE PLAN

SCALE 1:5000



**NOTE:**  
THIS DRAWING IS DIAGRAMMATIC ONLY  
AND SHOULD NOT BE SCALED.  
DIMENSIONS, COORDINATES, AND LEVELS  
SHOWN ARE NOMINAL AND SUBJECT TO  
CONFIRMATION BY SURVEYOR.

### SITE ADDRESS:

LOT 1 WYALKATCHEM NORTH ROAD,  
WYALKATCHEM WA 6485

### NOTES:

- BASIS OF DESIGN**
  - > SITE INSPECTION 27/04/2016
- PANEL ANTENNAS**
  - > 1-OFF PER SECTOR (EACH 2.6m LONG) AT EL 55m
  - > SECTOR 1 - 15°, SECTOR 2 - 105°, SECTOR 3 - 195°, SECTOR 4 - 285°
  - > MOUNTED ON SQUARE HEADFRAME
- TRANSMISSION**
  - > PROPOSED Ø1200 PARABOLIC ANTENNA AT EL 55m - TBC & PROPOSED Ø1800 PARABOLIC ANTENNA AT EL 40m - TBC & LINK SITE: DOWERIN (P8107)
  - > TO BE CONFIRMED BY OPTUS
- EQUIPMENT SHELTER**
  - > VOS 1.3 EQUIPMENT SHELTER (3.15m x 2.38m) SANDWICH PANEL SHELTER, COLOURED "PAPER BARK"
  - > SUPPORTED ON BORED PIERS - TBC
- OPTUS TOWER**
  - > 56m HIGH LATTICE TOWER WITH SQUARE HEADFRAME AT EL 55m
- FEEDER CABLES**
  - > 4 OFF 9/18 MLEH ALL SECTORS
  - > LENGTH: 65m ALL SECTORS
  - > 450mm WIDE HORIZONTAL CABLE LADDER
- SITE ACCESS**
  - > FROM WYALKATCHEM NORTH RD, THEN VIA EXISTING EARTH TRACK AND PROPOSED OPTUS ACCESS TRACK. 4WD REQUIRED FOR ALL SEASON ACCESS.
- ANTENNA ACCESS**
  - > LADDER & 'LAD-SAF' PROVIDED ON TOWER
- POWER SUPPLY**
  - > 3-PHASE SUPPLY IS AVAILABLE FROM EXISTING POWER POLE NO-732572
  - > DETAILS TO BE CONFIRMED BY WESTERN POWER
- OTHER (PAINTING, LANDSCAPING, SCREENING)**
  - > N/A

Rev	Date	Revision Details	Consultant	CAD	Designer	Verifier	Approver
01	03.06.16	ISSUED FOR APPROVAL	DALY	BRS	MI	DI	KM



HUAWEI TECHNOLOGIES (AU) PTY LTD  
ABN 49 103 793 380  
SYDNEY  
LEVEL 6 TOWER B 799 PACIFIC HIGHWAY  
CHATSWOOD NSW 2067  
TEL: +61 2 9528 3886 FAX: +61 2 9411 8533  
MELBOURNE  
LEVEL 24 459 COLLINS STREET  
MELBOURNE VIC 3000  
TEL: +61 3 8610 0600 FAX: +61 3 9621 1575

OPTUS

Client:  
Project:  
**MOBILE NETWORK  
AUSTRALIA**  
SITE No:- P8099 - C  
WYALKATCHEM  
LOT 1 WYALKATCHEM ROAD

Drawing Title:  
**DRAFT SITE LAYOUT**

Drawing Status:  
**FOR APPROVAL**

Drawing No.  
**P8099-P1**

Revision  
**01**

**NOTE:**  
THIS DRAWING IS DIAGRAMMATIC ONLY  
AND SHOULD NOT BE SCALED.

01	03.06.16	ISSUED FOR APPROVAL			DALY	BRS	MI		DI	KM	
Rev	Date	Revision Details			Consultant	CAD	Designer		Verifier	Approver	



**HUAWEI TECHNOLOGIES (AU) PTY LTD**  
 ABN 49 103 793 380

**SYDNEY**  
 LEVEL 6 TOWER B 799 PACIFIC HIGHWAY  
 CHATSWOOD NSW 2067  
 TEL: +61 2 9928 3888 FAX: +61 2 9411 8533

**MELBOURNE**  
 LEVEL 24 459 COLLINS STREET  
 MELBOURNE VIC 3000  
 TEL: +61 3 8610 0600 FAX: +61 3 9621 1575

Client:



Project:

MOBILE NETWORK  
AUSTRALIA  
SITE No:- P8099 - C  
WYALKATCHEM  
LOT 1 WYALKATCHEM ROAD

Drawing Title:

# DRAFT SITE ELEVATION

Drawing Status:

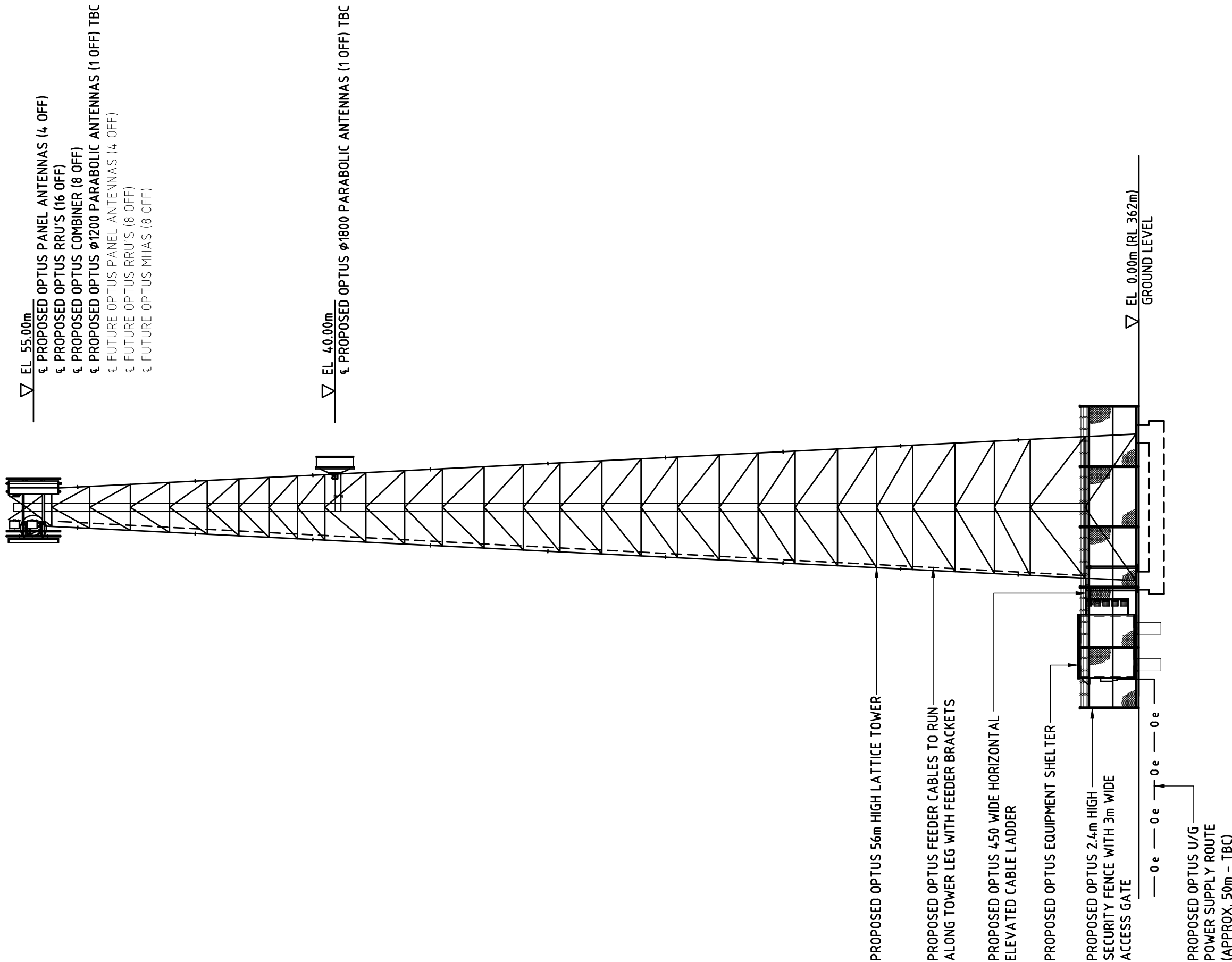
FOR APPROVAL

Drawing No.

P8099-P2

Revisi

01



# EAST ELEVATION

SCALE 1:200





## Ian McCabe

---

**From:** Stuart Coles [REDACTED]  
**Sent:** Wednesday, 15 February 2017 2:02 PM  
**To:** Ian McCabe  
**Subject:** RE: Proposed Optus Mobile Phone Tower  
**Attachments:** P8099 WYALKATCHEM DSL REV 01E.PDF

Hi Ian,

Please find attached updated plans for the proposed Optus site at Wyalkatchem.

Changes made:

- 1) Original 2400mm dish reduced to 1800mm
- 2) Original 1800mm dish reduced to 1200mm and to now be located on the headframe at the top of the tower.

Regards,

**Stuart Coles** | Town Planner

**DALY INTERNATIONAL**

T | [REDACTED]  
www.dalyinternational.com

Minutes for Ordinary Meeting of Council 16 February 2017 Page 233 of 255


## Appendix 4

<b>DA ASSESSMENT REPORT</b>
DA No. 03112016      Application date : 3 November 2016
Address: LOT 1 Wyalkatchem North Rd Wyalkatchem
Proposal: Telecommunications Tower
<b>MATTERS FOR CONSIDERATION - Planning and Development (Local Planning Schemes) Regulations 2015 – Clause 67</b>
a) The aims and provisions of the Scheme and any other relevant town planning schemes operating within the Scheme area.
<i>Local Planning Scheme No 4, - 4.3 Zoning Table. The proposed Telecommunications tower is located in a rural zone. Telecommunications Infrastructure is considered a “D” use in a rural zone, meaning it is not permitted unless council exercises its discretion by granting development approval.</i>
b) The requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015
<i>No amendments being progressed that affect this application</i>
c) Any approved State planning policy.
N/A
d) Any approved environmental protection policy under the <i>Environmental Protection Act 1986</i> section 31 (d).
N/A
e) Any policy of the Commission
Nil
f) any policy of the state
<i>State Planning Policy No. 5.2 Telecommunications Infrastructure. Part 8 Table 4 of the applicants report demonstrates assessment against the State Policy and relevant provisions. The proposal complies with the state policy.</i>
g) Any local planning policy for the Scheme area
Nil
h) Any structure plan, activity centre or local development plan that relates to the development
Nil
i) Any report of the review of the local planning scheme that has been published under the Planning and Development (Local Planning Schemes) Regulations 2015
N/A
j) In the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the Reserve.
N/A
k) The built heritage conservation of any place that is of cultural significance.
nil
l) The effect of the proposal on the cultural heritage significance of the area in which the development is located.
nil
m) The compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.
<i>The proposed site is located within a rural zone. The lot is adjacent Public Purposes – Public Utility to the east; Public Purposes- High School (reserve) to the south; rural to the north and east. The facility will sit on the edge of the town site but is well separated from built up residential dwellings, and sensitive areas, and will not disturb the existing landscape.</i>
n) The amenity of the locality including the following – i) Environmental impacts of the development; ii) The character of the locality; Social impacts of the development. The built heritage conservation of any place that is of cultural significance.

N/A
o) The likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource.
Nil
p) Whether adequate provision has been made for the landscaping of land to which the application relates and whether any trees or other vegetation on the land should be preserved.
<i>There will be no loss of vegetation due to this development. The tower is not located in an area that would normally be considered to require landscaping to enhance or shield the site.</i>
q) The suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk.
<i>Nil. The site is already cleared, and elevated level stable ground.</i>
r) The suitability of the land for development taking into account the possible risk to human health and safety
<i>The proposed site is approximately 1km from the Wyalkatchem town site and will not have any impact on human health and safety.</i>
s) The adequacy of – i) the proposed means of access to and egress from the site; and ii) Arrangements for the loading, unloading, manoeuvring and parking of vehicles.
<i>Access is via an existing farm gate and unsealed road in the paddock. The facility will not have regular vehicle movements.</i>
t) The amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic and safety.
<i>The facility requires very low maintenance, and typically a single light vehicle visits 1 to 5 times per year, therefore will not adversely affect the local roads or traffic.</i>
u) The availability and adequacy for the development of the following – i) Public transport services; ii) Public utility services; iii) Storage, management and collection of waste; iv) Access for pedestrians and cyclists (including end of trip storage, toilet or storage facilities); v) Access by older people and people with a disability.
N/A
v) The potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses
<i>The proposal will enhance communications for the whole community. This facility could potentially be utilised by other carriers in the future. The benefit of mobile technology for individuals, families, and businesses is significant to the economy and social lives of communities. In isolated farming communities the safety benefits are also significant.</i>
w) The history of the site where the development is to be located.
<i>The site is a cleared paddock used for grazing and cropping. The proposal will not adversely affect the historical significance of the land.</i>
x) The impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals.
NIL
y) Any submissions received on the application
NIL
za) the comments or submissions received from any authority consulted under clause 66
N/A
zb) any other planning consideration the local government considers appropriate
N/A
<b>Recommendation</b>
<i>That Council grant approval for the proposed Optus telecommunications facility.</i>

## 8.4 MONTHLY OFFICER REPORTS

### 8.4.1 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL – CHIEF EXECUTIVE OFFICER – DECEMBER 2016 AND JANUARY 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>	1 February 2017
<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 2016 and January 2017 as presented.**

#### Appendix:

1. Project status summary.

#### 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 2017 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:**

There were 17 business days in December with two public holidays and three days of local government shutdown for Christmas. There were 19 business days in January with three public holidays (including a local government holiday). The CEO took annual leave 5 December; and 19 December – 4 January, inclusive. The Administration office was closed 29 December to 4 January 2017, inclusive, for Christmas / New Year shutdown (during which staff take annual leave).

Unplanned leave in December totalled 3.3 days (three persons), comprising NIL days in Administration and 3.3 days (three persons) in Works. This compares with 14.5 days unplanned leave in November and 57 days in December 2015 (54 of these being Works, mainly associated with one person). There were NIL days of unplanned leave 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.

Council met in forum 1 December to discuss CEO Performance Review; Strategic Projects; Operational Updates; a planned visit by Minister Davies 16 December 2016; the 2017 meeting programme; aged friendly community and housing; Dowerin Heritage Rail; Water Corp Recycled Water Agreement.

The Staff and Council Christmas function was held 2 December.

The ordinary meeting of Council was held 15 December 2016 to:

- Receive statutory reports (eg. financial reporting as required by regulation); monthly officer reports and project updates;
- Make decisions about: planning application by Daly International for an Optus telecommunications tower; a new Recycled Water Agreement with Water Corp; choice of supplier, CEO Performance Review.

The Shire of Wyalkatchem Electors' Meeting was held at the Town Hall 15 December. At this meeting, reports by the President, CEO and auditor were accepted; as well the 2015/16 Annual (financial) Report. There was discussion also about feral cats; footpaths; swimming pool charges; town gardener and street appearance.

Council met with Minister Davies 16 December to discuss regional issues and provide a local update. Minister Davies also visited the site of the four independent living units for a briefing. Later that day, the Minister officially opened the bowls rinks at the Wyalkatchem and Districts Club. The Shire of Wyalkatchem provided \$40,000 in funding toward that project and provided administration and letters of support in an application to the Department of Sports and Recreation for a similar amount, with the balance raised by the Wyalkatchem bowls community.

There were no Council meetings in January.

The CEO represented the Shire of Wyalkatchem 1 December with Cr Davies at the WALGA (West Australian Local Government Association) zone meeting, Kellerberrin; 8 December NEWROC (North Eastern Wheatbelt Regional Organisation of Councils) Health Strategy working group; 8 December Cost Benefit Analysis workshop, Regional Development Australia Wheatbelt, Wyalkatchem; 9 December Local Government Managers' Association, Kellerberrin (presentations included Corruption and Crime Commission); 13 December with Cr Davies NEWROC, Councillor representative meeting, Nungarin.

The CEO represented the Shire of Wyalkatchem at Australia Day function 26 January 2017 at the Wyalkatchem War Memorial Aquatic Centre.

CEO meetings included 2 December City of Melville (by 'phone) about aged friendly communities; 9 December with ratepayer and building surveyor re carport design compliance; 7 December support entity Avivo to discuss respite care; 12 December with MCG Architects, McGrath Homes and Wyalkatchem Senior Citizens Homes Trust Inc., pre-Practical Completion inspection of units; 12 December Main Roads,

Northam; 13 December Grants Empire about Building Better Regions Fund grant application process.

CEO meetings in January included 30 January, with Cr Gamble, CBH regarding operations and future planning; 30 January with GP regarding asset support 2017/18 budget; community health plans and strategy; and, aged friendly planning.

A road trial was conducted by the Manager of Works with support from D&D Transport at the intersection of Riches Street and the Goomalling-Merredin Road 21 December to determine suitability for heavy vehicle use of Riches Street as an access path to the CBH receival point. This suitability was approved 11 January 2017. Council extends thanks to Mr David Holdsworth of D & D Transport for his support and to the Manager of Works Craig Harris for co-ordinating this exercise.

There were a number of incidents of damage to shire reticulation and watering equipment in December. These resulted in reduced watering to the tennis courts and cricket wickets and subsequent increased cost of repair and restoration to Council. The incidents have been reported to police who are collating evidence and investigating.

The Practical Completion meeting and handover of the four independent living units took place 13 January 2017. The unit keys and documents were subsequently provided to the Wyalkatchem Senior Citizens Homes Trust Inc. and tenants commenced moving in Monday 16 January 2017.

The Shire of Wyalkatchem and Contract Aquatics hosted Australia Day festivities at the Wyalkatchem pool 26 January. Additional pool management was on hand to supervise safe use of play equipment and good numbers of people enjoyed a barbecue and evening meal. Sincere thanks to pool manager Steve O'Hare and Shire staff Jennie Dagnall and Claire Trenorden for their contributions to a successful event.

Active Citizenship Awards for Australia Day this year went to Mrs Pat Jones (Community Citizen of the Year); Mr Khan Crute (Young Citizen of the Year); and the organising committee of the Wyalkatchem District High School Centenary (chaired by Mrs Christine Petchell), for event of the year. The 2016 Christmas Lights winners were the Wyalkatchem Hotel (best business), Harry and Elaine Gill (best resident) and Mr Stephen Hicks (best effort). Congratulations to all. Certificates will be presented by Council at a formal function in February. Sincere thanks to those who contributed to judging each of these awards.

Management work in December included the joint project with Wyalkatchem Senior Citizens' Homes Trust Inc.; continued engagement with Water Corp about the Recycled Water Supply Agreement (for water re-use on the oval and tennis courts); a review of Council policies continued; and various matters related to staff, facilities and community relations, regular operational work and meetings with staff.

Management work in January included a review of Local Emergency Management Arrangements; completion of the independent living units; responding to rain event that resulted in road closure and road damage; and various matters related to staff, facilities and community relations, regular operational work and meetings with staff.

Strategic work in December included regional issues; preparation for a planned forum of the aged March 2017; commencement of grant submission, Building Better Regions Fund (infrastructure); CEACA (Central East Aged Care Alliance); commencement of planning for the 2017 Community Survey. Most major projects as approved in the 2016/17 Shire of Wyalkatchem budget are underway. Please refer attachment 1 for a summary report.

Strategic work in January included continued compilation of a business case for the Building Better Regions Fund; and collating information about assets at the aerodrome for inclusion in strategic planning; completion of two surveys (aerodrome planning and cost of housing) and preparation of the 2017 Community Survey.

Heavy rains experienced 28 January to 31 January 2017 resulted in major damage to roads and property, particularly in south Wyalkatchem and Yorkrakine. Restoration of roads is likely to cost approximately \$500,000 with additional drainage works estimated at \$50,000. The Shire's exposure is estimated at an unbudgeted \$200,000, even in the event that the state and federal governments assist with these works. Consequently, the Shire is reviewing all current year expenditure and will have to defer or cancel some projects. This will be discussed at Council workshop 8 February.

Council commitments in February include:

- 8 February Council workshop and Special Meeting;
- 13 February Regional Road Group;
- 15 February LEMC (Local Emergency Management Committee);
- 16 February Ordinary Meeting of Council;



- 23 February WALGA zone;
- 27 February Regional Road Group;
- 28 February NEWROC;
- Implementation of budget; preparation of Corporate Business Plan; continuation of independent living units project.

Are you Bushfire Ready?

**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**

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

**Voting Requirements**                      Simple Majority

**Council Decision Number:** 3418

**Moved:** Cr Jones

**Seconded:** Cr Holdsworth

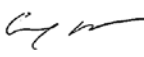
**That Council resolve the following:**

1. **Accept the Chief Executive Officer's Report for December 2016 and January 2017 as presented.**

**Vote:** 6/0

Major Projects and Budget Initiatives (updated for February 2017 budget review)							
Start Date	End Date	Work Days	% Complete	Project	Budgeted Value	Actual Value	Notes
4/10/2016	17/03/2017	119	82.4%	Front End Loader	\$318,182		Delivery mid-March
3/10/2016	31/05/2017	173	78.6%	Streetscape stage 1 (select contractor, consultation)	\$20,000		RPS selected.
29/09/2016	31/10/2016	23	Complete	Solar panels for admin' and medical centre, stage 1 (select contractors and system).	\$25,000	\$21,422	
1/07/2016	30/06/2017	261	88.1%	Shire office general works	\$30,482		Paving complete; quotes for hot water system requested; window fitting and other works yet to start.
1/07/2016	30/06/2017	261		Council Chambers	\$25,000		Quotes organised; awaiting minor works to commence, prior to blinds, paint, carpet.
1/07/2016	30/11/2016	109	Complete	Bush Fire Shed	\$17,420	\$13,159	Concrete drive 17/18
1/07/2016	30/06/2017	261		Medical Centre minor works	\$5,000		Painting complete; generator modification to commence.
1/07/2016	30/06/2017	261		Aged Friendly Community	\$5,000		Forum 8 March 2017; budget reduced due to rain event Jan 2017
1/07/2016	30/06/2017	261	88.1%	Netball Shelter	\$5,000		Quotes obtained for shelter; other works yet to be scoped.
1/07/2016	30/06/2017	261	88.1%	Shire housing - capital works and maintenance	\$42,780		Minor works still to be completed.
1/07/2016	30/06/2017	261	88.1%	Town Hall capital works	\$5,000		
1/07/2016	30/06/2017	261	Complete	Recreation Centre - capital works, maintenance, paving	\$15,000		Paving, windows, flyscreens.
1/07/2016	30/06/2017	261	88.1%	Pioneer Park reticulation and other works	\$12,900		Requires additional works to power - due early February; works will be adjusted to maintain budget
1/07/2016	30/06/2017	261	Complete	Admin Park playground retic and shadesail	\$8,162		
1/07/2016	30/06/2017	261		Solar lighting Railway Tce / Grace St	\$0		Cancelled due to rain event Jan 2017
1/07/2016	30/06/2017	261	88.1%	Aerodrome works	\$10,000		Public notice for survey submissions February 2017.
1/07/2016	30/06/2017	261	Complete	Railway Stn.	\$14,460	\$14,000	Paint, walls, ceiling
1/07/2016	30/06/2017	261	88.1%	Railway Barracks	\$6,000		March 2017: abolutions, repointing, walls.
1/07/2016	30/06/2017	261		IT Development	\$0		Cancelled due to rain event Jan 2017
1/07/2016	30/06/2017	261		Cemetery Bins	\$0		Deferred to 2017/18
1/07/2016	31/10/2016	87	Complete	Tennis Club works (child care prep and maintenance)	\$22,500	\$23,000	Minor signage required (signage budget).
1/07/2016	30/06/2017	261		Natural Resource Management	\$13,000		\$7,455 gravel pit rehabilitation
				Two way radio	\$0		Not required at this time.
				Amazing Race	\$0		Cancelled due to rain event Jan 2017
1/07/2016	30/06/2017	261	88.1%	Wylie Fair	\$16,000	\$15,861	Event 8 April
1/07/2016	30/06/2017	261		Community well-being	\$25,000		
				Arts and Culture - photo and art exhibit April 2017	\$0		Cancelled due to rain event Jan 2017
1/07/2016	30/06/2017	261		Heritage	\$15,000		
1/07/2016	30/06/2017	261	88.1%	Waterwise Council			Awaiting advice from WaterCorp
1/07/2016	30/06/2017	261	Complete	Active Smart			This programme ends in December 2016; the Shire will examine how the Active Smart concept can be adapted for Wyalkatchem's community health initiative.

#### 8.4.2 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL – WORKS MANAGER – DECEMBER 2016 AND JANUARY 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>	3 February 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 Works Managers Report for the months of December 2016 and January 2017 as presented.**

The major rain event 28-31 January 2017 resulted in major damage to roads and private property, predominantly south of Wyalkatchem. Early estimates put the cost of road restoration at \$467,000 plus \$50,000 in preventative works to mitigate future damage. This estimate, measurements and photos have been provided to Main Roads WA and the local parliamentary member. In the event the state government activates natural disaster arrangements (this is still to occur as at 9 February), a formal claim will be made for state assistance. Should this state assistance be forthcoming, the Shire of Wyalkatchem will be liable for approximately \$153,500 of the costs. In the interim, prioritised road grading and other work will occur so roads can open to traffic where safe to do so.

#### **Road Maintenance and Projects:**

Sealing works were completed on the following roads on the 18 and 19 of December 2016:

1. Wyalkatchem Nth Rd – 15,334 m2 (Purchase Order (PO) value: 15,424 m2];

2. Scott St – 1,925 m<sup>2</sup> [PO = 1,904 m<sup>2</sup>];
3. Nembudding Sth Rd (2 sections) – 22,966 m<sup>2</sup> [PO = 23,520 m<sup>2</sup>]

Total quantities summary		
Length	Area	Cost
5,930 m	40,255 m <sup>2</sup>	\$108,206

The actual amount sealed was slightly less than the purchase order amount of 40,848 m<sup>2</sup> due to reduced existing seal width on Wyalkatchem Nth Rd and actual length and floodway on Nembudding Sth Rd with a minor financial saving.

#### Nembudding South Rd – 18 December 2016



#### Wylie North Rd – 19 December





### **Upcoming works:**

- Sealing work at Wallambin Rd; Elsegood Rd and Tammin – Wyalkatchem Road;
- Two culverts, Cunderdin Road at budgeted \$108,000;
- Prioritised works to make safe roads and drainage damaged by the rain event of 28-31 January 2017.

### **Gravel Pits**

NA

### **Personnel**

Trevor Seaman has begun a 3 month (performance assessment) contract. Welcome Trevor.

Ashley Sutherland and Brett Reid are on annual and long service until the beginning of March 2017.

Training undertaken – testing and tagging by Chris Adams.

**Safe Work Method Statements:**

1. Spraying of Hazardous Chemicals;
2. Handling and Usage and Chainsaw Operation;

Completed by:

1. Chris Adams
2. Michael Gibbs
3. Trevor Seaman
4. Daniel Anderson

**Ranger Service:**

No major Ranger incidents to report.

**Town Maintenance Program:**

Shire commitments to Power Line Vegetation Clearances have been completed.

Spraying for weeds was completed mid-January.

Footpath repairs completed in Gamble St.

**Vandalism**

Tennis centre pump shed - relays were removed from the switch board;

Oval irrigation system - aerial for the telemetry control was cut and had the wires pulled out;

Admin Park reticulation – Solenoid wires pulled out.

All incidents have been reported to the police as criminal damage.

**Plant and Equipment:**

New Loader delivery is scheduled for the 27 February 2017 to Perth; local delivery is expected to be mid-March.

**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:** 3419

**Moved:** Cr Butt            **Seconded:** Cr Holdsworth

**That Council resolve the following:**

- 1. Accept the Works Manager Report of December 2016 and January 2017 as presented.**

**Vote:** 6/0

1640 Cr Holdsworth left the room

1646 Cr Holdsworth returned to the room

#### 8.4.3 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL – GOVERNANCE AND EMERGENCY – DECEMBER 2016 AND JANUARY 2017

<b>FILE REFERENCE:</b>	13.09.01
<b>AUTHOR'S NAME AND POSITION:</b>	Rachel Nightingale Administration Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	2 February 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. 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 2016 and January 2017 as presented**

#### **Appendix**

There is no attachment to this report

#### **Emergency Services**

The volunteer Identification photos as requested by the Department of Fire and Emergency Services (DFES) have been uploaded and some of the cards sent out to the volunteers.

A conversation was had with Mark Dickson, the aviation technical advisor for the Department of Parks and Wildlife (DPaW). He advised that the Wyalkatchem airport could easily be set up as a forward base. He has offered to attend the site in order to pin point the exact location for the water tanks. We are still waiting to have confirmation from DPaW as to whether they require us as a forward base.

DFES have introduced prescribed burn plans for Local Government, this means that any burns that are conducted by the shire in town will be subject to a comprehensive burn plan.

The Local Emergency Management Arrangements have been complete and sent out to all LEMC members for comment. It is hoped that the LEMA can be tabled at the LEMC meeting 15 February 2017.

We will be attending the Local risk workshop for the NEWROC group of Local Governments 28 February 2017. This is being run by the Office of Emergency Management to help local



governments understand their risk and assist local governments in completing the emergency risk management process.

DFES's Local Government Grants Scheme information was received by the shire at the end of December. DFES's offer to the shire of Wyalkatchem was \$22,410. The Shire's Insurance costs and a maintenance allocation of \$2000 for the bush fire brigades alone amount to \$18,500. Preliminary work has started in requesting more money to meet the needs of the bush fire brigades.

### **Health and Safety**

LGIS continue to visit monthly to keep us on track with our health and safety requirements. This month's task was to complete the Standard Operating Procedures (SOP's) for some of the Shire's high risk work. The chainsaw operation and the spraying of hazardous chemicals SOP have been completed.

The facilities emergency management project will commence in February. This is a joint project between LGIS and the shire of Wyalkatchem which will result in all council facilities having their own emergency management plans

### **Governance**

Price Consulting were engaged to conduct the CEO review process. This process should be completed by mid-March.

### **Consultation:**

Natalie Lincolne	Price Consulting
Mark Dickson	DPaW
Mark Giblett	DPaW
Chris Gilmour	LGIS
Greg Cook	LGIS
Peter Raykos	DFES

### **Statutory Environment:**

Local Government Act 1995

Local Government (Administration) Regulations 1996

Occupational Safety and Health Act 1954

### **Policy Implications:**

There is no Council Policy relative to this report.

### **Financial Implications**

There are no financial implications relative to this item

**Strategic Plan/Risk Implications**

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

**Voting Requirements**                      Simple Majority

**Council Decision Number:** 3420

**Moved:** Cr Gamble                      **Seconded** Cr Garner


**That Council resolve the following:**

- 1. Accept the Governance and Emergency Report for the month of December 2016 and January 2017 as presented.**

**Vote:** 6/0

**8.4.4 GOVERNANCE – REPORTING - PRINCIPAL ENVIRONMENTAL HEALTH OFFICER  
REPORT DECEMBER: NO REPORT THIS MONTH**

**8.4.5 GOVERNANCE – REPORTING – OFFICER REPORTS TO COUNCIL  
– COMMUNITY AND ECONOMIC DEVELOPMENT OFFICER–DECEMBER  
2016 AND JANUARY 2017**

<b>FILE REFERENCE:</b>	13.09.01
<b>AUTHOR'S NAME AND POSITION:</b>	Mikahla Wells Administrative Officer
<b>AUTHOR'S SIGNATURE:</b>	
<b>DATE REPORT WRITTEN:</b>	1 February 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 2016 and January 2017 as presented.**

**Appendix:** Recommended timeline for review of Disability Access and Inclusion Plan.

**Comment:**

**December 2016.** After doing some research and getting feedback from staff and community members, a list of recommendations has been made to reduce Council water usage by 30% by 2019. These include avoiding watering lawns and gardens between 10am and 4pm; use of wetting agents twice a year; and creating native, water wise gardens in Shire owned houses and are simple significant steps toward reducing water use each month. This reduction will not only benefit the Shire budget but also the environment and the community. An implementation plan is currently under development.

The Shire successfully applied for a Road Safety grant to support the Wyalkatchem Fair and a grant toward a WestCycle Bike Week event in March. This bike week event will involve a 'blender bike' from North Metropolitan Health Service Joondalup. Community members will be encouraged to head to Railway Terrace to ride the bike to blend their free smoothie and pedal at the same time! We are hoping this will be a novelty way to promote the use of bikes and also encourage healthy eating, exercise and social interaction to improve community well-being.

The Shire continues to work with business owners and community groups. During December discussions were had with Mr Noel Pommery who owns currently vacant buildings along Railway Terrace. This aligns with the Shires hopes to improve streetscape and Mr Pommery was enthusiastic to assist where possible. Discussions are continuing.

Research has taken place into the success and structure of 'Sports Committees' in surrounding towns. The purpose of creating such a group would be to improve success of funding and encourage groups to work together towards a common goal of improved participation and mental and physical health within our community. Such a group also has the potential to lift the pressure on volunteers. Both Koorda and Goomalling have similar committees and have been very helpful in sharing how those committees work and this information will be considered for local planning.

**January 2017.** The Shire has been successful in an application for a National Youth Week grant towards activities at the Wylie Fair in April.

AWESOME Arts have been confirmed to run some exciting workshops throughout the afternoon at the Wylie Fair. These workshops are engaging, inspiring and creative and will give participants something to take home at the end of the event.

Discussions with Dr Emmanuel Awogun have led to the creation of free activity sessions once a month beginning in February. Jules Austin will be running basic yoga sessions suitable and beneficial to people of all ages and abilities. The sessions are free and yoga mats can be provided to eliminate as many barriers as possible and encourage participation.

A review of the 2012-17 Disability Access and Inclusion Plan commenced late in January. The new DAIP is due by September, however Disability Services Commission recommends starting the review process six months prior to the due date to encourage community consultation and stakeholder engagement to be included in the updated plan. A proposed timeline is attached as reference.

**Consultation:**

Rachel Nightingale	Administrative Officer
Jennie Dagnall	Administrative Officer
Ian McCabe	CEO Shire of Wyalkatchem
Lynsey Gawley	CRC Coordinator
Megan Cromerty	North Metropolitan Health Unit
Noel Pommery	Rate Payer
Lisa Green	Chair person Koorda Sports Committee
Tahnee Bird	CDO Shire of Goomalling
Dr Emmanuel Awogun	Medical Practitioner – Wyalkatchem Medical Centre
Louise Leadbitter	Marketing manager AWESOME Arts
Jule Austin	Yoga Instructor

**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: 3421**

**Moved:** Cr Holdsworth      **Seconded:** Cr Garner

**That Council resolve the following:**

- 1. Accept the Community and Economic Development Officer's report for December 2016 and January 2017 as presented**

**Vote:** 6/0

## Timeline to develop or review a Disability Access and Inclusion Plan (DAIP)

This is a suggested timeline showing the main steps in the process. It is recommended to begin at least six months in advance.

For detailed information on the requirements for DAIPs, visit [www.disability.wa.gov.au](http://www.disability.wa.gov.au) > Business and government > Disability Access and Inclusion Plans > Steps for developing and reviewing a DAIP.

**Weeks 1-3:** Review previous work on disability access and inclusion:

- What has been achieved so far?
- What work needs to continue?

**Weeks 4-5:** Establish a DAIP working group and/or community advisory group.

**Week 6:** Plan the consultation process:

- identify stakeholders
- identify opportunities for communication and engagement.

**Weeks 7-10:** Begin to develop DAIP strategies:

- map service areas and identify potential barriers to inclusion
- consider issues that affect employees with disability
- develop potential strategies to improve inclusion
- develop a draft DAIP for consultation if this will help stakeholders provide better feedback.

**Weeks 11-16:** Engage with stakeholders:

- statutory consultation process – newspaper and website
- targeted consultation strategies
- internal consultation with staff, agents and contractors

**Weeks 17-20:** Write the DAIP and forward a draft to the Disability Services Commission for an initial check.

**Weeks 21-22:** Complete graphic design and layout if needed. Ensure the document itself is accessible.

**Weeks 23-26:** Finalise DAIP:

- arrange CEO or Council endorsement as appropriate
- plan communication strategies
- lodge with the Disability Services Commission.

**Week 27:** Upon endorsement by Disability Services Commission:

- statutory public notice – newspaper and website
- targeted communication strategies
- awareness raising with staff, agents and contractors.

- 9. Motions of which previous notice has been given**
- 10. Questions by members of which due notice has been given**
- 11. New business of an urgent nature introduced by the presiding person**
- 12. Matters for which the meeting may be closed**
- 13. Closure of Meeting: 16.49**