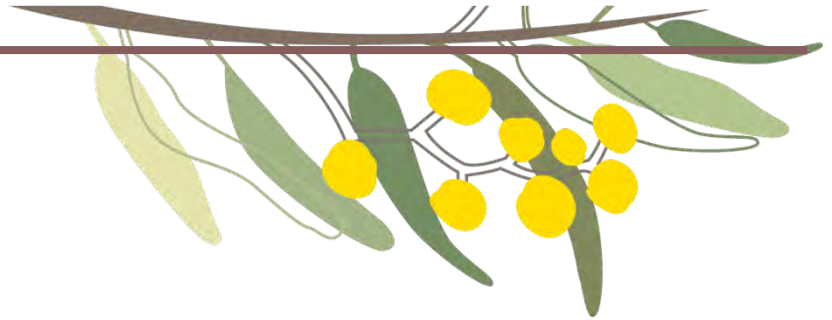


SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL Minutes 21 August 2018

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These Minutes of the meeting held 21 August 2018 are confirmed as a true and correct record of proceedings without amendment. Confirmed on 18 September 2018 by the Presiding Member, Cr TP Young.

.....
Cr TP Young Presiding Member

18/09/2018

ORDINARY MEETING OF COUNCIL MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

1.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Division 6 Subdivision 1 of the Local Government Act 1995 requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the Local Government Act.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long standing personal friendship with the proponent). As a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Present:

Cr T Young	Deputy Shire President (Presiding Member)	Cr T Brown	
Cr D Douglas		Cr M Trimming	
Cr P Morrell		Belinda Knight	Chief Executive Officer
		Sue Dowson	Deputy CEO

Apologies:

Cr HR Thomson Shire President

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Margaret Cook – Regarding CMCA Chapters using Woodanilling RV area and facilities.

Marj Winstanley – reporting on the Hidden Treasures meeting.

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION

Nil

8. CONFIRMATION OF COUNCIL MEETING MINUTES:**8.1. ORDINARY MEETING OF COUNCIL HELD – 17/07/2018****COUNCIL DECISION**

Moved Cr Douglas seconded Cr Morrell that the Minutes of the Ordinary Meeting of Council held 17 July 2018 be confirmed as a true and correct record of proceedings without amendment.

CARRIED 5/0**9. CONFIRMATION OF OTHER MEETING MINUTES:**

Nil

10. OFFICER'S REPORTS

10.1. WOODANILLING COMMUNITY EVENTS FUND

Proponent	CWA
Owner	
Location/Address	
Author of Report	Sue Dowson DCEO
Date of Meeting	21/08/2018
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	13.1.5A:GP386
Attachments	Community Event Fund application form from CWA

BRIEF SUMMARY

To consider an application for the Community Event fund from the Woodanilling CWA for \$1000 to finance the running of the Annual Seniors Christmas Lunch to be held at the Woodanilling Pavilion at a date to be set prior to Christmas 2018.

BACKGROUND

Not-for-profit community groups can apply for funding for events which contribute to social and community welfare, economic, environmental, health, education or cultural areas.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

POLICY IMPLICATIONS

Policy 83 applies

FINANCIAL IMPLICATIONS

\$4000 allocated for Community Event Fund for the 2018-19 financial year

STRATEGIC IMPLICATIONS

Theme 1

Community Well-Being

VISION

- To deliver a quality of life to our residents that is based upon sound environmentally sustainable principles and is socially productive & growing

OBJECTIVES

- To support the delivery of programs and initiatives that foster community spirit and harmony
- To ensure that our community is accessible for people with disabilities, their families and carers (Woodanilling Disability Access Inclusion Plan 2010)

STRATEGIES

- By supporting community projects that have direct benefit to the well-being of our community – example Woody on Display
- Disability Access and Inclusion Plan (DAIP) – Advocate to local businesses and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues

GOALS

Short Term

CW.2 Establishment of a Community Well Being Fund to provide financial support for events that directly benefit the well-being of the local community

Medium Term

CW.1 Develop Community Initiative Programs to ensure active community participation and volunteering.

CONSULTATION/COMMUNICATION

Application received from the Woodanilling CWA President Marj Winstanley

COMMENT

The funding application received from the CWA meets the requirements of the funding guidelines. The DCEO recommends to council that the application be approved.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION AND COUNCIL DECISION– ITEM 10.1 WOODANILLING COMMUNITY EVENTS FUND

Moved Cr Douglas seconded Cr Morrell that council approves the allocation of a grant of \$1000 to the Woodanilling CWA towards the Annual Christmas Lunch for Senior's to be held at the Woodanilling Pavilion on 30 November 2018.

CARRIED 5/0

10.2.RELATED PARTY DISCLOSURES – AMENDMENT TO POLICY 101

Proponent	Shire of Woodanilling
Owner	
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	21/08/2018
Previous Reports	20/02/2018 – 15/05/2018
Disclosure of any Interest	Nil
File Reference	4.3.4
Attachments	Policy 101 – Related Party Disclosures

BRIEF SUMMARY

To review frequency of returns in Council's Policy in line with Auditor's recommendation.

BACKGROUND

08/08/2018: Advice provided by Lincolns stating:

Related Party Disclosures can be done as often as Council chooses, however it is suggested that one is completed on appointment of new councillors or key management personnel. Then all forms should be reviewed at least annually and updated as required. Additionally, councillors and key management personnel should be aware that if there is a change in their circumstances, that they should submit an updated form.

Council's Policy states:

Disclosure Requirements

For the purposes of determining relevant transactions above, elected Council members and key management personnel as identified above, will be required to complete a Related Party Disclosures - Declaration form annually.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 – AASB124

POLICY IMPLICATIONS

Policy 101 – Related Party Disclosures

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

CONSULTATION/COMMUNICATION

Liaison with Council's Auditors.

COMMENT

Nothing further

VOTING REQUIREMENTS

Absolute Majority.

OFFICER'S RECOMMENDATION AND COUNCIL DECISION– ITEM 10.2 RELATED PARTY DISCLOSURES – AMENDMENT TO POLICY 101

Moved Cr Douglas seconded Cr Brown that Council amend Policy 101 – Related Party Disclosures as follows:

- By replacing the Disclosure Requirements with “For the purposes of determining relevant transactions above, elected Council members and key management personnel as identified above, will be required to complete a Related Party Disclosure declaration form on appointment of their position with the Council. A new declaration is only required where there is a change in circumstances of the elected Council member or key management personnel.”

CARRIED BY AN ABSOLUTE MAJORITY OF 5/0

10.3.BUSINESS CASE – VOLVO BACKHOE REPLACEMENT

Proponent	Shire of Woodanilling
Owner	
Authorising Officer	Belinda Knight, CEO
Author of Report	Bret Howson, Howson Management
Date of Meeting	21/08/2018
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	12.3.1
Attachments	Business Case / Assessment Report Request for Quote – RFQ 1819/1 (30 pages under separate attachment)

BRIEF SUMMARY

To consider the attached Assessment Report, and acceptance of recommendations contained therein.

BACKGROUND

20/07/2018: Bret Howson was engaged to provide a Business Case for the replacement of the Shire's Volvo Backhoe. This report was to contain the following:

- Site visit and meeting with yourself and Works Supervisor to understand the use and requirement of the proposed machine.
- Research of other machines in that, and similar, category.
- Research of those machines for:
 - Fit for purpose
 - Where does this machine fit in your fleet (too big, too small, doubling up?)
 - Warranty
 - Service internals and costs
 - Average costs of major/minor parts
 - Available attachments
 - Horsepower and breakout forces
 - Optimum resale value and date
 - References from other shires/companies with these machines

Recommendations for:

- Purchasing options and compliance (E-quotes, RFT, RFQ..)
- Preferred machine
- Purchasing specifications

This report is now complete, and attached for Council's consideration.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

POLICY IMPLICATIONS

Asset Management Policy

Policy 54 – Purchasing

FINANCIAL IMPLICATIONS

The recommendation is within the 2018/19 Adopted Budget figures.

STRATEGIC IMPLICATIONS

The report makes some recommendations regarding optimum resale time and resale values from the Institute of Public Works Engineering:

Group/Type	Recommended		Shire
	Optimum Replacement Years	Timing KM/Hours	Optimum Replacement Years
Backhoe Loader	7	5,000	10
Excavator Mini	6	5,000	N/A
Grader	10	5,000	10
Heavy Duty Truck (HR & HC)	8	500,000	8
Light Duty Truck (LR)	6	100,000	10
Medium Duty Truck (MR)	8	200,000	N/A
Loader	8	8,000	10
Mower Front Deck	5	2,000	10
Roller Large	10	5,000	10
Skid Steer	5	5,000	10
Sweeper	8	8,000	N/A
Tractor Medium	8	5,000	N/A
Trailer Heavy	15	N/A	Not Listed
Trailer Light	10	N/A	Not Listed

The column for Shire Optimum Replacement Years is taken from the Shire's Plant Replacement Program. The backhoe is currently 12 years old.

The variations that Council needs to take into account are the front deck mower and skid steer loader where the optimum times vary significantly.

Current hours/km of all of Council's plant can be found in the financial reports section of this agenda. In summary:

- Backhoe – 5,574 hrs
- Grader 670D – 8,652 hrs
- Grader 670G – 7,077 hrs
- Loader – 3,876 hrs
- Skid Steer – 1,776 hrs
- Roller – 2,923 hrs
- Truck WO.028 – 189,854 km
- Truck WO.023 – 112,493 km
- Truck WO.002 – 97,169 km
- Truck WO.016 (light) – 35,298 km
- Mower – 1,185 hrs

COMMENT

Reasoning behind recommendation

- Backhoes are purchased mainly for loading and excavations, therefore minimum design and maximum power should be to those implements. Larger front tyres and 4 wheel steering do take hydraulic power and design away from the main implements of a backhoe.
- 4WD/4WS steering backhoes are heavier and lose benefits of the machine on soft boggy ground.
- The benefits of manoeuvrability are minimal as smaller front tyres allow the machine to turn in a small radius.
- There is minimal difference in front bucket sizes between the larger backhoe (1.3m3) and the smaller backhoe (1.1m3)
- Purchase of 4WD/2WS will be within Council's current budget
- Replacing the existing backhoe with a larger backhoe is estimated to cost an additional \$3,000 per year.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION AND COUNCIL DECISION– ITEM 10.3 BUSINESS CASE VOLVO BACKHOE REPLACEMENT

Moved Cr Morrell seconded Cr Douglas that Council accepts the recommendations contained in the attached Assessment Report as follows:

- That the Shire of Woodanilling request quotations from the WALGA Preferred Supplier Tender Panel. This would ensure the trade/sale of the existing backhoe and the purchase of new (including attachments) is compliant with the Local Government Purchasing regulations and Council's Purchasing policy.
- That the Shire of Woodanilling request quotations for a Backhoe Loader, 4 wheel drive, with a horsepower range of 95 to 110. However if a same size tyre machine falls within Council's budget, it should be considered.

CARRIED 5/0

11. COUNCILLOR'S REPORTS ON MEETINGS ATTENDED

11.1. COUNCILLOR'S MEETINGS ATTENDED FOR THE PERIOD – 18/07/2018 – 21/08/2018

Cr Morrell left the meeting at 4:38pm and returned at 4:40pm

LG Convention attended by Cr R Thomson, Cr D Douglas, and Cr P Morrell.

Cr Douglas reported on the LG Convention, and presented a written report (see attached abridged version).

Topic: Leading Local Economies

Professor Lee Pugalis – University of Technology Sydney

LG need to recognize that a majority of volunteers are from small business.

Local Government needs to be part of the community, a lot of councils think and say they are but have no connection.

LG need to have one point of contact for the community not sent off to all different people.

LG needs to be a friendly face.

The Community needs to be appreciated.

Paula Rogers – State Director WA, CEDA

LG's need to purchase local. Workwear/safety gear from local businesses.

Need to look at differential rating of businesses.

LG's need to engage with their local businesses and communities.

Anthony Vuleta – CEO Town of Victoria Park

Don't just consult with your community must carry out ideas or there will be antagonism.

LG is a dinosaur organization, need to evolve.

Little things keep the community going and helps it to evolve.

People enjoy community activities, LG invents/ starts them and hands over to community to run them in the future.

Idea/chalk boards do work.

Be proactive talk to your local business communities and help them.

Councils are Schizophrenic, say one thing and do another.

Provide free events for the community.

Become a facilitator for the community.

Don't say no we can't say yes we can.

Work with the community from the bottom up not from the top down.

Andrew Campbell - CEO Shire of Manjimup

Be innovative!!

Be a disruptive innovator

Create ownership of strategies in the community.

Be funding opportunity ready and have approvals in place before applying.

They received \$32m with a LG investment of \$1.5m

LG need to develop and lead projects.

The excuse "we don't have the skills/knowledge on/in LG" that's crap employ them.

Create a difference, need to have projects that are different to everyone else for it to be a big success.

Build as much as you can in house. They build their own rubbish bins.

They free holded some of the government reserves.

Don't be a LG that puts up barriers and makes it hard for anyone to do anything.

Antenna App.

Manjimup were told they couldn't have a railway crossing. But worked till they got one.

Rural Communities are trying to maintain themselves when they should be trying to improve.

They are buying land as a future fund.

Formed town teams so that the staff and council have a connection with their community.

There needs to be a cultural change from LG administrations so that they work with council and the community not just do what they want to do.

CEO's must have relationships in the community otherwise it all falls down.

LG Directors need to work with community groups not just with the councillors.

LG's need to increase their populations as this has big benefits for the community overall.

Topic: How Prepared Are We

Dr Ron Edwards - Chairman SEMC

Make sure we are prepared so that when there is an incident we are ready.

The most vulnerable are the most impacted when something occurs.

Public Sector has to be adaptable, no use having a book or document if it is not communicated or acted upon.

A connected community is a more resilient one.

Support and acknowledge volunteers whose contributions help and build resilience.

Mal Cronstedt AFSM - Deputy Commissioner DFES.

LEMC are the most important part of an emergency structure.

New Commissioner rates the local volunteers as high priority.

DFES direction is with Preparation and Mitigation instead of response.

They are developing Preparedness reports.

It is very important that the LEMC is prepared.

Andrew Sanders - Director of Risk and Resilience, Office of Emergency Management

The average temperature will increase by 4-5C by the year 2100.

Cost of emergency operations will double by 2028.

It will cost the State \$71 billion if there is a category 6 earthquake in an urban area.

State Risk Project – Great Southern Profile is that the highest emergency risk is a Bushfire when there is a NE to NW winds and dry thunderstorms with multiple ignitions.

The highest emergency risk to the south of the state is when a Tropical Cyclone hooks up with a cold front, hasn't happened yet, nearly did with Cyclone Alby.

OEM is setting up Capability Frameworks.

Preparedness, Preparedness, Preparedness!!! Is the key.

Rick Curtis - Acting Assistant Commissioner Resilience and Recovery DFES

Community Recovery is about people not infrastructure.

WANDRRA will become DRFAWA and will run from 1st November 2018 - 2021, LG's will be able to carry out immediate works, removal of day labour restrictions, Commonwealth will pay up front on estimated costs and when works are completed adjustments will be made. There will be a streamlined process through Main Roads with a new Communications Officer.

Recovery is about people infrastructure.

Recovery is the most impactful, extensive exhaustive stream in an emergency.

Recovery is about prevention and preparedness.

Training for the roles of Presidents and CEOs in Recovery

Local workshops with communities to do with Recovery.

Social Media – Harness!! Can be good, can be a devil.

DFES trawl social media during events.

Pandemics are the highest risk to the state.

There is \$43.5 billion worth of works per year undertaken by volunteers in the State.

Town Enhancement Group Meeting attended by Cr T Young, Cr M Trimming

Have met and did a “walkabout” around the town.

4WDL Meeting held 06/08/2018 - attended by Cr T Young & the CEO

Cr Young reported on the meeting held in Wagin. Minutes from the meeting will be tabled at the September 2018 meeting.

12. ELECTED MEMBERS’ MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL

13.1.COUNCILLORS AND /OR OFFICERS

Nil

14. ITEMS FOR DISCUSSION

14.1.SERVICE DELIVERY REVIEW AND STAKEHOLDER ENGAGEMENT

Proponent	Shire of Woodanilling
Owner	
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	21/08/2018
Previous Reports	12/12/2014
Disclosure of any Interest	Nil
File Reference	4.1.39
Attachments	Nil

BRIEF SUMMARY

To raise awareness of techniques for meeting the needs and wants of the community. This report refers to a service delivery review, this is in essence a review of the Community Strategic Plan and Corporate Business Plan.

BACKGROUND

The CEO attended a workshop run by the Department of Local Government and Australian Centre of Excellence for Local Government covering the top of Service Delivery Reviews.

This workshop covers specific topics of:

- The role of LG in service delivery
- Why service delivery reviews are important
- Tools – including Service Delivery Manual
- Risk assessment
- Change management
- Stakeholder engagement
- Models of decision making
- Community governance
- Plan implementation
- Innovation

The key benefits of a service delivery review includes:

- Alignment of services with the community needs and a more engaged community
- Higher quality service provision
- Cost savings and sometimes income generation
- Increased efficiency of often limited resources
- Partnerships and networks with other local governments and service providers
- Increased capacity of staff to respond to the changing needs of the community
- Staff who work cooperatively across departments
- A more systematic approach to understanding future community needs.

STAKEHOLDER ENGAGEMENT

Who are our stakeholders?

Stakeholders come in two forms – internal and external. These can be summarised as follows:

- Internal stakeholders include Councillors, Committee members, and staff
- External stakeholders include other service providers and the community.

External stakeholders should be involved in decisions about changes to service delivery which might affect them. Internal stakeholders should be involved in decisions about process and organisational changes which might affect them. Internal stakeholders are also a great source of knowledge about what might work more efficiently or effectively.

Council needs to identify key internal and external stakeholders, record their levels of influence and interest, then think about how to engage those with the highest influence but lowest interest. For example:

HIGH LEVEL OF INFLUENCE	<p><u>Involve/Consult</u></p> <ul style="list-style-type: none"> - High influence and can affect outcomes but whose interests are not necessarily aligned - May be a source of significant risk and require careful monitoring and management <p style="text-align: center;"><i>KEEP SATISFIED</i></p>	<p><u>Collaborate/Empower</u></p> <ul style="list-style-type: none"> - High degree of influence and also of high important for success - Construct good working relationships to ensure an effective coalition of support <p style="text-align: center;"><i>ENGAGE/MANAGE CLOSELY</i></p>	
	<p><u>Involve/Consult</u></p> <ul style="list-style-type: none"> - Low influence on importance of service delivery - Require limited monitoring or evaluation but are of low priority <p style="text-align: center;"><i>MONITOR - MINIMUM EFFORT</i></p>	<p><u>Consult</u></p> <ul style="list-style-type: none"> - High importance to the success of service delivery but with low influence - Their interests need to be protected <p style="text-align: center;"><i>KEEP INFORMED</i></p>	
LOW	LEVEL OF INTEREST		HIGH

The starting point is to identify all the stakeholders and draft a plan to engage them. This may take the form of a spreadsheet or diagram listing the stakeholders, their roles and at which point they will be engaged.

A community advisory group can also provide useful input into a range of projects and can be an independent check for Council. This group could provide input into the types and levels of services required, review and provide feedback on recommendations and comment on draft reports. Setting up these community advisory groups require careful choices to be made regarding membership, keeping in mind the above table.

Understanding the community is also about evaluating whether the community has sufficient capacity to understand and articulate what services it needs. It may be that not all community members understand the range and levels of services provided and it is possible that they are not in a position to be able to think about the future, and so require additional information and knowledge to be able to contribute effectively.

Establishing the Building Blocks.

It is crucial that some building blocks are established to create a strong foundation for the service delivery review, to ensure that staff, elected members and the community understand the principles which underpin the review. These should be:

- Commitment to stakeholder engagement
- Commitment to continuous improvement
- Whole of organisation approach
- Strong organisational support
- Understanding the resource requirements

After establishing the building blocks, and prior to engaging with stakeholders, elected members and staff need to know:

- What information such as services, community views, and levels of service exists
- Has the effectiveness of these services been analysed, and has any improvements been implemented

There is little point in holding community workshops if the above two points are not clearly understood and articulated to the community.

SUMMARY OF HOW-TO FOR A SERVICE DELIVERY REVIEW

Step 1 – Set the Project Up

- Set up the service delivery review project
- Decide on a set of guiding principles
- Agree on objectives, scope and allocate resources
- Establish a review team structure
- Identify stakeholders
- Draft an evaluation framework
- Create templates and tools
- Draft a project plan

Step 2 – Gather Existing Information

- Design a service statement template
- Identify all services and sub-services
- Gather all other related information
- Finalise the service statements
- Set service delivery review priorities

Step 3 – Analyse Services

- Decide when to analyse each service
- Decide how to analyse (this is where KPI's are important)
- Perform risk assessment
- Summarise the result

Step 4 – Engage Stakeholders

- Document change options
- Engagement and feedback
- Test options with stakeholders
- Recommendations plan

Step 5 – Implement Change

- Develop an implementation plan
- Make change
- Document changes
- Summarise benefits
- Develop strategies to exit the review

Step 6 – Evaluate and Drive Continuous Improvement

- Evaluate the review process and the changes
- Report outcomes and share learnings
- Plan the next review

FINANCIAL IMPLICATIONS

As can be seen, a full service delivery review can be a time consuming and potentially costly exercise for Council, but Council have placed this as the highest priority for the CEO for the 2018/2019 financial year.

- Complete review of the Shire's Community Strategic Plan in conjunction with Council by December 2018

- Update Shire's Corporate Business Plan in conjunction with Council by June 2019
- Update Shire's Long Term Financial Plan in conjunction with Council by June 2019

Council allowed \$25,000 in the 2018/2018 Budget for Integrated Planning and Consultants, and to date the following expenses have occurred:

- \$2,650 – CEO Performance Review
- \$8,000 – Compilation of Annual Financial Report
- \$1,056 – Staff Performance Reviews
- \$4,275 – Fair Value on Infrastructure Assets
- \$9,019 – Available funds

Heidi Cowcher from Shire of Williams has agreed to facilitate two workshops for Council (day and evening) with an estimated cost of \$1,000

The City of Melville was very involved in the creation of the Service Delivery Review Manual, and this may be an opportunity to form a relationship with the City, and in turn an opportunity to resource share such things as templates, evaluation tools, etc. The CEO will investigate the possibility of a representative from the City to do a presentation to the September meeting.

14.2.ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE

Proponent	State & Federal Government & DLGC
Owner	
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	21/08/2018
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	8.1.3:EM1143
Attachments	Department of Local Government, Sport and Cultural Industries - Information and Discussion Paper (Under Separate Cover)

BRIEF SUMMARY

To become aware of the recommendations from the Royal Commission, in particular those recommendations that relate to local government.

BACKGROUND

Brief Overview

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions to protect children from child sexual abuse, report abuse, and respond to child sexual abuse.

The Final Report was handed down on 15 December 2017.

The Western Australian Government's (the State Government) response was released on 27 June 2018, committing to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The findings of the Royal Commission are extensive and require careful and thorough consideration as to how implementation of the recommended reforms will occur. Reform will be a long-term commitment. Given the large scale and scope of the Royal Commission's recommendations, some reforms will be implemented in early phases, with others over a longer timeframe.

In the second half of 2018, the State Government will develop a staged implementation plan which will identify reform priorities, timeframes and resourcing options.

DLGSC Engagement with Key Stakeholders

The Department of Local Government, Sport and Cultural Industries (DLGSC) has commenced engagement with stakeholders and funded bodies to provide information and understanding of the Royal Commission, as well as to gather feedback that will be considered when developing the State Government's implementation plan.

DLGSC engagement will be underpinned by the attached Information and Discussion Paper which focuses on the findings and recommendations from the Final Report relevant to the Department's stakeholders, as well as posing several prompt questions to initiate further discussion.

Local Government

The Royal Commission made one key recommendation specifically for local government:

- a. With support from governments at the national, state and territory levels, **local governments should designate child safety officer positions from existing staff profiles** to carry out the following functions:
 - b. developing child safe messages in local government venues, grounds and facilities;
 - c. assisting local institutions to access online child safe resources;
 - d. providing child safety information and support to local institutions on a needs basis;
 - e. supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.

This recommendation acknowledges local government as the closest tier of government to the community; one that frequently provides an expansive range of direct services, as well as information, support and guidance to community-based organisations and individuals.

DLGSC plans to consult with the WA Local Government Association, LG Professionals WA and Western Australian local government authorities on this and other recommendations that are relevant to the sector.

Key Local Government: Discussion points

- **What impact would the designation of child safety officers have within a local government's workforce?**
 - CEO Comment: Additional responsibility on an already overextended workforce. Possibility for resource sharing with 4WDL.
- **What areas of the local government do you believe this designation would occur and how might it benefit and / or be effective in supporting the community to create child safe environments?**
 - CEO Comment: Information sharing between all agencies at all levels to ensure prevention is achieved.
- **What training, resources and support would be required by the local government to successfully implement designated child safety officers?**
 - CEO Comment: Specific training is required to ensure recommendations from Royal Commission can be implemented with high level of success.
- **What would be the most effective method(s) of supporting local government with the implementation of child safety officers?**
 - CEO Comment: The Shire of Woodanilling Crime Prevention Plan is out of date, if this matter is to be a priority, then funding is required to update the CPP.
 - CEO Comment: Funding for 1-3 years for engagement of Child Safety Officers (can be shared with other LG's).

Other Key Recommendations for Local Government

The Royal Commission made several other recommendations with the aim of providing child safe environments that will impact on local governments and the broader community that authorities operate in, support and deliver services to. These include:

- All sport and recreation institutions, including arts, culture, community and hobby groups, that engage with or provide services to children should implement the Child Safe Standards; and
- A nationally-consistent approach to Working with Children Check legislation should be developed.

The enclosed Information and Discussion Paper provides further information (Section 2) and discussion prompts (Section 3) on these and other recommendations.

POLICY IMPLICATIONS

The Department recommends that local governments implement a policy on child safety, and include it as a high priority within its Community Strategic Plan, and Crime Prevention Plan.

FINANCIAL IMPLICATIONS

Not known, but potentially significant.

15. INFORMATION ITEMS**15.1.ADOPTION OF INFORMATION REPORTS****COUNCIL DECISION – INFORMATION REPORT 21/08/2018**

Moved Cr Morrell seconded Cr Trimming that Council endorses the information contained in the following information reports.

CARRIED 5/0

15.2.MONTHLY FINANCIAL REPORTS – FOR THE PERIOD 01/07/2018 – 31/07/2018

The monthly financial reports are presented in a slightly different format this month. Following on from the CEO Performance Review, the monthly report will now actually be an abridged budget review, with a full budget review being undertaken for the months ending September, December and March.

The July report has no amendments to Budget as all transactions for the year ended 30/06/2018 are yet to be finalised.

SHIRE OF WOODANILLING
STATEMENT OF BUDGET REVIEW
(NATURE OR TYPE)
FOR THE PERIOD ENDED 31ST JULY 2018

Note	Budget v Actual		Predicted Variance		Year End (a)+(c)+(d)
	Annual Budget (a)	YTD Actual (b)	Variance Permanen t (c)	Timing (Carryover) (d)	
	\$	\$	\$	\$	\$
OPERATING ACTIVITIES					
Net current assets at start of financial year surplus/(deficit)	1,227,678	1,227,678	0	0	1,227,678
Revenue from operating activities (excluding rates)					
Operating grants, subsidies and contributions	2,701,435	(11,486)	0	0	2,701,435
Profit on asset disposals	4.1.1 0	0	0	0	0
Fees and charges	4.1.2 350,235	42,563	0	0	350,235
Interest earnings	4.1.7 17,400	77	0	0	17,400
Other revenue	4.1.8 600	27,738	0	0	600
	<u>3,069,670</u>	<u>58,893</u>	<u>0</u>	<u>0</u>	<u>3,069,670</u>
Expenditure from operating activities					
Employee costs	4.2.1 (1,071,875)	(109,596)	0	0	(1,071,875)
Materials and contracts	(2,720,270)	(52,606)	0	0	(2,720,270)
Utility charges	4.2.3 (41,175)	(803)	0	0	(41,175)
Depreciation on non-current assets	(972,390)	0	0	0	(972,390)
Insurance expenses	(69,335)	(51,441)	0	0	(69,335)
Loss on asset disposals	4.2.6 0	0	0	0	0
Other expenditure	4.2.7 (148,975)	(8,737)	0	0	(148,975)
	<u>(5,024,020)</u>	<u>(223,183)</u>	<u>0</u>	<u>0</u>	<u>(5,024,020)</u>
Operating activities excluded from budget					
Depreciation on assets	972,390	0	0	0	972,390
(Profit)/loss on asset disposal	4.4.3 0	0	0	0	0
Adjust provisions and accruals	0	0	0	0	0
Amount attributable to operating activities	<u>245,718</u>	<u>1,063,388</u>	<u>0</u>	<u>0</u>	<u>245,718</u>
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions	4.1.3 259,200	0	0	0	259,200
Purchase land and buildings	0	0	0	0	0
Purchase property, plant and equipment	(311,835)	0	0	0	(311,835)
Purchase furniture and equipment	0	0	0	0	0
Purchase and construction of infrastructure-roads	(328,622)	0	0	0	(328,622)
Purchase and construction of infrastructure-other	0	0	0	0	0
Proceeds from disposal of assets	39,370	0	0	0	39,370
Amount attributable to investing activities	<u>(341,887)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(341,887)</u>
FINANCING ACTIVITIES					
assets)	9 107,800	107,800	0	0	107,800
Transfers to cash backed reserves (restricted assets)	9 (806,738)	0	0	0	(806,738)
Amount attributable to financing activities	<u>(698,938)</u>	<u>107,800</u>	<u>0</u>	<u>0</u>	<u>(698,938)</u>
Budget deficiency before general rates	<u>(795,107)</u>	<u>1,171,188</u>	<u>0</u>	<u>0</u>	<u>(795,107)</u>
Estimated amount to be raised from general rates	<u>745,915</u>	<u>(766,302)</u>	<u>0</u>	<u>0</u>	<u>745,915</u>
Closing funding surplus(deficit)	<u>2 (49,192)</u>	<u>404,886</u>	<u>0</u>	<u>0</u>	<u>(49,192)</u>

**SHIRE OF WOODANILLING
STATEMENT OF BUDGET REVIEW
(STATUTORY REPORTING PROGRAM)
FOR THE PERIOD ENDED 31ST JULY 2018**

Note	Budget v Actual		Predicted			Material Variance
	Adopted Annual Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)	
	\$	\$	\$	\$	\$	
OPERATING ACTIVITIES						
Net current assets at start of financial year surplus/(deficit)	1,227,678	1,227,678	0	0	1,227,678	
Revenue from operating activities (excluding rates)						
Governance	11,700	0	0	0	11,700	
General purpose funding	417,915	(2,467)	0	0	417,915	
Law , order, public safety	231,175	30,450	0	0	231,175	
Health	725	0	0	0	725	
Education and welfare	91,920	4,577	0	0	91,920	
Housing	30,340	1,150	0	0	30,340	
Community amenities	32,850	26,551	0	0	32,850	
Recreation and culture	1,100	(121)	0	0	1,100	
Transport	2,185,445	(2,372)	0	0	2,185,445	
Economic services	22,500	258	0	0	22,500	
Other property and services	44,000	867	0	0	44,000	
	3,069,670	58,893	0	0	3,069,670	
Expenditure from operating activities						
Governance	(208,225)	(80,217)	0	0	(208,225)	
General purpose funding	(19,700)	0	0	0	(19,700)	
Law , order, public safety	(324,315)	(8,602)	0	0	(324,315)	
Health	(37,900)	0	0	0	(37,900)	
Education and welfare	(43,180)	(652)	0	0	(43,180)	
Housing	(93,875)	(11,825)	0	0	(93,875)	
Community amenities	(137,985)	(6,329)	0	0	(137,985)	
Recreation and culture	(141,850)	(10,504)	0	0	(141,850)	
Transport	(3,930,590)	(79,271)	0	0	(3,930,590)	
Economic services	(44,200)	(1,510)	0	0	(44,200)	
Other property and services	(42,200)	(24,272)	0	0	(42,200)	
	(5,024,020)	(223,183)	0	0	(5,024,020)	
Operating activities excluded from budget						
Depreciation on assets	972,390	0	0	0	972,390	
Adjust (Profit)/Loss on Asset Disposal	0	0	0	0	0	
Adjust Provisions and Accruals	0	0	0	0	0	
Amount attributable to operating activities	245,718	1,063,388	0	0	245,718	
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions	259,200	0	0	0	259,200	
Purchase land held for resale	0	0	0	0	0	
Purchase land and buildings	0	0	0	0	0	
Purchase plant and equipment	(311,835)	0	0	0	(311,835)	
Purchase furniture and equipment	0	0	0	0	0	
Purchase and construction of infrastructure - roads	(328,622)	0	0	0	(328,622)	
Purchase and construction of infrastructure - other	0	0	0	0	0	
Proceeds from disposal of assets	39,370	0	0	0	39,370	
Amount attributable to investing activities	(341,887)	0	0	0	(341,887)	
FINANCING ACTIVITIES						
Transfers to cash backed reserves (restricted assets)	9 (806,738)	0	0	0	(806,738)	
Transfers from cash backed reserves (restricted assets)	9 107,800	107,800	0	0	107,800	
Amount attributable to financing activities	(698,938)	107,800	0	0	(698,938)	
Budget deficiency before general rates	(795,107)	1,171,188	0	0	(795,107)	
Estimated amount to be raised from general rates	745,915	(766,302)			745,915	
Closing Funding Surplus(Deficit)	2 (49,192)	404,886	0	0	(49,192)	

**SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE YEAR ENDED 30 JUNE 2018**

1. BASIS OF PREPARATION

The budget review report has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government 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 budget review report are presented below and have been consistently applied unless stated otherwise.

The report has 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.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire of Woodanilling controls resources to carry on its functions have been included in the financial statements forming part of this budget review.

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.

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.

2017/18 ACTUAL BALANCES

Balances shown in this budget review report as 2017/2018 Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

ROUNDING OFF FIGURES

All figures shown in this budget review report are rounded to the nearest dollar.

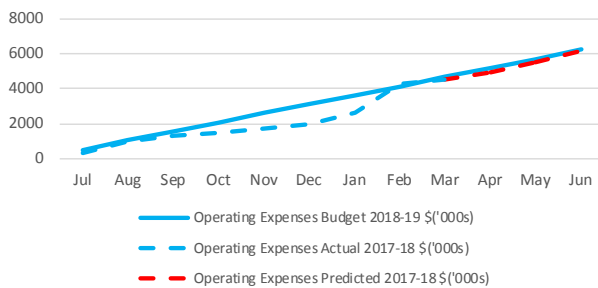
BUDGET COMPARATIVE FIGURES

Unless otherwise stated, the budget comparative figures shown in this budget review report relate to the original budget estimate for the relevant item of disclosure.

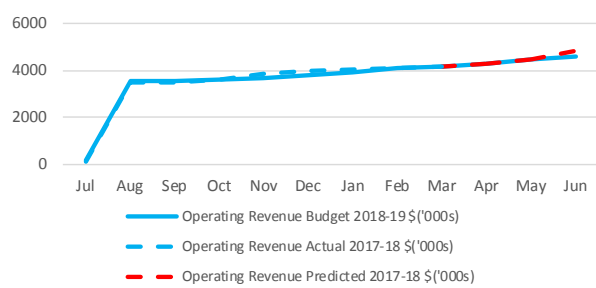
**SHIRE OF WOODANILLING
SUMMARY GRAPHS - BUDGET REVIEW
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31ST JULY 2018**

2. SUMMARY GRAPHS - BUDGET REVIEW

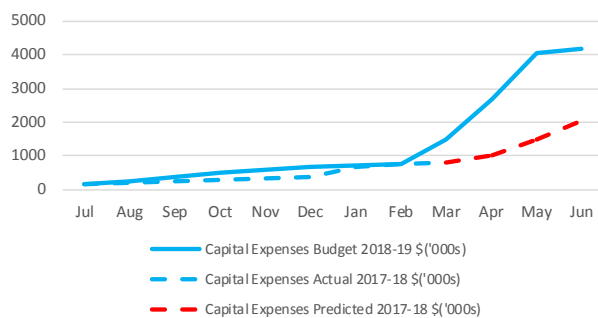
Operating Expenses



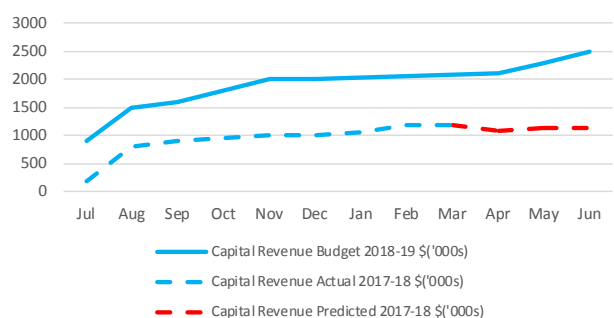
Operating Revenue



Capital Expenditure



Capital Revenue



This information is to be read in conjunction with the accompanying financial statements and notes.

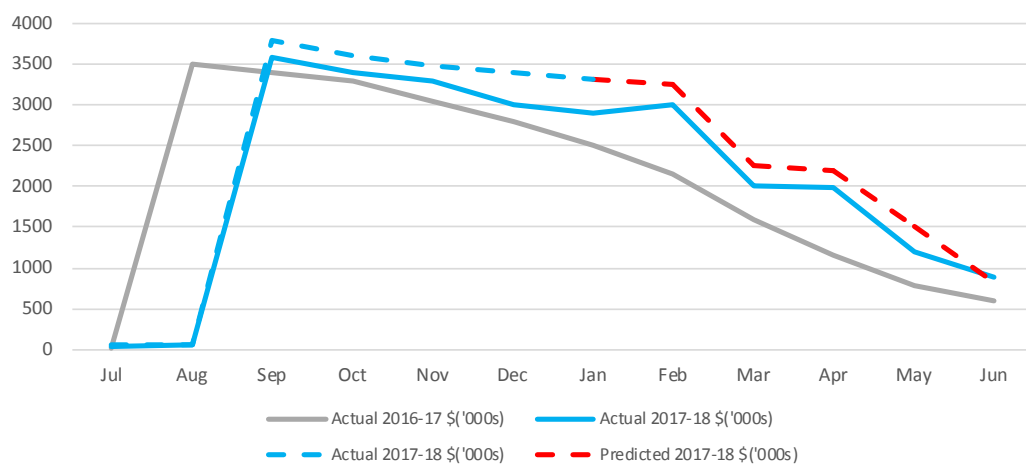
**SHIRE OF WOODANILLING
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31ST JULY 2018**

3. NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)
2018-19

Note	This Period	Actual to	Budget to 30/06/2018
		30/06/2018	
	\$	\$	\$
Current assets			
Cash unrestricted	707,765	733,675	731,696
Cash restricted	224,167	331,967	331,967
Receivables - rates and rubbish	1,393,079	910,681	667,687
Receivables - other	(0)	11,965	0
Inventories	15,887	15,887	15,887
	<u>2,340,898</u>	<u>2,004,176</u>	<u>1,747,237</u>
Less: current liabilities			
Payables	(61,426)	(346,017)	(29,467)
Provisions	(160,929)	(141,628)	(158,125)
	<u>(222,354)</u>	<u>(487,644)</u>	<u>(187,592)</u>
Less: cash restricted	<u>(224,167)</u>	<u>(331,967)</u>	<u>(331,967)</u>
Net current funding position	<u>1,894,377</u>	<u>1,184,564</u>	<u>1,227,678</u>

Liquidity Over the Year



**SHIRE OF WOODANILLING
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31ST JULY 2018**

3. COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, 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 shown as short term borrowings in current liabilities in Note 2 Net Current Assets of the budget.

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.

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.

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 Shire of Woodanilling's operational cycle. In the case of liabilities where the Shire of Woodanilling 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 sale where it is held as non-current based on the Shire of Woodanilling's intentions to release for sale.

LOANS AND RECEIVABLES

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire of Woodanilling prior to the end of the financial year that are unpaid and arise when the Shire of Woodanilling 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.

EMPLOYEE BENEFITS

Short-Term Employee Benefits

Provision is made for the Shire of Woodanilling's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire of Woodanilling's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current of financial trade and other payables in the statement position. Shire of Woodanilling's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

PROVISIONS

Provisions are recognised when the Shire of Woodanilling has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

RATES, GRANTS, DONATIONS AND OTHER CONTRIBUTIONS

Rates, grants, donations and other contributions are recognised as revenues when the Shire of Woodanilling 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.

15.3. PLANT EXPENSES REPORT – FOR THE PERIOD ENDING - 30/06/2018

PLANT OPERATING EXPENSES (Excl Licences, Insurance, Fuel & Deprn.) - to 30/06/2018

Plant No.	Plant Description	Plant Repair Wages	Tyres & Tubes	Parts & Repairs	Total Life to Date	HRS/KM from new	HRS/KM from 1-Jul	\$/KM for Life	\$/KM Current	Current Yr Expenses	Year of Purchase	Registration
PEZR1	Ezi Roll attachme	\$583.96	\$0.00	\$0.00	\$583.96							
PGRD6	JD 670D Grader (WO.004)	\$25,125.72	\$10,178.69	\$44,369.81	\$79,674.22	8652	838	\$9.21	\$16.96	\$14,210.80	2008	WO.004
PGRD7	JD 670G Grader (WO.005)	\$19,252.93	\$13,842.68	\$27,021.49	\$60,117.10	7077	948	\$8.49	\$13.26	\$12,570.88	2011	WO.005
PIDR6	Volvo BL71 Backhoe (WO.027)	\$10,321.55	\$1,679.10	\$13,044.59	\$25,045.24	5574	395	\$4.49	\$18.53	\$7,320.32	2006	WO.027
PLCV14	Toyota Camry (DCEO) (WO.011)	\$496.54	\$0.00	\$550.47	\$1,047.01	13793	9203	\$0.08	\$0.06	\$544.47	2017	WO.011
PLCV15	Toyota Prado (CEO) (WO.0)	\$774.36	\$0.00	\$803.83	\$1,578.19	13364	13364	\$0.12	\$0.12	\$1,578.19	2017	WO.0
PLDR10	JD Skid Steer Loader (WO.010)	\$11,418.36	\$27.27	\$28,878.77	\$40,324.40	1776	476	\$22.71	\$36.70	\$17,468.33	2014	WO.010
PLDR8	Case 721F Loader (WO.007)	\$10,634.80	\$129.41	\$28,646.38	\$39,410.59	3876	888	\$10.17	\$17.49	\$15,535.27	2013	WO.007
PMWR3	Toro Ride on Mower (WO.021)	\$5,973.79	\$0.00	\$6,836.59	\$12,810.38	1185	191	\$10.81	\$21.61	\$4,127.93	2013	WO.021
PMWR4	Skid Steer Mower	\$804.31	\$0.00	\$356.69	\$1,161.00					\$380.37	2014	
PPPR1	Skid Steer Profiler	\$13.94	0	0	\$513.94					\$0.00	2014	
PRBM1	Road Broom	\$1,976.87	\$0.00	\$2,363.59	\$4,340.46					\$986.64		
PRBM3	Skid Steer Road Broom	\$909.05	\$0.00	\$682.00	\$1,591.05					\$142.21	2014	
PRLR3	Collins Towed Roller	\$6,498.07	\$2,158.99	\$8,749.50	\$17,406.56					\$378.83	1975	WO.015
PRLR6	CAT CS56 Vibrating Roller (WO.020)	\$6,874.66	\$0.00	\$8,342.14	\$15,216.80	2923	65	\$5.21	\$69.02	\$4,486.21	2010	WO.020
PSAW1	Tree Saw	\$4,959.81	\$0.00	\$16,721.70	\$21,681.51					\$0.00	1999	
PSDRY	Sundry Plant	\$46,387.84	\$695.22	\$59,983.08	\$107,066.14					\$31,464.20		
PTANK1	Water Tank	\$1,542.26	\$0.00	\$5,204.44	\$6,746.70					\$234.34		
PTR1	Case Tree Rake	\$1,906.69	\$0.00	\$4,071.52	\$5,978.21					\$0.00		
PTR2	Skid Steer Tree Rake	\$2,538.50	\$0.00	\$0.00	\$2,538.50					\$1,646.54	2014	
PTRK16	Isuzu FTS750 Fire	\$2,286.03	\$0.00	\$1,501.54	\$3,787.57					\$542.38	2007	WO.018
PTRK17	Isuzu FXZ1550 Tipper WO.028)	\$7,798.26	\$5,165.41	\$14,661.88	\$27,625.55	189854	13694	\$0.15	\$0.49	\$6,649.24	2009	WO.028
PTRK19	Isuzu 3 Way Tipper (WO.023)	\$11,057.03	\$6,566.84	\$19,926.86	\$37,550.73	112493	25684	\$0.33	\$0.32	\$8,332.98	2013	WO.023
PTRK20	Isuzu GIGA Side Tipper (WO.002)	\$13,488.92	\$5,301.18	\$13,478.37	\$32,268.47	97169	23561	\$0.33	\$0.36	\$8,483.44	2013	WO.002
PTRK21	Isuzu FRR500 Tipper WO.016)	\$3,618.29	\$0.00	\$1,809.31	\$5,427.60	35928	13781	\$0.15	\$0.11	\$1,528.19	2015	WO.016
PTRL1	Tree Planter Trailer	\$167.31	\$0.00	\$3,209.82	\$3,377.13					\$59.82		
PTRL11	SFM Side Tipper Trailer	\$5,322.29	\$5,256.87	\$9,226.68	\$19,805.84					\$3,556.22	2006	WO.1682
PTRL12	Trailer for Town	\$610.68	\$0.00	\$938.90	\$1,549.58					\$1,437.33	2003	ITET.584
PTRL13	Multi Message Trailer	\$157.15	\$0.00	\$99.06	\$256.21					\$143.88		WO.1777
PTRL14	Cement Spreader	\$857.62	\$0.00	\$1,540.97	\$2,398.59					\$219.31	2013	
PTRL15	Traffic light trailer	\$410.83	\$0.00	\$62.27	\$473.10					\$279.15	2014	WO.1786
PTRL2	Sign Trailer	\$1,028.52	\$154.55	\$183.08	\$1,366.15					\$898.10	1980	WO.017
PTRL3	Box Trailer	\$1,062.53	\$184.55	\$347.12	\$1,594.20					\$687.99		1CTL.400
PTRL4	Fuel Trailer	\$1,979.83	\$0.00	\$1,270.49	\$3,250.32					\$1,173.73		WO.1633
PTRL5	Spray Trailer	\$1,997.94	\$609.09	\$2,347.78	\$4,954.81					\$1,121.26		WO.1690
PTRL6	Plant Trailer	\$654.35	\$465.14	\$288.88	\$1,408.37					\$624.40	2001	WO.1643
PTRL8	Drainage Crew Trailer	\$783.83	\$0.00	\$263.85	\$1,047.68					\$482.39	2003	WO.1668
PTRL9	Mobile Standpipes	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	2009	
PUTE24	Toyota Hilux Ute (WO.024)	\$5,497.29	\$1,794.14	\$7,239.51	\$14,530.94	165736	21332	\$0.09	\$0.17	\$3,561.38	2008	WO.024
PUTE25	Ford Ranger Ute (WO.029)	\$1,417.45	\$994.05	\$1,096.50	\$3,508.00	67927	5375	\$0.05	\$0.16	\$838.79	2010	WO.029
PUTE29	Ford Ranger Ute (WO.003)	\$6,336.87	\$484.08	\$4,576.31	\$11,397.26	114463	13160	\$0.10	\$0.09	\$1,123.38	2015	WO.003
PUTE30	Toyota Hilux Extracab Ute (WO.025)	\$577.60	\$0.00	\$84.00	\$661.60	11410	8902	\$0.06	\$0.07	\$602.42	2017	WO.025
PUTE31	Toyota Hilux Dualcab Ute (WO.00)	\$775.66	\$1,005.45	\$1,117.22	\$2,898.33	4780	2272	\$0.61	\$1.08	\$2,460.95	2018	WO.026
PUTE32	Toyota Hilux Dualcab Ute (WO.026)	\$158.85	\$0.00	\$0.00	\$158.85	5214	5214	\$0.03	\$0.03	\$158.85	2017	WO.00
SUB-TOTAL		\$227,539.14	\$56,692.71	\$341,896.99	\$626,128.84					\$158,041.11		

DISPOSED VEHICLES

PLCV11	Isuzu Wagon WS WO	\$1,654.25	\$1,056.36	\$2,059.35	\$4,769.96							
PLCV12	Toyota Prado GXL	\$1,566.15	\$1,008.60	\$1,263.39	\$3,838.14							
PLCV9	Holden Cruze Seda	\$1,267.70	\$1,106.55	\$1,840.79	\$4,215.04							
PTRK14	Isuzu NPR Tipper	\$1,072.82	\$0.00	\$2,526.06	\$3,598.88							
PUTE28	TOYOTA HILUX UTE	\$0.00	\$0.00	\$610.27	\$610.27							
PUTE26	TOYOTA HILUX UTE	\$4,182.07	\$2,255.06	\$9,018.65	\$15,455.78							
PUTE2	Toyota Hilux Ute	\$0.00	\$0.00	\$77.27	\$77.27							
PLCV10	Toyota Prado GXL	\$69.74	\$1,069.49	\$1,660.87	\$2,800.10							
PRBM2	Road Broom	\$0.00	\$0.00	\$1,570.40	\$1,570.40					\$0.00		
PUTE11	Toyota Hilux Ute	\$2,576.54	\$0.00	\$2,797.36	\$5,373.90					\$325.45		
SUB-TOTAL		\$12,389.27	\$6,496.06	\$23,424.41	\$42,309.74					\$325.45		
TOTAL		\$239,928.41	\$63,188.77	\$365,321.40	\$668,438.58					\$158,366.56		

SUMMARY RECONCILIATION

2013/14	\$12,027.76	\$1,685.62	\$15,406.37	\$29,119.75
2014/15	\$32,686.90	\$17,922.75	\$101,908.67	\$152,518.32
2015/16	\$64,938.25	\$15,128.91	\$79,737.49	\$159,804.65
2016/17	\$59,955.45	\$19,748.02	\$85,481.05	\$165,184.52
2017/18	\$70,320.05	\$8,703.47	\$82,787.82	\$161,811.34
TOTAL	\$239,928.41	\$63,188.77	\$365,321.40	\$668,438.58

15.4.MUNICIPAL BANK ACCOUNT RECONCILIATION – FOR THE PERIOD ENDING- 31/07/2018

Bank Statement

Summary:

Page 4 of 4

G/L Account (as at Month End)

Statement No 173

10015000 Municipal Cash at Bank GEN

Statement Date 31/07/2018

Opening Balance	841,025.49
Deposits	\$364,527.75
Payments	-418,614.00
Fees	-8,064.63
Adjustments	-72,420.23
Closing Balance	706,454.38

Opening Balance	1,074,954.74
<u>Reconciled Items</u>	
Deposits	335,903.12
Payments	-432,525.52
Fees	-8,064.63
Adjustments	-288,710.23
Closing Balance	681,557.48
<u>Unreconciled Items</u>	
Deposits	28,450.38
Payments	-3,553.48
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	24,896.90
Total - To agree with GL	706,454.38

The Bank Statement balances to the General Ledger

ENTERED

By Belinda Knight at 4:14 pm, Aug 09, 2018

UNRECONCILED ITEMS - 31/07/2018

Bank	Type	Ref / Cheque	Payments	Deposits	Date	Desc
1	Payment	DD2027.1	\$1,278.00		06/06/2018	WA Super--DirDebit
1	Payment	DD2027.2	\$37.61		06/06/2018	MLC Nominees--DirDebit
1	Payment	DD2027.3	\$133.01		06/06/2018	Colonial First State--DirDebit
1	Payment	DD2027.4	\$360.78		06/06/2018	Australian Superannuation--DirDebit
1	Payment	DD2027.5	\$78.72		06/06/2018	CBUS Superannuation--DirDebit
1	Payment	DD2027.6	\$481.82		06/06/2018	Hesta--DirDebit
1	Payment	DD2027.7	\$217.59		06/06/2018	MLC Navigator Retirement Plan--DirDebit
1	Payment	DD2027.8	\$91.27		06/06/2018	Colonial Select Personnel Super--DirDebit
1	Deposit			-\$300.05	25/06/2018	
1	Deposit			\$75.00	26/06/2018	
1	Deposit	Cash Chq		-\$7,205.56	27/07/2018	
1	Deposit			-\$21,019.77	31/07/2018	
1	Payment	DD2103.1	\$188.99		01/08/2018	Westnet--DirDebit
1	Payment	DD2112.1	\$485.69		13/08/2018	Telstra--DirDebit
			<u>\$3,553.48</u>	<u>-\$28,450.38</u>		

ENTERED

By Belinda Knight at 4:14 pm, Aug 09, 2018

15.5.MONTHLY RATES REPORTS – FOR THE PERIOD ENDING – 31/07/2018

OUTSTANDING RATES	31/07/2018
Description	Balance
Rates	\$ 713,705.56
Legal charges	\$ 1,666.20
Penalty charges	\$ 8,015.70
Other Charges	\$ -
Instalment admin Fee	\$ 32.63
Instalment interest	\$ 65.10
Fire breaks	\$ 1,784.00
ESL Penalty	\$ 426.43
Sub total	\$ 725,695.62
Rubbish removal	\$ 19,920.07
Sub total	\$ 19,920.07
ESL	\$ 25,876.57
Sub total	\$ 25,876.57
Rates paid in advance	-\$ 1,364.00
Sub total	-\$ 1,364.00
Grand total	\$ 770,128.26

SUNDRY DEBTORS OUTSTANDING 90 DAYS OR GREATER

Client #	Details	Amount
46	Wongi Advertising	\$165.00
115	Standpipe water	\$4.84
31	Private rental associated costs	\$35.30
20384	Block Slashing fees	\$621.39
79	Flood damage Funding	\$22,570.11
90498	Slashing & legal fees	\$2,342.15
47	Standpipe Water	\$47.52
9	Block Slashing as per firebreak notice	\$172.90
57	Planning Fee	\$939.68
805	Wongi Advertising	\$288.21
	Under and overs	\$2.00
	Total	\$27,189.10

TOTAL SUNDRY DEBTORS OUTSTANDING

30 Days and less	60 Days	90 days or greater	Total
\$532,092.06	\$3,697.57	\$27,189.10	\$562,978.73

15.6.SCHEDULE OF ACCOUNTS PAID FOR THE PERIOD 01/07/2018– 31/07/2018

Chq/EFT	Date	Name	Description	Sub total	Total
EFT3067	10/07/18	IT Vision Australia			\$1,100.00
	10/07/18		Altus	\$1,100.00	
EFT3068	10/07/18	Dwanie Cooper			\$170.00
	4/07/18		Payroll deductions	\$170.00	
EFT3069	10/07/18	Di Candilo Steel City			\$24.20
	1/06/18		Materials	\$24.20	
EFT3070	10/07/18	Marketforce			\$231.20
	1/06/18		Advertising	\$231.20	
EFT3071	10/07/18	Wurth Australia			\$84.25
	30/06/18		Materials	\$84.25	
EFT3072	10/07/18	QFH Multiparts			\$752.40
	1/06/18		Fencing	\$594.00	
	1/06/18		Pine post	\$158.40	
EFT3073	10/07/18	Dale Stuart Douglas			\$2,275.00
	19/06/18		Sitting Fee	\$2,275.00	
EFT3074	10/07/18	Steven Tweedie			\$825.00
	30/06/18		Review of delegations	\$825.00	
EFT3075	10/07/18	AIT Specialists			\$2,096.60
	30/06/18		Fuel Tax credit review	\$2,096.60	
EFT3076	10/07/18	Blight's Auto Electrics			\$49.00
	1/06/18		Parts	\$49.00	
EFT3077	10/07/18	Staff Lotto			\$60.00
	4/07/18		Payroll deductions	\$60.00	
EFT3078	10/07/18	Cut-N-Cote			\$89.89
	5/06/18		Materials	\$72.07	
	28/06/18		Axe Head	\$17.82	
EFT3079	10/07/18	Beaurepaires Wagin			\$2,477.33
	13/06/18		Tyre repair WO.1643	\$39.82	
	14/06/18		Tyre repair WO.024	\$163.56	
	20/06/18		Tyre repair WO.005	\$341.95	
	26/06/18		Tyre repair WO.004	\$1,932.00	
EFT3080	10/07/18	JR & A Hersey			\$726.00
	8/06/18		Mountings, step ladder & Gas Struts	\$726.00	
EFT3081	10/07/18	Kleenheat Gas			\$37.95
	1/06/18		Yearly facility	\$37.95	
EFT3082	10/07/18	PCS			\$425.00
	28/06/18		Software support	\$425.00	
EFT3083	10/07/18	DFES			\$18,657.32
	19/06/18		Refund on overpaid funding	\$18,657.32	
EFT3084	10/07/18	Staff Christmas Club			\$447.00
	4/07/18		Payroll deductions	\$447.00	
EFT3085	10/07/18	RSPCA WA			\$5.00
	4/07/18		Payroll deductions	\$5.00	

EFT3086	10/07/18	T & S Freight			\$239.02
	30/06/18		Freight		\$239.02
EFT3087	16/07/18	IT Vision Australia			\$25,035.69
	1/07/18		IT Support		\$25,035.69
EFT3088	16/07/18	Dwanie Cooper			\$170.00
	11/07/18		Payroll deductions		\$170.00
EFT3089	16/07/18	Major Motors			\$266.49
	9/07/18		Parts		\$266.49
EFT3090	16/07/18	Alexander Galt & Co			\$660.00
	26/06/18		160L Tuffman black plastic storage box		\$660.00
EFT3091	16/07/18	Frontline Fire & Rescue			\$2,599.91
	26/06/18		ESL Supplies		\$2,599.91
EFT3092	16/07/18	Sandra Williamson			\$525.00
	1/07/18		Cleaning Contract		\$525.00
EFT3093	16/07/18	LGIS Insurance Broking			\$19,668.42
	4/07/18		Cyber Liability		\$,100.00
	4/07/18		Management Liability		\$5,713.40
	4/07/18		Motor Vehicle		\$11,562.52
	4/07/18		Personal Accident		\$467.50
	4/07/18		Travel		\$825.00
EFT3094	16/07/18	Coalcliff Plant Hire			\$206,415.76
	30/06/18		RFT 545/2017Flood Recovery		\$206,415.76
EFT3095	16/07/18	Les Cooke Instrument Co Pty Ltd			\$500.00
	26/06/18		Fire Meter		\$500.00
EFT3096	16/07/18	John Phillips Consulting			\$2,750.00
	12/07/18		Professional Services		\$2,750.00
EFT3097	16/07/18	Katanning Stock & Trading			\$676.00
	28/06/18		BBQ		\$676.00
EFT3098	16/07/18	Synergy			\$562.60
	30/06/18		Street lighting		\$562.60
EFT3099	16/07/18	Courier Australia			\$37.05
	29/06/18		Freight		\$37.05
EFT3100	16/07/18	Staff Lotto			\$60.00
	11/07/18		Payroll deductions		\$60.00
EFT3101	16/07/18	GSFS			\$13,348.34
	5/06/18		Oil		\$143.53
	11/06/18		Diesel Bulk		\$10941.92
	30/06/18		Fuel Card		\$2,262.89
EFT3102	16/07/18	Shire of Katanning			\$2,539.68
	27/06/18		CESM Costs		\$2,539.68
EFT3103	16/07/18	Winc			\$177.67
	3/07/18		Stationery		\$177.67
EFT3104	16/07/18	LGIS			\$36,621.51
	6/07/18		Bushfire Insurance		\$8,910.00
	6/07/18		Crime Insurance		\$833.54
	6/07/18		LGIS Property Insurance		\$9,629.76

	6/07/18		Liability Insurance	\$9,311.50	
	6/07/18		Workcare Insurance	\$10,463.81	
	6/07/18		Credit	-\$2,527.10	
EFT3105	16/07/18	Great Southern Waste Disposal			\$2,444.40
	1/07/18		Rubbish Removal	\$2,444.40	
EFT3106	16/07/18	Staff Christmas Club			\$ 347.00
	11/07/18		Payroll deductions	\$347.00	
EFT3107	16/07/18	RSPCA WA			\$5.00
	11/07/18		Payroll deductions	\$5.00	
EFT3108	20/07/18	Dwanie Cooper			\$170.00
	18/07/18		Payroll deductions	\$170.00	
EFT3109	20/07/18	Moore Stephens			\$1,650.00
	1/06/18		Training	\$1,650.00	
EFT3110	20/07/18	BW Truck Parts			\$311.62
	1/06/18		Filter	\$311.62	
EFT3111	20/07/18	Asphalt in a Bag			\$1,718.75
	30/06/18		Asphalt 20kg	\$1,718.75	
EFT3112	20/07/18	McPest Pest Control			\$330.00
	17/07/18		Termite Treatment	\$ 330.00	
EFT3113	20/07/18	The Woodanilling Tavern			\$105.00
	10/07/18		Catering	\$105.00	
EFT3114	20/07/18	Sandra Williamson			\$1,050.00
	15/07/18		Cleaning Contract	\$1,050.00	
EFT3115	20/07/18	Telstra Damage Cost Recovery & Management			\$1,929.89
	1/06/18		Damaged cable	\$1,929.89	
EFT3116	20/07/18	Turf Grass Solutions Australia PTY LTD			\$792.00
	1/06/18		Fertilizer	\$792.00	
EFT3117	20/07/18	BKW Cooperative			\$865.09
	1/06/18		Fungus Spray	\$35.80	
	7/07/18		Catering	\$ 89.29	
	1/06/18		Pipe 300mm	\$740.00	
EFT3118	20/07/18	Courier Australia			\$10.73
	13/07/18		Freight	\$10.73	
EFT3119	20/07/18	Staff Lotto			\$60.00
	18/07/18		Payroll deductions	\$60.00	
EFT3120	20/07/18	PCS			\$340.00
	10/07/18		Software support	\$340.00	
EFT3121	20/07/18	Great Southern Toyota			\$55.57
	1/06/18		Parts	\$55.57	
EFT3122	20/07/18	Hitachi			\$318.63
	11/07/18		Park Break valve WO.005	\$318.63	
EFT3123	20/07/18	Katanning McIntosh & Son			\$412.50
	1/06/18		WO.004 fault	\$412.50	
EFT3124	20/07/18	Great Southern Waste Disposal			\$2,777.10
	4/06/18		Rubbish removal	\$2,777.10	
EFT3125	20/07/18	Staff Christmas Club			\$347.00

	18/07/18		Payroll deductions	\$347.00	
EFT3126	20/07/18	RSPCA WA			\$5.00
	18/07/18		Payroll deductions	\$5.00	
EFT3127	20/07/18	Core Business Australia			\$27,407.29
	30/06/18		Flood damage - Claim 16	\$27,407.29	
EFT3128	27/07/18	Russel Thomson			\$4,712.50
	30/06/18		Sitting Fee	\$4,712.50	
EFT3129	27/07/18	Dwanie Cooper			\$170.00
	25/07/18		Payroll deductions	\$170.00	
EFT3130	27/07/18	Itvision User Group			\$748.00
	2/07/18		Subscription	\$748.00	
EFT3131	27/07/18	BW Truck Parts			\$207.60
	4/07/18		Bearing Kit WO.028	\$207.60	
EFT3132	27/07/18	Hudson Sewage Services			\$247.50
	21/06/18		Biomax	\$247.50	
EFT3133	27/07/18	Premier Smash Repairs			\$442.72
	18/07/18		Windscreen WO.00	\$442.72	
EFT3134	27/07/18	Morris William Trimming			\$2,275.00
	30/06/18		Sitting Fee	\$2,275.00	
EFT3135	27/07/18	Woodanilling Store			\$227.90
	30/06/18		Groceries	\$227.90	
EFT3136	27/07/18	Staff Lotto			\$55.00
	25/07/18		Payroll deductions	\$55.00	
EFT3137	27/07/18	FitzGerald Strategies			\$606.95
	13/07/18		Awards Interp	\$606.95	
EFT3138	27/07/18	Staff Christmas Club			\$347.00
	25/07/18		Payroll deductions	\$347.00	
EFT3139	27/07/18	Shire of Broomehill Tambellup			\$1,000.00
	1/07/18		Website Rebranding	\$1,000.00	
EFT3140	27/07/18	RSPCA WA			\$5.00
	25/07/18		Payroll deductions	\$5.00	
EFT3141	27/07/18	E Fire & Safety			\$852.50
	27/06/18		Extinguisher	\$852.50	
EFT3142	27/07/18	Visimax			\$1,701.50
	27/06/18		PPE	\$1,701.50	
EFT3143	27/07/18	Advertiser Print			\$349.00
	18/07/18		Firbreak Notice	\$349.00	
EFT3144	27/07/18	Ambrose Electrical Contracting			\$555.00
	26/07/18		Fluro light repairs office	\$380.00	
	19/07/18		Repair Fluro Lot 410 Robinson	\$175.00	
15292	16/07/18	Department of Transport			\$863.50
	31/07/18		Rego WO.007	\$244.00	
	31/07/18		Rego WO.010	\$244.00	
	21/07/18		Rego WO.022	\$375.50	
DD2044.1	1/07/18	Westnet			\$444.99
	17/06/18		Monthly Hosting	\$444.99	
DD2059.2	11/07/18	Telstra			\$67.50

	22/06/18		Bushfire SMS	\$67.50	
DD2065.2	12/07/18	Katanning Water Corporation			\$8,130.60
	21/06/18		Standpipe Burt rd	\$ 8,130.60	
DD2065.3	2/07/18	Katanning Water Corporation			\$2,234.40
	11/06/18		Mens Shed	\$9.56	
	11/06/18		Admin Building	\$69.34	
	11/06/18		118 Cardigan St	\$16.74	
	11/06/18		Sports Ground	\$2,138.76	
DD2065.4	11/07/18	Katanning Water Corporation			\$221.18
	20/06/18		Standpipe GSHWY	\$221.18	
DD2067.1	4/07/18	WA Super			\$1,263.13
	4/07/18		Superannuation contributions	\$1,263.13	
DD2067.2	4/07/18	MLC Nominees			\$33.44
	4/07/18		Payroll deductions	\$33.44	
DD2067.3	4/07/18	Australian Superannuation			\$549.97
	4/07/18		Superannuation contributions	\$549.97	
DD2067.4	4/07/18	Hesta			\$481.82
	4/07/18		Superannuation contributions	\$481.82	
DD2067.5	4/07/18	CBUS Superannuation			\$87.47
	4/07/18		Superannuation contributions	\$87.47	
DD2067.6	4/07/18	MLC Navigator Retirement Plan			\$217.59
	4/07/18		Superannuation contributions	\$217.59	
DD2067.7	4/07/18	Colonial Select Personnel Super			\$91.27
	4/07/18		Superannuation contributions	\$91.27	
DD2069.1	2/07/18	Telstra			\$281.85
	15/06/18		Landline charges	\$281.85	
DD2069.2	14/07/18	Telstra			\$434.85
	25/06/18		Mobile account	\$434.85	
DD2072.1	11/07/18	WA Super			\$1,266.52
	11/07/18		Superannuation contributions	\$1,266.52	
DD2072.2	11/07/18	MLC Nominees			\$95.04
	11/07/18		Superannuation contributions	\$95.04	
DD2072.3	11/07/18	Australian Superannuation			\$517.55
	11/07/18		Superannuation contributions	\$517.55	
DD2072.4	11/07/18	Hesta			\$481.82
	11/07/18		Superannuation contributions	\$481.82	
DD2072.5	11/07/18	CBUS Superannuation			\$87.47
	11/07/18		Superannuation contributions	\$ 87.47	
DD2072.6	11/07/18	MLC Navigator Retirement Plan			\$217.59
	11/07/18		Superannuation contributions	\$217.59	
DD2072.7	11/07/18	Colonial Select Personnel Super			\$91.27
	11/07/18		Superannuation contributions	\$91.27	
DD2080.1	18/07/18	WA Super			\$1,265.55
	18/07/18		Superannuation contributions	\$1,265.55	
DD2080.2	18/07/18	MLC Nominees			\$61.06
	18/07/18		Superannuation contributions	\$61.06	
DD2080.3	18/07/18	Australian Superannuation			\$548.07
	18/07/18		Superannuation contributions	\$548.07	

DD2080.4	18/07/18	Hesta			\$481.82
	18/07/18		Superannuation contributions	\$481.82	
DD2080.5	18/07/18	CBUS Superannuation			\$87.47
	18/07/18		Superannuation contributions	\$87.47	
DD2080.6	18/07/18	MLC Navigator Retirement Plan			\$217.59
	18/07/18		Superannuation contributions	\$217.59	
DD2080.7	18/07/18	Colonial Select Personnel Super			\$91.27
	18/07/18		Superannuation contributions	\$91.27	
DD2088.1	20/07/18	Westnet			\$74.95
	20/07/18		Monthly Hosting	\$74.95	
DD2091.1	4/07/18	NAB - Credit Card			\$81.00
	7/06/18		Adobe licence	\$21.99	
	18/06/18		Fuel -WO.0	\$50.01	
	28/06/18		Card Fee	\$9.00	
DD2093.1	25/07/18	WA Super			\$5,725.17
	25/07/18		Superannuation contributions	\$5,725.17	
DD2093.2	25/07/18	MLC Nominees			\$61.06
	25/07/18		Superannuation contributions	\$61.05	
DD2093.3	25/07/18	Australian Superannuation			\$521.15
	25/07/18		Superannuation contributions	\$521.15	
DD2093.4	25/07/18	Hesta			\$481.82
	25/07/18		Superannuation contributions	\$481.82	
DD2093.5	25/07/18	CBUS Superannuation			\$87.47
	25/07/18		Superannuation contributions	\$87.47	
DD2093.6	25/07/18	MLC Navigator Retirement Plan			\$182.63
	25/07/18		Superannuation contributions	\$182.63	
DD2093.7	25/07/18	Colonial Select Personnel Super			\$91.27
	25/07/18		Superannuation contributions	\$91.27	
DD2105.1	30/07/18	Telstra			\$273.50
	15/07/18		Landline	\$273.50	
				Total	\$429,835.69

15.7.WWLZ INFORMATION REPORT**GLOSSARY**

<i>BBG</i>	- <i>Blackwood Basin Group</i>
<i>DoW</i>	- <i>Department of Water</i>
<i>NLP</i>	- <i>National Landcare Programme</i>
<i>SWCC</i>	- <i>South West Catchments Council</i>
<i>SCNRM</i>	- <i>South Coast Natural Resource Management</i>

MANAGEMENT COMMITTEE MEETING

Last Meeting: 6 Aug 2018

Next Meeting: 10 Oct 2018

ZONE COMMITTEE

Last Meeting: 11 Nov 2017

Next Meeting: TBC – Current discussions on committee model and as to whether 2 committees are required any more.

LANDCARE COORDINATION FUNDING 2018 / 2019

- State NRM – Revitalising Reserves in Wagin - \$15,101
- State NRM – Restoring Mt Latham - \$10,600
- SCNRM – West Australia Rabbit Control & Awareness Project - \$11,187.58

STRATEGIC PLANNING

- Shire policies and procedures to be incorporated into WWLZ running due to lack of existing structures.

CURRENT/ONGOING PROJECTS:**State NRM – Capability Grant – Stronger Landscapes for the Future in Wagin & Woodanilling - \$120,000**

- Diana quit unexpectedly, still have several items on project to complete.
- Committee in the process of drawing up job description to coordinate fulfilling these remaining tasks – Procedures manual, data records system, archiving, website completion.
- Committee looking at sourcing external book keeper as a result of the financial review system of this project.

SWCC – Strategic On Ground Works - Total \$175,000 – ONGOING

- Project completed, currently working on finalising acquittals.

STATE NRM – REVITALISING RESERVES IN WAGIN - \$15,101

- Works have begun on weed management and rubbish removal.
- Seedlings delivered and works team coming Friday 10th
- Planting seedlings throughout weekend. Providing BBQ for volunteer team on Sat night
- Coordinating dates with works dept to organise chainsaw operator from Shire of Wagin.

STATE NRM – RESTORING MT LATHAM - \$10,600

- Works currently ongoing at site as weather permits.

SCNRM – WEST AUSTRALIA RABBIT CONTROL & AWARENESS PROGRAM - \$11,187.58

- Proposed date of 19th Sept for Wagin Rabbit workshop.

APPLICATION SUBMITTED

- EOI to SWCC for 2018 release of federal funding – further fencing and revegetation, bridal creeper management for ongoing management sites for both Wagin & Woodanilling, potential trial activities – **Still awaiting response**
- State NRM Grant Large submitted, approx. \$153,000 – fencing, revegetation, pig research (further reports of sightings, tracks etc) and bridal creeper

- State NRM Grants Large cooperative grant (Shire of Kent, Katanning Landcare, Dumbleyung Landcare, Kojonup Landcare, Gillamii, North Stirlings Pallinup NRM) - \$93,303 – Agricultural project - Soil degradation recovery – Regenerative agriculture potential across shires – water ways protection strategies.
- State NRM Grants Small – approx. \$19 000 - Wagin Lake improvements – Bird hide, car park, educational signage.

APPLICATIONS UNDERWAY

- Consultation with UWA's Ed Barrett-Lennard (salinity expert & lecturer) on potential opportunities to work together for new federal Ag funding released at the end of 2018. New NRM federal policy is that without partnerships in applications, money will not be granted. **Have sent 2 emails and left a phone message with Ed, and has not responded again. I have since heard that he does have several programs underway.**

15.8.CORRESPONDENCE & MINUTES FOR INFORMATION

The following documents are available upon request.

ID	DATE	FILE	Description	FROM	Description
CI631	19/07/2018	11.1.7D	Notification - KidSport - Woodanilling - Information regarding transition to payment to directly to	Department of Local Government, Sport & Cultural Industries	Council Meeting

15.9.COUNCIL/COMMITTEES - STATUS REPORT

Date	Agenda Item No	File Ref ID	Heading	Motion	Officer	Up-date	Completed Date & Ref
16/08/2016 20/12/2016			Local Law - Woodanilling Cemetery (Reserve 356/1156)	<ol style="list-style-type: none"> 1. Review 2. Update if applicable 3. Repeal if deemed obsolete 	DCEO	Repeal LL in due course.	
15/08/2017	10.1	10.3.1	Town Planning Scheme No. 1 Review	<ul style="list-style-type: none"> • That Council directs the CEO to liaise with the Department of Planning to clarify issues associated with the updating of the Scheme to include the Deemed Provisions; consolidating the Scheme and advertising; the Scheme review and likely requirements for the preparation of a Local Planning Strategy. • That the Council directs the CEO to commence the Scheme review process in order to ensure that this is considered by Council prior to January 2018 and that further reports be presented in conjunction with (1) above. 	CEO	Advise TP Consultant of outcome Pending.	BA232 20/09/2017
19/12/2017	10.1	14.5.1A	Volunteer Policy	<p>Council:</p> <ul style="list-style-type: none"> • Not adopt the attached Policy 99 – Volunteers; and • Instructs the CEO to obtain legal advice as to the need for such a Policy to protect the risk to the Shire and the CEO. 	DCEO	<p>LGIS attended April meeting to advise Council on this.</p> <p>Council decision to look at Volunteers Policy and create a document more suitable to Woodanilling DCEO working with RRC to create this document.</p> <p>CEO advised the 15/05/2018 meeting that this is in progress. Council would like to see copies of adjoining local government's volunteer policies.</p> <p>DCEO approached surrounding Shires to provide a copy of their Volunteer Policy, Williams and Kojonup where the only LG who have one in place.</p> <p>DCEO to meet with Risk Management Coordinator to put together a Policy.</p>	
19/12/2017	13.1	11.1.9	Request to Lease Lots 151, 152 & 153 – Reserve 7730	<p>Council:</p> <ul style="list-style-type: none"> • Supports the request from Mr S Buxton to lease Reserve 7730 for the purposes of grazing stock; and 	CEO	<p>Letter to Dept Planning, Lands & Heritage</p> <p>Email from DPL&G received 14/06/2018 requesting more information. Responded to.</p>	CR1108 08/01/2018

Date	Agenda Item No	File Ref ID	Heading	Motion	Officer	Up-date	Completed Date & Ref
				<ul style="list-style-type: none"> Requests the CEO to make application to the Department of Planning, Lands & Heritage for the ability to lease the said reserve. 			
19/12/2017	5.2		Gravel Reserve – River Road	<p>Council that it directs the CEO to:</p> <ul style="list-style-type: none"> Commission a Road Safety Audit (RSA) on the intersection of River Road and Link Road; Ensure that traffic counts are carried out to support the RSA; and Undertake gravel sampling in the area to confirm the quantities and quality of the gravel source. 	WS	<ul style="list-style-type: none"> Road Safety Audit – Pending Work Supervisor has not completed road counts. Work Supervisor concluded that the quality of the gravel is not up to standard. Gravel has been used from this site previously but was found unacceptable for use. 	
20/02/2018	10.7	3.1.1	Discussion Paper - Differential Rates	<p>Council instructs the CEO to apply, pursuant to S6.35(5) of the Local Government Act 1995, to the Minister to impose a separate minimum rate on Lots 32, 33, 34, 35 & 38 DP 223222, Quartermaine & Shenton Roads, Woodanilling; and Lots 2, 3 & 4 DP 227523 Albany Highway, on the basis that these properties are vacant land which do not have, nor are likely to have, a constructed road access, which in accordance with the Shire of Woodanilling Town Planning Scheme No. 1, prevents the development of the lots.</p>	FO (Rates)	<p>Advice from Dept Local Govt, Council would be better suited to adopt a differential discount. This does not need Ministerial approval, and will serve the same purpose.</p> <p>Review of Urban Farm rate should be undertaken to classify them as UV.</p> <p><i>Will be reviewed in full during 2018/2019.</i></p>	
20/02/2018	10.8	4.1.39A	Shire Review 2012 – Skills Audit – Confidential	<p>Prepare a staged redevelopment of the Administration building (taking into consideration the success or otherwise of the points in (1) above to include:</p> <ul style="list-style-type: none"> A meeting room other than chambers; A separate Staff room; and Adequate working areas for staff. Implementation of a Professional Development Plan for Councillors 	DCEO	<p>The Community Development Committee recommended that;</p> <ul style="list-style-type: none"> That Council initiate an investigation regarding the needs of office staff, contractors/consultants and Council concerning office and meeting space That Council appoint the Community Development Committee to be the lead driver 	PE60
20/03/2018	9.1 (7.2)		Community's Future Needs	<ul style="list-style-type: none"> That a member from each of the local sporting and service clubs be invited to attend a Community Development Committee meeting twice a year to start a conversation and create a conduit with the youth of the town; That it holds a workshop on the future needs of the Woodanilling community in August 2018, inviting people from the community; and 	DCEO	<p>Heidi Coucher has been approached to deliver the Workshop, a date is to be set for October.</p> <p><i>See Agenda 21/08/2018 regarding discussion item on Stakeholder Engagement.</i></p>	

Date	Agenda Item No	File Ref ID	Heading	Motion	Officer	Up-date	Completed Date & Ref
				<ul style="list-style-type: none"> That the CEO be instructed to engage a suitable facilitator to run the forum. 			
20/03/2018	9.1 (7.6)	AM208	Railway Station Building	<p>Council agree to:</p> <ol style="list-style-type: none"> Agrees with the principle of moving the railway station building to another suitable site in the town; Requests Town Enhancement Group to identify at least two potential sites; and Instructs the CEO to ascertain if ARC will agree to the possible relocation or possible usage of the building. 	DCEO	Contacted ARC, a deed has been prepared and submitted to the PTA to allow for a simple process be put in place when applying for the repurposing of this type of infrastructure, they are negotiating currently to agree on the terms. They are not prepared to put a time limit on the deed being adopted.	
17/04/2018	10.1	A602 RA236 RA243	Request to Close Unconstructed Road Reserve	<p>Council authorises CEO to:</p> <ol style="list-style-type: none"> Explore further with Sean Ditchburn and Jessika Lynch (and adjacent land holders) the possibility of creating a road that is of a limited scope on the uncontrolled road reserve. The scope includes: <ul style="list-style-type: none"> A constructed road that is suitable for general vehicular use; The constructed road terminating at a reasonable distance past the main entrance onto Lot 158 Burt Road. Examine further the requirements regarding the construction of a road within the unconstructed road reserve including the process to create a road in accordance with Section 56(2) of the Land Development Act. Report back to Council the outcomes of Points 1 and 2 for final consideration at the June 2018 Ordinary Meeting of Council. 	CEO / WS	ACEO did not have time to deal with this during CEO's leave. Awaiting report from WS regarding access	
15/05/2018	4.0	11.1.9	Public Question Time - Woodanilling Youth Group	<ol style="list-style-type: none"> Consider installing a bus shelter for students catching the bus to schools in Katanning. Protection of children in every way is a top priority for this town. A shelter would need to be of sufficient size to seat up to 20 children, be weatherproof and functional. The Youth Group is very willing to assist with the project. Asked if a BMX track could be constructed to the east of the Pavilion/Rec Shed? They need tyres, gravel and machinery to construct it. Asked if a basketball hoop be installed at the oval and park, once again the Youth Group are very keen to assist. 	DCEO	CD Committee	

Date	Agenda Item No	File Ref ID	Heading	Motion	Officer	Up-date	Completed Date & Ref
15/05/2018	10.2	12.1.15	Closing Thoroughfares to Vehicles	Refers this matter to the Transport Plant and Works Committee to undertake a full audit of roads requiring conditional closure pursuant to S3.50 of the Local Government Act.	CEO	TPW Committee	
17/07/2018	13.2	4.3.4	Provision of Accounting Services	That Council: <ul style="list-style-type: none"> Engage Moore Stephens to compile the 2017/2018 Annual Financial Report; Request the CEO to provide a report at the conclusion of the 2017/2018 Audit as to the success or otherwise of the project on which Council will determine any future outsourcing of the preparation of statutory financial reports. 	CEO	Completed – Purchase Order 3659 issued	19/07/2018
17/07/2018	13.3	12.4.4	Heavy Vehicle Services Request PBS 2B a Double Road Train Robinson Road West	That the condition of Robinson Road is not of a standard that would adequately support this level of vehicle, unless Council is able to source a significant injection of funds to upgrade the road to an acceptable standard. Therefore Council does not agree to: <ul style="list-style-type: none"> Allow the PBS 2B A Double Road Train access on Robinson Road West SLK 0.00 – 32.42; or Add Robinson Road West to the Tri Drive Concession Network TD3.3. 	DCEO / CEO	Completed	23/07/2018 HVS30

16. CLOSURE OF MEETING

There being no further business the meeting closed at 5:54pm