



AGENDA

Ordinary Council Meeting

To be held in Council Chambers, Wolfram Street Westonia

Thursday 18th October 2018

Commencing 3.30pm

Dear Councillors,

The next Ordinary Meeting of the Council of the Shire of Westonia will be held on Thursday 18th October 2018 the Council Chambers, Wolfram Street, Westonia.

Lunch – 1.00 pm

Discussion Period – 1.30 pm – 2.30 pm

Afternoon Tea – 3.00 pm – 3.30 pm

Council Meeting – 3.30 pm

JAMIE CRIDDLE

CHIEF EXECUTIVE OFFICER

15 October 2018



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.

TABLE OF CONTENTS

1. DECLARATION OF OPENING	4
2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE	4
3. PUBLIC QUESTION TIME	4
4. APPLICATIONS FOR LEAVE OF ABSENCE	4
5. CONFIRMATION OF PREVIOUS MINUTES	4
6. RECEIVAL OF MINUTES	4
7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS	4
8. DECLARATION OF INTEREST	5
9. MATTERS REQUIRING A COUNCIL DECISION	6
9.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES	6
9.1.1 ACCOUNTS FOR PAYMENT	6
9.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – SEPTEMBER 2018	8
9.1.3 GST RECONCILIATION REPORT –SEPTEMBER 2018	10
9.1.4 2019 COUNCIL MEETING DATES	11
9.1.5 CHRISTMAS CLOSURE	13
9.1.6 WESTONIA BUSHFIRE ADVISORY COMMITTEE MINUTES	15
9.1.7 BUSINESS CONTINUITY PLAN	17
9.2 COMMUNITY AND REGULATORY SERVICE	19
9.3 WORKS AND SERVICE	20
9.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES	21
10 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	22
11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING	22
12 DATE AND TIME OF NEXT MEETING	22
13 MEETING CLOSURE	22

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 12th September 2018 be confirmed as a true and correct record.

6. RECEIVAL OF MINUTES

7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

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

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 **18th October 2018**.

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 **18th October 2018**

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 **18th October 2018**

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 October 2018. The credit card statements currently show: -

CEO **September 2018 \$3,408.76** associated with the purchase of, Office 365, Seek Advertising, Activ8net, Rates 4 Quartz, Rose Fertiliser and Cat Repellent, Fuel, Food Local Government Week

Works Supervisor **September 2018 \$2,067.13** associated with the purchase of, Containers for Museum, Flowers for Belinda, Heavy Vehicle Ramps, Parking Conf exp.

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



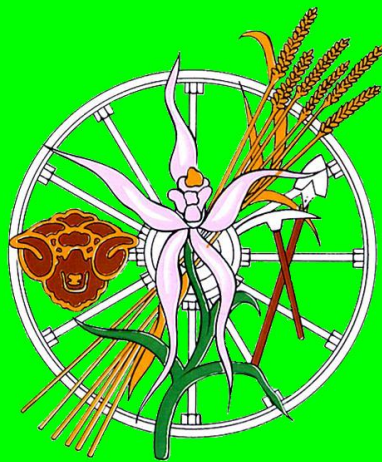
Absolute Majority

OFFICER RECOMMENDATIONS

That August 2018 accounts submitted to today's meeting on Municipal vouchers 3676 to 3681 and D/Debits EFT3158 to EFT3208 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$282,802.48 be passed for payment

Attachment 9.1.1

Shire of Westonia



Accounts for Payment

for period ending
30th September 2018

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

Chq/EFT	Date	Name	Description	Amount	Bank
DD2158.1	02/09/2018	WASUPER	Payroll deductions	-4833.95	1
DD2158.2	02/09/2018	Colonial First State FirstChoice Wholsale Personal Super	Superannuation contributions	-106.21	1
DD2158.3	02/09/2018	MLC Masterkey	Superannuation contributions	-203.70	1
DD2158.4	02/09/2018	Australian Catholic Superannuation Retirement Fund	Superannuation contributions	-211.35	1
DD2158.5	02/09/2018	Sunsuper	Superannuation contributions	-78.45	1
DD2158.6	02/09/2018	Amp Flexible Lifetime Super	Superannuation contributions	-164.18	1
B/S	02/09/2018	PAYROLL	Payroll Liability 2/09/2018	-26415.77	1
B/S	05/08/2018	SOCIAL CLUB	Payroll Liability 2/09/2018	-50.00	1
B/S	03/09/2018	FEE - BANK FEES	BANK FEES	-390.65	1
B/S	03/09/2018	WESTNET - INTERNET PROVIDER FEE	INTERNET PROVIDER FEE	-66.00	1
3682	04/09/2018	Synergy	Power Usage	-5837.10	1
3683	04/09/2018	Department Of Health	Services provided at paitient RPH - Steve Werner	-8662.00	1
3684	04/09/2018	HI-LO CONSTRUCTION	Progress Payment Hood-Pen museum Upgrades	-8222.50	1
EFT3209	05/09/2018	Copier Support	Phtotocopier Meter Readings	-983.02	1
EFT3210	05/09/2018	Toll Ipec	JBC Conctruction Freight Charges	-18.49	1
EFT3211	05/09/2018	Shire of Merredin	CEACA as per resolution 26/03/18	-2344.66	1
EFT3212	05/09/2018	Insight Environmental	20Liters Eco Activator	-364.00	1
EFT3213	05/09/2018	State Library Of WA	Annual Fee Lost & Damaged Public Library Material Program 2018/19	-220.00	1
EFT3214	05/09/2018	Ag Implements	Revolving Light for JD Tractor	-133.31	1
EFT3215	05/09/2018	Roadswest Engineering Group WA Pty Ltd	Progress Claim #3 Re Warrachuppin Rd Ramelius Resources - Greenfinch Mine Expansion project	-7110.40	1
EFT3216	05/09/2018	Damlier Trucks Perth	Repair Clutch Defect -P4	-9817.90	1
EFT3217	05/09/2018	Great Southern Fuel Supplies	2 x 20 Lts Multi Clean	-256.61	1
EFT3218	05/09/2018	A.D. Engineering International	ADEI WAN Quarterly 3G Service	-89.10	1
EFT3219	05/09/2018	Sunny Industrial Brushware Pty Ltd	3 boot cleaners mild steel poder coated	-330.00	1
EFT3220	05/09/2018	JCB Construction Equipment Australia	Scraper Blade set for DynaPac Roller	-1939.96	1
EFT3221	05/09/2018	True Value Solar	Swimming Pool 10.23KW Solar Panel System	-9200.00	1
EFT3222	05/09/2018	Ever Green Synthetic Grass	80L Wet & forget algae killer	-1600.00	1
EFT3223	05/09/2018	Performex Pty Ltd	Performex Wellness sessions	-4296.05	1
EFT3224	05/09/2018	Av Truck Services Pty Ltd	Diagnose & Repair Various Electrical Faults P3	-7494.65	1
0	12/09/2018	Bankwest Corporate Mastercard	Various Credit Card Purchases between 25 July to 24 August 2018	-5475.89	1

B/S	14/09/2018	TPORT - DEPT TRANSPORT LICENSING	DEPT TRANSPORT LICENSING	-3013.80	1
DD2172.1	02/09/2018	Australian Catholic Superannuation Retirement Fund	Superannuation contributions	-211.35	1
DD2173.1	16/09/2018	WASUPER	Payroll deductions	-4813.82	1
DD2173.2	16/09/2018	Colonial First State FirstChoice Wholsale Personal Super	Superannuation contributions	-108.05	1
DD2173.3	16/09/2018	MLC Masterkey	Superannuation contributions	-203.70	1
DD2173.4	16/09/2018	Sunsuper	Superannuation contributions	-97.39	1
DD2173.5	16/09/2018	Amp Flexible Lifetime Super	Superannuation contributions	-173.30	1
B/S	16/09/2018	PAYROLL	Payroll Liability 16/09/2018	-23914.27	1
B/S	16/09/2018	PAYROLL	Payroll Liability 16/09/2018 Leah	-1780.74	1
B/S	16/09/2018	SOCIAL CLUB	Payroll Liability 16/09/2018	-50.00	1
EFT3225	17/09/2018	LGISWA	Various Property Insurance	-21840.40	1
EFT3226	17/09/2018	LGIS	Various insurance Policies	-26214.04	1
3685	17/09/2018	Water Corporation	Water Use vacant land	-43.10	1
3686	17/09/2018	TELSTRA CORPORATION LIMITED	Various phone usage	-1377.95	1
3687	17/09/2018	Synergy	Street Lights	-612.10	1
EFT3227	19/09/2018	LGISWA	Workers Comensation Conributions 1st instalment	-25979.88	1
EFT3228	19/09/2018	BUILDING COMMISSION	Reconciliation 1 BSL Payment July 18	-56.65	2
EFT3229	21/09/2018	Avon Waste	82 domestic rubbish bins 5 weeks, service 1 cardboard only bin, service 2 mingle bulk bins	-1693.26	1
EFT3230	21/09/2018	WALGA	Delegate Registration Local Govt Week 2018	-7681.00	1
EFT3231	21/09/2018	Winc Australia Pty Ltd	Various stationery items	-307.00	1
EFT3232	21/09/2018	Toll Ipec	Various Freight	-29.21	1
EFT3233	21/09/2018	Carrabin Roadhouse (Rythdale P/L)	Meals August visit Doctor, Beverages	-369.50	1
EFT3234	21/09/2018	Great Eastern Country Zone	2018/19 subscription - Great Eastern Zone	-3850.00	1
EFT3235	21/09/2018	Cliff Haines Tyres & More	tyres, tubes, puncture kit	-1720.00	1

EFT3236	21/09/2018	Dylan Copeland	Provision of Natural resources Management Officer services 28.5hrs	-2280.09	1
EFT3237	21/09/2018	Great Southern Fuel Supplies	Fuel Card purchases	-320.10	1
EFT3238	21/09/2018	St John Ambulance Mdn sub centre	Ambulance transportation from Geelakin Rd to Merredin Hospital - Steve Werner	-404.58	1
EFT3239	21/09/2018	Westonia Co - operative	Various goods	-1493.82	1
EFT3240	21/09/2018	Fleet Partners	Packaged Novated Lease - 208841	-2146.41	1
EFT3241	21/09/2018	Australia Post	Various postage	-113.87	1
EFT3242	21/09/2018	Ramsay Construction Pty Ltd	Health & Building Surveyor services August 2018	-1408.00	1
EFT3243	21/09/2018	Shire of Cunderdin	VELPIC software shared charges - annual subscription	-455.91	1
EFT3244	21/09/2018	PathWest Laboratory Medicine WA	Various Pathology tests Dr J Burnett @ RPH - Steve Werner	-244.53	1
3688	21/09/2018	Department Of Health	Service provided to patient, Steve Werner at RPH 17/8 to 21/8	-11176.00	1
3689	21/09/2018	Merredin Medical Centre	Workers Comp progress report Level B - Steve Werner	-76.30	1
3690	21/09/2018	Parmelia Hilton Perth	Accommodation Local Govt Week 2018	-4792.40	1
B/S	25/09/2018	2VNET - MONTHLY MAINTENANCE FEE	MONTHLY MAINTENANCE FEE	-578.95	1
B/S	28/09/2018	TPORT - DEPT TRANSPORT LICENSING	DEPT TRANSPORT LICENSING	-6980.40	1
B/S	30/09/2018	PAYROLL	Payroll Liability Fe 30/09/2018	-27129.33	1
B/S	30/09/2018	SOCIAL CLUB	Payroll Liability Fe 30/09/2018	-50.00	1
DD2180.1	30/09/2018	WASUPER	Payroll deductions	-4808.11	1
DD2180.2	30/09/2018	Colonial First State FirstChoice Wholsale Personal Super	Superannuation contributions	-120.54	1
DD2180.3	30/09/2018	MLC Masterkey	Superannuation contributions	-203.11	1
DD2180.4	30/09/2018	Australian Catholic Superannuation Retirement Fund	Superannuation contributions	-211.35	1
DD2180.5	30/09/2018	Sunsuper	Superannuation contributions	-102.79	1
DD2180.6	30/09/2018	Amp Flexible Lifetime Super	Superannuation contributions	-172.72	1

- \$ 298,325.72

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 3682 to 3690, and D/Debits from EFT3209 to EFT3244 (inclusive of Department for Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$298,325.72 submitted to each member of the Council on Thursday 16 August 2018, 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 – SEPTEMBER 2018

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 30th September 2018 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

☐

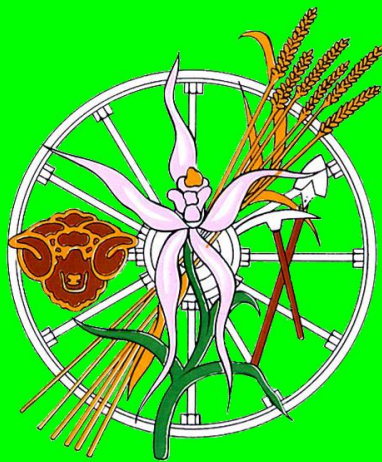
Absolute Majority

OFFICER RECOMMENDATIONS

That Council adopt the Monthly Financial Report for the period ending 30th September 2018 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
30th September 2018

SHIRE OF WESTONIA
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 September 2018

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

TABLE OF CONTENTS

Monthly Summary Information	2 - 3
Statement of Financial Activity by Program	4
Statement of Financial Activity By Nature or Type	5
Statement of Capital Acquisitions and Capital Funding	6
Note 1 Significant Accounting Policies	7 - 10
Note 2 Explanation of Material Variances	11
Note 3 Net Current Funding Position	12
Note 4 Cash and Investments	13
Note 5 Budget Amendments	14
Note 6 Receivables	15
Note 7 Cash Backed Reserves	16
Note 8 Capital Disposals	17
Note 9 Rating Information	18
Note 10 Information on Borrowings	19
Note 11 Grants and Contributions	20
Note 12 Trust	21
Note 13 Details of Capital Acquisitions	22 - 26

Shire of Westonia
Information Summary
For the Period Ended 30 September 2018

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 30 September 2018 of \$1,934,009.

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 ▲ \$ 242,040 Construction jobs commencing,

Capital Revenue

Grants, Subsidies and Contributions ▼ (\$10,808) 1/12th timing - Road Grants
 Proceeds from Disposal of Assets ▲ \$240,909 journals required

	% Collected / Completed	Annual Budget	YTD Budget	YTD Actual
Significant Projects				
Buildings	-9% -	\$ 85,373	\$ 17,550	\$ 7,475
Furniture & Office Equip.	0% -	\$ 17,000	\$ 4,248	\$ -
Plant , Equip. & Vehicles	0% -	\$ 245,000	\$ 61,248	\$ -
Transport	-1% -	\$ 1,054,650	\$ 257,400	\$ 15,360
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	21%	\$ 772,616	\$ 515,077	\$ 159,263
Non-operating Grants, Subsidies and Contributions	23%	\$ 573,388	\$ 475,243	\$ 133,000
	22%	\$ 1,346,004	\$ 990,320	\$ 292,263
Rates Levied	106%	\$ 941,290	\$ 235,320	\$ 993,692

% Compares current ytd actuals to annual budget

Financial Position	This Time Last	
	Year 30 Sep 2017	Current 30 Sep 2018
Adjusted Net Current Assets	143% \$ 1,427,933	\$ 2,040,741
Cash and Equivalent - Unrestricted	137% \$ 1,266,473	\$ 1,738,295
Cash and Equivalent - Restricted	100% \$ 617,534	\$ 615,083
Receivables - Rates	91% \$ 252,763	\$ 229,045
Receivables - Other	1035% \$ 3,212	\$ 33,246
Payables	88% \$ 26,480	\$ 23,199

% 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



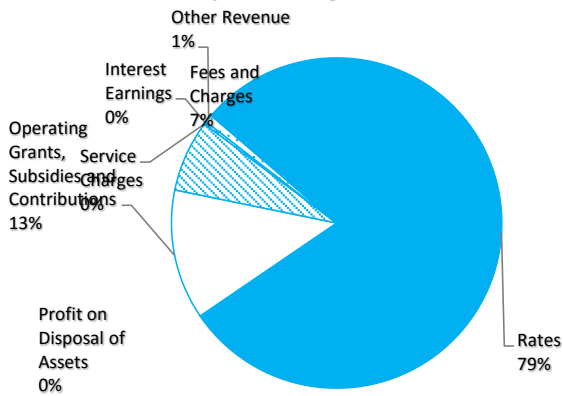
Reviewed by: Jamie Criddle



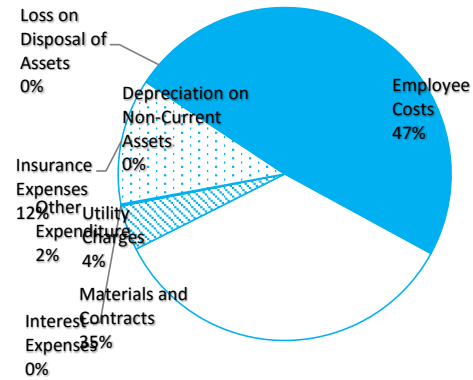
Date prepared:

**Shire of Westonia
Information Summary
For the Period Ended 30 September 2018**

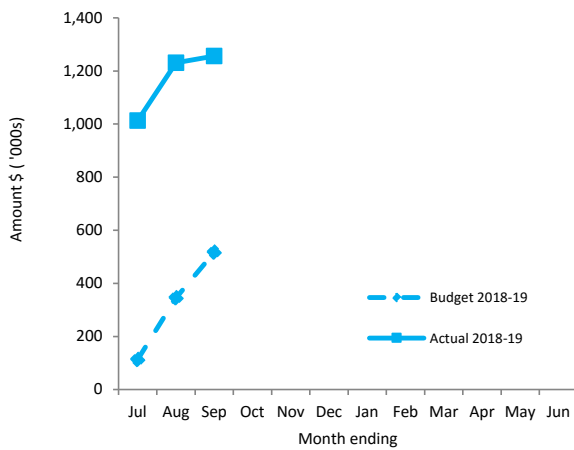
Operating Revenue



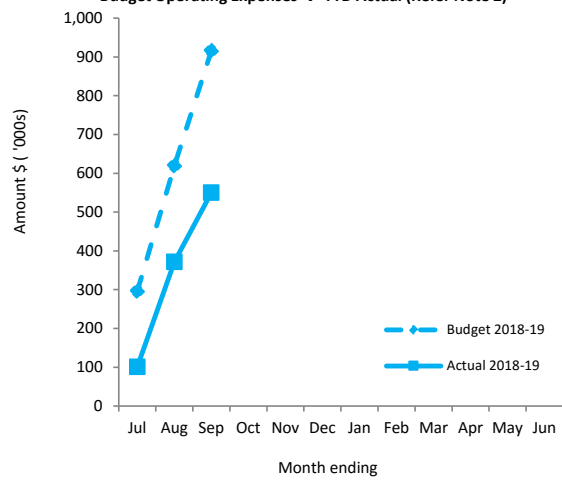
Operating Expenditure



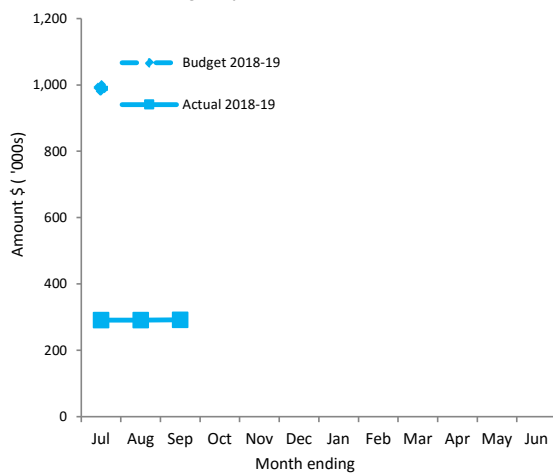
Budget Operating Revenues -v- Actual (Refer Note 2)



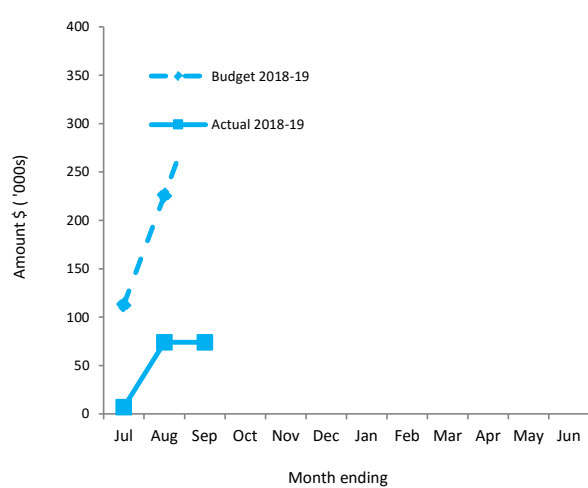
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



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 30 September 2018

	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	285	562	277	97%	
General Purpose Funding - Rates	9	941,292	235,320	993,692	758,372	322%	
General Purpose Funding - Other		607,664	151,905	162,452	10,547	7%	▲
Law, Order and Public Safety		43,400	10,845	0	(10,845)	(100%)	▼
Health		2,000	498	400	(98)	(20%)	
Education and Welfare		2,000	498	2,691	2,193	440%	
Housing		172,200	43,035	41,568	(1,467)	(3%)	
Community Amenities		10,300	2,571	8,250	5,679	221%	▲
Recreation and Culture		61,800	15,438	223	(15,215)	(99%)	▼
Transport		68,000	16,998	1,364	(15,634)	(92%)	▼
Economic Services		102,167	25,524	16,537	(8,987)	(35%)	▼
Other Property and Services		67,648	14,742	28,624	13,882	94%	▲
		2,079,621	517,659	1,256,363			
Expenditure from operating activities							
Governance		(309,558)	(77,364)	(67,952)	9,412	12%	▲
General Purpose Funding		(42,000)	(10,491)	(1,525)	8,966	85%	▲
Law, Order and Public Safety		(62,610)	(15,642)	(9,938)	5,704	36%	▲
Health		(33,890)	(8,460)	(3,233)	5,227	62%	▲
Education and Welfare		(43,321)	(10,818)	(6,120)	4,698	43%	▲
Housing		(172,608)	(43,023)	(12,309)	30,714	71%	▲
Community Amenities		(128,266)	(32,040)	(6,373)	25,667	80%	▲
Recreation and Culture		(743,148)	(185,718)	(74,780)	110,938	60%	▲
Transport		(1,849,792)	(461,699)	(206,811)	254,888	55%	▲
Economic Services		(332,217)	(83,007)	(53,065)	29,942	36%	▲
Other Property and Services		118,590	11,700	(108,231)	(119,931)	1025%	
		(3,598,820)	(916,562)	(550,337)			
Operating activities excluded from budget							
Add back Depreciation		1,912,840	478,188	0	(478,188)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	5,729	0	1,364	1,364		
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		399,370	79,285	707,390			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	575,243	143,808	133,000	(10,808)	(8%)	▼
Proceeds from Disposal of Assets	8	0	0	240,909	240,909		▲
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(85,373)	(17,550)	(7,475)	10,075	57%	▲
Infrastructure Assets - Roads	13	(1,054,650)	(257,400)	(15,360)	242,040	94%	▲
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)	(61,248)	0	61,248	100%	▲
Furniture and Equipment	13	(17,000)	(4,248)	0	4,248	100%	▲
Amount attributable to investing activities		(826,780)	(196,638)	351,074			
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)	(4,516)	65,857	94%	▲
Transfer to Reserves	7	(264,800)	(264,800)	0	264,800	100%	▲
Amount attributable to financing activities		(585,173)	(335,173)	(4,516)			
Closing Funding Surplus(Deficit)	3	(132,521)	427,536	1,934,009			

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 30 September 2018

	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	235,320	993,692	758,372	322%	▲
Operating Grants, Subsidies and Contributions	11	805,116	201,267	160,032	(41,235)	(20%)	▼
Fees and Charges		260,850	65,163	88,333	23,170	36%	▲
Service Charges		0	0	0	0		
Interest Earnings		21,600	5,394	3,170	(2,224)	(41%)	
Other Revenue		42,117	10,515	9,772	(744)	(7%)	
Profit on Disposal of Assets	8	8,648	0	1,364			
		2,079,621	517,659	1,256,362			
Expenditure from operating activities							
Employee Costs		(922,994)	(230,666)	(256,146)	(25,480)	(11%)	▼
Materials and Contracts		(438,023)	(109,357)	(190,542)	(81,185)	(74%)	▼
Utility Charges		(156,460)	(39,021)	(24,101)	14,920	38%	▲
Depreciation on Non-Current Assets		(1,912,840)	(478,188)	0	478,188	100%	▲
Interest Expenses		(8,711)	(2,175)	(903)	1,272	58%	▲
Insurance Expenses		(107,000)	(44,693)	(67,304)	(22,611)	(51%)	▼
Other Expenditure		(49,873)	(12,462)	(11,340)	1,123	9%	▲
Loss on Disposal of Assets	8	(2,919)	0	0			
		(3,598,820)	(916,562)	(550,335)			
Operating activities excluded from budget							
Add back Depreciation		1,912,840	478,188	0	(478,188)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	5,729	0	1,364	1,364		
Adjust Provisions and Accruals			0	0	0		
Amount attributable to operating activities		399,370	79,285	707,390			
Investing activities							
Non-operating Grants, Subsidies and Contributions	11	575,243	143,808	133,000	(10,808)	(8%)	▼
Proceeds from Disposal of Assets	8	0		240,909	240,909		▲
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(85,373)	(17,550)	(7,475)	10,075	57%	▲
Infrastructure Assets - Roads	13	(1,054,650)	(257,400)	(15,360)	242,040	94%	▲
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)	(61,248)	0	61,248	100%	▲
Furniture and Equipment	13	(17,000)	(4,248)	0	4,248	100%	▲
Amount attributable to investing activities		(826,780)	(196,638)	351,074			
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)	(4,516)	65,857	94%	▲
Transfer to Reserves	7	(264,800)	(264,800)	0	264,800	100%	▲
Amount attributable to financing activities		(585,173)	(335,173)	(4,516)			
Closing Funding Surplus (Deficit)	3	(132,521)	427,536	1,934,009	1,506,474	352%	▲

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.

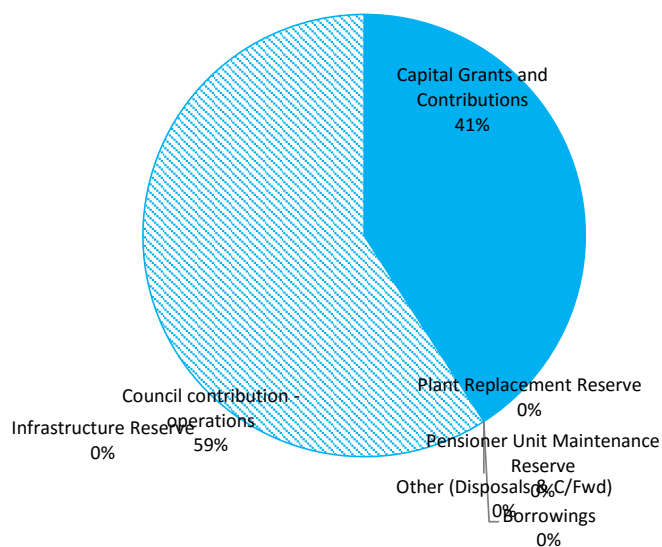
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WESTONIA
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 September 2018

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	7,475	0	(17,550)	85,373	(7,475)	10,075
Infrastructure Assets - Roads	13	15,360	0	(257,400)	1,054,650	(15,360)	242,040
Infrastructure Assets - Footpaths	13	0	0	0	0	0	0
Plant and Equipment	13	0	0	(61,248)	245,000	0	61,248
Furniture and Equipment	13	0	0	(4,248)	17,000	0	4,248
Capital Expenditure Totals		22,835	0	(340,446)	1,402,023	(22,835)	317,611
Capital acquisitions funded by:							
Capital Grants and Contributions				475,243	573,366	133,000	
Borrowings				0	0	0	
Other (Disposals & C/Fwd)				0	0	240,909	
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				(815,689)	828,657	(396,744)	
Capital Funding Total				(340,446)	1,402,023	(22,835)	

Budgeted Capital Acquisitions Funding



SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

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 30 September 2018

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 30 September 2018

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 30 September 2018

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 30 September 2018

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	277	97%		Timing	N/a
Housing	(1,467)	(3%)		Timing	Rents over due to timing, see general comments
Community Amenities	5,679	221%	▲	Timing	see general comments
Recreation and Culture	(15,215)	(99%)	▼	Timing	S/Pool subsidy Received - yet to be sent to reserve
Transport	(15,634)	(92%)	▼	Timing	1/12th timing Grant Income recoups done in advance
Economic Services	(8,987)	(35%)	▼	Timing	increase in Caravan Pk charges, received grant for school
Other Property and Services	13,882	94%	▲	Timing	Increased Diesel Fuel rebate, incorrectly calc 15/16 Increased Private Works
Operating Expense					
General Purpose Funding	8,966	85%	▲	Timing	Depn, valuations at end of year, see general comments
Law, Order and Public Safety	5,704	36%	▲	Timing	underspend in bushfire to date, see general comments
Health	5,227	62%	▲	Timing	No exp to EHO, see general comments
Housing	30,714	71%	▲	Timing	Underspend staff housing, timing, see general comments
Community Amenities	25,667	80%	▲	Timing	No Seniors activities yet, underspend @ school
Recreation and Culture	110,938	60%	▲	Timing	Underspend complex, oval, parks, WPA payment required, See General comments
Transport	254,888	55%	▲	Timing	Underspend on roadworks , Blackspot not commenced, timing, see general Comments
Economic Services	29,942	36%	▲	Timing	Underspend NRM, see general comments
Other Property and Services	(119,931)	1025%		Timing	timing - Oheads, POC , Admin Alloc over Allocated, Insurance in advance, Parts - Iveco, see general comments
Capital Revenues					
Grants, Subsidies and Contributions	(10,808)	(8%)	▼	Timing	1/12th timing - Road Grants require recouping
Proceeds from Disposal of Assets	240,909		▲	Permanent	journals required
Capital Expenses					
Land and Buildings	10,075	57%	▲	Timing	Projects Not started, CEACA Exp not required yet
Infrastructure - Roads	242,040	94%	▲	Timing	Construction jobs commencing, Will catch up
Infrastructure - Public Facilities	0			Timing	N/a
Infrastructure - Footpaths	0			Timing	N/a
Infrastructure - Drainage	0			Timing	N/a
Heritage Assets	0			Timing	N/a
Plant and Equipment	61,248	100%	▲	Timing	Plant not Purchased yet
Furniture and Equipment	4,248	100%	▲	Timing	F & E not purchased yet
Financing					
Loan Principal	65,857	94%	▲	Timing	Loan payment effected in subsequent month

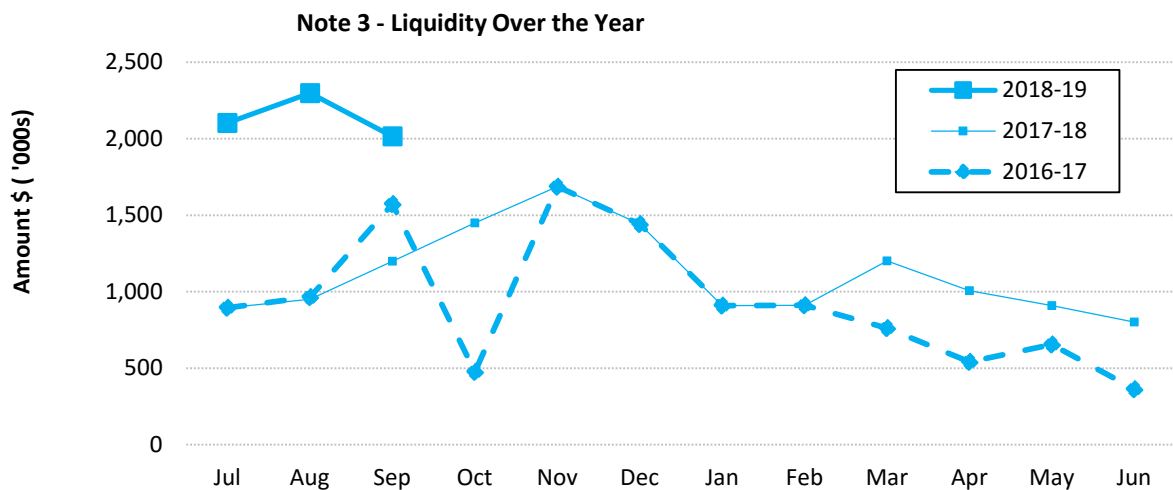
General Comments

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2017	30 Sep 2017	30 Sep 2018
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	879,387	1,266,473	1,738,295
Cash Restricted - Conditions over Grants	11	0	0	0
Cash Restricted	4	617,534	617,534	615,083
Receivables - Rates	6	13,241	252,763	229,045
Receivables - Other	6	95,217	3,212	33,246
Interest / ATO Receivable/Trust		(1,172)	(1,510)	0
Inventories		7,964	7,964	139,424
		1,612,171	2,146,436	2,755,093
Less: Current Liabilities				
Payables		(26,480)	(10,423)	(23,199)
Provisions		(90,546)	(90,546)	(76,070)
		(117,026)	(100,969)	(99,269)
Less: Cash Reserves	7	(615,083)	(617,534)	(615,083)
Net Current Funding Position		880,062	1,427,933	2,040,741



Comments - Net Current Funding Position

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	1,738,295			1,738,295	BankWest	0.10%	At Call
Trust Bank Account			74,352	74,352	Westpac	0.10%	At Call
Cash On Hand				0	N/A	Nil	On Hand
(b) Term Deposits							
Municipal Gold		615,083		615,083	Bankwest	3.00%	23-Dec-18
Total	1,738,295	615,083	74,352	2,427,730			

Corporate MasterCard

Transaction Summary	Total Amount	Institution	Interest Rate	Reporting Period End Date
	\$			
Card # **** *270				
Criddle, Jameon C		Bankwest	17.99%	30-Sep-18
Office 365	192.28			
Seek - Roller Job Advertising	308.00			
Activ8inet Housing & Office	469.50			
4 Quartz Rates	1,164.41			
Rose fertiliser, Cat repellent	102.97			
Local Government Week Food	1,091.60			
Vehicle Purchases/Fuel	80.00			
Card # **** *693				
Price, Arthur W		Bankwest	17.99%	30-Sep-18
Containers Museum	478.33			
Flowers Belinda	112.00			
Heavy Vehicle Ramps	1,466.30			
Parking Conf Exp	10.50			
	5,475.89			

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

14

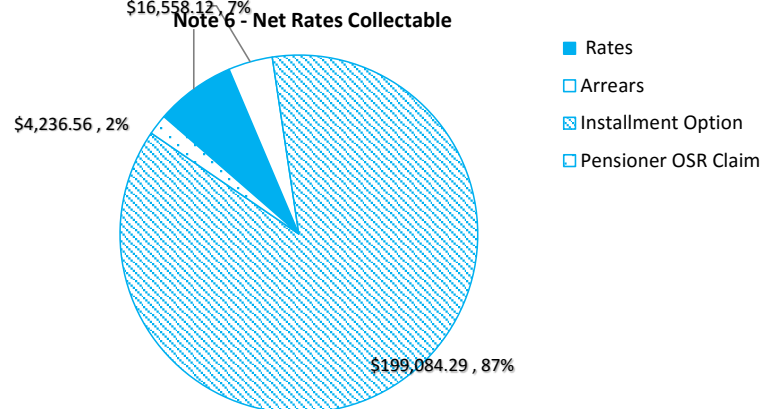
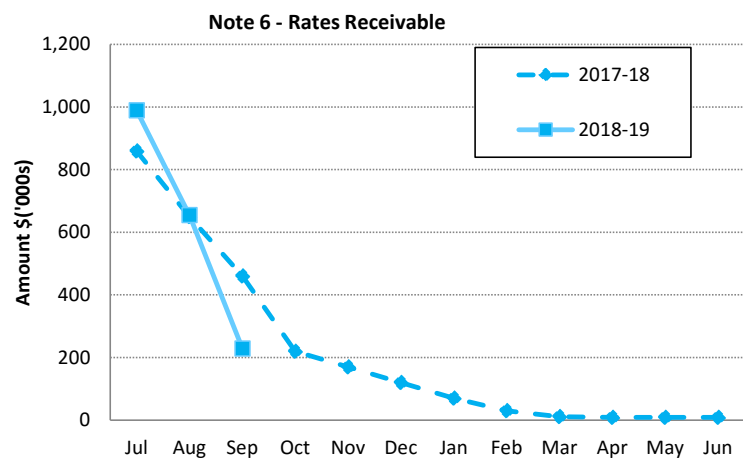
SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 6: Receivables

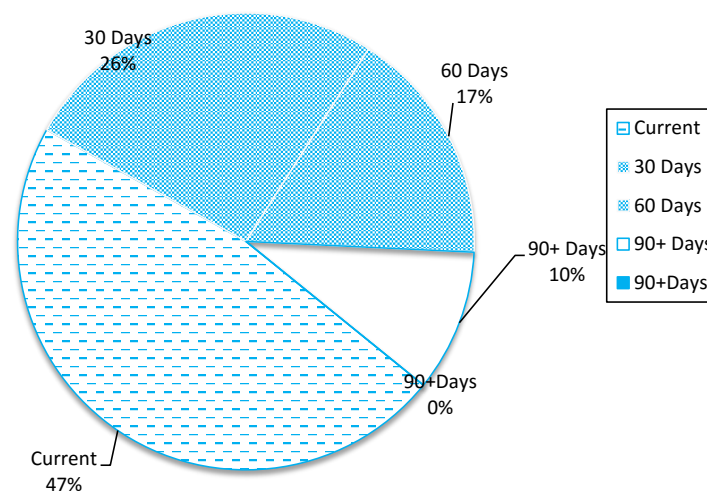
Receivables - Rates Receivable	30 Sep 2018	30 June 2017
	\$	\$
Opening Arrears Previous Years	9,166	12,031
Levied this year	998,882	892,294
<u>Less</u> Collections to date	(779,003)	(895,159)
Equals Current Outstanding	229,045	9,166
Net Rates Collectable	229,045	9,166
% Collected	77.28%	98.99%

Receivables - General	Current	30 Days	60 Days	90+ Days	90+Days
	\$	\$	\$	\$	\$
Receivables - General	15,725	8,610	5,560	3,351	0
Balance per Trial Balance					
Sundry Debtors					33,246
Receivables - Other					
Total Receivables General Outstanding					33,246

Amounts shown above include GST (where applicable)



Note 6 - Accounts Receivable (non-rates)

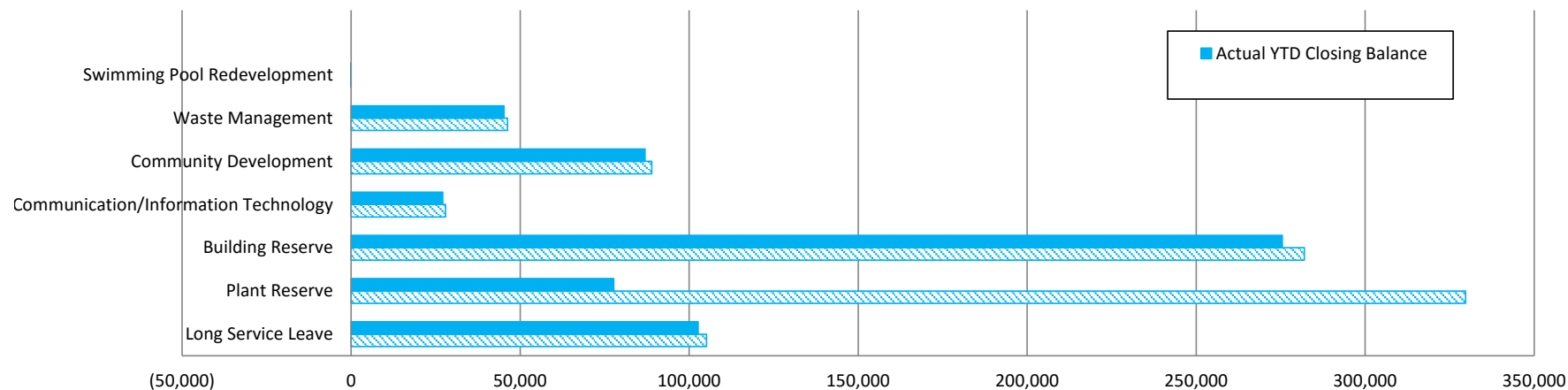


SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

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	0	0	0	0	0	105,142	102,642
Plant Reserve	77,664	2,000	0	250,000	0	0	0	329,664	77,664
Building Reserve	275,460	6,500	0	0	0	0	0	281,960	275,460
Communication/Information Technology	27,109	800	0	0	0	0	0	27,909	27,109
Community Development	86,970	2,000	0	0	0	0	0	88,970	86,970
Waste Management	45,244	1,000	0	0	0	0	0	46,244	45,244
Swimming Pool Redevelopment	(6)	0	0	0	0	0	0	(6)	(6)
	615,083	14,800	0	250,000	0	0	0	879,883	615,083

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 30 September 2018

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								
A486	Work Supervisors Vehicle	50,550	49,091		(1,459)				
A471	Work Supervisors Vehicle	50,550	49,091		(1,459)				
	Other Property & Services								
A476	Toyota Landcruiser GXL	67,040	71,364	4,324					
	Toyota Landcruiser GXL	67,040	71,364	4,324					
		235,180	240,909	8,647	(2,918)	0	0	0	0

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

Note 9: Rating Information

	Rate in	Number of Properties	Rateable Value	YTD Actual			Total Revenue	Amended Budget			Total Revenue
				Rate Revenue	Interim Rates	Back Rates		Rate Revenue	Interim Rate	Back Rate	
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 30 September 2018

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		\$ 0	\$ 61,201	\$ 126,338	\$	\$ 0	\$ 7,044
Loan 6 - School Bus *	29,277		4,516	9,172	29,277		903	1,667
	29,277	0	4,516	70,373	155,615	0	903	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 30 September 2018

Note 11: Grants and Contributions

	Grant Provider	Type	Opening Balance (a)	Amended Budget Operating	Budget 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	99,451	99,451	0
Grants Commission - Roads	WALGGC	Operating	0	228,472	0	152,315	228,472		228,472	58,803	(58,803)	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	0	0	0
Evolution MOU Emergency Services	Evolution Mining	Operating	0	13,500	0	9,000	13,500		13,500	0	0	0
Recreation and Culture												
Contributions/Rembursements	Contributions/Rembursements	Operating	0	2,000	0	1,333	2,000		2,000	1,009	(1,009)	0
Transport												
MRWA Direct	Main Roads WA	Operating	0	68,000	0	45,333	68,000		68,000	0	0	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	0	0	0
Evolution MOU WAP 67%	Evolution Mining	Operating	0	40,000	0	26,667	40,000		40,000	0	0	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	292,263	(93,361)	0
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		0	772,616	0	515,077	772,616	0	772,616	159,263	39,639	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	292,263	(93,361)	0

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

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 30 Sep 2018
	\$	\$	\$	\$
Police Licensing	-4,323	32,631	-32,108	(3,800)
BCITF Training Levy - Now CTF Levy	1,319	0	0	1,319
BRB Building Levy - Now BSL Levy	633	62	-57	638
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	330	0	3,102
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	0	0	7,792
Cemetery Committee	10,509	0	0	10,509
	77,747	33,252	(32,164)	78,835

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

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)	2,250	(2,250)	
 Principal Loan #5	16114	0	0	0	(61,201)	15,300	(15,300)	
	Housing Total	0	0	0	(70,201)	17,550	(17,550)	
Economic Services								
 Old Club Hotel Museum	13216	7,475	0	7,475	(6,000)	0	7,475	
 Principal Loan #6	13609	0	0	0	(9,172)	0	0	
	Economic Total	7,475	0	7,475	(15,172)	0	7,475	
 Buildings Total		7,475	0	7,475	(85,373)	17,550	(10,075)	
Furniture & Office Equip.								
Governance								
 School Building	08203	0	0	0	(7,000)	1,749	(1,749)	
 Reserves Infrastructure	11603	0	0	0	(10,000)	2,499	(2,499)	
	Governance Total	0	0	0	(17,000)	4,248	(4,248)	
 Furniture & Office Equip. Total		0	0	0	(17,000)	4,248	(4,248)	
Plant , Equip. & Vehicles								
Governance								
 CEO Vehicle Replacement	14520	0	0	0	(137,000)	34,248	(34,248)	
	Governance Total	0	0	0	(137,000)	34,248	(34,248)	

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

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	0	0	(108,000)	27,000	(27,000)	
Transport Total		0	0	0	(108,000)	27,000	(27,000)	
 Plant , Equip. & Vehicles Total		0	0	0	(245,000)	61,248	(61,248)	
Roads (Council Funded)								
Transport								
 4 Mile Gate Rd Floodway - CAPITAL	C0019	0	0	0	(51,000)	12,750	(12,750)	
 Goldfields Road Floodway - CAPITAL	C0008	0	0	0	(67,000)	16,749	(16,749)	
 Warrachuppin Road - CAPITAL	C0005	0	0	0	(59,000)	14,748	(14,748)	
 Della Bosca Road - CAPITAL	C0080	0	0	0	(38,000)	9,498	(9,498)	
 Warrachuppin Road Polycom - CAPITAL	C0005E	0	0	0	(27,000)	6,750	(6,750)	
 Warrachuppin Road Polycom - CAPITAL	DRAIN	0	0	0	(25,000)	0	0	
 Boodarockin North Road - CAPITAL	C0032	0	0	0	(57,000)	14,250	(14,250)	
Transport Total		0	0	0	(324,000)	74,745	(74,745)	
 Roads (Council Funded) Total		0	0	0	(324,000)	74,745	(74,745)	
Roads (MRWA)								
Transport								
 Korrd-Southern Cross Rd (M40) Reconstruction	RRG91C	0	0	0	(276,150)	69,036	(69,036)	
 Korrd-Southern Cross Rd (M40) Reseals	RRG91R	0	0	0	(175,000)	43,749	(43,749)	
Transport Total		0	0	0	(451,150)	112,785	(112,785)	
 Roads (MRWA) Total		0	0	0	(451,150)	112,785	(112,785)	

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2018

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	0	0	0	(78,000)	19,500	(19,500)	
 Daddow Road -R2R	R2R12	0	0	0	(55,000)	13,749	(13,749)	
 Morrison Rd - R2R	R2R50	0	0	0	(47,000)	11,748	(11,748)	
 Echo Valley Road - R2R	R2R15	0	0	0	(81,000)	20,250	(20,250)	
 Rabbit Proof Fence Rd - R2R	R2R25	15,360	0	15,360	(18,500)	4,623	10,737	
Transport Total		15,360	0	15,360	(279,500)	69,870	(54,510)	
 Town (R2R) Total		15,360	0	15,360	(279,500)	69,870	(54,510)	
Capital Expenditure Total		22,835	0	22,835	(1,402,023)	340,446	(317,611)	
 Level of Completion Indicators 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 –SEPTEMBER 2018

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 31st August 2018 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

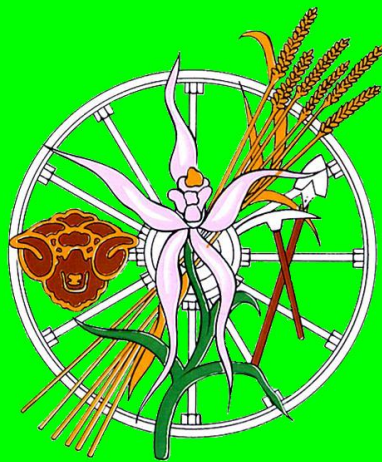
☒ Simple Majority ☐ Absolute Majority

OFFICER RECOMMENDATIONS

That the GST Reconciliation totaling \$16,784.00 for the period ending 30th September 2018 be adopted.

Attachment 9.1.3

Shire of Westonia



GST Reconciliation Report

for period ending
30th September 2018

SHIRE OF WESTONIA

BAS EXTRACT - 30 SEPTEMBER 2018



ABN:	87 507 505 958
Business Activity Statement:	Sep-18
Period/Year end:	2018/2019

Name	Jasmine Geier
Position	Executive Support Officer
Date	12/10/2018

	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			0.00			0.00	0.00
Nov-18			0.00			0.00	0.00
Dec-18			0.00				0.00
Jan-19			0.00			0.00	0.00
Feb-19			0.00			0.00	0.00
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	10,801.00	35,137.00	(24,336.00)	(6,934.00)	53,808.00	4,271.00	26,809.00

A - B = C (Net GST)

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

9.1.4 2019 COUNCIL MEETING DATES

Responsible Officer:	Jamie Criddle, CEO		
Author:	Jamie Criddle, CEO		
File Reference:	A2.4.1		
Disclosure of Interest:	Nil		
Attachments:	Nil		
Signature:	Officer	CEO	

Purpose of the Report

☐

Executive Decision

☒

Legislative Requirement

Background

Regulation 12 of the Local Government (Administration) Regulations 1996 requires a local government to at least once a year give local public notice of the dates, time and place of:

- a) Ordinary Council meetings; and
- b) Committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public;

that are to be held in the next twelve months.

Comment

Council's current policy on Council Meetings states that, "A Councillors forum will be held at 1.00pm before each Ordinary Council Meeting and Ordinary Meetings of Council will be held on the third Thursday of each month not including January, commencing at 3.30pm in the Shire of Westonia Council Chambers."

In accordance with the current policy ordinary meetings of Council are to be held in 2019 as follows:-

Ordinary Council meetings:

February – Thursday 21st	March – Thursday 21st
April – Thursday 18th?	May – Thursday 16th
June – Thursday 20th	July – Thursday 18th
August – Thursday 15th	September–Thursday 19th
October – Thursday 17th	November–Thursday 21st
December – Thursday 19th;	

with all meetings commencing at 3.30pm in the Council Chamber, Wolfram Street, Westonia.

The Audit Committee meetings is at this stage proposed for the following dates:

April – Thursday 18th?

August – Thursday 15th

October – Thursday 17th

Thursday 19th December 2019; at 3.00pm in the Council Chamber.



Statutory Environment

Regulation 12 of the Local Government (Administration) Regulations.



Policy Implications

Council Policy 1.1



Strategic Implications

Nil



Financial Implications

Nil



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That the following meeting schedule for 2019 be advertised in accordance with the requirements of the legislation:-

Ordinary Council meetings:

February – Thursday 21st

March – Thursday 21st

April – Thursday 18th?

May – Thursday 16th

June – Thursday 20th

July – Thursday 18th

August – Thursday 15th

September–Thursday 19th

October – Thursday 17th

November–Thursday 21st

December – Thursday 19th;

with all meetings commencing at 3.30pm in the Council Chambers, Wolfram Street, Weston.

Audit Committee meeting:

The Audit Committee meetings is at this stage proposed for the following dates:

April – Thursday 18th?

August – Thursday 15th

October – Thursday 17th

Thursday 19th December 2019; at 3.00pm in the Council Chamber.

9.1.5 CHRISTMAS CLOSURE

Responsible Officer:	Jamie Criddle, CEO	
Author:	Jamie Criddle, CEO	
File Reference:	A2.4.1	
Disclosure of Interest:	Nil	
Attachments:	Nil	
Signature:	Officer	CEO
		

Purpose of the Report



Executive Decision



Legislative Requirement

Background

Council has traditionally closed the office and operations over the festive season to accommodate the taking of leave and public holidays, given that the town is very quiet during this time. Xmas day and New Year's Day fall on a Tuesday this year.

It is also anticipated to hold the Annual end of year Christmas function at the conclusion of the December Ordinary Council meeting. This year it falls on the 20th December which coincides with the outside crew break up.

Comment

A few members of the Outside Crew have requested an alteration to the annual shut down period with some not wanting to take the full 4 weeks in one hit. The outside crew will commence the Xmas break on Friday 21st December 2018, with a return to work on either Monday 7th January 2019.

Arrangements are in place to provide for emergencies with a skeleton staff available during the holiday period with contact details being advertised and displayed.

It is proposed that the office will be closed from 5.00pm on 21st December 2018 until 8.30 am on Monday 7th January 2019.

The Chief Executive Officer has holidays booked and will be away from the 2nd January 2019, returning to work on Tuesday the 22nd January 2019.

There has traditionally been no meeting in January in previous years.

Statutory Environment

Nil

Policy Implications

7.12 Christmas Office Shutdown & Two Paid "Grace & Favour" Days for Staff

The Council office & depot will be closed from 12 noon on the last working day prior to the Christmas Day holiday until normal office hours on the day following the New Year public holiday. At least one Senior staff member will remain contactable and reasonably close to town in the event of an emergency such as a bushfire during this shutdown period.

Staff will also be granted 2 paid "grace and favor days" based on their ordinary hours in recognition of time worked in excess of normal hours during the year, to assist with covering their leave over the shutdown period between

Christmas and New Year. Staff required to work during the Christmas Shutdown period as part of responding to an emergency will be granted the equivalent hours of ordinary time paid leave by agreement at another time.



Strategic Implications

Nil



Financial Implications

There are no financial implications in relation to this matter.



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council

1. approve the office closure from 5.00pm on the 21st December 2018 until 8.30 am on Monday the 7th January 2019, and note the absence of the CEO from the 2nd January 2019 till the 22nd January 2019.
2. hold the annual end of year Christmas function at the conclusion of the December Ordinary Council meeting to be held on 20th December 2018.

9.1.6 WESTONIA BUSHFIRE ADVISORY COMMITTEE MINUTES

Responsible Officer:	Jamie Criddle, CEO	
Author:	Jamie Criddle, CEO	
File Reference:	A2.4.1	
Disclosure of Interest:	Nil	
Attachments:	Nil	
Signature:	Officer	CEO
		

Purpose of the Report



Executive Decision



Legislative Requirement

Background

In accordance with section 38 of the Bush Fires Act 1954 a local government may appoint such persons as it thinks necessary to be its bush fire control officers (FCO's) and of those officers the local government shall appoint two as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer.

Council has established a Bush Fire Advisory Committee (BFAC) whose membership is made up of those persons who are appointed as bush fire control officers, a Council delegate and the CEO who serves as executive officer for the Advisory Committee.

Comment

The following persons have been recommended by the BFAC as bush fire control officers for the 2018/19 fire season:

Frank Corsini	Chief Bush Fire Control Officer
Malcom Nicoletti	Deputy Chief Bush Fire Officer
Steve LeMoignan	Warralakin Bush Fire Brigade
John McDowall	Warralakin Bush Fire Brigade
Aaron Smith	Warralakin Bush Fire Brigade
Dane Farina	Warralakin Bush Fire Brigade
Malcom Nicoletti	Warralakin Bush Fire Brigade
Tony Murfit	Walgoolan Bush Fire Brigade
Jason Wahlsten	Walgoolan Bush Fire Brigade
Rohan Day	Walgoolan Bush Fire Brigade
Frank Corsini	Westonia Bush Fire Brigade
Colin Lindley	Westonia Bush Fire Brigade
Brad Penny	Westonia Bush Fire Brigade
Bill Price	Shire of Westonia
Jamie Criddle	Shire of Westonia

The use of the common seal now requires the endorsement of the Council.



Statutory Environment

Bush Fires Act 1954, section 38 appointment of bush fire control officers



Policy Implications

Nil



Strategic Implications

Nil



Financial Implications

Nil



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council in accordance with section 38 of the Bush Fires Act 1954 appoint the following persons as bush fire control officers for the 2018/19 bush fire season:

Frank Corsini	Chief Bush Fire Control Officer
Malcom Nicoletti	Deputy Chief Bush Fire Officer
Steve LeMoignan	Warralakin Bush Fire Brigade
John McDowall	Warralakin Bush Fire Brigade
Aaron Smith	Warralakin Bush Fire Brigade
Dane Farina	Warralakin Bush Fire Brigade
Malcom Nicoletti	Warralakin Bush Fire Brigade
Jason Wahlsten	Walgoolan Bush Fire Brigade
David Brown	Walgoolan Bush Fire Brigade
Rohan Day	Walgoolan Bush Fire Brigade
Frank Corsini	Westonia Bush Fire Brigade
Colin Lindley	Westonia Bush Fire Brigade
Brad Penny	Westonia Bush Fire Brigade
Bill Price	Shire of Westonia
Jamie Criddle	Shire of Westonia

9.1.7 BUSINESS CONTINUITY PLAN

Responsible Officer:	Jamie Criddle, CEO		
Author:	Jamie Criddle, CEO		
File Reference:	A2.4.1		
Disclosure of Interest:	Nil		
Attachments:	Nil		
Signature:	Officer	CEO	

Purpose of the Report



Executive Decision



Legislative Requirement

Background

Section 17 of the Local Government (Audit) Regulations states the CEO is to review the appropriateness and effectiveness of our systems in relation to risk management.

Council engaged the services of LGIS to work with Officers to implement a Business Continuity Plan to adopt procedures to maintain Council's essential services through periods of disruption. The Business Continuity Plan identifies aspects of Council services which may be exposed to risk from natural or manmade disasters.

Comment

The objective of the Business Continuity Plan is to provide a readily accessible, useable and thorough document which enables Council to follow, tried and systematic approach for the management of any disaster. (Refer Attachment).

This included assigning risks that meet any of the following criteria:

- Risks with a level of risk of high or extreme;
- Risk with inadequate existing control rating;
- Risk with consequence rating of catastrophic;
- Risks with likelihood rating of almost certain.

This plan will be monitored by the Executive Management Team and will be subject to a review at least once every 2 calendar years with the results reported to the audit committee.

Statutory Environment

S.17 Local Government (Audit) Regulations

Policy Implications

Nil

Strategic Implications

Nil

Financial Implications

Nil



Voting Requirements



Simple Majority



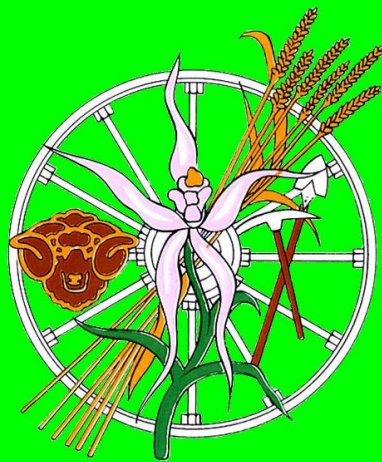
Absolute Majority

OFFICER RECOMMENDATIONS

That Council endorse the Shire of Westonia Business Continuity Plan.

Attachment 9.1.7

Shire of Westonia



Business Continuity Plan



SHIRE OF
WESTONIA
A vibrant community lifestyle

BUSINESS CONTINUITY PLAN

Version 1.0 October 2018
Review Date October 2019

Important

This document is a collection of information developed and maintained in readiness for use during an incident, particularly if the incident results in a major disruption to business-as-usual activities.

The term 'Incident' can also be used to indicate a 'Disruption', 'Crisis', 'Disaster' or 'Emergency'.

This plan's main purpose is to offer guidance in restoring the Shire to an acceptable level of operation and ensure continuity of time-critical business activities following disruption.

Plan Activation Decision

Could the incident result in:	
The inability to use or access the Admin Building or Depot for more than 3 days?	
The inability to access or use IT systems or applications for more than 3 days?	
Not having enough staff to perform critical activities for more than 3 days?	
A key supplier / contractor being unable to perform core services on behalf of the Shire for more than 3 days?	
If YES to any of the above, this plan is to be activated.	

During a disruptive incident, the Shire will seek to:

1. **Before all else, establish the safety and wellbeing of staff, visitors and the community.**
2. Restore time-critical business activities to acceptable levels within recovery time objectives.
3. Provide assurance to the community that the Shire's operations and service to residents remain strong and viable.
4. Provide regular, concise and meaningful communications internally and externally.
5. Work together as a team demonstrating the Shire's principles and values to swiftly return operations to normality.

The **Incident Management Team's** main responsibilities include:

- Minimise the impact on the Shire's operations and public image. ☐
- Strategically manage the incident through strong organisational leadership. ☐
- Ensure that the recovery efforts have the necessary resources and support. ☐
- Set critical milestones and time frames for recovery. ☐
- Ensure that employees are fit for the role they're being asked to perform. ☐
- Delegate responsibility for managing Community donations and volunteer assistance. ☐

Table of Contents

Plan Activation Checklists.....	4
1. Emergency Response.....	4
2. Incident Management Team	4
3. Incident Control.....	5
Business Continuity Checklists.....	6
1. Assess	6
2. React.....	8
Scenario-Specific Checklists	10
a) Loss of (or access to) buildings / infrastructure / equipment	10
b) Loss of IT or Communications	11
c) Loss of People	12
d) Loss of Supplier	13
3. Manage	14
4. Recover.....	15
Shire Wide Recovery Information	16
Critical Activities	16
Upcoming (Recurring) Activities and Events.....	17
Key Contacts.....	18
Internal Contacts	18
Councillor Contact Details	19
External Contacts	20
Appendix A – Communications Guidelines	22
Additional Communication Template	25
Appendix B - Event Log	27

Document Control

Version	Date Revised	Revised By	Changes Made
1.0	October 2018	LGIS	Draft for endorsement

Copies of this plan are held by:

1. Dropbox (Soft Copy)
2. CRC (Hard Copy)
3. OSH Corner (Depot)

Plan Activation Checklists

Start logging
all activities

1. Emergency Response

Considerations	Who	When
Respond to audible and telecommunication alarms	Onsite Staff	Date & Time
Evacuate Building if required to do so	Wardens	Date & Time
Account for and verify staff support & wellbeing and safety	Wardens	Date & Time
Contact all off site staff (including neighbours / tenants if applicable). Advise them of the situation and what you want them to do.	Officers	Date & Time
Secure impacted sites where safe to do so	Wardens	Date & Time
Receive information from relevant sources (Internal, DFES, Police, Witnesses)	Chief Warden	Date & Time
Contain the problem where safe to do so / or relevant	Officers	Date & Time
Take appropriate safety precautions (e.g. turn off gas, water and electricity).	Officers	Date & Time
Are there any witnesses or photographic evidence	Officers	Date & Time

2. Incident Management Team

Core Incident Management	Contact	Informed	When
Jamie Criddle (CEO)	0427 467 063	Yes	Date & Time
Bill Price (Manager, Works)	0427467 082	Yes	Date & Time
Jasmine Geier (Manager, Corporate Services)	0427 070 775	Yes	Date & Time
Cr Karin Day (President) - <u>Spokesperson</u>	0428 447 014	Yes	Date & Time

Delegate responsibility
to log all activities

3. Incident Control

Considerations	Who	When
Convene the Incident Management Team to assess the situation; consider requesting additional incident team support at this first meeting (refer Incident Management Team Support table above) Options for Venue Admin Building CRC Wanderers Stadium	Incident Controller	Date & Time
Determine and allocate roles and responsibilities; consider the Team's requirement to:	Delegated to:	Date & Time
1. Manage communications (internal & external)	Delegated to:	Date & Time
2. Plan for other contingencies and ultimate recovery options	Delegated to:	Date & Time
3. Manage the operational requirements of recovering critical activities	Delegated to:	Date & Time
4. Ensure that logistics are managed to support critical activity recovery	Delegated to:	Date & Time
5. Providing ongoing employee support & wellbeing requirements	Delegated to:	Date & Time
6. Record a log of all decisions, actions and issues	Delegated to:	Date & Time
Incident Control Centre: Agree future location and meeting times for convening the Incident Management Team Arrange access and teleconferencing facilities at Incident Control Centre.	Delegated to:	Date & Time
Formally Assess the situation	See Next Page	

Additional Actions / Notes Log	Who	When
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time

Business Continuity Checklists

1. Assess

Purpose - Ensure common understanding of the incident and the current status of welfare and other actions; preparation of communication and recovery objectives.

Situation Summary
Describe what has happened (potential causes / event / outcome)
Are there any outstanding welfare issues to manage (ensure these are attended to before proceeding)?
What is the current status of the Shire's staff
What functions of the Shire have been impacted, or may still be impacted?
How long is this Incident likely to continue?

Welfare Requirements (Staff / Contractors / Visitors)	Who	When
Set up information lines	Delegated to:	Date & Time
Monitor medical & stress factors (consider those with additional requirements)	Delegated to:	Date & Time
Engage external employee assistance program (EAP) – LGIS 08 9483 8888	Delegated to:	Date & Time
Consider employee's family responsibilities	Delegated to:	Date & Time
Contact family or next of kin with assistance from employee assistance program or Police	Delegated to:	Date & Time
Organise refreshments, catering and toilet facilities	Delegated to:	Date & Time
Organise suitable transport arrangements for employees if required	Delegated to:	Date & Time
Organise temporary accommodation if required	Delegated to:	Date & Time
Ensure regular updates and allocate responsibilities for updates.	Delegated to:	Date & Time

Actions	Who	When
Notify Elected Members of incident & remind them that only the President or CEO can liaise with the Media	Delegated to:	Date & Time
Contact staff currently out of the office or on leave.	Delegated to:	Date & Time
Notify neighbours, tenants, contractors, Doctor, Businesses.	Delegated to:	Date & Time
Ensure emergency funds are available if required	Delegated to:	Date & Time
Ensure Social Media (FB) is being monitored	Delegated to:	Date & Time
Identify and prioritise for:		
1. Critical Activities	Delegated to:	Date & Time
2. Upcoming (Recurring) Activities and Events	Delegated to:	Date & Time
3. Any other activities now due for delivery (e.g. SAT or key projects)	Delegated to:	Date & Time
Set the next meeting time and venue	Delegated to:	Date & Time

Additional Actions / Notes Log	Who	When
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time

2. React

Purpose – Using the best available information, start initial actions to commence recovery.

Considerations	Who	When
Record all decisions, actions and issues.	Delegated to:	Date & Time
Monitor ongoing staff support & wellbeing requirements.	Delegated to:	Date & Time
If relevant, ensure external & emergency agencies are involved in management of problem.	Delegated to:	Date & Time
Refer <u>Scenario Specific Checklists</u> (then continue with list)		
Determine appropriate recovery objective(s)	Delegated to:	Date & Time
Delegate authority for special responsibilities	Delegated to:	Date & Time
Assign operational responsibilities	Delegated to:	Date & Time
Assign salvage or restoration responsibilities	Delegated to:	Date & Time
Approve any relevant expenditure and determine ongoing process	Delegated to:	Date & Time
Delegate alternate actions for staff not affected by the incident, or send home	Delegated to:	Date & Time
Future communications requirements	Delegated to:	Date & Time
Advise Insurer and initiate any claim process	Delegated to:	Date & Time
Create a Communication Plan for Councillors, Media, Regulators, other Stakeholders and Staff as required. (Refer <u>Appendix A – Communications Guidelines</u>)	Delegated to:	Date & Time
Identify & notify Key Contacts of amended working arrangements	Delegated to:	Date & Time
Set the time, date & venue for the next meeting	Delegated to:	Date & Time

Additional Actions / Notes Log	Who	When
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time

Staff Meeting Considerations

Determine a meeting venue & call a staff meeting. Advise staff:

- Appraisal of the situation & the scope of the incident: (This is what we know, this is what we don't know, this is what we need you to do and this is what we're going to do).
- Agree on reporting arrangements
- Remind them of the **Media Policy (not to talk to the Press)**
- Allocation of duties or who will be sent home and why
- Review of equipment & resource needs for continuity of services
- When the next communication can be expected and how it will be communicated

Make sure they understand:

- Where they should go
- What they should do and how they should do it
- What they are allowed to say
- That their jobs are safe
- When they should come back to work

Scenario-Specific Checklists

a) Loss of (or access to) buildings / infrastructure / equipment

Considerations	Who		When		
Requirement to relocate staff <u>Alternative Locations:</u> ▪ Administration Options a. CRC b. Local School c. Neighbouring Shires ▪ Depot a. Old Depot b. Large Plant & Equipment (Lay down area) c. Small Equipment – Sea Containers / Dome d. Other options, negotiate use of a local farmers shed	Delegated to:		Date & Time		
Workstation Build Schedule	Day 1	Day 3	Day 5	Day 10	Day 20
	5	5	5	5	5
Contact Telstra and have the main reception number 08 9046 7063 redirected to 0427 467 083	Delegated to:		Date & Time		
Contact 2V.net 08 9964 4223 and arrange IT Infrastructure, connections and printer to temporary site.	Delegated to:		Date & Time		
Build workstations at temporary site (6). (i.e. desks, chairs etc)	Delegated to:		Date & Time		
Identify any other staffing or equipment requirements to maintain <u>Critical Activities</u>	Delegated to:		Date & Time		
Staff travel arrangements to other sites	Delegated to:		Date & Time		
Shift work? - e.g. work two shifts of 5 hours rather than one shift of 8 hours)	Delegated to:		Date & Time		
Other logistical requirements for relocation	Delegated to:		Date & Time		
Familiarise staff with new arrangements	Delegated to:		Date & Time		
Arrange security access controls for the affected building. Can salvage or restoration activities commence?	Delegated to:		Date & Time		
Place notice for visitors – “We are temporarily located at”	Delegated to:		Date & Time		
Arrange security access controls for the new building/s	Delegated to:		Date & Time		
Manage any new OHS/Support & wellbeing issues that may arise either 1. During relocation or 2. At the new building/s or 3. With the use of new equipment	Delegated to:		Date & Time		
Redirect: Couriers, caterers, mail, milk, newspapers, phones, etc	Delegated to:		Date & Time		

b) Loss of IT or Communications

Considerations	Who	When
Contact 2v.net IT 08 9964 4223 to;	Delegated to:	Date & Time
Clarify the extent of the outage (systems, applications and data loss)	Delegated to:	Date & Time
Identify and engage external contractors to assist	Delegated to:	Date & Time
Determine restoration target timeframes	Delegated to:	Date & Time
Determine potential cause(s)	Delegated to:	Date & Time
Contact Telstra and have the main reception number 08 9046 7063 redirected to 0427 467 083	Delegated to:	Date & Time
Generator/s to restore power (if power issue)	Delegated to:	Date & Time
Detail strategy and recover / reconstruct lost data where possible	Delegated to:	Date & Time
Consider the following: - Internet – 2V.net to source Dongle and install to set up internet access. - Synergy – Contact IT Vision 08 9315 7000 to assist. Otherwise defer all activities until recovered. - Outlook – Currently on Office 365. No option other than to wait until Microsoft restore functionality. - Shared Drives – Defer until data restored	Delegated to:	Date & Time
Identify <u>Critical Activities</u> and other deliverables due today or in the near future	Delegated to:	Date & Time
Commence manual procedures or workarounds to complete <u>Critical Activities</u> until services are restored	Delegated to:	Date & Time
Other productive activities not requiring I.T. or communications infrastructure	Delegated to:	Date & Time
Ensure ongoing interaction with 2V.net for regular updates and feedback	Delegated to:	Date & Time

c) Loss of People

Considerations	Who	When
Ensure the safety and wellbeing of remaining staff	Delegated to:	Date & Time
Determine the number of staff away and expected return dates. By default list who is available.	Delegated to:	Date & Time
1. Determine minimum staffing requirements to continue Critical Activities. 2. Identify staffing gaps 3. Consider and implement options to cover	Delegated to:	Date & Time
Areas to consider when implementing appropriate options:		
• Identify Critical Activities and other deliverables due today or in the near future	Delegated to:	Date & Time
• Cease all non-critical activities (deferred activities) where appropriate	Delegated to:	Date & Time
• Working in shifts (e.g. work two shifts of 5 hours rather than one shift of 8 hours)	Delegated to:	Date & Time
• Options for temporary competent replacements: ▪ Other Local Governments or State Government Agencies ▪ Retired or former employees ▪ Volunteers, Casuals, Contractors ▪ Increase job-share hours ▪ Recruitment agencies for Labour Hire (e.g. LoGo, Hayes, WALGA)	Delegated to:	Date & Time
Escalate to Health Department or Worksafe etc.	Delegated to:	Date & Time
Ensure appropriate inductions, training and supervision is in place	Delegated to:	Date & Time

d) Loss of Supplier

Considerations	Who	When
Contact the Supplier (where possible) and determine: The nature and extent of the incident	Delegated to:	Date & Time
Have operations ceased entirely, or is it limited?	Delegated to:	Date & Time
Restoration timeframes and clearance of backlogs (if applicable)	Delegated to:	Date & Time
Provision of any services / goods currently in transit	Delegated to:	Date & Time
Identify <u>Critical Activities</u> that rely on this supplier and length of time before these activities are impacted	Delegated to:	Date & Time
Identify potential alternative suppliers	Delegated to:	Date & Time
Procurement obligations (compliance / transparency)	Delegated to:	Date & Time
Arrange for communication updates from the supplier if possible	Delegated to:	Date & Time
Assign someone to monitor & communicate with the supplier	Delegated to:	Date & Time
Any legal / risk implications:	Delegated to:	Date & Time

3. Manage

Purpose – Standing Agenda to assist in the ongoing management of operational and strategic recovery. This should also be used in conjunction with specific items identified in previous phases.

Considerations	Who	When
Record all decisions, actions and issues.	Delegated to:	Date & Time
Monitor ongoing staff support & wellbeing requirements	Delegated to:	Date & Time
Review effectiveness of recovery actions to date (including working arrangements for affected areas)	Delegated to:	Date & Time
Discuss any emerging issues or new information	Delegated to:	Date & Time
Reassess resource requirements and capabilities	Delegated to:	Date & Time
Achievement of Recovery Time Objectives	Delegated to:	Date & Time
Review existing / current workload and any backlogs	Delegated to:	Date & Time
Review all outstanding deferred activities and arrange resumption	Delegated to:	Date & Time
Monitor insurance implications	Delegated to:	Date & Time
Set next meeting and venue	Delegated to:	Date & Time
Identify & notify Key Contacts of amended working arrangements	Delegated to:	Date & Time
Provide feedback, information, copies of communications & copies of logs to the Admin Support Team to ensure that an appropriate record of the incident is maintained	Delegated to:	Date & Time
Provide updates to impacted staff	Delegated to:	Date & Time
Release external communications as deemed appropriate (keep stakeholders informed)	Delegated to:	Date & Time
Conduct site visits if deemed appropriate and safe	Delegated to:	Date & Time
Implement staff rotation / rostering	Delegated to:	Date & Time

Additional Actions / Notes Log	Who	When
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time
	Delegated to:	Date & Time

4. Recover

Purpose – Standing Agenda to assist in the finalisation of the incident management process.

Considerations	Who	When
Record all decisions, actions and issues.	Delegated to:	Date & Time
Monitor ongoing staff support & wellbeing requirements	Delegated to:	Date & Time
For review and agreement:	Delegated to:	Date & Time
Completed action items	Delegated to:	Date & Time
Recovery objectives	Delegated to:	Date & Time
Plans are in place to deal with any backlogs	Delegated to:	Date & Time
Communication to staff to recognise efforts	Delegated to:	Date & Time
Target date for completion of post incident review	Delegated to:	Date & Time
Provide copies of logs and decisions to Admin Officer for collation	Delegated to:	Date & Time
Undertake <u>post-incident review / debrief</u> , including: - Communication within and between Incident Management Team and Support areas - Effectiveness of communication with affected areas - Cost of recovery arrangements and insurance offsets - Effectiveness of recovery strategies - Advice to external and internal customers - Media arrangements - Impact of incident on Shire's reputation - Timeframes for tasks and achievement of target - Impact on work flows of affected and interdependent areas - Special staffing arrangements and acknowledgment of contributions. - IT recovery arrangements.	Delegated to:	Date & Time
Present findings to the Audit Committee for review.	Delegated to:	Date & Time

Shire Wide Recovery Information

Critical Activities

Purpose – Lists the absolute minimum activities that are to be operational by the number of ‘Days’ from the Incident

Day 1		
Critical Activities	✓	Notes
Accounts Payable		Online Banking; two tokens minimum, the second is approval. If necessary contact Bank to assist
Reactive / Emergency response for: - Roads, Drainage - Community Housing - EHO-related requests - Ranger-related calls		Prioritise all requests based on public safety and road access. Contact EHO / Ranger and advise of situation
Customer Service – first point of contact		Notices to advise residents of new location. Both Physical sign and on Shire website
E-mail functionality		Contact 2V.net to assist

Day 3		
Critical Activities	✓	Notes
Payroll		Contact Bank and arrange for previous pay file to be used – if no access to pay files
Waste Collection		<u>Only if Avon Waste is unable to provide service.</u> Advise residents take rubbish direct to landfill. Those requiring assistance to contact Shire
Cleaning of Public Buildings		If necessary, close areas that require cleaning.
Cemetery Burials		Plots listed on spreadsheet; take care in allocation of sites if systems unavailable – Access physical file in safe to confirm

Other – Non-standard Activities	Day	Who
		Delegated to:
		Delegated to:
		Delegated to:
		Delegated to:
		Delegated to:

Upcoming (Recurring) Activities and Events

Purpose – To assist in determining any additional activities or resources required determined by the timing of the incident.

Month	Activity	
January		
February		
March		
April		
May	Budget Period	
June	Budget Period Rates Preparation Annual Report	
July	Rates Issuing Annual Report	
August	Rates Collection Annual Report	
September	Rates Collection Annual Report	
October		
November		
December		

Key Contacts

Internal Contacts

OFFICE CONTACTS		
POSITION	EMAIL	MOBILE
CEO	ceo@westonia.wa.gov.au	0427 467 063
Senior Finance Officer	finance@westonia.wa.gov.au	0427 467 083
Executive Support Officer	admin@westonia.wa.gov.au	
Admin/Rates Officer	rates@westonia.wa.gov.au	
C.S. & Library Officer	library@westonia.wa.gov.au	
Works Supervisor	works@westonia.wa.gov.au	0427 467 082
Dylan Copeland	nrm@icloud.com	0488 471 727
Doctor	doctor@westonia.wa.gov.au	
Council Chambers	shire@westonia.wa.gov.au	
CRC Co-ordinator	manager@westonia.org.au	
Westonian	westonian@westonia.org.au	
CRC Administration	admin@westonia.org.au	
Building /Health Surveyor	rams10@iprimus.com.au health@westonia.wa.gov.au	0419 952 043

STAFF CONTACTS			
NAME	ADDRESS	PHONE	MOBILE
Jamie Criddle	20 Diorite Street, Westonia	9046 7020	0427 467 063
Bill Price	26 Pyrites Street, Westonia	90467082	0427 467 082
Kay Geier	3 Quartz Street, Westonia	9046 7064	0427 467 083
Jasmine Geier	18 Diorite Street, Westonia		0427 070 775
Stacey Geier	4 Quartz Street Westonia	9046 7349	0428 333 810
Shirley Pomery	24 Pyrites Street, Westonia		0488 101 617
Kevin Paust	138 White St, Burracoppin	PH NO. for work only!	0427 467 077
Graham Daddow	9 Quartz Street, Westonia	90467 774	0428 316 301
John McDowall	901 McDowall Road, Westonia	9044 9044	0429 853 331
Jack Price	37 Diorite St, Westonia		0458 182 532
Belinda McMurdo	11 Quartz St, Westonia		0450 095 459
Boyd Price	7 Quartz Street Westonia		0499 911 809
Gretta Gejas	U2 17 Pyrites St, Westonia,		0404 541 343
Leah Philppe	47 Jasper St, Westonia	Pool 9046 7053	0417 926 783
Debra Godwin	Caravan Park		0402 709 835
Terri Blake	3 Quartz St, Westonia	9046 7392	0427 467 030
Jodie Adams	Carrabin Roadhouse	9046 7077	0498 121 522
Allan Ramsay	31 Swan Street Guilford 6055		0419 952 043
Shauna Hodgkinson	26409 Great Eastern hwy Walgoolan		0447 800 363
Ramelius Res.	Mark Zapfner (GM) Tim Blyth, Donna Krestohmer	9046 8000	
Kim Friis	(Ranger) Shire of Merredin	9041 1611	0400 240 787

Councillor Contact Details

President (2019) **Cr Karin Day**

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Cr Daimon Geier (2021)

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Cr Ross Della Bosca (2019)

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Portfolio: Community Development, Agriculture (Incl.:Eastern Wheatbelt Declared Species Group & Regional Water Council), Sport & Recreation, Westonia Progress Association

External Contacts

Company	Contact
Alinta Gas	13 13 52
APARC (Australian Parking and Revenue Control)	1300 307 441
Building Commission	1300 489 099
Department of Aboriginal Affairs	6551 8004
Department of Agriculture & Food	9690 2000
Department of Biodiversity, Conservation and Attractions	9219 9000
Department of Child Protection & Family Services	9621 0400
Department of Communities - Disability Services	9426 9220
Department of Corrective Services	9622 0400
Department of Education WA	9264 4111
Department of Finance, Building Management & Works	9621 3077
Department of Fire & Emergency Services	9690 2300
Department of Future Planning, Building Management & Works	9621 3077
Department of Health	9690 1300
Department of Health (Commonwealth Home Support Program – federal) – funding agent for meals on wheels	1300 555 727
Department of Health (Home and Community Care – state)	9222 4494
Department of Housing	9690 1900
Department of Human Services	13 12 72 (Child)/13 11 58 (PPL)
Department of Immigration and Border Protection	13 18 81
Department of LG, Sport & Cultural Industries	9690 2400
Department of Local Government & Communities	6551 8700
Department of Parks & Wildlife	9621 3400 / 9290 6100
Department of Planning, Lands & Heritage	6551 8002
Department of Planning, Lands and Heritage	6551 8002
Department of Transport	13 11 56
Department of Water and Environmental Regulation	6364 7000
Dial Before You Dig	1100
Disability Services Commission	9621 2693
Heritage Council of WA	6551 8002
Horizon Power	13 13 51
Landgate	9273 7373
Main Roads Western Australia	9622 4777 / 13 81 38
Office of Transport Security	1800 075 001
Parks & Wildlife Service	9290 6100
Police – non emergency	13 13 14
Police, Fire, Ambulance	000
Public Transport Authority	9326 2000
Small Business Development Corporation	6552 3300
St John Ambulance	9334 6789
State Administrative Tribunal (SAT)	9219 3111 / 1300 306 017
State Emergency Service	6350 5920
State Emergency Services	9459 8015
State Library of Western Australia	9427 3111
Synergy	13 13 54

Company	Contact
Tourism Council / Visitor Centre Association of WA	9417 0700
Treasury	9235 9100
Valuer General	9273 9170
Volunteer Bushfire Brigade	6350 5910
WALGA	9213 2000 / info@walga.asn.au
Waste Authority WA	9497 5321
Water Corporation	9622 4818 / 13 13 75
Western Australia Treasury Corporation	9235 9153
Western Australian Museum Conservation Department	1300 134 081
Western Power	13 13 51
WorkSafe: 1800 678 198 (24hrs serious incidents)	1300 307 877

Appendix A – Communications Guidelines

Sample Communications Template

- this is what we know _____
- this is what we don't know _____
- this is what we are doing _____
- this is what we want you to do _____

ONLY an authorised spokesperson may speak to the media.

Verify the Incident

WHAT happened?	
WHERE did it happen?	
WHEN did this happen?	
WHO is involved?	
HOW did it happen?	
WHY did it happen?	
WHAT is currently being Completed?	

When collecting information, it is important to consider the following:

- Have all the facts been obtained (to the best of your knowledge)? _____
- What other information is needed? _____
- Have the details of the situation been confirmed? _____
- Are the information sources credible? _____
- Is the information consistent from several sources? _____
- Other? _____

Notification Chart

Internal Audience	Mode of delivery, release date and time	Likely questions
Councilors	Face-to-face / phone call / e-mail / Conference call	What has happened? What is the impact? How have you responded? What is the status of your recovery?
Employees		Where should we go? What should we do? How do we do it? What are we allowed to say? Will I get paid? Is my job safe? When do I come back to work?
Employee's family		Are they safe?
Incident Management Team		What has happened? What is the impact? How should we respond?
Other?		
Other?		
External Audience	Mode of delivery, release date and time	Likely questions
Community	Face-to-face / phone call / Social Media / e-mail / Conference call / website / radio bulletin / press release	Will you be in a position to provide the services I require?
DFES / SES / WA Police		
Media: local, regional and national		What is the impact? How many casualties?
Public		
Stakeholders		
Contractors / Suppliers		Will my bills be paid?
EAP Provider		
Regulators		Are all relevant rules and regulations being adhered to?
Other?		
Other?		

Message Mapping - Example

Stakeholders: e.g. Community, employees, clients, customers & shareholders	
Core Message 1	
At 2am on Tuesday 23 January 2019, a contractor Police have confirmed that a male of approximately 25 years of agewas discovered by workers this morning at approximately 6.30am. this is what we know	
Supporting core message 1	Evidence
It is not known why the contractor was on site at 2am ... this is what we don't know	A: Questioned staff B: Interviewed the witness C:
Information Supporting the core message 1	Evidence
We have contacted ... this is what we are doing	A: B: C:
Information Supporting the core message	Evidence
If anyone has any information ... this is what we want you to do	A: B: C:
Delivery Method: CEO: Verbal interview with reporter at 11am.	

Page | 25

Experts and contact details	
Name position responsible for dealing with Communications. This should not be the incident manager who is likely to be busy but a predetermined, preferably media trained employee member. This person does not deal directly with the media but sources information. List others who have the required background information and their contact details.	
Key Stakeholders	
Identify key stakeholders who may need added information or direct briefings such as sponsors or funding agencies, relevant state government departments, MPs, partners. Include contact details.	
Communication Processes	Responsible
Identify processes followed to deliver any information outlined in key messages. List actions still required.	Who carried out or will carry our required communication

[illegible]



SHIRE OF WESTONIA

Business Continuity Management

Procedures Manual

October 2018

Document Owner: Manager, Corporate Services

Version: 1.0

Next Review Due: October 2019

INTRODUCTION

This manual is designed to provide the information and tools required to ensure the Shire of Westonia (the 'Shire') has a robust and effective Business Continuity Plan (BCP).

It has been developed to ensure a standardised, consistent approach to business continuity whilst providing a best practice methodology that fits within the Shire's overarching Risk Management Framework.

This document sets out the:

1. Management principles to be followed should any incident cause or threaten to cause serious impact to the operations of the Shire.
2. Ongoing procedural requirements to ensure the Shire's BCP remains current and effective.

The BCP provides a process that facilitates organised decision making in the event of a major incident that might otherwise be chaotic, to:

- Provide for the welfare of staff, visitors and contractors.
- Provide a flexible response to a variety of emergencies.
- Assist decision making in an uncertain and stressful environment.
- Manage and minimise consequence of incidents to the Shire operations.

The BCP is the tactical response implement, developed and maintained as a result of this process.

Business continuity should be considered with every project within the Shire to mitigate the risks associated with a potential failure. Risk is two-fold:

1. The risk of a project not delivering stated benefits; and
2. The impact of a project upon existing business continuity arrangements. The change management process must incorporate an element of business continuity to ensure changes are replicated through to recovery arrangements and requirements.

Business continuity principles assume that all external hazard management agencies have and continue to respond as per normal.

MANAGEMENT PRINCIPLES

The Shire defines a serious business continuity event as an incident that could result in:

- The inability to use or access the Admin Building or Depot for more than 3 days.
- The inability to access or use IT systems or applications for more than 3 days.
- Not having enough staff to perform critical activities for more than 3 days.
- A key supplier / contractor being unable to perform core services on behalf of the Shire for more than 3 days.

Business continuity events may result from single or multiple events; be accidental, intentional or an act of nature; occur suddenly or have an extended lead time.

It should be noted that an incident may affect the community as well as Shire operations. In these cases, the Shires Local Emergency Management Arrangements (LEMA) will work in conjunction with the Shire's BCP.

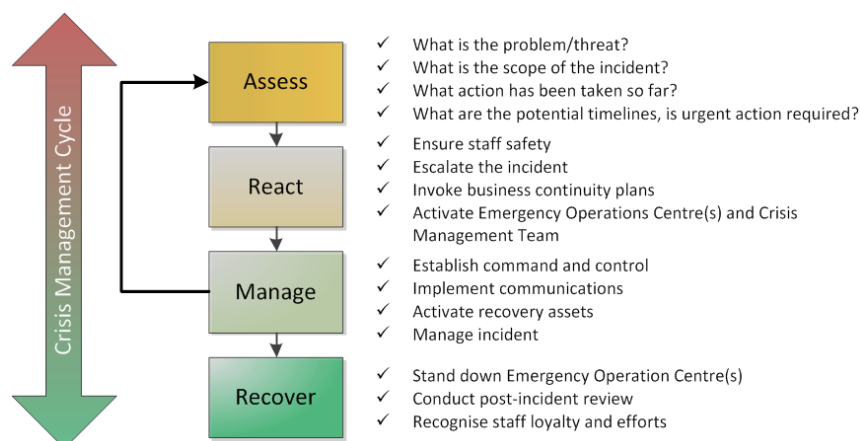
It is also important to note that management response is dictated by the impact the event has or may have on the Shire and not by the event itself. The Shire's BCP extends this principle to respond to the following impacts;

- Loss of (or access to) buildings or infrastructure
- Loss of IT & communication systems, applications or networks (including data)
- Loss of key staff
- Loss of key suppliers

Therefore, during any Business Continuity event the Shire will seek to:

- **Before all else**, establish the safety and wellbeing of staff, visitors, contractors and where applicable, the community.
- Provide assurance to the community that the Shire's core operations and services remain strong and viable.
- Provide regular, concise and meaningful communications internally and externally.
- Work together as a team demonstrating the Shire's principles and values to swiftly return the impacted areas to normality.

Business continuity is a scalable cyclical process, of which there are four generic phases.



Flexibility is required at all times.

Within this cycle, it is appropriate to continually re-assess the situation and modify the response, which will result in a different set of reactions, and tasks to manage the incident, leading to the ultimate recovery of Shire operations.

PROCEDURAL REQUIREMENTS

Generic Requirements

The following provides a summarised list of generic requirements for the ongoing management of business continuity.

Outsourced Partners/Key Supplies

Identify and assess the associated risks and be satisfied that these entities have robust processes and business continuity arrangement in place. Where these entities perform key services for the Shire, ensure that options are in place for the Shire to either resume (internally) or source alternative arrangements within appropriate times.

Budgetary Considerations

Fund and provide forecast budgeting for the continual improvement of business resiliency measures and testing of both operational and IT related events.

Risk Identification & Reporting

Regularly review the Shire's risk profiles to identify potential threats, determine the impact and likelihood of business continuity events. Once assessed, determine appropriate treatments and implement on a risk versus reward basis.

Off-site Copies of Plans

Off-site copies of all plans must be appropriately and securely kept at relevant recovery sites where applicable as well as by a number of responsible staff who have designated responsibilities under the Plan.

Human Resources

Develop processes to allow for trauma counselling for colleagues and their families.

Occupational Safety & Health

Developing and implementing emergency response plans and drills as required under legislation. This includes identifying and training wardens and first aid representatives.

Information Technology

Fund and provide forecast budgeting for all IT Infrastructure associated with potential recovery sites, in addition to any other IT Disaster Recovery or IT Connectivity testing as required. Ensure there is a direct understanding between Shire expectations for recovery (timeframes) and the capability of the IT Team or service provider.

Finance

Ensure the ability to make payments as requested by Incident Management Team in the case of a business continuity event.

Communications

Manage all media during a business continuity event in addition to developing processes to provide internal & external communications in the case of an incident.

- **President** - The Shires official spokesperson on all non-operational issues in a crisis management situation and plays a key role in developing Shire messages.
- **Chief Executive Officer** - The Shires official spokesperson on all operational issues in a crisis management situation. In the CEO's absence the Executive acting as CEO must be able to take on the role of official spokesperson.

The Shire is committed to delivering accurate, timely and relevant information to the community, media, councillors, staff, the public and other stakeholders.

Policy & Program Management

Defining, reviewing and consistently improving business continuity arrangements and how it will be implemented, controlled and validated.

This document forms part of the overarching Risk Management Framework. The review the business continuity procedures are subject to the review frequency as set out in that framework. At a minimum it is expected that this frequency would be at least every 2 years.

The business continuity program (including procedures) are owned and managed by Manager, Corporate Services.

Embedding Business Continuity

The integration of Business Continuity into business as usual activities and organisational culture.

A consultative approach to the business continuity framework review will assist in raising awareness and embedding the appropriate culture. In addition, conducting regular validations involving those with an incident management responsibility will also contribute to increased awareness and an improved management response.

Analysis

The ongoing review and assessment of the Shires objectives, functions and environmental constraints against operations.

A Business Impact Analysis (BIA), must be reviewed and endorsed every two years for all work areas as a minimum, alternatively following any material change including but not limited to:

- Structural (hierarchy).
- Operational Objectives.
- Project/change management.
- IT software or infrastructure.

The Shire is also required to consider and analyse any specific threats to Shire Operations and ensure that these are reflected in business continuity or threat specific planning.

The Shire-wide Profile section within the BCP effectively records the latest BIA information and will be utilised as such.

Design

Identification and enablement of appropriate strategies and processes to determine how best to recover from business disruption.

The Shire currently considers the following recovery strategy themes. This list is non-exhaustive and subject to constant review. In all cases resiliency options should be considered as a priority. The following are a reflection of current strategies only and may be used in part or consecutively as required.

Do Nothing (mothball the activity)

This strategy is to be employed for all activities that are not considered time critical. One of the main objectives of any Incident Management Team is to ensure the resumption of these activities (and managed backlog) as soon as practical. This approach is to allow initial efforts to focus on critical activities only.

Alternative Recovery Sites

Formal Recovery Sites are designed to ensure the swift resumption of critical business functions following an incident which has rendered the original operational site inaccessible or inoperable.

Whilst they provide the benefit of almost immediate recovery in the case of a building related incident, they are expensive and currently considered out of scope.

Non-formal recovery sites are those that are available for use, however may not have the required IT connectivity or other physical requirements (eg. Desks, tables) in place. Based on the overall Recovery Time Objectives (RTO) for the Shire, this is the preferred solution. Alternative sites include the CRC or nearby Shire Offices.

Other forms of Recovery Sites include “hot desk” arrangements at alternative operational sites. These are more cost effective and provide a dual resource to staff who need to work at other sites for varied reasons.

Sharing (budge up)

This strategy has two main options:

1. Increasing the number of people per workstation. This should only be considered for short term disruptions as there are ‘social distancing’ issues to content with. IT requirements may also impact the effectiveness of this type of strategy.
2. Creating shifts over a greater period of the day. This is where workstations or work areas are used over 16 – 24 hours, rather than the standard 8. Human Resource involvement is a necessity for this strategy as there are a number of people management issues to content with.

Teleworking (working from home)

A simple and quick strategy which allows the ‘almost’ immediate resumption of activities. It is only effective for those staff that are PC work based and it relies on them:

- Having their own PC.
- Taking Laptops home (prior to incident)
- Having available connectivity (at home and work infrastructure capacity).

There are also Occupational Safety & Health considerations that need to be managed.

Implementation

Maintaining the Business Continuity Plan around current strategies and processes.

The Shire must be covered by an effective, up to date and fit-for-purpose Business Continuity Plan (“Plan”).

The BCP is owned, managed and reviewed by the Manager, Corporate Services. Adequate time and resources must be allocated to achieve a functional and valuable BCP. Filling in the blanks is one thing, but it is the input and understanding of the business continuity data and localised strategies that determines how effective the BCP can be.

The BCP must be reviewed annually at a minimum.

The BCP must also be reviewed whenever structural, technological or procedural considerations indicate. Once reviewed and approved copies must be distributed accordingly.

Validation

Validating, through exercise and formal review that this program meets the key objectives.

An effective fit-for-purpose BCP cannot be considered reliable until it has been exercised and proven as workable, especially since false confidence may be placed in its reliability. Consequently, exercising the BCP assumes considerable importance in establishing the capability of the Shire to effectively recovery from a business continuity event in a timely fashion.

Exercising the BCP is an ongoing requirement that provides a mechanism to validate and ensure that it remains up to date. Exercises do not create pass/fail situations; rather they are designed to expose the areas in the BCP which need to be revisited.

The major components of the BCP should be tested at least annually and revised upon the results of each test.

Desktop scenario exercises provide a mechanism to validate the BCP, identify any improvements that can be made and provide training to the colleagues who would be involved with the enactment of the BCP in an actual crisis. Among other things, desktop scenario exercises are designed to identify any potential roadblocks and their solutions, so that when the BCP is executed in a real life situation it will work without fail.

The objectives of the exercise are to:

- Ensure staff are aware of their roles and responsibilities
- Act out critical steps to recognise difficulties in the plan
- Demonstrate decision making abilities and knowledge of response operations
- Highlight areas of improvement

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 15th November commencing at 3.30pm

13 MEETING CLOSURE

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