



Minutes

of the

Electors Meeting

held

Thursday 15 December 2016

At 6.30pm

In

The Wyalkatchem Town Hall

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Minutes of the Annual General Meeting of Electors held in the Wyalkatchem Town Hall, Wyalkatchem Thursday 15 December 2016.

1. DECLARATION OF OPENING & PRESIDENT'S WELCOME.

The presiding person, Cr Quentin Davies, declared the meeting open at 18.30.

1.1 Record of Attendance: Cr Garner, Cr Jones, Cr Gamble, Cr Butt, Cr Holdsworth, Cr Davies, Cr Gawley, Ian McCabe, Charlie Smith, Lyn Stewart, Bev McNee, Di Davies, Cr Tim Barling (City of Melville).

Apologies: Peter and Sheryl Wood, Will Nightingale, Roger McNee, June Smith

2. RECEIVING OF MINUTES OF PREVIOUS MEETING

Charlie asked if the shire had looked in to the leasing rather than purchase of machinery as per his question last year. Ian advised that they will look at the figures for leasing vs purchase for the grader and roller which are due for replacement in the next couple of years.

Charlie advised that the spraying around town was again done too late and could the shire have a planned spraying program. Cr Davies advised that this would be possible.

Bev mentioned about the untidiness of the town and how it is important to engage people to take pride in where they live. Bev made particular mention to the vacant blocks near the roadhouse and tyre shop. Ian advised that this will be looked into.

RECEIVING OF MINUTES OF PREVIOUS MEETING

Moved: Lyn Stewart

Seconded: Charlie Smith

All in favour

That the Minutes of the Annual General Meeting of Electors held at the Wyalkatchem Town Hall on the Thursday 17 December 2015 be received.

2.1 MINUTE DECLARATION – Minutes from previous electors meeting to be signed by the President

3. RECEIVING OF THE 2015/2016 ANNUAL REPORT

PRESIDENT'S REPORT

Once again, I am extremely proud to deliver my report for the financial year, this being for the year ending 30 June 2016. The council has had a busy twelve months with some very successful and exciting projects completed and others progressing well.

I'd like to acknowledge retiring Councillor David Holdsworth, who spent eight years on council, three of these years as my Deputy; Russell Wells who was a councillor for two years; and, Dennis Pease who was a councillor for four years; my thanks to each of you for your contributions to community and council.

The October 2016 elections resulted in new councillors Emma Holdsworth, Fred Butt and Stephen Gamble joining councillors Campbell Jones, Lynsey Gawley and Owen Garner, who along with me formed a new look council for Wyalkatchem. This young energetic council has embraced the challenges that every small community faces. They have undertaken elected member training and become more familiar with their roles and responsibilities while serving the council. Councillors have workshopped a number of strategies - long term and financial - some already reaching fruition, some in progress and others are to be realised in the future.

The resurfacing of the basketball/netball courts, refurbishment of the rec' centre kitchen and contribution to a new synthetic surface on the bowling green are examples of completed projects this year.

The importance of health care and catering for our ageing population is in the forefront of our planning at all times and it is extremely gratifying to see the Wyalkatchem Medical Practise under the management of Dr Emmanuel Awogun continuing to deliver a quality service to our community and our neighbours.

Aged care continues to be a challenge within our small community. As mentioned in last year's report, Council, in partnership with Wyalkatchem Senior Citizens Homes Trust Incorporated have an MOU to deliver a number of independent living units to the Wilson Street site. The first four of these are under construction and will be completed and ready for handover in December 2016. Also, Wyalkatchem along with ten other Wheatbelt local governments (known as CEACA) have been successful in securing substantial funding for the delivery of more units over the next two years for use in our region. We are continually in contact with both Federal and State Governments and other Departments investigating different options for the delivery of all necessary aged care requirements. Whilst some of these options may seem out our reach financially, we will continue to lobby for the best possible outcome for our communities.

The Local Emergency Management Committee in Wyalkatchem has become very well recognised throughout the regions. Our emergency management targets have been achieved and our emergency plan has been used as an example at other shires and this is largely due to the continued input and involvement of all stakeholders, thank you.

A number of events and achievements during 2015/16 are noteworthy:

- A successful Fly-in in April 2016 utilising the great facilities at the aerodrome saw a large number of planes and interested people visiting our town;
- The same busy weekend saw the Charity Ball held at the Town Hall, with proceeds going to Motor Neurone Disease, which was very well supported by our community and beyond;

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- The Aglime Cup was once again held and there was great support from those that were playing and everyone who helped organise the weekend; and,
 - Australia Day was celebrated with citizenship awards going to John Martin for his tireless contribution to the community; Mikahla Wells was awarded the junior citizenship; and the event award went to the production 'Soldering On', produced by Paul de Pierres.

Paul was also acknowledged for his enormous passion and service to the community when he received the Medal of the Order of Australia in this year's national awards.

As I have done in the past, I want to thank the staff at the shire. The outside crew, managed by Trevor Webb, had a particularly difficult year with weather conditions causing ongoing issues. Their efforts to complete a number of projects along with the usual maintenance programs on our roads as well as in town need to be applauded.

The administration staff have once again delivered excellent support and advice not only to elected members but to the general community - their commitment and dedication is greatly appreciated.

I would also like to mention the contribution that our volunteers make to our community. All volunteers make a difference to how we are able to go about our day to day duties and the shire absolutely appreciates their efforts.

My thanks to Ian McCabe. Ian has built an extremely professional attitude for all those around him which I believe has set this organisation up to move into future years with certainty and financial stability. No one can question his commitment to task and his attention to detail.

As mentioned earlier we have a new look council and I would sincerely like to thank my fellow elected members for their dedication, commitment, passion and above all support and loyalty. Council time certainly comes with sacrifices and I thank all our families for their understanding and support.

Finally I once again call on all community members to embrace and engage with council and organisations, rather than be critical or negative focus on the positives and work with the strengths. Working and supporting each other along with our local businesses can only build a better place to live now and into the future.

Cr Quentin Davies
Shire President

CHIEF EXECUTIVE OFFICER'S REPORT

It's my pleasure and privilege to deliver this Chief Executive Officer's report for the financial year 2015/16. In last year's report, I laid out some of the key drivers behind Council decisions and many of these revolved around improving financial performance, which is key to providing opportunity and flexibility in decision making. In this report, I want to present some of the framework that your Council works within to improve the performance of the organisation and ask you, the community, to work with Council to deliver on the promise of the future.

In accordance with the *Local Government Act 1995*, Council appoints the Chief Executive Officer who is delegated to deliver the operations of the Shire. The Chief Executive Officer may delegate this responsibility to other persons and together they will manage Council facilities, resources and programmes for the benefit of all residents and ratepayers. This includes the delivery of services, projects and strategies decided by Council that are consistent with the Purpose of the Council of 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 meets at least twice each month except January, usually on the first and third Thursday of the month. At the first meeting each month, staff brief Council on operations and those matters of planning or strategic importance. Council discuss these issues with staff and invited guests from government and other parties. The public is welcome to attend most of these meetings, except where there are considerations of confidentiality. Additional meetings or workshops are held when important issues arise or budgets are being prepared.

'Ordinary' meetings of Council have a more formal meeting procedure (known as standing orders) and a published agenda and published minutes are available on request as a printed document or may be viewed at the Shire website. The public is also welcome to attend these meetings and they may also feature some confidential items, although Council seeks to limit the number of these types of items. The dates and times of regular Council meetings are published at the start of each year and re-published to encourage attendance. In 2015/16, there were 11 ordinary meetings of Council and an electors' meeting is held at the end of each calendar year.

Occasionally, an urgent matter may mean that a 'special meeting' of Council will be held, most often to address matters such public tenders or conditions of contract. In 2015/16, there were four special meetings of Council and decisions were made about agreements or tenders for independent living units for the aged at each of these meetings.

Across the meetings of Council, 186 decisions were made about a wide range of serious and difficult matters, including aged care, plant replacement, recruitment and employment conditions, sale of properties for overdue rates, building and development, planning and land use, legislative compliance, finance and audit, regional relations, animal control, leases and long term strategic planning.

Your Council comprises seven councillors and elections are held in October of each second year. The Councillors elect one of their number as President, who presides over meetings. In 2015, three councillors were appointed as elected members and the next election is due October 2017. The range in ages and background of councillors means that your Council knows

and strongly represents this community. In 2015/16, your Council worked hard to improve their skills in finance, land use planning and strategic planning, attending a number of formal and informal training sessions and represented this Shire in meetings with community groups and other councils. On behalf of the community, I thank all elected members for their contributions to Council and their support of staff in their work.

The workforce of Council is a small team that accomplishes a great deal. As at 30 June 2016, there were five administration staff and eight outdoor staff delivering a wide range of programmes and services. The Environmental Health Officer is a shared resource with five other local governments. Council employees work with other councils, government, businesses and community groups to maximise value to ratepayers and deliver the budgeted programmes and services. The community can be very proud of the standard of work and the outcomes produced by the whole team. On behalf of the community and Council, I sincerely thank all staff for their hard work and positive contributions to the community.

The main tool for guiding council efforts is the budget, approved by Council in June of each year. This document is informed by Council's strategic plans (such as the Strategic Community Plan) and is framed by legislation and accounting standards. The aspirations of the community and council's strategic priorities are reviewed against the context of past performance – the better the Shire performs in making savings, preserving reserves and remaining within budgeted amounts, the more likely Council is able to deliver on new programmes and expanded services. The budget process involves inviting public submissions; preparation of briefings by staff; and several months of discussion and workshopping by Council. The budget is designed to meet the purpose of the Council while balancing the expectations of all stakeholders and aims to deliver on services, preserve wealth for the future and make targeted investment in facilities and infrastructure that aligns with community planning.

This requires discipline, financial rigour and a continuous review of all activities. In this financial year, the local government has demonstrated such characteristics by increasing financial reserves (\$343,551); increasing productivity; improving governance (the first local government in Western Australia to meet the state government's State Risk Plan criteria); and delivering a number of projects for the benefit of the community (including the replacement of a netball court, support for a new bowls surface, upgraded road plant, youth projects including the school camp, support for the medical centre, the aged and housing and many other community programmes including the Wylie Fair).

The performance by your local government has garnered positive feedback in the Department of Local Government's 'Better Practice' report with observations that the Shire is best practice for financial management and emergency services and has a productive and positive workplace culture. In addition, the auditor's report for 2015/16 notes that Wyalkatchem is in a sound financial position; there are no issues for improvement in internal control; and that financial ratio performance exceeds expectations for local government.

In 2015/16, following extensive public consultation, the local government delivered a renewed strategic community planning framework and Council planning, projects and reports will be aligned to these six key outcomes.

- Healthy, strong and connected communities;
- A prosperous and dynamic district;
- A sustainable natural and built environment;
- An effective voice;

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- A well-managed and effective Council organisation;
 - Well utilised and effectively managed facilities and assets.

Consider your contribution to this future, whether volunteering, nominating for Council, providing feedback to the Shire or supporting a local business. Your positive contribution to any group is an important step in maximising opportunity and preserving services in this community.

In closing, I offer a few thanks: sincere thanks to my President Cr Quentin Davies for his advice, support and valuable counsel; to the whole Council for the consideration given to serious matters of policy and their work on behalf of all residents; to my staff for smarts, effort, sincerity, team work and dedication to the cause while providing me with great advice and support; to all our families, wholehearted thanks for your contributions and understanding; and to the community, for embracing positive change and contributing as volunteers and active supporters in making Wyalkatchem a safe, healthy and happy place to live.

Ian McCabe
Chief Executive Officer
9 November 2016

MANAGER OF WORKS - INFRASTRUCTURE SERVICES REPORT

Note: a Full-Time Equivalent is 1,976 hours per year at 38 paid hours per week. A part-time role is a proportion of 1,976 hours (for example 0.5 full-time equivalent is 988 hours).

The 2015/16 budgeted hours for Works was 7.2 Full-Time Equivalents (14,227 hours). This excludes those projects where contractors provide additional services such as roads, engineering and the gardening contract. As at 30 June, there were seven full-time employees and one part-time cleaner (7.7 full-time equivalents). In addition, 661 hours of casual labour and contractors were engaged (0.4 Full-Time Equivalents), a total of 16,006 hours. Where hours were used in gardening up to 30 June, there were equivalent or greater savings made as the gardening contract ceased 7 April 2016 and was brought in-house. The Manager of Works tendered his resignation 9 June 2016, effective 31 August 2016, 10 months prior to end of contract. Recruitment was due to occur in the new financial year.

At 30 June 2016, the team included:

- Ashley Sutherland – Leading Hand / Machine Operator and Ranger
- Brett Reid – Machinery Operator
- Michael Gibbs – Machinery Operator
- Geof Kukura – Machine Operator and General Hand
- Daniel Anderson – General Hand and Town Gardener
- Kathleen Guthrie – (part-time) Cleaner
- Trevor Webb – Manager of Works

Roads:

Maintenance grading was completed late September 2015, utilising a hired 140H grader to support the Shire's 120M. Several areas encountered washouts and floodway damage during extraordinary rainfall events at Easter 2016. Sustained rain events into the new financial year delayed some repairs.

A total of 16,000 m³ of gravel was pushed up for road sheeting and the Shire is grateful to those property owners who contributed materials. Two borrow pits were rehabilitated in line with shire policy. In the main, roads projects are funded by state and federal funding streams and these are tied to specific road types and project outcomes and are subject to acquittal and audit.

Major projects included:

- Nembudding South – 3km of re-seal to degraded road surface;
- Koorda/Wyalkatchem Road had a further 2.5km of shoulders cleared, widened and sheeted;
- Tammin/Wyalkatchem Road had a further 5km of shoulder clearing, sheeting, cement stabilising and sealing;
- McLean Street – Reconstructed and sealed to remove flooding issues and replace degraded seal;
- Rifle Range Rd - SLK 3.92 - 5.92 (2.00 km); Hardwick Rd - SLK 6.82 - 7.52 (0.70 km); Byrne Rd - SLK 0.00 - 1.50 (1.50 km); clearing verges, widening and sheet to 8m with new road-base;
- Various works at Piesse St; Cemetery Rd; Grace St; and Sports Complex Access Rd (behind buildings).

In addition, related works included improvements to sight clearances; roadside spraying; road-marking and street sweeping.

Assets:

High historical machinery costs and advanced fleet age have been progressively addressed in recent years. In 2015/16, plant replacements included a New Holland 100HP tractor with loader and fork assembly; an Isuzu Giga Tipper with dolly; and an updated town utility. The Komatsu front end loader will be replaced in 2016/17. Provision for plant replacement is made in Council's reserve funds each year.

Servicing has been maintained to a high standard and employees conduct pre-start routines to minimise equipment failure. Given that, failures do occur from time to time and the Komatsu unit required a transmission rebuild at a cost of \$25,000.

Waste Management:

New waste management pits with over 9,000 m³ of storage were constructed in late 2015 but extensive rain has caused access issues, which are being addressed. Waste management indicators in 2015/16 included:

- Kerbside Collections averaged 18 tonnes per month;
- Bulk recycle bins are well utilised by the community with monthly collections of five tonnes of newspaper and 5.5 tonnes of cardboard, plastic, cans, and glass; and,
- New powder-coated bins with historical scenes were installed along Railway Terrace, replacing the old style 120l wheelie bins and improving the streetscape.

Swimming Pool:

The three-year management contract with Contract Aquatics expired at the end of the swim season and will be subject to tender in the new financial year. There have been ongoing issues with leaks for some years which have been addressed as they arise. The Shire is allocating funds to have major works conducted within two years to extend the life of the facility. Works at the pool centre in 2015/16 included: construction of a storage shed; replacement of children's pool handrail; upgrades to the reticulation; paving and fencing; and, sealing and kerbing to the access road.

Parks and Gardens:

Contract garden services ceased in April 2016 and the Shire has brought the maintenance of parks and gardens in-house. Increased rainfall and vegetation has required increased slashing and spraying.

Town Maintenance:

The Correctional Services works team have been of great assistance in carrying out work at Pioneer Park; the Swimming Pool; painting the Recreation Centre; paving at the Cemetery; and pulling down and reinstating the new netball / basketball court fencing.

Key Shire works to facilities in 2015/16 included:

- Cemetery internal road stabilised and sealed; kerbing installed and two Gazebo's with planters constructed with paving;

- One netball / basketball court removed and surface replaced;
- New concrete footpaths constructed opposite 'The Bushel' on Railway Terrace with additional pram ramps installed and several trip hazards removed;
- Recreation Centre kitchen renovated (funded by Shire and Federal funds on a 50-50 basis); special needs ablutions updated;
- Shire facilities received annual maintenance with as well as some major repairs including roof replacements, wiring upgrades and plumbing modifications; electrical work at the aerodrome and some runway delineation repairs.



Trevor Webb
Works Manager

INDEPENDENT AUDITOR'S REPORT TO THE RATEPAYERS OF THE SHIRE OF WYALKATCHEM

Report on the Financial Report

We have audited the accompanying financial report of the Shire of Wyalkatchem, which comprises the Statement of Financial Position as at 30 June 2016, statement of comprehensive income by nature or type, statement of comprehensive income by program, statement of changes in equity, statement of cash flows and the rate setting statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the statement by Chief Executive Officer.

Management's Responsibility for the Financial Report

Management is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting, the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended) and for such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud and error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by council, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have followed applicable independence requirements of Australian professional ethical pronouncements.



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INDEPENDENT AUDITOR'S REPORT TO THE RATEPAYERS OF THE SHIRE OF WYALKATCHEM

Auditor's Opinion

In our opinion the financial report of the Shire of Wyalkatchem is in accordance with the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended), including:

- (a) giving a true and fair view of the Shire's financial position as at 30 June 2016 and of its operating results for the year ended on that date; and
- (b) complying with Australian Accounting Standards (including the Australian Accounting Interpretations), the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

Other Matters

In accordance with the Local Government (Audit) Regulations 1996, we also report that:

- (a) There are no matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the Shire.
- (b) No matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law were noted during the course of our audit.
- (c) All necessary information and explanations were obtained by us.
- (d) All audit procedures were satisfactorily completed in conducting our audit.
- (e) In relation to the Supplementary Ratio Information presented at page 59 of this report, we have reviewed the calculations as presented and in our opinion these are:
 - i) Based on verifiable information; and
 - ii) Reasonable assumptions.



Paul Gilbert, Director
Macleod Corporation Pty Ltd
Dated this 24th day of October 2016

(iv). FINANCIAL REPORT (Chief Executive Officer to provide overview).

- A copy of the financial report can be found in the Annual report

That the Annual Report for the year ended 30 June 2016 be received.

Moved: Charlie Smith

Seconded: Lyn Stewart

All in favour

4. GENERAL BUSINESS

Charlie asked about the cats around town. There are a lot around the streets at night making a lot of noise. Cr Davies advised that the problem is the owners. Ian advised that we will look in to it. Charlie asked about the footpaths around town and whether bitumen rather than concrete. Craig will look into this. Charlie mentioned about the shrubby trees near the Wilson Street units, they are in the middle of the footpath. Ian to look in to this.

Lyn asked if there was a plan for footpaths particularly by the new units.

Bev mentioned that she thought the swimming pool changing rooms were dated and behind those of other towns and our facilities are not favourably comparable compared to our rates versus other similar towns. Ian advised that the shire have to prioritise.

Ian advised that the number of adults visiting the pool has increased by 70% and kids visiting has increased by 30% since free entry was introduced. Lyn said that she didn't think free entry was a good idea. Ian advised that entry fees were on average \$7,000 a year and the annual cost to run and maintain the swimming pool is around \$130,000 a year.

Bev suggested that we employ a gardener as the town is looking unkept and blocks are looking untidy. Cr Davies advised that this is being looked at and things will look a lot better next year.

Bev asked about the Compliance Audit Return and who was responsible for completing it. Ian advised that this is done between himself, the senior finance officer and the governance officer. Bev added that she has been reading the CCC report about the Dowerin shire and would like clarification on what the shire has in place to stop this sort of corruption happening in Wyalkatchem.

Ian advised that there is a separation of duty in the office. He, himself cannot generate any payments. He can authorise a payment generated by another staff member but that is it.

Cr Garner advised that the elected members are offered regular training, which they undertake when time permits.

Cr Davies invited Bev to attend any workshop or council meeting next year to ask any question she wanted and to participate in discussions.

Bev commends the councillors for taking on the councillor role and thanked them for doing so. Bev added that she is not trying to be difficult or in her observations about the town; she just wants Wylie to be a place that people can be proud of.

4.1 Questions received on notice - no questions

Cr Davies thanked Di, Lyn, Charlie, Bev and Tim very much for attending the meeting. Cr Davies advised that he was disappointed with the number of people who turned out.

5. CLOSURE OF MEETING: 19.40