



AGENDA

Ordinary Council Meeting

To be held in Council Chambers, Wolfram Street Westonia

Thursday 21st March 2019

Commencing 3.30pm

Dear Councillors,

The next Ordinary Meeting of the Council of the Shire of Westonia will be held on Thursday 21st March 2019 the Council Chambers, Wolfram Street, Westonia.

Lunch – 1.00 pm

Department of Planning – 1.15pm

Discussion Period – 1.30 pm – 2.30 pm

Audit Committee Meeting -3.00pm

Afternoon Tea – 3.00 pm –3.30 pm

Council Meeting – 3.30 pm

JAMIE CRIDDLE
CHIEF EXECUTIVE OFFICER
18 March 2019



Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Westonia for any act, omission or statement or intimation occurring during Council meetings.

The Shire of Westonia disclaims and liability for any loss whatsoever and howsoever caused by arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during the Council Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does that persons or legal entity's own risk.

In particular and without derogating in any way from the board disclaimer above, in any discussion regarding any planning application or application for a license, any statement or intimation made by any member or Officer of the Shire of Westonia during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Westonia.

The Shire of Westonia warns that anyone who has any application lodged with the Shire of Westonia must obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Westonia in respect of the application.

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1. DECLARATION OF OPENING

The President, Cr Day welcomed Councillors and staff and declared the meeting open at 3.30pm.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Councillors:

Cr KM Day	President
Cr WJ Huxtable	Deputy President
Cr DL Geier	
Cr RS Corsini	
Cr JJ Jefferys	
Cr RA Della Bosca	

Staff:

Mr. JC Criddle	Chief Executive Officer
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Members of the Public: Nil

Apologies: Nil

Approved Leave of Absence: Nil

3. PUBLIC QUESTION TIME

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATIONS

That the minutes of the Ordinary Meeting of Council held on 21st February 2019 be confirmed as a true and correct record.

OFFICER RECOMMENDATIONS

That the minutes of the Audit Committee Meeting of Council held on 21st February 2019 be confirmed as a true and correct record.

6. RECEIVAL OF MINUTES

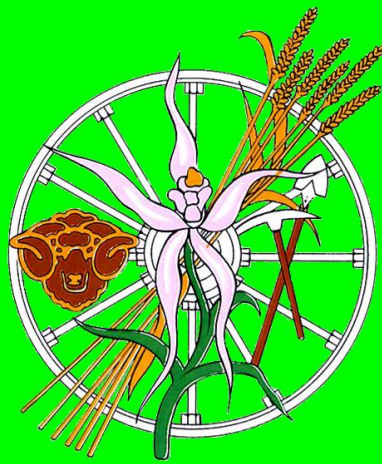
OFFICER RECOMMENDATIONS

That the minutes of the Wheatbelt Communities Meeting of Council held on 27 February 2019 be received.
That the minutes of the WEROC Council Meeting of Council held on 27 February 2019 be received.
That the minutes of the LEMC Meeting of Council held on 7th March 2019 be received.

7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

The President, Cr Day advised having attended the following meetings:

Shire of Westonia



RECEVIAL OF MINUTES

WHEATBELT COMMUNITIES INC

Meeting of Wheatbelt Communities Inc

Wednesday 27 February 2019

Shire of Yilgarn Council Chambers, commencing at 9.58am

MINUTES



Shire of Bruce Rock



Shire of Kellerberrin



Shire of Merredin



Shire of Westonia



Shire of Yilgarn

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Wheatbelt Communities Inc

An In-person Meeting of Wheatbelt Communities Inc held at the Shire of Yilgarn Council Chambers, commencing at 9.58am

MINUTES

1. OPENING AND ANNOUNCEMENTS

The Chair, Onida Truran opened the meeting at 9.58am welcoming all in attendance.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Ms Onida Truran, Chair
Mr Jamie Criddle, Treasurer
Mr Peter Clarke, Member
Mr Rod Forsyth, Member
Mr Ken Hooper, Member
Mr Darren Mollenoyux, Member
Mr Greg Powell, Member

Mr Ram Rajagopalan, Deputy Member for Stephen Strange and voting delegate in his absence
Mr Brett Sibly, Deputy Member for Raymond Griffiths and voting delegate in his absence

Ms Helen Westcott Joint Executive Officer

2.2 Apologies

Mr Raymond Griffiths, Secretary
Ms Karin Day, Member
Mr Stephen Strange, Member

2.3 Guests

Mr Anthony Quahe, Civic Legal
Mr Neil Hartley, Civic Legal
Ms Melanie Fraser, Civic Legal

3. DECLARATION OF INTEREST

Pursuant to Clause 18 of the Wheatbelt Communities Inc Constitution, Members must declare to the Chairman any potential conflict of interest they may have in a matter before Wheatbelt Communities Inc as soon as they become aware of it. Members and Deputies may be directly or indirectly associated with some recommendations of Wheatbelt Communities Inc. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

This is in accordance with Clause 18.4 of the Constitution which states:

18.4 *When a member or employee discloses a pecuniary interest he or she may neither participate in discussions nor take any part in the decision making process in respect to that matter nor be present when the matter is being discussed or voted upon.*

Nil

4. PRESENTATIONS/MEETINGS

Nil

5. MINUTES OF MEETINGS

5.1 Minutes from the Wheatbelt Communities Inc Meeting held Wednesday 24 October 2018 (Attachment)

Minutes of the Wheatbelt Communities Inc Meeting held Wednesday 24 October 2018 have previously been circulated.

RECOMMENDATION:

That the Minutes of the Meeting of Wheatbelt Communities Inc held Wednesday 24 October 2018 be confirmed as a true and accurate record of the meeting.

RESOLUTION:

Moved: Darren Mollenoyux

Seconded: Ken Hooper

That the Minutes of the Meeting of Wheatbelt Communities Inc held Wednesday 24 October 2018 be confirmed as a true and accurate record of the meeting.

CARRIED

5.2 Business Arising from Meeting of Wheatbelt Communities Inc held Wednesday 24 October 2018

Nil

6. MATTERS FOR NOTING

6.1 Complying with the Associations Incorporation Act 1987 – Self-Check (Attachment)

The Department of Commerce publishes a self-check for incorporated bodies such as Wheatbelt Communities Inc (Wheatbelt Communities). The purpose of the self-check is to assist in determining whether a group such as Wheatbelt Communities Inc (WCI) is complying with each section of the *Associations Incorporation Act 2015*.

A copy of the self-check forms an attachment to the meeting agenda.

In relation to record keeping, the Executive Officer will have available for inspection at each in-person meeting of Wheatbelt Communities Inc the following records:

- A copy of the certificate of incorporation;
- A copy of the Wheatbelt Communities Inc Constitution;
- The Members Register; and
- The Record of Office Bearers.

These records are available for inspection at this meeting of WCI.

The Executive Officer has also contacted all WCI's members to confirm their preferred contact details. All members have responded to the request for confirmation.

No action is required.

Noted

6.2 Complying with the Associations Incorporation Act 1987 – Lodgement of Wheatbelt Communities Inc Annual Information Statement for the 2017/2018 Financial Year

The Executive Officer has completed and lodged WCI's annual information statement for the 2017/2018 financial year. Completion of the annual statement is required under the *Associations Incorporation Act 2015 s 156 Associations Incorporation Regulations 2016 r 15*.

No action is required.

Noted

7. MATTERS FOR DECISION**7.1 Wheatbelt Communities Inc Financial Statement 31 January 2019**

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 17 February 2019

Attachments: Nil

Background:

Presenting the Wheatbelt Communities Inc (Wheatbelt Communities) Statement of Receipts and Payments for the period ending 31 January 2019

Executive Officer Comment:

Note 1	Annual Subscription for the 2018/2019 year invoices have been issued. At the 31 January 2019, all 2018/2019 subscriptions had been paid. One further subscription for 2017/2018 incorrectly paid to WE-ROC has been transferred and an outstanding subscription for 2017/2018 has now been paid.
Note 2	Accounts 1723 and 1725 relate to the financial management and audit of the organisation.

Voting Requirement: Simple majority

RECOMMENDATION:

That the Wheatbelt Communities Inc Financial Report for the period ending 31 January 2019 be received.

RESOLUTION: Moved: Greg Powell

Seconded: Darren Mollenoyux

That the Wheatbelt Communities Inc Financial Report for the period ending 31 January 2019 be received.

CARRIED

Wheatbelt Communities Inc				
ABN 28 416 957 824				
1 July 2018 to 31 January 2019				
		Budget 2018/2019	Actual to Date	Notes
	Committee Income			
500	General Subscriptions	\$ 10,000	\$ 14,000.00	1
0575	Wheatbelt Community Interest	\$ 10	\$ 15.42	
	Project Income			
519	Project and Consultancy Fund	\$ -		
	GST Output Tax		\$ 1,400.00	
	GST Refunds			
	Total Receipts	\$ 10,010	\$ 15,415.42	
	Committee Expenses			
1724	Bank Fees & Charges	\$ 100	\$ -	
	Executive Services	\$ 5,000	\$ -	
	Meeting Expenses	\$ 500	\$ -	
	Chair Expenses		\$ -	
1723	Financial Services	\$ 1,000	\$ 876.00	2
1725	Audit Fees	\$ 750	\$ 525.00	2
	Insurance	\$ 2,000		
	Committee Training Expenses	\$ -		
	Project Expenses			
1842	Consultancy General	\$ 2,000		
	Sundry			
	GST Input Tax		\$ 140.09	
	Ato Payments		\$ 1,533.00	
		\$ 11,350	\$ 3,074.09	
	Net Position	-\$ 1,340	\$ 12,341.33	
	OPENING CASH 1 July	\$ 7,905	\$ 16,094.35	
	CASH BALANCE	\$ 6,565	\$ 28,435.68	

7.2 List of Accounts Paid**Author:** Helen Westcott, Executive Officer**Disclosure of Interest:** No interest to disclose**Date:** 17 February 2019**Attachments:** Nil**Executive Officer Comment:**

Accounts paid during the period 13 October 2018 to 15 February 2019

Accounts Paid:

Cheque/EFT	Date	Payee	For	Amount incl GST
EFT	241018	Australian Taxation Office	Quarter 1 BAS	933.00
EFT	061118	Up to Date Accounting	Accounting Services October 2018	105.60
EFT	111218	Up to Date Accounting	Accounting Services November 2018	66.00
EFT	080219	Up to Date Accounting	Accounting Services December 2018 and January 2019	171.60
EFT	080219	Australian Taxation Office	Quarter 2 BAS	327.00
				Total \$1,603.20

RECOMMENDATION:

That the list accounts paid for the period 13 October 2018 to 15 February 2019 totalling \$1,603.20 be endorsed.

RESOLUTION: Moved: Rod Forsyth

Seconded: Jamie Criddle

That the list accounts paid for the period 13 October 2018 to 15 February 2019 totalling \$1,603.20 be endorsed.

CARRIED

7.3 Audit Report Financial Year ended 30 June 2018 (Attachment)

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 21 February 2019

Attachments: Audited Financial Statement 2017/2018

Background:

At the Wheatbelt Communities Inc Annual General Meeting held on 24 October 2018 considered the Draft Financial Report, Representation Letter and the Management Letter and resolved as follows:

RESOLUTION: *Moved: Greg Powell Seconded: Ken Hooper*

That Wheatbelt Communities:

- 1. Approve the Draft Financial Report and Representation Letter and authorise the Chair and Executive Officer, as appropriate, to sign the documents; and*
- 2. Note the Management Letter.*

CARRIED

Executive Officer Comment:

Following the Annual General Meeting the documents were signed and submitted to the auditors AMD Chartered Accountants for final approval and return to the Executive Officer.

RECOMMENDATION:

That Wheatbelt Communities Inc notes the 2017/2018 Audited Financial Report.

RESOLUTION: *Moved: Greg Powell Seconded: Jamie Criddle*

That Wheatbelt Communities Inc notes the 2017/2018 Audited Financial Report.

CARRIED

7.4 Demos from the Wheatbelt

File Reference: 013-2 Strategic and Future Planning
135-5 Economic Sustainability

Author: Helen Westcott, Executive Officer

Portfolio: Shared Function

Disclosure of Interest: No interest to disclose

Date: 24 February 2019

Attachments: Nil

Background:

The Shire of Yilgarn received correspondence from West Australian Music (WAM) seeking its support for one of its projects, Demos from the Wheatbelt.

This project follows on from a larger project, Sounds, delivered in the region in 2014.

Through these projects, WAM takes the full, professional recording studio experience out of the city and into regional WA in locations where these types of facilities simply do not exist. For many people living in regional WA, the opportunity to progress their own artistic aspirations and professionally record their music is not possible, unless they travel to Perth.

WAM still needs to raise some of the funds necessary to deliver this project, and are asking Shires across the Wheatbelt region to consider making a modest investment in the project, which in turn is an investment in the artists that will be selected to participate in the recordings.

A brief proposal and outline of the project can be viewed by following the link below.

<https://www.dropbox.com/sh/zpnmexerttc0sbd/AADt8ZjH0ncwPkZN0dIXqmepa?dl=0>

The Shire of Yilgarn has requested the matter for Wheatbelt Communities Inc's consideration as it views the project of value and one which could contribute to building creative capital across each of the member Councils.

The WEROC Executive considered the request when it met on Wednesday 13 February 2019, at which time it resolved as shown below:

RESOLUTION: *Moved: Greg Powell* *Seconded: Jamie Criddle*

That the WEROC Executive recommend to Wheatbelt Communities Inc that a donation of \$1,000 be made to West Australian Music (WAM) seeking its support for one of its projects, Demos from the Wheatbelt, subject to WAM providing advice on:

- a) The level of funds being sought from participating Councils across the Wheatbelt; and*
- b) What happens to a donation should the project not proceed due to lack of sufficient funding.*

CARRIED

Executive Officer's Report:

As reported to the WEROC Executive, there are sufficient funds within the current Wheatbelt Communities Inc account for a donation to be made.

Consultation: Nil

Financial Implications: As yet unknown

Voting Requirement: Simple Majority

RECOMMENDATION:

That Wheatbelt Communities Inc make a donation of \$1,000 to West Australian Music (WAM) in support for one of its projects, Demos from the Wheatbelt, subject to WAM providing advice on:

- a) The level of funds being sought from participating Councils across the Wheatbelt; and
- b) What happens to a donation should the project not proceed due to lack of sufficient funding.

RESOLUTION: **Moved: Jamie Criddle**

Seconded: Greg Powell

That Wheatbelt Communities Inc make a donation of \$1,000 to West Australian Music (WAM) in support for one of its projects, Demos from the Wheatbelt, subject to WAM providing advice on:

- a) The level of funds being sought from participating Councils across the Wheatbelt; and**
- b) What happens to a donation should the project not proceed due to lack of sufficient funding.**

CARRIED

FINAL DRAFT

8. OTHER MATTERS

Nil

9. FUTURE MEETINGS

To be advised

10. CLOSURE

There being no further business the Chair closed the meeting at 10.03am.

DECLARATION

These minutes were confirmed by the Wheatbelt Communities Inc at the meeting held _____

Signed _____
Person presiding at the meeting at which these minutes were confirmed

Council Meeting

Wednesday 27 February 2019

Council Chambers, Shire of Yilgarn, commencing at 10.03am

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WEROC

Wheatbelt East Regional Organisation of Councils

Shires of Bruce Rock, Kellerberrin, Merredin, Westonia, Yilgarn

Council Meeting to be held in the Shire of Yilgarn's Council Chambers commencing at 10.03am

MINUTES

1. OPENING AND ANNOUNCEMENTS

The Chair, Cr Truran opened the meeting at 10.03am welcoming all in attendance.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Cr Onida Truran (Chair)
Cr Ram Rajagopalan
Mr Darren Mollenoyux
Cr Rod Forsyth
Mr Brett Sibly
Cr Ken Hooper
Cr Romolo Patroni
Mr Greg Powell
Mr Jamie Criddle
Mr Peter Clarke

Ms Helen Westcott

President, Shire of Yilgarn
Deputy President, Shire of Bruce Rock
CEO, Shire of Bruce Rock
President, Shire of Kellerberrin
D/CEO, Shire of Kellerberrin
President, Shire of Merredin
Councillor, Shire of Merredin
CEO, Shire of Merredin
CEO, Shire of Westonia
CEO, Shire of Yilgarn

Joint Executive Officer

2.2 Apologies

Cr Stephen Strange, President Shire of Bruce Rock
Mr Raymond Griffiths, CEO Shire of Kellerberrin
Cr Karin Day, President Shire of Westonia

2.3 Guests

Mr Anthony Quahe, Managing Principal, Civic Legal
Mr Neil Hartley, Governance Consultant, Civic Legal
Ms Melanie Fraser, Governance Assistant, Civic Legal

Mr Grant Arthur, Acting CEO Wheatbelt Development Commission (entered the meeting at 10.45am)
Ms Kristin Twine, Research Officer, Wheatbelt Development Commission (entered the meeting at 10.45am)

3. PRESENTATIONS/MEETINGS

3.1 Risk and Compliance – a Joint Approach – Presentation by Mr Anthony Quahe and Mr Neil Hartley of Civic Legal (Attachment)

At the WEROC Council Meeting held Wednesday 22 August 2018 it was agreed that representatives from Moore Stephens and Civic Legal be invited to the October Meeting of WEROC Council to discuss the services the respective organisations provide to assist Councils meeting their governance and compliance obligations.

Whilst Civic Legal was unable to accept WEROC's invitation for the October 2018 meeting they have accepted an invitation to meet with WEROC Council at its first meeting in 2019.

A copy of the PowerPoint presentation used during the discussions forms an attachment to the minutes of the meeting.

3.2 Discussions with Officers from the Wheatbelt Development Commission (WDC)

Ms Kristin Twine has been appointed to work with the WDC, based in Merredin, until the end of the current financial year.

Grant Arthur, the A/CEO of the WDC will be attending the meeting with Kristin to introduce her to Member Councils and outline the work the WDC is hoping to undertake in the coming months.

4. MINUTES OF MEETINGS

4.1 Minutes from the Council Meeting held Wednesday 24 October 2018 (Attachment)

Minutes of the Council Meeting held Wednesday 24 October 2018 have previously been circulated to Member Councils.

RECOMMENDATION:

That the Minutes of the Council Meeting held Wednesday 24 October 2018 be confirmed as a true and correct record.

RESOLUTION:

Moved: Mr Mollenoyux

Seconded: Cr Forsyth

That the Minutes of the Council Meeting held Wednesday 24 October 2018 be confirmed as a true and correct record.
CARRIED

4.2 Minutes from the Executive Meeting held Wednesday 28 November 2018 (Attachment)

Minutes of the Executive Meeting held Wednesday 28 November 2018 have previously been circulated to Member Councils.

RECOMMENDATION:

That the Minutes of the Executive Meeting held Wednesday 28 November 2018 be received.

RESOLUTION:

Moved: Cr Forsyth

Seconded: Mr Powell

That the Minutes of the Executive Meeting held Wednesday 28 November 2018 be received.

CARRIED

4.3 Minutes from the Executive Meeting held Wednesday 13 February 2019 (Attachment)

Minutes of the Executive Meeting held Wednesday 13 February 2019 have previously been circulated to Member Councils.

RECOMMENDATION:

That the Minutes of the Executive Meeting held Wednesday 13 February 2019 be received.

RESOLUTION: Moved: Cr Forsyth Seconded: Mr Powell

That the Minutes of the Executive Meeting held Wednesday 13 February 2019 be received.

CARRIED

4.4 Business Arising – Status Report at 21 February 2019

Executive Meeting Wednesday 25 July 2018

5.9 Future WEROC Projects

RESOLUTION: Moved: Darren Mollenoyux Seconded: Greg Powell

That:

1. *WE-ROC writes to the Department of Local Government and WALGA requesting that they jointly conduct a survey to determine the areas of concern for the sector with respect to local government compliance and auditing requirements, including the proposed changes to the Australian Accounting Standards and the impact of the role of the Auditor General in undertaking local government audits and performance management requirements; and*
2. *Following the conduct of the survey, WE-ROC requests the Department, WALGA and Local Government Professionals develop the appropriate Policy templates to assist local governments in addressing any new requirements imposed by the Auditor General.*

CARRIED

As was reported at the Executive Meeting held Wednesday 28 November 2018, correspondence had been prepared and a formal response received from Tony Brown at WALGA. WALGA is happy to assist in the conduct of a survey, even in the event of the Department of Local Government, Sport and Cultural Industries (the Department) not wishing to participate. Work on the survey would commence in early 2019. This has been confirmed with Tony Brown advising that WALGA was looking to commence work on the survey in April.

The Executive Officer received correspondence from the Department in early December 2018, with a copy of the correspondence forming an attachment to the meeting agenda. The Department has also issued correspondence to the Office of the Auditor General (OAG) seeking their support to be involved. Advice on whether the OAG will participate has yet to be received.

Executive Meeting Wednesday 28 November 2018

6.2 Invitation to Representatives from Easifleet to Meet with the WEROC Executive

It was agreed that an invitation be extended to Matt Shepherd to meet with the WE-ROC Executive Meeting scheduled for Wednesday 6 February 2019.

The first meeting of the WEROC Executive was rescheduled as a teleconference, being held on Wednesday 13 February 2019.

As a consequence, the invitation to Matt Shepherd from Easifleet will now be extended for the next in-person meeting of the Executive meeting to be held in Kellerberrin on Wednesday 27 March 2019.

Executive Meeting Wednesday 13 February 2019

5.2 2018 Regional Telecommunications Review

RESOLUTION: *Moved: Greg Powell* *Seconded: Jamie Criddle*

That the Executive Officer write to all Western Australian Federal Members of Parliament and the major political parties seeking their support and implementation of the recommendations contained in the 2018 Report of the Regional Telecommunications Independent Review Committee.

CARRIED

The Executive Officer has yet to prepare the correspondence relating to 2018 Regional Telecommunications Review.

5.4 Access to Instructors for Training and Assessment for HR and HC Licences

RESOLUTION: *Moved: Jamie Criddle* *Seconded: Darren Mollenoyux*

That the information provided by Heavy Vehicle Training with respect to provide training courses and licencing testing across the communities in WEROC be referred to each Member Council's Community Resource Centre for the information and possible action.

CARRIED

The Executive Officer has yet to write to each of the CRCs across WEROC's Member Councils.

5.5 Permits Allowing Movement of Towed Agricultural Implements on Public Roads

RESOLUTION: *Moved: Greg Powell* *Seconded: Darren Mollenoyux*

That WEROC write to the Local Government Agricultural Freight Group to seek an update the matter of permits allowing movement of towed agricultural implements on public roads.

CARRIED

The Executive Officer has yet to write to the Local Government Agricultural Freight Group.

5.6 Group Valuation Services

It was agreed that the Shire of Yilgarn would arrange a costing for a group valuation to be undertaken, with the Executive Officer to circulate the costing once obtained.

6.1 Wheatbelt Region Parks and Reserves Draft Management Plan 2019

It was agreed that WEROC would look to prepare a submission on the Wheatbelt Region Parks and Reserves Draft Management Plan 2019.

Work on WEROC's submission has yet to commence.

RECOMMENDATION:

That the Status Report as at 21 February 2019 be received.

RESOLUTION: *Moved: Cr Hooper* *Seconded: Mr Criddle*

That the Status Report as at 21 February 2019 be received.

CARRIED

4.5 Matters for Noting

The following matters are presented for noting:

- A meeting of the Wheatbelt Medical Students Immersion Project (WMSIP) Planning Group was held 14 February 2019. Planning for the visits by medical students from Curtin and Notre Dame Universities during the week commencing Monday 11 March 2019 is well advanced. A further meeting of the group is scheduled for Thursday 28 February 2019.
- The Central Wheatbelt Visitor Centre (CWVC) provided an update on tourism related activities. To quote from the Manager's email received Wednesday 20 February 2019:

Hi Helen.

Wheatbelt Feature West Australian March 2019

We are going to run a Wheatbelt Self-drives campaign in a Wheatbelt Travel feature scheduled for Sat 16 March leading into the Perth Caravan and Camping Show 20-24 March. The big difference this campaign is it will be in the West Australian, which generally results in better response.

The added bonus is that the West Australian advertising rates have dropped substantially, making it comparable to the Sunday Times.

Stephen Scourfield is also writing the Wheatbelt feature, which will generate a following.

I think this would be a good use of our final AGO/Wheatbelt funds this year. AGO would subsidise the advert as in the past (approx. \$5,000 + GST).

The WEROC marketing budget has already been committed and we are just expending the final \$500 each (\$1,500) for Golden Pipeline Heritage Trail, Wheatbelt Way and Pioneers' Pathway campaign so it is just a formality for WEROC.

New video and image content for road trips in the Wheatbelt

In addition, and following the AGO Board meeting I attended on Monday 19th Feb, AGO have offered to produce new video and image content for road trips in the Wheatbelt from a surplus budget before the end of this financial year.

AGO have been very busy in the last 9 months doing a similar exercise for other AGO sub regions (reliant on co-op funding) but the CEO has advised me there is enough budget to do this for the Wheatbelt to complete the suite.

So far, AGO have had very encouraging results and feedback from the Destination WA Wheatbelt series aired in November/December 2018.

Below are links to other AGO subregions self-drives video produced in 2018/19 which will be the style of video and image content that AGO will be doing for us for FREE.

[Here's a link to the video content](#) for the Golden Quest Discovery Trail (a 965km loop drive that goes through Kalgoorlie and the Goldfields).

Great South West Edge (Perth to Esperance), which AGO positioned as 'Australia's most instagrammable road trip'. [You can view the content here.](#)

Yesterday, AGO launched 'Road to The Rock', a road trip through the golden outback to the World's largest rock, Mt Augustus. [The content can be viewed here.](#)

RECOMMENDATION:

That the matters listed for noting be received.

RESOLUTION:

Moved: Cr Forsyth

Seconded: Mr Powell

That the matters listed for noting be received.

CARRIED

FINAL DRAFT

5. WEROC FINANCE

5.1 WEROC Finance Report 31 January 2019

File Reference: 042-2

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 18 February 2019

Attachments: Nil

RECOMMENDATION:

That the WEROC Financial Report for the period ending 31 January 2019 be received.

Executive Officer's Report:

Presenting the WEROC Statement of Receipts and Payments for the period ending 31 January 2019.

The Statement has a notes column added as per a request from Member Councils. An explanation for each of the notes is provided below.

Note 1	All annual subscriptions have been paid
Note 2	All general consultancy subscriptions have been paid
Note 3	WEROC interest to date
Note 4	Other income relates to an outstanding invoice from the Shire of Cunderdin for Contribution towards the 2018 AGO Holiday Planner Central Wheatbelt Self-Drive Page
Note 5	This allocation covers the expenditure on Executive Services for the year to 31 December 2018
Note 6	This allocation covers the expenditure on Financial Services including the annual audit
Note 7	The expenditure includes a contribution to the Discover the Wheatbelt Self Drive Campaign, business listing in Eastern Wheatbelt Visitor Guide and contribution to the Discover the Central Wheatbelt Self Drive Campaign
Note 8	The cost of annual fee website CRM database & content management
Note 9	Transfer to Wheatbelt Communities of amount incorrectly paid to WEROC in June 2018 and transferred in July 2018.

Consultation: Nil

Financial Implications: WEROC adopted Budget for 2018/2019

Voting Requirement: Simple Majority

RESOLUTION: Moved: Mr Criddle Seconded: Cr Rajagopalan

That the WEROC Financial Report for the period ending 31 January 2019 be received.

CARRIED

Wheatbelt East Regional Organisation of Councils				
ABN 44 861 684 875				
1 July 2018 to 31 January 2019				
		2018/2019	Actual to	Notes
		Budget		
	Income			
0501	General Subscriptions	\$ 50,000.00	\$ 50,000.00	1
0504	Consultancy & Project Reserve	\$ 10,000.00	\$ 10,000.00	2
0509	R2R Regional Housing 2012/2013 Interest	\$ -	\$ -	
0575	WE-ROC Interest received	\$ 1,000.00	\$ 515.46	3
584	Other Income		\$ 100.72	4
	GST Output Tax		\$ 6,010.07	
	GST Refunds		\$ 2,592.00	
	Total Receipts	\$ 61,000.00	\$ 69,218.25	
	Expenses			
1545	Bank Fees & Charges	\$ 100.00	\$ -	
1661	Executive Services	\$ 52,500.00	\$ 30,067.55	5
1687	Financial Services	\$ 11,000.00	\$ 4,393.39	6
1585	Consultant Expenses	\$ 40,000.00	\$ 2,893.17	7
	Management of WE-ROC App		\$ -	
1801	Meeting Expenses	\$ 500.00	\$ -	
1850	WE-ROC App Development & Maintenance	\$ 5,000.00	\$ 4,450.00	8
	Sundry	\$ 500.00	\$ -	
3384	GST Input Tax		\$ 4,180.48	
	Ato Payments		\$ 3,270.00	
	Suspense		\$ 2,200.00	9
	Total Payments	\$ 109,600.00	\$ 51,454.59	
	Net Position	-\$ 48,600.00	\$ 17,763.66	
	OPENING CASH 1 July	\$ 172,805.00	\$ 167,779.84	
	CASH BALANCE 31 January 2019	\$ 124,205.00	\$ 185,543.50	
			\$ 1,715.78	
			\$ 183,827.72	
			\$ 185,543.50	

5.2 List of Accounts

File Reference: 042-2

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 18 February 2019

Attachments: Nil

RECOMMENDATION:

That the Accounts Paid for the period 1 October 2018 to 31 January 2019 totalling \$36,708.57 be approved.

Executive Officer's Report:

Accounts paid during the period 1 October 2018 to 31 January 2019.

The list of accounts paid is submitted to each WEROC Council Meeting.

Accounts Paid:

Cheque/EFT	Date	Payee	For	Amount incl GST
EFT	091018	Up to Date Accounting	Accounting Services September 2018	79.20
EFT	091018	Australian Golden Outback	Contribution to Discover the Wheatbelt Self Drive Campaign	500.00
EFT	091018	AMD Chartered Accountants	WEROC 2017/2018 Audit	2,673.00
EFT	091018	BHW Consulting	Professional Services, Accommodation and Travel September 2018	4,913.81
EFT	241018	Wheatbelt Communities Inc	Transfer of Subscription for Wheatbelt Communities incorrectly paid to WEROC	4,400.00
EFT	241018	Australian Taxation Office	Quarter 1 BAS	3,270.00
EFT	061118	Up to Date Accounting	Accounting Services October 2018	181.50
EFT	141118	BHW Consulting	Professional Services, Accommodation and Travel October 2018	4,913.81
EFT	211118	Shire of Merredin	Visitor Centre Postage	330.50
EFT	111218	Up to Date Accounting	Accounting Services November 2018	92.40
EFT	111218	BHW Consulting	Professional Services, Accommodation and Travel November 2018	5,049.02
EFT	181218	Shire of Merredin	Business Listing Full Page Editorial in Eastern Wheatbelt Visitor Guide	1,155.00
EFT	211218	Go2 Guides	Added Global Search to WEROC App (Part cost)	3,795.00

EFT	100119	Australian Golden Outback	Contribution to Discover the Central Wheatbelt Self Drive Campaign	1,197.00
EFT	100119	BHW Consulting	Professional Services, Accommodation and Travel December 2018	4,158.33
				Total \$36,708.57

Consultation: Nil

Financial Implications: WEROC adopted Budget for 2018/2019

Voting Requirement: Simple Majority

RESOLUTION: Moved: Mr Clarke Seconded: Cr Hooper

That the Accounts Paid for the period 1 October 2018 to 31 January 2019 totalling \$36,708.57 be approved.

CARRIED

5.3 Audit Report Financial Year ended 30 June 2018 (Attachment)

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 21 February 2019

Attachments: 2017/2018 Audited Financial Report

RECOMMENDATION:

That WEROC adopts the 2017/2018 Audited Financial Report.

Executive Officer's Report:

At the WEROC Council Meeting held on 24 October 2018 the Draft 2017/2018 Financial Report, Representation Letter and the Management Letter were considered, with the meeting resolving as follows:

RESOLUTION: *Moved: Mr Clarke* *Seconded: Cr Hooper*

That WE-ROC:

- 1. Approve the Draft Financial Report and Representation Letter and authorise the WE-ROC Chair and Executive Officer, as appropriate, to sign the documents; and*
- 2. Note the Management Letter.*

CARRIED

Following the WEROC Council Meeting on Wednesday 24 October 2018 the documents were signed and submitted to the auditors AMD Chartered Accountants for final approval and return to the Executive Officer.

The audited financial report is submitted for adoption.

RESOLUTION: *Moved: Mr Powell* *Seconded: Mr Clarke*

That WEROC adopts the 2017/2018 Audited Financial Report.

CARRIED

6. MATTERS FOR DECISION

6.1 WEROC Council Meeting Dates in 2019

Reporting Officer: Helen Westcott, Executive Officer

Portfolio: CEO/Governance (Shire of Yilgarn)

Disclosure of Interest: No interest to disclose

Date: 17 February 2019

Attachments: Nil

RECOMMENDATION:

That the WEROC Council adopt the following meeting schedule for 2019 and February 2020:

Wednesday 1 May 2019	Shire of Bruce Rock
Wednesday 26 June 2019	Shire of Kellerberrin
Wednesday 21 August 2019	Shire of Merredin
Wednesday 30 October 2019	Shire of Westonia
Wednesday 26 February 2020	Shire of Yilgarn (Southern Cross)

Executive Officer's Report:

Prior to determining its meeting schedule for the coming 12 months, the WEROC Executive considered a Council meeting schedule when it met on 13 February 2019, resolving as shown below:

RESOLUTION: *Moved: Raymond Griffiths* *Seconded: Jamie Criddle*

That the WE-ROC Executive recommends to the WE-ROC Council that the following meeting schedule be adopted for 2019 and February 2020:

Wednesday 1 May 2019	Shire of Bruce Rock
Wednesday 26 June 2019	Shire of Kellerberrin
Wednesday 21 August 2019	Shire of Merredin
Wednesday 30 October 2019	Shire of Westonia
Wednesday 26 February 2020	Shire of Yilgarn (Southern Cross)

CARRIED

In making the above recommendation the Executive took into account the following dates/events:

- The May meeting takes into account the Easter and Anzac Day Holidays;
- The October meeting takes into account the Local Government elections to be held earlier in the month; and
- The Wheatbelt Communities Inc Committee meeting schedule for 2019 will follow the proposed schedule for WEROC Council.

In addition to the above, the meeting dates presented also take into account a number of other events/meetings, including:

- The Great Eastern Country Zone's meeting requirements;
- The Ordinary Council Meeting dates for WEROC's Member Councils;
- The CEACA Committee's meeting requirements;
- The Dowerin Field Day;
- The WALGA Local Government Convention;
- LGPro State Conference (based on 2018 conference dates); and

- Public Holidays other than Easter and Anzac Day.

Consultation: Nil

Financial Implications: Nil

Voting Requirement: Simple Majority

RESOLUTION: Moved: Mr Mollenoyux Seconded: Cr Forsyth

That the WEROC Council adopt the following meeting schedule for 2019 and February 2020:

Wednesday 1 May 2019	Shire of Bruce Rock
Wednesday 26 June 2019	Shire of Kellerberrin
Wednesday 21 August 2019	Shire of Merredin
Wednesday 30 October 2019	Shire of Westonia
Wednesday 26 February 2020	Shire of Yilgarn (Southern Cross)

CARRIED

FINAL DRAFT

6.2 Review of the Local Government Act 1995

File Reference: 031-4 Intergovernment Relations

Author: Helen Westcott, Executive Officer

Portfolio: CEO/Governances (Governance Shire of Yilgarn)
Advocacy (Shared Portfolio)

Disclosure of Interest: No interest to disclose

Date: 21 February 2019

Attachments: Nil

RECOMMENDATION:

That:

1. The WEROC Executive be granted delegated authority to finalise WEROC's submission into the review of the *Local Government Act 1995*;
2. The Executive Officer finalise and distribute the draft submission for comment by the WEROC Executive by close of business Friday 8 March 2019;
3. The Executive Officer receive comments on the draft submission from the WEROC Executive by close of business Friday 15 March 2019;
4. WEROC's submission be finalised and provided to WEROC Executive for "sign-off" at the WEROC Executive Meeting on Wednesday 27 March 2019; and
5. WEROC's submission be lodged prior to close of the public consultation period on 31 March 2019.

Executive Officer's Report:

The matter of WE-ROC preparing a submission on the review of the *Local Government Act 1995* (the Act) was considered by the WEROC Executive at a meeting held 26 September 2018, with the Executive resolving as follows:

RESOLUTION: *Moved: Greg Powell* *Seconded: Raymond Griffith*

That the Executive Officer prepare a template submission for discussion by the WE-ROC Executive at the meeting scheduled to be held Wednesday 28 November 2018.

CARRIED

The Executive Officer had undertaken some work in preparation for the November Executive Meeting but not all Member Councils had considered the review at that point. As a consequence, the meeting resolved as shown below:

RESOLUTION: *Moved: Raymond Griffiths* *Seconded: Darren Mollenoyux*

That:

1. The Executive Officer circulate the consolidated LG Act survey questions document used in preparing Agenda Item 5.1 (Review of the Local Government Act 1995); and
2. Member Councils submit to the Executive Officer a completed survey before 31 December 2018.

CARRIED

Ahead of the WEROC Executive Meeting on 13 February the Executive Officer had received information from most Member Councils. The Shire of Bruce Rock advised that Council would not consider the review of the LG Act until it met in February. Information from the Shire will come following Council's consideration of the matter.

The Executive Officer had hoped to have a draft submission prepared for the February Council Meeting but has yet to finalise it. As such she proposes the following to allow completion, adoption and lodgement of WEROC's submission:

1. WEROC Executive be granted delegated authority to finalise WEROC's submission into the review of the *Local Government Act 1995*;
2. Finalise draft submission for comment by the WEROC Executive – distribution close of business Friday 8 March 2019;
3. Comment on draft submission by the WEROC Executive to Executive Officer – close of business Friday 15 March 2019;
4. Submission finalised and provided to the WEROC Executive for “sign-off” at the WEROC Executive Meeting on Wednesday 27 March 2019; and
5. WEROC's submission lodged prior to close of public consultation period on 31 March 2019.

Consultation: Nil

Financial Implications: As yet unknown

Voting Requirement: Simple Majority

RESOLUTION: Moved: Mr Mollenoyux Seconded: Cr Forsyth

That:

1. The WEROC Executive be granted delegated authority to finalise WEROC's submission into the review of the *Local Government Act 1995*;
2. The Executive Officer finalise and distribute the draft submission for comment by the WEROC Executive by close of business Friday 8 March 2019;
3. The Executive Officer receive comments on the draft submission from the WEROC Executive by close of business Friday 15 March 2019;
4. WEROC's submission be finalised and provided to WEROC Executive for “sign-off” at the WEROC Executive Meeting on Wednesday 27 March 2019; and
5. WEROC's submission be lodged prior to close of the public consultation period on 31 March 2019.

CARRIED

6.3 Ongoing Development of the WEROC App and Website (Attachments)

File Reference: 013-2 Strategic and Future Planning
132-1 WEROC Tourism
132-3 Central Wheatbelt Visitor Centre
135-5 Economic Sustainability

Author: Helen Westcott, Executive Officer

Portfolio: Shared Function (Economic Development through Wheatbelt Communities Inc)

Disclosure of Interest: No interest to disclose

Date: 17 February 2019

Attachments: WEROC PSR (Problem, Solution, Result) White Paper
WEROC App Marketing Project Costing
PowerPoint provided to the WEROC Executive on 28 November 2018

RECOMMENDATION:

That WEROC:

1. Subject to successful grant funding applications to assist it in resourcing the WEROC App Marketing Project, WEROC look to fund the project in the 2019/2020 financial year and beyond; and
2. Go2GUIDES be advised of WEROC's decision.

Executive Officer's Report:

At the WEROC Council Meeting held Wednesday 24 October 2018 the ongoing development of the WEROC App and website was considered with the meeting noting the report provided by the Executive Officer. The meeting also agreed that the Executive Officer would research the Agreement/Contract between WEROC and Go2Guides to ascertain whether there are any ongoing commitments in relation to the development of the WEROC App in order for this to be referred to the next Executive Meeting to allow discussion on the future of the WEROC App.

This work was undertaken for the Executive Meeting held Wednesday 28 November 2018, with the meeting resolving as shown below:

RESOLUTION: *Moved: Greg Powell* *Seconded: Jamie Criddle*

That WEROC seek a project brief, implementation plan and costing from go2GUIDES to market the WEROC App as means to attract visitors to the region.

CARRIED

Go2Guides provided a costing for the project. Prior to WEROC considering the costing the Executive requested a simpler approach to the costing in terms of explaining what was required for the fees being charged. This was provided and the information, including the revised costing, form attachments to the meeting agenda.

Following discussion on the information and costing provided, the WEROC Executive resolved as shown below:

RESOLUTION: *Moved: Darren Mollenoyux* *Seconded: Jamie Criddle*

That the WEROC Executive recommend to the WEROC Council that:

1. Subject to successful grant funding applications to assist WEROC in resourcing the WEROC App Marketing Project, WEROC look to fund the project in the 2019/2020 financial year and beyond; and
2. Go2GUIDES be advised of WEROC's decision.

CARRIED

Consultation: Nil

Financial Implications: As yet unknown

Voting Requirement: Simple Majority

RESOLUTION: Moved: Mr Clarke Seconded: Mr Mollenoyux

That WEROC:

1. Subject to successful grant funding applications to assist it in resourcing the WEROC App Marketing Project, WEROC look to fund the project in the 2019/2020 financial year and beyond; and
2. Go2GUIDES be advised of WEROC's decision.

CARRIED

FINAL DRAFT

6.4 Future WEROC Projects – Asset Management Project

File Reference: 013-2 Strategic and Future Planning
135-5 Economic Sustainability

Author: Helen Westcott, Executive Officer

Portfolio: Shared Function (Economic Development)

Disclosure of Interest: No interest to disclose

Date: 21 February 2019

Attachments: Nil

RECOMMENDATION:

That the Executive Officer's Report be noted.

Executive Officer's Report:

Representatives from Accingo, an asset management consultancy, first met with WEROC early in March 2018 to discuss its asset management concept and the potential value it may offer Member Councils.

Since that time Accingo developed a project brief and costing for WEROC's consideration, with approval for the project's "go ahead" being given at the WEROC Council Meeting held Wednesday 27 June 2018. At this time, WEROC Council resolved as follows:

RESOLUTION: Moved: Mr Clarke Seconded: Cr Forsyth

That WE-ROC request Accingo to undertake an asset audit for each of WE-ROC's Member Councils, as outlined in Accingo's Phase 1 Costing provided to WE-ROC and considered at the WE-ROC Council Meeting held 2 May 2018, at a total cost of \$17,500 excl GST.

CARRIED

Footnote: Details of what is provided in the asset audit is explained in the costing provided by Accingo. This information is provided below so that Member Councils have an understanding of what the audit entails. To quote from Accingo's costing:

"Phase 1 (b) Asset audit"

This entails a full review of all assets of Plant & Machinery and any assets associated with maintaining plant and equipment such as workshops, tooling etc.

The purpose of this review is to provide the following information;

- *Identification of asset including current location*
- *Reconciliation to Asset register*
- *Full report of condition, hours etc which also assists in the valuation of plant*
- *Understand & report on utilisation, availability, requirements etc*

This data serves several purposes being;

- *Market valuation of current plant & equipment*
- *Ability to forecast potential net cash inflows & savings under Phase 2*
- *Data in which to base decisions on Sale, replacement and ultimately pooling of asset base amongst the WE-ROC shires*
- *Potentially replaces need for asset audit for compliance (to be understood whether this can be achieved)*

Review will be performed by Neil Marsh & Accingo asset consultant which can be partly performed on weekends where a more efficient asset audit process can take place. Accingo will require full asset register and current location (if off site). Some time with CEO's & works managers will also be required both prior & during visit however this time will be kept to a minimum as not to disrupt existing operations.

An initial scoping meeting with CEO / works managers to understand what is to be included / excluded from review should take place prior to audit.

Time assigned to this review is;

2 contractors

14 days in total at \$125 per hour for 10 hours per day = \$17,500"

Following further discussions with Accingo, the WEROC Executive resolved as follows when it met on Wednesday 25 July 2018:

RESOLUTION: *Moved: Greg Powell* *Seconded: Jamie Criddle*

That:

- 1. WE-ROC advise Accingo of its agreement to enter into a Contract for the purposes of undertaking an Asset Audit only for each of WE-ROC's Member Councils as outlined in Accingo's Phase 1 Quotation at a total cost of \$17,500 excl GST; and*
- 2. With respect to accommodation and travelling costs for the conduct of the Asset Audit, Member Councils provide these expenses at their own cost.*

CARRIED

Following further discussion of the project WEROC Council resolved as shown below on Wednesday 22 August 2018:

RESOLUTION: *Moved: Mr Criddle* *Seconded: Cr Forsyth*

That the Executive Officer liaise with Accingo and Member Councils to develop a schedule for works associated with the conduct of an asset audit that meets needs of both Member Councils and Accingo and allows for Accingo to have its asset audit report available for the WE-ROC Executive Meeting scheduled for Wednesday 6 February 2019.

CARRIED

Following still further discussions with Accingo, WEROC Council resolved as follows on Wednesday 24 October 2018:

RESOLUTION: *Moved: Mr Clarke* *Seconded: Mr Griffiths*

That:

- 1. WE-ROC accepts the change/alteration of the scope of works to include the cut-off figure of \$2,000 for the value of assets being considered in the review being undertaken by Accingo;*
- 2. As a condition of contract Accingo be requested to demonstrate that it carries Workers Compensation Insurance, Public Liability Insurance (\$10M) and Professional Indemnity Insurance (\$1M); and*
- 3. The Executive Officer advise Accingo of WE-ROC's decision and arrange a new exchange of letters.*

CARRIED

As Member Councils are aware, Accingo has accepted the offer made by WEROC to undertake an asset audit for its Member Councils, with work commencing mid-February.

Blake Read of Accingo provided the following summary report for WEROC's information on 21 February 2019. To quote from his email on 21 February:

- *Desktop work is all but complete (refer next note though)*
- *Further detail has been requested from Kellerberrin & Bruce Rock in terms of a full asset register. The level of detail between Shires is vastly different and we do require standard data in which to work from*
- *Initial visit to Westonia on the 15th Feb provided an opportunity to clarify parts of the process going forward*
- *Site visits will be scheduled with each of the shires by end of Feb*
- *Completion of site visits by 31 March*
- *Draft Report or findings & recommendations to be completed by 15th April*
- *Anticipate final questions & clarifications for April WeRoc executive meeting*

- *Finalise report by end of April*

Consultation: Nil

Financial Implications: As yet unknown

Voting Requirement: Simple Majority

RESOLUTION: Moved: Mr Powell

Seconded: Mr Mollenoyux

That the Executive Officer's Report be noted.

CARRIED

FINAL DRAFT

6.5 **Partnering Agreement for the Provision of Mutual Aid for Recovery during Emergencies (Attachment)**

File Reference: 013-2 Strategic and Future Planning
135-5 Economic Sustainability

Author: Helen Westcott, Executive Officer

Portfolio: Shared Function

Disclosure of Interest: No interest to disclose

Date: 21 February 2019

Attachments: Draft Memorandum of Understanding for the Provision of Mutual Aid during Emergencies and Post Incident Recovery

RECOMMENDATION:

That, subject to any amendment, the Memorandum of Understanding for the Provision of Mutual Aid during Emergencies and Post Incident Recovery be adopted for a period of three years from the date of signing.

Executive Officer's Report:

At the September meeting of the WEROC Executive the Executive Officer tabled a document titled "Partnering Agreement for the Provision of Mutual Aid for Recovery during Emergencies". The partnering agreement was established prior to the current Executive Officer's employment and to the Executive Officer's knowledge the agreement had not been renewed since it was first established. The Executive Officer suggested Member Councils should look to reviewing and renewing the document.

Following discussion, the meeting resolving as shown below:

RESOLUTION: *Moved: Greg Powell Seconded: Raymond Griffiths*

That the WE-ROC Executive Officer prepare a revised agreement for consideration at the WE-ROC Council Meeting on Wednesday 24 October 2018, with the draft to take into account contemporary views with respect to recovery procedures following an emergency.

CARRIED

The matter was not discussed at the October WEROC Council Meeting but was considered by the WEROC Executive when they met on 28 November 2018. At this time the Executive reviewed a Memorandum of Understanding (MoU) developed by the Cities of Mandurah and Rockingham and the Shire of Murray.

Following consideration of this MoU, the WEROC Executive resolved as follows:

RESOLUTION: *Moved: Darren Mollenoyux Seconded: Raymond Griffiths*

That, subject to any amendment, the WE-ROC Executive recommend to the WE-ROC Council that the Memorandum of Understanding for the Provision of Mutual Aid during Emergencies and Post Incident Recovery be adopted for a period of three years from the date of signing.

CARRIED

The MoU has been revised to suit WEROC's needs. The Executive Officer has, however, a number of queries regarding the MoU and these are highlighted in the draft prepared for the meeting's consideration.

Given the review of the governance structures for both WEROC and Wheatbelt Communities Inc currently underway, the MoU also shows a termination date that varies from the WEROC Executive's recommendation.

This is done in order that WEROC can consider the MoU in light of all other agreements in place. The date currently inserted is 12 months beyond the current WEROC MoU termination date but less than the three (3) years cited in the recommendation.

The date was chosen on the basis that Member Councils will have determined a new governance structure ahead of 30 June 2019 and that a review of projects and other agreements currently in place can be done in the 2019/2020 financial year ahead of the mutual aid MoU's termination date (30 June 2020).

The draft MoU forms attachment to the meeting agenda.

Consultation:	Nil
Financial Implications:	As yet unknown
Voting Requirement:	Simple Majority

RESOLUTION:	Moved: Mr Clarke	Seconded: Cr Rajagopalan
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That, subject to any amendment, the Memorandum of Understanding for the Provision of Mutual Aid during Emergencies and Post Incident Recovery be adopted for a period of three years from the date of signing.

CARRIED

6.6 Wheatbelt to Goldfields Sports Trail Proposal from Naja Business Consulting Services (Attachments)

File Reference: 013-2 Strategic and Future Planning
135-5 Economic Sustainability

Author: Helen Westcott, Executive Officer

Portfolio: Shared Function

Disclosure of Interest: No interest to disclose

Date: 20 February 2019

Attachments: Revised Sports Trail Costing
NAJA Letter of Engagement

RECOMMENDATION:

That Naja Business Consulting Services be:

1. Thanked for preparing a costing to develop a business case for the development of a Wheatbelt to Goldfields Sports Trail; and
2. Advised that at this point WEROC does not wish to pursue the project.

Executive Officer's Report:

At the WEROC Executive Meeting held Wednesday 28 November 2018 the Executive Officer advised that Paul Rosair of Naja Business Consulting Services had contacted her to see whether WEROC was interested in developing a business case for the development a Wheatbelt to Goldfields Sports Trail. Following discussion of the proposal the Executive resolved as shown below:

RESOLUTION: Moved: Jamie Criddle Seconded: Raymond Griffiths

That Naja Business Consulting Services be requested to prepare a costing to develop a business case for the development of a Wheatbelt to Goldfields Sports Trail.

CARRIED 3/2

As requested, Naja Business Consulting Services (NAJA) prepared a proposal for consideration by WEROC to develop a Sports Trail traversing the region. The proposal was considered by the WEROC Executive when it met on Wednesday 13 February 2019, at which time it resolved as shown below:

RESOLUTION: Moved: Jamie Criddle Seconded: Greg Powell

That Naja Business Consulting Services be:

1. *Thanked for preparing a costing to develop a business case for the development of a Wheatbelt to Goldfields Sports Trail; and*
2. *Advised that at this point WEROC does not wish to pursue the project.*

CARRIED

This decision arose for a number of reasons, including the apparent exclusion of the Shire of Bruce Rock and that a majority of the Executive were unsure as to whether the project proposal would meet with success given that many of the sporting facilities are used only on a seasonal basis, eg. the golf courses are not suitable for use in the hot summers experienced in the Wheatbelt. As a consequence, they did not consider a drive trail project dependent on sporting activities would be successful.

This feedback was given to Paul Rosair of NAJA when he contacted the Executive Officer to see whether or not his proposal had been successful.

On the basis of the feedback provided he offered to provide a revised proposal. He also explained that it was not the intention to exclude the Shire of Bruce Rock from the project should it proceed.

A revised proposal has been prepared and forms an attachment to the meeting agenda, as does a copy of NAJA's standard terms and conditions.

The revised proposal includes the Shire of Bruce Rock.

In providing the revised proposal NAJA provided the following comment.

We also appreciate the feedback received regarding climatic conditions and how that may have some impact on the continuity of the trail - hence the paragraph in the original proposal which states:

"The scope of a sports trail project, and the opportunities to be further explored, could be extremely far reaching. For example, the trail could be focused on only one sport, such as golf, or may involve lawn bowls, harness/horse racing, tennis etc. It may be a particular events calendar, or an 'anytime participation' model."

The reconnaissance exercise would allow investigation and consideration of timing for events throughout the region; taking into account such things as, but not limited to: climate/seasonal restrictions, local events already planned, sporting seasons and opportunities to precede or extend them, possibility of combining sport with other events or attractions (such as wildflower trips), and timing with events outside of the WEROC area to take advantage of existing markets.

Prior to resubmitting the proposal Paul Rosair reiterated to the Executive Officer the State Government's interest in the project and its willingness to consider funding for the work to be undertaken.

Given the revised costing, WEROC may wish to reconsider its involvement in the project.

Consultation:	Nil
Financial Implications:	As yet unknown
Voting Requirement:	Simple Majority

RESOLUTION:	Moved: Cr Forsyth	Seconded: Mr Criddle
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That Naja Business Consulting Services be:

1. Thanked for preparing a costing to develop a business case for the development of a Wheatbelt to Goldfields Sports Trail; and
2. Advised that at this point WEROC does not wish to pursue the project.

CARRIED

6.7 The Future Governance for WEROC and Wheatbelt Communities Inc (Attachments)

File Reference: 013-2 Strategic and Future Planning
031-1 WEROC Memorandum of Understanding
135-5 Economic Sustainability

Author: Helen Westcott, Executive Officer

Portfolio: Shared Function

Disclosure of Interest: No interest to disclose

Date: 21 February 2019

Attachments: Current WEROC Memorandum of Understanding
Wheatbelt Communities Inc Constitution

RECOMMENDATION:

That:

1. WEROC's Member Councils look to work cooperatively through a single entity rather than the two currently established entities, WEROC and Wheatbelt Communities Inc;
2. In accordance with Clause 8.1 of its Memorandum of Understanding, WEROC cease to exist on 30 June 2019, that being the day upon which the current WEROC Memorandum of Understanding terminates.
3. That Wheatbelt Communities Inc become the entity through which the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn continue to work cooperatively;
4. That the Wheatbelt Communities Inc Constitution be reviewed to recognise that it is the sole vehicle for the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn cooperatively working;
5. That as part of reviewing the Wheatbelt Communities Inc Constitution that the organisation be renamed WEROC; and
6. That in preparing the 2019/2020 Wheatbelt Communities Budget recognition is given to the fact that it is the major vehicle for regional cooperation between the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn.

Executive Officer's Report:

At the time of adopting the 2018/2019 WEROC and Wheatbelt Communities Inc (WCI) Budgets there was agreement that prior to discussions for the 2019/2020 budgets for both organisations that the governance structure around both organisations should be reviewed.

A review of both entities is required now as the Shire of Yilgarn has indicated that it will not support the continuation of two entities beyond the current financial year, believing the region will be better served by a single entity. So, the decision around future governance and how regional cooperation between the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn will evolve must be finalised ahead of budget discussions.

The Shire of Yilgarn is of the view that the vehicle by which regional cooperation can be most effectively delivered is through the consolidation and enhancement of WCI.

Following a discussion on a future direction for regional cooperation, the Executive resolved as shown below;

RESOLUTION: *Moved: Jamie Criddle* *Seconded: Greg Powell*

That the WEROC Executive recommend to WEROC Council that:

1. WEROC's Member Councils look to work cooperatively through a single entity rather than the two currently established entities, WEROC and Wheatbelt Communities Inc;
2. In accordance with Clause 8.1 of its Memorandum of Understanding, WEROC cease to exist on 30 June 2019, that being the day upon which the current WEROC Memorandum of Understanding terminates.

3. That Wheatbelt Communities Inc become the entity through which the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn continue to work cooperatively;
4. That the Wheatbelt Communities Inc Constitution be reviewed to recognise that it is the sole vehicle for the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn cooperatively working;
5. That as part of reviewing the Wheatbelt Communities Inc Constitution that the organisation be renamed WEROC; and
6. That in preparing the 2019/2020 Wheatbelt Communities Budget recognition is given to the fact that it is the major vehicle for regional cooperation between the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn.

CARRIED

The Executive Officer agrees with the Shire of Yilgarn that only a single entity is required and that if properly resourced and supported by each of its current members will assist in the growth and development of its members and the communities it represents.

Consultation: Nil

Financial Implications: As yet unknown

Voting Requirement: Simple Majority

RESOLUTION: Moved: Mr Clarke Seconded: Cr Hooper

That:

1. WEROC's Member Councils look to work cooperatively through a single entity rather than the two currently established entities, WEROC and Wheatbelt Communities Inc;
2. In accordance with Clause 8.1 of its Memorandum of Understanding, WEROC cease to exist on 30 June 2019, that being the day upon which the current WEROC Memorandum of Understanding terminates.
3. That Wheatbelt Communities Inc become the entity through which the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn continue to work cooperatively;
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5. That as part of reviewing the Wheatbelt Communities Inc Constitution that the organisation be renamed WEROC; and
6. That in preparing the 2019/2020 Wheatbelt Communities Budget recognition is given to the fact that it is the major vehicle for regional cooperation between the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn.

CARRIED

7. EMERGING ISSUES

Nil

8. OTHER MATTERS

Nil

9. FUTURE MEETINGS

WEROC Executive Wednesday 27 March 2019 (Shire of Kellerberrin)

WEROC Council Wednesday 1 May 2019 (Shire of Bruce Rock)

10. CLOSURE

There being no further business the Chair closed the meeting at 11.45am

DECLARATION

These minutes were confirmed by the WE-ROC Council at the meeting held Wednesday 1 May 2019

Signed _____

Person presiding at the meeting at which these minutes were confirmed



Project Aware Overview Presentation to WEROC

What does governance mean?



“Governance encompasses the system by which an organisation is controlled and operates, and the mechanisms by which it, and its people, are held to account. Ethics, risk management, compliance and administration are all elements of governance.”

- Governance Institute of Australia

In the News



“The conduct that is at the heart of the Commission’s work is inextricably connected with remuneration practices, with deficiencies in governance and risk management and with the culture of the entities concerned.”

-Royal Commission into Misconduct in the Banking, Superannuation and Financial Services Industry

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Exmouth council suspended amid corruption probe into multi-million-dollar project

By Mathew Bamford

Posted 4 Jan 2017, 5:39pm

A local council in Western Australia has been suspended amid a corruption probe and alleged financial mismanagement, with the Local Government Minister questioning whether councillors understood their roles and responsibilities.

The Shire of Exmouth, on the state's north-west coast, has been suspended for six months following an investigation by the Corruption and Crime Commission (CCC).



PHOTO: There are allegations of financial mismanagement over the planned \$30 million Ningaloo Centre. (Shire of Exmouth)

What was the key failure in the Shire of Exmouth?



11.3 CONTRACT – OCEAN REEFS PRODUCTIONS PTY LTD

File Reference:	ED.PJ.1
Responsible Officer:	Chief Executive Officer
Date of Report:	19 July 2016
Applicant/Proponent:	Ocean Reefs Productions Pty Ltd
Disclosure of Interest:	Nil
Attachment(s):	1. ORP Final Fee Proposal (Confidential) 2. ORP Company Profile

PURPOSE

That Council formally enter into a AS 4906 2002 Minor Works Contract with Ocean Reefs Productions Pty Ltd (ORP) for the Design, Installation & Fitout of the Aquarium at the Ningaloo Centre for the sum of \$ 1,088,260.00 (inc GST).

BACKGROUND

The Ningaloo Centre includes the installation of an Aquarium as part of the Marine interpretive experience.

Site Architecture and Council Officers have been working for several months with a design specialist from AQWA, in liaison with a recommended Aquarium contractor ORP, for the final design of a fully operational Aquarium including the Aqua tank fit out, operational systems, livestock supply and future training of a local aquarist.

ORP have provided the Council with the final Fee Proposal for the full scope of Works involving the Aquarium installation for consideration. This contract was originally captured under the Tender awarded to FIRM Construction as a provisional sum allowance, but after further consideration FIRM have advised that due to the specialist nature of the project, they are uncomfortable with the future warranting of the products and specialist workmanship.

It has been recommended that Council engage Ocean Reefs Productions Pty Ltd independently (under an AS 4906 2002 Minor Works Contract) with ORP providing the necessary Warranties for the project and advantageously the Principal will have direct access to operational systems and the involvement of an aquarist, otherwise not available until after Practical Completion.

Aquarium installations and services of this scale are extremely unique with a limited number of locally registered companies being available. ORP, a Perth based company, have been recommended and are considered specialists in aquarium design, but more importantly already have the



necessary aquarium specimen collection licenses, as regulated by the Department of Fisheries, enabling the taking of live corals and fish species from the North West/Exmouth Gulf region.

To this end it is considered that there is no requirement for the calling of an additional tender for this work, based on the following clause contained within *Division 2 – Tenders for Providing Goods & Services section of the Local Government (Functions & General) Regulations 1996*

S11 (2)(f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.

COMMENT

The Ningaloo Centre Project Steering Committee met on Wednesday 13 July 2016 to consider the proposal provided by ORP and resolved to recommend that the Council engage ORP to proceed with the Design, Installation & Fitout of the Aquarium at the Ningaloo Centre.

CONSULTATION

Ningaloo Centre Project Steering Committee
Site Architecture
Oren LaPaz -AQWA

STATUTORY ENVIRONMENT

Division 2 – Tenders for Providing Goods & Services section of the Local Government (Functions & General) Regulations 1996
AS 4906 2002 Minor Works Contract

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The commitment to Ocean Reefs Productions Pty Ltd for the Design, Installation & Fitout of the Aquarium of the Ningaloo Centre fits within the budgetary constraints of the Ningaloo Centre project in Councils 2015/16 & 2016/17 budgets.

STRATEGIC IMPLICATIONS

This item is relevant to the Councils approved Strategic Community Plan 2011-2021 and Corporate Business Plan 2016-2020.

- | | | |
|--------------|-----|---|
| Economic: | 1 | <u>To be a diverse and innovative economy with a range of local employment opportunities.</u> |
| | 1.1 | <i>To increase the number of local businesses, industries and services that will provide a range of employment opportunities for the people of Exmouth.</i> |
| | 1.2 | <i>Planned and balanced economic growth.</i> |
| | 1.3 | <i>Diverse tourism opportunities.</i> |
| | 1.5 | <i>Maintain and improve Shire infrastructure.</i> |
| Environment: | 2 | <u>To have a balanced respect for our environment and heritage, both natural and built.</u> |
| | 2.1 | <i>To maintain and improve access and connectivity to our natural assets.</i> |

- 2.2 *Our pristine natural environment and biodiversity will be understood, maintained and protected.*
- 2.3 *To have a town and community that takes pride in its world heritage status.*
- 2.4 *To be a leader in eco-friendly initiatives and innovations.*
- 2.5 *To make Exmouth an attractive town that is a comfortable and welcoming place to live and visit, and reflects the lifestyle values and unique natural environment.*
- Social: 3 To be a dynamic, passionate and safe community valuing natural and cultural heritage.
- 3.1 *Retain a safe community environment.*
- 3.2 *Excellent lifestyle, recreational and cultural facilities.*
- 3.3 *An inclusive, responsible and cohesive community.*
- 3.4 *A community that is well informed and educated about our natural, cultural and built environment.*
- 3.5 *Maintain and increase participation levels in local community organisations and clubs.*
- 3.6 *Expand education and training facilities and opportunities.*
- 3.7 *Residents and visitors have access to appropriate services and facilities to enhance their health and wellbeing.*
- Civic Leadership: 4 To work together as custodians of now and the future.
- 4.1 *To be a collaborative community with the capacity to manage the current and future direction of Exmouth.*
- 4.2 *A local government that is respected, professional, trustworthy and accountable.*
- 4.3 *To be strong advocates representing the region's interests.*

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

ITEM 11.3

That Council formally enter into a AS 4906 2002 Minor Works Contract with Ocean Reefs Productions Pty Ltd for the Design, Installation & Fitout of the Aquarium at the Ningaloo Centre for the sum of \$ 1,088,260.00 (inc GST).

COUNCIL RESOLUTION

ITEM 11.3

Res No: 04-0716

MOVED: Cr McHutchison

SECONDED: Cr Todd

That Council formally enter into a AS 4906 2002 Minor Works Contract with Ocean Reefs Productions Pty Ltd for the Design, Installation & Fitout of the Aquarium at the Ningaloo Centre for the sum of \$ 1,088,260.00 (inc GST).

CARRIED 4/0

Extracts from the Ordinary Council Meeting minutes of the Shire of Exmouth

To this end it is considered that there is **no requirement for the calling of an additional tender** for this work, based on the following clause contained within *Division 2 – Tenders for Providing Goods & Services section of the Local Government (Functions & General) Regulations 1996*

S11 (2)(f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.

OFFICER'S RECOMMENDATION

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CARRIED 4/0

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PHOTO: There are allegations of financial mismanagement over the planned \$30 million Ningaloo Centre. (Shire of Exmouth)



Former Dowerin shire chief jailed for embezzling to pay gambling debts

By [Joanna Menagh](#)

Posted 30 Sep 2016, 2:31pm

The former chief executive of a Western Australian country shire has been sentenced to four-and-a-half years in jail for stealing almost \$600,000, which he gambled away.

RELATED STORY: [Former WA Wheatbelt shire CEO admits stealing almost \\$600,000 as a servant](#)

Extracts from the Corruption and Crime Commission report on the matter of governance at the Shire of Dowerin

[11] The evidence showed breathtaking levels of ignorance as to the role and responsibility of councillors over the governance of a CEO. If there had been proper policies in place, if the Council had complied with the *Local Government Act 1995* (LGA) and appointed an audit committee, if the auditors had asked for or simply glanced at the credit card statements which Mr Alcock kept to himself, the probabilities are that the embezzlement would have been discovered much sooner and the losses mitigated.

[18] Elected councillors have ultimate responsibility for the local government. Council is responsible for the appointment of and subsequent governance of the CEO. Council is also responsible for financial affairs.²

So, bad governance can cause problems...



... but good governance can help you achieve your goals



So, why is governance more important now than ever before in the local government sector?



New era of accountability



Report 7 - Corporate Credit Cards - 9 May 2018

“Shortcomings... of varying significance, in the policies and practices at most local governments we audited.”

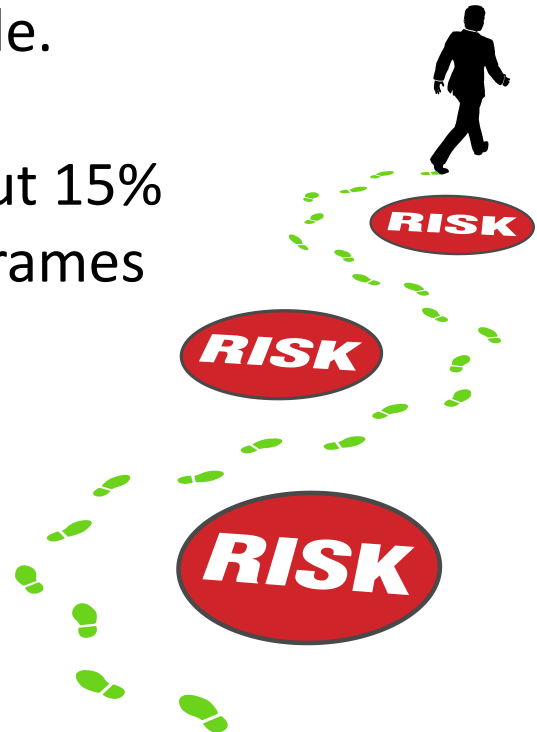


(3 x cities, 1 x town, 4 x shires)

Report 12 - Timely payment of suppliers - 13 June 2018

- 7 local governments had no formal payment policies and practices... which led to inconsistency in how quickly payments were made.
- 3 local governments had policies but 15% of payments were outside of timeframes stated in the policies without a valid reason.

(3 x cities, 7 x shires)



Report 5 - Procurement - 11 October 2018

“All 8 local governments... had shortcomings in their procurement practices, most related to weak procurement controls, processes and documentation for tendering, purchase orders and approvals...”



5 x cities, 1 x town, 2 x shires

How can you prepare for this new era of accountability?



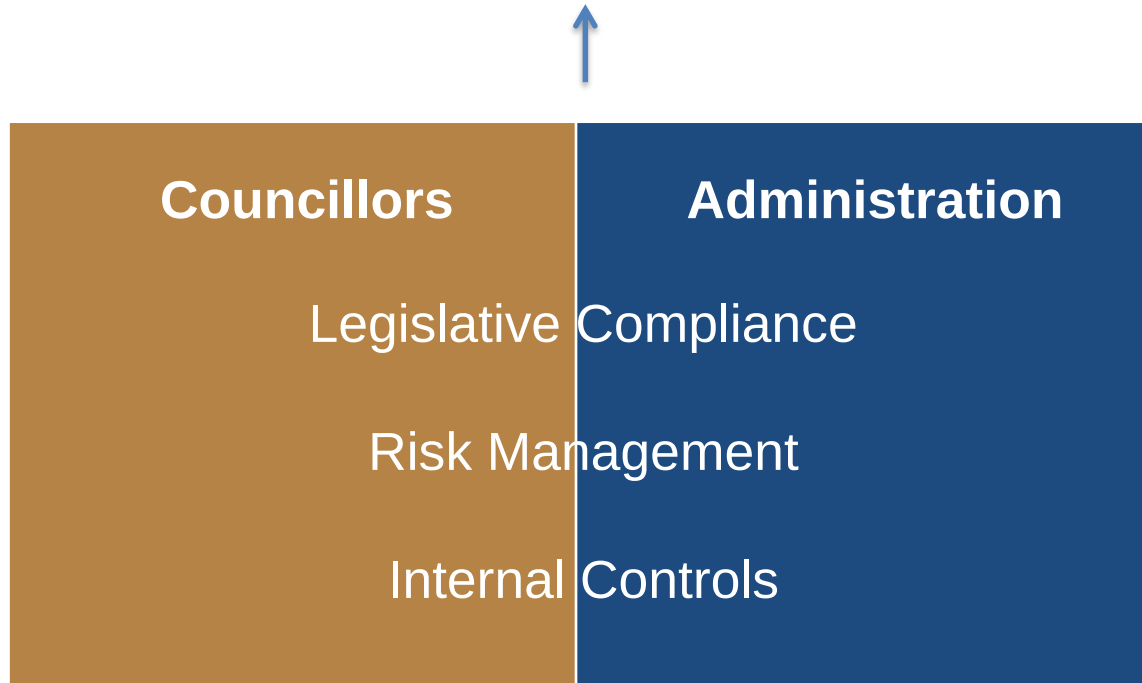
By adopting an active and authentic approach to governance



How does Project Aware help you achieve better governance?



Regulation 17 Compliance and Continuous Improvement



Systems & Procedures





Four practical councillor stream sessions (1-2 hours each)

Guidance and coaching on:

- **agenda paper**
- **decision-making**
- **strategic thinking**
- **audit committee role**



Ten practical administration stream session (1-2 hours each)

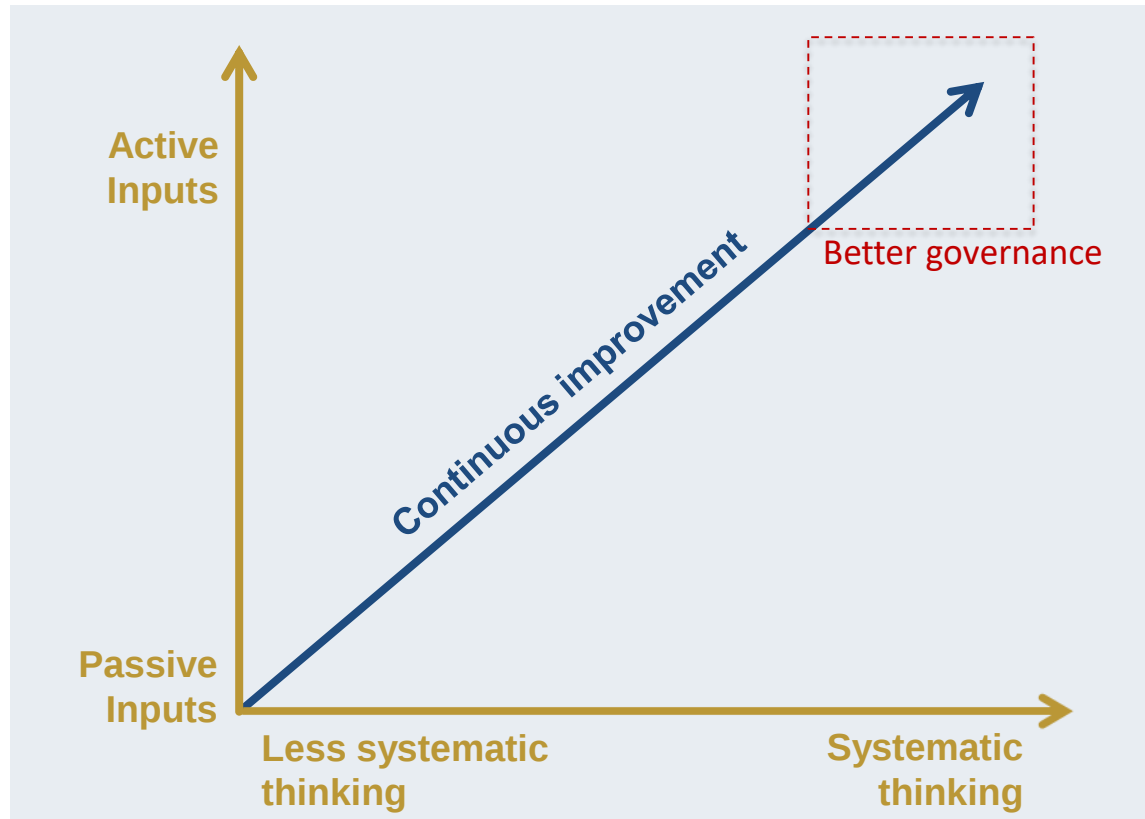
Guidance and coaching on:

- **review of current governance issues**
- **review of systems and procedures**
- **continuous improvement of systems and procedures**
- **Regulation 17 compliance**

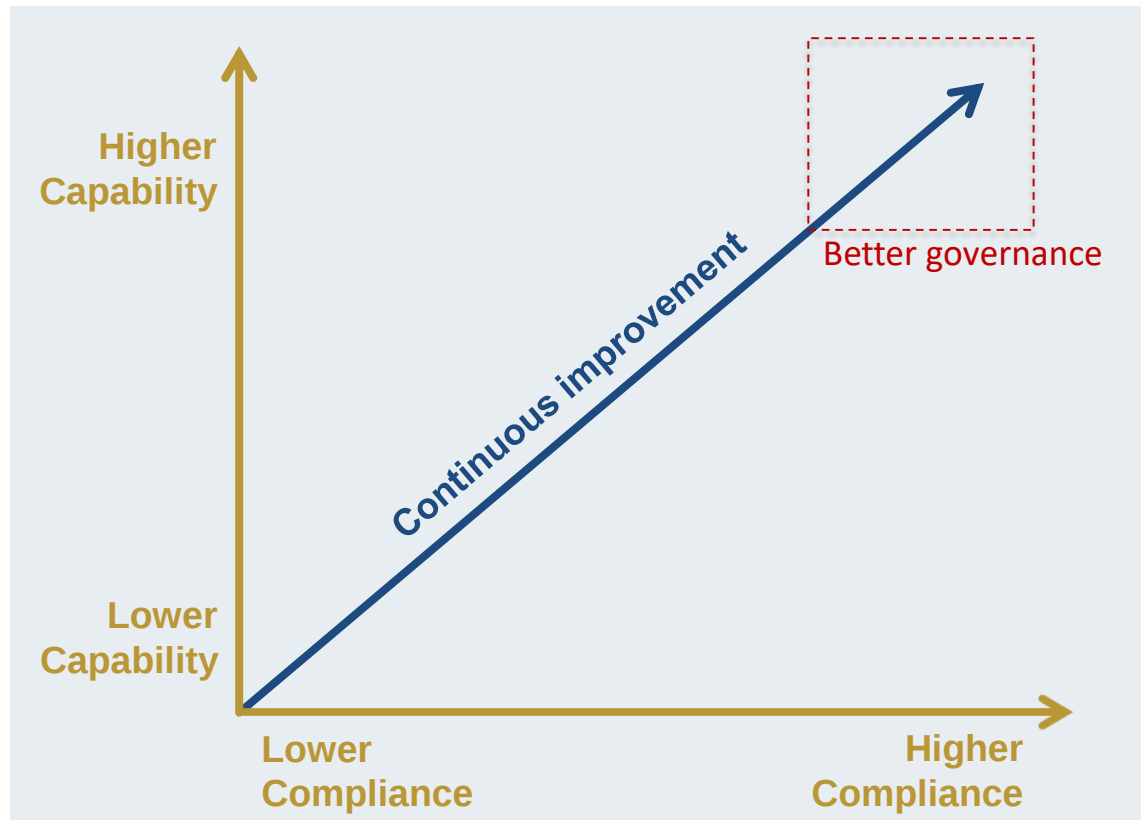
What does continuous improvement look like?



Councillor Stream – Service A



Administration Stream – Service B



How has Project Aware helped Local Governments?

- Payroll
- Flagpoles
- Fuel depot
- Credit cards
- Procurement
- Risk management
- Analysis of agenda items
- Audit committee composition
- Community Strategic Planning
- Office emergency management procedures



Testimonial

“This project... has proved to be an excellent support tool in the continuous improvement of governance and risk across the Shire.

I would have no hesitation in recommending the program to other Shires, particularly those in regional and remote areas.”

-John Nuttall, CEO, Shire of Mt Marshall

Culture



Thank you!



MINUTES

WESTONIA YILGARN LEMC COMMITTEE THURSDAY 7th MARCH 2019

The following are the minutes from the Westonia/Yilgarn Local Emergency Management Committee meeting held on Thursday 7th March 2019, in the Shire of Yilgarn Council Chambers, located in Southern Cross.

1. Declaration of Opening

The LEMC Chairperson, Cr Onida Truran declared the meeting open at 7:05pm

2. Record of Attendance

Onida Truran	Shire of Yilgarn/LEMC Chairperson
Dave Thirwell	Southern Cross Police
Karen Tabner	Southern Cross DHS
Sarah Perrett	Moorine Rock PS
Diane Dixon	Southern Cross District Hospital
Natalie Treadwell	St John Ambulance
Sara Loader	St John Ambulance
Stuart Parks	DFES
Eleanor McKechnie	Ramelius Resources – Edna May Operations
Bill Price	Shire of Westonia
Jamie Criddle	Shire of Westonia
Daimon Geier	Shire of Westonia
Nic Warren	LEMC Executive Officer/Shire of Yilgarn

1) Apologies

Gary Kenward	St John Ambulance
Yvette Grigg	Wheatbelt DEMC
Mark Leach	Minjar Gold – Marvel Loch
Peter Clarke	Shire of Yilgarn

3. Confirmation of Previous Minutes

1) Confirmation of Minutes of the meeting held on 22nd February 2018.

Moved: Natalie Treadwell

Seconded: Jamie Criddle

Business Arising from the Minutes

I. Nil

4. Report from Local Emergency Coordinator – Sergeant Dave Thirwell

- Since last report, two emergency situations, both land searchers, drugs and mental health related, involved a 12- and 3-hour search respectively, driving between SX and Carrabin and left vehicles, walking in bush;
- Mental health is a huge concern in community

MINUTES

WESTONIA YILGARN LEMC COMMITTEE THURSDAY 7th MARCH 2019

5. Report from DFES Area Officer – Stuart Parks

- Stuart is based in the Northam Office and is the Area Officer for Westonia;
- Yilgarn falls under North East Goldfields, AO position currently vacant;
- Bodallin 2.4 vehicle sustained damage whilst on loan to Coolgardie, scheduled to be returned next week (week starting 11th March);
- Local Government Grants Scheme submissions are due soon, requesting submissions are sent through to Superintendents prior to submitting to grants officer;
- Local regions lucky with fires, however surrounding areas of Coolgardie, Kalgoorlie and Esperance have been hit hard;
- Lightning strikes the main cause;
- Stressed that neighbouring LG's should urge their volunteers to assist other LG brigades to ease the stress during busy times.

6. Correspondence In

Nil

7. Correspondence Out

- 1) Great Eastern Highway Concerns – Peter Katsambanis
 - Querying whether LEMC concerns with Great Eastern Highway, as raised in previous meetings, were still valid as was planning a trip;
- 2) Wheatbelt DA Report – First Quarter 2019
 - Attached

8. Westonia/Yilgarn LEMA Review

Reminder to send through any updates to contact or resource list.

9. General Business

Jamie Criddle – Shire of Westonia

- Sections of newly replaced Great Eastern Highway may need to be replaced due to the poor quality of the construction, undertaking a walk through with Main Roads in near future;

Eleanor McKechnie – Ramelius Resources

- Lost traction with community engagement, however starting to get back on track, meeting with local volunteer first responders;
- Looking to have arrangement whereby ERT is used as a backup to local first responders;

MINUTES

WESTONIA YILGARN LEMC COMMITTEE THURSDAY 7th MARCH 2019

- Onsite training conducted with in-house qualified trainers in emergency response, including vehicle extraction, looking to assist in upskilling locals;

Natalie Treadwell – St Johns

- Proposing to place an ambulance at Marvel Loch, with a few people, including some from Minjar Gold looking to join;
- ERT from Mineral Resources (Koolyanobbing Minesite) recently assisted on a call out on Koolyanobbing road;
- Looking for more members with low numbers in Southern Cross.

Stuart Parks - DFES

- Tuesday 12th March will be holding a wellness workshop at the SXVFR station at 6:00pm, all are welcome to attend.

Diane Dixon – Southern Cross District Hospital

- Hospital is going OK;
- Have recruited a number of ED trained nurses on a permanent basis, should be here by April.

Dave Thirwell – Southern Cross Police

- Organising with SxDHS, then Moorine PS and St Joes to undertake an evacuation exercise drill, further details to come.

10. Risk Project

A risk assessment based on a storm hazard scenario was undertaken. The risk register compiled during the meeting is attached, along with the scenario Powerpoint presentation.

11. Next Meeting

Next Meeting scheduled for Thursday 23rd May 2019 in Southern Cross

12. Closure

The meeting was declared closed at 8:15 pm.

8. DECLARATION OF INTEREST

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Financial** interest were made at the Council meeting held on **21st March 2019**.

Name/Position	
Item No./Subject	
Nature of interest	
Extent of Interest	

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Closely Association Person And Impartiality** interest were made at the Council meeting held on **21st March 2019**

Name/Position	
Item No./Subject	
Nature of interest	
Extent of Interest	

In accordance with Section 5.60B and 5.65 of the *Local Government Act 1995* the following disclosures of **Proximity** interest were made at the Council meeting held on **21st March 2019**

Name/Position	
Item No./Subject	
Nature of interest	
Extent of Interest	

9. MATTERS REQUIRING A COUNCIL DECISION

9.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES

9.1.1 ACCOUNTS FOR PAYMENT

Responsible Officer:	Jamie Criddle, CEO
Author:	Kay Geier, Senior Finance Officer
File Reference:	F1.3.3 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 9.1.1 List of Accounts
Signature:	Officer  CEO 

Purpose of the Report

☐

Executive Decision

☒

Legislative Requirement

Background

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Comment

Attached is a copy of Accounts for Payment for the month of February 2019. The credit card statements currently show: -

CEO **February 2019 \$7,265.15** associated with the purchase of Activ8inet Housing & Office, Email Exchange Platform, Blinds and Dishwasher CEO Residence Storage for School & Adventure Kings.

Works Supervisor **February 2019 \$169.87** associated with the purchase of Vehicle Fuel & Vehicle Plate Change

Statutory Environment

Local Government (Financial Management) Regulations 1996 Regulations 12 & 13 requires the list of accounts to be presented to Council. Payments are made by staff under delegated authority from the CEO and Council.

Policy Implications

Council does not have a policy in relation to payment of accounts.

Strategic Implications

Accounts for payment are presented to Council in the interests of accountability and provide information on Council expenditure.

Financial Implications

Expenditure in accordance with the 2018/2019 Annual Budget.



Voting Requirements



Simple Majority



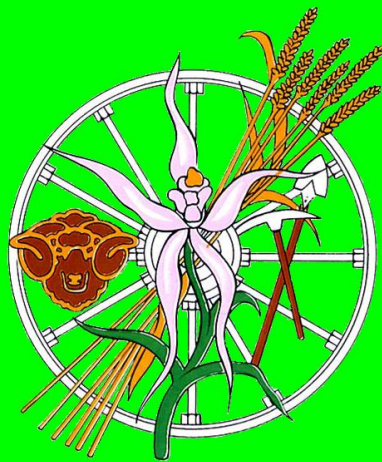
Absolute Majority

OFFICER RECOMMENDATIONS

That February 2019 accounts submitted to today's meeting on Municipal vouchers numbered from 3733 to 3740, and D/Debits from EFT3460 to EFT3493 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$192,480.74 be passed for payment.

Attachment 9.1.1

Shire of Westonia



Accounts for Payment

for period ending
28th February 2019

List of Accounts Due & Submitted to Council February 2018/19

Chq/EFT	Date	Name	Description	Amount	Bank
B/S	01/02/2019	Bankwest Corporate Mastercard	Credit Card Purchases	-1033.51	1
B/S	01/02/2019	WESTNET - INTERNET PROVIDER FEE	INTERNET PROVIDER FEE	-66.00	1
B/S	01/02/2019	FEE - BANK FEES	BANK FEES	-227.60	1
B/S	03/02/2019	PAYROLL	Payroll Liability FE 03/02/2019	-30226.30	1
B/S	03/02/2019	SOC CLUB	Payroll Liability FE 03/02/2019	-50.00	1
DD2296.1	03/02/2019	WASUPER	Payroll deductions	-5092.98	1
DD2296.2	03/02/2019	Colonial First State FirstChoice Wholsale Personal Super	Superannuation contributions	-106.21	1
DD2296.3	03/02/2019	MLC Masterkey	Superannuation contributions	-263.69	1
DD2296.4	03/02/2019	Australian Catholic Superannuation Retirement Fund	Superannuation contributions	-211.35	1
DD2296.5	03/02/2019	Sunsuper	Superannuation contributions	-67.63	1
DD2296.6	03/02/2019	Amp Flexible Lifetime Super	Superannuation contributions	-183.99	1
BPAY	04/02/2019	ATO	GST Liability	-17624.00	1
3733	05/02/2019	Water Corporation	Water use Carrabin Standpipe	-18211.68	1
3734	05/02/2019	Synergy	Power usage Westonia Primary School	-920.60	1
EFT3460	05/02/2019	ADVANCED TRANSPORTABLE SERVICES PTY LTD	Transport 12m x 3m Training room from Karratha to Westonia Caravan Park	-4000.00	1
EFT3461	05/02/2019	Winc Australia Pty Ltd	Doc frame A5 A4, battery pack, dispenser labels, self inking stamp, correction tape, plastic binding, office tape, back binding cover, whiteboard markers, carbon neutral copy paper, ink pads	-400.13	1
EFT3462	05/02/2019	Westonia Progress Association Inc.	Quarter 2 rental reimbursement Unit 12, Quarter 2 MOU	-12012.70	1
EFT3463	05/02/2019	Copier Support	Photocopier meter read - ir-ADV 5560i	-277.85	1
EFT3464	05/02/2019	Toll Ipec	Various freight	-47.26	1
EFT3465	05/02/2019	Ron Bateman & Co	Elbows, caps, joiners	-22.04	1
EFT3466	05/02/2019	Westonia Tavern	Refreshments	-55.00	1
EFT3467	05/02/2019	Public Libraries W.A. Inc	PLWA Membership 2018/2019	-110.00	1
EFT3468	05/02/2019	Marketforce	West Australian Newspaper - Death notice Darryl Shreeve	-106.16	1
EFT3469	05/02/2019	Moore Stephens	Budget workshop 2019 - J Geier	-935.00	1

Chq/EFT	Date	Name	Description	Amount	Bank
EFT3470	05/02/2019	Australia Post	Various Postage	-49.54	1
EFT3471	05/02/2019	Wessie Pty Ltd	Push Gravel at Daddow Pit	-8890.75	1
EFT3472	05/02/2019	Bruce Rock Engineering	Community Bus Wheel Alignment	-16.36	1
EFT3473	05/02/2019	Surgical House Pty Ltd	1x box cryopen cartridge 8G N20	-213.84	1
EFT3474	05/02/2019	Askwith Safe Company	Travel to Westonia, Repair lock to vault room	-1160.50	1
EFT3475	05/02/2019	Wessie Crete & Construction	Excavation of planter beds and install two curved paved planters with poly pipe	-1573.00	2
EFT3476	06/02/2019	Smith Broughton Auctioneers	Kubota SQ3140 14KVA Generator	-3141.60	1
EFT3477	07/02/2019	Hydair Drives	SC A1 18 Coil and Plug	-170.50	1
3735	11/02/2019	Water Corporation	Water Usage Standpipes	-1909.57	1
3736	11/02/2019	TELSTRA CORPORATION LIMITED	Phone Usage	-780.06	1
3737	11/02/2019	Synergy	Office and Streetlight Power Usage	-1532.70	1
EFT3478	11/02/2019	Askwith Safe Company	Repairs to Safe Vault Lock	-364.10	1
EFT3479	11/02/2019	Winc Australia Pty Ltd	Marbig Non-Slip, Energzer, Artline	-107.32	1
EFT3480	11/02/2019	Liberty Oil rural Pty Ltd	8057lt Low Sulphur Diesel	-10306.51	1
EFT3481	11/02/2019	Cliff Haines Tyres & More	Double Coin RT500 Trailer	-405.00	1
EFT3482	11/02/2019	Great Southern Fuel Supplies	Fuel Card Purchases	-369.61	1
EFT3483	11/02/2019	Westonia Co - operative	Admin Refreshements, West Australian, Cleaning Products & Gas	-879.27	1
EFT3484	11/02/2019	Ancor Electrical	Double Weater Proof Power POI, RCD, LED Floodlights	-535.87	1
EFT3485	11/02/2019	Elec Tech Diesel Services	Iveco - Test AC system for Faults	-272.25	1
B/S	15/02/2019	TPORT - DEPT TRANSPORT LICENSING	DEPT TRANSPORT LICENSING	-7666.70	1
B/S	17/02/2019	PAYROLL	Payroll Liability FE 17/02/2019	-28134.72	1
B/S	17/02/2019	SOC CLUB	Payroll Liability FE 17/02/2019	-50.00	1
DD2315.1	17/02/2019	WASUPER	Payroll deductions	-5098.67	1
DD2315.2	17/02/2019	Colonial First State FirstChoice Wholsale Personal Super	Superannuation contributions	-106.21	1
DD2315.3	17/02/2019	MLC Masterkey	Superannuation contributions	-251.06	1
DD2315.4	17/02/2019	Australian Catholic Superannuation Retirement Fund	Superannuation contributions	-211.35	1
DD2315.5	17/02/2019	Sunsuper	Superannuation contributions	-45.99	1
DD2315.6	17/02/2019	Amp Flexible Lifetime Super	Superannuation contributions	-173.30	1
3738	19/02/2019	Water Corporation	Water Use & Service charge Dec18 through Feb 19	-15254.71	1
3739	19/02/2019	TELSTRA CORPORATION LIMITED	Various mobile usage	-638.53	1

Chq/EFT	Date	Name	Description	Amount	Bank
3740	19/02/2019	Merredin Medical Centre	Workers Comp progress report Level B Steve Werner	-77.50	1
EFT3486	19/02/2019	AVN Northam Pty Ltd trading as Merredin Toyota	10,000k service Wks Prado WT111	-297.24	1
EFT3487	19/02/2019	Wheatbelt Country Supplies	6x roundup ultramax 20 litres, 3x 1 litre Aqua-K-Othrine	-2074.38	1
EFT3488	19/02/2019	Ron Bateman & Co	Toggles switch on-off-on	-41.93	1
EFT3489	19/02/2019	Carrabin Roadhouse (Rythdale P/L)	3x meals Doctor visit	-71.50	1
EFT3490	19/02/2019	JR & A Hersey Pty Ltd	Stinger gloves, rigger gloves, C431-5, C431-21 refills, retractable hose, clamps, grinding discs	-837.98	1
EFT3491	19/02/2019	Dylan Copeland	Provisions for Natural Resource Management	-1200.05	1
EFT3492	19/02/2019	Australia Post	Annual subscription Large PO Box	-85.00	1
EFT3493	19/02/2019	Zurich Australian Insurance Limited	Excess payment for claim #633602148 OWT, The claim vehicle reversed into a parked third - K Downsborough	-300.00	1
B/S	22/02/2019	Sunconnect	Being Instalment 12 rental agreement solar panels	-2258.34	1
B/S	25/02/2019	WESTNET - INTERNET PROVIDER FEE	INTERNET PROVIDER FEE	-578.95	1
B/S	28/02/2019	TPORT - DEPT TRANSPORT LICENSING	DEPT TRANSPORT LICENSING	-2096.60	1
				<u>-\$ 192,480.74</u>	

The above list of accounts has been paid under delegation, by the Chief Executive Officer, since the previous list of accounts. Municipal vouchers numbered from 3733 to 3740, and D/Debits from EFT3460 to EFT3493 (inclusive of Department for Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$192,480.74 submitted to each member of the Council on Thursday 21 March 2019, have been checked and are fully supported by vouchers and duly certified invoices with checks being carried out as to prices, computations and costing.



CHIEF EXECUTIVE OFFICER

9.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – FEBRUARY 2019

Responsible Officer:	Jamie Criddle, CEO		
Author:	Jasmine Geier, Executive Support Officer		
File Reference:	F1.3.3 Monthly Financial Statements		
Disclosure of Interest:	Nil		
Attachments:	Attachment 9.1.2 Monthly Statement of Financial Activity		
Signature:	Officer		CEO
			

Purpose of the Report

☐ Executive Decision ☒ Legislative Requirement

Background

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

Comment

The Monthly Statement of Financial Activity for the period ending 28th February 2019 is attached for Councillor information, and consists of:

1. Summary of Bank Balances
2. Summary of Outstanding Debtors
3. Balance Sheet
4. Budget v Actuals Schedules

Statutory Environment

General Financial Management of Council
Council 2015/2016 Budget
Local Government (Financial Management) Regulation 34 1996
Local Government Act 1995 section 6.4

Policy Implications

Council is required annually to adopt a policy on what it considers to be material as far as variances that require to be reported for Council. Council policy is that the material variation be set at \$10,000 and 15%.

Strategic Implications

The Monthly Statement of Financial Activity is a record of Council's activities and financial performance during the reporting period.

Financial Implications

There is no direct financial implication in relation to this matter.

Voting Requirements

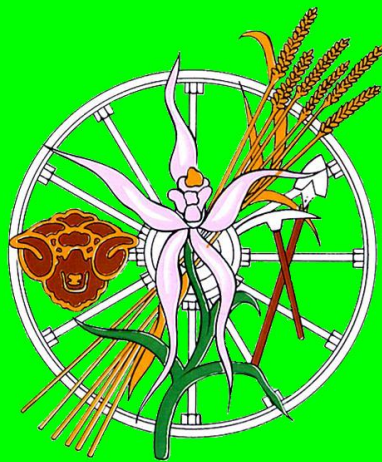
☒ Simple Majority ☐ Absolute Majority

OFFICER RECOMMENDATIONS

That Council adopt the Monthly Financial Report for the period ending 28th February 2019 and note any material variances greater than \$10,000 or 15%.

Attachment 9.1.2

Shire of Westonia



Monthly Statement of Financial Activity

for period ending
28th February 2019

SHIRE OF WESTONIA
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 28 February 2019

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

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Shire of Westonia
Information Summary
For the Period Ended 28 February 2019

Key Information

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*,

Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 28 February 2019 of \$1,806,006.

Items of Significance

The material variance adopted by the Shire of Westonia for the 2018/19 year is \$10,000 or 15% whichever is the

Capital Expenditure

Infrastructure - Roads ▲ \$ 624,088 Construction jobs commencing,

Capital Revenue

Grants, Subsidies and Contributions ▼ (\$142,244) N/A

Proceeds from Disposal of Assets ▲ \$268,600 journals required

	% Collected /					
	Completed	Annual Budget	YTD Budget	YTD Actual		
Significant Projects						
Buildings	-97%	-\$ 85,373	\$ 46,800	\$ 82,870		
Furniture & Office Equip.	-30%	-\$ 17,000	\$ 11,328	\$ 5,153		
Plant , Equip. & Vehicles	-22%	-\$ 245,000	\$ 163,328	\$ 53,751		
Transport	-6%	-\$ 1,054,650	\$ 686,400	\$ 62,312		
Grants, Subsidies and Contributions						
Operating Grants, Subsidies and Contributions	83%	\$ 772,616	\$ 515,077	\$ 639,150		
Non-operating Grants, Subsidies and Contributions	23%	\$ 573,388	\$ 475,243	\$ 133,000		
	57%	\$ 1,346,004	\$ 990,320	\$ 772,150		
Rates Levied	106%	\$ 941,290	\$ 941,290	\$ 998,196		

% Compares current ytd actuals to annual budget

Financial Position	This Time Last					
	Year	Current				
	28 Feb 2018	28 Feb 2019				
Adjusted Net Current Assets	229%	\$	904,228	\$	2,072,344	
Cash and Equivalent - Unrestricted	199%	\$	889,826	\$	1,772,514	
Cash and Equivalent - Restricted	100%	\$	622,281	\$	622,345	
Receivables - Rates	106%	\$	55,188	\$	58,668	
Receivables - Other	351%	\$	52,947	\$	185,732	
Payables	30%	\$	26,480	\$	7,923	

% Compares current ytd actuals to prior year actuals at the same time

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of

Preparation

Prepared by: Jasmine Geier



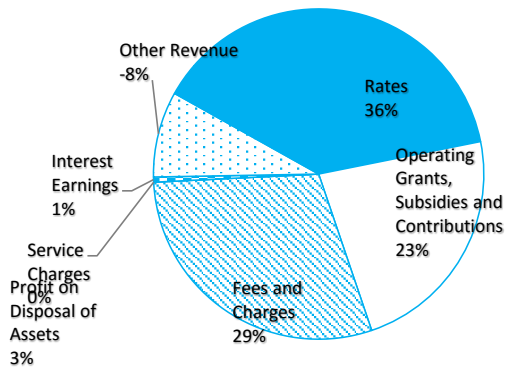
Reviewed by: Jamie Criddle



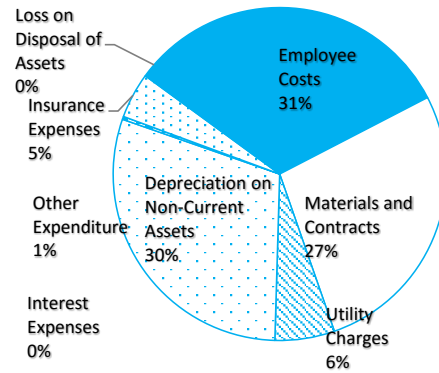
Date prepared:

**Shire of Westonia
Information Summary
For the Period Ended 28 February 2019**

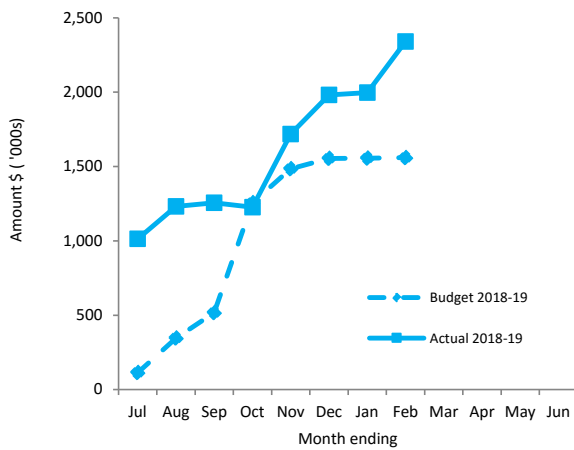
Operating Revenue



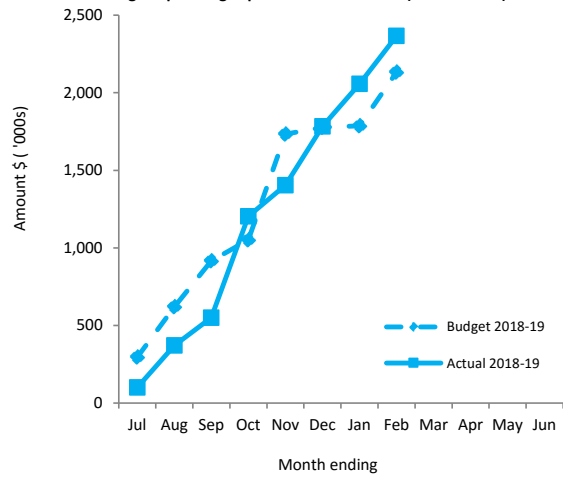
Operating Expenditure



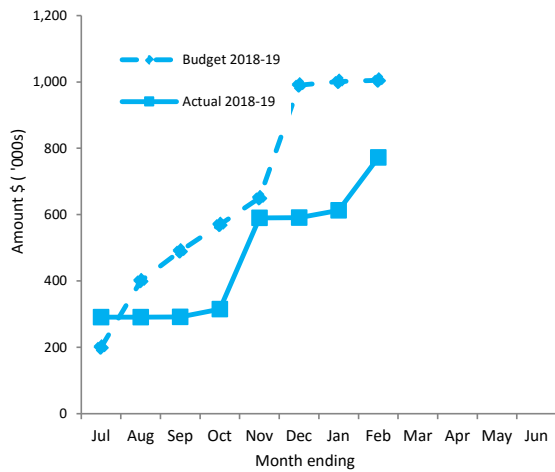
Budget Operating Revenues -v- Actual (Refer Note 2)



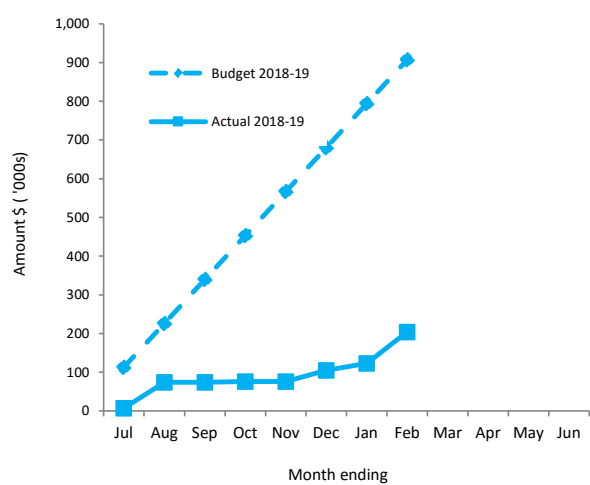
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



Budget Capital Revenue -v- Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF WESTONIA
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 28 February 2019

	Note	Amended Annual Budget \$	Amended YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
Opening Funding Surplus(Deficit)	3	880,062	880,062	880,062	0	0%	
Revenue from operating activities							
Governance		1,150	500	562	62	12%	
General Purpose Funding - Rates	9	941,292	941,290	998,196	56,906	6%	
General Purpose Funding - Other		607,664	341,005	496,694	155,689	46%	▲
Law, Order and Public Safety		43,400	14,705	18,006	3,301	22%	
Health		2,000	1,500	1,200	(300)	(20%)	
Education and Welfare		2,000	2,000	6,895	4,895	245%	
Housing		182,145	126,193	124,215	(1,978)	(2%)	
Community Amenities		10,300	8,800	8,250	(550)	(6%)	
Recreation and Culture		61,800	37,700	24,792	(12,908)	(34%)	▼
Transport		68,000	68,000	185,369	117,369	173%	▲
Economic Services		102,167	42,526	69,951	27,425	64%	▲
Other Property and Services		67,648	(24,200)	407,532	431,732	(1784%)	
		2,089,566	1,560,019	2,341,662			
Expenditure from operating activities							
Governance		(309,558)	(238,982)	(198,693)	40,289	17%	▲
General Purpose Funding		(42,000)	(24,180)	(18,173)	6,007	25%	▲
Law, Order and Public Safety		(62,610)	(40,399)	(35,156)	5,243	13%	▲
Health		(33,890)	(19,125)	(16,522)	2,603	14%	▲
Education and Welfare		(43,321)	(22,958)	(23,398)	(440)	(2%)	
Housing		(172,608)	(120,476)	(99,035)	21,441	18%	▲
Community Amenities		(128,266)	(73,432)	(60,601)	12,831	17%	▲
Recreation and Culture		(739,548)	(534,718)	(445,901)	88,817	17%	▲
Transport		(1,849,792)	(939,087)	(637,894)	301,193	32%	▲
Economic Services		(332,217)	(248,978)	(239,483)	9,495	4%	
Other Property and Services		118,590	130,155	(591,895)	(722,050)	555%	
		(3,595,220)	(2,132,180)	(2,366,751)			
Operating activities excluded from budget							
Add back Depreciation		1,909,240	981,163	707,039	(274,124)	(28%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	5,729	0	91,976	91,976		▲
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		409,315	409,003	773,927			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	575,244	275,244	133,000	(142,244)	(52%)	▼
Proceeds from Disposal of Assets	8	133,800	0	268,600	268,600		▲
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(85,373)	(46,800)	(82,870)	(36,070)	(77%)	▼
Infrastructure Assets - Roads	13	(1,054,650)	(686,400)	(62,312)	624,088	91%	▲
Infrastructure Assets - Public Facilities	13	0	0	0	0		
Infrastructure Assets - Footpaths	13	0	0	0	0		
Infrastructure Assets - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(245,000)	(163,328)	(53,751)	109,577	67%	▲
Furniture and Equipment	13	(17,000)	(11,328)	(5,153)	6,175	55%	▲
Amount attributable to investing activities		(692,979)	(632,612)	197,514			
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	(250,000)	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(70,373)	(70,373)	(38,233)	32,140	46%	▲
Transfer to Reserves	7	(264,800)	(264,800)	(7,262)	257,538	97%	▲
Amount attributable to financing activities		(585,173)	(335,173)	(45,495)			
Closing Funding Surplus(Deficit)	3	11,225	321,279	1,806,006			

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WESTONIA
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 28 February 2019

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	880,062	880,062	880,062	0	0%	
Revenue from operating activities							
Rates	9	941,290	941,290	998,196	56,906	6%	▲
Operating Grants, Subsidies and Contributions	11	805,116	440,000	645,936	205,936	47%	▲
Fees and Charges		270,795	206,098	828,091	621,993	302%	▲
Service Charges		0	0	0	0		
Interest Earnings		21,600	16,700	14,119	(2,581)	(15%)	
Other Revenue		42,117	(43,819)	(236,657)	(192,838)	440%	
Profit on Disposal of Assets	8	8,648	0	91,976			
		2,089,566	1,560,269	2,341,661			
Expenditure from operating activities							
Employee Costs		(922,994)	(680,550)	(733,930)	(53,380)	(8%)	▼
Materials and Contracts		(438,023)	(237,716)	(645,455)	(407,739)	(172%)	▼
Utility Charges		(156,460)	(113,794)	(137,078)	(23,284)	(20%)	▼
Depreciation on Non-Current Assets		(1,909,240)	(981,163)	(707,039)	274,124	28%	▲
Interest Expenses		(8,711)	(8,350)	(6,729)	1,621	19%	▲
Insurance Expenses		(107,000)	(80,660)	(104,841)	(24,181)	(30%)	▼
Other Expenditure		(49,873)	(29,947)	(31,678)	(1,732)	(6%)	
Loss on Disposal of Assets	8	(2,919)	0	0			
		(3,595,220)	(2,132,180)	(2,366,751)			
Operating activities excluded from budget							
Add back Depreciation		1,909,240	981,163	707,039	(274,124)	(28%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	5,729	0	91,976	91,976		▲
Adjust Provisions and Accruals			0	0	0		
Amount attributable to operating activities		409,315	409,253	773,926			
Investing activities							
Non-operating Grants, Subsidies and Contributions	11	575,244	275,244	133,000	(142,244)	(52%)	▼
Proceeds from Disposal of Assets	8	133,800		268,600	268,600		▲
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(85,373)	(46,800)	(82,870)	(36,070)	(77%)	▼
Infrastructure Assets - Roads	13	(1,054,650)	(686,400)	(62,312)	624,088	91%	▲
Infrastructure Assets - Public Facilities	13	0	0	0	0		
Infrastructure Assets - Footpaths	13	0	0	0	0		
Infrastructure Assets - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(245,000)	(163,328)	(53,751)	109,577	67%	▲
Furniture and Equipment	13	(17,000)	(11,328)	(5,153)	6,175	55%	▲
Amount attributable to investing activities		(692,979)	(632,612)	197,514			
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	(250,000)	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(70,373)	(70,373)	(38,233)	32,140	46%	▲
Transfer to Reserves	7	(264,800)	(264,800)	(7,262)	257,538	97%	▲
Amount attributable to financing activities		(585,173)	(335,173)	(45,495)			
Closing Funding Surplus (Deficit)	3	11,225	321,529	1,806,006	1,484,477	462%	▲

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

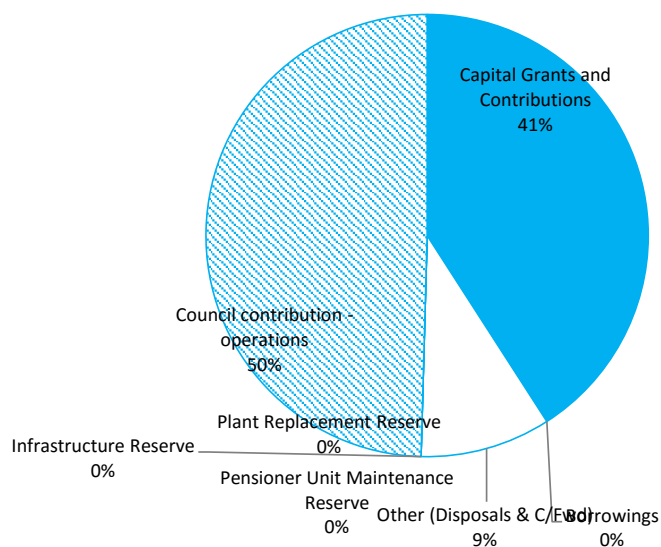
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WESTONIA
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 28 February 2019

Capital Acquisitions

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	82,870	0	(46,800)	85,373	(82,870)	(36,070)
Infrastructure Assets - Roads	13	62,312	0	(686,400)	1,054,650	(62,312)	624,088
Infrastructure Assets - Footpaths	13	0	0	0	0	0	0
Plant and Equipment	13	0	53,751	(163,328)	245,000	(53,751)	109,577
Furniture and Equipment	13	5,153	0	(11,328)	17,000	(5,153)	6,175
Capital Expenditure Totals		150,335	53,751	(907,856)	1,402,023	(204,087)	703,770
Capital acquisitions funded by:							
Capital Grants and Contributions				475,243	573,366	133,000	
Borrowings				0	0	0	
Other (Disposals & C/Fwd)				0	133,800	268,600	
Council contribution - Cash Backed Reserves							
Infrastructure Reserve				0	0	0	
Pensioner Unit Maintenance Reserve				0	0	0	
Plant Replacement Reserve				0	0	0	
Council contribution - operations				(1,383,099)	694,857	(605,687)	
Capital Funding Total				(907,856)	1,402,023	(204,087)	

Budgeted Capital Acquisitions Funding



SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 1: Significant Accounting Policies

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(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 12.

(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

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

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

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale 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 local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 1: Significant Accounting Policies

(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:

Asset	Years
Buildings	0 to 20 years
Furniture and Equipment	0 to 10 years
Plant and Equipment	0 to 10 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	20 years
construction/road base	50 years
Gravel Roads	
formation	not depreciated
construction/road base	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	40 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(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.

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 1: Significant Accounting Policies

(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.

(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 and service

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 1: Significant Accounting Policies

(r) Program Classifications (Function/Activity)

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE

Objective:

To provide a decision making process for the efficient allocation of scarce resources.

Activities:

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services.

Activities:

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

To provide services to help ensure a safer and environmentally conscious community.

Activities:

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

EDUCATION AND WELFARE

Objective:

To provide services to disadvantaged persons, the elderly, children and youth.

Activities:

Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

HOUSING

Objective:

To provide and maintain elderly residents housing.

Activities:

Provision and maintenance of elderly residents housing.

COMMUNITY AMENITIES

Objective:

To provide services required by the community.

Activities:

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

RECREATION AND CULTURE

Objective:

To establish and effectively manage infrastructure and resource which will help the social well being of the community.

Activities:

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

TRANSPORT

Objective:

To provide safe, effective and efficient transport services to the community.

Activities:

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

ECONOMIC SERVICES

Objective:

To help promote the shire and its economic wellbeing.

Activities:

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.

OTHER PROPERTY AND SERVICES

Objective:

To monitor and control Shire overheads operating accounts.

Activities:

Private works operation, plant repair and operation costs and engineering operation costs.

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 2: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2018/19 year is \$10,000 or 15% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	62	12%		Timing	N/A
General Purpose Funding - Rates	56,906	6%		Timing	N/A
General Purpose Funding - Other	155,689	46%	▲	Timing	N/A
Law, Order and Public Safety	3,301	22%		Timing	N/A
Health	(300)	(20%)			N/A
Education and Welfare	4,895	245%		Permanent	School Overflow - Mahoney, Williams & Nelson Rent Income
Housing	(1,978)	(2%)			N/A
Community Amenities	(550)	(6%)		Timing	N/A
Recreation and Culture	(12,908)	(34%)	▼	Timing	MOU Due in December 18
Transport	117,369	173%	▲	Permanent	Profit on Sale of Asset Pardo & Land Cruiser
Economic Services	27,425	64%	▲	Permanent	Increase in Museum Entry Sales No Budget
Other Property and Services	431,732	(1784%)		Timing	Depreciation Sale proceeds and PrivateWorks LeandLease
Operating Expense					
Governance	40,289	17%	▲	Timing	N/A
General Purpose Funding	6,007	25%	▲	Timing	N/A
Law, Order and Public Safety	5,243	13%	▲	Timing	N/A
Health	2,603	14%	▲	Timing	N/A
Education and Welfare	(440)	(2%)		Timing	N/A
Housing	21,441	18%	▲	Timing	N/A
Community Amenities	12,831	17%	▲	Timing	N/A
Recreation and Culture	88,817	17%	▲	Timing	N/A
Transport	301,193	32%	▲	Timing	N/A
Economic Services	9,495	4%		Timing	N/A
Other Property and Services	(722,050)	555%		Permanent	Inrease in Cost Insurance on Works & Private Works Costs
Capital Revenues					
Grants, Subsidies and Contributions	(142,244)	(52%)	▼	Timing	N/A
Proceeds from Disposal of Assets	268,600		▲	Permanent	journals required
Capital Expenses					
Land and Buildings	(36,070)	(77%)	▼	Timing	Projects Not started, CEACA Exp not required yet
Infrastructure - Roads	624,088	91%	▲	Timing	Construction jobs commencing, Will catch up
Infrastructure - Public Facilities	0				N/a
Infrastructure - Footpaths	0				N/a
Infrastructure - Drainage	0				N/a
Heritage Assets	0				N/a
Plant and Equipment	109,577	67%	▲	Timing	Purchase of Pardo & Landcruiser
Furniture and Equipment	6,175	55%	▲	Timing	N/A
Financing					
Loan Principal	32,140	46%	▲	Timing	Loan payment effected in subsequent month

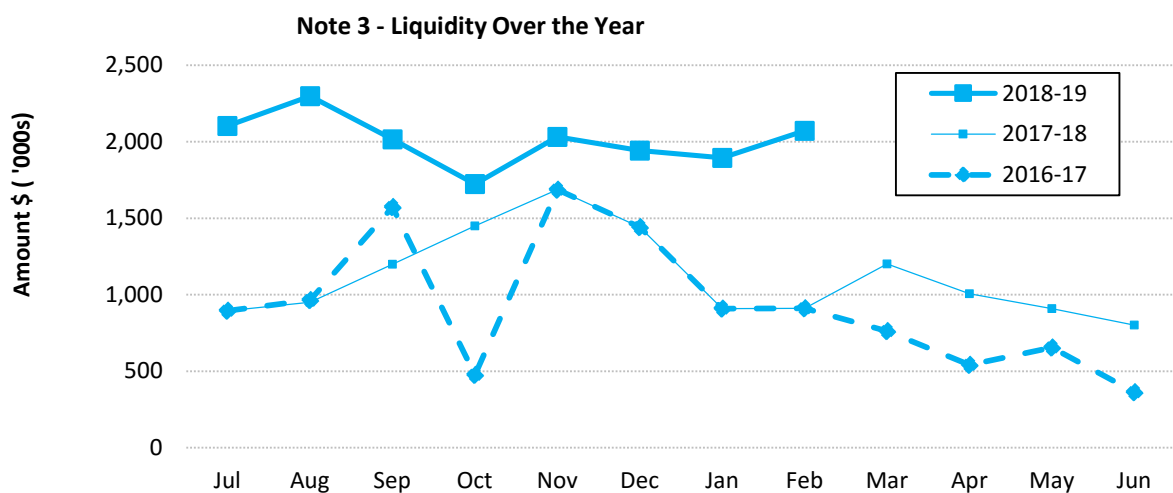
General Comments

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2017	28 Feb 2018	28 Feb 2019
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	879,387	889,826	1,772,514
Cash Restricted - Conditions over Grants	11	0	0	0
Cash Restricted	4	617,534	622,281	622,345
Receivables - Rates	6	13,241	55,188	58,668
Receivables - Other	6	95,217	52,947	185,732
Interest / ATO Receivable/Trust		(1,172)	922	0
Inventories		7,964	7,964	139,424
		1,612,171	1,629,128	2,778,682
Less: Current Liabilities				
Payables		(26,480)	(12,073)	(7,923)
Provisions		(90,546)	(90,546)	(76,070)
		(117,026)	(102,619)	(83,993)
Less: Cash Reserves	7	(615,083)	(622,281)	(622,345)
Net Current Funding Position		880,062	904,228	2,072,344



Comments - Net Current Funding Position

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	1,772,514			1,772,514	BankWest	0.10%	At Call
Trust Bank Account			76,736	76,736	BankWest	0.10%	At Call
Cash On Hand				0	N/A	Nil	On Hand
(b) Term Deposits							
Municipal Gold		622,345		622,345	BankWest	3.00%	23-Dec-18
Total	1,772,514	622,345	76,736	2,471,594			

Corporate MasterCard

Transaction Summary	Total Amount	Institution	Interest Rate	Reporting Period End Date
	\$			
Card # **** *270				
Criddle, Jameon C		Bankwest	17.99%	28-Feb-19
Activ8inet Housing & Office	469.50			
Email Exchange Platform	195.36			
Blinds and Dishwasher CEO Residence	5,336.13			
Storage at School	518.95			
Adventure Kings	502.42			
Vehicle Purchases/Fuel	215.45			
Bank Fees	27.34			
Card # **** *693				
Price, Arthur W		Bankwest	17.99%	28-Feb-19
Vehicle Purchases/Fuel	143.02			
Vehicle Plate Change	26.85			
	7,435.02			

Note 5: Budget Amendments
Amendments to original budget since budget adoption. Surplus/(Deficit)

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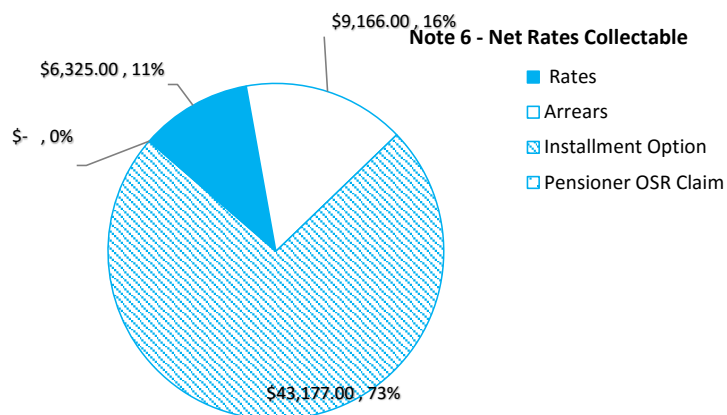
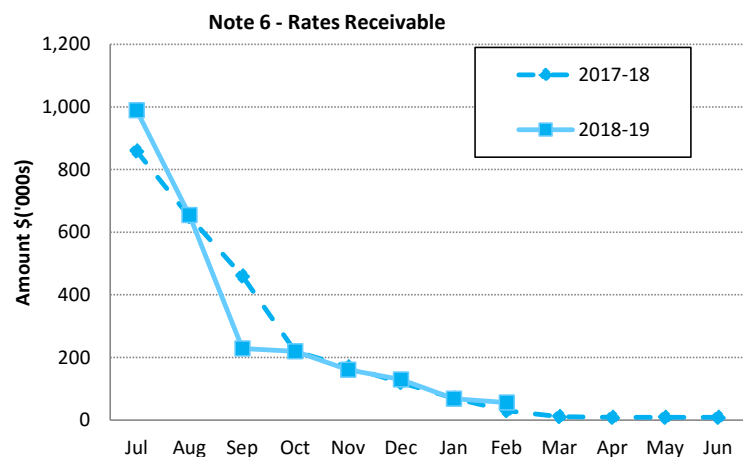
SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 6: Receivables

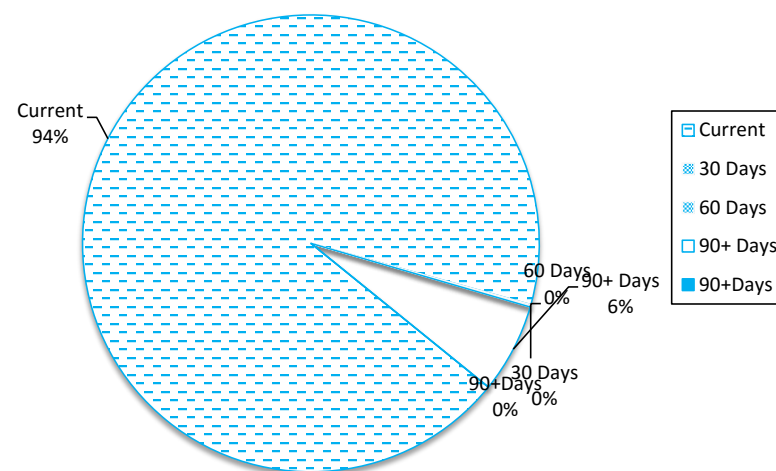
Receivables - Rates Receivable	28 Feb 2019	30 June 2017
	\$	\$
Opening Arrears Previous Years	9,166	12,031
Levied this year	998,882	892,294
<u>Less</u> Collections to date	(949,380)	(895,159)
Equals Current Outstanding	58,668	9,166
Net Rates Collectable	58,668	9,166
% Collected	94.18%	98.99%

Receivables - General	Current	30 Days	60 Days	90+ Days	90+Days
	\$	\$	\$	\$	\$
Receivables - General	173,632	220	110	11,770	0
Balance per Trial Balance					
Sundry Debtors					185,732
Receivables - Other					
Total Receivables General Outstanding					185,732

Amounts shown above include GST (where applicable)



Note 6 - Accounts Receivable (non-rates)

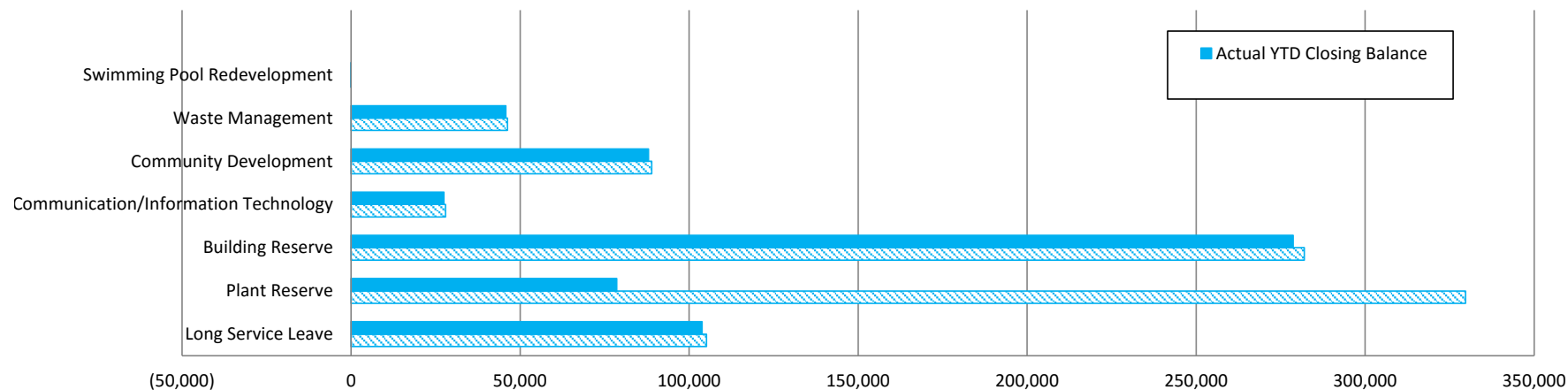


SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 7: Cash Backed Reserve

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave	102,642	2,500	1,212	0	0	0	0	105,142	103,854
Plant Reserve	77,664	2,000	917	250,000	0	0	0	329,664	78,581
Building Reserve	275,460	6,500	3,252	0	0	0	0	281,960	278,712
Communication/Information Technology	27,109	800	320	0	0	0	0	27,909	27,429
Community Development	86,970	2,000	1,027	0	0	0	0	88,970	87,997
Waste Management	45,244	1,000	534	0	0	0	0	46,244	45,778
Swimming Pool Redevelopment	(6)	0	0	0	0	0	0	(6)	(6)
	615,083	14,800	7,262	250,000	0	0	0	879,883	622,345

Note 7 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 8: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Amended Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Transport								
A488	Work Supervisors Vehicle	50,459	55,000	4,541		50,459	55,000	4,541	
A496	Work Supervisors Vehicle	56,053	56,000		(53)				
	Other Property & Services								
A489	Toyota Landcruiser GXL	72,824	78,800	5,976		72,824	78,800	5,976	
A495	Toyota Landcruiser GXL	66,251	78,800	12,549					
		245,587	268,600	23,066	(53)	123,283	133,800	10,517	0

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 9: Rating Information

	Rate in	Number of Properties	Rateable Value	YTD Actual				Amended Budget			
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV	6.864100	49	626,819	43,025	0	0	43,026	43,027	0	0	43,028
GRV - Mining	19.519400	2	1,305,800	254,884	0	0	254,884	254,884	0	0	254,884
UV	1.467700	131	42,435,000	622,818	0	0	622,818	622,818	0	0	622,818
UV- Mining	1.467700	6	147,324	2,162	0	0	2,162	2,162	0	0	2,162
Sub-Totals		188	44,514,943	922,891	0	0	922,892	922,893	0	0	922,894
Minimum Payment	Minimum										
	\$										
GRV	355.00	16	23,202	5,680	0	0	5,680	5,680	0	0	5,680
UV	355.00	18	211,700	6,390	0	0	6,390	6,390	0	0	6,390
UV - Mining	200.00	9	40,562	1,800	0	0	1,800	1,800	0	0	1,800
Sub-Totals		43	275,464	13,870	0	0	13,870	13,870	0	0	13,870
		231	44,790,407	936,761	0	0	936,762	936,763	0	0	936,764
Concession							0				0
Amount from General Rates							936,762				936,764
Ex-Gratia Rates							4,530				4,530
Specified Area Rates											
Totals							941,292				941,294

Comments - Rating Information

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2018	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
			\$	\$	\$	\$	\$	\$
Loan 5 - Lifestyle Village	126,338		29,200	61,201	126,338		4,923	7,044
Loan 6 - School Bus *	29,277		9,033	9,172	29,277		1,806	1,667
	29,277	0	38,233	70,373	155,615	0	6,729	8,711

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 11: Grants and Contributions

	Grant Provider	Type	Opening Balance (a)	Amended Budget Operating	Capital	YTD Budget	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	YTD Actual Revenue	(Expended) (c)	Unspent Grant (a)+(b)+(c)
				\$	\$	\$				\$	\$	\$
General Purpose Funding												
Grants Commission - General	WALGGC	Operating	0	355,644	0	237,096	355,644		355,644	298,353	(298,353)	0
Grants Commission - Roads	WALGGC	Operating	0	228,472	0	152,315	228,472		228,472	183,158	(183,158)	0
Law, Order and Public Safety												
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating	0	25,000	0	16,667	25,000		25,000	6,135	(6,135)	0
Evolution MOU Emergency Services	Evolution Mining	Operating	0	13,500	0	9,000	13,500		13,500	6,818	(6,818)	0
Recreation and Culture												
Contributions/Rembursements	Contributions/Rembursements	Operating	0	2,000	0	1,333	2,000		2,000	6,895	(6,895)	0
Transport												
MRWA Direct	Main Roads WA	Operating	0	68,000	0	45,333	68,000		68,000	115,517	(115,517)	0
MRWA Specific	Main Roads WA	Non-operating	0	0	300,000	200,000	300,000		300,000	0	0	0
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	275,243	275,243	275,243		275,243	133,000	(133,000)	0
Economic Services												
Evolution MOU 33%	Evolution Mining	Operating	0	20,000	0	13,333	20,000		20,000	7,350	(7,350)	0
Evolution MOU WAP 67%	Evolution Mining	Operating	0	40,000	0	26,667	40,000		40,000	14,923	(14,923)	0
Govt. Grant Funding	NRM	Operating	0	20,000	0	13,333	20,000		20,000	0	0	0
TOTALS			0	772,616	575,243	990,320	1,347,859	0	1,347,859	772,150	(772,149)	0
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		0	772,616	0	515,077	772,616	0	772,616	639,150	(639,149)	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	0	0	0	0	0	0	0	0	0
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	573,388	475,243	573,366	0	573,366	133,000	(133,000)	0
TOTALS			0	772,616	573,388	990,320	1,345,982	0	1,345,982	772,150	(772,149)	0

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 12: 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 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 28 Feb 2019
	\$	\$	\$	\$
Police Licensing	-4,323	79,576	-75,993	(740)
BCITF Training Levy - Now CTF Levy	1,319	90	0	1,409
BRB Building Levy - Now BSL Levy	633	190	-113	710
Nomination Deposits	0	0	0	0
Bonds	1,820	160	0	1,980
George Rd Water Extensions	20,545	0	0	20,545
St John's Westonia	2,047	0	0	2,047
Westonia Sports Council	122	0	0	122
Westonia Progress Association	3,135	0	0	3,135
Accommodation Units	2,900	0	0	2,900
WEIRA - Booderockin Water Scheme	646	0	0	646
Warralakin Hall	1,700	0	0	1,700
Social Club	2,772	890	0	3,662
Walgoolan History Group	12,065	0	0	12,065
Community Project	1,000	0	0	1,000
Rural Youth	4,636	0	0	4,636
Westonia P & C	909	0	0	909
LGMA - Receipts	5,382	0	0	5,382
Donations J Townrow	3	70	0	73
Rates Incentive Prize	1,300	0	0	1,300
Rent Pre Payment	835	0	0	835
Westonia Historical Society	7,792	2,000	0	9,792
Cemetry Committee	10,509	1,216	-1,573	10,151
	77,747	84,191	(77,679)	84,259

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
 Level of completion indicator, please see table at the end of this note for further detail.								
Buildings								
Housing								
 Solar	09232	0	0	0	(9,000)	6,000	(6,000)	
 Principal Loan #5	16114	29,200	0	29,200	(61,201)	40,800	(11,600)	
	Housing Total	29,200	0	29,200	(70,201)	46,800	(17,600)	
Economic Services								
 Old Club Hotel Museum	13216	10,388	0	10,388	(6,000)	0	10,388	
 Principal Loan #6	13609	0	0	0	(9,172)	0	0	
	Economic Total	10,388	0	10,388	(15,172)	0	10,388	
 Buildings Total		82,870	0	82,870	(85,373)	46,800	36,070	
Furniture & Office Equip.								
Governance								
 School Building	08203	0	0	0	(7,000)	4,664	(4,664)	
 Reserves Infrastructure	11603	5,153	0	5,153	(10,000)	6,664	(1,511)	
	Governance Total	5,153	0	5,153	(17,000)	11,328	(6,175)	
 Furniture & Office Equip. Total		5,153	0	5,153	(17,000)	11,328	(6,175)	
Plant , Equip. & Vehicles								
Governance								
 CEO Vehicle Replacement	14520	0	0	0	(137,000)	91,328	(91,328)	
	Governance Total	0	0	0	(137,000)	91,328	(91,328)	

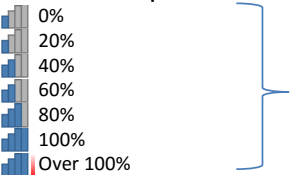
SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Plant , Equip. & Vehicles Cont.								
Transport								
 Works Supervisor Vehicle Replacement	14213	0	53,751	53,751	(108,000)	72,000	(18,249)	
Transport Total		0	53,751	53,751	(108,000)	72,000	(18,249)	
 Plant , Equip. & Vehicles Total		0	53,751	53,751	(245,000)	163,328	(109,577)	
Roads (Council Funded)								
Transport								
 4 Mile Gate Rd Floodway - CAPITAL	C0019	788	0	788	(51,000)	34,000	(33,212)	
 Goldfields Road Floodway - CAPITAL	C0008	0	0	0	(67,000)	44,664	(44,664)	
 Warrachuppin Road - CAPITAL	C0005	16,436	0	16,436	(59,000)	39,328	(22,892)	
 Della Bosca Road - CAPITAL	C0080	0	0	0	(38,000)	25,328	(25,328)	
 Warrachuppin Road Polycom - CAPITAL	C0005E	0	0	0	(27,000)	18,000	(18,000)	
 Warrachuppin Road Polycom - CAPITAL	DRAIN	0	0	0	(25,000)	0	0	
 Boodarockin North Road - CAPITAL	C0032	0	0	0	(57,000)	38,000	(38,000)	
Transport Total		17,224	0	17,224	(324,000)	199,320	(182,096)	
 Roads (Council Funded) Total		17,224	0	17,224	(324,000)	199,320	(182,096)	
Roads (MRWA)								
Transport								
 Korrd-Southern Cross Rd (M40) Reconstruction	RRG91C	2,422	0	2,422	(276,150)	184,096	(181,674)	
 Korrd-Southern Cross Rd (M40) Reseals	RRG91R	0	0	0	(175,000)	116,664	(116,664)	
Transport Total		2,422	0	2,422	(451,150)	300,760	(298,338)	
 Roads (MRWA) Total		2,422	0	2,422	(451,150)	300,760	(298,338)	

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2019

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Town (R2R)								
Transport								
 Boodarockin Rd - R2R	R2R07	11,278	0	11,278	(78,000)	52,000	(40,722)	
 Daddow Road -R2R	R2R12	0	0	0	(55,000)	36,664	(36,664)	
 Morrison Rd - R2R	R2R50	0	0	0	(47,000)	31,328	(31,328)	
 Echo Valley Road - R2R	R2R15	8,083	0	8,083	(81,000)	54,000	(45,918)	
 Rabbit Proof Fence Rd - R2R	R2R25	23,306	0	23,306	(18,500)	12,328	10,978	
Transport Total		42,666	0	42,666	(279,500)	186,320	(143,654)	
 Town (R2R) Total		42,666	0	42,666	(279,500)	186,320	(143,654)	
Capital Expenditure Total		150,335	53,751	204,087	(1,402,023)	907,856	(703,770)	
 0% 20% 40% 60% 80% 100% Over 100% Percentage YTD Actual to Annual Budget Expenditure over budget highlighted in red.								

9.1.3 GST RECONCILIATION REPORT – FEBRUARY 2019

Responsible Officer:	Jamie Criddle, CEO		
Author:	Jasmine Geier, Executive Support Officer		
File Reference:	F1.4.4 Audit Report		
Disclosure of Interest:	Nil		
Attachments:	Attachment 9.1.3 GST Report		
Signature:	Officer	CEO	
			

Purpose of the Report

☐ Executive Decision ☒ Legislative Requirement

Background

The Reconciled Balance of the GST Ledger to the General Ledger as reported as at 28th February 2019 is provided to Council on a monthly basis as a means of keeping Council informed of its current GST liability.

Comment

The GST Reconciliation Report is attached for Councillor consideration.

Statutory Environment

Nil

Policy Implications

Council does not have a policy in regard to Goods and Services Tax.

Strategic Implications

Nil

Financial Implications

The GST reconciliation is presented to Council as a means of indicating Council's current GST liability, which has an impact on Council's cash-flow.

Voting Requirements

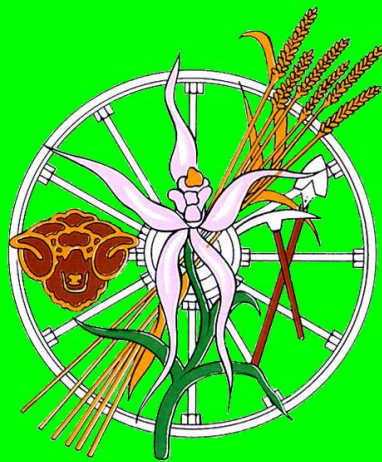
☒ Simple Majority ☐ Absolute Majority

OFFICER RECOMMENDATIONS

That the GST Reconciliation totaling \$20,186 for the period ending 28th February 2019 adopted.

Attachment 9.1.3

Shire of Westonia



GST Reconciliation Report

for period ending
28th February 2019

SHIRE OF WESTONIA

BAS EXTRACT - 28 February 2019



ABN:	87 507 505 958
Business Activity Statement:	Feb-19
Period/Year end:	2018/2019

Name	Jasmine Geier
Position	Manager of Coporate Services
Date	18/03/2019

	A	B	C	D	E	F	G
	GST						
Month	On Sales (collected) *1405000	On Purchases (paid) *1304000	Nett GST Payable / (Receivable)	Fuel Tax Credit *1144040.170	PAYG *1406010	FBT Instalment *1142210 & 1145090	Nett Payment /(Refund)
Jul-18	6,189.00	3,115.00	3,074.00	0.00	15,718.00	0.00	18,792.00
Aug-18	2,235.00	21,088.00	(18,853.00)	(5,674.00)	15,760.00	0.00	(8,767.00)
Sep-18	2,377.00	10,934.00	(8,557.00)	(1,260.00)	22,330.00	4,271.00	16,784.00
Oct-18	6,239.00	28,037.00	(21,798.00)	(3,124.00)	16,312.00	0.00	(8,610.00)
Nov-18	20,733.00	13,742.00	6,991.00	(2,934.00)	17,606.00	0.00	21,663.00
Dec-18	22,390.00	12,238.00	10,152.00	(1,639.00)	17,425.00	4,838.00	30,776.00
Jan-19	7,524.00	6,464.00	1,060.00	(1,617.00)	18,181.00	0.00	17,624.00
Feb-19	14,830.00	11,007.00	3,823.00	(2,132.00)	18,495.00	0.00	20,186.00
Mar-19			0.00				0.00
Apr-19			0.00			0.00	0.00
May-19			0.00			0.00	0.00
Jun-19			0.00				0.00
Total	82,517.00	106,625.00	(24,108.00)	(18,380.00)	141,827.00	9,109.00	108,448.00

A - B = C (Net GST)

C + D + E + F = G (Nett (Refund/Payment))

9.1.4 REVIEW OF AUTHORISED PERSONS

Responsible Officer:	Jamie Criddle, CEO		
Author:	Jamie Criddle, CEO		
File Reference:			
Disclosure of Interest:	Nil		
Attachments:	Nil		
Signature:	Officer	CEO	

Purpose of the Report

☐

Executive Decision

☒

Legislative Requirement

Summary

To review authorized personnel.

Background

Each year, with the change of work personnel, Council is required to appoint staff as authorised persons to enforce the provisions of various laws and regulations.

Comment

It is recommended that Council appoint the following persons:

Jameon Criddle;
Arthur Price;
Jasmine Geier; and
Kim Friis

as authorised persons in accordance with the following acts:

Section 449 of the Local Government (Miscellaneous Provisions) Act 1960

Section 9.10 of the Local Government Act 1995 for Local Laws;

Section 17(1) of the Caravan Parks and Camping Grounds Act 1995;

Section 29(1) of the Dog Act 1976 and Regulations;

Section 38(1) of the Bush Fires Act 1954 and Regulations;

Section 26(1) of the Litter Act 1979;

Section 38(3) of the Control of Vehicles (Off Road Areas) Act 1978;

Cat Act 2011

Shire of Westonia Local Laws.

The following persons have been authorised as Registration Officers in accordance with the Dog Act 1976 and Regulations, Cat Act:

Jameon Criddle;
Arthur Price;
Kay Geier;
Jasmine Geier;
Stacey Geier;
Carol Pomery; and

Kim Friis

Statutory Environment

Local Government Act (Miscellaneous Provisions) 1960, Part XX (Ranger/Pound Keeper);
Local Government Act 1995, Part 3—Executive Functions of Local Government and Part 9—Miscellaneous Provisions;
Caravan and Camping Grounds Act 1995;
Dog Act 1976 and Regulations;
Bush Fires Act 1954 and Regulations;
Litter Act 1979 and Regulations;
Control of Vehicles (Off Road Areas) Act 1978 and Regulations;
Cat Act 2011

Shire of Westonia Local Laws.

Policy Implications

Strategic Implications

Financial Implications

Cost of advertising appointments of authorised persons. 2018/2019 Budget.

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

OFFICER RECOMMENDATIONS

That Council:

That Council:

1. Appoint the following persons:

Jameon Criddle;

Arthur Price;

Jasmine Geier; and

Kim Friis;

as authorised persons in accordance with the following acts:

Section 449 of the Local Government (Miscellaneous Provisions) Act 1960

Section 9.10 of the Local Government Act 1995 for Local Laws;

Section 17(1) of the Caravan Parks and Camping Grounds Act 1995;

Section 29(1) of the Dog Act 1976 and Regulations;

Section 38(1) of the Bush Fires Act 1954 and Regulations;

Section 26(1) of the Litter Act 1979;

Section 38(3) of the Control of Vehicles (Off Road Areas) Act 1978;

Cat Act 2011

Shire of Westonia Local Laws; and

2. Appoint the following persons as registration officers in accordance with the Dog Act 1976, Cat Act 2011 and Regulations:

Jameon Criddle;

Judd Hobson;

Kay Geier;

Jasmine Geier;

Stacey Geier;

Carol Pomery; and

Kim Friis

2. Cancel all previous appointments.

9.1.5 RAMELIUS RESOURCES – GREENFINCH CLEARING PROPOSAL

Responsible Officer:	Jamie Criddle, CEO	
Author:	Jamie Criddle, CEO	
File Reference:		
Disclosure of Interest:	Nil	
Attachments:	Nil	
Signature:	Officer	CEO
		

Purpose of the Report

☐

Executive Decision

☒

Legislative Requirement

Summary

Back in December 2017, Ramelius Resources, operators of Edna May Operations requested support in the approval process and logistical issues in relation to the commencement of the Greenfinch project.

Background

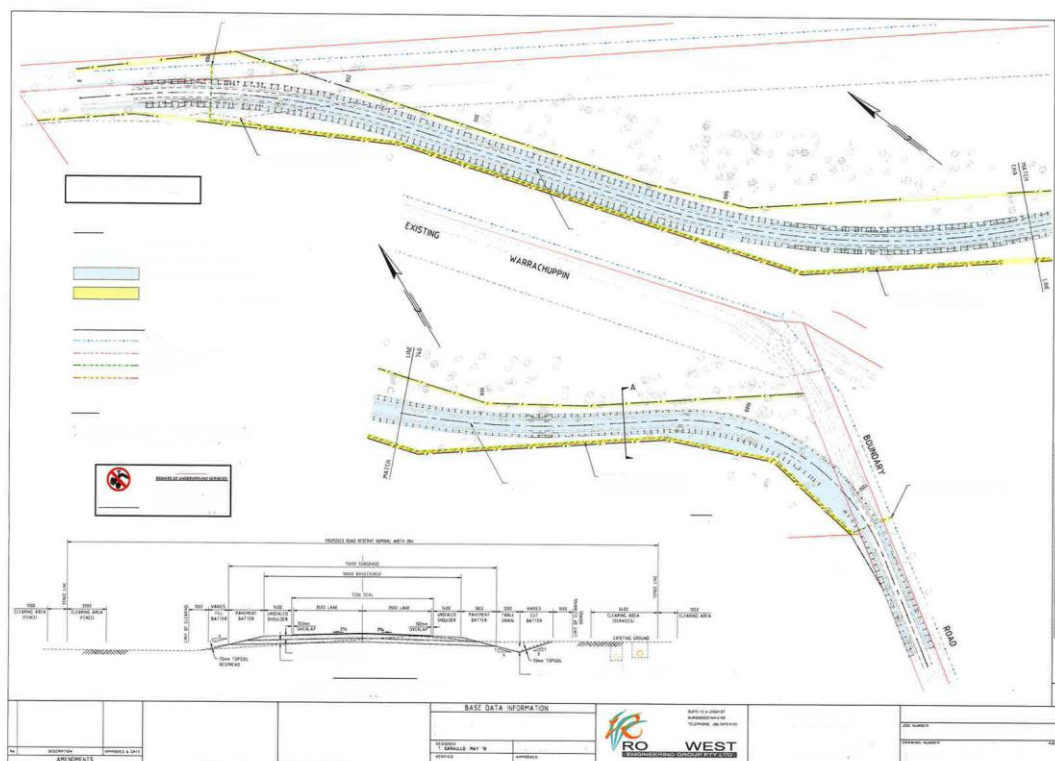
Development of the proposed Greenfinch Open Pit involves the excavation of an open pit, construction of a noise/abandonment bund, the extension of a waste rock landform, processing of circa 1.7Mt of ore and realignment of the Westonia Shire's Warrachuppin Road (and other associated infrastructure within the road corridor).

The project requires clearing of 62.3ha of vegetation, ~44ha of which is comprises of Eucalypt woodland/Mallee Woodland in good to very good condition and the remaining 18.3ha comprises of regrowth/cleared vegetation which is degraded.

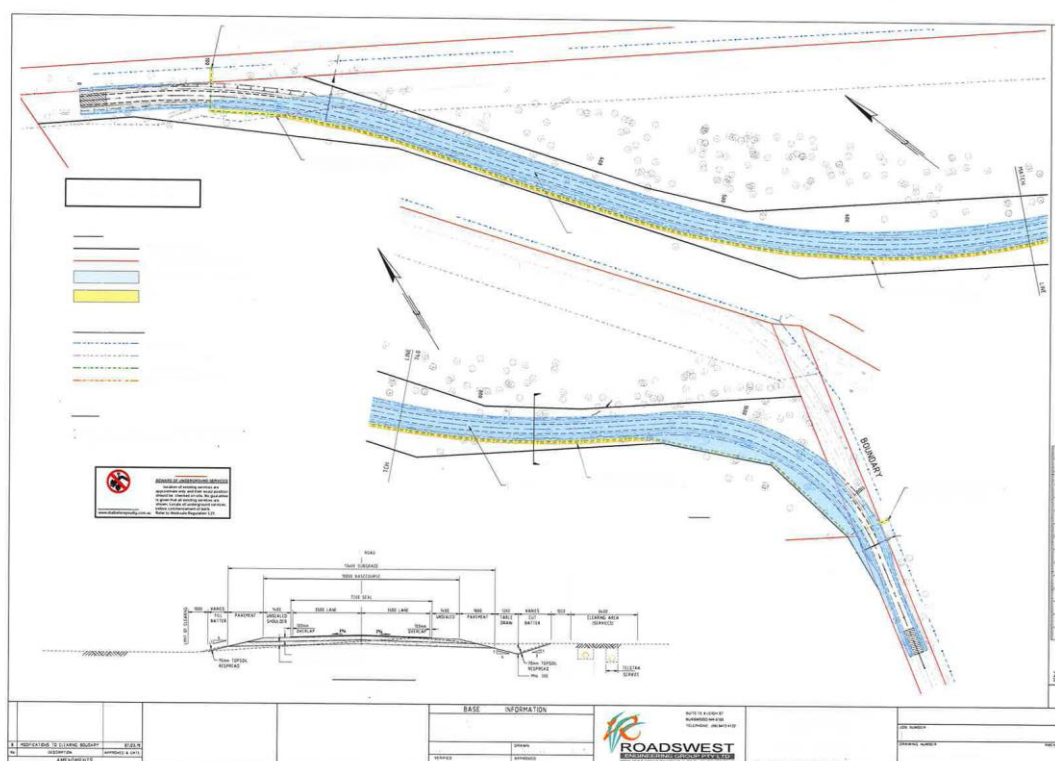
Approximately 39.1ha of the proposed clearing is located within a TEC (Federal) and PEC (WA) area, which represents an impact on only 1.8% of the local extent of the TEC/PEC within the local Westonia Common. The vegetation recorded within the clearing area is representative of the broader Beard vegetation association 536 (Medium woodland; Morrel (*Eucalyptus longicornis*) and Rough-fruited Mallee (*Eucalyptus corrugata*) which still occupies over 30% of its pre-European extent in Western Australia and in the Merredin subregion. Clearing will not reduce the extent of this vegetation association below the EPA's 30% threshold. Four plants of the Threatened Flora taxon, *Eremophila resinosa* which is listed under Federal and State legislation are located within the clearing area. There are sixteen known populations of *E. resinosa* (T) within a 20km radius of the Project, two of which occur within the Project area. These sixteen populations contain a total of 514 plants. Regionally there are a total of 26 natural populations of *E. resinosa* currently listed by DBCA (WAHERB, 2018). Multiple fauna surveys across the Project area have been completed and there has been no evidence of conservation significant fauna or short range endemic species within the area.

Offsets for the clearing have been proposed, including but not limited to, post-mining rehabilitation of cleared areas, revegetation of up to 70 ha of local farmland to provide/increase habitat corridors, protection and management of a 15ha remnant woodland block and a \$10,000 annual contribution to local and regional environmental initiatives in the local Westonia Common. The Edna May Operation has to date planted some 4,000 *Eremophila resinosa* within the district and undertaken revegetation of some 101.6ha of existing farmland to the north of the mine.

The Greenfinch Project was then rejected by the PEC and as a result numerous redundancy have taken place at the minesite.



Original Clearing Application



Revised Clearing Application

Ramelius Resources have since appealed the decision and currently sits with the Appeals Convener, before a decision is finally made by the Minister for Environment, Hon Simon Dawson.

In order to assist in process, Ramelius will be resubmitting a revised clearing application with a reduction in clearing area (7,432m²) as listed below:

Previous total area of clearing = 32,326m²

Revised total area of clearing = 24,894m²

Reduction in clearing area = 7,432m²

Ramelius is now seeking Council approval of the proposed clearing area.

Statutory Environment

Land Administration Act 1995

56. Dedication of land as road

(1) If in the district of a local government —

(a) land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government; or

(b) in the case of land comprising a private road constructed and maintained to the satisfaction of the local government —

(i) the holder of the freehold in that land applies to the local government, requesting it to do so; or

(ii) those holders of the freehold in rateable land abutting the private road, the aggregate of the rateable value of whose land is greater than one half of the rateable value of all the rateable land abutting the private road, apply to the local government, requesting it to do so; or

(c) land comprises a private road of which the public has had uninterrupted use for a period of not less than 10 years, and that land is described in a plan of survey, sketch plan or document, the local government may request the Minister to dedicate that land as a road.

(2) If a local government resolves to make a request under subsection (1), it must —

(a) in accordance with the regulations prepare and deliver the request to the Minister; and

(b) provide the Minister with sufficient information in a plan of survey, sketch plan or document to describe the dimensions of the proposed road.

(3) On receiving a request delivered to him or her under subsection (2), the Minister must consider the request and may then —

(a) subject to subsection (5), by order grant the request; or

(b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or

(c) refuse the request.

(4) On the Minister granting a request under subsection (3), the relevant local government is liable to indemnify the Minister against any claim for compensation (not being a claim for compensation in respect of land referred to in subsection (6) in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.

(5) To be dedicated under subsection (3)(a), land must immediately before the time of dedication be —

(a) unallocated Crown land or, in the case of a private road, alienated land; and

(b) designated in the relevant plan of survey, sketch plan or document as having the purpose of a road.

(6) If land referred to in subsection (1)(b) or (c) is dedicated under subsection (3)(a), a person with an interest in that land (including a person who has the benefit of an easement created under section 167A of the TLA) is not entitled to compensation because of that dedication.

Policy Implications

Nil

Strategic Implications

Nil



Financial Implications

While there will be a cost to Council, it will be reimbursed by Ramelius Resources. Project is not expected to commence until 2018/19 financial year.



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council agrees to the proposed clearing area (7,432m²) associated with the new road reserve to be constructed as part of the Greenfinch Project

9.1.6 LOCAL GOVERNMENT WARD REPRESENTATION

Responsible Officer:	Jamie Criddle, CEO	
Author:	Cr Karin Day	
File Reference:		
Disclosure of Interest:	Nil	
Attachments:	Nil	
Signature:	Officer	CEO
		

Purpose of the Report

☐

Executive Decision

☒

Legislative Requirement

Summary

For the Council to resolve to undertake a review of the Shire of Westonia Wards and Representation.

Background

A local government without wards is not required to carry out regular reviews under the provisions of Schedule 2.2 of the Local Government Act 1995 (the Act).

However, a local government without wards can undertake an assessment of the number of elected members and the no wards system to explore whether change is desirable. This section of the guide outlines a suggested process.

A local government without wards may be required to carry out a review if it has received a valid submission from 250 or 10% of the total number of affected electors who petition for a change to the representation system. A full review in accordance with Schedule 2.2 of the Act would be required in this instance.

Numbers in the past have been nine (9), and was reduced to 6 in readiness for the proposed amalgamation with Yilgarn. This did not occur. Need for an odd number would reduce the chance of bias decision making - preventing the Chair having 50% of votes when there is only 4 Councillors present at a meeting.

The President's request is to increase the number of Elected members by 1 to 7 in total.

Comment

How to start

The Council must resolve to undertake a review of its representation.

Once resolved by Council and before conducting the review, a local government is to give local public notice that a review is to be carried out. The purpose of the public notice is to inform the community that the Council intends to conduct a review – it should not try and “sell” a particular option.

The notice must also advise that submissions may be made to the local government six weeks from the date of the first notice (not including the day of the notice). The closing date for submissions should not be a weekend or public holiday.

It is useful to develop a diverse range of alternatives to the current situation so that all options can be considered. While the Council may have a preferred position the public notice must not limit the possible responses and suggestions from the community.

In addition to giving public notice, local governments may undertake other initiatives to promote community discussion including public and/or ward meetings, media articles and interviews, sending information to non-resident electors, ratepayers or progress associations and distributing information to all households.

A discussion or information paper can be prepared to outline the various options and the availability of this discussion paper can be included in the public notice.

What to consider

The local government must consider all submissions it receives and record them in the minutes of its meeting along with any other community input received from other initiatives (public meetings etc.).

The Council is not required to consider any other factors though it may choose to evaluate for example, the advantages and disadvantages of a reduction in the number of elected members, and the advantages and disadvantages of a no ward system.

Attachment 8 is an example of an assessment of options.

Reaching a decision

It needs to be evident following the consideration of submissions, any other community input and the assessment of any other matters why a particular option has been chosen as the best one for the district.

If the Council proposes to maintain the status quo then reasons for this must be included in the resolution.

If the Council decides to make a change, then the resolution of the Council must propose the making of orders under various sections of the Act.

Attachment 8 gives examples of recommendations.

In some cases a local government determines that no change is required at the current time and identifies that other factors within the community may impact on future representation (for example, housing development, declining populations, new industries, closure of mining operations, or extension of freeways and railway networks). It would be appropriate for a local government to resolve to undertake another review of its system of representation at a specified future time.

The impact of change

Once a decision is made the local government may consider the impact of implementing any change at the next ordinary elections. The Board has developed a policy that outlines how various changes impact on the offices of councillor and how change can be implemented.

Reporting to the Local Government Advisory Board

The local government must provide the Local Government Advisory Board with a written report of the assessment once it has been completed. If a local government expects changes to be in place in time for an ordinary election, it must submit its report to the Board no later than 30 January in the year of an ordinary election. This will allow sufficient time for any changes to be considered and processed for the beginning of the election cycle.

The report must outline the process and outcome of the review and include any recommendations for change. The officer's report to the Council forms the basis of this report.

Should the review result in a council recommendation to reinstate a ward structure, a copy of an appropriate deposited plan clearly showing the proposed new ward boundaries must be included with the report. Electronic copies of maps can be sent to advisory.board@dlgsc.wa.gov.au. These are required by Landgate to assist in the preparation of deposited plans for the proposed new ward boundaries.

Attachment 9 is an example officer's report and Attachment 10 provides a checklist of what to provide to the Board.

The Board considers all reports submitted by local governments and assesses them against the requirements of the Act. If the Board determines that the assessment (or part of) does not meet the requirements of the Act, then the local government may be requested to undertake another assessment that does meet the requirements.

The Board will consider all recommendations for change submitted as part of the review. The Board will then make recommendations to the Minister for Local Government (the Minister) who may accept or reject the Board's recommendations.

Implementing changes

If the Minister accepts the Board's recommendations, there may be some time before the changes can be implemented. Changes to wards and representation are subject to a Governor's order which is then published in the Government Gazette. The order will include the date of implementation of changes which may be the date of Gazettal (changes to representation only) or the next ordinary elections day.

Statutory Environment

Clauses 1 and 2 of Schedule 4.2 of the Local Government Act 1995

Section 2.2 (1), 2.2 (3) or 2.18 (3) of the Local Government Act 1995Act

Policy Implications

Nil

Strategic Implications

Financial Implications

There are potential financial implications in regard to the outcomes of the review of the wards and representation, however in the context of this report there are limited external financial implications as the review will be conducted predominantly internally (by Council staff).

Voting Requirements

☐

Simple Majority

☒

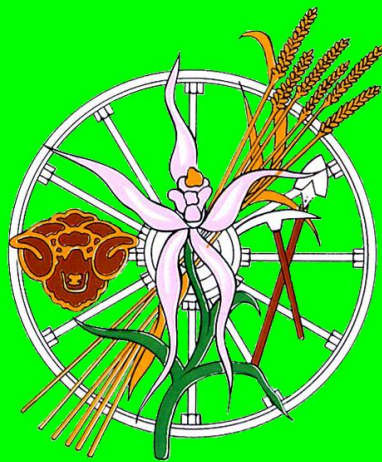
Absolute Majority

OFFICER RECOMMENDATIONS

That Council undertake a review of its current representation and wards with the request to increase the ward representation by one (1) to seven (7) Councillors.

Attachment 9.1.6

Shire of Westonia



Local Government Ward Representation



The role of a council member

2017 Local Government Elections - Fact Sheet 2

Generally, local government council members, who include the mayor, president and councillors, do not have any authority to act or make decisions as individuals. They are members of an elected body that makes decisions on behalf of a local government through a formal meeting process.

Included with this fact sheet is a “Snapshot of the role”, produced by the Department of Local Government and Communities to provide some context to the attributes most useful for a local government councillor. The role of each councillor is to:

- represent the interests of electors, ratepayers and residents;
- provide leadership and guidance to the community;
- facilitate communication between the community and the council and vice versa; and
- participate in decision making processes at meetings.

Key Concept: A councillor is a member of a team, shaping the district’s future in consultation with the community.

Councillors represent the interests of all electors and residents. The representational role of a councillor does not mean that he or she has a duty to support all suggestions made. A councillor should consider the varying views of the community and then make decisions in the best interests of the district.

What it means to be a councillor

Councillors represent the community’s interests in many ways. They can pass on electors’ views, support initiatives, and report complaints and problems they perceive, by informing the CEO or raising such matters in council meetings. The representation of electors’ views is complicated in councils that operate under a ward system. Here, the councillor has both a duty to present the views of electors in his or her ward and also to consider the good of the district as a whole when making a decision.

Explanation: A ward system in a district occurs when the district is divided into sections for electoral purposes. These wards often reflect communities of interest within a district. For example, in the district of Ashburton there are six wards: Ashburton, Onslow, Pannawonica, Paraburdoo, Tableland and Tom Price.

Providing leadership and guidance to the community

People often look to their elected representatives to provide leadership and guidance. This can be done by highlighting possible courses of action or directions which could be followed, putting forward options or ideas, and presenting arguments or possible solutions to a problem at community forums and meetings of council.

Developing a vision for the community and deciding what needs to be done to achieve that vision is an important role for council members. Convincing the community to endorse and follow that vision and associated plans requires leadership.

It is important to recognise that the most fundamental task is to try to achieve a strong sense of shared purpose and commitment. The needs and desires of the community are constantly changing and evolving. Councillors must be prepared to initiate new policies and activities in response to these changes.

Facilitating communication between the community and the council

To be effective, council members need to understand the views of the people they represent. Communication is a multi-faceted process that needs to flow both ways to be effective. Councillors provide information to the community about the policies and decisions of council, and the community relays its desires, concerns and opinions to the council through the councillors.

To represent both electors and the council effectively, a councillor needs to be a good communicator and keep in touch with the local community.

Councillors can keep in touch with electors in a variety of ways including:

- attending meetings of local organisations;
- being available and responding to residents who wish to raise issues or concerns;
- attending events arranged by the local government;
- participating in functions held in the local area;
- communicating with the community via a newsletter, email or website; and
- reading the local newspaper.

Key concept: If you explain to electors why and how decisions were made in council, they are less likely to be critical when decisions do not go their way.

Decision making

Determining policy

The policy making role of a councillor includes:

- assessing and evaluating community needs;
- establishing priorities for the various needs identified;
- considering the allocation of local government resources;
- convincing fellow councillors of these needs and obtaining their support.

To initiate new policies and activities successfully, a councillor will often need to gather information and obtain advice. This may be achieved through the council staff, following an approach to the CEO.

However, it should be remembered that while a policy may begin with an individual idea, decisions are not made by the individual councillor alone. They are made by the council as a whole.

This democratic process means that a councillor must accept the majority decision when the council votes upon a motion. Consequently, if a council member feels strongly about an issue, and does not have a conflict of interest in the matter, he or she should present a well-constructed and researched argument during the debate on the motion. If the result of the vote is against the wishes of an individual councillor, he or she should accept that result graciously. Each council member has the right to have their dissent recorded in the minutes.

Planning for the future

All local governments have to plan for the future, and this process starts with a Strategic Community Plan and a Corporate Business Plan.

The Strategic Community Plan is a 10- year plan which states the aspirations, vision and objectives of the community, and needs to be developed with input from the community and adopted by council.

The local government's administration then needs to develop a four year Corporate Business Plan which prioritises all of the important projects, services and activities needed to implement the Strategic Community Plan, stating how much each will cost, what assets will be involved, and who will implement them.

It is recommended that the Corporate Business Plan be developed using “Informing strategies”, particularly asset management, long term financial planning and workforce planning. These inform the local government how capable it is of delivering the services

required by the community. Informing strategies about specific issues, such as community safety or major infrastructure works, also assist the local government to deliver these services.

It is not necessary for council to consider and approve the operational plan or business unit plans referenced in the Corporate Business Plan, but council does need to have regard for the community's long term objectives and the local government's capacity to deliver on them when deciding its priorities.

Council has the opportunity to review the Strategic Community Plan every two years through a "desktop review", to make sure it is meeting the changing needs of the community, and is required to conduct a major review of the plan every four years. The council will also review the Corporate Business Plan annually, to respond to changes inside and outside the local government. This process also helps council in setting the annual budget.

More information is available in the DLGC's Integrated Planning and Reporting Framework and Guidelines publication.

Managing assets

All local government services and projects are delivered through the use of assets. Local government assets include everything from roads, bridges, buildings and parks, to computers and telephones, to software and intellectual property (IP).

Although assets are managed by the local government's administration, council has responsibility for making sure that the community gets the best possible value from its assets. It does this by setting affordable and achievable priorities in the Corporate Business Plan, and by making sure that the local government's Asset Management Strategy is developed and implemented, and appropriate resources are made available for that process.

More information is available in the DLGC's Asset Management Framework and Guidelines publication.

Governing finances

The local government's Corporate Business Plan and Long Term Financial Plan will set out the projects, services and activities that the local government will deliver and how much these will cost. This information is used by council in the setting and adoption of the annual budget.

Throughout the year, reports are prepared to enable councillors to review council finances, ensure that the council is adhering to its budgets or make appropriate

modifications. As with all local government business, finance is a matter for discussion and resolution by the full council. Nevertheless, the individual councillor should maintain an active interest in budgeting since the council is responsible to the community for the results achieved. A councillor may also be called upon to explain the results to the community.

More information is available in the DLGC's Long Term Financial Planning Framework and Guidelines publication.

Reviewing policy

Another aspect of the councillor's role is to review policy from time to time. This involves assessing whether a policy is actually fulfilling the community's needs at any given time and examining the costs associated with the policy's implementation.

To review activities effectively, councillors will need to obtain relevant information from both community members and local government staff through appropriate channels.

Important to note: People who are prompted to stand because of one particular local issue need to appreciate that a) they will be responsible for a much wider range of issues if elected, and b) may not be able to be involved in decisions on that issue if they have a conflict of interest.

Attending meetings

Council members have a duty to attend all council meetings to ensure that the electors are adequately represented. In recognition of this need for representation, the *Local Government Act 1995* provides that a councillor who is absent from three consecutive ordinary council meetings without having been granted leave by the council, is automatically disqualified. If a member wishes to be absent for more than six consecutive ordinary meetings, Ministerial approval is necessary, as well as the approval of the council.

It should be noted that applications for leave of absence are usually supported but must be approved by council before (or at) the meeting(s) the council member is to be absent from. Leave of absence cannot be approved retrospectively.

Many local governments operate using a system of committees to reduce the work at council meetings. These committees are established to consider specific aspects of a local government's operation, such as finance, works, community services or planning. Each committee usually includes a small number of councillors who generally make recommendations to full council. Many councils also operate using committees which

include non-elected members, such as employees, consultants or members of the community.

The number of meetings a councillor is required to attend each month will vary according to the frequency of the local government's council meetings and the number of committees on which the elected member sits. (Most local governments have monthly or fortnightly council meetings and committee meetings may be held several days prior to the full council meeting or on the same day.)

Some local governments have other types of meetings outside the formal council meeting framework which allow councillors and officers to meet and discuss matters.

Being informed

Voting at meetings

If a council member is present at a council meeting, he or she has a duty to vote on all matters before that meeting unless he or she has a financial interest in the matter. Therefore, it is important for councillors to read the agenda items and officers' reports before the council meeting.

Without this background reading, it is extremely difficult for councillors to make effective assessments of issues and provide constructive input to council debate and decision making. It is also recommended that further information be requested if there is insufficient information available to make an informed decision.

Background reports and papers can often be lengthy. Consequently, councillors must set aside adequate time for preparation prior to each council meeting. The lodging of proxy votes is not permitted at meetings of council or its committees.

Being aware of local issues

Because councillors are required by law to vote on all issues before the meeting, it is important that a ward councillor obtains information on, and remains informed about, issues occurring outside their ward but within other areas of the local government district.

Councillors should also endeavour to remain informed about current affairs at a state and national level. This will give an elected member a broader perspective on issues affecting council.

Following up problems

It is very important that a councillor ensures that all electors' enquiries and complaints receive appropriate responses, either by telephone, email, or letter. Electors are then reassured that their local government takes notice of them.

Setting aside time and gaining the support needed

Maintaining contact with electors, attending meetings of council, performing other civic duties and remaining informed about all relevant local issues is time consuming. This is particularly so for newly elected councillors who are unlikely to have background knowledge of many of the issues being considered.

Newly elected councillors will need to examine their present commitments and establish priorities to manage their time effectively.

If it is important for you to have the support of your family or friends, this support should be gained before standing for election. Additionally, you will often need assistants, especially for running an election campaign.

Where can I get more information?

For more information visit the Department of Local Government and Communities website at: www.dlgc.wa.gov.au or contact your local government.

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All or part of this document may be copied. Due recognition of the source would be appreciated.

Local government councillor - Snapshot of the role

Context – the general function of local government

Why local governments exist.

- The *Local Government Act 1995* (section 3.1) establishes that:
 - the general function of a local government is to provide for the good government of persons in its district;
 - the scope of what a local government can do is broadly what its community requires and can reasonably be provided with available resources and within the constraints of the Act or any other written law; and
 - a liberal approach is to be taken to the construction of the scope of the general function of a local government.
- The notion of “good government” is illustrated by the provisions of section 1.3(2) which summarises the outcomes intended:
 - “This Act is intended to result in –
 - a) better decision making by local governments;
 - b) greater community participation in the decisions and affairs of local governments;
 - c) greater accountability of local governments to their communities; and
 - d) more efficient and effective local government.”
- Section 1.3(3) establishes that “in carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity”.

1. Role (and responsibilities), as prescribed by the *Local Government Act 1995*

A local government councillor is required to:

- represent the interests of electors, ratepayers and residents of the district;
- provide leadership and guidance to the community in the district;
- facilitate communication between the community and the council;
- participate in the local government’s decision making processes at council and committee meetings; and
- perform such other functions as are given to a councillor by the *Local Government Act* or any other written law.

2. Accountabilities, as prescribed by the *Local Government Act 1995*

The accountabilities of the position of local government councillor are:

- to the council, which:
 - governs the local government's affairs;
 - is responsible for the performance of the local government's functions; and
 - is to oversee the allocation of resources and determine the local government's policies.
- to the electors of the local government district.

Essential / desired skills, abilities and knowledge

- An understanding of the role and structure of local government as prescribed by the *Local Government Act 1995* and Regulations;
- An understanding of the quasi-judicial town planning role of local government, as prescribed by the *Planning and Development Act 2005*;
- An understanding of Integrated Strategic Planning - the strategic plans for the future of the local government, the processes involved and the strategic role of a councillor;
- An understanding of the process of managing the CEO's performance;
- Ability to read and understand financial statements and reports; and
- A basic understanding of legal processes.

3. Governance and ethical standards

A local government councillor is expected to:

- promote and support good governance of the council and its affairs;
- promote and support open and transparent government;
- support, and adhere to respectful, appropriate and effective relationships with employees of the local government; and
- adhere to the *Local Government (Rules of Conduct) Regulations 2007* and the local government's Code of Conduct.

Essential / desired skills, abilities and knowledge

- An understanding of the 'separation of powers' between councillors and the administration (the difference between governing and managing);
- An understanding of meeting process, including Standing Orders;
- An understanding of policy development processes;
- An awareness of risk management strategies; and
- An understanding of the accountability framework prescribed by the *Local Government Act 1995* and the *Corruption, Crime and Misconduct Act 2003*, and other legislation.

4. Values, characteristics and commitment to the role

These are the values, characteristics and commitments that are expected of a councillor:

- Openness and transparency with making decisions;
- Honesty and integrity in dealing with issues being considered;
- Tolerance and respect in relationships at all levels;
- Equality and fairness in promoting community issues;
- A commitment to attend meetings and be fully prepared to participate in the decision-making process;
- A collegiate approach to serving the community;
- A commitment to networking and community consultation;
- Willingness to listen to and consider other peoples' views and accept challenge from others;
- Awareness of and management of conflicts of interest; and
- Preparedness to share the workload with other councillors.

Essential / desired skills, abilities and knowledge

- The ability to communicate, debate and actively participate in meetings; ability to enhance discussion and assist discussions to reach closure; ability to disagree, without being disagreeable;
- The ability to develop and maintain effective working relationships and to manage interpersonal conflicts; and
- Ability to exercise independent judgement.

Personal and role development

Participate in opportunities for local government training and development provided for elected members.

Attachment 6: Example Newspaper Advertisement

The following pro forma can be used as a guide for the design of advertisements for giving local public notice of a review.

See Clause 7 of Schedule 2.2 of the *Local Government Act 1995* for the requirements of advertising a review.

Shire of Bottlebrush

Review of System of Representation

The Shire of Bottlebrush is conducting a review of its system of representation and invites public participation in the review.

The number of elected members and the no ward structure will be assessed though this does not limit the matters that members of the community can raise in relation to the system of representation in the Shire.

This assessment will take into account the views of the community and outline any other matters that may be considered.

(**An information sheet/discussion paper is available outlining the current situation.)

Public submissions are invited and must be submitted to the Shire of Bottlebrush at:

3 Read Road, BOTTLEBRUSH WA

Fax: (08) [Insert fax number]

Email: Bottlebrush@[insert address]

By [a date not less than 6 weeks after the notice is first given]

For further information (and a copy of the information sheet/discussion paper) please contact Ms Kylie Jones at the Shire of Bottlebrush on [insert phone number]

** It is recommended that local governments provide an information sheet outlining the current situation or a discussion paper that includes the current situation and provides several alternatives that might be considered.

9.1.7 COMPLIANCE AUDIT RETURN 2018

Responsible Officer:	Jamie Criddle, CEO		
Author:	Jamie Criddle, CEO		
File Reference:	ES1.6.1		
Disclosure of Interest:	Nil		
Attachments:	Nil		
Signature:	Officer	CEO	

Purpose of the Report

☐

Executive Decision

☒

Legislative Requirement

Background

In accordance with the Local Government (Audit) Regulations 1996, a local government is required to carry out a compliance audit for the period 1st January to 31st December each year against the requirements included in the Compliance Audit Return (CAR).

The completed CAR is required to be presented to Council for consideration and adoption, signed by the Shire President and CEO and subsequently submitted to the Director General of the Department of Local Government before 31st March next following.

Comment

The Compliance Audit Return has been a mandatory requirement since the Local Government (Audit) Regulations 1999, were amended and made applicable from 1 January 2000.

All senior staff have been involved in the completion of the Compliance Audit Return, certifying their actions and that of the Council, relating to the return covering the 2018 calendar year.

Staff involved and included in the process included;

- Chief Executive Officer
- Manager Corporate Services
- Works Supervisor

The Return is to be jointly certified by the Shire President and the Chief Executive and subsequently submitted to the Director General of the Department of Local Government before 31st March.

Additionally staffing levels in small local governments are such that we do not have the quantum or degree of specialisation available to larger local governments. Hence not every question in the CAR has been “fully” researched as to absolute accuracy. The responses are based on some research and memory and made in good faith.

Statutory Environment

Local Government (Audit) Regulations 1996 – Regulations 13, 14 & 15 – Compliance Audit Returns.

Policy Implications

Council does not have a policy in relation to this matter.



Strategic Implications

The Local Government Act 1995 and Local Government (Audit) Regulations 1996 apply.



Financial Implications

Nil.



Voting Requirements



Simple Majority



Absolute Majority

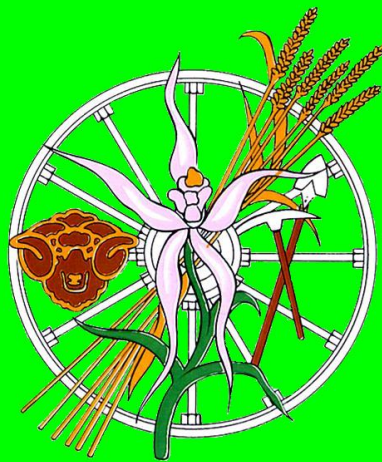
OFFICER RECOMMENDATIONS

That Council as per the Audit Committee:

1. receives the Compliance Audit Return 2018; and
2. recommends to Council that the Compliance Audit Return 2018 be endorsed and authorise the Shire President and CEO to sign the CAR for dispatch to the Department of Local Government as per the requirements of the Local Government Act 1995.

Attachment 9.1.7

Shire of Westonia



Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

Westonia - Compliance Audit Return 2018

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2018.	No		Jamie Criddle
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2018.	No		Jamie Criddle
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2018.	No		Jamie Criddle
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2018.	N/A		Jamie Criddle
5	s3.59(5)	Did the Council, during 2018, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	No		Jamie Criddle



Department of
**Local Government, Sport
and Cultural Industries**

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Jamie Criddle
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Jamie Criddle
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Jamie Criddle
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Jamie Criddle
5	s5.18	Has Council reviewed delegations to its committees in the 2017/2018 financial year.	Yes		Jamie Criddle
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Jamie Criddle
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Jamie Criddle
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Jamie Criddle
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Jamie Criddle
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	N/A		Jamie Criddle
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Jamie Criddle
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2017/2018 financial year.	Yes		Jamie Criddle
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Jamie Criddle

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Jamie Criddle
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	Yes		Jamie Criddle



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Jamie Criddle
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A		Jamie Criddle
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Jamie Criddle
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2018.	Yes		Jamie Criddle
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2018.	Yes		Jamie Criddle
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Jamie Criddle
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Jamie Criddle
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Jamie Criddle
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Jamie Criddle
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Jamie Criddle
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Jamie Criddle
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Jamie Criddle



Department of
**Local Government, Sport
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No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Jamie Criddle
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Jamie Criddle

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Jamie Criddle
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Jamie Criddle

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Jamie Criddle
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	Yes		Jamie Criddle
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Jamie Criddle
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Jamie Criddle
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government within 30 days of completion of the audit.	Yes		Jamie Criddle
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government by 31 December 2018.	Yes		Jamie Criddle
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was	N/A		Jamie Criddle



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Jamie Criddle
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Jamie Criddle
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Jamie Criddle
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Jamie Criddle
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Jamie Criddle
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Jamie Criddle
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Jamie Criddle
15	Audit Reg 17	Has the CEO reviewed the appropriateness and effectiveness of the local government's systems and procedures in accordance with regulation 17 of the Local Government (Audit) Regulations 1996.	Yes		Jamie Criddle
16	Audit Reg 17	If the CEO has not undertaken a review in accordance with regulation 17 of the Local Government (Audit) Regulations 1996, is a review proposed and when.	N/A		Jamie Criddle



Department of
**Local Government, Sport
and Cultural Industries**

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		Jamie Criddle
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		Jamie Criddle
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		Jamie Criddle
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		Jamie Criddle
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	N/A		Jamie Criddle
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	N/A		Jamie Criddle
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	N/A		Jamie Criddle



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Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Jamie Criddle
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		Jamie Criddle
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Jamie Criddle
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Jamie Criddle
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Jamie Criddle



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Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Jamie Criddle
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Jamie Criddle
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Jamie Criddle
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Jamie Criddle
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Jamie Criddle
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Jamie Criddle

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Jamie Criddle
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	Yes		Jamie Criddle
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Jamie Criddle
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Jamie Criddle



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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A		Jamie Criddle
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Jamie Criddle
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Jamie Criddle
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Jamie Criddle
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Jamie Criddle
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Jamie Criddle
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Jamie Criddle
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Jamie Criddle
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes		Jamie Criddle
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Jamie Criddle
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	Yes		Jamie Criddle
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	Yes		Jamie Criddle



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No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	Yes		Jamie Criddle
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Jamie Criddle
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Jamie Criddle
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Jamie Criddle
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	Yes		Jamie Criddle
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	Yes		Jamie Criddle
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Jamie Criddle
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	Yes		Jamie Criddle
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Jamie Criddle



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I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Westonia

Signed CEO, Westonia

9.2 COMMUNITY AND REGULATORY SERVICE
NIL

9.3 WORKS AND SERVICE

NIL

9.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES

NIL

10 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING

12 DATE AND TIME OF NEXT MEETING

The next ordinary meeting of Council will be held on 18th April 2019 commencing at 3.30pm

13 MEETING CLOSURE

There being no further business the President, Cr Day declared the meeting closed at pm